



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: Tuesday June 20, 2017
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) EMPLOYEE RECOGNITION
 - A. Hidden Valley Lake Community Services District would like to recognize, Trish Wilkinson for her dedication and service to the District. Trish took on the new position of Full Charge Bookkeeper and was immediately faced with the annual audit followed closely by the budget for the new year. She is also recognized for identifying procedural errors, finding their solutions and drafting SOP's to ensure future compliance. Trish has accomplished this while attending school to further her understanding and skill level in the municipal financial world.
 - B. It was brought to the District's attention that Utility Worker Harley Sells played an important role in the safety of a local family and of the HVLA community as a whole. While on rounds Harley noticed smoke from a customer's house and went to the location (Hidden Valley Road and Deer Hill.) Being second on the scene, Harley assisted with the management of the Fire Hydrant, tracking the time of hydrant usage, supported the fire department in shutting off the water to the house; all while directing traffic. Tom with HVLA Security stated that Harley was a MAJOR asset to Security with his traffic control efforts. The cause of the fire has not been determined, however, it is believed to have started in the kitchen and moving up to the second floor. No injuries were reported at the time of this report.
- 6) PRESENTATIONS

RMP Summary presented by Alyssa Gordon
- 7) CONSENT CALENDAR

(A) MINUTES: Approval of Special Meeting minutes for May 8, 2017.

(B) MINUTES: Approval of Board of Directors Regular Board Meeting minutes for May 16, 2017.

(C) MINUTES: Approval of Finance Committee Meeting minutes for May 19, 2017

(D) MINUTES: Approval of Personnel Committee Meeting minutes for May 22, 2017

(E) MINUTES: Approval of Special Meeting Minutes for May 25, 2017

(F) MINUTES: Approval of Finance Committee Meeting minutes for June 2, 2017

(G) DISBURSEMENTS: Check # 34561 - # 34629 including drafts and payroll for a total of \$213,137.06

8) BOARD COMMITTEE REPORTS (for information only, no action anticipated)

Personnel Committee met on May 22, 2017
Finance Committee met on May 19, 2017 and June 2, 2017
Emergency Preparedness Committee No meeting held

9) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)

ACWA Region 1 (Please see attached)
ACWA State Legislative Committee
County OES
Other meetings attended

10) STAFF REPORTS (for information only, no action anticipated)

Financial Report
Administration/Customer Service Report
Field Operations Report
General Manager's Report

11) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager's authority to execute an Agreement for Service with NBS for water, sewer and recycled water rate study not to exceed \$55,000.00. Funding to be split at a rate of 33% from the water enterprise and 67% from the sewer/recycled enterprise account.

12) DISCUSSION AND POSSIBLE ACTION: Discuss the Water Energy Efficiency and Capital Reinvestment Program sponsored by Schneider Electric and authorize the General Manager to enter into an agreement to proceed.

13) DISCUSSION AND POSSIBLE ACTION: Adoption of FY 2017-2018 Budget and Investment Policy.

A) Public hearing to receive comment on proposed FY 2017-2018 Budget.

B) Adoption of Resolution 2017-06– Approval of FY 2017-2018 Budget.

C) Adoption of Resolution 2017-07 – Approval of Investment Policy for FY 2017-2018

- 14) DISCUSSION AND POSSIBLE ACTION: Discuss the Smith & Newell 2015-16 audit findings.
- 15) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager's authority to enter into an agreement with Civic Spark, Water Action Fellowship.
- 16) DISCUSSION AND POSSIBLE ACTION: Update and discuss the RWRF access road repairs. Quotes received for repair to date are \$110,000.00 and \$150,000.00. Staff is currently working with the property owner to move forward with the repair.
- 17) DISCUSSION AND POSSIBLE ACTION: Discuss Board Effectiveness and Self-Evaluation; Board members of the HVL Community Services District work hard to set and achieve the goals of the District. Board Members are well-trained by the CSDA Leadership Academy concerning the importance of Board effectiveness and self-assessment. To ensure that those efforts are successful, it is important that the Board take time to review their performance to gauge their effectiveness. With that in mind, it is proposed that a Board workshop be scheduled within the first quarter of the FY 2017-2018 following the guidelines suggested by the CSDA for self-assessment and evaluation.
- 18) PUBLIC COMMENT
- 19) BOARD MEMBER COMMENT
- 20) CLOSED SESSION (A) Government Code 54957 (b) Personnel Performance Evaluation – General Manager Annual Evaluation
- 21) 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.



Section 2 Executive Summary

2.1 The Accidental Release Prevention and Emergency Response Policies

[Reference CalARP Regulation CCR 2745.3(a)]

The District's goal is to prevent accidental releases of chlorine gas. The District's accidental release prevention strategy incorporates operator training, periodic audits, standard operating procedures, regularly scheduled maintenance, management practices, continuous system monitoring, and current technology to achieve its goals. Additionally, applicable provisions of Federal, State, and Local regulations are followed to ensure compliance and prevention of accidental releases.

In the unlikely event of a release, this plan addresses the response to emergencies by the District and coordination with response agencies that may be involved. In addition, the District has prepared an Emergency Response Plan to address an alarm scenario. Training includes instruction on using emergency response equipment and following proper procedures in the event of a chlorine release. A copy of the Emergency Response Plan is included as Appendix A.

2.2 The Stationary Source and Regulated Substances Handled

[Reference CalARP Regulation 19 CCR 2745.3(b)]

The Hidden Valley Lake Community Services District (District) operates a Wastewater Reclamation Plant that treats domestic wastewater from the community of Hidden Valley Lake, California. The only substance used at the Wastewater Reclamation Plant (stationary source) that is regulated by the RMP requirements is chlorine gas.

As a final step in the treatment process, chlorine gas is added to the treated wastewater as a disinfectant. The chlorination distribution system and chlorine gas storage used for disinfection are located in the Wastewater Reclamation Plant's Control Room. The chlorine storage area stores full and empty chlorine cylinders and contains the equipment and piping that controls and supplies the chlorine gas to the wastewater reclamation operation.

The maximum number of one-ton chlorine gas cylinders stored on site is two which contain a maximum total of 4,000 pounds of chlorine gas. However, in practice the amount of chlorine stored on site will be less than 4,000 pounds, because the gas is continuously being used. Both one-ton cylinders are connected to the chlorination system, with one of cylinders feeding chlorine to the system and the other cylinder in reserve. When the pressure in the active cylinder falls below 20 pounds per square inch gauge (psig), an automatic switchover system places the reserve cylinder on line while allowing the first cylinder to depressurize to ambient pressure. Then the empty one-ton cylinder is replaced with a reserve cylinder delivered to the site by the chlorine vendor.



Chlorine gas under pressure in the cylinder flows through the cylinder valve and directly into the chlorinator.

Note: There is no pressurized piping between the cylinder valve and the chlorinator.

The chlorinator reduces the chlorine gas pressure to less than atmospheric and regulates the chlorine gas flow rate. Chlorine gas under a negative air pressure flows through piping passing through the automatic switchover system, a gas flow measuring device, and to the ejector where it is mixed with untreated wastewater.

Note: A more detailed description of the process with diagrams is provided in the Chlorine System Operating Procedures included as Appendix E.

2.3 The General Accidental Release Prevention Program and Specific Prevention Steps

[Reference CalARP Regulation 19 CCR 2745.3(c)]

The District has in place the following general strategies to help prevent the release of chlorine gas:

- Regularly scheduled maintenance of the chlorine systems;
- A defined management system that defines roles and responsibilities;
- Written operating and emergency procedures;
- Readily available information to plant operators;
- Training for gas handling and use of emergency repair kits;
- Continuous system monitoring;
- A proactive incident investigation process.

2.4 The Five-Year Accident History

[Reference CalARP Regulation 19 CCR 2745.3(d)]

No accidental chlorine releases have occurred at the Wastewater Reclamation Plant in the past five-years that have resulted in any of the following:

- Deaths
- Injuries
- Significant Property Damage
- Evacuations
- Sheltering in Place
- Environmental Damage



2.5 The Emergency Response Program

[Reference CalARP Regulation 19 CCR 2745.3(e)]

The District has developed an Emergency Response Plan for chlorine gas releases to ensure adequate preparedness with rapid and appropriate response to emergencies. This Plan provides an organizational and procedural framework for the management of emergency incidents that may affect the District. The Emergency Response Plan also describes the coordination of the District with outside agencies for the further protection of District employees and property, as well as the surrounding community and environment. The Emergency Response Plan may be found in Appendix A.

2.6 Planned Changes to Improve Safety

[Reference CalARP Regulation 19 CCR 2745.3(f)]

The following recommendations were identified during the Process Hazard Analysis discussed in Section 5.2 of this RMP to improve the safety of the chlorination system:

1. An evaluation needs to be conducted of the feasibility of using sodium hypochlorite as a substitute for chlorine gas. (Expected completion by spring of 2018.)
2. The prevention of chlorine gas releases from the chlorination system is dependent on the proper operation of the chlorinator valve that is attached to the one-ton cylinders. Because of this, the chlorinator valve needs to receive regularly scheduled maintenance according to the manufacturer's recommendations by a factory trained and authorized repair person using factory authorized replacement parts. (Ongoing maintenance requirement.)
3. Similarly, other components of the chlorination system also need to be maintained on a regular basis according to manufacturer recommendations and procedures. (Ongoing maintenance requirement.)
4. The maintenance of the chlorinator valve and other system components needs to be tracked using a system that continues to provide reminders until the maintenance is completed. (Ongoing maintenance requirement.)
5. Maintenance of the detector needs to be performed according to manufacturer's recommendations. (Ongoing maintenance requirement.)
6. The feasibility of installing additional chlorine detectors around the perimeter of the chlorination area needs to be evaluated. The additional external detectors could provide data on the chlorine plume if chlorine gas were to escape the chlorine storage area. (Expected completion by June 2019.)
7. For contractors that will be working on or near the chlorine system or for vendors providing chlorine gas, ensure that their contracts require them to take the necessary precautions to prevent accidents that could result in a chlorine



release and also require training of their employees on appropriate actions to take in the event of a chlorine alarm or release. This training may need to be provided by the District. Contractor safety procedures are listed in Section 5.12 of this RMP. (Ongoing.)

8. Install seismic hold-down straps on 1-ton chlorine cylinders. (Expected completion by July 2017.)
9. Conduct periodic inspections (with documentation) of chlorine storage and use areas for leaks, system damage or corrosion, chlorine leak detection system proper operation, stored items around and above chlorine system components that could fall and cause damage, proper storage of chlorine gas cylinders, proper maintenance and storage to prevent fires, etc. (Ongoing.)
10. Conduct inspections before loading and unloading chlorine cylinders. (Ongoing.)

DRAFT



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
MEETING DATE: MAY 8, 2017**

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

Director Jim Lieberman, President
Director Carolyn Graham, Vice President
Director Jim Freeman
Director Linda Herndon

Absent: Director Mirbegian

CALL TO ORDER

The meeting was called to order at 5:35 p.m. by President Lieberman.

APPROVAL OF AGENDA

On a motion made by Director Herndon and second by Director Freeman the Board unanimously approved the agenda.

**Closed Session: (A) Government Code 54957 (b) Personnel
Performance Evaluation – General Manager Annual Evaluation**

PUBLIC COMMENT

There was no public comment

BOARD MEMBER COMMENT

There was none.

ADJOURNMENT

On a motion by Director Herndon and second by Director Freeman the board voted unanimously to adjourn the meeting.

The meeting was adjourned at 7:45 p.m. with no reportable action.

Jim Lieberman Date
President of the Board

Kirk Cloyd Date
General Manager/Secretary to
the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: May 16, 2017**

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

Present were:

Director Jim Lieberman, President

Director Carolyn Graham, Vice

President

Director Linda Herndon

Director Judy Mirbegian

Director Jim Freeman

Kirk Cloyd, General Manager

Penny Cuadras, Administrative Assistant

CALL TO ORDER

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

APPROVAL OF AGENDA

Director Mirbegian moved to approve the amended agenda, to include a brief presentation by General Manager on the recent ruling on Chrome 6. Second by Director Herndon. The Board unanimously approved the amended May 16, 2017 Regular Board Meeting Agenda.

PRESENTATIONS

(A) Dennis White was recognized as CRWA's Operator of the Year Award.

(B) State of California ruling on Cr6.

CONSENT CALENDAR

Director Herndon moved to approve the Consent Calendar for Regular Board Meeting May 16, 2017, second by Director Mirbegian the Board unanimously approved the following Consent Calendar items:

(A) MINUTES: Approval of the Board of Directors Regular Board Meeting minutes for April 18, 2017.

(B) MINUTES: Approval of the Emergency Preparedness Committee Meeting minutes for April 17, 2017.

(C) MINUTES: Approval of the Finance Committee Meeting minutes for April 21, 2017.

(D) DISBURSEMENTS: Check #34482 - # 34560 including drafts and payroll for a total of \$178,644.23.

BOARD COMMITTEE REPORTS

Personnel Committee: Meeting scheduled for Monday, May 22, 2017.

Finance Committee: Met April 21, 2017, continue with budget, presentation by Schneider Electric. Next meeting scheduled for May 19, 2017.

Emergency Preparedness Program Committee:

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian attended the ACWA Conference in Monterey May 9-11. A full written report will be submitted to the District this week.

ACWA State Legislative Committee: Alyssa Gordon attending the CSDA Legislative Days May 15-16 in Sacramento.

County OES: The County Wide Water OES Committee met on May 11, 2017. County Wide Water Emergency Response Handbook planned to be Finalize in July.

STAFF REPORTS

Financial Report: Members of the Board are satisfied with the new layout of the reports.

Administration/Customer Service Report: Director Herndon requested an update on Liens recorded and Balance.

Field Operations Report: A new Solar Graph was presented by Staff.

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

DISCUSSION AND POSSIBLE ACTION:

Discuss the Water Energy Efficiency and Capital Reinvestment Program sponsored by Schneider Electric and authorize the G.M. to enter into an agreement to proceed

No action, pending further information. Members of the Board request contract be submitted to Legal Counsel with results brought back to the June Regular Board Meeting. Staff will provide an estimated maintenance cost and bench testing data for review in June.

DISCUSSION AND POSSIBLE ACTION:

Discuss a salary survey conducted by CPS HR Consulting and authorize the G.M. to enter into an agreement to proceed

Director Mirbegan moved to approve to authorize the General Manager to enter into an agreement with CPS HR Consulting to conduct a salary survey to coincide with a rate study and second by Director Graham.

Roll Call vote:

AYES: (5) Directors Lieberman, Graham, Herndon, Freeman and Mirbegan

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion was passed by unanimous vote to approve a salary survey conducted by CPS HR Consulting and authorize the General Manager to enter into an agreement to proceed.

DISCUSSION AND POSSIBLE ACTION:

Discuss the Konocti Conservation Crew #27 proposal and authorize the G.M. to enter into an agreement to proceed with weed abatement services

This item was only discussed as it is estimated that this will fall under the signatory limit of the General Manager.

DISCUSSION AND POSSIBLE ACTION:

Discussion and Approval to remove the current HVLCSD Drought Surcharge fees based on the governor's removal of the drought restrictions rescinding Resolution 2015-21

Director Herndon moved to approve to remove the current HVLCSD Drought Surcharge fees based on the governor's removal of the drought restrictions rescinding Resolution 2015-21 and second by Director Mirbegan

Roll Call vote:

AYES: (5) Directors Lieberman, Graham, Herndon, Freeman and Mirbegan

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion was passed by unanimous vote to approve to remove the current HVLCSD Drought Surcharge fees based on the governor's removal of the drought restrictions rescinding Resolution 2015-21

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the General Manager's authority to enter into a contract with GHD to complete a Water Balance Report as required by the Central Valley Regional Water Quality Control Board, not to exceed \$39,453.

Staff presented an explanation and plan to move forward to comply with state mandated corrective action.

Director Mirbegian moved to approve the General Manager’s authority to enter into a contract with GHD to complete a Water Balance Report as required by the Central Valley Regional Water Quality Control Board, not to exceed \$39,453, and second by Director Herndon.

Roll Call vote:

AYES: (5) Directors Lieberman, Graham, Herndon, Freeman and Mirbegian

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion was passed by unanimous vote to approve the General Manager’s authority to enter into a contract with GHD to complete a Water Balance Report as required by the Central Valley Regional Water Quality Control Board, not to exceed \$39,453.

BOARD MEMBER COMMENT

Director Mirbegian request Discussion of Audit findings in the June Board Meeting.
Director Lieberman requested an update on Access road to be place on the June Agenda.
Director Herndon requested Board Effectiveness and Self-Evaluation to be placed on the June Agenda.
Final reviews of website will be completed soon and will be presented to the Board prior to Go Live in June.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The Board of Directors recessed at 9:14 PM and went into closed session at 9:23 PM and came out of session at 10:19 PM, immediately adjourned with a motion by Director Freeman and a second by Director Mirbegian.
Reportable action; Personnel Performance Evaluation - General Manager Annual Evaluation was given to GM Kirk Cloyd, signed by all directors and Mr. Cloyd.

Jim Lieberman 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: May 19, 2017**

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 Graham
Director Mirbegan

General Manager Kirk Cloyd
Full Charge Bookkeeper Trish Wilkinson
Administrative Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 1:31 PM by Director Mirbegan.

APPROVAL OF AGENDA

On a motion made by Director Mirbegan the Committee unanimously approved the agenda, with amendment of revised order of items.

PLEDGE OF ALLEGIANCE

REVIEW EXPENDATURES TO DATE AND THE 2017-18 DRAFT BUDGET

Directors Mirbegan and Graham reviewed the 2016/17 budget to date and Draft 2017/18 proposed budget as projected.
Committee requested a budget workshop to be scheduled for the Board of Directors following the June Finance Committee Meeting.

UPDATE AND DISCUSS A POTENTIAL RATE STUDY

NBS proposal for rate study reviewed and will be presented to the Board of Directors by the committee.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 3:21PM.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: May 22, 2017**

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

Director Herndon
Director Freeman

General Manager Kirk Cloyd
Administrative Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 12:05 pm by Director Herndon.

APPROVAL OF AGENDA

The Committee unanimously approved the agenda with the amended date.

DISCUSSION AND REVIEW OF THE REVISED JOB DESCRIPTIONS AND NEW POSITION

Committee approves of staff recommendation to dissolve the Utility Worker I/II position once the existing personnel transition up and position becomes vacant. Entry level position will become (OIT) Operator in Training, salary study to set the salary range. Director Herndon will make recommendations to the Board of Directors at the June Regular Board Meeting. Operations Supervisor and OIT job description to be completed. All operator job descriptions to include CEWA Certifications. Committee request salary range with revised date and approved by the board on job description and posted on website for public view.

