



Hidden Valley Lake Community Services District

Finance Committee Meeting
Tuesday, July 13, 2021– 12:30 PM
BY TELECONFERENCE

DURING THE CURRENT PUBLIC HEALTH EMERGENCY, THE DISTRICT BOARDROOM WILL NOT BE OPEN TO THE PUBLIC

As authorized by California Governor Gavin Newsom’s Executive Order N-08-21, paragraph 42, because of the current emergency health situation, the District Board Room will not be open to the public and one or more of the District Board of Directors will be participating in the meeting via teleconference.

Members of the public may attend the meeting via the Live Stream video on the District’s website at: <http://www.hvlcsd.org>. To join this meeting select the, **July 13, 2021, Finance Committee Meeting** select **Join Microsoft Teams Meeting** Select Join on the web instead.

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

- 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**: Projects Update
- 7) **REVIEW AND DISCUSS**: Unit 9 Tank project – Coastland proposal
- 8) **REVIEW AND DISCUSS**: Generator project – Planning Partners proposal

9) REVIEW AND DISCUSS: Trane Development Agreement

10) REVIEW AND DISCUSS: Resolution 2015-27 and Policy 2113 Payment Arrangement Policy

11) PUBLIC COMMENT

12) BOARD MEMBER COMMENT

13) 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 987-9201 at least 48 hours prior to the scheduled meeting.

Members of the 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.

AS OF: JUNE 30TH, 2021

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>1,490,929.00</u>	<u>181,662.46</u>	<u>2,095,725.85</u>	<u>(604,796.85)</u>	<u>140.57</u>
TOTAL REVENUES	<u>1,490,929.00</u>	<u>181,662.46</u>	<u>2,095,725.85</u>	<u>(604,796.85)</u>	<u>140.57</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	791,791.00	108,977.01	1,029,306.90	(237,515.90)	130.00
ADMINISTRATION	402,258.00	30,904.12	372,467.49	29,790.51	92.59
FIELD	417,256.00	27,731.42	333,385.00	83,871.00	79.90
DIRECTORS	44,530.00	2,100.10	26,401.22	18,128.78	59.29
SPECIAL PROJECTS	0.00	0.00	186,255.03	(186,255.03)	0.00
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>30,052.20</u>	<u>192,426.53</u>	<u>(192,426.53)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,655,835.00</u>	<u>199,764.85</u>	<u>2,140,242.17</u>	<u>(484,407.17)</u>	<u>129.25</u>
REVENUES OVER/(UNDER) EXPENDITURES	(164,906.00)	(18,102.39)	(44,516.32)	(120,389.68)	26.99

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	300.00	1,200.00 (700.00)	240.00
120-4036 DEVELOPER FEES SEWER	0.00	3,788.50	5,765.50 (5,765.50)	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	4,282.50	8,393.10 (2,893.10)	152.60
120-4050 SALES OF RECLAIMED WATER	110,000.00	29,409.70	148,505.22 (38,505.22)	135.00
120-4111 COMM SEWER USE	43,113.00	5,040.53	49,406.33 (6,293.33)	114.60
120-4112 GOV'T SEWER USE	900.00	0.00	389.64	510.36	43.29
120-4116 SEWER USE CHARGES	1,217,940.00	121,661.93	1,347,675.37 (129,735.37)	110.65
120-4210 LATE FEE	20,000.00	2,318.95	23,197.14 (3,197.14)	115.99
120-4300 MISC INCOME	2,500.00	1.00	1,184.79	1,315.21	47.39
120-4310 OTHER INCOME	0.00	783.00	3,704.70 (3,704.70)	0.00
120-4320 FEMA/CalOES GRANTS	88,776.00	0.00	200,968.50 (112,192.50)	226.38
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,700.00	1.35	684.49	1,015.51	40.26
120-4580 TRANSFERS IN	0.00	14,075.00	304,651.07 (304,651.07)	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,490,929.00	181,662.46	2,095,725.85 (604,796.85)	140.57
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HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

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	649.93	7,186.48	6,813.52	51.33
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	16.98	11,983.02	0.14
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	569.32	12,724.64	7,275.36	63.62
120-5-00-5061 VEHICLE MAINT	18,000.00	14.45	21,199.74 (3,199.74)	117.78
120-5-00-5062 TAXES & LIC	800.00	0.00	213.88	586.12	26.74
120-5-00-5074 INSURANCE	54,066.00	0.00	59,153.86 (5,087.86)	109.41
120-5-00-5075 BANK FEES	21,000.00	2,239.85	23,480.97 (2,480.97)	111.81
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	100.00	11,785.70 (4,285.70)	157.14
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	561.55	7,099.66 (99.66)	101.42
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	34,075.00	18,791.25	34,905.25 (830.25)	102.44
120-5-00-5122 ENGINEERING SERVICES	50,000.00	26,303.75	65,583.03 (15,583.03)	131.17
120-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	305.00	30,936.35	19,063.65	61.87
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,950.00	1,550.00	79.33
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	375.27	3,737.46	1,262.54	74.75
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	2,290.79	7,873.83 (2,873.83)	157.48
120-5-00-5148 OPERATING SUPPLIES	48,000.00	3,992.33	53,064.67 (5,064.67)	110.55
120-5-00-5150 REPAIR & REPLACE	145,000.00	15,411.91	224,398.75 (79,398.75)	154.76
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	218.22	12,370.33 (4,370.33)	154.63
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	1,156.00	12,725.25	3,774.75	77.12
120-5-00-5157 SECURITY	500.00	0.00	1,082.52 (582.52)	216.50
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	28,256.13	16,743.87	62.79
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	1,441.97	11,609.94 (609.94)	105.54
120-5-00-5192 ELECTRICITY	65,000.00	28,850.21	124,764.22 (59,764.22)	191.94
120-5-00-5193 OTHER UTILITIES	2,600.00	261.67	2,800.16 (200.16)	107.70
120-5-00-5194 IT SERVICES	36,500.00	532.98	35,175.19	1,324.81	96.37
120-5-00-5195 ENV/MONITORING	35,000.00	3,215.75	34,342.00	658.00	98.12
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	4,742.76 (2,742.76)	237.14
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	0.00	2,729.51 (1,729.51)	272.95
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	636.29	863.71	42.42
120-5-00-5315 SAFETY EQUIPMENT	1,500.00	436.75	25,519.43 (24,019.43)	1,701.30
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	129.75	786.50 (536.50)	314.60
120-5-00-5580 TRANSFERS OUT	0.00	1,128.31	98,328.19 (98,328.19)	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: JUNE 30TH, 2021

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	791,791.00	108,977.01	1,029,306.90 (237,515.90)	130.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

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	21,476.94	251,751.52	1,123.48	99.56
120-5-10-5020 EMPLOYEE BENEFITS	91,844.00	4,861.74	65,719.30	26,124.70	71.56
120-5-10-5021 RETIREMENT BENEFITS	47,189.00	4,256.00	47,307.24 (118.24)	100.25
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	191.39	4,258.32 (258.32)	106.46
120-5-10-5170 TRAVEL MILEAGE	1,500.00	118.05	1,302.16	197.84	86.81
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,008.70	1,991.30	50.22
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	120.25	229.75	34.36
TOTAL ADMINISTRATION	402,258.00	30,904.12	372,467.49	29,790.51	92.59

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

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	16,237.12	198,352.79	57,102.21	77.65
120-5-30-5020 EMPLOYEE BENEFITS	106,340.00	7,758.31	92,330.28	14,009.72	86.83
120-5-30-5021 RETIREMENT BENEFITS	46,661.00	3,654.67	40,242.91	6,418.09	86.25
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	81.32	788.04	1,011.96	43.78
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	485.00	1,015.00	32.33
120-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	457.56	542.44	45.76
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	328.64	171.36	65.73
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	399.78	3,600.22	9.99
TOTAL FIELD	417,256.00	27,731.42	333,385.00	83,871.00	79.90

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

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	3,229.80 (229.80)	107.66
120-5-40-5020 DIRECTOR BENEFITS	230.00	8.00	117.00	113.00	50.87
120-5-40-5030 DIRECTOR HEALTH BENEFITS	36,000.00	1,822.95	23,054.42	12,945.58	64.04
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	2,100.10	26,401.22	18,128.78	59.29

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

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	0.00	0.00	137,395.28 (137,395.28)	0.00
120-5-60-6010 LNU COMPLEX - A	0.00	0.00	18,130.96 (18,130.96)	0.00
120-5-60-6011 LNU COMPLEX - B	0.00	0.00	30,728.79 (30,728.79)	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	186,255.03 (186,255.03)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

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	30,052.20	192,426.53 (192,426.53)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	30,052.20	192,426.53 (192,426.53)	0.00
TOTAL EXPENDITURES	1,655,835.00	199,764.85	2,140,242.17 (484,407.17)	129.25
REVENUES OVER/(UNDER) EXPENDITURES	(164,906.00)	(18,102.39)	(44,516.32)	(120,389.68)	26.99

