



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: October 15, 2019
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) EMPLOYEE RECOGNITION
Dennis White and Sam Garcia – PSPS Event
- 6) PRESENTATIONS:
 - A. Director Herndon Service to the District
 - B. AMI Meter Replacement: With Suez Maintenance Program or through Ferguson (in house maintenance) and Bid Requirements
- 7) CONSENT CALENDAR
 - A. MINUTES: Approval of the September 4, 2019 Special Meeting minutes
 - B. MINUTES: Approval of the September 4, 2019 Personnel Committee Meeting minutes
 - C. MINUTES: Approval of the September 17, 2019 Board of Directors Regular Board Meeting minutes
 - D. APPROVAL OF NEW AND REVISED POLICIES
 - 1) Policy 2401 District Web Page Privacy Policy
 - 2) Policy 2101 Credit Card Fees (Recommended for Approval Pending Legal Review)
 - E. DISBURSEMENTS: Check # 036674 - # 036741 including drafts and payroll for a total of \$234,914.37.
- 8) 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

- 9) STAFF REPORTS (for information only, no action anticipated)
 - Financial Report
 - Administration/Customer Service Report
 - ACWA State Legislative Committee
 - Field Operations Report
 - I.T. Monthly Report
 - General Manager's Report
- 10) DISCUSSION AND POSSIBLE ACTION: Discuss Trane Public/Private Partnership Options and Grant Funding Opening April 2020.
- 11) DISCUSSION AND POSSIBLE ACTION: Discuss and Approve the Revised Board Vacancy Policy. Staff Recommends Removing the Policy from The Board Manual and Combine with CSD Board Vacancy Policy.
- 12) DISCUSSION AND POSSIBLE ACTION: Discuss Board Presidential Vacancy and Realign Committee Assignments.
- 13) DISCUSSION AND POSSIBLE ACTION: Agenda Correction and Public Notification-Recording of Meeting Policy agendized as District Transparency Policy in September. Approve and Adopt the Recording of Meetings Policy as revised.
- 14) DISCUSSION AND POSSIBLE ACTION: Discuss and Approve the Revised Nepotism Policy.
- 15) DISCUSSION AND POSSIBLE ACTION: Adopt both Resolution 2019-08, A Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Electing to Become Subject to the Uniform Construction Cost Accounting Procedures and Policy 2103, A Policy to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (ACT) (Section 22000, ET SEQ. of the Public Contract Codes).
- 16) PUBLIC COMMENT
- 17) BOARD MEMBER COMMENT
- 18) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.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.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: SEPTEMBER 17, 2019**

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 Linda Herndon, President
Director Judy Mirbegian, Vice President
Director Jim Lieberman
Director Jim Freeman
Director Carolyn Graham
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by President Herndon.

APPROVAL OF AGENDA

Director Lieberman moved to approve the agenda as presented. Seconded by Director Mirbegian. Motion carries unanimous.

ADJOURN TO CLOSED SESSION

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

- **PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957: Review and discussion of the General Manager's finalized performance evaluation**
- **PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957.6: Review and negotiate General Manager's contract provisions**

Members of the Board adjourned to Closed Session at 6:03 p.m.

RECONVENE TO OPEN SESSION:

Board reconvened at 7:19 p.m. with no reportable actions.

DISCUSSION AND POSSIBLE ACTION:

Possible Action Resulting from Closed Session; Approve General Manager's Employment Contract Revisions

No reportable action or decisions made during Closed Session

EMPLOYEE RECOGNITION

A) Introduction of Cody Lockwood-New District employee

B) Introduction of Hannah Davidson -CivicSpark 2019/20

C) Introduction of Zachary Gianotti -CivicSpark 2019/20

Staff introduced new District employee Cody Lockwood and Civic Spark Fellows Hannah Davidson and Zachary Gianotti.

CONSENT CALENDAR

On a motion made by Director Lieberman and seconded by Director Mirbegian the Board unanimously approved the following Consent Calendar.

Director Graham request item 9-D be removed from the agenda and added to the October Regular Board Meeting for further discussion. The Board approves the amended agenda with the removal of the Approval of Revised District Nepotism Policy. Motion carries unanimously.

- (A) MINUTES: Approval of the August 20, 2019 Board of Directors Regular Board Meeting Minutes.
- (B) MINUTES: Approval of the August 20, 2019 Finance Committee Meeting Minutes
- (C) MINUTES: Approval of the August 19, 2019 Special Meeting Minutes
- (D) Approval of Revised District Nepotism Policy
- (E) Approval of District Transparency Policy
- (F) Approval of Revised District Lien Policy

DISBURSEMENTS:

Check # 036601 - # 036673 including drafts and payroll for a total of \$802,564.83

Director Mirbegian moved to approve the Disbursements of Check # 036601- # 036673 including drafts and payroll for a total of \$802,564.83.

Seconded by Director Lieberman.

The Board unanimously approved the Disbursements of Check # 036601- # 036673 including drafts and payroll for a total of \$802,564.83, motion carries.

BOARD COMMITTEE REPORTS

Finance Committee: Have not met. Director Mirbegian request update on Credit Card Policy

Personnel Committee: Met September 4th Director Lieberman reported on items discussed and reviewed.

Safety and Security Committee: Director Graham reported on tour of District facilities and recent EPA webinar regarding the required Vulnerability Assessment and updating the District ERP.

Lake Water Use Agreement-Ad Hoc Committee: Have not met. It was reported that the District was not notified of the quarterly Gate Valve and Butterfly Valve turning, however, the HVLCSO GM was notified via e-mail after the event by the HVLA GM.

Valley Oaks Sub-Committee: Project put on hold by County of Lake and Army Corp of Engineers until further notice.

STAFF REPORTS

Financial Report: Clarification of Overtime error noted in report.

Administration/Customer Services Report: Increase in lock off due to July rate change.

Field Operation Report: Reviewed & accepted.

ACWA State Legislative Committee: Reviewed & accepted.

I.T Monthly Report: Reviewed & accepted.

General Manager's Report: Reviewed & accepted.

DISCUSSION AND POSSIBLE ACTION:

CPS HR Salary Study 1.0 vs. 2.0-CPS 1.0 used the Mean & not the Median to recommend salary ranges for District positions. The result was several positions received an increase that should not have while others did not receive an increase that should have (Based on study 1.0.) Staff would like to know how the Board wishes to proceed.

Options include:

- A. No change until next study in 2020;
- B. Adjust pay for those underpaid positions from Sept. 20, 2019 forward; or
- C. Adjust pay for those underpaid positions from Sept. 20, 2019 forward and provide back pay to July 1, 2018 when the error was first implemented.

Board request staff provide an RFP on a Salary Study and contact Joan Pugh Newman, Labor Attorney, for best practices.

DISCUSSION AND POSSIBLE ACTION:

Approve Resolution 2019-09 Approving The Form Of And Authorizing Execution Of The Memorandum Of Understanding And Authorizing Participation In The Special District Risk Management Authority Health Benefits Ancillary Coverages (Vision Insurance)

Director Mirbegian moved to approve Resolution 2019-09 Approving The Form Of And Authorizing Execution Of The Memorandum Of Understanding And Authorizing Participation In The Special District Risk Management Authority Health Benefits Ancillary Coverages (Vision Insurance).

Seconded by Director Graham.

The Board unanimously approved Resolution 2019-09 Approving The Form Of And Authorizing Execution Of The Memorandum Of Understanding And Authorizing Participation In The Special District Risk Management Authority Health Benefits Ancillary Coverages (Vision Insurance)

DISCUSSION AND POSSIBLE ACTION:

SUEZ and FERGUSON AMR/AMI options and comparison. Suez provides an AMI option and maintenance program where they own the meters and data collection system while Ferguson offers an AMR system that can be upgrade to an AMI system using the same meters. Provide staff direction as to which option to pursue and identify financing for. Staff to return to the Board for final approval

The Board directed staff to provide total cost with interest for Suez and Ferguson offers as well as the cost of billing software for the AMI system.

DISCUSSION AND POSSIBLE ACTION:

Authorize the General Manager to enter into a professional service agreement not to exceed \$25,000 and proceed with the 218 process. Current responsive quotes include RGS & CV Strategies

Director Mirbegian moved to approve the General Manager to enter into a professional service agreement with CV Strategies not to exceed \$25,000 and proceed with the 218 process.

Seconded by Director Lieberman.

The Board unanimously approved the General Manager to enter into a professional service agreement with CV Strategies not to exceed \$25,000 and proceed with the 218 process.

DISCUSSION AND POSSIBLE ACTION:

Board discussion of the Brown Act with legal counsel and commitment to abide by all Brown Act regulations as noted in Resolution 2012-12

The Board discussed the Brown Act regulations with District legal counsel. Members of the Public asked how the public would be aware of a violation. Scenarios and questions presented from the public and the Board were addressed by Legal Counsel.

PUBLIC COMMENT

Members of the Public asked for an update on Hexavalent chromium. Staff informed the public the District is in compliance and can find additional information on the District Website.

BOARD MEMBER COMMENT

Director Lieberman welcomed the CivicSpark Fellows and thanked them for being here. Director Herndon gave her resignation, as Director and as Board President, to the Board effective at the close of day October 1, 2019.

ADJOURNMENT

On a motion made by Director Freeman and seconded by Director Lieberman the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:37 p.m.

Judy Mirbegian Date
Acting President of the Board

Kirk Cloyd Date
General Manager/Secretary to the Board



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING
MEETING DATE: SEPTEMBER 4, 2019

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 Linda Herndon, President
Director Judy Mirbegian, Vice President
Director Jim Lieberman
Director Carolyn Graham
Kirk Cloyd, General Manager

Absent: Director Jim Freeman

CALL TO ORDER

The meeting was called to order at 4:01 p.m. by President Herndon.

APPROVAL OF AGENDA

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

DISCUSSION AND POSSIBLE ACTION:

Rejection of Bids for the Mountain Meadow North Water Main Replacement Project and Re-bidding of the Project

Director Lieberman moved to approve the Rejection of all Bids for the Mountain Meadow North Water Main Replacement Project and open for re-bidding.

Seconded by Director Mirbegian.

The Board unanimously approved the Rejection of all Bids for the Mountain Meadow North Water Main Replacement Project and open for re-bidding.

PUBLIC COMMENT

No Public present.

BOARD MEMBER COMMENT

No Board comments.

ADJOURNMENT

Meeting was adjourned on a motion from Director Mirbegian seconded by Director Graham at 4:12 pm. Motion carried unanimously.

Judy Mirbegian Date
Acting President of the Board

Kirk Cloyd Date
General Manager/Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: SEPTEMBER 4, 2019**

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

Present were:

Director Linda Herndon
Director Jim Lieberman
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant

CALL TO ORDER

The meeting was called to order at 4:41 p.m. by Director Herndon

APPROVAL OF AGENDA

On a motion made by Director Lieberman and seconded by Director Herndon the Committee unanimously approved the agenda.

DISCUSS AND REVIEW: Committee Charter

The Committee recommended the Board hold the pending charters until the Governance model has been completed.

DISCUSS AND REVIEW: CPS HR Consulting Salary Survey

The Committee recommend the discrepancies and possible options be brought before the Board at the September Board meeting.

DISCUSS AND REVIEW: Compensation Policy

The Committee recommend staff contact Dr Bienati for a scope of work and cost be brought before the Board at the October Board meeting.

The Committee suggest discussing the District compensation philosophy as well as the efficiency of basing salaries on Mean or Median and the ability to maintain a competitive recruitment and retention of employees. Consider a total compensation study.

DISCUSS AND REVIEW: Personnel Handbook

The Committee reviewed and discussed the personnel Handbook.

The Committee request staff clarify the California Sick Leave Law and review the recent mark up of the manual.

PUBLIC COMMENT

No members of the public were present.

COMMITTEE MEMBER COMMENT

No Committee Member comment.

ADJOURNMENT

On a motion made by Director Lieberman and second by Director Herndon the Committee voted unanimously to adjourn the meeting. Adjourned at 7:03 p.m.



POLICY TITLE:	DISTRICT WEB PAGE / PRIVACY POLICY	
POLICY #: 2401	ADOPTED DATE: October 15, 2019	REVISION DATE:
	Acting President: Judy Mirbegian	President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

POLICY

2401.1 It is District policy to control the content and accuracy of the information provided on the District’s Web page. All information will be directed to the Administrative Assistant acting in the capacity of the District Web manager. All information posted on the District website must be consistent with the District’s mission and public interest and the District’s social media policy.

2401.2 Any District Board Director, official or employee may request postings to the District Web page through the General Manager or his designated representative. Postings must be non-political in nature. The General Manager who shall approve, modify, or deny the request. Postings shall be submitted in Word format as an e-mail attachment unless only a hard copy is available. In either case, it is the submitter’s responsibility to check the item for accuracy both prior to submission and after posting to the Web page to ensure no inadvertent errors appear on the final document. The submitter shall inspect the posted submission within 24 hours of posting.

- a) The General Manager or his or her designee shall submit the approved request to the Administrative Assistant for inclusion on the web page and, when necessary, to suggest alternative solutions.
- b) The General Manager or his or her designee shall also manage removal of outdated postings

2401.3 PRIVACY POLICY

The following privacy policy shall be posted to the District’s website under a link on the home page.

The Hidden Valley Lake Community Services District (“District,” “we” or “us”) is concerned about privacy issues and wants you to be familiar with how we collect, use and disclose information. We are pleased to provide this Privacy Policy to inform you of our practices as information that we collect through this website. Please note that this Privacy Policy applies only to our online information-gathering and dissemination practices conducted in connection with this website, and does not apply to any of our practices conducted offline. If you have any questions or comments about the Privacy Policy or our privacy practices, please contact us at www.info@hvlcsd.org

By accessing or using this website, you agree with all the terms of this Privacy Policy, so please do not access or use this website if you do not.

We may change this Privacy Policy at any time. Please take a look at the “Updated” legend at the top of this page to see when this Privacy Policy was last revised. Any changes to this Privacy Policy will become effective when posted to this website. By accessing or using the website after any such changes, you accept the revised Privacy Policy.

This Privacy Policy governs the manner in which this site collects, uses, maintains and discloses information collected from users (each, a “User”).

Personal Identification Information

We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, register on the site, subscribe to the newsletter, respond to a survey, fill out a form, and in connection with other activities, services, features or resources we make available on our site. Users may be asked for, as appropriate, name, phone number, and/or email address. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users may visit our site anonymously, and can always refuse to supply personally identification information, with the understanding that it may prevent them from engaging in certain site related activities.

Non-personal Identification Information

We may collect non-personal identification information about Users whenever they interact with our site. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our site, such as the operating system and the Internet service providers utilized and other similar information.

Web Browser Cookies

Our site may use “cookies” to enhance User experience. User’s web browser places cookies on their computer for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the site may not function properly.

Google Analytics

Google Analytics is a web analysis service provided by Google Inc. (“Google”). Google utilizes the data collected to track and examine the use of this site, to prepare reports on its activities and share them with other Google services. Google may use the data collected to contextualize and personalize the ads of its own advertising network. Personal Data collected: Cookie and Usage data. Our site also uses Google’s Interest-based advertising or 3rd-party audience data (such as age, gender, and interests) as part of Google Analytics Demographics and Interest Reporting.

How We Use Collected Information

We may collect and use Users personal information for the following purposes:

- To respond to questions or comments: Information you provide helps us respond to your inquiries.
- To improve our site: We may use feedback you provide to improve this site.
- To send periodic emails: We may use the email address to respond to their inquiries, questions, and/or other requests. If User decides to opt-in to our mailing list, they will receive emails that may include company news, updates, related product or service information, etc. If at any time the User would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

How We Protect Your Information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our site.

Sharing Your Personal Information

We do not sell, trade, or rent Users personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates for the purposes outlined above. We may use third party service providers to help us operate our business and the site or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes provided that you have given us your permission.

Third Party Websites

Users may find content on our site that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our site, is subject to that website's own terms and policies.

Changes To This Privacy Policy

We have the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this page. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

Your Acceptance Of These Terms

By using this site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our site. Your continued use of the site following the posting of changes to this policy will be deemed your acceptance of those changes.

Contacting Us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us.

ADOPTED AND APPROVED on October 15th, 2019.

