



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: December 18, 2012  
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) WARRANTS: Approval of November 2012 Warrants # 030422-030520 for \$232,358.15 is recommended
- 6) INFORMATIONAL PRESENTATION BY MIDDLETOWN HIGH SCHOOL RODEO TEAM
- 7) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance committee
  - Security and Disaster Preparedness Program Committee
- 8) STAFF REPORTS (for information only, no action anticipated)
  - Accountant/Controller's Report
  - General Manager's Report
- 9) DISCUSSION AND POSSIBLE ACTION: Revision of Administrative Assistant/Secretary to the Board job description and title
- 10) CLOSED SESSION: Government Code Section 54957 (e) Public Employee Title: General Manager position
- 11) DISCUSSION AND POSSIBLE ACTION: Approval of employment contract between HVLCSO Board of Directors and General Manager
- 12) PUBLIC COMMENT
- 13) BOARD MEMBER COMMENT
- 14) ADJOURNMENT (Next Regular Board Meeting: January 15, 2012)

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 CSD  
Warrant Summary Report  
November 30, 2012**

**HVLCSD Deposit Summary**

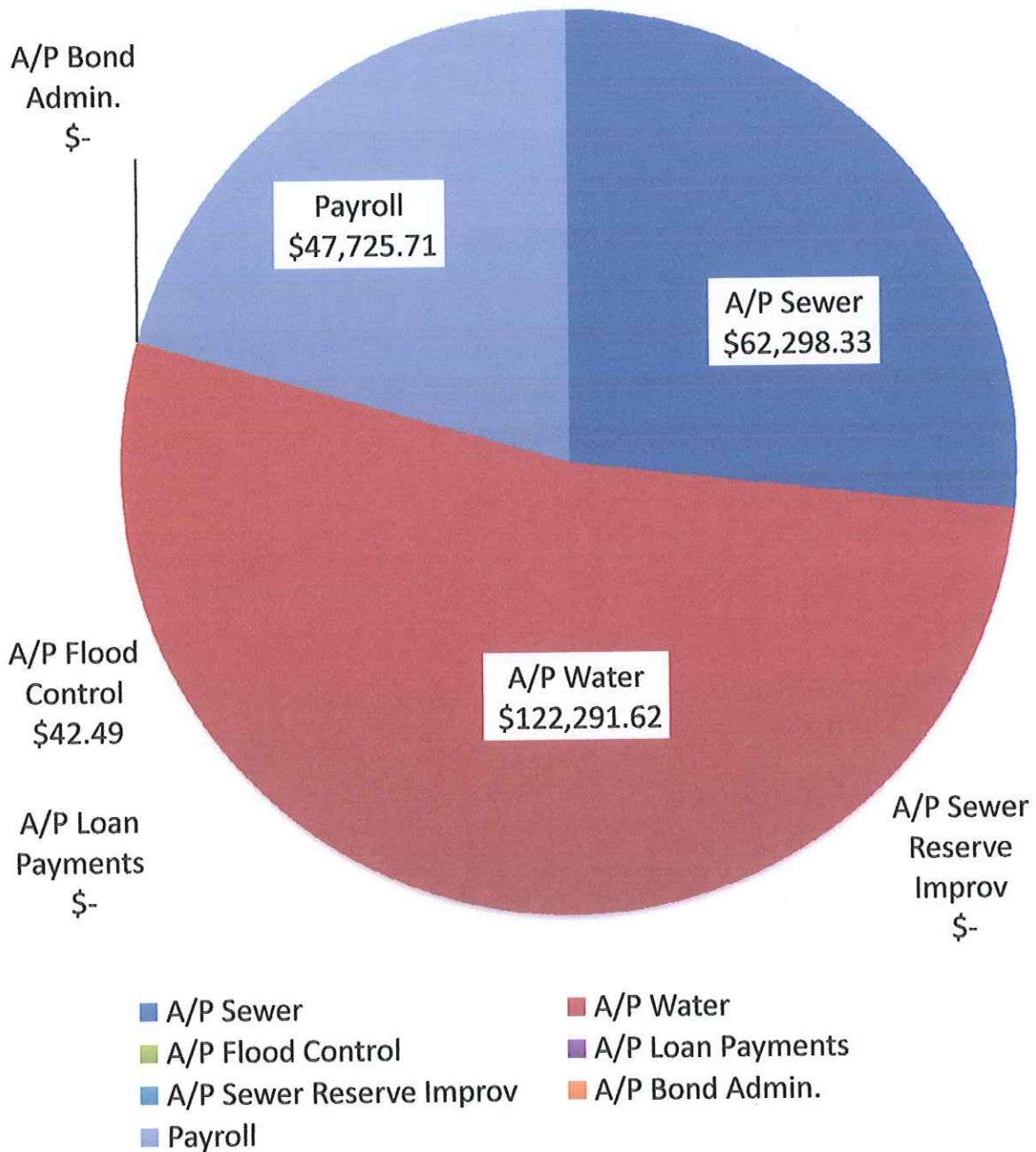
<b>Cash</b>	<b>\$ 302,737.75</b>
<b>Transfers:</b>	
<b>Money Market</b>	<b>\$ -</b>
<b>Total Deposits</b>	<b>\$ 302,737.75</b>

**HVLCSD Expenditure Summary**

<b>Accounts Payable</b>	
<b>120 - Sewer</b>	<b>\$ 62,298.33</b>
<b>130 - Water</b>	<b>\$ 122,291.62</b>
<b>140 - Flood Control</b>	<b>\$ 42.49</b>
<b>175 - FEMA Fund</b>	<b>\$ -</b>
<b>215 - USDA Sewer Bond</b>	<b>\$ -</b>
<b>217 - State Loan</b>	<b>\$ -</b>
<b>218 - CIEDB</b>	<b>\$ -</b>
<b>219 - USDA Solar Project</b>	<b>\$ -</b>
<b>375 - Sewer Reserve Improvement</b>	<b>\$ -</b>
<b>711 - Bond Administration</b>	<b>\$ -</b>
<b>Total AP</b>	<b>\$ 184,632.44</b>
<b>Payroll</b>	<b>\$ 47,725.71</b>
<b>Total Warrants</b>	<b>\$ 232,358.15</b>



**Hidden Valley Lake CSD  
Warrants  
November 30, 2012  
\$232,358**



COMPANY: 999 - POOLED CASH FUND

ACCOUNT: 1010 CASH - POOLED

TYPE: ALL

STATUS: ALL

FOLIO: ALL

CHECK DATE: 11/01/2012 THRU 11/30/2012

CLEAR DATE: 0/00/0000 THRU 99/99/9999

STATEMENT: 0/00/0000 THRU 99/99/9999

VOIDED DATE: 0/00/0000 THRU 99/99/9999

AMOUNT: 0.00 THRU 999,999,999.99

CHECK NUMBER: 000000 THRU 999999

ACCOUNT	DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	STATUS	FOLIO	CLEAR DATE
<b>BANK DRAFT:</b>								
1010	11/02/2012	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	3,283.62CR	CLEARED	A	11/02/2012
1010	11/02/2012	BANK-DRAFT000001		US DEPARTMENT OF THE TREASURY	4.12CR	CLEARED	A	11/02/2012
1010	11/16/2012	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	3,302.52CR	CLEARED	A	11/16/2012
1010	11/16/2012	BANK-DRAFT000001		US DEPARTMENT OF THE TREASURY	26.60CR	CLEARED	A	11/16/2012
1010	11/30/2012	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	3,263.11CR	CLEARED	A	11/30/2012
<b>CHECK:</b>								
1010	11/30/2012	CHECK	030422	VOID CHECK	0.00	CLEARED	A	11/29/2012
***	1010	11/02/2012	CHECK	030432 WHITE, DENNIS E	1,535.97CR	CLEARED	P	11/02/2012
1010	11/02/2012	CHECK	030433	PACIFIC GAS & ELECTRIC COMPANY	22,063.67CR	CLEARED	A	11/07/2012
1010	11/02/2012	CHECK	030434	DOWNEY BRAND ATTORNEYS LLP	3,344.30CR	CLEARED	A	11/06/2012
1010	11/02/2012	CHECK	030435	GOVERNMENT STAFFING SERVICES,	7,159.20CR	CLEARED	A	11/14/2012
1010	11/02/2012	CHECK	030436	MEDIA GRAPHICS, INC VOIDED	75.90CR	VOIDED	A	0/00/0000
1010	11/02/2012	CHECK	030437	PATRICIA WILKINSON	73.26CR	CLEARED	A	0/00/0000
1010	11/02/2012	CHECK	030438	ROLAND SANFORD	36.84CR	CLEARED	A	11/06/2012
1010	11/02/2012	CHECK	030439	TAMI IPSEN	85.77CR	CLEARED	A	11/05/2012
1010	11/02/2012	CHECK	030440	THOMAS & FELICIA DERENIA	150.00CR	CLEARED	A	11/16/2012
1010	11/02/2012	CHECK	030441	CALIFORNIA PUBLIC EMPLOYEES RE	5,730.84CR	CLEARED	A	11/08/2012
1010	11/02/2012	CHECK	030442	STATE OF CALIFORNIA EMPLOYMENT	932.13CR	CLEARED	A	11/05/2012
1010	11/02/2012	CHECK	030443	VARIABLE ANNUITY LIFE INSURANC	150.00CR	CLEARED	A	11/06/2012
1010	11/02/2012	CHECK	030444	STATE OF CALIFORNIA EMPLOYMENT	1.43CR	CLEARED	A	11/05/2012
1010	11/09/2012	CHECK	030445	BARTLEY PUMP, INC.	1,046.75CR	CLEARED	A	11/16/2012
1010	11/09/2012	CHECK	030446	BRELJE AND RACE LABS, INC.	1,999.90CR	CLEARED	A	11/20/2012
1010	11/09/2012	CHECK	030447	EEL RIVER FUELS, INC.	698.51CR	CLEARED	A	11/14/2012
1010	11/09/2012	CHECK	030448	KELLER CANYON LANDFILL	4,356.32CR	CLEARED	A	11/13/2012
1010	11/09/2012	CHECK	030449	LAKE COUNTY COURIER EXPRESS, L	1,410.40CR	CLEARED	A	11/19/2012
1010	11/09/2012	CHECK	030450	LAKE LABS	2,218.00CR	CLEARED	A	11/14/2012
1010	11/09/2012	CHECK	030451	MENDO MILL CLEARLAKE	59.21CR	CLEARED	A	11/15/2012
1010	11/09/2012	CHECK	030452	PACE SUPPLY CORP	533.35CR	CLEARED	A	11/14/2012
1010	11/09/2012	CHECK	030453	SIERRA CHEMICAL CO.	519.42CR	CLEARED	A	11/14/2012
1010	11/09/2012	CHECK	030454	TELESTAR INSTRUMENTS, INC	3,805.43CR	CLEARED	A	11/14/2012
1010	11/09/2012	CHECK	030455	VEDOVI, MARY	218.06CR	CLEARED	A	11/16/2012
1010	11/09/2012	CHECK	030456	BITTER, CURT	120.98CR	OUTSTND	A	0/00/0000
1010	11/09/2012	CHECK	030457	CHASE CARD SERVICES UNITED MIL	936.30CR	CLEARED	A	11/13/2012
1010	11/09/2012	CHECK	030458	ELLISON, SCHNEIDER & HARRIS L.	99.13CR	CLEARED	A	11/14/2012
1010	11/09/2012	CHECK	030459	KAREN JENSEN	46.62CR	CLEARED	A	11/09/2012
1010	11/09/2012	CHECK	030460	MEDIACOM	75.90CR	CLEARED	A	11/15/2012
1010	11/09/2012	CHECK	030461	MICHELLE HAMILTON	625.00CR	CLEARED	A	11/15/2012
1010	11/09/2012	CHECK	030462	REDFORD SERVICES	950.00CR	CLEARED	A	11/20/2012
1010	11/09/2012	CHECK	030463	SPECIAL DISTRICT RISK MANAGEME	19,104.83CR	CLEARED	A	11/15/2012
1010	11/09/2012	CHECK	030464	SWRCB	8,154.00CR	CLEARED	A	11/15/2012
1010	11/09/2012	CHECK	030465	SWRCB	1,521.00CR	CLEARED	A	11/16/2012
1010	11/09/2012	CHECK	030466	TYLER TECHNOLOGY	596.18CR	CLEARED	A	11/13/2012
1010	11/16/2012	CHECK	030467	WHITE, DENNIS E	1,019.79CR	CLEARED	P	11/16/2012



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 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	11/16/2012	CHECK	030468	STATE WATER RESOURCES CONTROL	8,000.00CR	CLEARED	A	11/28/2012
1010	11/16/2012	CHECK	030469	ACWA/JPIA	574.93CR	CLEARED	A	11/20/2012
1010	11/16/2012	CHECK	030470	AMERICAN EXPRESS	162.86CR	CLEARED	A	11/19/2012
1010	11/16/2012	CHECK	030471	CSG SYSTEMS	518.22CR	CLEARED	A	11/20/2012
1010	11/16/2012	CHECK	030472	GOVERNMENT STAFFING SERVICES,	7,159.20CR	CLEARED	A	11/20/2012
1010	11/16/2012	CHECK	030473	PRIMUS	85.65CR	CLEARED	A	11/20/2012
1010	11/16/2012	CHECK	030474	PRIMUS TELECOMMUNICATIONS, INC	15.59CR	CLEARED	A	11/21/2012
1010	11/16/2012	CHECK	030475	SOUTH LAKE REFUSE COMPANY	157.59CR	CLEARED	A	11/21/2012
1010	11/16/2012	CHECK	030476	TYLER TECHNOLOGY	121.00CR	CLEARED	A	11/19/2012
1010	11/16/2012	CHECK	030477	WAGNER & BONSIGNORE	14,463.50CR	CLEARED	A	11/28/2012
1010	11/16/2012	CHECK	030478	ADVANCED ELECTRONIC SECURITY S	264.00CR	CLEARED	A	11/23/2012
1010	11/16/2012	CHECK	030479	ARMED FORCE PEST CONTROL, INC.	180.00CR	CLEARED	A	11/20/2012
1010	11/16/2012	CHECK	030480	AT&T	1,121.48CR	CLEARED	A	11/26/2012
1010	11/16/2012	CHECK	030481	CLEARLAKE PAPER & JANITORIAL S	176.69CR	CLEARED	A	11/20/2012
1010	11/16/2012	CHECK	030482	NAPA AUTO PARTS	116.37CR	CLEARED	A	11/20/2012
1010	11/16/2012	CHECK	030483	PACE SUPPLY CORP	1,975.42CR	CLEARED	A	11/20/2012
1010	11/16/2012	CHECK	030484	SIERRA CHEMICAL CO.	344.13CR	CLEARED	A	11/20/2012
1010	11/16/2012	CHECK	030485	WIPF CONSTRUCTION	2,431.05CR	CLEARED	A	11/21/2012
1010	11/16/2012	CHECK	030486	CALIFORNIA PUBLIC EMPLOYEES RE	5,743.61CR	CLEARED	A	11/23/2012
1010	11/16/2012	CHECK	030487	STATE OF CALIFORNIA EMPLOYMENT	901.79CR	CLEARED	A	11/19/2012
1010	11/16/2012	CHECK	030488	VARIABLE ANNUITY LIFE INSURANC	150.00CR	CLEARED	A	11/19/2012
1010	11/30/2012	CHECK	030489	WHITE, DENNIS E	987.54CR	CLEARED	P	11/30/2012
1010	11/30/2012	CHECK	030490	ASSOCIATION OF CALIFORNIA WATE	7,910.00CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030491	CURTIS & DIANE CARPENTER	150.00CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030492	GHD	5,709.00CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030493	GOVERNMENT STAFFING SERVICES,	7,159.20CR	CLEARED	A	12/04/2012
1010	11/30/2012	CHECK	030494	KAREN JENSEN	66.60CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030495	KOFF & ASSOCIATES, INC.	1,057.50CR	CLEARED	A	12/04/2012
1010	11/30/2012	CHECK	030496	OFFICE DEPOT	134.91CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030497	STATE BOARD OF EQUALIZATION	231.95CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030498	STATE BOARD OF EQUALIZATION	274.50CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030499	STATE BOARD OF EQUALIZATION	182.05CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030500	SUCCEED.NET	25.00CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030501	U.S. GEOLOGICAL SURVEY	3,387.50CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030502	MIKE PODLECK - AQUATIC ECOLOGI	1,467.50CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030503	BARTLEY PUMP, INC.	6,214.54CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030504	BRELJE AND RACE LABS, INC.	814.80CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030505	EEL RIVER FUELS, INC.	559.21CR	CLEARED	A	12/04/2012
1010	11/30/2012	CHECK	030506	FOXCROFT EQUIPMENT & SERVICES	883.18CR	CLEARED	A	12/04/2012
1010	11/30/2012	CHECK	030507	HACH COMPANY	216.06CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030508	HARDESTER'S MARKETS & HARDWARE	177.82CR	CLEARED	A	12/04/2012
1010	11/30/2012	CHECK	030509	PACE SUPPLY CORP	3,776.14CR	CLEARED	A	12/04/2012
1010	11/30/2012	CHECK	030510	SIERRA CHEMICAL CO.	544.42CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030511	USA BLUE BOOK	397.91CR	OUTSTND	A	0/00/0000



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 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	---AMOUNT---	STATUS	FOLIO	CLEAR DATE
<b>CHECK:</b>								
1010	11/30/2012	CHECK	030512	VERIZON WIRELESS	652.17CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030513	WIPF CONSTRUCTION	216.00CR	CLEARED	A	12/04/2012
1010	11/30/2012	CHECK	030514	CALIFORNIA PUBLIC EMPLOYEES RE	5,740.27CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030515	STATE OF CALIFORNIA EMPLOYMENT	860.07CR	CLEARED	A	12/03/2012
1010	11/30/2012	CHECK	030516	VARIABLE ANNUITY LIFE INSURANC	150.00CR	CLEARED	A	12/03/2012
1010	11/30/2012	CHECK	030517	RHEINHEIMER, ALFRED	79.36CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030518	ELDER, LLC	76.07CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030519	VARDANEGA, ROBERT	152.93CR	OUTSTND	A	0/00/0000
1010	11/30/2012	CHECK	030520	SILVA, PAUL	295.65CR	CLEARED	P	11/30/2012
<b>DEPOSIT:</b>								
1010	11/01/2012	DEPOSIT		CREDIT CARD 11/01/2012	192.33	CLEARED	C	11/07/2012
1010	11/01/2012	DEPOSIT	000001	CREDIT CARD 11/01/2012	111.46	CLEARED	C	11/06/2012
1010	11/01/2012	DEPOSIT	000002	REGULAR DAILY POST 11/01/2012	1,030.80	CLEARED	C	11/02/2012
1010	11/02/2012	DEPOSIT		CREDIT CARD 11/02/2012	74.26	CLEARED	C	11/06/2012
1010	11/02/2012	DEPOSIT	000001	CREDIT CARD 11/02/2012	970.31	CLEARED	C	11/06/2012
1010	11/02/2012	DEPOSIT	000002	REGULAR DAILY POST 11/02/2012	429.28	CLEARED	C	11/05/2012
1010	11/05/2012	DEPOSIT		CREDIT CARD 11/05/2012	74.26	CLEARED	C	11/08/2012
1010	11/05/2012	DEPOSIT	000001	CREDIT CARD 11/05/2012	161.30	CLEARED	C	11/08/2012
1010	11/05/2012	DEPOSIT	000002	CREDIT CARD 11/05/2012	89.36	CLEARED	C	11/08/2012
1010	11/05/2012	DEPOSIT	000003	REGULAR DAILY POST 11/05/2012	1,771.17	CLEARED	C	11/06/2012
1010	11/06/2012	DEPOSIT		CREDIT CARD 11/06/2012	72.76	CLEARED	C	11/08/2012
1010	11/06/2012	DEPOSIT	000001	CREDIT CARD 11/06/2012	340.39	CLEARED	C	11/09/2012
1010	11/06/2012	DEPOSIT	000002	CREDIT CARD 11/06/2012	471.66	CLEARED	C	11/09/2012
1010	11/06/2012	DEPOSIT	000003	REGULAR DAILY POST 11/06/2012	3,487.58	CLEARED	C	11/07/2012
1010	11/07/2012	DEPOSIT		CREDIT CARD 11/07/2012	178.81	CLEARED	C	11/13/2012
1010	11/07/2012	DEPOSIT	000001	CREDIT CARD 11/07/2012	653.72	CLEARED	C	11/13/2012
1010	11/07/2012	DEPOSIT	000002	REGULAR DAILY POST 11/07/2012	10,844.42	CLEARED	C	11/08/2012
1010	11/08/2012	DEPOSIT		CREDIT CARD 11/08/2012	174.62	CLEARED	C	11/14/2012
1010	11/08/2012	DEPOSIT	000001	CREDIT CARD 11/08/2012	28.46	CLEARED	C	11/14/2012
1010	11/08/2012	DEPOSIT	000002	CREDIT CARD 11/08/2012	392.31	CLEARED	C	11/14/2012
1010	11/08/2012	DEPOSIT	000003	REGULAR DAILY POST 11/08/2012	10,409.32	CLEARED	C	11/09/2012
1010	11/09/2012	DEPOSIT		CREDIT CARD 11/09/2012	174.62	CLEARED	C	11/14/2012
1010	11/09/2012	DEPOSIT	000001	CREDIT CARD 11/09/2012	174.62	CLEARED	C	11/14/2012
1010	11/09/2012	DEPOSIT	000002	CREDIT CARD 11/09/2012	1,494.22	CLEARED	C	11/14/2012
1010	11/09/2012	DEPOSIT	000003	REGULAR DAILY POST 11/09/2012	22,613.75	CLEARED	C	11/13/2012
1010	11/09/2012	DEPOSIT	000004	Correct Deposit	36.44	CLEARED	G	11/09/2012
1010	11/09/2012	DEPOSIT	000005	Correct Deposit	14.67	CLEARED	G	11/09/2012
1010	11/13/2012	DEPOSIT		CREDIT CARD 11/13/2012	1,475.04	CLEARED	C	11/14/2012
1010	11/13/2012	DEPOSIT	000001	CREDIT CARD 11/13/2012	2,253.62	CLEARED	C	11/16/2012
1010	11/13/2012	DEPOSIT	000002	REGULAR DAILY POST 11/13/2012	19,510.65	CLEARED	C	11/14/2012
1010	11/13/2012	DEPOSIT	000003	CREDIT CARD 11/13/2012	314.47	CLEARED	C	11/16/2012
1010	11/13/2012	DEPOSIT	000004	CREDIT CARD 11/13/2012	348.31	CLEARED	C	11/16/2012
1010	11/14/2012	DEPOSIT		CREDIT CARD 11/14/2012	631.62	CLEARED	C	11/19/2012

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 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	11/14/2012	DEPOSIT	000001	CREDIT CARD 11/14/2012	708.60	CLEARED	C	11/19/2012
1010	11/14/2012	DEPOSIT	000002	REGULAR DAILY POST 11/14/2012	16,863.15	CLEARED	C	11/15/2012
1010	11/15/2012	DEPOSIT		CREDIT CARD 11/15/2012	195.00	CLEARED	C	11/20/2012
1010	11/15/2012	DEPOSIT	000001	CREDIT CARD 11/15/2012	1,423.16	CLEARED	C	11/20/2012
1010	11/15/2012	DEPOSIT	000002	REGULAR DAILY POST 11/15/2012	8,892.14	CLEARED	C	11/16/2012
1010	11/16/2012	DEPOSIT		DRAFT POSTING	7,051.84	CLEARED	U	11/16/2012
1010	11/16/2012	DEPOSIT	000001	CC DRAFT POSTING	145.51	CLEARED	U	11/20/2012
1010	11/16/2012	DEPOSIT	000002	CC DRAFT POSTING	148.43	CLEARED	U	11/20/2012
1010	11/16/2012	DEPOSIT	000003	CC DRAFT POSTING	13,812.55	CLEARED	U	11/20/2012
1010	11/16/2012	DEPOSIT	000004	CC DRAFT POSTING	80.73	CLEARED	U	11/20/2012
1010	11/16/2012	DEPOSIT	000005	CREDIT CARD 11/16/2012	248.88	CLEARED	C	11/20/2012
1010	11/16/2012	DEPOSIT	000006	CREDIT CARD 11/16/2012	598.12	CLEARED	C	11/20/2012
1010	11/16/2012	DEPOSIT	000007	REGULAR DAILY POST 11/16/2012	7,701.01	CLEARED	C	11/19/2012
1010	11/19/2012	DEPOSIT		CREDIT CARD 11/19/2012	699.10	CLEARED	C	11/23/2012
1010	11/19/2012	DEPOSIT	000001	CREDIT CARD 11/19/2012	1,059.65	CLEARED	C	11/23/2012
1010	11/19/2012	DEPOSIT	000002	REGULAR DAILY POST 11/19/2012	13,226.30	CLEARED	C	11/20/2012
1010	11/20/2012	DEPOSIT		CREDIT CARD 11/20/2012	347.03	CLEARED	C	11/26/2012
1010	11/20/2012	DEPOSIT	000001	CREDIT CARD 11/20/2012	174.62	CLEARED	C	11/26/2012
1010	11/20/2012	DEPOSIT	000002	CREDIT CARD 11/20/2012	1,616.35	CLEARED	C	11/26/2012
1010	11/20/2012	DEPOSIT	000003	REGULAR DAILY POST 11/20/2012	23,042.13	CLEARED	C	11/21/2012
1010	11/20/2012	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	174.62CR	CLEARED	U	11/20/2012
1010	11/21/2012	DEPOSIT		CREDIT CARD 11/21/2012	237.66	CLEARED	C	11/26/2012
1010	11/21/2012	DEPOSIT	000001	CREDIT CARD 11/21/2012	450.70	CLEARED	C	11/26/2012
1010	11/21/2012	DEPOSIT	000002	CREDIT CARD 11/21/2012	837.20	CLEARED	C	11/26/2012
1010	11/21/2012	DEPOSIT	000003	REGULAR DAILY POST 11/21/2012	7,064.72	CLEARED	C	11/26/2012
1010	11/21/2012	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	277.74CR	CLEARED	U	11/21/2012
1010	11/26/2012	DEPOSIT		CREDIT CARD 11/26/2012	1,736.80	CLEARED	C	11/28/2012
1010	11/26/2012	DEPOSIT	000001	REGULAR DAILY POST 11/26/2012	697.40	CLEARED	C	11/27/2012
1010	11/26/2012	DEPOSIT	000002	CREDIT CARD 11/26/2012	523.86	CLEARED	C	11/29/2012
1010	11/26/2012	DEPOSIT	000003	CREDIT CARD 11/26/2012	3,007.92	CLEARED	C	11/29/2012
1010	11/26/2012	DEPOSIT	000004	REGULAR DAILY POST 11/26/2012	24,100.34	CLEARED	C	11/27/2012
1010	11/27/2012	DEPOSIT		CREDIT CARD 11/27/2012	143.55	CLEARED	C	11/30/2012
1010	11/27/2012	DEPOSIT	000001	CREDIT CARD 11/27/2012	1,986.16	CLEARED	C	11/30/2012
1010	11/27/2012	DEPOSIT	000002	REGULAR DAILY POST 11/27/2012	11,965.53	CLEARED	C	11/28/2012
1010	11/28/2012	DEPOSIT		CREDIT CARD 11/28/2012	174.62	CLEARED	C	12/03/2012
1010	11/28/2012	DEPOSIT	000001	CREDIT CARD 11/28/2012	1,831.37	CLEARED	C	12/03/2012
1010	11/28/2012	DEPOSIT	000002	REGULAR DAILY POST 11/28/2012	10,075.43	CLEARED	C	11/29/2012
1010	11/28/2012	DEPOSIT	000003	CREDIT CARD 11/28/2012	174.62	CLEARED	C	12/03/2012
1010	11/29/2012	DEPOSIT		CREDIT CARD 11/29/2012	248.88	CLEARED	C	12/03/2012
1010	11/29/2012	DEPOSIT	000001	CREDIT CARD 11/29/2012	643.70	OUTSTND	C	0/00/0000
1010	11/29/2012	DEPOSIT	000002	CREDIT CARD 11/29/2012	2,923.95	CLEARED	C	12/04/2012
1010	11/29/2012	DEPOSIT	000003	REGULAR DAILY POST 11/29/2012	17,657.86	CLEARED	C	11/30/2012
1010	11/30/2012	DEPOSIT		CREDIT CARD 11/30/2012	513.52	OUTSTND	C	0/00/0000
1010	11/30/2012	DEPOSIT	000001	CREDIT CARD 11/30/2012	767.42	OUTSTND	C	0/00/0000