DISCUSS AND REVIEW RESOLUTION 2015-28 SALARY RANGE ADJUSTMENTS

Committee reviewed and discussed the salary range adjustments, per policy, salary adjustments must be approved by the HVLCSD Board of Directors. Additional options were discussed pending board approval.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 1:17 pm by motion by Director Freeman and Second by Director Herndon.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: June 2, 2017**

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 Graham
Director Mirbegan

General Manager Kirk Cloyd
Full Charge Bookkeeper Trish Wilkinson
Administrative Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 11:04 AM by Director Mirbegan.

APPROVAL OF AGENDA

On a motion made by Director Graham and second by Director Mirbegan the Committee unanimously approved the agenda.

PLEDGE OF ALLEGIANCE

REVIEW EXPENDITURES TO DATE AND 2017-18 DRAFT BUDGET

Directors Mirbegan and Graham reviewed the 2016/17 budget to date and Draft 2017/18 proposed budget. Committee requested a budget workshop to be scheduled for the Board of Directors following the June Finance Committee Meeting.

DISCUSS HIRING A CPA THROUGH REGIONAL GOVERNMENT SERVICES(RGS)

The committee agreed with staff recommendation to hire a CPA through RGS once a qualified applicant is located.

DISCUSS DISSOLVING THE SEWER 314 FUND AND INCORPORATION INTO THE BUDGET, RESERVE ACCOUNT

Committee approved the General Managers proposal to rename the temporary investment Fund 313 to Reserve Account and Fund 314 to CIP Account

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Director Graham moved and second by Director Mirbegan to adjourn the Finance Committee Meeting. The meeting was adjourned at 12:16 PM.

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1023	HACH COMPANY			N		FUND TOTAL FOR VENDOR	212.47
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	772.87
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,477.46
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	178.84
01-17	SMITH & NEWELL CPA			N		FUND TOTAL FOR VENDOR	5,900.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,966.79
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,960.03
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	1,515.33
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	494.33
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	5,279.69
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	776.90
01-2431	CNH PRODUCTIVITY PLUS ACC			N		FUND TOTAL FOR VENDOR	118.45
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	16.10
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	16.31
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	318.57
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	201.79
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	189.01
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	370.00
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	356.25
01-2719	TIRE PROS			N		FUND TOTAL FOR VENDOR	22.50
01-2736	SIERRA CHEMICAL CO.			N		FUND TOTAL FOR VENDOR	294.09
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	38.00
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	32.61
01-2765	COUNTY OF LAKE HEALTH SER			N		FUND TOTAL FOR VENDOR	121.12
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	669.18
01-2817	MIKSIS SERVICES, INC.			N		FUND TOTAL FOR VENDOR	43,420.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,933.75

VENDOR SET: 01 Hidden Valley Lake

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
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	3,701.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	937.50
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	245.52
01-2850	STATE WATER RESOURCES CON			N		FUND TOTAL FOR VENDOR	470.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	540.77
01-2867	PETERSON CAT			N		FUND TOTAL FOR VENDOR	3,245.48
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	56.25
01-2892	PENNY CUADRAS			N		FUND TOTAL FOR VENDOR	122.52
01-8	AT&T			N		FUND TOTAL FOR VENDOR	347.04
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	2,394.29
*** FUND TOTALS ***							94,812.81

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	966.51
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	772.87
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	972.41
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	6,406.60
01-1531	CALIFORNIA RURAL WATER AS			N		FUND TOTAL FOR VENDOR	250.00
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	178.83
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	1,260.00
01-17	SMITH & NEWELL CPA			N		FUND TOTAL FOR VENDOR	5,900.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,966.77
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,416.85
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	759.35
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	494.32
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	756.88
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	3,836.73
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	776.89
01-2431	CNH PRODUCTIVITY PLUS ACC			N		FUND TOTAL FOR VENDOR	118.45
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	78.73
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	111.93
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	318.57
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	201.79
01-2663	ELLISON, SCHNEIDER & HARR			N		FUND TOTAL FOR VENDOR	797.00
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	9.64
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	189.00
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	370.00
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	356.25
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	770.00
01-2719	TIRE PROS			N		FUND TOTAL FOR VENDOR	22.50

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

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	38.00
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	32.61
01-2765	COUNTY OF LAKE HEALTH SER			N		FUND TOTAL FOR VENDOR	121.12
01-2781	SAM GARCIA			N		FUND TOTAL FOR VENDOR	351.60
01-2795	MIRBEGIAN, JUDY			N		FUND TOTAL FOR VENDOR	221.14
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	2,012.64
01-2819	SWRCB - DWOCP			N		FUND TOTAL FOR VENDOR	170.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	550.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	3,701.02
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,012.50
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	6,186.48
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	245.51
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	540.76
01-2867	PETERSON CAT			N		FUND TOTAL FOR VENDOR	3,245.47
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	56.25
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	30.00
01-2892	PENNY CUADRAS			N		FUND TOTAL FOR VENDOR	122.51
01-8	AT&T			N		FUND TOTAL FOR VENDOR	347.03
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	5,784.93
*** FUND TOTALS ***							67,928.44

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2893	US BANK Corporate Trust			N		FUND TOTAL FOR VENDOR	1,979.50
*** FUND TOTALS ***							1,979.50
*** REPORT TOTALS ***			164,720.75				164,720.75

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2088	SURVIVOR BENEFITS - PERS	10.61
120 2090	PERS PAYABLE	2,395.88
120 2091	FIT PAYABLE	3,868.70
120 2092	CIT PAYABLE	1,170.83
120 2093	SOCIAL SECURITY PAYABLE	8.99
120 2094	MEDICARE PAYABLE	536.64
120 2095	S D I PAYABLE	300.97
120 2099	DEFERRED COMP - 457 PLAN	937.50
120 5-00-5025	RETIREE HEALTH BENEFITS	1,649.50
120 5-00-5060	GASOLINE, OIL & FUEL	563.27
120 5-00-5061	VEHICLE MAINT	3,449.95
120 5-00-5074	INSURANCE	32.89
120 5-00-5075	BANK FEES	9.66
120 5-00-5092	POSTAGE & SHIPPING	512.73
120 5-00-5121	LEGAL SERVICES	56.25
120 5-00-5126	AUDIT SERVICES	5,900.00
120 5-00-5130	PRINTING & PUBLICATION	264.17
120 5-00-5145	EQUIPMENT RENTAL	201.79
120 5-00-5148	OPERATING SUPPLIES	1,302.07
120 5-00-5150	REPAIR & REPLACE	44,754.38
120 5-00-5155	MAINT BLDG & GROUNDS	100.00
120 5-00-5156	CUSTODIAL SERVICES	726.25
120 5-00-5191	TELEPHONE	665.61
120 5-00-5192	ELECTRICITY	2,394.29
120 5-00-5193	OTHER UTILITIES	178.84
120 5-00-5194	IT SERVICES	34.50
120 5-00-5195	ENV/MONITORING	1,933.75
120 5-00-5315	SAFETY EQUIPMENT	190.72
120 5-10-5010	SALARIES & WAGES	340.07

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-10-5020	EMPLOYEE BENEFITS	5,621.74
120 5-10-5021	RETIREMENT BENEFITS	3,977.76
120 5-10-5090	OFFICE SUPPLIES	277.82
120 5-10-5170	TRAVEL MILEAGE	406.04
120 5-10-5175	EDUCATION / SEMINARS	441.48
120 5-30-5010	SALARIES & WAGES	194.53
120 5-30-5020	EMPLOYEE BENEFITS	3,204.70
120 5-30-5021	RETIREMENT BENEFITS	2,647.85
120 5-30-5063	CERTIFICATIONS	470.00
120 5-30-5090	OFFICE SUPPLIES	3.32
120 5-40-5010	DIRECTORS COMPENSATION	11.10
120 5-40-5020	DIRECTOR BENEFITS	5.66
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,060.00
	** FUND TOTAL **	94,812.81
130 1052	ACCTS REC WATER USE	891.51
130 2088	SURVIVOR BENEFITS - PERS	9.85
130 2090	PERS PAYABLE	1,757.40
130 2091	FIT PAYABLE	2,666.12
130 2092	CIT PAYABLE	739.32
130 2093	SOCIAL SECURITY PAYABLE	9.61
130 2094	MEDICARE PAYABLE	365.79
130 2095	S D I PAYABLE	227.05
130 2099	DEFERRED COMP - PLAN 457 PAYAB	1,012.50
130 5-00-5025	RETIREE HEALTH BENEFITS	1,649.50
130 5-00-5060	GASOLINE, OIL & FUEL	563.26
130 5-00-5061	VEHICLE MAINT	3,449.93
130 5-00-5074	INSURANCE	32.88
130 5-00-5075	BANK FEES	9.66
130 5-00-5092	POSTAGE & SHIPPING	512.73
130 5-00-5121	LEGAL SERVICES	56.25
130 5-00-5122	ENGINEERING SERVICES	6,186.48
130 5-00-5124	WATER RIGHTS	2,057.00
130 5-00-5126	AUDIT SERVICES	5,900.00
130 5-00-5130	PRINTING & PUBLICATION	264.16
130 5-00-5145	EQUIPMENT RENTAL	201.79
130 5-00-5148	OPERATING SUPPLIES	39.54
130 5-00-5150	REPAIR & REPLACE	9,435.75
130 5-00-5155	MAINT BLDG & GROUNDS	100.00
130 5-00-5156	CUSTODIAL SERVICES	726.25
130 5-00-5191	TELEPHONE	665.60
130 5-00-5192	ELECTRICITY	5,784.93
130 5-00-5193	OTHER UTILITIES	178.83
130 5-00-5194	IT SERVICES	64.50
130 5-00-5195	ENV/MONITORING	550.00
130 5-00-5315	SAFETY EQUIPMENT	190.71
130 5-10-5010	SALARIES & WAGES	173.62

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-10-5020	EMPLOYEE BENEFITS	5,621.74
130 5-10-5021	RETIREMENT BENEFITS	2,854.64
130 5-10-5090	OFFICE SUPPLIES	277.81
130 5-10-5170	TRAVEL MILEAGE	406.02
130 5-10-5175	EDUCATION / SEMINARS	441.47
130 5-30-5010	SALARIES & WAGES	189.86
130 5-30-5020	EMPLOYEE BENEFITS	3,204.69
130 5-30-5021	RETIREMENT BENEFITS	2,967.26
130 5-30-5063	CERTIFICATIONS	560.00
130 5-30-5090	OFFICE SUPPLIES	3.32
130 5-30-5175	EDUCATION / SEMINARS	1,199.54
130 5-40-5010	DIRECTORS COMPENSATION	11.85
130 5-40-5020	DIRECTOR BENEFITS	6.04
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,060.00
130 5-40-5170	TRAVEL MILEAGE	221.14
130 5-40-5176	DIRECTOR TRAINING	430.54
	** FUND TOTAL **	67,928.44
215 5-00-5075	BANK FEES	1,979.50
	** FUND TOTAL **	1,979.50

** TOTAL ** 164,720.75

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	: 5/01/2017 THRU 5/31/2017	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

ACWA Spring Conference and Exhibition

“One Water, One Future”

May 9-11, 2017 Monterey, CA

Tuesday May, 9, 2017

Registration and Exhibits

Wednesday May 10, 2017

“Technical Presentation-Recharging Groundwater through the Vadose Zone”

Discussion of storm water capture and the use of drywells for deep storm water infiltration

Presented by Torrent Resources, James Mayer, Technical Marketing Manager

“Save Our Water” update presented by Jennifer Persikes, Deputy Executive Director for ACWA

“Delta Plan Update-Delta Improvements, Making the Pieces Fit”-Randy Fiorini-Delta Stewardship Council

“Oroville Dam: A Playbook for Disaster Averted”-William Croyle, Acting Director California Department of Water Resources

William Croyle shared his firsthand account of the emergency response and offered insights into the lessons learned when record setting rainfall strained the California flood system. An emergency situation unfolded at the Oroville Dam due to a damaged spillway and subsequent erosion of the then untested emergency spillway

“Technical Presentation (US Geological Survey, California Water Science Center)-From Drought to Flooding: Data and Analysis to Support Science Informed Management during Extreme Hydrologic Events”

The presenters explained how multi-agency hydrologic data collection informs flood and reservoir inflow forecasting, post wildfire decision support and comprehensive stream flow forecasting for stream reaches all across the continental United States.

Thursday May 11, 2017

“Finance Program: Trends in Municipal Funding” This discussion focused on the issues of impact on California public finance. California water agencies are emerging from the last four years of drought with fairly good credit outlooks

Respectfully submitted,


Judy Mirbegan, Director 6/01/2017

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2017

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,066,000.00	95,728.93	989,940.56	76,059.44	92.86
TOTAL REVENUES	<u>1,066,000.00</u>	<u>95,728.93</u>	<u>989,940.56</u>	<u>76,059.44</u>	<u>92.86</u>
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	409,227.00	65,197.50	607,663.79 (198,436.79)	148.49
ADMINISTRATION	345,801.26	34,516.50	355,134.27 (9,333.01)	102.70
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	357,298.00	19,936.01	209,166.21	148,131.79	58.54
DIRECTORS	50,035.00	3,221.76	37,829.92	12,205.08	75.61
TOTAL EXPENDITURES	<u>1,162,361.26</u>	<u>122,871.77</u>	<u>1,209,794.19 (</u>	<u>47,432.93)</u>	<u>104.08</u>
REVENUES OVER/(UNDER) EXPENDITURES	(96,361.26)	(27,142.84)	(219,853.63)	123,492.37	228.16

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	300.00	200.00	60.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 Lien Recording Fee	0.00	0.00	13.12 (13.12)	0.00
120-4045 AVAILABILITY FEES	7,000.00	0.00	4,220.95	2,779.05	60.30
120-4050 SALES OF RECLAIMED WATER	90,000.00	13,109.07	73,821.41	16,178.59	82.02
120-4111 COMM SEWER USE	29,900.00	2,306.10	26,915.68	2,984.32	90.02
120-4112 GOV'T SEWER USE	550.00	53.12	584.32 (34.32)	106.24
120-4116 SEWER USE CHARGES	936,850.00	79,754.34	878,121.09	58,728.91	93.73
120-4210 LATE FEE	0.00	0.00	451.41 (451.41)	0.00
120-4300 MISC INCOME	1,000.00	503.40	5,043.49 (4,043.49)	504.35
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	200.00	2.90	469.09 (269.09)	234.55
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	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	1,066,000.00	95,728.93	989,940.56	76,059.44	92.86

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	12,200.00	0.00	10,540.47	1,659.53	86.40
120-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	807.55	11,389.97	2,548.03	81.72
120-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	54.83	4,745.17	1.14
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	563.27	6,254.36	3,745.64	62.54
120-5-00-5061 VEHICLE MAINT	7,500.00	3,449.95	8,922.27 (1,422.27)	118.96
120-5-00-5062 TAXES & LIC	650.00	0.00	404.46	245.54	62.22
120-5-00-5074 INSURANCE	14,000.00	32.89	17,131.27 (3,131.27)	122.37
120-5-00-5075 BANK FEES	11,000.00	1,128.49	12,906.27 (1,906.27)	117.33
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,300.00	0.00	4,894.24 (594.24)	113.82
120-5-00-5092 POSTAGE & SHIPPING	5,350.00	512.73	4,681.75	668.25	87.51
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	3,569.03 (3,569.03)	0.00
120-5-00-5121 LEGAL SERVICES	10,000.00	56.25	2,598.75	7,401.25	25.99
120-5-00-5122 ENGINEERING SERVICES	26,400.00	0.00	27,818.44 (1,418.44)	105.37
120-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	0.00	2,736.00 (1,236.00)	182.40
120-5-00-5126 AUDIT SERVICES	7,200.00	5,900.00	8,628.63 (1,428.63)	119.84
120-5-00-5130 PRINTING & PUBLICATION	7,750.00	264.17	2,929.96	4,820.04	37.81
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	6,700.00	201.79	2,105.10	4,594.90	31.42
120-5-00-5148 OPERATING SUPPLIES	12,300.00	1,302.07	17,499.81 (5,199.81)	142.27
120-5-00-5150 REPAIR & REPLACE	101,839.00	44,754.38	305,521.17 (203,682.17)	300.00
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	100.00	7,628.95	371.05	95.36
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	726.25	7,676.25	1,923.75	79.96
120-5-00-5157 SECURITY	500.00	0.00	772.50 (272.50)	154.50
120-5-00-5160 SLUDGE DISPOSAL	19,000.00	0.00	36,463.18 (17,463.18)	191.91
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	7,300.00	665.61	8,842.46 (1,542.46)	121.13
120-5-00-5192 ELECTRICITY	19,000.00	2,394.29	33,778.12 (14,778.12)	177.78
120-5-00-5193 OTHER UTILITIES	2,600.00	178.84	1,823.30	776.70	70.13
120-5-00-5194 IT SERVICES	21,800.00	34.50	20,073.02	1,726.98	92.08
120-5-00-5195 ENV/MONITORING	34,000.00	1,933.75	29,533.00	4,467.00	86.86
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	0.00	1,924.00 (324.00)	120.25
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	411.77	588.23	41.18
120-5-00-5315 SAFETY EQUIPMENT	1,900.00	190.72	8,095.22 (6,195.22)	426.06
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	200.00	0.00	57.50	142.50	28.75
120-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	22,000.00	0.00	0.00	22,000.00	0.00
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00 (2.26)	2.26	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	409,227.00	65,197.50	607,663.79 (198,436.79)	148.49

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2017

120-SEWER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	225,718.00	23,468.60	238,818.92 (13,100.92)	105.80
120-5-10-5020 EMPLOYEE BENEFITS	71,847.00	5,944.80	68,231.18	3,615.82	94.97
120-5-10-5021 RETIREMENT BENEFITS	39,384.26	3,977.76	40,994.45 (1,610.19)	104.09
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
120-5-10-5090 OFFICE SUPPLIES	3,440.00	277.82	3,123.12	316.88	90.79
120-5-10-5170 TRAVEL MILEAGE	1,112.00	406.04	908.68	203.32	81.72
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	441.48	2,819.67	1,180.33	70.49
120-5-10-5179 ADM MISC EXPENSES	300.00	0.00	238.25	61.75	79.42
TOTAL ADMINISTRATION	345,801.26	34,516.50	355,134.27 (9,333.01)	102.70

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

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

120-SEWER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	237,769.00	13,610.14	132,055.12	105,713.88	55.54
120-5-30-5020 EMPLOYEE BENEFITS	71,719.00	3,204.70	43,658.26	28,060.74	60.87
120-5-30-5021 RETIREMENT BENEFITS	40,316.00	2,647.85	28,666.83	11,649.17	71.11
120-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0.00	1,750.00 (250.00)	116.67
120-5-30-5063 CERTIFICATIONS	750.00	470.00	700.00	50.00	93.33
120-5-30-5090 OFFICE SUPPLIES	560.00	3.32	166.69	393.31	29.77
120-5-30-5170 TRAVEL MILEAGE	684.00	0.00	23.32	660.68	3.41
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,145.99	1,854.01	53.65
TOTAL FIELD	357,298.00	19,936.01	209,166.21	148,131.79	58.54

