



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: April 16, 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) PRESENTATIONS
 - Trane Update
 - CivicSpark Progress Report
- 6) CONSENT CALENDAR
 - A. MINUTES: Approval of the March 13, 2019 Finance Committee Meeting minutes.
 - B. MINUTES: Approval of the March 19, 2019 Board of Directors Regular Board Meeting minutes.
 - C. MINUTES: Approval of the March 21, 2019 Finance Committee Meeting minutes.
 - D. DISBURSEMENTS: Check # 036217 - # 036312 including drafts and payroll for a total of \$556,576.51.
- 7) BOARD COMMITTEE REPORTS
(for information only, no action anticipated)
 - Finance Committee (April 10th)
 - Personnel Committee (April 11th)
 - Safety and Security Committee (April 4th)

Lake Water Use Agreement-Ad Hoc Committee (March 21st-First Quarter meeting for 2019)
Valley Oaks Project Committee (Annexation discussions continue-March 21st, 27th & April 2)

8) STAFF REPORTS

(for information only, no action anticipated)

Financial Report
Administration/Customer Service Report
ACWA State Legislative Committee
Field Operations Report
IT Report
General Manager's Report

- 9) DISCUSSION AND POSSIBLE ACTION (SP Goal #1c): Authorize the General Manager to sign the Local Match Commitment and Maintenance Letter for the Water Storage Reliability Project (Unit 9 Tank).
- 10) DISCUSSION AND POSSIBLE ACTION (SP Goal #5d): Approve Resolution 2019-03 A Resolution of The Board of Directors of The Hidden Valley Lake Community Services District Adopting an Amended Job Description and Salary Range Adjustment for The Water Resources Specialist Flex I/II Position.
- 11) DISCUSSION AND POSSIBLE ACTION (SP Goal #1b): Discuss and recommend payment source of multiple pumper truck invoices as a result of WWTP inundation 3/18-3/26/19.
- 12) DISCUSSION AND POSSIBLE ACTION (SP Goal #1a): RGS proposal for District Table Top Exercise including the Board of Directors Guide to Disaster Operations and Workshop.
- 13) DISCUSSION (SP Goal #5a): Update and Discussion of the Facilitation Plan of Dr. Lawrence Bienati for meeting Strategic Plan Goal #5 for Board Effectiveness based on the Carver method of Policy Governance and Operations Management.
- 14) PUBLIC COMMENT
- 15) BOARD MEMBER COMMENT
- 16) ADJOURN TO CLOSED SESSION
- 17) CLOSED SESSION: The Board will call to order and recess to Closed Session to discuss the following items:
- 18) PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957: Review of the General Manager's performance evaluation

19) 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
FINANCE COMMITTEE REPORT
MEETING DATE: March 13, 2019**

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

Director Mirbegian
Director Freeman
General Manager, Kirk Cloyd
Full Charge Bookkeeper, Trish Wilkinson
Administrative Assistant, Penny Cuadras
Water Resources Specialist, Alyssa Gordon

CALL TO ORDER

The meeting was called to order at 12:31 pm by Director Mirbegian.

APPROVAL OF AGENDA

On a motion made by Director Mirbegian and seconded by Director Freeman the Committee unanimously approved the agenda.

DISCUSS AND REVIEW:

Sewer Bond Annual Report: The District has met all legal obligation, maintaining a required \$144,000 balance with a current balance of \$176,438 leaving an excess of \$30,000. Committee recommend transfer of \$30,000 to the 2019-20 Budget, Fund 120 Repair and Replace.

Recommendation to staff to document details of the transfer in the GM Report for Board members to review.

DISCUSS AND REVIEW:

2019 NBS Water, Sewer & Recycled Water Rate Study Report (Hand Carry):

The Committee recommends staff present expectations to the Board at a Board Workshop.

Due to changes in the District's CIP and ability to seek grant funding, NBS recommends an update to this report. The update is in progress and will reflect the pending rate increase scheduled for July 1, 2019 as well as incorporate funding opportunities for the replacement of such items as the wooden water tanks, emergency generators for water and aquatic harvesting in the tertiary ponds.

DISCUSS AND RECOMMEND:

Future Civic Spark engagement; I&I and LHMP: Committee recommend staff submit the CivicSpark application, funding to come from Capital Funds 313/314 to be reimbursed by FEMA.

DISCUSS AND RECOMMEND:

Budget clarification for RGS Consultant: Committee recommends total cost for services not to exceed \$15,000.

PRESENT:

2019-2020 Budget DRAFT (Hand Carry): Committee reviewed individual line items of the Draft 2019-12 Budget.

DISCUSS AND RECOMMEND:

Finance Committee Charter: Committee Charter has been completed and ready to go to the before the Board for approval.

DISCUSS AND RECOMMEND:

Water Resources Specialist job description and salary: Tabled due to time constraint. To be brought back to the next scheduled meeting.

PUBLIC COMMENT

No public present

COMMITTEE MEMBER COMMENT

No Committee Member comment.

ADJOURNMENT

The meeting was adjourned at 2:24 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: March 19, 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 Freeman
Director Jim Lieberman
Director Carolyn Graham
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant

CALL TO ORDER

The meeting was called to order at 6:01 p.m. by President Herndon.

APPROVAL OF AGENDA

Director Herndon moved to strike Item 16 and approve the amended March 19, 2019 Agenda, seconded by Director Lieberman. The Board unanimously approved the amended agenda.

Adjourned to Closed Session at 6:02 p.m. by Director Herndon.

CLOSED SESSION:

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

PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957: Review of the General Manager's performance evaluation

PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957.6: Review of the General Manager's contract provisions

RECONVENE TO OPEN SESSION at 7:02 p.m. with no reportable action.

EMPLOYEE RECOGNITION

Dennis White and Sam Garcia were recognized for their service and support of Cal Fire and protection of the District water system during the house fire on Eagle Rock.

CONSENT CALENDAR

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

- A. MINUTES: Approval of the February 13, 2019 Finance Committee Meeting minutes.
- B. MINUTES: Approval of the February 19, 2019 Board of Directors Regular Board Meeting minutes.
- C. MINUTES: Approval of the March 4, 2019 Special Meeting minutes.
- D. MINUTES: Approval of the March 5, 2019 Safety and Security Meeting minutes.
- E. DISBURSEMENTS: Check # 036145 - # 036215 including drafts and payroll for a total of \$334,489.19.

BOARD COMMITTEE REPORTS

Finance Committee: Met 3/13 to discuss the budget process next meeting scheduled for 3/21.

Personnel Committee: Has not met.

Safety and Security Committee: Met 3/5 to discuss an annual walk through of District Wastewater/Water facilities. Committee Charter pending completion. Monthly meetings are planned for the first Thursday of each month.

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

Valley Oaks Sub-Committee: Staff met with Valley Oaks representative and developer on 3/20 at the County office to discuss project requirements.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

STAFF REPORTS

Financial Report: No inquiries.

Administration/Customer Services Report: No inquiries.

ACWA State Legislative Committee: Alyssa Gordon provided an update of latest State Legislative meeting and the development of SB 669.

Field Operation Report: No inquiries.

I.T. Monthly Report: No inquiries.

General Manager's Report: The General Manager discussed items in his report and responded to all inquiries.

DISCUSSION AND POSSIBLE ACTION:

Discuss and recommend payment source for multiple pumper truck invoices as a result of WWTP inundation 2/25-3/4/2019 (Round 2)

Director Mirbegian moved to recommend payment source for multiple pumper truck invoices as a result of WWTP inundation 2/25-3/4/2019 (Round 2) to come from Fund 313 Wastewater Operating Reserves to cover the financial impact of the current storms, Seconded by Director Freeman.

The Board unanimously approved Fund 313 Wastewater Operating Reserves as the payment source for multiple pumper truck invoices as a result of WWTP inundation 2/25-3/4/2019 (Round 2).

DISCUSSION AND POSSIBLE ACTION:

Approve Resolution 2019-02 Support SB 669 Safe Drinking Water Trust Legislation and maintaining opposition to the proposed statewide water tax. ACWA/CMUA- sponsored

Director Mirbegian moved to approve Resolution 2019-02 Support SB 669 Safe Drinking Water Trust, seconded by Director Lieberman.

The Board unanimously approved Resolution 2019-02 Support SB 669 Safe Drinking Water Trust.

DISCUSSION AND POSSIBLE ACTION:

Approval of Board Standing Committee Charters

Tabled, pending completion of all charters.

DISCUSSION AND POSSIBLE ACTION:

Approval of Director(s)' attendance at ACWA Spring Conference May 7-10, 2019 at the Monterey Convention Center

Director Mirbegian moved to approve Director(s)' attendance at ACWA Spring Conference May 7-10, 2019 at the Monterey Convention Center, seconded by Director Graham. Funding options discussed, Staff will review current budget and report back to President Herndon.

The Board unanimously approved Director(s)' attendance at ACWA Spring Conference May 7-10, 2019 at the Monterey Convention Center.

(Staff's review of the current budget noted that funds are not available for Directors to attend this conference as it was not budgeted for in the 2018/19 fiscal year budget.)

DISCUSSION AND POSSIBLE ACTION:

Schedule a Board workshop to finalize draft Strategic Plan and discuss use of an outside facilitator (Larry Bienati) to complete the Strategic Plan refining the Governance and Administrative Processes, implement a successful Board Governance and GM Operational Leadership model as well as finalize how to improve Board/Management relationship amongst other Board goals.

Director Mirbegian moved to schedule a Board workshop to finalize the draft Strategic Plan and discuss use of an outside facilitator (Dr. Larry Bienati) to complete the Strategic Plan refining the Governance and Administrative Processes, implement a successful Board Governance and GM Operational Leadership model as well as finalize how to improve Board/Management relationship amongst other Board goals. Seconded by Director Lieberman.

The Board unanimously approved to schedule a Board workshop to finalize draft Strategic Plan and discuss use of Dr. Larry Bienati to complete the Strategic Plan refining the Governance and Administrative Processes, implement a successful Board Governance and GM Operational Leadership model as well as finalize how to improve Board/Management relationship amongst other Board goals.

PUBLIC COMMENT

A member of the public recently attended a Lakeport Townhall meeting with Congressman Mike Thompson and County Supervisor Moke Simon. Mr. Simon is in the process of creating a County Fire Safety Committee. Suggestion was made that the

Water Board and local Water Agencies contact Supervisor Simon and participate in the County meeting.

Member of the public asked about the AMI Technology.

CivicSpark Fellows, Ernesto Ruvalcaba and Michael Burly provided an update on the District Facebook page.

BOARD MEMBER COMMENT

Director Lieberman expressed appreciation to the CivicSpark fellows and welcomed Marina DeliGiannis, Lake County Water Resource Program Coordinator and last year’s District CivicSpark fellow. Marina headed up Highland Springs Trail clearing with fellow CivicSpark Interns.

Director Mirbegan requested clarification of agenda protocol for members of the Board. Staff provided the agenda protocol as requested by the current Board President.

- Two Fridays before the Board of Director Meeting, the draft agenda will go to the Board President for review.
- The following Monday the draft will go to the remaining Directors for review.
- All suggested items for the agenda must go to the Board President by 5:00 p.m. Wednesday (Wednesday before the meeting).
- Agenda will be posted no later than 5:00 p.m. Friday in order to meet the posting requirements.

ADJOURNMENT

On a motion made by Director Lieberman and seconded by Director Mirbegan the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 7:58 p.m.

Linda Herndon Date
President of the Board

Kirk Cloyd Date
General Manager/Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: March 21, 2019**

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

Director Mirbegian
Director Freeman
General Manager, Kirk Cloyd
Full Charge Bookkeeper, Trish Wilkinson
Administrative Assistant, Penny Cuadras

CALL TO ORDER

The meeting was called to order at 2:06 pm by Director Mirbegian.

APPROVAL OF AGENDA

On a motion made by Director Mirbegian and seconded by Director Freeman the Committee unanimously approved the agenda.

PRESENT:

2019-2020 Budget Draft: The Committee reviewed individual line items of the 2019-20 draft budget.

DISCUSS AND RECOMMEND

Current Credit Card Fees and District Costs: The Committee recommend Staff adequately notify the constituents prior to implementing the cost recovery. Suggested notification; bill inserts, GM Report and the District Website.

Water Resources Specialist job description and salary: The Committee recommend the Water Resources Specialist job description and salary be brought before the full Board for approval at the next scheduled Board of Directors Meeting. Members of the Committee reviewed the proposed Associate Water Resources Specialist job description and recommend this be a I/II Flex position, a transition into Water Resources Specialist and not an added position or employee.

PUBLIC COMMENT

No public present.

COMMITTEE MEMBER COMMENT

No Committee Member comment.

ADJOURNMENT

The meeting was adjourned at 3:30 p.m.

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
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	41.50
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	154.80
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	4.36
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,040.27
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	3,428.00
01-137	MENZIO TIRE SERVICE			N		FUND TOTAL FOR VENDOR	766.92
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	271.81
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	214.05
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	15,897.48
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	5,650.35
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	6,217.16
01-19	NBS GOVERNMENT FINANCE GR			N		FUND TOTAL FOR VENDOR	125.63
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	728.18
01-1999	GRAINGER			N		FUND TOTAL FOR VENDOR	1,285.22
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	2,245.31
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	7,829.21
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	160.83
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	3,738.05
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	12.33
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	320.73
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	121.00
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	436.14
01-2636	ACTION SANITARY, INC.			N		FUND TOTAL FOR VENDOR	205,950.00
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.14
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	334.94
01-2676	QUACKENBUSH MRRCF			N		FUND TOTAL FOR VENDOR	19.53

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
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	127.40
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	163.13
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	427.50
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	835.00
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	329.10
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	135.87
01-2773	DEVELOPMENT GROUP			N		FUND TOTAL FOR VENDOR	137.50
01-2788	GHD			N		FUND TOTAL FOR VENDOR	6,472.75
01-2792	ADVANCED SECURITY SYSTEMS			N		FUND TOTAL FOR VENDOR	324.00
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	205.42
01-2817	MIKSIS SERVICES, INC.			N		FUND TOTAL FOR VENDOR	8,465.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	3,463.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,050.00
01-2827	SMITH CONSTRUCTION			N		FUND TOTAL FOR VENDOR	2,756.60
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	1,540.63
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	279.32
01-2850	STATE WATER RESOURCES CON			N		FUND TOTAL FOR VENDOR	125.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	943.92
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	90.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	127.72
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	33.55
01-2921	LOCAL GOVERNMENT COMMISSI			N		FUND TOTAL FOR VENDOR	4,181.82
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	13.74
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	2,962.27
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	286.50

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#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	315.06
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	4,621.57
01-2968	DOUGLASS TRUCK BODIES INC			N		FUND TOTAL FOR VENDOR	1,412.05
01-2969	FORT BRAGG SEPTIC			N		FUND TOTAL FOR VENDOR	6,650.00
01-2970	NORTH BAY RESTAURANT SERV			N		FUND TOTAL FOR VENDOR	34,422.50
01-2972	WILEY PRICE & RADULOVICH,			N		FUND TOTAL FOR VENDOR	319.00
01-2973	FOSSA'S BACKHOE SERVICE			N		FUND TOTAL FOR VENDOR	20,542.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	121.12
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	3,855.94
*** FUND TOTALS ***							366,225.92

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	448.45
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	86.06
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,305.65
01-137	MENZIO TIRE SERVICE			N		FUND TOTAL FOR VENDOR	766.92
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	271.81
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	214.03
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	7,076.28
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	15,897.47
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	6,377.86
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	4,400.30
01-19	NBS GOVERNMENT FINANCE GR			N		FUND TOTAL FOR VENDOR	61.87
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	728.18
01-1999	GRAINGER			N		FUND TOTAL FOR VENDOR	944.24
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	8,834.99
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	160.83
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	2,905.88
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	50.77
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	121.00
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	436.12
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.15
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	334.94
01-2676	QUACKENBUSH MRRCF			N		FUND TOTAL FOR VENDOR	19.53
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	127.39
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	293.63
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	135.86

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
01-2773	DEVELOPMENT GROUP			N		FUND TOTAL FOR VENDOR	137.50
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	4,049.46
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	4,349.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,050.00
01-2827	SMITH CONSTRUCTION			N		FUND TOTAL FOR VENDOR	2,255.53
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	8,652.87
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	279.32
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	943.90
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	90.00
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	270.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	127.73
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	33.55
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	13.75
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	655.96
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	286.50
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	357.87
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	4,621.55
01-2955	CALIF DEPT OF TAX & FEE A			N		FUND TOTAL FOR VENDOR	688.89
01-2968	DOUGLASS TRUCK BODIES INC			N		FUND TOTAL FOR VENDOR	1,412.05
01-2971	WATER EDUCATION GROUP			N		FUND TOTAL FOR VENDOR	386.00
01-2972	WILEY PRICE & RADULOVICH,			N		FUND TOTAL FOR VENDOR	319.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	121.12
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	7,649.40

*** FUND TOTALS ***

92,559.16

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#: 711 BOND ADMINISTRATION

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	1,787.14
*** FUND TOTALS ***						1,787.14
*** REPORT TOTALS ***			460,572.22			460,572.22

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 1291	VEHICLES	6,536.31
120 2075	AFLAC	315.06
120 2088	SURVIVOR BENEFITS - PERS	15.91
120 2090	PERS PAYABLE	3,463.51
120 2091	FIT PAYABLE	4,139.67
120 2092	CIT PAYABLE	1,438.44
120 2093	SOCIAL SECURITY PAYABLE	8.99
120 2094	MEDICARE PAYABLE	746.31
120 2095	S D I PAYABLE	514.65
120 2099	DEFERRED COMP - 457 PLAN	1,050.00
120 5-00-5025	RETIREE HEALTH BENEFITS	1,798.77
120 5-00-5060	GASOLINE, OIL & FUEL	943.92
120 5-00-5061	VEHICLE MAINT	2,541.41
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
120 5-00-5092	POSTAGE & SHIPPING	127.24
120 5-00-5121	LEGAL SERVICES	409.00
120 5-00-5122	ENGINEERING SERVICES	5,378.38
120 5-00-5123	OTHER PROFESSIONAL SERVICES	4,444.95
120 5-00-5130	PRINTING & PUBLICATION	44.92
120 5-00-5145	EQUIPMENT RENTAL	320.86
120 5-00-5148	OPERATING SUPPLIES	3,861.86
120 5-00-5150	REPAIR & REPLACE	7,655.22
120 5-00-5155	MAINT BLDG & GROUNDS	202.50
120 5-00-5156	CUSTODIAL SERVICES	1,262.50
120 5-00-5157	SECURITY	324.00
120 5-00-5191	TELEPHONE	862.62
120 5-00-5192	ELECTRICITY	3,855.94
120 5-00-5193	OTHER UTILITIES	214.05
120 5-00-5194	IT SERVICES	442.00

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#: 711 BOND ADMINISTRATION

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5195	ENV/MONITORING	3,463.00
120 5-00-5545	RECORDING FEES	15.00
120 5-10-5010	SALARIES & WAGES	413.99
120 5-10-5020	EMPLOYEE BENEFITS	5,868.22
120 5-10-5021	RETIREMENT BENEFITS	2,521.82
120 5-10-5090	OFFICE SUPPLIES	200.90
120 5-10-5170	TRAVEL MILEAGE	294.87
120 5-10-5175	EDUCATION / SEMINARS	108.00
120 5-30-5010	SALARIES & WAGES	330.29
120 5-30-5020	EMPLOYEE BENEFITS	5,812.55
120 5-30-5021	RETIREMENT BENEFITS	1,827.97
120 5-30-5063	CERTIFICATIONS	125.00
120 5-30-5170	TRAVEL MILEAGE	4.00
120 5-40-5010	DIRECTORS COMPENSATION	11.10
120 5-40-5020	DIRECTOR BENEFITS	8.27
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,360.90
120 5-60-6006	PW LKHVF83	2,635.00
120 5-60-6007	RAINS 2019	277,672.34
120 5-70-7201	I & I	8,533.71
	** FUND TOTAL **	366,225.92
130 1052	ACCTS REC WATER USE	406.95
130 1291	VEHICLES	4,444.96
130 2075	AFLAC	357.87
130 2088	SURVIVOR BENEFITS - PERS	17.57
130 2090	PERS PAYABLE	3,895.30
130 2091	FIT PAYABLE	4,706.98
130 2092	CIT PAYABLE	1,648.27
130 2093	SOCIAL SECURITY PAYABLE	9.61
130 2094	MEDICARE PAYABLE	825.87
130 2095	S D I PAYABLE	569.63
130 2099	DEFERRED COMP - PLAN 457 PAYAB	1,050.00
130 5-00-5025	RETIREE HEALTH BENEFITS	1,798.77
130 5-00-5060	GASOLINE, OIL & FUEL	943.90
130 5-00-5061	VEHICLE MAINT	2,541.41
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
130 5-00-5092	POSTAGE & SHIPPING	127.23
130 5-00-5121	LEGAL SERVICES	409.00
130 5-00-5122	ENGINEERING SERVICES	8,652.87
130 5-00-5123	OTHER PROFESSIONAL SERVICES	199.37
130 5-00-5124	WATER RIGHTS	7,765.17
130 5-00-5130	PRINTING & PUBLICATION	44.92
130 5-00-5145	EQUIPMENT RENTAL	320.88
130 5-00-5148	OPERATING SUPPLIES	6,177.09
130 5-00-5150	REPAIR & REPLACE	5,582.70
130 5-00-5155	MAINT BLDG & GROUNDS	202.50
130 5-00-5156	CUSTODIAL SERVICES	312.50

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#: 711 BOND ADMINISTRATION

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5191	TELEPHONE	862.60
130 5-00-5192	ELECTRICITY	7,649.40
130 5-00-5193	OTHER UTILITIES	214.03
130 5-00-5194	IT SERVICES	712.00
130 5-00-5195	ENV/MONITORING	4,349.00
130 5-00-5505	WATER CONSERVATION	386.00
130 5-00-5545	RECORDING FEES	15.00
130 5-10-5010	SALARIES & WAGES	413.97
130 5-10-5020	EMPLOYEE BENEFITS	5,868.21
130 5-10-5021	RETIREMENT BENEFITS	2,521.80
130 5-10-5090	OFFICE SUPPLIES	200.88
130 5-10-5170	TRAVEL MILEAGE	294.87
130 5-10-5175	EDUCATION / SEMINARS	108.00
130 5-30-5010	SALARIES & WAGES	409.58
130 5-30-5020	EMPLOYEE BENEFITS	5,812.55
130 5-30-5021	RETIREMENT BENEFITS	2,400.32
130 5-30-5170	TRAVEL MILEAGE	4.00
130 5-30-5175	EDUCATION / SEMINARS	3,844.05
130 5-40-5010	DIRECTORS COMPENSATION	11.85
130 5-40-5020	DIRECTOR BENEFITS	8.83
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,360.90
	** FUND TOTAL **	92,559.16
711 5-00-5123	OTHER PROF SERVICES	1,787.14
	** FUND TOTAL **	1,787.14

** TOTAL **

460,572.22

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 : 3/01/2019 THRU 3/31/2019 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: MARCH 31ST, 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>1,613,149.00</u>	<u>366,734.81</u>	<u>2,053,997.03</u>	<u>(440,848.03)</u>	<u>127.33</u>
TOTAL REVENUES	<u>1,613,149.00</u>	<u>366,734.81</u>	<u>2,053,997.03</u>	<u>(440,848.03)</u>	<u>127.33</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	608,872.00	38,746.12	860,720.91	(251,848.91)	141.36
ADMINISTRATION	383,766.00	40,362.81	292,524.79	91,241.21	76.22
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	308,888.00	33,282.08	226,186.09	82,701.91	73.23
DIRECTORS	44,916.00	3,525.27	32,282.36	12,633.64	71.87
SPECIAL PROJECTS	275,522.50	280,307.34	562,149.40	(286,626.90)	204.03
CAPITAL PROJECTS & EQUIP	<u>55,000.00</u>	<u>8,533.71</u>	<u>60,938.08</u>	<u>(5,938.08)</u>	<u>110.80</u>
TOTAL EXPENDITURES	<u>1,676,964.50</u>	<u>404,757.33</u>	<u>2,034,801.63</u>	<u>(357,837.13)</u>	<u>121.34</u>
REVENUES OVER/(UNDER) EXPENDITURES	(63,815.50)	(38,022.52)	19,195.40	(83,010.90)	30.08-

