



# Hidden Valley Lake Community Services District

## Special Session

DATE: March 4, 2019

TIME: 5:30 PM

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

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSSION AND POSSIBLE ACTION - Unit 9 Tank Project approvals
  - a) Approve the expenditure of budgeted funds to complete the Environmental portion of the Unit 9 Tank HMGP Sub application, not to exceed \$28,750
  - b) Authorize the General Manager to submit the Unit 9 Tank Project sub application
- 6) DISCUSSION AND POSSIBLE ACTION - Approve the expenditure of budgeted funds to execute Design Services for the Mountain Meadow North Water Main Replacement, not to exceed \$26,484
- 7) DISCUSSION AND POSSIBLE ACTION – Discuss and recommend payment source for multiple pumper truck invoices as a result of WWTP inundation 2/13-2/16
- 8) DISCUSSION AND POSSIBLE ACTION – Possible discussion of a Declaration of Emergency due to the 2019 flooding (Hand Carry)
- 9) CLOSED SESSION: The Board will call to order and recess to Closed Session to discuss the following items:

PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957: Review of the General Manager’s performance evaluation

PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957.6: Review of the General Manager’s contract provisions
- 10) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hvllcsd.org/meetings](http://www.hvllcsd.org/meetings). In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting. Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

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

**DATE:** March 4, 2019

**AGENDA ITEM:** Discussion and Possible Action: Unit 9 Tank Project approvals

- a) Approve the expenditure of budgeted funds to complete the Environmental portion of the Unit 9 Tank HMGP Sub application, not to exceed \$28,750
- b) Authorize the General Manager to submit the Unit 9 Tank Project sub application

**RECOMMENDATIONS:** Approve all actions, which will lead to the completion of the Unit 9 Tank Project sub application by the deadline of 4/18/2019. Once funded, these costs are 75% reimbursable.

**A)** Environmental portion of sub application

**FINANCIAL IMPACT:** \$28,750.00

**FUND/DEPARTMENT/ACCOUNT:** 130-5-00-5122

**B)** HVLCS D’s portion of the entire Unit 9 Tank Project

**FINANCIAL IMPACT:** \$439,000

**Fund availability**

325 (Operating Reserve)	320 (Capital Reserves)	130 (Operating)	Total
\$14,767.04	\$120,523.70	\$267,588.90	\$402,879.60

**BACKGROUND:** Public assistance requests to repair damage from the wildfires occurring in October of 2018 generated the availability of Hazard Mitigation Funding for the entire state of California (DR-4382). The following represents the series of requests and submission deadlines that have led to this most recent request of funding.

8/27/18 Notice of Interest for HMGP was opened

10/5/18 Deadline for NOI submission

12/4/18 Notice of eligibility, for Project 4382-0112 Unit 9 Tank Project

1/15/19 Board of Directors meeting approved the expenditure of \$18,095 (130-5-00-5122) for Coastland to complete the Unit 9 Tank Project sub application, with the exception of survey and environmental costs.

2/14/19 Coastland Engineering submitted a quote for the remainder of costs (environmental) to complete the application. The environmental portion needed to complete the sub application is quoted not to exceed \$28,750 (130-5-00-5122). All other aspects of the sub application, in addition to the environmental portion, totals \$46,845.00.

4/18/19 Deadline for Subapplication submission

Attachments

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on March 4, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

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Secretary to the Board

## Alyssa Gordon

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**From:** Jennifer Melman <melman@coastlandcivil.com>  
**Sent:** Thursday, February 14, 2019 12:29 PM  
**To:** Alyssa Gordon  
**Cc:** John Wanger  
**Subject:** HVL HGMP: Budget information

Alyssa:

Here's an update on budgetary numbers for the HGMP project.

Back on January 10th, John emailed you an estimate for engineering services to prepare HGMP sub-applications for two projects: the Unit 9 Tank and the Tideflex valve. He estimated that our costs would be \$18,095, not including survey and environmental compliance work. At that time, John was concerned that the environmental work might be significant, noting the extensive environmental review required for the application process.