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2017

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	1,717.10	1,282.90	57.24
120-5-40-5020 DIRECTOR BENEFITS	230.00	5.66	53.78	176.22	23.38
120-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	3,060.00	36,059.04	10,400.96	77.61
120-5-40-5170 TRAVEL MILEAGE	95.00	0.00	0.00	95.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
120-5-40-5176 DIRECTOR TRAINING	250.00	0.00	0.00	250.00	0.00
TOTAL DIRECTORS	50,035.00	3,221.76	37,829.92	12,205.08	75.61
TOTAL EXPENDITURES	1,162,361.26	122,871.77	1,209,794.19	(47,432.93)	104.08
REVENUES OVER/(UNDER) EXPENDITURES	(96,361.26)	(27,142.84)	(219,853.63)	123,492.37	228.16

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

130-WATER ENTERPRISE FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,635,557.00	108,657.27	1,381,438.01	254,118.99	84.46
TOTAL REVENUES	<u>1,635,557.00</u>	<u>108,657.27</u>	<u>1,381,438.01</u>	<u>254,118.99</u>	<u>84.46</u>
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	686,794.00	38,896.63	515,474.40	171,319.60	75.06
ADMINISTRATION	358,922.00	21,750.04	224,656.48	134,265.52	62.59
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	370,669.00	21,218.83	248,023.78	122,645.22	66.91
DIRECTORS	51,330.00	3,884.57	39,328.29	12,001.71	76.62
TOTAL EXPENDITURES	<u>1,467,715.00</u>	<u>85,750.07</u>	<u>1,027,482.95</u>	<u>440,232.05</u>	<u>70.01</u>
REVENUES OVER/(UNDER) EXPENDITURES	167,842.00	22,907.20	353,955.06	(186,113.06)	210.89

130-WATER ENTERPRISE FUND
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	2,005.00	16,240.00 (3,240.00)	124.92
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	500.00	0.00	1,650.00 (1,150.00)	330.00
130-4040 RECORDING FEE	100.00	10.00	328.02 (228.02)	328.02
130-4045 AVAILABILITY FEES	20,000.00	0.00	17,496.05	2,503.95	87.48
130-4110 COMM WATER USE	77,913.00	6,360.53	75,438.56	2,474.44	96.82
130-4112 GOV'T WATER USE	5,194.00	368.95	6,087.68 (893.68)	117.21
130-4115 WATER USE	1,491,050.00	97,057.03	1,224,268.88	266,781.12	82.11
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	2,134.95	29,867.76 (4,867.76)	119.47
130-4215 RETURNED CHECK FEE	1,000.00	0.00	1,100.00 (100.00)	110.00
130-4300 MISC INCOME	1,500.00	720.09	8,454.64 (6,954.64)	563.64
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	300.00	0.72	506.42 (206.42)	168.81
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	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	1,635,557.00	108,657.27	1,381,438.01	254,118.99	84.46

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	12,200.00	0.00	10,540.47	1,659.53	86.40
130-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	807.56	8,671.21	5,266.79	62.21
130-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	54.83	4,745.17	1.14
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	563.26	6,151.85	3,848.15	61.52
130-5-00-5061 VEHICLE MAINT	7,500.00	3,449.93	8,838.99 (1,338.99)	117.85
130-5-00-5062 TAXES & LIC	1,200.00	0.00	404.46	795.54	33.71
130-5-00-5074 INSURANCE	14,000.00	32.88	17,131.26 (3,131.26)	122.37
130-5-00-5075 BANK FEES	11,000.00	1,128.48	12,535.84 (1,535.84)	113.96
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,300.00	0.00	20,365.96 (3,065.96)	117.72
130-5-00-5092 POSTAGE & SHIPPING	5,350.00	512.73	4,681.95	668.05	87.51
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	3,616.70 (3,616.70)	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	56.25	2,598.75	7,401.25	25.99
130-5-00-5122 ENGINEERING SERVICES	44,500.00	6,186.48	53,293.61 (8,793.61)	119.76
130-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	0.00	2,086.00 (586.00)	139.07
130-5-00-5124 WATER RIGHTS	85,056.00	2,057.00	12,128.55	72,927.45	14.26
130-5-00-5126 AUDIT SERVICES	7,200.00	5,900.00	8,628.62 (1,428.62)	119.84
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	264.16	2,523.75	5,226.25	32.56
130-5-00-5135 NEWSLETTER	1,100.00	0.00	0.00	1,100.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	17,650.00	201.79	4,746.40	12,903.60	26.89
130-5-00-5148 OPERATING SUPPLIES	1,400.00	39.54	1,144.61	255.39	81.76
130-5-00-5150 REPAIR & REPLACE	160,000.00	9,435.75	154,992.46	5,007.54	96.87
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	100.00	7,414.32	985.68	88.27
130-5-00-5156 CUSTODIAL SERVICES	9,600.00	726.25	6,477.25	3,122.75	67.47
130-5-00-5157 SECURITY	450.00	0.00	478.50 (28.50)	106.33
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	8,000.00	665.60	8,842.31 (842.31)	110.53
130-5-00-5192 ELECTRICITY	96,000.00	5,784.93	81,775.56	14,224.44	85.18
130-5-00-5193 OTHER UTILITIES	2,200.00	178.83	1,823.17	376.83	82.87
130-5-00-5194 IT SERVICES	26,100.00	64.50	22,874.73	3,225.27	87.64
130-5-00-5195 ENV/MONITORING	21,600.00	550.00	8,965.00	12,635.00	41.50
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	20,100.00	0.00	29,463.03 (9,363.03)	146.58
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	0.00	2,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5312 TOOLS - FIELD	2,000.00	0.00	321.63	1,678.37	16.08
130-5-00-5315 SAFETY EQUIPMENT	1,700.00	190.71	6,495.13 (4,795.13)	382.07
130-5-00-5505 WATER CONSERVATION	9,000.00	0.00	5,350.00	3,650.00	59.44
130-5-00-5545 RECORDING FEES	200.00	0.00	57.50	142.50	28.75
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	45,000.00	0.00	0.00	45,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	686,794.00	38,896.63	515,474.40	171,319.60	75.06

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2017

130-WATER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	236,130.00	12,148.36	123,300.34	112,829.66	52.22
130-5-10-5020 EMPLOYEE BENEFITS	72,147.00	5,621.74	63,991.05	8,155.95	88.70
130-5-10-5021 RETIREMENT BENEFITS	40,867.00	2,854.64	28,063.14	12,803.86	68.67
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,214.00	277.81	3,122.89	1,091.11	74.11
130-5-10-5170 TRAVEL MILEAGE	1,664.00	406.02	1,019.31	644.69	61.26
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	441.47	4,921.51 (1,321.51)	136.71
130-5-10-5179 ADM MISC EXPENSES	300.00	0.00	238.24	61.76	79.41
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	358,922.00	21,750.04	224,656.48	134,265.52	62.59

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2017

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: MAY 31ST, 2017

130-WATER ENTERPRISE FUND
 FIELD
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	248,736.00	13,284.02	166,684.51	82,051.49	67.01
130-5-30-5020 EMPLOYEE BENEFITS	72,018.00	3,204.69	43,631.23	28,386.77	60.58
130-5-30-5021 RETIREMENT BENEFITS	41,833.00	2,967.26	32,586.70	9,246.30	77.90
130-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0.00	1,750.00 (250.00)	116.67
130-5-30-5063 CERTIFICATIONS	600.00	560.00	918.68 (318.68)	153.11
130-5-30-5090 OFFICE SUPPLIES	686.00	3.32	166.67	519.33	24.30
130-5-30-5170 TRAVEL MILEAGE	896.00	0.00	23.31	872.69	2.60
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	1,199.54	2,262.68	2,137.32	51.42
TOTAL FIELD	370,669.00	21,218.83	248,023.78	122,645.22	66.91

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	1,835.35	1,164.65	61.18
130-5-40-5020 DIRECTOR BENEFITS	230.00	6.04	57.22	172.78	24.88
130-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	3,060.00	36,059.04	10,400.96	77.61
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	640.00	221.14	221.14	418.86	34.55
130-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
130-5-40-5176 DIRECTOR TRAINING	1,000.00	430.54	1,155.54 (155.54)	115.55
TOTAL DIRECTORS	51,330.00	3,884.57	39,328.29	12,001.71	76.62
TOTAL EXPENDITURES	1,467,715.00	85,750.07	1,027,482.95	440,232.05	70.01
REVENUES OVER/(UNDER) EXPENDITURES	167,842.00	22,907.20	353,955.06 (186,113.06)	210.89

*** END OF REPORT ***



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

May, 2017

**FINANCIAL REPORT
POOLED CASH**

AS OF May 31, 2017

Beginning Balance	128,345.76
Cash Receipts	
Deposit	206,588.27
Transfer from Fund 314	43,420.00
Total Receipts	250,008.27
Cash Disbursements	
Accounts Payable + Bank Draft	164,720.75
Payroll	46,178.66
Bank Fees	2,237.65
Total Disbursements	213,137.06
Ending Balance	165,216.97

TEMPORARY INVESTMENTS

AS OF May 31, 2017

	Fund	LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,676.19	44,424.37	112,100.57	112,100.57
130	Water Operating Fund	100,857.22	11,080.72	111,937.95	111,937.95
215	1995-2 Redemption	61,199.60	164,501.20	225,700.80	225,700.80
218	CIEDB Redemption	11,578.99	(0.00)	11,578.99	11,578.98
219	USDARUS Solar Loan (Sewer)	824.07	105,139.09	105,963.16	105,963.16
313	Wastewater Cap Fac Reserved	260,185.78	45,622.83	305,808.62	305,808.62
314	Wastewater Cap Fac Unrestricted	262,861.72	235,231.54	498,093.26	498,093.26
319	Solar Reserve	-	35,336.10	35,336.10	35,336.10
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	172,182.63	-	172,182.63	172,182.63
711	Bond Administration	27,309.59	14,436.12	41,745.71	41,745.71
	TOTAL	964,675.80	655,772.00	1,620,447.80	1,620,447.80

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	5/12/2017	BANK-DRAFT	000074	NATIONWIDE RETIREMENT SOLUTION	975.00CR	CLEARED	A	5/12/2017
1010	5/12/2017	BANK-DRAFT	000075	STATE OF CALIFORNIA EDD	1,218.79CR	CLEARED	A	5/12/2017
1010	5/12/2017	BANK-DRAFT	000076	US DEPARTMENT OF THE TREASURY	4,119.85CR	CLEARED	A	5/12/2017
1010	5/16/2017	BANK-DRAFT	000077	US DEPARTMENT OF THE TREASURY	103.50CR	CLEARED	A	5/17/2017
1010	5/26/2017	BANK-DRAFT	000078	NATIONWIDE RETIREMENT SOLUTION	975.00CR	CLEARED	A	5/26/2017
1010	5/26/2017	BANK-DRAFT	000079	STATE OF CALIFORNIA EDD	1,231.08CR	CLEARED	A	5/26/2017
1010	5/26/2017	BANK-DRAFT	000080	US DEPARTMENT OF THE TREASURY	4,153.53CR	CLEARED	A	5/26/2017
CHECK:								
1010	5/05/2017	CHECK	034561	ACWA/JPIA	988.65CR	CLEARED	A	5/09/2017
1010	5/05/2017	CHECK	034562	ALPHA ANALYTICAL LABORATORIES	572.00CR	CLEARED	A	5/11/2017
1010	5/05/2017	CHECK	034563	ALYSSA GORDON	192.68CR	CLEARED	A	5/30/2017
1010	5/05/2017	CHECK	034564	CNH PRODUCTIVITY PLUS ACCT	236.90CR	CLEARED	A	5/15/2017
1010	5/05/2017	CHECK	034565	COUNTY OF LAKE HEALTH SERVICES	242.24CR	CLEARED	A	5/12/2017
1010	5/05/2017	CHECK	034566	HARDESTER'S MARKETS & HARDWARE	94.83CR	CLEARED	A	5/10/2017
1010	5/05/2017	CHECK	034567	MENDO MILL CLEARLAKE	128.24CR	CLEARED	A	5/09/2017
1010	5/05/2017	CHECK	034568	PACE SUPPLY CORP	51.68CR	CLEARED	A	5/09/2017
1010	5/05/2017	CHECK	034569	PACIFIC GAS & ELECTRIC COMPANY	8,015.38CR	CLEARED	A	5/11/2017
1010	5/05/2017	CHECK	034570	STATE WATER RESOURCES CONTROL	470.00CR	CLEARED	A	5/10/2017
1010	5/05/2017	CHECK	034571	SWRCB - DWOCP VOIDED	190.00CR	VOIDED	A	5/05/2017
1010	5/05/2017	CHECK	034572	US BANK Corporate Trust	1,979.50CR	CLEARED	A	5/10/2017
1010	5/05/2017	CHECK	034573	PANAHI, SASSAN	149.21CR	CLEARED	A	6/01/2017
1010	5/12/2017	CHECK	034574	ALPHA ANALYTICAL LABORATORIES	237.00CR	CLEARED	A	5/17/2017
1010	5/12/2017	CHECK	034575	AT&T	694.07CR	CLEARED	A	5/17/2017
1010	5/12/2017	CHECK	034576	BADGER METER	30.00CR	CLEARED	A	5/19/2017
1010	5/12/2017	CHECK	034577	BARTLEY PUMP, INC.	756.88CR	CLEARED	A	5/22/2017
1010	5/12/2017	CHECK	034578	BOLD POLISNER MADDOW NELSON &	112.50CR	CLEARED	A	5/16/2017
1010	5/12/2017	CHECK	034579	CALIFORNIA PUBLIC EMPLOYEES FI	7,402.02CR	CLEARED	A	5/16/2017
1010	5/12/2017	CHECK	034580	COUNTY OF LAKE SOLID WASTE	9.64CR	CLEARED	A	5/17/2017
1010	5/12/2017	CHECK	034581	DATAPROSE	1,553.79CR	CLEARED	A	5/16/2017
1010	5/12/2017	CHECK	034582	HACH COMPANY	212.47CR	CLEARED	A	5/16/2017
1010	5/12/2017	CHECK	034583	GARDENS BY JILLIAN	200.00CR	CLEARED	A	5/18/2017
1010	5/12/2017	CHECK	034584	MIKSIS SERVICES, INC.	43,420.00CR	CLEARED	A	5/15/2017
1010	5/12/2017	CHECK	034585	OFFICE DEPOT	259.55CR	CLEARED	A	5/19/2017
1010	5/12/2017	CHECK	034586	PACIFIC GAS & ELECTRIC COMPANY	163.84CR	CLEARED	A	5/17/2017
1010	5/12/2017	CHECK	034587	RAINBOW AGRICULTURAL SERVICES	1,545.74CR	CLEARED	A	5/16/2017
1010	5/12/2017	CHECK	034588	SAM GARCIA	286.60CR	CLEARED	A	5/16/2017
1010	5/12/2017	CHECK	034589	SIERRA CHEMICAL CO.	294.09CR	CLEARED	A	5/17/2017
1010	5/12/2017	CHECK	034590	SOUTH LAKE REFUSE COMPANY	357.67CR	CLEARED	A	5/16/2017
1010	5/12/2017	CHECK	034591	SPECIAL DISTRICT RISK MANAGEME	25,539.77CR	CLEARED	A	5/17/2017
1010	5/12/2017	CHECK	034592	TIRE PROS	45.00CR	CLEARED	A	5/16/2017
1010	5/12/2017	CHECK	034593	USA BLUE BOOK	889.99CR	CLEARED	A	5/22/2017
1010	5/12/2017	CHECK	034594	CALIFORNIA PUBLIC EMPLOYEES RE	4,568.41CR	CLEARED	A	5/17/2017
1010	5/12/2017	CHECK	034595	SCHULZ, EARLE A	111.27CR	CLEARED	A	5/31/2017

