



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: January 19, 2016  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
  
- 5) CONSENT CALENDAR
  - (A) MINUTES: Approval of the Personnel Committee Report held December 11, 2015 and the minutes for the Board of Directors meeting December 15, 2015
  
  - (B) DISBURSEMENTS: check #033341 - #033398, including auto drafts and payroll, for a total of \$588,099.75
  
  - (C) Approval of 2014-2015 Audit Report
  
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Emergency Preparedness Committee
  
- 7) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)
  - ACWA Region 1
  - ACWA State Legislative Committee
  - County OES
  - Other meetings attended
  
- 8) STAFF REPORTS (for information only, no action anticipated)
  - Admin Customer Service Report
  - Field Operations Report
  - General Manager's Report

- 9) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2016-01 Authorizing residential customers with ¾” meters required for home sprinkler systems, to be charged the same as the residential 5/8” meter monthly base rate
- 10) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2016-02 authorizes staff employees Matt Bassett & Dennis White as District representatives to purchase government surplus through the Government Operations Agency
- 11) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2016-03 authorizing removal of Roland Sanford from LAIF account and adding Matt Bassett
- 12) DISCUSSION AND POSSIBLE ACTION: Approval of Mr. Mike Merrill’s attorney fees in the amount of \$125 & \$186 for invoices #915041 & #915042 dated 9/11/15 & 9/30/15
- 13) DISCUSSION AND POSSIBLE ACTION: Review staff’s list of firms and approve the firms the Board would like to interview and retain as its general counsel
- 14) DISCUSSION AND POSSIBLE ACTION: Recruitment of permanent General Manager – recommendation from Personnel Committee for recruiting agency
- 15) DISCUSSION AND POSSIBLE ACTION: Oath of Office taken by General Manager, Matthew J Bassett
- 16) DISCUSSION AND POSSIBLE ACTION: Election of Board President and Board Vice President for 2015 Calendar Year 2016
- 17) PUBLIC COMMENT
- 18) BOARD MEMBER COMMENT
- 19) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com). Click on the “Board Packet” link on the Agenda tab.

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

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: December 15, 2015**

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

Director Jim Freeman, President  
Director Jim Lieberman, Vice President  
Director Carolyn Graham  
Director Linda Herndon  
Director Judy Mirbegian  
Alyssa Gordon, Interim Administrative Services Officer  
Matt Bassett, General Manager

**CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by President Freeman.

**APPROVAL OF AGENDA**

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

**CONSENT CALENDAR**

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

(A) MINUTES: Approval of the Minutes of the Board of Directors meeting November 17, 2015

(B) DISBURSEMENTS: check #033266 – 033340 for a total of \$276,161.86.

**BOARD COMMITTEE REPORTS**

Personnel Committee: The Personnel Committee met on December 11, 2015. Director Herndon indicated a detailed discussion will be conducted in later agenda items.

Finance Committee: No report

Emergency Preparedness Committee: Director Lieberman will represent the District by attending The Department of Water Resources Flood fighting class on December 16, 2015.

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

ACWA Region 1: Director Mirbegian noted that two meetings are scheduled in January.

ACWA State Legislative Committee: No meeting. Director Herndon noted that meetings will re-convene in January.

County OES: No meeting.

## **STAFF REPORTS**

General Manager's Report: In addition to his written report, General Manager Matt Bassett provided an update on the progress of several SDRMA reimbursement requests, a correction to the Financial Report, the potential for mitigation of EQ basin pumping, and progress on flood alerts & issues. Mr. Bassett also responded to questions on all items in his written report.

### **DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2015-24 approving leak adjustments during January-April that may affect customers' sewer bill calculation for the upcoming fiscal year**

On motion by Director Mirbegian and second by Director Herndon, the Board unanimously approved Resolution 2015-24 approving leak adjustments during January-April that may affect customers' sewer bill calculation for the upcoming fiscal year.

### **DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2015-28 requiring a resolution specific to salary and wage adjustments**

The Board unanimously approved by motion from Director Mirbegian and second by Director Herndon Resolution 2015-28 of the HVLCS D adopting a salary range adjustment policy.

Director Herndon and Director Mirbegian explained that recent salary range changes brought about the need for clarity and specific board approval on future salary range changes.

### **DISCUSSION AND POSSIBLE ACTION: Approval of salary and wage freeze until a new salary survey can be completed**

Director Mirbegian explained that since most positions are either at, or have exceeded the median in accordance with the CPS HR study of 2013, it is the Personnel Committee's suggestion to freeze wages until a new study is commissioned.

The Board unanimously approved by motion from Director Mirbegian and second by Director Graham to freeze salary and wages ranges until a new study is commissioned.

### **DISCUSSION AND POSSIBLE ACTION: Determine the Board's consensus for seeking new general legal counsel**

General Manager Matt Bassett discussed selection criteria with the Board, and received direction.

**DISCUSSION AND POSSIBLE ACTION: Elimination of positions for Administrative Services Officer and Assistant to Field Operations**

Director Herndon explained that after a review of organizational and staffing needs, the Personnel Committee recommends these two positions be eliminated.

On motion by Director Mirbegian and second by Director Herndon, the Board unanimously approved the elimination of positions of the Administrative Services Officer and the Assistant to Field Operations.

**DISCUSSION AND POSSIBLE ACTION: Approve staff to move forward on recruitment for a long-term General Manager**

The Board discussed the timing of recruitment efforts.

On motion by Director Mirbegian and second by Director Graham to authorize the Board President to execute services agreement for permanent General Manager recruitment services, voting results are as follows:

- Director Graham – Yes
- Director Lieberman – No
- Director Mirbegian – No
- Director Herndon – Yes
- Director Freeman – No

Director Freeman requested item be reviewed by the Personnel Committee, and have staff add the item to next month’s agenda, under closed session.

**DISCUSSION AND POSSIBLE ACTION:Approval of use of meeting room for county election polling center**

General Manager Matt Bassett will invite the requestor to tour the facility.

**PUBLIC COMMENT**

A property owner wished all a Happy winter solstice.

**BOARD MEMBER COMMENT**

Director Herndon requested a workshop be established to update the District’s Strategic Plan.

**ADJOURNMENT**

The Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:20 p.m.

\_\_\_\_\_  
Jim Freeman Date  
President of the Board

\_\_\_\_\_  
Matt Bassett Date  
General Manager/Secretary  
the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DECEMBER 2015

DISBURSEMENT SUMMARY REPORT

12/1/2015-12/31/2015

<b>Disbursement Summary</b>		
<b>Fund</b>		
120 - Sewer	\$	295,542.02
130 - Water	\$	244,475.34
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	1,102.85
	<b>SUB TOTAL</b>	<b>\$ 541,120.21</b>
<b>*Payroll</b>	<b>\$</b>	<b>43,517.51</b>
<b>Total Warrants</b>	<b>\$</b>	<b>584,637.72</b>

*\*Funds disbursed directly to employees and Directors. Pass-thru funds (collected from the employee and paid on their behalf by the District) are included in totals for funds 120 and 130.*



## HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

DECEMBER, 2015

DISBURSEMENT DETAIL REPORT

12/1/2015-12/31/2015

DRAFT DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
12/4/2015	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	352.70	CLEARED
12/4/2015	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	3,090.73	CLEARED
12/11/2015	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,532.84	CLEARED
12/11/2015	BANK-DRAFT	1	NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
12/15/2015	BANK-DRAFT		TO RECORD FICA PAYMENT	18.60	CLEARED
12/24/2015	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,829.08	CLEARED
12/24/2015	BANK-DRAFT	1	NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
12/24/2015	BANK-DRAFT	2	US DEPARTMENT OF THE TREASURY	45.90	CLEARED
<b>TOTAL</b>				<b>14,859.85</b>	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
12/4/2015	CHECK	33341	TELSTAR INSTRUMENTS, INC	239,038.73	CLEARED
12/4/2015	CHECK	33342	COLEN, CARL	62.03	OUTSTND
12/4/2015	CHECK	33343	GOUILLON, JOEL & ZHI	30.10	CLEARED
12/4/2015	CHECK	33344	ALPHA ANALYTICAL LABORATORIES	505.50	CLEARED
12/4/2015	CHECK	33345	ARMED FORCE PEST CONTROL, INC.	195.00	CLEARED
12/4/2015	CHECK	33346	COUNTY OF LAKE HEALTH SERVICES	1,744.00	CLEARED
12/4/2015	CHECK	33347	ELLISON, SCHNEIDER & HARRIS L.	10,231.65	CLEARED
12/4/2015	CHECK	33348	JAMES DAY CONSTRUCTION, INC.	2,341.00	CLEARED
12/4/2015	CHECK	33349	L & M LOCKSMITHING	1,486.83	CLEARED
12/4/2015	CHECK	33350	LAKE COUNTY TREE SERVICE	45,500.00	CLEARED
12/4/2015	CHECK	33351	MEDIACOM	362.48	CLEARED
12/4/2015	CHECK	33352	MICHELLE HAMILTON	550.00	CLEARED
12/4/2015	CHECK	33353	NAPA AUTO PARTS	202.45	CLEARED
12/4/2015	CHECK	33354	OFFICE DEPOT	154.53	CLEARED
12/4/2015	CHECK	33355	PACIFIC GAS & ELECTRIC COMPANY	13,490.41	CLEARED
12/4/2015	CHECK	33356	REDFORD SERVICES	950.00	CLEARED
12/4/2015	CHECK	33357	SPECIAL DISTRICT RISK MANAGEME	342.58	CLEARED
12/4/2015	CHECK	33358	TELSTAR INSTRUMENTS, INC	124,628.25	CLEARED
12/4/2015	CHECK	33359	TYLER TECHNOLOGY	30,098.00	CLEARED
12/4/2015	CHECK	33360	USA BLUE BOOK	460.73	CLEARED
12/4/2015	CHECK	33361	CALIFORNIA PUBLIC EMPLOYEES RE	514.56	CLEARED
12/4/2015	CHECK	33362	STATE OF CALIFORNIA EDD	79.30	CLEARED
12/4/2015	CHECK	33363	VARIABLE ANNUITY LIFE INSURANC	100.00	CLEARED
12/4/2015	CHECK	33364	STATE OF CALIFORNIA EDD	1,052.94	CLEARED
12/11/2015	CHECK	33365	ALPHA ANALYTICAL LABORATORIES	482.00	CLEARED
12/11/2015	CHECK	33366	DATAPROSE	1,579.41	CLEARED
12/11/2015	CHECK	33367	GARDENS BY JILLIAN	200.00	CLEARED
<b>TOTAL</b>				<b>476,382.48</b>	

CHECK DATE	CHECK TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	CHECK STATUS
12/11/2015	CHECK	33368	HARDESTER'S MARKETS & HARDWARE	27.64	CLEARED
12/11/2015	CHECK	33369	SOUTH LAKE REFUSE COMPANY	184.62	CLEARED
12/11/2015	CHECK	33370	CALIFORNIA PUBLIC EMPLOYEES RE	4,653.88	CLEARED
12/11/2015	CHECK	33371	STATE OF CALIFORNIA EDD	1,444.86	CLEARED
12/11/2015	CHECK	33372	HAMMER, JAMES R	104.74	CLEARED
12/18/2015	CHECK	33373	ACWA/JPIA	902.84	CLEARED
12/18/2015	CHECK	33374	ALPHA ANALYTICAL LABORATORIES	807.00	CLEARED
12/18/2015	CHECK	33375	VOID CHECK	-	CLEARED
12/18/2015	CHECK	33376	CLEARLAKE LAVA, INC.	677.18	CLEARED
12/18/2015	CHECK	33377	GHD	210.00	CLEARED
12/18/2015	CHECK	33378	JAMES DAY CONSTRUCTION, INC.	383.40	CLEARED
12/18/2015	CHECK	33379	KAREN JENSEN	67.20	CLEARED
12/18/2015	CHECK	33380	KLEEN AIR HEATING & AIR CONDIT	309.00	CLEARED
12/18/2015	CHECK	33381	L & M LOCKSMITHING	420.00	CLEARED
12/18/2015	CHECK	33382	MERRILL, ARNONE & JONES, LLP	400.00	CLEARED
12/18/2015	CHECK	33383	OFFICE DEPOT	141.19	CLEARED
12/18/2015	CHECK	33384	POLYDYNE INC.	107.46	CLEARED
12/18/2015	CHECK	33385	SPECIAL DISTRICT RISK MANAGEME	26,496.54	CLEARED
12/18/2015	CHECK	33386	VERIZON WIRELESS	677.97	CLEARED
12/18/2015	CHECK	33387	WAGNER & BONSIGNORE	112.50	OUTSTND
12/18/2015	CHECK	33388	STETSON, STEVE	40.00	OUTSTND
12/18/2015	CHECK	33389	ISELL, CATHERINE	87.88	CLEARED
12/24/2015	CHECK	33390	ALPHA ANALYTICAL LABORATORIES	1,421.00	CLEARED
12/24/2015	CHECK	33391	CARDMEMBER SERVICE	2,263.69	CLEARED
12/24/2015	CHECK	33392	NBS GOVERNMENT FINANCE GROUP	1,102.85	CLEARED
12/24/2015	CHECK	33393	OFFICE DEPOT	296.17	CLEARED
12/24/2015	CHECK	33394	PAUL SILVA	100.00	CLEARED
12/24/2015	CHECK	33395	RICOH USA, INC.	465.44	CLEARED
12/24/2015	CHECK	33396	TELSTAR INSTRUMENTS, INC	147.00	CLEARED
12/24/2015	CHECK	33397	CALIFORNIA PUBLIC EMPLOYEES RE	4,316.08	OUTSTND
12/24/2015	CHECK	33398	STATE OF CALIFORNIA EDD	1,528.35	CLEARED
				<b>49,896.48</b>	