Judy Mirbegian
Acting President to the Board

Attest: _____
Kirk Cloyd, General Manager



POLICY TITLE:	CREDIT CARD ACCEPTANCE POLICY	
POLICY #: 2101	ADOPTED DATE: OCTOBER 15, 2019 ACTING PRESIDENT: JUDY MIRBEGIAN	REVISION DATE: PRESIDENT:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

POLICY

While credit card and debit card payments offer convenience, the cost to the District to accept billing account payments totals more than \$38,600 for the 2019-20 Fiscal year. In an effort to control the rising costs, the District will no longer be able to absorb these fees. Hidden Valley Lake Community Services District will not receive any part of the service fee assessed by Third Party Provider. The imposed surcharge on credit cards will be no greater than our cost of acceptance.

Hidden Valley Lake Community Services District works with a third-party service provider to process credit card and debit card payments for utility billing. Beginning January 1, 2020 all associated fees charged by the financial institute and the Third-Party Provider will be charged to the user as a pass-through fee accordingly. This applies to all credit and debit card payments made using Mastercard, Visa and AMX.

We will continue to offer other payment methods, including cash, paper checks, and electronic check payments (ACH), which carry no additional charge.

The District will work with the provider to ensure that a complete and accurate recording of transactions, fees and deposit of monies takes place in a timely manner. All third-party processors are expected to comply with Payment Card Industry standards.

ADOPTED AND APPROVED on October 15, 2019

Judy Mirbegan
Acting President to the Board

Attest: _____
Kirk Cloyd, General Manager

ETS - Corporation Credit Card Fees

2018-2019	Register -25			Website -27			Draft -29			ETS Grand	
	ETS Fee	No. Sales	Amt Sales	ETS Fee	No. Sales	Amt Sales	ETS Fee	No. Sales	Amt Sales	Total	Total
July	\$ 851.43	379	\$ 42,840.76	\$ 1,156.36	549	\$ 58,460.84	\$ 431.94	183	\$ 17,269.04	\$ 2,439.73	\$ 3,125.98
August	\$ 942.57	399	\$ 48,896.06	\$ 1,205.54	549	\$ 61,422.32	\$ 458.44	182	\$ 18,530.07	\$ 2,606.55	\$ 3,292.80
September	\$ 979.12	391	\$ 51,535.30	\$ 1,338.77	570	\$ 68,696.68	\$ 488.79	184	\$ 19,929.27	\$ 2,806.68	\$ 3,519.18
October	\$ 980.37	387	\$ 49,276.94	\$ 1,310.21	587	\$ 66,019.84	\$ 447.19	178	\$ 18,170.47	\$ 2,737.77	\$ 3,471.52
November	\$ 952.65	389	\$ 47,237.82	\$ 1,218.57	569	\$ 60,511.75	\$ 433.24	178	\$ 17,339.80	\$ 2,604.46	\$ 3,315.71
December	\$ 951.93	423	\$ 48,556.85	\$ 1,220.30	608	\$ 63,637.34	\$ 431.97	179	\$ 17,704.79	\$ 2,604.20	\$ 3,364.20
January	\$ 959.12	409	\$ 49,515.96	\$ 1,180.52	581	\$ 56,851.10	\$ 402.15	182	\$ 15,583.06	\$ 2,541.79	\$ 3,268.04
February	\$ 866.31	386	\$ 43,575.74	\$ 1,186.76	615	\$ 58,735.99	\$ 398.21	183	\$ 15,822.67	\$ 2,451.28	\$ 3,220.03
March	\$ 909.44	409	\$ 45,464.69	\$ 1,181.39	622	\$ 58,637.56	\$ 370.13	179	\$ 14,743.18	\$ 2,460.96	\$ 3,238.46
April	\$ 917.61	401	\$ 44,759.85	\$ 1,314.54	651	\$ 61,614.21	\$ 384.46	175	\$ 14,712.23	\$ 2,616.61	\$ 3,430.36
May	\$ 948.24	416	\$ 46,413.91	\$ 1,188.13	613	\$ 58,270.03	\$ 374.02	171	\$ 14,624.32	\$ 2,510.39	\$ 3,276.64
June	\$ 446.91	466	\$ 54,747.10	\$ 510.56	649	\$ 66,710.15	\$ 322.36	170	\$ 16,226.84	\$ 1,279.83	\$ 2,091.08
Total	\$ 10,258.79	4855	\$ 2.11	\$ 13,501.09	7163	\$ 1.88	\$ 4,942.90	2144	\$ 2.31	\$ 28,702.78	\$ 38,614.00

Pay Div 1.25

\$ 2.11

\$ 3.13

\$ 2.31

*Merchant Services took over ETS

Avg fee	\$ 7.55
div 3	\$ 2.52
Flat Fee	\$2.50
Customers	14,162
Revenue	\$35,405.00
Expense	\$37,656.53
Difference	\$ (2,251.53)

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
01-1023	HACH COMPANY			N		FUND TOTAL FOR VENDOR	116.21
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,576.51
01-1189	L & M LOCKSMITHING			N		FUND TOTAL FOR VENDOR	44.50
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	259.57
01-1531	CALIFORNIA RURAL WATER AS			N		FUND TOTAL FOR VENDOR	561.00
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	242.25
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	17,914.70
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,444.02
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	1,087.06
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	567.51
01-1999	GRAINGER			N		FUND TOTAL FOR VENDOR	620.79
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	5,594.01
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	220.53
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	5,464.52
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	47.27
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	98.78
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	476.39
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.15
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	48.54
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	296.80
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	181.61
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	782.50
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	480.00
01-2755	BEELETRACTOR CO			N		FUND TOTAL FOR VENDOR	750.75
01-2788	GHD			N		FUND TOTAL FOR VENDOR	4,421.00

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	3,713.31
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	3,234.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	512.50
01-2827	SMITH CONSTRUCTION			N		FUND TOTAL FOR VENDOR	6,635.00
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	850.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	5,744.05
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	281.25
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	313.71
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	118.39
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	33.55
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	432.75
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	210.05
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	3,085.41
01-2981	MILLERICK PLUMBING			N		FUND TOTAL FOR VENDOR	1,365.00
01-2982	FOSTER MORRISON CONSULTIN			N		FUND TOTAL FOR VENDOR	1,900.00
01-2984	BIENATI CONSULTING GROUP,			N		FUND TOTAL FOR VENDOR	4,950.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	120.96
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	2,815.10
*** FUND TOTALS ***							83,068.00

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#: 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	990.95
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,891.25
01-1189	L & M LOCKSMITHING			N		FUND TOTAL FOR VENDOR	44.50
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	259.56
01-1531	CALIFORNIA RURAL WATER AS			N		FUND TOTAL FOR VENDOR	561.00
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	242.24
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	170.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	17,914.69
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	5,232.00
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	567.50
01-1999	GRAINGER			N		FUND TOTAL FOR VENDOR	620.81
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,294.09
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	220.52
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	50.41
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	476.38
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.14
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	48.54
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	296.76
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2752	JIM COMSTOCK			N		FUND TOTAL FOR VENDOR	1,500.00
01-2755	BEEELER TRACTOR CO			N		FUND TOTAL FOR VENDOR	750.75
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	3,712.78
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,215.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	512.50

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
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	420.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	5,744.03
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	281.25
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	313.70
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	118.38
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	33.55
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	432.75
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	238.57
01-2982	FOSTER MORRISON CONSULTIN			N		FUND TOTAL FOR VENDOR	1,900.00
01-2983	COYOTE VALLEY ELEMENTARY			N		FUND TOTAL FOR VENDOR	3,150.00
01-2984	BIENATI CONSULTING GROUP,			N		FUND TOTAL FOR VENDOR	4,950.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	120.96
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	20,782.26
*** FUND TOTALS ***							82,826.32

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#: 140 FLOOD 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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01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	70.57
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*** FUND TOTALS ***

70.57

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#: 215 RECA REDEMPTION 1995

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-19	NBS GOVERNMENT FINANCE GR			N	FUND TOTAL FOR VENDOR	1,393.74
*** FUND TOTALS ***						1,393.74
*** REPORT TOTALS ***			167,358.63			167,358.63

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	210.05
120 2088	SURVIVOR BENEFITS - PERS	11.06
120 2090	PERS PAYABLE	2,428.64
120 2091	FIT PAYABLE	3,436.18
120 2092	CIT PAYABLE	1,208.97
120 2093	SOCIAL SECURITY PAYABLE	14.57
120 2094	MEDICARE PAYABLE	489.30
120 2095	S D I PAYABLE	337.49
120 2099	DEFERRED COMP - 457 PLAN	512.50
120 5-00-5020	EMPLOYEE BENEFITS	4,952.61
120 5-00-5024	WORKERS' COMP INSURANCE	2,163.79
120 5-00-5025	RETIREE HEALTH BENEFITS	1,856.91
120 5-00-5060	GASOLINE, OIL & FUEL	372.63
120 5-00-5061	VEHICLE MAINT	3,083.97
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	554.03
120 5-00-5092	POSTAGE & SHIPPING	112.50
120 5-00-5121	LEGAL SERVICES	281.25
120 5-00-5122	ENGINEERING SERVICES	5,271.00
120 5-00-5123	OTHER PROFESSIONAL SERVICES	6,850.00
120 5-00-5130	PRINTING & PUBLICATION	108.03
120 5-00-5145	EQUIPMENT RENTAL	311.54
120 5-00-5148	OPERATING SUPPLIES	3,238.43
120 5-00-5150	REPAIR & REPLACE	20,907.08
120 5-00-5155	MAINT BLDG & GROUNDS	1,420.76
120 5-00-5156	CUSTODIAL SERVICES	1,262.50
120 5-00-5191	TELEPHONE	890.47
120 5-00-5192	ELECTRICITY	2,815.10
120 5-00-5193	OTHER UTILITIES	242.25
120 5-00-5194	IT SERVICES	690.48

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#: 215 RECA REDEMPTION 1995

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5195	ENV/MONITORING	3,234.00
120 5-00-5311	EQUIPMENT - OFFICE	107.25
120 5-10-5010	SALARIES & WAGES	286.58
120 5-10-5020	EMPLOYEE BENEFITS	5,773.79
120 5-10-5021	RETIREMENT BENEFITS	1,844.56
120 5-10-5090	OFFICE SUPPLIES	503.26
120 5-10-5170	TRAVEL MILEAGE	16.83
120 5-10-5175	EDUCATION / SEMINARS	84.25
120 5-30-5010	SALARIES & WAGES	199.41
120 5-30-5020	EMPLOYEE BENEFITS	390.85
120 5-30-5021	RETIREMENT BENEFITS	1,309.75
120 5-40-5010	DIRECTORS COMPENSATION	17.98
120 5-40-5020	DIRECTOR BENEFITS	13.41
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,360.90
120 5-40-5176	DIRECTOR TRAINING	108.91CR
	** FUND TOTAL **	83,068.00
130 1052	ACCTS REC WATER USE	990.95
130 2075	AFLAC	238.57
130 2088	SURVIVOR BENEFITS - PERS	12.19
130 2090	PERS PAYABLE	2,716.46
130 2091	FIT PAYABLE	4,101.04
130 2092	CIT PAYABLE	1,480.85
130 2093	SOCIAL SECURITY PAYABLE	16.43
130 2094	MEDICARE PAYABLE	549.10
130 2095	S D I PAYABLE	378.67
130 2099	DEFERRED COMP - PLAN 457 PAYAB	512.50
130 5-00-5020	EMPLOYEE BENEFITS	4,952.61
130 5-00-5024	WORKERS' COMP INSURANCE	2,163.79
130 5-00-5025	RETIREE HEALTH BENEFITS	1,856.91
130 5-00-5060	GASOLINE, OIL & FUEL	372.62
130 5-00-5061	VEHICLE MAINT	3,083.93
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	554.04
130 5-00-5092	POSTAGE & SHIPPING	112.50
130 5-00-5121	LEGAL SERVICES	281.25
130 5-00-5122	ENGINEERING SERVICES	50.00
130 5-00-5123	OTHER PROFESSIONAL SERVICES	6,850.00
130 5-00-5124	WATER RIGHTS	170.00
130 5-00-5130	PRINTING & PUBLICATION	108.02
130 5-00-5145	EQUIPMENT RENTAL	1,811.52
130 5-00-5150	REPAIR & REPLACE	7,187.75
130 5-00-5155	MAINT BLDG & GROUNDS	267.76
130 5-00-5156	CUSTODIAL SERVICES	312.50
130 5-00-5191	TELEPHONE	890.45
130 5-00-5192	ELECTRICITY	20,782.26
130 5-00-5193	OTHER UTILITIES	242.24
130 5-00-5194	IT SERVICES	690.47

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#: 215 RECA REDEMPTION 1995

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5195	ENV/MONITORING	1,215.00
130 5-00-5311	EQUIPMENT - OFFICE	107.24
130 5-00-5505	WATER CONSERVATION	3,150.00
130 5-10-5010	SALARIES & WAGES	286.56
130 5-10-5020	EMPLOYEE BENEFITS	5,773.78
130 5-10-5021	RETIREMENT BENEFITS	1,844.51
130 5-10-5090	OFFICE SUPPLIES	503.22
130 5-10-5170	TRAVEL MILEAGE	96.67
130 5-10-5175	EDUCATION / SEMINARS	84.24
130 5-30-5010	SALARIES & WAGES	258.60
130 5-30-5020	EMPLOYEE BENEFITS	390.84
130 5-30-5021	RETIREMENT BENEFITS	1,720.93
130 5-40-5010	DIRECTORS COMPENSATION	20.27
130 5-40-5020	DIRECTOR BENEFITS	15.09
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,360.90
130 5-40-5176	DIRECTOR TRAINING	108.91CR
130 5-70-7205	MMN WTR MAIN	370.00
	** FUND TOTAL **	82,826.32
140 5-00-5192	ELECTRICITY	70.57
	** FUND TOTAL **	70.57
215 5-00-5123	OTHER PROFESSIONAL SERVICES	1,393.74
	** FUND TOTAL **	1,393.74

	** TOTAL **	167,358.63

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 : 9/01/2019 THRU 9/30/2019 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: SEPTEMBER 30TH, 2019

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>1,502,648.00</u>	<u>174,911.14</u>	<u>673,058.99</u>	<u>829,589.01</u>	<u>44.79</u>
TOTAL REVENUES	<u>1,502,648.00</u>	<u>174,911.14</u>	<u>673,058.99</u>	<u>829,589.01</u>	<u>44.79</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	654,560.00	56,860.34	207,282.82	447,277.18	31.67
ADMINISTRATION	443,138.00	31,057.69	104,867.64	338,270.36	23.66
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	338,928.00	23,389.81	80,140.78	258,787.22	23.65
DIRECTORS	49,730.00	3,350.34	10,691.07	39,038.93	21.50
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>201,000.00</u>	<u>0.00</u>	<u>200,160.19</u>	<u>839.81</u>	<u>99.58</u>
TOTAL EXPENDITURES	<u>1,687,356.00</u>	<u>114,658.18</u>	<u>603,142.50</u>	<u>1,084,213.50</u>	<u>35.74</u>
REVENUES OVER/(UNDER) EXPENDITURES	(184,708.00)	60,252.96	69,916.49	(254,624.49)	37.85-

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2019

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	100.00	200.00	300.00	40.00
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	0.00	225.00	4,775.00	4.50
120-4050 SALES OF RECLAIMED WATER	118,000.00	16,116.27	65,681.37	52,318.63	55.66
120-4111 COMM SEWER USE	36,959.00	3,008.06	9,024.18	27,934.82	24.42
120-4112 GOV'T SEWER USE	855.00	71.21	213.63	641.37	24.99
120-4116 SEWER USE CHARGES	1,167,934.00	98,645.54	295,743.90	872,190.10	25.32
120-4210 LATE FEE	20,000.00	2,094.31	5,686.04	14,313.96	28.43
120-4300 MISC INCOME	1,500.00	54.75	63.22	1,436.78	4.21
120-4310 OTHER INCOME	200.00	0.00	0.00	200.00	0.00
120-4320 FEMA/CalOES Grants	135,000.00	0.00	0.00	135,000.00	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,500.00	0.00	581.73	918.27	38.78
120-4580 TRANSFERS IN	0.00	54,821.00	295,639.92 (295,639.92)	0.00
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	1,502,648.00	174,911.14	673,058.99	829,589.01	44.79
	=====	=====	=====	=====	=====

