



Hidden Valley Lake Community Services District Finance Committee Meeting

AGENDA

October 19, 2020

12:00 p.m.

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the www.hvlcsd.org select the October 19, 2020 Finance Committee Meeting select **Join Microsoft Teams Meeting** Select **Join on the web** instead.

Please submit your comments to Penny Cuadras at pcuadras@hvlcsd.org or mail comments to the attention of: Penny Cuadras, Hidden Valley Lake Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467. Comments will be addressed by the Committee Chair as related to the agenda item or during Public Comment.

DATE: October 19, 2020

TIME: 12:00 PM

PLACE: Hidden Valley Lake CSD
Administration Office, GM Office
19400 Hartmann Road
Hidden Valley Lake, CA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. REVIEW and DISCUSS: Monthly Financial Reports & Disbursements
6. REVIEW and DISCUSS: RFQ Results – Selection of ESCO
7. REVIEW and DISCUSS: NBS 2020 Rate Study
8. REVIEW AND DISCUSS: Consider Contracting with CV Strategies for Support and Public Outreach for the 218 Process
9. REVIEW and DISCUSS: Easement documentation, authorize the General Manager to sign the HVLCS D Easement, and for the Board President to sign the HVLA Easement

10. REVIEW and DISCUSS: Projects Update
11. REVIEW AND DISCUSS: Prioritize the Purchase of a Generator for the Administration Office
12. REVIEW AND DISCUSS: Job Descriptions and Salary Ranges for the Accounting Supervisor and Administrative Services Manager
13. REVIEW and DISCUSS: Group Health/Dental/Vision/ Insurance Policies Renewal
14. PUBLIC COMMENT
15. COMMITTEE MEMBER COMMENT
16. ITEMS FOR NEXT AGENDA
17. ADJOURN

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/Meetings. In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at (707)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
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>1,798,153.00</u>	<u>123,743.05</u>	<u>480,076.36</u>	<u>1,318,076.64</u>	<u>26.70</u>
TOTAL REVENUES	<u>1,798,153.00</u>	<u>123,743.05</u>	<u>480,076.36</u>	<u>1,318,076.64</u>	<u>26.70</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	777,716.00	111,976.88	371,479.06	406,236.94	47.77
ADMINISTRATION	402,258.00	24,172.82	75,697.79	326,560.21	18.82
FIELD	417,256.00	24,663.24	74,584.59	342,671.41	17.88
DIRECTORS	44,530.00	2,341.71	7,025.13	37,504.87	15.78
SPECIAL PROJECTS	178,782.00	3,561.14	3,561.14	175,220.86	1.99
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>5,198.85</u>	<u>5,198.85</u>	<u>(5,198.85)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,820,542.00</u>	<u>171,914.64</u>	<u>537,546.56</u>	<u>1,282,995.44</u>	<u>29.53</u>
REVENUES OVER/(UNDER) EXPENDITURES	(22,389.00)	(48,171.59)	(57,470.20)	35,081.20	256.69

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	100.00	400.00	20.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	0.00	447.60	5,052.40	8.14
120-4050 SALES OF RECLAIMED WATER	110,000.00	14,320.00	63,344.53	46,655.47	57.59
120-4111 COMM SEWER USE	43,113.00	3,495.56	10,571.22	32,541.78	24.52
120-4112 GOV'T SEWER USE	900.00	64.94	194.82	705.18	21.65
120-4116 SEWER USE CHARGES	1,217,940.00	103,367.27	309,240.15	908,699.85	25.39
120-4210 LATE FEE	20,000.00	1,976.78	3,705.27	16,294.73	18.53
120-4300 MISC INCOME	2,500.00	518.50	519.00	1,981.00	20.76
120-4310 OTHER INCOME	0.00	0.00	2,902.00 (2,902.00)	0.00
120-4320 FEMA/CalOES Grants	396,000.00	0.00	88,776.00	307,224.00	22.42
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,700.00	0.00	275.77	1,424.23	16.22
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,798,153.00	123,743.05	480,076.36	1,318,076.64	26.70
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REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

NON-DEPARTMENTAL

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	15,000.00	0.00	12,990.53	2,009.47	86.60
120-5-00-5025 RETIREE HEALTH BENEFITS	14,000.00	587.77	1,763.31	12,236.69	12.60
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	12,000.00	0.00	0.00	12,000.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	2,232.66	3,031.76	16,968.24	15.16
120-5-00-5061 VEHICLE MAINT	18,000.00	409.00	409.00	17,591.00	2.27
120-5-00-5062 TAXES & LIC	800.00	0.00	0.00	800.00	0.00
120-5-00-5074 INSURANCE	54,066.00	5,048.48	59,114.33 (5,048.33)	109.34
120-5-00-5075 BANK FEES	21,000.00	1,671.51	5,395.52	15,604.48	25.69
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	484.00	2,107.01	5,392.99	28.09
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	969.14	1,078.87	5,921.13	15.41
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	20,000.00	3,199.25	3,474.75	16,525.25	17.37
120-5-00-5122 ENGINEERING SERVICES	50,000.00	10,240.58	10,240.58	39,759.42	20.48
120-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	6,936.31	13,971.06	36,028.94	27.94
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	0.00	7,500.00	0.00
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	576.67	576.67	4,423.33	11.53
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	525.11	729.03	4,270.97	14.58
120-5-00-5148 OPERATING SUPPLIES	48,000.00	5,604.54	5,874.67	42,125.33	12.24
120-5-00-5150 REPAIR & REPLACE	145,000.00	44,906.00	59,343.67	85,656.33	40.93
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	1,362.50	2,560.98	5,439.02	32.01
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	512.50	1,864.00	14,636.00	11.30
120-5-00-5157 SECURITY	500.00	101.93	101.93	398.07	20.39
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	0.00	45,000.00	0.00
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	11,000.00	1,525.23	2,890.35	8,109.65	26.28
120-5-00-5192 ELECTRICITY	65,000.00	9,125.16	13,292.69	51,707.31	20.45
120-5-00-5193 OTHER UTILITIES	2,600.00	254.42	508.84	2,091.16	19.57
120-5-00-5194 IT SERVICES	36,500.00	488.00	8,071.03	28,428.97	22.11
120-5-00-5195 ENV/MONITORING	35,000.00	5,439.00	8,432.00	26,568.00	24.09
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	0.00	2,000.00	0.00
120-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	1,136.70 (136.70)	113.67
120-5-00-5311 EQUIPMENT - OFFICE	1,000.00	225.21	1,938.37 (938.37)	193.84
120-5-00-5312 TOOLS - FIELD	1,500.00	10.70	10.70	1,489.30	0.71
120-5-00-5315 SAFETY EQUIPMENT	1,500.00	9,473.71	11,661.21 (10,161.21)	777.41
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	67.50	133.50	116.50	53.40
120-5-00-5580 TRANSFERS OUT	0.00	0.00	88,776.00 (88,776.00)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	777,716.00	111,976.88	371,479.06	406,236.94	47.77

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	252,875.00	15,579.72	50,565.82	202,309.18	20.00
120-5-10-5020 EMPLOYEE BENEFITS	91,844.00	4,923.50	12,383.28	79,460.72	13.48
120-5-10-5021 RETIREMENT BENEFITS	47,189.00	3,382.57	12,063.24	35,125.76	25.56
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	187.99	490.36	3,509.64	12.26
120-5-10-5170 TRAVEL MILEAGE	1,500.00	99.04	195.09	1,304.91	13.01
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
TOTAL ADMINISTRATION	402,258.00	24,172.82	75,697.79	326,560.21	18.82

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

FIELD

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	255,455.00	12,701.94	43,474.75	211,980.25	17.02
120-5-30-5020 EMPLOYEE BENEFITS	106,340.00	8,362.16	20,563.90	85,776.10	19.34
120-5-30-5021 RETIREMENT BENEFITS	46,661.00	3,227.63	10,049.43	36,611.57	21.54
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	217.99	217.99	1,582.01	12.11
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	125.00	1,375.00	8.33
120-5-30-5090 OFFICE SUPPLIES	1,000.00	9.99	9.99	990.01	1.00
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	0.00	500.00	0.00
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	143.53	143.53	3,856.47	3.59
TOTAL FIELD	417,256.00	24,663.24	74,584.59	342,671.41	17.88

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	807.45	2,192.55	26.92
120-5-40-5020 DIRECTOR BENEFITS	230.00	11.50	34.50	195.50	15.00
120-5-40-5030 DIRECTOR HEALTH BENEFITS	36,000.00	2,061.06	6,183.18	29,816.82	17.18
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
TOTAL DIRECTORS	44,530.00	2,341.71	7,025.13	37,504.87	15.78

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 SPECIAL PROJECTS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6001 PW LKHVA01	0.00	0.00	0.00	0.00	0.00
120-5-60-6002 PW LKHVB02	0.00	0.00	0.00	0.00	0.00
120-5-60-6003 PW LKHVA81	0.00	0.00	0.00	0.00	0.00
120-5-60-6004 PW LKHVB82	0.00	0.00	0.00	0.00	0.00
120-5-60-6005 PW LKHVF84	0.00	0.00	0.00	0.00	0.00
120-5-60-6006 PW LKHVF83	0.00	0.00	0.00	0.00	0.00
120-5-60-6007 RAINS 2019	0.00	0.00	0.00	0.00	0.00
120-5-60-6009 ACCESS RD	178,782.00	3,561.14	3,561.14	175,220.86	1.99
TOTAL SPECIAL PROJECTS	178,782.00	3,561.14	3,561.14	175,220.86	1.99

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7101 VAC TRUCK	0.00	0.00	0.00	0.00	0.00
120-5-70-7201 I & I	0.00	5,198.85	5,198.85 (5,198.85)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	5,198.85	5,198.85 (5,198.85)	0.00
TOTAL EXPENDITURES	1,820,542.00	171,914.64	537,546.56	1,282,995.44	29.53
REVENUES OVER/(UNDER) EXPENDITURES	(22,389.00)	(48,171.59)	(57,470.20)	35,081.20	256.69

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,175,569.00</u>	<u>198,375.15</u>	<u>621,494.21</u>	<u>1,554,074.79</u>	<u>28.57</u>
TOTAL REVENUES	<u>2,175,569.00</u>	<u>198,375.15</u>	<u>621,494.21</u>	<u>1,554,074.79</u>	<u>28.57</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,303,635.00	102,729.48	264,713.25	1,038,921.75	20.31
ADMINISTRATION	432,258.00	24,216.79	75,741.69	356,516.31	17.52
FIELD	387,856.00	28,031.29	93,140.76	294,715.24	24.01
DIRECTORS	51,820.00	2,341.67	7,025.01	44,794.99	13.56
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>28,052.50</u>	<u>35,693.73</u>	<u>(35,693.73)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>2,175,569.00</u>	<u>185,371.73</u>	<u>476,314.44</u>	<u>1,699,254.56</u>	<u>21.89</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	13,003.42	145,179.77	(145,179.77)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	12,000.00	0.00	205.00	11,795.00	1.71
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	0.00	0.00	658.00 (658.00)	0.00
130-4040 LIEN RECORDING FEES	1,200.00	298.05	776.92	423.08	64.74
130-4045 AVAILABILITY FEES	22,000.00	0.00	1,790.40	20,209.60	8.14
130-4110 COMM WATER USE	95,295.00	4,788.82	20,272.10	75,022.90	21.27
130-4112 GOV'T WATER USE	6,000.00	383.14	1,211.29	4,788.71	20.19
130-4115 WATER USE	1,968,074.00	188,511.36	585,376.18	1,382,697.82	29.74
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	32,000.00	3,875.28	7,076.78	24,923.22	22.11
130-4215 RETURNED CHECK FEE	1,000.00	0.00	0.00	1,000.00	0.00
130-4300 MISC INCOME	3,000.00	518.50	779.00	2,221.00	25.97
130-4310 OTHER INCOME	1,500.00	0.00	2,902.00 (1,402.00)	193.47
130-4320 FEMA/CalOES Grants	30,000.00	0.00	0.00	30,000.00	0.00
130-4330 HYDRANT METER USE DEPOSIT	0.00	0.00	0.00	0.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	3,500.00	0.00	446.54	3,053.46	12.76
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,175,569.00	198,375.15	621,494.21	1,554,074.79	28.57

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND

NON-DEPARTMENTAL

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	15,000.00	0.00	12,990.51	2,009.49	86.60
130-5-00-5025 RETIREE HEALTH BENEFITS	14,000.00	587.78	1,763.34	12,236.66	12.60
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	12,000.00	0.00	0.00	12,000.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	2,341.07	3,140.17	16,859.83	15.70
130-5-00-5061 VEHICLE MAINT	12,500.00	408.99	408.99	12,091.01	3.27
130-5-00-5062 TAXES & LIC	1,200.00	0.00	0.00	1,200.00	0.00
130-5-00-5074 INSURANCE	54,055.00	5,048.48	59,114.32 (5,059.32)	109.36
130-5-00-5075 BANK FEES	21,000.00	1,661.50	5,415.46	15,584.54	25.79
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,600.00	484.00	2,107.00	22,493.00	8.57
130-5-00-5092 POSTAGE & SHIPPING	6,500.00	969.11	1,078.83	5,421.17	16.60
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	20,000.00	4,379.25	4,654.75	15,345.25	23.27
130-5-00-5122 ENGINEERING SERVICES	60,000.00	2,786.87	2,786.87	57,213.13	4.64
130-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	6,936.31	13,971.06	36,028.94	27.94
130-5-00-5124 WATER RIGHTS	50,000.00	218.75	1,231.25	48,768.75	2.46
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	0.00	7,500.00	0.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	576.66	576.66	6,923.34	7.69
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	45,000.00	825.08	1,028.98	43,971.02	2.29
130-5-00-5148 OPERATING SUPPLIES	5,000.00	767.44	1,204.49	3,795.51	24.09
130-5-00-5150 REPAIR & REPLACE	125,000.00	25,059.05	37,303.66	87,696.34	29.84
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	1,352.50	2,550.97	9,449.03	21.26
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	156.25	672.75	3,527.25	16.02
130-5-00-5157 SECURITY	5,000.00	101.92	101.92	4,898.08	2.04
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	11,000.00	1,525.20	2,690.31	8,309.69	24.46
130-5-00-5192 ELECTRICITY	150,000.00	41,332.86	60,211.07	89,788.93	40.14
130-5-00-5193 OTHER UTILITIES	2,500.00	254.40	508.80	1,991.20	20.35
130-5-00-5194 IT SERVICES	36,500.00	794.00	8,683.02	27,816.98	23.79
130-5-00-5195 ENV/MONITORING	17,000.00	722.00	1,542.00	15,458.00	9.07
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	32,000.00	0.00	0.00	32,000.00	0.00
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	1,136.70 (136.70)	113.67
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	225.21	1,938.35 (938.35)	193.84
130-5-00-5312 TOOLS - FIELD	1,500.00	10.70	10.70	1,489.30	0.71
130-5-00-5315 SAFETY EQUIPMENT	1,500.00	3,036.60	5,224.09 (3,724.09)	348.27
130-5-00-5505 WATER CONSERVATION	9,000.00	100.00	2,600.00	6,400.00	28.89
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	0.00	0.00	0.00
130-5-00-5545 RECORDING FEES	250.00	67.50	133.50	116.50	53.40
130-5-00-5580 TRANSFERS OUT	467,830.00	0.00	27,932.73	439,897.27	5.97
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	1,303,635.00	102,729.48	264,713.25	1,038,921.75	20.31

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	282,875.00	15,579.80	50,566.02	232,308.98	17.88
130-5-10-5020 EMPLOYEE BENEFITS	91,844.00	4,923.50	12,383.26	79,460.74	13.48
130-5-10-5021 RETIREMENT BENEFITS	47,189.00	3,426.47	12,107.00	35,082.00	25.66
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	187.97	490.32	3,509.68	12.26
130-5-10-5170 TRAVEL MILEAGE	2,000.00	99.05	195.09	1,804.91	9.75
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	432,258.00	24,216.79	75,741.69	356,516.31	17.52

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND

FIELD

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	225,455.00	15,779.18	60,439.87	165,015.13	26.81
130-5-30-5020 EMPLOYEE BENEFITS	106,340.00	8,362.17	20,563.91	85,776.09	19.34
130-5-30-5021 RETIREMENT BENEFITS	46,661.00	3,581.97	11,829.01	34,831.99	25.35
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	217.98	217.98	1,582.02	12.11
130-5-30-5063 CERTIFICATIONS	600.00	80.00	80.00	520.00	13.33
130-5-30-5090 OFFICE SUPPLIES	1,000.00	9.99	9.99	990.01	1.00
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	0.00	2,000.00	0.00
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	387,856.00	28,031.29	93,140.76	294,715.24	24.01

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	807.30	2,192.70	26.91
130-5-40-5020 DIRECTOR BENEFITS	120.00	11.50	34.50	85.50	28.75
130-5-40-5030 DIRECTOR HEALTH BENEFITS	42,000.00	2,061.07	6,183.21	35,816.79	14.72
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL DIRECTORS	51,820.00	2,341.67	7,025.01	44,794.99	13.56

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7101 VAC TRUCK	0.00	0.00	0.00	0.00	0.00
130-5-70-7202 GENERATORS	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 TANK 9	0.00	0.00	0.00	0.00	0.00
130-5-70-7205 MMN WTR MAIN	0.00	28,052.50	35,693.73 (35,693.73)	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	28,052.50	35,693.73 (35,693.73)	0.00
TOTAL EXPENDITURES	2,175,569.00	185,371.73	476,314.44	1,699,254.56	21.89
REVENUES OVER/(UNDER) EXPENDITURES	0.00	13,003.42	145,179.77 (145,179.77)	0.00

*** END OF REPORT ***



Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of September 30, 2020
(Rounded and Unaudited)

	Operating Checking	Money Market	LAIF	Bond Trustee	Total All Cash/Investment Accounts
	West America Bank 1010	West America Bank 1130	State Treasurer 1133	US Bank 1200	
Financial Activity of Cash/Investment Accounts in General Ledger [1]					
Beginning Balances	\$ 437,097	\$ 1,092,455	\$ 624,345	\$ 176,395	\$ 2,330,292
Cash Receipts					
Utility Billing Deposits	\$ 388,423	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ -	\$ 68	\$ -	\$ 1	
Total Cash Receipts	\$ 388,423	\$ 68	\$ -	\$ 176,396	
Cash Disbursements					
Accounts Payable Checks issued	\$ 292,591	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 27,214	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 47,558	\$ -	\$ -	\$ -	
Bank Fees	\$ 3,333	\$ -	\$ -	\$ -	
Other Disbursements		\$ -	\$ -	\$ -	
Total Disbursements	\$ 370,695	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	\$ -	\$ 88,776	\$ -	\$ -	
Transfers Out	\$ -	\$ 35,134	\$ -	\$ -	
Total Transfers Between Accounts	\$ -	\$ 123,910	\$ -	\$ -	
Ending Balances in General Ledger	\$ 454,824	\$ 1,146,165	\$ 624,345	\$ 176,396	\$ 2,401,730
Reconciling Adjustments to Financial Institutions [2]	\$ -	\$ -	\$ -	\$ -	
Financial Institution Ending Balances	\$ 455,267	\$ 1,146,165	\$ 624,345	\$ 176,396	\$ 2,402,173

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	147,358	68,979	72,118	-	288,455
130 Water Operating	290,193	13,026	107,476	-	410,695
140 Flood Enterprise	-	-	-	-	-
215 2016 Sewer Refinancing Bond	(1,000)	130,503	94,318	176,396	400,217
218 2002 CIEDB Loan	18,274	-	12,339	-	30,613
219 2012 USDA Solar COP	-	7,762	878	-	8,640
313 Wastewater Operating Reserve	-	43,108	58,746	-	101,854
314 Wastewater CIP	-	447,477	94,987	-	542,464
319 2012 USDA Solar COP Reserve	-	31,309	-	-	31,309
320 Water CIP	-	148,604	-	-	148,604
325 Water Operating Reserve	-	150,296	-	-	150,296
350 2002 CIEDB Loan Reserve	-	-	183,483	-	183,483
712 Bond Revolving	-	105,101	-	-	105,101
Total Ending Balances in General Ledger	454,824	1,146,165	624,345	176,396	2,401,730

[1] From General Ledger activity by Financial Institution accounts with District Fund accounts consolidated. Checking and Money Market accounts are with West America Bank, Local Agency Investment Account (LAIF) is held by the State Treasurer on behalf of the District and US Bank is the Bond Trustee for the the 2016 Refunding >>>>>>. All cash accounts have been reconciled to the ending Financial Institution statements.

[2] See Reconciliation Detail Summary for details

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2020 - 2021 CAPITAL IMPROVEMENT PLAN
SEPTEMBER 2020**

FUND	DESCRIPTION	Revenue	Budget Expensed	Expense to Date	Fund Balance	
314 WASTEWATER CAPITOL IMPROVEMENT	BEGINNING FUND BALANCE	\$ 127,212			\$ 127,212	
	Transfers In	\$ 326,066			\$ 453,278	
	Transfers Out			\$ -	\$ 453,278	
	Regulatory Compliance/I&I Mitigation		\$ 100,000	\$ -	\$ 453,278	
	Disaster Mitigation/SCADA Upgrade		\$ 30,000	\$ -	\$ 453,278	
	Diaster Recovery/WWTP Access Road Repair		\$ 50,000	\$ -	\$ 453,278	
	Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 50,000	\$ -	\$ 453,278	
	Risk Management Plan/Chlorine Tank Auto Shut-Off FY 21-22		\$ -	\$ -	\$ 453,278	
	Regulatory Compliance/Dump Truck		\$ 75,000	\$ -	\$ 453,278	
	Stormwater Master Planning/Mitigation		\$ 10,000	\$ -	\$ 453,278	
	TOTAL		\$ 453,278	\$ 315,000	\$ -	
	ENDING FUND BALANCE				\$ 453,278	
FUND	DESCRIPTION	Revenue	Budget Expensed	Expense to Date	Fund Balance	
320 WATER CAPITOL IMPROVEMENT	BEGINNING FUND BALANCE	\$ 148,578			\$ 148,578	
	Transfers In	\$ -			\$ 148,578	
	Transfers Out			\$ -	\$ 148,578	
	Wildfire Resilience/Reliable Water Supply/Replace Wooden Tanks		\$ 360,000	\$ -	\$ 148,578	
	Diaster Mitigation/SCADA Upgrade		\$ 30,000	\$ -	\$ 148,578	
	Reliable Water Supply/Automatic Metering Infrastructure		\$ 200,000	\$ -	\$ 148,578	
	Wildfire Resilience/Reliable Water Supply/PSPS Backup Power Supply		\$ 50,000	\$ -	\$ 148,578	
	Reliable Water Supply/Leak Repair Mini-Excavator		\$ 50,000	\$ -	\$ 148,578	
	Regulatory Compliance/Dump Truck		\$ 75,000	\$ -	\$ 148,578	
	TOTAL		\$ 148,578	\$ 765,000	\$ -	
		ENDING FUND BALANCE				\$ 148,578

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2020 - 2021 DEBT SERVICE

SEPTEMBER 2020

	DEBT SERVICE REVENUE	FUND	AMOUNT
1)	1995-2 BOND - TAX ASSESSMENT	215	\$ 300,224
2)	CIEDB LOAN - WATER INFRASTRUCTURE	130	170,746
3)	USDA LOAN - SOLAR PROJECT WWTP	120	32,255
	TOTAL DEBT SERVICE REVENUE		\$ 503,225

	DEBT SERVICE EXPENSE	FUND	DEBT AMOUNT	PAID TO DATE
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 185,000	\$ 185,000 08/14/2020
	1995-2 BOND REDEMPTION (INTEREST)	215	99,994	51,182 08/14/2020
	BOND ADMINISTRATION (ANNUAL FEE)	215	7,460	2,864 09/30/2020
	COUNTY COLLECTION FEES	215	3,500	-
	CSD ADMIN COSTS	215	4,270	-
			\$ 300,224	\$ 239,046
2)	CIEDB (PRINCIPAL)	218	\$ 110,065	\$ -
	CIEDB (INTEREST)	218	55,865	27,933 07/17/2020
	CIEDB (ANNUAL FEE)	218	4,816	-
			\$ 170,746	\$ 27,933
3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 17,000	\$ 17,000 08/03/2020
	USDA RUS LOAN (INTEREST)	219	15,255	7,755 08/03/2020
			\$ 32,255	\$ 24,755
	TOTAL DEBT SERVICE EXPENSE		\$ 503,225	\$ 291,734

FY 20-21 Utility Billing Aging Report

Year	Month	Current	+1	+2	+3	+4	Balance	
2020	31-Jul	\$ 285,960	\$ 40,153	\$ 19,266	\$ 12,354	\$ 46,551	\$ 404,285	N-42-20
2020	31-Aug	\$ 308,355	\$ 52,019	\$ 22,759	\$ 14,236	\$ 51,063	\$ 448,432	N-42-20
2020	30-Sep	\$ 293,107	\$ 58,006	\$ 25,242	\$ 16,320	\$ 52,292	\$ 444,966	N-42-20
2020	31-Oct							
2020	30-Nov							
2020	31-Dec							
2021	31-Jan							
2021	29-Feb							
2021	31-Mar							
2021	30-Apr							
2021	31-May							
2021	30-Jun							

Residential Aging Report - Fiscal Year Comparison

Billing Year	Billing Month	Billing Revenue	Past Due +1 Month	Past Due +2 Months	Past Due +3 Months	Past Due +4 Months	Fiscal Year End TOTAL PAST DUE AMT
2020	Sept 2020	\$ 293,107	\$ 58,006	\$ 25,242	\$ 16,320	\$ 52,292	\$ 151,859
2019	Sept 2019	\$ 274,248	\$ 51,092	\$ 3,515	\$ 2,165	\$ 18,013	\$ 74,785
Percentage Difference:		6%	14%	618%	654%	190%	103%
Delinquency Difference:			\$ (6,913.75)	\$ (21,726.72)	\$ (14,154.85)	\$ (34,279.04)	\$ (77,074.36)

FY 19-20 Utility Billing Aging Report

Year	Month	Current	+1	+2	+3	+4	Balance	
2019	31-Jul	\$ 295,883	\$ 36,766	\$ 1,925	\$ 935	\$ 19,891	\$ 355,401	
2019	31-Aug	\$ 293,153	\$ 37,274	\$ 3,532	\$ 1,333	\$ 17,838	\$ 353,133	
2019	30-Sep	\$ 274,248	\$ 51,092	\$ 3,515	\$ 2,165	\$ 18,013	\$ 349,033	
2019	31-Oct	\$ 248,736	\$ 42,438	\$ 9,316	\$ 2,570	\$ 19,669	\$ 322,730	
2019	30-Nov	\$ 224,059	\$ 53,330	\$ 3,567	\$ 3,129	\$ 21,784	\$ 305,870	
2019	31-Dec	\$ 220,403	\$ 38,310	\$ 3,431	\$ 1,562	\$ 23,915	\$ 287,623	
2020	31-Jan	\$ 216,057	\$ 33,745	\$ 2,846	\$ 2,441	\$ 24,804	\$ 279,895	
2020	29-Feb	\$ 218,104	\$ 43,077	\$ 15,243	\$ 2,201	\$ 24,866	\$ 303,492	SB 998
2020	31-Mar	\$ 231,486	\$ 38,864	\$ 15,867	\$ 9,990	\$ 25,446	\$ 321,656	N-42-20
2020	30-Apr	\$ 233,212	\$ 36,973	\$ 16,365	\$ 10,399	\$ 32,419	\$ 329,367	N-42-20
2020	31-May	\$ 244,276	\$ 42,493	\$ 18,546	\$ 11,598	\$ 39,861	\$ 356,774	N-42-20
2020	30-Jun	\$ 291,551	\$ 42,860	\$ 19,524	\$ 12,197	\$ 44,504	\$ 410,638	N-42-20

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

DATE: October 19, 2020

AGENDA ITEM: Discussion and Possible Action: Authorize staff to proceed with contract negotiations with the preferred ESCO

RECOMMENDATIONS: Authorize staff to proceed with contract negotiations with the preferred ESCO.

FINANCIAL IMPACT: None

BACKGROUND:

In the last Board of Directors meeting (9/15/20), staff was directed to execute the Request for Qualifications process (RFQ) to Energy Services Companies (ESCOs) for Resilience-based solutions. On 9/20, the District hosted a virtual Q&A session for potential respondents. Two attendees were present. On 9/30 these same two interested parties, SiteLogIQ and Trane submitted responses (See attached). Upon review of these responses, staff again reached out to SiteLogIQ and Trane for additional clarification on 10/9. After all questions were answered, and the responses were finalized, a scoring sheet was established (See Attached). Both respondents present a very strong case, are local, and are clearly leaders in their industry. The final scores were not far apart. Two of the five categories ultimately became the determining factors: Executive Summary and Specific Applicability to HVLCSD.

Executive Summary: In order to provide an equitable comparison between respondents, it is important for staff to follow a specific set of criteria, as laid out in the RFQ. While neither achieved a perfect score, Trane did score slightly higher.

Specific Applicability to HVLCSD: The District’s previous experience with Energy Solutions projects was an AMI project in 2017. An SRF application targeting Green Project Reserve goals was not awarded which was a prerequisite for the project moving forward. The potential energy savings for this project was not competitive with other applicants. Given the size of the District, we are often marginalized when competing with larger agencies, and may not envision AMI as a successful endeavor.

The District is encouraged by the creative native of Energy Solutions that tap into the somewhat destabilized electrical transmission grid in Northern California. The history-making speed in which the SGIP program was depleted is an indicator of the value the CPUC has placed on electric solutions. This may be the niche where smaller agencies such as the District can “shine”. Staff requests authorization to proceed with contract negotiations with Trane.

Modification to recommendation and/or other actions:

I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on October 19, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

Resilience RFQ Score						
Categories	SiteLogiq	SJ weighted score	Trane	T weighted score	Weight	Possible Points
Quality and Responsiveness	18	1.8	20	2	0.1	20
Executive Summary	15	1.5	18	1.8	0.1	20
Global Experience & Qualifications	20	4	20	4	0.2	20
Specific Experience & Qualifications	20	7	20	7	0.35	20
Specific Applicability to HVLCSD	15	3.75	20	5	0.25	20
Totals:	88	18.05	98	19.8	1	100



Hidden Valley Lake Community Services District

Request for Qualifications

Resilience Related Energy Services

Submitted September 30, 2020 by Trane U.S. Inc.



TRANE

TRANE
TECHNOLOGIES

Table of Contents



- 2. Transmittal Letter5**
- 3. Executive Summary7**
 - A. Understanding Your Needs8
 - B. Scope of Services, Objectives, and Intended Results..... 10
 - C. Expenditure Requirements 10
 - D. Contractually Binding Financial Obligations..... 10
 - E. Why Trane is Best Qualified 13
 - F. When We Can Begin Work and Any Foreseen Difficulties 13
- 4. Minimum Qualifications 15**
 - A. Three Clients 15
 - B. Office Locations..... 16
- 5. Global Statement of Experience and Qualifications 17**
- 6. Specific Experience and Qualifications21**
 - A. Management Strategies and Approach21
 - B. Criteria Used for Assessments22
 - C. Planning Knowledge and Methods22
 - D. Contract Structures23
 - E. Design Capabilities.....24
 - F. Training and Maintenance25
 - G. Project Financing and Funding.....26
 - H. Knowledge of Working with Local Agency Projects29
 - K. Government Code Sections 4217.10 through 4217.1830
 - L. Trane Version of the ESCO process35
 - M. Two California ESCO Public Sector Contracts37



2. Transmittal Letter

Shall include the legal name of the agency or organization submitting a response, business address, name, title, address (mailing and physical), email address, and telephone number of person(s). The letter shall be signed by a principal or officer authorized to make commitments on behalf of the business.

September 30, 2020

Alyssa Gordon
Hidden Valley Lake Community Services District
19400 Hartman Road
Hidden Valley Lake, CA 95467

RE: RFQ for Resilience Related Energy Services

Dear Ms. Gordon and Selection Committee:

Trane U.S. Inc. is pleased to submit the enclosed qualifications to Hidden Valley Lake Community Services District for the Resilience RFQ. This proposal will demonstrate that Trane has the technical qualifications, highly experienced local team, and strong backing of a global \$13 billion corporation to fully support your project.

Our goal for a program like this is to **partner** with a customer in order to find the best possible combination of improvement measures to meet their needs. In responding to this RFQ, we are detailing the objective capabilities of our team that demonstrate why Trane is the best choice for Hidden Valley Lake CSD in this journey of discovery.

Our company has been helping customers keep their facilities comfortable and cost-effective since 1913. For decades, we have also been offering comprehensive energy solutions that align with this solicitation. Thank you for your consideration in reviewing our response to this RFQ. We look forward to discussing your needs in detail and being selected as your energy partner for this new initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Wax", with a long horizontal flourish extending to the right.

Rob Wax, C.E.M.
Regional Director - Comprehensive Solutions
Trane Pacific Southwest Region
4145 Delmar Road
Rocklin, CA 95677
(480) 286-6974
Rob.Wax@trane.com

A handwritten signature in black ink, appearing to read "Michael S. Day", with a long horizontal flourish extending to the right.

Michael S. Day
Advanced Energy Program Development
Trane Technologies
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Michael.day@trane.com

When combined with the energy savings from a traditional energy efficiency approach, the total combined economic benefit of both energy bill savings and new revenue is usually far better for a local government than relying on electric energy savings alone.

A. Understanding Your Needs

Hidden Valley Lake CSD is an interesting and potentially unique location in which to design a Resilience-focused Energy Project. Part of that stems from the nature of the CSD structure itself, being a form of local government but not necessarily possessing all of the tools available to a recognized city or town. Part of this is the unique relationship between the District and the Hidden Valley Lake Homeowner's Association. The interaction between the District and the Association across multiple different areas (division of responsibilities, land ownership, right-of-way issues, etc.) makes designing an optimal project more complex than it would be in a traditional municipal government, but not impossible by any means.

Another way to frame the need to truly understand the needs of the District would be to understand what has not gone right in the past as a potential constraint. For example, a solar PV project that relies entirely upon electric bill savings based on PG&E rates might provide a higher initial return, but would expose the District to risk that those savings could vanish in the future with rate changes. Conversely, a contract where payments are guaranteed over the life of the agreement may pay less, but be more appealing to the District due to past negative experience. Finally, understanding the needs of the District also means understanding both the current financial constraints of the budget and the history of what has happened in the District when rates have been raised.

From a technical perspective, our goal would be to design a self-funding, guaranteed, comprehensive energy project to ensure that the critical functions of the District can continue in operation – even in the case of rolling blackouts, storm-induced power losses, or Public Safety Power Shutoffs. This would entail seeking to provide backup energy storage for the District's wells, water treatment, and booster pumps on the *potable water* side, and lift stations and treatment facility on the *wastewater* side.

Even accounting for the presence of high-value incentive programs such as the Self Generation Incentive Program Equity Resilience Budget (SGIP ERB), it is unlikely that the energy storage measures required to provide increased resilience will be able to fund themselves in an entirely reliable method. This is particularly true given that **the entire SGIP ERB budget for PG&E appears to have been fully subscribed in record time (Effectively closed to new applications as of the week of September 21st 2020), eliminating ERB as a funding source for the foreseeable future.** Therefore, in order to cover the marginal debt service shortfall needed to pay for these resilience measures, Trane would seek to complete additional energy projects. These other energy projects would provide the surplus cash flow to cover the shortfall of the energy storage installations, as well as add positive cash flow to your budget.

for any given idea is what defines the most important part of the discovery process in ESCO contracting: coming up with ideas is the easy part, having the specialized team knowledge to figure out which ideas will work is the key to long-term success.

B. Scope of Services, Objectives, and Intended Results

C. Expenditure Requirements

D. Contractually Binding Financial Obligations

Trane proposes a full scope of resilience-related Energy Service Contracting work. A general description of the Process, Expenditures, and Binding Obligations on the District is outlined below.

Survey, Analysis, and Evaluation (Preliminary Review)

Trane will complete a comprehensive survey of all resilience, general energy, and potential Capital Improvement projects to understand the broadest possible range of opportunities available to the District. Working closely with District leadership, staff and Board representatives (as appropriate), we will craft a proposal package that meets your needs to increase resilience, while balancing this against the desire to also accomplish Capital Improvement projects. Preferentially, this package also would provide a **guaranteed positive cash flow** to the budget of Hidden Valley Lake CSD.

As is normally part of the ESCO process, this Preliminary Review phase of the project will be completed by Trane on a speculative basis. All costs associated with this phase will be borne by Trane, and the District is under no contractual obligation to proceed. The output of this phase will likely be in two parts: a Preliminary Report and an offer (or offers) to proceed.

The Preliminary Report will be a formal report to the District of Trane's findings and recommendations. This will include the various technical measures being suggested, the anticipated cost, and the financial impacts. Financial impacts analyzed and listed on a Proforma for a given package typically include estimated energy bill savings, available incentives, avoided Capital Improvement costs, payments from third-party entities, and debt service. A particular emphasis will be placed on choosing program elements where the principal economic benefits can be guaranteed, **reducing future risk to the District.**

Depending upon the measures being considered and the opinion of the District, it may also prove advantageous to conduct an educational workshop prior to finalization of any package or formal offer being presented to the District. This interactive process would allow general concept ideas to be presented in advance, and direct input to be received prior to the package being finalized. In addition to improving the project scope and aligning it ever closer with the needs and priorities of the District, it also ensures that any potential concerns are addressed in the package prior to the offer being made.



The offer (or offers) to proceed are contractual documents that authorize Trane to enter into the subsequent Detailed Design phase. There may be more than one separate offer if the program elements can best operate on different timelines. For example, consider a situation where detailed design on a major civil works element will take 18 months to complete, but an SGIP ERB application needs to be filed within 2 weeks in order to secure some new funds. In such a case, an initial offer covering only the SGIP ERB portion could be separated from the other portions of the overall program in order to meet required incentive timelines.

Detailed Design

Should the District elect to proceed to the Detailed Design phase on any given package of measures, Trane will begin the process of finalizing the chosen package. Generally, this involves:

- Completing engineering
- Developing plan sets
- Applying for required permits or easements
- Completing any required studies
- Acquiring subcontractor and material supplier bids
- All other actions needed to get to a final price and agreement

As with the preceding phase, **Trane bears all costs during the Detailed Design phase.** Depending on the type of measures in a given package, the length of the development cycle, and other package specific considerations, Detailed Design offers typically fall into one of two basic formats: Letter of Commitment or Conditional Contract.

Under a **Letter of Commitment** format, Trane would develop the proposed project package at risk and deliver a final offer to the District. Prior to entering into the Detailed Design phase, we would document the measures to be implemented, the estimated first cost, and the resulting anticipated beneficial financial impacts of the project. Should the final project prove to be unable to meet the defined financial performance, the District can terminate the project at no cost or obligation.

If, however, Trane makes a final offer to the District that meets the goals stated at the commencement of Detailed Design, and the District then fails to execute the offered contract, the District would then be liable for a termination fee to defray costs expended by Trane during the Detailed Design phase. The District is only liable for this termination fee in a situation where it has agreed to move forward with a Letter of Commitment, Trane has met the previously agreed to financial target, and the District then fails to proceed with the final contract. Trane will include a maximum not-to-exceed value for the termination fee at the time that it offers the Letter of Commitment to the District.

The second form of agreement that can cover the Detailed Design phase is a Conditional Contract. **A Conditional Contract** is typically offered on larger and more complex projects that involve significant negotiations with third parties. For example, if a large renewable energy and

energy storage project were financially dependent upon sale of wholesale electric grid impacts to a third party, a Conditional Contract gives Trane the standing needed to enter in to those negotiations.

A Conditional Contract is similar in many ways to a Letter of Commitment. Under a Conditional Contract, the measures are defined in advance, as are first-cost and financial benefits to the District. It is also similar in that **Trane bears all of the financial risk for developing the project**, and the District makes no expenditures. A Conditional Contract is different because it involves several assumptions regarding the ability to secure important agreements such as interconnection rights, land rights, easements, etc. Should these “Conditions Precedent” prove to be an insurmountable or economically prohibitive barrier, Trane can cancel the agreement at no cost to itself or the District.

Implementation / Construction

Once a final agreement is reached, the project transitions to implementation. Implementation involves mobilization, project management, construction, commissioning, and close out. Depending on the specific measures implemented, there also may be a significant training component for the District’s operations staff. For example, if a SCADA system upgrade at the wastewater treatment plant is included in the project, training on the SCADA system would undoubtedly be part of the project deliverables.

Under the Trane ESCO model, all project functions are funded by the financing package arranged as part of the final offer. Trane would make periodic draws against the arranged finance vehicle as the project reaches certain defined project milestones. With certain relatively rare exceptions, there are no expenditures required by the District during this phase. For very large projects that involve significant District staff time, there also can be reimbursement payments to the District from the finance vehicle, particularly under a Public/Private Partnership.

Post-Installation Operation

The cost to the District and involvement of staff in post-installation maintenance are highly dependent on the specific measures selected and installed, as well as the baseline activities already being undertaken. As an example, **a new anaerobic digester** with gas capture and peaker plant operation would be a new process added to the scope of the staff at the plant, and the additional time would need to be accounted for. **A battery pack at a lift station** could have effectively no additional staff cost to the District, while the rollout of **Advanced Metering Infrastructure** could actually reduce manpower costs and needs.

Additionally, some of the larger potential projects that could prove effective for Hidden Valley Lake may be best structured as a **Public/Private Partnership**, with day-to-day operations being entirely handled by Private Partner staff.



5. Global Statement of Experience and Qualifications

Description of the nature of the respondent's present work and how that could relate to potential measures to adopt in a project with the District. Include evidence of any special licensing or qualifications required to perform the specific measures that may be considered.

History of Trane

For more than a century, Trane has been synonymous with technology that maximizes the comfort and energy efficiency of commercial buildings.

Founded in **1913**, the company quickly expanded from a heating systems manufacturer to an air conditioning pioneer. Trane entered the building automation system market in **1978** and was the first to offer integrated controls for all of its products.

We significantly broadened our HVAC and controls system expertise in **1995** by offering a comprehensive range of energy services. Since then, Trane has implemented thousands of facility upgrade initiatives for clients throughout North America. Actual savings from our performance contracting projects exceed the guaranteed amount more than 99% of the time – and these extra savings flow directly to our customers.

Our engineers, project managers and other professionals are well-versed in all traditional energy and water conservation measures, as well as renewable solutions that can help minimize the impact of unstable fossil fuel prices. In addition to reducing costs, we improve the reliability or expand the capability of your existing infrastructure and building systems.

We can also help optimize energy supply contracts and power generation assets for large organizations. And, we support our customers for life through expert maintenance services and HVAC parts support.

NAESCO Accreditation

Trane earned accreditation as an Energy Services Company (ESCO) in 2004 from the National Association of Energy Services Companies (NAESCO) and has retained accreditation every year since then. NAESCO has determined that Trane provides its customers with demonstrated competency and accepted industry practices proven to deliver successful projects. This is a testament to our core competencies in all energy-related technical and business disciplines.



FACT

Trane is a valued member of OMNIA Partners - Public Sector, the nation's largest and most experienced cooperative purchasing organization.

By taking advantage of this contracting vehicle, you will leverage the purchasing power of over 90,000 public agencies and non-profit organizations.

US DOE Qualified

Trane is a qualified U.S. Department of Energy ESCO. We have managed energy services performance contracting (ESPC) programs for several federal government agencies, including the Department of Energy, Department of State, Navy, Army, Air Force, and the General Services Administration. Trane's Federal ESPC portfolio includes \$641 million in DOE ESPC projects. We are delivering more than \$47 million in annual guaranteed savings – \$882 million in guaranteed savings over the life of all 22 contracts.



Under the scope of these projects, **we have saved the federal government more than 1.9 trillion BTU/year in energy**, with an average reduction of 30.4% from the baseline. Our projects have received multiple awards, including the Federal Energy Management Program Award of the Year and the Presidential Award for Leadership in Federal Energy Management.

Other Industry Participation

Trane is well represented in the majority of professional organizations within the heating, ventilation and air conditioning (HVAC) industry. ASHRAE, BOMA, IFMA and ASME are among the prominent organizations in which Trane maintains a leadership position in promoting and developing quality standards. We are also active participants in the U.S. Green Building Council and the U.S. Environmental Protection Agency's Energy Star program.

Business Intelligence Group Award

The Business Intelligence Group recognized Trane for its sustainability leadership and unique role in mitigating the risks of climate change. Trane earned the organization's **2019 Green Company of the Year** honor in the Manufacturing and Technology category.



Strong Corporate Support

Trane Technologies (NYSE: TT) is a global climate innovator with over \$13 billion in annual revenue. We offer a wide range of products and services known for high-performance efficiency and sustainability. These prominent brands include Thermo King and Trane, and a host of other category-leading brands.

By working together across these business areas and learning from each other, Trane is able to bring fresh thinking to our customers and advance the conversation on sustainability. Together, our impact is magnified.



6. Specific Experience and Qualifications

Discuss your approach to resilience related energy contracting projects in California:

- a) Management strategies and approach to projects.*
- b) Objective and subjective criteria used for assessments.*
- c) Knowledge and methods used in planning, including CEQA or other regulatory regimes*
- d) Contract structures appropriate to conceived measures*
- e) Design capabilities, including unique and/or sustainable design approaches*
- f) Training for District staff and/or outside maintenance approaches*
- g) Experience specifically with financing and funding of energy projects*
- h) Include your knowledge of working with local agency implemented or sponsored projects.*
- k) Past experience with energy contracting under Government Code Sections 4217.10 through 4217.18 and how they may apply or be used for this project.*
- l) Provide an outline of your version of the ESCO process and;*
- m) Provide two examples of ESCO contracts and/or agreements you have entered into with public sector clients within the last five (5) years in California.*

A. Management Strategies and Approach

The Trane Comprehensive Solutions Management approach to any energy project can be best characterized by four words: holistic, comprehensive, tailored, and interactive.

Holistic means that we explore the entirety of what a customer is trying to accomplish. For example, instead of simply suggesting battery storage to increase resiliency, we probe to understand if there are opportunities elsewhere within the organization that could provide additional benefits.

Comprehensive is related to holistic, but goes a step further. Why just try to solve one problem when, with a bit more work, you can deliver a solution that solves many problems at the same time?

Tailored in this case means a package of improvement measures developed specifically for a given situation. Too often, ESCOs try to make their own lives easier by attempting to force an “off-the-rack,” prepackaged solution onto a customer, whether the solution fits their needs or not. This does not serve the customer well in the long run.

Interactive describes how all of this occurs. Interaction with the customer’s team is the communication process that gives our analysis and development team an in-depth



- Surveying
- Air quality permitting
- Federal Energy Regulatory Commission approvals

Our approach in each of these areas is to use the right professional in a specific specialty area, whether that is a member of our own highly talented development staff or our accomplished outside consultants.

An important point to note is that, while the costs associated with specialty consulting may be considerable – and the project development cycle on a major project can easily be longer than a year – **all required consulting costs are covered by Trane during the development phase.** If the project moves forward, the costs are included in the overall project costs. If the project is deemed infeasible and does not move forward, the risk is entirely on Trane.

D. Contract Structures

Trane Comprehensive Solutions offers a broad range of contract structures and associated finance options. This allows our proposals to be tailored to the needs of each opportunity. A non-exhaustive list of examples includes:

1. **Direct Contract.** Where a customer has available funds, the final energy project package can be contracted for directly, with or without a performance guarantee. Piggyback contracts and cooperative purchasing plans can fall into this category, as well.
2. **No/Low-Interest Loan.** Depending upon the improvement measures selected, various no/low-interest finance products are available. Examples include PG&E On-Bill Finance, US Department of Agriculture Rural Water/Wastewater finance, and California Energy Commission Energy Conservation Assistance Account (ECAA) Loan. These programs have attractive rates, which serves to improve cash flow. Although they usually come with significant constraints in areas such as applicability, availability and size, they can often form an important part of an integrated and optimal package of finance products.
3. **Tax-Exempt Municipal Lease.** Tax-Exempt Municipal Leases take advantage of the benefits of exemption on interest income to offer competitive financial vehicles
4. **Power Purchase Agreement (PPA).** A PPA is an agreement by one party to buy some or all of the output of an energy asset owned by another party. PPA usage in the past was focused on sale of electricity from Solar PV installations to customers, but rate structure changes have made those types of projects much less attractive. PPAs can still be valuable parts of larger Advanced Energy Projects, particularly when combined with energy storage.
5. **Public-Private Partnership.** A P3 is a contract structure that involves both public and private party investment in the same project. Public sector clients cannot make use of

F. Training and Maintenance

Staff Training

Several Training Options

Trane offers a variety of training programs to choose from, and are closely tied to the specific measures selected for construction. These can be conducted at your location, at a nearby Trane office, at our national training centers, or through training manuals. We can include any combination of these resources, depending on your preference. This project includes on-site training; the other training options below are available for an additional cost.

Select the Training Method That Works for You



On-Site Training
(your facilities)



Office Training
(Trane local office)



Trane University
(factory training)



Air Conditioning
Clinics *(manuals)*

Our course instructors have strong controls and HVAC service backgrounds. They draw on the expertise of Trane applications engineers, product engineers, technical support engineers and product development teams to provide the best training possible.

On-Site Training: This training is designed around applications specific to your facilities.

Office Training: Trane has the ability to customize training for your employees at our offices. This includes the material covered in our Trane University

Trane University: If HVAC equipment is part of the package, Trane University offers Building Systems and Controls training in St. Paul, MN and Technical Service training in La Crosse, WI may be part of the training program.



Trane University is accredited by the International Association for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU



Operating, Capital or Municipal Leases

Tax Exempt Lease Purchase (TELP) is a standard form of financing for public entities and likely the most effective way of financing for tax-exempt entities. The funds for the project implementation come from a third-party financial institution that will pay Trane to implement the scope of the developed project. The client will then make monthly debt service payments back to the financial institution over the contracted term.

This form of financing generally offers the lowest interest rate due to the public entity's tax-exempt status:

- Most common lease arrangement by state and local government agencies
- Allows a public organization to pay for energy upgrades by using money that is already set aside in its annual utility budget
- This type of financing makes it possible for public sector agencies to draw on dollars to be saved in future utility bills to pay for new, energy-efficient equipment and related services today
- Annual construction loan payments should never exceed annual guaranteed savings
- Construction financing to be provided by the ESCO/Finance Partner with minimal effort on your part
- You will authorize the payment draws to the ESCO
- Presumes that the public sector organization will own the assets after the lease term expires.
- Interest rates are appreciably lower than those on a taxable commercial lease-purchase agreement because the interest paid is exempt from federal income tax for public sector organizations
- The financing terms for lease-purchase agreements are typically 5-20 years

Reallocation of Capital Improvement Budgets

It is sometimes advantageous to use a finance vehicle developed for a large energy project to pull through a separate but desired Capital Improvement project. Large energy projects often have more attractive terms than can be gained for small capital improvement initiatives. This type of financing allows you to leverage the cash flow and available funding from an Advanced Energy project for greater long-term benefit to your organization.

Power Purchase Agreement (PPA)

A PPA is typically used for renewable technologies or energy-generating infrastructure. This structure is generally considered off-balance sheet and is not debt for the end user. In this structure, Trane would install the renewable, micro-grid, or energy-generating assets and create a long-term contract with the public agency to purchase the power generated by the



H. Knowledge of Working with Local Agency Projects

Trane Comprehensive Solutions has a long history of working with local agency sponsored projects or programs that share many of the same characteristics. From 2006-2019, Trane operated Energy Efficiency and Energy Storage programs on behalf of Investor Owned Utilities like PG&E and Southern California Edison.

Trane regularly interacts with the Community Choice Aggregators that are rapidly changing the electric markets in California. These new market participants open numerous opportunities to sell the grid impacts of Advanced Energy Projects.

Trane has also had a long and fruitful relationship with the RCRC (Representatives of California's Rural Counties) organization. This organization not only provides support for California's rural communities, but can also provide a key component of any finance package.

Finally, Trane has been selected through a competitive selection process to be a provider to the OMNIA Partners local government cooperative (formerly US Communities).

Overall, Trane's knowledge of and participation in various different local agency projects and programs is yet another way of finding opportunities to optimize a solution for our customers.

L. Trane Version of the ESCO process

Because energy performance contracting projects have a high degree of complexity, we have developed a streamlined process that encourages customer collaboration at every stage – thereby avoiding surprises down the road. **Together, we will make decisions regarding all improvement measures**, how they will be financed, which products and systems will be implemented, and how the results will be measured and reported for the duration of the contract.

The table below illustrates Trane’s step-by-step approach to developing, implementing and supporting a performance contracting program:

Performance Contracting Services



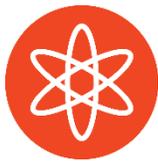
Preliminary Audit

The Preliminary Audit will give our engineers a good indication of the potential for facility improvements and the savings they are likely to generate. These will be subjected to greater scrutiny in the Investment Grade Audit phase.



Investment Grade Audit

Once a potential list of improvements is identified, a more detailed audit – called an Investment Grade Audit – will determine which measures best fit the project’s financial payback criteria, and which ones should be postponed for future consideration.



Selection of Energy Conservation Measures (ECMs)

Our engineers have a wealth of experience designing and developing energy and water conservation measures, renewable energy and other technologies, IT infrastructure, fleet management and many others. Together, we will select the ECMs that meet your financial and operational criteria.



Project Financing

Trane works with strong lenders who understand performance contracting and can obtain the lowest interest rates and most advantageous loan terms. We can help customers secure grants, rebates and other forms of alternative funding for major energy projects.



Installation of ECMs

You will approve all new equipment, systems and subcontractors long before we mobilize our construction team. We are very experienced in making sure that our installation activities have minimal impact on your day-to-day operations.



Training Your Staff

As soon as the final improvement measures are selected, we begin working with your operations management team to structure a training program that will allow your staff to effectively operate the new equipment. We also offer skills enhancement training in other areas, if desired.



Commissioning of Systems and Equipment

Together, we will develop a commissioning plan that will ensure all new systems and equipment are performing as designed. Trane can utilize an in-house or a third-party commissioning agent.



Turnover to Owner

Once the commissioning process is completed to your satisfaction, Trane receives a signed certification of completion. Our team will then deliver Operations and Maintenance manuals for the new systems and equipment.



Measuring the Project's Results

After making a large investment in a wide range of facility improvements, you will want assurance that they are delivering the expected savings. Our measurement and verification (M&V) process is transparent and agreed upon during the ECM development phase.



Reporting the Actual Savings

Our engineers take periodic measurements of the equipment performance and issue quarterly reports, comparing the actual savings to the guaranteed amount. These figures are reconciled annually. Any excess savings are yours to keep. If actual savings fall short of the guarantee for that year, we will write a check for the difference or provide equivalent services or products.

Maintenance of Equipment



Regular maintenance must be provided on new equipment as long as the performance guarantee is in place. This service can be provided by your staff, by Trane or by a third-party firm. Trane offers one of the HVAC industry's largest and most experienced force of service technicians, who know how to optimize the performance of facility equipment from most manufacturers.

Additional Support



Our local offices are fully staffed to provide ongoing support for additional HVAC, building automation and control systems, as well as parts and other services that you identify. We are also able to provide a wide range of energy and operational consulting services.

M. Two California ESCO Public Sector Contracts

Please see the following pages for two sample contracts – one with a California municipality and one with a California school district. Customer-sensitive information and costs have been redacted from the contracts, per our confidentiality agreements with these customers.



CA Contractor's License: #1054171
CA Contractor's License: #646794

REQUEST FOR QUALIFICATIONS – Resilience RFQ

Hidden Valley Lake Community Services District



PROPOSAL

siteologiq.com

1604 Airport Boulevard
Santa Rosa, California 95403

September 30th, 2020

John J. Burdette III, CEM, CDSM, LEED AP
Mobile: 530.368.7886
Email: john.burdette@siteologiq.com



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This proposal, in whole or in part, is to be used only for evaluation purposes. If the proposer is accepted and a contract entered into then, to the extent, federal or state law requires disclosure, advance notice to SiteLogIQ is requested with the right to oppose or seek to narrow the disclosure. The data is subject to this restriction is contained in all sheets marked, "Use or disclosure of data contained on this sheet is subject to restriction on the title page of this proposal or quotation."