6/7/2017 2:02 PM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

CHECK DATE: 5/01/2017 THRU 5/31/2017
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	5/12/2017	CHECK	034596	CARSTENS, JON	168.00CR	CLEARED	A	5/22/2017
1010	5/19/2017	CHECK	034597	ALPHA ANALYTICAL LABORATORIES	1,023.75CR	CLEARED	A	5/24/2017
1010	5/19/2017	CHECK	034598	CARDMEMBER SERVICE	2,681.82CR	CLEARED	A	5/25/2017
1010	5/19/2017	CHECK	034599	COASTLAND CIVIL ENGINEERING, I	6,186.48CR	CLEARED	A	5/23/2017
1010	5/19/2017	CHECK	034600	JOHN HAMNER	75.00CR	CLEARED	A	5/23/2017
1010	5/19/2017	CHECK	034601	MICHELLE HAMILTON	740.00CR	CLEARED	A	5/22/2017
1010	5/19/2017	CHECK	034602	MIRBEGIAN, JUDY	221.14CR	CLEARED	A	5/31/2017
1010	5/19/2017	CHECK	034603	REDFORD SERVICES	712.50CR	CLEARED	A	5/25/2017
1010	5/19/2017	CHECK	034604	SMITH & NEWELL CPA	11,800.00CR	CLEARED	A	5/31/2017
1010	5/19/2017	CHECK	034605	ST HELENA HOSPITAL dba JOBCARE	76.00CR	CLEARED	A	5/23/2017
1010	5/19/2017	CHECK	034606	SWRCB - DWOCP	170.00CR	CLEARED	A	5/25/2017
1010	5/19/2017	CHECK	034607	USA BLUE BOOK	79.08CR	CLEARED	A	5/25/2017
1010	5/19/2017	CHECK	034608	VERIZON WIRELESS	637.14CR	CLEARED	A	5/24/2017
1010	5/19/2017	CHECK	034609	SANTOPIETRO, DANIELL	58.16CR	CLEARED	A	5/23/2017
1010	5/19/2017	CHECK	034610	SIEVERS, LEWIS	68.32CR	CLEARED	A	5/30/2017
1010	5/19/2017	CHECK	034611	TRIOLA, DOMINICK F	208.88CR	CLEARED	A	5/23/2017
1010	5/26/2017	CHECK	034612	ALPHA ANALYTICAL LABORATORIES	651.00CR	CLEARED	A	6/01/2017
1010	5/26/2017	CHECK	034613	ALYSSA GORDON	298.35CR	CLEARED	A	5/26/2017
1010	5/26/2017	CHECK	034614	CALIFORNIA RURAL WATER ASSOCIA	250.00CR	OUTSTND	A	0/00/0000
1010	5/26/2017	CHECK	034615	ELLISON, SCHNEIDER & HARRIS L.	797.00CR	CLEARED	A	6/01/2017
1010	5/26/2017	CHECK	034616	JAMES DAY CONSTRUCTION, INC.	6,406.60CR	CLEARED	A	5/31/2017
1010	5/26/2017	CHECK	034617	NAPA AUTO PARTS	65.22CR	CLEARED	A	6/01/2017
1010	5/26/2017	CHECK	034618	OFFICE DEPOT	118.46CR	CLEARED	A	6/05/2017
1010	5/26/2017	CHECK	034619	PACE SUPPLY CORP	718.32CR	CLEARED	A	5/31/2017
1010	5/26/2017	CHECK	034620	PENNY CUADRAS	245.03CR	OUTSTND	A	0/00/0000
1010	5/26/2017	CHECK	034621	PETERSON CAT	6,490.95CR	CLEARED	A	6/02/2017
1010	5/26/2017	CHECK	034622	RICOH USA, INC.	403.58CR	CLEARED	A	6/02/2017
1010	5/26/2017	CHECK	034623	SAM GARCIA	65.00CR	CLEARED	A	5/31/2017
1010	5/26/2017	CHECK	034624	SPECIAL DISTRICT RISK MANAGEME	393.79CR	CLEARED	A	6/01/2017
1010	5/26/2017	CHECK	034625	USA BLUE BOOK	1,305.61CR	CLEARED	A	6/01/2017
1010	5/26/2017	CHECK	034626	WAGNER & BONSIGNORE	1,260.00CR	CLEARED	A	6/05/2017
1010	5/26/2017	CHECK	034627	WESTGATE PETROLEUM CO., INC.	1,081.53CR	CLEARED	A	6/01/2017
1010	5/26/2017	CHECK	034628	CALIFORNIA PUBLIC EMPLOYEES RE	4,548.01CR	CLEARED	A	6/02/2017
1010	5/26/2017	CHECK	034629	NO. CALIFORNIA INVE	127.67CR	OUTSTND	A	0/00/0000
DEPOSIT:								
1010	5/01/2017	DEPOSIT		CREDIT CARD 5/01/2017	2,448.00	CLEARED	C	5/01/2017
1010	5/01/2017	DEPOSIT	000001	CREDIT CARD 5/01/2017	1,094.16	CLEARED	C	5/02/2017
1010	5/01/2017	DEPOSIT	000002	CREDIT CARD 5/01/2017	1,035.99	CLEARED	C	5/03/2017
1010	5/01/2017	DEPOSIT	000003	CREDIT CARD 5/01/2017	663.61	CLEARED	C	5/04/2017
1010	5/01/2017	DEPOSIT	000004	REGULAR DAILY POST 5/01/2017	2,676.50	CLEARED	C	5/02/2017
1010	5/02/2017	DEPOSIT		CREDIT CARD 5/02/2017	1,420.11	CLEARED	C	5/04/2017
1010	5/02/2017	DEPOSIT	000001	CREDIT CARD 5/02/2017	535.93	CLEARED	C	5/05/2017
1010	5/02/2017	DEPOSIT	000002	REGULAR DAILY POST 5/02/2017	598.71	CLEARED	C	5/03/2017

6/7/2017 2:02 PM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

CHECK DATE: 5/01/2017 THRU 5/31/2017
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	5/03/2017	DEPOSIT		CREDIT CARD 5/03/2017	741.88	CLEARED	C	5/05/2017
1010	5/03/2017	DEPOSIT	000001	CREDIT CARD 5/03/2017	814.51	CLEARED	C	5/08/2017
1010	5/03/2017	DEPOSIT	000002	REGULAR DAILY POST 5/03/2017	1,212.77	CLEARED	C	5/04/2017
1010	5/04/2017	DEPOSIT		CREDIT CARD 5/04/2017	781.69	CLEARED	C	5/08/2017
1010	5/04/2017	DEPOSIT	000001	CREDIT CARD 5/04/2017	906.74	CLEARED	C	5/08/2017
1010	5/04/2017	DEPOSIT	000002	REGULAR DAILY POST 5/04/2017	2,696.33	CLEARED	C	5/05/2017
1010	5/05/2017	DEPOSIT		CREDIT CARD 5/05/2017	497.80	CLEARED	C	5/08/2017
1010	5/05/2017	DEPOSIT	000001	CREDIT CARD 5/05/2017	1,364.69	CLEARED	C	5/08/2017
1010	5/05/2017	DEPOSIT	000002	REGULAR DAILY POST 5/05/2017	3,590.45	CLEARED	C	5/08/2017
1010	5/08/2017	DEPOSIT		CREDIT CARD 5/08/2017	1,549.40	CLEARED	C	5/08/2017
1010	5/08/2017	DEPOSIT	000001	CREDIT CARD 5/08/2017	931.98	CLEARED	C	5/09/2017
1010	5/08/2017	DEPOSIT	000002	CREDIT CARD 5/08/2017	959.04	CLEARED	C	5/10/2017
1010	5/08/2017	DEPOSIT	000003	CREDIT CARD 5/08/2017	2,105.19	CLEARED	C	5/11/2017
1010	5/08/2017	DEPOSIT	000004	REGULAR DAILY POST 5/08/2017	10,532.24	CLEARED	C	5/09/2017
1010	5/09/2017	DEPOSIT		CREDIT CARD 5/09/2017	1,231.26	CLEARED	C	5/11/2017
1010	5/09/2017	DEPOSIT	000001	CREDIT CARD 5/09/2017	2,966.80	CLEARED	C	5/12/2017
1010	5/09/2017	DEPOSIT	000002	REGULAR DAILY POST 5/09/2017	3,979.42	CLEARED	C	5/10/2017
1010	5/10/2017	DEPOSIT		CREDIT CARD 5/10/2017	2,007.71	CLEARED	C	5/12/2017
1010	5/10/2017	DEPOSIT	000001	CREDIT CARD 5/10/2017	2,260.29	CLEARED	C	5/15/2017
1010	5/10/2017	DEPOSIT	000002	CREDIT CARD 5/10/2017	5,724.89	CLEARED	C	5/15/2017
1010	5/10/2017	DEPOSIT	000003	REGULAR DAILY POST 5/10/2017	11,494.31	CLEARED	C	5/11/2017
1010	5/11/2017	DEPOSIT		CREDIT CARD 5/11/2017	562.69	CLEARED	C	5/15/2017
1010	5/11/2017	DEPOSIT	000001	CREDIT CARD 5/11/2017	317.04	CLEARED	C	5/15/2017
1010	5/11/2017	DEPOSIT	000002	CREDIT CARD 5/11/2017	2,220.69	CLEARED	C	5/15/2017
1010	5/11/2017	DEPOSIT	000003	REGULAR DAILY POST 5/11/2017	6,592.93	CLEARED	C	5/12/2017
1010	5/12/2017	DEPOSIT		CREDIT CARD 5/12/2017	1,252.10	CLEARED	C	5/15/2017
1010	5/12/2017	DEPOSIT	000001	CREDIT CARD 5/12/2017	804.64	CLEARED	C	5/15/2017
1010	5/12/2017	DEPOSIT	000002	REGULAR DAILY POST 5/12/2017	6,584.73	CLEARED	C	5/15/2017
1010	5/15/2017	DEPOSIT		CREDIT CARD 5/15/2017	1,144.71	CLEARED	C	5/15/2017
1010	5/15/2017	DEPOSIT	000001	CREDIT CARD 5/15/2017	815.83	CLEARED	C	5/16/2017
1010	5/15/2017	DEPOSIT	000002	CREDIT CARD 5/15/2017	649.23	CLEARED	C	5/17/2017
1010	5/15/2017	DEPOSIT	000003	CREDIT CARD 5/15/2017	2,751.28	CLEARED	C	5/18/2017
1010	5/15/2017	DEPOSIT	000004	REGULAR DAILY POST 5/15/2017	12,955.08	CLEARED	C	5/16/2017
1010	5/15/2017	DEPOSIT	000005	DRAFT POSTING	9,346.23	CLEARED	U	5/16/2017
1010	5/15/2017	DEPOSIT	000006	CC DRAFT POSTING	12,432.84	CLEARED	U	5/18/2017
1010	5/15/2017	DEPOSIT	000007	CC DRAFT POSTING	108.39	CLEARED	U	5/18/2017
1010	5/16/2017	DEPOSIT		CREDIT CARD 5/16/2017	337.13	CLEARED	C	5/18/2017
1010	5/16/2017	DEPOSIT	000001	CREDIT CARD 5/16/2017	1,623.86	CLEARED	C	5/19/2017
1010	5/16/2017	DEPOSIT	000002	REGULAR DAILY POST 5/16/2017	2,267.23	CLEARED	C	5/17/2017
1010	5/17/2017	DEPOSIT		CREDIT CARD 5/17/2017	1,455.96	CLEARED	C	5/19/2017
1010	5/17/2017	DEPOSIT	000001	CREDIT CARD 5/17/2017	1,040.98	CLEARED	C	5/22/2017
1010	5/17/2017	DEPOSIT	000002	REGULAR DAILY POST 5/17/2017	4,513.53	CLEARED	C	5/18/2017
1010	5/18/2017	DEPOSIT		CREDIT CARD 5/18/2017	1,687.49	CLEARED	C	5/22/2017
1010	5/18/2017	DEPOSIT	000001	CREDIT CARD 5/18/2017	1,183.17	CLEARED	C	5/22/2017

6/7/2017 2:02 PM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

CHECK DATE: 5/01/2017 THRU 5/31/2017
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	5/18/2017	DEPOSIT	000002	REGULAR DAILY POST 5/18/2017	6,668.51	CLEARED	C	5/19/2017
1010	5/19/2017	DEPOSIT		CREDIT CARD 5/19/2017	1,507.34	CLEARED	C	5/22/2017
1010	5/19/2017	DEPOSIT	000001	CREDIT CARD 5/19/2017	2,469.76	CLEARED	C	5/22/2017
1010	5/19/2017	DEPOSIT	000002	REGULAR DAILY POST 5/19/2017	10,087.16	CLEARED	C	5/22/2017
1010	5/22/2017	DEPOSIT		CREDIT CARD 5/22/2017	2,838.79	CLEARED	C	5/22/2017
1010	5/22/2017	DEPOSIT	000001	CREDIT CARD 5/22/2017	1,147.06	CLEARED	C	5/23/2017
1010	5/22/2017	DEPOSIT	000002	CREDIT CARD 5/22/2017	598.39	CLEARED	C	5/24/2017
1010	5/22/2017	DEPOSIT	000003	CREDIT CARD 5/22/2017	2,347.77	CLEARED	C	5/25/2017
1010	5/22/2017	DEPOSIT	000004	CREDIT CARD 5/22/2017	3,777.99	CLEARED	C	5/25/2017
1010	5/22/2017	DEPOSIT	000005	REGULAR DAILY POST 5/22/2017	16,607.78	CLEARED	C	5/23/2017
1010	5/23/2017	DEPOSIT		CREDIT CARD 5/23/2017	621.76	CLEARED	C	5/25/2017
1010	5/23/2017	DEPOSIT	000001	CREDIT CARD 5/23/2017	325.73	CLEARED	C	5/26/2017
1010	5/23/2017	DEPOSIT	000002	REGULAR DAILY POST 5/23/2017	2,118.73	CLEARED	C	5/24/2017
1010	5/24/2017	DEPOSIT		CREDIT CARD 5/24/2017	1,832.10	CLEARED	C	5/26/2017
1010	5/24/2017	DEPOSIT	000001	CREDIT CARD 5/24/2017	1,035.23	CLEARED	C	5/30/2017
1010	5/24/2017	DEPOSIT	000002	REGULAR DAILY POST 5/24/2017	615.93	CLEARED	C	5/25/2017
1010	5/25/2017	DEPOSIT		CREDIT CARD 5/25/2017	547.95	CLEARED	C	5/30/2017
1010	5/25/2017	DEPOSIT	000001	CREDIT CARD 5/25/2017	649.93	CLEARED	C	5/30/2017
1010	5/25/2017	DEPOSIT	000002	REGULAR DAILY POST 5/25/2017	1,481.86	CLEARED	C	5/26/2017
1010	5/26/2017	DEPOSIT		CREDIT CARD 5/26/2017	374.18	CLEARED	C	5/30/2017
1010	5/26/2017	DEPOSIT	000001	CREDIT CARD 5/26/2017	432.51	CLEARED	C	5/30/2017
1010	5/26/2017	DEPOSIT	000002	REGULAR DAILY POST 5/26/2017	1,545.58	CLEARED	C	5/30/2017
1010	5/30/2017	DEPOSIT		CREDIT CARD 5/30/2017	686.12	CLEARED	C	5/30/2017
1010	5/30/2017	DEPOSIT	000001	CREDIT CARD 5/30/2017	317.21	CLEARED	C	5/30/2017
1010	5/30/2017	DEPOSIT	000002	CREDIT CARD 5/30/2017	46.00	CLEARED	C	5/31/2017
1010	5/30/2017	DEPOSIT	000003	CREDIT CARD 5/30/2017	46.84	CLEARED	C	6/01/2017
1010	5/30/2017	DEPOSIT	000004	CREDIT CARD 5/30/2017	566.66	CLEARED	C	6/02/2017
1010	5/30/2017	DEPOSIT	000005	REGULAR DAILY POST 5/30/2017	1,855.12	CLEARED	C	5/31/2017
1010	5/31/2017	DEPOSIT		CREDIT CARD 5/31/2017	857.73	CLEARED	C	6/02/2017
1010	5/31/2017	DEPOSIT	000001	CREDIT CARD 5/31/2017	441.39	CLEARED	C	6/05/2017
1010	5/31/2017	DEPOSIT	000002	REGULAR DAILY POST 5/31/2017	702.63	CLEARED	C	6/01/2017
1010	5/31/2017	DEPOSIT	000003	JE RTN CK w/ corr posting date	33.63CR	CLEARED	G	5/31/2017
MISCELLANEOUS:								
1010	5/05/2017	MISC.	034571	SWRCB - DWOCF VOIDED	190.00	VOIDED	A	5/05/2017
1010	5/08/2017	MISC.		Fund 314 MM to Checking	43,420.00	CLEARED	G	5/08/2017
1010	5/12/2017	MISC.		PAYROLL DIRECT DEPOSIT	21,118.23CR	CLEARED	P	5/12/2017
1010	5/16/2017	MISC.		PAYROLL DIRECT DEPOSIT	3,517.20CR	CLEARED	P	5/17/2017
1010	5/26/2017	MISC.		PAYROLL DIRECT DEPOSIT	21,543.23CR	CLEARED	P	5/26/2017
SERVICE CHARGE:								
1010	5/01/2017	SERV-CHG		APRIL ETS	774.86CR	CLEARED	G	5/01/2017
1010	5/01/2017	SERV-CHG	000001	APRIL ETS CSD05	716.06CR	CLEARED	G	5/01/2017
1010	5/01/2017	SERV-CHG	000002	APRIL ETS CSD09	324.55CR	CLEARED	G	5/01/2017

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

CHECK DATE: 5/01/2017 THRU 5/31/2017
 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

SERVICE CHARGE:								
1010	5/15/2017	SERV-CHG		APRIL ANALYSIS FEE	422.18CR	CLEARED	G	5/15/2017
TOTALS FOR ACCOUNT 1010								
				CHECK TOTAL:	152,134.00CR			
				DEPOSIT TOTAL:	206,588.27			
				INTEREST TOTAL:	0.00			
				MISCELLANEOUS TOTAL:	2,568.66CR			
				SERVICE CHARGE TOTAL:	2,237.65CR			
				EFT TOTAL:	0.00			
				BANK-DRAFT TOTAL:	12,776.75CR			
TOTALS FOR POOLED CASH FUND								
				CHECK TOTAL:	152,134.00CR			
				DEPOSIT TOTAL:	206,588.27			
				INTEREST TOTAL:	0.00			
				MISCELLANEOUS TOTAL:	2,568.66CR			
				SERVICE CHARGE TOTAL:	2,237.65CR			
				EFT TOTAL:	0.00			
				BANK-DRAFT TOTAL:	12,776.75CR			

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 06/12/2017

RE: Senior Account Representative's Monthly Report

Monthly Billing 05/31/2017

Mailed statements: 2,167

Electronic statements: 399

The statement "special message"

Reflected on THIS bill, the Drought Surcharge has been rescinded, returning to the lower rate of .0207 per cubic foot. Effective July 1st the FY 2017/2018 rates apply as listed on the reverse side. The District office will be closed from 12 pm - 1 pm on the 3rd Wednesday of each month.

Delinquent Billing 05/22/2017

Delinquent statements for April bills:

Mailed statements: 406

Electronic statements: 72

Courtesy Notification 06/06/2017

Courtesy notices delivered to the customer's property for delinquent April bills: 194

Electronic notices: 23

Phone Notification 06/07/2017

Phone notifications: 112

The phone notification was sent out around 10:30 am resulting in 82 payments received by the office staff during business hours.

Lock Offs 06/08/2017

30 Customers were in the Lock Off Process at 5:00 pm on 06/07/2017.

19 payments were made before service orders went out in the field at 9:00 am on 06/08/2017.

A total of 19 customers were Locked Off for nonpayment.

Throughout Lock off day 8 payments were collected and meters unlocked.