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2019

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	0.00	0.00	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	2,163.79	13,925.92 (2,155.92)	118.32
120-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	1,198.25	2,126.70	20,713.30	9.31
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	372.63	1,606.19	10,393.81	13.38
120-5-00-5061 VEHICLE MAINT	15,000.00	3,083.97	4,685.09	10,314.91	31.23
120-5-00-5062 TAXES & LIC	800.00	0.00	0.00	800.00	0.00
120-5-00-5074 INSURANCE	27,000.00	0.00	33,137.94 (6,137.94)	122.73
120-5-00-5075 BANK FEES	21,000.00	1,745.30	4,593.84	16,406.16	21.88
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	554.03	661.00	6,839.00	8.81
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	112.23	1,139.70	5,860.30	16.28
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	281.25	652.50	4,347.50	13.05
120-5-00-5122 ENGINEERING SERVICES	27,000.00	5,271.00	5,271.00	21,729.00	19.52
120-5-00-5123 OTHER PROFESSIONAL SERVICE	30,000.00	6,850.00	12,294.30	17,705.70	40.98
120-5-00-5126 AUDIT SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	108.03	580.40	4,419.60	11.61
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	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	311.54	725.03	4,274.97	14.50
120-5-00-5148 OPERATING SUPPLIES	40,000.00	3,238.43	6,201.64	33,798.36	15.50
120-5-00-5150 REPAIR & REPLACE	142,000.00	20,907.08	27,517.88	114,482.12	19.38
120-5-00-5155 MAINT BLDG & GROUNDS	5,500.00	1,420.76	1,909.26	3,590.74	34.71
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	1,262.50	2,525.00	13,975.00	15.30
120-5-00-5157 SECURITY	5,000.00	0.00	0.00	5,000.00	0.00
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	16,087.50	28,912.50	35.75
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	890.47	2,316.38	7,183.62	24.38
120-5-00-5192 ELECTRICITY	60,000.00	2,815.10	19,825.91	40,174.09	33.04
120-5-00-5193 OTHER UTILITIES	2,600.00	242.25	484.50	2,115.50	18.63
120-5-00-5194 IT SERVICES	45,000.00	690.48	5,516.28	39,483.72	12.26
120-5-00-5195 ENV/MONITORING	32,000.00	3,234.00	8,118.00	23,882.00	25.37
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	0.00	2,000.00	0.00
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	107.25	107.25	1,192.75	8.25
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	0.00	4.68	3,495.32	0.13
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	86.50	163.50	34.60
120-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	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: SEPTEMBER 30TH, 2019120-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	56,860.34	207,282.82	447,277.18	31.67

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2019

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	19,888.51	70,710.83	210,891.17	25.11
120-5-10-5020 EMPLOYEE BENEFITS	93,979.00	5,935.33	17,966.97	76,012.03	19.12
120-5-10-5021 RETIREMENT BENEFITS	57,507.00	4,629.51	14,731.00	42,776.00	25.62
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	503.26	876.90	3,123.10	21.92
120-5-10-5170 TRAVEL MILEAGE	1,200.00	16.83	269.64	930.36	22.47
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	84.25	312.30	3,687.70	7.81
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
TOTAL ADMINISTRATION	443,138.00	31,057.69	104,867.64	338,270.36	23.66

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

120-SEWER ENTERPRISE FUND
OFFICE
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-20-5010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-20-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019120-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	13,951.66	50,530.44	164,619.56	23.49
120-5-30-5020 EMPLOYEE BENEFITS	68,254.00	5,343.46	16,124.02	52,129.98	23.62
120-5-30-5021 RETIREMENT BENEFITS	46,724.00	4,094.69	12,840.12	33,883.88	27.48
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	382.66	1,417.34	21.26
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	258.32	741.68	25.83
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	5.22	494.78	1.04
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	338,928.00	23,389.81	80,140.78	258,787.22	23.65

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

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	252.98	758.94	2,241.06	25.30
120-5-40-5020 DIRECTOR BENEFITS	90.00	13.41	26.82	63.18	29.80
120-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	3,192.86	9,578.58	31,761.42	23.17
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 (108.91)	326.73	3,273.27	9.08
TOTAL DIRECTORS	49,730.00	3,350.34	10,691.07	39,038.93	21.50

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2019

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	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2019

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	34.27 (34.27)	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	200,160.19	839.81	99.58
TOTAL EXPENDITURES	1,687,356.00	114,658.18	603,142.50	1,084,213.50	35.74
REVENUES OVER/(UNDER) EXPENDITURES	(184,708.00)	60,252.96	69,916.49 (254,624.49)	37.85-

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

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>2,119,035.00</u>	<u>188,103.75</u>	<u>729,589.34</u>	<u>1,389,445.66</u>	<u>34.43</u>
TOTAL REVENUES	<u>2,119,035.00</u>	<u>188,103.75</u>	<u>729,589.34</u>	<u>1,389,445.66</u>	<u>34.43</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	873,602.00	53,346.58	124,147.97	749,454.03	14.21
ADMINISTRATION	443,438.00	31,137.65	104,908.17	338,529.83	23.66
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	339,528.00	27,942.73	95,599.96	243,928.04	28.16
DIRECTORS	54,530.00	3,384.30	10,791.27	43,738.73	19.79
CAPITAL PROJECTS & EQUIP	<u>158,988.00</u>	<u>370.00</u>	<u>154,943.16</u>	<u>4,044.84</u>	<u>97.46</u>
TOTAL EXPENDITURES	<u>1,870,086.00</u>	<u>116,181.26</u>	<u>490,390.53</u>	<u>1,379,695.47</u>	<u>26.22</u>
REVENUES OVER/(UNDER) EXPENDITURES	248,949.00	71,922.49	239,198.81	9,750.19	96.08

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2019

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	12,000.00	2,745.00	5,245.00	6,755.00	43.71
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	170.00	170.00	830.00	17.00
130-4040 LIEN RECORDING FEES	500.00	0.00	786.15 (286.15)	157.23
130-4045 AVAILABILITY FEES	25,000.00	0.00	900.00	24,100.00	3.60
130-4110 COMM WATER USE	104,000.00	9,817.31	31,614.74	72,385.26	30.40
130-4112 GOV'T WATER USE	6,000.00	479.22	1,373.12	4,626.88	22.89
130-4115 WATER USE	1,940,435.00	169,858.82	539,119.41	1,401,315.59	27.78
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	4,034.24	9,985.64	15,014.36	39.94
130-4215 RETURNED CHECK FEE	1,000.00	200.00	350.00	650.00	35.00
130-4300 MISC INCOME	2,000.00	799.16	1,868.47	131.53	93.42
130-4310 OTHER INCOME	100.00	0.00	0.00	100.00	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	1,190.01	809.99	59.50
130-4580 TRANSFER IN	0.00	0.00	136,986.80 (136,986.80)	0.00
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	2,119,035.00	188,103.75	729,589.34	1,389,445.66	34.43
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REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2019

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	0.00	0.00	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	2,163.79	13,925.92 (2,155.92)	118.32
130-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	1,198.24	2,126.70	20,713.30	9.31
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	372.62	1,606.16	9,393.84	14.60
130-5-00-5061 VEHICLE MAINT	24,292.00	3,083.93	4,685.04	19,606.96	19.29
130-5-00-5062 TAXES & LIC	1,200.00	0.00	0.00	1,200.00	0.00
130-5-00-5074 INSURANCE	27,000.00	0.00	33,137.93 (6,137.93)	122.73
130-5-00-5075 BANK FEES	21,000.00	1,745.28	4,271.39	16,728.61	20.34
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,000.00	554.04	661.00	23,339.00	2.75
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	112.22	1,139.69	4,860.31	18.99
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	281.25	652.50	9,347.50	6.53
130-5-00-5122 ENGINEERING SERVICES	60,000.00	50.00	50.00	59,950.00	0.08
130-5-00-5123 OTHER PROFESSIONAL SERVICE	40,000.00	6,850.00	8,112.50	31,887.50	20.28
130-5-00-5124 WATER RIGHTS	70,000.00	170.00	635.00	69,365.00	0.91
130-5-00-5126 AUDIT SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	108.02	580.39	6,919.61	7.74
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	1,811.52	2,300.28	32,699.72	6.57
130-5-00-5148 OPERATING SUPPLIES	5,000.00	0.00	1,785.50	3,214.50	35.71
130-5-00-5150 REPAIR & REPLACE	185,000.00	7,187.75	7,846.47	177,153.53	4.24
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	267.76	632.90	11,367.10	5.27
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	312.50	625.00	3,575.00	14.88
130-5-00-5157 SECURITY	5,000.00	0.00	0.00	5,000.00	0.00
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	227.51 (227.51)	0.00
130-5-00-5191 TELEPHONE	9,500.00	890.45	2,320.31	7,179.69	24.42
130-5-00-5192 ELECTRICITY	150,000.00	20,782.26	24,257.62	125,742.38	16.17
130-5-00-5193 OTHER UTILITIES	2,200.00	242.24	484.48	1,715.52	22.02
130-5-00-5194 IT SERVICES	40,000.00	690.47	5,516.27	34,483.73	13.79
130-5-00-5195 ENV/MONITORING	20,000.00	1,215.00	3,069.00	16,931.00	15.35
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	0.00	30,000.00	0.00
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	107.24	107.24	892.76	10.72
130-5-00-5312 TOOLS - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	0.00	4.67	2,495.33	0.19
130-5-00-5505 WATER CONSERVATION	9,000.00	3,150.00	3,300.00	5,700.00	36.67
130-5-00-5545 RECORDING FEES	100.00	0.00	86.50	13.50	86.50
130-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	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: SEPTEMBER 30TH, 2019

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	53,346.58	124,147.97	749,454.03	14.21

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

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	19,888.76	70,369.64	211,232.36	24.99
130-5-10-5020 EMPLOYEE BENEFITS	93,979.00	5,935.30	17,966.87	76,012.13	19.12
130-5-10-5021 RETIREMENT BENEFITS	57,507.00	4,629.46	14,692.27	42,814.73	25.55
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	503.22	876.84	3,123.16	21.92
130-5-10-5170 TRAVEL MILEAGE	2,000.00	96.67	690.27	1,309.73	34.51
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	84.24	312.28	3,687.72	7.81
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	443,438.00	31,137.65	104,908.17	338,529.83	23.66

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

130-WATER ENTERPRISE FUND
OFFICE
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-20-5010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-20-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019130-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	18,093.41	64,340.00	150,810.00	29.90
130-5-30-5020 EMPLOYEE BENEFITS	68,254.00	5,343.45	16,123.98	52,130.02	23.62
130-5-30-5021 RETIREMENT BENEFITS	46,724.00	4,505.87	14,302.99	32,421.01	30.61
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	382.66	1,417.34	21.26
130-5-30-5063 CERTIFICATIONS	600.00	0.00	190.00	410.00	31.67
130-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	258.30	741.70	25.83
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	2.03	1,997.97	0.10
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	339,528.00	27,942.73	95,599.96	243,928.04	28.16

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2019

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	285.27	855.81	2,144.19	28.53
130-5-40-5020 DIRECTOR BENEFITS	90.00	15.09	30.18	59.82	33.53
130-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	3,192.85	9,578.55	31,761.45	23.17
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 (108.91)	326.73	8,073.27	3.89
TOTAL DIRECTORS	54,530.00	3,384.30	10,791.27	43,738.73	19.79

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2019

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	0.00	370.00	2,712.49 (2,712.49)	0.00
TOTAL CAPITAL PROJECTS & EQUIP	158,988.00	370.00	154,943.16	4,044.84	97.46
TOTAL EXPENDITURES	1,870,086.00	116,181.26	490,390.53	1,379,695.47	26.22
REVENUES OVER/(UNDER) EXPENDITURES	248,949.00	71,922.49	239,198.81	9,750.19	96.08

*** END OF REPORT ***



**Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of September 30, 2019
(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	\$ 221,006.46	\$ 514,609.60	\$ 611,657.61	\$ 178,067.97	\$ 1,525,341.64
Cash Receipts					
Utility Billing Deposits	330,724.64	-	-	-	
Electronic Fund Deposits	-	-	-	-	
Other Deposits	-	7,629.70	-	422.75	
Total Cash Receipts	\$ 330,724.64	\$ 7,629.70	\$ -		
Cash Disbursements					
Accounts Payable Checks issued	140,853.13	-	-	-	
Electronic Fund/Bank Draft Disbursements	37,645.28	-	-	-	
Payroll Checks issued - net	52,925.38	-	-	-	
Bank Fees	3,490.58	-	-	-	
Other Disbursements	-	-	-	-	
Total Disbursements	\$ 234,914.37	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	54,821.00	-	-	-	
Transfers Out	-	54,821.00	-	-	
Total Transfers Between Accounts	\$ 54,821.00	\$ 54,821.00	\$ -	\$ -	
Ending Balances in General Ledger	\$ 371,637.73	\$ 467,418.30	\$ 611,657.61	\$ 178,490.72	\$ 1,629,204.36
Reconciling Adjustments to Financial Institutions [2]					
Financial Institution Ending Balances	\$ 715,791.82	\$ 467,418.30	\$ 611,657.61	\$ 178,490.72	\$ 1,973,358.45

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	23,870.63	61,971.42	70,652.50	-	156,494.55
130 Water Operating	189,344.80	164,994.01	105,292.28	-	459,631.09
140 Flood Enterprise	423.87	-	-	-	423.87
215 2016 Sewer Refinancing Bond	(1,393.74)	121,884.45	92,401.21	178,490.72	391,382.64
218 2002 CIEDB Loan	114,496.81	-	12,088.14	-	126,584.95
219 2012 USDA Solar COP	0.23	22,491.07	860.27	-	23,351.57
313 Wastewater Operating Reserve	-	7,600.30	57,552.50	-	65,152.80
314 Wastewater CIP	-	(7,858.78)	93,056.57	-	85,197.79
319 2012 USDA Solar COP Reserve	-	31,286.74	-	-	31,286.74
320 Water CIP	237.37	3.07	-	-	240.44
325 Water Operating Reserve	44,657.76	-	-	-	44,657.76
350 2002 CIEDB Loan Reserve	-	-	179,754.14	-	179,754.14
711 2016 Bond Administration	-	-	-	-	-
712 Bond Revolving	-	65,046.02	-	-	65,046.02
Total Ending Balances in General Ledger	\$ 371,637.73	\$ 467,418.30	\$ 611,657.61	\$ 178,490.72	\$ 1,629,204.36