SiteLogIQ is not a municipal financial advisor and cannot give advice with respect to municipal securities or municipal financial products. This information is provided for educational purposes about the possible financing options and is not the provision of advice, or a recommendation to pursue, any financing option. Consult with your municipal financial advisor or financial advisor about the financing option appropriate for your situation.

SiteLogIQ can provide information to your municipal financial advisor about the hypothetical assumptions and educational scenarios used in these materials.

Table of Contents

Executive Summary.....	1
Minimum Qualifications.....	8
Global Statement of Experience & Qualifications	15
Litigation Disclosure, Conflict of Interest, Safety Record.....	24
Savings / Measurement & Verification	245
Specific Experience & Qualifications.....	239
Additional Information	31
Fee Proposal	33

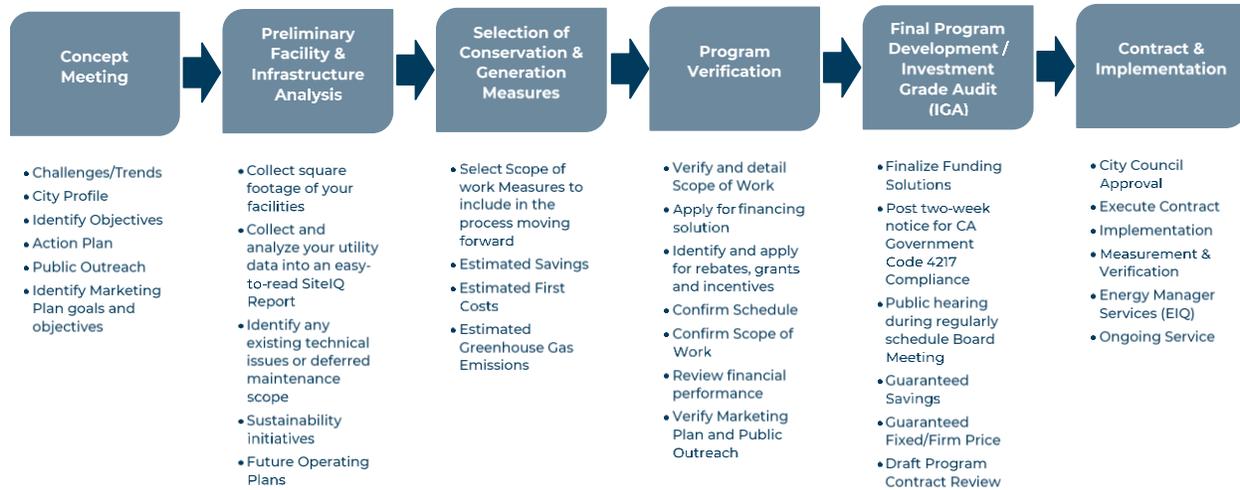
Executive Summary

SitelogIQ is very excited about the opportunity to work with the Hidden Valley Lake Community Services District. SitelogIQ meets and exceeds the Minimum Qualifications as set forth in the RFQ. As you will see in our response, we are very experienced in Energy Conservation and Resilience Projects. We have implemented hundreds of Energy Performance Contracts throughout the State of California and across the country. With PG&E Public Safety Power Shut Off (PSPS) Events becoming the new normal and wild fires threatening our communities, many of our clients have requested that we add resilience solutions to our **self-funding energy programs** that we are developing for them.

After attending the Non-Mandatory call for this project, it seemed that many of the typical measures that we are doing for our other district clients would also apply to yours. As you will see in our Preliminary Analysis section to follow, we will review all the Energy Efficiency (EE) measures first to reduce your district's energy consumption, then we will evaluate Demand Response (DR) measures to shift, curtail or store energy, then we will size the generation and storage systems last to ensure the highest Return on Investment for your district. Most of the systems that I heard on the telephone are very typical for a district your size. We will look specifically at your Water and Wastewater Treatment Facilities and systems including but not limited to your lift stations, your ground water wells and distribution systems. **We also think there is a huge opportunity in upgrading your water meters throughout the district to an AMR or AMI system.** This will help your district reduce water loss and bypass, reduce your operating costs as well as increase revenues. There are also significant funding opportunities for these types of systems to help reduce first cost. One other statement caught my attention with respect to the elevation of your water storage tanks. **There may be an opportunity for pumped hydro systems here.** These types of systems pump and store water when electricity is in low demand and low cost. The district can then run the water back down via gravity to run a pressure reducing turbine and generate electricity. Depending on the pressures we can get, we might also be able to pressurize the fire suppression systems in your district, so they do not rely on power in the event of a wildfire. I personally used to run the Permanent Load Shifting (PLS) Program for PG&E years ago and am very experienced with these types of solutions.

The following is SitelogIQ's general approach to projects and anticipated approach under this program. We believe in having the customer involved at every step. Our Quality Control and Assurance Approach is adhered to at each stage to ensure high quality projects are installed to our client's satisfaction and to ensure guarantees are met. Our company has the resources and desire to start work at the district's earliest convenience.

OUR PROVEN FACILITY SOLUTIONS (FS) PROGRAM



Concept Meeting

The first step is to meet with the District to understand the District’s Vision and learn what challenges, the City is facing. We would want to meet with individual board members, the General Manager, the Finance Director and stakeholder in the community, if desired, to help identify a program that would meet the needs and goals of your District. In this meeting we will identify the marketing plan and community outreach goals and objectives.

Preliminary Analysis

The next step would be to conduct a Preliminary Analysis to obtain and review the most recent two to three years utility charges history (electric, natural gas, propane, diesel [if any] and water use). SitelogIQ will perform Energy Utilization Analysis (EUA) that will reveal utility rates structures, energy consumption trends and correlations with weather (heating and cooling degree days for the given geographical location), and other cyclical operational factors. We make this process easier for our clients than our competition because we have a program that allows us access to your energy data, with the District’s permission, to download the data directly from the utilities. We try to make the data collection process as easy and burden free as possible for your District’s Staff. We will also engage with your utility representatives early in the process to ensure that we follow early rules and regulations to secure all rebates and incentives that are offered.

The scope of this Preliminary Assessment includes the following:

- Utility Bill & Meter Audit
- Water Meters
- Well Pump Controls
- Well Pump VFD’s
- Irrigation
- Water Conservation in District owned facilities
- Solar Heating
- Backup Generators

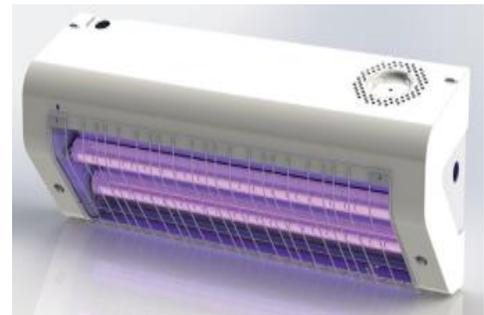
- Interior & Exterior Lighting
- HVAC Systems
- Solar & Battery Storage
- Street Lighting
- Traffic Control Lighting
- Micro Grid
- Pumped Hydro
- Smart District Controls
- Aeration
- Digester Gas

Common Energy / Water Conservation, Demand Response, Generation and Greenhouse Gas Reduction Measures for California Special Districts that Siteelogiq has extensive experience with.

<p>Facility & Infrastructure Controls System (BAS)</p> <ul style="list-style-type: none"> • Energy Dashboards with Analytics • New Building Controls Systems • Integrating Existing Controls Systems • Occupancy Control Systems • Control System Maintenance • Measurement & Verification Systems 	<p>Energy Education & Training</p> <ul style="list-style-type: none"> • Conservation Curriculum • Dedicated On-Site Resources • Energy Policy Development • Climate Action Planning (CAP) • Energy Kiosks • Energy Management Services 	<p>Building Envelope</p> <ul style="list-style-type: none"> • Window Replacements / Upgrades • Door Systems • Cool Roof Systems • Wall Insulations • Weather Stripping 	<p>Renewable & Non-Renewable Energy Generation & Storage</p> <ul style="list-style-type: none"> • Landfill Gas Capture • Solar Photovoltaic • Solar Thermal • Battery Storage • EV Charging Stations • Biogas Cogeneration • Geothermal • Wind Turbines • Pumped Hydro Solutions
<p>Lighting Systems</p> <ul style="list-style-type: none"> • Daylight Harvesting • Street Lighting • Traffic Lighting • Interior & Exterior Lighting Retrofits • Occupancy Sensors • Exit Sign LED Retrofits • Dimming Systems • Bi-Level Switching • Lighting Maintenance Services 	<p>Water / Wastewater Management</p> <ul style="list-style-type: none"> • Pumping Optimization • Irrigation Controls & Retrofit • Weather Based Irrigation Systems • AMR - Automated Meter Reading • AMI - Advanced Meter Infrastructure • Wastewater Treatment Upgrades • Waste Water Treatment Maintenance 	<p>HVAC Systems</p> <ul style="list-style-type: none"> • Central Utility Plants • Central Plant Optimization • HVAC Equipment Replacements • Variable Speed HVAC Controllers • Demand Control Ventilation • Piping System Retrofits • Air Handling System Retrofits • Waterside Economizers • Water Treatment Systems • HVAC System Maintenance 	<p>Other Systems & Services</p> <ul style="list-style-type: none"> • Smart City Technologies • Fire Alarm Systems • CCTV Security Systems • Intrusion Security Systems • Oil Recycling Programs • Computer Power Management • High Efficiency PC's • Vending Machine Controls • Power Factor Correction • Program & Construction Management • Master Planning

COVID-19 ENGINEERD INFECTION PROTECTION (EIP)

Our team also includes professionals to help integrate EIP solutions into our Energy Conservation, Generation and Storage programs. We have identified key technologies that can be integrated into your facilities and infrastructure to help combat and mitigate the spread of COVID-19 and other harmful viruses, bacteria, molds and pathogens.



Our Pathogen Mitigation Solutions

Areas we are now prepared to help you triage now:

- Humidification
- Filtration
- Ionization of Air
- Ultraviolet Germicidal
- Irradiation (UVGI) in HVAC Units
- UVGI in Upper Air Zones



These systems are relatively inexpensive to install, offer energy savings, and destroy airborne COVID-19! Who wouldn't want one of these installed where they work every day!

Review of Preliminary Analysis

Our team will come back to the District to review the findings developed by our team. Our team may identify a long menu of options for the District's review and consideration. We suggest that the District create a Special Committee, if one hasn't already been created, with a couple of board members, staff and maybe community members if desired. We will select the Energy Conservation Measures (ECM's), Demand Response Measures (DRM), Renewable Energy Generation (REG) and Energy Storage Measures (ESM's) that the District would like to move forward with in the Investment Grade Audit (IGA). The Preliminary Analysis will provide a detailed picture of your District's overall energy use, budget pricing for each measure with estimated savings and return on investment. During our workshop we will jointly determine the course of action that best meets the financial and performance goals for your District.

SitelogIQ is very familiar with the District's facilities and infrastructure. With the limited information that we have, we have identified millions of dollars of savings to be gained through strategic investments projects such as solar, battery storage, HVAC replacements, building envelope measures, sidewalk lighting and palm tree lighting, as well as lighting for the District Board chambers. We are very flexible with our solar designs and we have provided some concept solar designs for the District's review and consideration below.

Program Verification

Once the conservation measures have been selected by the District, our team will determine the final scope of work, pricing and funding structure. This may include detailed engineering, energy modeling, the creation of construction documents, financial cash flow projections, and a Guaranteed Lump Sum Fixed Price with NO Change Orders for the District.

We would then come back to the District and conduct a final workshop to review and approve our program offering. If changes need to be made, we make those changes and address any questions or concerns before going live onstage in front of the District Board. We would also verify the Marketing Plan and Public Outreach Plan at this time.

Community Outreach Programs

SitelogIQ will provide a host of communications and public relations support to promote community awareness, engagement and recognition of the District's strides toward sustainability. Our experienced national marketing team will be at the disposal of the District to help develop a compelling marketing program through various media types including but not limited to AP press releases, local news, short video production, handouts and flyers, attending District events, District Board meetings, and various public forums.

Final Program Development / Investment Grade Audit (IGA)

Once we have the scope of work clearly defined, we will finalize the program development by applying for the custom-tailored funding solution, apply for all rebates grants and incentives, work through our contract terms and conditions with the District's Attorney, post the two-week public notice as required by California Government Code 4217, and put the approval on the District Board Agenda during a regularly scheduled board meeting including a public hearing before asking the District's Board to pass a resolution approving the proposed Energy Savings Performance Contract (ESPC) or Guaranteed Energy Services Agreement (ESA).

This is where the financial obligation would be presented to the District based on the measures that were selected. SitelogIQ offers the most competitive design build and project development fees in the industry and we are typically less than 2% of total project cost!

Contract & Implementation

After the District's Board passes a resolution, the District can sign our contract and move forward with the project implementation. We will review the project schedule with your team to ensure we are all on the same page before moving forward. Our team will develop submittal packages for the District's review and approval before any equipment and materials are ordered to prevent errors. Our Program, Project and Construction Managers will oversee the implementation process to ensure that we minimize any disruptions to your District's normal operation.

Our team will work with all permitting agencies to ensure code compliance with our installations, work with the utility companies to prove that the conservation measures have been installed and are working as proposed.

Training of Site Personnel

After ECMs are installed and accepted, with commissioning complete (or as deemed necessary and/or practical throughout the commissioning process), SitealogIQ will provide O&M manuals to owner and relevant building personnel.

SitealogIQ will then coordinate staff training to ensure sustainability and optimal operation of the commissioned system. SitealogIQ's professional training staff, in conjunction with equipment manufacturer's personnel, as appropriate, will train all applicable employees in the operation, troubleshooting, and maintenance of each ECM. The training will include on-site instruction and practical application phases. On-site instruction will go into drawings of the systems and provide a background prior to dealing with the actual application. The practical application phase will include going to one or more locations in the facilities where the equipment under study is installed and giving hands-on training in the various modes of its operation. Maintenance manuals, as-built drawings, visual aids, and other training documents that will be customized for the specific ECM training will be provided. SitealogIQ will also ensure that it is being operated and maintained properly.

SitealogIQ will follow up regularly (as determined and agreed upon within Final Commissioning Report with subsequent training sessions) to allow building personnel to familiarize themselves with the equipment and gain a deeper understanding of the system. This will ensure that energy savings expectations are met without compromise of the occupant comfort and working efficiency.

Ongoing Training

Development of an ongoing maintenance and training plan will be approached as a joint venture in conjunction with building staff to ensure maximum clarity and transfer of best practices and system operation experience. Before implementing the plan, SitealogIQ will ask the owner or building manager to assess the skills of the maintenance staff in the various job disciplines. This will ensure that a plan is carefully and effectively constructed such that the skills of each of the maintenance staff is being used properly with respect to the operation of the commissioned system. Based on this evaluation, SitealogIQ and the building owner will formulate a long-term training program that best suits the needs of each staff member. The training may be a combination of on the job training at each respective location, as well as formal, off-site classroom instruction depending on the assigned role and skills of the staff member. Annual meetings will be held with District staff to review current systems, discuss and solve any pending issues and discuss future technological advances.

Closeout Report

Along with annual performance reports, SitelgoIQ will provide the District with a final report comparing baseline totals with guaranteed totals to show the project's impact. The District will also have the real time, Energy Management System (EIQ Dashboard), as illustrated on page 30 in this response to verify performance real time. There is a hyperlink that will take you to the live version of the City of Thousand Oaks EIQ Dashboard.

Post Implementation Services

SitelogIQ offers custom-tailored service plans based on the District's needs from full-comprehensive preventative maintenance service plans to minimal service plans that rely on your internal staff to do most of the heavy lifting. SitelogIQ will also provide energy management services to ensure the District realizes the proposed savings. A custom-tailored Dashboard will be provided to the District. This dashboard is used to transform the complex nature of Energy Management into a simple, easy to use graphical interface that can be shared with key staff, the District Board, community members and stakeholders.

Minimum Qualifications

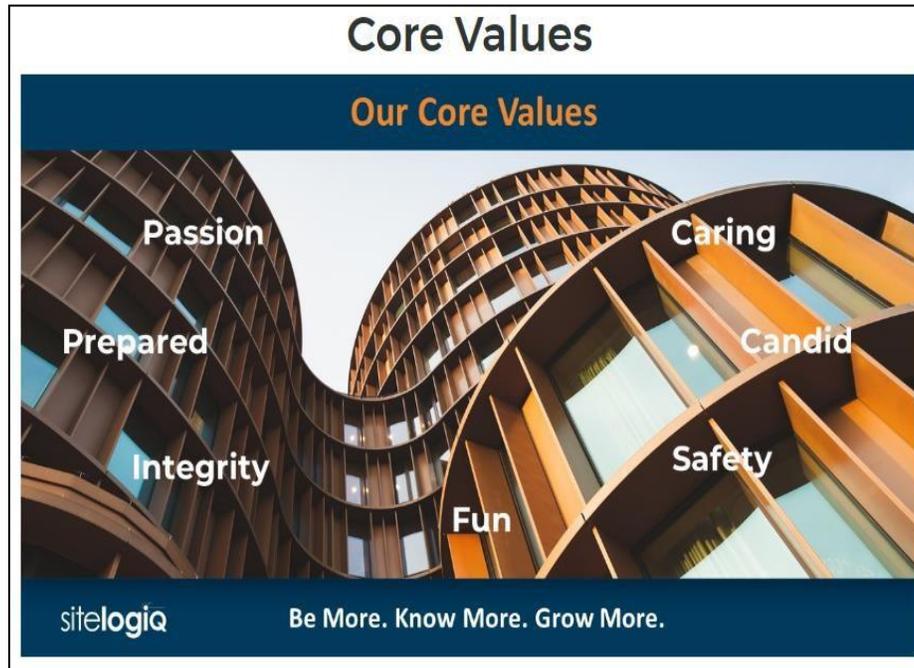
SitelogIQ Company History

SitelogIQ is owned by AEA Investors LP (“AEA”). AEA Investors LP, founded in 1968, is a pioneer in the private equity industry with an unparalleled global network of investors, business leaders and sector-focused industry professionals. AEA has over \$15 billion of assets under management in funds investing equity and debt in private middle market companies. Our business model has become so popular, we are now the largest privately held Energy Services Company (ESCO) in North America and have recently rebranded to SitelogIQ, pronounced (Site-Logic). We are one of the few remaining American-owned ESCO’s. We have over 600 employees with over half of them located here in California. We are growing at an extreme growth rate due to our unique business model which you will learn about more throughout this response. **We have over \$600 million per year in annual revenue, have zero debt, and have never fell short on any of our Guaranteed Energy Savings Performance Contracts.** (www.sitelgoiq.com)

SitelogIQ started off over 30 years ago as an HVAC Service Company and over the years has evolved into a nationwide, comprehensive energy solutions company! Due to the unique evolution of our company, we are now considered “**disrupters**” of the industry. Netflix changed the way people receive and watch television while saving the customer money. Amazon changed the way people purchase products through retail distribution while saving the customer money. SitelogIQ has also changed the way Comprehensive Energy Conservation, Renewable Energy Generation and Storage Programs are procured and implemented here in the State of California and across the entire nation. How you may ask? We **self-perform** most of the work with our in-house labor force, from Project Development, Program Finance Solutions, Engineering, Construction Management, Installation, Commissioning, and Post Construction Services, such as Preventative Maintenance, Staff Training, Community Outreach and Measurement & Verification. We eliminate the middlemen that our competition must hire for construction, resulting in a lower cost, better quality control and quicker speed to implementation to our clients for the same scope of work.

SitelogIQ is typically 15%-40% less cost than our competition who must subcontract most of the trades, therefore adding another level of overhead and profit to their pricing structure making them more expensive!

SitelogIQ has constructed over \$5 billion in infrastructure solutions at over 11,000 customer sites. Our integrated energy efficiency and renewable energy projects have saved customers over \$1 billion in energy and operational costs and continue saving money today. In the previous five years alone, SitelogIQ has audited, designed, engineered and implemented over \$842 million in energy conservation and energy generation projects.

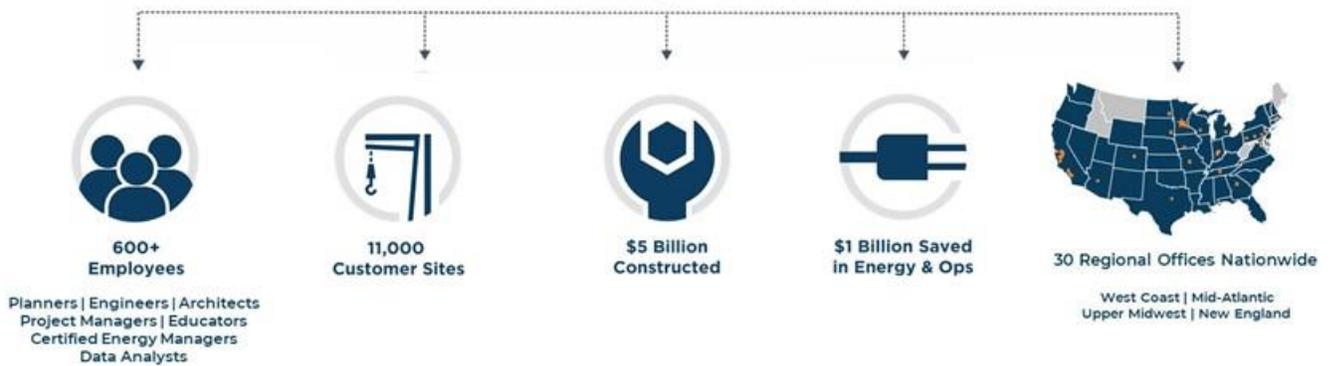


Our Mission

SitelogIQ is dedicated to delivering comprehensive facility solutions that support resiliency, future proofing, energy savings, operating efficiency and sustainability goals of our clients. While doing so, we also create healthy, comfortable, **safe environments** that promote productivity, reduced operating expenses, reduced carbon footprints, increased output and improved experiences. In these unprecedented times, we are integrating systems in our solutions recommendations that kill COVID-19 and help mitigate the risk our clients face when planning to reopen.

SitelogIQ has thirty (30) offices nationwide including ten (10) offices in California located strategically in the cities of Los Angeles, Ontario, Lake Forest, Temecula, Sacramento, **Santa Rosa**, Livermore, Los Gatos, San Luis Obispo and Fresno. We also have local representatives in **Ontario** that live only minutes from the Hidden Valley Lake Community Services District and can respond at a moment's notice to the District's needs. **John Burdette** is the Director of the State & Local Government Division for SitelogIQ and will provide his undivided attention to developing your program.

Delivering world-class energy and infrastructure solutions
for local governments and special districts



OUR CALIFORNIA PRESENCE



1. Our largest client base is in CA
2. Ten (10) offices in the state
3. Staffed by nearly 350 energy professionals, engineers and highly trained installation and service technicians



Site logiq has more service personnel in the State of California than all other Energy Services Companies (ESCO's) Combined!

SitelogIQ has more in-house, local resources than any of our competitors, streamlining the process and reducing costs for our customers. Many companies claim to have the most in-house resources, however, with our highly trained and skilled labor force, **no other company can beat our costs for the same scope of work.**



Provider Capabilities

	✓	✓	✓	✓	✓	✓
Traditional Providers						
Architects/ Engineers	✓					✓
Construction Managers		✓				✓
Energy Services Companies			✓			
Controls Companies			✓			
Maintenance Companies				✓		

SitelogIQ has two contractors’ licenses as we continue to integrate into one company. Our Lighting Division operates under License #1054171 and our Facility Solutions Division operates under License #646794. In order to provide the in-house labor advantage, we must hold a variety of specialty licenses as well as a valid General Engineering “A” and General Contracting “B” License. We hold the following, active, California State Contractors Licenses:

CA State License #646794	B, C-4, C-20, C-36, C-38, C-43
CA State License #1054171	A, B and C-10
Federal Tax ID:	68-0262819
Department of industrial Relations (DIR):	1000000166

SitelogIQ Government Solutions, LLC, a wholly owned SitelogIQ Company, is a United States Department of Energy (DOE) Qualified and Listed Energy Services Company (ESCO).



DEPARTMENT OF ENERGY'S QUALIFIED LIST OF
ENERGY SERVICE COMPANIES

SitelogIQ Government Solutions, LLC	Bob Griffin General Manager, Government Solutions	800 LaSalle Avenue Suite 1200 Minneapolis, MN 55402	P: 888-819-0041 F: 206-309-0853	E-mail: Bobbie.griffin@sitelogiq.com Website: www.sitelogiq.com
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SitelogIQ is also Certified with the National Association of Energy Services Companies (NAESCO)



SitelogIQ is a NAESCO Certified Energy Services Company also referred to as an ESCO. Confirmation of these credentials can be found on the NAESCO website on the link provided below.

Accredited Energy Service Companies (ESCO)

[SitelogIQ](#)

<https://www.naesco.org/accredited-companies>

Additional Associations & Recognition

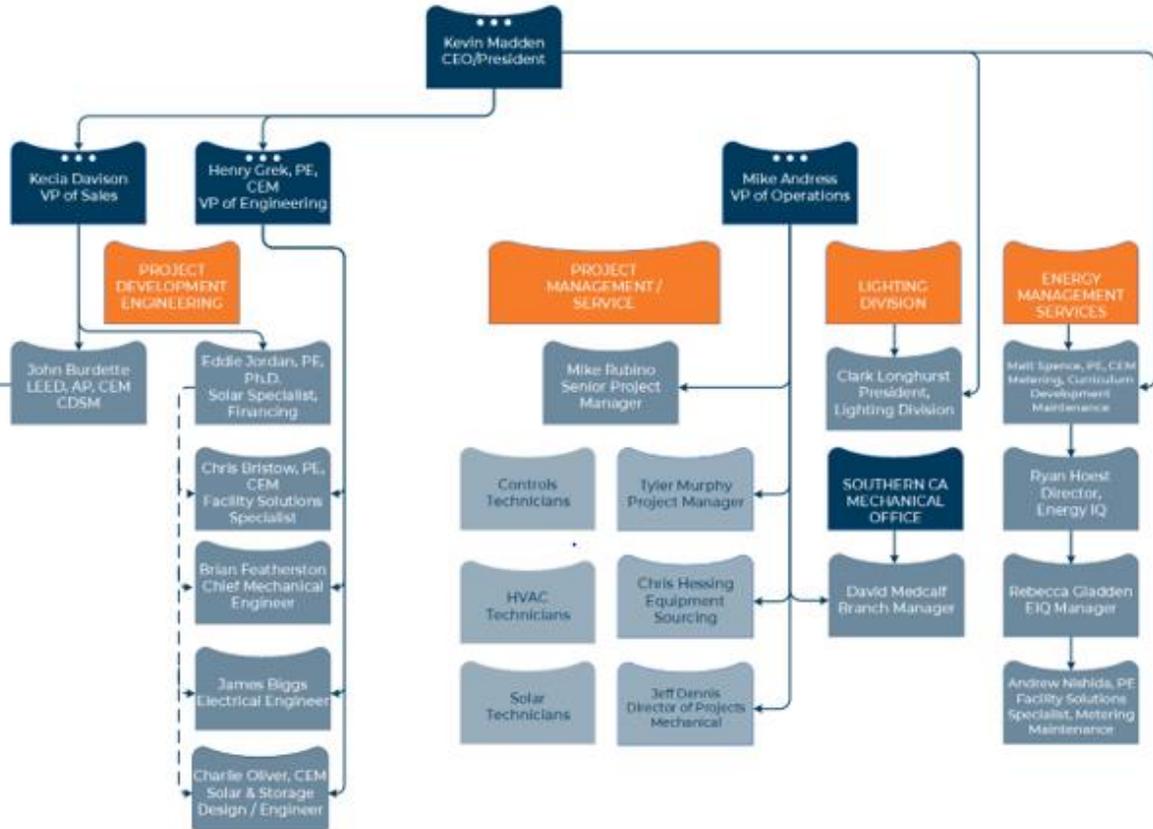
- National Association of Energy Services Company (NAESCO) Accreditation and Member of the Board of Directors
- California Energy Commission / California Department of Education Proposition 39 Energy Conservation Services – Extensive Experience with over 200 School District projects throughout California from 2013 – present.
- Southern California Edison Outstanding Achievement Award
- Mechanical Service Contractors of America (MSCA) – SitelogIQ was the first Contractor in California to receive the MSCA Green Star Certification
- Certificate of Commendation presented by Dianne Feinstein – Energy Star Partner of the Year
- California Society for Healthcare Engineers (CSHE)
- League of California Cities – Platinum Partner Award
- Controls Certification: Distech and Tridium Niagara
- Safety recognition from the Northern California Mechanical Contractors Association for the Safety Excellence Award as the "Lowest Recordable Incident Rate", the "Zero Injury Award" from SMACNA, the "Risk Control Award of Merit", "Outstanding Achievement in Safety"

Partial California Client List with Public Energy Projects in BOLD

<p>City of Parlier City of Thousand Oaks City of Roseville County of Amador Biola Community Services District City of Ontario City of Lincoln City of Anaheim Zone 7 Water Agency CSU - Sacramento City of Santa Ana CSU – Dominguez Hills Arizona Tile Atlantic Power Corp Bayfair Center Mall Bellemine College Prep Berkshire Properties Big Creek Elementary Bishop O'Dowd High School Bonsall Elementary Brawley Union High School District Bridge Property Management Bright Power Buttonwillow Elementary Calvin Christian School Camden Development, Inc. Campbell Union High School District Canon USA CBRE Central Union Elementary Chatom Elementary CHEP USA Chino Hills Ford Chowchilla High School District Christ Lutheran Elementary Coast USD Coleman University Commonwealth Audi Corning Union School District Coronado USD Cortland Partners Cotati-Rohnert Park USD Cott Bottling Cottonwood Charter Cutler-Orosi Joint USD Cuyama Joint USD Del Mar Pines Del Monte Delano Elementary Delhi USD</p>	<p>Dinuba USD Dover Elementary Dr Leads Dentistry Durham USD Edison Middle School Electrolux Empire Union Elementary Enterprise Rent-A-Car Equity Residential Properties Escondido Christian Essex Management Corp Exeter USD FedEx Foothills Christian High School Forks of Salmon Elementary Frito-Lay General Atomics General Mills Gonzales USD Goodyear Grain Craft, Inc. Greystar Gridley USD Griffis Residential Happy Camp Elementary Hilton Arden West Hitachi Hunter Industries Hyatt Aventine Imperial USD ING Irvine Company John Swett USD Jones Lang LaSalle Kearney Mesa Acura Keys to Learning Charter Keyes Union Elementary Kings Hawaiian Kings River Union Elementary Kingsburg Elementary Charter School District KIPP College Prep Kit Carson Union School District Klamath River School District Lammersville USD Lamont Elementary Laney College Lewis Apartment Communities Lexus Escondido Liberty Union High School District Lincoln Property Company</p>	<p>Little Shasta Elementary Lockheed Martin Longo Toyota Los Banos USD Lucerne Elementary Madera USD Manteca USD Maricopa USD Marin County High School Mariposa County USD Menifee Union School District Middletown USD Mojave USD Monson-Sultana School District Morgan Hill USD Morgan Hill, Charter School of Mountain Empire USD Mt. Shasta Union Elementary Nanosys Inc. Newman Crows Landing USD Newport Beach Lexus North San Diego Association of Realtors Oak Manor Elementary Oakland Airport Hilton Oakley Union Elementary O'Neil Data Onni Properties LLC Orangewood Elementary Pajaro USD Palm Springs Marriott Panama Buena Vista USD Paperwork Industries Patterson Joint USD Pell Development Penn Valley Union Elementary Penske Automotive Pepsi Bottling Group Pleasant Ridge Elementary Pleasant View Elementary Pottery Barn Poway USD Quaker Oats R&V Management Corp. Raintree Partners Redding School District Reef Sunset USD Rialto USD Richfield Elementary River Delta USD Riverbank USD & Language Academy</p>	<p>Robert Half International Rocklin USD Roseville City School District Round Valley USD Sacramento Double Tree by Hilton Saint Joseph Academy San Bruno USD San Diego Zoo San Lorenzo USD Santa Rosa Junior College Santa Sophia School Scripps Health Seiad Elementary Selma USD Sharp Community Medical Group Sierra Charter Sierra Montessori Academy Sierra Pacific Properties Siskiyou County Office of Education Sperry Commercial St Joseph High School Steelwave, LLC Sunstone Hotel Investors Sutter Home Terra Bella Union School District Tipton Elementary Trader Joe's Trane Corporation Traver Joint Elementary UCSF Neurosciences Institute Under Armour University of Phoenix Upper Lake Elementary Upper Lake High School District Walmart Stores, Inc. Weed Elementary Weed Union School District West Covina USD Western National Group Westin Company, The Wheatland School District White Cap Supply Williams USD Willits USD Willows USD Wilson's Creek Winery Windsor Property Management Wolff Company Yreka Union High School District</p>
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GLOBAL STATEMENT OF EXPERIENCE & QUALIFICATIONS

Hidden Valley Lake Community Services District Project Team	
Kevin Madden	CEO/President
PROJECT DEVELOPMENT ENGINEERING	
Kecia Davison	Vice President of Sales
John Burdette, LEED, AP, CEM, CDSM	Director of State & Local Government
Eddie Jordan, P.E., Ph.D.	Solar Specialist, Financing
Henry Grek, P.E., CEM, CDSM	Vice President of Engineering
Chris Bristow, P.E., CEM	Facility Solutions Specialist
Brian Featherston, P.E.	Chief Mechanical Engineer
James Biggs	Electrical Engineer
Charlie Oliver, LEED AP, CEM	Solar & Storage Design/Engineer
MECHANICAL & SERVICE	
Mike Andress, LEED	Vice President of Operations
Mike Rubino	Senior Project Manager
Tyler Murphy	Project Manager
Chris Hessing	Equipment Sourcing
Jeff Dennis	Director of Projects, Mechanical
LIGHTING	
Clark Longhurst	President, Lighting Division
SOUTHERN CA MECHANICAL OFFICE	
David Medcalf	Branch Manager
ENERGY MANAGEMENT SERVICES	
Matt Spence, P.E., CEM	Metering, Curriculum Development, Maintenance
Ryan Hoest	Director, Energy IQ
Rebecca Gladden	EIQ Manager
Andrew Nishida, P.E.	Facility Solutions Specialist, Metering Maintenance



Project Team & Management Structure

JOHN J. BURDETE III, CEM, CDSM, LEED AP

Background: Mr. Burdette has over 24 years of experience in developing comprehensive energy services solutions for the public sector. He holds a BS Interdisciplinary Engineering and Management (IE&M) degree from Clarkson University located in Potsdam, NY. His career started in Syracuse, NY working for United Technologies, Carrier Corporation, a world leader in HVAC, building controls and energy solutions. He has also led the energy solutions business for Ingersoll Rand, Trane here in California, and ABM. He has successfully managed development and implementation teams of over \$250 million dollars in energy conservation projects. He has multifaceted experience across many market sectors including but not limited to; Federal, State and Local Government, Prisons and Correctional Facilities, Hospitals, K-14 School Districts, Higher Education, Mission Critical Facilities, Biotech, and more. Mr. Burdette is a Certified Energy Manager (CEM), a Certified Demand Side Manager (CDSM), and a Leader in Energy & Environmental Design (LEED) accredited professional.

Responsibilities: Direct all activities with the respect to developing and implementing a turnkey solution for the City.

KEVIN MADDEN, CEO/PRESIDENT

Background: Kevin Madden is the President and Chief Executive Officer for SitelogIQ. He has been a global innovator in the energy services market for more than three decades and is recognized as a passionate leader that focuses on the people side to drive positive change.

Prior to joining SitelogIQ, he worked for Honeywell in various senior leadership roles, including the Vice President/General Manager, Managing Director of the Energy Services Group, which was responsible for delivering 5,000 energy savings performance contracts and \$4.8 billion in savings to their public sector clients.

He has been a recipient of several prestigious sales and leadership awards and has served as a visionary for creating customer-centric business transformations. Kevin is a highly sought-after inspirational speaker around topics that include sales, leadership and creating a positive culture. His philosophy is also noted in a variety of magazines and sales-related books.

Kevin earned his bachelor's degree from the University of Virginia, is a graduate of the Advanced Managers Program and Advanced Directors Program from Harvard University, and has served on several boards.

Responsibilities: Mr. Madden is responsible for coordinating all facets of the SitelogIQ Team throughout California and Nevada. He maintains and updates all process-related activities.

KECIA DAVISON, VICE PRESIDENT, SALES

Kecia Davison is a VP of Sales with a history of catalyzing more than \$500M in revenue in new energy, water, HVAC, and construction markets. Known as a tenacious do-er and natural coach, she teaches teams how to fish and how to navigate through the best fishing holes. With deep experience in the education, government, water district, utilities, industrial, and private sector markets, she drives profitability while reducing pursuit costs and cultivating peak performing teams.

This energy efficiency thought leader is a sought-after speaker at industry conferences and well-networked through the industry. She influences statewide market shifts via involvement in industry workgroups

Responsibilities: Ms. Davison is responsible for coordinating all facets of the SitelogIQ Team throughout California and Nevada. She maintains and updates all process-related activities.

MIKE ANDRESS, LEED, VICE PRESIDENT, OPERATIONS

Background: Mr. Andress is a solutions-oriented operations professional, with nearly 30 years' experience supporting energy conservation projects, retrofits and special systems construction projects. Mike's professional experience extends from engineering, project development, project management, operation management, service and sales management to executive operations management. Mike has led more than \$1B of Federal ESPC projects spanning 1998 through 2019 with customers including the Army, Airforce, Navy, GSA, Bureau of Prisons, HUD, Department of State, Veterans Administration, the US Mint as well as delivering projects in Public and Commercial and sector environments. Mike holds a BS in Mechanical Engineering, a Master of Business Administration in Finance. Mike holds a general, mechanical and electrical contractors license.

Responsibilities: Mr. Andress will be responsible for all California operations.

HENRY GREK, P.E., CEM VICE PRESIDENT, ENGINEERING

Background: Mr. Grek has over 20 years of experience in the design of HVAC systems, energy management projects, and performance contracting projects for the commercial, health care, institutional, and industrial facilities. He has received an MS Degree in Mechanical Engineering and BS Degree in Civil Engineering. Mr. Grek is a Registered Professional Engineer (PE) in the State of California, Certified Energy Manager (CEM), Senior Member of ASHRAE and Association of Energy Engineers, Atlanta, GA. His experience includes a broad variety of projects in the USA and Europe including work in the Chernobyl area after the nuclear disaster. He is skilled in HVAC systems efficiency enhancement, design-build projects, Title 24, renovation, and upgrade of existing facilities.

Responsibilities: Mr. Grek is responsible for engineering and development of a wide variety of HVAC and Facility Solutions projects. He is personally involved in engineering activities, design processes, evaluation and selection of the most cost effective and reliable technical solutions to satisfy customer requirements within their budget. Mr. Grek also leads all energy engineering efforts for the company.

MIKE RUBINO, FACILITY SOLUTIONS PROJECT MANAGER

Background: Mr. Rubino graduated from University of California, Santa Barbara in 2002 with a Bachelors' Degree in Economics. After graduation he studied Project Management at University of California, Davis. He began his career while still at UCSB working on K-12 modernization projects with a prominent general contractor in Silicon Valley. He has been a Project Manager with SitelogIQ for the past 10 years and has successfully managed more than 500 projects with budgets up to \$22M. Mike specializes in K-12 energy conservation and generation projects, has developed working relationships with not only school Superintendents, Facility Directors, City and County jurisdiction, but also architects and engineers throughout California. His strong leadership skills bring cohesiveness, clarity, and mutual sense of purpose to any multi-discipline team. Because of his dynamic and interactive style, Mike has the ability to deliver superior results on-time and within budget.

Responsibilities: Mr. Rubino is responsible for all Facility Solution projects. His key role is to bring the projects in on-time and on-budget. Mr. Rubino maintains the customer relationship that was established during the development process.

CHRIS BRISTOW, P.E., CEM, FACILITIES SOLUTIONS SPECIALIST

Background: Mr. Bristow has over 20 years of experience in school district modernization and energy services fields. He has worked with over 100 West Coast School Districts within California and Oregon on energy projects as well as lease-lease back agreements. Mr.

Mr. Bristow has been in the K-12 energy retrofit business since 1990, starting as a mechanical consulting engineer. He then moved into energy engineering, working both as a consultant to the California Energy Commission and directly for K-12 clients. Mr. Bristow has experience in all facets of K-12 facility energy retrofit and modernization projects. He has developed energy solutions for lighting, mechanical, HVAC and lighting control, cogeneration, photovoltaic power, water source (ground source) heat pump, vending machine, computer network, roofing, and window systems. He has also led the design-build modernization of school projects including restroom remodels, finishes, and other aspects.

Responsibilities: Mr. Bristow will be responsible for coordinating the project development team and interfacing with the Customer. He prepares contractual documents and works closely with the District to ensure all District requirements are met by Indoor Environmental Services. He is also available at all points during the project process to respond to any customer needs, questions or concerns.

MATT SPENCE, M.B.A, DIRECTOR OF SPECIAL PROGRAMS

Background: Mr. Spence is the Director of Special Programs at SitealogIQ. He has over 8 years of experience in account management, energy analysis and evaluation, and customer service. He holds a Bachelor of Science degree in Mechanical Engineering from Cal Poly in San Luis Obispo and is currently earning his Executive MBA from Sonoma State University. Prior to his current role, he was a Corporate Account Manager for the California’s largest utility, PG&E, managing the deregulated energy programs available to customers for gas and electricity. Matt also managed a customer portfolio of \$30 Million in revenues working with several School districts in Sonoma and Napa Counties including; Napa Unified, Petaluma City Schools, and St. Helena Unified as the primary PG&E point of contact. He assisted these customers with Energy Efficiency programs and implementing energy saving measures that saved customers over \$500 thousand per year in energy costs.

EDDIE JORDAN, P.E., Ph.D., SOLAR SPECIALIST, FINANCING

Background: Dr. Jordan is the Director of Project Development for the West Division. He has over 15 years of experience in developing and building energy efficiency and energy generation projects for federal, municipal, educational, healthcare, commercial, and industrial customers across the United States. He has a Ph.D. in both mechanical and aeronautical engineering from UC Davis and is a registered Professional Engineer (PE) in the State of California. Dr. Jordan is also a licensed General Contractor in California and 13 other states with extensive experience in the general construction and modernization of client facilities. Over the last 10 years he has led the development and construction of over 150 K-12 school facility improvement projects that included electrical, plumbing, mechanical, lighting, HVAC, solar, wind and cogeneration technologies for numerous School Districts.

Responsibilities: Dr. Jordan’s responsibilities include management and oversight of the development and construction of all facility improvement projects for our clients in the Western United States. For each of these projects, Dr. Jordan and his team conduct full energy audits, engineering feasibility studies, resource and needs assessments of the sites, facility planning, community outreach, cost estimates, plans and specifications, request for proposals, project management, construction management, quality control and assurance, commissioning and other engineering and construction services for the client.

BRIAN FEATHERSTON, P.E., SENIOR MECHANICAL ENGINEER

Background: Brian M. Featherston has been in the HVAC, plumbing and piping industry for the last 20 years. Mr. Featherston began working in the field as an industrial piping specialist in the Upper Sacramento Valley as he pursued a degree in Mechanical Engineering from California State University, Chico. Upon completion of his Bachelor of Science Degree he accepted a position in Sacramento with a prominent Mechanical Design- Build Company where he honed his skills and soon received his Professional Engineers License. He would later become license as a Professional Engineer in three states. Mr. Featherston has had the opportunity to work for three prominent Mechanical Design Build firms over the course of his career, each time acquiring additional experience and leadership skills.

Responsibilities: Plan, Design, and Manage full facility building mechanical design projects. Mr. Featherston is thoroughly involved in the project from preconstruction to final building commissioning. He works with each client personally to meet their requirements and expectations.

CHARLIE OLIVER, CEM, SOLAR & STORAGE DESIGN/ENGINEERING

Background: Mr. Oliver is the Senior Design Engineer of HVAC & Renewables at SitelogIQ. He has over 14 years of experience in engineering, energy analysis and evaluation, PV design and implementation, HVAC and customer service. He holds a Bachelor of Science degree in HVAC Engineering Technology from Ferris State University, Big Rapids, MI. Charlie is also a Certified Energy Manager he has versatile skillset and knowledge base for Energy Conservation projects. He has been with SitelogIQ since 2006, six years specifically devoted to solar project development, engineering and energy calculations on projects totaling over 50 MW with school districts across the State of California.

Responsibilities: Mr. Oliver is responsible for project development, engineering and estimating of Facility Solutions products and offerings, including PV Solar, Battery Energy Storage Systems (BESS), Lighting, HVAC and Energy Utility Analysis.

JAMES BIGGS, ELECTRICAL ENGINEER

Background: Mr. Biggs graduated from California Polytechnic State University with a Bachelor of Science in Electrical Engineering and has completed EE coursework in Power Systems, Power Electronics, Photovoltaic Systems Design, Sustainable Energy Conversion, Analog and Digital Electronics, Integrated Circuits, Technical Writing, Public Speaking/Communications, Basic Electronics Manufacturing.

James has designed systems including solar, advanced energy storage, and small wind technologies to maximize return on investment with available usage and utility cost information. He served as a major company's leading resource on federal and state regulations and incentives such as utility tariffs, net metering, and the Self Generation Incentive Program.

Responsibilities: Quality control and quality assurance of solar installation.

Resumes for our proposed team can be found at the end of this response under the tab *Resumes*.

PE – Licensed Professional Engineer in the State of California	Andrew Nishida
	Brian Featherston
	Christopher Bristow
	Eddie Jordan
	Henry Grek
	Matt Spence
LEED® AP Leadership in Energy and Environmental Design	Michael Address
	Brian Featherston
	Charlie Oliver
	Henry Grek
	John Burdette, III
CEM – Certified Energy Managers (Certification through the Association of Energy Engineers)	Charlie Oliver
	Chris Bristow
	Henry Grek
	John Burdette, III
	Matt Spence
CDSMP - Certified Demand-Side Management Professionals (Certification through the Association of Energy Engineers)	Henry Grek
	John Burdette, III

Litigation Disclosure

Pending or Recent Litigation Associated with Savings Performance and/or Measurement & Verification of A Guaranteed Energy Savings Project

SitelogIQ, has no pending or recent litigation associated with the savings performance and/or Measurement & Verification of a Guaranteed Energy Savings Project. In fact, SitelogIQ has never had to litigate over our 30+ years in serving our clients with these types of projects and solutions. We have a “No Bad Project” policy and all our customers are positive references for us.

Conflict of Interest Statement

SitelogIQ has no conflicts of interest with the Hidden Valley Lake Community Services District, the District’s Staff, or the District Board. SitelogIQ maintains the highest level of ethical standards in the industry. Please see the attached California Collusion Questionnaire.

World Class Safety Performance Record

	2019	2018	2017	2016	2015
Modification Rate	0.63	0.50	0.54	0.52	0.51

Savings

Savings, Measurement & Verification (M&V)

When preparing a guaranteed energy savings project, SitelogIQ adheres to the most recent Federal Energy Management Program (FEMP) M&V application guidelines and International Performance Measurement and Verification Protocols (IPMVP) as it applies to the given scope. The IPMVP is a set of recommended guidelines and framework to evaluate energy and water efficiency projects. The complete measurement and verification plan will be reviewed, finalized, and approved during the Investment Grade Audit with input from The District. Confirmation of M&V approach, timeline, and measurements will be discussed and agreed to by The District and SitelogIQ prior to implementation of the project.

One post-installation M&V report will be provided following the approved methodologies presented and selected. **Calculations will be made transparent** and any data used will be available at the client's discretion. SitelogIQ's Performance Assurance staff will perform the necessary client meetings and outline specific documentation requirements to ensure a successful energy conservation, storage and generation project.

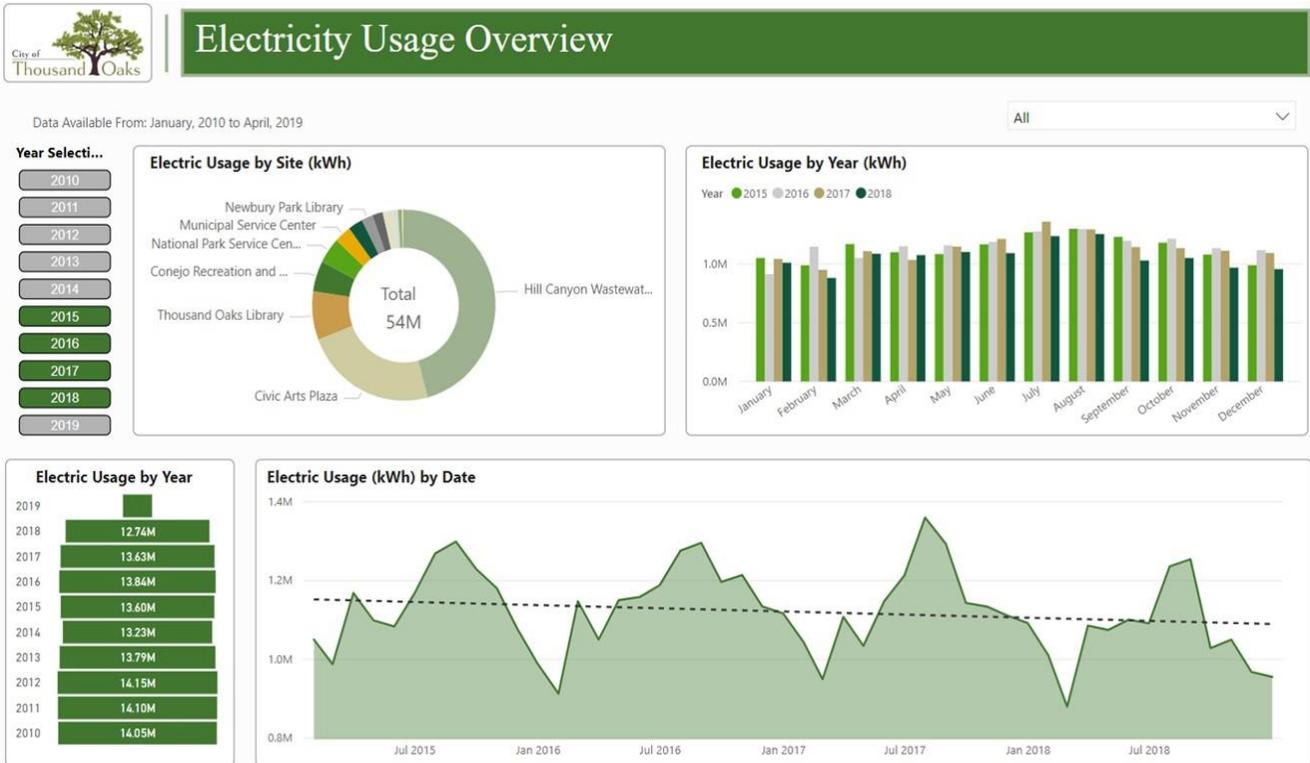
SitelogIQ's portfolio of energy savings agreements are currently achieving 102.8% of our estimated savings projections and we have never experienced an energy savings shortfall.

Energy Management Dashboard (EIQ) Services

Energy is complicated, and these Measurement & Verification Reports that our competitors use can be a nightmare to read. Our **EIQ Dashboards** make energy management easy to understand and easy to prove savings to the District Board, the District Staff and the community.

Due to the page limit requirement of this RFQ, we have redacted our detailed write up on our M&V process and used excerpts from the IPMVP on the next page to illustrate when certain options are used.

City of Thousand Oaks



[City of Thousand Oaks – EcoVox](#)

Click the Link Above



The City of Thousand Oaks has chosen EcoVox, a SiteLogIQ company, to implement their Energy IQ Dashboard, also known as our EIQ Energy Dashboard System which provides real time energy usage and cost data combined with powerful analytics to help prove energy savings from our projects, better manage inefficiencies and identify opportunities for savings. All the California State Universities (CSU's) in the State of California have also switched over to this very powerful and easy to use system. Click on the hyperlink above to take you to a live, real time version for the City of Thousand Oaks. Dash boards can be customized for our client's individual needs and are used to prove energy savings and return on investment, communicating to the community of your progress and for educational purposes.

Table 4-1. Overview of Measurement and Verification Options A, B, C, and D

Measurement and Verification Options	Description	Examples
Option A—Retrofit Isolation with Key Parameter Measurement	<p>This option is based on a combination of measured and estimated factors.</p> <p>Measurements are short-term, periodic, or continuous, and are taken at the component or system level for both the baseline and the retrofit equipment.</p> <p>Measurements should include the key performance parameters that define the energy use of the energy conservation measure. Estimated factors are supported by historical or manufacturers' data.</p> <p>Savings are determined by means of engineering calculations of baseline and reporting period energy use based on measured and estimated values.</p>	<p>Lighting retrofit projects. The key parameters are the power draws of the baseline and retrofit light fixtures. The operating hours are estimated based on facility use and occupant behavior. Energy savings are calculated as the difference in power draw multiplied by the operating hours.</p>
Option B—Retrofit Isolation with All Parameter Measurement	<p>This option is based on short-term, periodic, or continuous measurements of baseline and post-retrofit energy use (or proxies of energy use) taken at the component or system level.</p> <p>Savings are determined from analysis of baseline and reporting-period energy use or proxies of energy use.</p>	<p>Installation of a variable-speed drive and associated controls on an electric motor. Electric power is measured with a meter installed on the electrical supply to the motor. Power is measured during the baseline period to verify constant loading. The meter remains in place throughout the post-retrofit period to measure energy use. Energy savings are calculated as the pre-retrofit energy use (adjusted to correspond to the length of the reporting period) minus the measured energy use during the reporting period.</p>
Option C—Whole-Facility Measurement	<p>This option is based on continuous measurement of energy use (such as utility billing data) at the whole facility or sub-facility level during the baseline and post-retrofit periods.</p> <p>Savings are determined from analysis of baseline and reporting-period energy data. Regression analysis is conducted to correlate energy use with independent variables such as weather and occupancy.</p> <p>Because this option requires a detailed inventory of all equipment included in the meter reading (as well as knowledge of equipment use patterns, building occupancy, and other factors affecting energy use), it is rarely used in federal projects. It can be appropriate for short periods or where equipment included in the meter reading is limited or can be controlled.</p>	<p>Replacement of a gas boiler. Using billed natural gas use data for 12 months during the baseline period, a baseline regression model is developed of monthly natural gas use with monthly heating degree days. Given the monthly heating degree days in a typical year at the site, the baseline model is used to determine baseline gas use in a typical year. Annually during the post-retrofit period a similar regression model is developed using billed natural gas and heating degree day data from the previous 12-month period. The reporting-period model is normalized to determine natural gas use in a typical year. Savings are defined as the normalized baseline gas use minus the normalized reporting-period gas use.</p>

Table 4-1. Overview of Measurement and Verification Options A, B, C, and D (continued)

Measurement and Verification Options	Description	Examples
Option D— Calibrated Computer Simulation	<p>Computer simulation software is used to model energy performance of a whole facility (or sub-facility). Models must be calibrated with actual hourly or monthly billing data from the facility.</p> <p>Implementation of simulation modeling requires engineering expertise. Inputs to the model may include facility characteristics; performance specifications of new and existing equipment or systems; engineering estimates; spot, short-term, or long-term measurements of energy use of system components; and long-term whole-building utility meter data.</p> <p>After the model has been calibrated, savings are determined by comparing a simulation of the baseline with either a simulation of the performance period or actual utility data.</p>	<p>Comprehensive retrofit involving multiple interactive conservation measures in a large building. A simulation model of the building with baseline equipment is developed and calibrated to a minimum of 12 months of utility billing data. The baseline model is used to determine baseline energy use in a typical year at the site. Retrofit measures are implemented in the simulation model, and the model is run to estimate the post-retrofit energy use in a typical year. Energy use is determined as baseline energy use minus reporting-period energy use. Spot measurements of equipment are made during the performance period to ensure that equipment performance conforms to the parameters used in the model.</p>

Performance Guarantee

A performance guarantee will be provided in conjunction with the M&V options A, B, C, and D for a cumulative guarantee upon the nature of the selected energy conservation measures. If your savings falls short, we make up the difference, GUARANTEED!