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

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>272,681.20</u>	<u>2,540,186.38</u>	<u>(364,617.38)</u>	<u>116.76</u>
TOTAL REVENUES	<u>2,175,569.00</u>	<u>272,681.20</u>	<u>2,540,186.38</u>	<u>(364,617.38)</u>	<u>116.76</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,317,710.00	171,300.31	1,278,325.15	39,384.85	97.01
ADMINISTRATION	432,258.00	30,904.17	373,313.95	58,944.05	86.36
FIELD	387,856.00	26,894.72	344,849.41	43,006.59	88.91
DIRECTORS	51,820.00	2,100.04	26,399.61	25,420.39	50.94
SPECIAL PROJECTS	0.00	0.00	209,655.73	(209,655.73)	0.00
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>0.00</u>	<u>45,069.98</u>	<u>(45,069.98)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>2,189,644.00</u>	<u>231,199.24</u>	<u>2,277,613.83</u>	<u>(87,969.83)</u>	<u>104.02</u>
REVENUES OVER/(UNDER) EXPENDITURES	(14,075.00)	41,481.96	262,572.55	(276,647.55)	1,865.52-

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

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	70.00	11,930.00	0.58
130-4036 DEVELOPER FEES WATER	0.00	3,788.50	5,765.50 (5,765.50)	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	0.00	1,836.00	8,721.00 (8,721.00)	0.00
130-4040 LIEN RECORDING FEES	1,200.00	351.69	6,928.54 (5,728.54)	577.38
130-4045 AVAILABILITY FEES	22,000.00	17,130.00	33,692.40 (11,692.40)	153.15
130-4110 COMM WATER USE	95,295.00	4,840.70	55,466.79	39,828.21	58.21
130-4112 GOV'T WATER USE	6,000.00	485.85	5,149.75	850.25	85.83
130-4115 WATER USE	1,968,074.00	224,061.02	2,191,994.71 (223,920.71)	111.38
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	3,724.48	37,530.48 (5,530.48)	117.28
130-4215 RETURNED CHECK FEE	1,000.00	50.00	300.00	700.00	30.00
130-4300 MISC INCOME	3,000.00	2,326.25	15,150.48 (12,150.48)	505.02
130-4310 OTHER INCOME	1,500.00	0.00	2,921.69 (1,421.69)	194.78
130-4320 FEMA/CalOES GRANTS	30,000.00	0.00	1,462.50	28,537.50	4.88
130-4330 HYDRANT METER USE DEPOSIT	0.00	0.00	3,240.00 (3,240.00)	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	3,500.00	11.71	1,195.04	2,304.96	34.14
130-4580 TRANSFER IN	0.00	14,075.00	170,597.50 (170,597.50)	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	272,681.20	2,540,186.38 (364,617.38)	116.76
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HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

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	649.93	7,664.98	6,335.02	54.75
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	16.97	11,983.03	0.14
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	569.34	12,833.00	7,167.00	64.17
130-5-00-5061 VEHICLE MAINT	12,500.00	36.79	13,023.22 (523.22)	104.19
130-5-00-5062 TAXES & LIC	1,200.00	0.00	233.88	966.12	19.49
130-5-00-5074 INSURANCE	54,055.00	0.00	59,153.84 (5,098.84)	109.43
130-5-00-5075 BANK FEES	21,000.00	2,239.86	23,520.77 (2,520.77)	112.00
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,600.00	100.00	29,104.69 (4,504.69)	118.31
130-5-00-5092 POSTAGE & SHIPPING	6,500.00	561.54	7,099.49 (599.49)	109.22
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	34,075.00	22,346.25	40,900.75 (6,825.75)	120.03
130-5-00-5122 ENGINEERING SERVICES	60,000.00	29,908.75	36,298.12	23,701.88	60.50
130-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	305.00	26,299.95	23,700.05	52.60
130-5-00-5124 WATER RIGHTS	50,000.00	918.75	3,865.89	46,134.11	7.73
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,950.00	1,550.00	79.33
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	455.73	3,853.74	3,646.26	51.38
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	2,290.80	7,848.93	37,151.07	17.44
130-5-00-5148 OPERATING SUPPLIES	5,000.00	0.00	33,896.44 (28,896.44)	677.93
130-5-00-5150 REPAIR & REPLACE	125,000.00	11,788.12	151,327.57 (26,327.57)	121.06
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	222.23	16,286.89 (4,286.89)	135.72
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	325.00	3,458.75	741.25	82.35
130-5-00-5157 SECURITY	5,000.00	0.00	722.51	4,277.49	14.45
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	11,000.00	1,441.95	11,409.74 (409.74)	103.72
130-5-00-5192 ELECTRICITY	150,000.00	8,029.84	165,873.29 (15,873.29)	110.58
130-5-00-5193 OTHER UTILITIES	2,500.00	261.68	2,812.06 (312.06)	112.48
130-5-00-5194 IT SERVICES	36,500.00	2,524.25	43,856.90 (7,356.90)	120.16
130-5-00-5195 ENV/MONITORING	17,000.00	1,236.00	13,174.00	3,826.00	77.49
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	28,757.69	3,242.31	89.87
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	0.00	2,729.48 (1,729.48)	272.95
130-5-00-5312 TOOLS - FIELD	1,500.00	0.00	636.29	863.71	42.42
130-5-00-5315 SAFETY EQUIPMENT	1,500.00	436.75	8,326.09 (6,826.09)	555.07
130-5-00-5505 WATER CONSERVATION	9,000.00	0.00	2,800.00	6,200.00	31.11
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	2,994.13 (2,994.13)	0.00
130-5-00-5545 RECORDING FEES	250.00	129.75	786.50 (536.50)	314.60
130-5-00-5580 TRANSFERS OUT	467,830.00	84,522.00	496,681.39 (28,851.39)	106.17
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: JUNE 30TH, 2021

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	1,317,710.00	171,300.31	1,278,325.15	39,384.85	97.01

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

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	21,477.01	252,253.31	30,621.69	89.17
130-5-10-5020 EMPLOYEE BENEFITS	91,844.00	4,861.73	65,719.10	26,124.90	71.56
130-5-10-5021 RETIREMENT BENEFITS	47,189.00	4,255.96	47,407.36 (218.36)	100.46
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	191.42	4,258.10 (258.10)	106.45
130-5-10-5170 TRAVEL MILEAGE	2,000.00	118.05	1,302.12	697.88	65.11
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,253.71	1,746.29	56.34
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	120.25	229.75	34.36
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	432,258.00	30,904.17	373,313.95	58,944.05	86.36

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

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	15,508.58	208,951.02	16,503.98	92.68
130-5-30-5020 EMPLOYEE BENEFITS	106,340.00	7,758.31	92,295.71	14,044.29	86.79
130-5-30-5021 RETIREMENT BENEFITS	46,661.00	3,546.51	41,247.25	5,413.75	88.40
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	81.32	788.02	1,011.98	43.78
130-5-30-5063 CERTIFICATIONS	600.00	0.00	250.00	350.00	41.67
130-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	457.52	542.48	45.75
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	328.64	1,671.36	16.43
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	531.25	3,468.75	13.28
TOTAL FIELD	387,856.00	26,894.72	344,849.41	43,006.59	88.91

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

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	3,229.20 (229.20)	107.64
130-5-40-5020 DIRECTOR BENEFITS	120.00	8.00	117.00	3.00	97.50
130-5-40-5030 DIRECTOR HEALTH BENEFITS	42,000.00	1,822.94	23,053.41	18,946.59	54.89
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	2,100.04	26,399.61	25,420.39	50.94

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

130-WATER ENTERPRISE FUND
 SPECIAL PROJECTS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-60-6010 LNU COMPLEX - A	0.00	0.00	18,130.96 (18,130.96)	0.00
130-5-60-6011 LNU COMPLEX - B	0.00	0.00	191,524.77 (191,524.77)	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	209,655.73 (209,655.73)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2021

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	9,376.25 (9,376.25)	0.00
130-5-70-7205 MMN WTR MAIN	0.00	0.00	35,693.73 (35,693.73)	0.00
130-5-70-7206 AMI	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	0.00	45,069.98 (45,069.98)	0.00
TOTAL EXPENDITURES	2,189,644.00	231,199.24	2,277,613.83 (87,969.83)	104.02
REVENUES OVER/(UNDER) EXPENDITURES	(14,075.00)	41,481.96	262,572.55 (276,647.55)	1,865.52-