Since then we've decided not to pursue the Tideflex valve application, because very extensive hydraulic modeling would be necessary to demonstrate the flood reduction benefits provided by the valve (i.e. how many homes would be protected from flooding under various storm conditions).

At your request we have obtained proposals for the Unit 9 Tank survey and environmental compliance work.

- Survey by Cinquini and Passarino (conducted on 2/7) \$3,139
- Environmental by WRA (Phase I: Pre-Application Tasks only) \$21,275 - \$28,750

The survey costs can come from our \$18,095 engineering budget, because the Tideflex valve has been omitted.

**The total cost for preparing the HMGP sub-applications will be within the range of \$39,370 - \$46,845.**

Below is the scope of work proposed by WRA. Based on our understanding of site conditions, we expect WRA's costs to be on the lower side of the range.

Please let me know if you have any questions,  
Jenny Melman

## WRA Scope of Work

### ***PHASE I: TECHNICAL STUDIES AND PREPARATION OF FEMA CHECKLIST***

#### ***Task 1: Kick-Off Conference Call, Project Management and Review of Existing Information***

WRA proposes to kick-off Phase I environmental reviews with the team by: 1) collecting all relevant reports and drawings (identify relevant documents to be transmitted ); 2) discussing the proposed project schedule and assumptions; 3) resolving issues regarding overall project responsibilities and coordination; 4) identifying other key contacts; and 5) discussing overall communication protocols.

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.

### ***Task 2: Preparation of Draft Project Description***

WRA will review relevant design materials and Coastland's draft project description to prepare a detailed project description suitable for environmental documentation. Coastland will respond to WRA's edits and comments in the draft and support any design refinements needed to confirm the project's environmental footprint and finalize the project description. Because the project description is the basis for analyzing the project's environmental impacts confirming the project footprint early in the process is an important first step. A developed design and preliminary project description prepared by Coastland will limit WRA's costs and focus our efforts to more specifically address the environmental requirements of the project description.

### ***Task 3: Biological Resources Survey***

Prior to the initiation of the biological site survey, Coastland Civil Engineering will provide project maps that illustrate the site's boundary and all project improvements. WRA staff biologists will conduct a biological resources survey at the site. Our approach for conducting this study consists of the following:

- A desktop search of the California Department of Fish and Wildlife Natural Diversity Data Base, the California Native Plant Society database, and the U.S. Fish and Wildlife Service county list will be conducted to determine which protected species and/or critical habitat potentially occur in the vicinity of the site. In addition, available aerial photography, USGS maps, and other sources will be reviewed for the potential location of wetland habitats or other sensitive species for the area.
- Biologists will visit the project area to assess the habitats present to determine suitability for special status wildlife and plants that have the potential to be on the site. Possible impacts to sensitive species located within the footprint of the proposed project will be the focus of the site inspection, and any potential indirect impacts from the project will also be assessed. WRA's biological survey will cover areas within the project site boundaries provided by Coastland Civil Engineering.
- An initial review suggests wetlands are not likely to be present within the proposed project area. However, trees are visible on the air photo, so the WRA biologist/arborist will survey any trees that may be removed or impacted in the project area. Mitigation for loss of any trees protected by the Lake County tree protection ordinance will be described.
- A technical letter report on biological resources will discuss the results of the literature search and field reconnaissance. The report will provide information on the known or potential use of the site by any sensitive species. If any sensitive species are observed, they will be reported in the findings. An analysis of potential impacts and mitigation

measures will be prepared to address those issues.

***OPTIONAL Task: Preparation of Biological Resources Assessment***

A preliminary review of the site suggests that a federal candidate species, Valley elderberry longhorn beetle (VELB) could potentially be affected by the proposed project. If there is potential to affect this sensitive species on the site, the SWRCB will likely initiate informal or formal consultation with the U.S. Fish and Wildlife Service (USFWS). WRA will utilize field survey data collected during the completion of the biological review and the results of the database search to assist in preparation of a Section 7 Biological Assessment (BA) letter report.