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2019

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	700.00	0.00	300.00	400.00	42.86
120-4036 DEVELOPER SEWER FEES	0.00	0.00	21,606.04 (21,606.04)	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	4,364.84	635.16	87.30
120-4050 SALES OF RECLAIMED WATER	125,000.00	0.00	72,653.44	52,346.56	58.12
120-4111 COMM SEWER USE	22,000.00	2,572.62	23,153.58 (1,153.58)	105.24
120-4112 GOV'T SEWER USE	700.00	60.93	548.37	151.63	78.34
120-4116 SEWER USE CHARGES	1,137,649.00	94,634.31	852,278.48	285,370.52	74.92
120-4210 LATE FEE	25,000.00	1,708.28	14,972.34	10,027.66	59.89
120-4300 MISC INCOME	1,500.00	2.00	628.60	871.40	41.91
120-4310 OTHER INCOME	0.00	0.00	121.35 (121.35)	0.00
120-4320 FEMA/CalOES Grants	295,000.00	0.00	401,454.00 (106,454.00)	136.09
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	600.00	0.00	1,191.92 (591.92)	198.65
120-4580 TRANSFERS IN	0.00	267,756.67	660,724.07 (660,724.07)	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	1,613,149.00	366,734.81	2,053,997.03 (440,848.03)	127.33
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 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	0.00	0.00	350.70 (350.70)	0.00
120-5-00-5025 RETIREE HEALTH BENEFITS	21,472.00	885.09	7,929.14	13,542.86	36.93
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	4,500.00	0.00	0.00	4,500.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	8,000.00	943.92	7,697.43	302.57	96.22
120-5-00-5061 VEHICLE MAINT	12,500.00	2,541.41	20,868.17 (8,368.17)	166.95
120-5-00-5062 TAXES & LIC	800.00	0.00	311.01	488.99	38.88
120-5-00-5074 INSURANCE	22,000.00	0.00	25,770.89 (3,770.89)	117.14
120-5-00-5075 BANK FEES	13,400.00	1,392.16	13,086.35	313.65	97.66
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	6,400.00	100.00	5,597.00	803.00	87.45
120-5-00-5092 POSTAGE & SHIPPING	5,000.00	126.74	4,095.37	904.63	81.91
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	409.00	1,781.50	3,218.50	35.63
120-5-00-5122 ENGINEERING SERVICES	27,000.00	5,378.38	30,470.24 (3,470.24)	112.85
120-5-00-5123 OTHER PROFESSIONAL SERVICE	96,000.00	4,444.95	40,526.22	55,473.78	42.21
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	6,200.00	1,300.00	82.67
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	44.92	1,868.68	3,131.32	37.37
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	14,000.00	320.86	20,036.84 (6,036.84)	143.12
120-5-00-5148 OPERATING SUPPLIES	22,000.00	3,861.86	40,797.68 (18,797.68)	185.44
120-5-00-5150 REPAIR & REPLACE	145,000.00	7,655.22	87,158.22	57,841.78	60.11
120-5-00-5155 MAINT BLDG & GROUNDS	5,500.00	202.50	3,720.21	1,779.79	67.64
120-5-00-5156 CUSTODIAL SERVICES	15,150.00	1,262.50	10,375.00	4,775.00	68.48
120-5-00-5157 SECURITY	5,000.00	324.00	720.00	4,280.00	14.40
120-5-00-5160 SLUDGE DISPOSAL	28,500.00	0.00	29,191.83 (691.83)	102.43
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	9,500.00	862.62	7,615.54	1,884.46	80.16
120-5-00-5192 ELECTRICITY	45,000.00	3,855.94	32,867.73	12,132.27	73.04
120-5-00-5193 OTHER UTILITIES	2,600.00	214.05	1,714.86	885.14	65.96
120-5-00-5194 IT SERVICES	35,000.00	442.00	27,443.00	7,557.00	78.41
120-5-00-5195 ENV/MONITORING	32,000.00	3,463.00	25,365.50	6,634.50	79.27
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	1,829.50	170.50	91.48
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	0.00	0.00	1,300.00	0.00
120-5-00-5312 TOOLS - FIELD	1,000.00	0.00	1,337.62 (337.62)	133.76
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	0.00	2,491.68	1,008.32	71.19
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	15.00	49.00	201.00	19.60
120-5-00-5580 TRANSFERS OUT	0.00	0.00	401,454.00 (401,454.00)	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
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2019

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	608,872.00	38,746.12	860,720.91 (251,848.91)	141.36

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 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	244,904.00	28,722.30	193,416.22	51,487.78	78.98
120-5-10-5020 EMPLOYEE BENEFITS	82,142.00	6,110.53	54,229.91	27,912.09	66.02
120-5-10-5021 RETIREMENT BENEFITS	47,170.00	4,926.21	38,390.40	8,779.60	81.39
120-5-10-5063 CERTIFICATIONS	0.00	0.00	211.50 (211.50)	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	200.90	3,144.55	855.45	78.61
120-5-10-5170 TRAVEL MILEAGE	1,200.00	294.87	1,448.45 (248.45)	120.70
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	108.00	1,512.03	2,487.97	37.80
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	171.73	178.27	49.07
TOTAL ADMINISTRATION	383,766.00	40,362.81	292,524.79	91,241.21	76.22

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 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: MARCH 31ST, 2019

120-SEWER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	212,658.00	23,108.18	142,661.09	69,996.91	67.08
120-5-30-5020 EMPLOYEE BENEFITS	44,600.00	5,812.55	46,918.04 (2,318.04)	105.20
120-5-30-5021 RETIREMENT BENEFITS	41,830.00	4,232.35	33,657.46	8,172.54	80.46
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,278.37	521.63	71.02
120-5-30-5063 CERTIFICATIONS	1,500.00	125.00	420.00	1,080.00	28.00
120-5-30-5090 OFFICE SUPPLIES	2,000.00	0.00	283.65	1,716.35	14.18
120-5-30-5170 TRAVEL MILEAGE	500.00	4.00	147.06	352.94	29.41
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	820.42	3,179.58	20.51
TOTAL FIELD	308,888.00	33,282.08	226,186.09	82,701.91	73.23

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 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	156.10	1,404.90	1,595.10	46.83
120-5-40-5020 DIRECTOR BENEFITS	100.00	8.27	35.24	64.76	35.24
120-5-40-5030 DIRECTOR HEALTH BENEFITS	40,116.00	3,360.90	29,750.85	10,365.15	74.16
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	41.37	158.63	20.69
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
120-5-40-5176 DIRECTOR TRAINING	1,500.00	0.00	1,050.00	450.00	70.00
TOTAL DIRECTORS	44,916.00	3,525.27	32,282.36	12,633.64	71.87

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 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	2,635.00	284,477.06 (284,477.06)	0.00
120-5-60-6007 RAINS 2019	275,522.50	277,672.34	277,672.34 (2,149.84)	100.78
TOTAL SPECIAL PROJECTS	275,522.50	280,307.34	562,149.40 (286,626.90)	204.03

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2019

120-SEWER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7201 I & I	55,000.00	8,533.71	60,938.08 (5,938.08)	110.80
TOTAL CAPITAL PROJECTS & EQUIP	55,000.00	8,533.71	60,938.08 (5,938.08)	110.80
TOTAL EXPENDITURES	1,676,964.50	404,757.33	2,034,801.63 (357,837.13)	121.34
REVENUES OVER/(UNDER) EXPENDITURES	(63,815.50)	(38,022.52)	19,195.40 (83,010.90)	30.08-

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 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>1,909,200.00</u>	<u>104,488.51</u>	<u>1,171,136.94</u>	<u>738,063.06</u>	<u>61.34</u>
TOTAL REVENUES	<u>1,909,200.00</u>	<u>104,488.51</u>	<u>1,171,136.94</u>	<u>738,063.06</u>	<u>61.34</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	817,905.00	49,844.38	490,563.98	327,341.02	59.98
ADMINISTRATION	390,713.00	40,362.98	292,440.19	98,272.81	74.85
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	308,288.00	43,123.00	272,893.59	35,394.41	88.52
DIRECTORS	<u>44,916.00</u>	<u>3,536.58</u>	<u>32,381.53</u>	<u>12,534.47</u>	<u>72.09</u>
TOTAL EXPENDITURES	<u>1,561,822.00</u>	<u>136,866.94</u>	<u>1,088,279.29</u>	<u>473,542.71</u>	<u>69.68</u>
REVENUES OVER/(UNDER) EXPENDITURES	347,378.00	(32,378.43)	82,857.65	264,520.35	23.85

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2019

130-WATER ENTERPRISE FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,035.00	8,600.00	4,400.00	66.15
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	680.00	320.00	68.00
130-4040 LIEN RECORDING FEES	500.00	0.00	355.16	144.84	71.03
130-4045 AVAILABILITY FEES	25,000.00	0.00	17,631.16	7,368.84	70.52
130-4110 COMM WATER USE	85,000.00	4,970.78	65,825.19	19,174.81	77.44
130-4112 GOV'T WATER USE	6,000.00	414.68	3,725.93	2,274.07	62.10
130-4115 WATER USE	1,750,000.00	90,760.89	965,579.17	784,420.83	55.18
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	25,000.00	2,182.38	25,125.93 (125.93)	100.50
130-4215 RETURNED CHECK FEE	1,000.00	0.00	500.00	500.00	50.00
130-4300 MISC INCOME	2,000.00	132.00	6,568.56 (4,568.56)	328.43
130-4310 OTHER INCOME	0.00	0.00	121.35 (121.35)	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	700.00	0.00	2,152.93 (1,452.93)	307.56
130-4580 TRANSFER IN	0.00	4,822.78	74,271.56 (74,271.56)	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	1,909,200.00	104,488.51	1,171,136.94	738,063.06	61.34
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 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	0.00	0.00	350.70 (350.70)	0.00
130-5-00-5025 RETIREE HEALTH BENEFITS	21,472.00	885.12	7,941.55	13,530.45	36.99
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	4,500.00	0.00	0.00	4,500.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	6,500.00	943.90	7,680.49 (1,180.49)	118.16
130-5-00-5061 VEHICLE MAINT	12,500.00	2,541.41	7,669.98	4,830.02	61.36
130-5-00-5062 TAXES & LIC	1,200.00	0.00	311.00	889.00	25.92
130-5-00-5074 INSURANCE	25,000.00	0.00	25,770.88 (770.88)	103.08
130-5-00-5075 BANK FEES	13,500.00	1,392.19	13,286.38	213.62	98.42
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,000.00	100.00	19,004.00	4,996.00	79.18
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	126.73	4,095.38	1,904.62	68.26
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	1,000.00	409.00	1,781.50 (781.50)	178.15
130-5-00-5122 ENGINEERING SERVICES	60,000.00	8,652.87	17,417.22	42,582.78	29.03
130-5-00-5123 OTHER PROFESSIONAL SERVICE	35,000.00	199.37	15,382.94	19,617.06	43.95
130-5-00-5124 WATER RIGHTS	70,000.00	7,765.17	34,687.54	35,312.46	49.55
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	6,200.00	1,300.00	82.67
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	44.92	1,868.69	5,631.31	24.92
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	50,533.00	320.88	37,910.54	12,622.46	75.02
130-5-00-5148 OPERATING SUPPLIES	1,500.00	6,177.09	11,425.29 (9,925.29)	761.69
130-5-00-5150 REPAIR & REPLACE	185,000.00	5,582.70	74,162.55	110,837.45	40.09
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	202.50	5,412.87	6,587.13	45.11
130-5-00-5156 CUSTODIAL SERVICES	3,750.00	312.50	3,725.00	25.00	99.33
130-5-00-5157 SECURITY	5,000.00	0.00	396.00	4,604.00	7.92
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	2,128.17 (2,128.17)	0.00
130-5-00-5191 TELEPHONE	10,000.00	862.60	7,615.51	2,384.49	76.16
130-5-00-5192 ELECTRICITY	115,000.00	7,649.40	100,997.32	14,002.68	87.82
130-5-00-5193 OTHER UTILITIES	2,200.00	214.03	1,714.82	485.18	77.95
130-5-00-5194 IT SERVICES	35,000.00	712.00	29,426.01	5,573.99	84.07
130-5-00-5195 ENV/MONITORING	15,000.00	4,349.00	18,724.00 (3,724.00)	124.83
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	26,834.25	3,165.75	89.45
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	808.04	1,191.96	40.40
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	808.03	191.97	80.80
130-5-00-5312 TOOLS - FIELD	2,000.00	0.00	0.00	2,000.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	0.00	2,062.33	437.67	82.49
130-5-00-5505 WATER CONSERVATION	9,000.00	386.00	2,916.00	6,084.00	32.40
130-5-00-5545 RECORDING FEES	250.00	15.00	49.00	201.00	19.60
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	40,000.00	0.00	0.00	40,000.00	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: MARCH 31ST, 2019

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	817,905.00	49,844.38	490,563.98	327,341.02	59.98

AS OF: MARCH 31ST, 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	244,904.00	28,722.56	193,279.45	51,624.55	78.92
130-5-10-5020 EMPLOYEE BENEFITS	88,289.00	6,110.49	54,226.29	34,062.71	61.42
130-5-10-5021 RETIREMENT BENEFITS	47,170.00	4,926.18	38,380.66	8,789.34	81.37
130-5-10-5063 CERTIFICATIONS	0.00	0.00	32.50 (32.50)	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	200.88	3,144.58	855.42	78.61
130-5-10-5170 TRAVEL MILEAGE	2,000.00	294.87	1,477.97	522.03	73.90
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	108.00	1,727.01	2,272.99	43.18
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	171.73	178.27	49.07
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	390,713.00	40,362.98	292,440.19	98,272.81	74.85

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 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: MARCH 31ST, 2019

130-WATER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	212,658.00	28,657.70	179,294.38	33,363.62	84.31
130-5-30-5020 EMPLOYEE BENEFITS	44,600.00	5,812.55	47,117.47 (2,517.47)	105.64
130-5-30-5021 RETIREMENT BENEFITS	41,830.00	4,804.70	37,437.69	4,392.31	89.50
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,278.37	521.63	71.02
130-5-30-5063 CERTIFICATIONS	600.00	0.00	320.00	280.00	53.33
130-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	200.00	800.00	20.00
130-5-30-5170 TRAVEL MILEAGE	1,800.00	4.00	175.18	1,624.82	9.73
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	3,844.05	7,070.50 (3,070.50)	176.76
TOTAL FIELD	308,288.00	43,123.00	272,893.59	35,394.41	88.52

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 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	166.85	1,501.65	1,498.35	50.06
130-5-40-5020 DIRECTOR BENEFITS	100.00	8.83	37.66	62.34	37.66
130-5-40-5030 DIRECTOR HEALTH BENEFITS	40,116.00	3,360.90	29,750.85	10,365.15	74.16
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	41.37	158.63	20.69
130-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
130-5-40-5176 DIRECTOR TRAINING	1,500.00	0.00	1,050.00	450.00	70.00
TOTAL DIRECTORS	44,916.00	3,536.58	32,381.53	12,534.47	72.09
TOTAL EXPENDITURES	1,561,822.00	136,866.94	1,088,279.29	473,542.71	69.68
REVENUES OVER/(UNDER) EXPENDITURES	347,378.00	(32,378.43)	82,857.65	264,520.35	23.85

*** END OF REPORT ***



**Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of March 31, 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	\$ 399,244.78	\$ 900,916.72	\$ 991,994.31	\$ 176,438.14	\$ 2,468,593.95
Cash Receipts					
Utility Billing Deposits	259,861.26	15,200.00	-	-	
Electronic Fund Deposits	-	-	-	-	
Other Deposits	-	46.92	-	297.42	
Total Cash Receipts	\$ 259,861.26	\$ 15,246.92	\$ -	\$ 297.42	
Cash Disbursements					
Accounts Payable Checks issued	424,760.96	-	-	-	
Electronic Fund Disbursements	45,428.79	-	-	-	
Payroll Checks issued - net	83,602.41	-	-	-	
Bank Fees	2,784.35	-	-	-	
Other Disbursements	-	-	-	-	
Total Disbursements	\$ 556,576.51	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	272,579.45	-	-	-	
Transfers Out	-	108,759.17	193,000.00	-	
Total Transfers Between Accounts	\$ 272,579.45	\$ 108,759.17	\$ 193,000.00	\$ -	
Ending Balances in General Ledger	\$ 375,108.98	\$ 807,404.47	\$ 798,994.31	\$ 176,735.56	\$ 2,158,243.32
Reconciling Adjustments to Financial Institutions [2]					
Financial Institution Ending Balances	\$ 562,787.15	\$ 807,404.47	\$ 798,994.31	\$ 176,735.56	\$ 2,345,921.49

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	21,555.65	58,545.21	69,593.02	-	149,693.88
130 Water Operating	83,016.51	163,892.54	103,713.35	-	350,622.40
140 Flood Enterprise	2,227.43	-	-	-	2,227.43
215 2016 Sewer Refinancing Bond	-	202,598.48	62,932.66	176,735.56	442,266.70
218 2002 CIEDB Loan	106,685.34	-	11,906.88	-	118,592.22
219 2012 USDA Solar COP	0.23	46,978.44	847.37	-	47,826.04
313 Wastewater Operating Reserve	15,399.00	(17,817.04)	74,553.90	-	72,135.86
314 Wastewater CIP	6,000.00	44,452.85	270,305.62	-	320,758.47
319 2012 USDA Solar COP Reserve	-	31,276.05	-	-	31,276.05
320 Water CIP	63,622.37	66,599.53	-	-	130,221.90
325 Water Operating Reserve	23,828.25	-	-	-	23,828.25
350 2002 CIEDB Loan Reserve	-	-	177,058.60	-	177,058.60
711 2016 Bond Administration	(7,358.36)	1,085.73	28,082.92	-	21,810.29
712 Bond Revolving	60,132.56	209,792.68	-	-	269,925.24
Total Ending Balances in General Ledger	\$ 375,108.98	\$ 807,404.47	\$ 798,994.31	\$ 176,735.56	\$ 2,158,243.32

[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: 3/01/2019 THRU 3/31/2019
 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	3/01/2019	BANK-DRAFT	000289	AFLAC	224.31CR	CLEARED	A	3/05/2019
1010	3/01/2019	BANK-DRAFT	000290	CALIFORNIA PUBLIC EMPLOYEES RE	5,548.45CR	CLEARED	A	3/04/2019
1010	3/01/2019	BANK-DRAFT	000291	NATIONWIDE RETIREMENT SOLUTION	900.00CR	CLEARED	A	3/01/2019
1010	3/01/2019	BANK-DRAFT	000292	STATE OF CALIFORNIA EDD	1,431.78CR	CLEARED	A	3/01/2019
1010	3/01/2019	BANK-DRAFT	000293	US DEPARTMENT OF THE TREASURY	3,736.74CR	CLEARED	A	3/01/2019
1010	3/15/2019	BANK-DRAFT	000294	AFLAC	224.31CR	OUTSTND	A	0/00/0000
1010	3/15/2019	BANK-DRAFT	000295	CALIFORNIA PUBLIC EMPLOYEES RE	5,548.33CR	CLEARED	A	3/18/2019
1010	3/15/2019	BANK-DRAFT	000296	NATIONWIDE RETIREMENT SOLUTION	600.00CR	CLEARED	A	3/15/2019
1010	3/15/2019	BANK-DRAFT	000297	STATE OF CALIFORNIA EDD	1,366.51CR	CLEARED	A	3/15/2019
1010	3/15/2019	BANK-DRAFT	000298	US DEPARTMENT OF THE TREASURY	3,868.66CR	CLEARED	A	3/15/2019
1010	3/18/2019	BANK-DRAFT	031819	CalPERS UAL 26384 March	19.45CR	CLEARED	G	3/20/2019
1010	3/18/2019	BANK-DRAFT	031820	CalPERS UAL 1739 March	9,598.08CR	CLEARED	G	3/20/2019
1010	3/29/2019	BANK-DRAFT	000299	AFLAC	224.31CR	OUTSTND	A	0/00/0000
1010	3/29/2019	BANK-DRAFT	000300	CALIFORNIA PUBLIC EMPLOYEES RE	5,567.42CR	CLEARED	A	4/01/2019
1010	3/29/2019	BANK-DRAFT	000301	NATIONWIDE RETIREMENT SOLUTION	600.00CR	CLEARED	A	3/29/2019
1010	3/29/2019	BANK-DRAFT	000302	STATE OF CALIFORNIA EDD	1,547.63CR	CLEARED	A	3/29/2019
1010	3/29/2019	BANK-DRAFT	000303	US DEPARTMENT OF THE TREASURY	4,422.81CR	CLEARED	A	3/29/2019
CHECK:								
1010	3/01/2019	CHECK	036217	ADVANCED SECURITY SYSTEMS SANT	324.00CR	CLEARED	A	3/07/2019
1010	3/01/2019	CHECK	036218	ALPHA ANALYTICAL LABORATORIES	867.00CR	CLEARED	A	3/06/2019
1010	3/01/2019	CHECK	036219	ALYSSA GORDON	161.69CR	OUTSTND	A	0/00/0000
1010	3/01/2019	CHECK	036220	GHD	3,837.75CR	CLEARED	A	3/05/2019
1010	3/01/2019	CHECK	036221	SMITH CONSTRUCTION	2,255.53CR	CLEARED	A	3/06/2019
1010	3/01/2019	CHECK	036222	SPECIAL DISTRICT RISK MANAGEME	409.42CR	CLEARED	A	3/06/2019
1010	3/01/2019	CHECK	036223	STATE WATER RESOURCES CONTROL	125.00CR	CLEARED	A	3/11/2019
1010	3/01/2019	CHECK	036224	THATCHER COMPANY, INC.	2,306.30CR	CLEARED	A	3/05/2019
1010	3/08/2019	CHECK	036225	ACWA/JPIA	1,456.36CR	CLEARED	A	3/12/2019
1010	3/08/2019	CHECK	036226	ALPHA ANALYTICAL LABORATORIES	2,439.00CR	CLEARED	A	3/13/2019
1010	3/08/2019	CHECK	036227	VOID CHECK	0.00	CLEARED	A	3/08/2019
1010	3/08/2019	CHECK	036228	APPLIED TECHNOLOGY SOLUTIONS	573.00CR	CLEARED	A	3/18/2019
1010	3/08/2019	CHECK	036229	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	3/13/2019
1010	3/08/2019	CHECK	036230	AT&T MOBILITY	67.10CR	CLEARED	A	3/15/2019
1010	3/08/2019	CHECK	036231	BADGER METER	270.00CR	CLEARED	A	3/18/2019
1010	3/08/2019	CHECK	036232	CALIF DEPT OF TAX & FEE ADMIN	385.15CR	CLEARED	A	3/12/2019
1010	3/08/2019	CHECK	036233	CALIF DEPT OF TAX & FEE ADMIN	303.74CR	CLEARED	A	3/12/2019
1010	3/08/2019	CHECK	036234	COASTLAND CIVIL ENGINEERING, I	7,112.25CR	CLEARED	A	3/12/2019
1010	3/08/2019	CHECK	036235	DOUGLASS TRUCK BODIES INC.	2,824.10CR	CLEARED	A	3/14/2019
1010	3/08/2019	CHECK	036236	FIVE STAR TOWING	75.00CR	CLEARED	A	4/04/2019
1010	3/08/2019	CHECK	036237	HARDESTER'S MARKETS & HARDWARE	63.10CR	CLEARED	A	3/13/2019
1010	3/08/2019	CHECK	036238	JAMES DAY CONSTRUCTION, INC.	3,428.00CR	CLEARED	A	3/15/2019
1010	3/08/2019	CHECK	036239	MEDIACOM	543.62CR	CLEARED	A	3/14/2019
1010	3/08/2019	CHECK	036240	NBS GOVERNMENT FINANCE GROUP	187.50CR	CLEARED	A	3/12/2019
1010	3/08/2019	CHECK	036241	OFFICE DEPOT	69.81CR	CLEARED	A	3/15/2019

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

CHECK DATE: 3/01/2019 THRU 3/31/2019
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1010	3/08/2019	CHECK	036242	PETTY CASH REIMBURSEMENT	240.86CR	CLEARED	A	3/11/2019
1010	3/08/2019	CHECK	036243	QUACKENBUSH MRRCF	39.06CR	CLEARED	A	3/21/2019
1010	3/08/2019	CHECK	036244	RAINBOW AGRICULTURAL SERVICES	4.36CR	CLEARED	A	3/13/2019
1010	3/08/2019	CHECK	036245	RAY MORGAN COMPANY	203.36CR	CLEARED	A	3/14/2019
1010	3/08/2019	CHECK	036246	SOUTH LAKE REFUSE COMPANY	428.08CR	CLEARED	A	3/12/2019
1010	3/08/2019	CHECK	036247	STREAMLINE	200.00CR	CLEARED	A	3/12/2019
1010	3/08/2019	CHECK	036248	TELSTAR INSTRUMENTS, INC	2,177.93CR	CLEARED	A	3/12/2019
1010	3/08/2019	CHECK	036249	TYLER TECHNOLOGY	121.00CR	CLEARED	A	3/12/2019
1010	3/08/2019	CHECK	036250	IPSEN, CORY	3.32CR	CLEARED	A	3/20/2019
1010	3/08/2019	CHECK	036251	MARIANO, MARINA	30.79CR	CLEARED	A	3/14/2019
1010	3/08/2019	CHECK	036252	POFF, THOMAS C	34.72CR	CLEARED	A	4/03/2019
1010	3/08/2019	CHECK	036253	WOODARD, KURTIS / VA	3.55CR	CLEARED	A	3/29/2019
1010	3/15/2019	CHECK	036254	ACTION SANITARY, INC.	59,950.00CR	CLEARED	A	3/21/2019
1010	3/15/2019	CHECK	036255	ALPHA ANALYTICAL LABORATORIES	969.00CR	CLEARED	A	3/20/2019
1010	3/15/2019	CHECK	036256	ALYSSA GORDON	163.40CR	CLEARED	A	3/20/2019
1010	3/15/2019	CHECK	036257	AT&T	242.24CR	CLEARED	A	3/20/2019
1010	3/15/2019	CHECK	036258	B & G TIRES OF MIDDLETOWN	20.00CR	CLEARED	A	3/25/2019
1010	3/15/2019	CHECK	036259	BOLD POLISNER MADDOW NELSON &	180.00CR	CLEARED	A	3/19/2019
1010	3/15/2019	CHECK	036260	DATAPROSE	321.66CR	CLEARED	A	3/20/2019
1010	3/15/2019	CHECK	036261	FORT BRAGG SEPTIC	6,650.00CR	CLEARED	A	3/19/2019
1010	3/15/2019	CHECK	036262	GARDENS BY JILLIAN	200.00CR	CLEARED	A	3/20/2019
1010	3/15/2019	CHECK	036263	LAYNE PAVING & TRUCKING, INC.	293.63CR	CLEARED	A	3/25/2019
1010	3/15/2019	CHECK	036264	LOCAL GOVERNMENT COMMISSION IN	4,181.82CR	CLEARED	A	3/20/2019
1010	3/15/2019	CHECK	036265	NORTH BAY RESTAURANT SERVICES	34,422.50CR	CLEARED	A	3/22/2019
1010	3/15/2019	CHECK	036266	OFFICE DEPOT	120.73CR	CLEARED	A	3/25/2019
1010	3/15/2019	CHECK	036267	PACE SUPPLY CORP	329.10CR	CLEARED	A	3/19/2019
1010	3/15/2019	CHECK	036268	PACIFIC GAS & ELECTRIC COMPANY	11,505.34CR	CLEARED	A	3/20/2019
1010	3/15/2019	CHECK	036269	RAY MORGAN COMPANY	52.09CR	CLEARED	A	3/20/2019
1010	3/15/2019	CHECK	036270	SPECIAL DISTRICT RISK MANAGEME	30,971.28CR	CLEARED	A	3/21/2019
1010	3/15/2019	CHECK	036271	TELSTAR INSTRUMENTS, INC	3,120.25CR	CLEARED	A	3/19/2019
1010	3/15/2019	CHECK	036272	WAGNER & BONSIGNORE	7,076.28CR	CLEARED	A	3/21/2019
1010	3/15/2019	CHECK	036273	WATER EDUCATION GROUP	386.00CR	CLEARED	A	3/20/2019
1010	3/15/2019	CHECK	036274	REIMER, KORNELIA M	103.19CR	OUTSTND	A	0/00/0000
1010	3/22/2019	CHECK	036275	ACTION SANITARY, INC.	146,000.00CR	CLEARED	A	4/01/2019
1010	3/22/2019	CHECK	036276	ALPHA ANALYTICAL LABORATORIES	1,918.00CR	CLEARED	A	3/27/2019
1010	3/22/2019	CHECK	036277	ALYSSA GORDON	233.55CR	CLEARED	A	3/27/2019
1010	3/22/2019	CHECK	036278	BARTLEY PUMP, INC.	2,245.31CR	CLEARED	A	3/26/2019
1010	3/22/2019	CHECK	036279	CARDMEMBER SERVICE	4,254.88CR	CLEARED	A	3/29/2019
1010	3/22/2019	CHECK	036280	COASTLAND CIVIL ENGINEERING, I	3,081.25CR	CLEARED	A	3/29/2019
1010	3/22/2019	CHECK	036281	FOSSA'S BACKHOE SERVICE	20,542.50CR	CLEARED	A	4/02/2019
1010	3/22/2019	CHECK	036282	GHD	2,635.00CR	CLEARED	A	3/27/2019
1010	3/22/2019	CHECK	036283	JENFITCH, LLC	9,243.12CR	CLEARED	A	3/29/2019
1010	3/22/2019	CHECK	036284	MENDO MILL CLEARLAKE	320.73CR	CLEARED	A	3/27/2019
1010	3/22/2019	CHECK	036285	MENZIO TIRE SERVICE	1,533.84CR	CLEARED	A	3/26/2019