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



Hidden Valley Lake Community Services District

May 2017 Report

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Water Connections:		Sewer Connections:	
New (May)	0	New (May)	0
Residential (April)	2438	Residential (April)	1462
Commercial & Govt (April)	39	Commercial & Govt (April)	15
Total (April) :	2477		1477

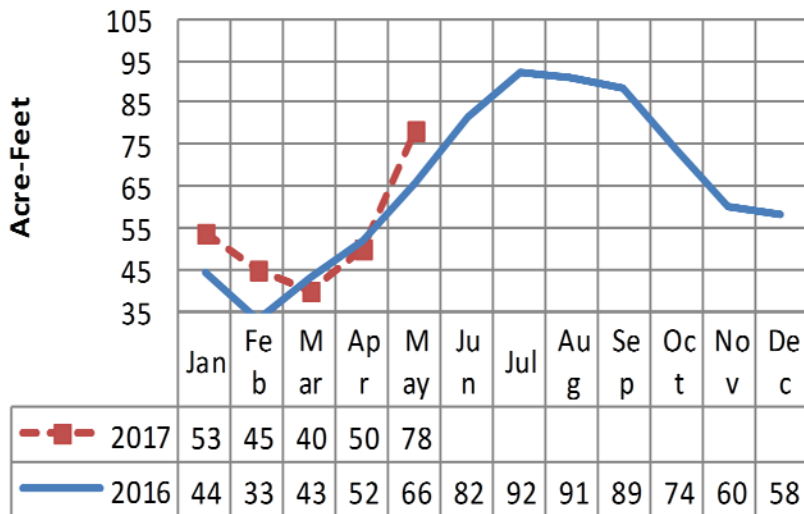
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
.07	.69	1.18

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	935.88	933.54	931.31
AG	939.7	936.20	932.80
TP Wells	954.75	954.50	954.14
Grange Rd	936.97	937.18	937.53
American Rock	970.81	970.48	971.01
Spyglass	967.53	966.07	965.70
Luchetti	923.77	923.65	922.80
18th T	942.61	942.02	941.90

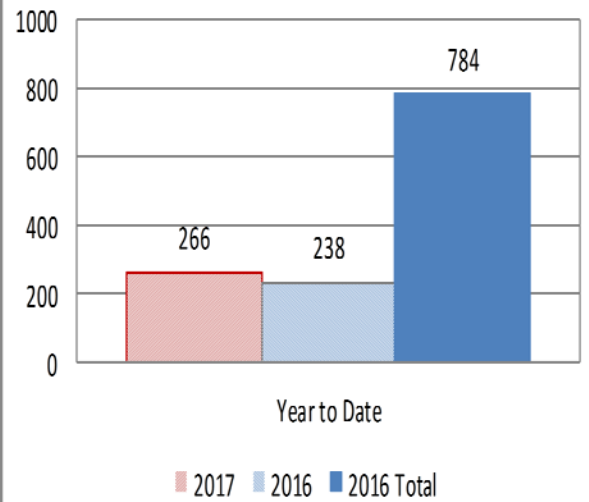
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
78	483	1230
Overtime Hours	20.5	\$738.38

May 2017 Field Report

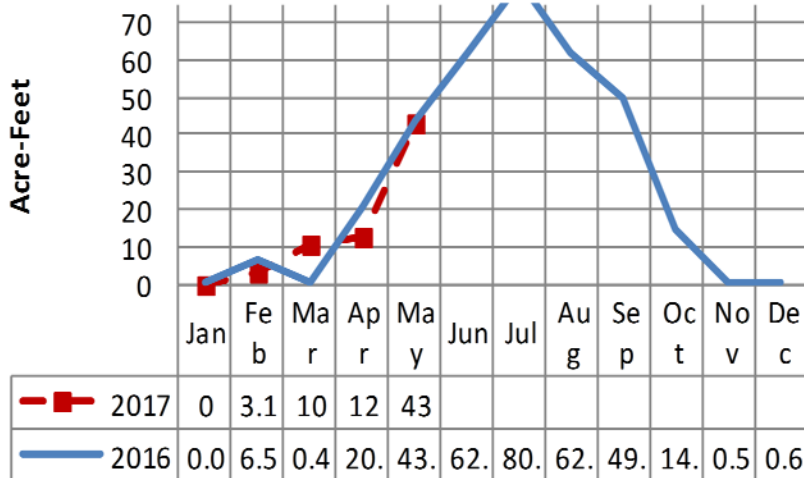
HVLCSD Municipal Well Production



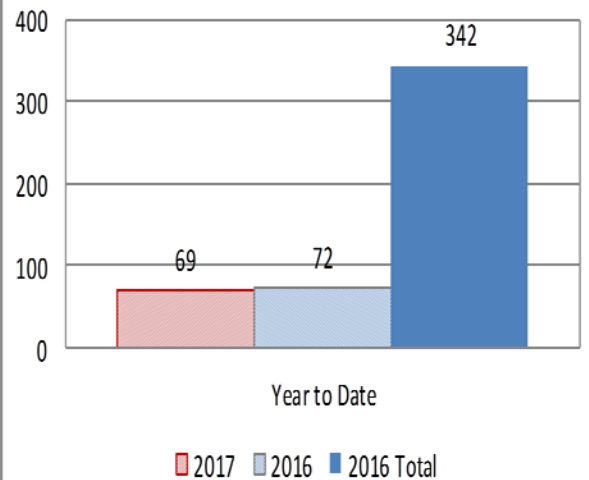
HVLCSD Municipal Well Production



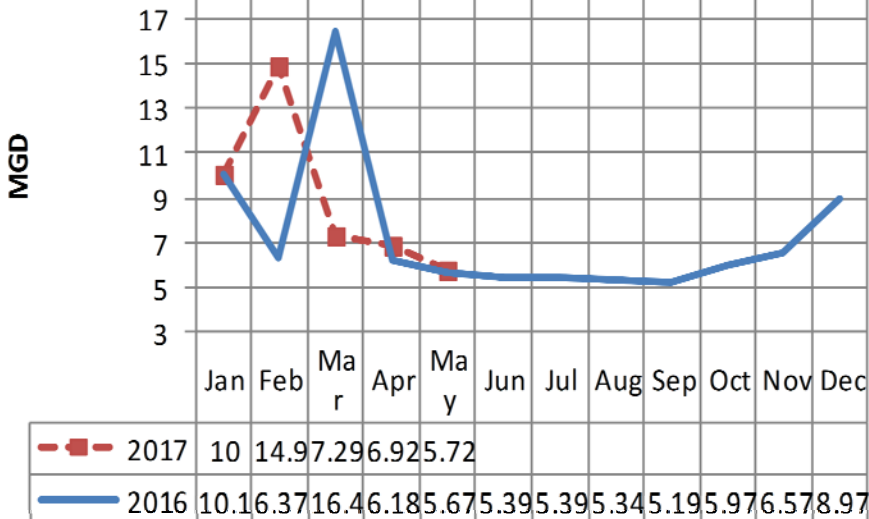
HVLCSD Municipal Reclaimed Water Use



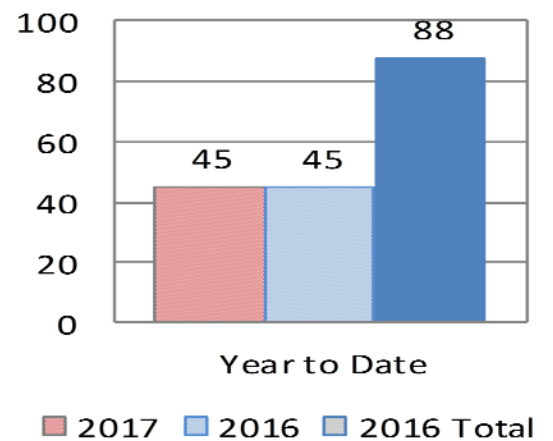
HVLCSD Municipal Reclaimed Water



HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent



May 2017 Field Report

Water Operations and Maintenance Highlights

- 5/9,5/11 Courtesy notices, lock offs
- 5/5 Calibration of production well flow meters
- 5/10 Leak repair on Magnolia
- 5/15 Leak repair on Ravenhill
- 5/22 Leak repair on Fox Glen
- 4/4 Repaired service line on Spyglass
- Routine operations and maintenance
- 5/24-5/31 Meter reads

Wastewater Operations and Maintenance Highlights

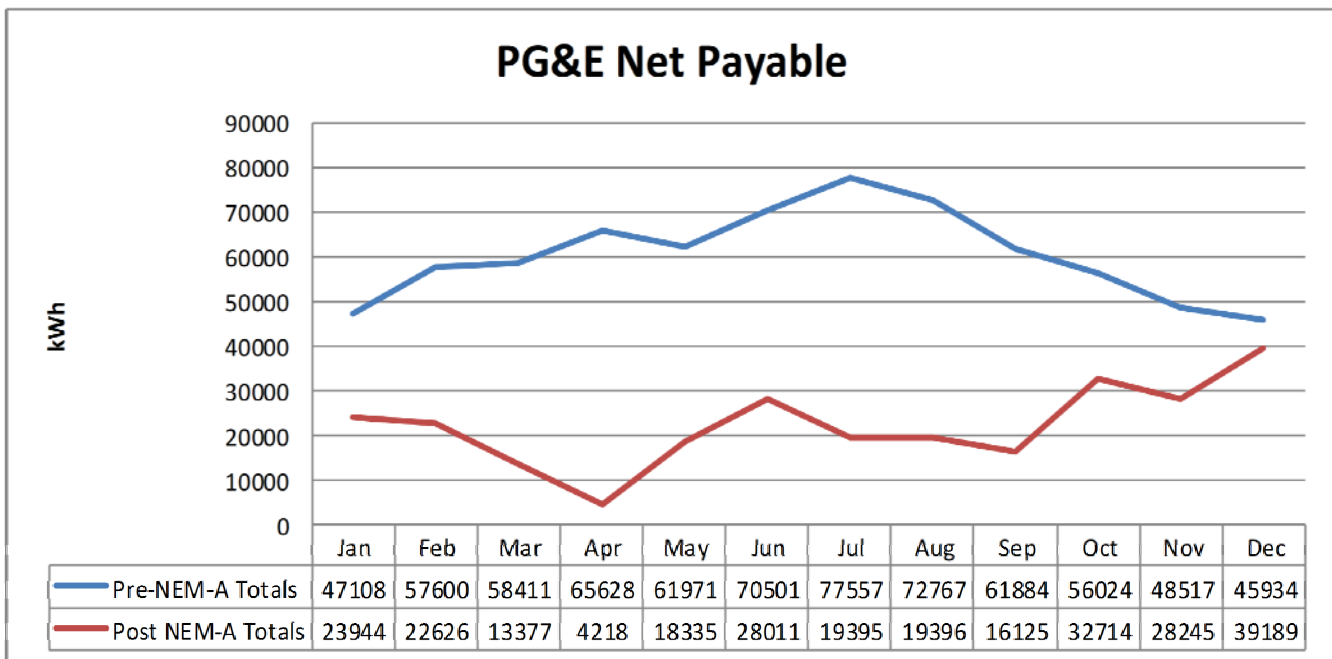
- 5/9,5/11 Courtesy notices, lock offs
- 5/2 Fan repair in chlorine feed room
- 5/5 Blower repair
- 5/9 Lift station 5 maintenance
- Developing List of Projects for FEMA funding
- Developing Water Balance Plan for NOV
- Managing chemical feed process
- 5/18 Maintenance & troubleshooting on WWTP pumps
- WWTP compressor troubleshooting
- Filtration basin hose repair
- 5/24-5/31 Meter reads
- Routine operations and maintenance

May 2017 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	223
Truck 3	4400
Truck 4	223
Truck 6	1004
Truck 7	1342
Truck 8	1192
Dump Truck	158
Backhoe	12.96
New Holland Tractor	12.5

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	93416.8	20675
Fuel Log	303.1	73.2
May Tank Level	347.83	391.30
April Tank Level	320.65	451.09

Vehicle Maintenance		
Vehicle	Type of activity	Time
None		





Hidden Valley Lake Community Services District

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

MEMO

To: Board of Directors
From: Kirk Cloyd
Date: June 20, 2017
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.

(The District offices were closed Monday May 29th in observance of Memorial Day.)

Water

1. Staff participated in the Regional Board inspection required every three to five years. Due to the Valley Fire and recovery efforts, it has been six years since the last inspection. Short falls and corrective items are mentioned during the inspection and expected in the final report are:
 - A. Replacement of wooden water storage tanks.
 - B. Improved funding source.
 - C. Reserve and CIP accounts for:
 - i. Infrastructure maintenance and improvements.
 - ii. Infrastructure and cyber security.

Sanitary Sewer

1. FEMA funding progress report:

Completed

 - A. Met with CalOES & FEMA representatives at Resources Scoping Meeting.
 - B. Met with CalOES & FEMA representatives for Permanent work site inspection.
 - C. Submitted HMGP NOIs for 6 separate projects.

In progress

 - A. Updating List of Projects as a result of Permanent work site inspection.
 - B. Submitting documentation supporting repair needs.

Stormwater

No updated information.



Hidden Valley Lake Community Services District

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707.987.9201
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www.hiddenvalleylakecsd.com

Human Resources

1. Two six-month probationary reviews were completed. Marty was moved to permanent fulltime status while Norman was recognized for meeting the requirements for the Operator II. Norman is currently filling the Waste Water position at the RWRP.
2. Staff attended the Webinar, "Anatomy of a CalPERS Audit."

Facilities

1. I coordinated and worked with the Konocti Conservation Camp #27 to conduct weed abatement of District property located at Fiddlers/Dallas Ct. (the old sewer pond & Tank Site 1) and along the Putah Creek Levee & the storm water basin. They will complete their assignment with the Levee around the tertiary pond at the RWRP.

Vehicles & Equipment

No updated information.

General Information

1. Staff continued to develop the 2017/18 Budget. After meeting with the Finance Committee, it was determined by all that the budget was ready for presentation to the entire Board at a Budget Workshop. The workshop was held on Tuesday June 13th.
2. Staff met with representatives from FEMA and CalOES at an Application Support Kickoff & Coordination Meeting for the requested reimbursement funds based on the storm damage earlier this year. Staff implemented all of the recommendations by the state and federal representatives to continue this ongoing project.
3. The "New" District Website went live June 1st, one month earlier than scheduled. There are a few modifications that will be implemented, pictures that will be replaced and the site will continue to grow with new information monthly. Also of note is that the District now owns the domain name, "hvlcsd.org." It is likely that the District will transition e-mail addresses to this domain in the future. Penny Cuadras is to be commended for all her work on this transition.
4. Water and sewer mainlines for the Valley Oaks project are under construction and expected to be in place prior to the start of the next school year.



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5. I attended Lake County's "Coffee with a Cop" at Mountain High Coffee Friday June 2nd meeting with members of Lake County Sheriff, the California Highway Patrol and the public to build community relations.
6. The District continues to work with Lake County LAFCO on the District's sphere of influence and boundaries. An expansion is required due to the Valley Oaks project expressed desire to annex into the District.
7. I consulted with District legal counsel on the proposed Schneider Electric projects noted at the May Board meeting. Counsel is supportive of the projects moving forward with agreed upon minor contract revisions.
8. I contacted specific constituents that expressed a concern about the weed abatement to update them on the status of the weed abatement and when to expect crews to remove the weeds.

Emergency Preparedness:

1. Staff attended the monthly countywide meeting: Emergency Response Planning For Public Water Systems. All draft decisions for the Lake County Emergency Handbook were completed and await review by the County OES Manager Dale Carnathan. Maps for the document are also ready to be incorporated into the document.
2. I registered for CalWARN as the G.M. and entered all certifications which they asked for.
3. I attended a two-day training offered at no charge by FEMA: Disaster Management for Water & Wastewater Utilities (TEEX MGT343).

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

DATE: June 20, 2017

AGENDA ITEM: Discussion and Possible Action: Discuss and approve the General Manager to execute an Agreement for Services contract with NBS for water, sewer and recycled rate study.

RECOMMENDATIONS:

Authorize General Manager to execute Agreement for Services contract with NBS for water, sewer and recycled water rate study, following review and approval of contract terms by District Counsel. Maximum contract value (initial contract and any subsequent scope of work amendments) not to exceed \$55,000.00 unless authorized by the Board.

FINANCIAL IMPACT:

Sufficient funding is available in budget line items 120-5110 (Sewer Contractual Services) and 130-5110 (Water Contractual Services) of the FY 2017-2018 budget.

BACKGROUND:

The District is seeking to retain a consultant to conduct a water, sewer and recycled water rate study this summer (July-August). The results of the study will provide the basis for establishing water, sewer and recycled water rates that adequately and equitably fund the District’s water, sewer and recycled water operations, while minimizing rate fluctuations. This study will explore tying future rate increases to the CPI for our area; similar to other districts, to avoid such costly endeavors. Staff submitted a request for proposal to NBS based on their knowledge of the District and prior gathering of data for the 2014 rate study in order to save on consulting fees. NBS submitted a proposal for services at a cost of \$55,000.00. Staff believes the NBS cost proposal is responsive and will best meet the District’s needs.

Staff is requesting authorization to retain NBS to conduct the forthcoming rate study for \$55,000.00.

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 June 20, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

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

DATE: June 20, 2017

AGENDA ITEM: Discussion and Possible Approval: Discuss the Water Energy Efficiency and Capital Reinvestment Program sponsored by Schneider Electric and authorize the General Manager to enter into an agreement to proceed

RECOMMENDATIONS: The Board is asked to approve transition from this estimated costs and savings effort, into a more formal design process where estimates become scopes and system performance guarantees. Recommendations will reduce energy costs, generate and store electricity for optimum use and upgrade water meter infrastructure.

FINANCIAL IMPACT: Estimated project costs are \$3,400,000. Grants and incentives of \$1,235,000 lower borrowed monies to \$2,165,000. Through grants, zero and low interest financing, Schneider Electric estimates annual debt service will be \$175,000 with annual revenues will be \$240,300, adding net new revenues to the Water, Wastewater and General Funds with a Return on Investments on borrowed monies of 9 years. Schneider Electric will assume financial risk and will guarantee utility savings to the District, for up to 15 years, or Schneider Electric will write a shortfall check.

BACKGROUND: Schneider Electric analyzed energy and water data, seeking to reduce utility and O&M costs. Hard and soft cost savings will immediately contribute to increase revenues, deferred maintenance and the building of financial reserves.

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 June 20, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



Investment Grade Design Development Agreement

This Investment Grade Design Development Agreement (“Agreement”), dated [INSERT DATE] (“Effective Date”) is entered into by and between Schneider Electric Buildings Americas, Inc. (“ESCO”) and the Hidden Valley Lake Community Services District (“Customer”) for the performance of an Investment Grade Audit to determine the final scope of work, electricity generation, electricity storage, electricity savings, water conservation, facility process optimizations and project price for a comprehensive process improvement and optimization program serving District customers.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth, ESCO and Customer agree with the following terms and conditions:

- Section A, Funding Sources**
- Section B, General Terms and Conditions**
- Section C, Design and Project Development**
- Section D, Preliminary Schedule**

IN WITNESS WHEREOF, the individual signing this Agreement on behalf of its respective party represents that s/he has the authority to execute this Agreement as a duly authorized representative of such party as set forth below.

Hidden Valley Lake Community Services District

Schneider Electric Buildings Americas, Inc.

By	_____	By	_____
	(Signature)		(Signature)
Print Name	_____	Print Name	_____
Title	_____	Title	_____
Date	_____	Date	_____



Section A: Funding Sources

- Clean Water State Revolving Fund, Green Project Reserve (GPR)
 - Clean Water State Revolving Fund, Green Project Reserve, State Revolving Fund (SRF)
 - Clean Renewable Energy Bond, issued by the Federal IRS
 - Self-Generation Incentive Program (SGIP), issued by the State of California
1. Administered by the California State Water Resources Control Board, Division of Financial Assistance, an application for financial assistance from the Clean Water Revolving Fund, Water Recycling Funding Program, Green Project Reserve, will be completed and submitted for the water meter replacement project funding.
 2. Green Project Reserve (GPR) funding may be used for planning, design and or building activities. Entire projects, or the appropriate discrete components of projects, maybe eligible for GPR. Projects do not have to be part of a larger capital project to be eligible. All projects or components counted toward the GPR requirement must clearly advance one or more of the objectives articulated in the four categories outlined in the Guidelines and Application
 3. Revolving Fund cannot provide funding for operations and maintenance costs, including training.
 4. Funding from the GPR cannot exceed \$4,000,000. Significant portions of the approved funding can be forgivable, the balance will be funded from the SRF at current interest rates.
 5. This project is dependent on successful acceptance of grant, zero and low interest loan funding;
 - a. Should Customer's funding applications be approved and all other conditions of payment satisfied, then Customer is obligated to pay ESCO for services rendered as outlined in Section C, FINANCIAL COMMITMENT.
 6. Schneider Electric will prorate the final cost of the IGA, should any of the projects outlined in Section 2 FACILITIES AND PROJECTS, are mutually found to not be viable for the Customer.