*** END OF REPORT ***



Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of June 30, 2021
(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	\$ 487,878	\$ 1,140,334	\$ 627,345	\$ 176,403	\$ 2,431,959
Cash Receipts					
Utility Billing Deposits	\$ 411,909	\$ 183,445	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits		\$ 77	\$ -	\$ 1	
Total Cash Receipts	\$ 411,909	\$ 183,522	\$ -	\$ 176,404	
Cash Disbursements					
Accounts Payable Checks issued	\$ 208,337	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 73,143	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 55,825	\$ -	\$ -	\$ -	
Bank Fees	\$ 4,480	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	
Total Disbursements	\$ 341,785.35	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	\$ 33,950	\$ 127,070	\$ -	\$ -	
Transfers Out	\$ 127,070	\$ 33,950	\$ -	\$ -	
Total Transfers Between Accounts	\$ 161,020	\$ 161,020	\$ -	\$ -	
Ending Balances in General Ledger	\$ 464,881	\$ 1,416,976	\$ 627,345	\$ 176,404	\$ 2,685,606
Reconciling Adjustments to Financial Institutions [2]	\$ -	\$ -	\$ -	\$ -	
Financial Institution Ending Balances	\$ 514,848	\$ 1,416,976	\$ 627,345	\$ 176,404	\$ 2,735,573

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	120,350	73,641	72,465	-	266,456
130 Water Operating	335,394	41,813	107,993	-	485,199
140 Flood Enterprise	-	-	-	-	-
215 2016 Sewer Refinancing Bond	-	361,456	94,771	176,404	632,631
218 2002 CIEDB Loan	9,137	85,241	12,398	-	106,776
219 2012 USDA Solar COP	-	8,368	882	-	9,251
313 Wastewater Operating Reserve	-	86,289	59,029	-	145,317
314 Wastewater CIP	-	262,224	95,443	-	357,667
319 2012 USDA Solar COP Reserve	-	31,326	-	-	31,326
320 Water CIP	-	311,249	-	-	311,249
325 Water Operating Reserve	-	155,369	-	-	155,369
350 2002 CIEDB Loan Reserve	-	-	184,364	-	184,364
Total Ending Balances in General Ledger	464,881	1,416,976	627,345	176,404	2,685,605

[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
JUNE 2021**

FUND	DESCRIPTION	Budget Expensed	Expense to Date
314 WASTEWATER CAPITAL IMPROVEMENT	Regulatory Compliance/I&I Mitigation	\$ 100,000	\$ 161,916
	Disaster Mitigation/SCADA Upgrade	\$ 30,000	\$ -
	Diaster Recovery/WWTP Access Road Repair	\$ 50,000	\$ 137,395
	Reliable Water Supply/Leak Repair/Mini-Excavator	\$ 50,000	\$ -
	Risk Management Plan/Chlorine Tank Auto Shut-Off FY 21-22	\$ -	\$ -
	Regulatory Compliance/Dump Truck	\$ 75,000	\$ -
	Stormwater Master Planning/Mitigation	\$ 10,000	\$ -
	TOTAL EXPENSE		\$ 299,312
	ENDING FUND BALANCE		\$ 357,667
FUND	DESCRIPTION	Budget Expensed	Expense to Date
320 WATER CAPITAL IMPROVEMENT	BEGINNING FUND BALANCE		
	Wildfire Resilience/Reliable Water Supply/Replace Wooden Tanks	\$ 360,000	\$ 9,376
	Diaster Mitigation/SCADA Upgrade	\$ 30,000	\$ -
	Reliable Water Supply/Automatic Metering Infrastructure	\$ 200,000	\$ -
	Wildfire Resilience/Reliable Water Supply/PSPS Backup Power Supply	\$ 50,000	\$ -
	Reliable Water Supply/Leak Repair Mini-Excavator	\$ 50,000	\$ -
	Regulatory Compliance/Dump Truck	\$ 75,000	\$ -
	TOTAL EXPENSE		\$ 9,376
	ENDING FUND BALANCE		\$ 311,249

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2020 - 2021 DEBT SERVICE

JUNE 2021

	DEBT SERVICE REVENUE	FUND	AMOUNT
1)	1995-2 BOND - TAX ASSESSMENT	215	\$ 292,454
2)	CIEDB LOAN - WATER INFRASTRUCTURE	130	152,472
	CIEDB LOAN - WATER CAPACITY FEE	218	18,274
3)	USDA LOAN - SOLAR PROJECT WWTP	120	32,255
	TOTAL DEBT SERVICE REVENUE		<u><u>\$ 495,455</u></u>

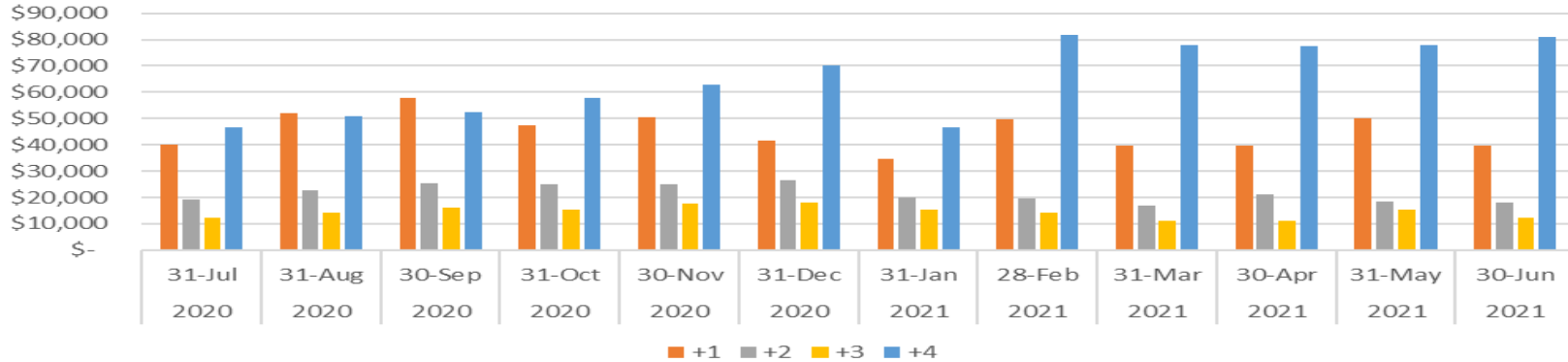
	DEBT SERVICE EXPENSE	FUND	DEBT	AMT PAID	DATE
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 185,000	\$ 185,000	08/14/2020
	1995-2 BOND REDEMPTION (INTEREST)	215	99,994	99,357	01/22/2021
	BOND ADMINISTRATION (ANNUAL FEE)	215	7,460	11,095	06/28/2021
			<u>\$ 292,454</u>	<u>\$ 295,452</u>	

2)	CIEDB (PRINCIPAL)	218	\$ 110,065	\$ 110,065	01/08/2021
	CIEDB (INTEREST)	218	55,865	55,865	01/08/2021
	CIEDB (ANNUAL FEE)	218	4,816	4,815.99	01/08/2021
			<u>\$ 170,746</u>	<u>\$ 170,746</u>	

3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 17,000	\$ 17,000	08/03/2020
	USDA RUS LOAN (INTEREST)	219	15,255	15,255	02/01/2021
			<u>\$ 32,255</u>	<u>\$ 32,255</u>	

TOTAL DEBT	PAID TO DATE
<u><u>\$ 495,455</u></u>	<u><u>\$ 498,454</u></u>

**AGING REPORT
JUNE 30, 2021
FY 2020-2021**



JUNE	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000-\$1999	\$2000-\$2999	\$3000 +	TOTAL:
Accounts	7	33	42	50	35	27	10	6	5	8	24	14	7	268
Amount	\$664	\$4,794	\$10,710	\$17,256	\$15,596	\$14,565	\$6,394	\$4,526	\$4,126	\$7,779	\$33,016	\$34,112	\$23,661	\$177,198
Difference	-56	-89	2	21	18	14	6	4	1	0	7	-1	1	-72
Previous Month	-\$4,022	-\$11,733	\$1,154	\$7,119	\$7,945	\$7,594	\$3,814	\$3,115	\$740	\$450	\$7,966	-\$411	\$3,673	\$27,405

MAY	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000-\$1999	\$2000-\$2999	\$3000 +	TOTAL:
Accounts	63	122	40	29	17	13	4	2	4	8	17	15	6	340
Amount	\$4,686	\$16,527	\$9,556	\$10,137	\$7,651	\$6,970	\$2,580	\$1,411	\$3,386	\$7,329	\$25,049	\$34,523	\$19,987	\$149,792
Difference	61	54	-16	-19	-18	-14	-6	-3	-4	6	-4	0	0	37
Previous Month	\$4,505	\$7,388	-\$5,123	-\$6,627	-\$7,907	-\$7,589	-\$3,755	-\$2,382	-\$3,586	\$5,463	-\$6,809	\$375	\$96	-\$25,950