***OPTIONAL Task - Informal Consultation with USFWS***

It is more likely than not that avoidance of the potential impact could eliminate the need for consultation. The consultation process however requires the Applicant to provide a description of the project (specifically any actions which may have an effect on federally listed or candidate species), a description of the specific areas which may be affected, the manner in which impacts may occur, an analysis of cumulative impacts, and a description of the listed species or critical habitats that may be affected. The BA is a focused report that describes the suitability of on-site habitat conditions for the federally listed species known from the vicinity. In addition, the report will discuss any potential impacts (including direct, indirect, and cumulative impacts) which may occur to these species as a result of the project, and any mitigation measures to compensate for potential impacts.

***Task 4: Preparation of an Initial Cultural Resources Tech Memo***

WRA has retained Alta Archaeological Consulting (ALTA) out of Santa Rosa to prepare an initial cultural resources study. The initial cultural resources study will be sufficient to address the questions in FEMA Checklist but will not go so far as to address State and Federal requirements defined in CEQA and Section 106 of the National Historic Preservation Act (NHPA), which will be needed once the grant is approved.

To address questions in the Checklist, Alta will prepare a records search, perform a field survey, and determine the likelihood of Native American requests for consultation. These efforts will provide the necessary information to address the questions in the Checklist. Additional Cultural Resources work will be required for CEQA level documentation. Described below are the tasks necessary to perform an initial cultural resources Technical Memo capable of supporting the FEMA grant application.

- **Records Search**

ALTA will perform a records search at the California Historical Resources Information System, Northwest Information Center (NWIC). The NWIC is the primary repository for cultural resources information that covers an 18-county area including Lake County. The purpose of archival research is to identify any previously conducted archaeological surveys or known archaeological sites located on the subject properties and within a one-

half mile radius of the project area(s).

The review of ethnographic and historic literature will be completed later after the FEMA grant is awarded in order to create background contextual information as needed for CEQA documentation.

- **Field Inventory**

ALTA staff will conduct an on-site field reconnaissance of the project area. The project area(s) will be intensively examined for cultural resources. A complete inventory entails systematic pedestrian examination of the ground surface in accordance with established standards that include reduced transect spacing in sensitive areas if needed. The field crew will maintain daily field notes and the findings will be made available immediately following the field investigation.

A cultural resource has a minimum age of 45 years and Tank 9 is older. It and other discovered archaeological resources identified within the project area will be recorded using the standard *State of California Department of Parks and Recreation Archaeological Site Forms*. As cultural resources are located during survey, approximate boundaries will be delineated and the location of the resource plotted. Site recordation will include site and feature mapping, completing of site record forms, and digital photography. An evaluation of the impact agents and site condition will be noted for each site in the project area. As appropriate, a limited narrative will be provided to further describe the nature, extent, and location of resources.

Upon approval of FEMA funding additional Cultural Resources work will be required to complete the Cultural Resources Report so that it is suitable for submittal as a technical document in support of CEQA. The two primary additional tasks required are Native American consultation (if requested) and completion of the Archeological Resources Survey Report.

- **Native American Consultation**

Assembly Bill 52, which went into effect in July 2015, is an amendment to CEQA Section 5097.94 of the Public Resources Code. AB52 established a consultation process with all California Native American tribes identified by the Native American Heritage Commission (NAHC) with cultural ties to an area and created a new class of resources under CEQA known as Tribal Cultural Resource.

ALTA will consult with the Native American Heritage Commission (NAHC) to request a review the Sacred Lands Files for any resources that may be present within the project area(s) and to provide a list of local Native American tribes. ALTA will contact in writing (via certified mail) Native American groups or individuals identified by the NAHC to inform them of the proposed project and to solicit their concerns about the undertaking. Comments and information provided by the Native American community and government agencies will be provided in the draft and final reports. These tasks will be sufficient to address the regularly requirements of CEQA Section 5097.94 of the Public Resources



Code and Section 106 of the NHPA.