PAYROLL:					
DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	
12/4/2015	MISC		US DEPARTMENT OF THE TREASURY	352.70	CLEARED
12/4/2015	MISC		US DEPARTMENT OF THE TREASURY	3,090.73	CLEARED
12/11/2015	MISC.		PAYROLL DIRECT DEPOSIT	21,123.10	CLEARED
12/24/2015	MISC.		PAYROLL DIRECT DEPOSIT	22,117.36	CLEARED
12/30/2015	MISC.		PAYROLL DIRECT DEPOSIT	277.05	CLEARED
				<b>46,960.94</b>	

CHECK TOTAL:	526,278.96
BANK-DRAFT TOTAL:	14,859.85
PAYROLL TOTAL:	<u>46,960.94</u>
	588,099.75





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DECEMBER, 2015**

**Financial Report**

REVENUE & EXPENSE SEWER REPORT

12/1/2015-12/31/2015

<b>120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>TOTAL REVENUE</b>	1,149,443.00	329,625.73	801,933.73	347,509.27	69.77

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	440,165.00	31,919.50	156,110.65	284,054.35	35.47
ADMINISTRATION	381,150.00	21,083.47	201,169.82	179,980.18	52.78
FIELD	289,205.00	19,791.46	137,424.69	151,780.31	47.52
DIRECTORS	38,323.00	3,105.94	17,518.00	20,805.00	45.71
<b>TOTAL</b>	<b>1,148,843.00</b>	<b>75,900.37</b>	<b>512,223.16</b>	<b>636,619.84</b>	<b>44.59%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-4020 PERMIT & INSPECTION FEES	300.00	200.00	500.00	(200.00)	166.67
120-4045 AVAILABILITY FEES	8,800.00	-	-	8,800.00	0
120-4050 SALES OF RECLAIMED WATER	90,000.00	-	61,949.23	28,050.77	68.83
120-4111 COMM SEWER USE	19,370.00	2,224.67	13,305.61	6,064.39	68.69
120-4112 GOV'T SEWER USE	580.00	48.05	288.30	291.70	49.71
120-4116 SEWER USE CHARGES	969,100.00	85,438.81	465,886.08	503,213.92	48.07
120-4210 LATE FEE	19,093.00	1,505.61	9,331.75	9,761.25	48.88
120-4300 MISC INCOME	39,600.00	1,208.59	1,223.19	38,376.81	3.09
120-4310 OTHER INCOME	-	-	(117.55)	117.55	-
120-4505 LEASE INCOME	2,600.00	-	585.56	2,014.44	22.52
120-4550 INTEREST INCOME	-	-	120.06	(120.06)	0
120-4580 TRANSFERS IN	-	239,814.71	248,861.50	(248,861.50)	0
<b>TOTAL</b>	<b>1,149,443.00</b>	<b>330,440.44</b>	<b>801,933.73</b>	<b>347,509.27</b>	<b>69.77%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5020 EMPLOYEE BENEFITS	-	34.55	34.55	(34.55)	-
120-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	1,311.07	20,388.93	6.04
120-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	1,958.40	4,758.93	2,452.07	66
120-5-00-5060 GASOLINE, OIL & FUEL	8,790.00	-	6,051.28	2,738.72	68.84
120-5-00-5061 VEHICLE MAINT	11,012.00	202.45	2,205.08	8,806.92	20.02
120-5-00-5062 TAXES & LIC	619.00	-	307.71	311.29	49.71
120-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	0
120-5-00-5075 BANK FEES	12,750.00	1,081.26	5,623.05	7,126.95	44.1

120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520.00	-	3,016.59	1,503.41	66.74
120-5-00-5092 POSTAGE & SHIPPING	1,300.00	-	212.85	1,087.15	16.37
<b>NON-DEPARTMENTAL EXPENDITURES (CON'T)</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5110 CONTRACTUAL SERVICES	40,000.00	15,049.00	20,517.41	19,482.59	51.29
120-5-00-5121 LEGAL SERVICES	9,500.00	200.00	5,809.72	3,690.28	61.15
120-5-00-5122 ENGINEERING SERVICES	34,000.00	210.00	25,459.12	8,540.88	74.88
120-5-00-5123 OTHER PROFESSIONAL SERVICE	51,000.00	819.20	(11,291.15)	62,291.15	-22.14
120-5-00-5130 PRINTING & PUBLICATION	1,500.00	-	1,512.84	(12.84)	100.86
120-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0
120-5-00-5145 EQUIPMENT RENTAL	990.00	232.72	1,736.87	(746.87)	175.44
120-5-00-5148 OPERATING SUPPLIES	11,699.00	322.54	4,363.25	7,335.75	37.3
120-5-00-5150 REPAIR & REPLACE	53,614.00	5,797.54	31,587.42	22,026.58	58.92
120-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	197.50	1,622.72	6,777.28	19.32
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	750.00	4,525.00	5,075.00	47.14
120-5-00-5157 SECURITY	460.00	-	-	460.00	0
120-5-00-5160 SLUDGE DISPOSAL	13,660.00	-	11,045.11	2,614.89	80.86
120-5-00-5191 TELEPHONE	6,960.00	520.22	4,186.61	2,773.39	60.15
120-5-00-5192 ELECTRICITY	17,291.00	1,432.47	8,121.93	9,169.07	46.97
120-5-00-5193 OTHER UTILITIES	2,600.00	92.31	1,184.37	1,415.63	45.55
120-5-00-5195 ENV/MONITORING	33,000.00	1,682.50	13,929.35	19,070.65	42.21
120-5-00-5196 RISK MANAGEMENT	15,000.00	-	5,760.00	9,240.00	38.4
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	1,150.00	1,198.75	401.25	74.92
120-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	278.65	870.35	24.25
120-5-00-5311 EQUIPMENT - OFFICE	1,271.00	59.91	59.91	1,211.09	4.71
120-5-00-5312 TOOLS - FIELD	524.00	-	100.46	423.54	19.17
120-5-00-5315 SAFETY EQUIPMENT	1,874.00	126.93	823.21	1,050.79	43.93
120-5-00-5545 RECORDING FEES	200.00	-	20.25	179.75	10.13
120-5-00-5590 NON-OPERATING OTHER	-	-	37.74	(37.74)	0
120-5-00-5600 CONTINGENCY	40,636.00	-	-	40,636.00	0
<b>TOTAL</b>	<b>440,165.00</b>	<b>31,919.50</b>	<b>156,110.65</b>	<b>284,054.35</b>	<b>35.47%</b>

<b>ADMINISTRATION EXPENDITURES</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-10-5010 SALARIES & WAGES	265,334.00	15,412.15	125,702.54	139,631.46	47.38
120-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,063.49	25,314.66	40,350.34	38.55
120-5-10-5021 RETIREMENT BENEFITS	38,231.00	1,351.27	46,831.81	(8,600.81)	122.5
120-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0
120-5-10-5090 OFFICE SUPPLIES	6,500.00	222.96	1,937.12	4,562.88	29.8
120-5-10-5170 TRAVEL MILEAGE	1,100.00	33.60	872.05	227.95	79.28
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	-	490.15	3,509.85	12.25
120-5-10-5179 ADM MISC EXPENSES	300.00	-	21.49	278.51	7.16
<b>TOTAL</b>	<b>381,150.00</b>	<b>21,083.47</b>	<b>201,169.82</b>	<b>179,980.18</b>	<b>52.78%</b>

<b>FIELD EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
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120-5-30-5010 SALARIES & WAGES	190,391.00	13,809.09	82,308.34	108,082.66	43.23
120-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,874.28	23,785.13	29,397.87	44.72
120-5-30-5021 RETIREMENT BENEFITS	38,231.00	1,035.13	26,440.95	11,790.05	69.16

FIELD	CURRENT	CURRENT	YEAR TO DATE	BUDGET	% OF
EXPENDITURES, Cont.	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-30-5022 CLOTHING ALLOWANCE	1,300.00	-	600.00	700.00	46.15
120-5-30-5063 CERTIFICATIONS	380.00	-	630.00	(250.00)	165.79
120-5-30-5090 OFFICE SUPPLIES	1,040.00	72.96	(13.12)	1,053.12	-1.26
120-5-30-5170 TRAVEL MILEAGE	680.00	-	-	680.00	0
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	-	3,673.39	326.61	91.83
<b>TOTAL</b>	<b>289,205.00</b>	<b>19,791.46</b>	<b>137,424.69</b>	<b>151,780.31</b>	<b>47.52%</b>

DIRECTORS	CURRENT	CURRENT	YEAR TO DATE	BUDGET	% OF
EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	791.28	2,208.72	26.38
120-5-40-5020 DIRECTOR BENEFITS	230.00	-	12.40	217.60	5.39
120-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	16,373.04	18,419.96	47.06
120-5-40-5170 TRAVEL MILEAGE	100.00	-	101.28	(1.28)	101.28
120-5-40-5176 DIRECTOR TRAINING	200.00	-	240.00	(40.00)	120
<b>TOTAL</b>	<b>38,323.00</b>	<b>3,105.94</b>	<b>17,518.00</b>	<b>20,805.00</b>	<b>45.71%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DECEMBER, 2015**

**Financial Report**

REVENUE & EXPENSE WATER REPORT

12/1/2015-12/31/2015

<b>130-WATER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>ALL REVENUE</b>	1,138,568.00	98,070.64	634,379.96	504,188.04	55.72

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	602,660.00	196,976.01	329,703.02	272,956.98	54.71
ADMINISTRATION	385,340.00	21,063.29	207,173.12	178,166.88	53.76
FIELD	285,930.00	23,394.61	159,265.75	126,664.25	55.7
DIRECTORS	39,383.00	2,892.51	17,605.60	21,777.40	44.7
<b>TOTAL</b>	<b>1,313,313.00</b>	<b>244,326.42</b>	<b>713,747.49</b>	<b>599,565.51</b>	<b>54.35%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-4035 RECONNECT FEE	13,000.00	-675	8,315.00	4,685.00	63.96
130-4039 WATER METER INST	300.00	340	510	-210	170
130-4040 RECORDING FEE	110.00	0	40	70	36.36
130-4045 AVAILABILITY FEES	35,000.00	0	0	35,000.00	0
130-4110 COMM WATER USE	32,600.00	4,295.85	18,719.38	13,880.62	57.42
130-4112 GOV'T WATER USE	844.00	314.71	1,883.94	-1,039.94	223.22
130-4115 WATER USE	1,024,100.00	90,167.83	565,715.00	458,385.00	55.24
130-4117 WATER OVERAGE FEE	-	0	8,417.22	-8,417.22	0
130-4118 WATER OVERAGE COMM	-	0	11,569.44	-11,569.44	0
130-4119 WATER OVERAGE GOV	-	0	898.25	-898.25	0
130-4210 LATE FEE	25,014.00	1,892.46	12,341.69	12,672.31	49.34
130-4215 RETURNED CHECK FEE	700.00	50	425	275	60.71
130-4300 MISC INCOME	1,100.00	1,684.79	3,898.64	-2,798.64	354.42
130-4505 LEASE INCOME	5,800.00	0	1,404.02	4,395.98	24.21
130-4550 INTEREST INCOME	-	0	242.38	-242.38	0
<b>TOTAL REVENUES</b>	<b>1,138,568.00</b>	<b>98,070.64</b>	<b>634,379.96</b>	<b>504,188.04</b>	<b>55.72%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
--	---------------------------	---------------------------	--------------------------------	---------------------------	------------------------

130-5-00-5020 EMPLOYEE BENEFITS	-	34.54	34.54	(34.54)	-
130-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	0	1,311.07	20,388.93	6.04
130-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	1,958.40	4,317.30	2,893.70	59.87
130-5-00-5060 GASOLINE, OIL & FUEL	8,788.00	0	5,600.19	3,187.81	63.73
130-5-00-5061 VEHICLE MAINTENANCE	3,521.00	0	1,774.16	1,746.84	50.39
130-5-00-5062 TAXES & LIC	1,153.00	0	307.71	845.29	26.69
130-5-00-5074 INSURANCE	14,735.00	0	0	14,735.00	0
130-5-00-5075 BANK FEES	12,750.00	1,081.24	5,623.08	7,126.92	44.1
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641.00	0	13,293.61	4,347.39	75.36
130-5-00-5092 POSTAGE & SHIPPING	1,300.00	0	212.84	1,087.16	16.37