Independent 3rd Party Review

Many of our funding sources will provide independent 3rd Party review from California Energy Commission (CEC) Engineers and/or PG&E’s Engineering Team to verify that our savings calculations are not overstated and achievable, reducing the risk to the District.

Specific Experience & Qualifications

SitelogIQ's approach is simple. We start by identifying a core energy project that can generate savings and cash flow to help pay for scope measures that might not offer immediate savings from avoided utility costs. We foster a collaborative working environment with our clients to learn and understand what is critical to keep online in the event of a disaster, wildfire or PSPS Event. Once we understand what is most important to your District, we will strive to achieve that goal.

I personally live in a high threat fire district and I have personally applied for the SGIP to get battery storage at my residence. What I learned about doing my own analysis on back up power at my house, which has electricity service from PG&E and Propane, is it costs a great deal of money to operate a home with a generator that operates off of propane, natural gas or diesel fuel. Fuel costs can get very expensive if your district must run for an extended period of time on these types of generation systems. I personally prefer to use solar and battery storage wherever possible. Battery storage is coming down in first cost significantly and if it can be charged by solar, then the fuel is free! Pumped hydro power might be a solution for your district as well. I try to optimize our designs utilizing clean, renewable energy before utilizing expensive generators that run on fuel and pump greenhouse gasses into our atmosphere. Sometimes it is necessary if there is no other way though. In these cases, we typically utilize technology that has the lowest emissions available.

Our engineers are well versed in California Code and CEQA requirements. We will try and get your projects Categorically Exempt wherever possible to avoid expensive Environmental Impact Reports and Mitigation Measures. Our team offers training to staff at start up and commissioning of the project. We also offer classroom training and factory training if so desired.

SitelogIQ has a dedicated, in-house finance department which assists with identifying project funding and obtaining the most competitive financing for our municipal clients. We have over 150 financiers that we compete for the best rates and terms for our clients. We do however try and leverage all Federal, State, Grants first along with Utility Incentive and Rebates. This is money that does not have to be paid back and offers the best return on investment available. We have a team of specialist also following the **Federal CARES Act and Stimulus** packages to determine what funding we can gain through these programs for your project.

We then target State Financing Programs through the California Energy Commission which offers the **Energy Conservation Assistance Act (ECAA) Loan** Program which offers 1% interest loans for up to a 20-year term with a cap of \$3,000,000 per applicant. We would also leverage your local utility's **On Bill Financing Program (OBF)** that offers 0% Interest Loans with a \$2,000,000 cap up to a 10-year term. If your district's needs are greater than this and we can offer savings and positive cash flow, we would recommend additional funding solutions listed below.

- Tax Exempt Municipal Lease
- Certificates of Participation
- Installment Purchase Agreement
- Power Purchase Agreements (PPA’s)
- General Obligation Bonds
- Revenue & Special Local Option Sales Tax Bond
- Public, Private Partnerships (P3)

Funding Opportunity	Examples of Funded Activities
Energy and Water Grant	PV, Water Efficiency
Water SMART Meter Grant	AMI/AMR Water Meter Technology
Storm Water Resource	50% Matching Funds for Reclaim Water
CAL Conserve Water Use Efficiency	Water Pumps, Leak Detection Fixtures, Repair or Replace Items
Drinking Water Grant & Loan Program	Water Distribution, Storage, Treatment
Agricultural Water Efficiency Grant	Implementation of Agricultural Water use Efficiency Projects
Water Recycling	Recycled Water, Treatment, Pump Stations
Clean Water State Revolving Funds	Water Reclamation, Sewer, WWTP

Most of our projects have been developed and implemented with local agencies. We are well versed in **Government Code 4217.10-4217.18** and we can easily apply this process to your project. An outline of our process as stated above is proven and we have hundreds of happy clients in California that have leveraged this procurement vehicle with.

Two examples of ESCO contracts and/or agreements you have entered into with public sector clients within the last five (5) years in California are attached in the email submission for two recent projects that we have just been awarded.

1. Biola Community Services District
2. County of Amador

We also have completed projects for K-12 School Districts in your area such as:

Upper Lake Unified School District, Michael Kauble mkauble@ulusd.org, Chief Business Official
 (707) 275-0338

Lakeport Unified School District, Jill Falconer, jfalconer@lakeport.k12.ca.us, Superintendent
 (707) 262-3000

Additional Information

Additional Benefits & Value Added

American Owned: SitelogIQ is one of the few remaining Energy Services Company (ESCO's) that are owned and headquartered here in the United States. Many of the ESCO's have moved overseas to avoid paying higher taxes here in the United States! These companies really hurt our economy because taxes are what supports our infrastructure and social programs that we all depend on. Just to name a few of our competitors who have moved overseas.

- Climatec – owned by BOSCH Global – German.
- Johnson Controls – Ireland.
- Schneider Electric – France
- Centrica – United Kingdom
- Energy Management Services: Our EIQ dashboard and analytic solutions make complex energy management easy. No other competitor offers the level of customized graphical interfaces with the level of energy savings analytics that SitelogIQ can.
- Service: We have more service personal in the State of California then all the other Energy Services Companies Combined! We can take care of your needs throughout the life of your project. We have a dedicated service team that has a 24/7 customer hotline for immediate service response.
- Lower Cost: SitelogIQ's business model is disrupting the industry like Uber disrupted the taxi service industry. We are cutting out the middlemen and lowering the costs for our clients by self-performing more in-house than our competition, resulting in lower costs for the same scope of work for our clients.
- AB 32 Implementation of Energy Efficiency Programming (CAP): All our projects reduce Green House Gas (GHG) emissions which help achieve the goals set by AB32. SitelogIQ can help create and or assist in the development or revision of the District's Implementation of Energy Efficiency Program.
- Stimulating Local Economy: SitelogIQ hires local labor and utilizes local subcontractors whenever possible. We provide training so you can hire locally for operational and maintenance services once we have completed our performance period.
- Manufacturer Agnostic: Many of our competitors are manufacturers of equipment and control products, such as Trane. Their whole motivation in the Energy Services Marketplace is to sell the widgets and equipment that they manufacture, even if they are not the right fit for your District. We do not manufacture any equipment or controls and will objectively select the best equipment and controls for the District's applications.
- Guarantee: We offer guaranteed fixed project costs with zero change orders. We offer energy savings and financial performance guarantees and because we control our in- house labor force, we can also guarantee our workmanship.

- Sustainability: SitelogIQ practices what we preach with respect to being environmentally friendly and sustainable. It is one of our core values. We utilize recycled paper; we have installed energy efficient equipment and systems on our own facilities and offer some of the best working environments for our employees and clients. All our employees and subcontractors are paid at or above prevailing wage and have world class benefits and fringe benefits to ensure a healthy, happy and fun working environment.
- Personal Guarantee: You have my personal guarantee that I will work diligently to serve the District. I have been developing comprehensive energy solutions my entire professional career. I am honest, hardworking and highly competitive. I hold myself to the highest professional and ethical standards and I would be honored to serve your community. I personally guarantee that I will provide the most competitive solutions available in the marketplace, and that you will be completely satisfied with our team, our final product and our ongoing services. A personal goal of mine on every project that I have worked on is to secure a letter of recommendation and use my recent clients as references. This will not happen unless your team is completely satisfied.
- Better Occupancy Environment: Occupants of District owned facilities shall experience better lighting, better air quality and temperature control resulting in a healthier, happier, and more productive people. With the inclusion of Engineered Infection Protection (EIP) systems into your facilities, the people that occupy District facilities can rest assure that the District has done everything in it's power to help kill and mitigate the spread of COVID-19 utilizing the best available technologies that are available today. Due to the fact that we live in such a litigious world, integration of these EIP systems can also reduce liability risks to the District should someone get COVID-19 in a District Facility and try and lay blame on the District.

Fee Proposal

SitelogIQ proposes to conduct an ASHARE Level 2 Energy and Resilience Audit on all District owned facilities and infrastructure, including but not limited to; District owned buildings, water and wastewater treatment facilities, water distributions systems, water metering systems, irrigation systems, existing energy generation and storage systems, landfills, street lighting systems and any other energy or resource consuming system within the District.

SiteLogIQ shall perform services described above “At Risk”. If the District chooses not to move forward with SitelogIQ by entering into a comprehensive Energy Services Agreement (ESA), the District owes SitelogIQ nothing, zero, zilch!

We would love the opportunity to meet with you and your team to discuss our approach and our services. Maybe the Hidden Valley Lake Community Services District could hold a round of interviews before making the final decision on who will be selected.



John J. Burdette III, CEM, CDSM, LEED AP
Director, ESCO West, State & Local Government

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

DATE: October 19, 2020

AGENDA ITEM: Discussion and Possible Action: Acceptance of the NBS Revised Rate Study of 2020

RECOMMENDATIONS: Accept the NBS Revised Rate Study of 2020.

FINANCIAL IMPACT: None

BACKGROUND:

The previous Rate Study undertaken by the District and NBS began on July 1, 2015 and ended on June 30, 2020. No new rate structure was put in place July 1, 2020. In May 2020, the Board voted to adopt the Water and Sewer Capacity Fees, as presented by NBS in the 2018 Analysis. Also in May 2020, the Board voted to have the 2019 NBS Rate Study Revised. Since May, NBS completed the draft report, District staff reviewed, a Board of Directors workshop was held, and District attorneys have reviewed. The attached Rate Study Report by NBS represents the final result of that revision activity.

Staff requests the Board of Directors accept this study.

Modification to recommendation and/or other actions:

I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on October 19, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board



HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT

WATER & SEWER RATE STUDY REPORT

Working Draft (For Discussion)

October 2020

OFFICE LOCATIONS:

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San Francisco, CA 94102

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Phone: 800.676.7516

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TABLE OF CONTENTS

SECTION 1. BACKGROUND, PURPOSE AND OVERVIEW OF THE STUDY	1
PURPOSE.....	1
OVERVIEW OF THE STUDY	1
RATE STUDY METHODOLOGY	2
SECTION 2. WATER RATE STUDY	4
A. KEY WATER RATE STUDY ISSUES.....	4
B. WATER UTILITY REVENUE REQUIREMENTS	4
C. CURRENT VS. PROPOSED WATER RATES	9
D. DROUGHT RATES	11
SECTION 3. SEWER AND RECYCLED WATER RATE STUDY	12
A. KEY SEWER AND RECYCLED WATER RATE STUDY ISSUES.....	12
B. SEWER UTILITY REVENUE REQUIREMENTS	13
C. SEWER CUSTOMER CHARACTERISTICS	16
D. CURRENT VS. PROPOSED SEWER RATES	18
E. CURRENT VS. PROPOSED RECYCLED WATER RATES.	22
SECTION 4. RECOMMENDATIONS AND NEXT STEPS	23
CONSULTANT RECOMMENDATIONS.....	23
NEXT STEPS.....	23
PRINCIPAL ASSUMPTIONS AND CONSIDERATIONS.....	24
APPENDIX A – WATER RATE ANALYSIS.....	25
APPENDIX B – SEWER RATE ANALYSIS.....	35

SECTION 1. BACKGROUND, PURPOSE AND OVERVIEW OF THE STUDY

BACKGROUND

The District has incurred significant costs and staff time to respond to fires, floods, and Covid-19-related issues since the last rate study was conducted in 2015. Additionally, after evaluating recent changes in consumption patterns, water supply limitations, future Capital Improvement Plan (CIP) projects, legal requirements, and the overall fairness and equity of rates, the Board determined that an updated rate study was needed. This revised rate study addresses these factors.

“Significant changes in water use the last few years have impacted the District’s revenues and rates.”

Faced with limited budgets and increasing costs, the District has implemented a number of cost saving measures including: (1) successfully securing approximately \$2.4 million in grant funding for emergency repairs to damaged infrastructure; (2) participating in the solar NEM-A programs to reduce electric costs by approximately 30%; (3) promoting employees from within and hiring new A-step level employee to reduce salary/benefit costs; (4) reducing rental costs by purchasing a vac-truck and participating in the Disaster Response Network; and (5) reducing costs by performing many maintenance activities in-house rather than using outside contractors (e.g., vehicle maintenance, F.O.G control, distribution system and lift station repairs, and manhole lid replacements).

PURPOSE

This evaluation of the District’s water and sewer rates is intended to ensure that the District’s rates meet substantive Proposition 218 (Prop 218) requirements and broader industry standards, reflect the District’s current funding priorities and costs of service, and promote transparent communications between the District and its ratepayers. This report also documents the District’s cost of service analysis and rate study as required by Prop 218.

OVERVIEW OF THE STUDY

In developing the proposed new water and sewer rates, NBS worked cooperatively with District Staff and the District Board to finalize new financial plans and rate adjustments. The proposed rates summarized in this report represent projected rates based on current budgets and carefully reviewed capital improvement plans. This study has assumed that the proposed new water/sewer rates will be implemented on January 1 in 2021 and every July 1 thereafter.

Key Issues Addressed – In addition to ensuring that water and sewer rates collect enough revenue to meet annual operating costs and capital improvement plans, other key issues addressed included:

- Slightly increasing water sales over the last few years, although consumption is still well below levels prior to the most recent drought.
- Capital improvements costs that have been impacted by the need to respond to various fire and flood damages; the District’s disaster response efforts have delayed some normal infrastructure repair and replacements and complicated overall cost projections.
- Wooden tank replacements to ensure reliable water supply under wildfire threat.
- Changes in annual operating costs, including adjustments resulting from the District’s most recent salary survey.
- The need to build adequate CIP and replacement reserves for both water and sewer.

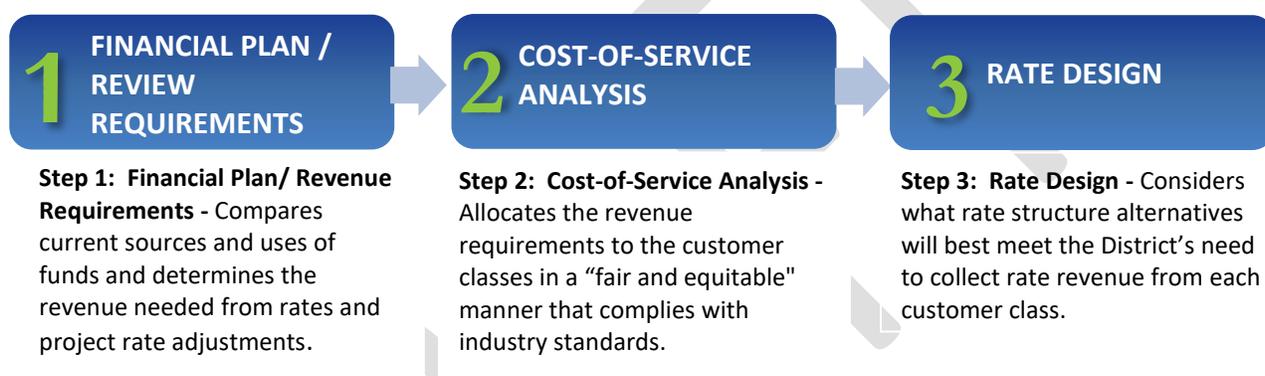
Recommendations – As a part of the water and sewer financial plans, NBS evaluated projected revenues and expenditures to determine net revenue requirements and rate increases. After reviewing the results

along with the District’s capital improvements priorities, the District Board has directed staff to propose rate increases for both water and sewer utilities of 12% for the next three years followed by two years of 9% increases. These increases are needed to fund critical capital improvement priorities set by the District Board.

RATE STUDY METHODOLOGY

Components of the Rate Study Methodology – A comprehensive utility rate study typically has three major components: (1) the utility’s overall revenue requirements and financial plan; (2) the cost-of-service for each customer class; and, (3) rate structure design, as shown in **Figure 1**. These components reflect industry standards, primarily from the American Water Works Association (AWWA)¹, and address the general requirements for equity and fairness. In terms of the chronology of the study, these three steps represent the order they were performed in this study.

Figure 1: Primary Components of a Rate Study



The following sections in this report present an overview of the methodologies, assumptions, and data used along with the financial plans and rates developed.

Rate Design Criteria – Several criteria are typically considered in setting rates and developing sound rate structures. The fundamentals of this process have been documented in several rate-setting manuals. For example, the foundation for evaluating rate structures is generally credited to James C. Bonbright in the *Principles of Public Utility Rates*², which outlines pricing policies, theories, and economic concepts along with various rate designs. The other common industry standard is AWWA Manual M1. The following is a simplified list of the attributes of a sound rate structure:

- Rates should be easy to understand from the customer’s perspective.
- Rates should be easy to administer from the utility’s perspective.
- Rates should promote the efficient allocation of the resource.
- Rates should be equitable and non-discriminating (e.g., cost based).
- There should be continuity in the rate making philosophy over time.
- Other utility policies should be considered (e.g., encouraging conservation & economic development).
- Rates should consider the customer’s ability to pay.
- Rates should provide month-to-month and year-to-year revenue stability.

¹ *Principles of Water Rates, Fees, and Charges*, Manual of Water Supply Practices, M1, AWWA, seventh edition, 2017.

² James C. Bonbright; Albert L. Danielsen and David R. Kamerschen, *Principles of Public Utility Rates*, (Arlington, VA: Public Utilities Report, Inc., Second Edition, 1988), p. 383-384.

The following section covers basic rate design criteria that NBS and District staff considered as a part of their review of the rate structure alternatives.

Rate Structure Issues – The relationship between fixed and variable costs is one of the most fundamental rate structures considerations. Fixed costs typically vary little if any with the amount of water consumed. Debt service and compensation of District personnel are examples of fixed costs. In contrast, variable costs such as the cost of chemicals and electricity tend to change with the quantity of water sold. Most rate structures contain a fixed or minimum charge in combination with a volumetric charge.

The District's rate design objectives are not necessarily the same as those in other communities. For example, some communities, particularly those with very expensive purchased water costs, prioritize conservation-oriented rates by emphasizing the variable cost of water purchases. Other communities that have many low-income customers may want to implement low-income subsidies by using non-rate revenues consistent with Proposition 218.

The District's 2015 rate study considered various combinations of fixed vs. variable charges and recommended collecting 60 percent of rate revenue from fixed charges and 40 percent from variable charges. Additionally, following completion of the 2015 study, the previous four-tiered volumetric rates were replaced with a single-tier (uniform) volumetric rate. This water rate design still appears to be appropriate considering the District's projected water sales and the need to emphasize revenue sufficiency and stability.

Key Financial Assumptions

Following are the key assumptions used in the water and sewer rate analyses:

- **Funding of Capital Projects** – After the District and its consultant extensively reviewed planned CIP projects and funding requirements, the District has decided that loans and grants from both state and federal sources may not be available to fund CIP costs over the next several years. Therefore, it is prudent to assume the District will not take on new debt to fund CIP projects, but will utilize revenue and reserves instead, and focus expenditures on the most urgent projects within the District.
- **Reserve Targets** – The District's water and sewer utility reserves are currently below target levels. Going forward, the target reserves for operations and maintenance (O&M) and capital rehabilitation and replacement (R&R) follow general utility industry standards. This includes approximately 90-days of O&M expenses for both the water and sewer O&M Reserves, and approximately 3% of net assets as the target reserve level for the R&R Reserves.
- **Inflation and Growth Projections:**
 - ✓ Customer growth is assumed to be 0.25% annually. While some additional growth may occur³, NBS did not rely on any additional growth during the next five years.
 - ✓ General cost inflation is about 3% annually.
 - ✓ Operating expenses, which include among other things labor costs, health benefits, and retirement benefits, are inflated at a rate of approximately 3% to 4% annually.
 - ✓ No inflation is added to other costs.

The next two sections discuss the water and sewer rate studies.

³ The District has roughly 700 undeveloped lots, but these are not expected to fully develop within the timeframe of this study and the District cannot accurately predict when and how many lots will be developed.

SECTION 2. WATER RATE STUDY

A. KEY WATER RATE STUDY ISSUES

The revised water rate analysis was undertaken with a few specific objectives, including:

- Reviewing the District’s approach to funding capital improvements, which total about \$3.7 million over the next five years.
- Analyzing changes in water consumption over the past several years.
- Generating additional revenue to meet projected funding requirements and to rebuild reserve funds above the target level.
- Confirming whether continuing to collect approximately 60% of water rate revenue from fixed charges and 40% from volumetric rates is an appropriate and reasonable approach to rate design for the District.
- Update fixed and volumetric charges to reflect changes in consumption patterns and approved District budgets.

NBS considered several water rate alternatives over the course of this study based on industry standards and cost-of-service principles. The fixed and volumetric charges were calculated based on the net revenue requirements, number of customer accounts, water consumption, and other District-provided information. The following are the basic components included in this analysis:

- **Developing Unit Costs:** The water revenue requirements were “functionalized” into three categories: (1) fixed capacity costs; (2) variable costs (or volume-based); and, (3) customer service costs, such as meter reading, billing, mailing, and responding to customer questions. Unit costs for each of these categories were then allocated to functional areas, including water consumption, peaking factors, number of accounts by meter size, and customer class.
- **Determining Revenue Requirements by Customer Class:** The total revenue requirements allocated to each customer classes (i.e., groups of customers with similar consumption patterns) was determined based on the unit costs and the total units of each class. For example, volume-related costs are allocated based on the water consumption for each class, while customer costs are allocated based on number of meters. Once the revenue requirement for each customer class is determined, collecting these revenue requirements from each customer class is addressed in the rate design task.
- **Rate Design and Fixed vs. Variable Costs:** The revenue required from each customer class are collected from fixed charges and volumetric rates. The cost of service analysis indicated that an allocation of 60% of the costs to fixed and 40% to variable rates is a reasonable basis for rate design. State agencies, such as the California Water Efficiency Partnership, would like water utilities to collect at least 70% of rate revenue from volumetric rates. However, many utilities prefer to collect less than 70% from volumetric rates because of the revenue instability that can and has resulted when water use drops unexpectedly.

“The best way to promote financial stability is to collect all fixed costs through fixed charges.”

B. WATER UTILITY REVENUE REQUIREMENTS

Rate increases for municipal utilities are governed by the need to meet operating and capital costs, to maintain adequate reserves, and to meet required minimum debt coverage. These are important in order

to handle emergencies, fund working capital, maintain a good credit rating, and generally follow sound financial management practices. The current financial state of the District’s water utility is as follows:

Capital Improvement Costs: The \$3.7 million in planned capital projects for FY 2020/21 through FY 2024/25 shown in **Figure 2** are a significant factor in the water utility’s projected annual costs. These costs are in current year dollars; future inflation of 3% is assumed for actual funding requirements. There are also another \$6.5 million (\$1.3 million/year) of unfunded capital projects that should be completed in the next 5 years if adequate funding becomes available. These include water line repairs and upgrading fire hydrants.

Figure 2. Summary of Water Capital Project Costs

Funded Priority	Capital Project Descriptions	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
1	Wildfire Resilience/Reliable Water Supply/Replace wooden tanks	\$ 180,000.00	\$ 405,000.00	\$ 405,000.00	\$ 405,000.00	\$ 405,000.00
3	Disaster mitigation/SCADA Upgrade	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
2	Reliable Water Supply/Automatic Metering Infrastructure	\$ 200,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00
4	Wildfire Resilience/ Reliable Water Supply/PSPS Backup power supply	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
7	IT Upgrades/Records Retention/Increase storage capacity				\$ 50,000.00	
5	Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 25,000.00	\$ 25,000.00		
6	Regulatory Compliance/Dump Truck		\$ 37,500.00	\$ 37,500.00		
	Top 6 priorities	\$ 460,000.00	\$ 867,500.00	\$ 867,500.00	\$ 855,000.00	\$ 805,000.00

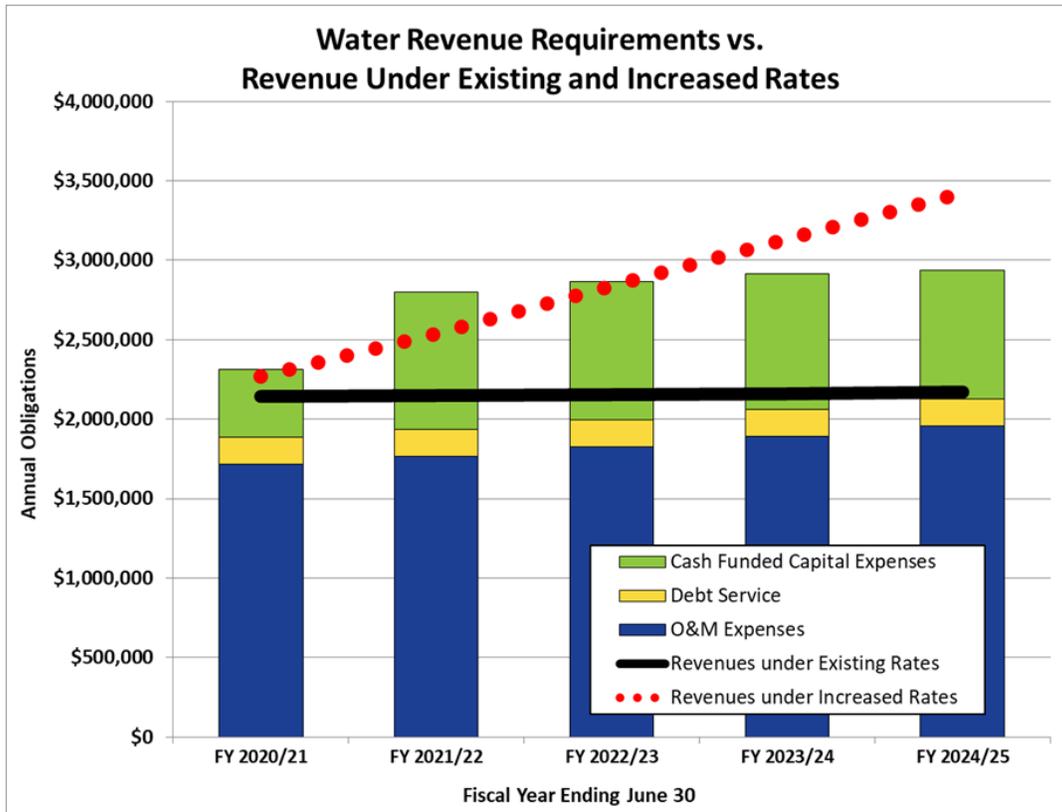
Meeting Net Revenue Requirements: For Fiscal Years 2020/21 through 2024/25, the projected revenue that must be recovered from rates increases by more than 36%, from \$2.10 million to \$2.85 million, as shown in **Figures 3 and 4**. Without additional rate increases, the water utility would run annual deficits that grow to about \$765,000 by the end of FY 2024/25. A summary of the water utility’s proposed 5-year financial plan is included in Appendix A – Water Rate Study Summary Tables, including revenue requirements, reserve funds, revenue sources and proposed rate increases for the 5-year period.

Figure 3. Summary of Water Revenue Requirements

Summary of Sources and Uses of Funds and Net Revenue Requirements	Prop 218 Rate Period				
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Sources of Water Funds					
Rate Revenue Under Current Rates - Water	\$ 2,069,369	\$ 2,074,542	\$ 2,079,729	\$ 2,084,928	\$ 2,090,140
Non-Rate Revenues	72,700	72,827	72,954	73,081	73,209
Interest Earnings ¹	3,500	4,052	1,800	1,816	5,985
Total Sources of Potable Funds	\$ 2,145,569	\$ 2,151,421	\$ 2,154,483	\$ 2,159,825	\$ 2,169,334
Uses of Water Funds					
Operating Expenses	\$ 1,714,239	\$ 1,765,028	\$ 1,827,967	\$ 1,893,119	\$ 1,959,945
Existing Debt Service	170,746	170,416	170,075	169,721	169,355
Rate-Funded Capital Expenses	295,000	725,000	867,500	855,000	805,000
Total Use of Potable Water Funds	\$ 2,179,985	\$ 2,660,444	\$ 2,865,542	\$ 2,917,840	\$ 2,934,300
Surplus/(Deficiency) before Rate Increase	\$ (34,416)	\$ (509,023)	\$ (711,059)	\$ (758,015)	\$ (764,966)
Additional Revenue from Rate Increases ²	124,162	388,354	685,612	976,059	1,254,676
Surplus/(Deficiency) after Rate Increase	\$ 89,746	\$ (120,669)	\$ (25,448)	\$ 218,044	\$ 489,711
Projected Annual Rate Revenue Adjustment ²	12.00%	12.00%	12.00%	9.00%	9.00%
Net Revenue Requirement - Potable System ³	\$ 2,103,785	\$ 2,583,565	\$ 2,790,788	\$ 2,842,943	\$ 2,855,106

1. Historical interest earning rates were referenced on the California Treasurer’s Office website for funds invested in LAIF. Future years earnings were conservatively estimated through 2021 and phase into the historical 10 year average interest earnings rate.
2. The FY 2020/21 rate increase is assumed to be implemented on January 1, 2021, and future increases are implemented July 1 thereafter.
3. Total Use of Funds less non-rate revenues and interest earnings. This is the annual amount needed from rates.

Figure 4. Water Revenue Requirements through FY 2024/25



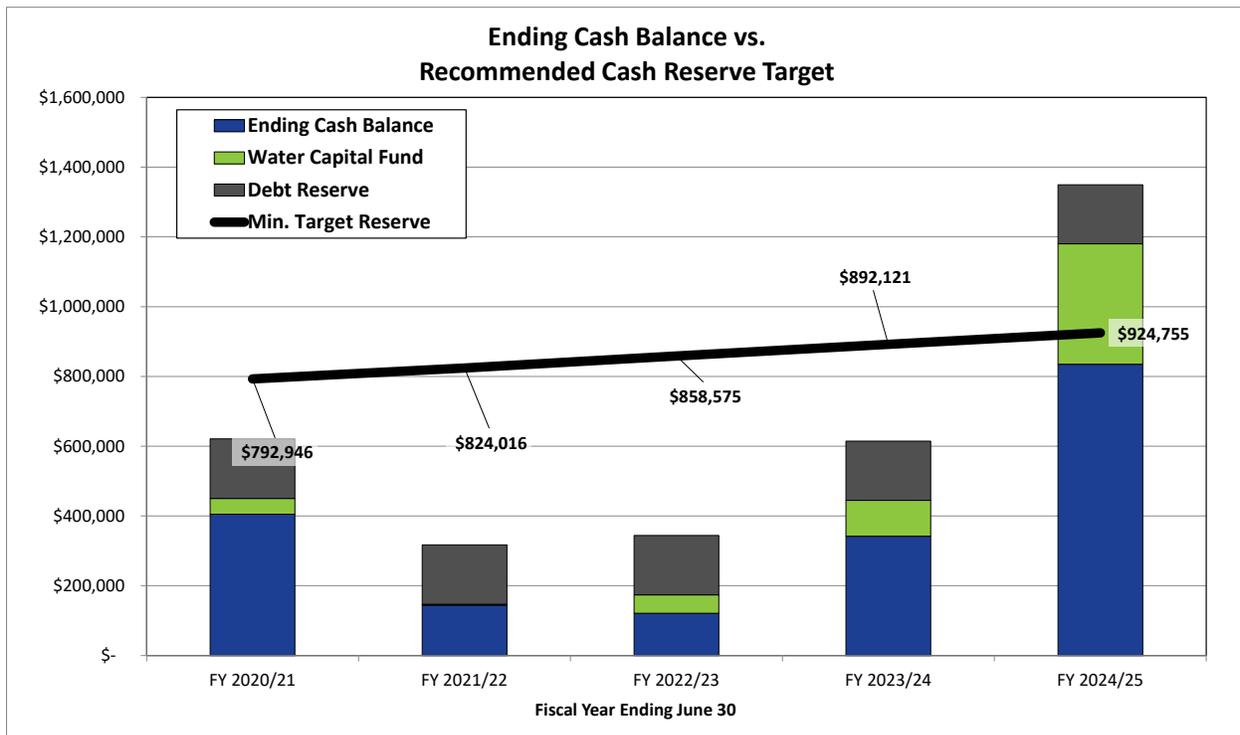
To meet the District’s annual operation and maintenance costs, debt service payments, capital improvement projects and to maintain adequate reserve funds, five years of annual rate increases of 12%, 12%, 12%, 9% and 9% are needed starting January 1, 2021 and every July 1 thereafter.

Figure 5 Summarizes the projected reserve fund balances and reserve targets for the next five years. Figure 6 Indicates that, assuming the proposed rate increases are adopted, the District’s reserves will increase over the next five years; reserve fund target is growing as the District builds additional capital improvements.

Figure 5. Summary of Water Reserve Funds

Beginning Reserve Fund Balances and Recommended Reserve Targets	Prop 218 Rate Period				
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Operating Reserve					
Ending Balance	\$ 359,881	\$ 141,250	\$ 68,274	\$ 239,222	\$ 490,000
<i>Target Ending Balance (90-days of O&M Costs)</i>	<i>429,000</i>	<i>441,000</i>	<i>457,000</i>	<i>473,000</i>	<i>490,000</i>
Water Capital Fund					
Transfer of Operating Surplus & Grants	\$ 180,270	\$ 45,270	\$ 2,770	\$ 52,770	\$ 102,770
Use of Reserves for Capital Projects	\$ (135,000)	\$ (142,500)	\$ -	\$ -	\$ -
Ending Balance	\$ 45,270	\$ 2,770	\$ 52,770	\$ 102,770	\$ 345,039
<i>Target Ending Balance (3% of Net Capital Assets)</i>	<i>193,200</i>	<i>212,600</i>	<i>231,500</i>	<i>249,400</i>	<i>265,400</i>
Debt Reserve					
Ending Balance	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721	\$ 169,355
<i>Target Ending Balance (Annual Debt Service)</i>	<i>170,746</i>	<i>170,416</i>	<i>170,075</i>	<i>169,721</i>	<i>169,355</i>
Total Ending Balance	\$ 575,897	\$ 314,436	\$ 291,119	\$ 511,713	\$ 1,004,394
<i>Total Recommended Minimum Target</i>	<i>792,946</i>	<i>824,016</i>	<i>858,575</i>	<i>892,121</i>	<i>924,755</i>

Figure 6. Water Reserve Funds through FY 2024/25



Building and Maintaining Reserve Funds: NBS recommends the District adopt and maintain the following reserve fund target balances:

- ✓ **Operating Reserve** should normally be about 25% of the Utility’s budgeted annual operating expenses, which provides a three-month (90-day) cash cushion for normal operations. An Operating Reserve is intended to promote financial viability in the event of any short-term fluctuation in revenues and/or expenditures. Fluctuations might be caused by weather patterns, the natural inflow and outflow of cash during billing cycles, natural variability in demand-based revenue streams (e.g., volumetric charges), local natural disasters and – particularly in periods of economic distress – changes or trends in age of receivables.
- ✓ **Capital Rehabilitation and Replacement (R&R) Reserve** are typically about 3% of depreciable capital assets, which equates to a 33-year replacement cycle for capital assets.
- ✓ **Debt Reserve** is the reserve requirement for the CEIDB loan of approximately \$170,000.
- ✓ **OPEB⁴ Reserve** – The District’s is establishing this reserve fund to begin addressing its current liability for post-retirement benefits.

Summary of Changing Consumption Patterns: NBS confirmed that customer billing data indicate that the District has experienced lower than expected water rate revenues. This was primarily related to the drop in residential water use shown in **Figure 7**, which indicates that residential consumption decreased by 27% between FY’13/14 and FY’15/16, and is still 15% below consumption levels prior to the most recent drought.⁵ The drought surcharges that the District implemented from April 2017 until June 2017 also

⁴ OPEB refers to “Other Post-Employment Benefits”.

⁵ Data for FY’14/15 was not readily available; this was the “gap year” between the data used in the 2015 and 2020 rate studies.

contributed to lower consumption. **Figure 8** shows the consumption for commercial customers in the same time period.

Figure 7: Annual Water Consumption for Single Family Residential Customers from 2013-2020

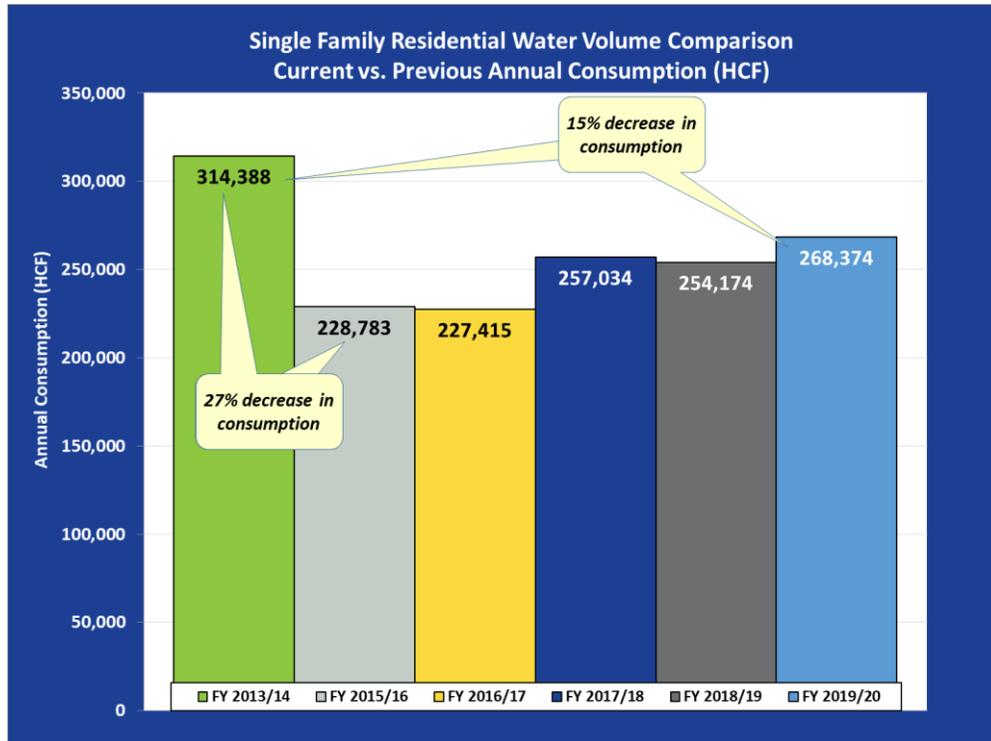
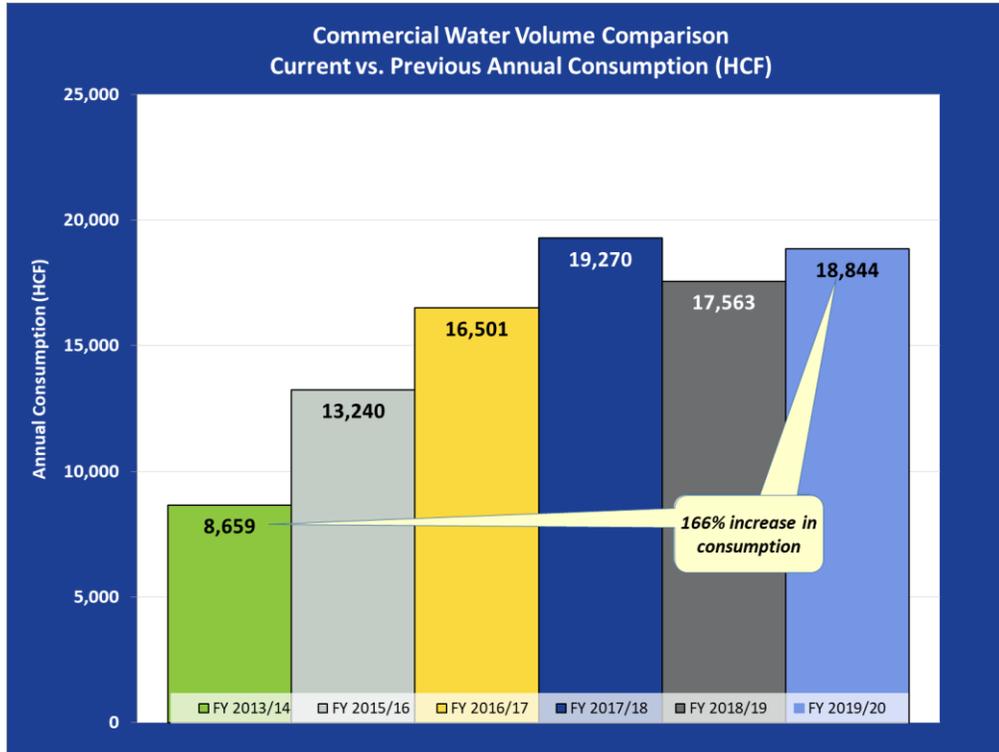


Figure 8: Annual Water Consumption for Commercial Customers from 2013-2020



Customer Classes – Customer classes are typically determined by grouping customers with similar consumption characteristics in order to reflect the differences in the cost of serving each type of customer. In light of the District’s primarily residential customer base (over 99% are residential), the District has historically used meter sizes to represent water customer classes vs. “residential” vs. “commercial” customer classes. The proposed rates will continue this practice.

The District decided to continue to use the same rate design which is a 60/40 mix of fixed and volume-based charges. Therefore, proposed water rates were calculated based on projected net revenue requirements, number of customers, water consumption, and other relevant information provided by the District. The following are the basic components used to calculate new water rates:

- **Cost Allocations:** The water revenue requirements were “functionalized” into three categories: (1) fixed capacity costs; (2) variable (or volume-based) costs; and (3) customer service/admin/overhead costs. These functionalized costs were then used to develop unit costs based on various factors, such as water consumption, peaking factors, and number of accounts by meter size.
- **Revenue Requirements by Customer Class:** The total revenue to be collected from each customer class was determined using the functional costs and allocation factors. For example, fixed costs are allocated to customer classes (meter sizes) based on their percentage of peak system demand while volume-related costs are calculated as a uniform rate, based on total annual water consumption, that applies to all customers. Once the costs are allocated and the net revenue requirement for each customer class is determined, collecting the revenue requirements from each customer class is addressed within the rate design.

- **Rate Design and Fixed vs. Variable Costs:** The revenue requirements for each customer class are collected through a combination of fixed monthly service charges and a uniform volumetric rate. The District Board chose to continue using a rate design that collects 60% of the revenue from fixed charges and 40% from variable charges, with a uniform volumetric rate that to all customers, regardless of meter size.

C. CURRENT VS. PROPOSED WATER RATES

Currently, the District charges all customer classes with a standard 5/8” or 3/4” meter a monthly fixed charge of \$39.58, plus a uniform commodity rate of \$2.68/hcf for all water consumed. The proposed rates follow this same rate design but reflect changes in costs and water consumption (previously noted in Figures 7 and 8). As a result, fixed and volumetric charges do not increase by the same percentages. **Figure 9** compares the current (FY 2020/21) and proposed rates for FY 2020/21 through 2024/25.

Figure 9. Current and Proposed Water Rates for FY 2020/21 through 2024/25

Water Rate Schedule	Current Rates ('20/21)	Proposed Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge						
<i>Monthly Fixed Service Charge:</i>						
5/8 inch	\$39.58	\$44.45	\$49.79	\$55.76	\$60.78	\$66.25
3/4 inch	\$39.58	\$44.45	\$49.79	\$55.76	\$60.78	\$66.25
1 inch	\$94.91	\$107.15	\$120.01	\$134.41	\$146.51	\$159.69
1.5 inch	\$187.11	\$211.65	\$237.04	\$265.49	\$289.38	\$315.43
2 inch	\$297.75	\$337.04	\$377.48	\$422.78	\$460.83	\$502.31
Water Commodity Charges per hundred cubic feet (HCF)						
Uniform Rate (All Classes)	\$2.68	\$3.54	\$3.97	\$4.44	\$4.84	\$5.28

Figure 10 Compares monthly bills for residential customers under current and proposed rates at varying levels of water consumption.

Figure 11 Shows projected water bills under average consumption for the next 5 fiscal years.

Figure 12 Provides a comparison of water bills for other regional communities.

Figure 10. Comparison of Monthly Water Bills for Single-Family Residential Customers

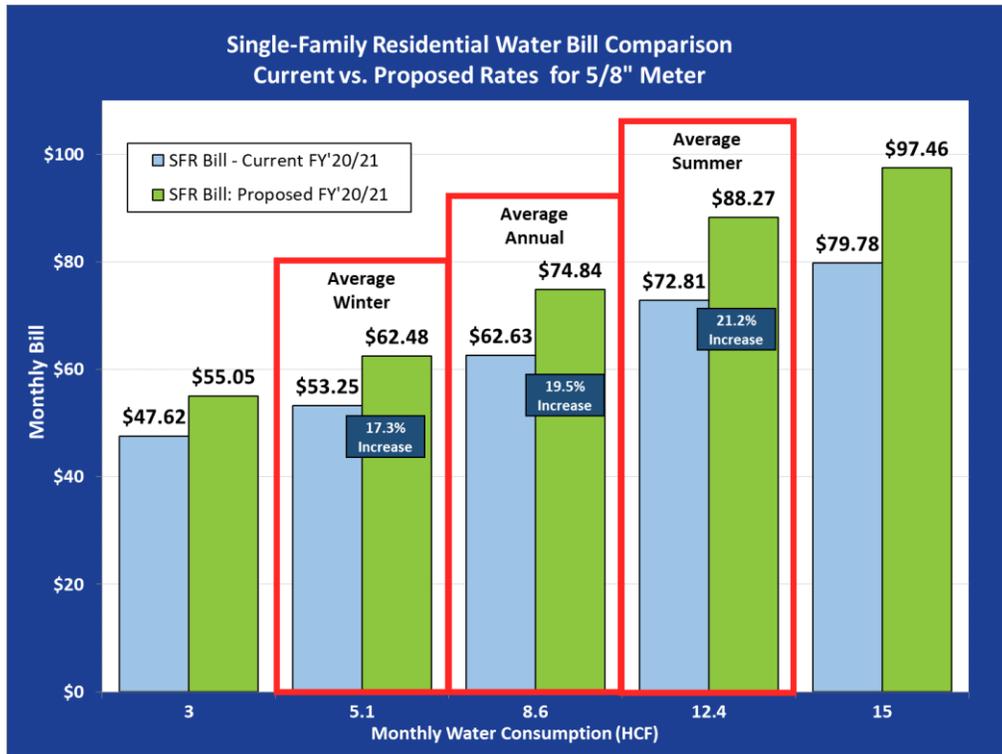


Figure 11. Projected Monthly Single-Family Water Bills – Average Water Use

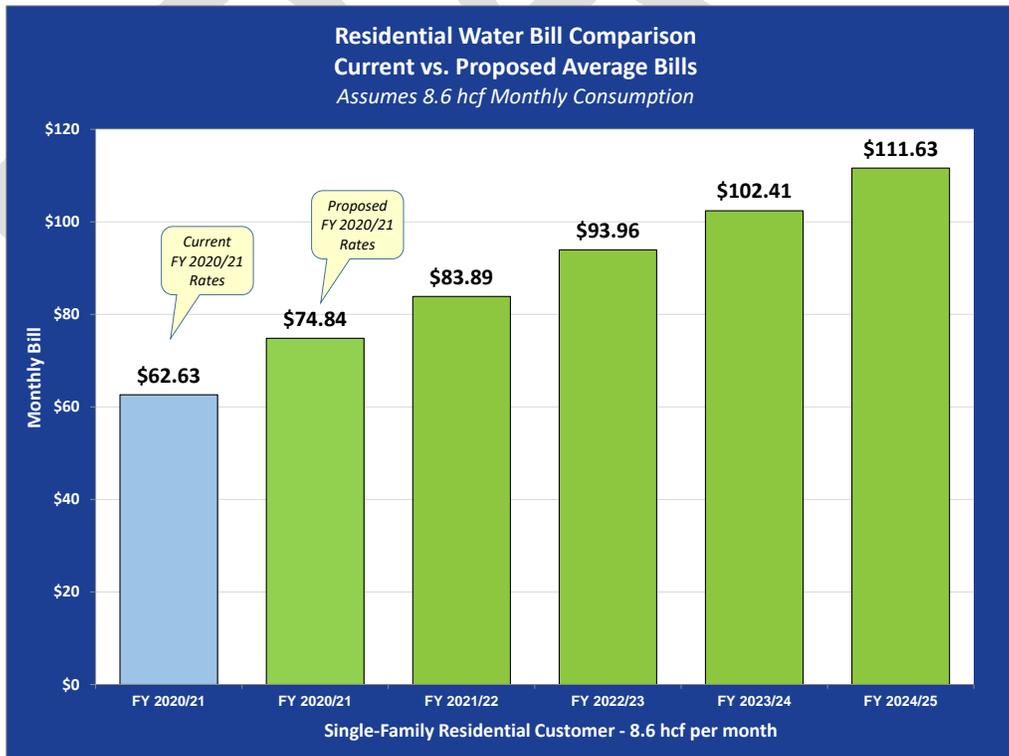
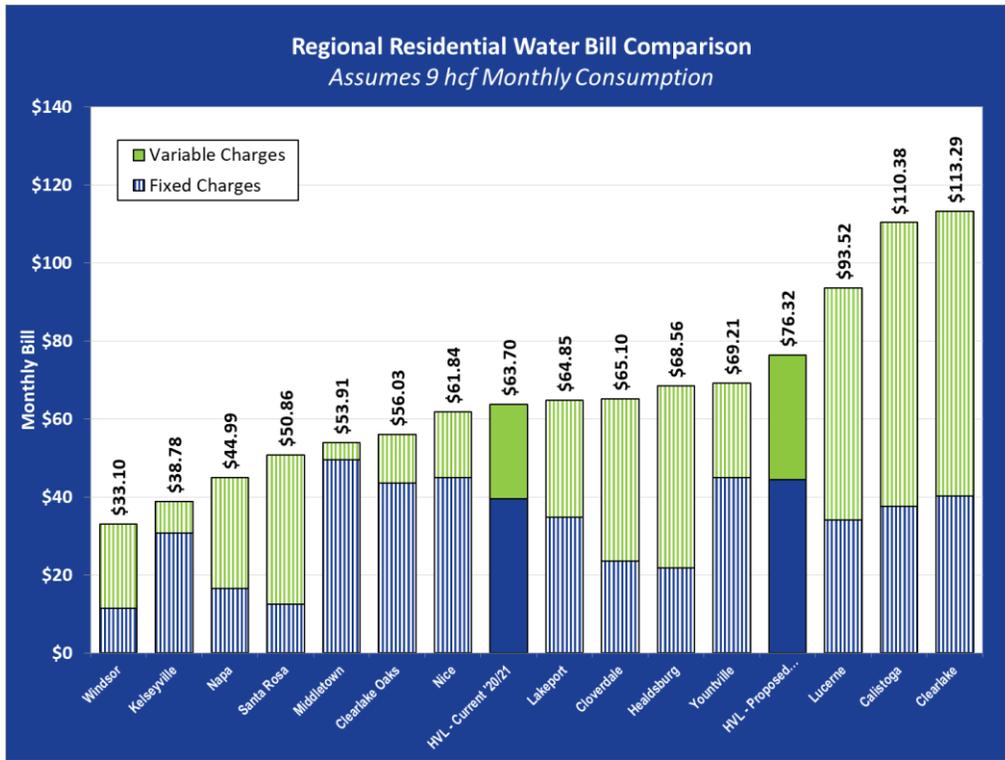


Figure 12. Regional Comparison of Monthly Water Bills for Single-Family Residential



D. DROUGHT RATES

The District’s emergency drought plans have four drought stages requiring progressively greater reductions in water use by 10% through 40%. Assuming consumption is reduced by these amounts, the District will lose revenue from volumetric rates, despite some cost savings as production costs are slightly lower. NBS estimated these cost savings along with revenue losses to calculate drought rates.

After accounting for both cost savings and revenue losses, these drought rates will meet the revenue requirement under each drought stage. These rates are also designed to meet all Governor mandates required by California Districts to comply. **Figure 13** summarizes these drought rates, which reflect the differences in volumetric rates for single-family and multi-family residential (SFR and MFR), commercial and municipal customers.

Figure 13. Proposed Drought Rates

Water Rate Schedule	Current Rates ('20/21)	Proposed Drought Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge						
Monthly Fixed Service Charge: <i>(Same as Non-Drought Fixed Service Charges)</i>						
Commodity Charges for All Water Consumed per hundred cubic feet (HCF)						
All Customer Classes:						
Drought Stage 1	\$3.35	\$3.86	\$4.32	\$4.84	\$5.28	\$5.75
Drought Stage 2	\$3.75	\$4.38	\$4.90	\$5.49	\$5.99	\$6.52
Drought Stage 3	\$4.02	\$5.04	\$5.65	\$6.33	\$6.90	\$7.52
Drought Stage 4	\$4.47	\$5.93	\$6.64	\$7.44	\$8.11	\$8.84

SECTION 3. SEWER AND RECYCLED WATER RATE STUDY

A. KEY SEWER AND RECYCLED WATER RATE STUDY ISSUES

Some of the specific objectives addressed in the sewer rate analysis included:

- Generating additional revenue needed to meet projected funding requirements.
- Updating the volumetric-based charge for residential customers that maintains the average winter water use basis. This is more equitable than a 100-percent flat rate because it reflects the differences in effluent generation and therefore better aligns with the cost of service.
- Updating the volumetric rate for commercial customers that applies to their monthly water use.
- Updating recycled water rates, which should be increased at the same rate as sewer rates.

As with the water rates, the proposed sewer rates were developed based on industry standards and cost-of-service principles, along with input from District staff and the District Board. The proposed rate structure for residential customers continues to include a fixed monthly charge per housing equivalent unit (HEU) plus a volumetric rate based on their average winter water consumption. This volumetric charge is used to set the volumetric charge each month for the subsequent 12 months and, in this respect, acts like a fixed charge except it varies annually based on each customer's winter consumption. The rate structure for commercial customers is similar, with a fixed monthly charge per HEU plus a volumetric rate based on *monthly* water consumption (not by average winter consumption).

The proposed rates are based on net revenue requirements, number of customer accounts and housing equivalent units, water consumption, and the estimated volume and strength of the effluent. The following are the basic components of this analysis:

- **Customer classes:** Customer classes are typically determined by grouping customers with similar flow and strength characteristics in order to reflect the differences in the cost of serving each type of customer. The District's existing customer classes have been retained in the proposed rates:
 - **Residential** – Consists of single- and multi-family residential customers; multi-family accounts are assessed fixed charges based on the number of housing equivalent units (HEUs), with a single-family account representing one HEU⁶.
 - **Commercial** – Includes all commercial and industrial users, who are assigned HEUs based on their effluent characteristics (e.g., there are currently 15 accounts and 35 HEUs in commercial).
 - **Recycled Water** – The District has one recycled water meter. The recycled water rate represents the additional treatment costs of recycled water.
- **Cost Allocation Factors:** For the purpose of allocating costs to customer classes, the sewer revenue requirements were "functionalized" into five categories:
 1. Flow (volume) related costs
 2. Strength costs related to biochemical oxygen demand (BOD)
 3. Strength costs related to total suspended solids (TSS)
 4. Customer service-related costs, and

⁶ An HEU is the typical (average) winter water use of SFR. It's applied to all SFR and doesn't vary with number of bedrooms. For example, 3-5 people in a home aren't assumed to generate more or less effluent (on average) if they are in a 2- vs. 5- bedroom home. Commercial HEUs are estimates of how they compare to SFR effluent.

5. Recycled water related costs.

These cost allocation factors represent varying levels of the cost of service. For example, effluent with higher levels of BOD and TSS is more costly to treat and, therefore, should be allocated a greater proportion of treatment costs. Details documenting these cost allocations are shown in Appendix B.

- **Determining Revenue Requirements by Customer Class:** Based on the identified cost allocation factors, revenue requirements were allocated to each customer class. For example, customer costs are allocated based on number of accounts and billable units, flow-related costs are allocated based on the estimated effluent generated by each class, and strength-related costs are allocated based on estimated strength of wastewater discharged by each customer class. Once the revenue requirement for each customer class is determined, collecting these revenue requirements from each customer class is reflected in the rate design.
- **Rate Design:** The revenue requirements collected from residential customers were based on the number of housing equivalent units and, for residential customers, the average winter water consumption (December through March). Average winter water use is the best means of estimating potential flow to the wastewater treatment plant because outdoor irrigation is typically at its lowest during the winter months. Revenue requirements recovered from commercial and industrial customers through fixed charges are based on the number of HEUs; their monthly water consumption is applied to volumetric rates. The amount of wastewater discharged by commercial users is generally assumed to be better correlated to their monthly water use and that most commercial customers have separate irrigation meters.