- **Archaeological Survey Report**

ALTA will prepare an Archaeological Survey Report (ASR) in accordance with the standard guidelines in Archaeological Resource Management Reports (1990). The ASR will include a summary of the identification efforts undertaken in the study, consultation with agencies and local governments, provide a summary of archaeological methods and findings, and make preliminary recommendations for appropriate treatment and/or evaluation of resources. The archaeological survey report will be sufficient to satisfy Federal regulatory requirements including the Section 106 of the National Historic Preservation Act and state requirements defined in CEQA.

**Task 5: Prepare FEMA Checklist**

WRA will use the technical studies described above to complete the responses required in the FEMA Checklist for the Hidden Valley Lake CSD's grant application. This involves analyzing the project description relative to available data and research information provided in the biological and cultural resources reports. Adequate responses to the questions in the checklist will require research into land use regulations, hazardous materials, energy demand, transportation needs, and public utilities. This analysis will be used to provide FEMA with an accurate and thorough understanding of the project site's present environmental condition and the elements of the project that may directly or indirectly affect the environment during construction or operation.



**Jenny Melman** | *Senior Engineer*

**COASTLAND**

*Santa Rosa | Auburn | Pleasant Hill*

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Civil Engineering | Construction Management | Building Services



[Website](#)



[Email](#)



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## Alyssa Gordon

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**From:** Jennifer Melman <melman@coastlandcivil.com>  
**Sent:** Thursday, February 14, 2019 4:34 PM  
**To:** Alyssa Gordon  
**Cc:** John Wanger  
**Subject:** RE: HVL HGMP: Budget information

Good question. Those environmental costs were higher than we expected.  
The very rough pre-design estimate that generated the \$1.7M could be updated as shown below.  
The bottom line is the District's 25% portion.

TANK SITE 9 ONLY				
\$	930,000	Construction		
\$	93,000.0	10% OH profit		
\$	1,023,000	subtotal		
\$	255,750.00	25% Contingency		
\$	1,278,750	Total Construction		
\$	153,450.00	Engineering (12%)		
\$	204,600.00	Construction Mgmt & Insp (16%)		
\$	40,825.00	CEQA		
\$	46,485.00	Pre-Application work		
\$	31,968.75	Project Admin		
\$	1,756,079	Total cost		
\$	439,019.69	25% (HVL CSD's portion)		



**Hidden Valley Lake Community Services District  
Financial Activity, Cash and Investment Summary  
As of January 31, 2019  
(Rounded and Unaudited)**

	<b>Operating Checking</b>	<b>Money Market</b>	<b>LAIF</b>	<b>Bond Trustee</b>	<b>Total All Cash/Investment Accounts</b>
	<b>West America Bank 1010</b>	<b>West America Bank 1130</b>	<b>State Treasurer 1133</b>	<b>US Bank 1200</b>	
<b>Financial Activity of Cash/Investment Accounts in General Ledger [1]</b>					
<b>Beginning Balances</b>	<b>\$ 568,862.84</b>	<b>\$ 804,867.30</b>	<b>\$ 986,035.90</b>	<b>\$ 177,387.85</b>	<b>\$ 2,537,153.89</b>
<b>Cash Receipts</b>					
Utility Billing Deposits	252,172.34	-	-	-	
Electronic Fund Deposits	-	-	-	-	
Other Deposits	-	148,596.19	5,958.41	262.20	
<b>Total Cash Receipts</b>	<b>\$ 252,172.34</b>	<b>\$ 148,596.19</b>	<b>\$ 5,958.41</b>	<b>\$ 262.20</b>	
<b>Cash Disbursements</b>					
Accounts Payable Checks issued	293,192.87	-	-	-	
Electronic Fund Disbursements	34,558.13	-	-	-	
Payroll Checks issued - net	51,725.34	-	-	-	
Bank Fees	2,928.25	-	-	-	
Other Disbursements	-	-	-	-	
<b>Total Disbursements</b>	<b>\$ 382,404.59</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Transfers Between Accounts</b>					
Transfers In	-	-	-	-	
Transfers Out	-	-	-	-	
<b>Total Transfers Between Accounts</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ending Balances in General Ledger</b>	<b>\$ 438,630.59</b>	<b>\$ 953,463.49</b>	<b>\$ 991,994.31</b>	<b>\$ 177,650.05</b>	<b>\$ 2,561,738.44</b>
<b>Reconciling Adjustments to Financial Institutions [2]</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financial Institution Ending Balances</b>	<b>\$ 438,244.60</b>	<b>\$ 953,463.49</b>	<b>\$ 991,994.31</b>	<b>\$ 177,650.05</b>	<b>\$ 2,561,352.45</b>