COMPANY: 999 - POOLED CASH FUND
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1010	3/22/2019	CHECK	036286	MICHELLE HAMILTON	740.00CR	CLEARED	A	3/26/2019
1010	3/22/2019	CHECK	036287	MIKSIS SERVICES, INC.	8,465.00CR	CLEARED	A	3/29/2019
1010	3/22/2019	CHECK	036288	OFFICE DEPOT	64.25CR	CLEARED	A	3/29/2019
1010	3/22/2019	CHECK	036289	REDFORD SERVICES	835.00CR	CLEARED	A	4/02/2019
1010	3/22/2019	CHECK	036290	RICOH USA, INC.	386.29CR	CLEARED	A	3/27/2019
1010	3/22/2019	CHECK	036291	ST HELENA HOSPITAL dba JOBCARE	271.73CR	CLEARED	A	3/26/2019
1010	3/22/2019	CHECK	036292	THATCHER COMPANY, INC.	1,311.93CR	CLEARED	A	3/28/2019
1010	3/22/2019	CHECK	036293	TYLER TECHNOLOGY	121.00CR	CLEARED	A	3/26/2019
1010	3/22/2019	CHECK	036294	USA BLUE BOOK	1,799.17CR	CLEARED	A	3/29/2019
1010	3/22/2019	CHECK	036295	VERIZON WIRELESS	872.26CR	CLEARED	A	3/26/2019
1010	3/22/2019	CHECK	036296	WESTGATE PETROLEUM CO., INC.	1,887.82CR	CLEARED	A	3/26/2019
1010	3/22/2019	CHECK	036297	WILEY PRICE & RADULOVICH, LLP	638.00CR	CLEARED	A	3/27/2019
1010	3/22/2019	CHECK	036298	SANCHEZ, FAUSTO C	3.07CR	OUTSTND	A	0/00/0000
1010	3/22/2019	CHECK	036299	KEESE, JORDAN & NIC	223.31CR	CLEARED	A	4/02/2019
1010	3/29/2019	CHECK	036300	ALPHA ANALYTICAL LABORATORIES	1,619.00CR	CLEARED	A	4/03/2019
1010	3/29/2019	CHECK	036301	AMAZON CAPITAL SERVICES, INC.	27.49CR	CLEARED	A	4/02/2019
1010	3/29/2019	CHECK	036302	B & G TIRES OF MIDDLETOWN	649.88CR	OUTSTND	A	0/00/0000
1010	3/29/2019	CHECK	036303	DEVELOPMENT GROUP	275.00CR	CLEARED	A	4/03/2019
1010	3/29/2019	CHECK	036304	GOLDEN GATE TOLL / FASTACK	8.00CR	CLEARED	A	4/05/2019
1010	3/29/2019	CHECK	036305	GRAINGER	2,229.46CR	CLEARED	A	4/03/2019
1010	3/29/2019	CHECK	036306	LAYNE PAVING & TRUCKING, INC.	163.13CR	OUTSTND	A	0/00/0000
1010	3/29/2019	CHECK	036307	NBS GOVERNMENT FINANCE GROUP	1,787.14CR	CLEARED	A	4/02/2019
1010	3/29/2019	CHECK	036308	SMITH CONSTRUCTION	2,756.60CR	CLEARED	A	4/03/2019
1010	3/29/2019	CHECK	036309	SPECIAL DISTRICT RISK MANAGEME	414.25CR	CLEARED	A	4/03/2019
1010	3/29/2019	CHECK	036310	TELSTAR INSTRUMENTS, INC	1,345.75CR	CLEARED	A	4/02/2019
1010	3/29/2019	CHECK	036311	USA BLUE BOOK	8,818.29CR	CLEARED	A	4/05/2019
1010	3/29/2019	CHECK	036312	RICKMAN, CHERI	5.00CR	OUTSTND	A	0/00/0000

DEPOSIT:								
1010	3/01/2019	DEPOSIT		CREDIT CARD 3/01/2019	2,021.63	CLEARED	C	3/04/2019
1010	3/01/2019	DEPOSIT	000001	CREDIT CARD 3/01/2019	2,260.74	CLEARED	C	3/04/2019
1010	3/01/2019	DEPOSIT	000002	REGULAR DAILY POST 3/01/2019	735.37	CLEARED	C	3/04/2019
1010	3/04/2019	DEPOSIT		CREDIT CARD 3/04/2019	6,679.21	CLEARED	C	3/04/2019
1010	3/04/2019	DEPOSIT	000001	CREDIT CARD 3/04/2019	1,256.33	CLEARED	C	3/05/2019
1010	3/04/2019	DEPOSIT	000002	CREDIT CARD 3/04/2019	984.35	CLEARED	C	3/06/2019
1010	3/04/2019	DEPOSIT	000003	CREDIT CARD 3/04/2019	1,724.29	CLEARED	C	3/07/2019
1010	3/04/2019	DEPOSIT	000004	REGULAR DAILY POST 3/04/2019	3,377.13	CLEARED	C	3/05/2019
1010	3/05/2019	DEPOSIT		CREDIT CARD 3/05/2019	2,410.26	CLEARED	C	3/07/2019
1010	3/05/2019	DEPOSIT	000001	CREDIT CARD 3/05/2019	1,850.65	CLEARED	C	3/08/2019
1010	3/05/2019	DEPOSIT	000002	REGULAR DAILY POST 3/05/2019	2,630.72	CLEARED	C	3/06/2019
1010	3/06/2019	DEPOSIT		CREDIT CARD 3/06/2019	2,208.72	CLEARED	C	3/08/2019
1010	3/06/2019	DEPOSIT	000001	CREDIT CARD 3/06/2019	1,518.29	CLEARED	C	3/11/2019
1010	3/06/2019	DEPOSIT	000002	REGULAR DAILY POST 3/06/2019	5,925.63	CLEARED	C	3/07/2019
1010	3/07/2019	DEPOSIT		CREDIT CARD 3/07/2019	1,481.77	CLEARED	C	3/11/2019

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

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 CLEAR DATE: 0/00/0000 THRU 99/99/9999
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1010	3/07/2019	DEPOSIT	000002	REGULAR DAILY POST 3/07/2019	5,687.93	CLEARED	C	3/08/2019
1010	3/08/2019	DEPOSIT		CREDIT CARD 3/08/2019	1,875.83	CLEARED	C	3/11/2019
1010	3/08/2019	DEPOSIT	000001	CREDIT CARD 3/08/2019	3,326.19	CLEARED	C	3/11/2019
1010	3/08/2019	DEPOSIT	000002	REGULAR DAILY POST 3/08/2019	6,799.52	CLEARED	C	3/11/2019
1010	3/08/2019	DEPOSIT	030819	TRANSFER - STORM 2019	93,522.50	CLEARED	G	3/08/2019
1010	3/08/2019	DEPOSIT	030820	STORM 2019	26,000.00	CLEARED	G	3/08/2019
1010	3/11/2019	DEPOSIT		CREDIT CARD 3/11/2019	2,791.82	CLEARED	C	3/11/2019
1010	3/11/2019	DEPOSIT	000001	CREDIT CARD 3/11/2019	1,726.01	CLEARED	C	3/12/2019
1010	3/11/2019	DEPOSIT	000002	CREDIT CARD 3/11/2019	1,729.25	CLEARED	C	3/13/2019
1010	3/11/2019	DEPOSIT	000003	CREDIT CARD 3/11/2019	1,416.56	CLEARED	C	3/14/2019
1010	3/11/2019	DEPOSIT	000004	REGULAR DAILY POST 3/11/2019	13,395.23	CLEARED	C	3/12/2019
1010	3/12/2019	DEPOSIT		CREDIT CARD 3/12/2019	1,522.48	CLEARED	C	3/14/2019
1010	3/12/2019	DEPOSIT	000001	CREDIT CARD 3/12/2019	4,983.85	CLEARED	C	3/15/2019
1010	3/12/2019	DEPOSIT	000002	REGULAR DAILY POST 3/12/2019	3,827.13	CLEARED	C	3/13/2019
1010	3/13/2019	DEPOSIT		CREDIT CARD 3/13/2019	3,383.48	CLEARED	C	3/15/2019
1010	3/13/2019	DEPOSIT	000001	CREDIT CARD 3/13/2019	996.59	CLEARED	C	3/18/2019
1010	3/13/2019	DEPOSIT	000002	CREDIT CARD 3/13/2019	5,055.12	CLEARED	C	3/18/2019
1010	3/13/2019	DEPOSIT	000003	REGULAR DAILY POST 3/13/2019	8,807.51	CLEARED	C	3/14/2019
1010	3/14/2019	DEPOSIT		CREDIT CARD 3/14/2019	611.80	CLEARED	C	3/18/2019
1010	3/14/2019	DEPOSIT	000001	CREDIT CARD 3/14/2019	43.57	CLEARED	C	3/18/2019
1010	3/14/2019	DEPOSIT	000002	CREDIT CARD 3/14/2019	2,668.02	CLEARED	C	3/18/2019
1010	3/14/2019	DEPOSIT	000003	REGULAR DAILY POST 3/14/2019	6,262.79	CLEARED	C	3/15/2019
1010	3/15/2019	DEPOSIT		CREDIT CARD 3/15/2019	3,171.23	CLEARED	C	3/19/2019
1010	3/15/2019	DEPOSIT	000001	CREDIT CARD 3/15/2019	1,832.97	CLEARED	C	3/18/2019
1010	3/15/2019	DEPOSIT	000002	REGULAR DAILY POST 3/15/2019	5,772.30	CLEARED	C	3/18/2019
1010	3/15/2019	DEPOSIT	000003	DRAFT POSTING	9,810.18	CLEARED	U	3/18/2019
1010	3/15/2019	DEPOSIT	000004	CC DRAFT POSTING	14,743.18	CLEARED	U	3/18/2019
1010	3/18/2019	DEPOSIT		CREDIT CARD 3/18/2019	3,102.15	CLEARED	C	3/19/2019
1010	3/18/2019	DEPOSIT	000001	CREDIT CARD 3/18/2019	1,371.46	CLEARED	C	3/19/2019
1010	3/18/2019	DEPOSIT	000002	CREDIT CARD 3/18/2019	2,539.28	CLEARED	C	3/20/2019
1010	3/18/2019	DEPOSIT	000003	CREDIT CARD 3/18/2019	2,746.72	CLEARED	C	3/21/2019
1010	3/18/2019	DEPOSIT	000004	REGULAR DAILY POST 3/18/2019	13,683.38	CLEARED	C	3/19/2019
1010	3/19/2019	DEPOSIT		CREDIT CARD 3/19/2019	1,933.52	CLEARED	C	3/21/2019
1010	3/19/2019	DEPOSIT	000001	CREDIT CARD 3/19/2019	3,451.74	CLEARED	C	3/22/2019
1010	3/19/2019	DEPOSIT	000002	REGULAR DAILY POST 3/19/2019	3,767.97	CLEARED	C	3/20/2019
1010	3/20/2019	DEPOSIT		CREDIT CARD 3/20/2019	3,424.44	CLEARED	C	3/22/2019
1010	3/20/2019	DEPOSIT	000001	CREDIT CARD 3/20/2019	4,931.30	CLEARED	C	3/25/2019
1010	3/20/2019	DEPOSIT	000002	REGULAR DAILY POST 3/20/2019	10,656.02	CLEARED	C	3/21/2019
1010	3/20/2019	DEPOSIT	000003	CREDIT CARD 3/20/2019	3,782.32	CLEARED	C	3/25/2019
1010	3/21/2019	DEPOSIT		CREDIT CARD 3/21/2019	1,536.04	CLEARED	C	3/25/2019
1010	3/21/2019	DEPOSIT	000001	CREDIT CARD 3/21/2019	1,403.22	CLEARED	C	3/25/2019
1010	3/21/2019	DEPOSIT	000002	REGULAR DAILY POST 3/21/2019	2,684.02	CLEARED	C	3/22/2019
1010	3/22/2019	DEPOSIT		CREDIT CARD 3/22/2019	1,136.94	CLEARED	C	3/25/2019

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

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 CLEAR DATE: 0/00/0000 THRU 99/99/9999
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1010	3/22/2019	DEPOSIT	000002	REGULAR DAILY POST 3/22/2019	1,021.28	CLEARED	C	3/25/2019
1010	3/22/2019	DEPOSIT	032220	DODGE TRUCK EQUIPMENT	7,234.17	CLEARED	G	3/22/2019
1010	3/22/2019	DEPOSIT	032221	STORM 2019	167,000.00	CLEARED	G	3/26/2019
1010	3/25/2019	DEPOSIT		CREDIT CARD 3/25/2019	1,656.91	CLEARED	C	3/25/2019
1010	3/25/2019	DEPOSIT	000001	CREDIT CARD 3/25/2019	944.46	CLEARED	C	3/26/2019
1010	3/25/2019	DEPOSIT	000002	CREDIT CARD 3/25/2019	114.06	CLEARED	C	3/27/2019
1010	3/25/2019	DEPOSIT	000003	CREDIT CARD 3/25/2019	1,128.57	CLEARED	C	3/28/2019
1010	3/25/2019	DEPOSIT	000004	REGULAR DAILY POST 3/25/2019	2,347.11	CLEARED	C	3/26/2019
1010	3/26/2019	DEPOSIT		CREDIT CARD 3/26/2019	665.05	CLEARED	C	3/28/2019
1010	3/26/2019	DEPOSIT	000001	CREDIT CARD 3/26/2019	381.90	CLEARED	C	3/29/2019
1010	3/26/2019	DEPOSIT	000002	REGULAR DAILY POST 3/26/2019	634.89	CLEARED	C	3/27/2019
1010	3/27/2019	DEPOSIT		CREDIT CARD 3/27/2019	334.79	CLEARED	C	3/29/2019
1010	3/27/2019	DEPOSIT	000001	CREDIT CARD 3/27/2019	802.85	CLEARED	C	4/01/2019
1010	3/27/2019	DEPOSIT	000002	REGULAR DAILY POST 3/27/2019	7,474.24	CLEARED	C	3/28/2019
1010	3/28/2019	DEPOSIT		CREDIT CARD 3/28/2019	776.41	CLEARED	C	4/01/2019
1010	3/28/2019	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	63.41CR	CLEARED	U	3/27/2019
1010	3/28/2019	DEPOSIT	000002	CREDIT CARD 3/28/2019	439.75	CLEARED	C	4/01/2019
1010	3/28/2019	DEPOSIT	000003	REGULAR DAILY POST 3/28/2019	1,220.80	CLEARED	C	3/29/2019
1010	3/29/2019	DEPOSIT		CREDIT CARD 3/29/2019	2,394.47	CLEARED	C	4/01/2019
1010	3/29/2019	DEPOSIT	000001	CREDIT CARD 3/29/2019	1,632.94	CLEARED	C	4/01/2019
1010	3/29/2019	DEPOSIT	000002	REGULAR DAILY POST 3/29/2019	1,102.98	CLEARED	C	4/01/2019

MISCELLANEOUS: -----								
1010	3/01/2019	MISC.		PAYROLL DIRECT DEPOSIT	27,710.26CR	CLEARED	P	3/01/2019
1010	3/15/2019	MISC.		PAYROLL DIRECT DEPOSIT	28,300.92CR	CLEARED	P	3/15/2019
1010	3/29/2019	MISC.		PAYROLL DIRECT DEPOSIT	27,591.23CR	CLEARED	P	3/29/2019

SERVICE CHARGE: -----								
1010	3/04/2019	SERV-CHG		Journal Entry Packet Feb ETS 5	1,186.76CR	CLEARED	G	3/04/2019
1010	3/04/2019	SERV-CHG	000001	Journal Entry Packet Feb ETS 5	866.31CR	CLEARED	G	3/04/2019
1010	3/04/2019	SERV-CHG	000002	Journal Entry Packet Feb ETS 9	398.21CR	CLEARED	G	3/04/2019
1010	3/15/2019	SERV-CHG		February 2019 Analysis Fees	333.07CR	CLEARED	G	3/15/2019

TOTALS FOR ACCOUNT 1010	CHECK	TOTAL:	424,760.96CR
	DEPOSIT	TOTAL:	532,440.71
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	83,602.41CR
	SERVICE CHARGE	TOTAL:	2,784.35CR
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	45,428.79CR

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

CHECK DATE: 3/01/2019 THRU 3/31/2019
 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 POOLED CASH FUND

CHECK	TOTAL:	424,760.96CR
DEPOSIT	TOTAL:	532,440.71
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	83,602.41CR
SERVICE CHARGE	TOTAL:	2,784.35CR
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	45,428.79CR



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**CAPITAL EXPENDITURES
2018 - 2019 BUDGET**

MARCH

SEWER CIP EXPENSES	FUND	Budget	Yr to Date Actual
Construction Truck (60%)	314	78,000	37,691
Headworks Rake	314	62,000	
I & I Repair	314	55,000	60,938
I & I Study (Intern/Fellowship)	313	46,000	20,909
Total		241,000	119,538

SEWER CIP/OP REVENUE	FUND	Revenue	Yr to Date Actual
Sewer Op Reserve (1.5%)	313	20,000	
FEMA/CalOES	313	102,000	18,000
Sewer CIP (1.5%)	314	20,000	
FEMA/CalOES	314	193,000	383,454
Total		335,000	401,454

WATER CIP EXPENSES	FUND	Budget	Yr to Date Actual
Unit 9 Tank Replacement	*1	1,279,000	
Repair Water Main Line	*2	150,000	
Construction Truck (40%)	320	52,000	45,127
Total		1,481,000	45,127

WATER CIP/OP RESERVE	FUND	Revenue	Yr to Date Actual
Water CIP (6%)	320	115,000	76,547
Water OP Reserve Fund -NEW- (3.75%)	325	72,000	47,834
Total		187,000	124,381

*1 Financial Options Undetermined

*2 Financial Options Undetermined



MEMO

To: Board of Directors

From: Trish Wilkinson, Full Charge Bookkeeper

Date: 04/06/2019

RE: Office & Administrative Staff Overtime Monthly Report

March 2019

Overtime:

Administrative Assistant:	11.75 hours
Water Resources Specialist:	- hours
Full Charge Bookkeeper:	- hours
Senior Accounts Representative:	1.00 hour
Senior Accounts Representative:	<u>2.50 hours</u>
Total Overtime:	15.25 hours

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 04/12/2019

RE: Senior Account Representative's Monthly Report

Monthly Billing 03/29/2019

Mailed statements: 2,142

Electronic statements: 456

The statement "SPECIAL MESSAGE"

New rates are in effect July 1, 2018. For more details please refer to the back of this bill under FY 2018/2019. The District office will be closed from 12pm – 1pm on the 3rd Wednesday of each month.

Delinquent Billing 03/20/2019

Delinquent statements for March bills:

Mailed statements: 437

Electronic statements: 64

Courtesy Notification 04/09/2019

Courtesy notices delivered to the customer's property for delinquent November's bill:
147

Electronic notices: 26

Phone Notification 04/10/2019

Phone notifications: 86

The phone notification was sent out around 10:30 am resulting in 58 payments received by the office staff during business hours.

Lock Offs 04/11/2019

28 Customers were in the Lock Off Process at 5:00 pm on 04/10/2019.

14 payments were made before service orders went out in the field at 9:00 am on 04/11/2019.

A total of 14 customers were Locked Off for non-payment.

Throughout Lock off day 9 payments were collected and meters unlocked.

At the time of this report only 5 meters remain locked.



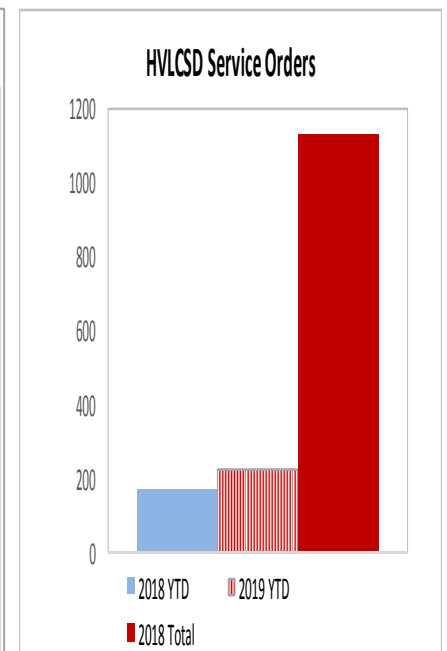
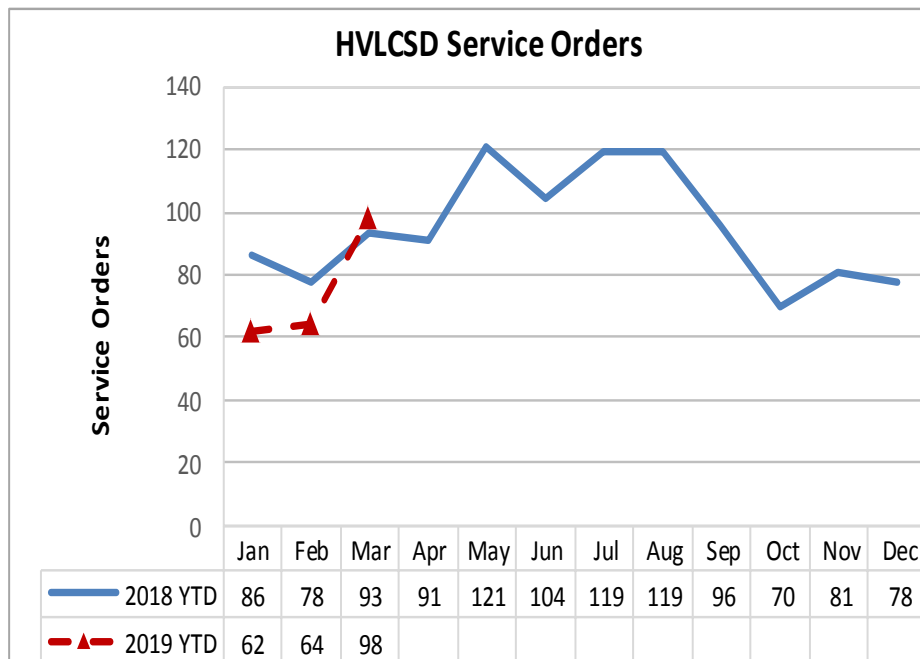
Hidden Valley Lake Community Services District

March 2019 Report

FIELD OPERATIONS

Water Connections:		Sewer Connections:	
New (March)	1	New (March)	1
Residential (February)	2444	Residential (February)	1472
Commercial & Govt (February)	39	Commercial & Govt (February)	16
Total (March) :	2483		1488

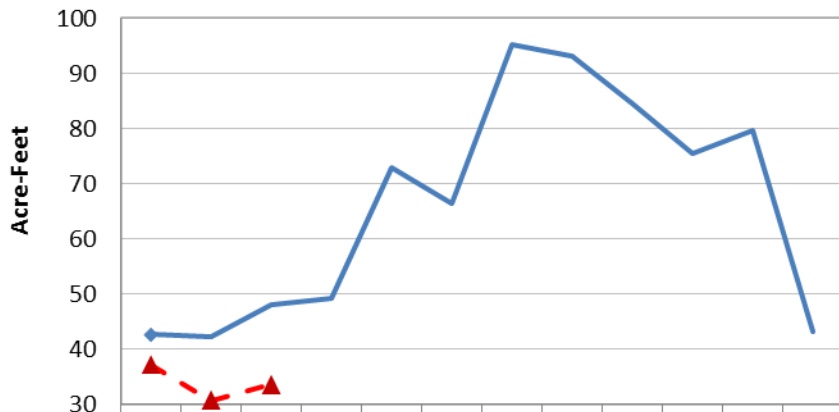
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
7.44	8.29	5.17



Hours		
Overtime Hours	146.5	\$6,642.84

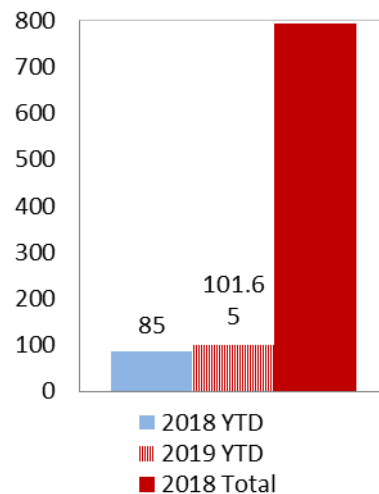
March 2019 Field Report

HVLCSD Municipal Well Production

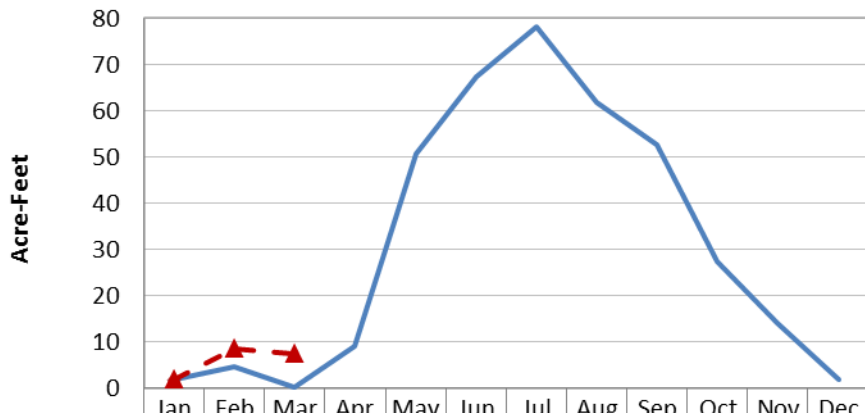


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
— 2018	42.6	42.3	48.1	49.2	72.9	66.5	95.1	93.1	84.5	75.5	79.6	43.1
- ▲ 2019	37.3	30.7	33.7									