COMPANY: 999 - POOLED CASH FUND

CHECK DATE: 11/01/2012 THRU 11/30/2012

ACCOUNT: 1010 CASH - POOLED

CLEAR DATE: 0/00/0000 THRU 99/99/9999

TYPE: ALL

STATEMENT: 0/00/0000 THRU 99/99/9999

STATUS: ALL

VOIDED DATE: 0/00/0000 THRU 99/99/9999

FOLIO: ALL

AMOUNT: 0.00 THRU 999,999,999.99

CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	---AMOUNT---	STATUS	FOLIO	CLEAR DATE
<b>DEPOSIT:</b>								
1010	11/30/2012	DEPOSIT	000002	CREDIT CARD 11/30/2012	10,048.51	CLEARED	C	12/04/2012
1010	11/30/2012	DEPOSIT	000003	REGULAR DAILY POST 11/30/2012	26,343.48	CLEARED	C	12/03/2012
<b>MISCELLANEOUS:</b>								
1010	11/02/2012	MISC.		PAYROLL DIRECT DEPOSIT	14,147.92CR	CLEARED	P	11/02/2012
1010	11/02/2012	MISC.	000001	PAYROLL DIRECT DEPOSIT	139.31CR	CLEARED	P	11/02/2012
1010	11/02/2012	MISC.	030436	MEDIA GRAPHICS, INC VOIDED	75.90	VOIDED	A	0/00/0000
1010	11/16/2012	MISC.		PAYROLL DIRECT DEPOSIT	14,804.01CR	CLEARED	P	0/00/0000
1010	11/16/2012	MISC.	030422	STATE WATER RESOURCES COUNPOST	8,000.00	CLEARED	A	11/29/2012
1010	11/20/2012	MISC.		PAYROLL DIRECT DEPOSIT	188.70CR	CLEARED	P	11/20/2012
1010	11/30/2012	MISC.		PAYROLL DIRECT DEPOSIT	14,606.82CR	CLEARED	P	11/30/2012
<b>SERVICE CHARGE:</b>								
1010	11/02/2012	SERV-CHG		October 2012 ETS Fees	701.21CR	CLEARED	G	11/02/2012
1010	11/02/2012	SERV-CHG	000001	October 2012 ETS Fees	189.57CR	CLEARED	G	11/02/2012
1010	11/02/2012	SERV-CHG	000002	October 2012 ETS Fees	22.50CR	CLEARED	G	11/02/2012
1010	11/15/2012	SERV-CHG		October 2012 Analysis Fees	820.47CR	CLEARED	G	11/15/2012
<b>TOTALS FOR ACCOUNT 1010</b>				CHECK	TOTAL:	186,667.32CR		
				DEPOSIT	TOTAL:	302,737.75		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	35,810.86CR		
				SERVICE CHARGE	TOTAL:	1,733.75CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	9,879.97CR		
<b>TOTALS FOR POOLED CASH FUND</b>				CHECK	TOTAL:	186,667.32CR		
				DEPOSIT	TOTAL:	302,737.75		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	35,810.86CR		
				SERVICE CHARGE	TOTAL:	1,733.75CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	9,879.97CR		



ACCOUNTS PAYABLE  
DISBURSEMENT REPORT

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1722	US DEPARTMENT OF THE TREA	000000	9,879.97	N	120 2091	FIT PAYABLE	3,897.65
					120 2093	SOCIAL SECURITY PAYABL	68.18
					120 2094	MEDICARE PAYABLE	486.08
					120 5-10-5010	SALARIES & WAGES	240.24
					120 5-20-5010	SALARIES & WAGES	64.81
					120 5-30-5010	SALARIES & WAGES	274.85
					120 5-40-5010	DIRECTORS COMPENSATION	6.88
					130 2091	FIT PAYABLE	3,873.58
					130 2093	SOCIAL SECURITY PAYABL	4.62
					130 2094	MEDICARE PAYABLE	478.16
					130 5-10-5010	SALARIES & WAGES	122.89
					130 5-20-5010	SALARIES & WAGES	79.24
					130 5-30-5010	SALARIES & WAGES	259.77
					130 5-35-5010	SALARIES & WAGES	14.60
					130 5-40-5010	DIRECTORS COMPENSATION	8.42
01-9	PACIFIC GAS & ELECTRIC CO	030433	22,063.67	N	120 5-00-5192	ELECTRICITY	1,526.94
					130 5-00-5192	ELECTRICITY	20,511.10
					140 5-00-5192	ELECTRICITY	25.63
01-2798	DOWNEY BRAND ATTORNEYS LL	030434	3,344.30	N	120 5-00-5121	LEGAL SERVICES	1,672.15
					130 5-00-5121	LEGAL SERVICES	1,672.15
01-2797	GOVERNMENT STAFFING SERVI	030435	7,159.20	N	120 5-00-5123	OTHER PROFESSIONAL SER	3,579.60
					130 5-00-5123	OTHER PROFESSIONAL SER	3,579.60
01-2607	PATRICIA WILKINSON	030437	73.26	N	120 5-20-5170	TRAVEL MILEAGE	13.74
					130 5-20-5170	TRAVEL MILEAGE	59.52
01-2804	ROLAND SANFORD	030438	36.84	N	120 5-10-5170	TRAVEL MILEAGE	6.91
					130 5-10-5170	TRAVEL MILEAGE	29.93
01-1652	TAMI IPSEN	030439	85.77	N	120 5-10-5170	TRAVEL MILEAGE	16.08
					130 5-10-5170	TRAVEL MILEAGE	69.69
01-1	MISCELLANEOUS VENDOR	030440	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-21	CALIFORNIA PUBLIC EMPLOYE	030441	5,730.84	N	120 2088	SURVIVOR BENEFITS - PE	5.10
					120 2090	PERS PAYABLE	1,027.68
					120 5-10-5021	RETIREMENT EXPENSES	497.79
					120 5-20-5021	RETIREMENT EXPENSES	262.99
					120 5-30-5021	RETIREMENT EXPENSES	1,130.73
					130 2088	SURVIVOR BENEFITS - PE	5.13
					130 2090	PERS PAYABLE	1,006.27
					130 5-10-5021	RETIREMENT EXPENSES	497.77
					130 5-20-5021	RETIREMENT EXPENSES	321.42
					130 5-30-5021	RETIREMENT EXPENSES	975.96
01-11	STATE OF CALIFORNIA EMPLO	030442	932.13	N	120 2092	CIT PAYBLE	310.60
					120 2095	S D I PAYABLE	110.02
					130 2092	CIT PAYABLE	400.53
					130 2095	S D I PAYABLE	110.98

A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-1530	VARIABLE ANNUITY LIFE INS	030443	150.00	N	120 2099		DEFERRED COMP - PLAN 4 66.29
					130 2099		DEFERRED COMP - PLAN 4 83.71
01-11	STATE OF CALIFORNIA EMPLO	030444	1.43	N	120 2095		S D I PAYABLE 0.41
					130 2095		S D I PAYABLE 1.02
01-2057	BARTLEY PUMP, INC.	030445	1,046.75	N	130 5-00-5150		REPAIR & REPLACE 1,046.75
01-47	BRELJE AND RACE LABS, INC	030446	1,999.90	N	120 5-00-5195		ENV/MONITORING 1,433.40
					130 5-00-5195		ENV/MONITORING 566.50
01-112	EEL RIVER FUELS, INC.	030447	698.51	N	120 5-00-5060		GASOLINE, OIL & FUEL 349.26
					130 5-00-5060		GASOLINE, OIL & FUEL 349.25
01-1926	KELLER CANYON LANDFILL	030448	4,356.32	Y	120 5-00-5160		SLUDGE DISPOSAL 4,356.32
01-2743	LAKE COUNTY COURIER EXPRE	030449	1,410.40	N	120 5-00-5110		CONTRACTUAL SERVICES 1,410.40
01-129	LAKE LABS	030450	2,218.00	Y	120 5-00-5195		ENV/MONITORING 1,302.00
					130 5-00-5195		ENV/MONITORING 916.00
01-2541	MENDO MILL CLEARLAKE	030451	59.21	N	120 5-00-5150		REPAIR & REPLACE 20.73
					130 5-00-5150		REPAIR & REPLACE 38.48
01-2702	PACE SUPPLY CORP	030452	533.35	N	120 5-00-5150		REPAIR & REPLACE 533.35
01-2736	SIERRA CHEMICAL CO.	030453	519.42	N	120 5-00-5148		OPERATING SUPPLIES 519.42
01-2195	TELESTAR INSTRUMENTS, INC	030454	3,805.43	N	120 1286		FIELD EQUIPMENT 3,805.43
01-1	MISCELLANEOUS VENDOR	030455	218.06		130 1052		ACCTS REC WATER USE 218.06
01-1	MISCELLANEOUS VENDOR	030456	120.98		130 1052		ACCTS REC WATER USE 120.98
01-2197	CHASE CARD SERVICES UNITE	030457	936.30	N	120 5-00-5155		MAINT BLDG & GROUNDS 11.19
					120 5-00-5179		ADM MISC EXPENSE 28.30
					120 5-20-5090		OFFICE SUPPLIES 11.99
					120 5-30-5020		EMPLOYEE BENEFITS 343.59
					120 5-30-5090		OFFICE SUPPLIES 9.95
					130 5-00-5155		MAINT BLDG & GROUNDS 11.19
					130 5-00-5179		ADM MISC EXPENSE 7.80CR
					130 5-00-5505		WATER CONSERVATION 16.26
					130 5-20-5090		OFFICE SUPPLIES 11.98
					130 5-30-5020		EMPLOYEE BENEFITS 488.48
					130 5-30-5090		OFFICE SUPPLIES 9.95
					140 5-00-5155		MAINT BLDG & GROUNDS 0.14
					140 5-30-5020		EMPLOYEE BENEFITS 1.08
01-2663	ELLISON, SCHNEIDER & HARR	030458	99.13	N	130 5-00-5124		WATER RIGHTS 99.13
01-2302	KAREN JENSEN	030459	46.62	N	120 5-20-5170		TRAVEL MILEAGE 8.74
					130 5-20-5170		TRAVEL MILEAGE 37.88

ACCOUNTS PAYABLE  
DISBURSEMENT REPORT

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1392	MEDIACOM	030460	75.90	N	120 5-00-5110	CONTRACTUAL SERVICES	36.44
					130 5-00-5110	CONTRACTUAL SERVICES	39.46
01-2699	MICHELLE HAMILTON	030461	625.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	300.00
					130 5-00-5110	CONTRACTUAL SERVICES	325.00
01-2700	REDFORD SERVICES	030462	950.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	456.00
					130 5-00-5110	CONTRACTUAL SERVICES	494.00
01-1705	SPECIAL DISTRICT RISK MAN	030463	19,104.83	N	120 5-00-5025	RETIREE HEALTH BENEFIT	1,113.90
					120 5-10-5020	EMPLOYEE BENEFITS	402.65
					120 5-20-5020	EMPLOYEE BENEFITS	1,322.99
					120 5-30-5020	EMPLOYEE BENEFITS	2,933.58
					120 5-40-5020	EMPLOYEE BENEFITS	2,789.60
					130 5-00-5025	RETIREE HEALTH BENEFIT	1,113.90
					130 5-10-5020	EMPLOYEE BENEFITS	572.45
					130 5-20-5020	EMPLOYEE BENEFITS	1,880.87
					130 5-30-5020	EMPLOYEE BENEFITS	4,170.60
					130 5-40-5020	EMPLOYEE BENEFITS	2,789.60
					140 5-10-5020	EMPLOYEE BENEFITS	1.27
					140 5-20-5020	EMPLOYEE BENEFITS	4.17
					140 5-30-5020	EMPLOYEE BENEFITS	9.25
01-2582	SWRCB	030464	8,154.00	N	130 5-00-5198	ANNUAL OPERATING FEES	8,154.00
01-2582	SWRCB	030465	1,521.00	N	120 5-00-5198	ANNUAL OPERATING FEES	1,521.00
01-2585	TYLER TECHNOLOGY	030466	596.18	N	120 5-00-5110	CONTRACTUAL SERVICES	286.17
					130 5-00-5110	CONTRACTUAL SERVICES	310.01
01-2805	STATE WATER RESOURCES CON	030468	8,000.00	N	130 5-00-5122	ENGINEERING SERVICES	8,000.00
01-1961	ACWA/JPIA	030469	574.93	N	120 5-00-5020	EMPLOYEE BENEFITS	232.50
					130 5-00-5020	EMPLOYEE BENEFITS	342.43
01-1946	AMERICAN EXPRESS	030470	162.86	N	120 5-00-5155	MAINT BLDG & GROUNDS	162.86
01-2111	CSG SYSTEMS	030471	518.22	N	120 5-00-5110	CONTRACTUAL SERVICES	259.11
					130 5-00-5110	CONTRACTUAL SERVICES	259.11
01-2797	GOVERNMENT STAFFING SERVI	030472	7,159.20	N	120 5-00-5123	OTHER PROFESSIONAL SER	3,579.60
					130 5-00-5123	OTHER PROFESSIONAL SER	3,579.60
01-1982	PRIMUS	030473	85.65	N	120 5-00-5191	TELEPHONE	42.83
					130 5-00-5191	TELEPHONE	42.82
01-2543	PRIMUS TELECOMMUNICATIONS	030474	15.59	N	120 5-00-5191	TELEPHONE	7.80
					130 5-00-5191	TELEPHONE	7.79
01-1579	SOUTH LAKE REFUSE COMPANY	030475	157.59	Y	120 5-00-5155	MAINT BLDG & GROUNDS	78.32
					130 5-00-5155	MAINT BLDG & GROUNDS	78.32
					140 5-00-5155	MAINT BLDG & GROUNDS	0.95



ACCOUNTS PAYABLE  
DISBURSEMENT REPORT

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	G/L 1099	ACCT NO#	G/L NAME	G/L AMOUNT
01-2585	TYLER TECHNOLOGY	030476	121.00	N	120 5-00-5110	CONTRACTUAL SERVICES	58.08
					130 5-00-5110	CONTRACTUAL SERVICES	62.92
01-1659	WAGNER & BONSIGNORE	030477	14,463.50	N	130 5-00-5123	OTHER PROFESSIONAL SER	14,463.50
01-1723	ADVANCED ELECTRONIC SECUR	030478	264.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	132.00
					130 5-00-5110	CONTRACTUAL SERVICES	132.00
01-2283	ARMED FORCE PEST CONTROL,	030479	180.00	N	120 5-00-5155	MAINT BLDG & GROUNDS	90.00
					130 5-00-5155	MAINT BLDG & GROUNDS	90.00
01-8	AT&T	030480	1,121.48	N	120 5-00-5191	TELEPHONE	560.74
					130 5-00-5191	TELEPHONE	560.74
01-1580	CLEARLAKE PAPER & JANITOR	030481	176.69	Y	120 5-30-5090	OFFICE SUPPLIES	88.34
					130 5-30-5090	OFFICE SUPPLIES	88.35
01-2749	NAPA AUTO PARTS	030482	116.37	N	120 5-00-5061	VEHICLE MAINT	58.19
					130 5-00-5061	VEHICLE MAINT	58.18
01-2702	PACE SUPPLY CORP	030483	1,975.42	N	130 5-00-5150	REPAIR & REPLACE	1,975.42
01-2736	SIERRA CHEMICAL CO.	030484	344.13	N	130 5-00-5148	OPERATING SUPPLIES	344.13
01-2532	WIPF CONSTRUCTION	030485	2,431.05	N	120 5-00-5160	SLUDGE DISPOSAL	2,431.05
01-21	CALIFORNIA PUBLIC EMPLOYE	030486	5,743.61	N	120 2088	SURVIVOR BENEFITS - PE	5.06
					120 2090	PERS PAYABLE	1,052.32
					120 5-10-5021	RETIREMENT EXPENSES	527.21
					120 5-20-5021	RETIREMENT EXPENSES	273.24
					120 5-30-5021	RETIREMENT EXPENSES	1,147.24
					130 2088	SURVIVOR BENEFITS - PE	5.17
					130 2090	PERS PAYABLE	985.52
					130 5-10-5021	RETIREMENT EXPENSES	527.19
					130 5-20-5021	RETIREMENT EXPENSES	333.94
					130 5-30-5021	RETIREMENT EXPENSES	719.81
					130 5-35-5021	RETIREMENT EXPENSES	166.91
01-11	STATE OF CALIFORNIA EMPLO	030487	901.79	N	120 2092	CIT PAYBLE	383.71
					120 2095	S D I PAYABLE	119.07
					130 2092	CIT PAYABLE	296.20
					130 2095	S D I PAYABLE	102.81
01-1530	VARIABLE ANNUITY LIFE INS	030488	150.00	N	120 2099	DEFERRED COMP - PLAN 4	50.37
					130 2099	DEFERRED COMP - PLAN 4	99.63
01-2567	ASSOCIATION OF CALIFORNIA	030490	7,910.00	N	130 5-10-5080	MEMBERSHIP & SUBSCRIPT	7,910.00
01-1	MISCELLANEOUS VENDOR	030491	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-2788	GHD	030492	5,709.00	N	130 5-00-5122	ENGINEERING SERVICES	5,709.00
01-2797	GOVERNMENT STAFFING SERVI	030493	7,159.20	N	120 5-00-5123	OTHER PROFESSIONAL SER	3,579.60
					130 5-00-5123	OTHER PROFESSIONAL SER	3,579.60

A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2302	KAREN JENSEN	030494	66.60	N	120 5-20-5170	TRAVEL MILEAGE	12.49
					130 5-20-5170	TRAVEL MILEAGE	54.11
01-1	MISCELLANEOUS VENDOR	030495	1,057.50	N	120 5-00-5123	OTHER PROFESSIONAL SER	42.30
					130 5-00-5123	OTHER PROFESSIONAL SER	1,015.20
01-2684	OFFICE DEPOT	030496	134.91	N	120 5-10-5090	OFFICE SUPPLIES	67.46
					130 5-10-5090	OFFICE SUPPLIES	67.45
01-2141	STATE BOARD OF EQUALIZATI	030497	231.95	N	130 5-00-5198	ANNUAL OPERATING FEES	231.95
01-2625	STATE BOARD OF EQUALIZATI	030498	274.50	N	130 5-00-5198	ANNUAL OPERATING FEES	274.50
01-2806	STATE BOARD OF EQUALIZATI	030499	182.05	N	130 5-00-5198	ANNUAL OPERATING FEES	182.05
01-2784	SUCCEED.NET	030500	25.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	12.00
					130 5-00-5110	CONTRACTUAL SERVICES	13.00
01-1589	U.S. GEOLOGICAL SURVEY	030501	3,387.50	N	130 5-00-5198	ANNUAL OPERATING FEES	3,387.50
01-2732	MIKE PODLECK - AQUATIC EC	030502	1,467.50	Y	130 5-00-5123	OTHER PROFESSIONAL SER	1,467.50
01-2057	BARTLEY PUMP, INC.	030503	6,214.54	N	130 5-00-5150	REPAIR & REPLACE	6,214.54
01-47	BRELJE AND RACE LABS, INC	030504	814.80	N	120 5-00-5195	ENV/MONITORING	814.80
01-112	EEL RIVER FUELS, INC.	030505	559.21	N	120 5-00-5060	GASOLINE, OIL & FUEL	279.61
					130 5-00-5060	GASOLINE, OIL & FUEL	279.60
01-2706	FOXCROFT EQUIPMENT & SERV	030506	883.18	N	120 5-00-5150	REPAIR & REPLACE	883.18
01-1023	HACH COMPANY	030507	216.06	N	120 5-00-5148	OPERATING SUPPLIES	216.06
01-2538	HARDESTER'S MARKETS & HAR	030508	177.82	N	120 5-00-5148	OPERATING SUPPLIES	4.76
					120 5-00-5155	MAINT BLDG & GROUNDS	139.00
					120 5-00-5312	TOOLS - FIELD	13.29
					130 5-00-5148	OPERATING SUPPLIES	7.49
					130 5-00-5312	TOOLS - FIELD	13.28
01-2702	PACE SUPPLY CORP	030509	3,776.14	N	130 5-00-5150	REPAIR & REPLACE	3,776.14
01-2736	SIERRA CHEMICAL CO.	030510	544.42	N	120 5-00-5148	OPERATING SUPPLIES	544.42
01-1751	USA BLUE BOOK	030511	397.91	N	120 5-00-5150	REPAIR & REPLACE	397.91
01-2598	VERIZON WIRELESS	030512	652.17	N	120 5-00-5191	TELEPHONE	326.09
					130 5-00-5191	TELEPHONE	326.08
01-2532	WIPF CONSTRUCTION	030513	216.00	N	130 5-00-5150	REPAIR & REPLACE	216.00
01-21	CALIFORNIA PUBLIC EMPLOYE	030514	5,740.27	N	120 2088	SURVIVOR BENEFITS - PE	4.41
					120 2090	PERS PAYABLE	927.23
					120 5-10-5021	RETIREMENT EXPENSES	495.69
					120 5-20-5021	RETIREMENT EXPENSES	273.24

ACCOUNTS PAYABLE  
DISBURSEMENT REPORT

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-21	CALIFORNIA PUBLIC EMPLOYE	030514	5,740.27	N	** (CONTINUED) **		
					120 5-30-5021	RETIREMENT EXPENSES	893.56
					130 2088	SURVIVOR BENEFITS - PE	5.82
					130 2090	PERS PAYABLE	1,109.59
					130 5-10-5021	RETIREMENT EXPENSES	495.67
					130 5-20-5021	RETIREMENT EXPENSES	333.94
					130 5-30-5021	RETIREMENT EXPENSES	1,201.12
01-11	STATE OF CALIFORNIA EMPLO	030515	860.07	N	120 2092	CIT PAYBLE	296.77
					120 2095	S D I PAYABLE	104.83
					130 2092	CIT PAYABLE	344.63
					130 2095	S D I PAYABLE	113.84
01-1530	VARIABLE ANNUITY LIFE INS	030516	150.00	N	120 2099	DEFERRED COMP - PLAN 4	57.87
					130 2099	DEFERRED COMP - PLAN 4	92.13
01-1	MISCELLANEOUS VENDOR	030517	79.36		130 1052	ACCTS REC WATER USE	79.36
01-1	MISCELLANEOUS VENDOR	030518	76.07		130 1052	ACCTS REC WATER USE	76.07
01-1	MISCELLANEOUS VENDOR	030519	152.93		130 1052	ACCTS REC WATER USE	152.93
	1099 ELIGIBLE	9	10,240.10				
	1099 EXEMPT	76	<u>182,392.34</u>				
***	REPORT TOTALS ***	85	192,632.44				

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 1286	FIELD EQUIPMENT	3,805.43
120 2088	SURVIVOR BENEFITS - PERS 4TH L	14.57
120 2090	PERS PAYABLE	3,007.23
120 2091	FIT PAYABLE	3,897.65
120 2092	CIT PAYBLE	991.08
120 2093	SOCIAL SECURITY PAYABLE	68.18
120 2094	MEDICARE PAYABLE	486.08
120 2095	S D I PAYABLE	334.33
120 2099	DEFERRED COMP - PLAN 457 PAY	174.53
120 5-00-5020	EMPLOYEE BENEFITS	232.50



A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5025	RETIREE HEALTH BENEFITS	1,113.90
120 5-00-5060	GASOLINE, OIL & FUEL	628.87
120 5-00-5061	VEHICLE MAINT	58.19
120 5-00-5110	CONTRACTUAL SERVICES	2,950.20
120 5-00-5121	LEGAL SERVICES	1,672.15
120 5-00-5123	OTHER PROFESSIONAL SERVICES	10,781.10
120 5-00-5148	OPERATING SUPPLIES	1,284.66
120 5-00-5150	REPAIR & REPLACE	1,835.17
120 5-00-5155	MAINT BLDG & GROUNDS	481.37
120 5-00-5160	SLUDGE DISPOSAL	6,787.37
120 5-00-5179	ADM MISC EXPENSE	28.30
120 5-00-5191	TELEPHONE	937.46
120 5-00-5192	ELECTRICITY	1,526.94
120 5-00-5195	ENV/MONITORING	3,550.20
120 5-00-5198	ANNUAL OPERATING FEES	1,521.00
120 5-00-5312	TOOLS - FIELD	13.29
120 5-10-5010	SALARIES & WAGES	240.24
120 5-10-5020	EMPLOYEE BENEFITS	402.65
120 5-10-5021	RETIREMENT EXPENSES	1,520.69
120 5-10-5090	OFFICE SUPPLIES	67.46
120 5-10-5170	TRAVEL MILEAGE	22.99
120 5-20-5010	SALARIES & WAGES	64.81
120 5-20-5020	EMPLOYEE BENEFITS	1,322.99
120 5-20-5021	RETIREMENT EXPENSES	809.47
120 5-20-5090	OFFICE SUPPLIES	11.99
120 5-20-5170	TRAVEL MILEAGE	34.97
120 5-30-5010	SALARIES & WAGES	274.85
120 5-30-5020	EMPLOYEE BENEFITS	3,277.17
120 5-30-5021	RETIREMENT EXPENSES	3,171.53
120 5-30-5090	OFFICE SUPPLIES	98.29
120 5-40-5010	DIRECTORS COMPENSATION	6.88
120 5-40-5020	EMPLOYEE BENEFITS	2,789.60
	** FUND TOTAL **	62,298.33
130 1052	ACCTS REC WATER USE	647.40
130 2088	SURVIVOR BENEFITS - PERS 4TH L	16.12
130 2090	PERS PAYABLE	3,101.38
130 2091	FIT PAYABLE	3,873.58
130 2092	CIT PAYABLE	1,041.36
130 2093	SOCIAL SECURITY PAYABLE	4.62
130 2094	MEDICARE PAYABLE	478.16
130 2095	S D I PAYABLE	328.65
130 2099	DEFERRED COMP - PLAN 457 PAYAB	275.47
130 5-00-5020	EMPLOYEE BENEFITS	342.43
130 5-00-5025	RETIREE HEALTH BENEFITS	1,113.90
130 5-00-5060	GASOLINE, OIL & FUEL	628.85
130 5-00-5061	VEHICLE MAINT	58.18

A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5110	CONTRACTUAL SERVICES	1,635.50
130 5-00-5121	LEGAL SERVICES	1,672.15
130 5-00-5122	ENGINEERING SERVICES	13,709.00
130 5-00-5123	OTHER PROFESSIONAL SERVICES	27,685.00
130 5-00-5124	WATER RIGHTS	99.13
130 5-00-5148	OPERATING SUPPLIES	351.62
130 5-00-5150	REPAIR & REPLACE	13,267.33
130 5-00-5155	MAINT BLDG & GROUNDS	179.51
130 5-00-5179	ADM MISC EXPENSE	7.80CR
130 5-00-5191	TELEPHONE	937.43
130 5-00-5192	ELECTRICITY	20,511.10
130 5-00-5195	ENV/MONITORING	1,482.50
130 5-00-5198	ANNUAL OPERATING FEES	12,230.00
130 5-00-5312	TOOLS - FIELD	13.28
130 5-00-5505	WATER CONSERVATION	316.26
130 5-10-5010	SALARIES & WAGES	122.89
130 5-10-5020	EMPLOYEE BENEFITS	572.45
130 5-10-5021	RETIREMENT EXPENSES	1,520.63
130 5-10-5080	MEMBERSHIP & SUBSCRIPTION	7,910.00
130 5-10-5090	OFFICE SUPPLIES	67.45
130 5-10-5170	TRAVEL MILEAGE	99.62
130 5-20-5010	SALARIES & WAGES	79.24
130 5-20-5020	EMPLOYEE BENEFITS	1,880.87
130 5-20-5021	RETIREMENT EXPENSES	989.30
130 5-20-5090	OFFICE SUPPLIES	11.98
130 5-20-5170	TRAVEL MILEAGE	151.51
130 5-30-5010	SALARIES & WAGES	259.77
130 5-30-5020	EMPLOYEE BENEFITS	4,659.08
130 5-30-5021	RETIREMENT EXPENSES	2,896.89
130 5-30-5090	OFFICE SUPPLIES	98.30
130 5-35-5010	SALARIES & WAGES	14.60
130 5-35-5021	RETIREMENT EXPENSES	166.91
130 5-40-5010	DIRECTORS COMPENSATION	8.42
130 5-40-5020	EMPLOYEE BENEFITS	2,789.60
	** FUND TOTAL **	130,291.62
140 5-00-5155	MAINT BLDG & GROUNDS	1.09
140 5-00-5192	ELECTRICITY	25.63
140 5-10-5020	EMPLOYEE BENEFITS	1.27
140 5-20-5020	EMPLOYEE BENEFITS	4.17
140 5-30-5020	EMPLOYEE BENEFITS	10.33
	** FUND TOTAL **	42.49

\*\* TOTAL \*\*

192,632.44

NO ERRORS

SELECTION CRITERIA

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

REPORTING: PAID ITEMS ,G/L DIST

=====PAYMENT DATES=====      =====ITEM DATES=====      =====POSTING DATES=====  
PAID ITEMS DATES      : 11/01/2012 THRU 11/30/2012      0/00/0000 THRU 99/99/9999      0/00/0000 THRU 99/99/9999

-----  
PRINT OPTIONS

REPORT SEQUENCE: CHECK  
G/L EXPENSE DISTRIBUTION: YES  
CHECK RANGE: 000000 THRU 999999  
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**ACTION OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DATE:** December 18, 2012

**AGENDA ITEM:** Informational Presentation by Middletown High School Rodeo Team

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**RECOMMENDATIONS:**

Hear presentation by Middletown High School rodeo team and provide direction to staff.