**Ending Balances General Ledger Distribution by District Funds**

<b>100</b> Operating	-	-	-	-	-
<b>120</b> Wastewater Operating	108,273.17	58,539.15	69,593.02	-	236,405.34
<b>130</b> Water Operating	142,630.42	163,875.57	103,713.35	-	410,219.34
<b>140</b> Flood Enterprise	2,355.12	-	-	-	2,355.12
<b>215</b> 2016 Sewer Refinancing Bond	-	255,170.62	62,932.66	177,650.05	495,753.33
<b>218</b> 2002 CIEDB Loan	66,713.24	-	11,906.88	-	78,620.12
<b>219</b> 2012 USDA Solar COP	0.23	54,975.26	847.37	-	55,822.86
<b>313</b> Wastewater Capital Facilities Reserved	(10,601.00)	60,499.21	267,553.90	-	317,452.11
<b>314</b> Wastewater Capital Facilities UnRestricted	6,000.00	51,681.67	270,305.62	-	327,987.29
<b>319</b> 2012 USDA Solar COP Reserve	-	31,272.81	-	-	31,272.81
<b>320</b> Water Capital UnRestricted	53,931.03	66,592.63	-	-	120,523.66
<b>325</b> Water Operating Reserve	14,767.04	-	-	-	14,767.04
<b>350</b> 2002 CIEDB Loan Reserve	-	-	177,058.60	-	177,058.60
<b>711</b> 2016 Bond Administration	(5,571.22)	1,085.61	28,082.92	-	23,597.31
<b>712</b> Bond Revolving	60,132.56	209,770.96	-	-	269,903.52
<b>Total Ending Balances in General Ledger</b>	<b>\$ 438,630.59</b>	<b>\$ 953,463.49</b>	<b>\$ 991,994.31</b>	<b>\$ 177,650.05</b>	<b>\$ 2,561,738.44</b>

[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

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

**DATE:** March 4, 2019

**AGENDA ITEM:** Discussion and Possible Action: Approve the expenditure of budgeted funds to execute Design Services for the Mountain Meadow North Water Main Replacement, not to exceed \$26,484

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**RECOMMENDATIONS:** Approve this expenditure, to develop a design for this urgently needed repair in the Water Distribution system

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**FINANCIAL IMPACT:** \$26,484

**FUND/DEPARTMENT/ACCOUNT:** 130-5-00-5150

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**BACKGROUND:** Identified as a high risk by the Utility Supervisor, 300' of water main on Mountain Meadow North extending from the intersection with Donkey Hill, to the intersection with Hartmann Road is in need of replacement, as well as valves located within that line. Due to the size, complexity and potential cost of this repair, Coastland Civil Engineering was contacted to assist the District in this task. The scope of work associated with these costs are identified in the following attachment.

Attachment

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on March 4, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

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Secretary to the Board



# COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

February 13, 2019

Mr. Kirk Cloyd  
General Manager  
Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
Via email: [kcloyd@hiddenvalleylakecsd.com](mailto:kcloyd@hiddenvalleylakecsd.com)

Subject: Proposal for Engineering Design Services for the  
**Mountain Meadow Road Water Main Replacement Project**

Dear Kirk,

In response to your request, I am pleased to provide you this letter proposal to assist Hidden Valley Lake Community Services District (District) with the development of bid documents for the replacement of approximately 300 feet of water main piping in Mountain Meadow Road.