HVLCSD Municipal Well Production (AF)

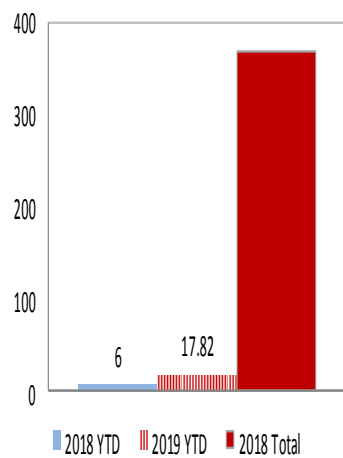


HVLCSD Municipal Reclaimed Water Use

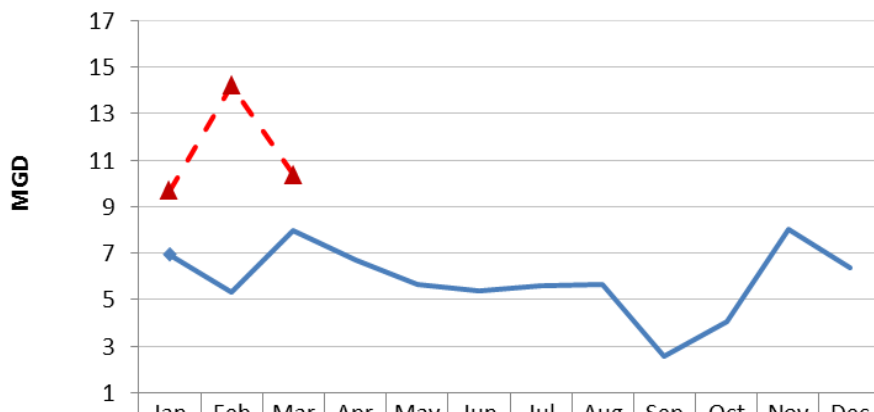


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
— 2018	1.68	4.68	0.04	9.13	50.6	67.3	78.1	61.8	52.5	27.4	14.1	1.71
- ▲ 2019	1.87	8.57	7.38									

HVLCSD Municipal Reclaimed Water (AF)

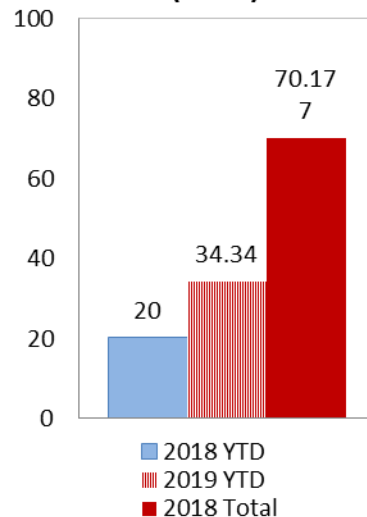


HVLCSD Municipal Wastewater Influent

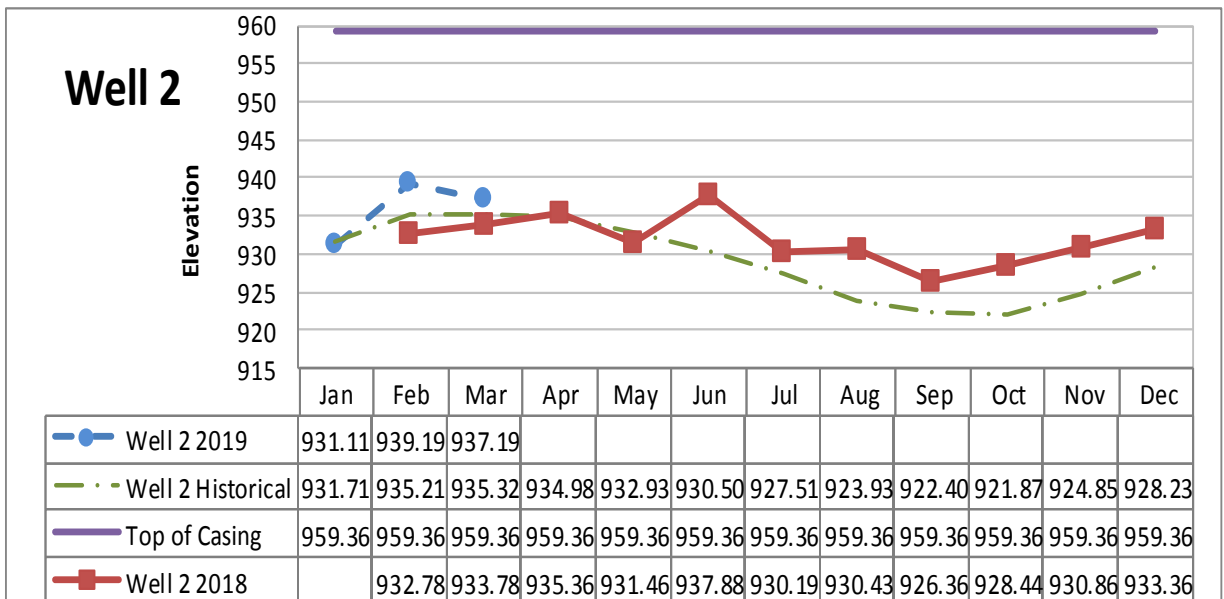
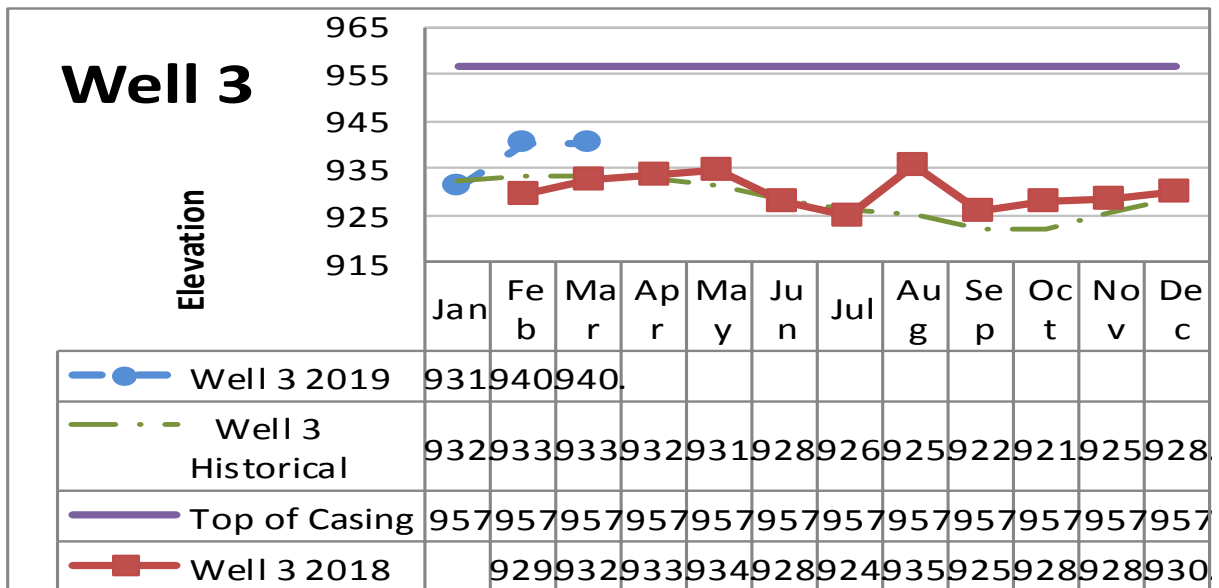
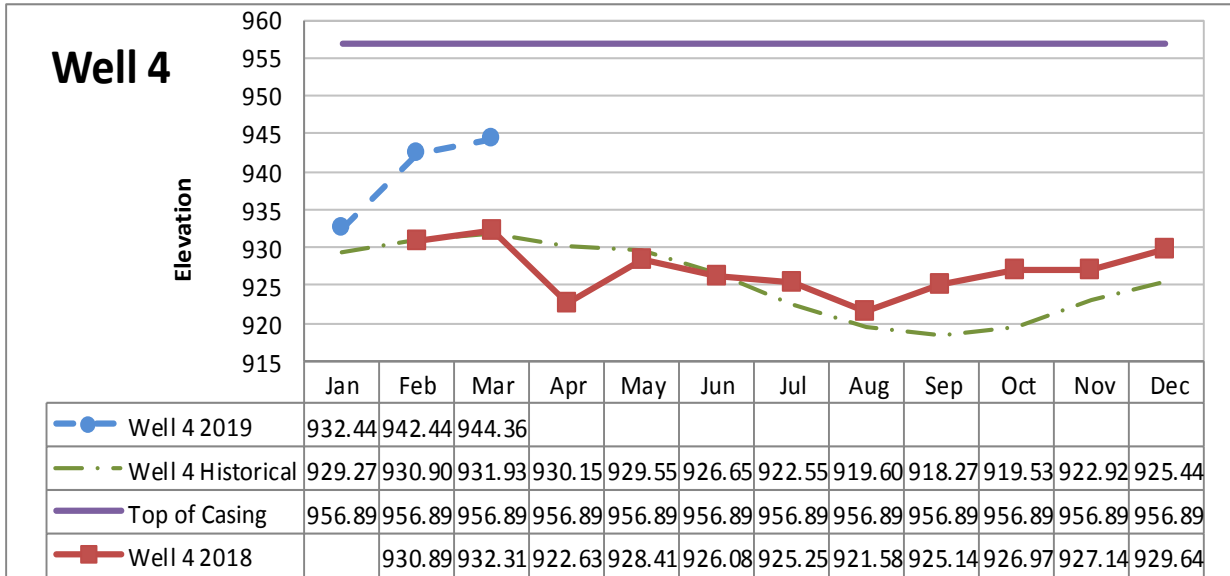


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
— 2018	6.95	5.32	7.96	6.69	5.63	5.37	5.59	5.64	2.57	4.03	8.04	6.39
- ▲ 2019	9.71	14.2	10.4									

HVLCSD Municipal Wastewater Influent (MGD)



March 2019 Field Report



Projects Update

FEMA projects

HMGP DR-4382 Project-0112 (Tank 9)

3/14 Biological survey

3/19 Archeological survey

4/2 HVLA meeting (land donation), will discuss at next HVLA BOD meeting

Received CalOES support for subapplication and BCA tool

4/18 Subapplication due date

DR-4308 Project-787 (aka LKHVF83)

Project closeout request has been assigned to CalOES staff, currently reviewing receipts

Non_FEMA projects

Budget

Capital Improvement plan for FY 19/20

NBS Rate Study updates (5 yr CIP)

CivicSpark

3/12 Re-located LS6 basin flow monitor

3/20 Re-located LS6 basin flow monitor

3/21 Surveyed man holes in LS3 basin

Projects Update

CivicSpark (continued)

3/22 Adding sewer laterals to GIS database

3/29 Re-located LS6 basin flow monitor

Developing SSO SOP

Water main replacement

3/20 Review of alternative tie-solution (hot tap)

ACWA SLC

4/5 Regular SLC meeting, reviewed 24 bill proposals, including AB217 (see attached)

I & I (Rains)

3/4 Category 1 SSO reporting (control#19-1523)

3/14 Category 1 SSO reporting (control#19-1788)

3/25 Napa Sanitary waste hauler contract

Backfill request submitted to CalOES, no funds available

4/30 Scheduled release of CWSRF IUP, and workshop

RMP

4/1 Verbal notification of Lake County EHP acceptance

4/9-4/11 Annual training of WWTP Processes

4/17 Annual review of Hazard Communication

March 2019 Field Report

Water Operations and Maintenance Highlights

- 3/9, 3/11 Courtesy notices, lockoffs
- 3/5 Filled potholes on entrance road to WWTP
- 3/6 Structure fire on Eagle Rock Rd
- 3/12 Repaired meter on Magnolia Court
- 3/30 Unit 9 tank SCADA battery repair
- Regular maintenance and operations
- 3/25-3/31 Meter reads

Wastewater Operations and Maintenance Highlights

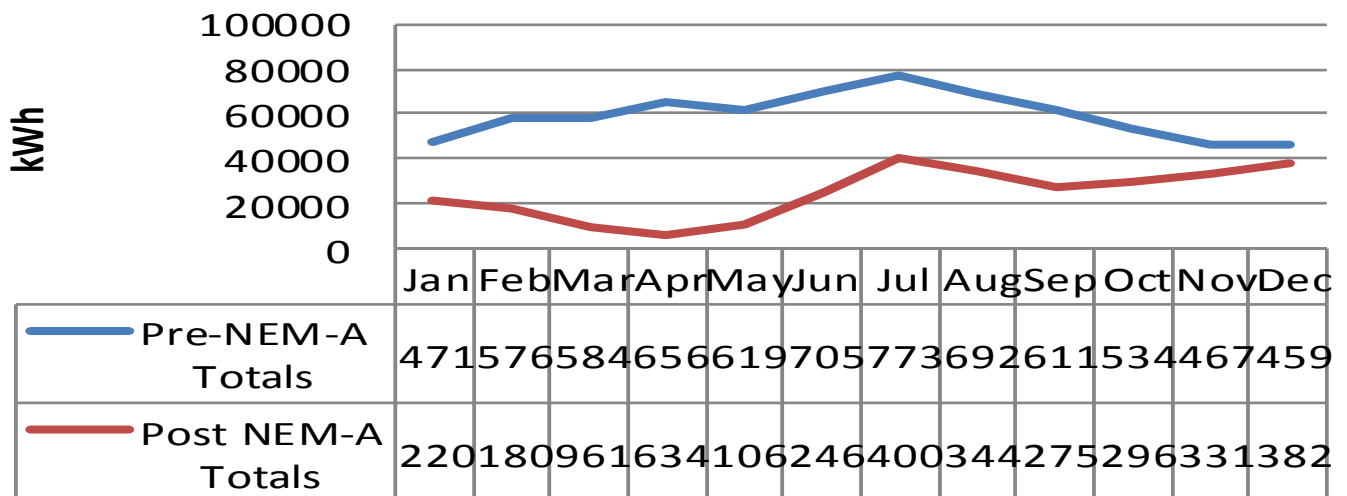
- 3/9, 3/11 Courtesy notices, lockoffs
- All of March—Recovery efforts due to February rains continue (EQ, AB, Clarifier, Filters, Eff pond, polymers, etc)
- 2/27-3/4 Pumper trucks
- 3/14 Cat1 SSO
- 3/18-3/26 Pumper trucks
- 3/18 Filter troubleshooting
- 3/19 Built a diffuser chain in EQ basin
- 3/20 Sludge bed maintenance
- 3/21 Check manholes for irregular flow
- 3/29 New polymer pump installed
- Regular maintenance and operations
- 3/25-3/31 Meter reads

March 2019 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	793
Truck 2 (new construction truck)	951
Truck 3	4213
Truck 4	259
Truck 6	1616
Truck 7	5211
Truck 8	0
Dump Truck	134
Backhoe New Holland	18.63 hrs
Tractor	14.8 hrs

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	313.1	139.1
Fuel Log	312.1	138.9

PG&E Net Payable



ASSEMBLY BILLS:

AB 217: Safe and Affordable Drinking Water Fund

Author: E. Garcia (author), Blanca Rubio (principle co-author), Bloom, Bonta, Carrillo, Chau, Chiu, Gipson, Holden, R. Rivas, M. Stone, Wicks, Senator Monning

Introduced: 1-16-19

Amended: 3-18-19

Sponsors:

Supporters:

Opposition:

Current Position:

Oppose Unless Amended

Recommended Position:

Oppose Unless Amended

Assigned to: Cindy Tuck / Soren Nelson

Summary: The introduced version of AB 217 was a substantive spot bill that proposed to create the “Safe and Affordable Drinking Water Fund” (Fund) in the State Treasury for purposes of providing a stable source of funding to secure access to safe drinking water for all Californians.

1. The March 19, 2019 Amendments

As summarized below, AB 217 was amended on March 19 to add detail regarding how the Safe and Affordable Drinking Water Fund would be administered and funded. As to funding mechanisms, the March 19, 2019 amendments propose agricultural assessments, a Safe and Affordable Drinking Water “Fee” (i.e., a modified version of the water tax) and a Safe and Affordable Drinking Water Trust).

A. Fund Implementation

AB 217 would require the State Water Board to **prioritize** the use of the funding:

- 1) To assist disadvantaged communities and low-income households served by a state small water system or a domestic well; and
- 2) For costs other than construction costs, except for capital construction costs associated with consolidation and service extension; and
- 3) To implement consolidation and service extensions, when feasible, and administrative and managerial contracts or grants.

1. Use of Funds

Eligible applicants could use the funding for:

- 1) Provision of replacement water as a short-term solution;

- 2) Development/implementation of solutions that include, but are not limited to:
 - A) Technical assistance, planning, construction, repair and operation and maintenance costs associated with blending, or treating contaminated drinking water or with fixing failing water systems, pipes or fixtures;
 - B) Operations and maintenance costs associated with consolidated water systems, extended drinking water services, or reliance on a substituted drinking water source;
 - C) Creation and maintenance of natural means and green infrastructure solutions;
 - D) Consolidating water systems;
 - E) Extension of drinking water services to other public water systems, domestic wells, or state small water systems;
 - F) The satisfaction of long-term debt obligations, as specified;
- 3) Outreach to eligible Californians;
- 4) Testing of the drinking water of domestic wells serving low-income households in high-risk areas (see below);
- 5) Administrative and managerial services, as specified;
- 6) Wastewater treatment plant operations and maintenance for areas in which polluted water originates from outside the state.

2. Fund Implementation Plan and Accountability Review

The bill would require the State Water Board to:

- 1) Working with a multi-stakeholder advisory group, adopt a fund implementation plan and policy handbook with priorities and guidelines for expenditures of the Fund;
- 2) Prepare and make available an annual report of expenditures from the Fund;
- 3) Adopt an annual assessment of the anticipated funding needed for the next fiscal year to achieve the purposes of the Fund; and
- 4) Conduct, at least once every ten years, a public review of the Fund to determine the effectiveness of the Fund, including whether self-sufficiency has been achieved at community water systems that received funding.

B. Maps of High Risk Areas

The bill would require that by January 1, 2021, the State Water Board, in consultation with local health officers and other relevant stakeholders, make available a map of aquifers that are used or are likely to be used as a source of drinking water that are at high risk of containing contaminants.

C. Safe Drinking Water “Fee” (Tax)

The March 19 version of AB 217 would require the State Water Board to adopt, by regulation, a schedule of fees to not exceed an unspecified amount. The regulation could include provisions regarding the administration and collection of the fees. It would require the State Water Board to adopt subsequent amendments as emergency regulations. The State Water Board would be authorized to distribute up to 20 percent of the annual expenditures from the fund through its drinking water regional offices.

The bill would require the Legislative Analyst to report to the Legislature and the State Water Board if the Legislative Analyst determines, on or before **January 1, 2023**, that at least **\$3,000,000,000** has been made available in an interest bearing account in the State Treasury with a goal of at least \$100,000,000 in interest revenues per year available for the purposes of the Safe and Affordable Drinking Water Fund. The bill would make the “fee” regulation requirement inoperative upon the Legislative Analyst submitting the report and would repeal the requirement as of January 1, of the year following that determination.

D. Trust

The bill would establish the Safe and Affordable Drinking Water Trust Fund (the Trust) and would require moneys held in the Trust to be invested by the Treasurer, in consultation with the Director of Finance and the Controller, as specified. The bill would transfer the investment income derived from the Trust to the Fund. The bill would mandate that the Legislature transfer \$200,000,000 into the Trust each year for five years to establish a trust principle of \$1,000,000,000. The revenue generated by the Trust would then be deposited into the Fund.

E. Agricultural Assessments

AB 217 would mandate that a portion of the revenue for the Fund be generated by agricultural assessments. A fertilizer safe drinking water fee of \$0.006 per \$1.00 would be added to sales for all bulk or packaged fertilizing materials. Beginning January 1, 2022, this bill would require each milk handler to deduct a dairy safe drinking water fee of \$0.01355 per hundredweight of milk from payments made to producers for manufacturing milk. Beginning in 2021, this bill would require each producer owning a nondairy confined animal facility to pay a safe drinking water fee of \$1,000 for the first facility and \$750 for each additional facility owned by the same producer, up to a total of \$12,000 per producer. The money from the agricultural assessments could only be used for nitrate-related work.

These requirements differ in some respects from the agricultural assessments proposed in the 2019 Budget Trailer Bill Language. Those differences are summarized in the **attached chart** which follows this analysis.

2. Summary of Amendments:

The March 28, 2019 amendments make the following changes to the March 19, 2019 version:

- 1) Provide that the assessment on fertilizer sales would not apply to the sale of compost.
- 2) Delete the proposal for the State Water Board to adopt a schedule of “fees” and replace it with a proposal that by operation of statute would impose a Safe and Affordable Drinking Water “Fee” of fifty cents (\$0.50) per service connection on all public water systems. By July 1, 2020, and annually by each July 1 thereafter, each public water system would be required to remit to the State Water Board the amount of the “fee” for that system. The March 28 amendments also delete the provisions regarding the State Water Board making “subsequent amendments to the annual ‘fees’.”

Staff Comments: The Author, Assembly Member Eduardo Garcia, is the Chair of the Assembly Water, Parks & Wildlife Committee. He cares about safe drinking water for all Californians and has been open to hearing new ideas for solutions. Certain aspects of AB 217 are better than the provisions in the 2019 budget trailer bill language. For example, AB 217 includes a trust as a funding mechanism and accountability provisions that are based in part on language from SB 669 (Caballero). ACWA appreciates that he has been listening to input and making changes.

As explained below, however, AB 217 proposes a water tax, and there are problems with other aspects of the bill. Following are comments on the proposed water tax and examples of other problems.

Proposed Water Tax

The most significant concern with AB 217 is the proposed water tax. The March 28, 2019 amendments were suggestions from the Assembly Environmental Safety and Toxic Materials Committee, which heard the bill on March 26. From a tax collection cost standpoint, these amendments improved the bill in that community water systems would no longer need to hire staff to implement the tax (as would be the case with the 2019 budget trailer bill language). ACWA and the Water Tax Oppose-Unless-Amended Coalition have raised significant concerns about how the implementation costs for the water tax in the budget trailer bill language would work against the affordability of water.

That said, AB 217 still proposes a water tax. The March 28, 2017 AB 217 proposal for a Safe and Affordable Drinking Water “Fee” is still a tax under the California Constitution. [See Article XIII A.] Each public water system would send a check to the State Water Board for the system’s tax based on its number of connections.

The AB 217 water tax would work against keeping water affordable. (Affordable water is an element of the Human Right to Water just as safe water is an element.) Public water agencies required to pay the tax would need to pass the cost of the state tax to all of their customers.

The water tax in AB 217 would also be the ***precedent*** for a state water tax in California. For other programs, the State Water Board staff and other state agency staff have expressed interest in (and floated documents regarding) a water tax as a mechanism funding (e.g., for the AB 401 low-income water rate assistance program). In 2011, Senator Simitian proposed a water tax in SB 34 on both retail and agricultural water for many purposes. ACWA’s Board of Directors in the ACWA’s Strategic and Business Plan priority goals for 2018-’19 directs that ACWA advance drinking water solutions for disadvantaged communities but oppose proposals for a water tax. The Board reaffirmed this direction on Friday, March 29 in the approval of the 2019 update to that document.

ACWA members, including agricultural water agencies, have expressed strong concern about the precedent for a state water tax authority. AB 217 would grant such authority to the State Water Board. Changes to the amount of the tax, the purposes of the tax, or the universe of tax payors could be accomplished with a two-thirds vote of both houses.

Safe and Affordable Drinking Water Trust

To advance a better solution, ACWA and the California Municipal Utilities Association (CMUA) are sponsoring SB 669 (Caballero), which would create the Safe Drinking Water Trust (and the Safe Drinking Water Fund). ACWA appreciates that Assembly Member Garcia has included the Trust concept in AB 217, but the Trust was intended to **replace** proposals for a water tax – not add to them, as proposed in AB 217. Additionally, ACWA staff and the State Legislative Committee’s Safe Drinking Water Funding Working Group devoted substantial time to the drafting of the SB 669 language, which is much more detailed than the AB 217 trust language. The proposal (at Page 21 Line 25) to have the Legislature transfer \$200,000,000 million per year for five years transferred to the Trust is positive in that the author is recognizing the Trust as legitimate funding mechanism. (ACWA believes that a more significant infusion of General Fund dollars into the Trust this year is appropriate given the record budget surplus.) However, the proposed water tax should be deleted.

Emergency Regulation Process

AB 217 would authorize the State Water Board to adopt regulations to implement and enforce the proposed water tax. [Page 20 at Line 14.] Although the language could use clarification, it appears that the initial regulation would be adopted pursuant to the Administrative Procedures Act and subsequent regulations or amendments would be adopted through the emergency regulation process. The emergency regulation process would greatly reduce the afforded due process, including the time afforded to stakeholders to comment.

Regional Funding Split (The WRIF Revisited)

The March 28 version of AB 217 would authorize the State Water Board to distribute less than or equal to twenty percent of the annual expenditures for the Fund through its regional drinking water offices to implement region-specific programs. This language is a work in progress. Our understanding is that the Author is including this language due to the concerns with the budget trailer bill language that the vast majority of local water customers across the state would be paying for the water tax and not obtaining any benefit. While well-intended, the regional program concept is problematic. This proposal is similar to a proposal that was floated as the Water Resources Investment Fund (the WRIF) in the past (with a 50-50 split) and was rejected. It is inefficient to send money to Sacramento to have twenty percent (or any other percentage) come back for a related use in the region. A tax on water (including a percentage that would come back to the region) would add to the cost of water for Californians. The SB 669 Trust would not add to the cost of water.