<b>NON-DEPARTMENTAL EXPENDITURES (CON'T)</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-00-5110 CONTRACTUAL SERVICES	43,650.00	15,049.00	24,734.45	18,915.55	56.67
130-5-00-5121 LEGAL SERVICES	9,445.00	200	12,803.58	-3,358.58	135.56
130-5-00-5122 ENGINEERING SERVICES	37,500.00	112.5	1,493.48	36,006.52	3.98
130-5-00-5123 OTHER PROFESSIONAL SERVICES	73,200.00	170,947.46	87,111.99	-13,911.99	119.01
130-5-00-5124 WATER RIGHTS	10,428.00	780	31,625.30	-21,197.30	303.27
130-5-00-5130 PRINTING & PUBLICATIONS	1,500.00	0	1,512.84	-12.84	100.86
130-5-00-5135 NEWSLETTER	1,000.00	0	0	1,000.00	0
130-5-00-5145 EQUIPMENT RENTAL	-	232.72	1,736.90	-1,736.90	0
130-5-00-5148 OPERATING SUPPLIES	1,107.00	38.82	234.88	872.12	21.22
130-5-00-5150 REPAIR & REPLACE	62,888.00	2,267.52	-2,186.13	65,074.13	-3.48
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	197.5	46,566.67	-38,166.67	554.37
130-5-00-5156 CUSTODIAL SERVICES	10,000.00	750	4,525.00	5,475.00	45.25
130-5-00-5157 SECURITY	460.00	0	0	460	0
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	-	-11,747.02	-11,747.02	11,747.02	0
130-5-00-5191 TELEPHONE	6,958.00	520.23	4,186.64	2,771.36	60.17
130-5-00-5192 ELECTRICITY	132,166.00	12,057.94	71,113.67	61,052.33	53.81
130-5-00-5193 OTHER UTILITIES	2,627.00	92.31	1,184.39	1,442.61	45.09
130-5-00-5195 ENV/MONITORING	24,000.00	1,533.00	6,570.75	17,429.25	27.38
130-5-00-5196 RISK MANAGEMENT	300.00	0	0	300	0
130-5-00-5198 ANNUAL OPERATING FEE	22,400.00	594	16,621.71	5,778.29	74.2
130-5-00-5310 EQUIPMENT - FIELD	1,149.00	0	0	1,149.00	0
130-5-00-5311 EQUIPMENT - OFFICE	1,271.00	48.93	48.93	1,222.07	3.85
130-5-00-5312 TOOLS - FIELD	1,681.00	0	38.69	1,642.31	2.3
130-5-00-5315 SAFETY EQUIPMENT	1,531.00	126.92	823.2	707.8	53.77
130-5-00-5505 WATER CONSERVATION	10,000.00	100	-1,851.88	11,851.88	-18.52
130-5-00-5545 RECORDING FEES	200.00	0	20.25	179.75	10.13
130-5-00-5580 TRANSFERS OUT	-	0	22.49	-22.49	0
130-5-00-5590 NON-OPERATING OTHER	-	0	37.74	-37.74	0
130-5-00-5600 CONTINGENCY	50,000.00	0	0	50,000.00	0
<b>TOTAL</b>	<b>602,660.00</b>	<b>196,976.01</b>	<b>329,703.02</b>	<b>272,956.98</b>	<b>54.71%</b>

<b>ADMINISTRATION EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-10-5010 SALARIES & WAGES	265,334.00	15,392.10	131,165.51	134,168.49	49.43
130-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,063.48	25,444.11	40,220.89	38.75

130-5-10-5021 RETIREMENT BENEFITS	42,446.00	1,351.12	47,083.89	-4,637.89	110.93
130-5-10-5063 CERTIFICATIONS	20.00	0	0	20	0
130-5-10-5090 OFFICE SUPPLIES	6,500.00	222.99	1,937.27	4,562.73	29.8
130-5-10-5170 TRAVEL MILEAGE	1,475.00	33.6	880.6	594.4	59.7
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	0	640.24	2,959.76	17.78
130-5-10-5179 ADM MISC EXPENSES	300.00	0	21.5	278.5	7.17
<b>TOTAL</b>	<b>385,340.00</b>	<b>21,063.29</b>	<b>207,173.12</b>	<b>178,166.88</b>	<b>53.76%</b>

<b>FIELD EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-30-5010 SALARIES & WAGES	190,391.00	17,103.89	104,549.07	85,841.93	54.91
130-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,874.27	23,785.10	29,397.90	44.72
130-5-30-5021 RETIREMENT BENEFITS	34,016.00	1,343.47	28,428.34	5,587.66	83.57
130-5-30-5022 CLOTHING ALLOWANCE	1,900.00	0	600	1,300.00	31.58
130-5-30-5063 CERTIFICATIONS	200.00	0	60	140	30
130-5-30-5090 OFFICE SUPPLIES	1,040.00	72.98	-13.09	1,053.09	-1.26
130-5-30-5170 TRAVEL MILEAGE	800.00	0	0	800	0
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	0	1,856.33	2,543.67	42.19
<b>TOTAL</b>	<b>285,930.00</b>	<b>23,394.61</b>	<b>159,265.75</b>	<b>126,664.25</b>	<b>55.70%</b>

<b>DIRECTORS EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	166.85	823.47	2,176.53	27.45
130-5-40-5020 DIRECTOR BENEFITS	230.00	0	12.8	217.2	5.57
130-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	16,373.04	18,419.96	47.06
130-5-40-5175 EDUCATION / SEMINARS	-	0	101.29	458.71	18.09
130-5-40-5170 TRAVEL MILEAGE	560.00	-224.18	0	0	0
130-5-40-5176 DIRECTOR TRAINING	800.00	0	295	505	36.88
<b>TOTAL</b>	<b>39,383.00</b>	<b>2,892.51</b>	<b>17,605.60</b>	<b>21,777.40</b>	<b>44.70%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DECEMBER, 2015  
FINANCIAL REPORT**

**POOLED CASH**

AS OF DECEMBER 31, 2015

<b>Beginning Balance</b>	<b>302,533.65</b>
<b>Cash Receipts</b>	
Deposit	201,168.60
Transfers	239,814.71
<b>Total Receipts</b>	<b>440,983.31</b>
<b>Cash Disbursements</b>	
Accounts Payable	541,120.21
Payroll	43,517.51
Bank Fees	1,846.17
<b>Total Disbursements</b>	<b>586,483.89</b>
<b>Ending Balance</b>	<b>157,033.07</b>

**TEMPORARY INVESTMENTS**

AS OF DECEMBER 31, 2015

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,099.39	17,511.12	84,610.51	84,610.50
130	Water Operating Fund	42,285.27	1,489.04	43,774.31	43,774.31
215	1995-2 Redemption	60,678.00	15,904.19	76,582.19	76,582.20
218	CIEDB Redemption	11,480.30	(84,554.04)	(73,073.74)	(73,073.74)
219	USDARUS Solar Loan (Sewer)	817.04	86,386.71	87,203.75	87,203.75
313	Wastewater Cap Fac Reserved	432,869.78	(175,051.86)	257,817.92	257,817.91
314	Wastewater Cap Fac Unrestricted	163,647.67	413,531.83	577,179.50	577,179.50
319	Solar Reserve	-	35,298.37	35,298.37	35,298.39
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	170,715.12	-	170,715.12	170,715.12
711	Bond Administration	27,076.83	14,420.71	41,497.54	41,497.54
<b>TOTAL</b>		<b>976,669.41</b>	<b>324,936.07</b>	<b>1,301,605.48</b>	<b>1,301,605.48</b>



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

**CAPITAL EXPENDITURES**  
 2015-2016 BUDGET

<b>Sewer</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
Repair Sewer Lateral Leaks	70,000	0.00
Complete Revised Sewer System Management Plan	9,000	0.00
Install Security Fencing at Lift Station 1 & 4	10,000	0.00
New Roof for Admin Building		6,900.00
New Pickup Truck	35,000	0.00
SCADA Hardware for Lift Stations	17,000	0.00
Preliminary Design-Chlorine Disinfection Facility	50,000	6,302.50
Crazy Creek Land Purchase	120,000	1,646.50
CL2 basin - 2 Flowmeter Replacements	9,000	0.00
Install Treatment Plant Inflow Meter	25,000	0.00
Backup Generators for Lift Stations 2,3,5,6 Hardester	190,000	129,000.00
Retrofit Lift Station 7 & install backup generator	110,000	110,000.00
<b>Total</b>	<b>645,000</b>	<b>253,849.00</b>

<b>Water</b>	<b>Budget</b>	<b>Yr to Date Actuals</b>
New Roof for Admin Building (not from capital)		4,600.00
\$4,600 trsf fr 5505 - Water Conservation, \$2,300 fr Operating		2,300.00
<i>(No planned capital expenditures in FY 2015-2019)</i>		0.00
<b>Total</b>	<b>-</b>	<b>6,900.00</b>



# MEMO

To: Board of Directors

From: Trish Wilkinson

Date: January 14, 2016

RE: Senior Account Representative's Monthly Report

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## **Monthly Billing December 12/31/2015**

December mailed statements: 2,126

December electronic statements: 295

The December statement included an informative insert pertaining to flood preparedness and a flood zone map. A special message on the statement explained "Drought Stage 2" rates that are currently in effect, and a request to update account information on the customers remittance stub.

## **Delinquent Billing 12/21/2015**

Delinquent statement for November's billing:

Mailed delinquent statements: 447

Electronic statements: 83

## **Courtesy Notification 1/5/2016**

Courtesy notices delivered to the customer's property for delinquent November accounts: 164

Electronic notice: 19

Courtesy notice distribution averages around 250. Despite forgoing lock offs in the month of December, the November distribution was at its lowest in over 10 years. Perhaps the \$2.50 courtesy notice fee that went into effect 10/1/15 is a reason for the decrease.

## **Phone Notification 1/6/2016**

Phone notifications: 92

The phone notification was sent out around 9:15 am resulting in 63 payments received by the office staff during business hours.

## **Lock Offs 1/7/2016**

29 customers were in the lock off process at 5:00 pm closing on 1/6/2016.

9 payments were made before service orders went out in the field at 9:00 am on 1/7/2016. The lock off result was a record low of only 21 accounts.

(The average lock off is around 36 customers. I suspect the lock off fee being increased from \$40 to \$135.00 may be the explanation for the major decrease in locked meters.)

Throughout lock off day 17 payments were collected and meters unlocked.

At the time of this report only 1 meter remains locked.

I would like to thank the Board for the recent approval of Resolution 2015-27. Allowing staff to waive the disconnect fee annually made customer's extremely happy and feeling as if the District is working with them and not against them.



# Hidden Valley Lake Community Services District

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## December 2015 Report



# December 2015 Field Report

<b>Water Connections:</b>		<b>Sewer Connections:</b>	
New (December—commercial)	3	New (December—commercial)	2
Residential (November)	2427	Residential (November)	1484
Commercial & Govt (November)	35	Commercial & Govt (November)	13
<b>Total (November) :</b>	<b>2463</b>		<b>1499</b>

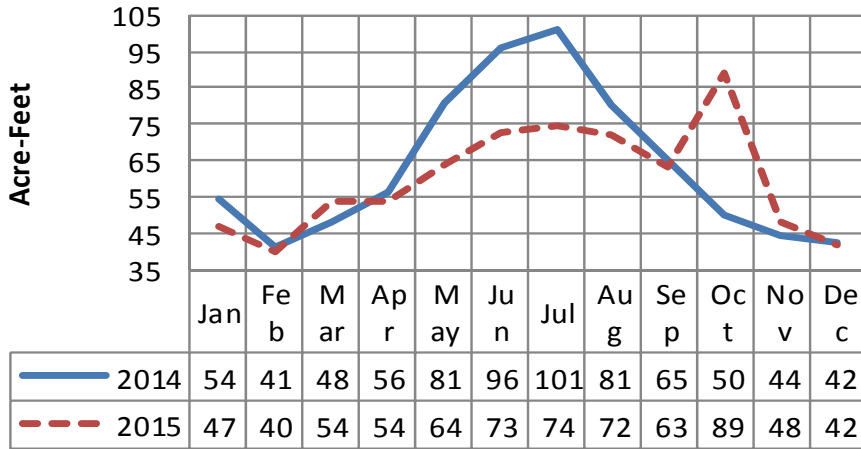
<b>Rainfall</b>		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
7.76	18.14	1.76

<b>Groundwater Elevation</b>			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	925.06	920.79	927.01
AG	OOS	919.79	926.63
TP Wells	946.88	953.08	951.03
Grange Rd	935.46	936.72	937.09
American Rock	967.44	967.73	969.89
Spyglass	962.99	964.61	965.46
Luchetti	918.89	919.07	921.83
18th T	939.52	942.11	941.64

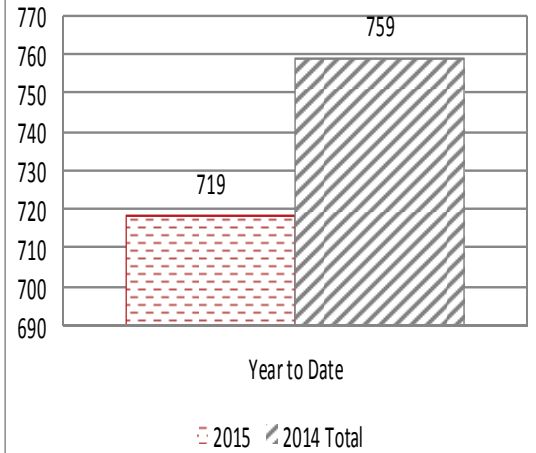
<b>Completed Service Orders</b>		
<i>This month</i>	<i>YTD</i>	<i>Last YTD</i>
102	1419	920
<b>Overtime Hours</b>	<b>70</b>	<b>\$2976.40</b>