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

For the last several years the District has allowed the Middletown High School rodeo team to keep it's cattle in the District-owned pasture adjacent to Grange Road. In addition to supporting the activities of the community and more specifically, the Middletown High School, the cattle effectively "mow" the pasture, thereby minimizing a potential fire hazard to adjacent privately-owned structures. In appreciation of the District's continuing support, members of the Middletown High School Rodeo team will make a brief presentation to the Board, summarizing the activities and achievements of the rodeo team.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, \_\_\_\_\_, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

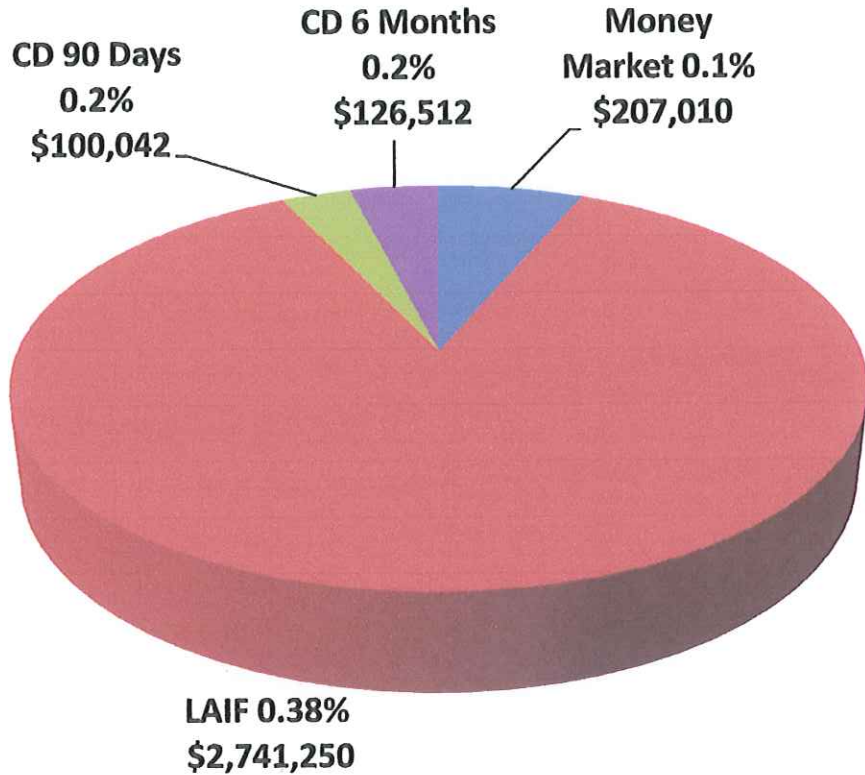
Absent

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

**Hidden Valley Lake CSD  
Pooled Cash  
November 30, 2012**

<b>Beginning Balance</b>	<b>\$ 245,641.67</b>
<b>Deposits</b>	
Cash	\$ 302,737.75
Transfers	\$ -
<b>Total Deposits</b>	<b>\$ 302,737.75</b>
<b>Expenditures</b>	
Accounts Payable	\$ 184,632.44
Payroll	\$ 47,725.71
Bank Fees	\$ 1,733.75
<b>Total Expenditures</b>	<b>\$ 234,091.90</b>
<b>Ending Balance</b>	<b>\$ 314,287.52</b>

**HIDDEN VALLEY LAKE CSD  
INVESTMENT REPORT  
November 30, 2012  
\$3,174,814**



Investment	Interest Rate	Interest Earned this Period	Funds Invested
Money Market	0.10%	\$ -	\$ 207,010
LAIF	0.38%	\$ -	\$ 2,741,250
90 Day CD	0.20%	5.00	\$ 100,042
6 Month CD	0.20%	12.25	\$ 126,512
<b>Total Funds Invested</b>			<b>\$ 3,174,814</b>

This report is in compliance with the investment policy set forth by the board of the Hidden Valley Lake Community Services District.



**Hidden Valley Lake CSD  
Revenue & Expense Report  
Year to Date November 30, 2012**

	Revenue Budget	Revenue YTD Actual	% To Date	Budget 2 Cycles*	YTD Over (Under) Budget	Remaining Budget YTD
Sewer Fund 120	\$ 978,100	\$ 370,114	37.84%	33.33%	4.51%	\$ 607,986
Water Fund 130	\$ 1,267,700	\$ 493,350	38.92%	33.33%	5.58%	\$ 774,350
<b>Total YTD Operating Revenue</b>	<b>\$ 2,245,800</b>	<b>\$ 863,465</b>	<b>38.45%</b>	<b>33.33%</b>	<b>5.11%</b>	<b>\$ 1,382,336</b>

\*Revenue collected bi-monthly, 6 cycles per year

	Expense Budget	Expense YTD Actual	% To Date	Budget 5 mo	YTD Over (Under) Budget	Remaining Budget YTD
Sewer Fund 120	\$ 978,100	\$ 334,182	34.17%	41.67%	-7.50%	\$ 643,918
Water Fund 130	\$ 1,267,700	\$ 515,418	40.66%	41.67%	-1.01%	\$ 752,282
<b>Total YTD Operating Expenditures</b>	<b>\$ 2,245,800</b>	<b>\$ 849,601</b>	<b>37.83%</b>	<b>41.67%</b>	<b>-3.84%</b>	<b>\$ 1,396,199</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE NOVEMBER 30, 2012

**120-SEWER ENTERPRISE FUND  
REVENUE**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 PERMIT & INSPECTION FEES	0.00	0.00	200.00	(200.00)	0.00%
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00%
120-4045 AVAILABILITY FEES	6,000.00	0.00	0.00	6,000.00	0.00%
120-4050 SALES OF RECLAIMED WATER	78,100.00	1,369.35	65,668.85	12,431.15	84.08%
120-4111 COMM SEWER USE	20,500.00	0.00	0.00	20,500.00	0.00%
120-4112 GOV'T SEWER USE	0.00	1,703.61	8,518.05	(8,518.05)	0.00%
120-4116 SEWER USE CHARGES	849,000.00	455.77	289,818.17	559,181.83	34.14%
120-4210 LATE FEE 10%	15,400.00	39.30	5,404.14	9,995.86	35.09%
120-4300 MISC INCOME	700.00	3.32	(35.32)	735.32	-5.05%
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00%
120-4505 LEASE INCOME	8,400.00	190.28	544.52	7,855.48	6.48%
120-4550 INTEREST	0.00	0.00	(4.00)	4.00	0.00%
<b>TOTAL REVENUES</b>	<b>978,100.00</b>	<b>3,761.63</b>	<b>370,114.41</b>	<b>607,985.59</b>	<b>37.84%</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE NOVEMBER 30, 2012

**120-SEWER ENTERPRISE FUND**  
EXPENDITURES - ALL DEPTS

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5010 SALARY & WAGES	391,300.00	22,867.28	125,492.91	265,807.09	32.07%
120-5020 EMPLOYEE BENEFITS	130,100.00	8,120.51	45,662.12	84,437.88	35.10%
120-5021 RETIREMENT BENEFITS	68,400.00	5,501.69	19,786.30	48,613.70	28.93%
120-5025 RETIREE HEALTH BENEFITS	6,700.00	556.95	2,784.75	3,915.25	41.56%
120-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00%
120-5060 GASOLINE, OIL & FUEL	11,800.00	628.87	5,172.18	6,627.82	43.83%
120-5061 VEHICLE MAINT	8,000.00	58.19	1,409.06	6,590.94	17.61%
120-5062 TAXES & LIC	1,000.00	0.00	362.97	637.03	36.30%
120-5074 INSURANCE	17,700.00	0.00	0.00	17,700.00	0.00%
120-5075 BANK FEES	4,800.00	866.87	2,756.26	2,043.74	57.42%
120-5080 MEMBERSHIP & SUBSCRIPTIONS	3,600.00	0.00	2,448.81	1,151.19	68.02%
120-5090 OFFICE SUPPLIES	5,400.00	177.74	2,220.37	3,179.63	41.12%
120-5092 POSTAGE & SHIPPING	2,200.00	0.00	17.49	2,182.51	0.80%
120-5110 CONTRACTUAL SERVICES	29,000.00	2,936.70	17,796.19	11,203.81	61.37%
120-5121 LEGAL SERVICES	5,700.00	736.50	6,045.52	(345.52)	106.06%
120-5122 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00%
120-5123 OTHER PROFESSIONAL SERVICE	6,800.00	10,781.10	37,887.60	(31,087.60)	557.17%
120-5125 STRATEGIC PLANNING	1,000.00	0.00	0.00	1,000.00	0.00%
120-5126 RECRUITMENT	10,000.00	0.00	0.00	10,000.00	0.00%
120-5130 PRINTING & PUBLICATION	600.00	0.00	113.00	487.00	18.83%
120-5135 NEWSLETTER	700.00	0.00	0.00	700.00	0.00%
120-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00%
120-5145 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00%
120-5148 OPERATING SUPPLIES	8,800.00	1,284.66	5,383.20	3,416.80	61.17%
120-5150 REPAIR & REPLACE	72,500.00	1,835.17	11,076.97	61,423.03	15.28%
120-5155 MAINT BLDG & GROUNDS	5,700.00	481.37	1,786.69	3,913.31	31.35%
120-5160 SLUDGE DISPOSAL	22,600.00	6,787.37	15,886.12	6,713.88	70.29%
120-5170 TRAVEL & MEETINGS	2,500.00	57.96	231.39	2,268.61	9.26%
120-5175 EDUCATION / SEMINARS	11,900.00	0.00	3,546.36	8,353.64	29.80%
120-5176 DIRECTOR TRAINING	5,000.00	0.00	263.89	4,736.11	5.28%
120-5179 ADM MISC EXPENSE	0.00	23.59	131.21	(131.21)	0.00%
120-5191 TELEPHONE	9,500.00	937.46	4,827.37	4,672.63	50.81%
120-5192 ELECTRICITY	40,000.00	1,526.94	6,503.15	33,496.85	16.26%
120-5195 ENV/MONITORING	35,400.00	3,550.20	11,548.20	23,851.80	32.62%
120-5198 ANNUAL OPERATING FEES	3,200.00	1,521.00	1,521.00	1,679.00	47.53%
120-5310 EQUIPMENT - FIELD	2,300.00	0.00	0.00	2,300.00	0.00%
120-5311 EQUIPMENT - OFFICE	3,400.00	0.00	0.00	3,400.00	0.00%
120-5312 TOOLS - FIELD	1,800.00	13.29	1,420.24	379.76	78.90%
120-5315 SAFETY EQUIPMENT	900.00	0.00	0.00	900.00	0.00%
120-5545 RECORDING FEES	200.00	0.00	101.00	99.00	50.50%
120-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00%
120-5585 FLOOD CONTROL EXPENSE	0.00	0.00	0.00	0.00	0.00%
120-5590 NON-OPERATING OTHER	30,100.00	0.00	0.00	30,100.00	0.00%
120-5591 EXP APPLICABLE TO PRIOR YR	0.00	0.00	0.00	0.00	0.00%
120-5605 OPERATING CONTINGENCY	17,500.00	0.00	0.00	17,500.00	0.00%
<b>TOTAL COMBINED EXPENDITURES</b>	<b>978,100.00</b>	<b>71,251.41</b>	<b>334,182.32</b>	<b>643,917.68</b>	<b>34.17%</b>



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE NOVEMBER 30, 2012

**130-WATER ENTERPRISE FUND  
REVENUES**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEES	13,000.00	290.00	3,700.00	9,300.00	28.46%
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00%
130-4039 WATER METER INST	0.00	0.00	300.00	(300.00)	0.00%
130-4040 RECORDING FEES INCOME	300.00	10.00	130.00	170.00	43.33%
130-4045 AVAILABILITY FEES	23,500.00	0.00	0.00	23,500.00	0.00%
130-4110 COMM WATER USE	13,800.00	1,151.03	5,755.15	8,044.85	41.70%
130-4112 GOV'T WATER USE	800.00	74.26	371.30	428.70	46.41%
130-4115 WATER USE CHARGES	1,024,800.00	792.04	346,596.08	678,203.92	33.82%
130-4117 WATER OVERAGE USE FEE	161,200.00	14.22	117,538.51	43,661.49	72.91%
130-4118 WATER OVERAGE COMM	7,400.00	263.45	7,370.78	29.22	99.61%
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00%
130-4210 LATE FEE 10%	21,800.00	(31.81)	8,474.66	13,325.34	38.87%
130-4215 RETURNED CHECK CHARGE	800.00	0.00	75.00	725.00	9.38%
130-4300 MISC INCOME	200.00	3.33	39.12	160.88	19.56%
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00%
130-4505 LEASE INCOME	0.00	455.88	3,009.36	(3,009.36)	0.00%
130-4550 INTEREST	100.00	14.67	(9.87)	109.87	-9.87%
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL REVENUES</b>	<b>1,267,700.00</b>	<b>3,037.07</b>	<b>493,350.09</b>	<b>774,349.91</b>	<b>38.92%</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE NOVEMBER 30, 2012

**130-WATER ENTERPRISE FUND**  
**EXPENDITURES - ALL DEPTS**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5010 SALARY & WAGES	427,600.00	22,218.71	127,865.85	299,734.15	29.90%
130-5020 EMPLOYEE BENEFITS	165,400.00	10,121.53	55,273.31	110,126.69	33.42%
130-5021 RETIREMENT BENEFITS	74,400.00	5,573.73	21,696.12	52,703.88	29.16%
130-5025 RETIREE HEALTH BENEFITS	6,700.00	556.95	2,784.73	3,915.27	41.56%
130-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00%
130-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00%
130-5060 GASOLINE, OIL & FUEL	11,800.00	628.85	4,500.80	7,299.20	38.14%
130-5061 VEHICLE MAINT	8,000.00	58.18	4,878.20	3,121.80	60.98%
130-5062 TAXES & LIC	1,000.00	0.00	632.45	367.55	63.25%
130-5074 INSURANCE	15,500.00	0.00	0.00	15,500.00	0.00%
130-5075 BANK FEES	4,800.00	866.88	2,756.28	2,043.72	57.42%
130-5090 OFFICE SUPPLIES	5,400.00	177.73	2,143.20	3,256.80	39.69%
130-5092 POSTAGE & SHIPPING	2,200.00	0.00	17.50	2,182.50	0.80%
130-5110 CONTRACTUAL SERVICES	37,800.00	1,622.00	15,145.37	22,654.63	40.07%
130-5121 LEGAL SERVICES	5,700.00	736.51	6,045.54	(345.54)	106.06%
130-5122 ENGINEERING SERVICES	26,300.00	5,709.00	17,980.64	8,319.36	68.37%
130-5123 OTHER PROFESSIONAL SERVICE	15,800.00	27,685.00	72,128.75	(56,328.75)	456.51%
130-5124 WATER RIGHTS	14,700.00	99.13	9,856.97	4,843.03	67.05%
130-5125 STRATEGIC PLANNING	1,000.00	0.00	0.00	1,000.00	0.00%
130-5126 RECRUITMENT	10,000.00	0.00	0.00	10,000.00	0.00%
130-5130 PRINTING & PUBLICATION	600.00	0.00	113.00	487.00	18.83%
130-5135 NEWSLETTER	700.00	0.00	0.00	700.00	0.00%
130-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00%
130-5145 EQUIPMENT RENTAL	0.00	0.00	1,753.58	(1,753.58)	0.00%
130-5148 OPERATING SUPPLIES	1,000.00	351.62	1,518.00	(518.00)	151.80%
130-5150 REPAIR & REPLACE	60,000.00	13,267.33	33,877.38	26,122.62	56.46%
130-5155 MAINT BLDG & GROUNDS	2,500.00	179.51	888.64	1,611.36	35.55%
130-5170 MILEAGE	4,000.00	251.13	1,002.64	2,997.36	25.07%
130-5175 EDUC / SEMINARS	14,400.00	0.00	829.48	13,570.52	5.76%
130-5176 DIRECTOR TRAINING	5,000.00	0.00	299.74	4,700.26	5.99%
130-5179 ADM MISC EXPENSE	0.00	(12.52)	95.09	(95.09)	0.00%
130-5191 TELEPHONE	9,500.00	937.43	4,821.34	4,678.66	50.75%
130-5192 ELECTRICITY	108,500.00	20,511.10	83,737.51	24,762.49	77.18%
130-5195 ENV/MONITORING	6,200.00	1,482.50	3,778.50	2,421.50	60.94%
130-5198 ANNUAL OPERATING FEES	13,100.00	12,230.00	23,540.90	(10,440.90)	179.70%
130-5310 EQUIPMENT - FIELD	1,400.00	0.00	0.00	1,400.00	0.00%
130-5311 EQUIPMENT - OFFICE	3,400.00	0.00	0.00	3,400.00	0.00%
130-5312 TOOLS - FIELD	2,100.00	13.28	383.31	1,716.69	18.25%
130-5315 SAFETY EQUIPMENT	900.00	0.00	0.00	900.00	0.00%
130-5505 WATER CONSERVATION	10,000.00	316.26	3,474.88	6,525.12	34.75%
130-5545 RECORDING FEES	400.00	0.00	101.00	299.00	25.25%
130-5580 TRANSFERS OUT (CIEDB)	173,300.00	0.00	0.00	173,300.00	0.00%
130-5585 FLOOD CONTROL	0.00	0.00	85.26	(85.26)	0.00%
130-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00%
130-5591 EXP APPLICABLE TO PRIOR YEAR	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL EXPENDITURES</b>	<b>1,267,700.00</b>	<b>133,491.84</b>	<b>515,418.39</b>	<b>752,281.61</b>	<b>40.66%</b>

**Hidden Valley Lake CSD  
Foreclosure Totals**

	<u>As of Sept 11, 2012</u>	<u>As of Oct 10, 2012</u>	<u>As of Nov 8, 2012</u>	<u>As of Dec 6, 2012</u>				
<b>Total Foreclosures</b>	<b>133</b>	<b>\$8,595.01</b>	<b>135</b>	<b>\$4,435.63</b>	<b>130</b>	<b>\$8,709.33</b>	<b>132</b>	<b>\$5,163.15</b>
<b># With Meter Locked</b>	<b>17</b>	<b>\$1,873.28</b>	<b>17</b>	<b>\$1,630.74</b>	<b>17</b>	<b>\$1,630.74</b>	<b>19</b>	<b>\$1,975.20</b>
<b># On Active Status</b>	<b>46</b>	<b>\$6,721.73</b>	<b>29</b>	<b>\$2,804.89</b>	<b>49</b>	<b>\$7,078.59</b>	<b>26</b>	<b>\$3,187.95</b>
<b># With \$0.00 Balance</b>	<b>17</b>	<b>\$0.00</b>	<b>36</b>	<b>\$0.00</b>	<b>11</b>	<b>\$0.00</b>	<b>34</b>	<b>\$0.00</b>
<b># Property No Meter</b>	<b>53</b>	<b>\$0.00</b>	<b>53</b>	<b>\$0.00</b>	<b>53</b>	<b>\$0.00</b>	<b>53</b>	<b>\$0.00</b>



*Board of Directors*

JIM FREEMAN  
CAROLYN GRAHAM  
LINDA HERNDON  
JIM LIEBERMAN  
JUDY MIRBEGIAN



*Interim General Manager*  
ROLAND SANFORD

*Administrative Assistant*  
TAMI IPSEN

*Accountant/Controller*  
TASHA KLEWE

*Hidden Valley Lake  
Community Services District*

## Memo

To: HVLCSO Board of Directors

From: Roland Sanford, Interim General Manager

Date: December 18, 2012

RE: General Manager's Monthly Report

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In late November Hidden Valley Lake and the surrounding Upper Putah Creek drainage experienced a series of storms coupled with periodic power outages that thoroughly challenged the District's sewer collection and flood control facilities. Between November 28 and December 2 over 17 inches of rain were recorded at the nearby Whispering Pines rain gauge. Putah Creek stream flows rose substantially and localized flooding occurred throughout the region. The excessive rainfall translated to additional inflow into the sewer collection system, and at times – particularly during power outages – threatened to overwhelm the collection system. District field personnel worked long hours, troubleshooting and ensuring that the collection system performed as designed – which it did.

In addition to increasing the blood pressure of staff, the recent storms highlighted the District's vulnerability to power outages, and in turn the need for additional backup generators at some of the more inaccessible pumping stations. Staff is obtaining bids and will be purchasing several backup generators in the next few weeks. Funding for the generators is available in the District's sewer capital improvement fund.

District staff and the District's water rights consultants, Wagner and Bonsignore, have nearly completed the District's Petition-for-Change, which will be submitted to the State Water Resources Control Board by the end of the month. In addition to preparing the petition, District staff is compiling additional groundwater and stream flow data to support the District's contention that the pumping of the District's wells has little or no impact on the riparian vegetation

and aquatic habitats of Putah Creek. A consulting hydrogeologist will be retained to review the data and prepare a technical report, which will be submitted to the State Water Resources Control Board and will serve as a source document for the forthcoming environmental impact study that the District must complete before the State Water Resources Control Board will formally act on the District's petition.

Finally, staff has been researching the District's CalPERS benefits from a historical perspective. A memo summarizing staff's research, along with copies of the District's CalPERS contract and subsequent amendments, is attached. Also attached is a copy of the revised CPS HR Consulting Base Salary Study for the Administrative Assistant/Secretary to the Board, and Account/Controller positions. The original report, which prepared on May 30, 2012, has been revised to reflect and properly account for CalPERS contributions that were previously treated as part of employee's base salary. The report revisions are highlighted in yellow and are limited to pages two and nine.



Board of Directors  
JIM FREEMAN  
CAROLYN GRAHAM  
LINDA HERNDON  
JIM LIEBERMAN  
JUDY MIRBEGIAN



Interim General Manager  
ROLAND SANFORD  
Administrative Assistant  
TAMI IPSEN  
Accountant/Controller  
TASHA KLEWE

*Hidden Valley Lake  
Community Services District*

## Memo

To: HVLCS Board of Directors

From: Roland Sanford, Interim General Manager

Date: December 18, 2012

RE: HVLCS employee CalPERS benefits – historical perspective

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On July 2, 1993 the District became a member of the CalPERS retirement system. Since then the District's contract with CalPERS has been amended six times. Copies of the original contract and subsequent amendments are attached. This memo provides a chronology and summarizes the key elements of the original contract and subsequent amendments.

Original Contract (effective date: July 2, 1993)

Prior to joining CalPERS, the District and the District's employees paid into Social Security. At that time both the District and the employees paid 6.2 percent of the employee's taxable earnings into Social Security (total payment of 12.4 percent of employee's taxable earnings into Social Security). Participation in Social Security ceased when the District became a member of CalPERS (Note: payments to Medicare and State Disability Insurance continued because participation in these programs is mandatory).

The original contract with CalPERS was for retirement benefits paid at the so-called "2% at 60" rate. At that time the employee's required contribution was 7 percent of the employee's base salary (defined as regular wages, excluding overtime), while the employer's share was 6.936 percent of the employee's base salary (total payment of 13.936 percent of employee's base salary). In conjunction with joining CalPERS, the District Board augmented each employee's salary by 7 percent (the amount required to satisfy the employee's share of the CalPERS contribution) and adopted Resolution 93-9, implementing the provisions of Section 414(h)(2) of the Internal Revenue Service Code, which specified that for tax purposes, the 7 percent salary augmentation would not be taxed.



Upon joining CalPERS, the District was not obligated to augment each employee's salary by 7 percent, nor adopt Resolution 93-9, but choose to do so as a means of enhancing the overall employee compensation package. The District had but declined the option of adopting a policy or labor agreement which clearly specified that the District would pay the employee's CalPERS contribution. Had the District done so it would have been required by CalPERS to adopt a resolution clearly stating that the District would be making so-called Employer Paid Member Contributions (EPMC) on behalf of the employees. Doing so would have also negated the need to adopt Resolution 93-9, because the CalPERS contributions made by the District are non-taxable. The District has never adopted a EPMC resolution, and to this day, the District employee's salary, as presented in the District's Personnel Policy Manual, represents an amalgamation of "base pay" and what was initially a 7 percent but later became the 8 percent employee's CalPERS contribution.

Unused Sick Leave Amendment (effective date: July 1, 1994)

The Unused Sick Leave Amendment allows an employee, at retirement, to apply unused sick leave towards service time (add the months of unused sick leave to the total months of service time performed). The end result is an increased monthly retirement benefit, because retirement benefits are determined in part on the number of months/years of service time.

At the time that this benefit was added, it was estimated the resulting cost to the employer, expressed in terms of employer CalPERS contribution rate, would be 0.184 percent (see attached copy of contract amendment and supporting cost analysis). In actuality, the employer's contribution rate remained at 6.936 percent because market conditions were favorable and CalPERS investments were exceeding minimum required thresholds. In other words, the investment returns CalPERS was achieving – investment returns off of the employer and employee contributions – was more than sufficient to cover projected costs, even with the additional expense associated with the Unused Sick Leave benefit.

Prior Service Credit Buy Back Amendment (effective date: June 17, 1998)

The Prior Service Credit Buy Back Amendment allowed employees the option of purchasing, under certain circumstances, CalPERS service time for the years of service they performed, prior to the District entering into the original CalPERS contract. The cost of this benefit is borne solely by the employees who opted to take advantage of this benefit. Coincidentally, the District's employer's CalPERS contribution did increase shortly thereafter (beginning of the next fiscal year), from 7.610 percent to 8.153 percent, as a result of market forces and other factors unrelated to the adoption of the Prior Service Credit Buy Back Amendment.

1959 Survivor Benefit Amendment (effective date: April 21, 1999)

The 1959 Survivor Benefit provides certain monetary benefits to an employee's heirs. The cost of this benefit is borne solely by the employees. Coincidentally, the District's employer's CalPERS contribution rate decreased



shortly thereafter, in response to market forces and other factors unrelated to the adoption of the 1959 Survivor Benefit Amendment.

1-year Final Compensation Benefit Amendment (effective date: November 26, 1999)

The 1-year Final Compensation Amendment allows an employee, at retirement, to calculate retirement benefits based on the highest 12-consecutive months of base pay received while employed with the District, as opposed to say the base pay received in the final 12 consecutive months of service. The end result is an increased monthly retirement benefit, because retirement benefits are determined in part by the base pay received while employed. At the time that this benefit was added, it was estimated the resulting cost to the employer, expressed in terms of employer CalPERS contribution rate, would be 0.882 percent over a 20-year amortization period (see attached copy of contract amendment and supporting cost analysis).

In actuality, the employer's contribution rate continued to decrease because market conditions were favorable and CalPERS investments were exceeding minimum required thresholds. In other words, the investment returns CalPERS was achieving – investment returns off of the employer and employee contributions – was more than sufficient to cover projected costs, even with the additional expense associated with the addition of the 1-year Final Compensation benefit. (Note: the supporting cost analysis and the assumptions made as a part of that analysis are not straightforward and warrant further review – but are beyond the scope of this memo.)

2% at 55 Benefit Amendment (effective date: October 20, 2000)

Briefly, the "2% at 55" benefit amendment changed the formula for calculating retiree benefits and ultimately increased monthly retirement benefits paid to retired employees. The cost of this benefit was borne solely by the District. At the time that this benefit was added, it was estimated the resulting cost to the District, expressed in terms of employer CalPERS contribution rate, would be 2.222 percent over a 20-year amortization period (see attached copy of contract amendment and supporting cost analysis). Theoretically, the employer CalPERS contribution rate was projected to increase from what was then 6.100 percent, to 8.322 percent. However, market conditions soured and in the following fiscal year the employer CalPERS contribution rate actually increased from 6.100 percent to 9.803 percent. (Note: the supporting cost analysis and the assumptions made as a part of that analysis are not straightforward and warrant further review – but are beyond the scope of this memo.)