APRIL	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000-\$1999	\$2000-\$2999	\$3000 +	TOTAL:
Accounts	2	68	56	48	35	27	10	5	8	2	21	15	6	303
Amount	\$181	\$9,138	\$14,679	\$16,764	\$15,558	\$14,559	\$6,335	\$3,793	\$6,972	\$1,866	\$31,858	\$34,148	\$19,891	\$175,742
Difference	0	12	8	2	12	9	0	2	-9	-1	-3	3	-1	34
Previous Month	-\$11	\$1,268	\$2,473	\$1,080	\$5,361	\$4,678	-\$147	\$1,564	-\$7,473	-\$943	-\$4,916	\$7,544	-\$2,949	\$7,529

MARCH	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000-\$1999	\$2000-\$2999	\$3000 +	TOTAL:
Accounts	2	56	48	46	23	18	10	3	17	3	24	12	7	269
Amount	\$192	\$7,871	\$12,206	\$15,684	\$10,197	\$9,881	\$6,482	\$2,229	\$14,445	\$2,809	\$36,774	\$26,604	\$22,840	\$168,213
Difference	-75	-69	10	17	3	-1	-7	0	9	1	N/A	N/A	N/A	-113
Previous Month	-\$5,049	-\$10,220	\$2,708	\$5,459	\$2,264	\$222	-\$4,420	\$2	\$9,453	\$817	N/A	N/A	\$12,758	\$13,993

FEBRUARY	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000+	\$2000-\$2999	\$3000 +	TOTAL:
Accounts	77	125	38	29	20	19	17	3	8	2	44	0	7	382
Amount	\$5,241	\$18,091	\$9,498	\$10,225	\$7,933	\$9,659	\$10,902	\$2,227	\$4,992	\$1,992	\$73,460	\$0	\$0	\$154,220

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: Chip seal the WWTP Access Road	100%	90%	\$ 110,730.00
2020	4482 COVID-19	138890	Materials: Purchased for disinfection, and infection prevention methods	100%	0%	\$ 10,401.87
2020	4558 LNU Complex Fire	Cat B 100% (FEMA)	Debris Removal -FireBreak -Chipping & Spreading	100%	0%	\$ 36,245.32
2020	4558 LNU Complex Fire	Cat B 75% (FEMA) 18.75% (CalOES)	Debris Removal -FireBreak -Chipping & Spreading	10%	0%	\$ 150,000.00
2020	4558 LNU Complex Fire	Cat B 100% (FEMA)	Continuity of Operations - Generators - Smoke Soot and Ash	100%	0%	\$ 20,747.18
2020	4558 LNU Complex Fire	Cat B 75% (FEMA) 18.75% (CalOES)	Continuity of Operations - Generators - Smoke Soot and Ash	100%	0%	\$ 47,647.94

Access Road

7/2 Requested update of closeout status of this project. Response: "The other projects are still being worked on by Cal OES Recovery Closeout team."

Debris Removal & Generators

5/7 The \$20,747 project was obligated
5/17 Invoice to HVLA
6/4 The \$36,245 project was obligated
6/4 The \$47,647 project was obligated
6/14 The \$150,000 project was obligated
6/21 Received \$11,640 payment from HVLA
7/9 The Recovery Transition Meeting (final FEMA meeting on this disaster) took place.

Totals:	\$ 2,656,994.60
Actual:	\$ 2,391,952.29

Federally funded, non-disaster projects (HMGP)					
Related Disaster	Project	Description	Completion	Reimbursed?	Reimbursement
4344	512	LHMP: Writing the Plan	100%	95%	\$ 74,404.00
4382	112	Unit 9 Tank: Replacing this tank	0%	0%	\$ 1,300,000.00
4407/4431	57	Generators: Installing at Booster Stations	0%	0%	\$ 748,048.00
4558	398	Defensive Space, Ignition Resistant Construction (DSIRC)	0%	0%	\$ 1,400,000.00
4558	428	Water Mains Planning	0%	0%	\$ 500,000.00

Totals:	\$ 4,022,452.00
Actual:	\$ 74,404.00

LHMP

7/2 Inquired on the status of this project. Response: "This project is in FEMA closeout and with FEMA, so soon as we hear back – which can take a little time – we will let you know. In the meantime I will keep this on my radar."

Unit 9 Tank

5/12 Lake County grant manager is checking in on CEQA activities for this project, as there is an 18 month deadline to complete CEQA
5/24 New CalOES contact was able to reach FEMA EHP, and provides this comment "Was informed that it may be some time this October for EHP to finish with what they are reviewing. Will keep you updated."

Generators

6/29 HMGP funds from a different disaster (4431, not 4407) are available to fund this project. CalOES has inquired if CSD is interested in-resubmitting this subapplication.
7/2 Submitted 4 new documents in support of a subapplication re-submittal, reflecting change of scope.
7/9 Submitted an additional 31 files in support of subapplication submittal. At least four files (BCA) remain to complete the submittal requirements.

Defensive Space, Ignition Resistant Construction (DSIRC)

6/3 Discussed project with Tribal leader
7/27 On-site project walk-thru with tribal leader

Water Mains Planning

5/21 Submitted RFI response

State Funded projects (Prop 1, Prop 68)					
Funding Agency	Project	Description	Completion	Reimbursed?	Reimbursement
DWR/IRWM	206	I & I	95%	0%	\$ 375,000.00
DWR/IRWM	205	Unit 9 Tank	10%	0%	\$ 250,000.00
DWSRF	AMI	AMI	10%	0%	\$ 1,600,000.00
Totals:					\$ 2,225,000.00
Actuals:					=

I&I, Unit 9 Tank

5/24 **I & I:** Coastland reviewing Sewer line CCTV, expects complete project execution of Spring 2022.

6/28 **I & I:** Investigation of eligible expenses for lift station repair

7/2 **I & I:** Camera review of Meadow View North did not reveal damage warranting sewer line replacement.

6/9 **Unit 9 Tank:** Upon recommendation of LCSD Grant Manager, submitted CEQA application to LC Community Development Department (CDD).

6/17 **Unit 9 Tank:** Requested update on application status, expressing urgency

6/18 **Unit 9 Tank:** Meeting with LCCDD regarding project details, and permitting process.

7/1 **Unit 9 Tank:** Requested update on application status.

7/8 **Unit 9 Tank:** Submitted environmental review documentation from HMGP Subapplication.

7/9 **Unit 9 Tank:** Coastland submitted proposal to advance the engineering (including environmental) efforts for this project.

AMI

5/7 InCode & Beacon developing transition plan.

5/27 Finalized the batch file for conversion upload of existing meters.

6/7 Beacon Integration complete

6/18 Resolved Eye on Water customer issue

7/21 All-day training scheduled with Badger

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	HMGP (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

AWIA of 2018

7/1 Certified with EPA that RRA is complete

FLASHES

6/4 Trane expects to present revised Development Agreement the week of 6/21
 6/29 Development Agreement review with all participants. CSD to make edits to Trane's initial document.
 7/13 Development Agreement discussion has been agend-ized.

APR (American Rescue Plan of 2021)

6/3 Began the application process for Covid Relief Funds
 6/11 Submitted a status request for the treasury portal submission
 6/28 Legislative Advisory on state budget negotiations (See attached)
 7/8 Submitted Govt taxpayer ID form to waterboards (See attached)

Drought

6/4 Advertising costs for the side of the Lake Transit Authority buses was delivered to the Drought Task Force.
 6/8 Drought Resolution and Drought Contingency Plan was presented to the HVLCSO Finance Committee.
 7/9 Conservation messaging ordered with Lake County Transit (See attached).

Employee Policy Manual

Daily review, discussions and revisions

Alyssa Gordon

From: Alyssa Silhi <alyssas@csla.net>
Sent: Tuesday, June 29, 2021 8:45 AM
To: Alyssa Gordon
Cc: Cole Karr; Christopher Norden; Vanessa Gonzales
Subject: Re: AB128 and Covid Relief Funds

The budget bill Jr that was passed yesterday reflects general agreement, but not a deal in the traditional sense as there are many details yet to be determined. The bill was introduced Friday and amends provisions of the budget bill in chief that was sent to the Governor June 14 and was a placeholder — it reflected agreement between legislative houses but not agreement with the Administration. This budget bill jr was eligible to be taken up yesterday and was passed by both senate and assembly budget committees in the morning/early afternoon and was then eligible to be taken up for vote on the floor late yesterday. Both houses passed the bill and sent it to the Governor's desk for signature.

What ACWA was trying to convey is the budget bill jr, SB 129, sent to the Governor is only a general agreement that reflects negotiated agreement on spending levels and some details for categories for spending but many details remain to be determined in ongoing negotiations between the legislature and administration.

Budget trailer bills (which are bills that follow the budget and change statute to enact the investment proposed in a budget, but do not have Constitutional deadlines) are anticipated to be taken up over the next weeks until summer recess on July 16 to flesh out ongoing negotiations on details and budget action is likely to continue to occur upon return August 16 and through the end of September. A \$263+ billion budget comes with a lot of challenges in agreement, apparently.