# December 2015 Field Report

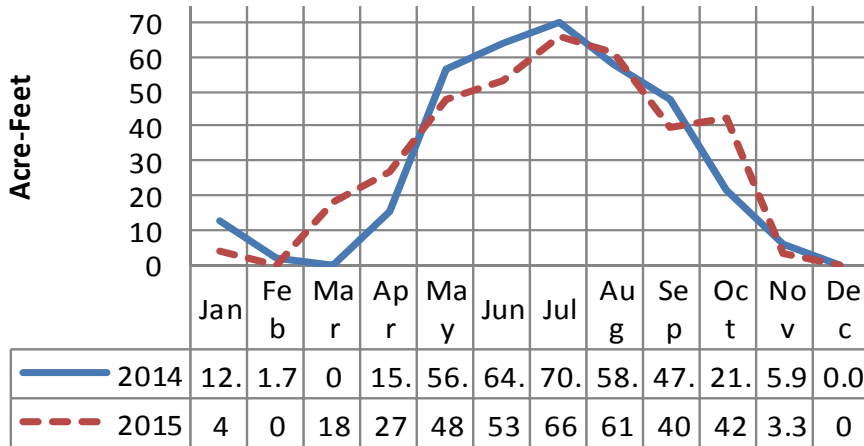
## HVLCSD Municipal Well Production



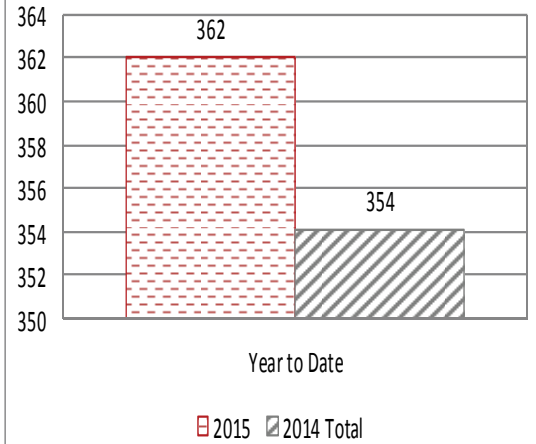
## HVLCSD Municipal Well Production



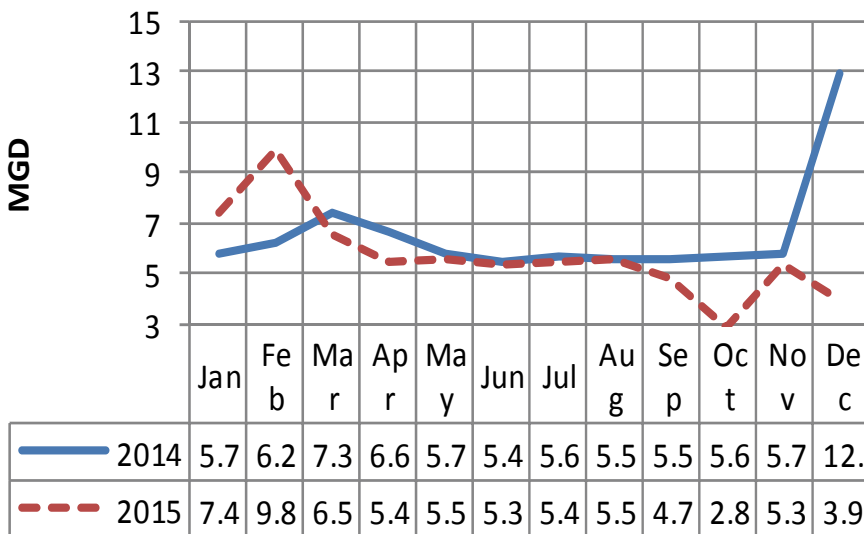
## HVLCSD Municipal Reclaimed Water Use



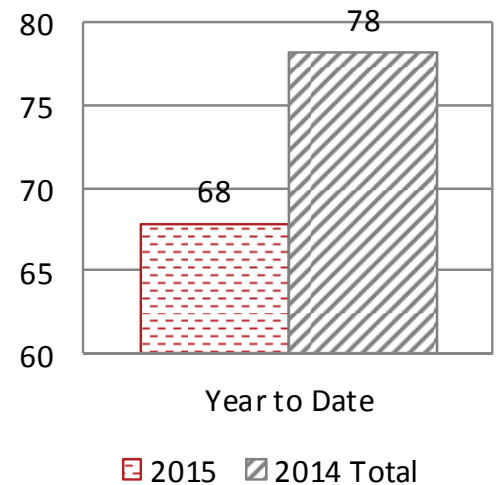
## HVLCSD Municipal Reclaimed Water



## HVLCSD Municipal Wastewater Influent



## HVLCSD Municipal Wastewater Influent



# December 2015 Field Report

## Water Operations and Maintenance Highlights

- 12/1 Service line repair
- 12/10 Road repair
- 12/14 Flood control and booster station debris removal
- 12/15 Prep for new water connections
- Completed all state required Lead & Copper samples
- Routine operations and maintenance
- 12/28—12/30 Meter reads

## Wastewater Operations and Maintenance Highlights

- 12/1 Lift Station 7 improvements
- 12/1 Repaired tripped motor at lift station 3
- G-O tube maintenance
- Manhole maintenance and preparation
- 12/21 Lift Station 5 brought on-line
- New sewer hookups
- 12/28—12/30 Meter reads
- Routine operations and maintenance

# December 2015 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	385
Truck 3	2183
Truck 4	1103
Truck 6	240
Truck 7	231
Truck 8	1038
Dump Truck	0
Backhoe	0
Tractor	Non-op (scrap)
New Holland Tractor	5.8

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	87415.5	19572.10
Fuel Log	466.3	171.8
December Tank Level	369.57	467.39
November Tank Level	239.13	184.78





## Hidden Valley Lake Community Services District

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

**January 19, 2016**

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

Key discussion items:

- I. DWR Compliance Order No 02\_03\_14r\_004 (Strategic Plan #1A):** I've arranged for a one-on-one meeting with an individual at DWR on Friday 1/29/16. My goal is to meet and discuss the District's situation. This will be the first of possibly additional meetings designed to get the State to hear our concerns and negotiate a reasonable solution without the assistance of paid consultants.
- II. Hexavalent Chromium 6 (Strategic Plan #1A):** Staff has delivered to SWRCB, a draft Compliance Schedule and the required public notification letter for review and approval. Staff continues the process of pulling well water quality samples from strategically located wells in the area.
- III. RMP (Strategic Plan #1D):** Staff is prepared to have it completed by our engineering firm once they provide us with a cost and completion date estimate.
- IV. Lift Station 7 (Strategic Plan #1B):** This project has been completed.
- V. Backup Generators for Lift Stations 2, 3, 5, 7 and Hardester's (Strategic Plan #1B):** This project has been completed. Each of these small generators holds 48 gallons of diesel fuel.
- VI. Verizon Cell Tower Lease Agreement (Strategic Plan #4A):** County Counsel has been committed to complete the County's lease agreement review by the end of this month.
- VII. Valley Oaks Development (Strategic Plan #1B – 1C):** Positive discussions continue between the developer and the District.
- VIII. Administration Building Roof (Strategic Plan #1B-1C):** No change. We are still waiting for a clear weather pattern so the contractor can remove and then replace the flat roof without wet weather. For now, we continue emptying our buckets every other day.

- IX. Field Vehicle Replacement Plan (Strategic Plan #1B-1C):** Some of our key Valley Fire insurance claims are now being paid. Others are under review and we expect payment by the end of this month. If the claims are paid as expected, we should have about \$200,000 that could be used in acquiring new vehicles or equipment. I recommend that a special committee be organized to research and present a vehicle acquisition plan to the Board.
- X. Storm Water Detention Pond (Strategic Plan #1E):** As noted last month, the generator has been ordered. We expect it to arrive in the middle of February. The design for the new metal building has been sent out for quotes. The metal building will go up after the generator arrives and is installed. The new SCADA controls giving us automated control should be completed in the next few weeks. For now, we continue to operate the pump manually.
- XI. Flood Control/Emergency Preparations:** Preparations have been made to address potential problems resulting from the increased rainfall. The January billing included a two-sided information letter on drainage, flooding and erosion preparedness. Staff has also been updating customers contact information and encouraging customers to sign up for the Nixle emergency notification system.
- XII. Board Training and Form 700:** Staff has researched and provided each Board member's information on both of these topics as well as JPIA/ACWA recommended Board training opportunities. All training is web based and free.
- XIII. GM Training:** The following are no or low cost trainings I plan to attend:
- 1/19 RCAC **Basics Operations** (online) No costs
  - 1/20 JPIA **HR Group Meeting** (Roseville) Cost-Meal/use of a truck
  - 1/27 RCAC **Op Maintaining Water Quality** (Healdsburg) cost-lunch
  - 2/2 SDRAM **Public meetings/Brown Act** (online) No costs
  - 2/9 RCAC **Board Roles & Responsibilities** (online) No costs
  - 2/10 RCAC **Water System Analysis & Project Planning** (Little River) Costs-hotel/meals/use of a truck
  - 2/11 RCAC **Capital Improvement Planning and Rate Setting** (Little River) Costs-meals/use of a truck
- XIV. Board Requested Special Sewer Surcharge Rate Study on Vacation Homes:** After determining a study group of both water and sewer customers (1450), a subset was selected for households having less than 50% of the average winter consumption. Of this subset (116), analysis determined that 23 total households were potentially "vacation homes" that did not have consumption during the winter months. Using industry standards for probable indoor use of these 23 households, the potential cost recoupment to the District would be approximately \$1,145.35. In order for these 23 households to undergo a billing change, individual notifications would need to be drafted, and billing would need to be tracked separately, creating additional administrative overhead (indirect costs).



- XV. Use of Admin Building by County for a Polling Center:** As directed by the Board, staff has contacted the County and a County representative has accepted our invitation to visit our building to review and consider possible capacity limitations and look at other possible alternate locations around HVL.
- XVI. Board Direction:** Staff is requesting guidance on levels of enforcement and communication with the District's customers with regard to delinquent availability fees. Some of these accounts are through the preliminary steps to file a lien and the rest will be subject within the next thirty days. See attachment titled, *DELINQUENT AVAILABILITY ACCOUNTS SUBJECT TO LIEN*.
- XVII. Loan Refunding:** Staff had hoped to bring a resolution forward today approving the reassessment of parcels with a remaining levy for Sanitation District1, Series 1995-2. There was a minor delay in completion of the consultant's reassessment documents. The resolution as well as all supporting documentation will be available for the February 16, 2016 meeting. Recent events in the world market have improved the District's options for a lower interest rate.

Staff has initiated the inquiry phase for refinancing the CIEDB loan. Because this is a straight-forward loan that requires repayment from the District's water revenue, there is no levy on any of the properties within the benefit zone and no reassessment is needed. This would be a refinance of the approximately 2,000,000 balance at a lower interest rate. The goal is to reduce the payment amounts and ultimately improve cash flow in the water enterprise fund. Staff anticipates having, at a minimum, preliminary work papers for the Board's consideration at the February 16 meeting.

January 19, 2016

**DELINQUENT AVAILABILITY ACCOUNTS SUBJECT TO LIEN**

**Attachment**

**Purpose:**

The Hidden Valley Lake Community Services District's (District) staff is requesting guidance on levels of enforcement and communication with the District's customers with regard to mandatory availability fees. As of today, there are nineteen accounts subject to liens solely because of unpaid availability charges.

**Overview:**

The District began charging availability fees for vacant lots with meters and for all developed residential and commercial properties in fiscal year 2015-2016. The revenue derived from availability fees is used to off-set the District's cost to maintain the water and sewer systems and provide sufficient capacity to serve all of the properties within the District. Historically, the revenue needed to make the water and sewer systems available has been a component of the fixed or *base* rate. The rates that took effect on July 1 and on September 1, 2015 are broken down into a fixed charge for availability and a use charge for the consumption that flows through the meter.

**Discussion:**

The majority of protests are centered on new charges resulting from the recently implemented rates. Within the rate structure, properties with meters are charged an availability fee of \$27.54 for water. If a sewer connection has been *finalized*, that property will be charged the monthly fixed charge of \$38.92. These charges apply as long as the meter and connection are serviceable without regard to the following items suggested for discussion:

1. *District installed meters on vacant lots absent of the current owner's approval.*  
There are some vacant lots with installed meters that have been in place for years and there is no current plan to develop the land.
2. *There are a few owners who argue that the property is unused and there is no plan to build or occupy.* If a property owner has the water meter removed and service is no longer available, the availability will not be charged until the owner has purchased and installed a new meter. If a residence or business exists on the property, the Lake County Environmental Health Department is notified and the property is deemed uninhabitable. Pulling the meter is an effective way to avoid fees to support infrastructure despite inclusion of the property within the District's service area.
3. *Customer requested lock-off.* Seasonal residents or residents who travel for extensive periods of time request that the water be locked-off. These residents are accustomed to a fee free gap in their billing. They have argued that they aren't receiving direct services.
4. *District imposed lock-off for nonpayment.* A lock-off for nonpayment can remain on the property when an owner or tenant vacates and the property remains unused. Examples are death, foreclosure and abandonment.
5. *Issuance of a lien for non-payment.* In some instances, a significant balance remains on the account and a lien has been filed. The account will continue to accrue charges. If the lien and

additional charges are placed on the account, the District has the option of recording additional liens. Outstanding liens are typically paid when a property sells or an estate is settled. It's possible that a lien will be paid and the property will continue to be charged availability fees if it remains vacant.