B. SEWER UTILITY REVENUE REQUIREMENTS

Rate increases are governed by the need to meet rate revenue requirements, including operating and capital costs, debt service payments and reserves. The current state of the District’s sewer utility is summarized as follows:

Capital Improvement Costs: As with the water utility, sewer capital projects are a major driver of the projected annual costs. The planned capital improvement costs for FY 2020/21 through FY 2024/25 shown in **Figure 14** total more than \$1.25 million and are shown in current year dollars. Future inflation of 3% is assumed for actual funding requirements.

Figure 14. Summary of Sewer Capital Project Costs

Project Description	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
Regulatory Compliance/I&I Mitigation	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Disaster Mitigation/SCADA Upgrade	\$ 30,000	\$ 30,000	\$ 90,000		
Disaster recovery/WWTP Access Road repair					
Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 25,000	\$ 25,000		
Risk Management Plan/Chlorine Tank Auto Shut-Off		\$ 45,000			
Regulatory Compliance/Dump Truck		\$ 37,500	\$ 37,500		
IT Upgrades/Records Retention/Increase storage capacity				\$ 50,000	
Stormwater Master Planning/Mitigation	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 50,000
Regulatory Compliance/Manhole Rehab		\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000
Total Projects	\$ 140,000	\$ 297,500	\$ 312,500	\$ 250,000	\$ 250,000

1. CIP expenditures provided by District Staff as of 9-17-20.

Meeting Net Revenue Requirements: The District’s sewer utility is currently running a small structural deficit that is likely to increase to over \$730,000 per year without any rate increases. The proposed rate increases would stabilize this deficit over the next five years, although reserves would still be below target levels. Projected net revenue requirements (i.e., total annual expenses less non-rate revenue) increase in Fiscal Years 2020/21 through 2024/25 from about \$1.6 million to \$2.2 million. It’s notable that the District

is expecting an operating deficit in 2020/21 despite the proposed rate adjustments but can expect a surplus in fiscal year 2021/22 forward.

Building and Maintaining Reserve Funds: The District should maintain sufficient reserves. NBS recommends that the District adopt and maintain the following reserve fund targets:

- ✓ **Operating Reserve** equal to 25% of the Utility’s budgeted annual operating expenses. This reserve target is equal to a three-month (90-day) cash cushion for normal operations. An Operating Reserve is intended to promote financial viability in the event of any short-term fluctuation in revenues and/or expenditures.
- ✓ **Capital Facilities Reserve** equal to a minimum of 3% of depreciable capital assets (or approximately \$141,000 based on a total system asset value of approximately \$4.6 million). This reserve provides for capital repair and replacement needs.
- ✓ **Debt Reserve** equal to the reserve requirements for the existing debt, which is approximately \$32,000 annually.

Figures 15 and 16 Summarize the sources and uses of funds, including net revenue requirements, and the recommended annual percent increases in total rate revenue for the next five years. This figure shows the small deficit in FY 2020/21 and, without rate increases, grows to over \$730,000 by FY 2024/25. With rate increases, the deficit turns into small surpluses over the next five years.

Figure 15. Summary of Sewer Revenue Requirements

Summary of Sources and Uses of Funds and Net Revenue Requirements	Prop 218 Rate Period				
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Sources of Sewer Funds					
Rate Revenue Under Current Rates - Sewer	\$ 1,261,953	\$ 1,265,108	\$ 1,268,271	\$ 1,271,441	\$ 1,274,620
Rate Revenue Under Current Rates - RW	110,000	110,000	110,000	110,000	110,000
Non-Rate Revenues	28,500	28,571	28,643	28,714	28,786
Interest Earnings ¹	1,700	6,545	4,772	3,731	5,296
Total Sources of Funds	\$ 1,402,153	\$ 1,410,225	\$ 1,411,685	\$ 1,413,887	\$ 1,418,702
Uses of Sewer Funds					
Operating Expenses	\$ 1,649,210	\$ 1,694,515	\$ 1,749,104	\$ 1,804,889	\$ 1,861,212
Existing Debt Service	32,255	32,238	32,205	32,158	32,095
Rate Funded Capital Expenses	-	-	112,020	257,500	257,500
Total Use of Funds	\$ 1,681,465	\$ 1,726,753	\$ 1,893,329	\$ 2,094,546	\$ 2,150,807
Surplus (Deficiency) before Rate Increase	\$ (279,312)	\$ (316,528)	\$ (481,644)	\$ (680,660)	\$ (732,106)
Additional Revenue from Rate Increases (Sewer) ²	44,459	349,827	558,100	734,059	926,581
Additional Revenue from Rate Increases (Recycled) ³	6,600	27,984	44,542	58,451	73,611
Surplus (Deficiency) after Rate Increase	\$ (228,253)	\$ 61,283	\$ 120,998	\$ 111,850	\$ 268,087
Projected Annual Rate Revenue Adjustment - Sewer²	12.00%	12.00%	12.00%	9.00%	9.00%
Net Revenue Requirement⁴	\$ 1,651,265	\$ 1,691,636	\$ 1,859,915	\$ 2,062,101	\$ 2,116,725

1. Historical interest earning rates were referenced on the California Treasurer's Office website for funds invested in LAIF. Future years earnings were conservatively estimated through 2021 and phase into the historical 10 year average interest earnings rate.
2. The FY 2020/21 rate increase is assumed to be implemented on January 1, 2021, and future increases are implemented July 1 each year.
3. The FY 2020/21 rate increase is assumed to be implemented on January 1, 2021, but future increases are implemented July 1 each year.
4. Total Use of Funds less non-rate revenues and interest earnings. This is the annual amount needed from rates.

Figure 16. Sewer Revenue Requirements through FY 2024/25

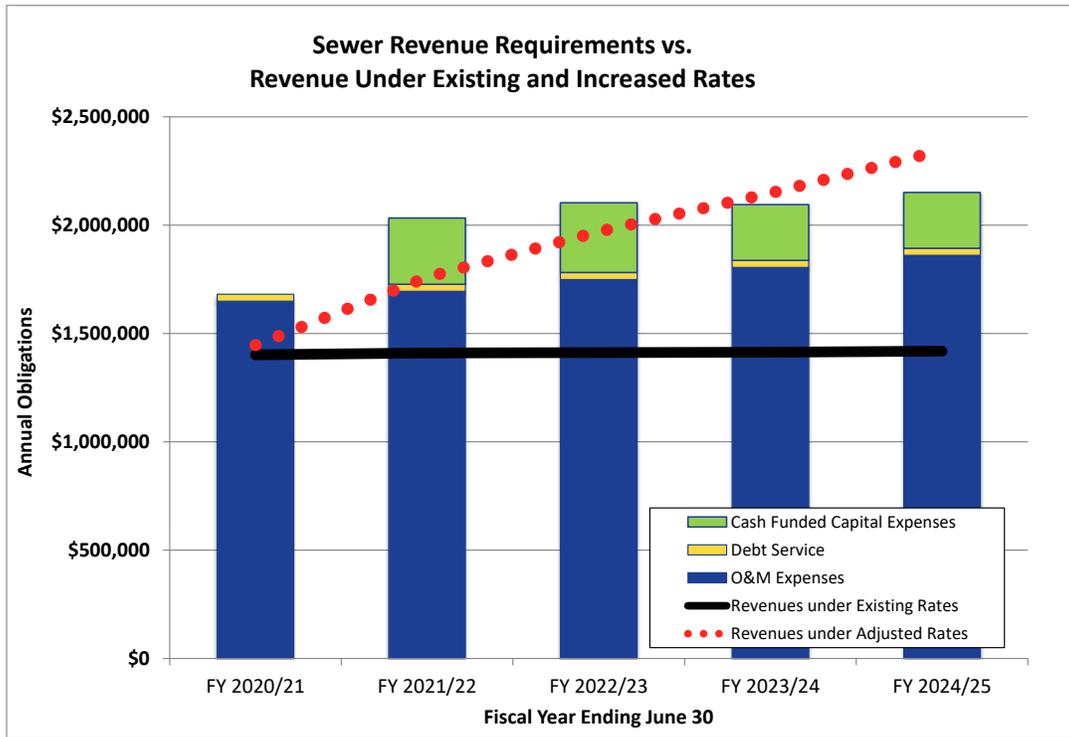
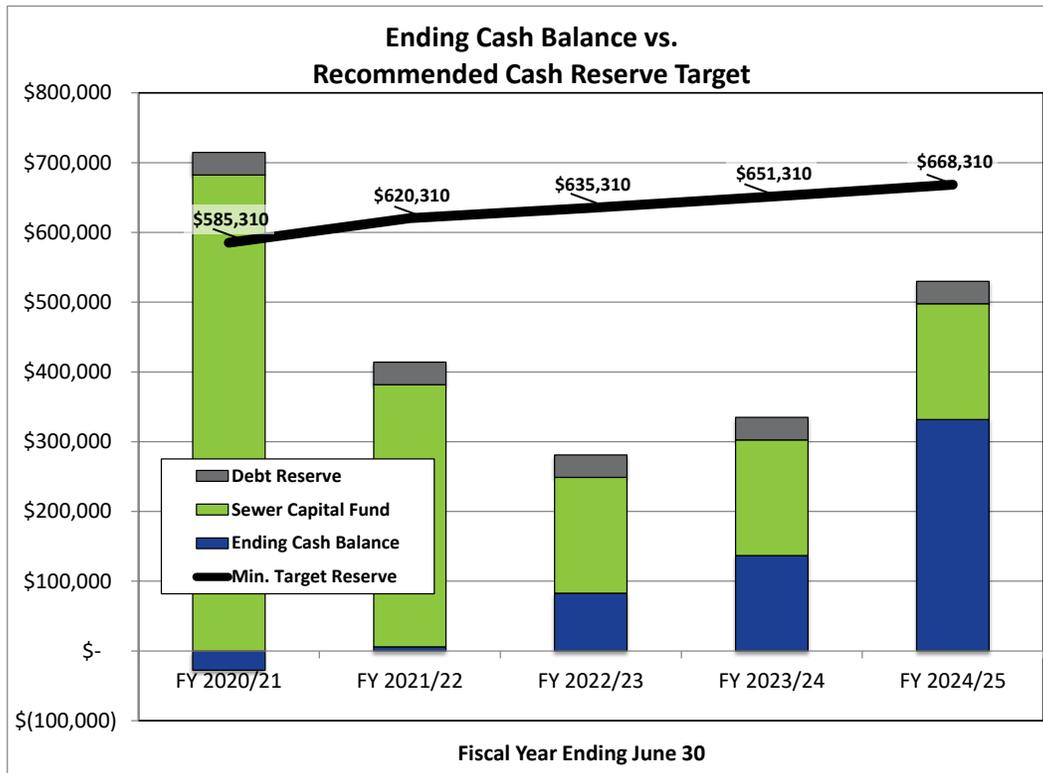


Figure 17 Summarizes the projected reserve fund balances and reserve targets, for the next five years. Figure 18 Indicates that without assuming the proposed rate increases, the District’s initial small surplus of reserves will be drawn down over the next five years. Replenishing the District’s reserve funds are a main factor in the need for sewer rate increases.

Figure 17. Summary of Sewer Reserve Funds

Beginning Reserve Fund Balances and Recommended Reserve Targets	Prop 218 Rate Period				
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Operating Reserve					
Ending Balance	\$ (27,743)	\$ 5,879	\$ 82,740	\$ 136,623	\$ 331,664
<i>Target Ending Balance (90-days of O&M Costs)</i>	<i>412,000</i>	<i>424,000</i>	<i>437,000</i>	<i>451,000</i>	<i>465,000</i>
Sewer Capital Fund					
Transfer In of Operating Reserve Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Reserves for Capital Projects	\$ 229,000	\$ (306,425)	\$ (209,855)	\$ -	\$ -
Ending Balance	\$ 682,280	\$ 375,855	\$ 166,000	\$ 166,000	\$ 166,000
<i>Target Ending Balance (3% of Net Capital Assets)</i>	<i>141,000</i>	<i>164,000</i>	<i>166,000</i>	<i>168,000</i>	<i>171,000</i>
Debt Reserve					
Ending Balance	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310
<i>Target Ending Balance (Annual Debt Service)</i>	<i>32,310</i>	<i>32,310</i>	<i>32,310</i>	<i>32,310</i>	<i>32,310</i>
Total Ending Balance	\$ 686,847	\$ 414,044	\$ 281,050	\$ 334,933	\$ 529,974
Total Recommended Minimum Target	\$ 585,310	\$ 620,310	\$ 635,310	\$ 651,310	\$ 668,310

Figure 18. Sewer Reserve Funds Through FY 2024/25



A summary of the sewer utility’s proposed 5-year financial plan is included in Appendix B – Sewer Rate Study Summary Tables. These tables include revenue requirements, reserve funds, revenue source and proposed rate increases for the 5-year period.

C. SEWER CUSTOMER CHARACTERISTICS

The five factors used in allocating costs as a part of the sewer cost-of-service analysis are effluent (flow), BOD, TSS, customer costs, and recycled water costs. Water consumption data from July 2019 through June 2020 was used to estimate the flows to the District’s wastewater treatment plant, and District staff believe this data is representative of future conditions. Residential bills reflect average winter consumption because it is correlated to the amount of residential effluent going to the treatment plant.

The average residential winter water consumption is assumed to include four billing periods; December 2019 - March 2020 were considered the “winter” months because consumption is lowest in these months. Based on water consumption records summarized in **Figure 19** residential customers account for approximately 94.8% of effluent at the plant (i.e., single-family = 89.9% and multi-family = 4.9%). Commercial customers account for the remaining 5.2% of the flow. Effluent strength factors for individual customer classes⁷ are shown in **Figure 20** and described below.

- **Residential** customers, including single-family, multi-family and municipal, have BOD and TSS strength factors of 250 mg/l and 250 mg/l, which is within the normal range for residential users.
- **Commercial** customers, which represent less than three percent of the sewer HEUs, have individual strength factors that are higher or lower than residential, depending on the particular type of

⁷ Strength factors for each customer class were derived from the State Water Resources Control Board Revenue Program Guidelines, Appendix G, page G-21 “Commercial User Strength Characteristics.”

commercial uses. In the District’s case, NBS and the District believe that commercial effluent is, on average, lower than residential strength. The District is also considering updating HEU calculations for commercial customers and possibly creating individual volumetric rates for individual commercial customers. This approach will require extensive field verification and result in significant changes for individual commercial sewer customers, and will be further reviewed and analyzed when additional commercial customers are added to the system.

Figure 19. Summary of Estimated Flow to Treatment Plant

Development of the FLOW Allocation Factor						
Customer Class	Number of HEUs ¹	Annual Volume (hcf)	Average Winter Monthly Consumption ² (hcf)	Annual Winter (or Monthly) Avg. Based Volume (hcf) ⁴	Adjusted Annual Volume (hcf)	Percentage of Adjusted Volume
Single Family Residential	1,444	87,263	7,183	86,197	120,355	89.9%
Multi-Family Residential	54	4,314	391	4,690	6,548	4.9%
Commercial ³	35	5,036	N.A.	5,036	7,031	5.2%
Total ⁴	1,533	96,612	7,574	95,923	133,934	100.0%
					133,934	Flow (hcf/yr.)
					1.40	Flow Adj. Factor

1. Consumption and Meters from source files: *Copy of Customer Data.xlsx* and *NBS 2020_JT.xlsx* (data combined and summarized in pivot tables).
Note: The adjusted annual flow per HEU for commercial customers is approximately twice that of SFR. In this sense, these are not truly "HEU's".
2. Includes months of December 2019 through March 2020.
3. Commercial will be billed based on monthly consumption, not winter average.
4. Recycled Water excluded from flow allocation factor. One customer only in the District, volumetric rate only.

Figure 20. Summary of Annual Flow and Strength Characteristics by Customer Class

Development of the STRENGTH Allocation Factor									
Customer Class	Adjusted Annual Flow (hcf)	Biochemical Oxygen Demand (BOD)				Total Suspended Solids (TSS)			
		Average Strength Factor (mg/l) ²	Calculated BOD (lbs./yr.)	Adjusted BOD (lbs./yr.)	Percent of Total	Average Strength Factor (mg/l) ²	Calculated TSS (lbs./yr.)	Adjusted TSS (lbs./yr.)	Percent of Total
Single Family Residential	120,355	250	187,703	181,794	93.2%	250	187,703	149,316	92.4%
Multi Family Residential	6,548	250	10,213	9,891	5.1%	250	10,213	8,124	5.0%
Commercial ¹	7,031	80	3,509	3,399	1.7%	120	5,264	4,187	2.6%
Total	133,934		201,425	195,084	100%		203,179	161,627	100%
<i>Target, from WWTP Data</i>				195,084	BOD (lbs./yr.)			161,627	TSS (lbs./yr.)
				0.97	BOD Adj. Factor			0.80	TSS Adj. Factor

1. Commercial was previously billed on winter water use, now is billed on monthly water use.
2. Typical strength factors for BOD and TSS are derived from the State Water Resources Control Board Revenue Program Guidelines, Appendix G.

Figure 21 Compares the total number of accounts and billing units (depending on how customers are billed) by customer class.

Figure 22 Summarizes the total rate revenue requirements by customer class resulting from the cost-of-service cost allocation components previously shown in Figures 19 and 20 (Flow and Strength Characteristics), and Figure 21 (Customer Costs).

Figure 21. Number of Sewer Accounts and Billing Units by Customer Class

Development of the CUSTOMER Allocation Factor					
Customer Class	Number of Accounts ¹	Percentage of Accounts	Number of HEUs ²	Percentage of Assigned HEUs	Average HEUs per Account
Single Family Residential	1,455	97.1%	1,444	94.1%	0.99
Multi-Family Residential	27	1.8%	56	3.6%	2.07
Commercial & Industrial	15	1.0%	35	2.2%	2.30
Recycled Irrigation ²	1	0.1%	0	0.0%	0.00
Total ²	1,498	100.0%	1,535	100.0%	1.02

1. Source files: *Copy of Customer Data.xlsx* and *NBS 2020_JT.xlsx* . HEU count from March 2020.

2. Recycled Water excluded from customer allocation factor. One customer only in the District, volumetric rate only.

HEU stands for housing equivalent unit, which is equal to one single family residential home (SFR = 1 HEU)

Figure 22. Summary of Sewer Rate Revenue Requirements by Customer Class

Allocation of Revenue Requirements by Customer Class							
Customer Class	Cost Classification Components					Cost-of-Service Net Revenue Req't.	% of COS Net Revenue Req't.
	Volume	Treatment		Customer Related	Recycled Water		
		BOD	TSS				
Net Revenue Requirements ¹	\$ 647,287	\$ 308,539	\$ 308,539	\$ 163,916	\$ 108,307	\$ 1,536,587	--
	42.1%	20.1%	20.1%	10.7%	7.0%	100.0%	
Single-, Multi-Family Residential	\$ 613,306	\$303,164	\$300,546	\$160,229	\$ -	\$ 1,377,246	89.6%
Commercial	33,981	5,375	7,993	3,686	-	51,035	3.3%
Recycled Irrigation	-	-	-	-	108,307	108,307	7.0%
Total	\$ 647,287	\$ 308,539	\$ 308,539	\$ 163,916	\$ 108,307	\$ 1,536,587	100%
Total Excluding Recycled Water						\$ 1,428,281	

1. Revenue requirement for each customer class is determined by multiplying the revenue requirement from each cost classification by the allocation factors for each customer class.

D. CURRENT VS. PROPOSED SEWER RATES

Currently, all customers pay the same fixed monthly charge based on their number of household equivalent units (HEUs). Both residential and commercial customers also pay a volumetric rate, the uniform volumetric rate for residential and commercial customers is applied to average winter water use.

Changes in Residential vs. Commercial Sewer Rates – The proposed rates retain the same customer classes, which combine single- and multi-family residential customers, and combine commercial with industrial customers.

Figure 23 Shows current and proposed sewer rates for FY 2020/21 through FY 2024/25. As previously noted, consumption patterns have changed over time and this has been reflected in the proposed rates. The current HEU assignments for commercial customers indicate there is more consumption than for a typical residential customer; this is also reflected in the rates shown in Figure 23.

Figure 24 Compares the average monthly sewer bills for residential customers under current and proposed rates.

Figure 25 Compares commercial bills under current and proposed rates.

Figure 26 Provides a comparison of monthly sewer bills for other communities in the region.

Figure 23. Current vs. Proposed Sewer Rates

Sewer Rate Schedule	Current Rates ('20/21)	Proposed Sewer Rates ¹				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge per HEU²						
Residential & Municipal	\$51.96	\$53.60	\$60.03	\$67.24	\$73.29	\$79.89
Commercial	\$51.96	\$53.60	\$60.03	\$67.24	\$73.29	\$79.88
Volumetric Charge (\$/hcf)³						
Residential & Municipal (Applied to Average Winter Water Use)	\$2.76	\$4.54	\$5.08	\$5.69	\$6.20	\$6.76
Commercial (Applied to Average Monthly Water Use)	\$3.00	\$5.73	\$6.41	\$7.18	\$7.83	\$8.53

1. Implementation date for FY 2020/21 rates is January 1, 2021, then July in 2021 through 2024.
2. Sewer customers are charged on the basis of their number of assigned Housing Equivalent Units (HEUs). Commercial accounts average 2.4 HEU/Account, according to District records.
3. Proposed volumetric rates after FY 2020/21 are increased by the annual increase in rate revenue shown in the financial plan.

Figure 24. Residential Sewer Bill Comparison – Current vs. Proposed Rates

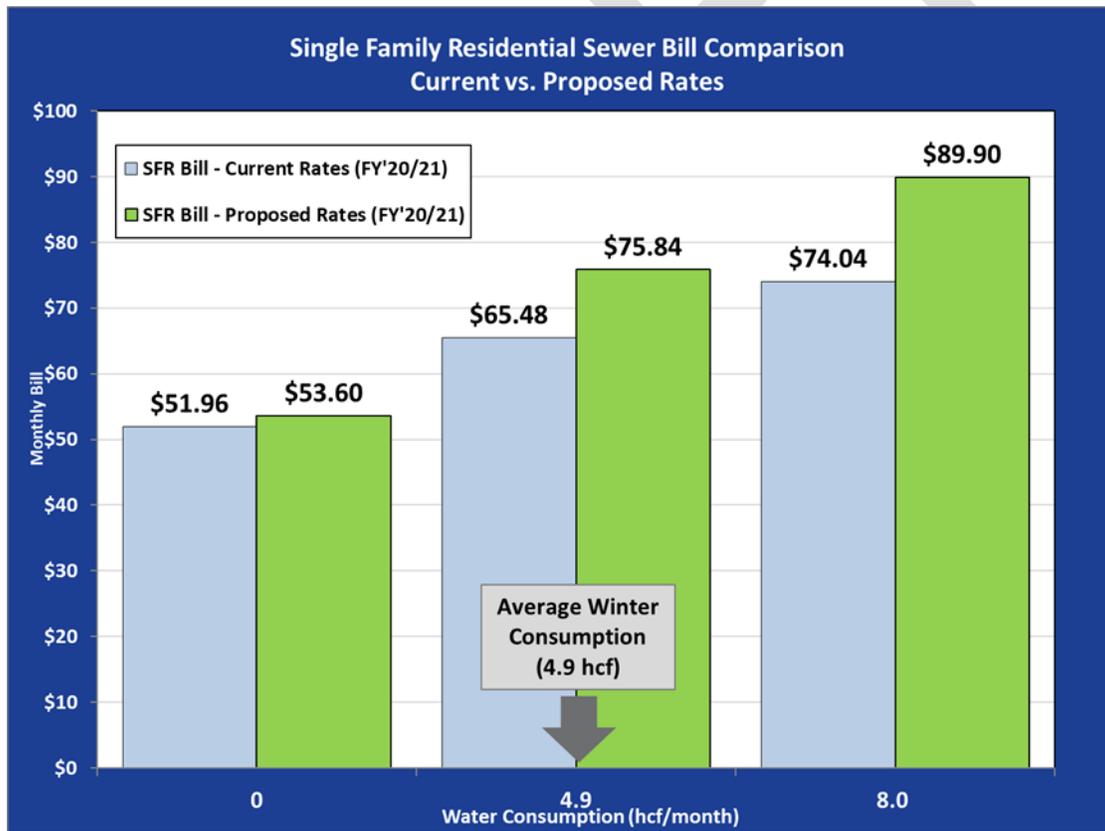


Figure 25. Commercial Sewer Bill Comparison – Current vs. Proposed Rates

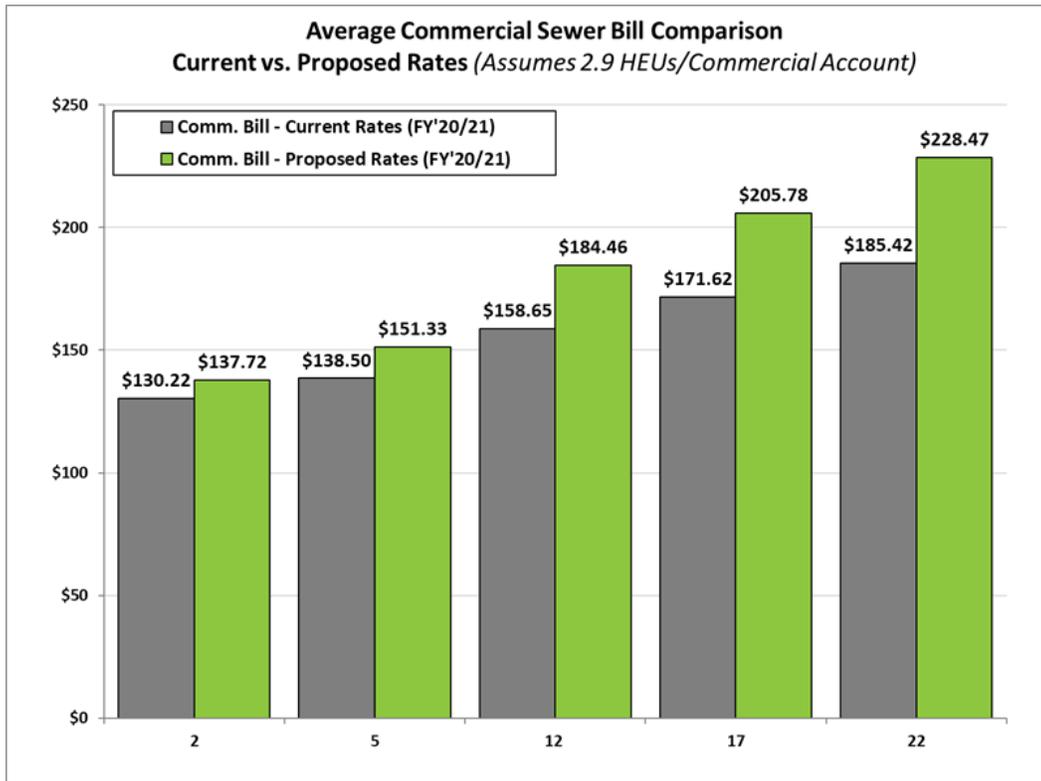
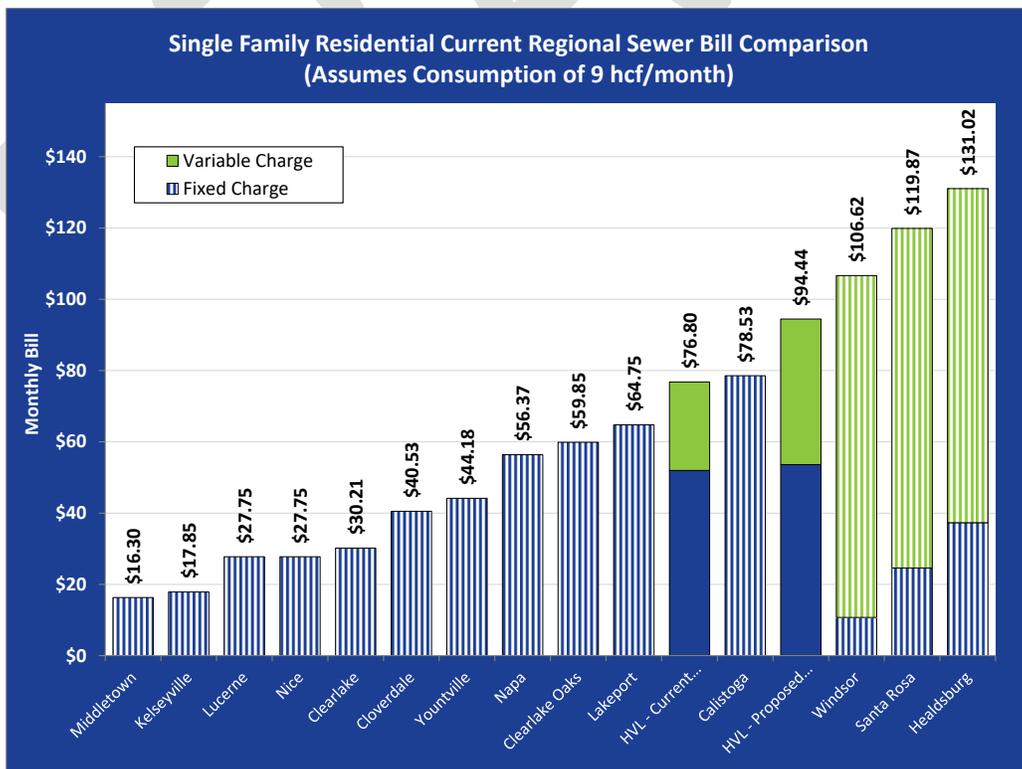


Figure 26. Regional Sewer Bill Comparison – Single Family Residential



E. CURRENT VS. PROPOSED RECYCLED WATER RATES.

The District has maintained one recycled water customer and has not evaluated the recycled water rate since 2012.

Basis for Setting Recycled Water Rate – Industry standard for setting recycled water rates vary from agency to agency, and rates are often set at some percent of potable volumetric rates. Although the allocation of benefits of a recycled water program are not easily assigned to sewer vs. recycled water customers, the benefits are generally described as: (1) benefits to sewer customers from selling recycled water instead of discharging the effluent from the treatment plant through other means; and (2) benefits to recycled water users from lower recycled water costs, although the lower quality of recycled water make it less valuable than potable water and the additional constituents in recycled water typically translate into higher costs for recycled water irrigation systems. While there is no single methodology or calculation formula for determining recycled water rates, the current rate is less than the District’s potable water rate on a per-acre foot basis, and NBS considers the current rate of \$291.64 per acre foot to be consistent with the sewer utility’s annual expenses and how those expenses might be allocated to the recycled water program.

Proposed Recycled Water Rate – The current recycled water rate of \$291.64 is a reasonable and fair rate; updating recycled water rates going forward should reflect the increases in sewer revenue requirements, which have increased for all the reasons previously discussed. A recommended FY 2020/21 volumetric rate is \$326.64 per acre foot, with annual adjustments the same as for sewer rates, as shown in **Figure 27**.

Figure 27. Proposed Recycled Water Rate

Recycled Water Rate Schedule	Current Rates ('19/20)	Proposed Recycled Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
% Increase in Annual Rate Revenue:		12.00%	12.00%	12.00%	9.00%	9.00%
Fixed Service Charge per Acre Foot (AF)						
Recycled Irrigation (\$/AF)	\$291.64	\$326.64	\$365.83	\$409.73	\$446.61	\$486.80

SECTION 4. RECOMMENDATIONS AND NEXT STEPS

CONSULTANT RECOMMENDATIONS

A number of factors have impacted the District's water and sewer rates in the last several years. The drought and related conservation efforts have resulted in lower water sales, and the District's staff time and costs of responding to fires and floods have increased costs. NBS' evaluation of water, sewer and recycled water rates has made adjustments for these factors that, in our opinion, best represent the overall rate objectives of the District in a fair, equitable, and defensible manner. The following recommendations are submitted to the District Board for consideration:

- **Review This Study Report:** NBS recommends the District Board review proposed rates and other recommendations presented in this report, approve the recommendations, and direct staff to proceed with Prop 218 noticing.
- **Adopt Reserve Fund Targets:** NBS recommends the District Board adopt the proposed water and sewer reserve fund targets described in Sections 2 and 3 of this report. The District should periodically evaluate reserve fund levels and make it a long-term goal to achieve and maintain these levels for the Operating, Capital, and Debt Reserves.
- **Complete a Review by a Qualified Attorney:** This rate study outlines proposed new rates that, in NBS' opinion, meet the requirements of Prop 218 and industry standards. However, we are not attorneys and therefore defer to the review provided by the District's legal counsel with respect to Prop 218 noticing and related State laws, as well as the resolutions needed to implement these rates.
- **Review Levels of Rate Increases and Proposed Rates:** Based on the analysis to date, the District Board should consider adopting the proposed rates for the next five years. These updated rates are necessary to ensure the following objectives are met:
 - Providing, maintaining, and protecting the community's water service to its customers.
 - Ensuring water rates comply with Prop 218 requirements and promote water conservation.
 - Ensuring revenue stability through drought rates that can be implemented during the District's four drought stages.
 - Setting sewer rates that reflect the cost of providing service to its customers.
 - Ensuring sewer rates comply with Proposition 218 requirements.
 - Maintaining the overall financial health of the District's water and sewer utilities.
 - Setting recycled water rates at levels that are reasonable, fair, and equitable.

NEXT STEPS

Prop 218 Noticing – Mailing Prop 218 notices to customers as required by State law and then after a minimum of 45 days hold a public hearing to discuss the proposed rates, count any written protests and, assuming there is not a successful challenge of the proposed rates, adopt and implement these rates.

Annually Review Rates and Revenue – Any time an Agency adopts new utility rates or rate structures, those new rates should be closely monitored over the next several years to ensure the revenue generated is sufficient to meet the annual revenue requirements. Changing economic factors, water consumption patterns, regulatory mandates, and unplanned emergencies all underscore the need for annual review.

Note: The attached Technical Appendices provide more detailed information on the analysis of the water and sewer revenue requirements, cost of service and rate design analyses that have been summarized in this report.

PRINCIPAL ASSUMPTIONS AND CONSIDERATIONS

In preparing this report and the recommendations included herein, NBS has relied on several principal assumptions and considerations with regard to financial matters, number of customer accounts, billing records, and other conditions and events that may occur in the future. This information and assumptions, including the District's budgets and customer account information provided by District staff, are sources we believe to be reliable, although NBS has not independently verified this data.

We are also assuming that future water consumption levels, which District staff believe are representative of future conditions, are accurate, and that funding from grants and low-interest loans is largely unavailable or will not be secured in time to construct urgently needed capital projects. We also assume that the District will consider reducing future rate increases or modifying reserve fund requirements if such funding becomes available.

While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report and its recommendations, some assumptions will invariably not materialize as stated herein or may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

APPENDIX A – WATER RATE ANALYSIS

RATE REVENUE REQUIREMENTS SUMMARY	Budget		Projected		
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Sources of Potable Water Funds					
Rate Revenue Under Current Rates	\$ 2,069,369	\$ 2,074,542	\$ 2,079,729	\$ 2,084,928	\$ 2,090,140
Non-Rate Revenues	72,700	72,827	72,954	73,081	73,209
Interest Earnings	3,500	4,052	1,800	1,816	5,985
Total Sources of Funds	\$ 2,145,569	\$ 2,151,421	\$ 2,154,483	\$ 2,159,825	\$ 2,169,334
Uses of Potable Water Funds					
Operating Expenses:					
Salaries & Benefits	\$ 876,284	\$ 910,366	\$ 948,328	\$ 988,342	\$ 1,030,553
Water Rights	50,000	51,450	52,942	54,424	55,839
Repair & Replacement	125,000	128,625	132,355	136,061	139,599
Electricity	150,000	153,000	156,060	159,181	162,365
All Other Expenses	512,955	521,586	538,282	555,110	571,589
<i>Subtotal: Operating Expenses</i>	<i>\$ 1,714,239</i>	<i>\$ 1,765,028</i>	<i>\$ 1,827,967</i>	<i>\$ 1,893,119</i>	<i>\$ 1,959,945</i>
Other Expenditures:					
Existing Debt Service ¹	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721	\$ 169,355
New Revenue Bond Debt Service	-	-	-	-	-
Rate-Funded Capital Expenses	295,000	725,000	867,500	855,000	805,000
<i>Subtotal: Other Expenditures</i>	<i>\$ 465,746</i>	<i>\$ 895,416</i>	<i>\$ 1,037,575</i>	<i>\$ 1,024,721</i>	<i>\$ 974,355</i>
Total Uses of Water Funds	\$ 2,179,985	\$ 2,660,444	\$ 2,865,542	\$ 2,917,840	\$ 2,934,300
plus: Revenue from Rate Increases	124,162	388,354	685,612	976,059	1,254,676
Increase/Decrease to Reserves	\$ 89,746	\$ (120,669)	\$ (25,448)	\$ 218,044	\$ 489,711
Net Rev. Req't. (Total Uses less Non-Rate Rev.)	\$ 2,103,785	\$ 2,583,565	\$ 2,790,788	\$ 2,842,943	\$ 2,855,106
Total Rate Revenue After Rate Increases	\$ 2,193,531	\$ 2,462,897	\$ 2,765,340	\$ 3,060,987	\$ 3,344,817
Projected Annual % Rate Increases					
	12.00%	12.00%	12.00%	9.00%	9.00%
Cumulative Increase	12.00%	25.44%	40.49%	53.14%	66.92%
Debt Coverage Without Rate Increase	7.43	7.28	7.09	6.90	6.72
Debt Coverage After Rate Increase	8.16	9.56	11.12	12.65	14.13

1. FUND 218 - CIEDB: Hidden Valley Lake Water System Improvements Project, \$3,000,000 issued in 2002

SUMMARY OF CASH ACTIVITY	Budget		Projected		
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Total Beginning Unrestricted Cash	\$ 418,803				
Operating Reserve					
Beginning Reserve Balance	\$ 268,533	\$ 359,881	\$ 141,250	\$ 68,274	\$ 239,222
Plus: Net Cash Flow (After Rate Increases)	89,746	(120,669)	(25,448)	218,044	489,711
Plus: Transfer of Debt Reserve Surplus	1,602	2,037	2,471	2,905	3,336
Less: Transfer Out to Water Capital Fund Reserve	-	(100,000)	(50,000)	(50,000)	(242,269)
Ending Operating Reserve Balance¹	\$ 359,881	\$ 141,250	\$ 68,274	\$ 239,222	\$ 490,000
Target Ending Balance (90-days of O&M Costs)	\$ 429,000	\$ 441,000	\$ 457,000	\$ 473,000	\$ 490,000
Water Capital Fund					
Beginning Reserve Balance	\$ 150,270	\$ 45,270	\$ 2,770	\$ 52,770	\$ 102,770
Plus: Grant Proceeds	30,000	-	-	-	-
Plus: Transfer of Operating Reserve Surplus	-	100,000	50,000	50,000	242,269
Less: Use of Reserves for Capital Projects	(135,000)	(142,500)	-	-	-
Ending Water Capital Fund Balance²	\$ 45,270	\$ 2,770	\$ 52,770	\$ 102,770	\$ 345,039
Target Ending Balance (3% of Net Capital Assets)	\$ 193,200	\$ 212,600	\$ 231,500	\$ 249,400	\$ 265,400
Ending Balance - Excludes Restricted Reserves	\$ 405,151	\$ 144,020	\$ 121,044	\$ 341,992	\$ 835,039
Suggested Minimum Target Ending Balance	\$ 622,200	\$ 653,600	\$ 688,500	\$ 722,400	\$ 755,400
Ending Surplus/(Deficit)					
Compared to Minimum Reserve Targets	\$ (217,049)	\$ (509,580)	\$ (567,456)	\$ (380,408)	\$ 79,639
Days Cash on Hand	79	28	23	61	144

1. Ending Water fund balances (Funds 325 and 130, Money Market & LAIF only) from "Financial Activity, Cash and Investment Summary as of June 30, 2020".

2. Includes Fund 320, Water CIP from "Financial Activity, Cash and Investment Summary as of June 30, 2020".

Restricted Reserves:					
Debt Reserve	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Beginning Reserve Balance ³	\$ 171,065	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721
Revenue Bond Funded Reserve	\$ -				
Plus: Interest Earnings	1,283	1,707	2,130	2,551	2,970
Less: Transfer of Surplus to Operating Reserve	(1,602)	(2,037)	(2,471)	(2,905)	(3,336)
Ending Debt Reserve Balance	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721	\$ 169,355
Target Ending Balance	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721	\$ 169,355
Connection Fee Reserve					
Beginning Reserve Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Interest Earnings	-	-	-	-	-
Plus: Connection Fee Revenue	-	-	-	-	-
Less: Use of Reserves for Capital Projects	-	-	-	-	-
Ending Connection Fee Balance	\$ -				
Annual Interest Earnings Rate ⁴	0.75%	1.00%	1.25%	1.50%	1.75%

3. Water Operations debt service cash balance found in Source File: #3 - FY End 2017 Hidden Valley Lake Audit.pdf, Page 49. Includes Redemption Fund in Debt Reserve.
 4. Historical interest earning rates were referenced on the California Treasurer's Office website for funds invested in LAIF. Future years earnings were conservatively estimated through 2021 and phase into the historical 10 year average interest earnings rate.

CAPITAL FUNDING FORECAST	Budget		Projected		
Funding Sources:	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Grants ¹	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Loan Funding	-	-	-	-	-
Use of New Revenue Bond Proceeds	-	-	-	-	-
Use of Connection Fee Reserve	-	-	-	-	-
Use of Capital Rehabilitation and Replacement Reserve	135,000	142,500	-	-	-
Rate Revenue	295,000	725,000	867,500	855,000	805,000
Total Sources of Capital Funds	\$ 460,000	\$ 867,500	\$ 867,500	\$ 855,000	\$ 805,000

Uses of Capital Funds:					
Total Project Costs ²	\$ 460,000	\$ 867,500	\$ 867,500	\$ 855,000	\$ 805,000
Capital Funding Surplus (Deficiency)	\$ -				

1. FEMA/CalOES grant revenue found in District budget source file: 2020-2021 Budget & Narrative APPROVED 6-16-2020-.pdf, page 9.
 2. CIP expenditures modified by District Staff as of 9-17-20.

Funded Priority	Capital Project Descriptions	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
1	Wildfire Resilience/Reliable Water Supply/Replace wooden tanks	\$ 180,000.00	\$ 405,000.00	\$ 405,000.00	\$ 405,000.00	\$ 405,000.00
3	Disaster mitigation/SCADA Upgrade	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
2	Reliable Water Supply/Automatic Metering Infrastructure	\$ 200,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00
4	Wildfire Resilience/ Reliable Water Supply/PSPS Backup power supply	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
7	IT Upgrades/Records Retention/Increase storage capacity				\$ 50,000.00	
5	Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 25,000.00	\$ 25,000.00		
6	Regulatory Compliance/Dump Truck		\$ 37,500.00	\$ 37,500.00		
	Top 6 priorities	\$ 460,000.00	\$ 867,500.00	\$ 867,500.00	\$ 855,000.00	\$ 805,000.00

Unfunded Priority	Capital Project Descriptions	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
	Reliable Water Supply/Water Quality/Repair water lines	\$ 540,000.00	\$ 540,000.00	\$ 540,000.00	\$ 540,000.00	\$ 540,000.00
	Wildfire Resilience/Upgrade Fire Hydrants	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00
		\$ 1,300,000.00				

EXISTING DEBT OBLIGATIONS HVLCSD WATER DISTRICT - POTABLE WATER					
Annual Repayment Schedules:	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
FUND 218 - CIEDB: Hidden Valley Lake Water System Improvements Project, \$3,000,000 issued in 2002					
Principal Payment ¹	\$ 110,065	\$ 113,895	\$ 117,859	\$ 121,960	\$ 126,204
Interest Payment	55,865	52,035	48,072	43,970	39,726
Annual Fee	4,816	4,486	4,144	3,791	3,425
Subtotal: Annual Debt Service	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721	\$ 169,355
Coverage Requirement (\$ Amnt. above annual payment)	187,821	187,458	187,083	186,693	186,291
Reserve Requirement (total fund balance) ²	170,746	170,416	170,075	169,721	169,355

1. Fund 218 Loan Doc found in Source File: #9 - Loan Docs Fund 218 - CIEDB 2002.pdf
2. The Reserve Requirement in future years is equal to the lesser of: the maximum annual debt service payment, or the maximum amount then permitted under the Code.

Classification of Expenses		Total Revenue	Volumetric		Fixed		Allocation %'s to Classifications		
			Commodity	Capacity	Customer	COM	CAP	CA	
Budget Items		FY 2020/21	COM	CAP	CA	COM	CAP	CA	
130-5010	Salary & Wages	\$ 511,330	\$ 163,626	\$ 322,138	\$ 25,567	32%	63%	5%	
130-5020	Employee Benefits	198,304	63,457	124,932	9,915	32%	63%	5%	
130-5021	Retirement Benefits	93,850	30,032	59,126	4,693	32%	63%	5%	
130-5022	Clothing Allowance	1,800	540	1,170	90	30%	65%	5%	
130-5024	Workers' Comp Insurance	15,000	4,500	9,750	750	30%	65%	5%	
130-5025	Retiree Health Benefits	14,000	4,200	9,100	700	30%	65%	5%	
130-5030	Director Health Benefits	42,000	12,600	27,300	2,100	30%	65%	5%	
130-5040	Election Expense	12,000	3,600	7,800	600	30%	65%	5%	
130-5060	Gasoline, Oil & Fuel	20,000	6,000	13,000	1,000	30%	65%	5%	
130-5061	Vehicle Maintenance	12,500	3,750	8,125	625	30%	65%	5%	
130-5062	Taxes & Licenses	1,200	360	780	60	30%	65%	5%	
130-5063	Certifications	600	180	390	30	30%	65%	5%	
130-5074	Insurance	54,055	16,217	35,136	2,703	30%	65%	5%	
130-5075	Bank Fees	21,000	6,300	13,650	1,050	30%	65%	5%	
130-5080	Membership & Subscriptions	24,600	7,380	15,990	1,230	30%	65%	5%	
130-5090	Office Supplies	4,000	1,200	2,600	200	30%	65%	5%	
130-5092	Postage & Shipping	6,500	1,950	4,225	325	30%	65%	5%	
130-5121	Legal Services	20,000	6,000	13,000	1,000	30%	65%	5%	
130-5122	Engineering Services	60,000	18,000	39,000	3,000	30%	65%	5%	
130-5123	Other Professional Services	50,000	15,000	32,500	2,500	30%	65%	5%	
130-5126	Audit Services	7,500	2,250	4,875	375	30%	65%	5%	
130-5124	Water Rights	50,000	50,000	-	-	100%	0%	0%	
130-5130	Printing & Publication	7,500	2,250	4,875	375	30%	65%	5%	
130-5135	Newsletter	500	150	325	25	30%	65%	5%	
130-5145	Equipment Rental	45,000	13,500	29,250	2,250	30%	65%	5%	
130-5148	Operating Supplies	5,000	1,500	3,250	250	30%	65%	5%	
130-5150	Repair & Replace	125,000	40,000	78,750	6,250	32%	63%	5%	
130-5155	Maintenance Building & Grounds	12,000	3,840	7,560	600	32%	63%	5%	
130-5156	Custodial Services	4,200	1,260	2,730	210	30%	65%	5%	
130-5157	Security	5,000	1,500	3,250	250	30%	65%	5%	
130-5170	Travel & Meetings	4,200	1,260	2,730	210	30%	65%	5%	
130-5175	Education & Seminars	9,500	2,850	6,175	475	30%	65%	5%	
130-5176	Director Training	5,000	1,500	3,250	250	30%	65%	5%	
130-5179	Admin Miscellaneous Expense	350	105	228	18	30%	65%	5%	
130-5191	Telephone	11,000	3,300	7,150	550	30%	65%	5%	
130-5192	Electricity	150,000	135,000	15,000	-	90%	10%	0%	
130-5193	Other Utilities	2,500	750	1,625	125	30%	65%	5%	
130-5194	IT Services	36,500	10,950	23,725	1,825	30%	65%	5%	
130-5195	Env./Monitoring	17,000	5,100	11,050	850	30%	65%	5%	
130-5196	Risk Management	-	-	-	-	30%	65%	5%	
130-5198	Annual Operating Fees	32,000	9,600	20,800	1,600	30%	65%	5%	
130-5310	Equipment - Field	1,000	300	650	50	30%	65%	5%	
Sub-Total:		\$ 1,693,489	\$ 651,856	\$ 966,958	\$ 74,674	38.5%	57.1%	4.4%	

Classification of Expenses, continued		Total Revenue FY 2020/21	Volumetric Base Commodity COM	Fixed		Allocation %'s to Classifications		
Budget Categories				Capacity	Customer	COM	CAP	CA
				CAP	CA			
130-5311	Equipment - Office	\$ 1,000	\$ 300	\$ 650	\$ 50	30%	65%	5%
130-5312	Tools - Field	1,500	450	975	75	30%	65%	5%
130-5315	Safety Equipment	1,500	450	975	75	30%	65%	5%
130-5505	Water Conservation	9,000	7,650	900	450	85%	10%	5%
130-5545	Recording Fees	250	75	163	13	30%	65%	5%
130-OPEB	OPEB OBLIGATION	7,500	2,250	4,875	375	30%	65%	5%
130-5600	Contingency	-	-	-	-	30%	65%	5%
Sub-Total:		\$ 20,750	\$ 11,175	\$ 8,538	\$ 1,038	53.9%	41.1%	5.0%
Grand Total: Water Fund Operations		\$ 1,714,239	\$ 663,031	\$ 975,496	\$ 75,712	39%	57%	4%

Classification of Expenses, continued		Total Revenue FY 2020/21	Volumetric Base Commodity COM	Fixed		Allocation %'s to Classifications		
Budget Categories				Capacity	Customer	COM	CAP	CA
				CAP	CA			
Debt Service Payments								
Existing Debt Service		170,746	\$ -	\$ 170,746	\$ -	0%	100%	0%
New Revenue Bond Debt Service		-	\$ -	\$ -	\$ -	0%	100%	0%
Capital Expenditures								
Rate Funded Capital Expenses		295,000	\$ -	\$ 295,000	\$ -	0%	100%	0%
TOTAL REVENUE REQUIREMENTS		\$ 2,179,985	\$ 663,031	\$ 1,441,242	\$ 75,712	30%	66%	3%
130-4035	Reconnect Fees	\$ (12,000)	\$ (3,650)	\$ (7,933)	\$ (417)	30%	66%	3%
130-4039	Water Meter Installation	\$ -	-	-	-	30%	66%	3%
130-4040	Recording Fee Income	\$ (1,200)	(365)	(793)	(42)	30%	66%	3%
130-4045	Availability Fees	\$ (22,000)	(6,691)	(14,545)	(764)	30%	66%	3%
130-4110	Commercial Water Use		-	-	-	30%	66%	3%
130-4112	Government Water Use		-	-	-	30%	66%	3%
130-4115	Water Use Charges		-	-	-	30%	66%	3%
130-4210	Late Fee	\$ (32,000)	(9,733)	(21,156)	(1,111)	30%	66%	3%
130-4215	Returned Check Fee	\$ (1,000)	(304)	(661)	(35)	30%	66%	3%
130-4300	Misc. Income	\$ (3,000)	(912)	(1,983)	(104)	30%	66%	3%
130-4310	Other Income	\$ (1,500)	(456)	(992)	(52)	30%	66%	3%
130-4550	Interest Income	\$ (3,500)	(1,065)	(2,314)	(122)	30%	66%	3%
NET REVENUE REQUIREMENTS		\$ 2,103,785	\$ 639,856	\$ 1,390,864	\$ 73,065			
<i>Allocation of Revenue Requirements</i>		<i>100.0%</i>	<i>30.4%</i>	<i>66.1%</i>	<i>3.5%</i>			

Classification of Expenses, continued				
Adjustments to Classification of Expenses				
Adjustment for Current Rate Level:	Total Rev Reqts	COM	CAP	CA
Target Rate Rev. After Rate Increases**	\$ 2,317,693			
Projected Rate Revenue at Current Rates	\$ 2,069,369			
Rate Increase (FY 2018/19)	12.0%			
Target Rate / Adjusted Net Revenue - Requirement	\$ 2,317,693	\$ 704,915	\$ 1,532,284	\$ 80,495
<i>Percent of Revenue</i>		<i>30.4%</i>	<i>66.1%</i>	<i>3.5%</i>

Development of the COMMODITY Allocation Factor		
Customer Class	2019 Volume (hcf) ¹	Percent of Total Volume
Single Family Residential	254,982	92.5%
Multi-Family Residential	2,306	0.8%
Commercial	17,649	6.4%
Municipal	678	0.2%
Total	275,615	100%
Recycled ²	1,403,126	100%
Total in Acre Feet	3,854 AF	

1. Consumption in hcf and customer class from Source file: *Copy of Customer Data.xlsx*

2. Recycled Water excluded from potable water consumption. One customer only in the District.

Development of the PEAK CAPACITY (MAX MONTH) Allocation Factors				
Customer Class	Average Monthly Use (hcf)	Peak Monthly Use (hcf) ¹	Peak Month Factor	Max Month Capacity Factor
Single Family Residential	21,248	34,813	1.64	91.3%
Multi-Family Residential	192	509	2.65	1.3%
Commercial	1,471	2,669	1.81	7.0%
Municipal	56	158	2.79	0.4%
Total	22,968	38,149	1.66	100.2%
Recycled ²	116,927	314,340	2.69	89.2%
Total in Acre Feet	268 AF	722 AF		

1. Based on peak monthly / monthly data (peak day data not available).

2. Recycled Water excluded from potable water consumption. One customer only in the District.

Development of the CUSTOMER ALLOCATION Factor		
Customer Class	Number of Meters ¹	Percent of Total
Single Family Residential	2,462	97.43%
Multi-Family Residential	27	1.07%
Commercial	34	1.35%
Municipal	4	0.16%
Total	2,527	100%
Recycled ²	1	N.A.

1. Meter counts and customer class from January 2020. Source file: *Copy of Customer Data.xlsx*

2. Recycled Water excluded from potable water consumption. One customer only in the District.

Customer Class	Net Revenue Requirements (60% Fixed / 40% Variable)					
	Cost Classification Components				Cost of Service Net Rev. Req't	% of COS Net Revenue Req't
	Commodity Related Costs	Capacity Related Costs - Volumetric Allocation	Capacity Related Costs - Fixed Allocation	Customer Related Costs		
Single Family Residential	\$ 652,144	\$ 202,737	\$ 1,195,564	\$ 78,424	\$ 2,128,869	91.9%
Multi-Family Residential	5,898	2,966	17,494	860	27,218	1.2%
Commercial	46,873	16,459	97,063	1,210	161,606	7.0%
Total	\$ 704,915	\$ 222,163	\$ 1,310,121	\$ 80,495	\$ 2,317,693	100%

Net Revenue Requirements (60% Fixed / 40% Variable)												
Number of Meters by Class and Size ¹	5/8 inch	3/4 inch	1 inch	1.5 inch	2 inch	3 inch	4 inch	6 inch	8 inch	10 inch	12 inch	Total
Single Family Residential	2,223	239	2	-	-	-	-	-	-	-	-	2,464
Multi-Family Residential	27	-	-	-	-	-	-	-	-	-	-	27
Commercial	14	-	12	2	8	-	-	-	-	-	-	36
Total Meters/Accounts	2,264	239	14	2	8	-	-	-	-	-	-	2,527
Hydraulic Capacity Factor ²	1.00	1.00	2.50	5.00	8.00	16.00	25.00	50.00	140.00	210.00	265.00	
Total Equivalent Meters	2,264	239	35	10	64	-	-	-	-	-	-	2,612
Monthly Fixed Service Charges												
Customer Costs (\$/Acct/mo.) ³	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	
Capacity Costs (\$/Acct/mo.) ⁴	\$41.80	\$41.80	\$104.50	\$208.99	\$334.39	\$668.77	\$1,044.95	\$2,089.91	\$5,851.74	\$8,777.61	\$11,076.51	
Total Monthly Meter Charge	\$44.45	\$44.45	\$107.15	\$211.65	\$337.04	\$671.42	\$1,047.61	\$2,092.56	\$5,854.40	\$8,780.27	\$11,079.17	
Annual Fixed Costs Allocated to Monthly Meter Charges												
Customer Costs	\$ 80,495											
Capacity Costs	1,310,121											
Total Fixed Meter Costs	\$ 1,390,616											
Annual Revenue from Monthly Meter Charges												
Customer Charges	\$ 72,117	\$ 7,613	\$ 446	\$ 64	\$ 255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,495
Capacity Charges	\$1,135,572	\$ 119,877	\$ 17,555	\$ 5,016	\$ 32,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,310,121
Total Monthly Meter Charge Reve	\$1,207,689	\$ 127,490	\$ 18,001	\$ 5,079	\$ 32,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,390,616

- Meter counts from January 2020, consumption rates and customer class from Source files: Copy of Customer Data.xlsx
- Meter flow rates are from AWWA M-1 (Seventh Edition) Table B-2. Assumes displacement meters for 5/8 through 2 inch meters, Compound for 3 - 8 inch meters, Turbine for 10 & 12 inch, unless noted otherwise.
- Customer costs are allocated to each customer by dividing the total customer costs by the total number of customers.
- Capacity costs are allocated by meter size and the hydraulic capacity of the meter.