ACWA staff raised the regional funding proposal with the ACWA Board of Directors in 2017 and again on March 29, 2019. The Board’s direction to staff both times was that inclusion of such a provision would not change ACWA’s opposition to a proposed water tax.

Limits on Uses of O&M Funding

AB 217 proposes that the use of the Fund for operation and maintenance (O&M) costs would be limited to O&M costs associated with “consolidated water systems, extended drinking water services, or reliance on a substituted drinking water source.” [Page 14 at Line 11.] An existing

public water system in a disadvantaged community that needed O&M funding assistance for it to comply with the standards but did not meet one of those three tests would apparently not be eligible. This limit is not necessary.

Unnecessary Capital Funding

AB 217 would make the fund available for capital costs for which existing federal and state funding sources are available. The bill should instead focus on where there are funding gaps (e.g., O&M costs for drinking water treatment at community water systems, in disadvantaged communities, that chronically violate the federal and/or state safe drinking water standards).

Funding for Wastewater Treatment

The bill would make funding available for wastewater treatment plant O&M costs to treat water pollution that originates outside the state. [Page 14 at Line 32.] The proposed Fund should be for drinking water solutions – not wastewater treatment solutions.

Prioritization Mandate

The bill would prioritize funding for consolidation and service extensions. [Page 15 at Line 26.] Such solutions may be the best solution in many instances, but the prioritization language could keep funding from solving a problem where consolidation or service extension is not needed.

State Needs Assessment

AB 217 would make funding available for private domestic wells and state small systems (with five to fourteen connections). There currently is no state needs assessment for private wells and small systems because they are regulated at the county level. A state funding assistance program for county-regulated systems may need to look different than O&M assistance. The most recent state needs assessment addresses systems with 15 or more connections, because those are the systems that the State Water Board regulates. In some cases, the solutions for the private domestic wells and small systems will be a form of consolidation. In 2018, the Legislature included \$3 million in the 2018-'19 State Budget for a State Water Board needs analysis of "water systems." The State Water Board is currently determining how to assess the needs for the private wells and small systems. This part of the needs assessment will not be complete until 2020.

In response to the March 19, 2019 amendments, and in advance of the March 26 Assembly Environmental and Toxic Materials Committee (AESTM) hearing on the bill, ACWA submitted an "Oppose-Unless-Amended" position letter on AB 217 based on the ACWA Board of Directors direction to oppose proposed water taxes and ACWA's positions on related legislation. The March 28, 2019 version of AB 217 still proposes a water tax and includes other provisions that are problematic. ACWA should maintain the oppose-unless-amended position. The key amendment would be deletion of the proposed water tax.

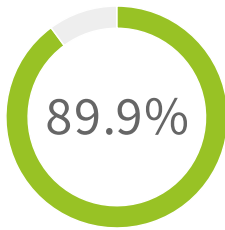
Recommended Position: Oppose Unless Amended

Executive Summary Report

Generated for HVLCSD for March 2019



Health Score



Breakdown

Proactive Monitoring	100%	Server Availability	100%	Failed Login Attempts	0%
Antivirus	95.8%	Patch Management	50%	Backup	93.3%
Coverage	92.9%	Coverage	100%		
Protection	98.6%				

Managed Devices

Devices

14

- 1 Server
- 12 Desktop
- 1 Laptop

Checks Passing

Application	99%
Disk/File	100%
Event	100%
Network	100%
Script	100%
Service	98%
System	94%
Task	100%

Alerts Resolved

451

Protection Effectiveness

Antivirus

Devices with Antivirus	13
Frequency of up-to-date Devices	98.6%
Threats Quarantined/Resolved	0

Backup

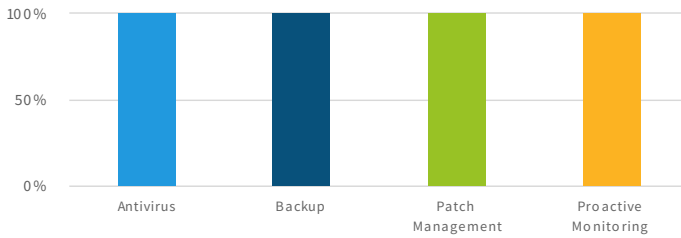
Devices with Backup	2
Data Backed Up (GB)	353
Successful Backups	56

Patch Management

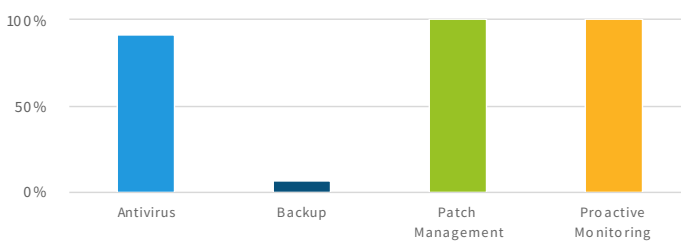
Devices with Patch Management	14
Patches Detected	0
Patches Installed	0

Coverage

Servers



Workstations



Operating Systems



Top 5

Devices with Failing Checks

- WATERLEADOPERAT
- HVLCSD-02
- HVLCSD2016-05
- HVLCSD-PC
- HVLCSD2016-06

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.



Hidden Valley Lake Community Services District

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

MEMO

To: Board of Directors
From: Kirk Cloyd
Date: March 19, 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.

I was out the week of Feb. 25th through March 1st attending to a family member after surgery out of state.

Water

1. Staff met with representatives from HVLA to discuss Unit 9 Tank replacement (and possible land donation for tank site. Additionally, the coordination of water line replacement was discussed so it does not interfere with the Associations repaving project.
2. Staff attended the 2019 Water Advisory Committee meeting with the Water Master. (Please see the attached documents.)

Sanitary Sewer

1. Staff has hauled the septic waste from the EQ Basin at the RWRF and continues to process excess ground water due to I&I in the collections system.

Stormwater

1. There were no stormwater related events this past review period.

Recycled Water

1. With the increased sunshine, HVLCSD expects to see an increase in Recycled water usage for the remainder of the fiscal year.



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Finance

1. Staff continues to work with Greg Clumpner of NBS to update the rate study. Staff will present the findings to the Finance Committee within the next few weeks.
2. Staff continues to work toward bringing the Board a balanced 2019/20 Budget.

Information Technology

The I.T. Monthly Report for March 2019 was included in the agenda for the monthly Board meeting.

Human Resources

1. The GM completed FEMA Independent Study Course and exam: IS-00546.a Continuity of Operations Awareness.
2. The GM attended a Webinar entitled Emergencies: Psychological Aspects in the Preparation and Response Phase sponsored by FEMA.
3. Staff continued to work with the District's HR attorney on improvements to the Employee Handbook prior to review by the Personnel Committee.

Facilities

No facility issues were noted during this reporting period.

Vehicles & Equipment

Unit 4 continues to pose operational concerns due to the broken window, brake grind and display inaccuracies. District staff will obtain quotes to have the vehicle repaired to determine the best course of action before proceeding.

General Information

1. Met with representatives from Lake County Planning and Valley Oaks to clarify HVLCSD's concerns with hydraulic overloading of the sanitary sewer system. All parties have been made aware of the issues at hand.
2. Staff attended the SDRMA Legislative Days Conference in Sacramento.
3. Staff attended the 19-20 CivicSpark Application Review meeting. The program is on track to continue for another year.



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4. Staff is working through the process to place a lien on the Coyote Valley Plaza owned and managed by Poppy Bank. Outstanding funds are for connection and developer fees left by the previous property owner.
5. Staff has coordinated meeting times on April 30th for each Board member to meet with Dr. Larry Bienati in preparation to complete the District's Strategic Plan-Update to address improved communication between the Board and staff and improve upon the GM evaluation process.

Emergency Preparedness

1. Staff attended the CalWARN Annual update mtg. at the CA/NV AWWA Conference in Sacramento. Additional generator options were noted for PG&E planned power outages.
2. Staff attended the monthly South Lake County Fire Safe Council Meeting.
3. The District began the spring schedule requesting the Konocti Conservation Crew #27 for weed abatement and controlled burns in the storm basin and abatement along Putah Creek, at the top of Dallas Ct. and at the RWRF.

UPPER PUTAH CREEK WATERSHED WATERMASTER

FOR

SOLANO IRRIGATION DISTRICT, ET AL, VS.
APPROPRIATIVE WATER RIGHT HOLDERS IN UPPER BASIN, ET AL.
CASE NO. 515766 – SACRAMENTO COUNTY SUPERIOR COURT

MEMORANDUM

DATE: March 5, 2019

TO: Watermaster Advisory Committee

FROM: Marc Van Camp

SUBJECT: 2019 - 2021 Watermaster Work Plan

Background

The purpose of this memorandum is to provide the work plan that was requested during the September 5, 2018 Watermaster Advisory Committee (WAC) meeting. The work plan describes the proposed tasks, including timeframes, to be performed by the Upper Putah Creek Watershed Watermaster (Watermaster) over the next three years. The descriptions below, however, do not include the regular tasks performed each year by the Watermaster, which include preparing an annual report of Depletion and Remaining Reservation, and issuing assessments to water users within the Upper Putah Creek Watershed (Watershed). These regular tasks are included in the Summary on page 4. The work plan has been separated into two tasks: 1) Field Visits and 2) Database Evaluation and Potential Upgrade. For each task we have identified our best estimate for the time and costs associated with these tasks.

Task 1 – Field Visits

As discussed during the September 5, 2018 WAC Meeting, the physical presence of the Watermaster within the Watershed is believed to be beneficial by both the Watermaster and the WAC. Thus, this task would include field visits to a number of water users within the Watershed. One 2-day field visit per year, during which two to four water users are visited would meet the goal of establishing a physical presence. Likely, these field visits would be performed in late spring or early summer of each year.

Attached is a list of potential water users to visit over the next three years. We do not believe that we will be able to visit all of these water users over a three-year period with only one 2-day field visit per year; however, if desired, based upon the results of the field visits within the first three years and the desire for a continued physical presence, the field visits could continue into the future. Included in the list are all of the Large Licensees and some of the Post-Reservation water right holders. We believe that all of the Large Licensees should be visited since they account for approximately 54% of the average annual depletion (based upon 2014 – 2018 data). In order to develop the list of Post-Reservation water right holders, we reviewed

previous water use reports submitted to the Watermaster to identify water rights for which the estimated depletion is greater than 200 acre-feet that also have missing and/or questionable reports. Questionable reports include, but are not limited to, depletion quantities greater than the face value of the water right, reports that identify the same amount of depletion every month and/or year, or other reports that we have received with written or verbal comments from the water right holder.

In early 2019, we intend to begin contacting the Large Licensees to schedule field visits with a goal of visiting two to four of them during one 2-day field visit. Depending upon the scheduling availability of the Large Licensees we will contact the Post-Reservation water right holders as alternate sites to visit.

The field visits will be conducted by two MBK Engineers employees. We believe that we can perform the field visit and complete the follow-up documentation detailing the purpose and result(s) of our visit for a total of approximately \$12,000 per 2-day field visit. Of course, follow-up with water users resulting from the field visits may be requested or required. We do not anticipate the follow-up to be time consuming; and we believe it would be a good outcome from the Watermaster's presence.

Task 2 – Evaluation and Potential Database Upgrade

As discussed during the September 5, 2018 WAC meeting, the current database utilized by the Watermaster and staff is over 20 years old and does not have the capability that other databases may have to connect with Geographic Information System applications or retrieve data from online websites like the Division of Water Right's Electronic Water Rights Information Management System. This database was developed to track and document water right and ownership information and annual depletion for water rights subject to the Settlement Agreement. Information from the database is used to prepare diversion and annual reports, determine the annual assessments, and prepare assessment tables for use by Solano County Water Agency. In the future, information from the database may be used to determine repayment obligations under the Settlement Agreement or to assist with addressing other unforeseen issues or challenges. An upgrade to this database could prove useful and increase the overall efficiency of duties related to the Settlement Agreement.

We propose to approach this task in a step process:

- Step 1 (2019) – Watermaster and staff will evaluate the current database and determine whether there are updates that can be made to increase efficiency and versatility, and evaluate alternative database options. Findings of our evaluation could be presented at the annual WAC meeting in early 2020. We believe that we can perform this task and provide a summary to the WAC for approximately \$7,000. A proposed approach with cost estimate for the preferred option will be provided.
- Step 2 (2020) – Potential database follow-up of the preferred option, which may include a more detailed cost estimate and other items as requested by the WAC.

Summary

Table 1 below is a summary of the cost estimate for the regular tasks performed each year and the proposed tasks identified above.

Table 1: Summary of Annual Tasks

Year	Description	Cost Estimate
2019	Regular Tasks	\$30,000 ¹
	Task 1: Field Visits	\$12,000
	Task 2 – Step 1: Evaluate Database, Present Findings of Evaluation and Provide Cost Estimate	\$7,000
	Total	\$49,000
2020	Regular Tasks	\$30,000 ¹
	Task 1: Field Visits	\$12,000
	Task 2 – Step 2: Potential Database Follow-Up	TBD
	Total	TBD
2021	Regular Tasks	\$30,000 ¹
	Task 1: Field Visits	\$12,000
	Task 2: To Be Determined	TBD
	Total	TBD

¹ Approximate average annual cost from 2010-2018. The range from 2010-2018 was \$13,400.45 - \$43,276.00.

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Upper Putah Creek Watershed 2019-2021 Proposed Field Visits

NAPA COUNTY

Large Licensees

Gallo Vineyards, Inc. (Formerly Komes)

Contact: Vince Maples, Wagner & Bonsignore (916) 441-6850

- Review vineyard operations and water use
- 7 water right applications (Large & Post 95) with a combined face value of approx. 650 AF
- Received permits for A027485 & A027625

Harold Moskowitz

Contact: Bill Mah, Wagner & Bonsignore (916) 441-6850

- Review Moskowitz Reservoir and Stockwatering Reservoirs #2 & #3 operations and water use
- 5 water right applications (Large & Post 95) with a combined face value of approx. 470 AF

Heitz Wine Cellars

Contact: Bill Mah, Wagner & Bonsignore (916) 441-6850

- Review vineyard operations and water use
- 5 water right applications (Large & Post 95) with a combined face value of approx. 630 AF
- Received permits for A029533, A029607, A030490 & A030491

Juliana Mutual Water Company (Formerly Juliana Vineyards)

Contact: Bill Mah, Wagner & Bonsignore (916) 441-6850

- Review vineyard operations and water use
- 18 water right applications (Large & Post 95) with a combined face value of approx. 5,400 AF
- Received 3 permits for A025432, A026299, & A027209

Norman Pease

Contact: Norman Pease (925) 254-2413

- Review reservoir operations and water use
- 8 water right applications (Large & Post 95) with a combined face value of approx. 530 AF

DRAFT

Saint Supery Vineyards

Contact: Bill Mah, Wagner & Bonsignore (916) 441-6850

- Review vineyard operations and water use
- 10 water right applications (Large & Post 95) with a combined face value of approx. 5,060 AF
- Received permits for A023672, A023834, A027852 & A027853

Usibelli Vineyards

Contact: Bill Mah, Wagner & Bonsignore (916) 441-6850

- Review vineyard operations and water use
- 6 water right applications (Large & Post 95) with a combined face value of approx. 1,320 AF
- Received a permit for A029882

US Bureau of Reclamation

Contact: Claire Hsu, USBR (916) 978-5258

- Review operations and water use
- 1 water right application (Large) with a face value of approx. 7,500 AF
- Est depletion is 1,550 AF; however, recent reports are less than 15 AF annually

Commented [KK1]: Phone call or meeting in Sacramento would likely suffice.

Post Reservation Water Right Holders

William & Jeanne Hardin Trust

Contact: Vince Maples, Wagner & Bonsignore (916) 441-6850

- Review reservoir operations and water use
- 1 water right application (Post 95) with a face value of approx. 245 AF

Harney Revocable Living Trust

Contact: Vince Maples, Wagner & Bonsignore (916) 441-6850

- Review operations and water use
- 5 water right application (4 Pre 95 and 1 Post 95) with a face value of approx. 394 AF
- Permits received for A029686, A029687 and A030384. Projects for A029686 & A029687, not constructed as of 2018
- Water use reported under pre reservation water right

NAPA & LAKE COUNTY

Large Licensees

Langtry Farms, LLC (Formerly Magoon Estate Limited)

Contact: Bill Mah, Wagner & Bonsignore (916) 441-6850

- Review operations and water use
- 11 water right applications (9 Pre 95 and 2 Post 95) with a combined face value of over 11,500 AF
- Permits received for A024296A, A024296C & A024297

DRAFT

LAKE COUNTY

Large Licensees

Hidden Valley Lake CSD

Contact: *Vince Maples, Wagner & Bonsignore (916) 441-6850*

- Review operations and water use
- 3 water right applications (1 Pre 95 and 1 Post 95) with a combined face value of approx. 4,800 AF
- Permit received for A030049B

Middletown Enterprises

Contact: *Debra Bottoms (707) 987-0957*

- Review operations and water use
- 2 water right applications (Pre 95) with a combined face value of approx. 360 AF

Post Reservation Water Right Holders

Heart Consciousness Church, Inc.

Contact: *Chris Smith*

- Review operations and water use
- 1 water right application (Post 95) with a face value of approx. 245 AF
- Permit received for A030232
- No reports submitted to WM in 2015, 2017 and 2018

**Upper Putah Creek Watershed
Watermaster Advisory Committee Meeting
April 3, 2019 from 10:00am – 11:00am**

**Solano County Water Agency, Berryessa Room
810 Vaca Valley Parkway
Vacaville, CA 95688**

Agenda

- 1. Introductions**
- 2. Summary of September 5, 2018 WAC Meeting**
- 3. 2017-2018 Annual Report**
 - a. Annual Depletion**
 - b. Remaining Reservation**
 - c. Pending Applications**
 - d. Annual Expenses**
- 4. Update - Division of Water Right's Water Rights Registrations Program**
- 5. Future Watermaster Activities**
 - a. Draft 2019-2021 Watermaster Work Plan**
 - i. 2019 Proposed Schedule**
- 6. Other**

**Upper Putah Creek Watershed
Watermaster Advisory Committee Meeting
April 3, 2019**

2. Summary of September 5, 2018 WAC Meeting

- a. **Summary of Settlement Agreement**
- b. **Review of the 2016-2017 Annual Report**
- c. **Division of Water Right's Water Rights Registration Program**
- d. **Annual Expenses**
- e. **Annual Activities**

**Upper Putah Creek Watershed
Watermaster Advisory Committee Meeting
April 3, 2019**

3. 2017-2018 Annual Report

a. Annual Depletion

**Upper Putah Creek Watershed
Watermaster Advisory Committee Meeting
April 3, 2019**

	Water Right Face Value ¹	Annual Depletion (acre-feet)										
		2010	2011	2012	2013	2014	2015	2016	2017	2018		
Lake County												
Large Licensees ²	12,508	5,236	3,736	2,791	4,099	2,130	4,883	4,131	3,437	1,311		
Small Licensees ³	940	716	716	716	716	687	659	659	659	659		
Small Domestic Registrations ⁴	87	44	44	44	44	44	44	44	44	45		
Stock Pond Certificates ⁵	71	39	39	36	36	36	36	36	36	46		
Post-Reservation ⁶	4,617	1,100	1,012	1,256	1,392	1,318	1,032	869	1,070	1,173		
Total Lake County	18,223	7,135	5,547	4,843	6,287	4,215	6,654	5,739	5,246	3,234		
Napa County												
Large Licensees ²	7,811	2,794	2,661	2,441	2,660	1,877	3,417	3,535	3,694	2,772		
Small Licensees ³	3,159	2,316	2,316	2,316	2,245	2,245	2,211	2,211	2,221	2,139		
Small Domestic Registrations ⁴	62	31	31	31	31	31	31	31	31	45		
Stock Pond Certificates ⁵	357	179	179	179	179	179	179	179	179	176		
Post-Reservation ⁶	18,925	1,672	1,270	1,451	1,242	1,261	2,083	1,911	1,612	1,452		
Total Napa County	30,362	6,992	6,457	6,418	6,357	5,593	7,921	7,867	7,737	6,584		
Total for Watershed	48,585	14,127	12,004	11,261	12,644	9,808	14,575	13,606	12,983	9,818		

¹ The Face Value shown is based on the currently active water rights subject to the Settlement Agreement and therefore may be different than shown in previous year's reports.

² Depletion is based on reports submitted by the Large Licensees, see Tables 1A and 1B.

³ Depletion for Small Licensees is calculated as 70% of the Face Value, see Tables 2A and 2B.

⁴ Depletion for Small Domestic Registrations is calculated as 50% of the Face Value, see Tables 3A and 3B.

⁵ Depletion for Certified Stock Ponds is calculated as 50% of the Face Value, see Tables 4A and 4B.

⁶ Depletion is based on reports submitted holders of Post Reservation water rights or the Watermaster's estimate see Tables 5A and 5B.

**Upper Putah Creek Watershed
Watermaster Advisory Committee Meeting
April 3, 2019**

b. Remaining Reservation

Determination of Remaining Reservation	Lake County			Napa County
	M&I Use	Private Use	Total All Uses	All Uses
Remaining Reservation per Settlement Agreement	4,000.0	2,000.0	6,000.0	6,668.0
Estimated Post-Reservation Annual Depletion	1,292.4	906.6	2,199	6,702.9
Remaining Reservation as of December 31, 2018	2,707.6	1,093.4	3,801	(34.9)

**Upper Putah Creek Watershed
Watermaster Advisory Committee Meeting
April 3, 2019**

c. Pending Applications

App. No.	Owner	Est. Avg. Annual Depletion	Est. Avg. Annual Depletion Provided to Division
Lake County			
A030143	Robert A Wiley	50.7	2007
A031559	Six Sigma Ranch & Vineyard	1193.1	No ¹
D032293	Elizabeth Kershaw	0.6	2018
Napa County			
A029800	Hall Brambletree Associates LTD	33.6	2007
A029801	Hall Brambletree Associates LTD	14.4	2007
A030546	Persephone Ranch LTD, Peju Province Winery	296	2007
C004591	John E. Ahmann	1.5	No ²
A031548	Nord Ridge, LLC	24.9	2007
A031550	TDB Real Estate Company LLC	49.0	2009
A031556	Hendrik Smeding	400.0	2013
A031560	Michael F. Nichelini	10.0	2013
A031715	Patrick Elliot Smith	21.0	2013
A031817	Nicki Riedel	3.3	2013
A032241	Mamzirp Number Two LLC	111.0	2014
A032317	Erik Martella	40.2	No ³
A032484	Erik Martella	n/a	No ³
<p>¹ Application for 1,300AF was filed 11/5/01 for 1,300AF. There is currently insufficient water under the Remaining Reservation for this application.</p> <p>² Division accepted and processed without review of the Remaining Reservation or review by the Watermaster.</p> <p>³ Application 32317 was filed 11/25/14 for 40.2af. Application 32484 was filed 4/23/18 for 120AF, estimate of average annual depletion has not been made. There is currently insufficient water under the Remaining Reservation for either of these applications</p>			

**Upper Putah Creek Watershed
Watermaster Advisory Committee Meeting
April 3, 2019**

d. Annual Expenses

Year	Total Costs	Allocation		Assessments	
		Solano County W.A. (87.5%)	Water Users (12.5%)	Per Application	Depletion over 50 acre-feet
2010-2011	\$27,535.34	\$24,093.42	\$3,441.92	\$6.47	\$0.257700
2011-2012	\$20,245.55	\$17,714.86	\$2,530.69	\$4.70	\$0.209340
2012-2013	\$31,908.16	\$27,919.64	\$3,988.52	\$7.30	\$0.275720
2013-2014	\$28,684.02	\$25,098.52	\$3,585.50	\$6.57	\$0.469500
2014-2015	\$28,696.50	\$25,109.44	\$3,587.06	\$6.50	\$0.199695
2015-2016	\$28,157.00	\$24,637.36	\$3,519.64	\$6.38	\$0.222123
2016-2017	\$13,400.45	\$11,725.39	\$1,675.06	\$3.03	\$0.113508
2017-2018	\$43,276.00	\$37,866.50	\$5,409.50	\$9.80	\$0.598557

**Upper Putah Creek Watershed
Watermaster Advisory Committee Meeting
April 3, 2019**

4. Division of Water Right's Registration Program

a. Summary of Conclusions from 1/28/2019 Meeting with Division Staff:

- i. Small Domestic Use Registrations treated as "minor diversions"
- ii. Livestock Stockpond Use Registrations treated as "minor diversions"
- iii. Small Irrigation Use Registrations treated as Post-Reservation Water Rights
- iv. Division Staff to coordinate internally in regard to procedure for transmitting new water right applications to the Watermaster for review

**Upper Putah Creek Watershed
Watermaster Advisory Committee Meeting
April 3, 2019**

5. Future Watermaster Activities

a. Draft 2019-2021 Watermaster Work Plan

i. Task 1 – Field Visits

1. 2019 Schedule

ii. Task 2 – Evaluation and Potential Database Upgrade



**Hidden Valley Lake
Community Services District**

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www.hvlcsd.org

PROJECT MAINTENANCE LETTER

04/11/2019

Hidden Valley Lake
Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

RE: DR-4382-0112 Project Subapplication

Dear State Hazard Mitigation Officer:

This is to confirm that Hidden Valley Lake Community Services District is committed to perform the necessary maintenance for the entire useful life of this project (50 years) once completed. The General Manager is allocating an annual budget of **\$22,822** which will allow maintenance to occur as needed to ensure that Tanks 9A and 9B remains in good repair and operational.

ENTITY RESPONSIBLE FOR THE MAINTENANCE:	Hidden Valley Lake Community Services District
PAST MAINTENANCE TASKS INVOLVED:	Exterior inspections and spot repairs Exterior and interior inspections, spot repairs, repainting
FUTURE MAINTENANCE SCHEDULE:	Exterior inspections (annually); Interior inspections, spot repairs (every 10 years); Tank Repainting (every 20 years)
FUTURE COST OF MAINTENANCE:	\$ 1,141,075.00
SOURCE OF FUTURE MAINTENANCE FUNDS:	Net revenue Water Enterprise fund

Please contact Alyssa Gordon, Water Resources Specialist with questions.