**Guidance Options:**

1. Continue the District's current policy for filing liens on delinquent accounts. Because the accounts will accrue more delinquent charges and fees, file additional liens every 6 months.
2. File liens but cap the charges at a fixed amount.
3. Record the liens and place the delinquency at June 30 on the property tax roll.
4. Other option as determined by the Board.

Staff will follow the Board's guidance and bring forward all documents requested by the Board at the February 16, 2016 meeting.

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

**DATE:** January 19, 2016

**AGENDA ITEM:** Discussion and Possible Action: approval of resolution 2016-1 approving rates for single family residential structures to be calculated using the base rate for a 5/8" meter when a 3/4" meter is required to meet the Lake County Building Code requirements.

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**RECOMMENDATIONS:** Approve resolution 2016-2 approving the base rate for a 5/8" meter.

**FINANCIAL IMPACT:** None

**BACKGROUND:** The recently approved County of Lake Building Code requires that a sprinkler system be installed in all residential structures. New construction will now require a 3/4" meter to provide higher flow to the system unless a special booster system is installed.

The water rates that took effect in September, 2016 are based upon a standard prior to the adoption of the requirement for a sprinkler system and categorize single family residences as requiring a 5/8" meter.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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I, Matt Bassett, 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 January 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

**RESOLUTION 2016-01**

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AUTHORIZING THE 5/8" METER AVAILABILITY RATE FOR SINGLE FAMILY RESIDENTIAL WATER TO ACCOMMODATE THE LAKE COUNTY BUILDING CODE REQUIREMENT FOR INTERIOR FIRE SPRINKLER SYSTEMS**

WHEREAS, the Hidden Valley Lake Community Services District (District) currently determines the monthly residential water availability (base) fee based upon the size of the meter; and

WHEREAS, prior to approval of the current base fee, the District and its consultants had no knowledge of an existing or proposed requirement that new construction include a fire sprinkler system; and

WHEREAS, unless a special booster system is installed a ¾" meter is necessary to produce enough pressure to operate the fire sprinkler system.

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors authorizes the monthly base fee for 5/8" meters to be applied to new construction when a ¾" meter is required to comply with the Lake County Building Codes for residential water accounts, effective September 1, 2015.

**PASSED AND ADOPTED** on January 19, 2016 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Jim Freeman  
President of the Board of Directors

**ATTEST:** \_\_\_\_\_  
Matt Bassett  
Secretary to the Board of Directors

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

**DATE:** January 19, 2016

**AGENDA ITEM:** Discussion and Possible Action: Adoption of Resolution 2016-02 authorizes staff employees Matt Bassett & Dennis White as District representatives to purchase government surplus through the Government Operations Agency

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**RECOMMENDATIONS:**

Approve Resolution 2016-02, in order to gain access to the inventory available in the Federal Surplus Program.

**FINANCIAL IMPACT:**

Minimal – An approved Resolution grants access to the Federal Surplus Program’s website.

**BACKGROUND:**

The process of acquiring vehicles through the Federal Surplus program begins with the naming of authorized individuals within HVLCSD. The state of California’s Office of Fleet and Asset Management offers this opportunity to Special Districts and other agencies contingent upon a board resolution. Once received, HVL CSD will be able to continue the application process.

---



APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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I, Matt Bassett, 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 January 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

**RESOLUTION 2016-02**

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS TO AUTHORIZE AS REPRESENTATIVES MATT BASSETT AND DENNIS WHITE TO ACQUIRE SURPLUS PROPERTY THROUGH THE AUSPICES OF THE CALIFORNIA STATE AGENCY FOR SURPLUS PROPERTY AND ACCEPT RESPONSIBILITY FOR PAYMENT OF INCIDENTAL FEES BY THE SURPLUS PROPERTY AGENCY UNDER THE TERMS AND CONDITIONS ACCOMPANYING THIS FORM**

WHEREAS, the District currently is in need of newer vehicles to meet the demands of daily field operations and maintenance while maintaining fiscal responsibility and operational efficiency.

WHEREAS, the State of California Government Operations Agency, Office of Fleet and Asset Management offers this program to a number of agencies, including Special Districts at a discount to the original purchase price of its vehicles.

WHEREAS, the State of California Government Operations Agency, Office of Fleet and Asset Management provides form SASP 202 in accordance with their application process.

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors authorizes Matt Bassett and Dennis White to acquire surplus property through the auspices of the California State Agency for surplus property and accept responsibility for payment of incidental fees by the surplus property agency under the term and conditions accompanying this form.

**PASSED AND ADOPTED** on January 19, 2016 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

\_\_\_\_\_  
Jim Freeman  
President of the Board of Directors

\_\_\_\_\_  
Matt Bassett  
Secretary to the Board of Directors

**RESOLUTION**

"BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or Type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
A. <u>Matthew Bassett</u>	<u>General Manager</u>	<u>[Signature]</u>	<u>mbassett@hiddenvalleylakecso.com</u>
<u>Dennis White</u>	<u>Lead Water Operator</u>	<u>[Signature]</u>	<u>dwhite@hiddenvalleylakecso.com</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**\*Note: All signatures must be in original form. No copied or stamped signatures**

B. The above resolution was PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20 16, by the Governing Board of the:

Hidden Valley Lake CSD by the following vote: AYES: \_\_\_\_\_; NOES: \_\_\_\_\_; ABSENT: \_\_\_\_\_  
 Agency Name

I, Matthew Bassett Clerk of the Governing Board known as Hidden Valley Lake CSD

Do hereby certify that the foregoing is a full, true and correct resolution adopted by the governing board of the below named organization at the meeting thereof held at its regular place of meeting on this date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

Signed by: \_\_\_\_\_

Hidden Valley Lake CSD

Name of Organization

19400 Hartmann Rd

Mailing Address

Hidden Valley Lake 195467 1 Lake

City

Zip Code

County

**NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY**

C. AUTHORIZED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by: \_\_\_\_\_  
 Signature of Administrative Officer

Printed Name of Chief Administrative Officer \_\_\_\_\_ Title \_\_\_\_\_

Organization Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ ZIP Code \_\_\_\_\_ County \_\_\_\_\_

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE: \_\_\_\_\_



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

**DATE:** January 19, 2016

**AGENDA ITEM:** Discussion and Possible Action: approval of resolution 2016-3 approving removal of Roland Sanford from the District’s LAIF account and addition of Interim General Manager, Matt Bassett.

---

**RECOMMENDATIONS:** Approve resolution 2016-3 updating the Local Agency Investment Fund authorizations to remove Roland Sanford and add Matt Bassett and sign the form as required by the State Treasurer’s Office.

**FINANCIAL IMPACT:** None

**BACKGROUND:** A resolution is required by the State Treasurer’s Office to add and remove persons authorized for transfer of funds.

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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I, Matt Bassett, 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 January 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

RESOLUTION 2016-03

A RESOLUTION AUTHORIZING INVESTMENT OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT'S  
MONIES IN LOCAL AGENCY INVESTMENT FUND

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors of the Hidden Valley Lake Community Services District does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interest of the Hidden Valley Lake Community Services District.

NOW THEREFORE, BE IT RESOLVED, THAT the Board of Directors of the Hidden Valley Lake Community Services District does hereby authorize the deposit and withdrawal of Hidden Valley Lake Community Services District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following Hidden Valley Lake Community Services District's officers or their successors in the office shall be authorize to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

\_\_\_\_\_  
James Freeman, President

\_\_\_\_\_  
James Lieberman, Vice President

\_\_\_\_\_  
Linda Herndon, Director

\_\_\_\_\_  
Judith Merbegian, Director

\_\_\_\_\_  
Carolyn Graham, Director

\_\_\_\_\_  
Matt Bassett, Interim General Mgr.

PASSED AND ADOPTED, by the Hidden Valley Lake Community Services District's Board of Directors, County of Lake of the state of California on January 19, 2016.

Resolution approved as follows:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
James Freeman, President of the Board

\_\_\_\_\_  
Matt Bassett, Secretary to the Board



**California State Treasurer's Office  
Local Agency Investment Fund (LAIF)**

**Authorization for Transfer of Funds**

Effective Date  
01/19/2016

Agency Name  
Hidden Valley Lake Community Services District

LAIF Account #  
16-17-001

Agency's LAIF Resolution # 2016-03 or Resolution Date January 19, 2016

**ONLY** the following individuals of this agency whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. **This authorization REPLACES AND SUPERCEDES all prior authorizations on file with LAIF for the transfer of funds.**

Name	Title
James Freeman	President
James Lieberman	Vice President
Linda Herndon	Director
Carolyn Graham	Director
Judith Mirbegian	Director
Matt Bassett	General Manager,

**Two authorized signatures required.** Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

Please provide email address to receive LAIF notifications.

Name	Email

Mail completed form to: State Treasurer's Office  
Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001

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

**DATE:** January 19, 2016

**AGENDA ITEM:** Discussion and Possible Action: approval of Mr. Mike Merrill’s attorney fees in the amount of \$125 & \$186 for invoices #915041 & #915042 dated 9/15/15 and 9/30/15.

---

**RECOMMENDATIONS:** Review and approve or decline to pay the two charges.

**FINANCIAL IMPACT:** \$311

**BACKGROUND:** The staff has reviewed and questioned some billing charges requested by Mr. Mike Merrill and his firm. Most of them have been explained and paid by the District or Mr. Merrill has agreed to our dispute and removed the charges.

Staff feels these two charges are unjustifiable and require the Board to decide if they should be paid.

Staff feels that unsolicited phone calls made by Mr. Merrill to the District’s General Manager should not be a chargeable event. The District didn’t request assistance, nor was it given any service or clear benefit from those phone calls. At the time of the calls, the District’s General Manager was not aware that Mr. Merrill considered his call to the GM a chargeable event.

Mr Merrill feels otherwise.

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<input style="width: 50px; height: 30px;" type="checkbox"/>	APPROVED AS RECOMMENDED	<input style="width: 50px; height: 30px;" type="checkbox"/>	OTHER (SEE BELOW)
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Modification to recommendation and/or other actions:

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I, Matt Bassett, 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 January 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

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

**DATE:** January 19, 2016

**AGENDA ITEM:** Discussion and Possible Action: Review staff’s list of firms for general counsel and approve final interview candidates.

---

**RECOMMENDATIONS:**

Hear presentation by General Manager and provide direction to staff regarding the final three general counsel candidates.

1. Bold, Polisner, Maddow, Nelson & Judson – Based in Walnut Creek, current referenceable client of Valley of the Moon.
2. Minasian, Meith, Soares, Sexton & Cooper, LLP – Based in Oroville, several referenceable clients east of Hwy 5, recommended by Wagner & Bonsignor.
3. Nave & Cortell – Direct positive experience with staff, coupled with reasonable and flexible billing structure.

**FINANCIAL IMPACT:**

See attached resumes

**BACKGROUND:**

A list of potential candidates was developed by staff. Individual experience and research, as well as recommendations from colleagues and peers generated this list.

From an original field of six (Bold, Polisner, Maddow, Nelson, & Judson; Minasian, Meith, Soares, Sexton & Cooper, LLP; Nave & Cortell, LLP; Churchill White LLP; Coombs & Dunlap, LLP; Rappaport & Marston), staff was able to narrow down the list to three.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, 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 January 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

ROBERT B. MADDOW  
CARL P. A. NELSON  
CRAIG L. JUDSON

JEFFERY D. POLISNER  
(RETIRED)

## BOLD, POLISNER, MADDOW, NELSON & JUDSON

A PROFESSIONAL CORPORATION  
500 YGNACIO VALLEY ROAD, SUITE 325  
WALNUT CREEK, CALIFORNIA 94596-3840  
TELEPHONE (925) 933-7777  
FAX (925) 933-7804  
OFFICE@BPMNJ.COM

SHARON M. NAGLE  
DOUGLAS E. COTY  
MICHAEL W. NELSON

FREDERICK BOLD, JR.  
(1913-2003)

### ATTACHMENT 1

### FIRM RESUME

Bold, Polisner, Maddow, Nelson & Judson is a professional corporation that primarily represents public agencies private individuals and entities and also maintains a general civil and trial practice. The firm represents a wide variety of individuals and business entities in transactional and civil litigation matters. The firm's general civil and trial practice emphasizes the formation and governance of non- and for- profit corporations, contract formation, risks and liabilities, and real property issues.

Public agencies that provide utility services to urban or urbanizing communities for which general counsel, special counsel, and litigation services are provided make up the largest component of the firm's clientele. The firm has represented a number of private clients, including golf courses, on water and recycled water issues, primarily related to reliability of irrigation water supplies and water quality. Principal areas of the firm's water law concentration include water rights and other aspects of water law, real property with a particular emphasis on eminent domain, legal issues involved in publicly owned utility operation and finance, environmental law, public works and construction contract formation and administration, and extensive experience in general civil litigation.