The District and Schneider Electric will investigate all other grants, zero and low interest loan programs in seeking funding for this project, such as those from the USDA, State of California Self Generation Incentive Program (SGIP) and Clean Renewable Energy Bonds (CREBS).

Section B: General Terms and Conditions

1. Entire Agreement

This Agreement, and any documents incorporated by reference, constitute the entire understanding between ESCO and Customer and supersedes all prior oral or written understandings relating to the subject matter herein. This Agreement may not be altered or modified except by written instrument signed by a duly authorized representative of each party.

2. Additional Services

Customer may request additional services, whereby ESCO's compensation and scope of services shall be adjusted accordingly. Any such modifications shall be negotiated in good faith and authorized via a written amendment to this Agreement signed by Customer and ESCO. Any such amendment must be properly executed by Customer and ESCO prior to any changes being implemented by ESCO. Upon execution of the amendment by Customer and ESCO, such additional services will become part of this Agreement and subject to the terms and conditions contained herein.

3. Confidentiality

Neither party shall disclose to others any Confidential Information. "Confidential Information" shall mean all information or material, whether revealed orally, visually, or in tangible or electronic form, that is competitively sensitive material not generally known to the public that relates to the business of a party to this Agreement, or any of their respective interest holders, unless such information: (i) was already rightfully known and in possession of the receiving party at the time of disclosure by the disclosing party; or (ii) is in or has or will be



entered into the public domain through no breach of this Agreement or other wrongful act of the receiving party; or (iii) has been rightfully received by the receiving party from a third party who is not known by the receiving party to be under obligation of confidentiality to disclosing party and without breach of this Agreement; or (iv) is independently developed by receiving party without reference to the Confidential Information; or (v) is approved for release by written authorization from the disclosing party. This confidentiality obligation shall terminate two (2) years from the date of this Agreement.

4. Insurance

ESCO and Customer shall each maintain insurance coverage, including without limitation, workers' compensation and employer's liability at statutory limits and commercial general liability insurance covering public liability and property damage with limits generally required for its respective industry with not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Such insurance shall be with reputable and financially responsible carriers authorized to transact business in the state in which the facilities are located and the services are being performed with an A.M. Best's rating of at least A- VII.

5. Governing Law

This Agreement will be governed, interpreted and construed by, under and in accordance with the laws, statutes and decisions of the state in which the facilities are located, without regard to its choice of law provisions.

6. Ownership of Work Products

All drawings, specifications and other documents and electronic data furnished by ESCO to Customer under this Agreement ("Work Products") are deemed to be instruments of service and ESCO shall retain the ownership and property interest therein, including the copyrights and intellectual property thereto. Drawings, specifications, and other documents and materials and electronic data are furnished for use solely with respect to the guaranteed Energy Savings Contract with ESCO.

Work Products may not be shared with any third parties, except to the extent as required by law, without the written permission of ESCO as referenced in this Section B:3.



Section C: DESIGN DEVELOPMENT

1. RESPONSIBILITIES

Customer Has or Will:

- A. Provide ESCO a minimum of twenty-six (26) months of metered electricity, gas and water accounts serving the entire District.
- B. Provide ESCO complete access to facilities for the purpose of performing water and energy efficiency analysis, measuring water and energy use, taking equipment inventory, determining operating schedules, identifying known operational deficiencies. Provide ESCO with complete operating procedures for WWTP and Domestic Water infrastructures, including O&M costs.
- C. Provide ESCO access to key personnel to discuss operating requirements.
- D. Provide ESCO equipment lists and copies, or the loan of facility plans, for the purpose of facilitating understanding of the characteristics and the current sequences of operation.
- E. Meet with ESCO during the Design Development to establish project criteria and make project decisions necessary for ESCO to complete in a timely manner.
- F. Inform ESCO at the point in which Customer becomes aware of any portions of scope that will not be included or funding that will not be available for final project implementation.
- G. Should the District move forward with a construction agreement, under California Contract Code 4217; then provide legal review of ESCO's said Agreement thirty (30) days prior to project completion of Design Development

ESCO Has or Will:

- A. Assist Customer in preparing grants, zero and low interest funding, including assisting in the completion of the General Information Package, Technical Package, Environmental Package and Financial Security Packages for the Green Project Reserve program.
- B. Conduct a project programming meeting, facility walk-through(s) and personnel interview(s) to gain an understanding of facility operations, concerns, needs, and desired performance criteria.
- C. Work with Customer to refine performance requirements, financial criteria, and project scope of work.
- D. Provide Customer a final list of equipment, software, construction and post construction support costs.
- E. Provide Customer a final and guaranteed energy and operational cost savings analysis demonstrating the simple ROI effect of project finances and operations.
- F. Provide Customer a Net Present Value lifecycle financial analysis cash flow.
- G. Provide Customer a Water and Energy Services Agreement including a section detailing a post construction Performance Assurance Support Services (PASS) plan for the facilities, detailing training, measurement and verification of energy savings and a water billing Revenue Protection Plan (RPP) on meter replacement.
- H. Provide Customer a final construction completion schedule.



2. FACILITIES and PROJECTS INCLUDED

The Design and Project Development effort will be performed in Customer's below mentioned facilities. Any additional facilities to be added in the future must be by mutual agreement between Customer and ESCO:

Facilities and Projects
Replacement of water meters with an Advanced Metering Infrastructure solution
New installation of a small in-line hydro to generate electricity for new well
Replacement of existing interior and exterior lighting at the main office
Replacement of HVAC thermostats at the main office
New installation of sub-meters to provide centralized monitoring
New installation of solar carport canopies providing both energy generation and shaded parking
New installation of VFD's on pumps and motors
New installation of solar battery energy storage for use by facilities during evening run hours

3. FINANCIAL COMMITMENT

- A. At the end of Design Development, Customer has two (2) choices:
 - Cancel project for any reason
 - Contract directly with ESCO using Government Code 4217

- B. If ESCO fulfills responsibilities of the Design Development and
 - Customer cancels the project, then Customer agrees to pay ESCO the full or mutually agreed to prorated \$80,000.
 - Within 90 days, Customer moves forward and approves the Water and Energy Services Construction Agreement, then Customer is under no payment obligation for the Design Development costs for they will be included in the subsequent Water and Energy Services Construction Agreement.

- C. Any payments are due and payable thirty (30) days from invoice date. Amounts unpaid thirty (30) days after the invoice date shall bear an interest rate of 1.5% per month (18% per annum).

- D. Customer agrees that until a guaranteed Water and Energy Services Agreement has been executed with ESCO or Customer has paid the Development Audit fee, the documents, engineering, data, and recommendations developed by ESCO are the intellectual property of ESCO and may not be shared with any third parties (except to the extent as required by law) without the written permission of ESCO.



Section D – Preliminary Schedule

Following is the proposed schedule for the Investment Grade Audit and Construction process:

Item	Target Schedule
Customer and ESCO submit initial application for GPR funding approval	April 12, 2017
District resolves, approves and executes Agreement for Design Development section, authorizing ESCO to proceed	June 20, 2017
ESCO and Customer conduct a Design Development Audit Kick-Off Meeting	May 31, 2017
Mid-term design status report to staff and Board	August 1, 2017
Subsequent GRP application sections are submitted for approval	August 19, 2017
Competitive subcontractor advertisements, pricing and selections	September 1, 2017
Final Design Development Audit completed and approved by Board	September 15, 2017
Board approves Water and Energy Services Construction Agreement with NTP subject to all financing in place	September 19, 2017
Grants, zero and low interest financing in place, NTP issued	November 2017
ESCO mobilizes, construction starts	December 2017
Project construction and acceptance by District	March 2018
Post construction measurement and verification	April 2018

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

DATE: June 20, 2017

AGENDA ITEM: Discussion and Possible Action: Adoption of FY 2017-2018 Budget and Investment Policy

RECOMMENDATIONS:

- 1) Conduct public hearing to receive public comment on recommended fiscal year 2017-2018 budget.
- 2) Adopt fiscal year 2017-2018 budget as recommended by staff or subsequently modified following public and/or Board member comment, via adoption of Resolution 2017-06.
- 3) Adopt Investment Policy for fiscal year 2017-2018 via adoption of Resolution 2017-07

FINANCIAL IMPACT:

Establish operating and capital improvement budgets, and policies related to the investment of District funds, for fiscal year 2017-2018.

BACKGROUND:

Pursuant to Government Code 61110, the Board must conduct a hearing to provide the public with an opportunity to comment on the proposed budget. Following the public hearing and Board discussion, staff recommends the Board adopt the fiscal year 2017-2018 budget by way of resolution.

Each year the Board adopts an Investment Policy in conjunction with the fiscal year budget. The Investment Policy defines the parameters within which the District's funds are to be managed. In 2012 the Finance Committee spent considerable time reviewing the District's long-standing Investment Policy, and a revised Investment Policy was subsequently adopted in October 2012 (aka October 2012 version). The October 2012 version ultimately became the FY 2013-2014 Investment Policy. Staff is once again recommending the Board adopt, by resolution, the October 2012 version as the District's FY 2017-2018 Investment Policy.

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 June 20, 2017, by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2017-2018 PRELIMINARY BUDGET:

SEWER ENTERPRISE FUND

2017-2018 BUDGET WORKSHEET

	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	6/2/2017 2016-2017 TO DATE	Proposed 2017-2018 BUDGET
REVENUE					
120-4020 PERMIT & INSPECTION FEES	300	300	300	300	500
120-4036 DEVELOPER SEWER FEES	-	-		0	
120-4045 AVAILABILITY FEES	8,800	8,600	7,000	7,112	7,000
120-4050 SALES OF RECLAIMED WATER	90,000	102,705	90,000	73,821	90,000
120-4111 COMMERCIAL SEWER USE	19,370	26,654	29,900	26,916	26,828
120-4112 GOVERNMENT SEWER USE	580	577	550	584	590
120-4116 SEWER USE CHARGES	969,100	638,673	936,850	878,121	1,153,051
120-4210 LATE FEE 10%	19,093	11,196	-	451	
120 4300 MISC INCOME	39,600	78,336	1,000	5,042	1,000
120-4310 OTHER INCOME	2,600	56,967	-	-	
120-4550 INTEREST INCOME	-	600	200	467	500
TOTAL REVENUE	1,149,443	924,607	1,065,800	992,815	1,279,469

EXPENSES

120-5010 SALARY & WAGES	458,725	440,640	466,487	372,591	484,739
120-5020 EMPLOYEE BENEFITS	119,078	99,736	143,800	111,889	122,404
120-5021 RETIREMENT BENEFITS	76,462	88,055	79,700	69,661	86,996
120-5022 CLOTHING ALLOWANCE	1,300	600	1,500	1,750	1,800
120-5024 WORKERS' COMP INSURANCE	21,700	11,672	12,200	10,540	9,500
120-5025 RETIREE HEALTH BENEFITS	7,211	19,330	13,938	10,498	10,500
120-5030 DIRECTOR HEALTH BENEFITS	34,793	34,072	46,460	36,059	38,556
120-5040 ELECTION EXPENSE	-	-	4,800	55	-
120-5060 GASOLINE, OIL & FUEL	8,790	14,804	10,000	6,254	8,000
120-5061 VEHICLE MAINT	11,012	8,676	7,500	8,922	7,500
120-5062 TAXES & LICENSE	619	501	650	404	500
120-5063 CERTIFICATIONS	400	703	750	230	1,500
120-5074 INSURANCE	14,735	15,890	14,000	17,131	18,000
120-5075 BANK FEES	12,750	11,479	11,000	12,906	13,400
120-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520	3,104	4,300	4,915	5,000
120-5090 OFFICE SUPPLIES	7,540	4,453	4,000	3,378	6,000
120-5092 POSTAGE & SHIPPING	1,300	653	5,350	4,682	5,000
120-5110 CONTRACTUAL SERVICES	40,000	42,933	-	3,569	-
120-5121 LEGAL SERVICES	9,500	10,910	10,000	2,599	10,000
120-5122 ENGINEERING SERVICES	34,000	25,699	26,400	27,818	27,000
120-5123 OTHER PROFESSIONAL SERVICE	51,000	53,045	1,500	2,736	90,000
120-5126 AUDIT SERVICES			7,200	8,629	7,500
120-5130 PRINTING & PUBLICATION	1,500	1,513	7,750	2,930	5,000
120-5135 NEWSLETTER	1,000	-	500	-	500
120-5145 EQUIPMENT RENTAL	990	2,867	6,700	2,105	5,000
120-5148 OPERATING SUPPLIES	11,699	11,988	12,300	18,561	18,000

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017-2018 PRELIMINARY BUDGET:
SEWER ENTERPRISE FUND**

2017-2018 BUDGET WORKSHEET

	2015-2016	2015-2016	2016-2017	6/2/2017 2016-2017	Proposed 2017-2018
	BUDGET	ACTUAL	BUDGET	TO DATE	BUDGET
120-5150 REPAIR & REPLACE	53,614	63,348	101,839	255,587	100,000
120-5155 MAINT BLDG & GROUNDS	8,400	13,434	8,000	7,629	10,000
120-5156 CUSTODIAL SERVICES	9,600	10,352	9,600	7,676	15,150
120-5157 SECURITY	460	147	500	773	5,000
120-5160 SLUDGE DISPOSAL	13,660	19,349	19,000	25,769	26,000
120-5170 TRAVEL & MEETINGS	1,880	1,456	1,900	932	1,900
120-5175 EDUCATION/SEMINARS	8,000	6,536	8,000	4,966	8,000
120-5176 DIRECTOR TRAINING	200	240	250	-	1,500
120-5179 ADM MISC EXPENSE	300	965	300	238	350
120-5191 TELEPHONE	6,960	9,141	7,300	9,056	8,500
120-5192 ELECTRICITY	17,291	32,570	19,000	33,778	37,888
120-5193 OTHER UTILITIES	2,600	2,337	2,600	1,823	2,600
120-5194 IT SERVICES			26,100	20,134	24,500
120-5195 ENV/MONITORING	33,000	36,413	34,000	30,148	32,000
120-5196 RISK MANAGEMENT	15,000	8,220	-	-	-
120-5198 ANNUAL OPERATING FEES	1,600	1,199	1,600	1,924	2,000
120-5310 EQUIPMENT - FIELD	1,149	905	1,500	-	1,500
120-5311 EQUIPMENT - OFFICE	1,271	60	1,300	-	1,300
120-5312 TOOLS - FIELD	524	799	1,000	412	1,000
120-5315 SAFETY EQUIPMENT	1,874	2,612	1,900	8,095	2,500
120-5545 RECORDING FEES	200	158	200	58	250
120-5590 NON-OPERATING OTHER	-	38		-	
120-5591 EXPENSES APPLICABLE TO PY	-	-		-	
120-5600 CONTINGENCY	40,636	2701	22,000	-	10,000
140-5192 ELECTRICITY - FLOOD CONTROL	-	-	-	-	4,000
TOTAL EXPENDITURES	1,148,843	1,116,303	1,166,674	1,149,810	1,278,333
					1,136

USDA SOLAR LOAN

REVENUE

219-1130 USDA SOLAR LOAN	105,957	(no longer receiving PGE rebate payments)
319 -1130 SOLAR RESERVE	35,334	Loan Balance 565,000

EXPENSE

219-5522 INTEREST ON LONG-TERM DEBT	16,718
219-5599 PRINCIPAL PMT	15,500
TOTAL EXPENDITURES	32,218

Balance does not include Solar Reserve Funds **73,739**

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017-2018 PRELIMINARY BUDGET:
WATER ENTERPRISE FUND**

2017-2018 BUDGET WORKSHEET

	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	6/2/17 2016-2017 TO DATE	Proposed 2017-2018 BUDGET
REVENUE					
130-4035 RECONNECT FEES	13,000	14,570	13,000	16,240	13,000
130-4038 COMM WATER CONNECTIONS	-	-	-	-	
130-4039 WATER METER INSTALLATION	300	850	500.00	1,650.00	1,000
130-4040 RECORDING FEE INCOME	100	66	100.00	328.02	100
130-4045 AVAILABILITY FEES	35,000	35,612	20,000.00	29,059.25	25,000
130-4110 COMMERCIAL WATER USE	32,600	49,230	77,850.00	75,439	84,081
130-4112 GOVERNMENT WATER USE	844	3,858	5,100.00	6,088	6,101
130-4115 WATER USE CHARGES	1,024,100	1,117,689	1,491,050.00	1,224,489	1,516,739
130-4210 LATE FEE 10%	25,014	25,224	25,000.00	29,849	28,000
130 4215 RETURNED CHECK FEE	700	1,125	1,000.00	1,100	1,200
130-4300 MISC INCOME	1,100.00	6,229.97	1,500.00	8,455	1,500
130-4310 OTHER INCOME	5,800	99,265	-	-	
130-4550 INTEREST INCOME	-	358	-	509	500
TOTAL REVENUE	1,138,558	1,354,076	1,635,400	1,393,205	1,677,222
EXPENSES					
130-5010 SALARY & WAGES	458,725	461,471	487,886	291,820	380,957
130-5020 EMPLOYEE BENEFITS	119,078	102,394	144,400	107,680	109,194
130-5021 RETIREMENT BENEFITS	232,837	340,218	82,700	60,650	86,996
130-5022 CLOTHING ALLOWANCE	1,900	600	1,500	1,750	1,800
130-5024 WORKERS' COMP INSURANCE	21,700	25,075	12,200	10,540	9,500
130-5025 RETIREE HEALTH BENEFITS	7,211	7,093	13,938	9,513	10,400.00
130-5030 DIRECTOR HEALTH BENEFITS	34,793	33,887	46,460	36,059	38,556.00
130-5040 ELECTION EXPENSE	-	-	4,800	55	-
130-5060 GASOLINE, OIL & FUEL	8,788	10,485	10,000	6,152	6,000
130-5061 VEHICLE MAINT	3,521	6,521	7,500	8,839	7,500
130-5062 TAXES & LICENSE	1,153	423	1,200	404	1,200
130-5063 CERTIFICATIONS	220	283	600	919	600
130-5074 INSURANCE	14,735	16,134	14,000	17,131	25,000
130-5075 BANK FEES	12,750	11,464	11,000	12,536	13,400
130-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641	16,700	17,300	20,387	21,000
130-5090 OFFICE SUPPLIES	7,900	3,979	4,900	3,378	5,000
130-5092 POSTAGE & SHIPPING	1,300	651	5,350	4,682	6,000
130-5110 CONTRACTUAL SERVICES	43,650	48,680	-	3,617	
130-5121 LEGAL SERVICES	9,445	15,404	10,000	2,599	10,000
130-5122 ENGINEERING SERVICES	37,500	7,884	44,500	53,294	60,000
130-5123 OTHER PROFESSIONAL SERVICE	73,200	164,060	1,500	2,086	35,000
130-5126 AUDIT SERVICES			7,200	8,629	7,500
130-5124 WATER RIGHTS	10,428	37,280	85,056	12,129	70,000
130-5130 PRINTING & PUBLICATION	1,500	1,513	7,750	2,524	7,750