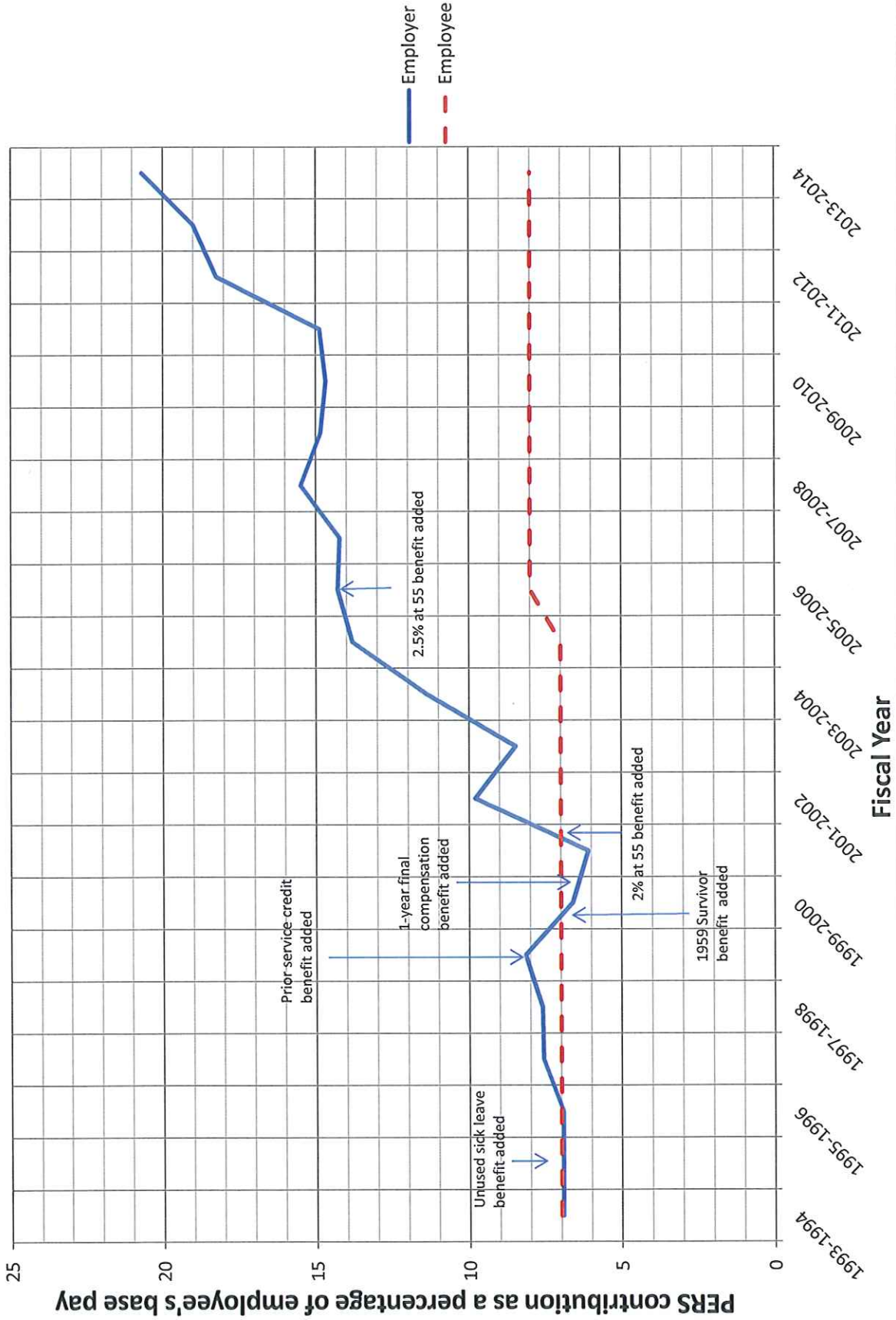
2.5% at 55 Benefit Amendment (effective date: June 30, 2006)

Briefly, the "2.5% at 55" benefit amendment on again changed the formula for calculating retiree benefits and ultimately increased monthly retirement benefits paid to retired employees. The cost of this benefit was borne by the District and to a lesser extent by the employees. The CalPERS contribution rate for employees increased from 7 percent to 8 percent. At the time that this benefit

was added, it was estimated the resulting cost to the District, expressed in terms of employer CalPERS contribution rate, would be 2.2 percent (see attached copy of contract amendment and supporting cost analysis). Theoretically, the employer CalPERS contribution rate was projected to increase from what was then 13.9 percent, to 16.1 percent. However, actual employer CalPERS contribution rates remained below 16.1 percent through the 2010-2011 fiscal year, but then increased dramatically in response to the precipitous decline in CalPERS investment revenues (see attached bar chart depicting CalPERS history of investment returns).



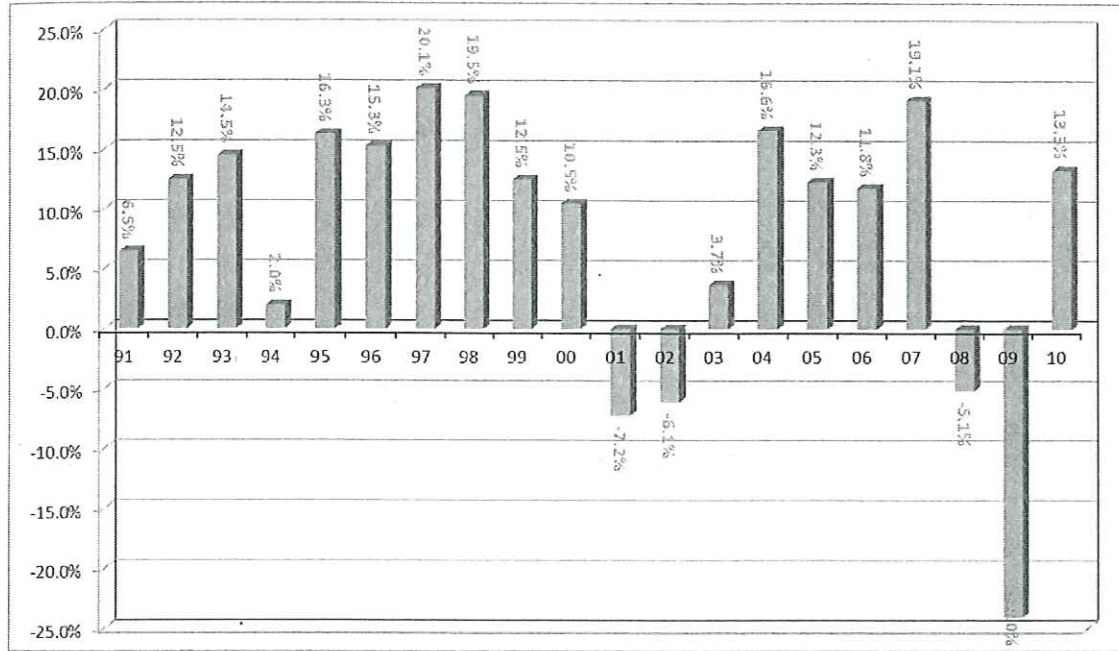
# HVLCSD Employer and Employee PERS contributions by fiscal year



## SUMMARY OF ASSETS

# CalPERS 20-Year History of Investment Returns

The following is a chart with historical annual returns of the Public Employees Retirement Fund for each fiscal year ending on June 30. Beginning with June 30, 2002 the figures are reported as gross of fees.



**CONTRACT  
BETWEEN THE  
BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
AND THE  
BOARD OF DIRECTORS  
OF THE  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

In consideration of the covenants and agreement hereafter contained and on the part of both parties to be kept and performed, the governing body of above public agency, hereafter referred to as "Public Agency", and the Board of Administration, Public Employees' Retirement System, hereafter referred to as "Board", hereby agree as follows:

1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for local miscellaneous members.
2. Public Agency shall participate in the Public Employees' Retirement System from and after JULY 2, 1993 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Employees other than local safety members (herein referred to as local miscellaneous members).
4. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **MEMBERS OF THE GOVERNING BODY; AND**
  - b. **SAFETY EMPLOYEES.**
5. The percentage of final compensation to be provided for local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 21251.13 of said Retirement Law (2% at age 60 Full).



- 6. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
- 7. Public Agency shall also contribute to said Retirement System as follows:
  - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
  - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
- 8. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
- 9. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
OF THE  
HIDDEN VALLEY LAKE COMMUNITY  
SERVICES DISTRICT

BY Malcolm K. Gibson  
CHIEF, CONTRACT SERVICES DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY C. J. Beckwith  
Presiding Officer

JUNE 15, 1993  
Witness Date

Attest:

Annet Anders  
Clerk

HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 93-9

WHEREAS, the Hidden Valley Lake Community Services District has the authority to implement the provisions of Section 414(h)(2) of the Internal Revenue Code (IRC); and

WHEREAS, the Board of Administration of the Public Employees' Retirement System adopted its resolution re Section 414(h)(2) IRC on September 18, 1985; and

WHEREAS, the Internal Revenue Service has stated on December 6, 1985, that the implementation of the provisions of Section 414(h)(2) IRC pursuant to the Resolution of the Board of Administration would satisfy the legal requirements of Section 414(h)(2) IRC; and

WHEREAS, the Hidden Valley Lake Community Services District has determined that even though the implementation of the provisions of Section 3414(h)(2) IRC is not required by law, the tax benefit offered by Section 414(h)(2) IRC should be provided to its employees who are members of the Public Employees' Retirement System;

NOW, THEREFORE, BE IT RESOLVED:

I. That the Hidden Valley Lake Community Services District will implement the provisions of Section 414(h)(2) Internal Revenue Code by making employee contributions pursuant to California Government Code Section 20615 to the Public Employees' Retirement System on behalf of its employees who are members of the Public Employees' Retirement System. "Employee contributions" shall mean those contributions to the Public Employees' Retirement System which are deducted from the salary of employees and are credited to individual employee's accounts pursuant to California Government Code Section 20615.

II. That the contributions made by the Hidden Valley Lake Community Services District to the Public Employees' Retirement System, although designated as employee contributions, are being paid by the Hidden Valley Lake Community Services District in lieu of contributions by the employees who are members of the Public Employees' Retirement System.

III. That employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the Hidden Valley Lake Community Services District to the Public Employees' Retirement System.



IV. That the Hidden Valley Lake Community Services District shall pay to the Public Employees' Retirement System the contributions designated as employee contributions from the same source of funds as used in paying salary.

V. That the amount of the contributions designated as employee contributions and paid by the Hidden Valley Lake Community Services District to the Public Employees' Retirement System on behalf of an employee shall be the entire contribution required of the employee by the Public Employees' Retirement Law (California Government Code Sections 20000, et seq.).

VI. That the contributions designated as employee contributions made by Hidden Valley Lake Community Services District to the Public Employees' Retirement System shall be treated for all purposes, other than taxation, in the same way that member contributions are treated by the Public Employees' Retirement System.

\* \* \* \* \*


I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a regular meeting thereof held on the 20th day of July, 1993 by the following vote:

AYES, and in favor thereof, Directors: SAUNDERS, KNIGHT,  
SHARPEN AND PETKOVICH

NOES, NONE

ABSENT, ALVERSON

ABSTAIN, NONE

  
Janet Anderson  
Secretary to the Board  
Hidden Valley Lake  
Community Services District



**AMENDMENT TO CONTRACT  
BETWEEN THE  
BOARD OF ADMINISTRATION  
OF THE  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
AND THE  
BOARD OF DIRECTORS  
OF THE  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

The Board of Administration, Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of above public agency, hereinafter referred to as Public Agency, having entered into a contract effective July 2, 1993, and witnessed June 15, 1993, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 9 are hereby stricken from said contract as executed effective July 2, 1993, and hereby replaced by the following paragraphs numbered 1 through 10 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for local miscellaneous members.
  2. Public Agency shall participate in the Public Employees' Retirement System from and after July 2, 1993 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
  3. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
    - a. Employees other than local safety members (herein referred to as local miscellaneous members).
  4. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
    - a. **MEMBERS OF THE GOVERNING BODY; AND**
    - b. **SAFETY EMPLOYEES.**
  5. The percentage of final compensation to be provided for local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 21251.13 of said Retirement Law (2% at age 60 Full).
  6. Public Agency elects and elected to be subject to the following optional provisions:
    - a. Section 20862.8 (Credit for Unused Sick Leave).

- 7. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
- 8. Public Agency shall also contribute to said Retirement System as follows:
  - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
  - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
- 9. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
- 10. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the 1ST day of JULY, 1994.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
OF THE  
HIDDEN VALLEY LAKE COMMUNITY  
SERVICES DISTRICT

BY Malcolm K. Schenk  
CHIEF, CONTRACT SERVICES DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY C. J. Petkovich  
Presiding Officer

JUNE 23, 1994  
Witness Date

Attest:

Janet Anderson  
Clerk



NO EXTENSION

CONTRACT AMENDMENT COST ANALYSIS

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EMPLOYER # 1616

LOCAL MISCELLANEOUS MEMBERS

DESCRIPTION OF BENEFIT(S) BEING COSTED:

(SEC 20862.8) CREDIT FOR UNUSED SICK LEAVE - MISCELLANEOUS

THE EMPLOYER CONTRIBUTION RATES ON THIS PAGE WOULD BECOME EFFECTIVE AS OF JULY 1, 1995 AND ARE BASED UPON THE ABOVE AMENDMENT BECOMING EFFECTIVE BETWEEN JULY 1, 1993 AND JUNE 30, 1994.

THESE EMPLOYER CONTRIBUTION RATES ARE BASED UPON MAINTAINING THE CURRENT FUNDING HORIZON(S) FOR THE UNFUNDED ACTUARIAL LIABILITIES.

THE EXPECTED INCREASE IN THE EMPLOYER CONTRIBUTION RATE, AS OF JULY 1, 1995, ATTRIBUTABLE TO THE CONTRACT AMENDMENT IS:

0.059% (NORMAL COST OR PERMANENT INCREASE)

0.125% (TEMPORARY INCREASE TO JUNE 30, 2023)

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0.184% (TOTAL INCREASE IN THE EMPLOYER CONTRIBUTION RATE)



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**AMENDMENT TO CONTRACT  
 BETWEEN THE  
 BOARD OF ADMINISTRATION  
 OF THE  
 PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
 AND THE  
 BOARD OF DIRECTORS  
 OF THE  
 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

The Board of Administration, Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of above public agency, hereinafter referred to as Public Agency, having entered into a contract effective July 2, 1993, and witnessed June 15, 1993, and as amended effective July 1, 1994 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective July 1, 1994, and hereby replaced by the following paragraphs numbered 1 through 10 inclusive:
  - 1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for local miscellaneous members.
  - 2. Public Agency shall participate in the Public Employees' Retirement System from and after July 2, 1993 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
  - 3. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
    - a. Employees other than local safety members (herein referred to as local miscellaneous members).

4. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **MEMBERS OF THE GOVERNING BODY; AND**
  - b. **SAFETY EMPLOYEES.**
5. The percentage of final compensation to be provided for local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 21353 of said Retirement Law (2% at age 60 Full).
6. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20965 (Credit for Unused Sick Leave).
  - b. Section 21031 (Public Service Credit for Limited Prior Service).
7. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
8. Public Agency shall also contribute to said Retirement System as follows:
  - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
  - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
9. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.



10. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the 17<sup>th</sup> day of June, 1998.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
OF THE  
HIDDEN VALLEY LAKE COMMUNITY  
SERVICES DISTRICT

BY Kenneth W. Marzion  
KENNETH W. MARZION, CHIEF  
ACTUARIAL & EMPLOYER SERVICES DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY C. J. Petkovich  
PRESIDING OFFICER

June 16, 1998  
Witness Date

Attest:

Janet Anderson  
Clerk





California  
Public Employees' Retirement System

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# AMENDMENT TO CONTRACT

Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Directors  
of the  
Hidden Valley Lake Community Services District

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective July 2, 1993, and witnessed June 15, 1993, and as amended effective July 1, 1994, and July 17, 1998 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective June 17, 1998, and hereby replaced by the following paragraphs numbered 1 through 10 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for local miscellaneous members.
  2. Public Agency shall participate in the Public Employees' Retirement System from and after July 2, 1993 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

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3. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Employees other than local safety members (herein referred to as local miscellaneous members).
4. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **MEMBERS OF THE GOVERNING BODY; AND**
  - b. **SAFETY MEMBERS.**
5. The percentage of final compensation to be provided for local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 21353 of said Retirement Law (2% at age 60 full).
6. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20965 (Credit for Unused Sick Leave).
  - b. Section 21031 (Public Service Credit for Limited Prior Service).
  - c. Section 21574 (Fourth Level of 1959 Survivor Benefits).
7. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
8. Public Agency shall also contribute to said Retirement System as follows:
  - a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.
  - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.



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- c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
- 9. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
- 10. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the 21ST day of APRIL, 1999.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
OF THE  
HIDDEN VALLEY LAKE COMMUNITY  
SERVICES DISTRICT

BY *Kenneth W. Marzion*  
KENNETH W. MARZION, CHIEF  
ACTUARIAL & EMPLOYER SERVICES DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY *E. J. Felton*  
PRESIDING OFFICER

APRIL 20, 1999  
Witness Date

Attest:

*Janet Anderson*  
Clerk





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California  
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Directors  
Hidden Valley Lake Community Services District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective July 2, 1993, and witnessed June 15, 1993, and as amended effective July 1, 1994, June 17, 1998, and April 21, 1999 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective April 21, 1999, and hereby replaced by the following paragraphs numbered 1 through 10 inclusive:
  - 1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for local miscellaneous members.
  - 2. Public Agency shall participate in the Public Employees' Retirement System from and after July 2, 1993 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

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3. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Employees other than local safety members (herein referred to as local miscellaneous members).
4. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **MEMBERS OF THE GOVERNING BODY;**
  - b. **SAFETY MEMBERS**
5. The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member shall be determined in accordance with Section 21353 of said Retirement Law (2% at age 60 Full).
6. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20965 (Credit for Unused Sick Leave).
  - b. Section 21031 (Public Service Credit for Limited Prior Service).
  - c. Section 21574 (Fourth Level of 1959 Survivor Benefits).
  - d. Section 20042 (One-Year Final Compensation).
7. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
8. Public Agency shall also contribute to said Retirement System as follows:
  - a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.
  - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.



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- c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
- 9. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
- 10. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the 26TH day of NOVEMBER, 1999.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
HIDDEN VALLEY LAKE COMMUNITY  
SERVICES DISTRICT

BY *Kenneth W. Marzion*  
KENNETH W. MARZION, CHIEF  
ACTUARIAL & EMPLOYER SERVICES DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY *J. F. [Signature]*  
PRESIDING OFFICER

NOVEMBER 17, 1999  
Witness Date

Attest:

*Janet Anderson*  
Clerk



CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 1997  
 MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

EMPLOYER NUMBER 1616

Benefit Description: 20042, One-Year Final Compensation

The table below shows the change in the total present value of benefits for the proposed plan amendment. The present value of benefits represents the total dollars needed today to fund all future benefits for current members of the plan, i.e. without regard to future employees. The difference between this amount and current plan assets must be paid by future employee and employer contributions. As such, the change in the present value of benefits due to the plan amendment represents the "cost" of the plan amendment. However, for plans with excess assets some or all of this "cost" may already be covered by current excess assets.

	Pre-Amendment	Change Due to Plan Amendment	Post-Amendment
Total Present Value of Benefits	\$ 535,010	\$ 22,458	\$ 557,468
Actuarial Value of Plan Assets	186,834	0	186,834
Present Value of Future Employer and Employee Contributions	\$ 348,176	\$ 22,458	\$ 370,634

It is not required, nor necessarily desirable, to have accumulated assets sufficient to cover the total present value of benefits until every member has left employment. Instead, the actuarial funding process calculates a regular contribution schedule of employee contributions and employer contributions (called normal costs) which are designed to accumulate with interest to equal the total present value of benefits by the time every member has left employment. As of each June 30, the actuary calculates the "desirable" level of plan assets as of that point in time by subtracting the present value of scheduled future employee contributions and future employer normal costs from the total present value of benefits. The resulting "desirable" level of assets is called the accrued liability.

A plan with assets exactly equal to the plan's accrued liability is simply "on schedule" in funding that plan, and only future employee contributions and future employer normal costs are needed. A plan with assets below the accrued liability is "behind schedule", or is said to have an unfunded liability, and must temporarily increase contributions to get back on schedule. A plan with assets in excess of the plan's accrued liability is "ahead of schedule", or is said to have excess assets, and can temporarily reduce future contributions. A plan with assets in excess of the total present value of benefits is called super-funded, and neither future employer nor employee contributions are required. Of course, events such as plan amendments and investment or demographic gains or losses can change a plan's condition from year to year. For example, a plan amendment could cause a plan to move all the way from being super-funded to being in an unfunded position.

CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 1997  
 MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

EMPLOYER NUMBER 1616

Benefit Description: 20042, One-Year Final Compensation

The changes in your plan's accrued liability, unfunded accrued liability, and the funded ratio as of June 30, 1997 due to the plan amendment are shown in the table below.

	Pre-Amendment	Change Due to Plan Amendment	Post-Amendment
Accrued Liability	\$ 157,116	\$ 6,646	\$ 163,762
Assets	186,834	0	186,834
Unfunded Liability	\$ <u>CREDIT</u> (29,718)	\$ 6,646	\$ <u>CREDIT</u> (23,072)
Funded Ratio	118.9%		114.1%

While the tables above give the changes in the "cost" and funded status of the plan due to the amendment, there remains the question of what will happen to the employer contribution rate because of the change in plan provisions.

CalPERS policy is to implement rate changes due to plan amendments immediately on the effective date of the change in plan benefits. In general, the policy also provides that the change in unfunded liability due to the plan amendment will be separately amortized over a period of 20 years from the effective date of the amendment and all other components of the plan's unfunded liability/excess assets will continue to be amortized separately.

However, special rules have to be applied to plans with a current employer contribution rate of zero. The pre-amendment excess assets in these plans were sufficient to cover the employer's normal cost for one or more years into the future. A plan amendment will use up some or all of the pre-amendment excess assets. If there is still excess assets (i.e. if the plan is still ahead of schedule) after the plan amendment, the remaining excess assets were spread over the greater of 5 years or the number of years for which the excess assets would keep the employer rate equal to zero. If the amendment uses up all excess assets and creates an unfunded liability (i.e. from being ahead of schedule to behind schedule), the post amendment unfunded liability was amortized over 20 years.

The table below shows the immediate short-term change in your plan's employer contribution rate due to the plan amendment.

Rate Component	Pre-Amendment	Change Due to Plan Amendment	Post-Amendment
Normal Cost	7.552%	0.614%	8.166%
Unfunded/Excess Asset Cost	<i>multi</i> (0.945)%	0.268%	(0.677)%
1959 Survivor	0.000%	0.000%	0.000%
Total Employer Rate	6.607%	0.882% <i>increase</i>	7.489% <i>after plan amendment</i>
Amortization Period	<i>now</i> Multiple Years	20 Years	Multiple Years

8.153  
6.607 now

1,546 lowered from 98-99

Total 3,357.90 ÷ 26

8.15390  
- 7.489  
= 0.664

*Handwritten notes:*  
 1800 contribution for 4 yrs  
 after plan amendment



CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 1997  
MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

EMPLOYER NUMBER 1616

Benefit Description: 20042, One-Year Final Compensation

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Note that the change in normal cost in the table above may be much more indicative of the long term change in the employer contribution rate due to the plan amendment. The plan's unfunded liability/excess asset cost shown in the table above is a temporary adjustment to the employer contribution to "get the plan back on schedule". This temporary adjustment to the employer rate varies in duration from plan to plan. For example, a plan with initial excess assets being amortized over a short period of time will typically experience a large rate increase when excess assets are fully amortized. While a plan amendment for such a plan may produce little or no additional cost now, the change in normal cost due to the plan amendment will become fully effective as soon as initial excess assets are fully amortized.

If your agency is requesting cost information for two or more benefit changes, the cost of adopting more than one of these changes may not be obtained by adding the individual costs. Instead, a separate valuation should be done to provide a cost analysis for the combination of benefit changes.

Please note that the cost analysis provided in this document may not be relied upon once the CalPERS actuarial staff have completed the next annual valuation, that is, the annual valuation as of June 30, 1998. If you have not taken action to amend your contract, and we have already mailed the June 30, 1998 annual valuation report, you must contact our office for an updated cost analysis, based on the new annual valuation.

*cost analysis 4/16/98*

This actuarial valuation for this proposed plan amendment is based on the participant, benefits, and assets data used in the June 30, 1997 annual valuation, with the benefits modified if necessary to reflect what is currently provided under your contract with CalPERS, and further modified to reflect the proposed plan amendment. Descriptions of the actuarial methodologies, actuarial assumptions, and plan benefit provisions may be found in the appendices of the June 30, 1997 annual report. Please note that the results shown here are subject to change if any of the data or plan provisions changes from what was used in this study. It is our opinion that the valuation has been performed in accordance with generally accepted actuarial principles, in accordance with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for this plan, as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

*David Du Bois*

David Du Bois, F.S.A.  
Associate Pension Actuary, CalPERS

Fin Process Ids:      Annual-16715      Base-28373      Proposal-28374





California  
Public Employees' Retirement System



# AMENDMENT TO CONTRACT

Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Directors  
Hidden Valley Lake Community Services District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective July 2, 1993, and witnessed June 15, 1993, and as amended effective July 1, 1994, June 17, 1998, April 21, 1999 and November 26, 1999 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective November 26, 1999, and hereby replaced by the following paragraphs numbered 1 through 10 inclusive:
  - 1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members.
  - 2. Public Agency shall participate in the Public Employees' Retirement System from and after July 2, 1993 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

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3. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Employees other than local safety members (herein referred to as local miscellaneous members).
4. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **MEMBERS OF THE GOVERNING BODY;**
  - b. **SAFETY MEMBERS.**
5. The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
6. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20965 (Credit for Unused Sick Leave).
  - b. Section 21031 (Public Service Credit for Limited Prior Service).
  - c. Section 21574 (Fourth Level of 1959 Survivor Benefits).
  - d. Section 20042 (One-Year Final Compensation).
7. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
8. Public Agency shall also contribute to said Retirement System as follows:
  - a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.
  - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.



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- c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
- 9. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
- 10. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the 20<sup>th</sup> day of October 2000.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
HIDDEN VALLEY LAKE COMMUNITY  
SERVICES DISTRICT

BY *Kenneth W. Marzion*  
KENNETH W. MARZION, CHIEF  
ACTUARIAL & EMPLOYER SERVICES DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY *J. J. Felkovich*  
PRESIDING OFFICER

10/17/00  
Witness Date

Attest:

*[Signature]*  
Clerk



**CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 1998  
MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**EMPLOYER NUMBER 1616  
Benefit Description: 21354, 2% @ 55 Formula**

The table below shows the change in the total present value of benefits for the proposed plan amendment. The present value of benefits represents the total dollars needed today to fund all future benefits for current members of the plan, i.e. without regard to future employees. The difference between this amount and current plan assets must be paid by future employee and employer contributions. As such, the change in the present value of benefits due to the plan amendment represents the "cost" of the plan amendment. However, for plans with excess assets some or all of this "cost" may already be covered by current excess assets.

	Pre-Amendment	Change Due to Plan Amendment	Post-Amendment
Total Present Value of Benefits	\$ 593,499	\$ 67,401	\$ 660,900
Actuarial Value of Plan Assets	281,956	0	281,956
Present Value of Future Employer and Employee Contributions	\$ 311,543	\$ 67,401	\$ 378,944

It is not required, nor necessarily desirable, to have accumulated assets sufficient to cover the total present value of benefits until every member has left employment. Instead, the actuarial funding process calculates a regular contribution schedule of employee contributions and employer contributions (called normal costs) which are designed to accumulate with interest to equal the total present value of benefits by the time every member has left employment. As of each June 30, the actuary calculates the "desirable" level of plan assets as of that point in time by subtracting the present value of scheduled future employee contributions and future employer normal costs from the total present value of benefits. The resulting "desirable" level of assets is called the accrued liability.