The firm was formed in 1993 at the time of the retirement of the late Frederick Bold, Jr. after a distinguished legal career of over fifty years duration. Bold and Polisner, the firm he and Jeffrey D. Polisner formed in 1970, was then transformed into the current firm. Robert B. Maddow, formerly General Counsel of the East Bay Municipal Utility District, joined the firm in 1993 after approximately twenty-one years of experience in water, wastewater and government/utility law. Carl P.A. Nelson and Craig L. Judson also became partners at that time, after nine and seven years experience, respectively, with Bold and Polisner, representing a variety of public and private clients. Sharon Nagle formally joined the firm in 2004 assisting both public and private clients in litigation and transactional activities. Douglas E. Coty joined the firm in 2006 concentrating his work in areas of public and private entity general counsel activities. In addition, the firm regularly supplements its resources with experienced attorneys hired on a contract basis, and has a full complement of supporting para-professional and support staff. Mr. Polisner has retired from the firm, but occasionally the firm's attorneys consult with him on matters where his experience is relevant to our clients' needs. The firm's sole office is located in Walnut Creek.

**REPRESENTATIVE CURRENT AND RECENT CLIENTS**

**Contra Costa Water District:** The firm or its immediate predecessors has provided general and special counsel services to this County Water District since 1936, handling such matters as water rights, water quality, capital improvements, eminent domain, land acquisition and management, finance, general and specialized litigation, and all aspects of public agency governance issues.

**North Marin Water District:** The firm or its immediate predecessors has provided general and special counsel services to this County Water District continuously since 1951. The District is a drinking water utility and also provides recycled water and wastewater services in portions of Marin County.

**Dublin San Ramon Services District:** The firm serves as general counsel to this Community Services District with water, wastewater, and recycled water responsibilities in all or portions of its service area in Alameda and Contra Costa Counties.

**Valley of the Moon Water District:** The firm serves as general counsel to this County Water District, a drinking water utility located in Sonoma County.

**Rodeo Sanitary District:** The firm serves as general counsel to this Sanitary District, which provides wastewater services in portions of western Contra Costa County.

**DSRSD-EBMUD Recycled Water Authority:** The firm has served as general counsel to this Joint Powers Authority since 1996. DERWA was formed by Dublin San Ramon Services District (DSRSD) and East Bay Municipal Utility District (EBMUD) to develop and implement a recycled water project in portions of Alameda and Contra Costa Counties.

**Oakwood Lake Water District:** Mr. Coty serves as general counsel to this California Water District, which has water and wastewater responsibilities for a unique community located along the San Joaquin River in San Joaquin County. The firm handles all aspects of the District's operations, including regulatory affairs, water rights, wastewater regulatory issues, and development-related matters.

**Coachella Valley Water District:** Mr. Maddow served as a member of the committee of water law specialists which advised the management and Board of this County Water District on Colorado River water rights, water supply, and contractual matters, and the firm represents the District before the State Water Resources Control Board on certain water rights matters.

**Imperial Irrigation District:** The firm has served as special counsel to this Irrigation District on complex and controversial Proposition 218 and related rates and charges matters.

BOLD, POLISNER, MADDOW, NELSON & JUDSON

**Jackson Valley Irrigation District:** The firm serves as special counsel to this Irrigation District in Amador County on a variety of water supply, water quality, water rights, and water service issues.

**Monterey Peninsula Water Management District:** The firm served as special counsel to this unique district with regard to complex financing, regulatory, and institutional issues concerning the addition of substantial improvements to a recycled water project.

**City of Cotati:** The firm has served as special counsel with regard to legal issues concerning the City's Urban Water Management Plan and related water supply planning.

**City of Hercules:** The firm previously served as special counsel with regard to negotiations with the City of Pinole and West County Wastewater District on wastewater facilities matters.

**Mutual Water Companies:** The firm provides legal services to two mutual water companies, including advice and representation on water supply and quality, real property, rules and regulations, and customer service issues.

**Private Clients:** The firm represents a wide variety of individuals and business entities in transactional and civil litigation matters, and consults on water-related matters (e.g., special counsel to property developers on water supply issues for commercial and industrial projects; analysis of complex water rights issues, including groundwater and surface water rights, related to property ownership, development and use for residential, irrigation, commercial, and industrial uses; representation of a metals recycling firm on a series of difficult Clean Water Act and CERCLA issues involving both federal and state agencies).

**Golf Courses:** The firm serves as special water counsel to three prominent golf clubs located in San Francisco and San Mateo Counties regarding a recycled water project, complex groundwater and stormwater issues, and certain real property matters, and has represented several other public and private golf courses in water and environmental documentation matters, as well as in certain business matters.

**Water Rights:** The firm has represented a wide variety of public and private entities and individuals on various water rights, water quality, and related matters, including matters involving advice, contracts, regulatory compliance, administrative hearings, and litigation.



**DOUGLAS E. COTY**

Douglas Coty received his B.A. in Environmental Studies from the University of California, Santa Barbara in 1993, and his J.D. from Santa Clara University, College of the Law, in 2003.

Before associating with the firm in 2006, he spent seven years employed with the Pajaro Valley Water Management Agency in Watsonville, California, and subsequently practiced water and public agency law for various clients. Mr. Coty currently serves as General Counsel and provides technical and administrative management for the Oakwood Lake Water District in Manteca, California. Mr. Coty also serves as the firm's lead attorney for the Contra Costa Water District, and assists with general counsel and special counsel services for other public agencies and the many private clients the firm represents. He has significant experience in all phases of the legal and technical work necessary to establish, govern, operate, and maintain a variety of public and quasi-public agencies and special districts. Mr. Coty participates in the Legal Affairs Committee of the Association of California Water Agencies, serving on tax-related subcommittees there, and lectures on Brown Act and Public Records Act compliance, and compliance with Propositions 218 and 26.

Mr. Coty has extensive experience in public agency governance issues, including the Brown Act, Public Records Act, conflict of interest, environmental documentation, and elections or appointments to local agency legislative bodies. His areas of concentration have included water rights, water supply and quality, wastewater and recycled water, governmental organization and operation, environmental law, rates and charges (with particular emphasis on Proposition 218 and Proposition 26 procedural and substantive compliance issues), and customer services regulations. Mr. Coty has also worked on a variety of water supply issues related to surface water, groundwater, and recycled water used for irrigation, for both public and private clients. He also has assisted a number of private clients which sought to obtain or develop a water supply for use for agricultural or municipal and industrial purposes.

**CARL P.A. NELSON**

Carl Nelson, a partner, received his A.B. from University of California at Berkeley in 1977, and his J.D. from University of California, Hastings College of the Law, in 1984. He was a writer and editor of the Hastings Constitutional Law Quarterly, and won the Roger J. Traynor Writing Competition.

Mr. Nelson began his law practice in 1984 with the predecessor firm of Bold and Polisner in 1984, and was one of the original partners when the current firm was created in 1993. His practice is primarily related to representation of local water and wastewater agencies, and he has considerable experience, as both general and special counsel, in providing legal advice to public agencies which are responsible for municipal and industrial water supply, recycled water supply, wastewater treatment and disposal, and related services.

Mr. Nelson's practice has focused on a diverse variety of real property, contract, and regulatory issues. He has specialized in issues relating to the formation and administration of complex contractual arrangements, including real property, construction, and contracts for water, wastewater and electrical service, typically in connection with providing the infrastructure necessary to serve a growing customer base. He also has significant experience in the law of public agency rates and charges, in the rules and regulations under which publicly owned utilities provide services to their customers, in all phases of public agency governance matters, and in environmental and natural resources matters, with an emphasis on water rights and water quality matters. He has participated in numerous regulatory proceedings and litigation concerning water rights and water quality matters, primarily in the Sacramento-San Joaquin Delta, since the mid-1980's. He also has assisted a number of private clients in their efforts to obtain, confirm, or develop a water supply for agricultural, municipal, and industrial purposes.

Mr. Nelson is a member of the American, California and Contra Costa Bar Associations. He has made presentations at several continuing legal education programs and has conducted ethics training (AB 1234) for local governmental officials. He is currently serving as the Chair of the Attorneys Committee of the California Association of Sanitation Agencies. He is admitted to practice in all state courts and in federal trial and appellate courts, including the United States Supreme Court.

**ROBERT B. MADDOW**

Robert Maddow, a partner, received his B.A. in Political Science from Stanford University in 1964, and his J.D. from the University of California, Hastings College of the Law, in 1967.

Before joining the firm in 1993, he was General Counsel for East Bay Municipal Utility District in Oakland, California, for nine years, and was an attorney for EBMUD for twelve years before that. He has extensive experience in all phases of the legal work necessary to establish, govern, operate, and maintain a publicly owned water utility to supply municipal and industrial water. Mr. Maddow has also worked on a wide variety of water supply issues related to surface water, groundwater, and recycled water used for irrigation, for both public and private clients. His areas of concentration have included water rights, water supply and quality, wastewater and recycled water, capital improvements programs and projects, real property acquisition and ownership, governmental organization and operation, environmental law, public finance, rates and charges, and customer services regulations.

Mr. Maddow is a member of the American, California and Alameda County Bar Associations. He is particularly active in the Association of California Water Agencies, where he served a member of the Board of Directors, and was Chair of the Legal Affairs Committee from 1992 through 2009. He chaired the Proposition 218 subcommittee and has served on the Continuing Legal Education Committee, the Strategic Planning and Policy Committee, and the Water Rights Committee. He previously chaired the Attorneys' Conference, and served on the Legislative Committee and several other standing and ad hoc committees. In 2006, he was named the first winner of the Association's Emissary Award.

Mr. Maddow is a member of the Advisory Board of the "California Water Law and Policy Reporter", which has published several of his articles, and has co-chaired its annual Water Law and Policy Conference. He has lectured for sections of the Alameda and San Francisco Bar Associations, made presentations or served as moderator at numerous continuing legal education programs, and has been a guest lecturer on water law matters at the University of California, Boalt Hall School of Law.

**CRAIG L. JUDSON**

Craig Judson, a partner, received his B.A. from University of California at Davis in 1981 (Cum Laude and Phi Beta Kappa) and his J.D. from the UC Davis School of Law in 1984.

Mr. Judson joined the predecessor firm of Bold and Polisner in 1987, and became a partner when the current firm was created in 1993. Before joining the firm, he was in private practice in Pittsburg for two years as a partner in the firm of Judson, Webster and Judson.

His practice focuses on civil litigation, as well as general representation of public agencies, individuals, and business entities. His extensive civil litigation experience has included representation of both plaintiffs and defendants in a wide variety of civil litigation matters including inverse condemnation, construction, real estate, and personal injury. Mr. Judson has extensive experience representing private clients in many types of cases and transactions including real property transactions, business formation and dissolution, business administration, contracts formation and enforcement, construction, insurance, finance, regulatory matters, intellectual properties, and torts.

Mr. Judson also has a significant focus on estate, probate, and trust planning and administration, and all phases of litigation in this field. He often lectures in the field of estate planning.

Mr. Judson is a member of the American, California and Contra Costa Bar Associations. He is admitted to practice in all State and federal courts. In addition, he currently serves as a judge pro tem and as a judicial arbitrator for the Contra Costa County Superior Court.

**SHARON NAGLE**

Sharon Nagle received her B.A. from the University of California, Santa Cruz, in 1988, and her J.D. from the University of San Diego in 1995. While at U.S.D., she served as a member of the Moot Court Board.

From 1995 through 2003 she worked for the Law Office of Thomas C. Nagle, focusing on civil litigation and appeals. Her areas of emphasis at that time included eminent domain, inverse condemnation, real property disputes, and multiple-party construction defect cases. Since 2004, Ms. Nagle has worked as a contract attorney with Bold, Polisner, Maddow, Nelson & Judson. She has focused on civil litigation on a variety of matters, including representation of both private and public entities. Her public entity work has emphasized defense of personal injury, trespass, and other tort litigation, and inverse condemnation litigation. She has also counseled private and public agencies on a variety of issues, including employment, employee housing, and real property matters.

Ms. Nagle served on the Board of Directors of the Contra Costa County Bar Association from 2002-2003, on the Board of Directors of the California Association of Young Lawyers from 2001-2003, as President of the Contra Costa Barristers from 1998-2000, and was a member of the American Inns of Court from 1997-2001. She has published real estate articles in the Contra Costa County Bar Journal.

**MICHAEL W. NELSON**

Michael Nelson received his B.A. from Columbia University, New York, in 2007, and his J.D. from UC Davis School of Law in 2012. While in law school, he served as a Senior Articles Editor on the *UC Davis Law Review* and was a member of the Trial Practice Honors Board.

Prior to joining the firm, Mr. Nelson was a law clerk at the Yolo County District Attorney's office. As a law clerk, he drafted motions for felony and misdemeanor cases and conducted suppression hearings in court. Mr. Nelson also served as a judicial extern for the Honorable Alice Vilardi in Alameda County where he conducted legal research and assisted Judge Vilardi with various legal opinions.