[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: 9/01/2019 THRU 9/30/2019
 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	9/13/2019	BANK-DRAFT	000360	AFLAC	224.31CR	CLEARED	A	9/17/2019
1010	9/13/2019	BANK-DRAFT	000361	CALIFORNIA PUBLIC EMPLOYEES RE	5,903.48CR	CLEARED	A	9/16/2019
1010	9/13/2019	BANK-DRAFT	000362	NATIONWIDE RETIREMENT SOLUTION	512.50CR	CLEARED	A	9/13/2019
1010	9/13/2019	BANK-DRAFT	000363	STATE OF CALIFORNIA EDD	1,705.66CR	CLEARED	A	9/13/2019
1010	9/13/2019	BANK-DRAFT	000364	US DEPARTMENT OF THE TREASURY	4,810.55CR	CLEARED	A	9/13/2019
1010	9/27/2019	BANK-DRAFT	000365	AFLAC	224.31CR	OUTSTND	A	0/00/0000
1010	9/27/2019	BANK-DRAFT	000366	CALIFORNIA PUBLIC EMPLOYEES RE	5,984.62CR	CLEARED	A	9/30/2019
1010	9/27/2019	BANK-DRAFT	000367	NATIONWIDE RETIREMENT SOLUTION	512.50CR	CLEARED	A	9/27/2019
1010	9/27/2019	BANK-DRAFT	000368	STATE OF CALIFORNIA EDD	1,762.10CR	CLEARED	A	9/27/2019
1010	9/27/2019	BANK-DRAFT	000369	US DEPARTMENT OF THE TREASURY	4,865.47CR	CLEARED	A	9/27/2019
CHECK:								
1010	9/06/2019	CHECK	036674	ACWA/JPIA	1,135.01CR	CLEARED	A	9/10/2019
1010	9/06/2019	CHECK	036675	ALPHA ANALYTICAL LABORATORIES	979.00CR	CLEARED	A	9/11/2019
1010	9/06/2019	CHECK	036676	APPLIED TECHNOLOGY SOLUTIONS	865.50CR	CLEARED	A	9/16/2019
1010	9/06/2019	CHECK	036677	CALIFORNIA RURAL WATER ASSOCIA	1,122.00CR	CLEARED	A	9/11/2019
1010	9/06/2019	CHECK	036678	GHD	4,421.00CR	CLEARED	A	9/13/2019
1010	9/06/2019	CHECK	036679	MEDIACOM	519.13CR	CLEARED	A	9/11/2019
1010	9/06/2019	CHECK	036680	MICHELLE HAMILTON	1,095.00CR	CLEARED	A	9/16/2019
1010	9/06/2019	CHECK	036681	MIDDLETOWN COPY & PRINT	627.41CR	CLEARED	A	9/11/2019
1010	9/06/2019	CHECK	036682	OFFICE DEPOT	335.94CR	CLEARED	A	9/13/2019
1010	9/06/2019	CHECK	036683	PACIFIC GAS & ELECTRIC COMPANY	23,667.93CR	CLEARED	A	9/11/2019
1010	9/06/2019	CHECK	036684	RAY MORGAN COMPANY	195.67CR	CLEARED	A	9/11/2019
1010	9/06/2019	CHECK	036685	REDFORD SERVICES	480.00CR	CLEARED	A	9/16/2019
1010	9/06/2019	CHECK	036686	SPECIAL DISTRICT RISK MANAGEME	4,327.58CR	CLEARED	A	9/12/2019
1010	9/06/2019	CHECK	036687	AUGUSTUS, GEORGE F	6.63CR	OUTSTND	A	0/00/0000
1010	9/06/2019	CHECK	036688	CASH, JENNIFER	21.67CR	OUTSTND	A	0/00/0000
1010	9/06/2019	CHECK	036689	DORNBUSH, DON	5.04CR	OUTSTND	A	0/00/0000
1010	9/06/2019	CHECK	036690	ESKESEN, PAUL M	143.99CR	OUTSTND	A	0/00/0000
1010	9/06/2019	CHECK	036691	MITCHELL, SAVANNAH	205.11CR	CLEARED	A	9/13/2019
1010	9/06/2019	CHECK	036692	SILVA, PAUL	58.67CR	CLEARED	A	9/20/2019
1010	9/06/2019	CHECK	036693	SKILES, CASSANDRA	18.13CR	OUTSTND	A	0/00/0000
1010	9/13/2019	CHECK	036694	ALPHA ANALYTICAL LABORATORIES	714.00CR	CLEARED	A	9/18/2019
1010	9/13/2019	CHECK	036695	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	9/18/2019
1010	9/13/2019	CHECK	036696	AT&T	241.92CR	CLEARED	A	9/18/2019
1010	9/13/2019	CHECK	036697	BEELEER TRACTOR CO	1,501.50CR	CLEARED	A	9/18/2019
1010	9/13/2019	CHECK	036698	DATAPROSE	441.05CR	CLEARED	A	9/17/2019
1010	9/13/2019	CHECK	036699	HARDESTER'S MARKETS & HARDWARE	97.68CR	CLEARED	A	9/18/2019
1010	9/13/2019	CHECK	036700	GARDENS BY JILLIAN	200.00CR	CLEARED	A	9/20/2019
1010	9/13/2019	CHECK	036701	LAYNE PAVING & TRUCKING, INC.	181.61CR	CLEARED	A	9/23/2019
1010	9/13/2019	CHECK	036702	MILLERICK PLUMBING	1,365.00CR	CLEARED	A	9/17/2019
1010	9/13/2019	CHECK	036703	OFFICE DEPOT	148.88CR	CLEARED	A	9/19/2019
1010	9/13/2019	CHECK	036704	SOUTH LAKE REFUSE COMPANY	484.49CR	CLEARED	A	9/17/2019
1010	9/13/2019	CHECK	036705	SPECIAL DISTRICT RISK MANAGEME	31,087.56CR	CLEARED	A	9/19/2019

COMPANY: 999 - POOLED CASH FUND
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 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	9/13/2019	CHECK	036706	TYLER TECHNOLOGY	121.00CR	CLEARED	A	9/18/2019
1010	9/13/2019	CHECK	036707	WESTGATE PETROLEUM CO., INC.	11,488.08CR	CLEARED	A	9/18/2019
1010	9/13/2019	CHECK	036708	GR FOREST D.C. PENSI	106.28CR	CLEARED	A	9/25/2019
1010	9/13/2019	CHECK	036709	REESE, JOHN & LISA	53.12CR	CLEARED	A	9/23/2019
1010	9/20/2019	CHECK	036710	ALPHA ANALYTICAL LABORATORIES	1,712.00CR	CLEARED	A	9/25/2019
1010	9/20/2019	CHECK	036711	BOLD POLISNER MADDOW NELSON &	562.50CR	CLEARED	A	9/24/2019
1010	9/20/2019	CHECK	036712	CARDMEMBER SERVICE	7,426.09CR	CLEARED	A	9/26/2019
1010	9/20/2019	CHECK	036713	COUNTY OF LAKE SOLID WASTE	97.08CR	OUTSTND	A	0/00/0000
1010	9/20/2019	CHECK	036714	COYOTE VALLEY ELEMENTARY PTO	3,150.00CR	CLEARED	A	9/26/2019
1010	9/20/2019	CHECK	036715	FOSTER MORRISON CONSULTING, LT	3,800.00CR	CLEARED	A	9/25/2019
1010	9/20/2019	CHECK	036716	GRAINGER	1,241.60CR	CLEARED	A	9/25/2019
1010	9/20/2019	CHECK	036717	HACH COMPANY	116.21CR	CLEARED	A	9/26/2019
1010	9/20/2019	CHECK	036718	JENFITCH, LLC	3,085.41CR	CLEARED	A	9/24/2019
1010	9/20/2019	CHECK	036719	JIM COMSTOCK	1,500.00CR	OUTSTND	A	0/00/0000
1010	9/20/2019	CHECK	036720	L & M LOCKSMITHING	89.00CR	CLEARED	A	9/24/2019
1010	9/20/2019	CHECK	036721	MENDO MILL CLEARLAKE	98.78CR	CLEARED	A	9/25/2019
1010	9/20/2019	CHECK	036722	OFFICE DEPOT	108.74CR	CLEARED	A	9/27/2019
1010	9/20/2019	CHECK	036723	RAY MORGAN COMPANY	41.10CR	CLEARED	A	9/25/2019
1010	9/20/2019	CHECK	036724	RICOH USA, INC.	386.29CR	CLEARED	A	9/25/2019
1010	9/20/2019	CHECK	036725	SMITH CONSTRUCTION	6,635.00CR	CLEARED	A	9/24/2019
1010	9/20/2019	CHECK	036726	TELSTAR INSTRUMENTS, INC	5,464.52CR	CLEARED	A	9/24/2019
1010	9/20/2019	CHECK	036727	USA BLUE BOOK	1,087.06CR	CLEARED	A	9/26/2019
1010	9/20/2019	CHECK	036728	VERIZON WIRELESS	952.77CR	CLEARED	A	9/25/2019
1010	9/20/2019	CHECK	036729	WAGNER & BONSIGNORE	170.00CR	CLEARED	A	9/27/2019
1010	9/20/2019	CHECK	036730	RYAN & BRITANY , BET	272.19CR	OUTSTND	A	0/00/0000
1010	9/20/2019	CHECK	036731	MARTINELLI, LARRY	47.42CR	OUTSTND	A	0/00/0000
1010	9/20/2019	CHECK	036732	HARBISON, KEN L	7.71CR	OUTSTND	A	0/00/0000
1010	9/20/2019	CHECK	036733	LARSEN, JOHN	5.75CR	CLEARED	A	9/25/2019
1010	9/20/2019	CHECK	036734	ROGERS, NIEKO	1.17CR	CLEARED	A	9/30/2019
1010	9/27/2019	CHECK	036735	ALPHA ANALYTICAL LABORATORIES	1,044.00CR	OUTSTND	A	0/00/0000
1010	9/27/2019	CHECK	036736	AT&T MOBILITY	67.10CR	OUTSTND	A	0/00/0000
1010	9/27/2019	CHECK	036737	BIENATI CONSULTING GROUP, INC.	9,900.00CR	OUTSTND	A	0/00/0000
1010	9/27/2019	CHECK	036738	COASTLAND CIVIL ENGINEERING, I	1,270.00CR	OUTSTND	A	0/00/0000
1010	9/27/2019	CHECK	036739	NBS GOVERNMENT FINANCE GROUP	1,393.74CR	OUTSTND	A	0/00/0000
1010	9/27/2019	CHECK	036740	SPECIAL DISTRICT RISK MANAGEME	414.25CR	OUTSTND	A	0/00/0000
1010	9/27/2019	CHECK	036741	ALSHELMEYER & O'MALLEY	38.07CR	OUTSTND	A	0/00/0000
DEPOSIT:								
1010	9/03/2019	DEPOSIT		CREDIT CARD 9/03/2019	2,128.98	CLEARED	C	9/03/2019
1010	9/03/2019	DEPOSIT	000001	CREDIT CARD 9/03/2019	1,932.31	CLEARED	C	9/03/2019
1010	9/03/2019	DEPOSIT	000002	CREDIT CARD 9/03/2019	6,420.52	CLEARED	C	9/03/2019
1010	9/03/2019	DEPOSIT	000003	CREDIT CARD 9/03/2019	1,336.26	CLEARED	C	9/04/2019
1010	9/03/2019	DEPOSIT	000004	CREDIT CARD 9/03/2019	2,608.83	CLEARED	C	9/05/2019
1010	9/03/2019	DEPOSIT	000005	REGULAR DAILY POST 9/03/2019	4,406.24	CLEARED	C	9/04/2019

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
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 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	9/04/2019	DEPOSIT		CREDIT CARD 9/04/2019	2,246.49	CLEARED	C	9/05/2019
1010	9/04/2019	DEPOSIT	000001	CREDIT CARD 9/04/2019	2,164.01	CLEARED	C	9/09/2019
1010	9/04/2019	DEPOSIT	000002	REGULAR DAILY POST 9/04/2019	407.40	CLEARED	C	9/05/2019
1010	9/05/2019	DEPOSIT		CREDIT CARD 9/05/2019	1,684.10	CLEARED	C	9/09/2019
1010	9/05/2019	DEPOSIT	000001	CREDIT CARD 9/05/2019	1,189.21	CLEARED	C	9/09/2019
1010	9/05/2019	DEPOSIT	000002	REGULAR DAILY POST 9/05/2019	1,589.52	CLEARED	C	9/06/2019
1010	9/06/2019	DEPOSIT		CREDIT CARD 9/06/2019	1,646.06	CLEARED	C	9/09/2019
1010	9/06/2019	DEPOSIT	000001	CREDIT CARD 9/06/2019	1,561.14	CLEARED	C	9/09/2019
1010	9/06/2019	DEPOSIT	000002	REGULAR DAILY POST 9/06/2019	2,324.26	CLEARED	C	9/09/2019
1010	9/09/2019	DEPOSIT		CREDIT CARD 9/09/2019	2,561.50	CLEARED	C	9/09/2019
1010	9/09/2019	DEPOSIT	000001	CREDIT CARD 9/09/2019	1,079.92	CLEARED	C	9/10/2019
1010	9/09/2019	DEPOSIT	000002	CREDIT CARD 9/09/2019	1,062.24	CLEARED	C	9/11/2019
1010	9/09/2019	DEPOSIT	000003	CREDIT CARD 9/09/2019	3,375.78	CLEARED	C	9/11/2019
1010	9/09/2019	DEPOSIT	000004	REGULAR DAILY POST 9/09/2019	10,239.99	CLEARED	C	9/10/2019
1010	9/10/2019	DEPOSIT		CREDIT CARD 9/10/2019	2,099.74	CLEARED	C	9/12/2019
1010	9/10/2019	DEPOSIT	000001	CREDIT CARD 9/10/2019	4,734.82	CLEARED	C	9/12/2019
1010	9/10/2019	DEPOSIT	000002	REGULAR DAILY POST 9/10/2019	4,106.43	CLEARED	C	9/11/2019
1010	9/11/2019	DEPOSIT		CREDIT CARD 9/11/2019	3,994.33	CLEARED	C	9/12/2019
1010	9/11/2019	DEPOSIT	000001	CREDIT CARD 9/11/2019	1,727.11	CLEARED	C	9/13/2019
1010	9/11/2019	DEPOSIT	000002	CREDIT CARD 9/11/2019	8,461.80	CLEARED	C	9/13/2019
1010	9/11/2019	DEPOSIT	000003	REGULAR DAILY POST 9/11/2019	17,757.69	CLEARED	C	9/12/2019
1010	9/12/2019	DEPOSIT		CREDIT CARD 9/12/2019	1,815.17	CLEARED	C	9/16/2019
1010	9/12/2019	DEPOSIT	000001	CREDIT CARD 9/12/2019	376.42	CLEARED	C	9/16/2019
1010	9/12/2019	DEPOSIT	000002	CREDIT CARD 9/12/2019	4,972.37	CLEARED	C	9/16/2019
1010	9/12/2019	DEPOSIT	000003	REGULAR DAILY POST 9/12/2019	13,686.08	CLEARED	C	9/13/2019
1010	9/13/2019	DEPOSIT		CREDIT CARD 9/13/2019	1,064.08	CLEARED	C	9/16/2019
1010	9/13/2019	DEPOSIT	000001	CREDIT CARD 9/13/2019	990.71	CLEARED	C	9/16/2019
1010	9/13/2019	DEPOSIT	000002	REGULAR DAILY POST 9/13/2019	7,090.83	CLEARED	C	9/16/2019
1010	9/16/2019	DEPOSIT		CREDIT CARD 9/16/2019	2,946.25	CLEARED	C	9/16/2019
1010	9/16/2019	DEPOSIT	000001	CREDIT CARD 9/16/2019	1,694.82	CLEARED	C	9/17/2019
1010	9/16/2019	DEPOSIT	000002	CREDIT CARD 9/16/2019	8,227.27	CLEARED	C	9/18/2019
1010	9/16/2019	DEPOSIT	000003	CREDIT CARD 9/16/2019	2,660.03	CLEARED	C	9/18/2019
1010	9/16/2019	DEPOSIT	000004	REGULAR DAILY POST 9/16/2019	19,522.91	CLEARED	C	9/17/2019
1010	9/16/2019	DEPOSIT	000005	DRAFT POSTING	14,264.67	CLEARED	U	9/17/2019
1010	9/16/2019	DEPOSIT	000006	CC DRAFT POSTING	20,290.73	CLEARED	U	9/18/2019
1010	9/16/2019	DEPOSIT	091620	Transfer MM 712 to Checking	54,821.00	CLEARED	G	9/16/2019
1010	9/17/2019	DEPOSIT		CREDIT CARD 9/17/2019	1,786.04	CLEARED	C	9/18/2019
1010	9/17/2019	DEPOSIT	000001	CREDIT CARD 9/17/2019	2,428.85	CLEARED	C	9/19/2019
1010	9/17/2019	DEPOSIT	000002	REGULAR DAILY POST 9/17/2019	4,955.98	CLEARED	C	9/18/2019
1010	9/18/2019	DEPOSIT		CREDIT CARD 9/18/2019	2,952.79	CLEARED	C	9/19/2019
1010	9/18/2019	DEPOSIT	000001	CREDIT CARD 9/18/2019	837.08	CLEARED	C	9/20/2019
1010	9/18/2019	DEPOSIT	000002	REGULAR DAILY POST 9/18/2019	10,620.49	CLEARED	C	9/19/2019
1010	9/18/2019	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	156.00CR	CLEARED	U	9/20/2019
1010	9/19/2019	DEPOSIT		CREDIT CARD 9/19/2019	3,913.90	CLEARED	C	9/20/2019