## **UNDERSTANDING**

Based on a field visit and conversations with District staff, it is our understanding that the project includes the replacement of approximately 300 feet of 8-inch water main pipe in Mountain Meadow Rd, between an isolation valve in the intersection with Hartmann Road and an isolation valve near the intersection with Donkey Hill Road. The project includes the replacement of three isolation valves and three water services (to be replaced to the meter). The section of water main being replaced has been problematic and has experienced several leaks in the recent past.

## **SCOPE OF SERVICES**

The following Scope of Work is based on our understanding of the project details following discussions with the District and our detailed site investigation.

### **Task 1 – Meetings with District Representatives**

Immediately after the Notice to Proceed is issued by the District, Coastland will schedule a kick-off meeting with District staff to complete a thorough site review with District Staff to ensure we are aware of all project goals and constraints. Included in this task will be a project kick-off / pre-design meeting, a face-to-face meeting at the 50% submittal and phone conference meetings for the 95% and final submittal.

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## **Task 2 – Background Information**

We will assemble all the available District information pertaining to the project including as-built drawings, utility information, property data and additional pertinent information for the project. Additionally, we will contact utility companies that have facilities in the project area to obtain any record maps indicating the type and size of facilities for inclusion on the plans.

## **Task 3 – Coordination with Agencies**

As the project is replacement of an existing water line, the project is categorically exempt under CEQA. Accordingly, we will include preparing a Notice of Exemption in accordance with CEQA and providing this to the District for adoption and recordation with the County.

Because Hartmann Road is within the County right-of-way, we will coordinate with the County to obtain an Encroachment Permit.

## **Task 4 – Surveying**

Our surveying subconsultant, Cinquini & Passarino (CPI), will complete a topographic survey to support the design efforts for this project. The survey will include, but not limited to; edges of pavement, buildings, fences, striping and pavement markings, utility poles, medians and guard station structures, meter boxes, valve boxes, overhead wires, driveway locations, trees six (6) inches and larger, limits of headwalls, viaduct cross sections, sanitary sewer and storm drain facilities including manhole lid and invert elevations, subsurface utilities marked or found, steps/stairs, creek flow lines and tops of bank, and any other pertinent information that could apply to the project during design. The finished product will be a map in AutoCAD format showing existing topographic features and utilities along the project reach based on the above described approach. The map will be at a 1 inch = 20 feet scale unless otherwise requested.

Topographic surveys will be performed within the apparent public right-of-way throughout the project reach. Record public right-of-way will be drafted and placed on the topographic survey. This will include information available through the County's GIS. No additional boundary surveying should be necessary for this project and therefore not included within this scope of work.

## **Task 5 – Bid Documents**

### 50% Submittal

Following our background research, utility coordination, and survey, we will develop a preliminary design for mainline and service replacement. The initial submittal (50% complete drawings) will include all water main and services improvements. Also included in this submittal will be a recommended construction method for the new water main at the culvert crossings and the reconnection of the residential service to the water main outside of the project limits.



The 50% submittal will include three (3) sets of half-size plans, draft technical specifications, and a preliminary engineer's estimate of probable construction costs.

### 95% Submittal

Following the District's review of the 50% submittal, we will prepare the 95% submittal. The submittal will address all comments on the 50% submittal and will essentially be a comprehensive design package. The plans will include details for all improvements. The specifications will be complete. The 95% submittal will include three (3) sets of half-size plans, specifications and an engineer's cost estimate.

### 100% Plans & Specifications

Following the review of the 95% submittal, Coastland will prepare the final construction drawings, specifications and estimate signed by a California registered Civil Engineer. We will provide a final electronic submittal to the District for a final review to verify comments have been addressed prior to producing the 100% bid documents. Upon final District review, we will provide stamped and signed mylar drawings and camera-ready specifications. An electronic copy of the drawings, specifications and final cost estimate will also be provided in both PDF and AutoCAD formats. We will work with the District to determine the number of bid documents to reproduce for bidding purposes.