ACWA's alert was letting you know that the \$2 billion for arrearages are retained in the general agreement sent to the Governor, as is the level of funding they outlined for drought investments but details on those programs are not yet available. For both items, the budget bill language specifies that details will be determined by the Assembly, Senate, and Governor.

CSDA is also heavily involved in the arrearage advocacy and there is a gap between the Governor's proposal for implementation and the Senate's. The coalition is actively advocating for a distribution methodology that will be the most timely and efficient and that includes all public water, wastewater, and energy utilities. Trailer bill language on that is anticipated to be forthcoming soon.

I hope that answers your question?

Alyssa Silhi,
Legislative Representative

California Special Districts Association

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California Special Districts Association



1502

Alyssa Gordon

From: lyris@swrcb18.waterboards.ca.gov
Sent: Thursday, July 8, 2021 10:59 AM
To: Alyssa Gordon
Subject: State Water Board Community Water System COVID Relief Program – Requesting Taxpayer Identification Information for Government Entities
Attachments: GovtTINForm_000.pdf



This is a message from the State Water Resources Control Board.

Notice to Public Drinking Water Systems

Water and Wastewater System Payments Under the American Rescue Plan Act of 2021

Community Water System COVID Relief Program

July 7, 2021

As a community water system, you may be eligible to receive funding through the Community Water System COVID Relief Program (Program) being implemented by the State Water Resources Control Board (State Water Board). The State Water Board anticipates providing federal funds through its Program as direct assistance to community water systems to forgive customer water debt accrued during the COVID-19 Pandemic. This Program is currently in development, and the full Program requirements and eligibilities have not yet been determined. However, in order to expedite funding to eligible water systems, we are requesting the completion and submittal of required forms while details of the program are still being developed.

A community water system must be entered into the State's accounting system in order to be eligible and to enable the State to make payment.

- You must complete the Government Taxpayer ID Form to provide the federal tax filing information of the community water system.
- Note that the entity's name and Taxpayer Identification Number provided on the form must match the information on file with the Internal Revenue Service to be accepted.
- The form must be signed by an authorized signatory for your organization, meaning an official with a delegation of signature authority by ordinance, resolution, or other delegation to provide the assurances, certifications and commitments associated with the receipt of and use of funding from the State Water Board.

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

DATE: July 13, 2021

AGENDA ITEM: Review and Discuss: Unit 9 Tank project – Coastland proposal

RECOMMENDATIONS: Recommend the acceptance of the Coastland proposal

FINANCIAL IMPACT: \$131,984

FUND: 320

BACKGROUND:

In April of 2019, CSD submitted a Federal Hazard Mitigation Grant Program (HMGP) Subapplication for the replacement of the Unit 9 Tank. Total cost was ~\$1.9M, with a required local match of 25% or ~\$450,000. An additional application for funding was submitted to SWRCB, Department of Water Resources (DWR) for half of the Federal Match requirements, or ~\$225,000.

In June of 2020, the DWR funding was approved by the state. DWR, however, has different requirements of their grant recipients before being allowed to expend project dollars. Since CSD had not fully completed the CEQA process, this project was put in a “placeholder” status until this process was complete. This 18 month project hold allowed CSD more time to secure federal funding (HMGP) for the majority of project costs.

In June of 2021, federal funding (HMGP) had still not been secured, and the 18 month hold was drawing to a close. The County Grant Manager suggested moving forward with the CEQA process to prevent the project from becoming de-obligated with the state.

On 6/9/21 a CEQA application was submitted to the Lake County Development Department (Planning) for the tank replacement project. Coastland was also contacted to develop a proposal for the next step in the engineering process of this project.

On 7/9/21 Coastland submitted the attached proposal, totaling \$131,984. The itemized tasks are the last steps necessary before construction can begin. Coastland is willing to work at this project “chunks” at a time to help CSD meet their CIP budgeted obligations.



COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

July 8, 2021

Ms. Alyssa Gordon
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467-8371

RE: Proposal for Professional Engineering Services for the
Hidden Valley Lake Community Services District Water System Storage Reliability Project

Dear Alyssa,

At your request, Coastland is pleased to provide this proposal for the Hidden Valley Lake Community Services District (District) Water System Storage Reliability Project.

PROJECT UNDERSTANDING

In April of 2019, the District submitted a Hazard Mitigation Grant Program (HMGP) subapplication to the California Governor's Office of Emergency Services (CalOES) for the Water System Storage Reliability Project. The goal of this project is to reduce the community's vulnerability to wildfire by providing water storage tanks that deliver adequate capacity and pressure during fire flow conditions, as well as to provide sufficient defensible space around the tanks to protect them during a fire. The District's primary concern was water storage improvements for Zone 9 which was known to have deficient capacity.

For the subapplication, Coastland prepared engineering calculations to determine the needed water supply and fire flow capacity according to methodology established in the District's Water Master Plan. These calculations established that Zone 9 needed 500,000 gallons of water storage. Coastland prepared preliminary plans for the replacement of the single existing 150,000-gallon redwood tank in Zone 9 with two 250,000-gallon bolted steel tanks along with associated appurtenances (overflow, drain, fill, and draw), demolition of the existing tank, preliminary design of retaining walls, earthwork, grading, drainage, access road improvements, new piping and valving, construction staging areas, and a defensible space plan.

Preliminary plans were developed in a two-phase approach to allow for water service to be maintained during construction of the new tanks. In Phase 1, mass grading for both tanks and construction of retaining walls will be completed, but only one of the two new 250,000-gallon tanks will be constructed adjacent to the existing tank which is kept in service. The first new tank will be put in service at the end of Phase I. For Phase 2, the existing tank will be demolished and replaced with the second 250,000-gallon tank. Prior to being put in service, the tanks will each undergo all required testing including hydrostatic pressure testing, chlorination of the new system, bacteria analysis, and testing of all connected devices for a fully functional system. Phase 2 will also include integrating control signals to the existing SCADA system at the water reclamation plant.

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

Fairfield
324 Campus Lane, Ste. A
Fairfield, CA 94534
Tel: 707.702.1961

www.coastlandcivil.com

Other tasks completed during the preliminary design were a topographic survey of the tank site and defensible space area, and preparation of the FEMA Site Information, Environmental Review and Checklist as part of the FEMA grant application. The District completed a lot line adjustment to obtain the needed land for the project, including its defensible space. Coastland prepared a preliminary cost estimate for the final design and construction of the project.

Under the HMGP program, the Federal Emergency Management Agency provides funding for up to 75% of the total project cost. Matching funds for the remaining 25% of the total project costs have been obtained through an Integrated Regional Water Management (IRWM) grant administered by Lake County and the State of California Department of Water Resources.

CalOES has notified the District that this project is under consideration for award. The matching IRWM funding requires that CEQA be completed by December 31, 2021. In order for the CEQA work to be completed on time, the District has requested Coastland to submit this proposal for the final design of the project, which will include environmental compliance work, geotechnical studies, electrical design, and preparation of construction documents.

PROJECT APPROACH

Coastland and its subconsultants, RGH Consultants, Austral Engineering, Control Point Engineering, and WRA Environmental Consultants will be the design team for this project.

Our team will begin the final design with a kick-off meeting and site review. Coastland will work with the District to review tank operating and control methods, tank and site appurtenances and material preferences, and receive any comments on the preliminary design. For the geotechnical study, RGH will perform borings and geotechnical analysis of the existing subsurface conditions and provide soil preparation, retaining wall and foundation design recommendations. Coastland will complete the site, tank and piping design, including fencing, drainage, defensible space, and access road improvements; Austral Engineering will provide the structural design for the retaining wall; and Control Point Engineering will provide the electrical and control signal design.

WRA will perform environmental compliance tasks associated with the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA, as required with the use of federal funds). They will also collaborate with the design team regarding design element adjustments that may qualify the project for a Categorical Exemption/Exclusion, thereby reducing the permitting scope.

The District has expressed interest in providing control signals for Tank 9 including water level, hatch intrusion alarm, voltage, and security cameras. Our plans will include the wiring design for these signals into the local PLC inside the pump station, as well as specifications for any necessary SCADA integration/PLC programming work. SCADA integration and PLC programming will be performed by the contractor. Due to unknowns associated with the existing SCADA system and the challenges associated with sending video feed over radio signal, this scope of work does not include a new security or camera system, or any upgrades to the SCADA system that may be required to accommodate the new signals. After assessing the existing SCADA system, at the request of the District, a separate proposal will be submitted for any necessary upgrades to the SCADA system.