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

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 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	9/19/2019	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	408.53CR	CLEARED	U	9/19/2019
1010	9/19/2019	DEPOSIT	000002	CREDIT CARD 9/19/2019	4,358.05	CLEARED	C	9/24/2019
1010	9/19/2019	DEPOSIT	000003	REGULAR DAILY POST 9/19/2019	38,843.75	CLEARED	C	9/20/2019
1010	9/19/2019	DEPOSIT	000004	CC DRAFT POSTING	141.44	CLEARED	U	9/20/2019
1010	9/20/2019	DEPOSIT		CREDIT CARD 9/20/2019	5,809.43	CLEARED	C	9/24/2019
1010	9/20/2019	DEPOSIT	000001	CREDIT CARD 9/20/2019	7,859.14	CLEARED	C	9/23/2019
1010	9/20/2019	DEPOSIT	000002	REGULAR DAILY POST 9/20/2019	15,298.47	CLEARED	C	9/23/2019
1010	9/20/2019	DEPOSIT	000003	CREDIT CARD 9/20/2019	6,895.57	CLEARED	C	9/23/2019
1010	9/23/2019	DEPOSIT		CREDIT CARD 9/23/2019	1,468.11	CLEARED	C	9/23/2019
1010	9/23/2019	DEPOSIT	000001	CREDIT CARD 9/23/2019	1,284.76	CLEARED	C	9/23/2019
1010	9/23/2019	DEPOSIT	000002	CREDIT CARD 9/23/2019	676.20	CLEARED	C	9/25/2019
1010	9/23/2019	DEPOSIT	000003	CREDIT CARD 9/23/2019	1,922.09	CLEARED	C	9/25/2019
1010	9/23/2019	DEPOSIT	000004	REGULAR DAILY POST 9/23/2019	4,671.20	CLEARED	C	9/24/2019
1010	9/24/2019	DEPOSIT		CREDIT CARD 9/24/2019	936.19	CLEARED	C	9/25/2019
1010	9/24/2019	DEPOSIT	000001	CREDIT CARD 9/24/2019	557.61	CLEARED	C	9/26/2019
1010	9/24/2019	DEPOSIT	000002	REGULAR DAILY POST 9/24/2019	1,124.22	CLEARED	C	9/25/2019
1010	9/25/2019	DEPOSIT		CREDIT CARD 9/25/2019	976.33	CLEARED	C	9/26/2019
1010	9/25/2019	DEPOSIT	000001	CREDIT CARD 9/25/2019	880.69	CLEARED	C	9/27/2019
1010	9/25/2019	DEPOSIT	000002	REGULAR DAILY POST 9/25/2019	1,336.67	CLEARED	C	9/26/2019
1010	9/26/2019	DEPOSIT		CREDIT CARD 9/26/2019	934.40	CLEARED	C	9/27/2019
1010	9/26/2019	DEPOSIT	000001	CREDIT CARD 9/26/2019	713.26	CLEARED	C	9/30/2019
1010	9/26/2019	DEPOSIT	000002	REGULAR DAILY POST 9/26/2019	733.54	CLEARED	C	9/27/2019
1010	9/27/2019	DEPOSIT		CREDIT CARD 9/27/2019	870.12	CLEARED	C	9/30/2019
1010	9/27/2019	DEPOSIT	000001	CREDIT CARD 9/27/2019	850.69	CLEARED	C	9/30/2019
1010	9/27/2019	DEPOSIT	000002	REGULAR DAILY POST 9/27/2019	1,584.25	CLEARED	C	9/30/2019
1010	9/30/2019	DEPOSIT		CREDIT CARD 9/30/2019	1,225.45	CLEARED	C	9/30/2019
1010	9/30/2019	DEPOSIT	000001	CREDIT CARD 9/30/2019	1,044.70	CLEARED	C	9/30/2019
1010	9/30/2019	DEPOSIT	000002	CREDIT CARD 9/30/2019	1,182.38	OUTSTND	C	0/00/0000
1010	9/30/2019	DEPOSIT	000003	CREDIT CARD 9/30/2019	1,816.04	OUTSTND	C	0/00/0000
1010	9/30/2019	DEPOSIT	000004	REGULAR DAILY POST 9/30/2019	3,350.27	OUTSTND	C	0/00/0000
EFT:								
1010	9/25/2019	EFT	092519	CalPERS UAL 26384 September	155.90CR	CLEARED	G	9/26/2019
1010	9/25/2019	EFT	092520	CalPERS UAL 1739 September	10,983.88CR	CLEARED	G	9/26/2019
MISCELLANEOUS:								
1010	9/13/2019	MISC.		PAYROLL DIRECT DEPOSIT	25,872.66CR	CLEARED	P	9/13/2019
1010	9/27/2019	MISC.		PAYROLL DIRECT DEPOSIT	27,052.72CR	CLEARED	P	9/27/2019
SERVICE CHARGE:								
1010	9/03/2019	SERV-CHG		ELAVON-5 FEES 09/03/2019	1,132.72CR	CLEARED	G	9/03/2019
1010	9/03/2019	SERV-CHG	000001	ELAVON-7 FEES 09/03/2019	1,502.82CR	CLEARED	G	9/03/2019
1010	9/03/2019	SERV-CHG	000002	ELAVON-9 FEES 09/03/2019	445.03CR	CLEARED	G	9/03/2019
1010	9/16/2019	SERV-CHG		ANALYSIS FEES FOR AUGUST	410.01CR	CLEARED	G	9/16/2019

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

CHECK DATE: 9/01/2019 THRU 9/30/2019
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
TOTALS FOR ACCOUNT 1010					CHECK TOTAL:			
					140,853.13CR			
				DEPOSIT TOTAL:	385,545.64			
				INTEREST TOTAL:	0.00			
				MISCELLANEOUS TOTAL:	52,925.38CR			
				SERVICE CHARGE TOTAL:	3,490.58CR			
				EFT TOTAL:	11,139.78CR			
				BANK-DRAFT TOTAL:	26,505.50CR			
TOTALS FOR POOLED CASH FUND					CHECK TOTAL:			
					140,853.13CR			
				DEPOSIT TOTAL:	385,545.64			
				INTEREST TOTAL:	0.00			
				MISCELLANEOUS TOTAL:	52,925.38CR			
				SERVICE CHARGE TOTAL:	3,490.58CR			
				EFT TOTAL:	11,139.78CR			
				BANK-DRAFT TOTAL:	26,505.50CR			



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

CAPITAL EXPENDITURES
2019 - 2020 SEPTEMBER

SEWER CIP EXPENSES	FUND	Budget	Yr to Date Actual
I & I Study (Intern/Fellowship)	313	60,000	
IT Upgrades	313	5,000	
Vac Truck (60%)	712	201,000	200,126
I & I Repair	314	100,000	34
Chlorine tank auto shutoff	314	32,000	
SCADA	712	30,000	
Chlorine Disinfection Facility	314	45,000	
Aquatic Harvesting	314	35,000	
Total		\$ 508,000	\$ 200,160.00

SEWER CIP REVENUE	FUND	Revenue	Yr to Date Actual
Sewer Op Reserve (3%)	313	45,147	
FEMA/CalOES	313		
Sewer CIP (3%)	314	45,147	
FEMA/CalOES	314		
Total		\$ 90,294	\$ -

WATER CIP EXPENSES	FUND	Budget	Yr to Date Actual
Unit 9 Tank Replacement 1,700,000 (*1)	320/325/130	220,000	1,860
AMI	320/325/130	100,000	
Vac Truck (40%)	320	134,000	133,417
Repair Water Main Line	320	200,000	2,712
IT Upgrades	320	5,000	
Total		\$ 659,000	\$ -

WATER CIP/OP RESERVE	FUND	Revenue	Yr to Date Actual
Water CIP (8%)	320	148,243	
Water OP Reserve Fund (5%)	325	105,548	
Total		\$ 253,792	\$ -

*1 Financial Options Funds \$220,000 FY 19/20 & 20/21 plus HMGP 75%



MEMO

To: Board of Directors

From: Trish Wilkinson, Full Charge Bookkeeper

Date: October 2, 2019

RE: Office & Administrative Staff Overtime Monthly Report

September 2019

Overtime:

Administrative Assistant:	7.00 hours
Water Resources Specialist:	- hours
Full Charge Bookkeeper:	- hours
Senior Accounts Representative:	.50 hours
Senior Accounts Representative:	<u>1.50 hours</u>
Total Overtime:	9.00 hours



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2019 - 2020 BUDGET

September 2019

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	54,091
	BOND ADMINISTRATION (ANNUAL FEE)	215	6,585	2,810
	COUNTY COLLECTION FEES	215	3,414	
	CSD ADMIN COSTS	215	4,270	
			\$ 298,541	\$ 235,901
2)	CIEDB (PRINCIPAL)	218	106,363	
	CIEDB (INTEREST)	218	59,566	29,783
	CIEDB (ANNUAL FEE)	218	5,135	
			171,064	29,783
3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 16,500	16,500
	USDA RUS LOAN (INTEREST)	219	15,758	8,003
			\$ 32,258	\$ 24,503
TOTAL DEBT SERVICE			501,862	290,187

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 10/10/2019

RE: Senior Account Representative's Monthly Report

Monthly Billing 09/30/2019

Mailed statements: 2,136

Electronic statements: 468

The statement "SPECIAL MESSAGE"

LOSS OF WATER DUE TO POWER OUTAGES: For more information go to:

<https://www.hvlcsd.org/emergency-generator-update>

Sin agua debido al corte de energía:

para obtener más información vaya a:

<https://www.hvlcsd.org/emergency-generator-update>

Delinquent Billing 09/20/2019

Delinquent statements for September bills:

Mailed statements: 480

Electronic statements: 80

Courtesy Notification 10/08/2019

Courtesy notices delivered to the customer's property for delinquent September's bill:
189

Electronic notices: 37

Phone Notification 10/09/2019

Phone notifications: No phone notifications due to power outage

Lock Offs 10/10/2019

No lookoffs due to power outage



Hidden Valley Lake Community Services District

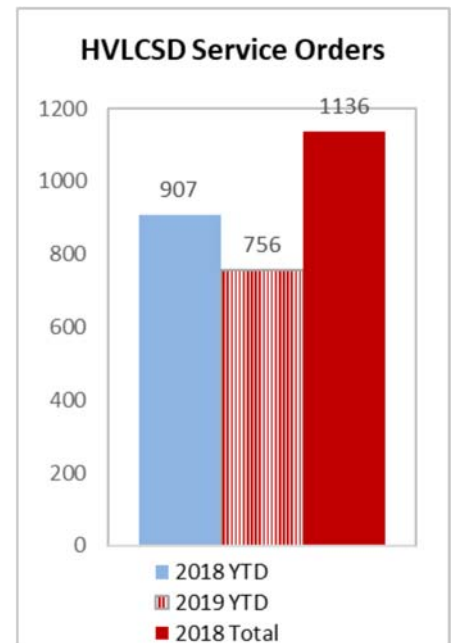
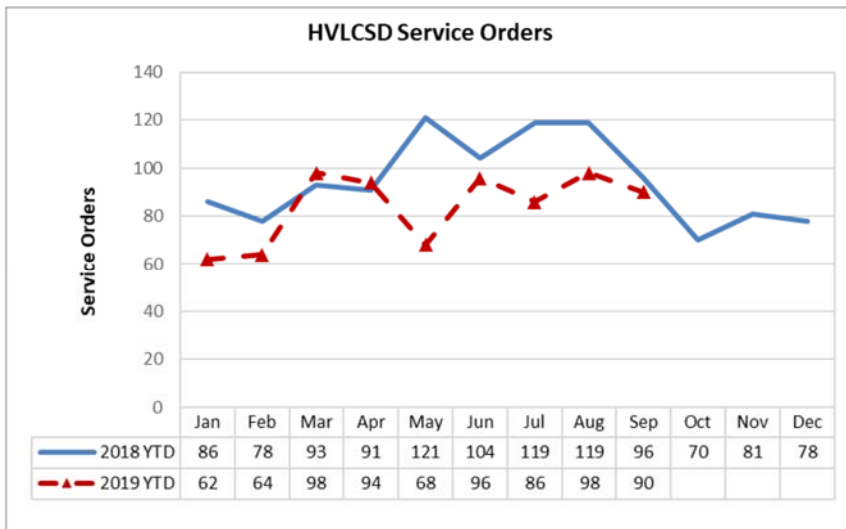
September 2019 Report

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Water Connections:		Sewer Connections:	
New (September)	1	New (September)	1
Residential (August)	2444	Residential (August)	1475
Commercial & Govt (August)	39	Commercial & Govt (August)	16
Total (September) :	2484		1491

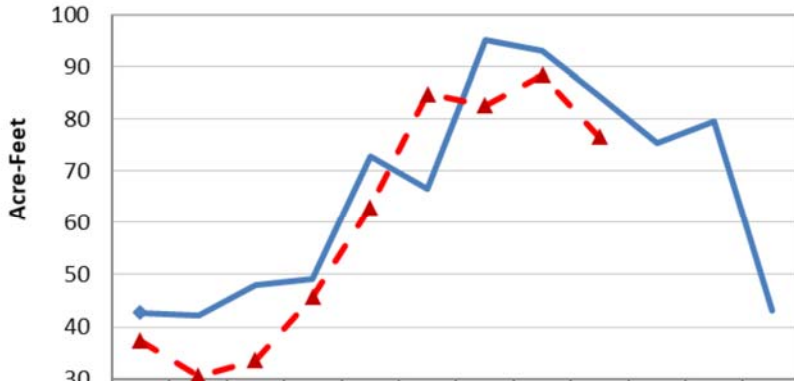
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
0	0	0.11



Hours		
Overtime Hours	20.5	\$811.64

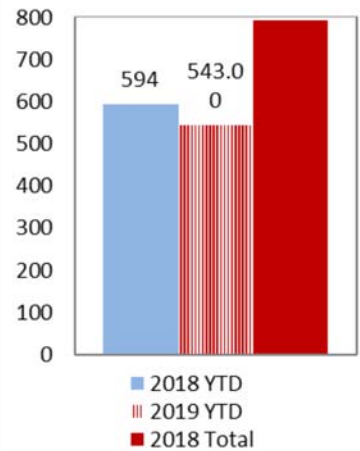
September 2019 Field Report

HVLCSD Municipal Well Production

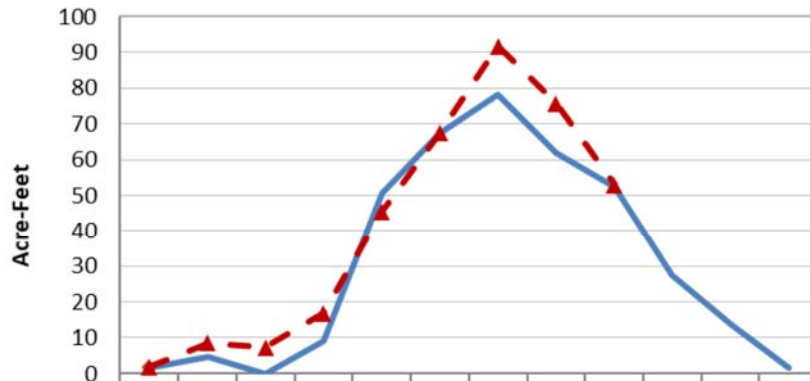


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
— 2018	42.6	42.3	48.1	49.2	72.9	66.5	95.1	93.1	84.5	75.5	79.6	43.1
-▲- 2019	37.2	30.7	33.6	45.7	63.0	84.8	82.6	88.4	76.6			

HVLCSD Municipal Well Production (AF)

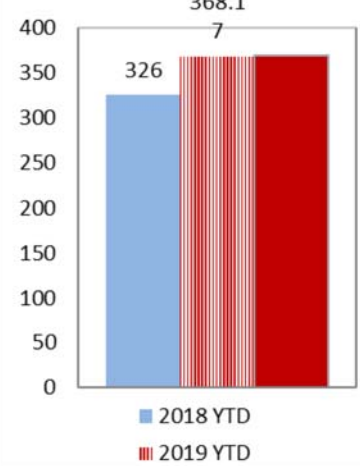


HVLCSD Municipal Reclaimed Water Use

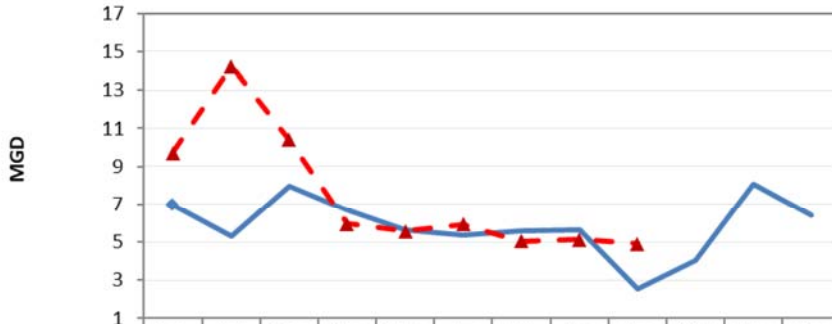


	Jan	Feb	Mar	Apr	Ma y	Jun	Jul	Aug	Sep	Oct	Nov	Dec
— 2018	1.68	4.68	0.04	9.13	50.6	67.3	78.1	61.8	52.5	27.4	14.1	1.71
-▲- 2019	1.87	8.57	7.38	16.8	45.4	67.4	91.8	75.8	53.0			