### **Task 6 –Bid Support**

Coastland will provide the District with the Notice to Bidders for advertisement in local papers. We will also reproduce and distribute the construction documents to local plan rooms and interested contractors. During the bidding process, we will answer any questions that may arise and maintain a phone log of inquiries. We will prepare any addenda that may be necessary. Coastland will also conduct the bid opening at the District office, tabulate results and review the apparent low bidder's bid package.

Once the review of the bid has been completed, we will prepare a bid summary and forward it to the District with our recommendation for bid award. Please note that the time associated with this task does not include any time necessary for bid protests. If a bid protest is issued by any of the other bidders, we can provide this as extra service on a time and materials basis, as the time necessary to process the protest is unknown.

### **PROPOSED FEES & SCHEDULE**

Based on our scope of work and our estimated time, we propose that the services associated with the project be completed for a not-to-exceed amount of \$26,484. The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates.



We greatly appreciate the opportunity to provide this proposal and look forward to continuing to serve Hidden Valley Lake Community Services District. Please feel free to contact Jennifer Melman or me at (707) 571-8005 if you have any questions or need any additional information.

Sincerely,

A handwritten signature in blue ink that reads "John Wanger". The signature is fluid and cursive, with the first name being more prominent.

John Wanger, PE  
Principal

A handwritten signature in black ink that reads "Jennifer Melman". The signature is cursive and somewhat stylized, with a long horizontal stroke at the end.

Jennifer Melman, PE  
Project Engineer







## WORK ESTIMATE

Mountain Meadow Water Main Replacement		Proposal for Design Services				Hidden Valley Lake CSD			
Task #	Task Description	Principal Engineer	Senior Engineer	Assistant Engineer	CAD Designer	Admin	Total Hours	Total Cost	Subconsultant / Notes
		\$195	\$155	\$135	\$135	\$85			
<b>1</b>	<b>Meeting with District</b>								
	Kick Off Meeting (1)		4		4		8	\$1,160	
	Progress Design Review (3)	4	6				10	\$1,710	
	<b>Subtotal</b>						<b>18</b>	<b>\$2,870</b>	
<b>2</b>	<b>Background Information</b>								
	Assemble Background Information				2		2	\$270	
	Coordinate with Utility Companies		1	2	2		5	\$695	
	<b>Subtotal</b>						<b>7</b>	<b>\$965</b>	
<b>3</b>	<b>Coordination with Agencies</b>								
	Prepare Notice of Exemption	1	2				3	\$505	
	Obtain County Encroachment Permit		2	2	1		5	\$715	
	<b>Subtotal</b>						<b>8</b>	<b>\$1,220</b>	
<b>4</b>	<b>Surveying</b>								
	Topographic Survey - Mountain Meadow Rd							\$4,249	Cinquini & Passarino
	Coordination with Surveyor		1		1		2	\$290	
	<b>Subtotal</b>						<b>2</b>	<b>\$4,539</b>	
<b>5</b>	<b>Prepare Bid Documents</b>								
	<b>50% Submittal</b>								
	Improvement Plans (5 sheet set)		15		30		45	\$6,375	
	Preliminary Specifications		5				5	\$775	
	Preliminary Cost Estimate		1		2		3	\$425	
	QC Review/Value Engineering	2	1				3	\$545	
	<b>50% Submittal Subtotal</b>						<b>56</b>	<b>\$8,120</b>	
	<b>95% Submittal</b>								
	Improvement Plan Revisions		5		15		20	\$2,800	
	Specifications		4				4	\$620	
	Cost Estimate		1		2		3	\$425	
	QC Review/Constructability Review	1	1				2	\$350	
	<b>95% Submittal Subtotal</b>						<b>29</b>	<b>\$4,195</b>	
	<b>100% Submittal</b>								
	Final Documents		2		5		7	\$985	
	<b>100% Submittal Subtotal</b>						<b>7</b>	<b>\$985</b>	
	<b>Subtotal</b>						<b>92</b>	<b>\$13,300</b>	
<b>6</b>	<b>Bid Support</b>								
	Bid administration	1	6			6	13	\$1,635	
	Bid Opening attendance	3	3				6	\$1,050	
	Bid analysis/recommendation	1	2				3	\$505	
	<b>Subtotal</b>						<b>22</b>	<b>\$3,190</b>	
	<b>Miscellaneous Costs</b>							<b>\$400</b>	Est mileage, photos, reproduction, mylars
<b>Total Hours</b>		<b>13</b>	<b>62</b>	<b>4</b>	<b>64</b>	<b>6</b>	<b>149</b>		
<b>Total Cost</b>		<b>\$2,535</b>	<b>\$9,610</b>	<b>\$540</b>	<b>\$8,640</b>	<b>\$510</b>		<b>\$26,484</b>	