Sincerely,

Kirk Cloyd
General Manager
707-987-9201
707-987-3237
kcloyd@hvlcsd.org



**Hidden Valley Lake
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LOCAL MATCH FUND COMMITMENT LETTER

04/11/2019

Hidden Valley Lake Community
Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

RE: DR-4382-0112 Subapplication Funding Match Commitment Letter

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Grant Program process, a local funding match of at least 25% is required. This letter serves as Hidden Valley Lake Community Services District's commitment to meet the local match fund requirements for the Hazard Mitigation Grant Program.

SOURCE OF NON-FEDERAL FUNDS:

LOCAL AGENCY FUNDING <input checked="" type="checkbox"/>	OTHER AGENCY FUNDING <input type="checkbox"/>	PRIVATE NON-PROFIT FUNDING <input type="checkbox"/>	STATE AGENCY FUNDING <input type="checkbox"/>
---	--	--	--

NAME OF FUNDING SOURCE:	Hidden Valley Lake Community Services District
FUNDS AVAILABILITY DATE:	4/18/2019
FEDERAL SHARE AMOUNT REQUESTED:	\$1,850,207.00
LOCAL SHARE AMOUNT MATCH:	\$462,552.00
FUNDING TYPE:	Operating revenues, force account labor, administration

If additional federal funds are requested, an additional local match fund commitment letter will be required.

Please contact Alyssa Gordon, Water Resources Specialist at 707-987-9201; agordon@hvlcsd.org with questions.

Sincerely,

Kirk Cloyd
General Manager
707-987-9201
707-987-3237
kcloyd@hvlcsd.org

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

DATE: April 16, 2019

AGENDA ITEM: Discussion and Possible Action (SP Goal #5d): Resolution of The Board of Directors of the Hidden Valley Lake Community Services District Adopting an Amended Job Description And Salary Range Adjustment For The Water Resources Specialist Flex I/II Position

RECOMMENDATIONS: Adopt the proposed Resolution approving the amended Job Description and Salary Schedule.

FINANCIAL IMPACT: Fully-burdened costs to implement the proposed salary adjustment is estimated to be an annual increase of \$7,509.59.

BACKGROUND:

Pursuant to Board direction, staff retained CPS HR Consulting (CPS) of Sacramento, California to conduct a “base salary” survey of staff positions that were last surveyed September 30, 2013. The Water Resources Specialist job description was found to not be a complete representation of duties of the position. Staff was recommended by the Board to work with CPS HR Consulting to update the current job description to adequately define the position.

Staff has worked with the CPS HR Consulting to communicate the desired strategic attributes and technical qualifications of the proposed position. As a result, staff is recommending the Board increase the salary range for the position. The proposed Job Descriptions and Salary Schedule reflects the updated job title and pay range which has been modified to meet District needs and are appropriate and necessary at this time. These changes are reflected in the schedules attached to the Proposed Resolution.

STRATEGIC PLANNING GOAL/OBJECTIVE: SP Goal #5d

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 April 16, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

ANNUAL LABOR COSTS

Employee	Hourly	Annual Wage	Overtime	On-Call OT	On-Call	Health	Dental	Vision	Life	MediCare	CalPERS	CalPERS	Annual Cost
										1.45%	11.000%	7.000%	
Water Resources Specialist Current	38.41	79,893	2,305			20,676	829	184	167	1,158		5,592.50	110,842
Water Resources Specialist Increase	41.67	86,674	2,500			20,676	829	184	166	1,257		6,067.15	118,352
													\$ 7,509.59



Hidden Valley Lake Community Services District

WATER RESOURCES SPECIALIST JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Current:	\$29.32	\$30.86	\$32.49	\$34.20	\$36.00
Effective Date: July 1, 2018	\$31.48	\$33.06	\$34.71	\$36.45	\$38.41

Definition/Summary

Under general supervision; plans and conducts technical studies and special projects to support District operations and policy/program development; performs related duties as assigned.

Essential Functions

- Collects, assembles, analyzes and interprets data pertaining to a variety of water resource management issues including supply/demand projections, water use and treatment, water quality, financial, and historical trends.
- Prepares narrative and statistical reports and makes recommendations in connection with these studies.
- Assists in the development and adoption of District initiatives through research and analysis.
- Assists with the development and maintenance of water production, treatment, and/or water use computer databases.
- Assists with the preparation and presentation of water resources exhibits at community events.
- Attends meetings, makes oral presentations and presents findings.

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

Compilation and interpretation of water resources data, research techniques, database management, report writing, rules of English grammar, punctuation and spelling; modern office equipment, procedures and practices.

Ability to:

Plan and conduct analytical studies; operate a variety of computer programs, including

database, spreadsheet, graphics and desktop publishing programs; maintain computer records and databases; prepare effective educational and informational written materials; make effective oral presentations; make sound independent decisions within procedural guidelines; establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

Education and Experience:

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above. A typical way to obtain the required knowledge and abilities would be:

- a) graduation from a four-year college or university with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and
- b) Three years of experience with a water supply/management organization

Typical Physical Activities

The physical demands described here are representative of those necessary to successfully perform the essential functions of the Water Resources Specialist position.

Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; walking short to moderate distances; occasional bending, stretching, stooping, reaching, twisting, and turning. Must be able to lift, push or pull at least 25 pounds. Must possess hand and finger dexterity sufficient to operate a computer keyboard and some hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio; attentiveness and concentration necessary to perform multiple tasks concurrently.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of the Water Resources Specialist position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee works primarily in an office environment with moderate noise levels and controlled temperature conditions. Employee may also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing District policies and procedures.

License Certificate Registration Requirement(s)

A valid California driver's license and satisfactory driving record to maintain insurability is required.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date



Hidden Valley Lake Community Services District

WATER RESOURCES SPECIALIST II JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date: 1/15/19	\$34.28	\$36.00	\$37.80	\$39.69	\$41.67

Definition/Summary

Under general supervision; a Water Resource Specialist II plans and conducts technical studies and special projects to support District operations and policy/program development; develops and maintains a variety of technical databases; compiles various regulatory reports on a regular basis; manages the District's GIS and SCADA programs and databases; oversees various vendors that provide services to the District; applies for and administer grants and loans; represents the District in various state and local boards and public forums; and performs related duties as assigned.

Essential Functions

- Collects, assembles, analyzes and interprets data pertaining to a variety of water and wastewater resource management issues including supply/demand projections, water use and treatment, wastewater treatment, water quality, water conservation, financial analysis, and historical trends. Provides data for use in feasibility studies.
- Assists with the development and maintenance of water production, treatment, and/or water use computer databases. Assists in documentation and database management of daily water and wastewater rounds, and monthly drawdowns. Monitors service orders for water loss calculations.
- Prepares narrative and statistical reports and in accordance with regulatory requirements (such as the Field Operations Report, Watermaster Report, Groundwater Monitoring Report, Water Loss Report, Monthly Billed Consumption, Solar Monitoring).
- Assists in the development and adoption of District initiatives through research and analysis.
- Researches and drafts Standard Operating Procedures (SOPs) for review and approval by the General Manager.
- Represents the district at public and utility-related organizations, makes oral presentations, presents findings, and assists with the preparation and presentation of water resources exhibits at community events.
- Provides support to management during emergencies (such as fire, floods, power outages).
- Manages multiple vendors in accordance with contract terms and support needs.

- Develops and submits grant and loan applications; administers grants and loans according to relevant terms.
- Assists in the Closed Bid and Request for Proposal process. Coordinates bid selections, awards of contract, and notices to proceed.
- Provides support and administration to the District Supervisory Control and Data Acquisition (SCADA) System. Troubleshoots issues and escalates if necessary. Facilitates upgrades as needed.
- Manages the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software for budgeting and project management activities, and to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff. Supports billing staff during high call volumes.
- Performs lead activities to oversee the District's CivicSpark fellowship and internship program.

Other Duties

- Performs other related duties as required.

Job Standards/Specifications

Knowledge of:

- Rules of English grammar, punctuation, and spelling;
- MS Office products (such as Word, Excel, and Outlook), Publisher, and Adobe Acrobat Writer;
- Principles of database management;
- Supervisory Control and Data Acquisition (SCADA) systems and software;
- Basic operation, equipment, and terminology associated with water treatment, wastewater treatment, and distribution systems; and
- ArcGIS database software.

Ability to:

- Perform basic mathematical computations;
- Compile and interpret water resources data;
- Write technical reports regarding various water and wastewater reporting and compliance issues;
- Write grant proposals, loan proposals, and Requests for Proposals;
- Direct the planning and administration of grant and loan programs;

- Plan and conduct analytical and research studies;
- Manage projects, including performing scheduling and overseeing vendor activities;
- Operate a variety of computer programs, including word processing programs, databases, spreadsheets, graphics and desktop publishing programs;
- Learn and apply the District's Utility Billing Software;
- Set up and maintain computer records and databases;
- Prepare effective educational and informational written materials;
- Make effective oral presentations to Board of Directors and public groups;
- Represent the District at various state and local boards and groups;
- Make sound independent decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

Education and Experience:

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above. A typical way to obtain the required knowledge and abilities would be:

- a) Graduation from a four-year college or university with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- b) Three years of experience with a water supply/management organization

Typical Physical Activities

The physical demands described here are representative of those necessary to successfully perform the essential functions of the Water Resources Specialist II position.

Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; walking short to moderate distances; occasional bending, stretching, stooping, reaching, twisting, and turning. Must be able to lift, push or pull at least 25 pounds. Must possess hand and finger dexterity sufficient to operate a computer keyboard and some hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio; attentiveness and concentration necessary to perform multiple tasks concurrently.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of the Water Resources Specialist II position. Reasonable accommodations may be made to enable individuals with disabilities to

perform essential functions. While performing the duties of this job, the employee works primarily in an office environment with moderate noise levels and controlled temperature conditions. Employee may also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset public representatives, private representatives, and contractors in interpreting and enforcing District policies and procedures.

License Certificate Registration Requirement(s)

A valid California driver’s license and satisfactory driving record to maintain insurability is required.

DRAFT

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date



Hidden Valley Lake Community Services District

WATER RESOURCES SPECIALIST I JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date: 1/15/19	\$26.77	\$28.11	\$29.52	\$31.00	\$32.56

Definition/Summary

Under general supervision; a Water Resource Specialist I participates in technical studies and special projects to support District operations and policy/program development; maintains a variety of technical databases; compiles various regulatory reports on a regular basis; administers the District's GIS and SCADA programs and databases; oversees various vendors that provide services to the District; may administer grants and loans; may represent the District in various state and local boards and public forums; and performs related duties as assigned.

Essential Functions

- Collects, assembles, analyzes and interprets data pertaining to a variety of water and wastewater resource management issues including supply/demand projections, water use and treatment, wastewater treatment, water quality, water conservation, financial analysis, and historical trends. Provides data for use in feasibility studies.
- Assists with maintenance of water production, treatment, and/or water use computer databases. Monitors service orders for water loss calculations.
- Prepares narrative and statistical reports and in accordance with regulatory requirements (such as the Field Operations Report, Watermaster Report, Groundwater Monitoring Report, Water Loss Report, Monthly Billed Consumption, Solar Monitoring).
- Assists in the development and adoption of District initiatives through research and analysis.
- Researches and drafts Standard Operating Procedures (SOPs) for review and approval by the General Manager.
- May represent the district at public and utility-related organizations, and assists with the preparation and presentation of water resources exhibits at community events.
- Provides support to management during emergencies (such as fire, floods, power outages).
- Works with multiple vendors in accordance with contract terms and support needs.
- Administers grants and loans according to relevant terms.

- Assists in the Closed Bid and Request for Proposal process. Coordinates bid selections, awards of contract, and notices to proceed.
- Provides support and administration to the District Supervisory Control and Data Acquisition (SCADA) System. Troubleshoots issues and escalates if necessary.
- Maintains the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff. Supports billing staff during high call volumes.

Other Duties

- Performs other related duties as required.

Job Standards/Specifications

Knowledge of:

- Rules of English grammar, punctuation, and spelling;
- MS Office products (such as Word, Excel, and Outlook), Publisher, and Adobe Acrobat Writer;
- Principles of database management;
- Supervisory Control and Data Acquisition (SCADA) systems and software;
- Basic operation, equipment, and terminology associated with water treatment, wastewater treatment, and distribution systems; and
- ArcGIS database software.

Ability to:

- Perform basic mathematical computations;
- Compile and interpret water resources data;
- Write technical reports regarding various water and wastewater reporting and compliance issues;
- Conduct analytical and research studies;
- Support project activity, including scheduling and overseeing vendor activities;
- Operate a variety of computer programs, including word processing programs, databases, spreadsheets, graphics and desktop publishing programs;
- Learn and apply the District's Utility Billing Software;
- Maintain computer records and databases;
- Prepare effective educational and informational written materials;
- Make effective oral presentations to Board of Directors and public groups;

- Represent the District at various state and local boards and groups;
- Make sound decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

Education and Experience:

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above. A typical way to obtain the required knowledge and abilities would be:

- a) An Associates Degree with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- b) One year of experience with a water supply/management organization

Typical Physical Activities

The physical demands described here are representative of those necessary to successfully perform the essential functions of the Associate Water Resources Specialist position.

Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; walking short to moderate distances; occasional bending, stretching, stooping, reaching, twisting, and turning. Must be able to lift, push or pull at least 25 pounds. Must possess hand and finger dexterity sufficient to operate a computer keyboard and some hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio; attentiveness and concentration necessary to perform multiple tasks concurrently.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of the Water Resources Specialist I position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee works primarily in an office environment with moderate noise levels and controlled temperature conditions. Employee may also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset public representatives, private representatives, and contractors in interpreting and enforcing District policies and procedures.

License Certificate Registration Requirement(s)

A valid California driver's license and satisfactory driving record to maintain insurability is required.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date

December 6, 2018

Hidden Valley Lake Community Services District

DRAFT Base Salary Report Water Resources Specialist

Submitted By:

Justin Tucker

Project Manager

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I. Introduction

CPS HR Consulting (CPS HR) was retained by Hidden Valley Lake Community Services District (District) to conduct a Classification and Base Salary Compensation Study for the Water Resources Specialist classification. The Water Resources Specialist is a single incumbent classification. As a result of the Classification Study, the classification specification for Water Resources Specialist was updated and modernized to fit the needs of the District and describe the duties, responsibilities, knowledge, skills, and abilities necessary to perform the job.

Following the completion of the Classification Study, a Base Salary Study was conducted. The District has an established labor market which consists of eleven labor market agencies. CPS HR was able to identify four comparable job matches for Water Resources Specialist. Most agencies within the District's labor market split the duties performed by the Water Resources Specialist among two or more different classifications. Salary data was aggregated and the labor market mean is provided to the District to assist in making any pay adjustments to the Water Resources Specialist classification. This report will document the findings and recommendations of the Classification and Base Salary Study.

This report presents salary data collected from the District's established labor market with an effective date of October 1, 2018.

II. Study Scope and Work Plan

The following tasks were completed for the Classification and Base Salary Study:

1. The CPS HR consultant held a conference call with the District's General Manager to discuss the project and clarify the scope. The study classification and labor market agencies included in the study were provided by the District.
2. Reviewed background materials provided by the District. Materials reviewed included classification specifications, salary schedules, and compensation related documents.
3. Developed Position Description Questionnaire (PDQ) designed to capture specific information with reference to current jobs duties and scope of responsibilities.
4. Reviewed completed PDQ. The CPS HR consultant thoroughly reviewed the completed PDQ to obtain an understanding of the duties and responsibilities assigned to position.
5. Conducted an interview with the current incumbent who completed the PDQ.
6. Provided revisions to the current classification specification based on the results of the Classification Study to more accurately reflect the current job duties and requirements of the position.
7. Attempted to identify comparable matches and collect base salary data from eleven agencies within the District's established labor market. In addition to collecting base salary data, CPS HR consultants reviewed classification specifications and related documentation to ensure the data collected and the proposed job matches were comparable.
8. Prepared and delivered the draft report for client review and comments.

III. Classification Specification Revision

In January of 2018, CPS HR conducted a Compensation Study for the District. At that time, it was determined that the Water Resources Specialist classification specification did not contain sufficient details to identify appropriate comparisons within the District’s labor market. CPS HR was informed that the classification had evolved over time to include less water conservation duties and broader project management responsibilities. As a result, CPS HR recommended a review of the Water Resources Specialist classification and that updates be made to the classification specification to reflect an accurate representation of the classification’s duties and responsibilities. An accurate classification specification is essential when attempting to make job matches within an established labor market as it provides the basis for making comparisons with other classifications. An accurate classification specification does not guarantee job matches but allows the agency to determine how unique a given job may be within the labor market. The more unique a job is, the more likely internal equity (as opposed to market data), is appropriate in determining compensation.

The first step in the classification process was for the CPS HR consultant to review the District’s current Water Resources Specialist classification specification to become more familiar with the position and its essential functions. Additionally, the CPS HR consultant reviewed similar job descriptions from the following agencies: City of Santa Cruz’s Water Resources Specialist, San Diego County Water Authority’s Water Resources Specialist – Conservation, and Irvine Ranch Water District’s Analyst (Operations). The CPS HR consultant used a PDQ and conducted an incumbent interview to obtain additional classification information.

Position Description Questionnaire and Incumbent Interview

To evaluate the study position, CPS HR developed a PDQ to gather the following information: essential job functions; budgetary responsibility; supervision given and received; decision-making responsibility; knowledge, skills, and abilities; and minimum job requirements. The CPS HR consultant customized the PDQ for the Water Resources Specialist position by prepopulating the PDQ with the following information from the District’s current classification specifications: job description; essential job functions; knowledge and abilities required; and minimal qualifications for the position. The current incumbent was asked to add to or modify the information provided on the PDQ. By prepopulating the PDQ, CPS HR is better able to determine those areas in which the position has changed or deviated from the classification specification. To maintain the integrity of the classification process, the General Manager reviewed and signed the PDQ to affirm that all pertinent information was correctly captured. The General Manager was requested to provide comments on any information provided by the incumbent within the PDQ. However, the General Manager was not allowed to edit any of the PDQ content submitted by the incumbent.

The PDQ was administered and completed in October 2018. The completed Water Resources Specialist PDQ is included in [Appendix A](#). The CPS HR consultant thoroughly reviewed the PDQ to understand the duties and responsibilities assigned to the Water Resources Specialist position. This information was used as the basis for revisions made to the classification specification and for any additional follow up questions the consultant had for the incumbent.

In October 2018, the CPS HR consultant interviewed the District's Water Resources Specialist incumbent by telephone. The interview lasted 60 minutes. The CPS HR consultant used the Water Resources Specialist interview to gather additional information about the incumbent's job duties and responsibilities, the sequencing of job tasks, job requirements, and the circumstances in which the incumbent interacts with coworkers, external clients, vendors, and other governmental agencies within the State. The Water Resources Specialist interview was also used to clarify information the incumbent provided on the PDQ.

Classification Results

Upon reviewing the materials described above and interviewing the incumbent, the CPS HR consultant determined that the Water Resources Specialist position is properly classified; however, the CPS HR consultant recommends that the current classification specification for the Water Resources Specialist position be updated/revised to more accurately reflect the current job duties and requirements of the position. A copy of the revised classification specification was sent to the incumbent and the General Manager in November 2018 for review and additional feedback. The final version of the Water Resources Specialist classification specification incorporated comments from the incumbent and the General Manager. A copy of the revised Water Resources Specialist classification specification is included in [Appendix B](#).

III. Base Salary Compensation Study

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

- The agency's compensation policy
- Labor market agencies
- Survey classification(s)

Hidden Valley Lake Community Service District's Compensation Policy

A compensation policy defines the agency's goals and objectives in recruiting and retaining qualified staff to manage and perform the functions necessary to conduct business. The selection of labor market agencies and the labor market position (the point in the labor market at which the agency wishes to set its salaries, such as market median¹, mean, or another percentile) are two important factors of an agency's compensation policy.

The labor market analysis for this report has been performed relative to the mean which is District's established practice.

Labor Market Agencies

The labor market agencies included in this study were selected by the District. The determination of an appropriate labor market involves the application of the selection criteria outlined below.

- **Agency size** – In general, agencies that employ relatively similar numbers of employees may have similar economic demographics. Since it is not possible to find agencies that are exactly the same in terms of this particular selection criteria, the goal is to provide a balanced mix of larger and smaller agencies, thereby minimizing the "skewing" effect when either of these are used exclusively.
- **Geographic proximity** – When considering a labor market, it is important to consider the geographic proximity of potential agencies, since they may be competitors in the recruitment market for most of the agency's employees. If there are not enough agencies within the local market with which to conduct a study, then the geographic area may be expanded to include agencies in other closer counties. Since some agencies provide specialized services, or may be surveying higher-level management classes, the recruitment area may be further expanded to include more regional, or even statewide agencies.
- **Industry** – In general, agencies that provide the same types of services are more likely to have similar types of job classes and are more likely to be recruiting from the same applicant pool as the agency.

¹ The labor market **median**, or 50th percentile, is the data point at which half of the complete range of data (excluding the District's data) is higher, and half of the complete range of data (excluding the District's data) is lower.

- **Competing agencies** – Information regarding the agencies that the agency frequently competes with for talent (i.e., has lost employees to or recruited employees from) is also useful in selecting the labor market agencies.

The eleven (11) public sector agencies that comprise the District’s labor market are as follows:

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

Comparable Classification Methodology

When conducting a salary survey, the intent is to provide general market trends for the survey classification(s) by comparing the span of control, duties and responsibilities, and knowledge, skill, and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced.

In most studies, it is common to have some benchmark classifications for which limited market data exists. There are many reasons a classification may not have enough comparable data including:

- Differences in the delivery of services
- Differences in span of control
- Differences in organizational structure
- Differences in operational size
- The classification is not commonly found in other agencies
- Agency does not provide that service

CPS HR's best practice is that survey classifications have a minimum of four (4) comparable classifications to be analyzed. The CPS HR consultant was able to identify four (4) matches in the labor market for this study. Because a compensation plan is developed through the analysis of external market data and internal relationships, the lack or absence of sufficient labor market data for a particular classification does not mean that a salary recommendation cannot be developed, since many salary recommendations are ultimately based upon internal equity with other classes.

IV. Survey Results and Recommendations

The survey scope included the collection of base salary rates (minimum and maximum) for each comparable classification identified. A comparable match was identified in four of the eleven labor market agencies. Table 1 below shows each job match along with the minimum and maximum base hourly rates. If an agency did not have a comparable classification, the designation of “No Comparable Class” was used.

Table 1: 2018 Base Salary Job Matches for Water Resources Specialist

Agency	Classification	Min Base Hourly Rate	Max Base Hourly Rate
Hidden Valley Lake CSD	Water Resources Specialist	\$31.48	\$38.41
City of Sonoma	Environmental Compliance Analyst	\$34.03	\$41.37
City of Santa Rosa	Research and Program Coordinator	\$34.94	\$42.45
Town of Windsor	Management Analyst	\$38.90	\$48.57
City of Napa	Management Analyst II	\$40.55	\$48.99
City of Calistoga	No Comparable Class	N/A	N/A
City of Healdsburg	No Comparable Class	N/A	N/A
City of Lakeport	No Comparable Class	N/A	N/A
Clearlake Oaks County Water District	No Comparable Class	N/A	N/A
County of Lake	No Comparable Class	N/A	N/A
North Marin Water District	No Comparable Class	N/A	N/A
Valley of the Moon Water District	No Comparable Class	N/A	N/A

The labor market mean for max base hourly rate is \$45.35. Review of the data collected shows the Water Resources Specialist current max base hourly rate is 15.29% below the labor market mean. The classification’s hourly rate would need to be increased by 18.06% to match the market average. The number of jobs matched is on the low end and mostly come from areas with higher wages due to cost of living and other factors. The District will need to consider how much weight is placed on market data versus internal equity with classifications that have comparable duties and responsibilities.

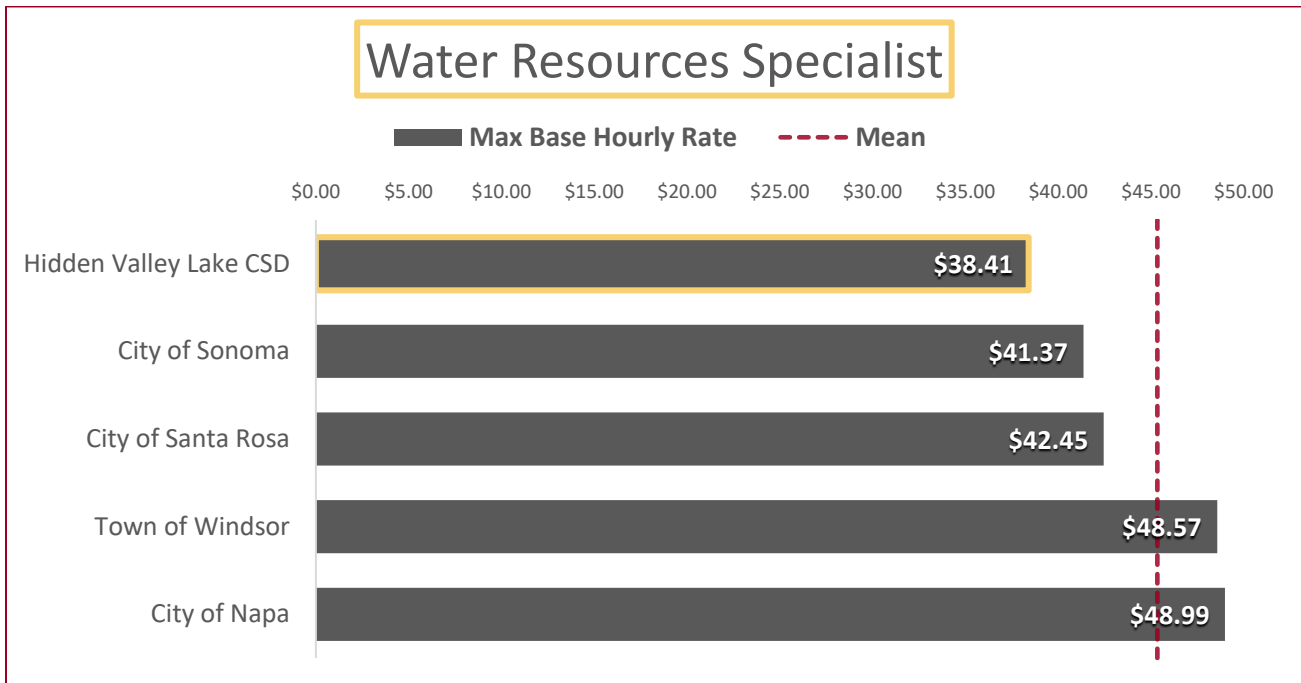
Currently the Water Resources Specialist is compensated at the same rate as the Full Charge Bookkeeper with a maximum hourly rate of \$38.41 which is the highest hourly rate for a non-supervisory classification in the District. The Water Resources Specialist is a non-supervisory position. The highest hourly rate within the District (excluding the General Manager classification) is the Utility Supervisory with a range of \$36.85 to \$44.96. The max end of this range is closer to the market mean but aligning the Water Resources Specialist pay with the Utility Supervisor may cause internal equity issues given the difference in supervisory responsibilities between the two classifications. Without creating a new pay range, the District may choose to keep compensation equal to the Bookkeeper based on internal equity or compensate the classification at the same rate as the Utility Supervisor based on the market data. The District would need to determine if the additional project management duties and increased responsibilities are enough to consider it equitable to the Utility Supervisor. Table 2 on the following page summarizes the base salary data and Figure 1 presents the same data in the form of a bar chart.