HVLCSD Municipal Reclaimed Water (AF)

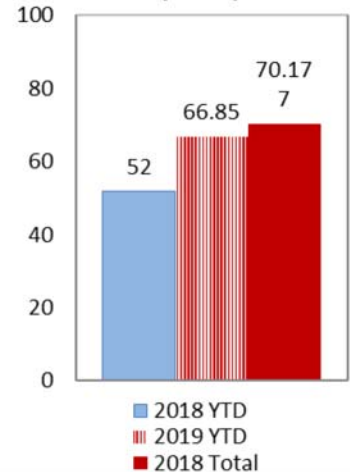


HVLCSD Municipal Wastewater Influent



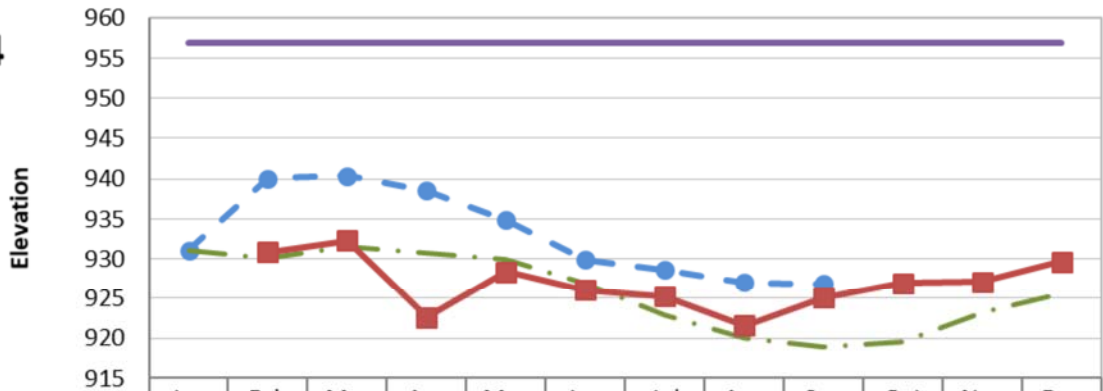
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
— 2018	6.95	5.32	7.96	6.69	5.63	5.37	5.59	5.64	2.57	4.03	8.04	6.39
-▲- 2019	9.71	14.23	10.40	5.95	5.56	5.92	5.05	5.12	4.91			

HVLCSD Municipal Wastewater Influent (MGD)



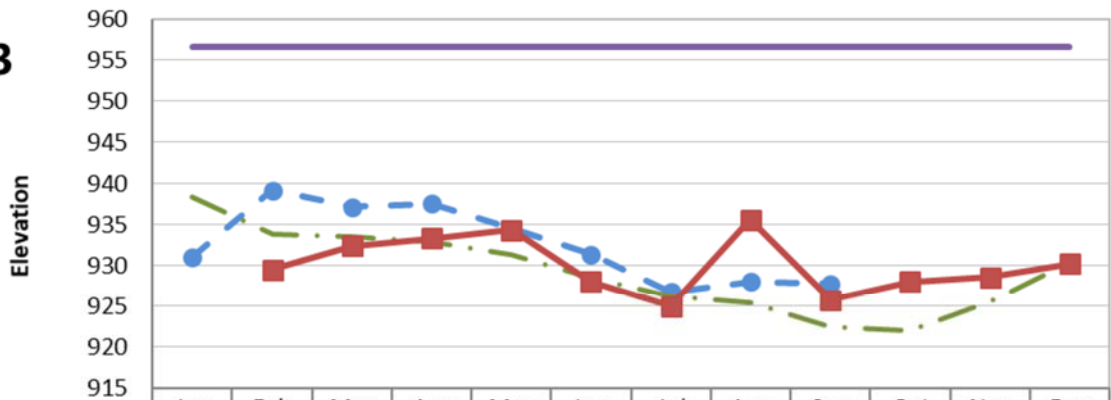
September 2019 Field Report

Well 4



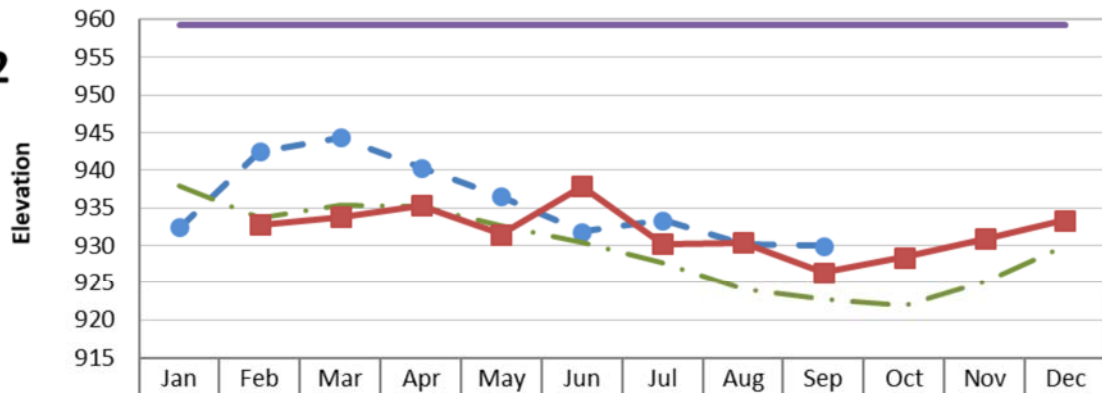
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Well 4 2019	931.1	940.0	940.3	938.5	934.8	929.8	928.6	927.0	926.8			
Well 4 Historical	931.1	930.0	931.5	930.6	929.9	926.8	922.9	920.0	918.8	919.5	923.1	925.7
Top of Casing	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9
Well 4 2018		930.8	932.3	922.6	928.4	926.0	925.2	921.5	925.1	926.9	927.1	929.6

Well 3



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Well 3 2019	931.1	939.1	937.1	937.6	934.5	931.3	926.7	928.0	927.7			
Well 3 Historical	938.4	933.8	933.5	932.9	931.3	928.5	926.1	925.3	922.4	921.9	925.5	930.3
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 2018		929.5	932.4	933.3	934.4	928.0	924.9	935.6	925.7	928.0	928.6	930.1

Well 2



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Well 2 2019	932.4	942.4	944.3	940.3	936.5	931.8	933.3	930.1	929.9			
Well 2 Historical	937.9	933.6	935.4	935.1	932.7	930.4	927.7	924.1	922.7	921.8	925.1	930.0
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 2018		932.7	933.7	935.3	931.4	937.8	930.1	930.4	926.3	928.4	930.8	933.3

Projects Update

FEMA projects

HMGP DR-4344 Project 512 (LHMP)

Sharing hazards and capabilities documents with consultants

10/1 Professional Services Agreement signed by all parties

10/18 Deadline for Hazard Mitigation Planning Committee (HMPC) to submit Historic Hazards worksheet

Nov/Dec Hazard Planning committee meeting #2 scheduled

RPA DR-4434 (February Rains)

9/18 Damage Descriptions and Dimensions (DDD) signoff for Project 126

9/24 Initiated return of wrong sand (see attached)

9/26 Updated estimate information for Project 138, restore to pre-disaster condition

10/2 announcement of new Program Delivery Manager (PDMG)

10/2 Ordered airlift for Filtration basin

10/3 Damage Description and Dimensions (DDD) signoff for Project 1502

10/3 Submitted CalOES form 89 and FFATA to CalOES

HMGP DR-4434 Project 2 (I&I)

9/19 Received invite to submit subapplication

RPA DR-4308 (Stormflow 2017)

9/30 Submitted inquiry on closure status for Project LKHVF83

Projects Update

Non_FEMA projects

CalWARN – Generators

9/25 District council reviewing Memorandum of Agreement with City of Sacramento

10/8 Enacting mutual aid with City of Sacramento. Field operations to pick up to 450kw generators.

10/9 Generators installed and operational (see attached)

IRWM/Waterboards

9/26 Responded to DWR clarification request

10/4 DWR deadline for final comments to IRWM projects

11/29 Final application deadline for IRWM projects

9/26 Submitted feedback to EAR input committee mock-ups

10/4 Submitted Quarterly moratorium report

Water main replacement

9/23 Resubmitted invitation for bids for this project

10/17 Bid Opening Scheduled

ACWA SLC

10/1 “Lessons learned” conference call with members having previous experiences with PSPS

10/25 Planning Meeting Scheduled

Civicspark

Flow monitoring data collection and flowlink training

Manhole lid replacement project (MMS, MMN, Bear Valley Rd)

September 2019 Field Report

Water Operations and Maintenance Highlights

- 9/4 Meter swap and hydrant leak check. Meter box maintenance
- 9/9 Service line repair on Greenridge Road
- 9/10,9/12 Courtesy notices, lockoffs
- 9/12 Fixed a leak on Donkey Hill
- 9/23-26 Meter reads
- 9/26 Leak repair
- Regular maintenance and operations

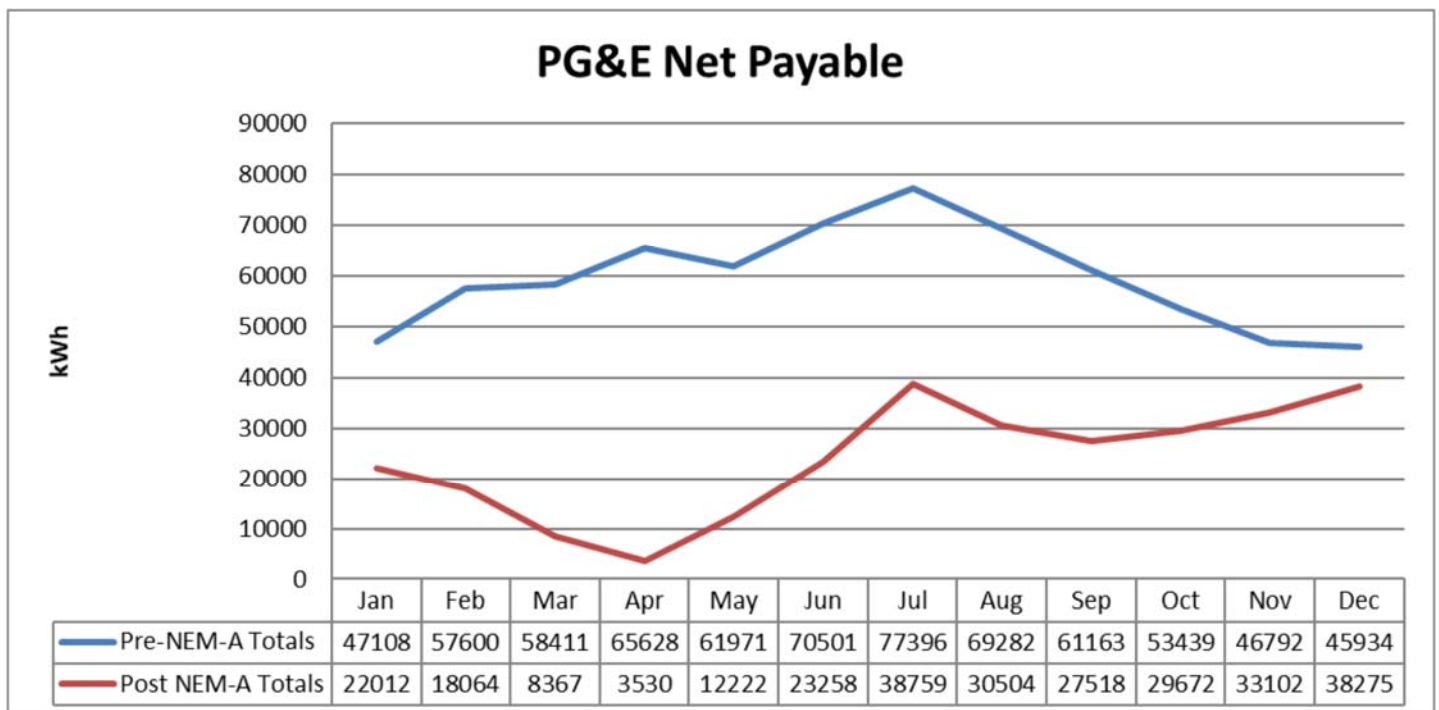
Wastewater Operations and Maintenance Highlights

- 9/5 Reset lift 7 for high level alarm
- 9/10, 9/11, 9/16, 9/17 Worked on Filter #3, used Vac Con Truck
- 9/10,9/12 Courtesy notices, lockoffs
- 9/11 New polymer staging
- Sludge bed maintenance
- Regular maintenance and operations
- 9/17, 9/18, 9/19, 3/23 Drain and clean Contact Basin
- 9/18 Worked on the EQ basin
- 9/19 Restored W3 system
- 9/19, 9/25 Replaced 4 manholes on Mountain Meadow South and North
- 9/23-26 Meter reads
- 9/24 Worked on Filters #1 and #3
- 9/30 Cleaned out lifts 1 and 3 of FOG with Vac Con Truck

September 2019 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	5
Truck 2 (new construction truck)	1441
Truck 3	1922
Truck 4	190
Truck 6	478
Truck 7	2016
Truck 8	0
Dump Truck	43
Backhoe	3.97 hrs
New Holland Tractor	12.90 hrs
Vac Truck	2486

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	246.60	301.50
Fuel Log	246.30	301.50





DOOSAN

G450



1128

KATM64





Executive Summary Report

Generated for HVLCSD for September 2019



Health Score



Breakdown

Proactive Monitoring	100%	Server Availability	100%	Failed Login Attempts	0%
Antivirus	96.2%	Patch Management	89%	Backup	90.2%
Coverage	94.4%	Coverage	100%		
Protection	97.9%	Protection	78%		

Managed Devices

Devices

18

- 1 Server
- 15 Desktop
- 2 Laptop

Checks Passing

Application	98%
Disk/File	92%
Event	100%
Network	91%
Script	100%
Service	100%
System	94%
Task	79%

Alerts Resolved

756

Protection Effectiveness

Antivirus

Devices with Antivirus	17
Frequency of up-to-date Devices	97.9%
Threats Quarantined/Resolved	0

Backup

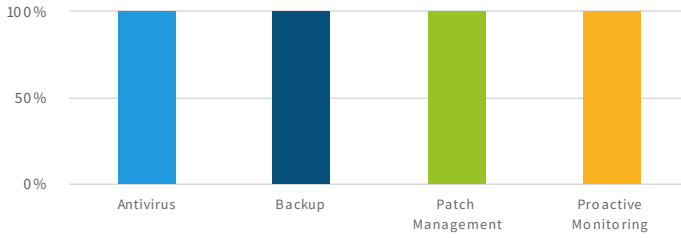
Devices with Backup	2
Data Backed Up (GB)	424
Successful Backups	37

Patch Management

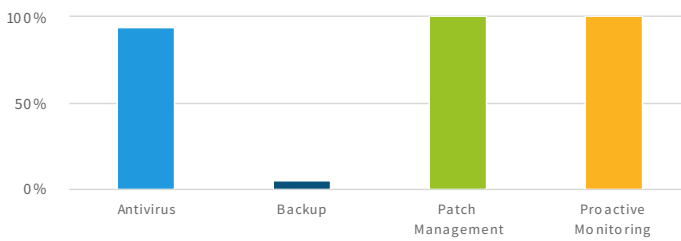
Devices with Patch Management	18
Patches Detected	41
Patches Installed	32

Coverage

Servers



Workstations



Operating Systems



Top 5

Devices with Failing Checks

HVLCSD2016-04
 ACCOUNTS1-PC
 HVLCSD-02
 HVLCSD2019-01
 WATERLEADOPERAT

Devices at Risk

OFFICE

Terminology Explained

Health Score

A weighted aggregation of the systems health across various components. If a feature is not enabled, the health score will not be negatively impacted.

Alerts Resolution

The number of outages that occurred over the course of the month which were closed or cleared.

Checks Passing

The percentage of checks that have passed throughout the month. Checks are grouped into categories. For example, System category comprises of Failed login, Server performance monitoring, OSX update, Package management, and Physical memory checks.