Based on our understanding and approach, the following is our proposed Scope of Work:



SCOPE OF WORK

Task 1 – Meetings and Coordination

We anticipate meeting with District staff to ensure full coordination of the project. Coastland will schedule and attend a kick-off meeting at the project site where we will walk the site with District staff to review the project and specific goals and objectives. At this kick-off meeting, we will also refine the project schedule, discuss key milestones, and identify stakeholders. The Coastland team will review field conditions, take measurements, note existing constraints, note existing water tank infrastructure, and identify potential contractor staging areas. Digital photos will be taken to document existing conditions that may affect the project design or construction.

Coastland will meet remotely with District staff at the 60% design and 95% design milestones to discuss District comments, project schedule, and design considerations.

Deliverables: Notes from meetings and documentation of the site and any background materials.

Task 2 – Environmental Compliance

WRA will work provide the following scope of work:

Kick-Off Call, Project Management and Review of Existing Information

WRA proposes to kick-off Phase II Environmental Compliance Documentation with the team by: 1) collecting all relevant reports and drawings; 2) discussing the proposed project needs, schedule and assumptions; 3) confirm overall project responsibilities and coordination needs; 4) identifying other key contacts; and 5) confirming key issues to be addressed in environmental compliance.

WRA staff will review available documentation related to the project, including but not limited to preliminary plans, available technical reports, and the Lake County General Plan. Apart from the kickoff discussion, this task includes only limited coordination with the Coastland Civil Engineers as the prime consulting engineer and the Hidden Valley Lake CSD.

Determination of Required Level of NEPA/CEQA Environmental Review

WRA will consult with the Hidden Valley Lake CSD, as the lead CEQA agency, to confirm the appropriate NEPA/CEQA compliance documents required. For purposes of this proposal use of a Categorical Exemption (CEQA) and a Categorical Exclusion (NEPA) are assumed. It is possible, however, that Lake County as a funding partner, may require an Initial Study and Mitigated Negative Declaration (IS/MND) be prepared, and therefore they have been included as an option, below in this proposal.

Based on our current knowledge of the project, the appropriate NEPA document would be a Categorical Exclusion. Referencing Appendix A of the Department of Homeland Security (DHS) NEPA Instruction Manual (023-01-001-01 Rev. 01), which contains the guidelines used by FEMA, an N7 Categorical Exclusion (for federal assistance for structure and facility upgrades) is anticipated to be appropriate for the project. WRA will also determine the level of CEQA documentation required, whether it be a Categorical Exemption, such as a Class 1 (Existing Facilities) or Class 2 (Replacement or Reconstruction) exemption. WRA will confirm if Lake County would require preparation of an Initial Study/Mitigated Negative Declaration (IS/MND).



NEPA Categorical Exclusion and CEQA Categorical Exemption (CEs)

As the site acreage has increased to accommodate defensible space and vegetation management, the previous field work done for cultural resources will need to be updated as well as associated maps to facilitate completion of a full Archaeological Survey Report. The biological resources database will also be updated for the new project area to facilitate a biological resources technical letter report. WRA will then compile and submit all information to FEMA to complete their internal Categorical Exclusion (CE) process and Record of Environmental Consideration (REC). This scope assumes there will only be one NEPA lead agency for the project and that the NEPA analysis is subject to the format and content requirements of the one NEPA lead agency, which is assumed to be FEMA. Additional budget would be required if two separate NEPA documents are required for the project.

WRA will also prepare the CEQA Categorical Exemption (CE) for the project, listing as many Categorical Exemptions that may apply, such as Class 1 (Existing Facilities) and Class 2 (Replacement or Reconstruction). WRA will prepare a CEQA Notice of Exemption (NOE) for the project, which describes the project and its CEQA exemption status. The NOE will be submitted to the team for review and comment, and WRA will amend the NOE as necessary per any comments. The NOE will then be filed with the State Clearinghouse and the County Clerk. Projects that are categorically exempt from CEQA are not subject to the California Department of Fish and Wildlife (CDFW) CEQA filing fee, and do not require a CDFW “no effect” determination (Cal Code Regs., tit. 14, §§ 15260 -15333; Fish & G. Code § 711.4, subd. (d)(1)).

WRA will submit electronic copies of the Administrative Drafts to Coastland Civil Engineering and the Hidden Valley Lake CSD for review and comment.

OPTIONAL TASK: Initial Study Mitigated Negative Declaration (IS/MND)

If determined to be required, WRA would prepare a separate proposal to prepare an Administrative Draft IS/MND for the proposed project. An IS/MND would utilize the Appendix G Thresholds of Significance from the current version of the State CEQA Guidelines, and any Hidden Valley Lake CSD-approved Thresholds of Significance, if available. The IS would evaluate the potentially significant impacts of the proposed project as they relate to the 20 environmental topics in the Environmental Checklist Form of the State CEQA Guidelines. The analysis in the IS will consider information contained in existing technical reports and documents related to similar projects (if applicable), relevant regulations and policies, and other applicable information obtained through the research efforts of WRA staff.

Preparation of Draft IS/MND per Hidden Valley Lake CSD’s Comments

WRA will address all team comments on the Administrative Draft CEs. It is assumed that the comments will be consolidated into one set, which will aid WRA in completing the documents in the most timely and efficient manner. WRA will submit an electronic copy of the Screencheck Draft CEs that Coastland Civil Engineering and Hidden Valley Lake CSD can review to confirm that all comments have been addressed.

Publication of Draft IS/MND

Upon approval of the Screencheck Draft IS/MND, WRA will reproduce additional copies of the full Draft for the 30-day public review period. Fifteen of the 30 copies will be sent to the State Clearinghouse by WRA. Additionally, WRA will coordinate with the Hidden Valley Lake CSD in providing web-ready documents for publication on their website if needed. This proposal assumes that WRA will produce and circulate the Notice of Intent (NOI), as well as any other CEQA noticing requirements, including the Notice of Completion (NOC) and the Notice of Determination (NOD) to the State Clearinghouse.



Preparation of Final IS/MND and Response to Comments

Following completion of the 30-day public review period, WRA will respond to agency and public comments submitted on the Draft IS/MND and will then prepare the Final IS/MND. The extent of work necessary to complete the Final IS/MND is contingent upon the number and nature of public comments received after the Draft IS/MND is circulated. For the purposes of this proposal, WRA has assumed a total of 16 hours for responses to comments on the Draft IS/MND. The Final IS/MND will include any revisions that may be required by the responses to comments, as well as a Mitigation Monitoring and Reporting Program (MMRP). WRA will also be responsible for the preparation and filing of the NOD with the County Clerk within five days following project approval. This proposal assumes the District will pay all filing fees required by the California Department of Fish and Wildlife (\$2,480.25) and Lake County (\$95).

Task 3 – Geotechnical Study

As subconsultants to Coastland, RGH Consultants will perform geotechnical services for the project. RGH will review selected published geologic data and their previous work in the vicinity of the site. An engineer or geologist will conduct a surficial reconnaissance of the site and mark planned exploration location in white paint and/or with painted white stakes. RGH will contact Underground Service Alert (USA) so that their members can mark their facilities within the area of our planned exploration. In addition, we will contract with a private utility locator to review and clear our exploration locations.

Once cleared for utilities, we will explore the subsurface conditions in the area of the existing water tank by excavating eight to ten test pits on the order of 5 to 8 feet deep using an excavator. Our engineer or geologist will locate and log the test pits and obtain bulk and relatively undisturbed samples for visual examination, classification, and laboratory testing. Selected samples representative of the material types encountered will be laboratory tested to determine certain characteristics pertinent to our analysis. These may include expansion potential (Expansion Index) and classification (Atterberg Limits and percent of silt and clay).

Based on the geologic literature review and analysis of the field and laboratory work, RGH will develop the following geotechnical information:

1. A brief description of soil, bedrock, and groundwater conditions observed during our study;
2. A discussion of seismic hazards that may affect the proposed improvements;
3. Seismic design criteria per guidelines in the 2019 California Building Code; and
4. Specific conclusions and recommendations concerning:
 - a. Primary geotechnical engineering concerns and mitigating measures, as applicable;
 - b. Site preparation and grading including treatment of weak, porous, compressible and/or expansive surface soils and the construction of hillside fills;
 - c. Design criteria and settlement behavior;
 - d. Support of concrete slabs-on-grade;
 - e. Backfilling of utility trenches;
 - f. Preliminary pavement sections;
 - g. Geotechnical engineering drainage improvements; and
 - h. Supplemental geotechnical engineering services.

RGH will consult with the design team during the course of their work to transmit preliminary design data as needed. Upon completion, RGH will present the results of the study in a written report including summaries of the field and laboratory work.

Deliverables: One (1) hard copy and one (1) electronic copy of the geotechnical report.



Task 4 – Development of Bid Documents

Once all preliminary work is concluded, our team will begin development of the final bid documents for the project. The bid documents will include plans, specifications, and estimates.