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017-2018 PRELIMINARY BUDGET:
WATER ENTERPRISE FUND**

2017-2018 BUDGET WORKSHEET

	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	6/2/17 2016-2017 TO DATE	Proposed 2017-2018 BUDGET
130-5135 NEWSLETTER	1,000	-	1,100	-	500
130-5145 EQUIPMENT RENTAL	-	40,588	17,650	4,746	17,500
130-5148 OPERATING SUPPLIES	1,107	2,297	1,400	1,145	1,400
130-5150 REPAIR & REPLACE	62,888	217,314	160,000	154,992	185,000
130-5155 MAINT BLDG & GROUNDS	8,400	7,102	8,400	7,414	8,509
130-5156 CUSTODIAL SERVICES	10,000	10,349	9,600	6,477	3,750
130-5157 SECURITY	460	147	450	479	5,000
130-5170 TRAVEL & MEETINGS	3,200	2,012	3,200	1,264	4,000
130-5175 EDUCATION/SEMINARS	8,000	2,889	8,000	7,184	8,000
130-5176 DIRECTOR TRAINING	800	295	1,000	1,156	1,500
130-5179 ADM MISC EXPENSE	300	239	300	238	350
130-5191 TELEPHONE	6,958	6,709	8,000	9,055	9,100
130-5192 ELECTRICITY	132,166	135,970	96,000	81,776	107,711
130-5193 OTHER UTILITIES	2,627	1,425	2,200	1,823	2,200
130-5194 IT SERVICES	-	-	21,800	22,935	24,500
130-5195 ENV/MONITORING	24,000	15,364	21,600	8,965	15,000
130-5196 RISK MANAGEMENT	300	-	-	-	-
130-5198 ANNUAL OPERATING FEES	22,400	19,107	20,100	29,463	30,000
130-5310 EQUIPMENT - FIELD	1,149	-	2,000	-	2,000
130-5311 EQUIPMENT - OFFICE	1,271	49	1,000	-	1,000
130-5312 TOOLS - FIELD	1,681	737	2,000	322	2,000
130-5315 SAFETY EQUIPMENT	1,531	2,346	1,700	6,495	2,500
130-5505 WATER CONSERVATION	10,000	5,208	9,000	5,567	9,000
130-5545 RECORDING FEES	200	158	200	58	250
130-5600 CONTINGENCY	50,000	43,071	45,000		45,000
218-5522 INTEREST LONG TERM DEBT				69,942	66,600
218-5595 CIEDB LOAN ANNUAL FEE				6,029	5,741
218-5599 PRINCIPAL PMT				95,989	99,330
320-Water Capital Fund (7% Water Rev)					106,000
TOTAL EXPENDITURES	1,470,413	1,825,574	1,463,440	1,200,886	1,676,795
					427

Loan Payment:

Annual Payment - CIEDB	171,672
Fund 218 Balance	38,286 (15.08% of monthly Water revenue)
Fund 350 Reserve	172,183
Loan Balance	1,814,480



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017-2018 Preliminary Budget

CAPITAL

Sewer	Budget	Yr to Date Actual
Repair Sewer Lateral Leaks	40,000.00	
Preliminary Design-Chlorine Disinfection Facility	45,000.00	
Install Security Fencing at Lift Station 1 & 4	10,000.00	
Chlorine Tank Auto shut-off	32,000.00	
Total	127,000.00	-

Water	Revenue	Yr to Date Actual
FUND 320 Water Capital Fund (7% Water Use Revenue)	106,000	
Total	106,000	-



Hidden Valley Lake Community Services District

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

In preparation of adoption of the 2017-2018 Fiscal Year Budget for the Hidden Valley Lake Community Services District, the Board of Directors will hold a budget workshop on June 13, 2017 at 5:30p.m. The final budget will be presented for approval at the June 20, 2017 regular board meeting at 7:00 p.m. Both meetings will be held in the District's boardroom at 19400 Hartmann Road, Hidden Valley Lake, California.

PLEASE TAKE NOTICE that the Secretary to the Board of the Hidden Valley Lake Community Services District has called a hearing to set forth a resolution for adoption of the 2017-2018 fiscal year budget. The Hidden Valley Lake Community Services District's Board of Directors will conduct a hearing, including possible adoption of the 2017-2018 fiscal year budget at the June 20, 2017 regular board meeting at 7:00p.m. at 19400 Hartmann Road, Hidden Valley Lake, California. At that time and place, any interested person, including all persons owning property within the District, may appear and be heard to address the proposed 2017-2018 fiscal year budget.

If you have any questions, please contact the District Office at (707) 987-9201.

Kirk Cloyd, General Manager/Secretary to the Board

Posted: June 8, 2017



RESOLUTION NO 2017-06
A RESOLUTION FIXING AND APPROVING BUDGET
FOR FISCAL YEAR 2017-2018

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

RESOLVED, by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California as follows:

1. That the balance on hand as of June 20, 2017 in each of the funds of the District shall be reserved for use by the District during the fiscal year 2017-2018.
2. That the budget for said District for the fiscal year 2017-2018 heretofore presented to the Board and a copy of which hereto attached is approved.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 20th day of June 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim Lieberman
President of the Board
Hidden Valley Lake
Community Services District

Kirk Cloyd
General Manager/Secretary to the Board
Hidden Valley Lake
Community Services District



RESOLUTION NO. 2017-07

A RESOLUTION APPROVING AND ADOPTING
INVESTMENT POLICY FOR FISCAL YEAR 2017-2018

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

RESOLVED, by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, that certain Investment Policy for Fiscal Year 2017-2018, attached hereto and setting forth the policy for investment of District's funds for said Fiscal Year, be and it is hereby, approved and adopted as the Official Investment Policy of this District for Fiscal Year 2017-2018.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 20th day of June 2017, by the following vote:

AYES,

NOES,

ABSENT,

ABSTAIN,

Jim Lieberman
President of the Board

Kirk Cloyd
General Manager/Secretary to the Board



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
INVESTMENT POLICY
FY 2017-2018

Except for immediate cash requirement or pursuant to specific action by the Board of Directors, the District shall invest all of its surplus funds with the Local Agency Investment Fund, administered by the Treasurer of the State of California, or in a money market fund held with the District's Service Bank to assure in priority order; Safety; Liquidity and Yield with minimum risk and administrative cost.

Upon a positive vote by the Board, the District may invest in other securities and instruments as noted in Appendix A within the limitations indicated.

Reporting

District Staff shall prepare a monthly report titled "Investment Report", for review by the Board at its regular monthly meetings. This report shall display:

1. Monthly investments by the District
2. Rate of return and yield by item
3. Total interest income for the period

Total interest income earned for the period shall agree with the District's monthly financial reports.

The report shall include the type of investment, issuer, and account balance. For investments in the Local Agency Investment Fund, in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, or in a county investment pool, the report may instead attach the most recent statement received from the institutions. The monthly report shall state that the portfolio complies with this Investment Policy or the manner in which the portfolio is not in compliance. Monies not required for immediate needs shall be considered surplus funds and shall be invested to provide the highest yield and liquidity at the minimum level of risk, until needed for payment of District obligations.

The Full Charge Bookkeeper, or designee, shall present the Investment Report to the Board of Directors for consideration at the District's regular monthly meetings.

Service Bank

The Board shall designate a State or Federally chartered bank, operating within the State of California, to serve as the District's primary service bank, and the District shall use said bank as a clearing house for all funds.

Safekeeping Account

When practical all negotiable securities shall be held in a safekeeping account at the Trust Department of the designated District Service Bank.

Investment Documentation and Review

Each investment transaction must be duly documented. All dealer and safekeeping confirmations are to be reviewed by a person other than the person initiating the transaction. Any discrepancies must be resolved immediately and a new confirmation issued.

Audit

The Board shall establish an annual process of independent review by an external auditor. This review shall provide internal control by assuring compliance with policies and procedures. The external auditor shall submit a report of his/her findings for consideration by the Board. Upon deliberation, the Board shall consider the report and by official action accept or reject it.

Policy Review

The Hidden Valley Lake Community Services District's Investment Policy shall be adopted by resolution of the Board of Directors on an annual basis. This Investment Policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation to principal, liquidity and yield, and its compliance with current law and relation to financial and economic trends. Any amendments to the policy shall be forwarded to the Board of Directors for approval.

Standard of Care (Prudent Investor Standard)

The standard of care to be used in investing District funds shall be the prudent investor standard described in Government Code section 53600.3 and shall be applied in the context of managing an overall portfolio. The Board, acting in accordance with written procedures and this Investment Policy, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Legislative Changes

Any State of California legislative action that further restricts allowable maturities, investment type or percentage allocations will be incorporated into the Hidden Valley Lake Community Services District's Investment Policy and supersedes any and all previous applicable language.

Interest Earnings

All monies earned and collected from investments authorized in this policy shall be allocated monthly to various fund accounts based on the cash balance in each fund as a percentage of the entire pooled portfolio.



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
INVESTMENT POLICY

APPENDIX A

Authorized Investments

Investments of District Funds are governed by the California Government Code Sections 53600 et seq. Within the context of those limitations, the following investments are authorized as further limited herein:

<u>INSTRUMENT</u>	<u>PERCENTAGE OF PORTFOLIO</u>
Repurchase Agreements	0 to 100%
Local Agency Investment Fund	0 to 100%
U.S. Treasury Bonds/Notes/Bills	0 to 100%
U.S. Government Agency Obligations	0 to 100%
Bankers' Acceptances	0 to 40%
Commercial Paper	0 to 15%
Negotiable Certificates of Deposit	0 to 30%
Time Certificates of Deposit	0 to 25%
Reverse Repurchase Agreements	0 to 20%

1. United States Treasury Bills, Bonds, Notes or certificates of indebtedness or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.

2. Obligations issued by the Government National Mortgage Association (GNMA), the Federal National Mortgage Association (FNMA), the Federal Home Loan Bank Board (FHLB), the Federal Farm Credit System (FFCB), and the Federal Home Loan Mortgage Association (FHLMC). There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.

Investments detailed in items 3 through 10 are further restricted to percentage of the cost value of the portfolio in any one user name to a maximum of 15%. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth. Again, a five-year maximum maturity limitation is applicable unless further restricted by this policy.

3. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise as Bankers' Acceptances. Bankers' Acceptances purchased may not exceed 270 days maturity or 40% of the cost value of the portfolio. Bankers' Acceptances may only be purchased from the top 100 Banks of the World as compiled by American Banker from Merrill Lynch.

4. Commercial paper ranked P1 by Moody's Investor Services or A1+ by Standard & Poor's, and issued by domestic corporations having assets in excess of \$500,000,000 and having an AA or better rating on its' long term debentures as provided by Moody's or Standard and Poor's. Purchases of eligible commercial paper may not exceed 180 days to maturity nor represent more than 10% of the outstanding paper if the issuing corporation. Purchases of commercial paper may not exceed 15% of the cost value of the portfolio.

5. Negotiable Certificates of Deposit will be issued by nationally or state chartered banks or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. A maturity limitation of five years is applicable.

6. Repurchase agreements which specify terms and conditions may be transacted with banks and broker dealers. The maturity of the repurchase agreements shall not exceed 90 days. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff and shall not be allowed to fall below 102% of the value of the repurchase agreement.

7. Reverse repurchase agreements which specifies terms and conditions may be transacted with broker dealers and financial institutions but cannot exceed 20% of the portfolio value on the date entered into. The District may enter into reverse repurchase agreements only to fund short term liquidity needs. The term of reverse repurchase agreements may not exceed 92 days. Prior approval by the Board is required. The underlying securities must have been owned by the District at least 30 days before sale.

8. Local Agency Investment Fund (LAIF) which is a State of California managed investment pool may be used up to the maximum permitted by California State Law.

9. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type.

10. Moneys held by a trustee or fiscal agent and pledged to the payment or security of notes, bonds, or other indebtedness, or obligations under a lease, installment sale, or other agreement, or certificates of participation in such obligations (collectively "debt obligation"), may be invested in accordance with the statutory provisions governing the issuance of those debt obligations or in accordance with the ordinance, resolution, indenture, or agreement providing for their issuance.

AUTHORIZED BROKERS: Purchases and sales of securities shall be made through firms designated as Primary Dealers by the Federal Reserve Board; furthermore, the firm must operate from an office within this state.

INVESTMENT PURCHASES: Purchases shall attempt to be made in minimum amounts of \$1,000, par value. When practical, a minimum of three bids shall be obtained to insure competitive pricing. Investments shall be held in the safekeeping account with the exception that Time Certificates of Deposit shall be delivered to the District's vault and held until maturity. All transactions will be settled on payment vs. delivery.

INVESTMENT SALES: Securities may be sold prior to maturity to provide for cash flow needs. Securities shall not be sold for less than cost plus accrued interest without prior approval of the Board. Three bids should, when possible, be obtained to insure competitive pricing. Settlement shall be on a payment vs. delivery basis.

SWAP TRADES: The concurrent sale of an owned investment and purchase of a substitute investment may be performed provided the transaction results in a minimum gain of \$600.00. Normally, the maturity of the new investment should be within two weeks in either direction of the maturity of the security sold.

REPURCHASE AGREEMENT: Repo's shall be collateralized by Government Securities, Bankers' Acceptance, Commercial Paper or Negotiable Certificates of Deposit. Collateral will be included in percentage limitations under authorized investments. The market value plus accrued interest of the collateral must equal or exceed 102% of the repo cost at all times. All collateral shall be delivered to the safekeeping account or to the District.

REVERSE REPURCHASE AGREEMENT: Securities may be sold under an agreement to repurchase only when necessary to fund short term cash flow needs. However, each such transaction must be approved in advanced by the Board. Securities sold under such agreement to repurchase shall at no time be in excess of \$300,000, nor for a longer period than 92 days.

CREDIT REQUIREMENTS: For the purpose of this Policy, all Domestic Banks are limited to those with a current Thomson Bank Watch Inc. rating of "B/C" or better and a TBW-1 short term rating. The Investment Group is granted the authority to specify approved California Banks with a Thomson Bank Watch Inc. rating of "C" or better and TBW-2 rating where appropriate. Foreign Banks with domestic licensed offices must be AAA for country risk and "B" or better and a TBW-1 short term for the company by Thomson Bank Watch Inc. Domestic Savings Banks must be rated "B/C" or better and a TBW-1 short term rating by Thomson Bank Watch Inc.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

The Board of Directors
Hidden Valley Lake Community Services District
Hidden Valley Lake, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of business-type activities and each major fund of Hidden Valley Lake Community Services District, California (District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated March 14, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and recommendations that we consider to be material weaknesses. (2016-001)

The Board of Directors
Hidden Valley Lake Community Services District
Hidden Valley Lake, California

Compliance and Other Matters

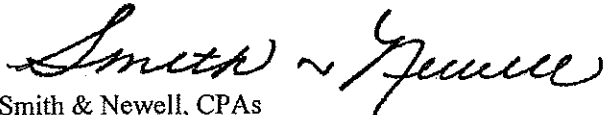
As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

District's Response to Finding

The District's response to the finding identified in our audit is described in the accompanying schedule of findings and recommendations. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Smith & Newell, CPAs
Yuba City, California
March 14, 2017

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Schedule of Findings and Recommendations
For the Year Ended June 30, 2016

2016-001 Account Balances (Material Weakness)

Condition

During our audit, we noted the following:

1. Approximately \$220,000 of cash and investments was not reported on the general ledger.
2. Intergovernmental receivables/revenues were not recorded.
3. Assessments receivable for June 30, 2015 had not been reversed out of the account balance and the June 30, 2016 balance had not been recorded.
4. Prepaid accruals for June 30, 2015 had not been reversed out of the balance and the current year amounts recorded.
5. Miscellaneous revenues of approximately \$76,983 were recorded as a liability and should have been recorded as revenue.
6. The payroll tax accrual was posted twice.
7. The June 30, 2015 interest payable liability was not reversed out of the current balance.
8. The debt payment had not been recorded against the loan balance and the additional debt refunding of \$300,000 had not been recorded.

Cause

We noted that cash and investments, intergovernmental receivables, prepaids, salaries payable, interest payable, and debt payable were not adjusted as necessary to accurately reflect current balances.

Criteria

Generally accepted accounting principles require that account balances be adjusted as necessary to reflect current balances.

Effect of Condition

Accounts were not properly adjusted prior to the start of the annual audit.

Recommendation

We recommend that the District reconcile and adjust account balances in a timely manner.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Schedule of Prior Year Findings and Recommendations
For the Year Ended June 30, 2016

<u>Audit Reference</u>	<u>Status of Prior Year Audit Recommendation</u>
2015-001	Account Balances Recommendation We recommend that the District reconcile and adjust account balances in a timely manner. Status In Progress

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Management's Corrective Action Plan
For the Year Ended June 30, 2016

Finding 2016-001 Account Balances (Material Weakness)

We recommend that the District reconcile and adjust account balances in a timely manner.

Responsible Individual: Trish Wilkinson, Full Charge Bookkeeper

Corrective Action Plan: Accounts will be properly reconciled and adjustments will be made in a timely manner. The full charge bookkeeper is currently enrolled in college accounting classes.

Anticipated Completion Date: June 30, 2017

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

DATE: June 20, 2017

AGENDA ITEM: Discussion and Possible Approval: Discuss and approve the General Manager’s authority to enter into an agreement with Civic Spark, Water Action Fellowship.

RECOMMENDATIONS: Approve the General Manager’s authority to enter into an agreement with Civic Spark, Water Action Fellowship.

FINANCIAL IMPACT: \$41,000.000 per Fellowship providing 2 Interns per Fellowship, pending approval of agreement for services of independent contractor, with a total of \$81,000.00

BACKGROUND: Local Government Commission (LGC) has contracted with the Corporation for National and Community Service (CNCS) to implement CivicSpark Water as an AmeriCorps program. Fellows can only work on service outlined in performance measures approved by CNCS. These performance measures define how CivicSpark Water will provide service to local public agencies by conducting research, planning, or implementation projects, engaging volunteers, and transferring knowledge to local public agency staff.

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 June 20, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT is made and entered into as of <date> by and between Hidden Valley Lake Community Services District, ("Partner") and the Local Government Commission ("LGC").