Frequency of Up-to-Date Devices

How often AntiVirus checks have been up-to-date across Servers and Workstations throughout the entire month.

Top 5 Devices at Risk

Devices which have the most common failures of Antivirus, Vulnerability, Risk Intelligence and Web Protection checks throughout the entire month.



Hidden Valley Lake Community Services District

19400 Hartmann Road
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www.hvicsd.org

MEMO

To: Board of Directors
From: Kirk Cloyd
Date: October 15, 2019
RE: General Manager's Monthly Report

Good evening. The following report discusses items Hidden Valley Lake CSD completed over the past month and is intended to provide the Board and public with an update on the progression of projects.

Water

1. I attended a XiO Webinar entitled: How to Spend Less Money Pumping Water. It discussed SCADA improvements that help agencies better manage their resources in a cost-effective manner.
2. The Water Resources Specialist and District representative to ACWA and I met with Brian Sanders of ACWA. He was in the area and stopped by to hear HVLACSD's specific concerns and solicit our support on specific items that will be brought to the State Legislature in the coming months.
3. Administrative staff attended a Webinar to view a possible Customer Portal. This, or something similar, could be an add on item in association with Neptune meters should the Board chose to go with Ferguson to replace our current water meters with and AMI option.
4. I worked with the Administrative Assistant to the G.M. to have the U.S. EPA video "Water: What is it Worth to You?" added to our Website Home Page.

Sanitary Sewer

Americorps Fellows and I attended a tour of the secondary disinfection wastewater treatment plant in Lakeport. Idea exchange may bring improvements to their treatment process. The reciprocal tour and idea exchange at the Hidden Valle Lake CSD RWRf was postponed due to the PSPS event.

Stormwater

Both the Water Resources Specialist and I reviewed and responded to Public Information requests related to stormwater, levee, culvert, v-ditch, storm basin and pump station ownership and maintenance.



Hidden Valley Lake Community Services District

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Recycled Water

No reportable issues.

Finance

Coordinated a meeting between Administrative staff and CV Strategies to discuss next steps in public outreach for the Prop. 218 process.

Human Resources

No reportable issues.

Information Technology

No reportable issues.

Facilities

No reportable issues.

Vehicles and Equipment

No reportable issues.

Emergency Preparedness

1. All local government agencies, constituents that reside in or own property within District boundaries and representatives from all businesses within District boundaries were invited to attend the HVLCSD Local Hazardous Mitigation Plan (LHMP) meeting to have their concerns heard. Additionally, public notification through social media, the District Website, targeted calls and in person discussions were used to invite those with concerns that missed the in-person meeting to have their voice heard. The development of the LHMP is ongoing.
2. I reviewed 6 classes that may assist HVLCSD in the update/renewal of the VA & ERP. As they become available. I will register for them and offer them to the Emergency Preparedness Committee Chair when space is available.
3. Provided Cody Lockwood with Civil Servant Disaster Service Worker info. and swore him in.
4. Reviewed and signed the Projects Order Form with the Konocti Conservation Crew #27 for the 2019-20 Season.



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5. Reviewed & commented on the Capability Assessment DRAFT for the Local Haz. Mit. Plan. The District needs to:
 - A. Draft & approve a General Plan.
 - B. Draft & approve a Local Emergency Operations Plan.
 - C. Draft & approve a Continuity of Operations Plan. (I.e. Wildland Fire, earthquake or PSPS event.).
6. Attended the Lake County VOAD/COAD Meeting with Cal OES & Lake County EOC Manger Dale Carnathan. It was determined at this meeting that Lake County will establish a COAD (Citizen Organizations Active in Disasters). Some of the community-based volunteer groups may be assets to the District during times of local or broad emergencies.
7. I attended the South Lake County Fire Safe Council Monthly Meeting. At the meeting, I notified the Board of Directors that I would be resigning in the near future from the Board (so they can consider potential candidates for the position) but I would attend as often as my current job duties for HVLCSD would allow.
8. Attended a presentation by Brian Sanders (ACWA) on Regions 1 & 3 PSPS's Lessons Learned Conference Call.
9. I attended many Lake OpArea Conference Calls hosted by Sheriff Martin and Dale Carnathan related to the PSPS event.

General Information:

1. Noted that Coastland Engineering, the District's contracted engineer has opened a new office in Fairfield.
2. HLVA informed the District via e-mail on Tuesday Sept. 17th (the same day it was to take place) that they would be exercising the gate & butterfly valves in the dam. I notified the Directors & asked our Water Quality Specialist to make note of it so it could be included in future Annual Reports to the Local and State Water boards.
3. I attended the Annual CSDA Conference. PowerPoint presentations for all classes attended were provided to the Board of Directors as follows:
 - A. Policies vs. Procedures – What's the Difference?
 - B. Building Trust of Management and Staff within Your Board.
 - C. General Manager Performance Evaluation: A Proven Approach that Helps Build an Effective Working Relationship Between the Board and Manager.
 - D. What You Need to Do to Gain Public Support – an Action Plan for Your Upcoming Rate, Tax, or Assessment Increase.
 - E. Dealing with Difficult People



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hvicsd.org

F. Tips and Tricks to Increase Engagement and Service on Boards and Commissions

The opening sessions were given by Mark Scharenbroich entitled "Nice Bike – Making Connections that Move People" and Erik Qualman entitled "Socialnomics: Your Path to Digital Transformation". Both speakers were engaging and offered the attendees a great deal to think about.

4. Staff continued to investigate the possibility to partner with Omni Biogas in a joint power venture. Initial findings indicate that the venture would be advantageous for both parties, however, it does not appear as though PG&E would be willing to "wheel" any excess energy to District facilities that is not on contiguous properties. This would still provide for the remainder of the power at the RWRF that is not provided by solar, the ag well and all three domestic wells, two sewer lift stations and the stormwater pump station. Additionally, if this partnership were to unfold, Omni Biogas could take 100% of the biosolids generated at the RWRF and pasteurize it through their process combining it with the biochar and sell it as a soil augmentation. This also has the potential to reduce annual biosolid hauling and disposal by approx. \$36K to date.
5. I reach out to each Board member to schedule the final quarterly 1 on 1 meeting for 2019 as recommended by Dr. Larry Bienati, awaiting a response.
6. Acting Board President Mirbegian and I attended a conference call with Labor Attorney Joan Pugh Newman as instructed by the Board at the last Board meeting to discuss the options presented the Board due to the CPS HR Consulting salary survey (version 1.0) basing salaries on the Mean vs. the Board approved Median.

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

DATE: October 15, 2019

AGENDA ITEM: Discussion and Possible Action: Discuss and Approve the Revised Board Vacancy Policy

RECOMMENDATIONS: Staff Recommends Removing the Policy from The Board Manual and Combine with CSD Board Vacancy Policy

FINANCIAL IMPACT: None

BACKGROUND:

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on October 15, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



POLICY TITLE:	DIRECTOR APPOINTMENT POLICY	
POLICY #: 4101	ADOPTED DATE: 2009	REVISION DATE: OCTOBER 15, 2019
	PRESIDENT:	VICE-PRESIDENT: JUDY MIRBEGIAN

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

PURPOSE

The purpose of this policy is to establish local procedures for filling vacancies on the Hidden Valley Lake Community Services District's (District) Board of Directors. This policy will further define the process in conformity with Government Code Section 1780, Vacancies on Governing Board of Special District: Filling Vacancy in Elective Office (see attachment A).

POLICY

When a vacancy on the District's Board of Directors occurs, it is the responsibility of the remaining Directors to fill the unexpired term of the vacancy promptly and in a manner, which will be in the best interest of the District.

The Notice of Vacancy must be widely published to ensure adequate notice to prospective candidates across the district.

The District's Board of Directors will appoint a candidate to fill the vacancy within the time parameters set forth in Government Code Section 1780, i.e. no less than 15 days nor more than 60 days from the date of vacancy.

PROCEDURE:

Secretary to the Board:

1. Notify the County Elections Office of the vacancy immediately.
2. Post Notice of Vacancy (attachment B) in two local newspapers for two weeks; the Record Bee twice a week in highest circulation publications on Wednesday and Saturday.
3. Post Notice of Vacancy on a minimum of three community bulletin boards upon notice of vacancy. Notice will remain posted until position is filled.
4. Will utilize the District's media whose publishing deadlines fit the time parameters as available.

Notice of Vacancy will include candidacy requirements:

1. Candidates are required to be a voter in the District (Government Code 61040 (b) and included in attachment A).
2. Candidate must submit a letter of interest with a resume to be considered for appointment.

Concurrent to public postings, the Board of Directors will also recruit candidates known to have an interest in serving.

Prior to the expiration of the published two-week notice, the President of the Board or Vice President in the absence of the President will appoint an ad hoc committee to interview candidates. (see attachment "C" for Ad Hoc Committee Procedures)

Following completion of candidate interviews, recommendations of the ad hoc committee will be presented to the Board of Directors at the next public meeting.

All applications/resumes will be available to the Board of Directors prior to the public meeting.

ADOPTED AND APPROVED on **October 15, 2019**

Judy Mirbegan
Acting President to the Board

Attest: _____
Kirk Cloyd, General Manager

GOVERNMENT CODE SECTION 1780

1780. (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision

(d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city

in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

ATTACHMENT A

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1(commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

GOVERNMENT CODE 61040

61040. (b) No person shall be a candidate for the board of directors unless he or she is a voter of the district or the proposed district. No person shall be a candidate for the board of directors that is elected by divisions or from divisions unless he or she is a voter of that division or proposed division.

ATTACHMENT A (1)

NOTICE OF VACANCY

As of **(DATE OF RESIGNATION)** there is/are **(NUMBER OF VACANCIES)** vacancy(ies)

on the Hidden Valley Lake Community Services District's Board of Directors.

Persons interested in filing for the Director position must be a voter of the district or the proposed district. (G.C. 61040 (b))

Please submit your name, address and telephone number to the Hidden Valley Lake Community Services District, along with a bio including why you are interested in becoming a Director of the Hidden Valley Lake Community Services District Board.

Please also include any relevant qualifications for the position.

FILING DEADLINE: (DATE RESUMES/APPLICATIONS MUST BE FILED WITH THE DISTRICT)
or until position is filled.

SUBMIT TO:

Judy Mirbegian, Acting President of the Board
Hidden Valley Lake
Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

Kirk Cloyd, General Manager
Secretary to the Board

Date: (DATE POSTED)

ATTACHMENT B

AD HOC COMMITTEE PROCESS

OBJECTIVE:

To provide a guide for the committee which will enable successful applicant screening and recommendations to the board.

The committee will review the following process steps, develop an activity timeline, interview applicants and deliver recommendations to the board.

DEVELOP A TIMELINE:

- 60-day appointment deadline
- Work within parameters of regularly scheduled Board meetings if possible
- Schedule interviews accordingly
- Consider special meetings of the Board if necessary
- Conduct interviews
- Develop recommendations
- Deliver recommendations to the Board

INTERVIEW OF APPLICANTS:

The objective of the interview is to understand the background and qualifications of the applicant sufficient to determine suitability as a Director for the District. In addition, we will help the applicant understand the duties and responsibilities of the position.

The interview may contain 5 parts:

1. Introductions
2. Background information about the District
3. Candidate requirements and Director term & responsibilities
4. Actual interview questions
5. Opportunity for applicant to make additional comments and ask any final questions

ATTACHMENT C

MISSION STATEMENT

The mission of the Hidden Valley Lake Community services District is to provide, maintain and protect our community's water.

CORE VALUES

The following core values reflect what is truly important to us as an organization and are the guiding principles that dictate our actions and the philosophical beliefs we value when faced with options and alternatives for our future:

- Public Health - To provide safe, reliable drinking water and wastewater treatment;
- Customer Service – To deliver customer-focused service and are responsive to our ratepayers;
- Cost-Effectiveness – To deliver the highest value at the lowest cost to ensure reasonable rates;
- Integrity - To conduct business with high ethical standards, promoting transparency and trust;
- Organizational Excellence - To practice good governance and support District employees to be productive and motivated;
- Reliability – To maintain and update infrastructure to ensure reliable service;
- Stewardship - To protect our natural resources and the environment;
- Innovation - To utilize our assets (infrastructure, natural resources and people) to maximize the value to the community.

GOALS

Our overarching goal is to provide affordable, high-quality water and wastewater services to our customers. The ability to achieve this overarching goal is dependent, at least in part, on the District's ability to achieve additional goals pertaining to innovation, financial stability, governance and administrative processes, and education and outreach:

HISTORY:

Stonehouse Mutual Water Company was established in 1968 and supplied water the Hidden Valley Lake subdivision. The Hidden Valley Lake Community Services District was established in 1984. A sewer system controversy led to a lawsuit between the two agencies in 1988 and was later dismissed in the Spring of 1989.

Stonehouse Mutual Water Company's problems led to discussions of a merger with the Hidden Valley Lake CSD. It was evident that one utility company resulted in tremendous cost savings, additional protection to the community by State oversight and access to low cost loans and grants. With the passage of AB 1504 the merger of the two utilities was accomplished on January 1, 1993 at 12:01 am.

Today the Hidden Valley Lake CSD has 8 water tanks and 3 wells which provide water to the residents in Hidden Valley Lake. The District also has an agriculture well which provides water down Putah Creek during the

summer months to mimic the natural surface water flow. A sewer reclamation plant located on Grange Road provides reclaimed water for the Hidden Valley Lake Golf Course.

ATTACHMENT C (1)

DIRECTOR REQUIREMENTS:

- Term is 4 years
- Unexpired term for this vacancy is ____.
- Must be a registered voter in the District
- Strict adherence to the Brown Act
- Personal Financial reporting – Form 700
- Ethics training required by AB1234

INTERVIEW QUESTIONS:

1. Tell us something about yourself. What is your professional background; other experience and what you would bring to the District.
2. Are you a registered voter in the District?
3. Why do you want to serve on the District Board of Directors?
4. Have you ever served on a public or private Board of Directors? Elaborate on your experiences.
5. What, if anything, do you know about the Brown Act?
6. As a Director, how do you envision your interaction with the General Manager and staff?
7. How do you feel about working with a strong General Manager?
8. Do you have any questions about the role of a Director or about the District?
9. Is there anything you'd like to add or do you have any other questions?
10. Are you willing to attend all of the required meetings and trainings; some of which may be out of the area and over multiple days?

ATTACHMENT C (2)



Attention: District Secretary

**APPLICATION FOR POSITION AS BOARD MEMBER
REPRESENTING HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT**

PLEASE TYPE OR PRINT IN INK. Completed applications must be submitted to the District Secretary at 19400 Hartmann Road, Hidden Valley Lake, Ca. 95467

by 0:00 pm Date. Applications submitted after the deadline will not be considered. Responses to all items are required for application to be considered complete.

Applicant Name:

Address:

Phone Number (day):

Phone Number (alt):

1. Are you a voter of the district? Yes _____ No _____

2. Are you currently a registered voter? Yes _____ No _____

3. Do you currently reside in this District? Yes _____ No _____

4. List your education or attach resume: _____

5. List your current employer and work experience or attach resume: _____

6. Describe any other relevant current or past experience that would qualify you for this position, including the dates of service and the length of time of the experience, specifically:

a. Previous elected positions or experience with elected boards:

b. Volunteer services or community participation:

c. Other group memberships and affiliations:

7. State your reason for interest in this position and explain why you believe you would be the best candidate for this seat in 500 words or less. (You may use this form or attach a separate document for your response.)

8. Provide a minimum of three, and no more than five, references. Include name, address, and phone number for each reference.

1. _____

2. _____

3. _____

4. _____

5. _____

Thank you for your interest in the Hidden Valley Lake Community Services District

Signed:

Name

Date

Authorization Form for Criminal Background Check

In connection with my application for a seat on the Board of Directors of Hidden Valley Lake Community Services District, (District) I understand that criminal background inquiries are to be made on myself. Further, I understand that the District will be requesting this information from various Federal, State, and other agencies which maintain such records.

I authorize without reservation, any party or agency contacted by the District to furnish this above-mentioned information.

I hereby consent to the District obtaining the above information from Backgrounds Online and/or any of their licensed agents. I understand to aid in the proper identification of my file or records the following information, as well as other information, is necessary.