Mr. Nelson began working for the firm in the Fall of 2012. Mr. Nelson's practice focuses on general civil litigation, where he has experience researching complex legal arguments; drafting analytical and advisory memoranda, pleadings, motions, and written discovery; and appearing in court hearings. Mr. Nelson has also been assuming an increasing responsibility for transactional matters for the firm's public agency clients, including review and revision of public work contracts, the development of standard form contracts for consulting and technical services, and research into caselaw, statutory and administrative law governing activities of local agencies.

Mr. Nelson is a member of the Contra Costa County Bar Association and the Bar Association of San Francisco.

**ARI J. LAUER**

Mr. Lauer received his B.A. from the University of California Berkeley in 1985 (summa cum laude) and his J.D. from Loyola Law School in 1989. While in law school he was a member of the Law Review.

Mr. Lauer has served "Of Counsel" to Bold, Polisner, Maddow, Nelson & Judson since 2001, and maintains his own law practice. His focus is in the areas of real estate, employment, and business law, with extensive experience in business formation and administration.

From 1991 to 2001 he was a member of Cohen & Lord in Marina Del Rey and San Francisco and previously with the predecessor firm of Chenen, Cohen & Linden representing varied clients in real estate, construction, employment, business, and securities litigation, as well as corporate and partnership formation. Prior, he was an associate with Wyman Bautzer Kuchel & Silbert in Los Angeles negotiating and preparing real estate acquisition and leasing documents and corporate agreement.

Mr. Lauer is a licensed real estate broker, and has served as an adjunct professor at John F. Kennedy University School of Law.

**e. 1. LEGAL APPROACH- SCOPE OF WORK**

Simply put, our view of the role of general counsel is to provide sound and practical legal advice that will enable the district to evaluate the risks of various alternatives and to help it conduct its activities in compliance with applicable laws. This may involve, when appropriate, strategic analysis that will help the district in its long term planning. Our philosophy is to provide legal input that will help facilitate the making of policy decisions by the governing body, and the interpretation and implementation of those policy decisions by the manager and staff; unless asked to do so, we normally would not act as “gatekeepers” but rather as advisers with a sufficiency staunch “backbone.” We are firm believers in the value of preventative law, recognizing that prudent advice and clear drafting early in any process, be it regulatory, administrative, legislative, or transactional, can often avoid much greater expenses later on by avoiding or minimizing the scope and extent of disputes.

The key to any effective working relationship is communication. Communication, in turn, thrives in an atmosphere of trust and mutual respect. The first order of business is to get to know one another. One point that all involved should have in common is a desire to serve the District, and for the District to serve its customers, in a way that advances the public interest. Recognizing this, helps build respect and trust.

Our style of Board meeting participation derives from our view of our role as general counsel. Except when our input is needed to help keep the Board or management from running afoul of the Brown Act or the various laws governing conflicts of interest, or to avoid divulging confidential matters protected by law, or where discussion threatens to create civil or criminal liability, or to jeopardize the District’s position in pending or threatened litigation, our participation is generally to respond to requests from the Board or management.

Through fostering the relationships described above, we will develop with staff, management, and the Board, the type of information and frequency of reporting that will best suit the District’s needs and preferences about level of effort, to the extent feasible. This will likely develop through an iterative process, seeking the ideal balance between completeness and cost.

We believe that we have ample capacity to provide the District the services it requires of its general counsel taking into consideration our current clients, expected workloads, and responsibility due to each.



**MINASIAN, MEITH,  
SOARES, SEXTON &  
COOPER, LLP**

ATTORNEYS AT LAW  
A Partnership Including Professional Corporations

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January 6, 2016

**Via Electronic Mail and U.S. First Class Mail**

[mbassett@hiddervalleylakecsd.com](mailto:mbassett@hiddervalleylakecsd.com)

Matt Bassett  
General Manager  
Hidden Valley Lake Community  
Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

Re: Response to Request for Firm Profile

Dear Mr. Bassett:

Pursuant to your request, enclosed please find information regarding the Minasian Law Firm and its seven attorneys.

The Firm offers attorneys with wide areas of expertise and experience to provide the full range of services required by the Hidden Valley Lake Community Services District. The Firm is fully qualified to provide professional services to the District. We are also staffed to provide litigation services within all areas the District might expect to face litigation.

Specific areas of expertise include advising clients with respect to obligations under the Government Code, the Brown Act, the Public Records Act, the Fair Political Practices Act, and conflict of interest law; advising on use, acquisition and disposal of property under the Law of Eminent Domain and the California Environmental Quality Act; and advising on the uses and deposit of public agency funds. We also possess extensive experience related to public agency employment matters, including compliance with disability and anti-discrimination laws, labor relations, labor negotiations, discipline, and dismissal of public employees.

Matt Bassett, Interim General Manager  
Hidden Valley Lake Community Services District  
January 6, 2016  
Page 2

The Minasian Law Firm respectfully submits the enclosed information for your consideration.

Very truly yours,

MINASIAN, MEITH, SOARES,  
SEXTON & COOPER, LLP

By 

DUSTIN C. COOPER

DCC/tw  
Enclosures

## SPECIFIC COMPANY INFORMATION

The Firm was founded in 1941 by P. Jackson Minasian. Mr. Minasian was subsequently joined by his brother, David H. Minasian, and later by his son, Paul R. Minasian. The Firm is presently composed of seven attorneys.

Historically, the Firm specialized in water law and public agency representation, and litigation of claims related to water, irrigation, and public utility districts, and it continues to be very active in these areas of the law. The Firm currently represents approximately twenty water, irrigation, community service, and public utility districts on a routine basis as general counsel. It also serves as special counsel in the federal licensing, development, and financing of large hydroelectric water storage projects, and water treatment projects where joint power authorities are formed. The Firm currently represents agencies and/or Joint Power Authorities which own hydroelectric projects licensed by the Federal Energy Regulatory Commission. In addition to the public water agencies, the Firm represents other public entities, including school, fire, park and recreation, and sanitation districts, and has served as special counsel for Butte and Plumas counties, and the Butte County Local Agency Formation Commission.

To meet the needs of our public agency clients, in addition to the areas listed above, the Firm consists of attorneys skilled in civil litigation, public employment matters, including collective bargaining, contract management, and due process.

The Firm's private client practice includes representation of several farming corporations and numerous businesses. Work for these clients encompasses general corporate work, water rights, personnel, and litigation. The Firm has developed extensive experience in multi-party tort and corporate litigation, administrative review hearings, real estate transactions, and business transactions. The Firm does not practice bankruptcy, criminal, domestic, or tax law.

## ATTORNEYS

**PAUL R. MINASIAN.** Title: Attorney/Partner. Qualifications/Resume: Stanford University (B.A., 1964) and Boalt Hall School of Law, University of California (J.D., 1967). Mr. Minasian has been a practicing member of the State Bar of California since 1967. His practice areas include: Water resources, water law, water rights, agricultural law, general counsel - public agency, water-related litigation, California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Endangered Species Act (ESA), construction disputes, and contractual disputes.

**JEFFREY A. MEITH.** Title: Of counsel. Qualifications/Resume: University of California, Davis (B.A., 1969; J.D., 1972). Prior to joining the Firm, Mr. Meith worked as a staff attorney with the Federal Power Commission (1972-1973), the California Public Utilities Commission (1973-1975), Southern California Gas Company (1975-1978), and was

Deputy County Counsel, Butte County (1978-1979). Mr. Meith's practice areas include: General counsel - public agency, water rights, energy, electric utilities, and labor law.

**M. ANTHONY SOARES.** Title: Attorney/Partner. Qualifications/Resume: California State University, Chico (B.A., 1974); McGeorge School of Law (J.D., 1977). Prior to joining the Firm, Mr. Soares was Deputy State Attorney General. Mr. Soares' practice areas include: (1) Employment law, representing public and private employers and employees in wrongful termination or disciplinary actions; (2) insurance coverage and bad faith, representing individuals, businesses, and public agencies in disputes with their insurance carriers regarding coverage; (3) public agency litigation, including defense of bodily injury, property damage, environmental challenges, and construction dispute claims and actions; (4) eminent domain litigation; (5) miscellaneous personal injury, real property, and contract litigation.

**DUSTIN C. COOPER.** Title: Attorney/Partner. Qualifications/Resume: California State University, Bakersfield (B.S., 2003) and McGeorge School of Law (J.D. 2006). Prior to joining the Firm, Mr. Cooper was a law clerk at Wagner, Kirkman, Blaine, Klomprens & Youmans, LLP, where he primarily worked on development related legal issues, including litigation, Subdivision Map Act, disclosures, and contract disputes. At the Firm, Mr. Cooper's practice areas include: Public agency representation, environmental law, employment law, civil litigation, and contract disputes.

**EMILY E. LaMOE.** Title: Attorney/Partner. Qualifications/Resume: Undergraduate, University of California, Santa Barbara (2001); McGeorge School of Law (J.D., 2004). Prior to joining the Firm in 2011, Ms. LaMoe was employed at the law firm of Kronick, Moskovitz, Tiedeman & Girard. Ms. LaMoe's practice includes general advice and counsel to public agencies, specializing in employment and personnel-related matters, employment contract management and grievance processes, representing clients before administrative bodies and courts, and extensive work in collective bargaining as lead negotiator for the employer in negotiations with employee unions, as facilitator in interest-based bargaining, and with representation and advice to public employers through the Public Employer Relations Board. Ms. LaMoe also provides clients with training regarding California Public Records Act, the Ralph M. Brown Act and public official conflict of interest issues and ethics.

**PETER C. HARMAN.** Title: Associate Attorney. Qualifications/Resume: Colorado College (B.A., 2005) and University of California, Hastings College of the Law (J.D., *cum laude*, 2011). Prior to joining the firm, Mr. Harman was an Attorney-Advisor with the U.S. Department of the Interior's Office of Hearings and Appeals. Mr. Harman's practice areas include: Environmental law, water law, administrative hearings, public agency representation, civil litigation, probate, and real property law.

**ANDREW J. McClURE.** Title: Associate Attorney. Qualifications/Resume: Undergraduate, University of California Davis (2003); Willamette University College of Law (2009). Mr. McClure represents California Special Districts and individuals in litigation and transactional matters. Representative tasks include: Implementing an

ordinance to regulate issuance of water well permits on behalf of a California Community Services District; negotiating and implementing Integrated Regional Water Management Plan grants with State of California and participating public agencies; advising California Water Districts on increase of standby charge and Proposition 218 compliance.

### **COMPENSATION AND REIMBURSEMENT**

The Firm intends to provide legal services on an hourly basis. Our hourly rate is \$290, billed in 1/10<sup>th</sup> increments. Travel to and from board meetings is charged at the rate of \$70 per hour. Current photocopying charges are 20 cents per page and outgoing facsimile charges are \$1.00 per page. Additional information regarding fees and costs can be found in the attached sample fee agreement.

## PROFESSIONAL REFERENCES

- (1) Sutter Community Services District – Geri Goetzinger, Manager, telephone number (530) 755-1733. The Sutter Community Services District serves the water needs for the city of Sutter and is the only local potable watery supply.
- (2) South Feather Water and Power Agency – Michael Glaze, General Manager, telephone number (530) 533-4578. SFWPA is an irrigation district providing domestic water service to approximately 7,500 connections within the Oroville area, as well as providing agricultural water and power generation.
- (3) Nevada Irrigation District – Rem Scherzinger, General Manager, telephone number (530) 271-6824, encompassing 275,000 acres in Nevada, Placer, and Yuba Counties and serving in excess of 24,000 domestic customers, as well as providing irrigation water and hydroelectric power.
- (4) Paradise Irrigation District – George Barber, Manager, telephone number (530) 877-4971, serving approximately 10,500 customers with domestic water in Paradise, California.
- (5) Lake Oroville Area Public Utility District – Dwayne Long, Manager, telephone number (530) 533-2000, a public utility district serving approximately 6,000 sewer service connections in the area south and east of Oroville, California.

# NAVÉ & CORTELL

4580 E. Thousand Oaks Blvd. Suite 300  
Westlake Village, CA 91362  
805.953.2330  
navecortell.com

December 21, 2015

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

Dear Mr. Bassett:

Nave & Cortell, LLP, is pleased to provide the following information regarding our Firm.

## **BACKGROUND AND EXPERIENCE**

Navé & Cortell is a boutique law firm whose partners have years of experience representing public and private clients. For the past 20 years, Scott Nave's practice has focused primarily on representing public entities, including healthcare districts, airport districts, water districts, CSDs, and cities. He has served as general counsel, special counsel, and trial counsel. He regularly conduct AB 1234 ethics training, and speaks on board governance matters. Currently, he is general counsel for the following public agencies: Kern Valley Healthcare District, Tehachapi Valley Healthcare District, Indian Wells Valley Airport District, Mojave Air and Space Port, Clearlake Oaks Community Services District. In addition Scott is counsel for a number of mutual water companies and other private companies.

Mark Cortell's practice focuses on transactional work, with an emphasis on mergers & acquisitions, general corporate transactions, venture capital, corporate securities, and finance. Mark has broad expertise in analyzing and advising technology, manufacturing, and consumer products clients on strategic change, and helping them drive continuous process improvements. He advises clients on corporate governance, risk management, insurance, product safety, compliance, employment matters, and benefits administration. Mark has represented both public and private companies, including Water Pik Technologies, Inc. (NYSE: WPTI), Teledyne Technologies Incorporated (NYSE: TDY), Move, Inc. (NASDAQ: MOVE), VirtualTourist, Inc., Baja Fresh, Coffee Bean & Tea Leaf, and Kinko's, Inc. (n/k/a FedEx Office). Prior to becoming an attorney, Mark worked as a Senior Accountant for KPMG Peat Marwick and as a financial consultant.