RECITALS

- A. Partner desires to engage LGC to provide certain services through the CivicSpark Water program.
- B. CivicSpark Water is a federally funded AmeriCorps program operated by LGC, in which LGC recruits, hires, and supervises emerging professionals.
- C. CivicSpark Water builds local public agency capacity via cross-sector network development and completion of specific research, planning, or implementation service projects. CivicSpark Water Fellows will serve with local leaders responding to statewide priorities in water resources management, such as integrated water management, the Sustainable Groundwater Management Act (SGMA) and the California Water Action Plan. Fellows can only work on contracted and allowable service activities (Exhibit "A").
- D. LGC desires to provide those services and to be compensated accordingly.
- E. The Partner and LGC enter into this Agreement in order to memorialize the terms concerning LGC's performance of the services and the Partner's obligations with respect thereto.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual agreements set forth herein, the Partner and LGC hereby covenant and agree as follows:

1. Appointment. The Partner hereby appoints LGC as an independent contractor to perform the services described in Exhibit "B", "Scope of Services" attached hereto. LGC hereby accepts such appointment on the terms and conditions set forth herein.

The Partner also agrees to the responsibilities and roles as described in Exhibit "C", as they relate to the Partner's participation in the CivicSpark: Water Action Fellowship. The Partner hereby accepts such responsibilities on the terms and conditions set forth herein.

Neither party may vary the scope of services described in Exhibit "B" or responsibilities in Exhibit "C" except as expressly agreed to in writing by the other party. The budgets for direct labor and expenses are based on the services described in Exhibit "B." Any modification of the scope of services may affect direct labor costs and project expenses and must be approved in writing by Partner

2. Performance of Consulting Services. LGC shall perform the services in a diligent, competent and professional manner.

3. Consulting Fee; Reimbursable Expenses.

(a) The Partner shall pay LGC a fee for the services provided, as described in Exhibit "D," "Description of Compensation," attached hereto.

(b) LGC shall be entitled to reimbursement for out-of-pocket expenses incurred in the performance of this Agreement, limited to those expenses listed in Exhibit "E," "Reimbursable Expenses," attached hereto, up to the maximum amount set forth in Exhibit "E." Upon receipt of LGC's invoice, Partner shall notify LGC if it has any exceptions to LGC's invoice. When LGC and Partner are in agreement on the terms of LGC's invoice, Partner shall submit the invoice for payment. The Partner shall reimburse LGC within thirty (30) days of receiving the invoice.

4. Term. The term of this Agreement shall commence and LGC's duties and responsibilities under this Agreement shall begin as of the date first written above and shall continue, as agreed to in the timeline defined in Exhibit "F". This agreement is subject to earlier termination as provided herein, until the services are complete and all compensation and reimbursable expenses are paid to LGC.

This agreement may be terminated at anytime by either party for good cause. This agreement may be terminated by either party, without cause, upon 30 days written notice to the non-terminating party.

5. Excuse of Performance. LGC's obligation to perform the services specified in this contract shall be excused if the performance is prevented or substantially delayed due to circumstances not caused, in whole or in part, by LGC, including any such circumstances caused by the Partner.

6. Independent Contractor. It is the intent of the parties that LGC is and shall remain an independent contractor, and LGC shall (i) comply in all material respects with all the laws, rules, ordinances, regulations and restrictions applicable to the services, and (ii) pay all federal and state taxes applicable to LGC, whether levied under existing or subsequently enacted laws, rules or regulations. The parties hereto do not intend to create an employer-employee or master-servant relationship of any kind.

7. Insurance. LGC agrees to maintain: (1) commercial general liability insurance with minimum limits of \$1,000,000, written on an occurrence form basis, protecting it from claims for personal injury (including bodily injury and death) and property damage which may arise from on in connection with the performance of Consultant's Services hereunder or from or out of any act or omission of Consultant, its officers, directors, agents, subcontractors or employees; (2) professional liability insurance with minimum limits of \$1,000,000; (3) worker's compensation insurance as required by law; and (4) hired and non-owned auto insurance with minimum limits of \$1,000,000 for each accident. If requested, LGC shall provide a certificate of said insurance and an additional insured endorsement to the Partner within 10 days of the execution of this Agreement.

8. Limitation of Liability. With regard to the services to be performed by the LGC pursuant to the terms of this Agreement, the LGC shall not be liable to the Partner, or to anyone who may claim any right due to LGC's relationship with the Partner for any acts or omissions in the performance of said services on the part of the LGC, except when said acts or omissions are the result of any willful

misconduct by LGC. Partner shall hold the LGC free and harmless from any obligations, costs, claims, judgments, attorney's fees, and attachments arising out of the services rendered to the Partner pursuant to the terms of this Agreement or in any way connected with the rendering of said services, except when the same shall arise due to the willful misconduct of the LGC.

9. Ownership of Documents. Ownership of any designs, plans, maps, reports, specifications, drawings, and other information or items produced by LGC while performing Services under this Agreement will be assigned to and owned jointly by LGC and Partner. The original of all reports, memoranda, studies, plans, specifications, drawings, materials, exhibits, maps or other similar or related documents prepared by LGC in the performance of the Services for the Partner shall be the joint property of LGC and the Partner.

10. Notices. All notices or other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when delivered if personally delivered, or three (3) business days after mailing if mailed by certified mail, postage prepaid, return receipt requested, and shall be addressed as follows:

To the Partner:

Alyssa Gordon
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
707-987-9201
707-987-3237
agordon@hiddenvalleylakecsd.com

To LGC:

Linda Cloud
Local Government Commission
980 9th Street, Suite 1700
Sacramento, CA 95814-2736
916-448-1198
916-448-8246 fax
lcloud@lgc.org

Either party may change its address by giving written notice thereof to the other party.

11. Attorneys' Fees. The party prevailing in any action at law or in equity necessary to enforce or interpret the terms of this Agreement shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

12. Governing Law. This Agreement shall be governed by the laws of the State of California.

13. Entire Agreement; Amendments. This Agreement contains all of the agreements of the parties hereto with respect to the matters contained herein and no prior or contemporaneous agreement or understanding, oral or written, pertaining to any such matters shall be effective for any purpose. No provision of this Agreement may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest.

14. Headings. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement.

15. Severability. If any paragraph, section, sentence, clause or phrase contained in this Agreement shall become illegal, null or void or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining paragraphs, sections, sentences, clauses or phrases contained in this Agreement shall not be affected thereby.

16. Waiver. The waiver of any breach of any provision hereunder by any party hereto shall not be deemed to be a waiver of any preceding or subsequent breach hereunder.

17. Warranty of Authority. Each of the undersigned hereby warrants that he/she has authority on behalf of his or her principal to execute this Agreement and to bind such principal to the terms hereof.

18. Counterparts. This Agreement may be executed by electronic or hard-copy signature and in any number of counterparts, each of which shall be deemed to be one and the same instrument. The exchange of executed copies of this Agreement by facsimile, email or other electronic transmission will constitute effective execution and delivery of this Agreement for all purposes. Signatures of the parties transmitted by such methods will be treated in all respects as having the same effect as an original signature.

DATED:

Kirk Cloyd, General Manager
PARTNER

DATED:

Linda Cloud, Managing Director
LOCAL GOVERNMENT COMMISSION

Exhibit “A” Contracted Performance Measures and Prohibited Activities

LGC has contracted with the Corporation for National and Community Service (CNCS) to implement CivicSpark Water as an AmeriCorps program. Fellows can only work on service outlined in performance measures approved by CNCS. These performance measures define how CivicSpark Water will provide service to local public agencies by conducting research, planning, or implementation projects, engaging volunteers, and transferring knowledge to local public agency staff. The project scope in exhibit A must align with the measures below:

- 1) Capacity Building for Local Public Agencies – Fellows’ direct service hours must be spent building capacity for local public agency beneficiaries to address regional water resource management issues, assisting them to develop projects that they would otherwise not be able to complete. Fellows will build capacity by assisting beneficiaries to develop projects that the agency would otherwise not be able to complete. Capacity building for Fellows will be delivered in 4 stages including gap assessments, research, planning, and implementation service projects, volunteer engagement, and knowledge transition.
- 2) Volunteer Engagement – All Fellows should have the opportunity to build further capacity for local public agencies by engaging, recruiting, and supporting volunteers. Volunteers may be engaged as either one-time volunteers (e.g., to assist with a specific event or service activity), or on-going volunteers (e.g., interns).
- 3) Training and Professional Development for Fellows – Fellows may spend up to 20% of their 1700-hour service year on training and professional development activities. Training includes a 1-week orientation at the start of the service year, continuous monthly trainings, and other professional development and networking opportunities. Training and professional development may be content-specific, project relevant, or of general professional interest to the Fellows.

The majority of direct service portion of the work provided by CivicSpark to local governments only involves the first two measures. The third measure is realized principally through training and professional development activities provided by LGC to Fellows. Some activities that occur while working with local governments may be considered training and professional development such as networking events and trainings that might be hosted by the local government.

In addition to only working on contracted performance measure service activities, per federal guidelines, while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National Community Service, LGC, Supervisors or Fellows may not engage in the following activities (see 45 CFR § 2520.65):

- 1) Attempting to influence legislation;
- 2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- 3) Assisting, promoting, or deterring union organizing;
- 4) Impairing existing contracts for services or collective bargaining agreements;
- 5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

- 6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- 7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- 8) Providing a direct benefit to—
 - a) A business organized for profit;
 - b) A labor union;
 - c) A partisan political organization;
 - d) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e) An organization engaged in the religious activities described above, unless CNCS assistance is not used to support those religious activities;
- 9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- 10) Providing abortion services or referrals for receipt of such services; and
- 11) Such other activities as CNCS may prohibit.

Fellows, like other private citizens, may participate in the above listed activities on their own time, at their own expense, and on their own initiative. However, program uniforms or identification materials (pins, logos) must not be worn while doing so.

Exhibit "B" Scope of Services

LGC will perform the following services:

- 1) General Program Responsibilities:
 - a) Provide clear guidelines to Fellows regarding AmeriCorps regulations and expectations.
 - b) Recruit, on-board, and provide preliminary training to Fellows to prepare them for capacity building services.
 - c) Provide support and guidance for Fellows on a regular basis, addressing concerns as they arise during the service year, and striving towards 90% retention of Fellows.
 - d) Manage Partner service contracts.
 - e) Share outcomes from service with Program Partners.
- 2) Fellow Responsibilities:
 - a) Pass a state, national, and NSOPR background check before starting their service year.
 - b) Participate in a 1-week program orientation and complete 120 hours of training through dedicated fellow training and development or service days.
 - c) Serve an average of 37 hours per week for 11 months, serving a minimum of 1700 hours overall.
 - d) Comply with guidelines for performance measures and abide by regulations on prohibited activities described above.

- e) Complete accurate reporting in a timely manner, as required by CNCS for projects; this includes assessments, implementation, hours served, volunteers recruited and supported, and transition of knowledge to local public agency beneficiaries.
 - f) Avoid participation in prohibited activities.
 - g) Identify as a Fellow and wear AmeriCorps lapel pins or gear during service hours.
 - h) Participate in days of national service including, but not limited to: Martin Luther King, Jr. Day of Service, 9/11 Day or Remembrance, Cesar Chavez Day, and AmeriCorps week Service Day.
- 3) Project Specific Scope of Work
- a) Embarking on an Automatic Metering project, Fellows will take an active part in reducing water waste by leak detection. Upon installation of an automatic water meter, a household's water use data will be available on an hourly basis, instead of monthly. Fellows will assist in gathering, analyzing and taking action from water use data. Project coordination by fellows will include project task scheduling, public outreach of the Partner's progress, and training of both customers and staff.
 - b) As this project evolves, Fellows will also evolve and seize upon the opportunity to meet the ever-changing needs of a live project. By being flexible, and providing support where needed throughout the term of this agreement, both the Partner and Fellow are expected to grow together to find a successful attainment of mutual goals.
 - c) In addition to the water project description, this scope acknowledges that:
 - i) The project will include an initial Fellow-conducted gap assessment, a volunteer engagement component and a transitional support activity. These pieces do not need to be defined in detail, but should be referenced as part of the scope (LGC staff can discuss these elements and can provide details or examples as requested).
 - ii) Minor changes to the scope following the requisite scope development may be needed.
 - iii) The project will comply with AmeriCorps service guidelines including prohibited activities described in Exhibit A.

Exhibit "C" Partner Responsibilities

Partner will perform the following services:

- 1) Fellow Support Responsibilities:
 - a) Identify one local agency staff member to act as a project supervisor and point person for the Fellow and CivicSpark Water staff.
 - b) Project supervisor shall support project implementation and professional development by:
 - i) Setting aside at least 1 hour/week to check in with each Fellow and provide assistance for each approved project.
 - ii) Reviewing and approving Fellow timecards every two weeks.
 - iii) Familiarizing Fellows to organization, resources, and project scope. Work with Fellows and outside partners to review and revise (if necessary) the project scope and establish an agreed-upon timeline for completing tasks.
 - iv) Completing an initial performance assessment of each Fellow (survey and professional development goal setting) within two months of the start of the service year, and conducting a mid-year performance review, and completing a final performance survey prior to the end of the service year.
 - v) Seeking opportunities to integrate the Fellows' professional goals into project activities.

- vi) As appropriate, facilitating the Fellows transition by introducing the Fellows to relevant colleagues and networks towards the end of the service year.
 - vii) Provide adequate professional workspace for Fellows (e.g. desk, computer, phone as needed).
 - c) Ensure implementation of project consistent with scope above and in line with CivicSpark Water program goals (including volunteer engagement and transitional activities).
 - d) Keep the CivicSpark Water Project Associate apprised of project developments and challenges, working to redefine scopes and goals as necessary.
 - e) If challenges arise (related to professionalism, work products, etc.) provide specific written feedback to the Fellow and share with LGC staff as close in time to the incident as possible so if needed LGC staff can assess the challenges and intervene as necessary.
 - f) Assist with site visits as necessary by LGC staff.
 - g) Not displace Partner staff or volunteers with CivicSpark Water Fellows, nor have CivicSpark Water Fellows perform any services or duties that would supplant the hiring of employed workers.
 - h) Not offer the CivicSpark Water Fellow part time work that is substantially similar to their CivicSpark Water scope of work, nor offer them full time employment with a start date prior to the Service Year end date.
- 2) Reporting Requirements
- a) Complete application(s) for CivicSpark Water project(s), identifying:
 - i) At least two local public agency beneficiaries per Fellow¹. Each local public agency beneficiary must receive at least 200 hours of capacity-building services.
 - (1) Participating local public agency beneficiaries must demonstrate a “capacity need” measured by the absence of 1 or more criteria:
 - (a) Agency does not have a dedicated staff person whose sole responsibility is cross-sector and inter-jurisdictional collaboration, and coordinating water management with land use planning;
 - (b) Agency does not actively participate in the local Integrated Regional Water Management Plan (IRWMP)
 - (c) Agency is not actively participating in their regional Groundwater Sustainability Agency (GSA) formation process or Groundwater Sustainability Plan (GSP) development process;
 - (d) Agency is not currently equipped to meet all data, research, planning, engagement, and coordination needs to adequately meet local water sustainability goals and state water management priorities.
 - b) Ensure local beneficiary staff involved with the project complete the pre-service assessment surveys to define goals for this project and establish a baseline on the agency’s sustainable water management issues.
 - c) Have local public agency staff involved in the project participate in a project interview early on (within the first 2-3 weeks of service) as part of the CivicSpark Water gap assessment process.

¹ Note: Beneficiaries should be outside local public agencies that acknowledge that they receive some direct or indirect benefit from the Fellows’ project being completed. If outside beneficiaries cannot be secured, individual departments within a single local public agency (i.e. Public Works Dept. and Water Conservation Dept.), or separate project elements within an agency (i.e. School Garden Project and Leak Detection Project), can fill this role if necessary. This is determined on a case-by-case basis in concert with LGC staff.

- d) Complete 2 professional assessments of each Fellow at the beginning and end of the service year, and complete a mid-year review of performance.
- e) Reviewing and approving Fellow timecards every two weeks.
- f) Ensure that local public agency staff who completed the pre-assessment complete a post-assessment survey at project completion to compare project outcomes with pre-established baselines.
- g) Allow CivicSpark Water program to share deliverables, outcomes, results, and other data with our partners as well as required for grant reporting.

Exhibit "D" Description of Compensation

Costs, total project hours², additional prep-hours and travel budget for support options are defined below.

LGC will receive no more than \$41,000 for two Fellows to perform the services of this contract. Each Fellow will provide at least 1350 project hours during the Service Year, for a total of at least 2700 hours.

Cost	\$41,000 for two Fellows
Project Hours	2,700+ hours for two Fellows
Additional Resources	40-80 additional project-prep hours Up to \$400 in project-related travel covered, per fellow

To proceed with services, LGC requires a down payment of 10% of total agreement amount: \$4,100 for two Fellows. Invoices will be billed monthly, in eleven equal installments (the total amount of the contract divided by the eleven month period of service). The deposit will be credited against initial invoices.

Invoices will only provide the amount due in a given month, a separate remaining budget and hours to date report is provided for reference each month as well. If Partner needs invoices to include specific format, tasks, billing codes, or other details, they must inform LGC prior to the project start and provide clear instructions to LGC regarding how time should be tracked and reported.

As LGC is committing to making the CivicSpark Water Fellows available for a specific period, Partner will be invoiced for the full amount monthly regardless of Fellow activity during any given period. If for some unforeseen circumstance, LGC is not able to provide services for the full contract duration, Partner will only be responsible for the portion of the contract amount for the period of service actually provided.

Exhibit "E" Reimbursable Expenses

LGC will cover up to \$400 per fellow for transportation expenses related to the project.

Other project related expenses shall be submitted to the Partner in writing for approval prior to the Partner being charged for reimbursement for an expense incurred during the completion of activities outlined in the Scope of Service as seen in Exhibit "B."

Exhibit "F" Timeline

All tasks enumerated in Exhibit "A" are to start on September 10, 2017 and should be completed August 10, 2018.

²Note that project hours include all project related activities as well as basic administrative tasks related to CivicSpark Water service (e.g. completing timecards, progress reports, project related communications with LGC staff).

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

DATE: June 20, 2017

AGENDA ITEM: Discussion and Possible Approval: Discuss Board Effectiveness and Self-Evaluation

RECOMMENDATIONS: It is proposed that a Board workshop be scheduled within the first quarter of the FY 2017-2018 following the guidelines suggested by the CSDA for self-assessment and evaluation.

FINANCIAL IMPACT: Pending suggested workshops and Training

BACKGROUND: Board members of the HVL Community Services District work hard to set and achieve the goals of the District. Board Members are well-trained by the CSDA Leadership Academy concerning the importance of Board effectiveness and self-assessment. To ensure that those efforts are successful, it is important that the Board take time to review their performance to gauge their effectiveness.

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 June 20, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board