Print your Name: _____

Street Address: _____

City/State/Zip: _____

Social Security Number: _____

Driver's License State: _____ Driver's License Number: _____

The following is for identification purposes only to perform the background check:

Date of Birth (MM/DD/YYYY): _____ Gender (M or F): _____

Other for Former Names: _____

Professional License: _____ State: _____ Type: _____ Number: _____

Signature: _____ Date: _____

**HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT**

DIRECTOR APPOINTMENT POLICY

PURPOSE:

The purpose of this policy is to establish local procedures for filling vacancies on the Hidden Valley Lake Community Services District's (District) Board of Directors. This policy will further define the process in conformity with Government Code Section 1780, Vacancies on Governing Board of Special District: Filling Vacancy in Elective Office (see attachment A).

POLICY:

When a vacancy on the District's Board of Directors occurs, it is the responsibility of the remaining Directors to fill the unexpired term of the vacancy promptly and in a manner which will be in the best interest of the District. The Notice of Vacancy must be widely published to ensure adequate notice to prospective candidates across the district. The District's Board of Directors will appoint a candidate to fill the vacancy within the time parameters set forth in Government Code Section 1780, i.e. no less than 15 days nor more than 60 days from the date of vacancy.

PROCEDURE:

Secretary to the Board:

1. Notify the County Elections Office of the vacancy immediately.
2. Post Notice of Vacancy (attachment B) in two local newspapers for two weeks; the Record Bee twice a week in Tuesday and Friday papers and the Time Star in their weekly Friday edition.
3. Post Notice of Vacancy on a minimum of three community bulletin boards upon notice of vacancy. Notice will remain posted until position is filled.
4. Will utilize the District's media whose publishing deadlines fit the time parameters as available.

Notice of Vacancy will include candidacy requirements:

1. Candidates are required to be a voter in the District (Government Code 61040 (b) and included in attachment A).
2. Candidate must submit a resume of 100 words or less, a short bio and why he/she would like to be considered for appointment.

Concurrent to public postings, the Board of Directors will also recruit candidates known to have an interest in serving.

Prior to the expiration of the published two-week notice, the President of the Board will appoint an ad hoc committee to interview candidates. (see attachment "C" for Ad Hoc Committee Procedures)

Following completion of candidate interviews, recommendations of the ad hoc committee will be presented to the Board of Directors at the next public meeting.

All applications/resumes will be available to the Board of Directors prior to the public meeting.

GOVERNMENT CODE SECTION 1780

1780. (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

GOVERNMENT CODE 61040

61040. (b) No person shall be a candidate for the board of directors unless he or she is a voter of the district or the proposed district. No person shall be a candidate for the board of directors that is elected by divisions or from divisions unless he or she is a voter of that division or proposed division.

ATTACHMENT A (1)

NOTICE OF VACANCY

As of **(DATE OF RESIGNATION)** there is/are **(NUMBER OF VACANCIES)** vacancy(ies) on the Hidden Valley Lake Community Services District's Board of Directors.

Persons interested in filing for the Director position must be a voter of the district or the proposed district. (G.C. 61040 (b))

Please submit your name, address and telephone number to the Hidden Valley Lake Community Services District, along with a bio of 100 words or less, including why you are interested in becoming a Director of the Hidden Valley Lake Community Services District Board. Please also include any relevant qualifications for the position.

FILING DEADLINE: (DATE RESUMES/APPLICATIONS MUST BE FILED WITH THE DISTRICT)
or until position is filled.

SUBMIT TO:

(NAME OF BOARD PRESIDENT) President of the Board
Hidden Valley Lake
Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

(NAME OF SECRETARY TO THE BOARD)
Administrative Assistant/Secretary to the Board

Date: **(DATE POSTED)**

ATTACHMENT B

Ad Hoc Committee Process

OBJECTIVE: To provide a guide for the committee which will enable successful applicant screening and recommendations to the board.

Process :

The committee will review the following process steps, develop an activity timeline, interview applicants and deliver recommendations to the board.

Develop a Timeline:

- 60-day appointment deadline
- Work within parameters of regularly scheduled Board meetings if possible
- Schedule interviews accordingly
- Consider special meetings of the Board if necessary
- Conduct interviews
- Develop recommendations
- Deliver recommendations to the Board

INTERVIEW OF APPLICANTS:

The objective of the interview is to understand the background and qualifications of the applicant sufficient to determine suitability as a Director for the District. In addition we will help the applicant understand the duties and responsibilities of the position.

The interview may contain 5 parts:

1. Introductions
2. Background information about the District
3. Candidate requirements and Director term & responsibilities
4. Actual interview questions
5. Opportunity for applicant to make additional comments and ask any final questions.

DISTRICT INFORMATION:

MISSION: The mission of the Hidden Valley Lake CSD is to provide safe drinking water that meets or exceeds all of the State and Federal Government standards; maintain a water reclamation plant that disposes of wastes in an effective and efficient manner and produces reclaimed water. The District will provide these services as economically as possible.

HISTORY:

Stonehouse Mutual Water Company was established in 1968 and supplied water the Hidden Valley Lake subdivision. The Hidden Valley Lake Community Services District was established in 1984. A sewer system controversy led to a lawsuit between the two agencies in 1988 and was later dismissed in the Spring of 1989.

Stonehouse Mutual Water Company's problems led to discussions of a merger with the Hidden Valley Lake CSD. It was evident that one utility company resulted in tremendous cost savings, additional protection to the community by State oversight and access to low cost loans and grants. With the passage of AB 1504 the merger of the two utilities was accomplished on January 1, 1993 at 12:01 am.

Today the Hidden Valley Lake CSD has 7 water tanks and 4 wells which provide water to the residents in Hidden Valley Lake. The District also has an agriculture well which provides water down Putah Creek during the summer months to mimic the natural surface water flow. A sewer reclamation plant located on Grange Road provides reclaimed water for the Hidden Valley Lake Golf Course.

ACCOMPLISHMENTS:

- \$18 million Water Reclamation Plant which provides water to the golf course
- \$3 million Water Infrastructure Improvement Project
- Provided grants to HVLA for flood control and the Master Storm Drainage Plan

AWARDS:

- Clair A Hill Award – environmental award and government/finance/administration award
- CRWA – Environmental award
- Large system of the year award – twice; once in 1993 and again in 2004

POLITICAL INVOLVEMENTS:

- Mel is on the Executive Board of Directors for NRWA
- Member – CRWA and CSDA – helped us get the \$3 million loan for the Water Infrastructure Improvement Project

DIRECTOR REQUIREMENTS:

- Term is 4 years
- Unexpired term for this vacancy is ____.
- Must be a registered voter in the District
- Strict adherence to the Brown Act
- Personal Financial reporting – Form 700
- Ethics training required by AB1234

INTERVIEW QUESTIONS:

1. Tell us something about yourself. What is your professional background; other experience and what you would bring to the District.
2. Are you a registered voter in the District?
3. Why do you want to serve on the District Board of Directors?
4. Have you ever served on a public or private Board of Directors? Elaborate on your experiences.
5. What, if anything, do you know about the Brown Act?
6. As a Director, how do you envision your interaction with the General Manager and staff?
7. How do you feel about working with a strong General Manager?
8. Do you have any questions about the role of a Director or about the District?
9. Is there anything you'd like to add or do you have any other questions?

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

DATE: October 15, 2019

AGENDA ITEM: Discussion and Possible Action: Discuss Board Presidential Vacancy and Realign Committee Assignments

RECOMMENDATIONS: Discuss and Realign Committee Assignments

FINANCIAL IMPACT: None

BACKGROUND:

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on October 15, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

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

DATE: October 15, 2019

AGENDA ITEM: Discussion and Possible Action: Agenda Correction and Public Notification-Recording of Meeting Policy agendized as District Transparency Policy in September. Approve and Adopt the Recording of Meetings Policy as revised.

RECOMMENDATIONS: Discuss, Approve and Adopt the Recording of Meetings Policy as revised.

FINANCIAL IMPACT: None

BACKGROUND:

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on October 15, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



POLICY TITLE:	RECORDING OF MEETINGS	
POLICY #: 4201	ADOPTED DATE: SEPTEMBER 17, 2019	REVISION DATE: OCTOBER 15, 2019
	PRESIDENT: LINDA HERNDON	ACTING PRESIDENT: JUDY MIRBEGIAN

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

Purpose: The recording of Board meetings supports the District's efforts in transparency to the public. Recording of background, discussion and actions on items of business to the District thoroughly captures the policymaking process.

Hidden Valley Lake Community Services District's website is devoted to providing valuable information about the district and important water-related issues. It is a transparency tool, as well as an educational resource. The collection of information in this section is intended to provide easy access to public information related to our operations, services and finances.

4201.1 Retention of Recordings:

California Government Code Section 54953.5 reads as follows:

54953.5. (a) Any person attending an open and public meeting of a legislative body of a local agency shall have the right to record the proceedings with an audio or video recorder or a still or motion picture camera in the absence of a reasonable finding by the legislative body of the local agency that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

(b) Any audio or video recording of an open and public meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the recording. Any inspection of an audio or video recording shall be provided without charge on equipment made available by the local agency.

The District shall comply with these provisions through posting the recordings on the District's website and making copies of recordings available for public request. It will also be the District's policy to erase or destroy the recordings within 30 days after they are made.

4201.2 Recording of Meeting Minutes:

District staff shall utilize the meeting recordings to develop "action minutes". Action minutes shall provide a summary of the actions of the Board (motion, second and vote results) for each item as well as a summary of any future actions the Board requests for consideration. The meeting recordings shall be made available to provide record of all discussion.

Approved and Adopted Revisions on October 15th, 2019

Judy Mirbegan
Acting President to the Board

Attest: _____
Kirk Cloyd, General Manager



POLICY TITLE:	RECORDING OF MEETINGS	
POLICY #: 4221	ADOPTED DATE: SEPTEMBER 17, 2019 PRESIDENT: LINDA HERNDON	REVISION DATE: PRESIDENT:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

Purpose: The recording of Board meetings supports the District's efforts in transparency to the public. Recording of background, discussion and actions on items of business to the District thoroughly captures the policymaking process.

Hidden Valley Lake Community Services District's website is devoted to providing valuable information about the district and important water/sewer related issues. It is a transparency tool, as well as an educational resource. The collection of information in this section is intended to provide easy access to public information related to our operations, services and finances.

4221.1 Retention of Recordings.

California Government Code Section 54953.5 reads as follows:

54953.5. (a) Any person attending an open and public meeting of a legislative body of a local agency shall have the right to record the proceedings with an audio or video recorder or a still or motion picture camera in the absence of a reasonable finding by the legislative body of the local agency that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

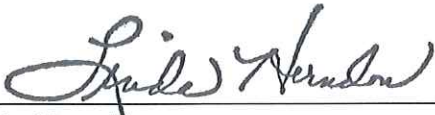
*(b) Any audio or video recording of an **open and public meeting** made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the recording. Any inspection of an audio or video recording shall be provided without charge on equipment made available by the local agency.*

The District shall comply with these provisions through posting the recordings on the District's website and making copies of recordings available for public request.

4221.2 Recording of Meeting Minutes.

District staff shall utilize the meeting recordings to develop "action minutes". Action minutes shall provide a summary of the actions of the Board (motion, second and vote results) for each item as well as a summary of any future actions the Board requests for consideration. The meeting recordings shall be made available to provide record of all discussion.

Approved and Adopted on



Linda Herndon,
President to the Board

Attest: 

Kirk Cloyd, General Manager



POLICY TITLE:	Nepotism	
POLICY #: 3101	ADOPTED DATE: March 19, 2013	REVISION DATE: October 15, 2019
	PRESIDENT: Judy Mirbegan	ACTING PRESIDENT: Judy Mirbegan

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

PURPOSE It is the policy of Hidden Valley Lake Community Services District to seek for its staff the best possible candidates through appropriate search procedures. There shall be no bars to appointment of individuals who have close relatives in any staff category in the same or different departments so long as the following standard is met:

POLICY No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

3101.1 For the purpose of this policy, "close relative" is defined as husband, wife, domestic partner, mother, father, son, daughter, sister, brother, father-in-law, mother-in-law, sister-in-law and brother-in-law, grandparent or legal gaurdian.

3101.2 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

3101.3 When an individual is considered for appointment in a department where a close relative has supervisory responsibility, the appointment shall not be granted.

Approved and Adopted on **October 15th, 2019.**

Judy Mirbegan, Acting President to the Board

Attest: _____
Kirk Cloyd, General Manager

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

DATE: October 15, 2019

AGENDA ITEM: Discussion and Possible Action: Adopt both Resolution 2019-08, A Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Electing to Become Subject to the Uniform Construction Cost Accounting Procedures and Policy 2103, A Policy to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (ACT) (Section 22000, ET SEQ. of the Public Contract Codes)

RECOMMENDATIONS: Adopt both Resolution 2019-08, A Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Electing to Become Subject to the Uniform Construction Cost Accounting Procedures and Policy 2103, A Policy to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (ACT) (Section 22000, ET SEQ. of the Public Contract Codes)

FINANCIAL IMPACT:

BACKGROUND:

The Uniform Public Construction Cost Accounting Act (ACT), enacted in 1983 under Public Contract Code section 22000 et seq., allows local agencies to perform public projects of up to \$60,000 with their own workforces if the agencies elect to follow the cost accounting procedures in the Cost Accounting Policies and Procedures Manual (Manual) by the California Uniform Construction Cost Accounting Commission. Any local agency can voluntarily elect to become a participating agency of the ACT by resolution. Participating agencies benefit from the raised form account limit and the informal bidding procedures which require an ordinance or a Board approved policy. More projects are completed in a timely manner as a result of the streamlines awards process and the reduction in paperwork related to advertising and report filing. In return the District agrees to provide cost accounting information as prescribed in the Manual and to adhere to the terms of the ACT until the District formally opts out.

Contracting procedures under the ACT are as follows; public projects of \$60,000 or less may be performed by force account, by negotiated contract, or by purchase order. Public projects of \$200,000 or less may be let to contract by informal bidding procedures set forth in the ACT and District Policy 2103. Public projects of more than \$200,000 must be let to contract by formal bidding procedures.

Contracts through the informal procedures would be awarded by the General Manager within his/her authority, otherwise, would go to the Board for approval. Formal bidding contracts would require Board approval.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on October 15, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



POLICY TITLE:	Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (ACT)	
POLICY #: 2103	ADOPTED DATE: OCTOBER 15, 2019 ACTING PRESIDENT: JUDY MIRBEGIAN	REVISION DATE: PRESIDENT:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

2103.1 PURPOSE

Hidden Valley Lake Community Services District (The District) has elected to become subject to the uniform construction cost accounting procedures set forth in the Uniform Public Construction Cost Accounting Act (Section 22000 et seq. of the California Public Contract Code). The Act requires each public agency that elects to become subject to the Act to enact a board adopted policy to govern the selection of contractors pursuant to subdivision (b) of Section 22032 of the Public Contract Code. This chapter is intended to satisfy that requirement.

2103.2 INFORMAL BIDDING PROCEDURES

The District has elected to adopt public projects let to contract by informal procedures in accordance with Section 22032, subdivision (b), of the California Public Contract Code (as the same may be amended from time to time). They shall be followed in addition to any other procedures that may be specified by the Uniform Public Construction Cost Accounting Act (Section 22000 et seq. of the California Public Contract Code) or by policies, manuals, or other regulations of the California Uniform Public Construction Cost Accounting Commission.

2103.3 CONTRACTOR'S LIST

The District will develop and maintain a list of contractors in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

2103.4 NOTICE INVITING INFORMAL BIDS

The District has elected to adopt the following terms for the notice inviting informal bids;

- A. Where a public project is to be performed which is subject to the provisions of this chapter, a notice inviting informal bids shall be mailed to all contractors for that category of work to be bid, as shown on the list developed in accordance with Section 2103.2, and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the

Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids; provided however:

1. If there is no list of qualified contractors maintained by the county for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.
2. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

B. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the date and time and place for submission for the bid.

C. All mailings of notices of contractors and construction trade journals pursuant to this section must be completed not less than ten calendar days before bids are due.

2103.5 AWARD OF CONTRACTS

The District's Board of Directors shall authorize informal contracts following the informal bidding process described in Section 2103.2 and, with respect to such contracts, to issue change orders in accordance with Public Contract Code Section 20142, as the same may be amended from time to time. The District's Board of Directors may delegate the authority to award informal contracts to the General Manager when necessary.

ADOPTED AND APPROVED on October 15, 2019

Judy Mirbegian
Acting President to the Board

Attest: _____
Kirk Cloyd, General Manager