Net Revenue Requirements (60% Fixed / 40% Variable)										FY 2020/21
Customer Class	Number of Meters ¹	Water Consumption (hcf/yr.)	Water Consump. w/ Conservation ² (hcf/yr.)	Commodity Assigned Costs	Other Volumetric Assigned Costs	Total Target Rev. Req't from Vol. Charges	% of Total Rate Revenue	Uniform Commodity Rates (\$/hcf)	Proposed Rate Structure	
Single Family Residential	2,462	254,982	242,233	\$ 652,144	\$ 202,737	\$ 854,881	36.9%	\$ 3.53	Uniform	
Multi-Family Residential	27	2,306	2,191	5,898	2,966	8,865	0.4%	3.53	Uniform	
Commercial	38	18,327	17,410	46,873	16,459	63,332	2.7%	3.64	Uniform	
Total	2,527	275,615	261,834	\$ 704,915	\$ 222,163	\$ 927,077	40%			
Uniform Rate (All Classes)								\$ 3.54	Uniform	

- Meter counts, consumption rates and customer class from Source files: Copy of Customer Data.xlsx
- Assumed Conservation = 5.00%

Comparison of Average Residential Consumption - 2015 vs. Current (hcf/month)			
Year	Winter Average	Annual Average	Summer Average
2015	6.9	11.1	17.1
2019	5.1	8.6	12.4
% Change:	-27%	-22%	-27%

Drought Rates: Expenses Assumed to Decrease with Lower Consumption	
Expense Name	FY 2020/21
Variable Portion of Operating Costs¹	
Electricity	\$ 135,000
Other Utilities	\$ 750
Repair & Replace	\$ 40,000
Total:	\$ 175,750

- Expenses primarily related volume of water produced.

Net Revenue Requirements (60% Fixed / 40% Variable)			Target Rev. Req't from Vol. Charges: ¹ \$ 927,077			
Level of Conservation	Total Expected SFR/MFR Consumption ¹	Percent Change	Reduced Expenses Due to Lower Consumption ²	Additional Drought Expenses ³	Revised Target Rev. Req't from Vol. Charges	FY 2021/22 Uniform Rate
Baseline Rate	261,834 ccf	0%	\$ -	\$ -	\$ 927,077	\$3.54
Drought Stage 1	235,651 ccf	-10%	\$ (17,575)	\$ -	\$ 909,502	\$3.86
Drought Stage 2	209,467 ccf	-20%	\$ (35,150)	\$ 25,000	\$ 916,927	\$4.38
Drought Stage 3	183,284 ccf	-30%	\$ (52,725)	\$ 50,000	\$ 924,352	\$5.04
Drought Stage 4	157,100 ccf	-40%	\$ (70,300)	\$ 75,000	\$ 931,777	\$5.93

- Total 2019 for single- and multi-family customer classes.
- Purchased water and utility expenses related to treatment costs are directly reduced when the District sells less water.
- Estimated drought-related additional expenses for each stage.

Water Rate Schedule	Current Rates ('20/21)	Proposed Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge						
<i>Monthly Fixed Service Charge:</i>						
5/8 inch	\$39.58	\$44.45	\$49.79	\$55.76	\$60.78	\$66.25
3/4 inch	\$39.58	\$44.45	\$49.79	\$55.76	\$60.78	\$66.25
1 inch	\$94.91	\$107.15	\$120.01	\$134.41	\$146.51	\$159.69
1.5 inch	\$187.11	\$211.65	\$237.04	\$265.49	\$289.38	\$315.43
2 inch	\$297.75	\$337.04	\$377.48	\$422.78	\$460.83	\$502.31
Water Commodity Charges per hundred cubic feet (HCF)						
Uniform Rate (All Classes)	\$2.68	\$3.54	\$3.97	\$4.44	\$4.84	\$5.28

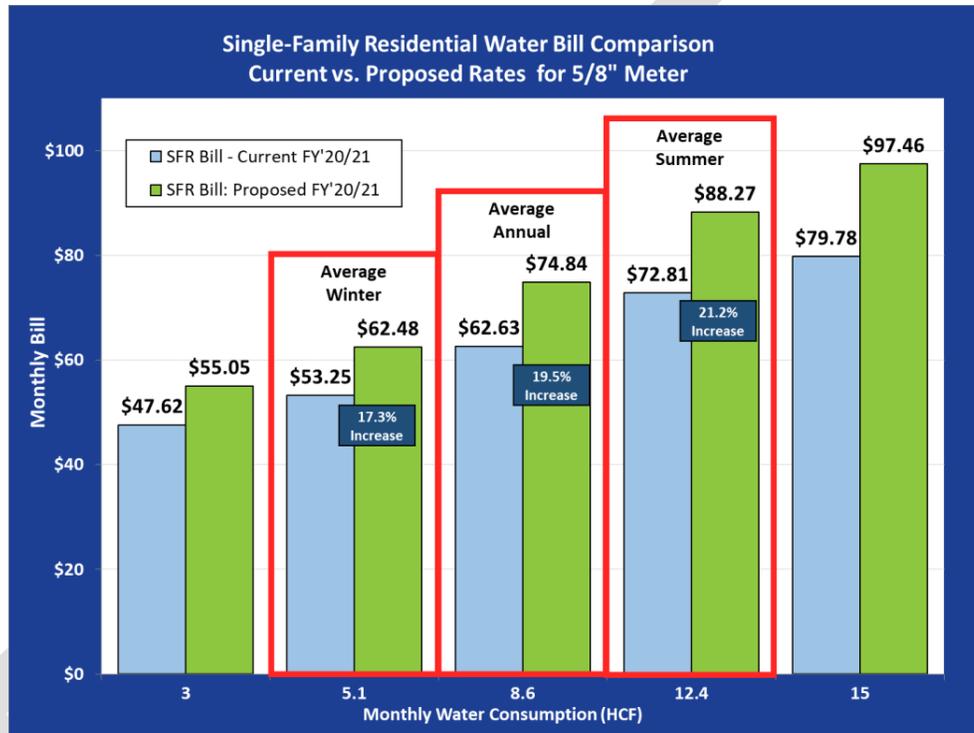
Water Rate Schedule	Current Rates ('20/21)	Proposed Drought Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge						
<i>Monthly Fixed Service Charge: (Same as Non-Drought Fixed Service Charges)</i>						
Commodity Charges for All Water Consumed per hundred cubic feet (HCF)						
All Customer Classes:						
Drought Stage 1	\$3.35	\$3.86	\$4.32	\$4.84	\$5.28	\$5.75
Drought Stage 2	\$3.75	\$4.38	\$4.90	\$5.49	\$5.99	\$6.52
Drought Stage 3	\$4.02	\$5.04	\$5.65	\$6.33	\$6.90	\$7.52
Drought Stage 4	\$4.47	\$5.93	\$6.64	\$7.44	\$8.11	\$8.84

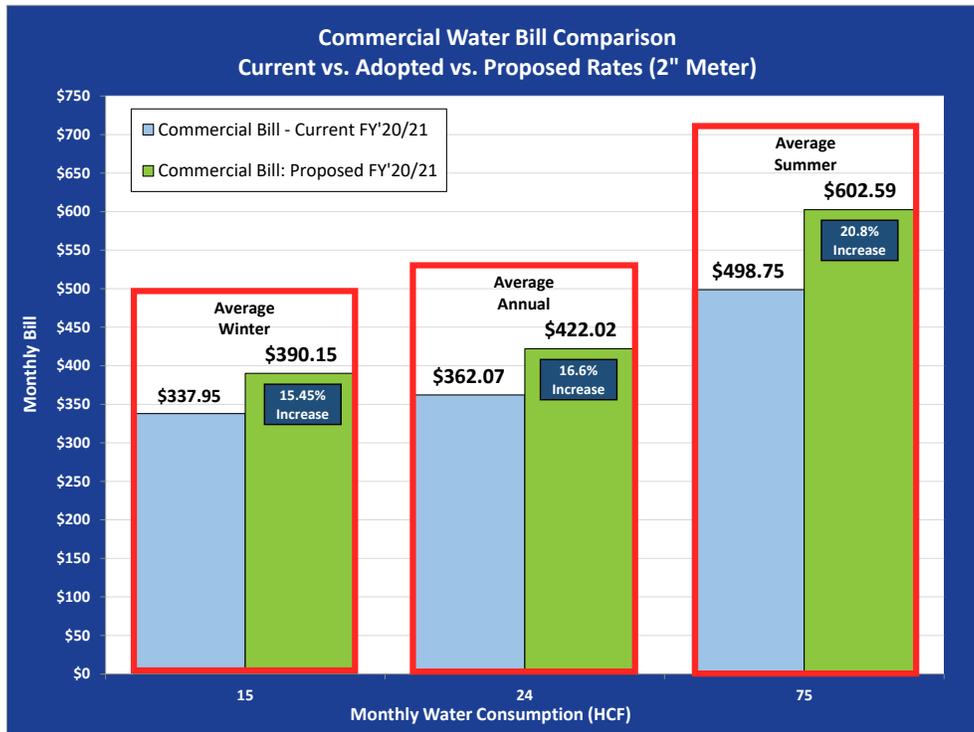
Residential Bill Comparison for 5/8 inch Meter

	Monthly Water Consumption (HCF)							
	1	3	5.1	8.6	12.4	15	20	25
SFR Bill - Current '20/21	\$42.26	\$47.62	\$53.25	\$62.63	\$72.81	\$79.78	\$93.18	\$106.58
SFR Bill - Proposed '20/21	\$47.99	\$55.05	\$62.48	\$74.84	\$88.27	\$97.46	\$115.13	\$132.80
SFR Bill - Proposed '21/22	\$53.75	\$61.68	\$70.01	\$83.89	\$98.96	\$109.27	\$129.10	\$148.93
SFR Bill - Proposed '22/23	\$60.20	\$69.09	\$78.41	\$93.96	\$110.84	\$122.38	\$144.59	\$166.80
SFR Bill - Proposed '23/24	\$65.62	\$75.30	\$85.47	\$102.41	\$120.81	\$133.40	\$157.60	\$181.81
SFR Bill - Proposed '24/25	\$71.53	\$82.08	\$93.16	\$111.63	\$131.68	\$145.40	\$171.79	\$198.17
	Unrounded Avg.:		5.1	8.6	12.4			
	2015 Avg.:		6.9	11.1	17.1			

Residential Bill Comparison for 5/8 inch Meter - Alternative Rates	Monthly Water Consumption (HCF)							
	1	3	5.1	8.6	12.4	15	20	25
SFR Bill - Current FY'20/21	\$42.26	\$47.62	\$53.25	\$62.63	\$72.81	\$79.78	\$93.18	\$106.58
SFR Bill: Proposed FY'20/21	\$47.99	\$55.05	\$62.48	\$74.84	\$88.27	\$97.46	\$115.13	\$132.80
SFR Bill: Proposed FY'21/22	\$53.74	\$61.66	\$69.97	\$83.82	\$98.86	\$109.15	\$128.94	\$148.73

Commercial Bill Comparison for 2 inch Meter	Monthly Water Consumption (HCF)									
	5	15	24	75	125	175	215	300	500	
Commercial Bill - Current FY'20/21	\$311.15	\$337.95	\$362.07	\$498.75	\$632.75	\$766.75	\$873.95	\$1,101.75	\$1,637.75	
Commercial Bill: Proposed FY'20/21	\$354.74	\$390.15	\$422.02	\$602.59	\$779.63	\$956.66	\$1,098.29	\$1,399.25	\$2,107.39	
Commercial Bill: Proposed FY'21/22	\$397.31	\$436.97	\$472.66	\$674.90	\$873.18	\$1,071.46	\$1,230.09	\$1,567.16	\$2,360.28	





Water Consumption Data used for Water Rates:							
Summary of Consumption by Class	2018 Consumption (hcf)	2019 Consumption (hcf)	Jan 2020 Accounts	2019 Avg. hcf/month			Winter-to-Annual Ratio
				Annual	Winter	Summer	
Single Family Residential	260,654	254,982	2,462	8.6	5.1	12.4	0.59
Multi-Family Residential	462	397	2	17	3	24	0.18
Commercial	17,717	18,327	38	104	62	133	0.59
Total	278,833	273,706	2,502	130	70	169	1.36
Recycled	1,050,495	1,403,126	1	87,541	17,325	247,957	0.20

Meter counts, consumption and customer class from Source file: Copy of Customer Data.xlsx

Jan-Mar 19 Jul-Sep 19

APPENDIX B – SEWER RATE ANALYSIS

RATE REVENUE REQUIREMENTS SUMMARY	Budgeted	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Sources of Sewer Funds					
<i>Sewer Rate Revenue:</i>					
Sewer Rate Revenue Under Current Rates	\$ 1,261,953	\$ 1,265,108	\$ 1,268,271	\$ 1,271,441	\$ 1,274,620
Revenue from Rate Increases	37,859	321,843	513,558	675,608	852,969
Subtotal: Rate Revenue After Rate Increases - Sewer	\$ 1,299,812	\$ 1,586,951	\$ 1,781,829	\$ 1,947,049	\$ 2,127,589
<i>Recycled Water Rate Revenue:</i>					
RW Rate Revenue Under Current Rates	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
Revenue from Rate Increases	6,600	27,984	44,542	58,451	73,611
Subtotal: Rate Revenue After Rate Increases - RW	\$ 116,600	\$ 137,984	\$ 154,542	\$ 168,451	\$ 183,611
<i>Non-Rate Revenue:</i>					
Other Non-Rate Revenue	\$ 28,500	\$ 28,571	\$ 28,643	\$ 28,714	\$ 28,786
Interest Income ²	1,700	6,545	4,772	3,731	5,296
Subtotal: Non-Rate Revenue	\$ 30,200	\$ 35,117	\$ 33,414	\$ 32,445	\$ 34,082
Total Sources of Funds	\$ 1,446,612	\$ 1,760,052	\$ 1,969,785	\$ 2,147,945	\$ 2,345,283
Uses of Sewer Funds					
<i>Operating Expenses:</i>					
Salaries & Benefits Expenses	\$ 870,394	\$ 899,927	\$ 930,482	\$ 962,095	\$ 994,800
Other Operating Expenses	778,816	794,589	818,622	842,794	866,413
Subtotal: Operating Expenses:	\$ 1,649,210	\$ 1,694,515	\$ 1,749,104	\$ 1,804,889	\$ 1,861,212
<i>Other Expenditures:</i>					
USDA Solar Loan	\$ 32,255	\$ 32,238	\$ 32,205	\$ 32,158	\$ 32,095
New Debt Service	-	-	-	-	-
Rate-Funded Capital Expenses	-	-	112,020	257,500	257,500
Subtotal: Other Expenditures	\$ 32,255	\$ 32,238	\$ 144,225	\$ 289,658	\$ 289,595
Total Uses of Funds	\$ 1,681,465	\$ 1,726,753	\$ 1,893,329	\$ 2,094,546	\$ 2,150,807
Annual Surplus/(Deficit)	\$ (234,853)	\$ 33,299	\$ 76,456	\$ 53,399	\$ 194,475
Net Revenue Req't. (Total Uses less Non-Rate Revenue)	\$ 1,651,265	\$ 1,691,636	\$ 1,859,915	\$ 2,062,101	\$ 2,116,725
Projected Annual % Rate Increases	12.00%	12.00%	12.00%	9.00%	9.00%
<i>Cumulative Increase from Annual Revenue Increases</i>	12.00%	25.44%	40.49%	53.14%	66.92%
Projected Annual Rate Revenue Adjustment - RW	12.00%	12.00%	12.00%	9.00%	9.00%
<i>Cumulative Increase from Annual Revenue Increases</i>	12.00%	25.44%	40.49%	53.14%	66.92%

1. Revenues and Expenditures budgeted for FY 2020/21 found in source file: 2020-2021 Budget & Narrative APPROVED 6-16-2020-.pdf

2. Calculated interest in FY 2021/22 and after.

SUMMARY OF CASH ACTIVITY UN-RESTRICTED RESERVES	Budgeted	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Total Beginning Unrestricted Cash	\$ 660,148				
Operating Reserve					
Beginning Reserve Balance ¹	\$ 206,868	\$ (27,743)	\$ 5,879	\$ 82,740	\$ 136,623
Plus: Net Cash Flow (After Rate Increases)	(234,853)	33,299	76,456	53,399	194,475
Plus: Transfer In of Debt Reserve Surplus	242	323	404	485	565
Less: Transfer Out to Capital Facilities Reserve	-	-	-	-	-
Ending Operating Reserve Balance	\$ (27,743)	\$ 5,879	\$ 82,740	\$ 136,623	\$ 331,664
Target Ending Balance (90-days of O&M Costs)	\$ 412,000	\$ 424,000	\$ 437,000	\$ 451,000	\$ 465,000
Capital Facilities Reserve					
Beginning Reserve Balance ²	\$ 453,280	\$ 682,280	\$ 375,855	\$ 166,000	\$ 166,000
Plus: Transfer In of Operating Reserve Surplus	-	-	-	-	-
Less: Use of Reserves for Capital Projects	229,000	(306,425)	(209,855)	-	-
Ending Capital Facilities Reserve Balance	\$ 682,280	\$ 375,855	\$ 166,000	\$ 166,000	\$ 166,000
Target Capital Facilities Reserve (3% of Assets)	\$ 141,000	\$ 164,000	\$ 166,000	\$ 168,000	\$ 171,000
Ending Balance	\$ 654,537	\$ 381,734	\$ 248,740	\$ 302,623	\$ 497,664
Minimum Target Ending Balance	\$ 553,000	\$ 588,000	\$ 603,000	\$ 619,000	\$ 636,000
Ending Surplus/(Deficit) Compared to Reserve Targets	\$ 101,537	\$ (206,266)	\$ (354,260)	\$ (316,377)	\$ (138,336)
Restricted Reserves:					
Debt Reserve Fund					
Beginning Reserve Balance ⁴	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310
Plus: Interest Earnings	242	323	404	485	565
Plus: Reserve Funding from New Debt Obligations	-	-	-	-	-
Less: Transfer Out to Operating Reserve	(242)	(323)	(404)	(485)	(565)
Ending Debt Reserve Balance	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310
Target Ending Balance ⁵	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310
Annual Interest Earnings Rate ⁶	0.75%	1.00%	1.25%	1.50%	1.75%

- Ending Wastewater fund balances (Funds 313 and 120, Money Market & LAIF only) from "Financial Activity, Cash and Investment Summary as of June 30, 2020".
- Includes Fund 314, Wastewater CIP from "Financial Activity, Cash and Investment Summary as of June 30, 2020".
- Sewer debt service cash balances include 6 funds reserved for debt and bonds; found in Source File: #3 - FY End 2017 Hidden Valley Lake Audit.pdf, Page 44 & 45. Balance includes the following accounts: USDA Solar Loan, USDA Reserve, All Bond Admin, Assessments.
- NBS is assuming the Debt Reserve Target to include the reserve requirement for Fund 219 and not including Fund 215.
- Historical interest earning rates were referenced on the California Treasurer's Office website for funds invested in LAIF. Future years earnings were conservatively estimated through 2021 and phase into the historical 10 year average interest earnings rate.

CAPITAL FUNDING FORECAST	Budget	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Funding Sources:					
FEMA/CalOES Grants ¹	\$ 369,000	\$ -	\$ -	\$ -	\$ -
Use of Connection Fee Reserves	-	-	-	-	-
Use of SFR Proceeds	-	-	-	-	-
Use of New Revenue Bond Proceeds	-	-	-	-	-
Use of Capital Rehabilitation and Replacement Reserve	-	306,425	209,855	-	-
Rate Revenue	-	-	112,020	257,500	257,500
Total Sources of Capital Funds	\$ 369,000	\$ 306,425	\$ 321,875	\$ 257,500	\$ 257,500
Uses of Capital Funds:					
Total Project Costs ²	\$ 140,000	\$ 306,425	\$ 321,875	\$ 257,500	\$ 257,500
Capital Funding Surplus (Deficiency)	\$ 229,000	\$ -	\$ -	\$ -	\$ -

- FY 2020/21 FEMA/CalOES Grants found in source file: 2020-2021 Budget & Narrative APPROVED 6-16-2020-.pdf, page 6
- New CIP expenditures from District staff, email from 4-28-20

Project Description	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
Regulatory Compliance/I&I Mitigation	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Disaster Mitigation/SCADA Upgrade	\$ 30,000.00	\$ 30,000.00	\$ 90,000.00		
Disaster recovery/WWTP Access Road repair					
Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 25,000.00	\$ 25,000.00		
Risk Management Plan/Chlorine Tank Auto Shut-Off		\$ 45,000.00			
Regulatory Compliance/Dump Truck		\$ 37,500.00	\$ 37,500.00		
IT Upgrades/Records Retention/Increase storage capacity				\$ 50,000.00	
Stormwater Master Planning/Mitigation	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00	\$ 50,000.00
Regulatory Compliance/Manhole Rehab		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00
Top 6 priorities	\$ 140,000.00	\$ 297,500.00	\$ 312,500.00	\$ 250,000.00	\$ 250,000.00

DISTRICT DEBT OBLIGATIONS	Budget	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Annual Repayment Schedules:					
<u>1995-2 Bond Redemption</u> ¹					
Principal Payment	\$ 185,000	\$ 192,000	\$ 199,000	\$ 206,000	\$ 213,000
Interest Payment	99,357	93,231	86,728	79,843	72,720
Subtotal: Annual Debt Service	\$ 284,357	\$ 285,231	\$ 285,728	\$ 285,843	\$ 285,720
Coverage Requirement (\$-Amnt. above annual payment) ²	-	-	-	-	-
Reserve Requirement (total fund balance) ²	-	-	-	-	-
<u>USDA Solar Loan</u> ³					
Principal Payment	\$ 17,000	\$ 17,500	\$ 18,000	\$ 18,500	\$ 19,000
Interest Payment	15,255	14,738	14,205	13,658	13,095
Subtotal: Annual Debt Service	\$ 32,255	\$ 32,238	\$ 32,205	\$ 32,158	\$ 32,095
Coverage Requirement (\$-Amnt. above annual payment) ⁴	35,541	35,541	35,541	35,541	35,541
Reserve Requirement (total fund balance) ⁵	32,310	32,310	32,310	32,310	32,310

1. Info for Fund 215 Loan in source file: #8 - *Repayment Fund 215 - Bond Debt Schedule.pdf*

Per District staff, Fund 215 represents tax roll revenue that covers this debt service in full. NBS is leaving this debt service out of the rate study.

2. Per debt service agreement, this is USDA sponsored, so no coverage or reserve requirement.

3. Info for Fund 219 Loan in source file: #9 - *Loan Docs Fund 219 - Solar 2011.pdf*

4. The District is required to fix, charge and collect from sewer rates, equal to a minimum of 110% of the maximum annual debt service payment.

5. The Reserve Requirement in future years is equal to the lesser of: the maximum annual debt service payment, or the maximum amount then permitted under the Code.

Classification of Expenses ¹												
Budget Categories		Total Revenue Requirements	Flow	Strength		Customer	Recycled Water	Allocation %'s to Classifications				
		FY 2020/21	(VOL)	(BOD)	(TSS)	(CA)	(RW)	(VOL)	(BOD)	(TSS)	(CA)	(RW)
Sewer Fund												
120-5010	Salary & Wages	\$ 511,330	\$ 218,247	\$ 102,266	\$ 102,266	\$ 51,133	\$ 37,418	42.7%	20.0%	20.0%	10.0%	7.3%
120-5020	Employee Benefits	198,414	84,688	39,683	39,683	19,841	14,519	42.7%	20.0%	20.0%	10.0%	7.3%
120-5021	Retirement Benefits	93,850	40,057	18,770	18,770	9,385	6,868	42.7%	20.0%	20.0%	10.0%	7.3%
120-5022	Clothing Allowance	1,800	768	360	360	180	132	42.7%	20.0%	20.0%	10.0%	7.3%
120-5024	Workers' Comp Insurance	15,000	6,402	3,000	3,000	1,500	1,098	42.7%	20.0%	20.0%	10.0%	7.3%
120-5025	Retiree Health Benefits	14,000	5,976	2,800	2,800	1,400	1,024	42.7%	20.0%	20.0%	10.0%	7.3%
120-5030	Director Health Benefits	36,000	15,366	7,200	7,200	3,600	2,634	42.7%	20.0%	20.0%	10.0%	7.3%
120-5040	Election Expense	12,000	5,122	2,400	2,400	1,200	878	42.7%	20.0%	20.0%	10.0%	7.3%
120-5060	Gasoline, Oil & Fuel	20,000	8,536	4,000	4,000	2,000	1,464	42.7%	20.0%	20.0%	10.0%	7.3%
120-5061	Vehicle Maintenance	18,000	7,683	3,600	3,600	1,800	1,317	42.7%	20.0%	20.0%	10.0%	7.3%
120-5062	Taxes & Licenses	800	341	160	160	80	59	42.7%	20.0%	20.0%	10.0%	7.3%
120-5063	Certifications	2,000	854	400	400	200	146	42.7%	20.0%	20.0%	10.0%	7.3%
120-5074	Insurance	54,066	23,077	10,813	10,813	5,407	3,956	42.7%	20.0%	20.0%	10.0%	7.3%
120-5075	Bank Fees	21,000	8,963	4,200	4,200	2,100	1,537	42.7%	20.0%	20.0%	10.0%	7.3%
120-5080	Membership & Subscriptions	7,500	3,201	1,500	1,500	750	549	42.7%	20.0%	20.0%	10.0%	7.3%
120-5090	Office Supplies	5,000	-	-	-	5,000	-	0.0%	0.0%	0.0%	100.0%	0.0%
120-5092	Postage & Shipping	7,000	-	-	-	7,000	-	0.0%	0.0%	0.0%	100.0%	0.0%
120-5121	Legal Services	20,000	8,536	4,000	4,000	2,000	1,464	42.7%	20.0%	20.0%	10.0%	7.3%
120-5122	Engineering Services	50,000	21,341	10,000	10,000	5,000	3,659	42.7%	20.0%	20.0%	10.0%	7.3%
120-5123	Other Professional Services	50,000	21,341	10,000	10,000	5,000	3,659	42.7%	20.0%	20.0%	10.0%	7.3%
120-5126	Audit Services	7,500	3,201	1,500	1,500	750	549	42.7%	20.0%	20.0%	10.0%	7.3%
120-5130	Printing & Publication	5,000	-	-	-	5,000	-	0.0%	0.0%	0.0%	100.0%	0.0%
120-5135	Newsletter	500	-	-	-	500	-	0.0%	0.0%	0.0%	100.0%	0.0%
120-5145	Equipment Rental	5,000	2,134	1,000	1,000	500	366	42.7%	20.0%	20.0%	10.0%	7.3%
120-5148	Operating Supplies	48,000	20,487	9,600	9,600	4,800	3,513	42.7%	20.0%	20.0%	10.0%	7.3%
120-5150	Repair & Replace	145,000	61,889	29,000	29,000	14,500	10,611	42.7%	20.0%	20.0%	10.0%	7.3%
120-5155	Maintenance - Building & Grounds	8,000	3,415	1,600	1,600	800	585	42.7%	20.0%	20.0%	10.0%	7.3%
120-5156	Custodial Services	16,500	7,043	3,300	3,300	1,650	1,207	42.7%	20.0%	20.0%	10.0%	7.3%
120-5157	Security	500	213	100	100	50	37	42.7%	20.0%	20.0%	10.0%	7.3%
120-5160	Sludge Disposal	45,000	19,207	9,000	9,000	4,500	3,293	42.7%	20.0%	20.0%	10.0%	7.3%
120-5170	Travel & Meetings	2,200	939	440	440	220	161	42.7%	20.0%	20.0%	10.0%	7.3%
120-5175	Education/Seminars	9,500	4,055	1,900	1,900	950	695	42.7%	20.0%	20.0%	10.0%	7.3%
120-5176	Director Training	3,600	1,537	720	720	360	263	42.7%	20.0%	20.0%	10.0%	7.3%
120-5179	Admin Misc. Expense	350	149	70	70	35	26	42.7%	20.0%	20.0%	10.0%	7.3%
120-5465	Tertiary Pond Maintenance	50,000	21,341	10,000	10,000	5,000	3,659	42.7%	20.0%	20.0%	10.0%	7.3%
120-5191	Telephone	11,000	-	5,500	5,500	-	-	0.0%	50.0%	50.0%	0.0%	0.0%
120-5192	Electricity	65,000	27,743	13,000	13,000	6,500	4,757	42.7%	20.0%	20.0%	10.0%	7.3%
120-5193	Other Utilities	2,600	1,110	520	520	260	190	42.7%	20.0%	20.0%	10.0%	7.3%
120-5194	IT Services	36,500	15,579	7,300	7,300	3,650	2,671	42.7%	20.0%	20.0%	10.0%	7.3%
120-5195	Env./Monitoring	35,000	14,939	7,000	7,000	3,500	2,561	42.7%	20.0%	20.0%	10.0%	7.3%
120-5196	Risk Management	-	-	-	-	-	-	42.7%	20.0%	20.0%	10.0%	7.3%
120-5198	Annual Operating Fees	2,000	1,154	300	300	100	146	57.7%	15.0%	15.0%	5.0%	7.3%
120-5310	Equipment - Field	1,000	427	200	200	100	73	42.7%	20.0%	20.0%	10.0%	7.3%
120-5311	Equipment - Office	1,000	427	200	200	100	73	42.7%	20.0%	20.0%	10.0%	7.3%
120-5312	Tools - Field	1,500	640	300	300	150	110	42.7%	20.0%	20.0%	10.0%	7.3%
120-5315	Safety Equipment	1,500	640	300	300	150	110	42.7%	20.0%	20.0%	10.0%	7.3%
120-5545	Recording Fees	200	85	40	40	20	15	42.7%	20.0%	20.0%	10.0%	7.3%
120-5600	Contingency	-	-	-	-	-	-	42.7%	20.0%	20.0%	10.0%	7.3%
120-6009	Access Road	-	-	-	-	-	-	42.7%	20.0%	20.0%	10.0%	7.3%
120-OPEB	OPEB OBLIGATION	7,500	3,201	1,500	1,500	750	549	42.7%	20.0%	20.0%	10.0%	7.3%
140-5192	Electricity - Flood Control	-	-	-	-	-	-	42.7%	20.0%	20.0%	10.0%	7.3%
TOTAL: SEWER EXPENSES		\$ 1,649,210	\$ 692,055	\$ 329,542	\$ 329,542	\$ 179,471	\$ 118,600	42.0%	20.0%	20.0%	10.9%	7%

Classification of Expenses Continued ¹											
Budget Categories	Total Revenue Requirements	Flow	Strength		Customer	Recycled Water	Allocation %'s to Classifications				
	FY 2020/21	(VOL)	(BOD)	(TSS)	(CA)	(RW)	(VOL)	(BOD)	(TSS)	(CA)	(RW)
Debt Services											
Existing Debt Service	\$ 32,255	\$ 16,128	\$ 8,064	\$ 8,064	\$ -	\$ -	50.0%	25.0%	25.0%	0.0%	0.0%
New Debt Service	-	-	-	-	-	-	50.0%	25.0%	25.0%	0.0%	0.0%
Capital Expenditures											
Rate Funded Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	50.0%	25.0%	25.0%	0.0%	0.0%
TOTAL REVENUE REQUIREMENTS	\$ 1,681,465	\$ 708,183	\$ 337,606	\$ 337,606	\$ 179,471	\$ 118,600	42.1%	20.1%	20.1%	10.7%	7.1%
Less: Non-Rate Revenues											
Other Non-Rate Revenue	\$ (28,500)	\$ (11,879)	\$ (5,700)	\$ (5,700)	\$ (3,135)	\$ (2,086)	41.7%	20.0%	20.0%	11.0%	7.3%
Interest Income ²	(1,700)	(709)	(340)	(340)	(187)	(124)	41.7%	20.0%	20.0%	11.0%	7.3%
NET REVENUE REQUIREMENTS	\$ 1,651,265	\$ 695,595	\$ 331,566	\$ 331,566	\$ 176,149	\$ 116,390					
Allocation of Revenue Requirements	100.0%	42.1%	20.1%	20.1%	10.7%	7.0%					

Adjustments to Classification of Expenses	FY 2020/21	(VOL)	(BOD)	(TSS)	(CA)	(RW)
Adjustment to Current Rate Level:	Total					
Projected Sewer Rate Revenue at Current Rates	\$1,261,953					
Projected Sewer Rate Increase	12.00%					
Projected Sewer Rate Increase (\$)	\$151,434					
Total Rate revenue (Excluding RW)	\$1,413,387					
Projected RW Rate Revenue at Current Rates	\$110,000					
Projected RW Rate Increase	12.00%					
Projected RW Rate Increase (\$)	\$13,200					
Target Rate Rev. After Rate Increases ²	\$1,536,587					
Adjusted Net Revenue Req't	\$ 1,536,587	\$ 647,287	\$ 308,539	\$ 308,539	\$ 163,916	\$ 108,307
<i>Percent of Revenue</i>	<i>100.0%</i>	<i>42.1%</i>	<i>20.1%</i>	<i>20.1%</i>	<i>10.7%</i>	<i>7.0%</i>

1. Revenues and Expenditures budgeted for FY 2020/21 found in source file: 2020-2021 Budget & Narrative APPROVED 6-16-2020-.pdf

Budget values have been adjusted as part of the analysis, as detailed in Exhibit 1 (O&M).

2. Revenue from rate increases assumes an implementation date of January 1, 2019 and July 1 each year thereafter.

3. The FY 2020/21 revenue and operating expenses are from the budget. Inflationary factors are applied to these expenses to project costs.

Development of the FLOW Allocation Factor						
Customer Class	Number of HEUs ¹	Annual Volume (hcf)	Average Winter Monthly Consumption ² (hcf)	Annual Winter (or Monthly) Avg. Based Volume (hcf) ⁴	Adjusted Annual Volume (hcf)	Percentage of Adjusted Volume
Single Family Residential	1,444	87,263	7,183	86,197	120,355	89.9%
Multi-Family Residential	56	4,314	391	4,690	6,548	4.9%
Commercial ³	35	5,036	N.A.	5,036	7,031	5.2%
Total ⁴	1,535	96,612	7,574	95,923	133,934	100.0%
					133,934	Flow (hcf/yr.)
					1.40	Flow Adj. Factor

1. Consumption and Meters from source files: Copy of Customer Data.xlsx and NBS 2020_JT.xlsx (data combined and summarized in pivot tables).

Note: The adjusted annual flow per HEU for commercial customers is approximately twice that of SFR. In this sense, these are not truly "HEU's".

2. Includes months of December 2019 through March 2020.

3. Commercial will be billed based on monthly consumption, not winter average.

4. Recycled Water excluded from flow allocation factor. One customer only in the District, volumetric rate only.

Development of the STRENGTH Allocation Factor									
Customer Class	Adjusted Annual Flow (hcf)	Biochemical Oxygen Demand (BOD)				Total Suspended Solids (TSS)			
		Average Strength Factor (mg/l) ²	Calculated BOD (lbs./yr.)	Adjusted BOD (lbs./yr.)	Percent of Total	Average Strength Factor (mg/l) ²	Calculated TSS (lbs./yr.)	Adjusted TSS (lbs./yr.)	Percent of Total
Single Family Residential	120,355	250	187,703	181,794	93.2%	250	187,703	149,316	92.4%
Multi Family Residential	6,548	250	10,213	9,891	5.1%	250	10,213	8,124	5.0%
Commercial ¹	7,031	80	3,509	3,399	1.7%	120	5,264	4,187	2.6%
Total	133,934		201,425	195,084	100%		203,179	161,627	100%
		<i>Target, from WWTP Data</i>		<i>195,084 BOD (lbs./yr.)</i>				<i>161,627 TSS (lbs./yr.)</i>	
				<i>0.97 BOD Adj. Factor</i>				<i>0.80 TSS Adj. Factor</i>	

- Commercial was previously billed on winter water use, now is billed on monthly water use.
- Typical strength factors for BOD and TSS are derived from the State Water Resources Control Board Revenue Program Guidelines, Appendix G.

Development of the CUSTOMER Allocation Factor					
Customer Class	Number of Accounts ¹	Percentage of Accounts	Number of HEUs ²	Percentage of Assigned HEUs	Average HEUs per Account
Single Family Residential	1,455	97.1%	1,444	94.1%	0.99
Multi-Family Residential	27	1.8%	56	3.6%	2.07
Commercial & Industrial	15	1.0%	35	2.2%	2.30
Recycled Irrigation ²	1	0.1%	0	0.0%	0.00
Total ²	1,498	100.0%	1,535	100.0%	1.02

- Source files: Copy of Customer Data.xlsx and NBS 2020_JT.xlsx . HEU count from March 2020.
- Recycled Water excluded from customer allocation factor. One customer only in the District, volumetric rate only. HEU stands for housing equivalent unit, which is equal to one single family residential home (SFR = 1 HEU)

Allocation of Revenue Requirements by Customer Class							
Customer Class	Cost Classification Components					Cost-of-Service Net Revenue Req't.	% of COS Net Revenue Req't.
	Volume	Treatment		Customer Related	Recycled Water		
		BOD	TSS				
Net Revenue Requirements ¹	\$ 647,287	\$ 308,539	\$ 308,539	\$ 163,916	\$ 108,307	\$ 1,536,587	--
	42.1%	20.1%	20.1%	10.7%	7.0%	100.0%	
Single-, Multi-Family Residential	\$ 613,306	\$303,164	\$300,546	\$160,229	\$ -	\$ 1,377,246	89.6%
Commercial	33,981	5,375	7,993	3,686	-	51,035	3.3%
Recycled Irrigation	-	-	-	-	108,307	108,307	7.0%
Total	\$ 647,287	\$ 308,539	\$ 308,539	\$ 163,916	\$ 108,307	\$ 1,536,587	100%
Total Excluding Recycled Water						\$ 1,428,281	

- Revenue requirement for each customer class is determined by multiplying the revenue requirement from each cost classification by the allocation factors for each customer class.
- *Note: The District is expecting an operating budget for FY'20/21, so the net rev. requirement will be lower this year than needed.

Customer Class	No. of Billing Units (HEU) ¹	Annualized Winter Consumption (hcf) ²	Annual Rev. Req't			Monthly Fixed Charge Per HEU	Volumetric Charge Per hcf
			Total	Fixed ^{2,3}	Volumetric		
Single-, Multi-Family & Municipal Commercial	1,500	90,887	\$1,377,246	\$964,845	\$412,401	\$53.60	\$4.54
	35	5,036	\$51,035	\$22,197	\$28,838	\$53.60	\$5.73
Total	1,535	95,923	\$1,428,281	\$987,042	\$441,239	--	--
			<i>Percent of Revenue from Fixed vs. Volumetric Charges</i>	<i>100.0%</i>	<i>69.1%</i>	<i>30.9%</i>	

- Sewer customers are charged on the basis of their number of assigned Housing Equivalent Units (HEUs). Commercial accounts average 2.4 HEU/Account, according to District records.
- Annualized monthly consumption is used for commercial customers.

Sewer Rate Schedule	Current Rates ('20/21)	Proposed Sewer Rates ¹				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge per HEU²						
Residential & Municipal	\$51.96	\$53.60	\$60.03	\$67.24	\$73.29	\$79.89
Commercial	\$51.96	\$53.60	\$60.03	\$67.24	\$73.29	\$79.88
Volumetric Charge (\$/hcf)³						
Residential & Municipal (Applied to Average Winter Water Use)	\$2.76	\$4.54	\$5.08	\$5.69	\$6.20	\$6.76
Commercial (Applied to Average Monthly Water Use)	\$3.00	\$5.73	\$6.41	\$7.18	\$7.83	\$8.53

1. Implementation date for FY 2020/21 rates is January 1, 2021, then July in 2021 through 2024.

2. Sewer customers are charged on the basis of their number of assigned Housing Equivalent Units (HEUs). Commercial accounts average 2.4 HEU/Account, according to District records.

3. Proposed volumetric rates after FY 2020/21 are increased by the annual increase in rate revenue shown in the financial plan.

Water Consumption Data used for HVLCS Rates ¹									
Customer Class	Customer Type	Accounts	HEUs	Sum of FY19/20 Annual Consumption (HCF)	Average Monthly Consumption per Account (HCF)	Average Monthly Winter Consumption (HCF)	Average Monthly Winter Consumption per Account (HCF)	Winter to Annual Ratio	Avg. EDUs per Account
Single Family Residential	SFR	1,455	1,444	87,263	5.00	7,177	4.93	98.7%	0.99
Multi-Family Residential	MFR	27	56	4,314	13.31	391	14.48	108.7%	2.07
Commercial	Market	3	11	2,511	69.74	209	69.74	100.0%	3.67
Commercial	Office	4	4	841	17.52	70	17.52	100.0%	1.00
Commercial	Park	4	4	386	8.05	32	8.00	99.4%	1.00
Commercial	Retail	3	15	1,221	33.91	95	31.75	93.6%	4.83
Municipal	Fire District	1	1	77	6.42	6	6.42	100.0%	1.00
Recycled Irrigation	Irrigation	1	0	0	0	6	2.14	#DIV/0!	0.00
Total		1,498	1,535	96,612	154	7,987	155	100.7%	1.02

Customer consumption and customer class from Source files: NBS 2020_JT.xlsx

Recording Requested By:

Hidden Valley Lake Association
18174 Hidden Valley Rd
Hidden Valley Lake, CA. 95467

And When Recorded Mail To:

Hidden Valley Lake Association
18174 Hidden Valley Rd
Hidden Valley Lake, CA. 95467

Space Above This Line For Recorder's Use

Mail Tax Statements To:

Hidden Valley Lake Community Services District
Attn: Accounting Supervisor
19400 Hartmann Rd
Hidden Valley Lake, CA. 95467

No Tax Due

Record Without Fee, Government Section 27383

District Secretary

Hidden Valley Lake Association

EASEMENT NO. _____ AFFECTS A.P.N.: 144-011-02 ESCROW NO. _____

GRANT OF EASEMENT

By this instrument dated _____, for a valuable consideration, _____

hereinafter "GRANTOR", being owners of the real property described in Exhibit "A" attached hereto and incorporated by this reference, hereby GRANTS to HIDDEN VALLEY LAKE ASSOCIATION, a not-for-profit mutual benefit corporation, the following described interest in the real property located in the State of California, County of Lake: a perpetual, irrevocable, non-exclusive Right of Way Easement for the purpose of parking and storage of Association and/or member-owned equipment and property; or future use as otherwise mutually agreed in writing with lessors, subject to County zoning regulations.

To the extent permitted by law, each Party will indemnify, defend and hold all other Parties and their directors, officers, agents, and employees safe and harmless from any and all claims, suits, judgments, damages, penalties, costs, expenses, liabilities and losses that arise from or are related in any way to each Party's, directors, officers, agents, and employees negligent acts, errors or omissions, or willful misconduct.

GRANTOR hereby agrees to refrain from building, erecting, or allowing any structure or improvement, or planting of trees on, within, or over the easement herein granted. IN WITNESS WHEREOF, GRANTOR has executed this Grant of Easement as of the day and year first above written.

GRANTOR

Hidden Valley Lake Community Services District,
a political subdivision organized and existing
under the community services district laws of the
State of California, County of Lake
By : Its Board President

Jim Lieberman, President
Hidden Valley Lake Community Services District Board of Directors

Recording Requested By:

Hidden Valley Lake Community
Services District
19400 Hartman Rd
Hidden Valley Lake, CA. 95467

And When Recorded Mail To:

Hidden Valley Lake Community
Services District
19400 Hartman Rd
Hidden Valley Lake, CA. 95467

Space Above This Line For Recorder's Use

Mail Tax Statements To:

Hidden Valley Lake Association
Attn: Accounting Director
18174 Hidden Valley Rd
Hidden Valley Lake, CA. 95467

No Tax Due

Record Without Fee, Government Section 27383

Dennis White, District Secretary
Hidden Valley Lake Community
Services District

EASEMENT NO. _____ AFFECTS A.P.N.: 142-301-01 ESCROW NO. _____

GRANT OF EASEMENT

By this instrument dated _____, for a valuable consideration, _____

hereinafter "GRANTOR", being owners of the real property described in Exhibit "A" attached hereto and incorporated by this reference, hereby GRANTS to HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, a political subdivision organized and existing under the community services district laws of the State of California, County of Lake, the following described interest in the real property located in the State of California, County of Lake: a perpetual, irrevocable, non-exclusive Public Utility and Right of Way Easement for the purpose of excavating, installing, constructing, reconstructing, repairing, maintaining and operating improvements, including but not limited to a water storage tank, and building that contains pumps, controls, electrical equipment, and all appurtenances necessary to maintain water pressure, chlorine residual, security, and communications; power poles, sanitary sewer lines; potable water lines; recycled water lines, and all appurtenances thereto, together with the right of ingress and egress therefore, in, on, under, over, along, through and across that certain land:

As shown on plat map in Exhibit "B" attached hereto and incorporated by this reference.

To the extent permitted by law, each Party will indemnify, defend and hold all other Parties and their directors, officers, agents, and employees safe and harmless from any and all claims, suits, judgments, damages, penalties, costs, expenses, liabilities and losses that arise from or are related in any way to each Party's, directors, officers, agents, and employees negligent acts, errors or omissions, or willful misconduct.

GRANTOR hereby agrees to refrain from building, erecting, or allowing any structure or improvement, or planting of trees on, within, or over the easement herein granted. IN WITNESS WHEREOF, GRANTOR has executed this Grant of Easement as of the day and year first above written.

GRANTOR

Hidden Valley Lake Association,
a not-for-profit Mutual Benefit Corporation
By : Its Board President

Bruce Brashares, President
Hidden Valley Lake Association Board of Directors

Exhibit "A"

EASEMENT DESCRIPTION
for Hidden Valley Lake CSD
Easement over APN 142-301-01

Lying within County of Lake, State of California, and being a portion of the lands of Hidden Valley Lake Association, said lands are shown as "Parcel N-N" on that certain map of Hidden Valley Lake Unit No. 9 filed in Book 11 of Town Maps at Pages 5 to 14, inclusive, in the Office of the County Recorder of said Lake County, said portion of land is more particularly described as follows:

BEGINNING at the northwest corner of the lands of Stonehouse Mutual Water Company as described in Corporation Grant Deed recorded on March 8, 1971 in Book 657 of Official Records at Page 241, Lake County Records, said lands are also shown as "Parcel M-M" on said map; thence

along the westerly line of said Parcel M-M and the prolongation thereof South 11°40'43" West 200.00 feet; thence

North 45°54'37" West 779.66 feet; thence

North 49°46'15" East 156.00 feet to a point on the northeasterly line of said lands of Hidden Valley Lake Association; thence

along said northeasterly line South 40°13'45" East 552.19 feet and South 78°19'17" East 127.38 feet to the POINT OF BEGINNING.

Containing 95,014 square feet or 2.18 acres more or less.

END OF DESCRIPTION

Prepared by Cinquini & Passarino, Inc.

Preliminary

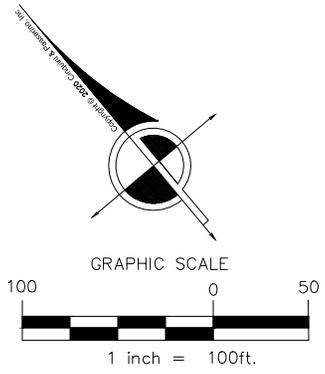
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Davit C. Sulam, PLS 8224

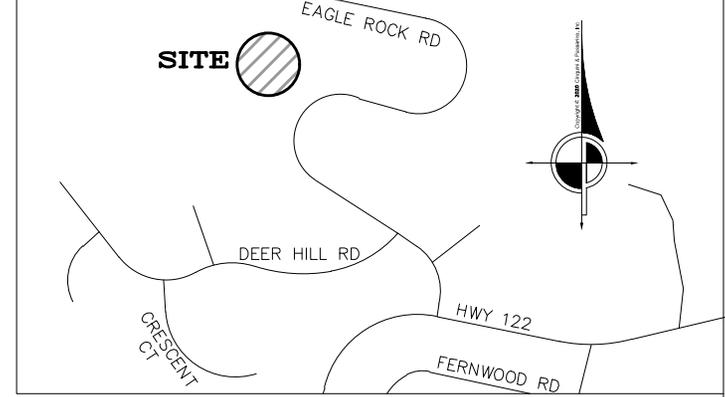
Date

LEGEND

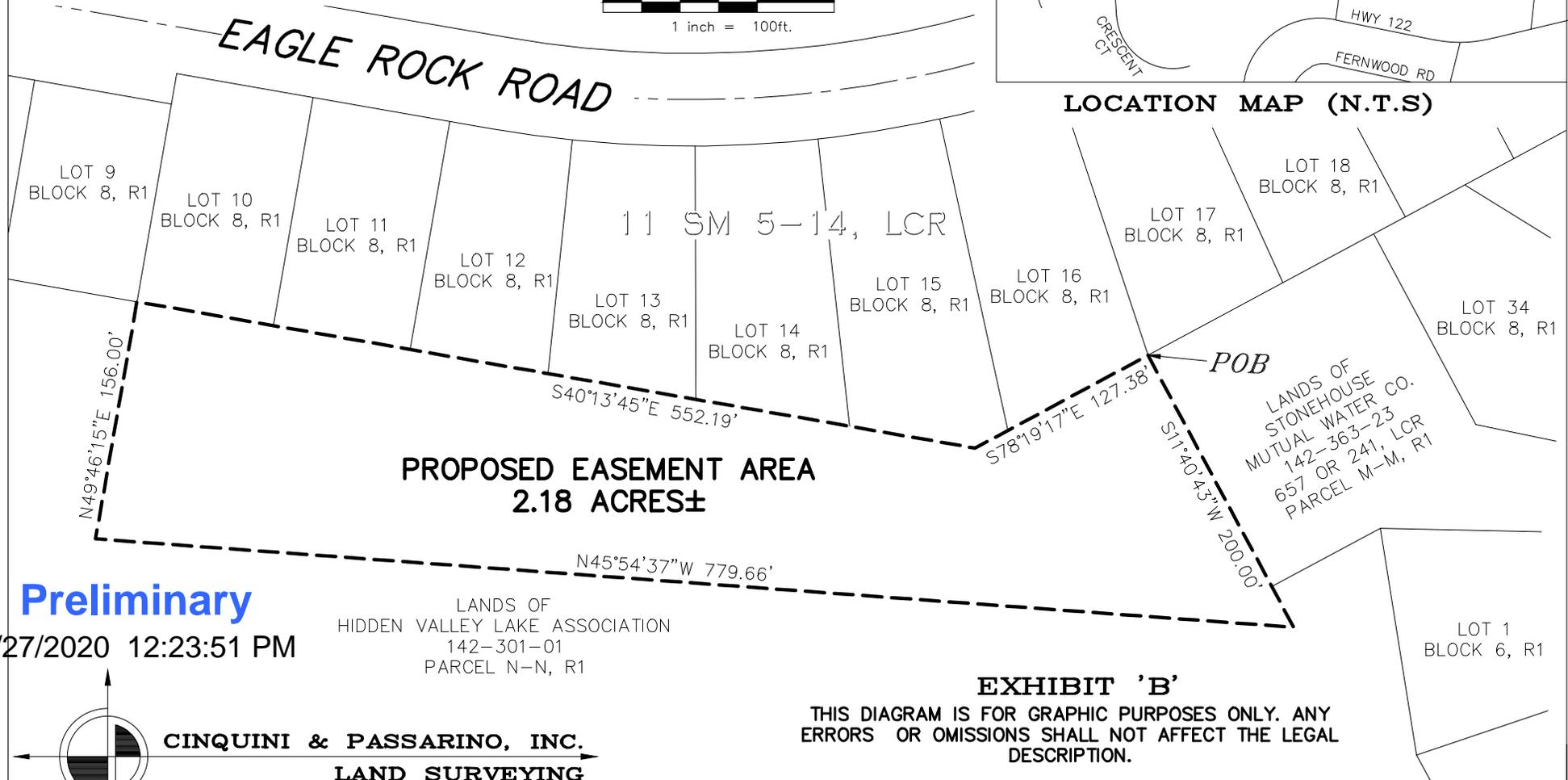
- LCR LAKE COUNTY RECORDS
- NTS NOT TO SCALE
- POB POINT OF BEGINNING
- EXISTING LINES
- - - CENTERLINE
- - - PROPOSED EASEMENT
- R1 11 SM 5-14, LCR



COUNTY OF LAKE



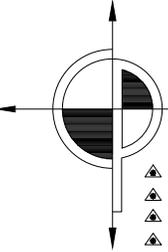
LOCATION MAP (N.T.S)



Preliminary

08/27/2020 12:23:51 PM

LANDS OF
HIDDEN VALLEY LAKE ASSOCIATION
142-301-01
PARCEL N-N, R1



CINQUINI & PASSARINO, INC.
LAND SURVEYING

- ▲ BOUNDARY
- ▲ TOPOGRAPHIC
- ▲ CONSTRUCTION
- ▲ SUBDIVISIONS

1804 Soscol Avenue, Suite 202
Napa, CA. 94559
Phone: (707) 690-9025
Fax: (707) 433-9761

WWW.CINQUINIPASSARINO.COM

EXHIBIT 'B'

THIS DIAGRAM IS FOR GRAPHIC PURPOSES ONLY. ANY ERRORS OR OMISSIONS SHALL NOT AFFECT THE LEGAL DESCRIPTION.