A plan with assets exactly equal to the plan's accrued liability is simply "on schedule" in funding that plan, and only future employee contributions and future employer normal costs are needed. A plan with assets below the accrued liability is "behind schedule", or is said to have an unfunded liability, and must temporarily increase contributions to get back on schedule. A plan with assets in excess of the plan's accrued liability is "ahead of schedule", or is said to have excess assets, and can temporarily reduce future contributions. A plan with assets in excess of the total present value of benefits is called super-funded, and neither future employer nor employee contributions are required. Of course, events such as plan amendments and investment or demographic gains or losses can change a plan's condition from year to year. For example, a plan amendment could cause a plan to move all the way from being super-funded to being in an unfunded position.

**CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 1998**  
**MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**EMPLOYER NUMBER 1616**  
**Benefit Description: 21354, 2% @ 55 Formula**

The changes in your plan's accrued liability, unfunded accrued liability, and the funded ratio as of June 30, 1998 due to the plan amendment are shown in the table below.

	Pre-Amendment	Change Due to Plan Amendment	Post-Amendment
Accrued Liability	\$ 224,393	\$ 18,767	\$ 243,160
Assets	281,956	0	281,956
Unfunded Liability	\$ <u>(57,563)</u>	\$ <u>18,767</u>	\$ <u>(38,796)</u>
Funded Ratio	125.7%		116.0%

While the tables above give the changes in the "cost" and funded status of the plan due to the amendment, there remains the question of what will happen to the employer contribution rate because of the change in plan provisions.

CalPERS policy is to implement rate changes due to plan amendments immediately on the effective date of the change in plan benefits. In general, the policy also provides that the change in unfunded liability due to the plan amendment will be separately amortized over a period of 20 years from the effective date of the amendment and all other components of the plan's unfunded liability/excess assets will continue to be amortized separately.

However, special rules have to be applied to plans with a current employer contribution rate of zero. The pre-amendment excess assets in these plans were sufficient to cover the employer's normal cost for one or more years into the future. A plan amendment will use up some or all of the pre-amendment excess assets. If there is still excess assets (i.e. if the plan is still ahead of schedule) after the plan amendment, the remaining excess assets were spread over the greater of 5 years or the number of years for which the excess assets would keep the employer rate equal to zero. If the amendment uses up all excess assets and creates an unfunded liability (i.e. from being ahead of schedule to behind schedule), the post-amendment unfunded liability was amortized over 20 years.

The table below shows the immediate short-term change in your plan's employer contribution rate due to the plan amendment.

Rate Component	Pre-Amendment	Change Due to Plan Amendment	Post-Amendment
Normal Cost	7.768%	1.518%	9.286%
Unfunded/Excess Asset Cost	(1.668)%	0.704%	(0.964)%
1959 Survivor	<u>0.000%</u>	<u>0.000%</u>	<u>0.000%</u>
Total Employer Rate	6.100%	2.222%	8.322%
Amortization Period	Multiple Years	20 Years	Multiple Years



**CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 1998  
MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**EMPLOYER NUMBER 1616**

**Benefit Description: 21354, 2% @ 55 Formula**

---

Note that the change in normal cost in the table above may be much more indicative of the long term change in the employer contribution rate due to the plan amendment. The plan's unfunded liability/excess asset cost shown in the table above is a temporary adjustment to the employer contribution to "get the plan back on schedule". This temporary adjustment to the employer rate varies in duration from plan to plan. For example, a plan with initial excess assets being amortized over a short period of time will typically experience a large rate increase when excess assets are fully amortized. While a plan amendment for such a plan may produce little or no increase in the employer contribution rate now, the change in normal cost due to the plan amendment will become fully reflected in the employer contribution rate as soon as initial excess assets are fully amortized.

If your agency is requesting cost information for two or more benefit changes, the cost of adopting more than one of these changes may not be obtained by adding the individual costs. Instead, a separate valuation should be done to provide a cost analysis for the combination of benefit changes. If the proposed plan amendment applies to only some of the employees in the plan, the rate change due to the plan amendment still applies to the entire plan, and is still based on the total plan payroll.

Please note that the cost analysis provided in this document may not be relied upon once the CalPERS actuarial staff have completed the next annual valuation, that is, the annual valuation as of June 30, 1999. If you have not taken action to amend your contract, and we have already mailed the June 30, 1999 annual valuation report, you must contact our office for an updated cost analysis, based on the new annual valuation.

This actuarial valuation for this proposed plan amendment is based on the participant, benefits, and asset data used in the June 30, 1998 annual valuation, with the benefits modified if necessary to reflect what is currently provided under your contract with CalPERS, and further modified to reflect the proposed plan amendment. Descriptions of the actuarial methodologies, actuarial assumptions, and plan benefit provisions may be found in the appendices of the June 30, 1998 annual report. Please note that the results shown here are subject to change if any of the data or plan provisions changes from what was used in this study. It is our opinion that the valuation has been performed in accordance with generally accepted actuarial principles, in accordance with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for this plan, as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.



David Du Bois, F.S.A.  
Associate Pension Actuary, CalPERS

Fin Process Ids: Annual-37909 Base-43845 Proposal-43846



## **NOTICE – MISCELLANEOUS AND SAFETY PLANS**

During the November 17, 1999 CalPERS Board meeting, resolution ACT-99-02 was adopted by the board. This resolution sets the actuarial value of assets equal to 95% of the market value of assets for plans that increase the present value of benefits during the fiscal 1999-2000 or 2000-2001 years. This is a one-time change in methodology that raises the current actuarial value of assets from 90% to 95% of market value.

The "Change Due to Plan Amendment and Method Change" column on the enclosed disclosure reflects the *increase* in plan costs due to the change in benefit provisions, as well as the *decrease* in plan costs due to the increase in actuarial assets. Please note that the asset methodology change will only take effect if you adopt a plan amendment that increases the present value of benefits during the 1999-2000 or 2000-2001 fiscal years.

NOTE: If your plan was amended on or after July 1, 1999 and the new benefit provision was considered in the June 30, 1998 annual valuation, then the "Pre-Amendment" column already shows the 95% of market assets and the enclosed disclosure reflects only the additional costs of the new proposed amendment.

## **NOTICE – SAFETY PLANS ONLY**

Retirement allowances of local safety members were limited to 75% of their average final compensation pursuant to the California Government Code. Recent legislation (Chapter 633, Senate Bill 800, Stats. Of 1999) has increased the safety member benefit limit from 75% to 85% effective January 1, 2000. To determine the potential cost of the new 85% benefit limit, actuarial valuations were run on approximately fifteen local safety plans. This sampling showed that the increased cost was minimal to none. The attached amendment valuation was run including the provisions you requested and the new 85% safety member benefit limit.

## **NOTICE – SAFETY PLANS CONSIDERING AMENDING TO THE 3% @ 50 OR THE 3% @ 55 BENEFIT FORMULAS**

Below is a description of the two new benefit formulas and the actuarial assumptions utilized in the actuarial cost analysis. If not specifically mentioned, the actuarial methodologies, actuarial assumptions, and plan benefit provisions utilized in the attached cost analysis are the same as those used in the June 30, 1998 valuation, and can be found in the appendices of the annual report.

There was an error in SB 400 regarding the amount of the employee contributions under these new formulas. CalPERS is currently seeking urgency legislation to correct the statutes. It was the intention to set the employee contribution rate for Public Agencies to 9% for both the 3% at 50 and 3% at 55 formulas. For those covered by Social Security, the employee contribution rate should have been 9% on pay above \$133.33 per month. The mistake in SB 400 was associating the State POFF employee contribution rate of 8% above \$238 per month for the 3% at 55 benefit, to Public Agencies who contract for the 3% at 55 benefit. The cost analyses enclosed are based on the 9% employee contribution rate.





*Board of Directors*

ERNEST ALVERSON  
TONY D'AGOSTA  
STAN KNIGHT  
CHUCK PETKOVICH  
JIM SHARPEN

**COMMUNITY SERVICES  
DISTRICT**

19400 Hartman Road • Middletown, CA 95461-8371  
(707) 987-0343 • Fax (707) 987-3237

*General Manager*  
MEL AUST

*District Secretary*  
JANET ANDERSON

*Office Manager*  
BEA ROBINSON

*Utility Supervisor*  
STEVE SHAW

July 5, 2000

FAX 916-341-2330

Ms. Jean Crum

PERS

Employer Representative

Actuarial and Employer Services Division

RE: Hidden Valley Lake Community Services District  
Employer #1616

Dear Jean:

Please provide the Hidden Valley lake Community Services District with a valuation for an Optional Benefit, Section 21354, 2% @ 55, full supplemental or modified formula for our miscellaneous employees. Do I understand if this is the first request for the fiscal year, there is no charge?

If you have any questions, please call the District Office at 707-987-0343.

Sincerely,

A handwritten signature in cursive script that reads "Bea Robinson".

Bea Robinson  
Office Manager

BR/ti



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California  
Public Employees' Retirement System



# AMENDMENT TO CONTRACT

7054

Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Directors  
Hidden Valley Lake Community Services District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective July 2, 1993, and witnessed June 15, 1993, and as amended effective July 1, 1994, June 17, 1998, April 21, 1999, November 26, 1999 and October 20, 2000 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective October 20, 2000, and hereby replaced by the following paragraphs numbered 1 through 11 inclusive:
  - 1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members.
  - 2. Public Agency shall participate in the Public Employees' Retirement System from and after July 2, 1993 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.



3. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Employees other than local safety members (herein referred to as local miscellaneous members).
4. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **MEMBERS OF THE GOVERNING BODY; AND**
  - b. **SAFETY MEMBERS.**
5. The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member in employment before and not on or after the effective date of this amendment to contract shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
6. The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member in employment on or after the effective date of this amendment to contract shall be determined in accordance with Section 21354.4 of said Retirement Law (2.5% at age 55 Full).
7. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20965 (Credit for Unused Sick Leave).
  - b. Section 21031 (Public Service Credit for Limited Prior Service).
  - c. Section 21574 (Fourth Level of 1959 Survivor Benefits).
  - d. Section 20042 (One-Year Final Compensation).
8. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
9. Public Agency shall also contribute to said Retirement System as follows:
  - a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.

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- b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
  - c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
10. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
11. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the 30<sup>th</sup> day of June, 2006.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
HIDDEN VALLEY LAKE COMMUNITY  
SERVICES DISTRICT

BY: Lori McGartland  
LORI MCGARTLAND, CHIEF  
EMPLOYER SERVICES DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY: C. J. P. [Signature]  
PRESIDING OFFICER

April 19, 2006  
Witness Date

Attest:  
Tammy Jones  
Clerk



**CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 2004  
MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

Employer Number: 1616  
Benefit Description: Section 21354.4, 2.5% @ 55 (For Actives Only)

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**Actuarial Cost Estimates in General**

What will this amendment cost? Unfortunately, there is no simple answer. There are two major reasons for the complexity of the answer:

- First, all actuarial calculations, including the ones in this cost estimate are based on a number of assumptions about the future. There are demographic assumptions about the percentage of employees that will terminate, die, become disabled, and retire in each future year. There are economic assumptions about future salary increases for each active employee, and the assumption with the greatest impact, future asset returns at CalPERS for each year into the future until the last dollar is paid to current members of your plan. While CalPERS has set these assumptions as our best estimate of the real future of your plan, it must be understood that these assumptions are very long term predictors and will surely not be realized each year as we go forward. For example, the asset earnings for the past 15 years at CalPERS have ranged from -7.2% to 20.5% while the 15 year compound return has been 9.4%, well above our assumption.
- Second, the very nature of actuarial funding produces the answer to the question of amendment cost as the sum of two separate pieces:
  1. The increase in Normal Cost (i.e., the increase in future annual premiums in the absence of surplus or unfunded liability) expressed as a percentage of total active payroll, and
  2. The increase in Past Service Cost (i.e., Accrued Liability – representing the current value of the increased benefit for all past service of current members) which is expressed as a lump sum dollar amount.

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The cost is the sum of a percent of future pay and a lump sum dollar amount (the sum of an apple and an orange if you will). To communicate the total cost, either the increase in Normal Cost (i.e., future percent of payroll) must be converted to a lump sum dollar amount (in which case the total cost is the increase in the present value of benefits), or the Past Service Cost (i.e., the lump sum) must be converted to a percent of payroll (in which case the total cost is expressed as the increase in the employer's rate, part of which is permanent and part temporary). Converting the Past Service Cost lump sum to a percent of payroll requires a specific amortization period. So, the new employer rate can be computed in many different ways depending on how long one will take to pay for it. And as the first bullet point above states; all of these results depend on all assumptions being exactly realized.

**Assets for Pooled Plans**

Pooled plans at CalPERS share assets within the pool. Therefore, the concepts of a plan's assets and surplus/unfunded liability are no longer valid, with two exceptions. The first exception is the need to determine superfunded status and the second exception is the need to transfer assets between pools when a plan changes benefit formulas and must transfer from one pool to another. This transfer process is described in the section below. Replacing the concept of a plan's assets and a plan's surplus/unfunded liability are the pool's assets and surplus/unfunded liability and the concept of the plan's side fund.

The potential change to each meaningful measurement for the plan due to this potential plan amendment will be disclosed in the remaining sections of this communication.



CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 2004  
 MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

Employer Number: 1616  
 Benefit Description: Section 21354.4, 2.5% @ 55 (For Actives Only)

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**Transfers between Pools**

Plans at CalPERS are assigned to pools based on the service retirement formula for which they contract. Therefore, a request to amend from one service retirement formula to another requires a transfer of the plan from its current pool, call it Pool A, to a new pool, call it Pool B. When such an amendment occurs, the transfer between pools will be deemed to have occurred as of the first annual rate setting actuarial valuation that recognizes the new contract amendment. In this case that will be the June 30, 2005 actuarial valuation. So, if this proposed amendment is adopted, the plan will "cash out" of pool A and "buy into" pool B as of June 30, 2005. When the plan "cashes out" of Pool A, the plan will receive a prorated share of pool A's assets (excluding side funds) based on the ratio of the plan's liabilities to pool A's liabilities. The plan's remaining unamortized side fund as of June 30, 2005 will be added to this share of Pool A's assets to form the plan's total assets to cover the new higher liabilities that the plan brings into pool B as of June 30, 2005. The difference between total assets brought by the plan into pool B and the amount needed for the plan to "buy into" pool B will form the plan's new side fund.

**Changes in Rate Volatility**

As is stated above, the cost estimates supplied in this communication are based on a number of assumptions about very long term demographic and economic behavior. Unless these assumptions (terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year to year basis. The year to year differences between actual experience and the assumptions are called actuarial gains and losses and serve to raise or lower the employer's rates from year to year. So, the rates will bounce around, especially due to the ups and downs of investment returns.

The volatility in annual employer rates will be affected by this amendment. The reason is that this amendment will require your plan to transfer into a pool with higher benefits and earlier retirement ages. This will in turn require the accumulation of more assets per member earlier in their careers. Rate volatility can be measured by the ratio of assets to active member payroll. Higher asset to payroll ratios produce more volatile employer rates. To see this, consider two pools, one with assets that are 4 times active member payroll, and the other with assets that are 8 times active payroll. In a given year, consider what happens when assets rise or fall 10% above or below the actuarial assumption. For the pool with a ratio of 4, this 10 percent gain or loss in assets is the same in dollars as 40% of payroll and for the pool with a ratio of 8; this is equivalent to 80% of payroll. If this gain or loss is spread over 10 years (and we oversimplify by ignoring interest on the gain or loss), then the first pool's rate changes by 4% of pay while the second pool's rate changes by 8% of pay.

For all pools, the desired state is to be 100% funded (i.e., to bring assets to equal accrued liability). Therefore, we disclose the ratio of accrued liability to payroll rather than assets to payroll as a measure of the pool's potential future rate volatility. The higher the ratio, the more volatile the future rate may be. The table below contains these measures of potential future rate volatility for the plan's current pool and the new pool into which it would transfer. It should be noted that these ratios increase over time but generally tend to stabilize as the plan matures.

	Current Pre-Amendment Pool As of June 30, 2004	New Post-Amendment Pool As of June 30, 2004
Pool's Accrued Liability	2,746,095,668	434,267,445
Pool's Payroll	743,691,970	97,227,479
Volatility Index	3.7	4.5



**CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 2004  
MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

Employer Number: 1616  
Benefit Description: Section 21354.4, 2.5% @ 55 (For Actives Only)

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**Changes in the Present Value of Benefits**

The table below shows the change in the plan's total present value of benefits for the proposed plan amendment. The present value of benefits represents the total dollars needed today to fund all future benefits for current members of the plan (i.e., without regard to future employees). The increase in this amount must be paid by increases in future employer and perhaps future employee contributions. As such, the change in the present value of benefits due to the plan amendment represents the total "cost" of the plan amendment. Some of this total cost may be covered by additional employee contributions and/or current side fund surplus.

	Pre-Amendment As of June 30, 2004	Change As of June 30, 2004	Post-Amendment As of June 30, 2004
Plan's Present Value of Benefits	1,686,139	150,434	1,836,573

**Change in Superfunded Status**

A plan with actuarial value of assets (AVA) in excess of the total present value of benefits is called **superfunded**, and neither future employer nor employee contributions are required. Of course, events such as plan amendments and investment or demographic gains or losses can change a plan's condition from year to year. For example, a plan amendment could cause a plan to move from being super-funded to being in an unfunded position. It is CalPERS policy to retain a plan's superfunded status throughout a fiscal year based on the most recently completed actuarial valuation regardless of plan amendments. So, superfunded status would change only on the subsequent valuation date, for the 2007-08 fiscal year. The projected superfunded status for fiscal 2007-08 with and without this plan amendment is shown below.

	Pre-Amendment Fiscal Year 2007-08	Post-Amendment Fiscal Year 2007-08
Plan's Superfunded Status	No	No

**Changes in Accrued Liability**

It is not required, nor necessarily desirable, to be superfunded. Instead, the actuarial funding process calculates a regular contribution schedule of employee contributions and employer contributions (called normal costs) which are designed to accumulate with interest to equal the total present value of benefits by the time every member has left employment. As of each June 30, the actuary calculates this "desirable" level of funding as of that point in time. The **accrued liability** is equal to the present value of benefits less the present value of scheduled future employee contributions and future employer normal costs. That is, the present value of benefits represents the funding level needed if there is to be no future contributions and the accrued liability represents the funding level if there is to be future contributions (employee contributions and future employer normal costs). When a plan is "on schedule", only future employee contributions and future employer normal costs are needed. A plan that is "behind schedule" must temporarily increase contributions to get back on schedule and a plan that is "ahead of schedule" can temporarily reduce future contributions. The change in your plan's accrued liability as of June 30, 2004 as if the amendment were recognized in that actuarial valuation is shown below.

	Pre-Amendment As of June 30, 2004	Change As of June 30, 2004	Post-Amendment As of June 30, 2004
Plan's Accrued Liability	1,063,677	51,368	1,115,045



**CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 2004  
MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

Employer Number: 1616  
Benefit Description: Section 21354.4, 2.5% @ 55 (For Actives Only)

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**Changes in the Plan's Side Fund**

As stated in the section on transfers between pools, if this amendment is adopted in time to be recognized in the June 30, 2005 actuarial valuation, the plan will be deemed to change pools on that valuation date. In this case, the plan's side fund will be adjusted as necessary as of this date. Shown below is the development of the plan's projected assets to be "cashed out" of the pool it is leaving as of June 30, 2005.

	<b>Projected Pre-Amendment Amounts as of June 30, 2005</b>
1. Plan's projected Accrued Liability without the plan amendment	1,224,326
2. Current Pool's projected Accrued Liability	2,984,585,302
3. Plan's share of current Pool's projected Accrued Liability (1) / (2)	-0.041%
4. Current Pool's projected Actuarial Value of Assets excluding side funds	2,955,456,889
5. Plan's share of Current Pool's projected non-side fund Assets (3) x (4)	5212,377
6. Plan's projected side fund without plan amendment	(248,607)
7. Plan's projected total asset "cash out" of current pool at actuarial value (5) + (6)	963,770

Shown below is the plan's "buy in" to the new pool and the change in the plan's side fund projected as of June 30, 2004.

	<b>Projected Post-Amendment Amounts As of June 30, 2005</b>
1. Plan's projected Accrued Liability with plan amendment	1,293,118
2. New Pool's projected funded ratio	99.1%
3. Projected assets needed to "buy into" new Pool (1) x (2)	1,282,010
4. Plan's projected total Assets Available (from (7) in table above)	963,770
5. Plan's projected new side fund (4) - (3)	(318,240)

**Changes in the Initial Employer Contribution Rate**

CalPERS' policy is to implement rate changes due to plan amendments immediately on the effective date of the change in plan benefits. This change is displayed as the "Change to Total Employer Rate" below. If the contract amendment effective date is on or before June 30, 2006, the change in the employer contribution rate will be added to the employer's rate for the current fiscal year.

In general, CalPERS' policy provides that, upon a plan amendment, the side fund will be broken into two components. The first component is the change in the side fund due to the plan amendment. This component will be separately amortized over 20 years. The second component of the side fund is the remaining unamortized portion of side fund as though no amendment had occurred. This pre-existing component will continue to be amortized as it was prior to the plan amendment. Finally, these two components will be added together to form a single side fund amount. The amortization period of this combined single side fund will be set to produce a single side fund payment that is as close as possible to the payment that would have resulted had the two side fund components not been combined. CalPERS amortization policies may require a further change in the amortization period known as a fresh start. These policies are contained in Appendix A of Section 2 of your 2004 annual actuarial report.

The table below shows the change in your plan's employer contribution rate for fiscal 2006-2007 due to the plan amendment. The post-amendment information shown is the actual initial contribution rate that will apply



**CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 2004  
MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

Employer Number: 1616  
Benefit Description: Section 21354.4, 2.5% @ 55 (For Actives Only)

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during fiscal 2006-2007 if you adopt the amendment prior to fiscal 2006-2007. The change in normal cost may be much more indicative of the long term change in the employer contribution rate due to the plan amendment. The plan's amortization of its side fund is a temporary adjustment to the employer contribution to "get the plan back on schedule" over the amortization period shown.

	Pre-Amendment Fiscal Year 2006-07 Rate	Change to Total Employer Rate	Post-Amendment Fiscal Year 2006-07 Rate
2006-2007 Employer Rate			
Pool's Net Employer Normal Cost	7.646%	0.687%	8.333%
Pool's Payment on the Unfunded Liability	0.218%	0.042%	0.260%
Surcharge for Class 1 Benefits			
a) FAC 1	0.505%	0.075%	0.581%
Phase out of Normal Cost Difference	1.139%	0.000%	1.139%
Amortization of Side Fund	4.715%	1.382%	6.097%
Total Employer Rate	14.223%	2.187%	16.410%
Side Fund Amortization Period	13		14
2007-2008 Estimated Employer Rate	13.9%	2.2%	16.1%

The table below shows the change in your plan's employee contribution rate (if any) for fiscal 2006-2007 due to the plan amendment.

	Pre-Amendment Fiscal Year 2006-07 Rate	Change to Total Employee Rate	Post-Amendment Fiscal Year 2006-07 Rate
2006-2007 Employee Rate	7.000%	1.000%	8.000%

**Additional Disclosure**

If your agency is requesting cost information for two or more benefit changes, the cost of adopting more than one of these changes may not be obtained by adding the individual costs. Instead, a separate valuation must be done to provide a cost analysis for the combination of benefit changes. If the proposed plan amendment applies to only some of the employees in the plan, the rate change due to the plan amendment still applies to the entire plan, and is still based on the total plan payroll.

Please note that the 2007-2008 projected cost in the cost analysis provided in this document should not be relied upon once the CalPERS actuarial staffs have completed the next annual valuation, that is, the annual valuation as of June 30, 2005. If you have not taken action to amend your contract, and we have already completed the June 30, 2005 annual valuation report, we recommend you contact our office for an updated cost analysis, based on the new annual valuation. In any case, an amendment effective after June 30, 2006 will require an updated cost analysis.

Descriptions of the actuarial methodologies, actuarial assumptions, and plan benefit provisions may be found in the appendices of the June 30, 2004 annual report. Only mandated benefit improvements included in the June 30, 2004 annual report have been incorporated into this cost analysis. Please note that the results shown here are subject to change if any of the data or plan provisions differ from what was used in this study.



**CONTRACT AMENDMENT COST ANALYSIS - VALUATION BASIS: JUNE 30, 2004  
MISCELLANEOUS PLAN FOR HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**Employer Number: 1616  
Benefit Description: Section 21354.4, 2.5% @ 55 (For Actives Only)**

**Certification**

This actuarial valuation for the proposed plan amendment is based on the participant, benefits, and asset data used in the June 30, 2004 annual valuation, with the benefits modified if necessary to reflect what is currently provided under your contract with CalPERS, and further modified to reflect the proposed plan amendment. The valuation has been performed in accordance with standards of practice prescribed by the Actuarial Standards Board, and the assumptions and methods are internally consistent and reasonable for this plan, as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

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May Shuang Yu, A.S.A., M.A.A.A.  
Senior Pension Actuary, CalPERS

Fin Process Ids:      Annual - 254547      Base - 255466      Proposal - 255467



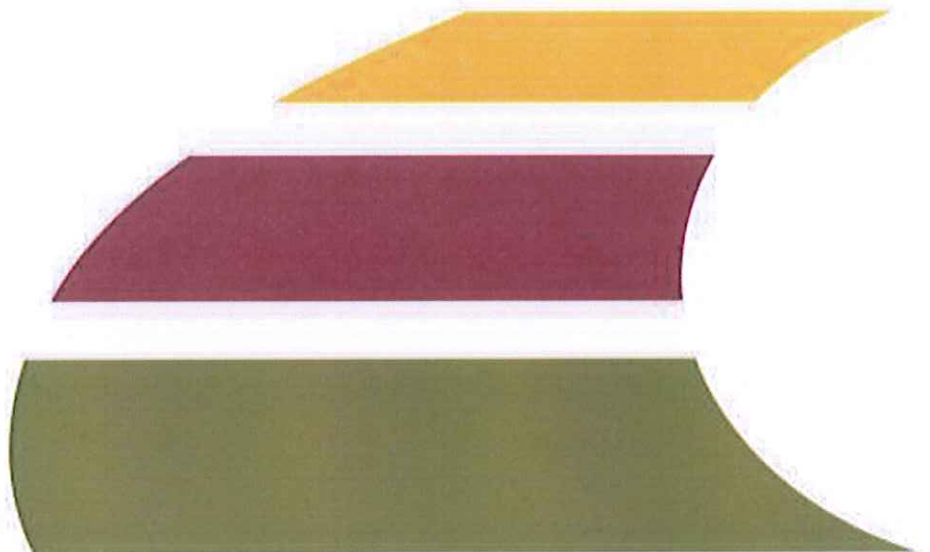
May 30, 2012

# Hidden Valley Lake Community Services District

## Final Report Base Salary Study [Revised]

SUBMITTED BY:  
DEBBIE OWEN  
Project Manager

CPS HR Consulting  
241 Lathrop Way  
Sacramento, CA 95815  
t:916-471-3122 f:916-561-8431  
Tax ID: 68-0067209  
[www.cps.ca.gov](http://www.cps.ca.gov)



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I. Introduction .....	2
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III. Compensation Study Parameters .....	3
IV. Survey Results.....	7
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Appendix A – Labor Market Data Sheets



## I. Introduction

CPS HR Consulting ["CPS HR"] was retained by the Hidden Valley Lake Community Services District [the "District"] to conduct a base salary survey for two of its classifications, the Accountant/Controller and the Administrative Assistant/Secretary to the Board. The objective of this study was to determine how competitive the District is in its labor market by collecting and analyzing maximum monthly base salary for these two classifications. This Final Report outlines the project scope and work plan, the methodologies utilized in data collection and analysis, and an overview of the results of the base salary study.

This Final Report was subsequently revised to accommodate new information which has been brought to CPS HR's attention with respect to the District's salary plan. At the time the study was conducted, CPS HR was unaware that the District's reported base salaries contained an additional eight percent (8%) contribution for PERS. While the practice of grossing up salaries for PERS purposes is not unique to the District, agencies who have made this type of adjustment generally report their base salary amounts excluding any PERS contributions, since that type of premium pay is not considered to be a part of base pay. A *caveat* to this is the possibility that some agencies may have increased base salaries years ago for PERS purposes to the extent that reported base pay now includes those amounts, but available information does not provide clarity on historic changes.

Given that we know the District's history on the increase of salaries to expressly include PERS amounts, combined with the fact that the salary schedule includes the 8% PERS amount in base pay which is not a typical practice, the survey results now reflect District pay levels which do not include an 8% contribution.