Table 2: 2018 Base Salary Results for Water Resources Specialist

Salary data effective as of October 1, 2018 (hourly compensation based on 2080 hours worked annually)

Classification	# of Matches	District Maximum Hourly Base Salary	Labor Market Hourly Mean (Maximum)	District % Above/Below Labor Market Hourly Mean	Labor Market Hourly Median (Maximum)	District % Above/Below Labor Market Hourly Median
Water Resources Specialist	4	\$38.41	\$45.35	-15.29%	\$45.51	-15.60%

Figure 1: 2018 Base Salary Results for Water Resources Specialist



Summary

The base salary data collected shows the Water Resources Specialist is below the labor market mean. Only four comparable matches were identified in the District's established labor market. For most agencies, the duties performed by the Water Resources Specialist are spread out over one or more classifications. The fact that a minimum number of matches were found and most of the matches are in areas that have consistently higher wages than the District means the District will need to consider how much weight to place on market data versus internal equity with classifications that have comparable duties and responsibilities within the District. The Water Resources Specialist currently has the same salary range as the Full-Charge Bookkeeper which is the highest in the District for a non-supervisory classification. Considerations for internal equity will need to be taken into account to determine whether the Water Resources Specialist's compensation should be adjusted or remain the same.

This Draft Base Salary Report provides detailed information concerning the scope of the project, the methodology used to complete the base salary study, and the results of the study showing the District's position in the selected labor market. Should you require any further information or have questions and comments with respect to this draft report, please contact Justin Tucker at 916-471-3385 or via email at jtucker@cpshr.us.

Appendix A – Position Description Questionnaire (PDQ)

Provided as separate PDF attachment

Appendix B – Water Resources Specialist Classification Specification

Hidden Valley Lake Community Services District Water Resources Specialist

Definition/Summary

Under general supervision; a Water Resource Specialist plans and conducts technical studies and special projects to support District operations and policy/program development; develops and maintains a variety of technical databases; compiles various regulatory reports on a regular basis; manages the District's GIS and SCADA programs and databases; oversees various vendors that provide services to the District; applies for and administer grants and loans; represents the District in various state and local boards and public forums; and performs related duties as assigned.

Essential Functions

- Collects, assembles, analyzes and interprets data pertaining to a variety of water and wastewater resource management issues including supply/demand projections, water use and treatment, wastewater treatment, water quality, water conservation, financial analysis, and historical trends. Provides data for use in feasibility studies.
- Assists with the development and maintenance of water production, treatment, and/or water use computer databases. Assists in documentation and database management of daily water and wastewater rounds, and monthly drawdowns. Monitors service orders for water loss calculations.
- Prepares narrative and statistical reports and in accordance with regulatory requirements (such as the Field Operations Report, Watermaster Report, Groundwater Monitoring Report, Water Loss Report, Monthly Billed Consumption, Solar Monitoring).
- Assists in the development and adoption of District initiatives through research and analysis.
- Researches and drafts Standard Operating Procedures (SOPs) for review and approval by the General Manager.
- Represents the district at public and utility-related organizations, makes oral presentations, presents findings, and assists with the preparation and presentation of water resources exhibits at community events.
- Provides support to management during emergencies (such as fire, floods, power outages).
- Manages multiple vendors in accordance with contract terms and support needs.
- Develops and submits grant and loan applications; administers grants and loans according to relevant terms.

- Assists in the Closed Bid and Request for Proposal process. Coordinates bid selections, awards of contract, and notices to proceed.
- Provides support and administration to the District Supervisory Control and Data Acquisition (SCADA) System. Troubleshoots issues and escalates if necessary. Facilitates upgrades as needed.
- Manages the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software for budgeting and project management activities, and to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff. Supports billing staff during high call volumes.
- Performs lead activities to oversee the District's CivicSpark fellowship and internship program.

Other Duties

- Performs other related duties as required.

Job Standards/Specifications

Knowledge of:

- Rules of English grammar, punctuation, and spelling;
- MS Office products (such as Word, Excel, and Outlook), Publisher, and Adobe Acrobat Writer;
- Principles of database management;
- Supervisory Control and Data Acquisition (SCADA) systems and software;
- Basic operation, equipment, and terminology associated with water treatment, wastewater treatment, and distribution systems; and
- ArcGIS database software.

Ability to:

- Perform basic mathematical computations;
- Compile and interpret water resources data;
- Write technical reports regarding various water and wastewater reporting and compliance issues;
- Write grant proposals, loan proposals, and Requests for Proposals;
- Direct the planning and administration of grant and loan programs;
- Plan and conduct analytical and research studies;

- Manage projects, including performing scheduling and overseeing vendor activities;
- Operate a variety of computer programs, including word processing programs, databases, spreadsheets, graphics and desktop publishing programs;
- Learn and apply the District's Utility Billing Software;
- Set up and maintain computer records and databases;
- Prepare effective educational and informational written materials;
- Make effective oral presentations to Board of Directors and public groups;
- Represent the District at various state and local boards and groups;
- Make sound independent decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

Education and Experience:

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above. A typical way to obtain the required knowledge and abilities would be:

- a) Graduation from a four-year college or university with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- b) Three years of experience with a water supply/management organization

Typical Physical Activities

The physical demands described here are representative of those necessary to successfully perform the essential functions of the Water Resources Specialist position.

Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; walking short to moderate distances; occasional bending, stretching, stooping, reaching, twisting, and turning. Must be able to lift, push or pull at least 25 pounds. Must possess hand and finger dexterity sufficient to operate a computer keyboard and some hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio; attentiveness and concentration necessary to perform multiple tasks concurrently.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of the Water Resources Specialist position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee works primarily in an office environment with moderate noise levels and controlled temperature conditions. Employee may also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset public representatives, private representatives, and contractors in interpreting and enforcing District policies and procedures.

License Certificate Registration Requirement(s)

A valid California driver’s license and satisfactory driving record to maintain insurability is required.

RESOLUTION NO. 2019-03

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT ADOPTING AN
AMENDED JOB DESCRIPTION AND SALARY RANGE ADJUSTMENT FOR THE WATER
RESOURCES SPECIALIST FLEX I/II POSITION**

WHEREAS, the Hidden Valley Lake Community Services District ("District") wishes to amend the job description for the single position of The Water Resources Specialist; and,

WHEREAS, it is necessary to amend the job description for the Water Resources Specialist position to properly reflect the duties of this position; and

WHEREAS, no new position is created, a Flex I/II (single position) allows the District to hire at an entry level (Water Resources Specialist I) and flex to the higher rate of pay based on knowledge and ability (Water Resources Specialist II);

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Hidden Valley Lake Community Services District, as follows

SECTION 1. That the job description for the position of Water Resources Specialist Flex I/II as per the description attached hereto be and the same is hereby amended.

SECTION 2. That compensation for Water Resources Specialist position be hereby amended to adjust the salary range for the Water Resources Specialist Flex I/II position as per the description attached hereto be and the same is hereby amended.

SECTION 3. That the Board approves said Resolution No. 2019-03 based on the classification study provided by CPS HR Consulting and the salary schedule attached hereto; nullifying the job description and salary schedule previously approved and adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution regularly passed and adopted by the Board of Directors of HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT on the date aforesaid.

PASSED AND ADOPTED on _____, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Linda Herndon
President of the Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors

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

DATE: April 16, 2019

AGENDA ITEM: Discussion and Possible Action: Discuss and recommend payment source for multiple pumper truck invoices as a result of WWTP inundation 3/18-3/26/2019

RECOMMENDATIONS: Identify most appropriate source of funding for these unanticipated costs.

FINANCIAL IMPACT: \$122,090.00

Fund Availability

314 (Capital Reserves)
\$320,758.47

BACKGROUND: Hidden Valley Lake received substantial rainfall which caused an inundation at the WWTP, and resulted in Sewer System Overflow (SSO) within the Community. To prevent additional SSOs, pumper trucks were hired to mitigate the effects of the excessive rains. An estimated total in excess of 1.1 million gallons were pumped during this time, and all pumper truck invoices have been received.

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 April 16, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/18/2019	20209

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
7.5	3-18-19 10 Wheeler Vacuum Truck Fee- 91 PETE START:8AM END:3:30PM APPX: 15000 GALLONS PUMPED	200.00	1,500.00
7.5	10 Wheeler Vacuum Truck Fee- 96 KW START: 8AM END: 3:30PM APPX: 16500 GALLONS PUMPED	200.00	1,500.00
7.5	10 Wheeler Vacuum Truck Fee- 2015 PETE START:8AM END: 3:30PM APPX: 17000 GALLONS PUMPED	200.00	1,500.00
7.5	5400 GALLON TRACTOR TRAILER-76 DOWN START: 8AM END: 3:30 APPX: 16200 GALLONS PUMPED	250.00	1,875.00
7.5	5400 GALLON TRACTOR TRAILER-17 DAVIDSON START:8AM END: 3:30PM APPX: 16000 GALLONS PUMPED	250.00	1,875.00
	Sales Tax Lake County 7.25%	7.25%	0.00

Thank you, we appreciate your business!

Invoice Amount Due	\$8,250.00
Account Balance Due	\$255,550.00



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/19/2019	20210

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
6	3-19-19 5400 GALLON TRACTOR TRAILER-17 DAVIDSON START: 7AM END: 1PM APPX: 15000 GALLONS PUMPED	250.00	1,500.00
6	5400 GALLON TRACTOR TRAILER-76 DOWN START: 7AM END:3:30 APPX: 15000 GALLONS PUMPED	250.00	1,500.00
9	10 Wheeler Vacuum Truck Fee- 96 KW START:7AM END:4PM 6400 GALLONS PUMPED (SANTA ROSA TAGS ATTACHED)	200.00	1,800.00
9	10 Wheeler Vacuum Truck Fee- 15 PETE START: 7AM END: 4PM 6800 GALLONS PUMPED SANTA ROSA TAGS ATTACHED)	200.00	1,800.00
9	10 Wheeler Vacuum Truck Fee- 96 PETE START: 7AM END:4PM 7200 GALLONS PUMPED (SANTA ROSA TAGS ATTACHED)	200.00	1,800.00
	Sales Tax Lake County 7.25%	7.25%	0.00

Thank you, we appreciate your business!

Invoice Amount Due	\$8,400.00
Account Balance Due	\$255,550.00



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/20/2019	20211

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
6	3-20-19 5400 GALLON TRACTOR TRAILER-17 DAVIDSON START: 5AM END: 11AM APPX: 10000 GALLONS	250.00	1,500.00
12.5	5400 GALLON TRACTOR TRAILER-76 DOWN START:5AM END 5:30PM APPX:5400 GALLONS CLEARLAKE + 10800 SANTA ROSA (TAGS ATTACHED)	250.00	3,125.00
12.5	10 Wheeler Vacuum Truck Fee- 96 PETE START:5AM END: 5:30PM 7000 GALLONS (SANTA ROSA TAGS ATTACHED)	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 96 KW START: 5AM END: 5:30PM APPX: 5000 GALLONS PUMPED CLEARLAKE + 3200 GALLONS PUMPED (SANTA ROSA TAGS ATTACHED)	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 91 PETE START: 5AM END: 5:30PM 3000 GALLONS PUMPED (SANTA ROSA TAGS ATTACHED) 9000 GALLONS CLEARLAKE	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 2015 PETE START: 5AM END: 5:30PM 6800 GALLONS PUMPED (SANTA ROSA TAGS ATTACHED)	200.00	2,500.00
	Sales Tax Lake County 7.25%	7.25%	0.00

Thank you, we appreciate your business!

Invoice Amount Due	\$14,625.00
Account Balance Due	\$255,550.00



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/21/2019	20212

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
12.5	3-21-19 10 Wheeler Vacuum Truck Fee- 91 PETE START: 5AM END 5:30PM APPX: 24000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 96 PETE START:5AM END: 5:30PM APPX: 26000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 2015 PETE START: 5AM END: 5:30PM APPX: 27000 GALLONS PUMPED	200.00	2,500.00
12.5	5400 GALLON TRACTOR TRAILER-76 DOWN START: 5AM END: 5:30PM APPX: 32400 GALLONS PUMPED	250.00	3,125.00
12.5	5400 GALLON TRACTOR TRAILER-17 DAVIDSON START: 5AM END: 5:30PM APPX: 32400 GALLONS PUMPED	250.00	3,125.00
	Sales Tax Lake County 7.25%	7.25%	0.00

Thank you, we appreciate your business!

Invoice Amount Due	\$13,750.00
Account Balance Due	\$255,550.00



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/22/2019	20213

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
	3-22-19		
12.5	10 Wheeler Vacuum Truck Fee- 96 KW START: 5AM END: 5:30PM APPX: 27000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 91 PETE START: 5AM END: 5:30PM APPX: 24000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 96 PETE START: 5AM END: 5:30PM APPX: 26000 GALLONS PUMPED	200.00	2,500.00
12	10 Wheeler Vacuum Truck Fee- 2015 PETE START: 5AM END: 5:30 PM APPX: 27000 GALLONS PUMPED	200.00	2,400.00
11	5400 GALLON TRACTOR TRAILER-76 DOWN START: 5AM END: 4PM APPX: 27000 GALLONS PUMPED	250.00	2,750.00
12.5	5400 GALLON TRACTOR TRAILER-17 DAVIDSON START: 5AM END: 5:30PM APPX: 32400 GALLONS PUMPED	250.00	3,125.00

Thank you, we appreciate your business!

Invoice Amount Due
Account Balance Due



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/22/2019	20213

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
	Sales Tax Lake County 7.25%	7.25%	0.00

Thank you, we appreciate your business!

Invoice Amount Due	\$15,775.00
Account Balance Due	\$255,550.00



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/23/2019	20214

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
	3-23-19		
12.5	10 Wheeler Vacuum Truck Fee- 96 KW START: 5AM END: 5:30PM APPX: 27000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 91 PETE START: 5AM END 5:30PM APPX: 24000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 96 PETE START:5AM END: 5:30PM APPX: 26000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 2015 PETE START: 5AM END: 5:30 PM APPX: 27000 GALLONS PUMPED	200.00	2,500.00
12.5	5400 GALLON TRACTOR TRAILER-76 DOWN START: 5AM END: 5:30PM APPX: 32400 GALLONS PUMPED	250.00	3,125.00
12.5	5400 GALLON TRACTOR TRAILER-17 DAVIDSON START: 5AM END: 5:30PM APPX: 32400 GALLONS PUMPED	250.00	3,125.00

Thank you, we appreciate your business!

Invoice Amount Due
Account Balance Due



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/23/2019	20214

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
	Sales Tax Lake County 7.25%	7.25%	0.00

Thank you, we appreciate your business!

Invoice Amount Due	\$16,250.00
Account Balance Due	\$255,550.00



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/25/2019	20215

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
	3-25-19		
12.5	10 Wheeler Vacuum Truck Fee- 96 KW START: 5AM END: 5:30PM APPX: 27000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 91 PETE START: 5AM END: 5:30PM APPX: 24000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 96 PETE START: 5AM END: 5:30PM APPX: 26000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 2015 PETE START: 5AM END: 5:30 PM APPX: 27000 GALLONS PUMPED	200.00	2,500.00
12.5	5400 GALLON TRACTOR TRAILER-76 DOWN START: 5AM END: 5:30PM APPX: 32400 GALLONS PUMPED	250.00	3,125.00
12.5	5400 GALLON TRACTOR TRAILER-17 DAVIDSON START: 5AM END: 5:30PM APPX: 32400 GALLONS PUMPED	250.00	3,125.00

Thank you, we appreciate your business!

Invoice Amount Due
Account Balance Due



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/25/2019	20215

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
	Sales Tax Lake County 7.25%	7.25%	0.00

Thank you, we appreciate your business!

Invoice Amount Due	\$16,250.00
Account Balance Due	\$255,550.00



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/24/2019	20216

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
	3-24-19		
12.5	10 Wheeler Vacuum Truck Fee- 96 KW START: 5AM END: 5:30PM APPX: 27000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 91 PETE START: 5AM END 5:30PM APPX: 24000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 96 PETE START:5AM END: 5:30PM APPX: 26000 GALLONS PUMPED	200.00	2,500.00
12.5	10 Wheeler Vacuum Truck Fee- 2015 PETE START: 5AM END: 5:30 PM APPX: 27000 GALLONS PUMPED	200.00	2,500.00
12.5	5400 GALLON TRACTOR TRAILER-76 DOWN START: 5AM END: 5:30PM APPX: 32400 GALLONS PUMPED	250.00	3,125.00
12.5	5400 GALLON TRACTOR TRAILER-17 DAVIDSON START: 5AM END: 5:30PM APPX: 32400 GALLONS PUMPED	250.00	3,125.00

Thank you, we appreciate your business!

Invoice Amount Due
Account Balance Due



Action Sanitary, Inc
 707-994-5068
 ActionSanitary@gmail.com
 PO Box 492
 Lower Lake, Ca 95457

Invoice

Date	Invoice #
3/24/2019	20216

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
	Sales Tax Lake County 7.25%	7.25%	0.00

Thank you, we appreciate your business!

Invoice Amount Due	\$16,250.00
Account Balance Due	\$255,550.00



BACKHOE SERVICE

9439 Wildcat Rd
Kelseyville, CA 95451
(707) 279-4423

Invoice

Date	Invoice #
3/29/2019	2924

Bill To

Hidden Valley Lake Community Services Dis
c/o Alyssa Gordon
19400 Hartmann Road
Hidden Valley Lake, CA
95467

Quantity	Description	Rate	Amount
76	Use of 4,200 gallon 2012 Peterbilt vacuum truck -Hourly -Emergency rate \$165/hour -Pumping water for HVLCS D -12pm Tuesday March 19-Monday March 25 -Tuesday March 19 12-4pm Pumped 4,200 gallons and dumped in Clearlake -Wednesday March 20 Pumped 4,200 gallons, dumped in Clearlake, pumped 8,400 gallons, dumped in Santa Rosa -Thursday March 21 Pumped 9 loads of 4,200 gallons and disposed in Clearlake -Friday March 22 Pumped 8 loads of 4,200 gallons and dumped in Clearlake -Saturday March 23 Pumped 8 loads of 4,200 gallons and dumped in Clearlake -Sunday March 24 Pumped 8 loads of 4,200 gallons and dumped in Clearlake -Monday March 25 Pumped 8 loads of 4,200 gallons and dumped in Clearlake TOTAL 189,000 gallons removed from HVLCS D	165.00	12,540.00
Tax ID# 81-3906294. Please remit to above address. All payments through escrow incur \$100.00 fee.		Total	\$12,540.00

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

DATE: April 16, 2019

AGENDA ITEM: DISCUSSION AND POSSIBLE ACTION (SP Goal #1a): RGS proposal for District Table Top Exercise including the Board of Directors Guide to Disaster Operations and Workshop.

RECOMMENDATIONS: Approve an RGS proposal for a District Table Top Exercise for Staff and Directors and Discuss Board of Directors Guide to Disaster Operations and Workshop.

FINANCIAL IMPACT:

1) District Table Top Exercise
Pending Estimate (Hand Carry)

2) Board of Directors Guide to Disaster Operations and Workshop
Billable rate = \$150/Hr.
Billable Hours = 90 (maximum based on timeline below)
Budgeted estimate/not too exceed = \$13,500
This includes the development, two rounds of edits, and delivery of the HVLCS D Board of Director’s Guide to Disaster Operations and one training workshop for Board of Directors (and staff, if decided)

BACKGROUND: Preparedness involves activities that are done before a disaster; such as training, planning, community education and exercises. A tabletop exercise is intended to simulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, and recovery from a defined incident.

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 April 16, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

February 10, 2019

Mr. Kirk Cloyd, General Manager
Hidden Valley Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

SUBJECT: Emergency Management Support

Dear Mr. Cloyd,

Thank you for your time last Thursday and the insight into some of the programmatic areas you are seeking to develop for the Hidden Valley Lake Community Services District. Based on our conversation, I have drafted below a project overview, including timeline and deliverables. Please review these to ensure I captured your expectations. All hours listed are estimated and will be finalized during final preparation of scope of work.

PROJECT OVERVIEW

- Develop a Board of Director's Guide to Disaster Operations. The Guide will outline;
 - the phases of emergency management as applicable to the District;
 - State & Federal emergency management systems;
 - roles & purpose of local, State, and Federal disaster proclamations/declarations and their meaning for the District;
 - the emergency management organization for the District, including the role of emergency plans, the EOC, District staff, and the Board of Directors during disaster operations;
 - highlight role of staff as Disaster Service Workers and provide general guidance and instruction for the Board of Directors helping them serve their role during disaster.
- Provide a training workshop to District Board of Directors, and staff if decided, orienting them to the Guide to Disaster Operations and their roles as elected officials during times of disaster.

TIMELINE

- February (10 hours):
 - Develop agency agreement and contract. Finalize product outline and scope of work.
- March (50-60 hours):
 - Develop Director's Guide to Disaster Operations. This will include meetings with staff and Board members to identify current District practices and policies.
- April (10-20 hours):
 - Develop training workshop curriculum and presentation.
 - Deliver Director's Guide to Disaster Operations.
 - Conduct Director's training workshop. Consider adding staff to workshop for joint staff/director training. Training date TBD at discretion of General Manager.

DELIVERABLES

1. Hidden Valley Lake Community Services District, Board of Director's Guide to Disaster Operations. (Delivered in editable and PDF format).
2. One training workshop for Board of Directors (and staff, if decided).

Please let me know if this captures the immediate project priority and if there are any adjustments needed. Once I hear back from you, I will move forward with generating the appropriate contractual agreements and finalizing the scope of work with finalized timeline. I am looking forward to working with you and the team at the District.

Sincerely,

Steven Hancock, Senior Advisor
Regional Government Services

cc: Penny Cuadras, Administrative Assistant

HVLCSD 4/16/19 Board Meeting Agenda Item #14 additional information

Dr. Larry Bienati

Consultants to Management, Inc.

Proposal for Services to Hidden Valley Lake Community Services District:

Per our discussion with Board President, Linda Herndon, I understand the objectives of this assignment include the following with some paraphrasing on my end:

- The Board would like to increase effectiveness through a better understanding of their role as they interact with the General Manager and his staff.
- The Board would like direction in how to best implement a successful Board Governance and GM Operational Leadership model to foster a successful collaborative relationship.
- The Board would value some assistance in framing an appropriate contract capturing successful best practices in leading this type of role in an organization.
- The Board would like to better understand what is expected from the General Manager and what those results should reflect.
- The Board would like to know how to make the transition from knowing these core issues above on an intellectual basis and driving a successful implementation plan to best meet your District mission and service to our ratepayers.

You will find my CV attached to this proposal statement. I bring over 25 years' experience working in the water and wastewater sectors across State, County, Municipal, Special District and other agency related experiences. I also share references from other recent, local water and wastewater clients who can speak to my experiences successfully implementing these Board-GM success models and other interventions if you are interested. Please find on the following pages how we might best approach this scope of work at the least possible costs with the quality outcomes you are seeking.

We are located in Benicia, California, and service many other clients in your general area in varying industry sectors as well. My e-mail is Larry@bienati.com

Sincerely,

Consultants to Management, Inc.

Larry Bienati

Lawrence M. Bienati, Ph.D., SPHR
Senior Principal

1.0 Proposed Scope of Work

1.1 *Visit with the Board President and General Manager to understand the current environment and proposed consulting outcomes.* Establish an appropriate schedule, budget and target dates for the scope outlined below. Also, engage in whatever preparation is necessary to start this process. Share experiences and various models employed in past assignments that proved successful in the Board-GM Collaboration model and other associated recommendations in the GM performance model.

Proposed Date: Late March or Early April 2019 Time: 6-8 Hours inclusive of preparation time, on-site visit.

1.2 *Meet with each Board Member 1:2.* The goal here is to spend a day on-site meeting with each board member to best appreciate their perspective on the project deliverables and outcomes we are seeking. It is important for the consultant to appreciate and understand these individual board perspectives and constructive suggestions to best achieve an interest-based outcome in our Board-GM working model. While the consultant is aware of many successful Board models, including the Carver model among others, it is important to appreciate the culture and level of engagement needed to best serve the mission and rate payers of the District. During this process the consultant will also work with each Board member to advise them of best practice expectations found in successful General Manager Roles. These individual conversations will lead to a synthesis document for our offsite and further refine the General Manager's contract and clarify goals and performance expectations. The consultant will make available his tools, resources, descriptions and performance appraisal models that have served his General Managers and Boards over the last 20 years. **Proposed date: Late April 2019 Time: 8 hours inclusive**

1.3 *Prepare a summary report and begin process for the Board-GM Facilitation Exercise.* Following task 1.2 above the consultant will also prepare a proposed outline to facilitate a strategic offsite between the Board and General Manager to drive some of the key outcomes desired in this project. **Proposed date: Early May or sooner. Time: 4-8 hours**

1.4 *Facilitate an offsite meeting to develop and implement an appropriate Board-GM Collaboration Model.* This will be at least a 4-6 hour session where we discuss and decide on a successful Board Governance-Operational demarcation model to achieve the noted project outcomes. In successful water districts these models focus on an understanding of "swim lanes" that the Board follows at the governance and policy levels (the ends) while providing the General Manager appropriate latitude to collaborate on the implementation side of the mission and strategy (the means). The consultant will also assist the Board in Refining the GM job description, performance appraisal and any expectations going forward from the Board's lens. We will leave this session with an appropriate memorandum of understanding, code of conduct and other required documentation to chart a successful path of collaboration. **Proposed date: early May 2019 Time: 10-14 hours inclusive of preparation time and likely follow-up documentation.**

1.5 *Send any follow-up documentation or closure to task 1.4* **Proposed Date: Within one week of task 1.4. Time: 2-4 hours and varies.**

1.6 *Schedule a follow-up session with the Board and GM to assess progress with our proposed plan with our outcomes directed in task 1.4.* This will be a 60 - 90 day checkup of sorts to assess what is going well with our working model. We will discuss what may need to be tweaked as necessary to move closer to our outlined vision of the GM-Board relationship. It remains to be determined if another check-up session is worthwhile 90 days following task 1.6. **Proposed date: July 2019 Time: 2 hours or so...**

1.7 *Coaching for Board and GM.* During this above noted process, the consultant can allocate hours to assist the GM with his proposed job description and Board expectations and also being there for the Board on any counsel they desire. **Proposed date: Variable Time 2-4 hours (optional)**

2.0 **Consulting Rate for Assignment**

2.1 *Travel time and costs.* To keep costs manageable the consultant may waive travel time and expenses. While it is a fair distance to the worksite the consultant will strive to tie in other client meetings in the Valley. The consultant respects the fiduciary responsibility of the Board and will work in earnest to cover some of these logistical expenses where possible.