JOB NAME: HIDDEN VALLEY LAKE CSD	DRAWN BY: DS	CHECKED BY:
DESCRIPTION: PROPOSED 2.2 ACRE EASEMENT	SCALE: 1" = 100'	DATE: 08/27/2020
	JOB #: 9081-20	PAGE: 1 OF 1

CLOSURE CALCULATIONS

CPI No.: **9081-20**

Page 1 of 1



CPI No.: 9081-20

By: D. Sulam

Date: 10/8/2020

Description: Hidden Valley Lake CSD 2.2-acre Easement

Parcel name: HVL CSD Water Tank

North: 10182.0504 East : 4823.9632
 Line Course: S 78-19-17 E Length: 127.38
 North: 10156.2659 East : 4948.7062
 Line Course: S 11-40-43 W Length: 200.00
 North: 9960.4062 East : 4908.2218
 Line Course: N 45-54-37 W Length: 779.66
 North: 10502.8811 East : 4348.2302
 Line Course: N 49-46-15 E Length: 156.00
 North: 10603.6332 East : 4467.3311
 Line Course: S 40-13-45 E Length: 552.19
 North: 10182.0541 East : 4823.9610

Perimeter: 1815.23 Area: 95,014 sq.ft. 2.18 acres

Mapcheck Closure - (Uses listed courses and chords)
 Error Closure: 0.0043 Course: N 29-36-48 W
 Error North: 0.00376 East : -0.00214
 Precision 1: 422,146.51

Disaster Reimbursements (Federal & State)						
Year of event	Disaster	Project	Description	Completion	Reimbursed?	Reimbursements
2017	4301	LHHVA01	Pump&Dump	100%	100%	\$ 214,133.04
2017	4301	LKHVB01	Repair&Labor	100%	100%	\$ 16,748.90
2017	4308	LKHVA81	Pump&Dump	100%	100%	\$ 390,533.63
2017	4308	LKHVB81	Repair&Labor	100%	100%	\$ 5,317.17
2017	4308	LKHVF83	Repair&Labor	100%	100%	\$ 652,310.53
2019	4434	100063	Pump&Dump	100%	100%	\$ 916,723.31
2019	4434	100118	Repair	100%	100%	\$ 13,101.71
2019	4434	100126	Repair&Labor	100%	100%	\$ 39,032.81
2019	4434	101502	Repair&Labor	100%	100%	\$ 33,321.19
2019	4434	100138	Repair	0%	0%	\$ 167,608.13
2020	4482	138890	Materials	100%	0%	\$ 10,401.87
2020	4558	TDB	EPM	100%	0%	\$ 100,000.00

Totals:	\$ 2,559,232.29
Actual:	\$ 2,281,222.29

Federally funded, non-disaster projects (HMGP)					
Related Disaster	Project	Description	Completion	Reimbursed?	Reimbursement
4344	512	LHMP	100%	90%	\$ 74,404.00
4382	112	Unit 9 Tank	0%	0%	\$ 1,300,000.00
4407	57	Generators	0%	0%	\$ 1,900,000.00

Totals:	\$ 3,274,404.00
Actual:	\$ 74,404.00

State Funded projects (Prop 1, Prop 68)					
Funding Agency	Project	Description	Completion	Reimbursed?	Reimbursement
DWR/IRWM	205	I & I	25%	0%	\$ -
DWR/IRWM	206	Unit 9 Tank	5%	0%	\$ -

Totals:	\$ -
Actuals:	\$ -

Potential projects (LHMP)

Priority	Funding Agency	Project	Description	Costs	Notes
1	HMGP (FEMA)	SCADA	Technology refresh	\$ 1,000,000	Initial Feasibility discussions underway, Joined Demarnd Response program to qualify for rebates
1	HMGP (FEMA)	Tanks	Replace wooden tanks	\$ 5,400,000	Subapplication submitted for one tank only, 4558 - NOI
1	HMPG (FEMA)	I & I	Pipe-bursting	\$ 1,000,000	Grant funds awarded for first pipe-bursting
1		RRP, ERP	Requirement of AWIA of 2018	\$ 200,000	Due 3/21, Possible 4482-NOI opportunity
1	BRIC (FEMA)	Water	Correlators, AirVacs, Lines, Meters	\$ 5,500,000	ESCOs can support energy savings projects
2		WMP	Water Master Plan	\$ 100,000	This is 20 years old. Is a reference document for grant applications
2	HMGP (FEMA)	WWTP	EQ Basin, Sludge Beds	\$ 6,000,000	Every flooding disaster in the last 4 years has damaged a portion of the WWTP. Possible developed contributions.
2		SWP	Stormwater Master Plan	\$ 200,000	This is 20 years old. Opportunity for regional benefits.
2		Stormwater	Implement Stormwater Master Plan Improvements	\$ 10,000,000	Phase 1 - Culverts in the Flood detention basin, previous NOI accepted for this activity
2	HMGP (FEMA)	Well	Drill a new well	\$ 4,000,000	Water Resilience, Contamination Mitigation, possible developer assistance
2	FMAG (FEMA)	Fuels Mitigation	Defensible Space, Concrete detention basin, masonry buildings	\$ 400,000	Possible 4558-NOI opportunity
2	FMAG (FEMA)	Hydrants	Improvements	\$ 4,100,000	Previous NOI accepted for this activity
2	PDM (FEMA)	GIS	Fully develop database, O&M	\$ 400,000	Management, maintenance, and communications tool
3		PAP	Public Awareness Program	\$ 200,000	Disaster preparedness, response and recovery
3	HMGP (FEMA)	CL2 valve	Automatic shut-off valve	\$ 50,000	Operator Safety, RMP improvement list
3	HMGP (FEMA)	CL2 Analyzers	Chlorination Basin improvements	\$ 100,000	Flow-based treatment process will streamline WWTP
3	HMGP (FEMA)	Earthquake	Retrofits	\$ 5,000,000	
3		Levee	Certification	TDB	Opportunity for regional benefits, flood insurance
3		Dam	Inundantion Mitigation	TDB	Infrastructure improvements

SOUND ATTENUATED LEVEL 2

ENCLOSURES

D250GC – D600GC

60 Hz



Image shown might not reflect actual configuration

FEATURES

Robust / Highly Corrosion Resistant Construction

- Factory installed on skid base or tanks base
- Environmentally friendly, polyester powder baked paint
- Enclosure constructed with 18-gauge steel
- Interior zinc plated fasteners
- Internally mounted exhaust silencing system
- Comply with ASCE/SEI 7 for Wind loads up to 100mph
- Designed and tested to comply with UL 2200 Listed generator set package

Excellent Access

- Large cable entry area for installation ease.
- Accommodates side mounted single or multiple breakers.
- Two doors on both sides.
- Vertically hinged allow 180° opening rotation
- Radiator fill cover.

Security and Safety

- Lockable access doors which give full access to control panel and breaker.
- Cooling fan and battery charging alternator fully guarded.
- Fuel fill, oil fill and battery can only be reached via lockable access.
- Externally mounted emergency stop button (Optional).
- Designed for spreader bar lifting to ensure safety.
- Stub-up area is rodent proof.

Sound Attenuated Level 2

- Caterpillar white paint
- UL Listed integral fuel tank with 24 hours running time capacity (Optional).
- DC lighting package (Optional)

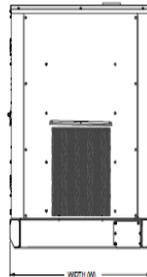
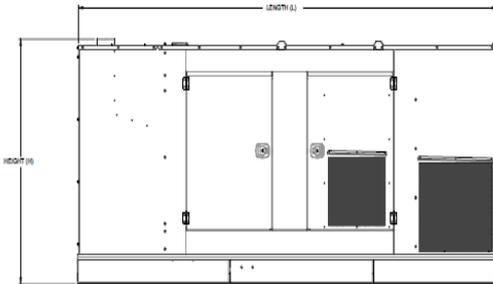
Enclosure Package Operating Characteristics

Enclosure Type	Standby ekW	Cooling Air Flow Rate		Ambient Capability*		Sound Pressure Levels (dBA) at 7m (23 ft)
		m ³ /s	cfm	°C	°F	100% Load
Level 2 Sound Attenuated Enclosure (Steel)	250	6.4	13561	57	135	74
	300	6.4	13561	51	125	74
	350	7.4	15680	57	134	71
	400	7.4	15680	53	127	71
	450	8.4	17692	54	130	73
	500	8.4	17692	50	122	73
	550	11.2	23731	56	133	73
	600	11.2	23731	53	127	73

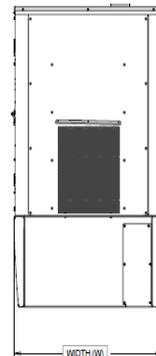
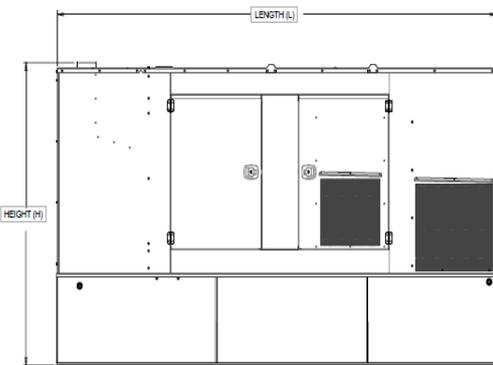
*Cooling system performance at sea level. Consult your Cat[®] dealer for site specific ambient and altitude capabilities.

Note: Sound level measurements are subject to instrumentation, installation and manufacturing variability, as well as ambient site conditions.

DIMENSIONS



Sound Attenuated Enclosure on Skid Base



Sound Attenuated Enclosure on a UL Listed Integral Fuel Tank Base

Image shown might not reflect actual configuration

WEIGHTS & DIMENSIONS

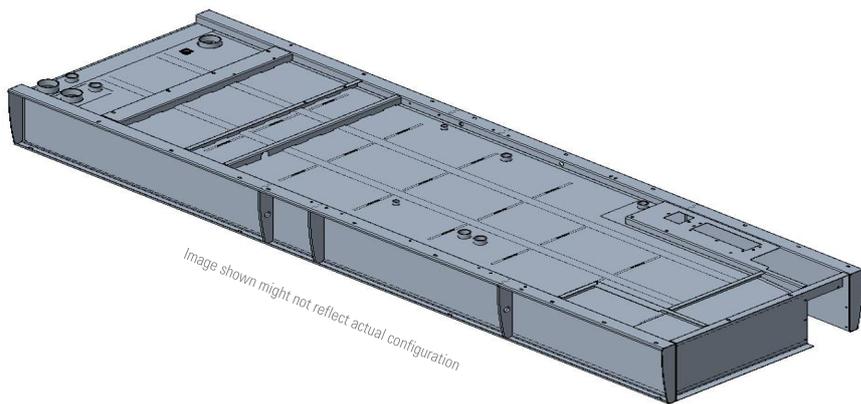
Enclosure Type	Standby Ratings, ekW	Length, L		Width, W		Height, H		Package Weights	
		mm	in	mm	in	mm	in	kg	lb
Sound Attenuated Enclosure on Skid Base	250	3958	155.8	1440	56.7	1991	78.4	2857	6298.6
	300							2945	6492.6
	350	4633	182.4	1630	64.2	2227	87.7	3983	8781.0
	400							4017	8856.0
	450	4823	189.8	1630	64.2	2777	109.3	4408	9718.0
	500							4457	9826.0
	550	4980	196.1	1865	73.4	2723	107.2	4754	10480.8
	600							4837	10663.8
Sound Attenuated Enclosure on UL Listed Integral Fuel Tank Base	250	3958	155.8	1440	56.7	2487	97.9	3497	7709.6
	300							3585	7903.6
	350	4633	182.4	1630	64.2	2644	104.1	4765	10505.0
	400							4799	10580.0
	450	4823	189.8	1630	64.2	2777	109.3	5345	11783.7
	500							5394	11891.7
	550	4980	196.1	1865	73.4	2723	107.2	5973	13168.2
	600							6056	13351.2

LET'S DO THE WORK.™

LEHE2014-02 (09-19)

www.Cat.com/electricpower

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EXTENDED FUEL TANKS D250 GC – D600 GC

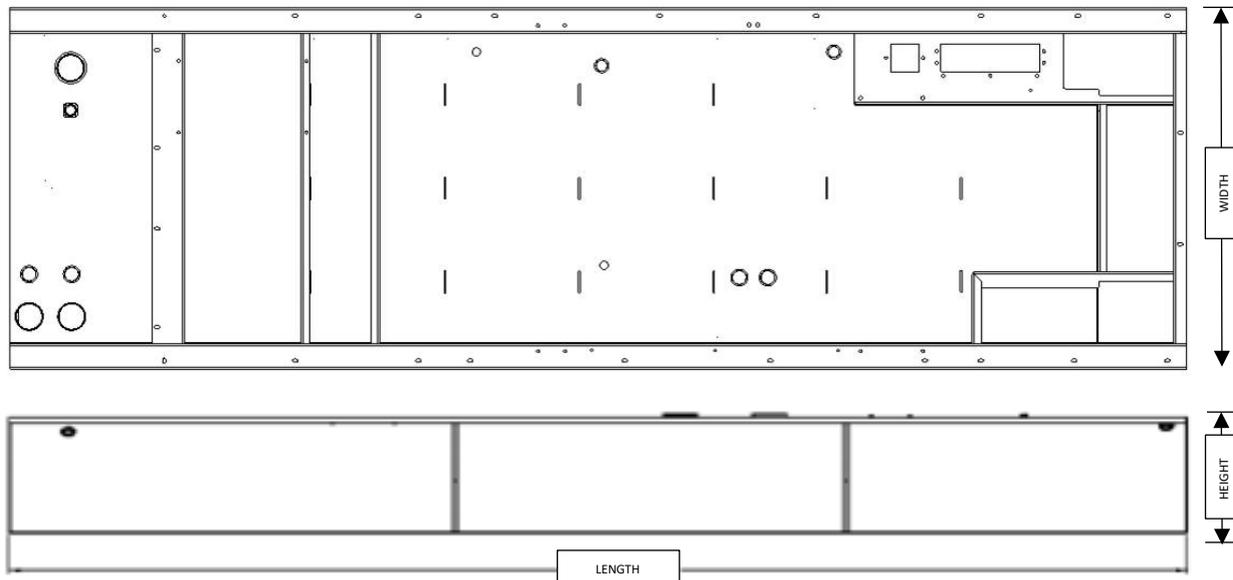
FEATURES

- UL Listed for United States (UL 142) and Canada (CAN/ULC S601)
- Facilitates compliance with NFPA 30 code, NFPA 37 and 110 standards and CSA C282 code
- Dual wall
- Low fuel level warning standard, customer configurable warning or shutdown
- Primary tank leak detection switch in containment basin
- Tank design provides capacity for thermal expansion of fuel
- Fuel supply dip tube is positioned so as not to pick up fuel sediment
- Fuel return and supply dip tube is separated by an internal baffle to prevent immediate re-supply of heated return fuel
- Pressure washed with an iron phosphate solution
- Interior tank surfaces coated with a solvent-based thin-film rust preventative
- Heavy gauge steel gussets with internal lifting rings
- Primary and secondary tanks are leak tested at 20.7 kPa (3 psi) minimum
- Compatible with open packages and enclosures
- Gloss black polyester alkyd enamel exterior paint
- Welded steel containment basin (minimum of 110% of primary tank capacity)
- Direct reading fuel gauge with variable electrical output
- Emergency vents on primary and secondary tanks are sized in accordance with NFPA 30.

OPTIONS

- Audio/visual fuel level alarm panel
- ULC / CSA Accessory Kit
- 5gal (18.9 L) spill containment
- Overfill prevention Valve
- Fuel tank fill pipe & lockable cap

Fuel Tank Base Useable Capacities with Fuel Tank Dimensions & Weights



The heights listed above do not include lumber used during manufacturing and shipping

A. Open Set & Sound Attenuated Enclosure

Tank Design	Feature Code	Total Capacity		Useable Capacity		Tank Only						Overall Package Height with Tank			
						Dry Weight		Height 'H'		Length 'L'		Open		Enclosure	
		Litre	Gallon	Litre	Gallon	kg	lb	mm	in	mm	in	mm	in	mm	in
Tank	FTDW039	2341	618.4	2060	538.9	1075	2370	639	25.1	4608	181.4	2095	82.4	2385	93.9
	FTDW040	2862	756	2540	671	1294	2852	586	23	5252	206.7	2503	98.5	2563	100.9
	FTDW041	3633	959.7	3286	868.1	1506	3302	635	25	5910	228.7	2291	90.1	2479	97.6
	FTDW042	4271	1128.2	3878	1024	1944	4285	585	23	6759	266.1	2345	92.3	1957	77.0

B. Estimated Run Time (Hours)

Tank Design	Feature Code	Standby Ratings (kVA)						
		ekW	100%		75%		50%	
			Hrs	L/hr	Hrs	L/hr	Hrs	L/hr
Tank	FTDW039	250	28.1	73.3	35	35.0	47	47.0
		300	24	86	30.8	30.8	40	40.0
	FTDW040	350	26.9	94.3	31.2	81.9	42.4	60.2
		400	24.0	105.8	28.1	90.7	38.6	66.2
	FTDW041	450	25.0	131.7	31.3	106.1	42.0	79.1
		500	24.0	137	30.1	110.5	46.6	71.3
	FTDW042	550	25.7	151.1	32.9	118.1	45.2	86.1
		600	24.1	161.6	30.0	129.6	42.4	91.7

Tanks with full electrical stub-up area include removable end channel. Tanks with RH stub-up include stubup area directly below the circuit breaker or power terminal strips.

Fuel tanks and applicable options facilitate compliance with the following United States NFPA Code and Standards:

NFPA 30: Flammable and Combustible Liquids Code

NFPA 37: Standard for the Installation and Use of Stationary Combustion Engines and Gas Turbines

NFPA 110: Standard for Emergency and Standby Power Systems

Fuel tanks and applicable options facilitate compliance with the following Canadian Standard and Code:

CSA C282 – Emergency Electrical Power Supply for Buildings

CSA B139-09 – Installation Code for Oil-Burning Equipment

LET'S DO THE WORK.™

LEHE2624-00 (06-20)

www.Cat.com/electricpower

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Cat® C15 GC DIESEL GENERATOR SETS



Standby: 60Hz, 480V & 600V



Image shown might not reflect actual configuration

Engine Model	Cat® C15 ACERT™ In-line 6, 4-cycle diesel
Bore x Stroke	137mm x 171mm (5.4in x 6.8in)
Displacement	15.2 L (928 in³)
Compression Ratio	16.1:1
Aspiration	Turbocharged Air-to-Air Aftercooled
Fuel Injection System	MEUI
Governor	Electronic ADEM™ A4

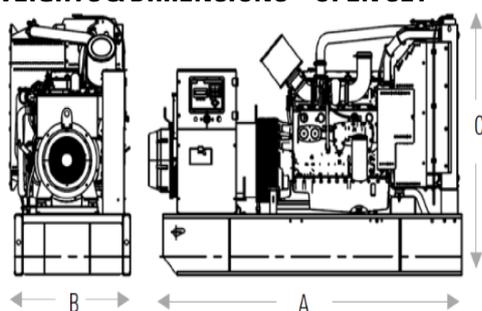
Standby	Performance Strategy
500 ekW, 625 kVA	EPA Certified for Stationary Emergency Application

PACKAGE PERFORMANCE

Performance	Standby	
Frequency	60 Hz	
Genset Power Rating	625 kVA	
Gen set power rating with fan @ 0.8 power factor	500 ekW	
Fuelling strategy	TIER 3	
Performance Number	DM8155	
Fuel Consumption		
100% load with fan	137.0 L/hr	36.2 gal/hr
75% load with fan	110.5 L/hr	29.2 gal/hr
50% load with fan	71.3 L/hr	18.8 gal/hr
25% load with fan	41.9 L/hr	11.1 gal/hr
Cooling System ¹		
Radiator air flow restriction (system)	0.12 kPa	0.48 in. Water
Radiator air flow	720 m ³ /min	25426 cfm
Engine coolant capacity	20.8 L	5.5 gal
Radiator coolant capacity	54 L	14 gal
Total coolant capacity	75 L	20 gal
Inlet Air		
Combustion air inlet flow rate	38.2 m ³ /min	1347.7 cfm
Max. Allowable Combustion Air Inlet Temp	49 °C	120 °F
Exhaust System		
Exhaust stack gas temperature	531.1 °C	988.0 °F
Exhaust gas flow rate	102.1 m ³ /min	3605.5 cfm
Exhaust system backpressure (maximum allowable)	10.0 kPa	40.0 in. water
Heat Rejection		
Heat rejection to jacket water	182 kW	10375 Btu/min
Heat rejection to exhaust (total)	493 kW	28039 Btu/min
Heat rejection to aftercooler	121 kW	6860 Btu/min
Heat rejection to atmosphere from engine	91 kW	5182 Btu/min
Heat rejection from alternator	29 kW	1655 Btu/min

Emissions (Nominal) ²		Standby	
NO _x	2129.1 mg/Nm ³	4.6 g/hp-hr	
CO	301.5 mg/Nm ³	0.6 g/hp-hr	
HC	8.8 mg/Nm ³	0.03 g/hp-hr	
PM	9.5 mg/Nm ³	0.03 g/hp-hr	
Alternator ³		Standby	
Voltages	480V	600V	
Motor Starting Capability @ 30% Voltage Dip	1019	1103	
Current	751.8	601.4	
Frame Size	M3154L4	M3136L4	
Excitation	Shunt Excitation		AREP
Temperature Rise	105°C	189°F	130°C 234°F

WEIGHTS & DIMENSIONS – OPEN SET



Base	Dim "A" mm (in)	Dim "B" mm (in)	Dim "C" mm (in)	Generator Set Weight kg (lb)
Skid (Wide Base)	4815 (189.6)	1630 (64.2)	2034 (80.1)	3756 (8280.6)
Integral Tank base	4815 (189.6)	1630 (64.2)	2584 (101.7)	4693 (10346.3)

FUEL TANK CAPACITY

Tank Design	Total Capacity		Useable Capacity	
	Litre	Gallon	Litre	Gallon
Integral	3671	969.7	3323	877.8

DEFINITIONS AND CONDITIONS:

¹ For ambient and altitude capabilities consult your Cat dealer. Air flow restriction (system) is added to existing restriction from factory.

² Emissions data measurement procedures are consistent with those described in EPA CFR 40 Part 89, Subpart D & E and ISO8178-1 for measuring HC, CO, PM, NO_x. Data shown is based on steady state operating conditions of 77° F, 28.42 in HG and number 2 diesel fuel with 35° API and LHV of 18,390 BTU/lb. The nominal emissions data shown is subject to instrumentation, measurement, facility and engine to engine variations. Emissions data is based on 100% load and thus cannot be used to compare to EPA regulations which use values based on a weighted cycle.

³ UL 2200 Listed packages may have oversized generators with a different temperature rise and motor starting characteristics. Generator temperature rise is based on a 40° C ambient per NEMA MG1-32.

APPLICABLE CODES AND STANDARDS:

AS1359, CSA C22.2 No100-04, UL142, UL489, UL869, UL2200, NFPA37, NFPA70, NFPA99, NFPA110, IBC, IEC60034-1, ISO3046, ISO8528, NEMA MG1-22, NEMA MG1-33, 2006/95/EC, 2006/42/EC, 2004/108/EC.

Note: Codes may not be available in all model configurations. Please consult your local Cat Dealer representative for availability.

STANDBY: Output available with varying load for the duration of the interruption of the normal source power. Average power output is 70% of the standby power rating. Typical operation is 200 hours per year, with maximum expected usage of 500 hours per year.

RATINGS: Ratings are based on SAE J1349 standard conditions. These ratings also apply at ISO3046 standard conditions.

Fuel Rates are based on fuel oil of 35° API [16° C (60° F)] gravity having an LHV of 42 780 kJ/kg (18,390 Btu/lb) when used at 29° C (85° F) and weighing 838.9 g/litre (7.001 lbs/U.S. gal.). Additional ratings may be available for specific customer requirements, contact your Caterpillar representative for details. For information regarding Low Sulfur fuel and Biodiesel capability, please consult your Cat dealer.

LEHE2011-04 (11-19)

www.Cat.com/electricpower

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Accounting Supervisor

Hidden Valley Lake Community Services District

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

HOURLY PAY SCALE

Reports to: General Manager					
Status:	Step A	Step B	Step C	Step D	Step E
7% Lag: Pending	\$36.82	\$38.76	\$40.80	\$42.95	\$45.21
Current: Approved 7/2018	\$31.48	\$33.06	\$34.71	\$36.45	\$38.41

DEFINITION:

Under general direction, plans, organizes, supervises and participates in all aspects of the District's Financial activities, including general accounting, cash management internal control functions, customer accounts service, billing, payroll, accounts payable and accounts receivable; prepares a variety of monthly and annual reports; assists in the preparation and administration of the District's budget; provides highly responsible and complex staff assistance to the General Manager

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. Exercises general supervision over Account Representative, Sr Account Representative staff.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for all accounting related duties, including general ledger, accounts payable, accounts receivable, payroll, billing, customer accounts and cost accounting.
- Performs complex analysis of revenues and expenditures; recommends amendments to the budget. Serves as a financial resource to the General Manager and the Board of Directors as required; provides information regarding a variety of accounts, revenues, and expenditures.
- Reviews, edits and updates financial information to be posted to the general ledger.
- Assists staff in the proper classification of revenues and expenditures.
- Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems; monitor cash flows.
- Prepare comprehensive financial studies, reports and statements as directed. Maintain and adjust the District's fixed assets records.
- Performs the more technical and complex tasks and trains others to do the same.
- Participates in the interviewing and hiring of new staff; counsels' employees on performance issues, approves time off for payroll purposes, and prepares and signs employee performance evaluations.

- Supervises and participates in customer service account and billing functions; handles and resolves the more difficult customer service inquiries.
- Oversees and supervises collection efforts to ensure all accounts are paid on a timely basis and in compliance with the fair debt standards act.
- Reviews bank and investment account statement reconciliations; assists with petty cash handling; ensures that all payments are received and appropriately posted; process payment errors, bank transfers and wire transfers as needed.
- Processes and reconciles miscellaneous payments received for miscellaneous payments, property taxes, liens and surplus payments.
- Supervises and participates in the preparation of the District's financial statements in accordance with knowledge of generally accepted accounting standards; reviews accounting documents to ensure accurate information and calculations.
- Oversees and participates in accounts payable activities; reviews invoices and approves requisitions and fund availability; processes canceled checks; issues payment on invoices; maintains and issues payment for debt accounts.
- Oversees and participates in payroll activities; reviews timesheets and processes discrepancies; approves and ensures accuracy of pay rate changes; reviews and approves Federal and State quarterly reports; oversees vacation and sick leave payouts.
- Assists in preparing the District's annual budget and midyear budget as required by the General Manager.
- Prepares and participates in the preparation of the District's policies and procedures in accounts payable, accounts receivable, payroll, cash receipts, fixed assets, utility billings and the District's Financial Statements.
- Sets up, reviews, authorizes and maintains journal entries, journals, ledgers and supporting financial records and maintains the general ledger.
- Performs special projects for the General Manager.
- Responds to District staff, auditors and other governmental agencies on a variety of requests relating to District accounting information and records.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work on multiple concurrent tasks; work with interruptions and interact with all levels of District management, board members, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from a four-year college or university with a Bachelor's degree in Accounting, Finance or Business Administration, and a minimum of two (2) years of experience in finance and accounting at a senior management level and supervisory capacity within local Government.

Licenses/Certificates:

- Possession of a valid Class C California driver's license and satisfactory driving record is required.
- Possession of or ability to obtain within six months of employment, a valid Notary Public designation.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Advanced principles, practices and terminology of general funds, and enterprise accounting, including financial statement preparation and methods of financial control and reporting.
- Budgeting principles, methods and terminology.
- Cost accounting principles, methods and procedures.
- Laws and regulations relating to the financial administration of public agencies.
- Principles and practices of auditing and internal control.
- Principles and procedures of cash management.
- Principles, procedures and techniques of financial analysis.
- Advanced operations and uses of standard spreadsheet, database, word processing and presentation software.
- Principles and practices of business data management, particularly related to the processing of accounting information and interpretation of input and output data.
- Safe work methods and safety regulations.

Ability to:

- Plan, assign, train, evaluate and supervise the work of subordinates engaged in accounting and customer service work.
- Develop and implement account system modifications.
- Analyze, interpret, and prepare financial and accounting records and reports.
- Analyze and interpret complex utility billing records and coordinate the Accounts Representative staff.
- Interpret and explain District financial policies and practices.
- Verify and ensure the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursement.
- Analyze, post, balance and reconcile complex financial data and accounts.
- Prepare clear, concise and complete financial documents, statements and reports.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Provide excellent customer service and resolve public concerns and complaints.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with District staff and Board, and the general public.
- Operate a computer and related software at an advanced level.

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

Employee Signature

Date

Employer Signature

Date

DRAFT



Administrative Services Manager

Hidden Valley Lake Community Services

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

HOURLY PAY SCALE

Reports to: General Manager					
Status:	Step A	Step B	Step C	Step D	Step E
7% Lag: Pending	\$29.51	\$31.05	\$32.69	\$34.41	\$36.22
Current: Approved 7/2018	\$27.05	\$28.40	\$29.82	\$31.31	\$33.00

DEFINITION:

To provide administrative support to the General Manager and Board of Directors and assist the General Manager in the implementation of District policies and procedures, to perform duties pertinent to office administration and operation and to carry out special projects for the District.

DISTINGUISHING CHARACTERISTICS:

This is the advanced management level class in which incumbents perform highly responsible administrative and management duties for the General Manager and Board of Directors and in support of a major function. Incumbents in this class work with substantial independence and assume responsibility for complex duties associated with administrative support and record keeping based on extensive knowledge of District operations, policies, procedures and practices.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. Exercises general supervision over administrative support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Gathers and organizes a variety of information and materials for the General Manager and Board of Directors 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. Schedules and ensures completion of Board mandatory trainings
- Performs highly responsible and complex administrative, secretarial and office support functions for the General Manager, Board of Directors and District staff
- Prepares correspondence, memoranda, and other items as delegated by the General Manager and Board Members
- Makes appointments, coordinates meetings with high level executives and maintains appointment calendar for the General Manager and Board of Directors; arranges travel and conference registrations for the General Manager, Board of Directors and staff; processes expense reports and invoices for reimbursement and payment
- Serves as a confidential assistant to the General Manager for District administrative functions

- Maintains all District Records and Files including complete and up-to-date record of all Board actions, Resolutions and Ordinances sufficient to ensure accuracy and easy access
- Oversee processes mandated by the Public Records Act, FOIA, and other Federal, State and Local "Right to Know" regulations.
- Administers the Fair Political Practices Commission guidelines and the filing of economic interest statements; issues campaign packets
- Administer clerical tasks for District programs including Employee Relations, insurance, workers' compensation, public information and education.
- Maintain District insurance records including District vehicle and facility inventory
- Manage the District Records Retention and Records Destruction Policy
- Maintain the District website and provide basic IT support for the District
- Maintain personnel and payroll records; process paperwork for job postings including reviewing applicants/resumes, terminations and promotions; monitor performance evaluation dates and provide appropriate forms to staff. Provide benefit enrollment assistance; serves as the employee benefit representative and processes benefit related changes.
- Answers the telephone and receives office visitors, providing a variety of information about District policies, programs, and functions; handle vendor/solicitation phone calls and emails
- Assists in the preparation of the annual budget related to administrative expenses and manages and reviews expenditures for accuracy
- Serve as a District representative on various committees, as assigned
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and Board, and the general public.
- Works weekends, evenings and holidays as required, to accommodate the District's needs in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work on multiple concurrent tasks; work with interruptions and interact with all levels of District management, board members, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be an Associate degree in business Administration, Public Administration, or a closely related field, and five (5) years of secretarial and office administration experience. Additional experience may be substituted for the educational requirement on a year-for-year basis.

Licenses/Certificates:

- Incumbent must possess a valid Class C California driver's license and satisfactory driving record.
- Special District Institute Certification is required and may be completed within the first two years of employment.

- Incumbent must be a Certified Notary.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Modern office practices, equipment and procedures
- Business correspondence, filing systems, and standard office operations Statistical and record keeping methods
- Operations, procedures, policies and precedents of the District
- Federal, State and local laws, rules and regulations relative to the Brown Act; records management; resolutions, ordinances, Political Reform Act; Public Information Act, Elections and Appointments, and related
- Agenda preparation and distribution requirements for the District Board
- District organization, functions and policies
- Water and sewer related services
- Personal computer operation and related software applications including word processing, spreadsheet, database, and presentation software
- Customer service and customer relations practices and principles
- English usage, spelling, grammar, and punctuation
- Principles of supervision and work coordination
- Research methods and techniques
- Principles and practices of sound business communication
- Safe work methods and safety regulations

Ability to:

- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors with speed and accuracy
- Prepare agenda, minutes, and records for the Board of Directors
- Take notes and prepare minutes of meetings
- Keyboard at a minimum speed of 65 words per minute
- Provide supervision and work coordination for office support staff, as assigned
- Perform research and prepare documents and reports
- Operate a variety of office equipment including computers and applicable software at an advanced level
- Effectively represent the District, including its programs and policies with the public
- Exercise tact, diplomacy and discretion in dealing with highly sensitive and confidential information
- Exercise independent judgment and initiative within established guidelines
- Establish and maintain effective working relationships with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work
- Understand and follow oral and written directions
- Work effectively with a small group or individually
- Provide excellent customer service and resolve public concerns and complaints
- Skillfully and safely operate a mother vehicle when required in the course of performing work duties

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

Employee Signature

Date

Employer Signature

Date

DRAFT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P					
1	2021 RATES																				
2	PLAN	Gold PPO			Platinum PPO			Silver PPO			EPO		HDHP 10%	HDHP 20%							
3	EMPLOYEE	\$	958.93	\$	1,026.91	\$	688.04	\$	1,147.42	\$	798.25	\$	660.23								
4	EMPLOYEE +1	\$	1,918.89	\$	2,053.82	\$	1,376.08	\$	2,296.90	\$	1,601.65	\$	1,317.37								
5	EMPLOYEE + FAMILY	\$	2,492.60	\$	2,669.76	\$	1,787.05	\$	2,988.03	\$	2,080.60	\$	1,714.95								
6											HDHP 10% AND (20%)										
7	Calendar Year Deductible(s) (Individual/Family)	\$500 / \$1,000			\$300 / \$600			\$2000/\$4000			\$300 / \$600		\$1,400 / \$2,800 (\$3,000 / \$6,000)								
8	Maximum Medical Out of Pocket (Individual/Family)	\$2,000 / \$4,000			\$1,300 / \$3,600			\$5,000 / \$10,000			\$1,300 / \$2,600		\$5,000 / \$10,000 (\$5,950 / \$11,900)								
9	Medicare Medical Maximum Out of Pocket	\$1,500 / \$3,000			\$1,000 / \$3,000			\$3,000/\$6,000			\$1,000 / \$2,000		Non-Applicable								
10	Services/Coverages	PARTICIPATING PROVIDER (YOU PAY)	NON PARTICIPATING PROVIDER (YOU PAY)	PARTICIPATING PROVIDER (YOU PAY)	NON PARTICIPATING PROVIDER (YOU PAY)	PARTICIPATING PROVIDER (YOU PAY)	NON PARTICIPATING PROVIDER (YOU PAY)	PARTICIPATING PROVIDER (YOU PAY)	NON PARTICIPATING PROVIDER (YOU PAY)	NON PARTICIPATING PROVIDER (YOU PAY)	PARTICIPATING PROVIDER (YOU PAY)										
11	Inpatient Hospital Room, Board & Support Services(prior authorization required)	20%	50% up to \$600 per day	10%	50% up to \$600 per day	20%	50% up to \$600 per day	No Charge		10% (20%)	50% up to \$600 per day										
12	Ambulatory Surgery Center	Deductible Waived; 10% Co-insurance	50% up to \$350 per day	Deductible Waived; No Charge	50% up to \$350 per day	Deductible Waived; 10% Co-insurance	50% up to \$350 per day	Deductible waived; No Charge		(10%) NoCharge	50% up to \$350 per day										
13	Emergency Room	20%			10%			20%			No Charge		10% (20%)								
14	*Visit Results in Admission as Inpatient	20%			10%			20%			No Charge		10% (20%)								
15	*Visit Does Not Result in Admission	20%, \$100 co-pay			10%, \$100 co-pay			20%, \$100 co-pay			\$100 co-pay		10% (20%), \$100 co-pay								
16	Physician Benefits (office visit)	\$20 co-pay	50%	\$20 co-pay	50%	\$30 Co Pay	50%	\$30 co-pay		10% (20%)	50%										
17	Preventative Care	No Charge	Not Covered	No Charge	Not Covered	No Charge	Not Covered	No Charge		No Charge	Not Covered										
18	Rehabilitation Service (in an office location)	20%	50% up to \$350 per day	10%	50% up to \$350 per day	20%	50% up to \$350 per day	\$30 co-pay		10% (20%)	50% up to \$350 per day										
19	Acupuncture (26 visits per calendar year/combined with Chiropractic)	20%			10%			20%			\$30 co-pay		10% (20%) up \$30 per visit								
20	Durable Medical Equipment	20%	Not Covered	10%	Not Covered	20%	Not Covered	20%		10%	Not Covered										
21	Hospice	20%	Not Covered without prior authorization	10%	Not Covered without prior authorization	20%	Not Covered without prior authorization	No Charge		10%(20%)	Not Covered without prior authorization										
22	Ambulance	20%			10%			20%			\$50 per Transport		10%(20%)								
23	Home Health Care 100 visits/year (prior authorization required)	20%	Not Covered without prior authorization	10%	Not Covered without prior authorization	20%	Not Covered without prior authorization	\$30 co-pay (100 visits/year)		10%(20%)	Not Covered without prior authorization										
24	Chiropractic Services (26 visits per calendar year/combined with Acupuncture)	20% up to \$50 per visit	20% up to \$50 per visit	10% up to \$50 per visit	50% up to \$25 per visit	20% up to \$50 per visit	50% up to \$25 per visit	\$30 co-pay		10% (20%) up \$25 per visit	50% up to \$25 per visit										
25	Prescription Drugs Active/Early Retiree Plans Only	Express Scripts*			Express Scripts*			Express Scripts*			Express Scripts*		Blue Shield								
26	Prescription Maximum Out of (At Participating Pharmacies only) Retail - 30 day supply	\$4,600 / \$9,200			\$5,300 / \$9,600			\$1,600 / \$3,200			\$5,300 / \$10,600		Combined with Medical Generic / Brand								
27	Mail Order - 90 day supply	Generic / Brand / Non-Formulary / Specialty \$5 / \$30 / \$45 / 30% (max co-pay \$150)			Generic / Brand / Non-Formulary / Specialty \$5 / \$30 / \$45 / 30% (max co-pay \$150)			Generic / Brand / Non-Formulary / Specialty \$10 / \$20 / \$45 / 30% (max co-pay \$150)			Generic / Brand / Non-Formulary / Specialty \$10 / \$20 / \$45 / 30% (max co-pay \$150)		Generic / Brand \$7 / \$25 / Not Covered \$7 / \$25								
28	Brand / Non-Formulary / Specialty Deductible(Individual/	None			None			\$200/\$500			\$200		Subject to Deductible								
29																					
30																					
31																					
32																					
33																					
34																					
35		COST DIFFERENCE IN CURRENT GOLD PPO PLAN AND OPTIONALS DRMA PLANS																			
36		Gold PPO			Platinum PPO	DIFFERENCE	Silver PPO	DIFFERENCE	EPO	DIFFERENCE	P 10% / DIFFERE	HDHP 20% / DIFFERENCE									
37	EMPLOYEE	\$	958.93	\$	1,026.91	\$	(67.98)	\$	688.04	\$	270.89	\$	1,147.42	\$	(188.49)	\$	798.25	\$	\$160.6	\$	\$660.23 / \$398.70
38	EMPLOYEE +1	\$	1,918.89	\$	2,053.82	\$	(134.93)	\$	1,376.08	\$	542.81	\$	2,296.90	\$	(378.01)	\$	601.65	\$	\$3174.1	\$	\$1317.37 / \$601.52
39	EMPLOYEE + FAMILY	\$	2,492.60	\$	2,669.76	\$	(177.16)	\$	1,787.05	\$	705.55	\$	2,988.03	\$	(495.43)	\$	2080.6	\$	\$412.0	\$	\$1714.95 / \$777.65
40																					
41																					
42		COST DIFFERENCE IN CURRENT GOLD PPO PLAN AND JPIA PLANS																			
43		Gold PPO			Classic PPO DIFFERENCE	DIFFERENCE	Classic PPO, Retired w/Medicare	DIFFERENCE	Advantage PPO, Retired w/Medicare	DIFFERENCE	Consumer Driven Health Plan (CDHP)	DIFFERENCE									
44	EMPLOYEE	\$	958.93	\$	985.41	\$	(26.48)	\$	570.23	\$	388.70	\$	501.80	\$	457.13	\$	788.33	\$		\$	170.60
45	EMPLOYEE +1	\$	1,918.89	\$	1,970.83	\$	(51.94)	\$	1,140.46	\$	778.43	\$	1,003.61	\$	915.28	\$	1,576.66	\$		\$	342.23
46	EMPLOYEE + FAMILY	\$	2,492.60	\$	2,611.35	\$	(118.75)	\$	1,755.31	\$	737.29	\$	1,544.67	\$	947.93	\$	2,089.08	\$		\$	403.52
47																					
48		COST DIFFERENCE IN CURRENT GOLD PPO PLAN AND JPIA PLANS																			
49		Gold PPO			CDHP, Retired w/Medicare	DIFFERENCE	CalCare HMO	DIFFERENCE	CalCare HMO, Retired w/Medicare	DIFFERENCE	Value HMO	DIFFERENCE	Value HMO, Retired w/Medicare	DIFFERENCE							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P							
50	EMPLOYEE	\$	958.93	\$	456.19	\$	502.74	\$	1,170.14	\$	(211.21)	\$	649.52	\$	309.41	\$	1,077.45	\$	(118.52)	\$	598.48	\$	360.45
51	EMPLOYEE +1	\$	1,918.89	\$	912.37	\$	1,006.52	\$	2,340.28	\$	(421.39)	\$	1,299.04	\$	619.85	\$	2,154.90	\$	(236.01)	\$	1,196.96	\$	721.93
52	EMPLOYEE + FAMILY	\$	2,492.60	\$	1,404.25	\$	1,088.35	\$	3,100.87	\$	(608.27)	\$	1,993.21	\$	499.39	\$	2,855.25	\$	(362.65)	\$	1,836.20	\$	656.40
53																							
54																							
55																							
56	VISION																						
57	SDRMA VSP																						
58	Rates	Option 1-Plan A	Option 2-Plan B	Option 3- Plan B	Option 4- Plan C	Option 5-Plan C																	
59	EMPLOYEE	\$	6.59	\$	7.62	\$	8.03	\$	10.92	\$	17.41												
60	EMPLOYEE +1	\$	12.77	\$	14.83	\$	15.45	\$	21.42	\$	34.20												
61	EMPLOYEE + FAMILY	\$	20.19	\$	23.48	\$	24.62	\$	34.09	\$	54.80												
62																							
63																							
64																							
65	VISION																						
66	JPIA VSP																						
67	Rates	PLAN B				PLAN C																	
68	DIVISION	Composite	Tiered	Composite	Tiered	Composite	Tiered	Composite	Tiered	Composite	Tiered	Composite	Tiered	Composite	Tiered	Composite	Tiered	Composite	Tiered	Composite	Tiered	Composite	Tiered
69	EMPLOYEE	\$	3009	\$	3001	\$	3043	\$	3029	\$	3041	\$	4005	\$	4003	\$	4029	\$	4017	\$	4033	\$	4033
70	EMPLOYEE +1	\$		\$	14.76	\$	11.70	\$	17.76	\$	13.27												
71	EMPLOYEE + FAMILY	\$		\$	23.46	\$	18.40	\$	28.09	\$	21.01												
72	*Composite Rate (Any Tier)	\$	23.66	\$	18.56	\$	24.40	\$	28.65	\$	21.18	\$	28.85										
73																							
74																							
75	Rates are in effect from 1/1/2021 - 12/31/2021. Benefits quoted are for in network services. Out of network benefits are significantly lower. VSP has an extensive																						
76	network of providers, which can be found at www.vsp.com. This is a brief summary of benefits. More detailed summaries are available at www.acwajpia.com. In the																						
77	event of any discrepancy, the Evidence of Coverage prevails.																						
78	In brief: ACWA JPIA vision plan may not be offered along side another vision plan. All																						
79	employees must be covered at the employer's expense. Dependents, if 100% employer paid, should also all be enrolled. In that case the Composite rate makes																						
80	sense. A composite rate applies to member regardless of number of dependents.																						
81	* If employees are required to contribute to dependent coverage, and may waive dependents, the Tiered rates would apply.																						
82																							
83																							
84	SDRMA DELTA DENTAL																						
85	Employer Contribution 51-100%																						
86	of Dependent Cost:																						
87	Rates	Low Plan	Medium Plan	High Plan																			
88	EMPLOYEE	\$	30.18	\$	40.99	\$	52.63																
89	EMPLOYEE +1	\$	51.71	\$	69.63	\$	88.68																
90	EMPLOYEE + FAMILY	\$	83.43	\$	109.28	\$	134.93																
91	Employer Contribution 0-50% of																						
92	Dependent Cost:																						
93	EMPLOYEE	\$	30.18	\$	40.99	\$	52.63																
94	EMPLOYEE +1	\$	55.00	\$	73.95	\$	94.04																
95	EMPLOYEE + FAMILY	\$	91.26	\$	119.58	\$	147.70																
96	NON VOLUNTARY																						
97	JPIA Delta Dental																						
98	Division	1009	1007	3007	1012	1002	3002	1001	1003	3003	HMO												
99	Rates	PPO PREMIER																					
100	EMPLOYEE	\$	46.23	\$	46.23	\$	47.86	\$	33.72	\$	33.72	\$	35.36	\$	31.20	\$	31.20	\$	32.84	\$	32.84	\$	29.19
101	EMPLOYEE +1	\$	90.21	\$	94.11	\$	94.96	\$	62.20	\$	69.09	\$	69.99	\$	60.16	\$	64.06	\$	64.95	\$	64.95	\$	45.36
102	EMPLOYEE + FAMILY	\$	147.39	\$	167.17	\$	169.30	\$	106.12	\$	122.90	\$	128.10	\$	97.81	\$	114.59	\$	119.78	\$	119.78	\$	64.72
103	JPIA Delta Dental																						
104	Division	1309	1307	3307	1312	1302	3302	1304	6003	4003	HMO												
105	Rates	PPO PREMIER																					
106	EMPLOYEE	\$	46.23	\$	46.23	\$	47.86	\$	33.72	\$	33.72	\$	35.36	\$	31.20	\$	31.20	\$	32.84	\$	32.84	\$	29.19
107	EMPLOYEE +1	\$	96.37	\$	100.27	\$	101.16	\$	69.61	\$	73.50	\$	74.40	\$	64.21	\$	68.11	\$	68.97	\$	68.97	\$	45.36
108	EMPLOYEE + FAMILY	\$	160.46	\$	177.24	\$	182.44	\$	115.47	\$	132.25	\$	137.45	\$	106.41	\$	123.19	\$	128.32	\$	128.32	\$	64.72

2020 ACWA JPIA Medical Plan Comparison

2020 MEDICAL PLANS	PPO PLANS		HMO PLANS		KAISER		CDHP	
Plan Features	ACWA JPIA Classic PPO	ACWA JPIA Advantage PPO	ACWA JPIA Anthem CalCare HMO	ACWA JPIA Anthem Value HMO	ACWA JPIA Kaiser HMO	ACWA JPIA Kaiser Value HMO	ACWA JPIA Anthem CDHP ¹	ACWA JPIA Kaiser CDHP ¹
Calendar Year Deductible								
Individual	\$200	\$500	None	None	None	None	\$1,500	\$1,500
Family	\$600	\$1,000	None	None	None	None	\$3,000	\$3,000
Medical Annual Max Out of Pocket								
Individual	\$2,000	\$3,000	\$500	\$2,500	\$1,500	\$3,000	\$2,500	\$2,800
Family	\$4,000	\$6,000	\$1,500	\$5,000	\$3,000	\$6,000	\$4,000	\$5,600
Prescription Annual Max Out of Pocket								
Individual	\$5,350	\$3,600	\$6,100	\$4,100	combined with above	combined with above	combined with above	combined with above
Family	\$10,200	\$7,200	\$11,700	\$8,200	combined with above	combined with above	combined with above	combined with above
Professional Services								
Primary Care Visits	\$15	\$20	\$10	\$30	\$10	\$30	Ded/20%	Ded/\$20
Specialist Visits	\$15	\$20	\$10	\$30	\$10	\$30	Ded/20%	Ded/\$20
Well-child, well-woman, preventive care	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Urgent Care	\$15	\$20	\$10	\$30	\$10	\$30	Ded/20%	Ded/\$20
Most physical, occupational, speech therapy	20% (30 visits/yr)	20% (30 visits/yr)	\$10 (60 days/injury)	\$30 (60 days/injury)	\$10	\$30	Ded/20% (30 visits/yr)	Ded/\$20
Outpatient Services								
Outpatient surgery	10% facility/20% physician	20%	No Charge	No Charge	\$10	\$250	Ded/20%	Ded/\$150
Most immunizations	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Most x-ray and lab tests	20%	20%	No Charge	No Charge	No Charge	\$10	Ded/20%	Ded/\$10
Hospitalization Services								
Inpatient facility charges	10%	20%	No Charge	\$250	No Charge	\$250	Ded/20%	Ded/\$250
Inpatient physician charges	20%	20%	No Charge	No Charge	No Charge	No Charge	Ded/20%	Ded/No Charge
Emergency Health Coverage								
Emergency Department Visits	\$50 plus 20%	\$50 plus 20%	\$50	\$150	\$50	\$150	\$100 + Ded/20%	Ded/\$100
Ambulance	20%	20%	\$50	\$50	\$50	\$150	Ded/20%	Ded/\$100
Durable Medical Equipment								
Durable Medical Equipment	20%	20%	No Charge	No Charge	20%	50%	Ded/20%	Ded/20%
Other Services								
Chiropractic Care	20% (30 visits/yr comb w/PT)	20% (30 visits/yr comb w/PT)	\$10 (60 visits/yr comb w/PT)	\$30 (60 visits/yr comb w/PT)	\$10 (max 30 visits)	\$15 (30 visits/yr)	Ded/20% (30 visits/yr comb w/PT)	Ded/\$10 (20 visits/yr)
Acupuncture (physician referred)	20% (12 visits/yr)	20% (12 visits/yr)	\$10	\$30	\$10	\$30	Ded/20% (12 visits/yr)	Ded/\$20
Home Health Services	10% (100 visits/yr)	20% (100 visits/yr)	No Charge	\$30 (100 visits/yr)	No Charge (100 visits/yr)	No Charge (100 visits/yr)	Ded/20% (100 visits/yr)	Ded/No Charge (100 visits)
Skilled Nursing Facility Care	10% (100 days/yr)	20% (100 days/yr)	No Charge (100 days/yr)	No Charge (100 days/yr)	No Charge (100 days/yr)	No Charge (100 days/yr)	Ded/20% (100 days/yr)	Ded/\$250 (100 days/yr)
Hospice	10%	20%	No Charge	No Charge	No Charge	No Charge	Ded/20%	Ded/No Charge
Hearing Aids	20%	20%	Not Covered	Not Covered	Not Covered	Not Covered	Ded/20%	Not Covered
Mental Health or Chemical Dependency								
Inpatient	10%	20%	No Charge	\$250	No Charge	\$250	Ded/20%	Ded/\$250
Outpatient	\$15	\$20	\$10	\$30	\$10	\$30 (\$15 group)	Ded/20%	Ded/\$20 indiv/\$5-10group
Prescriptions Drugs³	30 days	30 days	30 days	30 days	100 days	30 days	30 days	30 days
Generic	\$5	\$5	\$5	\$5 ²	\$5	\$10	Ded/\$5	Ded/\$10
Brand Name	\$20	\$20	\$20	\$20 ²	\$15	\$20	Ded/\$20	Ded/\$30
Non-Preferred	\$50	\$50	\$50	\$50 ²	N/A	N/A	Ded/\$50	Specialty: Ded/\$30

¹ Anthem CDHP and Kaiser CDHP: All services, except for preventive care, are subject to the deductible. Kaiser CDHP: No individual in family coverage may contribute more than \$2800 toward the deductible or max out of pocket.

² Anthem Value HMO plan: \$100 individual Rx deductible (\$300 family) applies to prescriptions.

³ Anthem PPO plans' (Classic, Advantage and CDHP) prescription drug coverage is through MedImpact (PBM carve-out). Anthem HMO plans' Rx is through Anthem (IngenioRx). Kaiser Rx is through Kaiser.

The above is a brief summary of **in-network** benefits. Benefit limits may apply to services received out of network. Should a discrepancy arise, the Evidence of Coverage prevails.

	HMO	PPO	EPO
PCP Required	Yes	No	Often, not always
Out-of-Network Coverage	For medical emergencies only	Yes, at a higher cost	For medical emergencies only
Referrals needed	Yes	No	No

HMO, or Health Maintenance Organization, is a type of health plan that offers a local network of doctors and hospitals for you to choose from. It usually has lower monthly premiums than a PPO or an EPO health plan. You pay a higher deductible to get a lower monthly health insurance premium.

PPO, or Preferred Provider Organization, is a type of health plan that offers a larger network, so you have more doctors and hospitals to choose from. Your out-of-pocket costs are usually higher with a PPO than with an HMO or EPO plan. You pay a higher monthly premium to get more choice and flexibility in choosing your physician and health care options.

EPO, or Exclusive Provider Organization, is a type of health plan that offers a local network of doctors and hospitals for you to choose from. An EPO is usually more pocket-friendly than a PPO plan. However, if you choose to get care outside of your plan's network, it usually will not be covered (except in an emergency). You pay lower monthly premiums and pay a higher deductible when you need health care.

EGWP, Employer Group Waiver Plan, is a group Medicare Part D prescription drug plan option that is offered to retirees who have been promised prescription drug coverage as part of their Other Post-Employment Benefits (OPEB).

PREMIUM This is the amount you pay every month to SDRMA to maintain your health insurance coverage.

COPAY This is a fixed amount you pay for certain covered services, like doctor's visits.

CALENDAR YEAR DEDUCTIBLE This is the fixed amount some plans require you to pay before the plan begins to pay its share for covered benefits.

COINSURANCE Once you have paid your full deductible this is the percentage owed by you to pay for accessed services. This can fluctuate based on the cost the provider is charging and/or what has been agreed to between the Medical carrier and the Provider. Coinsurance is unlike Copay which is always a flat dollar amount.

Maximum Medical Out of Pocket This is the maximum you'll pay per year for medical services before your medical plan begins to pay for 100% of services, protecting you and your family from catastrophic medical expenses. Most of your copayments, deductibles and coinsurance payments will be counted toward this limit.

CAL CARE HMO California Care is the state's health benefit exchange program. It enables all California residents to enjoy lower premiums and better access to health care.

CDHP Consumer-driven healthcare (CDHC), or consumer-driven health plans (CDHP) refers to a type of health insurance plan that allows members to use health savings accounts (HSAs), health reimbursement accounts (HRAs), or similar medical payment accounts to pay routine healthcare expenses directly, but a high-deductible health plan protects them from more costly medical expenses.

Value HMO Anthem Blue Cross HMO benefits are covered only when services are provided or coordinated by the primary care physician and authorized by the participating medical group or independent practice association (IPA); except OB/GYN services received within the member's medical group/IPA, and services for mental and nervous disorders and substance abuse. Benefits are subject to all terms, conditions, limitations, and exclusions of the Evidence of Coverage (EOC)

PLAN, RETIRED WITH MEDICARE Medical benefits only plan for retirees with Medicare A&B

Hidden Valley Lake Community Services District

In an effort to help our members prevent and reduce claims, SDRMA provides Complimentary MemberPlus Services. Below are a few of these services with the dollar benefit.

SDRMA MemberPlus Services	2019-20 Estimated Value
Safety/Compliance Online Training through TargetSolutions; 12 employees	\$1,200
Loss Prevention Allowance Fund	\$1,000
On-site loss control visits, ergonomic evaluations and risk analysis	\$1,800
*Longevity Distribution for Workers' Compensation	\$442
*Credit Incentive Program; 9% earned for Property/Liability	\$2,350
*Credit Incentive Program; 9% earned for Workers' Compensation	\$2,830
*Multi-Program Discount for Property/Liability	\$3,665
*Multi-Program Discount for Workers' Compensation	\$1,408
Safety/Loss Prevention Training; \$250 per person per day	\$250
Employer Law Legal Hotline; hourly rate	\$250
California Labor Law Poster; \$28.00 each	\$28
Total Estimated Value	\$15,223

*Please note that these credits will appear on your renewal invoices.