## II. Project Scope and Work Plan

In order to complete the study, the following tasks were completed for each phase:

- The review and finalization of the project scope including the determination of survey classes and the labor market agencies to be surveyed [completed]
- Interviews with the incumbents of the classifications to ensure a complete understanding of the work they perform [completed]
- The collection of base salary data from the identified labor market agencies. [completed]
- Preparation of a Draft Report for Board of Director review and comments [completed]
- Review and resolution of issues arising from Board review of the draft report
- Preparation of the Final Base Salary Study Report

### III. Compensation Study Parameters

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

- Labor market agencies
- Labor market position
- Survey classifications
- Scope of data collection

#### Labor Market Agencies

The determination of an appropriate labor market involves the application of the selection criteria outlined below.

- Agency size – Agencies with similar numbers of employees may also share common economic factors such as budget size, etc. – given that agencies are organized differently, and may not be the same size, the typical goal for this criteria is to select a range of larger and smaller agencies, to minimize the impact that exclusive use of either would have. However, given the District’s geographic location, and the lack of agencies of a similar size, it was necessary to select agencies larger than the District in order to obtain sufficient benchmark data.
- Geographic proximity – The location of potential agencies is important since they may be competitors in the recruitment market for most of the District’s employees. Given the specialized nature of the services provided by the District, the recommended labor market includes some agencies within other counties to ensure sufficient data for the specialized services provided by the District.
- Industry – Agencies that provide the same types of services as the District are likely to have similar types of job classifications and may also be recruiting from the same applicant pool. While the District provides specialized water and wastewater utility services, it also has business and administrative functions which can be measured in other types of government agencies such as cities and counties; hence, the search for the labor market included agencies with similar operational, business and administrative functions.

Based upon the selection criteria outlined above, CPS HR recommended the use of the agencies in Table 1 for the classifications under review:



<b>TABLE 1</b> <b>HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT</b> <b>BASE SALARY STUDY</b> <b>LABOR MARKET AGENCIES</b>			
<b>Agency</b>	<b>Location/ Distance</b>	<b>No. of Employees in Water or Wastewater</b>	<b>Services/Connections/ Customers</b>
<b>Hidden Valley Lake Community Services District</b>	n/a	12	<b>Water/Wastewater 7,000</b>
Clearlake Oaks County Water District	22 miles	6	Water/Wastewater 2,000
North Marin Water District	67 miles	50	Water/Wastewater 21,464
City of Santa Rosa – Utilities Dept.	38 miles	244.5	Water/Wastewater 50,000
City of Sonoma Water Utility	58 miles	38	39,000
Valley of the Moon Water District	50 miles	13	Water 6,800
City of Napa	48 miles	54	Water 3,000
City of Calistoga	22 miles	<18	Water/Wastewater 1,380
City of Healdsburg	43 miles	10-16	Water/Wastewater 4,600
Town of Windsor	43 miles	17	Water/Wastewater 10,000
City of Lakeport	33 miles	3	Water/Wastewater 2,000
Lake County	33 miles	40	Water/Wastewater 38,000

For cities and counties, the reported number of employees is for those within the specialized water and/or wastewater services division or function. However, because it is likely that the

cities and counties will not have some of the study classifications within the specialized water/wastewater section or division, we looked into the entire organization for job matches, while at the same time ensuring we are not over-matching or under-matching comparable classifications.

### **Labor Market Position**

The decision on what percentile within the market employees should be compensated is an important policy decision for the District and some key considerations for the District when making this decision are:

- What is the most defensible and fiscally prudent course of action for the District to take in terms of compensating employees fairly, while also meeting its obligations to their rate payers?
- What can the District afford to do?

A commonly used market position is the labor market median. The median is that point within the market wherein half of the data is above the District's range maximum for the survey classification, and half of the data is below the District's range maximum for the survey classification. The mean of the market is the average of all reported range maximum data points. In both cases, the District's salary range maximum is not included within the data array since it is the point to which the market median or mean is being compared. In general terms, the differences between the median and mean of the market is that the median of the market is less influenced by data variances of higher and lower paying agencies than the mean, which is an average of all data points. In effect, when utilizing the median, you could eliminate both the highest amount and the lowest amount reported in a data set with no impact on the median amount. For purpose of the initial analysis, CPS HR will conduct analyses relative to the median of the market.

### **Survey Classifications**

Based on our review of the job descriptions contained within the District's Personnel Policy Manual and interviews with the two incumbents, we outline below our understanding of the work they perform:

- Accountant/Controller - The position description for this classification's Position Purpose states "To supervise and oversee the accounting and financial reporting for the District and the implementation and monitoring of internal controls. Manage front office activities and front-office personnel". The tasks described in the position description include professional accounting, financial reporting, budget development and administration, and bond administration areas. Because there are differences in the nature and level of work between an Accountant and a Controller [although the duties sometimes may look the same], the interview was used to determine whether the



position had management oversight of this functional area, in addition to performing the professional work. It was our assessment that the position assumes management responsibilities for general accounting, financial reporting, budget development, and bond coordination, although there is a segregation of authority with respect to signatory authority, and oversight/direction from the General Manager as needed. In addition to managing the work of the front office staff, this position has oversight of day to day administrative operations in the absence of the General Manager. The incumbent has also assumed project management responsibility for administrative control of the solar panel project, as well as the financial oversight responsibilities which are required for grant funding. The minimum qualifications for this classification are a Bachelor's degree in Accounting and/or Business Administration.

- CPS HR determined that in order to measure the market, we would collect data for the following classifications:
  - Accountant [market check] – market data for a professional journey level accountant
  - Controller – market data for a manager over accounting and finance
- Administrative Assistant/Secretary to the Board -The position description for this classification's Position Purpose states "To assist the General Manager in the evaluation, interpretation and implementation of District policies and procedures, to perform duties pertinent to office administration and operation, and carry out complex special projects for the District. This position also provides administrative support to the Board of Directors." The tasks described in the position description are diverse; major duties are General Manager and Board Secretary related secretarial and administrative tasks, maintaining calendars and appointments, administering the employee relations, insurance and workers compensation, public information and education programs, and maintaining District insurance records. In seeking clarity on the level of work performed for human resources and insurance program support, it was our assessment that these duties are performed at the technical level. The incumbent provides secretarial and project related support to the General Manager including researching and compiling information for reports, and preparing general correspondence, and serving on committees as assigned by the District. During the interview, the incumbent confirmed these major duties and also added some of her responsibilities which were not included in the job description, such as working with the company who provides specialized technical support for the District's network system, and serving as the District's first level troubleshooter on any computer or network related problems, as well as assuming responsibility for the administration and outreach duties for the District's Water Conservation Program. The incumbent's assessment of the percentage of time spent in each different area of responsibility are:
  - Assistant to the General Manager 30%

- Human Resources 20%
- Water Conservation 20%
- Information Technology 20%
- Secretary 10%

- The minimum qualifications for this classification are High School or equivalency.
  - CPS HR determined that in order to measure the market, we would collect data for the following classifications:
    - Specialized board related administrative support to the executive responsible for Board or Council services, or to the General Manager [or equivalent local government executive]
    - Administrative Secretary – market data for a department level secretary [market check]
    - Information Technology Technician – market data for a journey level performing technical support for computer and network systems [market check]
    - Conservation Program Coordinator – market data for a position performing community outreach and program support for the agency’s conservation initiatives [market check]. Note that there were no matched classifications from other agencies for the Conservation Program Coordinator and no data has been presented.

The term “**Market Check**” indicates that while the data from this survey classification may be helpful in setting salary levels, we do not consider the classification to be directly comparable to the District’s classification.

### **Scope of Data Collection**

Since this is a base salary study only, the minimum and maximum salary range for each matched classification was collected and reported.

## **IV. Survey Results**

As indicated in the previous section, the survey involved the collection of base salary from each of the selected labor market agencies. These results are presented in the labor market data sheets in Appendix A. To facilitate data collection, CPS HR reviewed each agency’s salary schedules, classification specifications, position description documents [where available] and other documentation from the labor market agencies to compile the survey data, and then asked clarifying questions of the agencies to ensure the most appropriate matching.



If a review of the duties and responsibilities assigned to the market agency's classification indicated that it was not comparable, the designation of "No Comparable Class" was utilized. In some instances you will see a designation of "Unable to Participate" for two agencies who were unable to provide us with the documentation necessary to conduct the study, [the Clearlake Oaks Community Water District and the City of Lakeport]. If a matched classification in the data sheet is italicized, this means that we obtained information that this was the appropriate classification, but have not received a confirmatory classification specification.

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control, duties and responsibilities, and knowledge, skill and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced. The use of the labor market median as the market comparison point further minimizes the possibility of data being skewed by higher or lower paying agencies.

For this study, CPS HR did match jobs broadly to ensure sufficient labor market data in acknowledgement of the varied duties incumbents within each of the study classifications performed. In particular:

- Controller – For this classification, for the larger agencies such as Lake County and the City of Santa Rosa, we did not match the Director of Finance and instead matched a division level manager over the finance function. In some agencies, the matched classification may have oversight of additional administrative functions – but if our review indicated the primary accountability was for the financial function, the match was included.
- Administrative Assistant/Secretary to the Board – For this classification, we captured data for the position which either provides administrative/secretarial support to the highest level executive with responsibility for Board or Council services, to reflect the specialized knowledge required to perform these services, or administrative/secretarial support to the highest level executive within the agency. We considered this combination of matches best reflected the predominant and dual duties and responsibilities assigned to the District's classification. However, classifications which called for a level of education such as Bachelor's Degree were not included in the data.

In order to provide the District with a summary of study results, Table 2 displays the following information:

- The title of the District’s survey classification.
- The current the District maximum monthly salary for the survey classification.
- The number of comparable classifications identified within the analysis.
- The labor market median monthly maximum salary – this calculation is based upon the maximum monthly salary for each of the comparable classifications; the middle of that range of data is then computed to provide the median amount.
- The percentage the District’s maximum monthly salary for the survey classification is above or below the median of the labor market; this number indicates what percentage of the District’s salary is required to move it up or down to the market median.

TABLE 2 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BASE SALARY SURVEY RESULTS				
Classification	District Maximum Base Salary	# of matches	Labor Market Median	% the District Above or Below Labor Market Median
Accountant	Market Check	6	\$6,421	N/A
Administrative Secretary	Market Check	7	\$4,713	N/A
Administrative Assistant/ Secretary to the Board	\$7,397*	6	\$5,936	+19.76%
Controller	\$7,397*	7	\$8,676	-17.29%
Information Technology Technician	Market Check	4	\$5,939	N/A

\*District reported salaries do not include the 8% PERS amount which is included in their base pay.

While the “market check data” is helpful for setting context on the value of elements of work assigned to the two classifications, when viewing the predominant duties assigned to each, it is our assessment that the market data for the Administrative Assistant/Secretary to the Board and the Controller are the most directly comparable to the work performed within the District.



## **V. Summary**

The above sections of this report provide detailed information concerning the scope of the project, the methodology used to complete the base salary study, as well as the results of the study, which show where the District stands in comparison to the labor market. Should you require any further information on the contents of this Final Report, please contact Ms. Debbie Owen on [916] 471-3122.

**Appendix A  
Data Sheets**

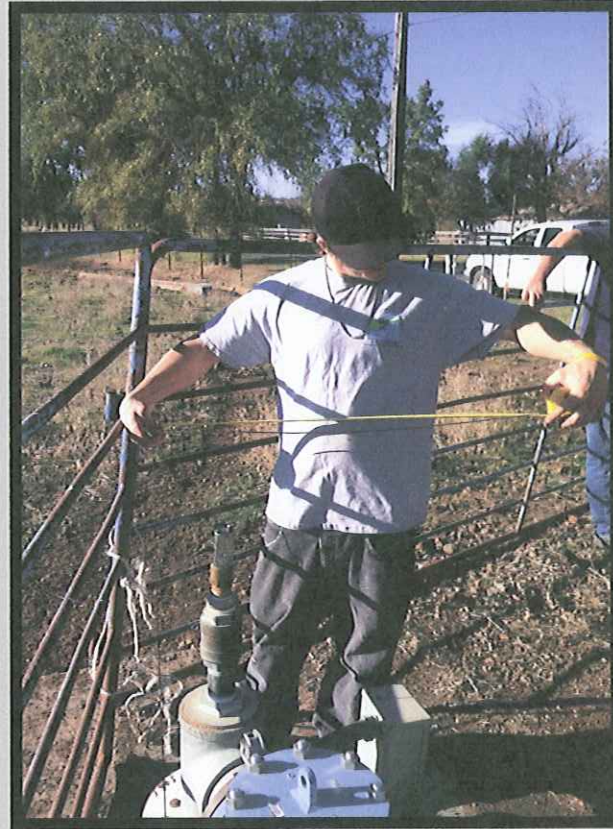




# Hidden Valley Lake Community Services District

## November 2012 Report

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# November 2012

## Wastewater

### Operations and Maintenance Report

#### Wastewater:

Added road base to a section of the Lakeridge easement area for better access to the sewer line.

Miksis continued working on the sewer main that runs down the Lakeridge easement into Northshore Ct., finding wood branches, gravel, women hygiene products, and grease. They made a number of point repairs to fix joint problems, cracks and holes, and dislodged roots. They also were able to dislodge 2 rocks that were half the size of the sewer line. Arrangements have been made to help put an end to vandalism points.

Light duty Generator ordered to be able to run sewer snake in easement areas, as well as other field duties requiring power. With the correct fittings, the generator will also power Lifts Stations 3 and 7.

#### Wastewater Treatment Plant:

Sand added to all three filters.

Replaced power board and ribbon cable to the Chlorine Analyzer.

Reinsulated miscellaneous exposed piping around WWTP.

Gave a tour to the Middletown High School AP Science class.

**November Plant Influent** – 7.374 MG (million gallons) (Plant totalizer ended @ 25674539) (correction made to totalizer for last few days numbers due to power failure that reset the total)

**Plant Influent/ year** – 174.324 MG (million gallons)

#### ***Chlorine 1 ton Cylinder change-out and safety training session.***



***Chlorine cylinder change-out exercise using respirators and proper equipment.***



# November 2012

## Water

### Operations and Maintenance Report

#### Water

- The started operations and maintenance performed on the District booster stations. We are currently pressing new bearings into the 900 pumps after going through a voltage and Ohms (resistance) test.
- Repaired Hidden Valley service leak by replacing a service line.
- Repaired truck one.
- Monthly routines and rounds.
- Onsite training on monthly drawdown's. This month Nick was being trained. Drawdowns are performed each month to recirculate the water in the storage tanks throughout the Hidden Valley Lake subdivision.
- LiquiVision Technology perform maintenance on the District's two 500,000 gallon storage tanks at sites 1 and 4 and was a two day process.



*O & M performed on District's booster stations.*



*Monthly drawdown training session.*



*LiquiVision Technology performed routine tank cleaning and maintenance at the 500,000 gallon storage tanks at tank sites 1 and 4.*

# Monthly Report

## November 2012

**MONTHLY RAINFALL** 11.65

**Overtime:** 72 hours

**SEASON RAINFALL** 13

(September 2012-April 2013)

### WATER CONNECTIONS

RESIDENTIAL METERS 2410

COMMERCIAL & GOVERNMENT METERS 34

TOTAL METERS 2444

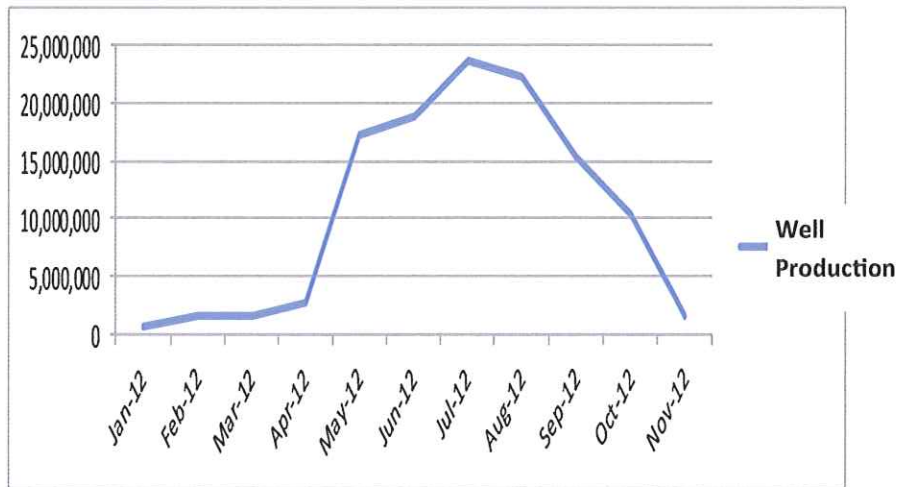
### WASTEWATER CONNECTIONS

RESIDENTIAL 1430

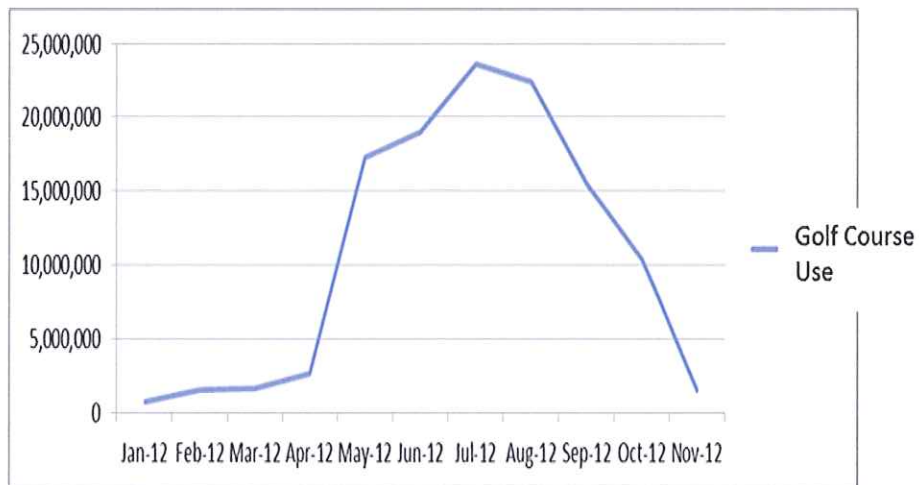
COMMERCIAL & GOVERNMENT 33

TOTAL 1464

### Well Production Report



### Reclaimed Water Use Report





# November 28, 2012 - December 2, 2012 Storm Event



**Flood  
Control after  
Storm #3**



**Equalizer Basin after Storm #3**

***Action Sanitary pumped and hauled over 30,000 gallons of I&I (inflow and infiltration, which is clean storm and/or groundwater that enters the sewer system through cracked pipes, leaky manholes, or improperly connected storm drains) from Lift Stations during storm power failures.***

***Backup generators are being ordered for preventative action for future storm events.***

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

**DATE:** December 18, 2012

**AGENDA ITEM:** Discussion and Possible Action: Revision of Administrative Assistant/Secretary to the Board job description and title, and assignment of Secretary to the Board function to General Manager's job description

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**RECOMMENDATIONS:**

Replace Administrative Assistant/Secretary to the Board job description and title with proposed Administrative Services Officer job description and title.

**FINANCIAL IMPACT:**

Salary and benefits savings of approximately \$14,600 (approximately \$14,600 less than the salary and benefits allocated for the Administrative Assistant/Secretary to the Board position in the District's adopted FY 2011-2012 budget).

**BACKGROUND:**

**Administrative Services Officer Job Description**

The District's Administrative Assistant/Secretary to the Board position has evolved over time and the job description, as presently articulated, no longer adequately reflects the expanded roles and responsibilities of the position or the needs of the District. The number and complexity of administrative tasks has and will most likely continue to increase, while at the same time there will be a continuing need to perform routine administrative functions. Out of financial necessity, it is anticipated that the majority of the District's administrative work tasks – the simple and complex – will be performed by or under the immediate direction of a single, versatile individual with analyst capabilities.

Other organizations, most notably the City of Healdsburg, San Bernardino Valley Water Conservation District, City of Santa Rosa, Sonoma County, and the Sonoma County Water Agency, faced with similar administrative needs and financial constraints, have created "Administrative Service Officer" or "Administrative Specialist" positions. Staff believes that the Administrative Service Officer/Specialist model is well suited and readily adaptable to the District's needs, and is proposing that the existing Administrative Assistant/Secretary to the Board job description and title be replaced with the attached Administrative Services Officer job description and title.

Staff retained two consultants; Ms. Debbie Owen of CPS HR Consulting, and Mr. Georg Krammer of Koff and Associates, to independently review and comment on the draft Administrative Services Officer



job description prepared by staff, and to conduct the associated base salary survey. The consultant's comments and recommendations were subsequently incorporated into a "final draft" Administrative Services Officer job description, which was brought to the Board for possible adoption at the November 20, 2012 Board of Directors meeting. After discussion, the Board concluded that it did not have sufficient information – primarily with respect to employee/employer CalPERS contributions – to make a decision with regard to the proposed Administrative Services Officer job description and therefore tabled the item. Following the November 20, 2012 Board meeting, staff requested and received comments on the final draft Administrative Services Officer job description from individual Board members. These comments were subsequently incorporated into a "revised final draft" Administrative Services Officer job description (see attached "mark-up" and "clean" copies of revised final draft), for consideration at the December 18, 2012 Board of Directors meeting.

The principal differences between the revised final draft and the final draft Administrative Services Officer job description are as follows:

- 1) The position is now defined as "Exempt"
- 2) There are now no direct reports to the proposed position
- 3) The salary scale of the proposed position is five percent less
- 4) Four items formerly addressed under "Ability To" are now included under "Key Responsibilities"

CPS HR Consulting, and Koff and Associates conducted independent base salary surveys for the proposed Administrative Services Officer final draft job description. The results of the CPS HR Consulting base salary survey are presented in their attached memo report dated November 8, 2012 and the corresponding Koff and Associates base salary survey results in their attached spreadsheet (for cost containment purposes Koff and Associates did not prepare a formal memo report). Briefly, the estimated market median base salary figures for the proposed Administrative Services Officer final draft job description are \$6,826/month (CPS HR Consulting) and \$7,122/month (Koff and Associates), respectively (note: pursuant to the District's Compensation Policy, the market median base salary equates to the "Step E" base salary of any given District position).

CPS HR Consulting, and Koff and Associates were subsequently asked to evaluate the changes made to the Administrative Services Officer job description, as articulated in the revised final draft, and if they believed necessary, adjust their estimated market median base salary figures accordingly. CPS HR Consulting concluded that the changes were not significant and did not deviate from their original market median base salary estimate. Conversely, Koff and Associates felt that the proposed changes, as articulated in the revised final draft, were significant and revised their original market median base salary estimate downward by 10 percent, from \$7,122/month to \$6,409/month.

In developing the recommended base salary range for the Administrative Services Officer revised final draft job description, staff averaged the two estimated market median base salary figures to derive a Step E base salary, and defined the base salary figures for steps "D", "C", "B" and "A" in approximately 5 percent descending increments (the base salary for Step D is approximately 5 percent less than the base salary for Step E, the base salary for Step C is approximately 5 percent less than the base salary for Step D.....). In order to be consistent with the salary ranges presented in the District's Personnel Policy Manual, which are a composite of base salary plus the 8 percent Employee's PERS contribution, the Step A through Step B salary figures presented in the proposed job description for the Administrative Services Officer represent a composite of the recommended base salary plus the 8 percent Employee's PERS contribution.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, \_\_\_\_\_, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

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Secretary to the Board



**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**SALARY RANGE:  
LEVEL**

	A	B	C	D	E
<b>HOURLY</b>	<del>\$34.76</del> \$32.98	<del>\$36.94</del> \$35.05	<del>\$39.11</del> \$37.11	<del>\$41.28</del> \$39.17	<del>\$43.45</del> \$41.23
<b>ANNUAL</b>	<del>\$72,300.38</del> \$68,608.43	<del>\$76,826.88</del> \$72,903.54	<del>\$81,342.14</del> \$77,188.55	<del>\$85,868.64</del> \$81,483.67	<del>\$90,383.04</del> \$85,767.98

**POSITION TITLE:** *Administrative Services Officer*      **EXEMPT/NON-EXEMPT:** ~~NON~~ EXEMPT

**REPORTS TO:** *GENERAL MANAGER*      **DIRECT REPORTS:** ~~Assistant to~~  
~~Field Operations~~  
None

**JOB SUMMARY:** Plans, organizes, directs and reviews the administrative activities and operations for the District, including administrative support to the Board of Directors and Board meetings, human resources, risk management, public information and outreach, water conservation programs, information technology, and other general office services; assists the General Manager in planning, organizing, staffing and coordinating the activities of the District and provides confidential support to the General Manager in areas of expertise; functions as part of the District's Management Team and participates actively in addressing issues of concern to the District.

**Key Responsibilities:**

- Provide administrative and professional leadership and direction for the District
- Assumes full management responsibility for all assigned programs, services and activities; participates in the development and implementation of goals, objectives, policies, and priorities; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve enhance and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the General Manager.

- Interpret, apply, explain, and ensure compliance with applicable federal, state and local policies.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare technical staff reports.
- Coordinates Board meeting logistics and provides other required support; coordinates preparation of Board agenda and distribution of agenda packets; supervises the maintenance of Board records and dissemination of all actions including minutes, resolutions, agreements and deeds.
- Administers human resources policies and practices in accordance with the District's Personnel Policy Manual; recommends carriers and administers employee benefits programs including health and disability coverage; analyzes claims and discusses with the General Manager, claims adjusters, medical providers, attorneys and other persons involved in the claims process and the provision of benefits to claimants.
- Administers the District's risk control functions and maintains District insurance records; coordinates with insurance carriers, District staff, legal counsel and other administrative organizations regarding claims; prepares reports and recommendations.
- Represents the District before public agencies and community groups; prepares and presents public presentations and demonstrations; manages the dissemination of press releases, newsletters, and brochures; maintains District website.
- Researches, evaluates, and designs water conservation programs consistent with Urban Water Management Council guidelines, state and federal law; plans, coordinates and staffs special events promoting water conservation and water resources stewardship.
- Administers miscellaneous general service functions such as building security, maintenance, and phone systems.
- Manages and maintains District computer equipment, software and office automated equipment; provides staff training and assistance with office equipment, computers and software.
- Implements District records retention and records destruction policy; ensures adequate security, control and maintenance of confidential records and information.



- Serves as the District notary.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

**Thorough knowledge of:** Special district governance; modern principles, practices, and methods of public-sector administration and management; principles and methods of effective communication; principles, practices, and methods of project management; administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff; organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility; record keeping principles and procedures; modern office practices, methods, and computer equipment and applications related to the work; english usage, grammar, spelling, vocabulary, and punctuation; techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Working knowledge of:** Human resources management, information technology, and urban water conservation.

**Ability to:** Exercise independent judgment; analyze administrative problems and make policy and procedural recommendations; effectively plan and coordinate the administrative work of the District; communicate effectively with others at all levels; deal tactfully, convincingly, and effectively with personnel, government officials, representatives of interest groups, and the general public; effectively assemble, organize, and present in written and oral form reports containing alternative solutions and recommendations; ~~develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas; provide administrative and professional leadership and direction for the District; interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations; plan, organize, direct, and coordinate the work of assigned staff; select, train, motivate, and evaluate the work of staff and train staff in work procedures; research, analyze, and evaluate new service delivery methods, procedures, and techniques; effectively administer special projects and a variety of operations programs and administrative activities; prepare clear and concise reports, correspondence, policies, procedures, and other written materials; conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports; establish and maintain a variety of filing, record keeping, and tracking systems; organize and prioritize a variety of projects and multiple tasks in~~

an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; operate modern office equipment including computer equipment and specialized software applications programs; use English effectively to communicate in person, over the telephone, and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Experience and Education:**

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position, would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** five years of progressively responsible administrative experience in the public-sector that includes the development and implementation of programs or policies.

**Education:** A Bachelor's degree from an accredited college or university in public administration, business administration or closely related field; or successful completion of two years of relevant college level course work with additional years at least ten years of public-sector experience.

**License or Certificate:** Special District Institute Certification or equal certification and American Water Works Association Conservation Practitioner Grade 1 certificate are required and must be obtained within the first two years of employment. A valid California driver's license is required. Incumbent must be a California Notary or obtain certification as a California Notary within the first two years of employment.



**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**SALARY RANGE:**

<b>LEVEL</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>HOURLY</b>	<b>\$32.98</b>	<b>\$35.05</b>	<b>\$37.11</b>	<b>\$39.17</b>	<b>\$41.23</b>
<b>ANNUAL</b>	<b>\$68,608.43</b>	<b>\$72,903.54</b>	<b>\$77,188.55</b>	<b>\$81,483.67</b>	<b>\$85,767.98</b>

**POSITION TITLE:** *Administrative Services Officer*    **EXEMPT/NON-EXEMPT:** *EXEMPT*

**REPORTS TO:** *GENERAL MANAGER*

**DIRECT REPORTS:** *None*

**JOB SUMMARY:** Plans, organizes, directs and reviews the administrative activities and operations for the District, including administrative support to the Board of Directors and Board meetings, human resources, risk management, public information and outreach, water conservation programs, information technology, and other general office services; assists the General Manager in planning, organizing, staffing and coordinating the activities of the District and provides confidential support to the General Manager in areas of expertise; functions as part of the District's Management Team and participates actively in addressing issues of concern to the District.