2.2 *Hourly rate.* The consultant will reduce his hourly rate by 15% to accommodate the budgetary needs of the District provided some flexibility is offered in the consultant's desire to work this assignment in his backlog given the short notice. The rate will be \$225.00 per hours.

2.3 *Project Fee.* For the tasks outlined above, and given the variability of the hours needed, we expect the total project fee to be in the range of 38-44 hours. This fee equates to \$8,550 to \$9,900 dollars.

3.0 **References are available under separate cover.**

Dr. Lawrence “Larry” Bienati



Dr. Bienati has over 35 years' senior level leadership experience in numerous organizational settings. At various times since 1989, he held lead and core faculty positions at Saint Mary's College, School of Extended Education, Faculty Coordinator, Executive Leadership Programs, EMBA, Sacramento State University, CCE, and lecturer, U.C. Berkeley's Worldwide Business International Programs. As a consultant to management, his client base includes many leading firms in both the public and private sector. Larry is a respected professional speaker, facilitator, consultant, author, mentor and practitioner in the areas of leadership development, succession planning, human resource strategy, employee relations law and practice, investigations, mediation, executive compensation, strategic planning, change management, organizational strategy, board governance, sigma systems, project management, organizational outsourcing and process engineering. Larry's passion rests in strategic HR, Organizational Development (OD), Leadership Succession, assisting organizations advance to the next levels of sustained excellence.

Education

- Ph.D.** Business Administration (Human Resources Management Emphasis), Golden Gate University, San Francisco, California, 1991, *Dissertation focus: Performance Management and Organizational Turnaround Strategies.*
- MBA** Management Sciences and Strategy, California State University, Hayward, California, 1980.
- BS** Industrial Relations and Personnel Administration, California State University, Hayward, California, 1979
Coach, Intercollegiate Speech and Debate Team. Eagle Scout Award. Vigil Honor, Order of the Arrow.

Professional Certifications

- SPHR** Senior Professional in Human Resources, **Lifetime** Certification, SHRM along with **SHRM-SCP** certifications as well
- CCP** Certified Compensation Professional, World at Work, ACA, December 1996 to December 2018

Other Certifications

Professional Speaker, National Speakers Association, since 1984; Certificate in International Human Resource Management, SHRM, *Certified by Consulting Psychologist Press* in levels a, b, and c psychological instruments; *Certificate in Employee Relations Law*, *Certified Mediator*, Mediators without Borders. Pre-certified management consultant for 22 management/quality process areas State of California.

Previous Leadership Positions Held (Past 30 Years)

Global Vice President, Organizational Development, (Current) The Cooper Companies, Inc. a 1.7 billion dollar, NYSE global medical device, firm, 10,000 employees worldwide, Pleasanton, California. Previously VP of HR, CooperVision Inc., before promotion.

CEO and Founder, Bienati Consulting Group, Inc. Consultants in Organizational Strategy and Strategic HR founded in 1985, d.b.a. Consultants to ManagementSM. Founder of www.onestophr.com (OneStopTM HR)—an on-line self-service Human Resources Web Site

Vice President, Principal Owner. The Kleinfelder Group of Companies, a national/international ENR top 100 engineering consulting firm . Period of service: July 1989 to 2005.

Manager, Employee Relations/HR. Longs Drug Stores, a 3 billion, 15,000 employee base, 247 Retail Drug Store Chain. Period of service: June 1985 to July 1989. Working with a great team, introduced over 25 new innovations to the company.

Manager, Human Resources and Benefits. Safeway Stores, Inc., Northern California Division, 300 stores, 18,000 employee base. Period of service: May 1974 to June 1985. Other promotional positions during this tenure included: 1974-1980: Food Clerk while completing BS, MBA Degrees; 1980-1981: Employment Representative/Affirmative Action; 1981-1983: Supervisor, Training and Development; 1983-1985: Supervisor, Benefits, Labor Relations, Human Resources; facilitated HR Liquor Barn start-up operations.

Partial client base where teaching, mentoring, HR outsourcing and organizational consulting services provided (by key sector):

Technology/Health Services: Intel, IBM, Sybase, Silicon Graphics, HP, Adaptec, Trinity Partners, Arcus Technology, Brass Ring Systems, Exemplar Logic/Mentor Graphics, IC Verify/Cyber Cash, MANPOWER Technical Services, EpiStaff, Ascend Communications, Microsoft, TransEDA (US), Blue Pearl Software, E-Trade, E-Bay E-Employee.com, MediaRing.com, Valuestar.com, Interhealth, BioMarin Pharmaceuticals, AlphaOne/Arriva Pharmaceuticals (Baxter), AGY Therapeutics, Cloudscape/Informix, Biotech HRN, Pangea Systems/DoubleTwist.com, PC-Doctor, Inc., Outsource Group, Inc., Blaze, Blue Pearl, Exelixis, Minitab, Applied Health Outcomes, AXIS.

Engineering/Transportation: Cooper Labs, Brown & Caldwell, Kleinfelder, Anderson, Jones & Stokes, ASFE, CAI, Weiss, Subsurface Consultants, CH2MHill, Bechtel, Strata, Fugro West, West-Yost, McClaren-Hart, Dudek Engineering and Environmental, EQE, Quake Safe, CGEA, ACEC, TJH2B. EBMUD, SMUD, Towill, TerraCon, Strata Geotechnical Services, Stetson Engineers, Hayashida Architects, MSRC, Pasha Group of Companies, Marine Spill Response Corporation, American President Lines, Matson Navigation Systems, various Ports.

Winery/Hospitality: Regusci Vineyards, Pride Mountain Vineyards, Niebaum-Coppola, Francis Coppola Presents, Rubicon Estates, Laird Family Estates, Joseph Phelps, Franciscan Estates, Icon Estates, Wente Vineyards, Mondavi, Chateau Sovereign, Rodney Strong, Silver Oak, Domaine Chandon, Cakebread Cellars, TKRG Group (The French Laundry, Bouchon, Per Se), Frogs Leap, Caymus, Terra Valentine, Dana Estates, Castelllo di Amorosa, V. Sattui, Alpha Omega, Del Dotto, Pineridge, Buccella, Vineyard 29, Opus One Winery, the Bounty Hunter

Private Sector (General): Bradshaw Companies, California Water Services, Pac Bell, Bank of America, Mechanics Bank, Milwaukee Tool Company, Great West Bank, Garaventa Enterprises, Broadcast Sales Industry, Chevron-USA, Jenkins/Athens Insurance, Diversified Risk, Inc., ICEE-USA, Icon Estates, Automatic Rain, The Source, Evergreen Marketing Group, Institutional Financing Services, Hunter Industries, Beverages and more!, Longs, Safeway and Lucky Stores, RGL LLP, BisNet, Inc, Sunshine Foods, Payroll Masters, Mason McDuffie, Realty Executives, Prudential, Corey Delta Constructors, Loan Toolbox, Fasteners, Raleys/BelAir/Nob Hill Supermarkets, CRI Intl., ADP, Vanderbilt Construction, CRM. Inc., Cultured Marble Products, MIV Insurances Services, North Bay Auto, WorkRite, Padre Dam W.D.

Public Sector (General): CSUS, NDOT, CalTrans, Cities of Stockton, Reno, Roseville, Newark, Sparks, Las Vegas, Oakland, Pittsburg, Antioch. Counties of Alameda, Placer, Contra Costa. OSCI, CA State Training Center, State Board of Pharmacy (CA), Department of Labor (OSHA), DFEH, FEHWA, GSA, American Waterworks Association, DCA-California Office of Examination Resources, San Ramon Fire, California Water Services, Otay Water District, Las Vegas Valley Water District, Department of Motor Vehicles, California Highway Patrol, TRB, California Department of Corrections, California Youth Authority, Department of Water Resources, CalSTRS, CalPers, Department of Social Services, TCPUD, Cal-EPA/DPR, Dept of Health Services, California League of Cities, NLTRA, PARSAC, ABAG, CAJPA. Pharmacy, EDD-SDI Programs (CA), Department of Personnel Administration, MOFD, Sac Metro Fire, Central Fire District, FDAC.

Non-Profit Sector: (*Larry donates 10% of his practice to help these socially responsible organizations.*) VSP, Medical Alert Foundation US/International, KQED, League to Save Tahoe, Boy Scouts of America, Komen Foundation, March of Dimes, American Diabetes Association, Juvenile Diabetes Association, Mothers of Diabetics, Napa Valley Support Services, Homeless Groups, Battered Women, COPIA (American Center for the Wine, Foods and Arts), Asian Mental Health Services, NCHRA, Childstart, Hospice-Napa Valley, CRRC.

International Sector: Sodexo/Marriot International, Exemplar Logic (UK), TransEDA (Europe, Asia), Hyundai (Korea), U.C. Berkeley Infotech (Mexico), R.Xiberta Corks (Spain), Watagate Software (Asia), U.C. Berkeley Worldwide Assignments, Korean Telecom, Pasha.

Limited Sample of Graduate and Undergraduate Courses Taught (over 25 years):

Food Industry Management Program (JFKU)	International Strategic Management (SMC, CSUS, CSUM)
Principles of Marketing (CSUH, SMC)	BA in Law Studies (SMC)
Management Theory and Practice of Management (SMC)	Graduate Health Services Management (SMC)
Organizational Behavior (JFKU, CSUS EMBA)	Certificate in HR Management/HRCI (GSA, GGU, UCB)
Decision-Making Theory (SMC)	Personnel Administration (JFKU, GGU)
Project Management (SMC, CSUS)	Modeling Quality Leadership and Metrics (CSUS)
Employee and Labor Relations (UCB, SMC)	Faculty Coordinator, Executive Leadership Programs (CSUS)
Leadership, Change, Ethics (EMBA Sac State)	International HR Management (UCB Worldwide Programs)
Executive Decision Making (EMBA, Sac State)	Organizational Development (MBA, EMBA, CSUS)

Director and Board Advisor Roles: Board Chair, CTM, Inc and BCG, Inc., Board Advisor, GVE, Inc., Board Advisor, Brass Ring Systems, Board President Sierra State Parks. Foundation, Board Chair, BSK, Inc., Advisor, CRI International, Inc., MSPOA President

Books, Publications and Articles:

Bienati, Lawrence M., When Eagles Fly in Formation, Leadership and Strategy Manuscript in Progress, Finalization: August 2017.
Bienati, Lawrence M. How Can I Get The Experience if You Won't Let Me have the Job, Amazon Publishing, July 2017.
Bienati, Lawrence M., Salvaging the Problem Employee. Ann Arbor: UMI International, 1992.
Bienati, Lawrence M., Competing Through Talent: An Anthology for the Talent-Focused Enterprise. Waltham, MA: BrassRing LLC, 2002.
Cases in Government Succession Planning, Rothwell et al. HRD Press: Massachusetts, 2008. Contributing Author.
Over 60 self-published papers, articles, handouts. Listing available on request.

Select Contributions to Various Organizations (Detailed Project Listing Available Upon Request)

Professional Speaking. Since 1983, Dr. Bienati has conducted over 300 formal speaking engagements on a host of management/leadership topics. In addition, he has appeared on local TV shows like "Make it Your Business" and national satellite downlinks in the United States.

Leadership Development. Co-developed a monthly public management development series, "The Management Leader Program." This monthly leadership development process provides leadership training for key management positions in private and public organizations. Since 1988, over 1000 leaders have been trained in 45 different industry settings with measurable outcomes. Facilitates many executive leadership development programs through UC Berkeley, California State University, Sacramento and Saint Mary's College.

Organizational Development/Strategic Planning. Facilitated TQM, Reengineering and Strategic Planning Sessions in over 50 private and public organizations. Served as mentor to leaders of private and public sector organizations engaging in significant change management processes. Provided counsel to many business enterprises embarking on business development, leadership transition, and preparation for IPO activities. Assisted many municipalities, counties and state agencies with business realignment/integration processes. Coincident with this process has conducted numerous teambuilding sessions focus on challenging employee relations, team and process related issues.

CEO/Executive Mentor. Assisted many CEOs and aspiring HR professionals at the start-up and the turnaround phases. Implemented strategies across all business processes including: HR, management, marketing, operations, sales, finance and MIS. Primary focus is to assist organizations experiencing leadership transitions and significant growth. Helped CEOs evolve into organizational structures to support business processes resulting from realignment and IPO preparation. Helped facilitate the integration of 10 mergers since 1994. .

Outsourcing. Facilitated complete and partial human resource outsourcing activities for at least 50 organizations since 1992. Worked with strategic partners to handle all human resources, payroll, benefit and insurance processes for organizations.

Succession Planning: Developed and implemented formal assessment center processes to assist organizations in identifying and developing current organizational leaders. Specializes in technical leader transformation to management-leaders through original 360-degree assessment and executive coaching systems. Certified, experienced consultant in the area of succession planning and executive coaching.

Employee Rehabilitation. As a part of published Ph.D. research, he implemented over 250-performance action plans (PAP) in seven industry settings since 1985. The PAP is an original methodology to assist organizations in rehabilitating non-performing personnel. The PAP process is experiencing a 70% success rate in "salvaging the problem employee." Larry specializes in resolving complex ER issues.

Strategic Compensation and Complex Employee Relations. As a certified compensation professional, he introduced many salary, incentive, pay for performance, stock systems and enlightened total compensation system to organizations in the private, public and non-profit sector. Provided mediation and conflict resolution services to organizations experiencing employee relations and labor/management problems. Additional support provided in resolving lawsuits, negotiating settlements and creating preventative employee relations and labor relations practices. Specializes in handling complex performance issues at all levels of the organization.

The Policy Governance® Model

Policy Governance®, an integrated board leadership paradigm created by Dr. John Carver, is a groundbreaking model of governance designed to empower boards of directors to fulfill their obligation of accountability for the organizations they govern. As a generic system, it is applicable to the governing body of any enterprise. The model enables the board to focus on the larger issues, to delegate with clarity, to control management's job without meddling, to rigorously evaluate the accomplishment of the organization; to truly lead its organization.

In contrast to the approaches typically used by boards, Policy Governance separates issues of organizational purpose (ENDS) from all other organizational issues (MEANS), placing primary importance on those Ends. Policy Governance boards demand accomplishment of purpose, and only limit the staff's available means to those which do not violate the board's pre-stated standards of prudence and ethics.

The board's own Means are defined in accordance with the roles of the board, its members, the chair and other officers, and any committees the board may need to help it accomplish its job. This includes the necessity to "speak with one voice". Dissent is expressed during the discussion preceding a vote. Once taken, the board's decisions may subsequently be changed, but are never to be undermined. The board's expectations for itself also set out self-imposed rules regarding the delegation of authority to the staff and the method by which board-stated criteria will be used for evaluation. Policy Governance boards delegate with care. There is no confusion about who is responsible to the board or for what board expectations they are responsible. Double delegation (for example, to a board committee as well as to the CEO) is eliminated. Furthermore, boards that decide to utilize a CEO function are able to hold this one position exclusively accountable.

Evaluation, with such carefully stated expectations, is nothing more than seeking an answer to the question, "Have our expectations been met?" The board, having clarified its expectations, can assess performance in that light. This focused approach reduces the mountains of paperwork boards often feel obliged to review. Moreover, those boards which worry that they are only furnished the data management wants to give them find that, in stating their expectations and demanding a relevant and credible accounting of performance, they have effectively taken over control of their major information needs. Their staff no longer has to read their minds.

Policy Governance is a radical and effective change in the way boards conceive of and do their job. It allows greater accountability. Board leadership isn't just rhetoric. It's a reality.

For a comprehensive discussion of Policy Governance®, we suggest:

- *Boards That Make A Difference: A New Design for Leadership in Nonprofit and Public Organizations*, by John Carver,
- *Reinventing Your Board: A Step by Step Guide to Implementing Policy Governance*, by John and Miriam Carver,
- *John Carver on Board Leadership: Selected Writings from the Creator of the World's Most Provocative and Systematic Governance Model*, by John Carver, or
- *Corporate Boards That Create Value: Governing Company Performance from the Boardroom*, by John Carver with Caroline Oliver.

Learn more about these books on the [publications](#) page. All are available at josseybass.com.

A number of individual articles by John and/or Miriam Carver on corporate, NGO, and governmental governance can be found in [John's bibliography](#) or in [Miriam's bibliography](#).

Published Materials on the Carver Policy Governance® Model

On this page you will find published materials that are conceptually consistent with the Policy Governance® model. Most are by John Carver and Miriam Carver. John Carver has authored over 200 articles and authored or co-authored five books and 13 monographs on management and governance, a bibliographical total we believe to be exceeded by no other governance thinker worldwide. Miriam Carver has authored or co-authored three books and numerous articles and monographs on governance.

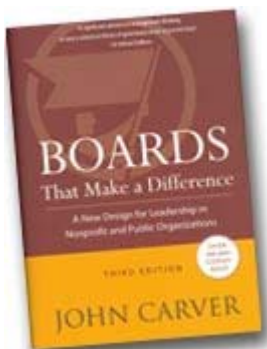
For a complete list of John Carver publications go to Bibliographies: [John Carver](#). A complete list of Miriam Carver publications can be accessed on Bibliographies: [Miriam Carver](#).



The Policy Governance® Model: An Introduction by John and Miriam Carver. 2008.

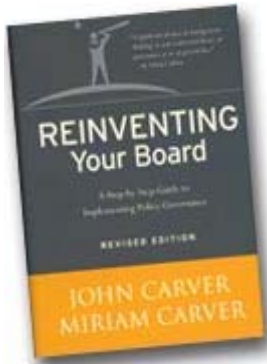
- This DVD, produced by Miriam Carver and the International Policy Governance Association, features John and Miriam Carver explaining the Policy Governance model in five modules.

Order from the [International Policy Governance® Association](#) (IPGA).



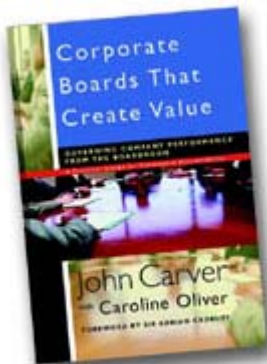
Boards That Make a Difference: A New Design for Leadership in Nonprofit and Public Organizations ([Jossey-Bass](#), 1990; 2nd edition, 1997; 3rd edition, 2006). By John Carver.

- This book is the "flagship" explanation of the Policy Governance model as it relates to nonprofit and governmental boards. It is the single most inclusive text on the model.
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Reinventing Your Board: A Step-By-Step Guide to Implementing Policy Governance. Co-authored with Miriam Carver. ([Jossey-Bass](#), 1997; revised edition, 2006). By John Carver and Miriam Carver.

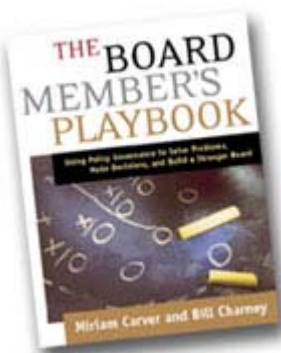
- This hands-on guide is a "how to do it" text meant to help boards or their consultants with the practical issues of implementation.



Corporate Boards That Create Value: Governing Company Performance from the Boardroom (Jossey-Bass, July, 2002). Co-authored with Caroline Oliver. Order from [Jossey-Bass](#) or from online booksellers such as [Barnes & Noble](#), or [Amazon](#). [Published in Portuguese as *Conselhos de Administração que Geram Valor: Dirigindo o Desempenho da Empresa a Partir do Conselho* by Editora Cultrix, São Paulo. Order online at www.pensamento-cultrix.com.br]. By John Carver and Caroline Oliver.

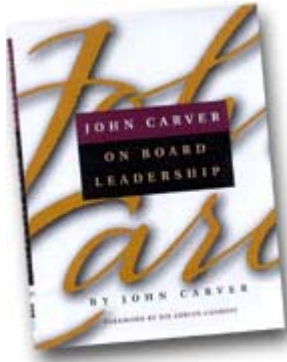
- For the first time in book form—the Policy Governance model as applied to business corporations. Foreword by Sir Adrian Cadbury.

[Read more about this book](#) and what leaders in corporate governance are saying about it.



The Board Member's Playbook: Using Policy Governance to Solve Problems, Make Decisions, and Build a Stronger Board. By Miriam Carver and Bill Charney. (Jossey-Bass, January 2004) Order from [Jossey-Bass](#) or from online booksellers.

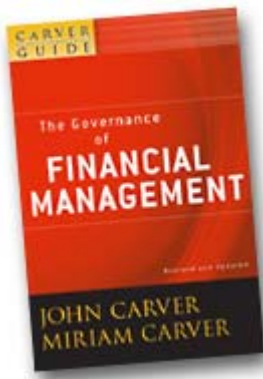
- This book enables boards to build and maintain governance skills with carefully crafted exercises (rehearsals), using a simple question and answer sequence. The workbook includes worksheets and an accompanying CD-ROM. Foreword by John Carver.



John Carver on Board Leadership: Selected Writings From the Creator of the World's Most Provocative and Systematic Governance Model ([Jossey-Bass](#), 2001). By John Carver. You are encouraged to order directly from [Barnes & Noble](#) or from [Amazon](#).

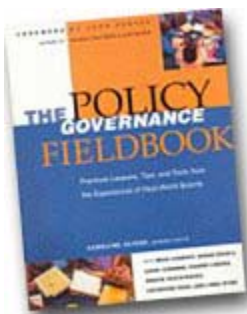
- This anthology brings together over 100 articles authored by John Carver in many journals in several countries. It is a library of Carver thought on various issues of governance theory across a range of applications. Foreword by Sir Adrian Cadbury.

Carver Policy Governance Guide series ([Jossey-Bass](#), 2009) by John Carver and Miriam Carver



- These six booklets deal with several important governance topics, each as an integral part of the Policy Governance model. The series updates, expands, and provides new illustrations to replace the previous twelve booklet *CarverGuides*. For an overview of these Guides, [click here](#). **Visit the bookstore on [JosseyBass.com](#) to save 20% on the Policy Governance Guides at <http://www.tkqlhce.com/click-3428921-10664184>**

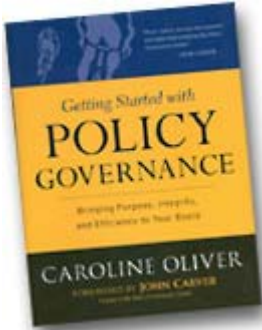
The Policy Governance Model and the Role of the Board Member
Ends and the Ownership
The Governance of Financial Management
Adjacent Leadership Roles: CGO and CEO
Evaluating CEO and Board Performance
Implementing Policy Governance and Staying on Track



The Policy Governance Fieldbook: Practical Lessons, Tips, and Tools from the Experience of Real-World Boards Caroline Oliver (ed.), Mike Conduff, Susan Edsall, Carol Gabanna, Randee Loucks, Denise Paszkiewicz, Catherine Raso, and Linda Stier. ([Jossey-Bass](#), 1999).

- This book details the experience of eleven diverse organizations in the U.S. and Canada in implementing the Policy Governance model. The authors (attended the Policy Governance Academy) apply their proficiency in

theory and application to make this a skillful collection of case studies. Foreword by John Carver.



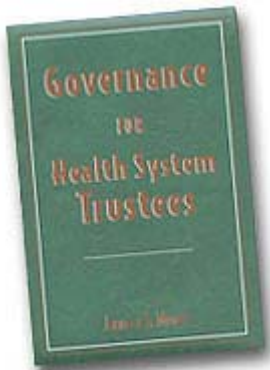
Getting Started with Policy Governance: Bringing Purpose, Integrity, and Efficiency to Your Board. By Caroline Oliver ([Jossey-Bass](#), 2009).

- This book coaches the implementation of Policy Governance, using tips and specially designed tools. Foreword by John Carver.
-



School Board Leadership 2000: The Things Staff Didn't Tell You At Orientation. By [Gene Royer](#) (1996).

- Gene Royer, participant in the Policy Governance Academy, melds his knowledge of Policy Governance with his own fertile sense of humor into an entertaining and model-consistent treatise on school governance. Foreword by John Carver.
-



Governance for Health System Trustees. By Jannice Moore. Ottawa: [Canadian Healthcare Association Press](#), 2004. Order from <http://www.governancecoach.com>

- This book is geared specifically to the needs of health system governors, based on the author's practical experience applying the Policy Governance model to the boards of health care organizations. Foreword by John Carver.
-



Verantwoord besturen. By Jan Maas & Helmie van Ravestein, 2006.

- This book is the first comprehensive description of the Policy Governance model in Dutch: its theory, methods, and instruments; and what it has to offer to Dutch board structures and governance issues. Foreword by John Carver.

For information and ordering: www.maasgovernance.com



The OnTarget Board Member: 8 Indisputable Behaviors. By Mike Conduff, Carol Gabanna, Catherine Raso. Now in its fourth edition. Denton, Tex.: Elim Group Publishing, 2007.

- This fable traces a board member's experience of "discovery and accomplishment" learning board leadership the Policy Governance way. Foreword by Larry C. Spears.

Order from www.CMRaso.com.