In an effort to help our members prevent and reduce claims, SDRMA provides Complimentary MemberPlus Services.™ These are just a few of the types of MemberPlus Services™ provided to our members:

- Personalized Online Member Resources – MemberPlus Online™ Portal
- State-of-the-Art Online Safety/Compliance Training – TargetSolutions™
- Employment Law Legal Hotline
- Telephone Triage – Company Nurse (Workers' Compensation members only)
- Discounts For CSDA Training Including Webinars
- Training Workshops (Safety, Loss Prevention)
- Safety, Claims Handling & Risk Reduction Training
- On-site Loss Control Visits & Risk Analysis
- Comprehensive Safety & Risk Management Multimedia Library
- Contribution-Reduction Credit Incentive Program (CIP)
- Occupational Safety & Health Program
- Loss Prevention Allowance Fund
- Hazard Identification Survey
- Claims Policy/Procedure Manual
- Monthly Review of Claims Loss Reports
- Monthly Safety Management Meeting Materials
- Ergonomic Evaluations of Work Areas
- Contract Review & Transfer of Risk Analysis
- Special Events Liability Assistance*

* Additional fees may apply

JPIA Employee Benefits Medical Program – Review Process

As a part of the initial review process for entry into the JPIA Employee Benefits Medical program, please complete the following steps:

1. Review the attached JPIA Employee Benefits participation requirements and retiree policy requirements and confirm that your agency will be able to follow these practices. Optimally, a call or visit can be set up to go over these requirements with you.
2. Provide the following information to JPIA Employee Benefits (email to jrech@acwajpia.com) for review:
 - a) Employee census (A template attached to this email includes the specific census information that should be provided to ACWA JPIA.)
 - i) Include waivers (for any reason) and any COBRA participants
 - ii) Include retirees and/or directors who are eligible for/enrolled in coverage through your agency's health plan
 - b) Medical Application
 - c) Current employee handbook, MOU or policy manual
 - d) Large claims disclosure statement – please complete to the best of your knowledge
 - e) Current carrier and health plan information including:
 - i) In force rates and benefits (e.g. benefit summary or evidence of coverage)
 - ii) Last health plan renewal letter (from medical carrier) with rates
3. If your agency is new to JPIA programs (i.e. not currently participating in JPIA Property, Liability, Workers' Comp, or Employee Benefits), make note of the additional steps needed for joining ACWA and ACWA JPIA (see next page).

JPIA Employee Benefits will review the information provided and make a determination regarding your agency's entry into the JPIA Employee Benefits Medical Program. If we have any questions, we will contact you for clarification.

NOTE: We strongly recommend that agencies do not move forward with obtaining internal approvals (i.e. staff, board or union) until JPIA has made its determination.

If you have any questions about any of the above steps or the status of your request, please email Jackie Rech at jrech@acwajpia.com or call 916-474-1773.

If your agency is new to ACWA JPIA, and you are approved to join the JPIA Employee Benefits program, the following steps must also be completed:

1. Become a member of [ACWA](#) (Association of California Water Agencies). We can provide a contact name at ACWA who can help you with membership.
2. Become a member of ACWA JPIA:
 - a) Pass a board resolution agreeing to the JPA Agreement. The JPA Agreement can be found [here](#).
 - b) Sign the JPA Agreement.
 - c) Provide confirmation of ACWA membership.
 - d) Obtain JPIA Executive Committee approval. Your agency will be presented for membership by JPIA Employee Benefits at the next JPIA ExCo meeting, if the previous steps have been completed.
 - e) Designate a District Director to serve as an ACWA JPIA Director*. Designate a staff member or another Director to serve as an alternate.

* All of our member agency Directors, along with staff or any involved or interested parties, are invited to our board meetings in May and November. Attendance isn't required, but is encouraged. For governance purposes, this full board elects an Executive Committee with nine members who approve business throughout the year at more frequent meetings.



New Medical Plan Application and Participation Agreement

Thank you for your interest in medical plans offered by ACWA JPIA. Please complete the following information.

Select plans your agency would like to offer:

Anthem Blue Cross of California:

- Classic PPO
- Advantage PPO
- Consumer Driven Health Plan (CDHP)
- CalCare HMO
- Value HMO

Kaiser Permanente:

- Traditional HMO*
- Value HMO*
- Consumer Driven Health Plan (CDHP)

* These two plans cannot be offered side-by-side. Agencies may offer one of the two plans and offer the CDHP.

Desired Effective Date: _____ (60 days lead time is required; longer if for January 1. Must be the first day of a month.)

If offering a JPIA Consumer Driven Health Plan, will Health Equity be utilized as the Health Savings Account (HSA) vendor for these plans? Yes No

Employer Information

Agency Name: _____

Billing Address: _____

Physical Address (if different than Billing Address):

County: _____



Implementation Contact

Name/Title: _____

Phone Number: _____

Email Address: _____

Routine Contact 1

Name/Title: _____

Phone Number: _____

Email Address: _____

Routine Contact 2

Name/Title: _____

Phone Number: _____

Email Address: _____

Current Coverage Information

Current group medical carrier: _____

List carrier name and number of employees enrolled (separate by HMO, PPO, etc.):

If you implement ACWA JPIA medical plans, do you plan to continue to offer any of your current health plans to your employees? Yes No

If yes, which ones (restrictions apply): _____

ACWA JPIA has annual Open Enrollment in October/November with a January 1st effective date. This is when rate and plan changes take effect.

Will you utilize this open enrollment period for your employees? Yes No

If no, what month(s) will you hold open enrollment? _____

Effective date: _____

Do you currently have any employees on COBRA/Cal-COBRA?

Yes No

If yes, how many? _____



Eligibility Information

All eligible individuals in each of the following classes will be enrolled in the plan:

- Full time employees regularly scheduled to work 40 or more hours per week
- Part time employees regularly scheduled to work _____ hours per week
(ACWA JPIA minimum is 20 hours per week. Your agency may choose a higher minimum. Agencies subject to ACA's Employer Mandate will be required to cover those averaging 30 hours per week or more.)
- Board Members/Directors (Not required to be covered, but if covered must be treated the same as active employees for the purposes of benefits, including participation and contribution requirements. Exception: If Directors are covered at an Incentive Rate district, they may waive in accordance with Standard Rate policies.)

Note: Up to 25% of employees may waive coverage if proof of other group coverage is provided. However, any employee waivers disqualify the agency for Incentive Rates.

What is the employer contribution toward the **Employee/Director** premium?
_____ % or \$ _____ (Attach policy; must be 100% of the least cost Active plan)

What is the employer contribution toward **dependent** coverage?
_____ % or \$ _____ (Attach policy)

Total number of employees? _____ Total number of eligible employees? _____

Indicate which waiting period your agency will utilize for new hire medical enrollment:

- 1st of the month following hire
- 1st of the month following 30 days from hire
- 1st of the month following 60 days from hire

Note: The above should all be outlined in your agency's written policies.

Retiree Information

Does your agency currently offer benefits to retirees? Yes No

If yes, how many retirees are currently enrolled in the medical plans? _____

Indicate the employer contribution for:

Retiree Medical _____ % or \$ _____ (Attach policy)

Retiree **Dependent** Medical _____ % or \$ _____



How long does your agency provide retirement benefits?

Lifetime Medicare Entitlement or _____ Years

Other (*Attach policy*)

If an enrolled retiree gets married after retirement, will the new spouse be eligible to enroll?

Yes No

What about the new spouse's children, if they are of eligible age for coverage?

Yes No

Do you provide Surviving Spouse benefits for spouses enrolled at the time of retiree death?

Yes No If yes, how long? _____

Do you provide Surviving Child benefits for children enrolled at the time of retiree death?

Yes No If yes, how long? _____

Note: The above should all be outlined in your agency's written policies.

Incentive Eligibility Questions

(4% Discount on Anthem Rates)

1. Will other plans be offered along with the JPIA medical plans indicated on Page 1?

Yes No

2. Will the employer be contributing 100% of the employee only premium and at least 50% of the dependent premiums? Yes No

3. Will all eligible employees* be enrolled in one of the JPIA medical plans?

Yes No

**Directors, if covered, may waive medical in accordance with Standard Rate policies.*

4. Do employees have the option of receiving "Cash-In-Lieu" of medical plan enrollment?

Yes No

5. Does employer pay 100% of cost for family in all plans? Yes No

If yes, are ALL eligible dependents enrolled? N/A Yes No

6. Do you offer employer sponsored Retiree Health Coverage? Yes No

If yes, please complete the following:

a. Is your early Retiree population (retirees under age 65) less than 20% of total enrollment? Yes No

b. Is 50% of the retiree-only monthly premium for the least cost plan paid by the employer?

Yes No

Note: The above should all be outlined in your agency's written policies.



Participation Requirements

The undersigned Member hereby applies for medical coverage through ACWA JPIA. It is understood and agreed that the following minimum requirements apply for agencies with Standard rates, and additional requirements on page four (4) apply for Incentive rates:

- A. Employees must be full-time employees of the agency (minimum of 20 hours per week, or in compliance with employer policy as long as it exceeds 20 hours per week).
- B. Directors alone may not be covered. If Directors are covered, they must be subject to the same participation requirements as employees, including cost share of premiums. (Exception: If Directors are covered at an Incentive Rate district, they may waive in accordance with Standard Rate policies.)
- C. Retirees may be covered but only if employees are covered.
- D. Dependents may be covered only if the subscriber is covered (with qualified COBRA participants and qualified surviving spouses being the only exception).
- E. All employees eligible to enroll in JPIA medical must enroll with the exception that up to 25% of employees can waive coverage with written documentation showing these employees have other coverage.
- F. Non-JPIA PPO plans may not be offered at the same time as a JPIA PPO plan. If any non-JPIA plan is offered, it must be offered to all the same class(es) of employees as the JPIA plan(s).
- G. Employer contributions may be no less than the employee only portion of the least cost JPIA plan for which active employees, and Directors if covered, are eligible.
- H. If retiree coverage is offered, the employer contribution may be no less than 25% of the retiree single rate for the least cost JPIA plan for which the retiree is eligible.
- I. If retiree coverage is offered to Medicare eligible retirees, those retirees must enroll in Medicare Parts A & B upon eligibility.
- J. Coverage will terminate for an employee on the last day of the month in which their employment terminates.
- K. Coverage will terminate for a dependent on the last day of the month in which their eligibility status terminates.
- L. A participating agency must give a minimum 60 days' notice to terminate participation in the JPIA medical plan(s).

I represent that statements contained herein, including those made in response to the questions above and any attachments, are true and complete, to the best of my knowledge and belief. I understand that they form the basis for approval to offer coverage and for determining eligibility to receive discounted Incentive Rates. I understand that any misstatements or failure to report information that is material to approval into the Incentive Rate structure may be used as a basis for revoking these discounted rates. I agree that in the event that if this occurs, the rates will be adjusted to the higher Standard Rates retroactive to the date Incentive Rates took effect, or the date new employer practice/policy took the employer out of compliance with Incentive Rate compliance. Further, I understand that it is the employer's responsibility to inform ACWA JPIA of any practice/policy changes enacted that are in conflict with participation and/or Incentive Rate requirements.

Signature - General Manager

Date

Print Name

Agency Name

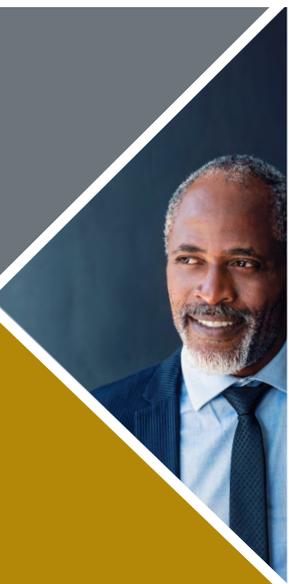
Additional Application Information to be submitted

- Employee Census (password protected)
- Copy of employment policies and any MOU in place that addresses employee benefits



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Simple Solutions



2021 HEALTH BENEFITS PROGRAM

MEDICAL BENEFITS & ANCILLARY COVERAGES





SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Special District Risk Management Authority is a public agency formed under California Government Code Section 6500 et seq. to provide a full-service risk management program for California's local governments including property, liability and workers' compensation coverages. In addition, we offer a Health Benefits Program in conjunction with Public Risk Innovation, Solutions and Management (PRISM).

The Health Benefits Program consists of Medical Benefits and Ancillary Coverages. Medical Benefits includes plans by Blue Shield, Anthem-Blue Cross and Kaiser. Most Blue Shield and Anthem-Blue Cross plans have prescription drug programs provided by Express Scripts. Ancillary Coverages include Delta Dental, VSP Vision, VOYA FINANCIAL Life, Short Term Disability, Long Term Disability and MHN Employee Assistance Program. Public agencies can select which programs they would like to join subject to underwriting approval.

We realize selecting a health plan for your agency and your employees is just one of the key decisions you are faced with on an on-going basis. This important decision involves not only the cost of various providers and plans, but also access to doctors and hospitals, prescription drug services, and other additional programs and services. The combination of medical plans and providers that is right for your agency depends on a variety of factors, such as your preference for a Health Maintenance Organization (HMO) or Preferred Provider Organization (PPO); your premium and out-of-pocket costs; and the need for access to specific doctors and hospitals.

We understand that comparing health plan benefits, features and costs can be complicated. This brochure provides information that will help simplify your decision making process. Our enrollment process is easy and only requires a few simple steps.

For more information, please contact us at **800.537.7790**. We are ready to serve you!

IMPORTANT TERMS TO KNOW

You may see and hear some unfamiliar terms as you begin to use your health plan. It's important that you understand these terms so you can get the most out of your coverage.

Premium * This is the amount you pay every month to SDRMA to maintain your health insurance coverage.

Copay * This is a fixed amount you pay for certain covered services, like doctor's visits.

Calendar Year Deductible * This is the fixed amount some plans require you to pay before the plan begins to pay its share for covered benefits.

Coinsurance * Once you have paid your full deductible this is the percentage owed by you to pay for accessed services. This can fluctuate based on the cost the provider is charging and/or what has been agreed to between the Medical carrier and the Provider. Coinsurance is unlike Copay which is always a flat dollar amount.

Maximum Medical Out of Pocket * This is the maximum you'll pay per year for medical services before your medical plan begins to pay for 100% of services, protecting you and your family from catastrophic medical expenses. Most of your copayments, deductibles and coinsurance payments will be counted toward this limit.

Medical Benefits Summary





Medical Benefits Summary

PLAN SUMMARY – BLUE SHIELD *See page 28, note 14 for Plan Selections and Combination Guidelines

DEDUCTIBLES/CO-INSURANCE	Gold PPO		Platinum PPO	
	Participating Providers (You Pay)	Non-Participating Providers (You Pay)	Participating Providers (You Pay)	Non-Participating Providers (You Pay)
Calendar Year Deductible(s) (Individual/Family)	\$500 / \$1,000		\$300 / \$600	
Maximum Medical Out of Pocket (Individual/Family)	\$2,000 / \$4,000		\$1,300 / \$3,600	
Medicare Medical Maximum Out of Pocket	\$1,500 / \$3,000		\$1,000 / \$3,000	
Services/Coverages	Participating Providers (You Pay)	Non-Participating Providers (You Pay)	Participating Providers (You Pay)	Non-Participating Providers (You Pay)
Inpatient Hospital Room, Board & Support Services (prior authorization required)	20%	50% up to \$600 per day	10%	50% up to \$600 per day
Ambulatory Surgery Center	Deductible Waived; 10% Coinsurance	50% up to \$350 per day	Deductible Waived; No Charge	50% up to \$350 per day
Emergency Room				
Visit Results in Admission as Inpatient	20%		10%	
Visit Does Not Result in Admission	20%, \$100 co-pay		10%, \$100 co-pay	
Physician Benefits (office visits)	\$20 co-pay	50%	\$20 co-pay	50%
Preventative Care	No Charge	Not Covered	No Charge	Not Covered
Rehabilitation Service (in an office location)	20%	50% up to \$350 per day	10%	50% up to \$350 per day
Acupuncture (26 visits per calendar year/combined with Chiropractic)	20%		10%	
Durable Medical Equipment	20%	Not Covered	10%	Not Covered
Hospice	20%	Not Covered without prior authorization	10%	Not Covered without prior authorization
Ambulance	20%		10%	
Home Health Care 100 visits/year (prior authorization required)	20%	Not Covered without prior authorization	10%	Not Covered without prior authorization
Chiropractic Services (26 visits per calendar year/combined with Acupuncture)	20% up to \$50 per visit	50% up to \$25 per visit	10% up to \$50 per visit	50% up to \$25 per visit
Prescription Drugs <i>Active/Early Retiree Plans Only</i>	Express Scripts*		Express Scripts*	
Prescription Maximum Out of Pocket	\$4,600 / \$9,200		\$5,300 / \$9,600	
(At Participating Pharmacies only)	Generic / Brand / Non-Formulary / Specialty		Generic / Brand / Non-Formulary / Specialty	
Retail - 30 day supply	\$5 / \$30 / \$45 / 30% (max co-pay \$150)		\$5 / \$30 / \$45 / 30% (max co-pay \$150)	
Mail Order - 90 day supply	\$10 / \$75 / \$112.50 / 30% (max co-pay \$300)		\$10 / \$75 / \$112.50 / 30% (max co-pay \$300)	
Brand / Non-Formulary / Specialty Deductible (Individual / Family)	None		None	

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS.

NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.

*See Rx benefits for Medicare on page 12 under the "EGWP" pharmacy co-pay structure.

PLAN SUMMARY – BLUE SHIELD *See page 28, note 14 for Plan Selections and Combination Guidelines

DEDUCTIBLES/CO-INSURANCE	Silver PPO		EPO	HDHP 10% and (20%)	
Calendar Year Deductible(s) (Individual/Family)	\$2,000 / \$4,000		\$300 / \$600	\$1,400 / \$2,800 (\$3,000 / \$6,000)	
Maximum Medical Out of Pocket (Individual/Family)	\$5,000 / \$10,000		\$1,300 / \$2,600	\$5,000 / \$10,000 (\$5,950 / \$11,900)	
Medicare Medical Maximum Out of Pocket	\$3,000 / \$6,000		\$1,000 / \$2,000	Non-Applicable	
Services/Coverages	Participating Providers (You Pay)	Non-Participating Providers (You Pay)	Participating Providers (You Pay)	Participating Providers (You Pay)	Non-Participating Providers (You Pay)
Inpatient Hospital Room, Board & Support Services (prior authorization required)	20%	50% up to \$600 per day	No Charge	10% (20%)	50% up to \$600 per day
Ambulatory Surgery Center	Deductible Waived; 10% Coinsurance	50% up to \$350 per day	Deductible Waived; No Charge	(10%) No Charge	50% up to \$350 per day
Emergency Room					
Visit Results in Admission as Inpatient	20%		No Charge	10% (20%)	
Visit Does Not Result in Admission	20%, \$100 co-pay		\$100 co-pay	10% (20%), \$100 co-pay	
Physician Benefits (office visits)	\$30 co-pay	50%	\$30 co-pay	10% (20%)	50%
Preventative Care	No Charge	Not Covered	No Charge	No Charge	Not Covered
Rehabilitation Service (in an office location)	20%	50% up to \$350 per day	\$30 co-pay	10% (20%)	50% up to \$350 per day
Acupuncture (26 visits per calendar year/ combined with Chiropractic)	20%		\$30 co-pay	10% (20%) up \$30 per visit	
Durable Medical Equipment	20%	Not Covered	20%	10% (20%)	Not Covered
Hospice	20%	Not Covered without prior authorization	No Charge	10% (20%)	Not Covered without prior authorization
Ambulance	20%		\$50 Per Transport	10% (20%)	
Home Health Care 100 visits/year (prior authorization required)	20%	Not Covered without prior authorization	\$30 co-pay (100 visits/ year)	10% (20%)	Not Covered without prior authorization
Chiropractic Services (26 visits per calendar year/combined with Acupuncture)	20% up to \$50 per visit	50% up to \$25 per visit	\$30 co-pay	10% (20%) up \$25 per visit	50% up \$25 per visit
Prescription Drugs <i>Active/Early Retiree Plans Only</i>	Express Scripts*		Express Scripts*	Blue Shield	
Prescription Maximum Out of Pocket	\$1,600 / \$3,200		\$5,300 / \$10,600	Combined with Medical	
(At Participating Pharmacies only)	Generic / Brand / Non-Formulary / Specialty		Generic / Brand / Non-Formulary / Specialty	Generic / Brand / Specialty	Generic / Brand
Retail - 30 day supply	\$10 / \$20 / \$45 / 30% (max co-pay \$150)		\$10 / \$20 / \$45 / 30% (max co-pay \$150)	\$7 / \$25 / Not Covered	\$7 / \$25
Mail Order - 90 day supply	\$20 / \$40 / \$90 / 30% (max co-pay \$300)		\$15 / \$50 / \$112.50 / 30% (max co-pay \$150)	\$14 / \$60 / 30% (max co-pay \$150)	Not Covered
Brand / Non-Formulary / Specialty Deductible (Individual / Family)	\$200 / \$500		\$200	Subject to Deductible	

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS.
NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS. *See Rx benefits for Medicare on page 12 under the "EGWP" pharmacy co-pay structure.



PLAN SUMMARY – BLUE SHIELD *See page 28, note 14 for Plan Selections and Combination Guidelines

DEDUCTIBLES/CO-INSURANCE		Access+ HMO 15	Access+ HMO 20
Calendar Year Deductible(s) (Individual/Family)		None	None
Maximum Medical Out of Pocket (Individual/Family)		\$1,500 / \$3,000	\$1,500 / \$3,000
Medicare Medical Maximum Out of Pocket		Non-Applicable	Non-Applicable
Services/Coverages		Participating Providers (You Pay)	Participating Providers (You Pay)
Inpatient Hospital Room, Board & Support Services (prior authorization required)		No Charge	\$250 / Admission
Non Emergency Outpatient Services: Ambulatory Surgery Center Hospital Facility Outpatient Treatment		No Charge \$100 / Surgery No Charge	\$50 / Surgery \$150 / Surgery No Charge
Emergency Room			
Visit Results in Admission as Inpatient		No Charge	No Charge
Visit Does Not Result in Admission		\$50 co-pay	\$100 co-pay
Preventative Care		No Charge	No Charge
Office Visits	Note: A woman may self-refer to an OB/GYN or family practice physician in her personal physician's medical group or IPA for OB/GYN services.	\$15 co-pay	\$20 co-pay
Rehabilitation Service (in a office location)		\$15 co-pay	\$20 co-pay
Durable Medical Equipment		20%	20%
Hospice		No Charge	Routine Home Care and Inpatient Respite Care - No Charge 24 Hour Continuous Home Care and General Inpatient Care - \$150 / day
Ambulance		\$50 co-pay	\$100 co-pay
Home Health Care (prior authorization required)		\$15 co-pay (100 per year)	\$20 co-pay (100 per year)
Chiropractic Services (combined with Acupuncture)		\$10 co-pay (30 visits per year)	\$10 co-pay (30 visits per year)
Acupuncture (combined with Chiropractic)		\$10 co-pay (30 visits per year)	\$10 co-pay (30 visits per year)
Prescription Drugs <i>Active/Early Retiree Plans Only</i>		Express Scripts	Express Scripts
Prescription Maximum Out of Pocket		\$5,100 / \$10,200	\$5,100 / \$10,200
(At Participating Pharmacies only)		Generic / Brand / Non-Formulary / Specialty	Generic / Brand / Non-Formulary / Specialty
Retail - 30 day supply		\$5 / \$10 / \$25 / 20% (max co-pay \$100)	\$10 / \$25 / Not Covered / 20% (max co-pay \$100)
Mail Order - 90 day supply		\$10 / \$20 / \$50 / 20% (max co-pay \$100)	\$20 / \$50 / Not Covered / 20% (max co-pay \$100)
Brand Deductible (Individual / Family)		None	None

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS. NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.

PLAN SUMMARY – KAISER *See page 28, note 14 for Plan Selections and Combination Guidelines

DEDUCTIBLES/CO-INSURANCE/MAXIMUM	HMO 15	HMO 20
Calendar Year Deductible(s) (Individual/Family)	None	None
Maximum Medical Out of Pocket (Individual/Family)	\$1,500 / \$3,000	\$1,500 / \$3,000
Medicare Medical Maximum Out of Pocket	Non-Applicable	Non-Applicable
Services/Coverages	Participating Providers (You Pay)	Participating Providers (You Pay)
Inpatient Hospital Room, Board & Support Services (prior authorization required)	No Charge	\$250 / Admission
Non Emergency Outpatient Services: Ambulatory Surgery Center Hospital Facility Outpatient Treatment	\$15 / Surgery No Charge \$15 / Surgery	\$20 / Surgery No Charge \$20 / Surgery
Emergency Room		
Visit Results in Admission as Inpatient	See Inpatient hospital	See Inpatient hospital
Visit Does Not Result in Admission	\$50 co-pay	\$100 co-pay
Preventative Care	No Charge	No Charge
Office Visits	\$15 co-pay	\$20 co-pay
Rehabilitation Service (Outpatient)	\$15 co-pay	\$20 co-pay
Durable Medical Equipment	No Charge	20%
Hospice	No Charge	No Charge
Ambulance	No Charge	\$50 co-pay
Home Health Care (prior authorization, up to 100 visits)	No Charge	No Charge
Chiropractic Services (combined with Acupuncture)	\$10 / up to 30 visits	\$10 / up to 30 visits
Acupuncture (combined with Chiropractic)	\$10 / up to 30 visits	\$10 / up to 30 visits
Prescription Drugs <i>Active/Early Retiree Plans Only</i>	Kaiser	Kaiser
(At Participating Pharmacies only)	Generic / Brand / Specialty	Generic / Brand / Specialty
Retail - 30 day supply	\$5 / \$20 / \$20	\$10 / \$25 / 20% (max co-pay \$150)
Mail Order - 100 day supply	\$10 / \$40	\$20 / \$50
Brand Deductible (Individual / Family)	None	None

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS. NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.

Kaiser HMO Member Services 800-464-4000



PLAN SUMMARY – KAISER – MEDICARE

DEDUCTIBLES/CO-INSURANCE/MAXIMUM	Kaiser Permanente Senior Advantage (KPSA) HMO with Part D
Calendar Year Deductible(s) (Individual/Family)	None
Maximum Medical Out of Pocket (Individual/Family)	\$1,500 / \$3,000
Medicare Medical Maximum Out of Pocket	Non-Applicable
Services/Coverages	Participating Providers (You Pay)
Inpatient Hospital Room, Board & Support Services (prior authorization required)	No Charge
Non Emergency Outpatient Services: Ambulatory Surgery Center Hospital Facility Outpatient Treatment	\$10 / Surgery See Outpatient specific service co-pay \$10 / Surgery
Emergency Room	
Visit Results in Admission as Inpatient	See Inpatient hospital
Visit Does Not Result in Admission	\$50 co-pay
Preventative Care	No Charge
Office Visits	\$10 co-pay
Rehabilitation Service (Outpatient)	\$10 co-pay
Durable Medical Equipment	No Charge
Ambulance	No Charge
Home Health Care (prior authorization required)	No Charge
Chiropractic Services (combined with Acupuncture)	\$10 / up to 30 visits
Acupuncture (combined with Chiropractic)	\$10 / up to 30 visits
Prescription Drugs	Kaiser
(At Participating Pharmacies only)	Generic / Brand
30 day supply	\$5 / \$20
31 – 60 day supply	\$10 / \$40
61 - 100 day supply	\$15 / \$60
(Mail Order Refills only)	Generic / Brand
30 day supply	\$5 / \$20
31 – 100 day supply	\$10 / \$40

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS. NON-PARTICIPATING PROVIDER MEMBER COST MAY NOT APPLY TO MAXIMUM OUT OF POCKET COSTS.

Kaiser HMO Member Services 800-464-4000

ADDITIONAL PROGRAMS

CARRUM HEALTH (CARRUM) – SURGERY BENEFIT PROGRAM

Carrum Health is a special surgery benefit that provides exclusive access to “Centers of Excellence.” These hospitals and doctors provide for an improved patient experience and top-quality, more affordable care. The Carrum Health Surgery Benefit is provided at no additional cost and is an option outside of your surgery benefit provided by your medical carrier. Please note HMO plans are not eligible to participate in the Carrum Surgery Benefit.

EMPLOYEE SERVICES

Personalized “Care Concierge” support – Helps guide patient through the process

Recovery – Personalized support through total care coordination

Access to top-Quality Surgeons – perform hundreds of surgeries

All medical expenses – covered for the patient**

Travel Expenses – covered for patient and companion*

Voluntary participation – Employee Initiates the service by phone or online



*IRS Rules a portion of the covered travel will be reported as taxable income to employee.

**IRS regulations on HSA plans the deductible applies but coinsurance is waived.

Eligible procedures include:

- Hip Replacement
- Knee replacement
- Cervical Spinal fusion
- Lumbar Spinal Fusion
- Coronary Bypass Surgery
- Bariatric (Weight Loss)
- Shoulder Repair
- Elbow Repair
- Wrist/Hand Repair
- Ankle/Foot Repair
- Pain Management

Additional procedures will become eligible on a regular basis.

GOTZOOM-STUDENT LOAN REPAYMENT PROGRAM

What's GotZoom?

- A company with a singular focus on Department of Education student loan repayment programs
- Seven-year performance record

Why We're Better?

Large student debt reduction achieved with federal repayment or forgiveness programs:

- Provides employee immediate relief
- Costs employer significantly less

Employer Benefits

- Retention: equates to a 5% - 20% raise
- Recruitment: 83% of millennials prefer organizations with a student loan benefit
- Value: 3-year ROI 140%

Employee Benefit

- Average student debt reduction of 65%
- Upfront visibility of savings (free loan status analysis and benefit summary)



THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS



MEDICAL BENEFIT RATES FOR 2021 – GUARANTEED UNTIL JANUARY 1, 2022

AREA I - Northern CA: Bay Area Alameda, Amador, Contra Costa, Marin, Napa, Nevada, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Sutter, Yolo, Yuba	PLAN	Employee	Employee + 1	Employee + 2 or More
	Gold PPO	\$986.74	\$1,971.42	\$2,564.70
Platinum PPO	\$1,078.41	\$2,154.76	\$2,803.66	
Silver PPO	\$706.58	\$1,417.28	\$1,840.61	
EPO	\$1,185.53	\$2,370.03	\$3,080.73	
HDHP 10%	\$809.58	\$1,619.16	\$2,104.29	
HDHP 20%	\$698.34	\$1,394.62	\$1,813.83	
Access+ HMO 15	\$1,100.04	\$2,199.05	\$2,860.31	
Access+ HMO 20	\$1,021.76	\$2,044.55	\$2,657.40	
Kaiser HMO 15	\$938.33	\$1,854.00	\$2,402.99	
Kaiser HMO 20	\$904.34	\$1,786.02	\$2,316.47	

AREA II - Northern CA: Other Counties Alpine, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Plumas, San Benito, Shasta, Sierra, Siskiyou, Stanislaus, Tehama, Trinity, Tuolumne	PLAN	Employee	Employee + 1	Employee + 2 or More
	Gold PPO	\$958.93	\$1,918.89	\$2,492.60
Platinum PPO	\$1,026.91	\$2,053.82	\$2,669.76	
Silver PPO	\$688.04	\$1,376.08	\$1,787.05	
EPO	\$1,147.42	\$2,296.90	\$2,988.03	
HDHP 10%	\$798.25	\$1,601.65	\$2,080.60	
HDHP 20%	\$660.23	\$1,317.37	\$1,714.95	
Access+ HMO 15	\$1,110.34	\$2,219.65	\$2,886.06	
Access+ HMO 20	\$1,034.12	\$2,068.24	\$2,685.21	
Kaiser HMO 15	\$938.33	\$1,854.00	\$2,402.99	
Kaiser HMO 20	\$904.34	\$1,786.02	\$2,316.47	

AREA III - Southern CA: Los Angeles Area Los Angeles, San Bernardino, Ventura	PLAN	Employee	Employee + 1	Employee + 2 or More
	Gold PPO	\$815.76	\$1,625.34	\$2,113.56
Platinum PPO	\$890.95	\$1,778.81	\$2,310.29	
Silver PPO	\$589.16	\$1,168.02	\$1,518.22	
EPO	\$952.75	\$1,900.35	\$2,468.91	
HDHP 10%	\$713.79	\$1,428.61	\$1,856.06	
HDHP 20%	\$590.19	\$1,177.29	\$1,530.58	
Access+ HMO 15	\$855.93	\$1,711.86	\$2,222.74	
Access+ HMO 20	\$798.25	\$1,591.35	\$2,068.24	
Kaiser HMO 15	\$775.59	\$1,530.58	\$1,983.78	
Kaiser HMO 20	\$743.66	\$1,465.69	\$1,899.32	

Rates shown are for active, early retiree and public officials.

MEDICAL BENEFIT RATES FOR 2021 – GUARANTEED UNTIL JANUARY 1, 2022

	PLAN	Employee	Employee + 1	Employee + 2 or More
AREA IV - Southern CA: Other Counties Fresno,* Imperial, Inyo, Kern, Kings, Madera, Riverside, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare *Fresno County: For Kaiser Active and Early Retiree rates please refer to Area VI rates per Kaiser Guidelines.	Gold PPO	\$874.47	\$1,741.73	\$2,261.88
	Platinum PPO	\$960.99	\$1,913.74	\$2,488.48
	Silver PPO	\$629.33	\$1,255.57	\$1,628.43
	EPO	\$973.35	\$1,938.46	\$2,518.35
	HDHP 10%	\$767.35	\$1,530.58	\$1,987.90
	HDHP 20%	\$631.39	\$1,262.78	\$1,640.79
	Access+ HMO 15	\$943.48	\$1,886.96	\$2,447.28
	Access+ HMO 20	\$878.59	\$1,751.00	\$2,277.33
	Kaiser HMO 15	\$794.13	\$1,564.57	\$2,029.10
	Kaiser HMO 20	\$759.11	\$1,494.53	\$1,937.43
	AREA V - Out of State	Gold PPO	\$1,024.85	\$2,047.64
Platinum PPO		\$1,120.64	\$2,244.37	\$2,915.93
Silver PPO		\$736.45	\$1,472.90	\$1,912.71
EPO		\$1,197.89	\$2,393.72	\$3,112.66
HDHP 10%		\$880.65	\$1,758.21	\$2,286.60
HDHP 20%		\$721.00	\$1,442.00	\$1,874.60
Access+ HMO 15		N/A	N/A	N/A
Access+ HMO 20		N/A	N/A	N/A
Kaiser HMO 15		N/A	N/A	N/A
Kaiser HMO 20		N/A	N/A	N/A
AREA VI - Northern CA: Sacramento El Dorado, Placer, Sacramento *Fresno County Kaiser Active and Early Retiree Rates		Gold PPO	\$896.10	\$1,793.23
	Platinum PPO	\$981.59	\$1,961.12	\$2,547.19
	Silver PPO	\$645.81	\$1,294.71	\$1,683.02
	EPO	\$1,047.51	\$2,099.14	\$2,724.35
	HDHP 10%	\$787.95	\$1,578.99	\$2,050.73
	HDHP 20%	\$649.93	\$1,298.83	\$1,688.17
	Access+ HMO 15	\$1,054.72	\$2,110.47	\$2,744.95
	Access+ HMO 20	\$979.53	\$1,962.15	\$2,550.28
	Kaiser HMO 15	\$927.00	\$1,832.37	\$2,375.18
	Kaiser HMO 20	\$894.04	\$1,767.48	\$2,290.72

Rates shown are for active, early retiree and public officials.



MEDICAL BENEFIT RATES FOR 2021 – GUARANTEED UNTIL JANUARY 1, 2022

MEDICARE COORDINATION OF BENEFITS (COB)

Medicare Supplemental Plans are designed specifically for retirees, their spouse and/or dependents enrolled in the SDRMA medical benefits program who are also enrolled in Parts A (hospital insurance), B (medical insurance) and D (prescription enrollment completed by Express Scripts) of Medicare. This plan is designed to help defray some of the costs for those members enrolled in Medicare, such as Medicare deductibles, co-pays and other costs. The rates shown in the table provide a number of cost options depending on the coverage needs of a retiree and their dependent(s). Each option includes additional rates for those members who need rates appropriate for a variety of combinations where one or two members of a household have Medicare and others do not.

To enroll in Medicare you must be at least age 65 or older - these rates are the same for out of state 65 or older members as well. SDRMA Medical Benefits Program coverages remain the same whether Medicare Supplemental Coverages are Primary or Secondary.

Medicare Supplemental Plans (EGWP)	Gold PPO - EGWP	Platinum PPO - EGWP	Silver PPO - EGWP	EPO - EGWP
Single (Retiree with Medicare)	\$615.94	\$681.86	\$483.07	\$739.54
Two Party (Retiree + Dependent both with Medicare)	\$1,231.88	\$1,363.72	\$966.14	\$1,479.08
* Family (All Medicare - reflects rate for 3 enrolled)	\$1,847.82	\$2,045.58	\$1,449.21	\$2,218.62
Two Party (1 Medicare, 1 Without)	\$1,602.68	\$1,760.27	\$1,189.65	\$1,925.07
Family (1 Medicare, 2 or more Without)	\$2,587.36	\$2,836.62	\$1,900.35	\$3,109.57
Family (2 Medicare, 1 or more Without)	\$2,218.62	\$2,442.13	\$1,672.72	\$2,664.61

* This rate increases for every family member enrolled in Medicare by the single Medicare rate.

EGWP (Part D) Prescription Program copays	Retail 31 Day	Retail 60 Day	Retail 90 Day	Mail 90 Day
Generic	\$5.00	\$10.00	\$15.00	\$10.00
Brand	\$20.00	\$40.00	\$60.00	\$40.00
Non Preferred	\$50.00	\$100.00	\$150.00	\$100.00

Please note that the above Rx co-pays are for the plans noted in the Medicare Supplemental Plans COB Rates table.

*Coordination of Benefits (COB): SDRMA insurance plans will coordinate with Medicare to determine which entity may or may not pay towards a particular service received by covered individuals under this plan. The coordination will determine how much of the expense Medicare covers (if any) and how much of the expense the SDRMA insurance carrier would cover. Medicare pays first and the SDRMA carrier will then pay additional monies towards the service if the carrier's contracted payable amount is higher than Medicare's contracted payable amount.

If Medicare's contracted amount is less than the SDRMA carrier's contracted amount, the SDRMA carrier will pay the difference between Medicare and the SDRMA carrier amount so that the provider is paid up to the SDRMA carrier limits through both parties combined. If Medicare's contracted amount is the same or covers a higher amount than the SDRMA carrier, the SDRMA carrier will not pay any monies towards the service and will consider payment made by Medicare to be payment in full. When services are considered covered by Medicare and initial payments are made by Medicare, the SDRMA carrier's copays, coinsurance, and/or deductible will not apply.

If a service is not covered by Medicare, but the service is covered by the SDRMA carrier's plan, the claim will be paid exclusively through the SDRMA carrier's plan. If a service is not considered covered by Medicare and therefore no initial payment is made by Medicare, the SDRMA carrier's copays, coinsurance, and/or deductible will apply.

MEDICAL BENEFIT RATES FOR 2021 – GUARANTEED UNTIL JANUARY 1, 2022

Kaiser Permanente Senior Advantage (KPSA) HMO with Part D Rx Coverage*	Kaiser 15 Area I, Area II and Area VI Rates	Kaiser 20 Area I, Area II and Area VI Rates	Kaiser 15 Area III and Area IV** Rates	Kaiser 20 Area III and Area IV** Rates
	Total Rate	Total Rate	Total Rate	Total Rate
Single (Medicare)	\$387.28	\$387.28	\$251.32	\$251.32
Two Party (Both Medicare)	\$754.99	\$754.99	\$483.07	\$483.07
Two Party (1 Medicare, 1 Without)	\$1,302.95	\$1,268.96	\$1,021.76	\$986.74
Family (1 Medicare, 2 or more Without)	\$1,851.94	\$1,799.41	\$1,486.29	\$1,429.64
Family (2 Medicare, 1 or more Without)	\$1,303.98	\$1,285.44	\$947.60	\$925.97

* The KPSA plan is for agencies that offer Medicare retirees the Kaiser plan option. The KPSA plan is for Kaiser retirees, their spouse and/or dependents of retirees that are enrolled in Medicare Part A and Part B. If a retiree, their spouse and/or dependent have a combination rate where a participant in their family does not have Medicare, the participant without Medicare will be covered under the Kaiser HMO 15 or Kaiser HMO 20 plan depending on the agency's offering.

** Per Kaiser Guidelines Fresno County Kaiser Rates are under Area VI Rates

KPSA (Part D) Prescription Program co-pays	Retail 30 Day Supply	Retail 31-60 Day Supply	Retail 61-100 Day Supply	Mail Order 30 Day Supply	Mail Order 31-100 Day Supply
Generic	\$5.00	\$10.00	\$15.00	\$5.00	\$10.00
Brand	\$20.00	\$40.00	\$60.00	\$20.00	\$40.00

For further details of the Kaiser Permanente Senior Advantage (KPSA) HMO plan please refer to page 8.

Please note that the above Rx co-pays are for the plans noted in the Kaiser Permanente Senior Advantage (KPSA) HMO with Part D Rx Coverage rate table.

Ancillary Coverages Summary



Ancillary Coverages Summary

DELTA DENTAL PPO – RATES GUARANTEED UNTIL JANUARY 1, 2022 *See page 28, note 14 for Plan Selections and Combination Guidelines

DENTAL BENEFITS	Low Plan	
	PPO	Non-PPO
Calendar Year Maximum	\$1,000	\$500
	(Per patient per calendar year)	
Calendar Year Deductible Individual / Family	\$50 / \$150 (Waived for Preventive)	
Age Limitations	Dependents to Age 26	
Diagnostic and Preventive	100%	100%
Oral Exam		
Routine Cleaning		
X-Rays		
Fluoride Treatment		
Space Maintainers		
Specialist Consultations		
Basic Services	80%	80%
Fillings		
Endodontics (Root Canal)		
Periodontics (Gum Treatment)		
Tissue Removal (Biopsy)		
Extractions & Other Oral Surgery		
Sealants		
Major Services	50%	50%
Crown Repair		
Inlays, Onlays		
Cast Restorations		
Bridges		
Partial and Full Dentures		
Orthodontics		
Eligible for Benefit	Not Covered	
Lifetime Maximum		

(Employer Contributes 51-100% of dependent cost):

Rates	
Employee Only	\$30.18
Employee + 1 Dependent	\$51.71
Employee + 2 or More Dependents	\$83.43

(Employer Contributes 0-50% of dependent cost):

Rates	
Employee Only	\$30.18
Employee + 1 Dependent	\$55.00
Employee + 2 or More Dependents	\$91.26

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS.



Ancillary Coverages Summary

DELTA DENTAL PPO – RATES GUARANTEED UNTIL JANUARY 1, 2022 *See page 28, note 14 for Plan Selections and Combination Guidelines

DENTAL BENEFITS	Medium Plan		High Plan	
	PPO	Non-PPO	PPO	Non-PPO
Calendar Year Maximum	\$1,500	\$1,000	\$2,000	\$1,250
	(Per patient per calendar year)		(Per patient per calendar year)	
Calendar Year Deductible Individual / Family	\$50 / \$150 (Waived for Preventive)		\$50 / \$150 (Waived for Preventive)	
Age Limitations	Dependents to Age 26		Dependents to Age 26	
Diagnostic and Preventive	100%	100%	100%	100%
Oral Exam				
Routine Cleaning				
X-Rays				
Fluoride Treatment				
Space Maintainers				
Specialist Consultations				
Basic Services	80%	80%	80%	80%
Fillings				
Endodontics (Root Canal)				
Periodontics (Gum Treatment)				
Tissue Removal (Biopsy)				
Extractions & Other Oral Surgery				
Sealants				
Major Services	60%	60%	80%	80%
Crown Repair				
Inlays, Onlays				
Cast Restorations				
Bridges				
Partial and Full Dentures				
Orthodontics	50%	50%	50%	50%
Eligible for Benefit	Child & Adult		Child & Adult	
Lifetime Maximum	\$500		\$1,000	
(Employer Contributes 51-100% of dependent cost):				
Rates				
Employee Only	\$40.99		\$52.63	
Employee + 1 Dependent	\$69.63		\$88.68	
Employee + 2 or More Dependents	\$109.28		\$134.93	
(Employer Contributes 0-50% of dependent cost):				
Rates				
Employee Only	\$40.99		\$52.63	
Employee + 1 Dependent	\$73.95		\$94.04	
Employee + 2 or More Dependents	\$119.58		\$147.70	

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS.

DENTAL HMO BENEFITS *See page 28, note 14 for Plan Selections and Combination Guidelines

DENTAL HMO BENEFITS	DeltaCare Plan 10A Participating Providers (You Pay)	DeltaCare Plan 11A Participating Providers (You Pay)	DeltaCare Plan 12A Participating Providers (You Pay)
Diagnostic and Preventive			
Periodic Oral Evaluation	No Charge	No Charge	No Charge
X-Rays	No Charge	No Charge	No Charge
Teeth Cleaning	No Charge	No Charge	No Charge
Topical Flouride	No Charge	No Charge	No Charge
Sealants - per tooth	\$5	\$10	\$10
Restorative			
Amalgam Filling 1-4 Surfaces	\$0	\$0	\$5 - \$20
Resin - one surface, anterior	\$0	\$0	\$22
Endodontics (Root Canal Therapy)			
Pulp Cap	No Charge	No Charge	No Charge
Therapeutic Pulpotomy	\$0	\$0	\$15
Root Canal Therapy - anterior	\$45	\$55	\$85
Periodontics			
Gingivectomy - per quadrant	\$80	\$130	\$135
Osseous Surgery - per quadrant	\$175	\$280	\$300
Scaling and Root Planning - per quadrant	\$0	\$25	\$40
Oral Surgery			
Extractions - Impacted tooth: soft tissue	\$25	\$50	\$55
Extractions - Impacted tooth: partial bony	\$50	\$70	\$75
Extractions - Impacted tooth: full bony	\$70	\$90	\$95
Prosthodontics			
Complete - Upper or Lower	\$100	\$145	\$215
Immediate - Upper or Lower	\$120	\$165	\$235
Partial Denture - Upper or Lower	\$120	\$160	\$240
Crown and Bridge			
Inlay / Onlay	\$0	\$0	\$45 - \$55
Crown - Porcelain/Ceramic Substrate	\$195	\$240	\$295
Crown - Porcelain Fused to High Noble Metal	\$195	\$240	\$295
Crown - Full Cast High Noble Metal	\$170	\$210	\$260
Orthodontics - comprehensive			
Child to age 19	\$1,700	\$1,700	\$1,700
Member over age 19	\$1,900	\$1,900	\$1,900



DENTAL HMO RATES – RATES GUARANTEED UNTIL JANUARY 1, 2022

	PLAN	Employee	Employee + 1	Employee + 2 or More
Region I Los Angeles, Tulare, Ventura	DeltaCare 10A	\$19.98	\$35.64	\$52.53
	DeltaCare 11A	\$17.30	\$30.80	\$45.11
	DeltaCare 12A	\$16.79	\$29.77	\$43.88
Region II Alameda, El Dorado, Fresno, Imperial, Kern, Kings, Lake, Madera, Monterey, Napa, Orange, Riverside, Sacramento, San Bernardino, San Diego, San Mateo, Santa Clara	DeltaCare 10A	\$19.98	\$35.64	\$52.53
	DeltaCare 11A	\$17.30	\$30.80	\$45.11
	DeltaCare 12A	\$16.79	\$29.77	\$43.88
Region III Alpine, Amador, Calaveras, Colusa, Contra Costa, Del Norte, Glenn, Inyo, Lassen, Mariposa, Mendocino, Merced, Modoc, Mono, Nevada, Placer, Plumas, San Benito, San Francisco, San Joaquin, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Tehama, Trinity, Tuolumne, Yuba	DeltaCare 10A	\$20.70	\$36.87	\$54.38
	DeltaCare 11A	\$17.92	\$31.83	\$46.76
	DeltaCare 12A	\$17.30	\$30.69	\$45.22
Region IV Humboldt, Marin, Santa Barbara, Santa Cruz, Shasta, Sutter, Yolo	DeltaCare 10A	\$21.32	\$37.90	\$55.93
	DeltaCare 11A	\$18.44	\$32.75	\$48.20
	DeltaCare 12A	\$17.72	\$31.42	\$46.25
Region V Butte, San Luis Obispo	DeltaCare 10A	\$41.61	\$71.48	\$105.47
	DeltaCare 11A	\$38.73	\$66.23	\$97.64
	DeltaCare 12A	\$37.90	\$64.79	\$95.48

VSP VISION – RATES GUARANTEED UNTIL JANUARY 1, 2022 *See page 28, note 14 for Plan Selections and Combination Guidelines

VISION BENEFITS	Option 1		Option 2	
	In-Network	Non-Network	In-Network	Non-Network
Copay	\$25 for Exam and/or Materials		\$25 for Exam and/or Materials	
Exam	Covered after Copay	Plan pays up to: \$50	Covered after Copay	Plan pays up to: \$50
Lenses				
Single	Covered after Copay	\$50	Covered after Copay	\$50
Bifocal	Covered after Copay	\$75	Covered after Copay	\$75
Trifocal	Covered after Copay	\$100	Covered after Copay	\$100
Frames	\$130 Allowance 20% off amount over allowance	\$70	\$130 Allowance 20% off amount over allowance	\$70
Contact Lenses - Elective	\$130 Allowance	\$105	\$130 Allowance	\$105
Contact Lenses - Medically Necessary	Covered after Copay	\$210	Covered after Copay	\$210
Contact Exam and Fitting	Up to \$60	\$0	Up to \$60	\$0
Frequency of Services				
Eye Examination	12 months		12 months	
Lenses	24 months		12 months	
Frames	24 months		24 months	
Contact Lenses ¹	24 months		12 months	
Rates				
Employee Only	\$6.59		\$7.62	
Employee + 1 Dependent	\$12.77		\$14.83	
Employee + 2 or More Dependents	\$20.19		\$23.48	

¹ Contact lenses are in lieu of spectacle lenses and frames

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VSP VISION – RATES GUARANTEED UNTIL JANUARY 1, 2022 *See page 28, note 14 for Plan Selections and Combination Guidelines

VISION BENEFITS	Option 3		Option 4		Option 5	
	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network
Copay	\$15 for Exam and/or Materials		\$25 for Exam and/or Materials		\$0 for Exam and/or Materials	
Exam	Covered after Copay	Plan pays up to: \$50	Covered after Copay	Plan pays up to: \$50	Covered after Copay	Plan pays up to: \$50
Lenses						
Single	Covered after Copay	\$50	Covered after Copay	\$50	Covered	\$50
Bifocal	Covered after Copay	\$75	Covered after Copay	\$75	Covered	\$75
Trifocal	Covered after Copay	\$100	Covered after Copay	\$100	Covered	\$100
Frames	\$130 Allowance 20% off amount over allowance	\$70	\$130 Allowance 20% off amount over allowance	\$70	\$130 Allowance 20% off amount over allowance	\$70
Contact Lenses - Elective	\$130 Allowance	\$105	\$130 Allowance	\$105	\$130 Allowance	\$105
Contact Lenses - Medically Necessary	Covered after Copay	\$210	Covered after Copay	\$210	No Copay	\$210
Contact Exam and Fitting	Up to \$60	\$0	Up to \$60	\$0	Up to \$60	\$0
Frequency of Services						
Eye Examination	12 months		12 months		12 months	
Lenses	12 months		12 months		12 months	
Frames	24 months		12 months		12 months	
Contact Lenses ¹	12 months		12 months		12 months	
Rates						
Employee Only	\$8.03		\$10.92		\$17.41	
Employee + 1 Dependent	\$15.45		\$21.42		\$34.20	
Employee + 2 or More Dependents	\$24.62		\$34.09		\$54.80	

¹ Contact lenses are in lieu of spectacle lenses and frames

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VOYA FINANCIAL BASIC LIFE AND AD&D – RATES GUARANTEED UNTIL JULY 1, 2023

For Groups with 10(+) lives Basic Life and AD&D Benefits			For Groups with less than 10 lives Basic Life and AD&D Benefits		
Eligibility:	All Eligible Employees working at least 20 hrs/wk		Eligibility:	All Eligible Employees working at least 20 hrs/wk	
Life Benefits:	Groups may elect a flat amount of: \$10,000-\$100,000 in \$10,000 increments Basic life benefits have to be defined by class of employee; i.e. City manager, confidential employees, etc. or All employees as one class or 1x Annual Salary or 2x Annual Salary		Life Benefits:	Groups may elect a flat amount of: \$10,000-\$100,000 in \$10,000 increments Basic life benefits have to be defined by class of employee; i.e. City manager, confidential employees, etc. or All employees as one class or 1x Annual Salary or 2x Annual Salary	
AD&D Benefits:	Same as Life		AD&D Benefits:	Same as Life	
Guaranteed Issue Amount	\$100,000		Guaranteed Issue Amount	\$100,000	
Benefit Reduction Formula	Age	% of Original Benefit	Benefit Reduction Formula	Age	% of Original Benefit
	65	65%		65	65%
	70	50%		70	50%
Accelerated Death Benefit	50% of Life Benefits if less than 6 Month Life Expectancy		Accelerated Death Benefit	50% of Life Benefits if less than 6 Month Life Expectancy	
Waiver of Premium	Included		Waiver of Premium	Included	
Seat Belt Benefit (AD&D)	Included		Seat Belt Benefit (AD&D)	Included	
Rate per \$1,000	\$0.272 *		Basic Life Rate per \$1,000: Under Age 30	\$0.202 *	
			Basic Life Rate per \$1,000: Age 30-39	\$0.264 *	
			Basic Life Rate per \$1,000: Age 40-49	\$0.368 *	
			Basic Life Rate per \$1,000: Over Age 49	\$0.507 *	

Example Calculation

Sample for 10+ lives

1 employee with 100,000 of life insurance
 Volume X rate/1000
 100,000 X 0.29/1000 = \$29.00

* Rates provided on Ancillary invoice may vary slightly because of rounding.

Entities must contribute a minimum of 75% of the cost for active employees only. See page 28, note 3 for underwriting guideline of entity contribution for active employees.

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VOYA FINANCIAL SUPPLEMENTAL LIFE – RATES GUARANTEED UNTIL JULY 1, 2023

Supplemental Life Benefits*		
Eligibility	All Eligible Employees working at least 20 hrs/wk	
Employee Benefit		
Minimum	\$20,000	
Maximum	\$250,000	
Increments of:	\$10,000	
Guaranteed Issue Amount	Under Age 60: \$100,000 Age 60 and Over: \$50,000	
Spouse Benefit	Not to Exceed 50% of Employee's Life Benefit	
Minimum	\$20,000	
Maximum	\$125,000	
Increments of:	\$5,000	
Guaranteed Issue Amount	\$25,000	
Dependent Child(ren) Benefit		
Minimum	\$5,000	
Maximum	\$10,000	
Increments of:	\$5,000	
Guaranteed Issue Amount	\$10,000	
Benefit Duration	Age	% of Original Benefit
	65	65%
	70	50%
Waiver of Premium	Included	
Portability	Included	
	Rates	
Rates per \$1,000	Employee Rate (AD&D)	Spouse Rate (1) (2) (No AD&D)
Under age 25	\$0.117 **	\$0.072 **
Age 25-29	\$0.117 **	\$0.072 **
Age 30-34	\$0.148 **	\$0.103 **
Age 35-39	\$0.169 **	\$0.124 **
Age 40-44	\$0.220 **	\$0.175 **
Age 45-49	\$0.303 **	\$0.258 **
Age 50-54	\$0.488 **	\$0.443 **
Age 55-59	\$0.787 **	\$0.742 **
Age 60-64	\$1.178 **	\$1.133 **
Age 65-69	\$2.208 **	\$2.163 **
Over age 70	\$3.547 **	\$3.502 **
Dependent Child Rate per \$1,000	\$0.206 **	\$0.206 **

(1) The age of the employee is used when calculating the premium for Supplemental Life for the spouse.

(2) The spouse or dependents can only enroll in Supplemental Life if the employee is enrolled in Supplemental Life.

* Supplemental Life is only available if the Entity is enrolled in VOYA Financial Basic Life and AD&D.