**Key Responsibilities:**

- Provide administrative and professional leadership and direction for the District
- Assumes full management responsibility for all assigned programs, services and activities; participates in the development and implementation of goals, objectives, policies, and priorities; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to enhance and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the General Manager.
- Interpret, apply, explain, and ensure compliance with applicable federal, state and local policies.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare technical staff reports.
- Coordinates Board meeting logistics and provides other required support; coordinates preparation of Board agenda and distribution of agenda packets; supervises the maintenance of Board records and dissemination of all actions including minutes, resolutions, agreements and deeds.
- Administers human resources policies and practices in accordance with the District's Personnel Policy Manual; recommends carriers and administers employee benefits programs including health and disability coverage; analyzes claims and discusses with the General Manager, claims adjusters, medical providers, attorneys and other persons involved in the claims process and the provision of benefits to claimants.
- Administers the District's risk control functions and maintains District insurance records; coordinates with insurance carriers, District staff, legal counsel and other administrative organizations regarding claims; prepares reports and recommendations.
- Represents the District before public agencies and community groups; prepares and presents public presentations and demonstrations; manages the dissemination of press releases, newsletters, and brochures; maintains District website.
- Researches, evaluates, and designs water conservation programs consistent with Urban Water Management Council guidelines, state and federal law; plans, coordinates and staffs special events promoting water conservation and water resources stewardship.
- Administers miscellaneous general service functions such as building security, maintenance, and phone systems.
- Manages and maintains District computer equipment, software and office automated equipment; provides staff training and assistance with office equipment, computers and software.
- Implements District records retention and records destruction policy; ensures adequate security, control and maintenance of confidential records and information.
- Serves as the District notary.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**



**Thorough knowledge of:** Special district governance; modern principles, practices, and methods of public-sector administration and management; principles and methods of effective communication; principles, practices, and methods of project management; administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff; organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility; record keeping principles and procedures; modern office practices, methods, and computer equipment and applications related to the work; english usage, grammar, spelling, vocabulary, and punctuation; techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Working knowledge of:** Human resources management, information technology, and urban water conservation.

**Ability to:** Exercise independent judgment; analyze administrative problems and make policy and procedural recommendations; effectively plan and coordinate the administrative work of the District; communicate effectively with others at all levels; deal tactfully, convincingly, and effectively with personnel, government officials, representatives of interest groups, and the general public; effectively assemble, organize, and present in written and oral form reports containing alternative solutions and recommendations/

**Experience and Education:**

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position, would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** five years of progressively responsible administrative experience in the public-sector that includes the development and implementation of programs or policies.

**Education:** A Bachelor's degree from an accredited college or university in public administration, business administration or closely related field; or successful completion of two years of relevant college level course work with at least ten years of public-sector experience.

**License or Certificate:** Special District Institute Certification or equal certification and American Water Works Association Conservation Practitioner Grade 1 certificate are required and must be obtained within the first two years of employment. A valid

California driver's license is required. Incumbent must be a California Notary or obtain certification as a California Notary within the first two years of employment.



November 8, 2012

Mr. Roland Sanford  
Interim General Manager  
Hidden Valley Lake Community Services District  
19420 Hartmann Road  
Hidden Valley Lake, CA. 95467

Via e-mail: [rsanford@hiddenvalleylake.com](mailto:rsanford@hiddenvalleylake.com)

Dear Mr. Sanford:

Re: New Classification of Administrative Services Officer – Salary Recommendation

CPS HR was retained by the Hidden Valley Lake Community Services District (the “District”) to conduct a review of its new classification of Administrative Services Officer and provide a recommendation on an appropriate salary level for this new classification. This report provides the study history/background, and an (i) overview of the major duties and responsibilities assigned to the new classification of Administrative Services Officer; as well as a (ii) a recommendation for a pay level for this new classification. This report references three different classification specifications, copies of which are presented in Attachment A.

Please note that this report provides a recommendation with respect to the salary level for the new Administrative Services Officer classification by comparing its duties, responsibilities, and minimum qualifications to the same components of the current Administrative Assistant/Secretary to the Board classification. Our review is not intended to re-classify or promote any specific position to this new classification since that is a process which the District will undertake.

**Study History/Background**

For several years, Hidden Valley Lake Community Services District (the District) has utilized an administrative classification, sometimes designated as a management classification, to provide a high level of administrative support to the General Manager in a variety of areas such as general business, Board of Directors, human resources, information technology and related areas. For history/background purposes, this study included the review of the following documents:

- June 22, 2004 - Classification is titled “Administrative Assistant/Secretary to the Board” – a review of the classification specification indicates that the primary duties and responsibilities assigned to the position were predominantly high level administrative/secretarial duties; however, there are fiscal related duties

and responsibilities with respect to budget compilation, finance and loan decisions, transferring funds, and releasing liens; some insurance program administrative tasks; special project related tasks; water conservation program oversight; and other duties from which one might infer higher level non-secretarial duties. However, based on the placement of these duties and responsibilities within the classification specification, they are not identifiable as preponderant tasks. The minimum qualifications were not clearly defined but infer an equivalent to a High School diploma with specialized secretarial training and acquisition of a Special District Institute Certification within two years of employment.

- November 29, 2010 – Classification is titled “Administrative Assistant/Secretary to the Board” – a review of the classification specification indicates that the primary duties and responsibilities are similar to the classification specification dated June 22, 2004 with some deletions (classification as a management position, and a statement with respect to management responsibilities which are not clearly articulated in the original classification specification). The salary level for this classification was \$95,867.20/annually, or \$7,989 per month.
- In late 2011, CPS HR was retained by the District to conduct a base salary study of the Administrative Assistant/Secretary to the Board, as well as the Controller/Accountant to assess an appropriate salary level for each of these classifications. CPS HR conducted an on-site review of the duties and responsibilities assigned to each incumbent in each classification in order to conduct a salary survey from comparable labor market agencies. During that on-site review, it was our opinion that the duties and responsibilities assigned to the Administrative Assistant/Secretary to the Board were consistent with the content of the classification specification dated November 29, 2010, that the duties were not management related and were more aligned with high level clerical/secretarial duties and responsibilities. A relevant excerpt from the CPS HR Final Base Salary Report dated May 30, 2012 described the duties as follows:
  - “Administrative Assistant/Secretary to the Board -The position description for this classification’s Position Purpose states ‘To assist the General Manager in the evaluation, interpretation and implementation of District policies and procedures, to perform duties pertinent to office administration and operation, and carry out complex special projects for the District. This position also provides administrative support to the Board of Directors.’ The tasks described in the position description are diverse; major duties are General Manager and Board Secretary related secretarial and administrative tasks, maintaining calendars and appointments, administering the employee relations, insurance and workers compensation, public information and education programs, and maintaining District insurance records. In seeking



clarity on the level of work performed for human resources and insurance program support, it was our assessment that these duties are performed at the technical level. The incumbent provides secretarial and project related support to the General Manager including researching and compiling information for reports, and preparing general correspondence, and serving on committees as assigned by the District. During the interview, the incumbent confirmed these major duties and also added some of her responsibilities which were not included in the job description, such as working with the company who provides specialized technical support for the District's network system, and serving as the District's first level troubleshooter on any computer or network related problems, as well as assuming responsibility for the administration and outreach duties for the District's Water Conservation Program. The incumbent's assessment of the percentage of time spent in each different area of responsibility are:

- Assistant to the General Manager 30%
- Human Resources 20%
- Water Conservation 20%
- Information Technology 20%
- Secretary 10%

The report goes on to state that, for job matching purposes, "we captured data for the position which either provides administrative/secretarial support to the highest level executive with responsibility for Board or Council services, to reflect the specialized knowledge required to perform these services, or administrative/secretarial support to the highest level executive within the agency. We considered this combination of matches best reflected the predominant and dual duties and responsibilities assigned to the District's classification. However, classifications which called for a level of education such as Bachelor's Degree were not included in the data."

Based on the labor market data, the salary level recommended for the Administrative Assistant/Secretary to the Board, was \$5,936/month, approximately 25.7% lower than the current Administrative Assistant/Secretary to the Board salary of \$7,989/month.

### **Administrative Services Officer**

The new classification of Administrative Services Officer is intended to supplant the District's existing Administrative Assistant/Secretary to the Board classification. The Administrative Services Officer classification differs from the predecessor classifications in that it does not include the Secretary to the Board role – that function will be added

to the General Manager's classification specification. Some key differences between this new classification specification and the preceding two classification specifications are:

- Inclusion of management accountability for the programs and services assigned to the position which include:
  - Service delivery oversight, analysis and recommendations for changes to better meet the District's operational goals and objectives.
  - Coordinating Board meeting logistics and supervising the work of staff preparing and disseminating Board materials, minutes, resolutions, agreements and deeds.
  - Administering the human resources and risk management functions including all insurance program and vendor oversight with recommendations on program offerings and adjustments.
  - Administering the District's public information program.
  - Research and evaluation of the District's water conservation program to ensure compliance with mandated and District stewardship standards.
- Inclusion of supervisory accountability for the work of the Assistant to Field Operations; the scope of duties and responsibilities assigned to this position are:
  - Monitoring Field Operations work orders.
  - Preparing critical reports for the State, County and Board of Directors for review and approval by management.
  - Serving as a receptionist by greeting visitors, receiving/routing phone calls and providing information on District procedures.
  - Performing general office administrative tasks such as receiving and routing mail, and maintaining the filing system.
  - Maintaining the District's plant operations supply inventory.
- Some other duties from the previous classification specifications have been included such as computer hardware/software support, and record retention/destruction. The minimum qualifications for the classification are an Associate's or a Bachelor's degree and seven years of administrative experience. A Special District Institute Certification or equivalent and an AWWA Conservation Practitioner Grade 1 Certificate are required and must be obtained within the first two years of employment.

Our review of the duties and responsibilities assigned to this new classification indicate that the classification has stronger and more clearly articulated program/functional administrative oversight accountabilities than were previously assigned to the position



and/or contained within the classification specification. We offer below our observations and/or recommendations on the classification and its salary level:

■ Classification Related Observations/Recommendations

- Our assessment is that the newly articulated duties and responsibilities may be more closely aligned with an “analyst” work concept than a “management” work concept. An overview of each type of work concept is presented below:
  - Analyst Concept - Analytical classifications provide management/administrative and/or technical/scientific analytical services emphasizing: identification of issues; researching and obtaining data/information about such issues; developing, interpreting and conducting complex qualitative and quantitative analyses; formulating hypotheses; synthesizing conclusions; preparing and reporting recommendations; and helping to implement change. Typically analysts work closely with management staff, interacting extensively with others to obtain the information needed. While this new classification has supervisory responsibilities, the assignment of supervisory responsibilities to analyst staff is not outside the scope of reasonable duties.
  - Management Concept - Organizationally, the concept of a manager is linked to high-level, strategic responsibility and one would expect managers to have extensive authority and autonomy for a specific organizational work unit by: planning and establishing short and long term strategic goals, objectives, and priorities for their assigned work unit (which may comprise, division, section or units); determining how the work is to be done, including the methods and strategies to be used; assigning and directing the work of others, and determining how the work is to be distributed; identifying and obtaining the staff and resources needed to get the work done; and exercising financial/fiscal control over the work through budget development and administration.
- The minimum qualifications should be adjusted to reflect a Bachelor’s degree as a primary method of qualifying for the position; an alternative qualifying pattern language such as an Associate’s Degree plus a higher level of experience can follow, but it is important to set a standard of education relative to the body of work as the primary minimum

qualification. Further, with a Bachelor's degree, the years of experience can be reduced to three.

- We would not consider this to be an "Exempt" position until such time that it is evident that it would qualify for an exemption; it is our recommendation that it be designated as "Non-Exempt" and reviewed after a year or so. With respect to the assessment of whether a position meets FLSA standards for exemption from overtime rules, some pertinent information on the Fair Labor Standards Act is presented below:
  - The Fair Labor Standards Act was enacted by the United States Congress in 1938; it contains provisions that cover minimum wage, child labor, equal pay and several other employment practices. Although it is a federal law, all states must comply with the minimum requirements of the FLSA, and some states such as California have enacted legislation that supersedes the FLSA in certain areas. Thus, when determining FLSA compliance, it is important to consider both federal and State of California requirements and test accordingly, recognizing that the more rigorous of the two standards will apply for the employer.
  - FLSA contains language that requires employers to pay overtime to an employee at the rate of one and one-half of the employee's regular rate of pay for all hours worked over designated weekly and/or daily hour parameters unless said employee qualifies for an exemption. This overtime pay requirement cannot be waived by agreement between the employer and employee, although the employer can choose to pay overtime to an employee even though the employee qualifies for exemption under the law.
  - The FLSA provides an exemption from overtime pay for employees who are bona fide executive, administrative, professional and outside sales employees. To qualify for an exemption, employees must meet both salary and duties tests. The Act also requires that, in order to establish eligibility for an overtime exemption, analyses must be done on a position-by-position basis, with consideration given to the employee's actual job duties, not merely the job description. It should be noted that placement in a supervisory or management bargaining unit, or granting a management benefit package does not make a position exempt from overtime, nor does requiring professional licensure or registration automatically make a position exempt. Most exemptions require the employee to customarily and regularly exercise discretion and independent judgment, which



involves comparing and evaluating possible courses of conduct and acting or making a decision after considering various possibilities. Generally, employees who meet this criteria:

- Have the power to make independent choices free from immediate supervision and with respect to matters of significance; or
  - Are able to make a recommendation for action subject to the final authority of a superior, as long as the employee has sufficient authority for the recommendation to affect matters of consequence to the business or its customers.
- Other factors to consider include whether the employee has authority to formulate, affect, interpret or implement management policies or operating practices; whether the employee carries out major assignments in conducting the operations of the business; whether the employee performs work that affects business operations to a substantial degree; whether the employee has authority to commit the employer in matters that have significant financial impact; and whether the employee has authority to waive or deviate from established policies and procedures without prior approval. The fact that an employee's decisions are reversed after review does not mean that the employee is not exercising discretion and independent judgment. However, the employee must do more than apply well-established techniques, procedures or specific standards described in manuals or other sources.
- Compensation Related Recommendations
    - It is our recommendation that the salary level for the Administrative Services Officer be set relative to the labor market data for the Administrative Assistant/Secretary to the Board (as presented in the Final Base Salary Report dated May 30, 2012) by using the following differential:
      - For administrative positions where there are higher levels of work (i.e. analytical versus secretarial) and minimum requirements which require a higher level of education (i.e. a Bachelor's degree versus High School diploma), it is not uncommon to see a 15% or more difference in salaries to accommodate the higher level of job responsibilities combined with the higher level of education.
      - Using the median of the market data from the referenced report, the recommended monthly salary for the Administrative Assistant/Secretary to the Board was \$5,936/month.

- We consider it would be reasonable to increase that salary by 15%, to \$6,826/month to provide an appropriate salary for the level of work performed by the new classification of Administrative Services Officer.

The above sections of this report present our analysis of the duties and responsibilities assigned to the Administrative Services Officer, as well as our recommendation for a salary level for the new classification. Should you require any further information on the contents of this report, please feel free to contact me on (916) 471-3122.

Sincerely



Debbie Owen  
Technical Director, Classification and Compensation



**Attachment A**  
**Classification Specifications**

HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT

**ADMINISTRATIVE ASSISTANT/SECRETARY TO THE BOARD**

SALARY RANGE \$37.92 to \$46.09

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Per Hour	\$37.92	\$39.82	\$41.81	\$43.90	\$46.09
Annual Salary	\$78,873.60	\$82,825.60	\$86,964.80	\$91,312.00	\$95,867.20

DEFINITION

Administrative Assistant serves under the direction of the General Manager: may supervise the work of a clerical staff engaged in varied activities; performs difficult clerical work; perform duties pertinent to office administration and operation; and does related work as required.

Secretary to the Board works with the General Manager in the evaluation, interpretation and implementation of District policies and procedures. This position shall be classified as a management position.

CHARACTERISTICS

Responsible for preparation and posting agendas for Board meetings, committee meetings, assemble all materials for meeting packets, prepare minutes and committee reports for the meetings, attend all meetings, and manage confidential information.

The District is a governmental agency therefore knowledge of the Brown Act and compliance of legal requirements is required.

Maintains calendars and sets up appointments for General Manager and Board of Directors. Confirm schedules with notification of interested parties and schedule seminars and conferences.

Handle confidential matters for the General Manager and the Board of Directors.

Makes travel or lodging arrangements for General Manager, Board of Directors and staff; prepares and submits appropriate authorization, submits travel receipts and invoices for payment.

Administration of Personnel and Employee Relations, insurance, worker's compensation, public information and directs educational programs.

Maintains and updates District's insurance records annually, including District's vehicle and facility inventory.

Answers a variety of routine and semi-technical questions related to the organization, functions, procedures, regulations, and programs of the agency after determining that



information may be given; answers inquiries for complaints, which do not need policy interpretation or expertise.

Work with the District's attorney and engineers in decisions regarding financing of loans, loan requirements, project schedules and general District procedures.

Takes charge of the agency's maintenance and disposition of files of records, correspondences, resolutions, ordinances, policies and other official and confidential data; determines material to be placed in storage and those to be filed or electronically filed.

Conducts special studies; may assist with the budget compilation; some office management responsibilities.

Meet with Bond Administrator and Accountant Controller annually. Release liens when bonds are paid off on individual properties. Review quarterly updates with Accountant/Controller.

Transfer funds in Local Agency Investment Fund and District's bank accounts as recommended by Accountant/Controller.

Understand and follow oral and written instructions. Work cooperatively with fellow employees and the public. Keep accurate records and perform daily routines with a minimum amount of supervision.

Duties require good typing skills, familiarity with computer equipment.

Oversee the District's Water Conservation Program, which consists of school education material, water conservation packets to new homeowners, distribution of water conservation kits, maintain a drought tolerant plant list, water conservation tip packet and the District's rebate program. Work with community groups and organizations coordinating special events promoting water conservation/water awareness.

Complete annual reporting to California Urban Water Conservation Council for 14 Best Management Practices in compliance with State Revolving Loan.

Oversee the District's outreach program, which consists of editing, producing the District's newsletter by using graphic designs to illustrate information regarding events and pictures pertaining to the District. Also includes maintaining the District's website weekly with current pictures, updates and works with the local newspapers/media regarding current press releases.

Assist in construction bidding process and oversee all construction documentation. During construction projects, prepare and submit reimbursement requests to loan officer. Attend construction meetings and acts as liaison for the General Manager, and District with or between legal counsel, contractors and engineers regarding financial and technical change orders, contract implementation and construction schedules.

#### QUALIFICATIONS/EDUCATION

Any combination of education, vocational training and work experience, which provides the opportunity to acquire the knowledge and abilities listed. Normally, formal course in

secretarial skills and three or more years of general clerical work experience will provide this opportunity. Must complete the Special District Institute certification program or a certification program equal or greater within two years of employment or already hold such certification. Website knowledge, writing and editing skills.

LICENSE OR CERTIFICATION

Some driving may be required in the District's vehicle. A valid driver's license is required. Certified Notary.

ATTACHMENT B (III)

(approved June 22, 2004)



**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** *ADMINISTRATIVE ASSISTANT/ SECRETARY TO THE BOARD*    **EXEMPT/NON-EXEMPT:** *EXEMPT*

**REPORTS TO:** *GENERAL MANAGER*                      **DIRECT REPORTS:** *NONE*

**SALARY RANGE:**

<b>LEVEL</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>HOURLY</b>	<b>\$37.92</b>	<b>\$39.82</b>	<b>\$41.81</b>	<b>\$43.90</b>	<b>\$46.09</b>
<b>ANNUAL</b>	<b>\$78,873.60</b>	<b>\$82,825.60</b>	<b>\$86,964.80</b>	<b>\$91,312.00</b>	<b>\$95,867.20</b>

**POSITION PURPOSE:** To assist the General Manager in the evaluation, interpretation and implementation of District policies and procedures, to perform duties pertinent to office administration and operation and to carry out complex special projects for the District. This position also provides administrative support to the Board of Directors.

**KEY RESPONSIBILITIES:**

- Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings; attend meetings.
- Manage calendars and appointments for General Manager and Board of Directors including the scheduling and registration for seminars and conferences.
- Manage confidential information for the General Manager and Board of Directors.
- Manage travel arrangements for General Manager, Board of Directors and staff; assemble travel expenses for reimbursement and invoices for payment.
- Administer District programs including Employee Relations, insurance, workers' compensation, public information and education.
- Maintain District insurance records annually including District vehicle and facility inventory.
- Confer with attorneys and engineers for the District regarding the financing of loans, loan requirements, project schedules and general District Procedures.
- Assist in construction bidding process; oversee all related documentation; act as liaison for the General Manager and the District with legal counsel, contractors and engineers regarding financial and technical change orders, contract implementation and construction schedules.
- Manage the District Records Retention and Records Destruction Policy.
- Conduct special studies.

**KEY RESPONSIBILITIES: cont'd**

- Meet with Bond Administrator and Accountant/Controller annually. Release liens as bonds are satisfied. Review quarterly updates with Accountant/Controller.
- Assist with funds transfer in Local Agency Investment Fund and District bank accounts as recommended by Accountant/Controller.
- Maintain the District website.
- Complete annual reporting to the California Urban Water Conservation Council for 14 BMP's in compliance with State Revolving Loan.
- Oversee the District Water Conservation Program; work with community groups coordinating special events promoting water conservation and water awareness.
- Oversee the District Outreach Program in print and electronic media.

**QUALIFICATIONS/EDUCATION:**

Incumbent must have a high degree of proficiency in secretarial and administrative support skills and at least three years of general secretarial/administrative experience. Knowledge of the California Government Code – specifically, the Brown Act - is a must. A High School Diploma or its equivalent is required.

**LICENSES/CERTIFICATIONS:**

Special District Institute Certification is required and may be completed within the first two years of employment. A valid California driver's license is required. Incumbent must be a Certified Notary.



Revision approved by HVLCSD Board of Directors 06/22/2004  
Reformatted 11/09/2010

**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**Draft – 9/24/12**

**POSITION TITLE:** *Administrative Services Officer*      **EXEMPT/NON-EXEMPT:** *EXEMPT*

**REPORTS TO:** *GENERAL MANAGER*      **DIRECT REPORTS:** *Assistant to  
Field Operations*

**JOB SUMMARY:** Provides and coordinates full range of administrative support activities for the District; assists the General Manager in planning, organizing, staffing and coordinating the activities of the District and provides confidential support to the General Manager in areas of expertise; functions as part of the District's Management Team and participates actively in addressing issues of concern to the District.

**Key Responsibilities:**

- Assumes full management responsibility for all assigned programs, services and activities; participates in the development and implementation of goals, objectives, policies, and priorities; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the General Manager.
- Coordinates Board meeting logistics and provides other required support; coordinates preparation of Board agenda and distribution of agenda packets; supervises the maintenance of Board records and dissemination of all actions including minutes, resolutions, agreements and deeds.
- Administers human resources policies and practices in accordance with District Personnel Policy Manual; recommends carriers and administers employee benefits programs including health, dental and disability coverage; analyzes claims and discusses with General Manager, claims adjusters, medical providers, attorneys and other persons involved in the claims process and the provision of benefits to claimants.
- Administers the District's risk control functions and maintains District insurance records; coordinates with insurance carriers, District staff, legal counsel and other administrative organizations regarding claims; prepares reports and recommendations.
- Represents the District before public agencies and community groups; prepares and presents public presentations and demonstrations; responsible for the dissemination of press releases, newsletters, and brochures; maintains District website.



- Researches, evaluates, and designs water conservation programs consistent with Urban Water Management Council guidelines, state and federal law; plan, coordinate and staff special events promoting water conservation and water resources stewardship.
- Administers miscellaneous general service functions such as building security, maintenance, and phone systems.
- Manages and maintains District computer equipment, software and office automated equipment; provide staff training and assistance with office equipment, computers and software.
- Implements District records retention and records destruction policy; ensures adequate security, control and maintenance of confidential records and information.
- District notary.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities:**

**Thorough knowledge of:** Special district governance; modern principles, practices, and methods of public-sector administration and management; principles and methods of effective communication; principles, practices, and methods of project management.

**Working knowledge of:** Human resources management, information technology, and urban water conservation.

**Ability to:** Exercise independent judgment; analyze administrative problems and make policy and procedural recommendations; effectively plan and coordinate the administrative work of the District; communicate with others at all levels; deal tactfully, convincingly, and effectively with personnel, government officials, representatives of interest groups, and the general public; effectively assemble, organize, and present in written and oral form reports containing alternative solutions and recommendations.

**Experience and Education:**

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position, would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Seven years of progressively responsible administrative experience in the public-sector that includes the development and implementation of programs or policies.

**Education:** Successful completion of two years of college level course work or a Bachelor's degree from an accredited college or university in public administration, business administration or closely related field

**License or Certificate:** Special District Institute Certification or equal certification and American Water Works Association Conservation Practitioner Grade 1 certificate are required and must be obtained within the first two years of employment. A valid California driver's license is required. Incumbent must be a California Notary or obtain certification as a California Notary within the first two years of employment.



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

**DATE:** December 18, 2012

**AGENDA ITEM:** Discussion and Possible Action: Revision of Administrative Assistant/Secretary to the Board job description and title, and assignment of Secretary to the Board function to General Manager's job description

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**RECOMMENDATIONS:**

Replace Administrative Assistant/Secretary to the Board job description and title with proposed Administrative Services Officer job description and title.

**FINANCIAL IMPACT:**

Salary and benefits savings of approximately \$14,600 (approximately \$14,600 less than the salary and benefits allocated for the Administrative Assistant/Secretary to the Board position in the District's adopted FY 2011-2012 budget).

**BACKGROUND:**

**Administrative Services Officer Job Description**

The District's Administrative Assistant/Secretary to the Board position has evolved over time and the job description, as presently articulated, no longer adequately reflects the expanded roles and responsibilities of the position or the needs of the District. The number and complexity of administrative tasks has and will most likely continue to increase, while at the same time there will be a continuing need to perform routine administrative functions. Out of financial necessity, it is anticipated that the majority of the District's administrative work tasks – the simple and complex – will be performed by or under the immediate direction of a single, versatile individual with analyst capabilities.

Other organizations, most notably the City of Healdsburg, San Bernardino Valley Water Conservation District, City of Santa Rosa, Sonoma County, and the Sonoma County Water Agency, faced with similar administrative needs and financial constraints, have created "Administrative Service Officer" or "Administrative Specialist" positions. Staff believes that the Administrative Service Officer/Specialist model is well suited and readily adaptable to the District's needs, and is proposing that the existing Administrative Assistant/Secretary to the Board job description and title be replaced with the attached Administrative Services Officer job description and title.

Staff retained two consultants; Ms. Debbie Owen of CPS HR Consulting, and Mr. Georg Krammer of Koff and Associates, to independently review and comment on the draft Administrative Services Officer

job description prepared by staff, and to conduct the associated base salary survey. The consultant's comments and recommendations were subsequently incorporated into a "final draft" Administrative Services Officer job description, which was brought to the Board for possible adoption at the November 20, 2012 Board of Directors meeting. After discussion, the Board concluded that it did not have sufficient information – primarily with respect to employee/employer CalPERS contributions – to make a decision with regard to the proposed Administrative Services Officer job description and therefore tabled the item. Following the November 20, 2012 Board meeting, staff requested and received comments on the final draft Administrative Services Officer job description from individual Board members. These comments were subsequently incorporated into a "revised final draft" Administrative Services Officer job description (see attached "mark-up" and "clean" copies of revised final draft), for consideration at the December 18, 2012 Board of Directors meeting.

The principal differences between the revised final draft and the final draft Administrative Services Officer job description are as follows:

- 1) The position is now defined as "Exempt"
- 2) There are now no direct reports to the proposed position
- 3) The salary scale of the proposed position is five percent less
- 4) Four items formerly addressed under "Ability To" are now included under "Key Responsibilities"

CPS HR Consulting, and Koff and Associates conducted independent base salary surveys for the proposed Administrative Services Officer final draft job description. The results of the CPS HR Consulting base salary survey are presented in their attached memo report dated November 8, 2012 and the corresponding Koff and Associates base salary survey results in their attached spreadsheet (for cost containment purposes Koff and Associates did not prepare a formal memo report). Briefly, the estimated market median base salary figures for the proposed Administrative Services Officer final draft job description are \$6,826/month (CPS HR Consulting) and \$7,122/month (Koff and Associates), respectively (note: pursuant to the District's Compensation Policy, the market median base salary equates to the "Step E" base salary of any given District position).