## **APPROACH TO LEGAL SERVICES**

### **Role of General Counsel**

In our capacity as general counsel, we provide legal advice to the Board, management team, and staff. We regularly advise our clients regarding the Brown Act, Proposition 218, the Public Records Act, ethics and conflict issues, compliance, public works contracts, vendor contracts and relations, and employment matters. Sometimes there is overlap between a business and legal issue. We understand our role is to advise as to the legal issue, but we can address how a legal solution may impact a business issue, and vice versa.

**Managing legal fees and costs**

We use a billing program to track our time, and we bill by the tenth of an hour. Invoices are reviewed by partners to ensure accuracy, completeness, and reasonableness. For costs in excess of \$500.00, we seek client approval before they are incurred. We do not surcharge or add a profit margin to expense billings.

**Services we do not provide**

While we have a broad practice, we know we cannot cover everything. Some matters we do not provide legal services for include civil rights, voting rights, debt financing documents, and bond counsel. We frequently work with special counsel for particular matters beyond the scope of our practice.

**COMPENSATION AND REIMBURSEMENT****Fees**

We are sympathetic to financial constraints imposed on public agencies as a result of Proposition 13 and Proposition 218, so we have a billing structure specifically for public agencies. Our hourly rates are \$225.00 for partners for transactional work and \$250.00 for litigation, \$110 for paralegals, \$55.00 for law clerks, and variable rates for associates.

**Other charges**

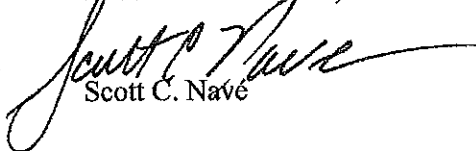
Unless otherwise agreed, we do not charge our clients for routine costs and expenses.

Faxes:	No charge.
Routine copying:	No charge. Authorization will be sought before we use an outside copy service.
Telephone fees:	No charge.
Online legal research:	No charge within our subscription. We will, if possible, get approval before engaging in searches outside our subscription.
Travel time:	We charge at the agreed upon rates for transactional and litigation travel.
Mileage:	No charge.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

NAVÉ & CORTELL, LLP

  
Scott C. Navé



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

**DATE:** January 19, 2016

**AGENDA ITEM:** Discussion and possible action: Recruitment of permanent General Manager – recommendation from Personnel Committee for recruiting agency

**RECOMMENDATIONS:**

Approve the Personnel Committee’s recommendation for acquiring recruiting services for a permanent General Manager with CPS HR Consulting and direct staff to move forward.

**FINANCIAL IMPACT:** \$23,500

**BACKGROUND:**

The Personnel Committee has recommended using CPS HR Consulting recruiting services for a permanent General Manager. Their recommendation was based upon the agency’s demonstrated ability, industry reputation, excellent references and a 2 year guarantee. Their second choice was Alliance and third, Koff & Associates. In addition to acquiring a recruiting service, the committee feels the need to have a salary review using the same comparison agencies the District has used in the past.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Matt Bassett, 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 January 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent

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

# Proposed Services

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## *Phase I - Develop Candidate Profile and Recruitment Strategy*

### **Task 1 - Review and Finalize Executive Search Process and Schedule**

The first step in this engagement is a thorough review of the following with the Board of Directors:

- District's needs, culture, and goals
- Executive search process
- Schedule

This will ensure that the District's needs are met in the most complete manner possible.

### **Task 2 - Key Stakeholder Meetings**

As desired by the District, CPS HR is prepared to meet with any additional key stakeholders to obtain input in developing the ideal candidate profile and to assist CPS HR in understanding key issues and challenges that will face a new General Manager. The specific nature of the involvement process would be developed in consultation with the District. The results of the above activities will be summarized by CPS HR and provided to the District as an additional source of information for developing the candidate profile and selection criteria.



### **Task 3 - Candidate Profile and Recruitment Strategy Development**

This task will be accomplished during a workshop session involving the Board of Directors and CPS HR. It will result in the identification of the personal and professional attributes required for the position and will include the following activities:

- The Board of Directors will identify key priorities for the new General Manager.
- CPS HR will assist the Board of Directors in identifying the conditions and challenges likely to be encountered in achieving the priorities identified above.
- The Board of Directors will describe the type of working relationship they wish to establish with the General Manager.
- CPS HR will assist the District in generating lists of specific competencies, experiences, and personal attributes needed by the new General Manager in light of the analyses conducted above.
- CPS HR will present several recruitment and selection strategies for the District's consideration. The District will choose the recruitment and selection process most likely to produce the intended results.

#### Task 4 – Develop Recruitment Brochure

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the District for review prior to printing. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at [www.cpshr.us/search](http://www.cpshr.us/search).

#### Task 5 – Place Advertisements

Advertisements (which will include a direct link to your brochure) will be prepared and placed for publication in appropriate magazines, journals, newsletters, job bulletins, social media, and websites to attract candidates on a nationwide, regional, local, or targeted basis, depending on the preference of the District. CPS HR will present examples to the District for review and approval. Examples may include:

Advertising Sources	
● Jobs Available	● Brown & Caldwell Water Jobs
● Assoc. of CA Water Agencies	● American Water Works Assoc.
● American Public Works Assoc.	● CA Special District Assoc.
● Municipal Management Assoc.	● LinkedIn

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the General Manager brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

*CPS HR is focused on reaching a diverse candidate pool* and would recommend publications/websites that are targeted to minority and female candidates. CPS HR will specifically research other jurisdictions in which the demographics mirror those of the Lake County area and target outreach to those individuals. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

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***Within the past five years, we have successfully placed more than 170 minority and female candidates in executive level positions.***

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## *Phase II – Aggressive, Proactive, and Robust Recruitment*

### **Task 1 - Identify and Contact Potential Candidates**

This very crucial task will include a variety of activities. CPS HR will:

- Contact respected and experienced industry leaders to identify outstanding potential candidates on a referral basis. CPS HR maintains a comprehensive, up-to-date database of such professionals; however, we do not rely solely upon our current database. We also conduct specific research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates. These individuals, as well as other potential candidates, are typically contacted very soon after they have received a recruitment brochure in order to maximize the impact of the multiple contacts.
- Select top quality candidates for consideration from past recruitments.
- Provide each potential candidate with a copy of the recruitment brochure.
- Contact potential candidates by telephone to explain the career opportunity, answer questions, and encourage them to submit a resume. Oftentimes this component necessitates multiple conversations with the same person to pique his/her interest and to answer his/her questions sufficiently.

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks. The approach utilized by CPS HR employs the following techniques:

- Communicating to candidates, through advertising materials and verbal conversations, a strong sense of the purpose and strategy of the District. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Providing guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area. We have found that potential candidates sometimes make the decision not to apply based on rumored



information, rather than facts and research. It is our job to ensure the candidates we are in communication with have accurate and helpful information.

- Actively seeking individuals who are highly visible in the field – widely published, frequent presenters and/or thought leaders – who are seemingly ready for the challenge. These highly qualified candidates may be attracted by the prospect of collaboration with other District departments, providing exceptional leadership to the Hidden Valley Lake Community Service District, or continuing to ensure the public confidence in the integrity of the District.

## **Task 2 – Resume Review and Screening Interviews**

All resumes will be submitted directly to CPS HR for initial screening. This screening process is specifically designed to assess the personal and professional attributes the District is seeking and will include:

- A thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials.
- Interviews with the candidates who appear to best meet the District's needs. CPS HR will spend extensive time ascertaining each candidate's long term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will also gather data on any other unique aspects specific to this recruitment based upon the candidate profile.
- Internet research on each candidate interviewed.



## **Task 3 – Board of Directors Selects Finalists**

At the conclusion of the previous tasks, CPS HR will prepare a written report that summarizes the results of the recruitment processes and recommends candidates for further consideration by the District. Typically the report will recommend five to eight highly qualified candidates, and will include resumes and a profile on each interviewee's background. CPS HR will meet with the Board of Directors to review this report and to assist the District in selecting a group of finalists for further evaluation.

## Phase III – Selection

### Task 1 - Design Selection Process

Based on the results of the meeting conducted in Phase I, CPS HR will design a draft selection process. CPS HR will meet with the District to review this process and discuss the District's preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate, but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

### Task 2 - Administer Selection Process

CPS HR will coordinate all aspects of the selection process for the District. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the District with deliberation of the results; and contacting both the successful and unsuccessful candidates.



### Task 3 – Final Preparation for Appointment

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process:** Should the District wish to arrange follow-up interviews or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- **Conduct In-Depth Reference Checks:** The in-depth reference checks are a comprehensive 360 evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made contingent upon that reference being successfully completed so as not to jeopardize the candidates' current employment situation.) The candidates are requested to provide a minimum of six reference sources. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual that their comments will remain confidential, which leads to a willingness to have an open and candid discussion, resulting in the best appointment for the District. A written (anonymous) summary of the reference checks is provided to the District.
- **Conduct Background Checks:** We will arrange for a background records check of a candidate's driving record, criminal and civil court, credit history, education verification, newspaper article publishing's, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion

with the finalist(s) and will present a full picture of the situation to the District for further review.

#### Task 4 – Contract Negotiation

Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

### Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

In addition, during each phase in the process, we are corresponding with candidates and advising them of their status. We place the highest level of importance on customer service and responding



in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process; as a result, we have many long term relationships with clients that have resulted in the opportunity to assist them with multiple recruitments.

CPS HR's communication extends once you have selected the new General Manager. We will contact both the Board of Directors and the newly appointed General Manager within six months of appointment to ensure an effective transition has occurred.

## Project Schedule

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new General Manager can be completed in 14 to 16 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting/Candidate Profile	➤															
Draft Brochure		➤														
Brochure Approved/Printed Place Ads			➤													
Aggressive Recruiting							➤									
Final Filing Date							➤									
Preliminary Screening										➤						
Present Leading Candidates to the District											➤					
District Interviews													➤			
Reference/Background Checks														➤		
Appointment																➤
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16



## Professional Fees, Expenses, & Guarantee

### Professional Services

Our professional fixed fee covers all CPS HR services associated with **Phases I, II, and III** of the recruitment process, including the necessary field visits (up to three) to develop the candidate profile and recruitment strategy, assist the District with finalist selection, and facilitate candidate interviews.

Task/Consultant Role	# of Hours	Total
<b>Phase I. Develop Candidate Profile and Recruitment Strategy</b>		
Task 1 – Review and Finalize Executive Search Process and Schedule	2	\$250
Task 2 – Additional Key Stakeholder Meetings	6	\$750
Task 3 –Candidate Profile and Recruitment Strategy Development	4	\$500
Task 4 and 5 – Develop Recruitment Brochure and Place Advertisements	6	\$750
<b>Phase II. Aggressive, Proactive, and Robust Recruitment</b>		
Task 1 – Identify and Contact Potential Candidates	30	\$3,750
Task 2 – Resume Review and Screening Interviews	30	\$3,750
Task 3 – Board Selects Finalists	20	\$2,500
<b>Phase III. Selection</b>		
Task 1 – Design Selection Process	6	\$750
Task 2 – Administer Selection Process	12	\$1,500
Task 3 and 4 – Final Preparation for Appointment and Contract Negotiation	20	\$2,500
<b>Professional Fees Total</b>		<b>\$17,000</b>

*\*Professional fees and reimbursable expenses would be billed and paid monthly.*

### Reimbursable Expenses

Actual out-of-pocket expenses for such items as consultant travel, advertising, marketing, printing/copying, and postage/delivery charges are reimbursable at cost. There is no mark-up on expenses and **we will work proactively with the District to ensure that the dollars being spent for expenses are in keeping with the District's expectations.** Travel expenses for candidates who are invited forward in the interview process are not included under our reimbursable range. The listed reimbursable expenses range includes a background check on the selected finalist candidate.

Professional Fixed Fee & Reimbursable Expenses*	
Professional Services (Fixed Flat Fee)	\$17,000
<b>Reimbursable Expenses</b> Approximate recruitment costs include: <ul style="list-style-type: none"> <li>■ Brochure Design and Printing (\$1,100)</li> <li>■ Advertising (\$2,600)</li> <li>■ Background check for one candidate (\$400)</li> <li>■ Other recruitment expenses such as supplies, travel and shipping (\$1,400)</li> </ul>	\$5,500-\$6,500
<b>Not-to-Exceed Total</b>	<b>\$23,500</b>

### Schedule of Hourly Rates

CPS HR charges for our professionals on a flat fee basis, see above. However, should we provide any additional services that are not outlined in the Scope of Work, the hourly bill rate would be \$125 per hour.

### Two Year Guarantee

If the employment of the candidate selected and appointed by the District, as a result of a full executive recruitment (Phases I, II, and III), comes to an end before the completion of the first two years of service, CPS HR will provide the District with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The District would be responsible only for reimbursable expenses. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the two-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.