** Rates provided on Ancillary Invoice may vary slightly because of rounding.

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VOYA FINANCIAL SHORT TERM DISABILITY – RATES GUARANTEED UNTIL JULY 1, 2023

For Groups with 10(+) lives			
Short-Term Disability Benefits	Option 1	Option 2	Option 3
Eligibility:	All Eligible Employees working at least 20 hrs/wk	All Eligible Employees working at least 20 hrs/wk	All Eligible Employees working at least 20 hrs/wk
Elimination Period:			
Accident	7 Days	7 Days	7 Days
Illness	7 Days	7 Days	7 Days
Weekly Benefit Percentage	60%	60%	60%
Minimum Weekly Benefit	\$50	\$50	\$50
Maximum Weekly Benefit	\$1,252	\$1,500	\$1,500
Definition of Disability	Non-Occupational	Non-Occupational	Non-Occupational
Maximum Benefit Duration	52 Weeks	26 Weeks	13 Weeks
Benefit Integration	Offset Applies	Offset Applies	Offset Applies
Pre-Existing Condition	None	None	None
Rate per \$10 weekly benefit	Option 1	Option 2	Option 3
Rate (per \$10 weekly benefit)	\$0.79 *	\$0.62 *	\$0.46 *

Example Calculations

	Option 1	Option 2	Option 3
Annual Salary	\$50,000.00	\$50,000.00	\$50,000.00
Weekly salary (annual/52)	\$961.54	\$961.54	\$961.54
Covered weekly salary (weekly X .60)	\$576.92	\$576.92	\$576.92
Divide by 10 (covered weekly/10)	\$57.69	\$57.69	\$57.69
Multiply above by Premium Rate (.79*, .62*, .46*)	\$45.58	\$35.77	\$26.54

Covered weekly must be capped if it surpasses maximum weekly benefit

	Option 1	Option 2	Option 3
Annual Salary	\$150,000.00	\$150,000.00	\$150,000.00
Weekly salary (annual/52)	\$2,884.62	\$2,884.62	\$2,884.62
Covered weekly salary (weekly X .60)	\$1,730.77	\$1,730.77	\$1,730.77
Capped maximum weekly coverage/benefit	\$1,252.00	\$1,500.00	\$1,500.00
Divide capped by 10 (capped weekly/10)	\$125.20	\$150.00	\$150.00
Multiply above by Premium Rate (.79*, .62*, .46*)	\$98.91	\$93.00	\$69.00

Definitions:

Elimination period – Benefits begin the day after the elimination period ends.

* Rates provided on Ancillary invoice may vary slightly because of rounding.

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VOYA FINANCIAL SHORT TERM DISABILITY – RATES GUARANTEED UNTIL JULY 1, 2023

For Groups with less than 10 lives			
Short-Term Disability Benefits	Option 1	Option 2	Option 3
Eligibility:	All Eligible Employees working at least 20 hrs/wk	All Eligible Employees working at least 20 hrs/wk	All Eligible Employees working at least 20 hrs/wk
Elimination Period:			
Accident	7 Days	7 Days	7 Days
Illness	7 Days	7 Days	7 Days
Weekly Benefit Percentage	60%	60%	60%
Minimum Weekly Benefit	\$50	\$50	\$50
Maximum Weekly Benefit	\$1,252	\$1,500	\$1,500
Definition of Disability	Non-Occupational	Non-Occupational	Non-Occupational
Maximum Benefit Duration	52 Weeks	26 Weeks	13 Weeks
Benefit Integration	Offset Applies	Offset Applies	Offset Applies
Pre-Existing Condition	None	None	None
Age Banded Rates	Option 1	Option 2	Option 3
Rate per \$10: Under age 30	\$0.88 *	\$0.67 *	\$0.50 *
Rate per \$10: 30-34	\$0.90 *	\$0.68 *	\$0.52 *
Rate per \$10: 35-39	\$0.67 *	\$0.52 *	\$0.38 *
Rate per \$10: 40-44	\$0.50 *	\$0.39 *	\$0.30 *
Rate per \$10: 45-49	\$0.57 *	\$0.44 *	\$0.34 *
Rate per \$10: 50-54	\$0.68 *	\$0.54 *	\$0.40 *
Rate per \$10: 55-59	\$0.93 *	\$0.72 *	\$0.55 *
Rate per \$10: 60-64	\$1.10 *	\$0.87 *	\$0.64 *
Rate per \$10: 65+	\$1.31 *	\$1.03 *	\$0.75 *

* Rates provided on Ancillary invoice may vary slightly because of rounding.

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VOYA FINANCIAL LONG TERM DISABILITY – RATES GUARANTEED UNTIL JULY 1, 2023

For Groups with 10(+) lives		
Long Term Disability Benefits	Option 1	Option 2
Eligibility:	All Eligible Employees working at least 20 hrs/wk	All Eligible Employees working at least 20 hrs/wk
Elimination Period	90 Days (1)	180 Days (2)
Monthly Benefit Percentage	60%	60%
Maximum Monthly Benefit	\$5,000	\$5,000
Own Occupation Timeframe or Coverage Period	24 Months	24 Months
Disability Earnings Test	80%	80%
Definition of Disability	Earnings & Occupation	Earnings & Occupation
Recurrent Disabilities	6 Months	6 Months
Mental Health/Substance Abuse Limitations	24 Months	24 Months
Maximum Benefit Duration	To Age 65 or SSNRA	To Age 65 or SSNRA
Pre-Existing Condition	3/12	3/12
Age Banded Rates	Option 1 – 90 days	Option 2 – 180 days
Rate per \$100	\$0.485 *	\$0.365 *

Example Calculation

Monthly Covered Salary X Rate/100

Monthly Covered Salary = Annual Salary/12

50,000/12 = \$4,166

\$4,166 (monthly covered salary) X 0.511 (rate)/100 = \$21.28

(1) Benefit begins after 90 days

(2) Benefit begins after 180 days

Definitions:

Elimination Period – Benefits begin the day after the elimination period ends.

Own Occupation Timeframe or Coverage Period – Employee’s disability will be evaluated on their ability to perform their own occupations to a certain degree.

Recurrent Disabilities – Refers to the instance where an employee recovers temporarily from a disability and returns to work, but then the disability resurfaces. If the disability resurfaces within a set time frame, the elimination period does not have to be satisfied again.

* Rates provided on Ancillary invoice may vary slightly because of rounding.

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VOYA FINANCIAL LONG TERM DISABILITY – RATES GUARANTEED UNTIL JULY 1, 2023

For Groups with less than 10 lives		
Long Term Disability Benefits	Option 1	Option 2
Eligibility:	All Eligible Employees working at least 20 hrs/wk	All Eligible Employees working at least 20 hrs/wk
Elimination Period	90 Days (1)	180 Days (2)
Monthly Benefit Percentage	60%	60%
Maximum Monthly Benefit	\$5,000	\$5,000
Own Occupation Timeframe or Coverage Period	24 Months	24 Months
Disability Earnings Test	80%	80%
Definition of Disability	Earnings & Occupation	Earnings & Occupation
Recurrent Disabilities	6 Months	6 Months
Mental Health/Substance Abuse Limitations	24 Months	24 Months
Maximum Benefit Duration	To Age 65 or SSNRA	To Age 65 or SSNRA
Pre-Existing Condition	3/12	3/12
Age Banded Rates	Option 1 – 90 days	Option 2 – 180 days
Rate per \$100: Under age 25	\$0.131 *	\$0.103 *
Rate per \$100: Age 25-29	\$0.177 *	\$0.130 *
Rate per \$100: Age 30-34	\$0.225 *	\$0.168 *
Rate per \$100: Age 35-39	\$0.289 *	\$0.214 *
Rate per \$100: Age 40-44	\$0.374 *	\$0.280 *
Rate per \$100: Age 45-49	\$0.485 *	\$0.365 *
Rate per \$100: Age 50-54	\$0.634 *	\$0.476 *
Rate per \$100: Age 55-59	\$0.830 *	\$0.625 *
Rate per \$100: Over age 60	\$1.083 *	\$0.812 *

- (1) Benefit begins after 90 days
- (2) Benefit begins after 180 days

* Rates provided on Ancillary invoice may vary slightly because of rounding.

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MHN EMPLOYEE ASSISTANCE PROGRAM – RATES GUARANTEED UNTIL JULY 1, 2023

Employee Assistance Program	
Number of Sessions/Frequency	3 Face to Face, telephonic/web-video sessions per incident per member
Employee Services	Telephonic Counseling & Referral for Counselling Sessions
Work Life	Life Management Services
Legal	Legal Referral Service – Up to 30 minutes/session and 25% discount for additional services
Dependent Care	Child & Elder Care Referral Service
Financial	Financial Consultations to include Pre-retirement and tax consultations
Education Referrals	Education and Schooling Referrals
Concierge	Daily Living Services
Employer Services	
Brown Bag Seminars	10 hours/year/member group
CISD – Critical Incident Stress Debriefing	20 hours per incident/member group
Management Consultations	Unlimited
Management Training	Unlimited
On-site Orientation	No Limits
Reports	Annual Utilization reports
Newsletter and Collateral Materials	Yes, No Charge
Internet Service	members.mhn.com
EAP Rate – Per Employee Per Month	\$2.82
Identity Theft Assistance:	30-minute free consultation with a trained fraud specialist
Daily Living:	Assistance with pet care, consumer services, home contractors, travel arrangements and more

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS.



HEALTH BENEFITS PROGRAM ELIGIBILITY REQUIREMENTS

1. Entity must be a public agency formed under California law.
 2. Entity must have a minimum of two full-time active employees to join. An active full-time employee is an employee who is eligible for enrollment in employee sponsored benefits paid for by the Entity. Part-time employees may be considered active employees only if they are currently part of the benefit eligible population and work a minimum of twenty hours weekly.
 3. **Active Employees:**
Medical Benefits - Entity must contribute a minimum of 75% of the cost for active employees.
Ancillary Coverages - Entity must contribute a minimum of 75% of the cost for active employees.
 4. **Dependents:**
Medical Benefits - If the Entity offers coverage to dependents, it is recommended the Entity contribute a minimum of 50% of the cost for dependents.
Ancillary Coverages - If the Entity offers coverage to dependents, it is recommended the Entity contribute a minimum of 50% of the cost for dependents.
 5. **Retirees:**
Medical Benefits - Entity may offer coverage to retirees.
Ancillary Coverages - Entity may offer coverage to retirees. Retirees are only eligible for Dental and Vision.
 6. **Public Officials:**
Entity may offer coverage to public officials (board members, etc.) only if they are currently being covered and Entity's enabling act, plans and policies allow it. Entity is required to cover 75% of the cost for public officials when covering their medical benefits/ancillary coverages. Participation for public officials is limited to their term of office.
 7. Entity must have at least 75% of eligible employees (and public officials if they are offered coverage by the Entity) enrolled in order to participate. Public Officials, retirees and dependents may not be covered unless active employees are covered.
 8. Premiums are based on a full month. There are no partial months or prorated premiums and member changes will be effective first of the month following the qualifying event. The waiting period for medical benefits/ancillary coverages is effective 1st of the following the date of hire of an employee.
 9. The maximum dependent child age is 26. Disabled dependent children are not subject to the dependent age restrictions; however, a verification form will be required certifying the disability.
 10. Each prospective new Entity must complete and submit the SDRMA Interest Forms including a large claimant disclosure form (Medical Benefits only) detailing any knowledge of and information pertaining to large and/or ongoing claims. Each Entity is subject to underwriting review and may or may not be accepted for coverage. The underwriting process may take up to two weeks for completion.
 11. Entity's governing body must approve a resolution authorizing participation in SDRMA's health benefits program and execute the Memorandum of Understanding (MOU).
 12. Once an Entity is approved by underwriting they must submit the Resolution and MOU to SDRMA 45 days before the requested effective date of coverage.
 13. *Medical Benefits* - Not all Plans will be offered and available to Entities joining the medical benefits program. The Access+ HMO 15, HMO 20 and Kaiser Plans are not available in all areas. Please check with SDRMA at the time you are submitting your request for underwriting approval to see if the HMO plans are available in your area. Entities selecting one of the medical benefits program High Deductible Health Plans (HDHP) are responsible for adhering to IRS rules, regulations and maintenance of the Health Savings Account (HSA). SDRMA does not provide HSA services but can provide contact information for a financial institution that currently offers this type of service.
 14. **Plan Selections and Combination Guidelines:**
Medical Plan Selection
Subject to underwriting review and approval:
 - 2-100 enrolled lives: 2 plans + 1 Kaiser plan
 - 101-200 enrolled lives: 3 plans + 1 Kaiser plan*Medical Plan Combinations*
 - Only 1 HMO or HDHP plan may be offered to an employee group
 - Future plan changes are subject to review and approval by underwriting*Ancillary Coverages* - Entity will choose the particular dental, vision, life, short term disability and/or long term disability option to offer its employees.
Ancillary Plan Selections
Subject to underwriting review and approval:
 - 2-50 enrolled lives: 1 Dental PPO plan and 1 *Dental HMO plan may be offered to an employee group. 1 Vision plan may be offered to an employee group. 1 Short Term Disability Plan may be offered to an employee group. 1 Long Term Disability Plan may be offered to an employee group.
 - Future plan changes are subject to review and approval by underwriting
- * *Dental HMO is not available in all areas. Please check with SDRMA at the time you are submitting your request for underwriting approval to see if the Dental HMO plan is available in your area*

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blue  of california

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 DELTA DENTAL[®]

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SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

800.537.7790 * WWW.SDRMA.ORG



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300

Sacramento, CA 95814-2865

T 916.231.4141 * T 800.537.7790 * F 916.231.4111





2021

Employee Benefits Program

MEDICAL | DENTAL | VISION | EAP | LIFE | DISABILITY



Introducing Your Best Protection



OUR MISSION

ACWA JPIA is dedicated to consistently and cost effectively providing the broadest possible affordable insurance coverage and related services to its member agencies.

FORMED BY WATER AGENCIES FOR WATER AGENCIES

Water agencies have a unique set of risks not every provider can cover. In 1979, water agencies banded together to share their risks and associated insurance costs. They empowered ACWA JPIA to provide the best coverage for their needs ...and we delivered.

Today, we are the leader in providing California public water agencies with liability, property, and workers' compensation loss coverage programs as well as employee benefits. Serving only water agencies, our experience, expertise and knowledge are highly tuned to our members' unique requirements.

We are a strong, innovative organization. We continually evolve to serve our members' ever-changing demands with programs designed by them and for them. As your partner, we always battle for your agency's rights and best protection.

ADVANTAGES AT A GLANCE

- Strong, stable risk-sharing pool with over 360 members
- 100 percent member governed, member driven and member focused
- Complete protection programs tailored specifically to water agencies
- Programs with cost savings of 20 to 30 percent compared to commercial insurance
- Value-added services to help reduce claims, keep costs low and protect members
- Trustworthy, reliable and knowledgeable staff dedicated to each member
- Tools, technology and resources to support your agency's needs
- Resourceful, in-house staff with expertise in every service area

WATER AGENCIES HAVE A CHAMPION IN THE JPIA

Public entities created pools beginning in the early 1970s. In fact, ACWA JPIA evolved in 1979 after most commercial insurers abandoned the public entity market. As a result, public entities formed risk pools to reduce and stabilize long-term insurance costs and ensure access to coverage and service critical for local government functions such as the acquisition, treatment and delivery of water.

As a California special district, ACWA JPIA operates as a public entity. We are member owned, member governed and member driven. Our Board of Directors includes a representative from each member's board. Our Board elects an eight-member Executive Committee to work on its behalf with the JPIA management and staff.

Unlike the commercial insurance industry, which uses profits to measure success, ACWA JPIA provides services, coverage and risk management tools with the singular goal of servicing our members. We work closely with each of our members to provide customized programs, resources and services for their needs, no matter the agency size.

HOW WE WORK

Water Agencies must be a member of the Association of California Water Agencies to join the JPIA. Our Board and Executive Committee approve entry into the JPIA. Upon joining, members agree to share the cost of risk by contributing to pooled programs. This pool of funds pays for all member claims and, as a result, reduces the burden of long-term claim costs for all members. At the end of each program year, if claims costs are below anticipated levels, members may be eligible for refunds. ACWA JPIA is proud to be a partner with water agencies throughout California. Quite simply, ACWA JPIA is a proven source of innovation, expertise, education and financial stability.

PROTECTION – EXCLUSIVE TO MEMBERS	SERVICES – EXCLUSIVE TO MEMBERS
<p>PROPERTY PROGRAM</p> <ul style="list-style-type: none"> • \$150 million limits • Pooled retention to \$100,000 per loss • Includes boiler and machinery <p>GENERAL, AUTO, EPL AND PUBLIC OFFICIALS ERRORS AND OMISSIONS LIABILITY COVERAGE</p> <ul style="list-style-type: none"> • Up to \$60 million limits • Pooled retention to \$5 million per occurrence • Funded for catastrophic events • Excess premium returned to members • Employment Practices Liability <p>WORKERS' COMPENSATION</p> <ul style="list-style-type: none"> • Over 6,000 employees covered • Statutory limits • Pooled retention \$2 million • No deductible • In-house claims examiners ranked #1 in California • Funded for catastrophic events <p>EMPLOYEE BENEFITS</p> <ul style="list-style-type: none"> • HMO, PPO and consumer-driven medical plans • HMO and PPO dental plans • Life insurance and disability plans • Employee assistance and wellness programs 	<p>RISK MANAGEMENT SERVICES</p> <ul style="list-style-type: none"> • Certified safety professionals on staff • On-site consultations and risk assessments • Assistance with safety policies <p>HUMAN RESOURCES SUPPORT</p> <ul style="list-style-type: none"> • Certified human resource professionals on staff • Employment practices hotline including free legal consultations • Regional HR group meetings and individual consultations • Employee handbook/policy reviews • Model water district job descriptions <p>EMPLOYEE BENEFITS SERVICES</p> <ul style="list-style-type: none"> • Advocacy and claim support • Legal compliance assistance • Electronic enrollment system <p>TRAINING RESOURCES</p> <ul style="list-style-type: none"> • On-site, local and regional classes • Online courses • Professional development programs <p>CLAIMS SERVICES</p> <ul style="list-style-type: none"> • In-house claims staff • Specialized legal counsel • Investigation and defense

“I am always happy to speak with anyone at ACWA JPIA because you always know the person on the other end of the telephone is there to help.”

DESERT WATER AGENCY

COMPREHENSIVE EMPLOYEE BENEFITS FOR YOUR AGENCY'S NEEDS

ACWA JPIA is committed to providing your employees with high-quality benefits and several options for their individual and/or family needs. Our employee benefits staff partners with member agencies to provide consultation on plan and program selections, information about current healthcare policies and services to assist their employees. We offer robust benefit plans, value-based plans and consumer driven health plans to suit any desire. Additionally, we round out these benefits with dental, vision, life insurance, disability coverage and an employee assistance program.

MEDICAL
DENTAL
VISION
LIFE
SHORT-TERM
DISABILITY
LONG-TERM
DISABILITY
EAP

VALUE-ADDED SERVICES EXCLUSIVE TO MEMBERS

- Tailored 1:1 consultations
- Educational offerings regarding legal compliance
- Employee advocacy for claim issues
- Wellness grants
- On-site presentations
- Online self-service benefits enrollment
- Generation of Affordable Care Act required tax forms
- Access to discounted rates from preferred Health Savings Account vendor
- Innovative application that provides access to Preferred Provider Organization cost and quality information
- Consumer Health Driven Plans education
- On-line benefits enrollment software
- Variety of webinars for employers

YOUR BENEFITS TEAM

We are one call away to assist your staff and employees. Our member advocates are always available to assist participants with unresolved claims. And, our team is on your side to help with urgent issues and technical issues.

Your Best Value

SERVING WATER AGENCIES WITH
THE BEST COVERAGES AND BENEFITS



BY THE NUMBERS

Over **35 years**
serving only public
water agencies

600+ free to low
cost training programs

360+ members

Team of **49**
dedicated staff
to serve members

\$42 million
returned to members
since JPIA's inception

100% error
free audit score
for workers'
compensation claims
handling

Over **26,000** lives in
the employee benefits
program

WHAT OUR MEMBERS SAY

We are committed to providing secure, stable and cost-effective protection programs to each member agency. We listen to our members and act on their input to enhance our offerings for the greater good of all ACWA JPIA members.

In 2015, we reached out to our members to obtain their input with an online survey. We are proud of and value each relationship with our members.

- Half of our members view ACWA JPIA as a partner in long-term success; others view ACWA JPIA as a favored resource.
- Majority consider their investment in the JPIA to be an excellent or good value.
- Majority would choose ACWA JPIA again if they had to choose insurance today.
- Majority are very satisfied with ACWA JPIA's programs.
- ACWA JPIA's programs ranked better than others in terms of cost and coverage.

51.3% = excellent value
44.8% = good value

“Thank you and your staff for all the hard work you do in taking such good care of us!”

CACHUMA OPERATION
AND MAINTENANCE BOARD

“We appreciate everything you do to make things easier for member agencies like us.”

UPPER SAN GABRIEL VALLEY
MUNICIPAL WATER DISTRICT

AWARDS & INNOVATIONS

Association of Government Risk Pools Recognition 2016

- ACWA JPIA is in general compliance with AGRIPS's Advisory Standards.

California Association of Joint Powers Authority Accreditation with Excellence

- ACWA JPIA was awarded the highest designation for risk management standards by the first risk management accreditation program.

Comprehensive Annual Financial Report Recognition

- ACWA JPIA was recognized for outstanding government financial reporting with our CAFR.

The Government Finance Officers Association of America has awarded a Certificate of Achievement for Excellence in Financial Reporting to the JPIA for its CAFR. The recognition means that the JPIA has produced a CAFR that captures all relevant generally accepted accounting procedures and all applicable legal requirements.

Public Risk Management Association Honorable Mention

- ACWA JPIA was recognized as a national honorable mention for our Commitment to Excellence program.

The Commitment to Excellence program helps JPIA's membership reduce the frequency and severity of liability, workers' compensation and property losses. Program participants make the commitment to implement practices that help prevent costly losses from auto, infrastructure, construction, employment practices, ergonomic and fall injury claims. Since its inception in 2013, the program has helped our member participants significantly reduce these types of costly claims.

Excellence in Innovation

- ACWA JPIA takes pride in our state of the art technology. Our Risk Management Information System is a business intelligence interface for synthesizing claims data, loss control, underwriting and financial data.

ACWA JPIA 2021 Medical Plans

Anthem Blue Cross	Deductible (Indiv./Family)	Dr.	ER	Hospital	X-ray, lab	Prescription	Medical Max Out of Pocket	RX Max Out of Pocket
Classic PPO	\$200/600	\$15	\$50	Ded/10%/20% ¹	20%	\$5/20/50	\$2,000/4,000	\$5,350/10,200
Advantage PPO	\$500/1,000	\$20	\$50	Ded/20%	20%	\$5/20/50	\$3,000/6,000	\$3,600/7,200
CalCare HMO	None	\$10	\$50	\$0	N/A	\$5/20/50	\$500/1,500	\$6,100/11,700
Value HMO	None	\$30	\$150	\$250	N/A	\$5/20/50 ²	\$2,500/5,000	\$4,100/8,200
Consumer Driven Health Plan ³	\$1,500/3,000 ⁴	Deductible, then 20% coinsurance				Ded/\$5/20/50	\$2,500/4,000	

Kaiser	Combined Max OOP							
HMO with Chiro	None	\$10	\$50	\$0	N/A	\$5/15	\$1,500/3,000	
Senior Advantage with Chiro	None	\$20	\$50	\$0	N/A	\$10/25	\$1,500/3,000	
Value HMO with Chiro	None	\$30	\$150	\$250	N/A	\$10/20	\$2,500/5,000	
Consumer Driven Health Plan ³	\$1,500/3,000	\$20	\$100	\$250	copays	\$10/30	\$2,800/5,600 ⁵	

Important Notes

¹ Facility charge is covered at 90%. Physician charge covered at 80%. Both are subject to deductible.

² An annual \$100 (individual)/\$300 (family) drug deductible applies to medications on this plan.

³ Member is responsible for 100% of medical & prescription costs (excluding Preventive Care) until deductible is met.

⁴ Certain "safe harbor" maintenance medications are exempt from the deductible. Applicable copay applies.

⁵ An *individual* enrolled in *family* coverage will have a maximum liability of \$2,800 toward the family deductible and family maximum out of pocket.

This is a very brief plan comparison of **IN-NETWORK** benefits. Plan summaries are available at www.acwajpia.com.

The Evidence of Coverage prevails in the event of a discrepancy.

ACWA JPIA, CA License #0172324

Revised 7/29/2020

ACWA JPIA 2021 Medical Plan Monthly Rates

OTHER NORTHERN CALIFORNIA

Alpine, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Plumas, San Benito, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity & Tuolumne Counties

Anthem Blue Cross	Standard Rates			Incentive Rates (-4%)		
	Single	Two-Party	Family	Single	Two-Party	Family
Classic PPO	985.41	1,970.83	2,611.35	946.00	1,892.00	2,506.89
Classic PPO, Retired w/Medicare	570.23	1,140.46	1,755.31	547.42	1,094.85	1,685.09
Advantage PPO	867.16	1,734.33	2,297.99	832.48	1,664.96	2,206.07
Advantage PPO, Retired w/Medicare	501.80	1,003.61	1,544.67	481.73	963.46	1,482.88
Consumer Driven Health Plan (CDHP)	788.33	1,576.66	2,089.08	756.80	1,513.60	2,005.52
CDHP, Retired w/Medicare	456.19	912.37	1,404.25	437.94	875.88	1,348.08
CalCare HMO	1,170.14	2,340.28	3,100.87	1,123.33	2,246.67	2,976.84
CalCare HMO, Retired w/Medicare	649.52	1,299.04	1,993.21	623.54	1,247.08	1,913.48
Value HMO	1,077.45	2,154.90	2,855.25	1,034.35	2,068.71	2,741.04
Value HMO, Retired w/Medicare	598.48	1,196.96	1,836.20	574.54	1,149.08	1,762.75
Kaiser North	Single	Two-Party	Family	Incentive applies to Anthem only		
HMO with Chiro	830.70	1,644.40	2,319.78			
Value HMO with Chiro	767.92	1,518.84	2,142.10			
Consumer Driven Health Plan	629.82	1,242.64	1,751.28			
Senior Advantage with Chiro	309.32	601.64	1,277.02			

If you have questions or would like more information please email benefits@acwajpia.com.

Revised 7/29/2020

ACWA JPIA 2021 Medical Plan Monthly **Mixed-Medicare** Rates

APPLIES TO **RETIREE** COUPLES WITH ONLY **ONE** INDIVIDUAL ENROLLED IN MEDICARE A&B

LOS ANGELES AREA

Anthem Blue Cross	Standard		Incentive	
	Two-Party	Family	Two-Party	Family
Classic PPO, Mixed Medicare	1,413.66	1,961.88	1,357.11	1,883.41
Advantage PPO, Mixed Medicare	1,244.02	1,726.46	1,194.26	1,657.40
Consumer Driven Health Plan, Mixed Medicare	1,130.93	1,569.51	1,085.69	1,506.73
CalCare HMO, Mixed Medicare	1,507.21	2,064.71	1,446.92	1,982.12
Value HMO, Mixed Medicare	1,388.49	1,901.99	1,332.95	1,825.91

OTHER SOUTHERN CALIFORNIA

Anthem Blue Cross	Standard		Incentive	
	Two-Party	Family	Two-Party	Family
Classic PPO, Mixed Medicare	1,464.90	2,046.43	1,406.30	1,964.57
Advantage PPO, Mixed Medicare	1,289.11	1,800.86	1,237.55	1,728.82
Consumer Driven Health Plan, Mixed Medicare	1,171.92	1,637.14	1,125.04	1,571.66
CalCare HMO, Mixed Medicare	1,574.62	2,175.94	1,511.64	2,088.90
Value HMO, Mixed Medicare	1,450.50	2,004.31	1,392.48	1,924.14

SACRAMENTO

Anthem Blue Cross	Standard		Incentive	
	Two-Party	Family	Two-Party	Family
Classic PPO, Mixed Medicare	1,550.99	2,188.48	1,488.95	2,100.94
Advantage PPO, Mixed Medicare	1,364.87	1,925.86	1,310.27	1,848.83
Consumer Driven Health Plan, Mixed Medicare	1,240.79	1,750.78	1,191.16	1,680.75
CalCare HMO, Mixed Medicare	1,809.49	2,563.48	1,737.11	2,460.94
Value HMO, Mixed Medicare	1,666.59	2,360.85	1,599.92	2,266.42

OTHER NORTHERN CALIFORNIA

Anthem Blue Cross	Standard		Incentive	
	Two-Party	Family	Two-Party	Family
Classic PPO, Mixed Medicare	1,555.65	2,196.17	1,493.42	2,108.32
Advantage PPO, Mixed Medicare	1,368.97	1,932.63	1,314.21	1,855.32
Consumer Driven Health Plan, Mixed Medicare	1,244.52	1,756.93	1,191.16	1,680.75
CalCare HMO, Mixed Medicare	1,819.66	2,580.25	1,746.87	2,477.04
Value HMO, Mixed Medicare	1,675.93	2,376.28	1,608.89	2,281.22

BAY AREA

Anthem Blue Cross	Standard		Incentive	
	Two-Party	Family	Two-Party	Family
Classic PPO, Mixed Medicare	1,595.52	2,261.96	1,531.70	2,171.49
Advantage PPO, Mixed Medicare	1,404.06	1,990.53	1,347.90	1,910.91
Consumer Driven Health Plan, Mixed Medicare	1,276.42	1,809.57	1,225.36	1,737.19
CalCare HMO, Mixed Medicare	1,876.39	2,673.86	1,801.34	2,566.91
Value HMO, Mixed Medicare	1,728.13	2,462.41	1,659.01	2,363.91

Kaiser North	Two-Party	Family	Incentive Rates apply to Anthem plans only.
Senior Advantage, Mixed Medicare	1,123.02	1,798.40	

Kaiser South	Two-Party	Family
Senior Advantage, Mixed Medicare	874.66	1,439.82

Family rates are for one adult with Medicare, one adult and child who do not. Contact us with unique scenarios. If you have questions or would like more information please email benefits@acwajpia.com.

Revised 7/29/2020

Association of California Water Agencies Joint Powers Insurance Authority

2021 NON-VOLUNTARY DENTAL PLANS

Delta Dental PPO/Premier ¹ Plan Options										DeltaCare HMO ²
	PPO/Premier (or Out of Network)			PPO/Premier (or Out of Network)			PPO/Premier (or Out of Network)			In Network
Annual Max Benefit	\$2,000			\$1,500			\$1,500			None
Annual Deductible Individual/Family	\$25/\$50			\$25/\$50			\$25/\$50			None
Diagnostic cleanings, x-rays	100% (100)			85% (80)			75% (70)			No Charge
Basic fillings	85% (80)			80% (80)			70% (70)			\$0-\$150 co-pay
Endodontics roots	85% (80)			80% (80)			70% (70)			\$0-\$105 co-pay
Periodontics gums	85% (80)			80% (80)			70% (70)			\$0-\$150 co-pay
Oral Surgery	85% (80)			80% (80)			70% (70)			\$0-\$40 co-pay
Crowns	50% (50)			50% (50)			50% (50)			\$60 co-pay
Prosthodontics ³ implants, dentures	50% (50)			50% (50)			50% (50)			Not Covered, \$0-\$90
Orthodontics ³ Lifetime Benefit	N/A	50% \$2000 max benefit/ person		N/A	50% \$2000 max benefit/ person		N/A	50% \$2000 max benefit/ person		\$350 Start-up
Covered Participants	N/A	Child only	Child & Adult	N/A	Child only	Child & Adult	N/A	Child only	Child & Adult	Child \$1,600 Co-pay Adult \$1,800 Co-pay
Division	1009	1007	3007	1012	1002	3002	1001	1003	3003	HMO
Monthly Premiums										
Employee Only	\$ 46.23	\$ 46.23	\$ 47.86	\$ 33.72	\$ 33.72	\$ 35.36	\$ 31.20	\$ 31.20	\$ 32.84	\$ 29.19
Employee + 1	\$ 90.21	\$ 94.11	\$ 94.96	\$ 65.20	\$ 69.09	\$ 69.99	\$ 60.16	\$ 64.06	\$ 64.95	\$ 45.36
Employee + Family	\$ 147.39	\$ 164.17	\$ 169.30	\$ 106.12	\$ 122.90	\$ 128.10	\$ 97.81	\$ 114.59	\$ 119.78	\$ 64.72

Rates are in effect 1/1/2021 - 12/31/2021. **All employees and dependents must be enrolled for the rates above. "Voluntary Plans" allowing dependents to opt out are available, at a slightly increased cost to the dependent tiers.** This is a brief summary of benefits. More detailed summaries are available at www.acwajpia.com. In the event of any discrepancy, the Evidence of Coverage prevails. Participating providers can be found at www.deltadentalins.com. See the Program Policy Manual for contribution and participation requirements.

¹ Services can be obtained from PPO, Premier or Out-of-network providers. PPO and Premier network benefits are listed above. When out of network, patients are responsible for the *full cost* above the in-network rates.

² Services rendered by other than your assigned DeltaCare dentist are *not covered*, with the exception of \$100 allowance for out-of-area emergency services. Benefits not specifically listed in the EOC are *not covered*. Additional cost applies for "optional" benefits. See the EOC for co-pays for specific services. Plans admin. directly by DeltaCare.

³ 12-month waiting period applies.

Association of California Water Agencies Joint Powers Insurance Authority

2021 DENTAL PLANS - VOLUNTARY DEPENDENT ENROLLMENT

	Delta Dental PPO ¹						DeltaCare HMO ²			
	PPO/Premier (or Out of Network)			PPO/Premier (or Out of Network)			PPO/Premier (or Out of Network)			In Network
Annual Max Benefit	\$2,000			\$1,500			\$1,500			None
Annual Deductible Individual/Family	\$25/\$50			\$25/\$50			\$25/\$50			None
Diagnostic cleanings, x-rays	100% (100)			85% (80)			75% (70)			No Charge
Basic fillings	85% (80)			80% (80)			70% (70)			\$0-\$150 co-pay
Endodontics roots	85% (80)			80% (80)			70% (70)			\$0-\$105 co-pay
Periodontics gums	85% (80)			80% (80)			70% (70)			\$0-\$150 co-pay
Oral Surgery	85% (80)			80% (80)			70% (70)			\$0-\$40 co-pay
Crowns	50% (50)			50% (50)			50% (50)			\$60 co-pay
Prosthodontics ³ implants, dentures	50% (50)			50% (50)			50% (50)			Not Covered, \$0-\$90
Orthodontics ³	N/A	50%		N/A	50%		N/A	50%		\$350 Start-up
Lifetime Benefit	N/A	\$2000 max benefit/person		N/A	\$2000 max benefit/person		N/A	\$2000 max benefit/person		Child \$1,600 Co-pay Adult \$1,800 Co-pay
Covered for Orthodontia	N/A	Child only	Child & Adult	N/A	Child only	Child & Adult	N/A	Child only	Child & Adult	Child & Adult
Division	1309	1307	3307	1312	1302	3302	1304	6003	4003	HMO
Monthly Premiums										
Employee Only	\$ 46.23	\$ 46.23	\$ 47.86	\$ 33.72	\$ 33.72	\$ 35.36	\$ 31.20	\$ 31.20	\$ 32.84	\$ 29.19
Employee + 1	\$ 96.37	\$ 100.27	\$ 101.16	\$ 69.61	\$ 73.50	\$ 74.40	\$ 64.21	\$ 68.11	\$ 68.97	\$ 45.36
Employee + Family	\$ 160.46	\$ 177.24	\$ 182.44	\$ 115.47	\$ 132.25	\$ 137.45	\$ 106.41	\$ 123.19	\$ 128.32	\$ 64.72

Rates are in effect 1/1/2021 - 12/31/2021. **All employees must enroll, but dependents may waive coverage. This plan structure makes sense when employees contribute for dependent dental premiums.** This is a brief summary of benefits. More detailed summaries are available at www.acwajpia.com. In the event of any discrepancy, the Evidence of Coverage prevails. Participating providers can be found at www.deltadentalins.com. See the Program Policy Manual for contribution and participation requirements.

¹ Services can be obtained from PPO or Out-of-network providers. PPO benefits are listed above. Benefits may be less at other providers. When out of network, patients are responsible for the *full cost* above the in-network rates.

² Services rendered by other than your assigned DeltaCare dentist are *not covered*, with the exception of \$100 allowance for out-of-area emergency services. Benefits not specifically listed in the EOC are *not covered*. Additional cost applies for "optional" benefits. See the EOC for co-pays for specific services. Plans admin. directly by DeltaCare.

³ 12-month waiting period applies.

ACWA/JPIA CA License No. 0172324

Association of California Water Agencies
Joint Powers Insurance Authority
 2021 VISION PLANS

VSP	Plan B					Plan C				
Exam Frequency	Every 12 months					Every 12 months				
Prescription Glasses										
Lenses covered in full	Every 12 months					Every 12 months				
-Single vision, lined bifocal and trifocal lenses	No Cost					No Cost				
-Polycarbonate lenses for kids	No Cost					No Cost				
-Progressive Lenses	No cost; co-pay varies for premium					No cost; co-pay varies for premium				
-Transitions Lenses	\$42-\$62					No Co-pay				
Frame	Every 24 months					Every 12 months				
-Frame allowance	\$150 allowance					\$150 allowance				
-Discount after allowance	20%					20%				
Contact Lenses	\$120 allowance (in lieu of glasses)			\$120 + Glasses		\$120 allowance (in lieu of glasses)			\$120 + Glasses	
Exam & Prescription Glasses Co-pay	\$0		\$10		\$10	\$0		\$15		\$15
Monthly Premiums										
Rate structure*	Composite	Tiered	Composite	Tiered	Composite	Composite	Tiered	Composite	Tiered	Composite
Divison	3009	3001	3043	3029	3041	4005	4003	4029	4017	4033
Employee Only		\$ 14.76		\$ 11.70			\$ 17.76		\$ 13.27	
Employee + 1		\$ 23.46		\$ 18.40			\$ 28.09		\$ 21.01	
Employee + Family		\$ 45.71		\$ 35.54			\$ 54.50		\$ 40.77	
Composite Rate (any tier)	\$ 23.66		\$ 18.56		\$ 24.40	\$ 28.65		\$ 21.18		\$ 26.85

Rates are in effect from 1/1/2021 - 12/31/2021. Benefits quoted are for in network services. Out of network benefits are significantly lower. VSP has an extensive network of providers, which can be found at www.vsp.com. This is a brief summary of benefits. More detailed summaries are available at www.acwajpia.com. In the event of any discrepancy, the Evidence of Coverage prevails.

See the Program Policy Manual for contribution and participation requirements. In brief: ACWA JPIA vision plan may not be offered along side another vision plan. All employees must be covered at the employer's expense. Dependents, if 100% employer paid, should also all be enrolled. In that case the Composite rate makes sense. A composite rate applies to member regardless of number of dependents.

*** If employees are required to contribute to dependent coverage, and may waive dependents, the Tiered rates would apply.**

ACWA JPIA License No. 0172324

ACWA JPIA 2021 Basic and Supplemental Life and AD&D Plan Designs

Basic Life, AD&D	Minimum of 40 employees
2 x annual salary*, maximum of \$400,000	X
2 x annual salary*, maximum of \$300,000	X
2 x annual salary*, maximum of \$200,000	
2 x annual salary*, maximum of \$150,000	
2 x annual salary*, maximum of \$100,000	
1.5 x annual salary*, maximum of \$150,000	
1.5 x annual salary*, maximum of \$100,000	
1.5 x annual salary*, maximum of \$50,000	
1 x annual salary*, maximum of \$350,000	X
1 x annual salary*, maximum of \$300,000	X
1 x annual salary*, maximum of \$150,000	
1 x annual salary*, maximum of \$50,000	
Flat \$50,000	
Flat \$20,000	
Flat \$10,000	
Flat \$10,000 of Basic Life only, for Directors (Directors may <u>not</u> be covered under employee plan designs)	

*earnings exclusive of overtime and bonus, rounded up to the next \$1,000

Basic Life is guarantee issue, and not subject to medical underwriting. Supplemental Life is subject to medical underwriting approval by the Standard. If a member agency selects a plan design with benefits that are higher than any in-force, approved Supplemental Life coverage, the amount in excess of what was previously approved will be subject to medical underwriting. To increase Supplemental Life coverage, the employee must complete a Medical History Statement and submit it to the Standard, via JPIA Employee Benefits Department.

Note: To accommodate privacy concerns, the Employee Benefits Department can facilitate direct submission to the Standard at the employee's request.

Contact benefits@acwajpia.com for policy information.

Revised 7/30/2020

ACWA JPIA 2021 Basic and Supplemental Life and AD&D

Basic Life, AD&D	Employee Age	Monthly	Per
<ul style="list-style-type: none"> - Plan design chosen by agency - Benefit is multiple of salary with cap - Multiply age-based monthly rates by \$1,000 of coverage - Guarantee issue (no underwriting) - 100% employer paid 	Under 30	\$0.07	\$1,000 of Benefit
	30 - 34	\$0.08	\$1,000 of Benefit
	35 - 39	\$0.09	\$1,000 of Benefit
	40 - 44	\$0.14	\$1,000 of Benefit
	45 - 49	\$0.17	\$1,000 of Benefit
	50 - 54	\$0.25	\$1,000 of Benefit
	55 - 59	\$0.37	\$1,000 of Benefit
	60 - 64	\$0.54	\$1,000 of Benefit
	65 - 69	\$0.80	\$1,000 of Benefit
	70 - 74	\$1.18	\$1,000 of Benefit
75 +	\$1.75	\$1,000 of Benefit	

Supplemental Emp. Life, AD&D	Employee Age	Monthly	Per
<ul style="list-style-type: none"> - Benefit amount mirrors Basic Life and AD&D - Subject to medical underwriting by Standard - 100% employee paid 	Under 30	\$0.06	\$1,000 of Benefit
	30 - 34	\$0.07	\$1,000 of Benefit
	35 - 39	\$0.08	\$1,000 of Benefit
	40 - 44	\$0.12	\$1,000 of Benefit
	45 - 49	\$0.15	\$1,000 of Benefit
	50 - 54	\$0.22	\$1,000 of Benefit
	55 - 59	\$0.32	\$1,000 of Benefit
	60 - 64	\$0.46	\$1,000 of Benefit
	65 - 69	\$0.68	\$1,000 of Benefit
	70 - 74	\$0.99	\$1,000 of Benefit
75 +	\$1.47	\$1,000 of Benefit	

Dependent Life		Monthly	Per
<ul style="list-style-type: none"> - Benefit is \$1,500 spouse, \$1,000 child - Guarantee issue (no underwriting) 	Flat rate per employee regardless of # of dep's	\$0.29	Employee; All eligible must enroll, 100% Employer Paid

Supplemental Spouse Life, AD&D	Employee Age	Monthly	Per
<ul style="list-style-type: none"> - Benefit amount is 50% of Voluntary Employee Life - Employee must be enrolled in Voluntary Employee Life - Subject to medical underwriting by Standard - 100% employee paid 	Under 30	\$0.06	\$1,000 of Benefit
	30 - 34	\$0.07	\$1,000 of Benefit
	35 - 39	\$0.08	\$1,000 of Benefit
	40 - 44	\$0.12	\$1,000 of Benefit
	45 - 49	\$0.15	\$1,000 of Benefit
	50 - 54	\$0.22	\$1,000 of Benefit
	55 - 59	\$0.32	\$1,000 of Benefit
	60 - 64	\$0.46	\$1,000 of Benefit
	65 - 69	\$0.68	\$1,000 of Benefit
	70 - 74	\$0.99	\$1,000 of Benefit
75 +	\$1.47	\$1,000 of Benefit	

ACWA JPIA 2021 Basic and Supplemental Life and AD&D

Supplemental Child Life, AD&D		Monthly	Per
- Benefit amount is \$5,000			
- Employee must be enrolled in Voluntary Employee Life	Flat rate per employee regardless of # of dep's	\$0.49	Employee; Voluntary Election by Employee, 100% Employee Paid
- Subject to medical underwriting by Standard			

After calculating rate, add **\$2.00** to the total for the Administrative Fee. This fee covers enrollment in all life plans.

ACWA JPIA 2021 Short & Long Term Disability

The Standard, Policy # 649299

Short Term Disability and Long Term Disability policies are individually underwritten by the Standard, and therefore have rates unique to each employer. However, members of the JPIA pool receive a substantial volume discount. **In 2021, Long-Term Disability rates will decrease by 5%. Short-Term Disability rates will remain unchanged.**

There is no administrative fee for these plans, which are billed directly to the agencies by the Standard.

Contact benefits@acwajpia.com for policy information.

Revised 7/30/2020

ACWA JPIA 2021 Employee Assistance Program

Service Description	Benefit
Toll-free 24/7/365 telephone consultation and referral services	unlimited
Face to face counseling visits per issue per year offered to employees and household members. Member choice of face-to-face or online (via LiveHealth Online) counseling	6 sessions per issue per year
Legal Consultation – 30-minute office or telephonic consultation per separate legal matter at no cost. 25% preferred rate discount for additional legal or mediation services. Online wills and trusts preparation services and discounts.	unlimited
Financial Consultation – Telephonic financial consultation appointments for members including personal financial and credit counseling, debt and budgeting assistance, and pre-retirement services.	unlimited
Identity Monitoring – Basic identity monitoring and theft recovery services including consultation with a trained fraud specialist if identity theft occurs.	unlimited
Care Consultations – Telephonic consultation and referral for dependent care needs including childcare, family day care, nursing homes, retirement communities and agencies for the elderly. Unlimited for basic referrals.	unlimited
Daily Living – Assistance with pet care, consumer and safety tips, home contractors, travel arrangements and more.	unlimited
Member Website – A wealth of information including an EAP orientation webcast, an EAP provider locator, an EAP online center with articles, resource links, calculators, self-assessments, audio and video files, online courses and seminars, plus access to myStrength, a “health club for the mind.”	unlimited
Management Consultation – Telephone consultations for supervisors and managers dealing with troubled employees or workplace situations, including management referrals to the EAP.	unlimited
Critical Incident Response – Immediate support in response to traumatic workplace events, including natural disasters/events, workplace violence, robbery, unexpected death, etc. Up to 20 hours per incident with travel included.	included
Job Performance Referrals – Management referrals into specialized services to address and resolve an employee's job performance challenges.	unlimited
Training/Workshops – Wide selection of relevant trainings and workshops, adjusted for the employee population. 8 hours per agency included.	included
Communications Materials – Promotional materials to drive program utilization, such as electronic fliers, brochures, posters, and electronic newsletters.	included
Cost	
Per Employee Per Month	\$2.38



Employer Participation Requirements

Medical

STANDARD RATES

All employers in the ACWA JPIA pool must follow the following practices.

ELIGIBILITY

- Employees must be full-time employees of the district (minimum of 20 hours per week, or in compliance with employer policy as long as it exceeds 20 hours, or as required by the Affordable Care Act).
- Directors **may** be covered in addition to employees, at the district's option. Directors alone may not be covered. If Directors are covered, they are subject to the same participation requirements as Active employees.
- Retirees may be covered if employees are covered. Retirees alone may not be covered.
- Dependents may be covered only if the subscriber is covered (with qualified COBRA participants and qualified retiree surviving spouses being the only exception).
- All employees that are eligible for enrollment in a JPIA medical plan must enroll, with the **exception** that employees with other coverage can waive coverage (district must obtain written documentation of other group coverage). A maximum of **25% of benefits-eligible employees can waive coverage**.
- If any class of individuals is offered coverage, all individuals within that class must be **offered** coverage.
- Waiting period for new hire enrollment in medical plans must be the 1st of the month following 60 days or less.

PLANS OFFERED

- District may offer a non-JPIA HMO at the same time as a JPIA HMO, but may **not** offer a non-JPIA PPO at the same time as a JPIA PPO. If **any** non-JPIA plan is offered, it must be offered to all the same classes of employees as the JPIA plan(s).

EMPLOYER CONTRIBUTION TO PREMIUM

- Contribution shall be no less than the employee-only portion of the premium for the least expensive JPIA medical plan for which the active employee or Director is eligible.
- Contribution for single coverage shall be the same for Directors as it is for employees. If retirees are covered, the employer contribution may be as little as 25% of the retired single retiree rate for the least cost plan for which the retiree is eligible.
- Contribution to coverage for dependents of active employees and dependents of Directors must be identical, but may be less for dependents of retirees.
- District may not be reimbursed for the full cost of coverage by an active or retired participant. This is considered "self-pay," which is prohibited, with COBRA being the only exception.

OTHER CRITERIA

- Medicare-eligible **retirees** must enroll in Medicare Parts A **and** B upon eligibility.
- Employer cannot have any personnel policies or union contracts that do not adhere to the plan contract provisions or that create selection against the JPIA plans such as:
 - Deferred retiree coverage
 - Extension of coverage to part-time employees (less than 20 hours/week, except as required by the Affordable Care Act) or contractors
 - Any policy or practice or agreement that creates selection against the JPIA medical plans
- Member district admittance to the pool is subject to underwriting approval by JPIA.



Employer Participation Requirements

Medical

INCENTIVE RATES

Employers implementing these additional policies will receive a 4% discount on all **Anthem** medical plans.¹

ELIGIBILITY

- All Employees who are eligible for enrollment in the JPIA medical plans must enroll.²
- District does not offer cash in lieu of benefits.

PLANS OFFERED

- District offers only JPIA-sponsored medical plans.

EMPLOYER CONTRIBUTION TO PREMIUM

- Contribution for dependents of employees must be at least 50% of the additional premium.

OTHER CRITERIA

- If retirees are covered, the employer must contribute at least 50% of the retiree only monthly premium for the least cost plan for which the retiree is eligible.
- Early retiree population³ is less than 20% of total enrollment.

¹ Must apply for and be approved for Incentive Rates using the Incentive Rate Application.

² Directors, if covered by the district, may individually opt out of the medical plan, in accordance with the participation requirements set forth under the Standard Rates.

³ Early retirees are age 50-64, and not eligible for Medicare.

Retirement Policy Requirements

ACWA JPIA permits employers to provide qualifying employees with post-employment health benefits. Employers are required to establish and maintain a Retiree Policy that meets the requirements established by JPIA and the Insurance Carriers. JPIA staff does not retain each employer's retiree policy information, but may do so upon request to ensure plans are administered consistent with employer policies. All retirement policies require member Board approval and must be presented to JPIA at implementation or when changes are enacted.

JPIA has established base requirements for Retirement Policies. Employer policies may be more or less generous, so long as they do not violate the requirements provided here. Employer policy must be documented and adhered to without exception. The following is a summary of JPIA retiree health plan requirements:

- Employee must be at least age 50 at the time of retirement. Exceptions to the minimum age requirement are not available for early disability retirements.
- Retirees must meet years of service and age requirements in employer's written policies to be eligible for retiree coverage. Employer must require a minimum of five years of service.
- Employer must contribute at least 25% of the retiree only premium for the least cost plan for which the retiree is eligible. (If the employer is on the Incentive rating system, the employer must contribute 50% of the retiree only premium for the least cost plan for which the retiree is eligible.)
- Retirees may not reimburse the employer for the employer share of the premium. This is considered "self-pay" and is prohibited in all JPIA plans, except in the case of COBRA.
- Employer contributions for the retiree's dependents may be at any level.
- Employees must enroll in the plan they wish to retire into during the Open Enrollment period prior to retirement, unless the employer's policy offers Open Enrollment annually to all retirees.
- There can be no lapse in coverage between the date of retirement and the date retiree benefits begin. The employee must transfer from active status directly to retired status. The employee may not go from Active to COBRA to Retiree benefits eligible.
- If at any time a retiree is removed from the policy, he/she will not be eligible for reinstatement.
- Employer may provide a Surviving Spouse Policy. This should be documented clearly in employer policies.

There are many options when constructing a Retirement Policy. It is imperative for an employer, in the process of implementing a *new* policy, to be aware that JPIA will not enroll past retirees who are not currently enrolled in the employer's health plans at the time of transition in JPIA health plans. However, once a policy is in-force the employer should apply the policy consistently and without discrimination to all employees who meet the established criteria. If a retiree does not meet the criteria set forth in the employer's retirement policy, the retiree may exercise his/her applicable COBRA rights.

PLAN SELECTION

Option A: Employees must enroll in the medical plan they wish to remain on post-employment during the Open Enrollment period prior to retirement. Allowed changes:

1. A retiree may disenroll at any time but may not reenroll at a later date.
2. A retiree may delete a dependent at any time but may not reenroll the dependent at a later date, unless #4 below applies.
3. If a retiree is on an HMO plan and relocates to a non-HMO service area, he/she will be given an opportunity to enroll in the employer's PPO plan. If the retiree moves back into the HMO service area, the retiree may reenroll in the HMO.
4. The retiree may add dependents not previously enrolled only *if* the employer's existing written policy permits the addition *and* there is a HIPAA qualifying event *and* the dependent can show proof of continuous coverage since loss of coverage under JPIA's plan.
5. The retiree may change from the plan with higher monthly retiree premium cost to the plan with lower retiree monthly premium cost *at any time*, but may not switch back.

Option B: Employers may choose to offer Open Enrollment rights to retirees. This must be documented in the employer's written policies. The employer is responsible to distribute all required notices, including Summary of Benefits and Coverages (SBCs) for every plan for which the retiree is eligible, during the annual Open Enrollment period.

Open Enrollment does not permit enrollment of new retirees or new dependents that were not previously enrolled. Open Enrollment simply permits plan changes for enrolled retirees and dependents. **Should the employer elect to offer Open Enrollment to retirees, all of the above changes are still permissible except #5.** If Open Enrollment is available, mid-year changes due solely to premium differences are not permitted.

SURVIVING SPOUSE / DEPENDENT PROCEDURES

Participating employers may institute a policy to provide coverage for surviving family members of a retiree who dies while covered under this plan. When such coverage is available, the employer will then provide premium contribution at the same level provided for the enrollee. Coverage will then continue for the enrolled family members until one of the following occurs:

1. Subscription charges are not paid for on the members behalf, or
2. The group cancels coverage for the class of subscribers to which the member belongs, or
3. The agreement between the employer and JPIA terminates, or
4. The child no longer meets all of the conditions of coverage.

Although JPIA provides the option to implement a surviving spouse policy that best suits the individual employer's needs, it is recommended that employers limit the extension of surviving spouse benefits to the spouse that was enrolled on the plan at the time the employee retired.

Effective January 1, 2018: The following surviving spouse exclusions no longer automatically apply to JPIA plans, but may be applied by documented employer policy. These optional employer policies are commonly used to limit ongoing financial liability.

- *Employers may choose to limit benefits for surviving spouses so that eligibility ceases upon 1) remarriage or 2) enrollment in another group medical plan.*

DIRECTOR RETIREMENT BENEFITS

Government Code Section 53201 states that any director, who takes office on or after January 1, 1995, will not be eligible for benefits upon retirement, regardless of the number of years served. A director who took office prior to that date and whose local employer was providing benefits for retired directors prior to January 1, 1994, would be eligible for benefits upon completion of 12 years of service. The law does allow for the extension of benefits to retired directors providing public funds are not utilized. However, JPIA plans do not permit “self-pay” by any enrollees.

DENTAL AND VISION REQUIREMENTS

For any retiree that is offered continuation of dental and/or vision benefits, the employer must pay at least 50% of the retiree-only portion. The employer may not pay the premiums to ACWA JPIA and have the retiree reimburse the employer for the full cost of coverage. This is considered “self-pay” which is prohibited.

MEDICARE ENTITLED RETIREES

Effective January 1, 2015, enrollment in Medicare Part A and Medicare Part B is required upon a retiree's eligibility for the plans. This must occur when both criteria are met: Medicare eligible *and* retired. This is true for both Anthem and Kaiser retiree plans. This also applies to spouses of retirees.

Anthem Blue Cross –The ACWA JPIA sponsored Anthem Blue Cross plans are not Medicare supplement plans. Anthem Blue Cross will coordinate benefits with Medicare. Upon enrollment in Medicare Parts A and B, retirees will also be enrolled in Medicare Part D for prescription coverage as part of the ACWA JPIA retiree with Medicare health plans. No action is required on the part of the retiree, unless the retiree wishes to waive all prescription benefits. Medicare permits enrollment in only one Part D plan, so the retiree may choose to keep existing Part D coverage and waive ACWA JPIA prescription coverage.

The Anthem Blue Cross “Coordination of Benefits” definition is as outlined in the Evidence of Coverage booklet.

Kaiser – Retirees choosing Kaiser for post-employment medical coverage will be enrolled in the same plan design as actives. Upon enrollment in Medicare Parts A and B, enrolled retirees should assign Medicare benefits to Kaiser and complete a Kaiser Senior Advantage Application. Should the retiree not assign Medicare benefits and complete the Senior Advantage Application form, the "unassigned" Medicare premium will apply. This premium is typically about three times the premium for an active Kaiser plan. Should "unassigned" rates apply, the employer has the option to cease offering the benefit, continue to offer the benefit and make the retiree responsible for the increased premium, or pay the higher "unassigned" rate on behalf of the retiree.