CPS HR Consulting, and Koff and Associates were subsequently asked to evaluate the changes made to the Administrative Services Officer job description, as articulated in the revised final draft, and if they believed necessary, adjust their estimated market median base salary figures accordingly. CPS HR Consulting concluded that the changes were not significant and did not deviate from their original market median base salary estimate. Conversely, Koff and Associates felt that the proposed changes, as articulated in the revised final draft, were significant and revised their original market median base salary estimate downward by 10 percent, from \$7,122/month to \$6,409/month.



In developing the recommended base salary range for the Administrative Services Officer revised final draft job description, staff averaged the two estimated market median base salary figures to derive a Step E base salary, and defined the base salary figures for steps "D", "C", "B" and "A" in approximately 5 percent descending increments (the base salary for Step D is approximately 5 percent less than the base salary for Step E, the base salary for Step C is approximately 5 percent less than the base salary for Step D.....). In order to be consistent with the salary ranges presented in the District's Personnel Policy Manual, which are a composite of base salary plus the 8 percent Employee's PERS contribution, the Step A through Step B salary figures presented in the proposed job description for the Administrative Services Officer represent a composite of the recommended base salary plus the 8 percent Employee's PERS contribution.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, \_\_\_\_\_, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

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Secretary to the Board

**Hidden Valley Lake Community Services District  
Top Monthly Salary Data  
October 2012**

<b>ADMINISTRATIVE SERVICES OFFICER</b>										
Rank	Comparator Agency	Class Title	Top Monthly Salary	Top Monthly + PERS Cont	Effective Date	Next Salary Increase	Next Percentage Increase			
1	Hidden Valley Lake Community Services District City of Santa Rosa Utilities Department	Administrative Services Officer Administrative Service Officer / Water-Use Efficiency Coordinator / City Clerk / Administrative Technician - Confidential <sup>1</sup>	Proposed \$7,837	Proposed \$7,837	11/01/2010	Unknown	Unknown			
2	Solano County Water Agency	Administrative Services Manager <sup>2</sup>	\$7,817	\$8,364	07/01/2009	Unknown	Unknown			
3	City of Healdsburg	City Clerk / Personnel Assistant <sup>1</sup>	\$7,729	\$7,729	08/01/2011	Unknown	Unknown			
4	Town of Windsor	Human Resources Manager / Human Resources Analyst / Water Conservation Program Coordinator / Town Clerk <sup>1,3</sup>	\$7,571	\$8,100	07/01/2011	Unknown	Unknown			
5	North Marin Water District	District/Administrative Secretary / Accounting/Human Resources Supervisor / Water Conservation Coordinator <sup>1</sup>	\$7,501	\$8,101	07/01/2011	Unknown	Unknown			
6	City of Napa	Deputy City Clerk / Management Analyst II / Water Resource Analyst <sup>1,4</sup>	\$7,122	\$7,122	09/01/2010	Unknown	Unknown			
7	City of Callistoga	City Clerk / Administrative Analyst/Deputy City Clerk / Administrative Services Director <sup>1</sup>	\$6,425	\$6,425	07/01/2009	Unknown	Unknown			
8	Valley of the Moon Water District	Office Supervisor <sup>5</sup>	\$6,389	\$6,836	07/01/2012	07/01/2013	Unknown			
9	City of Lakeport	Administrative Services Director / City Clerk	\$6,369	\$6,369	07/01/2010	Unknown	Unknown			
10	Sonoma County Water Agency	Administrative Services Officer I / Water Agency Programs Specialist / Executive Secretary - Confidential <sup>1</sup>	\$6,209	\$6,349	07/13/2010	Unknown	Unknown			
11	County of Lake Clearlake Oaks County Water District	Human Resources Analyst II / Administrative Analyst, Senior / Assistant Clerk of the Board of Supervisors / Special District Admin Manager <sup>1</sup> N/C	\$4,817	\$5,154	10/12/2011	Unknown	Unknown			
<b>Average of Comparators</b>			<b>\$6,890</b>	<b>\$7,126</b>						
% Hidden Valley Lake Community Services District Above/Below										
<b>Median of Comparators</b>			<b>\$7,122</b>	<b>\$7,122</b>						
% Hidden Valley Lake Community Services District Above/Below										

NOTE: All calculations exclude Hidden Valley Lake Community Services District

N/C - Non Comparator

- 1- Hidden Valley Lake Community Service District's class is bracketed by two or more comparators.
- 2- Administrative Services Manager requires any combination of education and experience equivalent to a Bachelor's degree and 5 years of experience.
- 3- All classifications, except Town Clerk, require any combination of education and experience equivalent to a Bachelor's degree and 3-5 years of experience; Water Conservation Program Coordinator requires a Level I Water Use Efficiency Practitioner certificate within 12 months of employment; Town Clerk requires Notary Public and Certified Municipal Clerk certification.
- 4- Classifications require any combination of education and experience equivalent to a Bachelor's degree and 2-4 years of experience.
- 5- Office Supervisor oversees accounting, human resources, and office support staff; also performs Clerk of the Board duties.



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

**DATE:** December 18, 2012

**AGENDA ITEM:** Approval of employment contract between HVLCDSD Board of Directors and General Manager

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**RECOMMENDATIONS:**

Authorize HVLCDSD Board President to sign District General Manager employment contract between HVLCDSD Board of Directors and Roland Sanford.

**FINANCIAL IMPACT:**

Annual salary of \$125,000 plus benefits (approximately \$50,000)

**BACKGROUND:**

Since April 23, 2012 Roland Sanford has served as the District’s Interim General Manager. In August 2012 the Board conducted a performance review of Mr. Sanford and shortly thereafter expressed a desire to hire Roland Sanford as the permanent District General Manager. An employment contract between the District and Roland Sanford has been prepared with District counsel’s assistance. Key components of the proposed contract are as follows:

- (1) Annual salary of \$125,000
- (2) Employee benefits as set forth in the District’s Personnel Policy manual
- (3) No car allowance
- (2) 2-year contract with provision for automatic 1-year extensions at the end of the first contract year

A copy of the proposed contract is attached.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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# DRAFT

## EMPLOYMENT CONTRACT FOR SERVICES AS GENERAL MANAGER OF HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

This Employment Contract (herein "Contract") is made and entered into as of the \_\_\_\_ day of December, 2012, by and between HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT (hereinafter the "District"), a California special district, and ROLAND SANFORD (hereinafter "Employee").

### *RECITALS*

WHEREAS, District's Board of Directors (herein "Board") wishes to engage the services of Employee as the District General Manager;

WHEREAS, Employee represents and warrants that he is qualified to perform such services; and

WHEREAS, Employee represents that he has read the functions, responsibilities and duties set forth in Exhibit "A" attached hereto and incorporated herein.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants herein contained, the parties hereto agree as follows:

### SECTION 1. DUTIES.

A. District hereby agrees to employ Employee as District General Manager, to serve at the pleasure of the Board. Employee shall perform the functions and duties specified in Exhibit "A," and such other legally permissible and further duties and functions as shall, from time to time, be assigned by the Board, or as required by law.

B. Employee shall devote such time, interest, and effort to the performance of his duties as may be reasonably necessary to fulfill the above requirements. Without limiting the generality of the foregoing, Employee agrees to a work schedule as provided in Section 7 hereinafter, except as otherwise provided herein.

C. Employee's duties require that he be available to address time-sensitive matters of District business, and Employee agrees to reside within a distance from the District administrative offices that enables him to be on District premises within (1) one hour and (30) minutes during his employment as General Manager.

### SECTION 2. TERM.

A. This Contract shall be effective as of January 1, 2013 (the "Anniversary Date") and remain in effect until January 1, 2015 unless extended and/or until terminated as provided in this Section. The Contract shall be automatically extended an additional year commencing on January 1, 2014, and continuing from year to year thereafter, unless the District notifies



Employee that said automatic extension is being terminated on or before December 1, of each successive year commencing December 1, 2013. The net effect -- on January 1 of any given year -- would be to provide two years on the balance of the Contract, unless the District had chosen to terminate the automatic extension provision, in which case the two-year clock on the contract term would begin to wind down to zero.

B. It is expressly understood that Employee, in his capacity as District General Manager, is an at-will employee serving at the pleasure of the Board, subject to termination at any time, with or without cause, and with no right to any hearing, including any so-called Skelly hearing.

C. Nothing in this Contract shall prevent, limit, or otherwise interfere with the right of the Employee or the District to voluntarily terminate this Contract. Due to the sensitive nature of Employee's position and the difficulty of replacing Employee, Employee shall give ninety (90) days written notice prior to such termination to the Board.

D. In the event the District terminates Employee's employment without cause, the Employee shall be entitled to the following severance in accordance with the terms of California Government Code sections 53260, et seq: (1) twelve (12) months' base salary at the rate in effect at the date of termination; and (2) compensation for unused vacation at the salary rate effective at the date of termination; provided, however, if District terminates Employee's employment without cause during the last twelve (12) months of Employee's employment, then Employee shall only be entitled to the number of months' base salary remaining in this Contract. If the Employee is convicted of a crime involving an abuse of his office or position (as defined in Government Code Section 53243.4, or its successor), the Employee shall be obligated to reimburse the District the full amount of the cash settlement listed hereinbefore under section (1) above. Payment of any severance is expressly contingent on Employee releasing the District and its Board from any all claims relating to Employee's employment and the termination thereof, excluding any claims for workers' compensation or unemployment insurance.

Upon any allegation that Employee has engaged in conduct that would result in his termination "for cause" as defined below, Employee is entitled to address and attempt to rebut those allegations before the Board in a closed session prior to the Board making any final determination regarding the veracity of those allegations. In the event the Board, in its discretion, finds merit to the allegations and terminates for cause, the Employee shall not be entitled to any severance pay. Such determination shall be made by the Board in its sole discretion, subject to review in an evidentiary hearing, if requested by the Employee. The hearing shall be before a neutral hearing officer selected from a list supplied by the State Mediation and Conciliation Service, and the issue at the hearing shall be limited solely to whether or not there is sufficient evidence to support a finding of termination for cause such that the Employee would not be entitled to any severance pay. Under no circumstances shall the Employee be entitled to reinstatement to the position of General Manager as a result of such hearing. Following the hearing, the hearing officer shall submit his or her findings and decision to the District, which shall be final and binding. Termination shall be 'for cause' if the Employee:

- (1) acts in bad faith and to the detriment of the District;
- (2) intentionally or repeatedly fails to comply with legal requirements or with the District's policies or directives
- (3) exhibits in regard to his employment unfitness or unavailability for service, abuse of authority, misconduct, dishonesty, habitual neglect, or incompetence;
- (4) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or
- (5) breaches any material term of this Contract.

### SECTION 3. COMPENSATION; RELOCATION EXPENSE REIMBURSEMENT

A. District agrees to pay Employee for services rendered pursuant hereto at a rate of \$125,000 annually payable in bi-weekly installments.

### SECTION 4. PERFORMANCE EVALUATION

A. The performance review and evaluation process set forth herein is intended to provide review and feedback to Employee so as to facilitate a more effective management of the District. Nothing herein shall be deemed to alter or change the employment status of Employee, nor shall this Section be construed as requiring "cause" to terminate this "Contract" or the services of Employee hereunder.

B. The Board will conduct the first performance evaluation of Employee no later than six (6) months from the Anniversary Date (June 1, 2013), a second performance evaluation no later than twelve (12) months from the Anniversary Date (December 1, 2013), and thereafter performance evaluations shall be conducted annually commencing on or about twelve (12) months from December 1, 2013, and every twelve (12) months thereafter. In conjunction with each performance evaluation, District may consider any appropriate merit pay adjustments.

C. District agrees to prepare a written summary of each performance evaluation of Employee, and to include the same in his personnel file within two (2) weeks following conclusion of the review and evaluation process and shall schedule at least one (1) closed personnel session with Employee to deliver and discuss the performance evaluation.



#### SECTION 5. HEALTH & WELLNESS.

District shall provide to Employee and his immediate family (dependents) the same group medical and dental, insurance programs, as well as any retirement benefits, if any, as are afforded to other employees of District in accordance with current policies or as such policies are revised or amended from time to time in the future. This section is interpreted consistently with those policies, as amended if applicable.

#### SECTION 6. PROFESSIONAL DEVELOPMENT AND BUSINESS EXPENSES.

A. If consistent with annual budgetary proceedings and when approved in advance by the Board President, or in his her absence another Board Officer, District agrees to pay reasonable: (i) travel and subsistence expenses of Employee for professional and official travel to and from attendance at conferences, seminars, and meetings; and (ii) professional dues, books, and subscription expenses necessary and desirable to continue the professional development of Employee and to adequately pursue necessary official and other functions for District, including national, regional, state, and local governmental groups and committees thereof which Employee and for District serves as a member.

B. If consistent with annual budgetary proceedings, the District agrees to pay such other reasonable expenses related to Employee's performance of the duties stated herein. Employee's professional development and business expenses are governed in accordance with existing District policies, or as such policies are revised from time to time in the future, and are more fully set forth therein. This section is interpreted consistently with those policies, as amended if applicable.

#### SECTION 7. HOURS AND BENEFITS.

A. Employee shall be entitled to 20 days of vacation time per year, accrued at 6.67 hours per pay period. Employee has discretion to schedule his vacation so long as that vacation is scheduled in such a way as to avoid unnecessary detriment to the District's operations. Employee will provide reasonable notice to the Board, of scheduled vacation dates and will identify employees who will perform the Employee's duties during his absence.

B. Employee shall accrue paid sick/personal leave at the same rate and on the same terms as are afforded to other management employees of District, as set forth in District policies, as such policies may be amended from time to time in the future. This section is interpreted consistently with those policies, as amended if applicable.

C. Employee shall be entitled to paid holidays according to the same schedule as is afforded management employees of the District, as set forth in District policies, as such policies may be amended from time to time in the future. This section is interpreted consistently with those policies, as amended if applicable.

D. Employee shall report to District's offices for work five (5) days per week during normal business hours and at such other times as may be necessary to discharge his duties, except when away on business for the District, on sick or personal leave, or as otherwise excused by the Board President, or in his/her absence any other Board Officer, in writing (including an email communication). This provision shall not be interpreted to require that Employee obtain written approval prior to scheduling Employee's vacation. Employee has discretion to schedule his vacation so long as that vacation is scheduled in such a way as to avoid unnecessary detriment to the District's operations. Employee will provide reasonable notice to the Board of Employee's scheduled vacation dates and will identify employees who will perform the Employee's duties during his absence.

E. District shall pay for all official bonds required for the office of the General Manager.

F. Employee shall be a member of District's retirement plan adopted and existing pursuant to contract with the State of California Public Employees' Retirement System ("PERS") in accordance with official plan documents and related District policies, as such plan or policies may be amended from time to time in the future. This section is interpreted consistently with that plan and those policies, as amended if applicable.

#### SECTION 8. GENERAL PROVISIONS.

A. This Contract shall constitute the entire agreement between the parties hereto.

B. This Contract shall be governed by the laws of the State of California.

C. This Contract shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

D. Any assignment of the rights or obligations of Employee hereunder without the express approval of District shall be void.

E. No waiver, alteration, or modification of any of the provisions of this Contract shall be valid and binding unless in a writing executed by the parties hereto.

F. This Contract integrates all of the terms and conditions mentioned herein, or incidental hereto, and this Contract supersedes all negotiations and previous agreements between the parties with respect to all or any part of the subject matter hereof. This Contract wholly supersedes and replaces the terms of any prior agreements, and any rights contained in such agreement. This Contract also incorporates by reference the District policies, as currently enacted and as amended in the future. Where in conflict, the provisions of this Contract supersede the District policies, including any revisions or amendments thereto.

G. If any provision or any portion thereof, contained in this Contract is held to be unconstitutional, invalid, or unenforceable, the remainder of this Contract or portion thereof, shall not be affected, and shall remain in full force and effect.



H. Employee acknowledges that he has had the opportunity to consult legal counsel in regard to this Contract, that he has read and understands this Contract, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Contract.

IN WITNESS WHEREOF, the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT has caused this Contract to be signed and duly executed by its President, and the Employee has signed and executed this Contract, both in duplicate, as of the day and year first above written.

DISTRICT:

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

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By: Linda Herndon  
President

EMPLOYEE:

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By: Roland Sanford

APPROVED AS TO FORM:

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By: Michael P. Merrill  
District Counsel

## EXHIBIT "A"

### HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

#### GENERAL MANAGER JOB DESCRIPTION

##### Summary:

Under the direction of the Board of Directors, the General Manager serves as agent of the Board of Directors in planning, directing, managing, and overseeing the services, activities, and operations of the District including Administration, Engineering, Finance, Operations, Human Resources, Customer Service and Community Relations; serves as chief executive officer of the District ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Directors; facilitates the development and implementation of District goals and objectives; and provides thorough administrative support to the Board of Directors.

##### Duties and Responsibilities:

1. Serve as chief executive officer of the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT; assume full management responsibility for all District operations, services, and activities; plan, direct, manage, and oversee the activities and operations of the District including Administration, Engineering, Finance, Operations, Human Resources, Customer Service and Community Relations.
2. Facilitate the development, implementation, and administration of District goals and objectives; interpret and implement policies and goals set by the Board of Directors; provide for adequate guidelines for management to implement new or revised policies or procedures.
3. Direct and participate, with division head cooperation, in the development and administration of the District's budget; prepare long-term plans of capital improvements and repair and replacement of District facilities, including financial plans; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
4. Establish organizational standards and objectives; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly, and periodically review and recommend changes to District policies for improving efficiencies, reducing costs and improving customer service.
5. Assure that the Board of Directors are informed of activities of the District and the extent to which objectives are being met; discuss possible agenda items with the Board and management staff; determine items to be presented; review agenda and items to be presented prior to meeting; and timely present legislative and legal updates or requirements to the Board of Directors



6. Provide staff assistance to the Board of Directors; prepare, submit, and present staff reports and other necessary correspondence and recommendations to the Board of Directors on issues for its consideration and action; oversee the preparation and administration of Board agendas; keep Board of Directors advised of financial conditions, program progress, and present and future needs of the District; prepare recommendations and advise the Board of Directors on matters requiring legislative action; carry out direction of the Board by assigning tasks and evaluating results.
7. Coordinate with efforts of the District's legal counsel in the presentation and resolution of matters requiring legal attention and inform Board of litigation and/or potential liability.
8. Encourage cooperative efforts of all division heads; develop subordinates through delegation of authority, monitoring performance and providing feedback and counseling to key personnel. Evaluate personnel needs of the District and skill levels required in key management positions; make or approve personnel selections at the division head level; be responsible for making all personnel selections at levels below division head level and provide for the annual written performance evaluations of division heads and other employees, as required.
9. Select, or review the selection of consultants; approve capital expenditures within established authorization limits.
10. Represent the District in meetings and discussions with employees, customers, the public, government officials, regulators, attorneys, and contractors in order to promote the District's goals and objectives and resolve issues.
11. Communicate and interface with general managers in other districts; negotiate agreements with other districts at the local, regional or state level.
12. Provide for an effective community image through presentation to community groups and membership in local and civic organizations; maintain contacts with the media and community leaders.
13. Provide positive and constructive leadership and management.
14. Perform other special projects as required.
15. Implement the District's Long Range Plan and at least annually review such plan and recommendations thereto with the Board of Directors.
16. Provide positive and constructive leadership and management, and maintain the highest ethical standards. Interact with Board of Directors, employees, customers, and the public in a positive, cooperative, and supportive manner.

## Lucerne residents seek alternative to rising water rates

By Berenice Quirino – Staff reporter Record Bee

Updated:

record-bee.com

LUCERNE -- Tensions were high at the town hall meeting regarding the possibility of increased water rates Thursday afternoon.

Dozens of residents attended at the Lucerne Alpine Senior Center.

Many voiced their opinions on rate increases by California Water Service Co. (Cal Water).

"We have to drive Cal Water out of this town," Lucerne resident Douglas Reams said. "Everyone has to fight."

The private company, sole-provider of water for the town, filed a general rate case with the California Public Utilities Commission (CPUC), Cal Water's regulator, in July requesting a new rate structure that would increase costs for users.

Lake County supervisor Denise Rushing moderated the meeting, and residents made complaints of service and the cost of their current rates.

Some said their bills vary drastically and suspect issues with water meters. Others brought up the issue of the consistency of water quality, one resident said his water either tastes like the lake or pool water.

Another woman proposed paying in single dollar bills as a sign of protest.

For CPUC to approve the increase, Cal Water has to prove that the cost is legitimate, and many people in the meeting said they have not seen the improvements past rate increases were going to bring.

"The community should keep track of what they say they will do and what they actually do," Rushing said.

The general consensus at the meeting was the town should switch from Cal Water to Lake County Special Districts for water services.

Rushing said that the takeover would be a long-term process that requires the consent of the Lake County Board of Supervisors (BOS) to initiate. She also said it has the potential to be difficult to argue as well, adding that Cal Water lawyers and representatives have experience Lake County attorneys do not in battles over water usage and charges.

The town is currently in the process and options analysis stage, and is collecting necessary information, including testimonies, to make a case against Cal Water.

Rushing advised all Lucerne residents to make complaints with solid evidence to CPUC to bring the issue to the commission's attention. She said numerous complaints by residents are taken seriously and CPUC will launch an investigation if it is deemed necessary.



"Make your voice heard," Rushing said.

A petition against Cal Water was passed around for people to sign that has an additional 1,000 signatures already.

Some said the high water bills have driven people out of town and deter others from moving in.

"The people who remain can't afford to carry the weight of Cal Water under their shoulders," Rushing said.

Grievances can be filed online at [www.lucernestories.org](http://www.lucernestories.org).

## We can't just keep ignoring California's water problems

By GEORGE SKELTON

Published: Monday, December 10, 2012 at 4:50 p.m.

Barrels of excess water have been tumbling down the Sacramento River with nowhere to go except the San Francisco Bay and out to sea.

To be precise, 58,000 cubic feet of water per second — think of one cubic foot as a basketball — have been rushing past California's capital en route to the Golden Gate.

Normal winter flow when it's not storming is around 20,000 cubic feet per second, according to the state's chief hydrologist, Maury Roos.



RICH PEDRONCELLI / Associated Press file

A boat makes its way through the delta near Isleton. How to store some of the water passing through the delta has been a concern for many years.

Some of that extra water is needed to flush out the Sacramento-San Joaquin River Delta and bay. And 11,000 cubic feet is being pumped south from the delta, mostly into the San Luis storage reservoir off Pacheco Pass in the San Joaquin Valley.

But it would make sense to stash even more of the runoff in some basin for use during the upcoming, inevitable drought. You could pour the storm volume into a surface reservoir. Then, from there, inject it slowly into an aquifer.

And it would be smart to transfer the Sacramento River water into the southbound California Aqueduct through two proposed gravity-flow tunnels running under the brackish delta. That way, there'd be much less need to use giant fish-killing delta pumps that have been messing up California's salmon industry.

It also would stabilize delta water deliveries, since the pumps periodically are shut down to protect the fish.

The recent storm that hammered Northern California was a good soaker but not an extraordinary water producer. A better example of why California's waterworks badly need updating came in March 2011. In that deluge, roughly 200,000 cubic feet per second cascaded through the river system, but the delta pumps had to be turned off because all the reservoirs were full.

"We need another water parking lot," says Tim Quinn, executive director of the Association of California Water Agencies.

Those old delta levees, of course, are gradually crumbling and vulnerable not only to flooding but also to an earthquake. A severe quake could shut off delta water deliveries to the San Joaquin Valley and Southern California indefinitely, bashing the state's economy. A tunnel system would bypass the delta levees.

All this has been chewed over for decades in the Capitol. But there has only been incremental progress.

"Water is the most challenging issue facing the state — legally and politically," says state Sen. Fran Pavley, D-Agoura Hills, veteran chairwoman of the water committee.



Now water policy is back on the priority list for Gov. Jerry Brown and the new Legislature.

"I'm going to get this done," Brown adamantly told reporters in July while proposing the delta tunnels. "All right? We are not going to sit here and twiddle our thumbs and stare at our navel."

OK, but the governor was preoccupied during the summer and fall in selling voters his tax increase. And lately he has been focused on budget writing. Water has gotten little attention.

The big water decision facing the governor and lawmakers next year will be what to do with a proposed \$11.1 billion bond that the Legislature passed in 2009. The measure reeked so badly of rancid pork that the politicians twice wisely pulled it off the state ballot.

But there's a consensus that they can't just keep shelving the measure. They either have to fix it or dump the thing and start anew. Put something on the 2014 ballot.

There are some very good ingredients in the proposed bond, including \$2.3 billion to upgrade the delta and restore its ecology, \$3 billion potentially for a dam or two and \$1 billion for water recycling and well-water cleanup.

But there's at least \$2 billion worth of fatback, including \$455 million for "drought relief." That drought ended long ago. There's also \$100 million — at Sen. Dianne Feinstein's insistence — for the Lake Tahoe watershed, which feeds Nevada. There are goodies such as bike trails, open space purchases and "watershed education centers."

"Obviously we have to revisit the pork projects," says Pavley, whose district was in line for a bite or two.

The bloated bond was part of a landmark two-piece water package passed by the Legislature at dawn after an all-nighter. The second part created a streamlined governing structure for the delta and a pathway to construction of the tunnels. It also required water conservation and ground water monitoring.

But the second piece ultimately will require bond money to implement. Not the tunnels, however. They would be financed by water users through higher rates.

State Sen. Lois Wolk, D-Davis, who represents four delta counties, says the current bond proposal should be ripped up and a new one written — focusing on delta restoration, cleaning up drinking water throughout the state, flood protection and regional water needs, such as recycling.

"Times have changed since 2009," she notes.

One thing that has changed is the Legislature. Of the 120 current lawmakers, Wolk calculates, only 44 were members when the bond passed. In the 80-member Assembly, only 13 were around, and six voted against the bond.

Substantively, dam advocates now are willing to consider requiring water users — rather than general taxpayers — to pay more of the construction cost through higher rates.

"I'm a realist," says Quinn, who represents 450 water agencies. "I'm prepared to sit down and talk about it."

And virtually everyone agrees the bond size must be significantly reduced.

"Make it lean and mean — \$6 to \$7 billion," Senate leader Darrell Steinberg, D-Sacramento, told me.

Capture more Sierra snowmelt. Restore salmon runs. Clean up underground water.  
Expand recycling.

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George Skelton is a columnist for the Los Angeles Times.



## UC Santa Cruz expansion on hold over water

Bob Egelko

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A long-planned campus expansion at UC Santa Cruz has hit a snag in a state appeals court, which says the city should not have approved the plan without considering alternatives that would drain less water from its dwindling supply.

The proposed North Campus, approved by the UC Board of Regents in 2006, would cover 240 acres outside the city limits and increase the university's 17,000-student enrollment by about 2,500. City officials initially opposed the expansion but accepted a 2008 settlement in which UC Santa Cruz agreed to limit enrollment and house more students on campus.

The city, which provides water and sewer services to the university, approved an environmental study in 2010 that acknowledged its water supplies would be inadequate for the expansion in the event of a future drought. But it said shortages could be addressed through conservation and construction of a desalination plant.

Santa Cruz's application to provide water service outside its borders still needs approval from the county Local Agency Formation Commission. But another obstacle surfaced Tuesday when the Sixth District Court of Appeal in San Jose said the city had failed to conduct a thorough study.

The environmental review should have considered the option of a smaller expansion or one that would use less water, the court said in a 3-0 ruling. The city's water sources already "face threats in the future," the justices said, and would come under further strain from supplying the expanded campus.

The court ordered Santa Cruz to conduct a further study, which could endorse the original project or a lesser alternative.

"I don't think it's an insurmountable task" to meet the court's objections, said Sabrina Teller, a lawyer for the city. Either the city or the UC regents could appeal the ruling to the state Supreme Court.

Stephan Volker, lawyer for a group called Habitat and Watershed Caretakers that challenged the project, said the ruling could induce Santa Cruz to scale down its commitment to the campus expansion or reject it entirely.

"I think there is public concern about the increasingly inadequate water supply," he said. "Why are we expecting Santa Cruz to absorb as much growth as other (UC) campuses? It's the only campus that doesn't have outside sources of water."

The ruling can be viewed at <http://bit.ly/SfykTF>.

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