It should be noted that Coastland will not provide the detailed design for the tank foundations or cathodic protection, as these elements are particular to the specific tank manufacturer's specifications which will not be known until the submittal process. As is customary with tank projects, the detailed tank foundation and cathodic protection design will be required as a submittal by the successful contractor (typically provided by the successful subcontracting tank manufacturer.) Coastland will provide structural design criteria and coordinate with the tank manufacturer regarding the required structural specifications and design requirements for the water tank foundation in accordance with AWWA criteria.

Control Point Engineering (CPE) will provide electrical and control signal design, including electrical wiring to the cathodic protection system. As mentioned previously, the integration of signals to the SCADA system is not included in this proposal, but will be developed after the site review, based on the SCADA system needs and District preferences.

As the bid documents are developed, Coastland will provide the following submittals:

60% Submittal

Following our field review and geotechnical investigation, Coastland will prepare a 60% submittal. As part of these efforts, we will confirm the water tank locations, and develop the design for interconnection details, grading, retaining walls, and access road improvements. We will work with water tank manufacturers to provide pertinent details and specifications to be included in the construction drawings. Coastland will prepare the draft technical specifications in conformance with the current industry and AWWA standards. The 60% submittal will include initial plan layout drawings, site grading, preliminary technical specifications, and a preliminary cost estimate.

Deliverables: Two (2) hard copies of the 60% plans, technical specifications, and estimate.

95% Submittal

Upon completion of the 60% submittal and review by the District, Coastland will prepare the 95% submittal of the plans, specifications, and estimate. The project design will essentially be complete at this time. The 95% submittal will incorporate District comments from the 60% submittal and will include completed plan sheets for all improvements. We will also prepare 95% specifications, including a front-end boiler plate section and an estimate of probable construction costs.

Deliverables: Two (2) hard copies of the 95% plans, technical specifications, and estimate.

Final Documents (100% Submittal)

Following the District's review of the 95% submittal we will incorporate comments and prepare final bid documents including stamped and signed drawings and specifications.

RGH will review the project plans for conformance with their recommendations. RGH's comments will be incorporated into the Final Documents, and RGH will provide a final conformance letter for submittal.

Deliverables: One (1) hard copy and one (1) electronic copy of the final plans, technical specifications, and estimate for bidding. The final bid plans and technical specifications will be



signed and stamped for bidding purposes. One (1) hard copy and one (1) electronic copy of the geotechnical conformance letter.

Exclusions

The following work is not included in our proposal. However, Coastland would be pleased to provide these services at the District's request:

- Investigations for soil contamination,
- Detailed tank foundation design,
- SCADA integration,
- PLC programming,
- Public participation effort,
- Meetings beyond those noted above,
- Permitting fees, and
- Permit applications with the CDFW, RWQCB, and the Army Corps of Engineers.

PROJECT FEE

Based upon our described scope of work and assuming that the project qualifies for a Categorical Exemption/Categorical Exclusion under CEQA/NEPA, we propose to provide our professional engineering services on a time and materials basis for a not to exceed amount of \$131,984. The total amount we have specified is only for our described Scope of Work. If an Initial Study/Mitigated Negative Declaration is required, we propose to complete this work for a not to exceed amount of \$50,315. If you request work to be performed outside the scope of work or if the scope of work changes, we reserve the right to negotiate the cost for the extra work. Please note that we have estimated a budget of \$1,000 for reimbursable costs. This amount is included in the above total and is for reimbursable costs that are typically billed on an as-incurred basis plus 15%.

We greatly appreciate the opportunity to serve the District on this project. We are prepared to begin work upon authorization. We have prepared a contract amendment for (attached) for your consideration. Please let us know if you have any questions.

Sincerely,



John Wanger
CEO



Jennifer Melman
Senior Engineer





DESIGN WORK ESTIMATE

Water Storage Reliability Project	Engineering Design Services							Hidden Valley Lake CSD					
Task Information	Billing Classification & Rate							Subconsultant Costs				Totals	
TASK	Principal Engineer \$210	Senior Engineer \$170	Structural Engineer \$175	Sr. Engr. Technician \$150	Assistant Engineer \$145	Construction Manager \$170	Inspector \$160	WRA	Austral Engineering	RGH Consultants	Control Point Engineering	TOTAL HOURS	TOTAL FEE
1 MEETINGS & COORDINATION													
Kick Off Meeting/ Review Design Criteria and Tank Operation and Control (1 onsite)	6	6							\$1,472		\$2,346	12	\$6,098
Design Progress Meetings (2 remote)	3	6										9	\$1,650
Project Coordination		8										8	\$1,360
Subtotal												29	\$9,108
2 ENVIRONMENTAL COMPLIANCE (Assumes Categorical Exemption/Exclusion for CEQA/NEPA)													
Prepare Env. Compliance Documentation								\$21,850				0	\$21,850
Coordinate with Subconsultant	1	4										5	\$890
Subtotal												5	\$22,740
3 GEOTECHNICAL STUDY													
Geotechnical Investigation & Report		1								\$12,535		1	\$12,705
Coordinate with Subconsultant		1	1									2	\$345
Subtotal												3	\$13,050
4 DEVELOPMENT OF BID DOCUMENTS													
60% Submittal													
Preliminary Plans		52	8	88	10				\$9,200		\$1,898	158	\$35,988
Preliminary Specifications		10	4		15							29	\$4,575
Preliminary Estimate		4		5	5							14	\$2,155
QA/QC Review	3	4				2						9	\$1,650
Subtotal												210	\$44,368
90% Submittal													
Improvement Plans		24	2	80					\$8,188		\$3,105	106	\$27,723
Specifications		10			15							25	\$3,875
Cost Estimate		3		5	5							13	\$1,985
QA/QC Review	2	4				1						7	\$1,270
Subtotal												151	\$34,853
Final Documents (100% Submittal)													
Final Documents	1	6		10		2				\$1,725	\$2,070	19	\$6,865
Subtotal												19	\$6,865
DIRECT COSTS (repro, mileage, etc.)													\$1,000
TOTAL COST	16	143	15	188	50	5	0	\$21,850	\$ 18,860	\$ 14,260	\$ 9,419	417	\$131,984
ENVIRONMENTAL COMPLIANCE: Optional Task													
Initial Study/Mitigated Negative Declaration	2	6							\$48,875			8	\$50,315
Subtotal												8	\$50,315

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

DATE: July 13, 2021

AGENDA ITEM: Review and Discuss: Generator project – Planning Partners proposal

RECOMMENDATIONS: Recommend the acceptance of the Planning Partners proposal

FINANCIAL IMPACT: \$6,794

FUND: 320

BACKGROUND:

In July of 2019, CSD submitted a Federal Hazard Mitigation Grant Program (HMGP) Subapplication for the implementation of four permanent generators at water pumping stations. Total cost was ~\$2.4M, with a required local match of 25% of ~\$600,000. This Subapplication was submitted under disaster 4407 (California wildfires of 2018) and was waitlisted.

In 2020, CalOES inquired as to CSD's interest in re-submitting this Subapplication under a different funding bracket. At this time, CSD declined due to lack of local match funding.

In 2021, CalOES again inquired as to CSD's interest in re-submitted this Subapplication. At this time, CSD was able to answer in the affirmative due to Coastland Engineering's re-scoping of the project. The revised generator project would only place a permanent generator at two of the most critical the pumping stations. This brought the total project cost down to ~\$1.1M, with a required local match of 25% or ~\$275,000.

CalOES has been working with CSD on revision requirements of the Subapplication. Coastland's re-scoping and work estimate revision is complete. The environmental checklist is still needing revisions, and Planning Partners has submitted their revision proposal (Attached).

Currently, CSD staff has met the CalOES deadline of 7/9/21 to complete most of the Subapplication revisions. Starting Monday 7/19/21 CalOES will be able to provide feedback on these submittals, as well as support for additional documentation needs (BCA). These recent submittals are lacking the full environmental revisions as CSD moves forward with the expense approval process.

While this is not an extraordinary level of expense, it does apply to capital projects, and it therefore serving as an update to the progress of this project.



**FEMA Site Information, Environmental Review,
and Checklist to Evaluate the Placement of Emergency Generators
at Two Existing Domestic Water Pump Stations Operated by the Hidden Valley Lake CSD
Hidden Valley Lake, California**

July 8, 2021

SCOPE OF WORK

Task 1: Revise FEMA Site Information, Environmental Review, and Checklist Form

Under this task, Planning Partners will revise the project description to address only the Water Treatment Plant and Greenridge well sites. We will additionally reconfirm technical studies necessary to evaluate the Clean Air Act Conformity and whether the project would result in construction or operational emissions in excess of federal *de minimis* standards. Environmental analyses and exhibits previously prepared to complete the FEMA checklist will be reconfirmed. Technical research and additional supporting information, will be appended to the checklist form. A single checklist will be prepared for the two emergency generator project components. Completing the checklist will include addressing and documenting the following sections of the form and environmental issues:

- C. Project Description
- D. Project Coordination, Permits and Approvals
- E. Potential Environmental Impact
 - ▶ Physical Characteristics of site or vicinity
 - ▶ Biological Characteristics
 - ▶ Land Use and Socioeconomic Characteristics
 - ▶ Historic and Cultural Characteristics
 - ▶ Hazardous/Toxic Materials
 - ▶ Energy and Utilities
 - ▶ Public Services and Facilities
 - ▶ Transportation
 - ▶ Construction Activities
 - ▶ Alternatives Considered
 - ▶ CEQ Significance Factors
- F. FEMA Extraordinary Circumstances Review
- G. Part of a Larger Project Review
- H. Mitigation Measure Review

COST

The cost information presented herein reflects Planning Partners' estimate of the work necessary to revise and reconfirm the FEMA environmental documentation for the proposed emergency generator project based on our proposed scope of work and our knowledge of similar projects.

Planning Partners proposes to complete the work scope for a not-to-exceed price as shown in the table below without prior notice and agreement. The cost quoted includes all direct costs, such as telephone, travel, and reproduction. Requested additional incidental tasks and expenses not included in the fee proposal will be reimbursable on a time-and-materials basis at our standard billing rates.

Task	Cost
Task 1 Revise FEMA Evaluation Form	\$6,348
Direct Costs	\$446
Total	\$6,794

ASSUMPTIONS

In addition to the assumptions listed in the preceding scope of work, the scope, schedule, and cost provisions of this proposal are based upon several assumptions that are summarized below to further define the proposed scope of work. We recognize that these assumptions may be subject to change during the project. While such changes would not necessarily result in modification of the scope, schedule, or cost, Planning Partners must reserve the right to propose such modifications in the event of such changes.

- Under this scope of work, Planning Partners will reconfirm previous work and, if necessary revise the FEMA checklist and its supporting documentation to address only the Water Treatment Plant and Greenridge Well sites. For cultural resources, we assume that there have been no changes to the cultural environment or federal regulations pertaining to cultural resources, and no revision of that report will be necessary, except to delete discussions of well sites other than the WTP and Greenridge sites.
- We assume that the physical environment of these two sites remains the same as that characterized in 2019. If this is not true, we will need to complete field evaluations at additional cost.
- FEMA will be the lead agency for NEPA.
- Issues to be addressed in the reconfirmed FEMA checklist will be limited to those identified in this proposal. Issues that emerge after contract commencement are not now included in the proposed scope of work.
- The scope of work shall be considered entire for project review. Tasks not explicitly included in the scope of work are hereby excluded.
- There will be no alteration to the project description during the course of work once accepted by the District. Subsequent revisions to the project description may result in increased costs or a delay in project completion.

- District staff and other responsible agencies will cooperate with the consultant team promptly. Work will not be stopped or delayed by others outside of the environmental study team. Should work be stopped or delayed by others, Planning Partners shall have the right to renegotiate costs of work required after January 1, 2022, the beginning of Planning Partners' subsequent fiscal year.
- To assist in preparing a project description and completing technical analyses, Planning Partners will need the reconfirmation of the following information at project initiation:
 - ▶ Map showing the precise location of each site, and where proposed generators would be constructed, or confirmation that the previous information is still accurate
 - ▶ Engineering drawings or site plans if available or confirmation that the previous information is still accurate
 - ▶ Description of the proposed generators including type (mobile or fixed site), dimensions, any ancillary equipment, horsepower rating, engine air quality tier number, fuel type, and location within each site or confirmation that the previous information is still accurate
 - ▶ Description of fuel storage facilities, including type (above or below ground), dimensions, capacity, and location within each site or confirmation that the previous information is still accurate
 - ▶ Description of any other ancillary equipment, including uses, dimensions, and location within each site or confirmation that the previous information is still accurate
 - ▶ Description of existing access routes to each site and any changes in access that would be necessary to construct and operate the proposed generators or confirmation that the previous information is still accurate
 - ▶ Description of any grading or site preparation necessary to site generators and ancillary equipment or confirmation that the previous information is still accurate
 - ▶ Anticipated length of construction period or confirmation that the previous information is still accurate
 - ▶ Anticipated frequency of generator testing and duration of testing events or confirmation that the previous information is still accurate
 - ▶ For operational events other than periodic testing, estimate the number of operations and their duration or confirmation that the previous information is still accurate.

SIGNATURE CLAUSE

I hereby set forth that Environmental Planning Partners, Inc. offers the above services under the cited conditions to complete the reconfirmed environmental review for the Hidden Valley Lake CSD emergency generator project.

Environmental Planning Partners, Inc.



Signature

Robert D. Klousner, Jr., President

Date: July 8, 2021

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

DATE: May 11, 2021

AGENDA ITEM: Review and Discuss: Trane Development Agreement

RECOMMENDATIONS: Discussion only

FINANCIAL IMPACT: Minimal

FUND: N/A

BACKGROUND:

In November of 2020, Trane was elected to be CSD's ESCO partner in developing innovative solutions to enhance resilience at the District.

Several iterations of projects have been discussed but the basic principles have not changed. The basic project can be described as follows:

A tank on a hill that flows down to a tank on the bottom of the hill. This flow of water will generate electricity that can be sold. A photovoltaic field will deliver the electricity needed to move the water up to the tank on the hill. This would provide resilience to CSD in wildfire protection and power during Public Safety Power Shutoffs (PSPS'). This resilience is a somewhat intangible value unless one were to consider the value of human life according to FEMA.

The price of the project would essentially cover the cost of building it.

Most of the fluctuations in this project revolve around the cost of the project, and the potential off-takers.

This project is still under discussion. The first in a series of contracts has been delivered to CSD and is under review by third-party experts.

Currently, this project is expected to take 3-5 years, and cost \$40-\$50M. Grant opportunities have been identified that can help bring down the cost of construction. Two grant opportunities (\$15M and \$3M) will make this project financially viable. A third and fourth grant opportunity (up to an additional \$10M) could help finance CSD Capital Improvement projects.



POLICY TITLE:	Payment Arrangement Policy	
POLICY #:2113	ADOPTED DATE: November 17, 2015 President: Jim Freeman	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

2113.1 PURPOSE

The purpose of the Payment Arrangement Policy is to provide clear direction and a repeatable process that allows Hidden Valley Lake Community Services District (District) to remain effective in the collection of account balances.

2113.2 POLICY

Within the framework identified in Resolution 2015-27, customers are eligible to enter into an arrangement with HVLCS D to make payments on past due balances once in a 12-month period.

2113.3 GUIDELINES

1. Payment arrangement requests are accepted up until 5:00 PM the day before lock-offs.
2. The payment arrangement on past due balances must be paid in full by the current bill due date.
3. If the payment arrangement is not paid in full by the current bill due date, the account will be included in the ENSUING lock off process.

RESOLUTION 2015-27

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ADOPT A POLICY TO AUTHORIZE STAFF TO WAIVE MISCELLANEOUS FEES AND MAKE PAYMENT ARRANGEMENTS ONCE EVERY 12 MONTHS TO CUSTOMERS

WHEREAS, the Hidden Valley Lake Community Services District (District) Board of Directors adopts a policy to authorize staff to waive miscellaneous fees and make payment arrangements; and

WHEREAS, the waiving of miscellaneous fees and to make payment arrangements may be taken once every 12 months; and

WHEREAS, miscellaneous fees are identified as late penalty, courtesy notice fee, returned check fee, any part of the disconnect fee; and

WHEREAS, the approved policy will supercede any other policy(ies) that waives miscellaneous fees and to make payment arrangements; and

WHEREAS, there are unforeseen circumstances that the District should be able to reasonably work with a customer; and

WHEREAS, any waiver of miscellaneous fees or payment arrangements are documented on the customer's account; and

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services Distirct Board of Directors adopts a policy to authorize staff to waive miscellaneous fees and make payment arrangements once every 12 months to its customers.

PASSED AND ADOPTED on November 17, 2015 by the following votes:

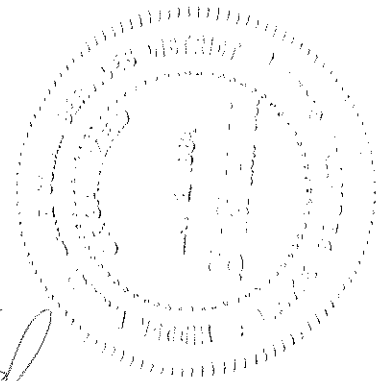
AYES: Directors Graham, Herndon, Lieberman, Miregian and Freeman


NOES: None

ABSTAIN: None


ABSENT: None

ATTEST:





Jim Freeman, President of the Board



Tami Ipsen, Secretary to the Board