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

**DATE:** March 4, 2019

**AGENDA ITEM:** Discussion and Possible Action: Discuss and recommend payment source for multiple pumper truck invoices as a result of WWTP inundation 2/13-2/16

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**RECOMMENDATIONS:** Identify most appropriate source of funding for these unanticipated costs.

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**FINANCIAL IMPACT:** \$108,522.50

**Fund availability**

313 (Operating Reserves)	314 (Capital Reserves)	120 (Operating)
\$328,053.10	\$321,987.30	\$128,132.20

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**BACKGROUND:** From 2/13 – 2/16, Hidden Valley Lake received 9.5 inches of rain. This caused an inundation at the WWTP, and presented a danger of Sewer System Overflow (SSO) in the Community. To prevent SSOs, pumper trucks were hired to mitigate the effects of the excessive rains. An estimated total of 950,000 gallons were pumped during this time, and all pumper truck invoices have been submitted.

Attachments

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on March 4, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board



**Action Sanitary, Inc**  
 707-994-5068  
 ActionSanitary@gmail.com  
 PO Box 492  
 Lower Lake, Ca 95457

# Invoice

Date	Invoice #
2/18/2019	19805

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
12.5	1976 DOWN TRAILER & TRACTOR 5400 GALLON TRACTOR TRAILER START TIME: 6PM 2/14/19 END TIME: 6:30AM 2/15/19 APPX: 67,500 GALLONS PUMPED-12 LOADS	250.00	3,125.00
12.5	2017 DAVIDSON TRAILER & TRACTOR 5400 GALLON TRACTOR TRAILER START TIME: 6PM 2/14/19 END TIME: 6:30AM 2/15/19 APPX: 67,500 GALLONS PUMPED-12 LOADS	250.00	3,125.00
33	CALLED BACK ON 1976 DOWN TRAILER & TRACTOR 5400 GALLON TRACTOR TRAILER START TIME:8AM 2/15/19 END TIME: 5PM 2/16/19 APPX: 178,200 GALLONS PUMPED-33 LOADS	250.00	8,250.00
33	CALLED BACK ON 2017 DAVIDSON TRAILER & TRACTOR 5400 GALLON TRACTOR TRAILER START TIME:8AM 2/15/19 END TIME: 5PM 2/16/19 APPX: 178,200 GALLONS PUMPED-33 LOADS	250.00	8,250.00
33	10 Wheeler Vacuum Truck Fee- Per Hour 1991 PETE START TIME: 8AM 2/15/19 END TIME: 5 PM 2/16/19 APPX: 81,000 GALLONS PUMPED-33 LOADS	200.00	6,600.00
51	10 Wheeler Vacuum Truck Fee- Per Hour 1996 PETE START: 8AM 2/15/19 END TIME: 11AM 2/17/19 APPX: 89,100 GALLONS PUMPED-51 LOADS	200.00	10,200.00

**Thank you, we appreciate your business!**

<b>Invoice Amount Due</b>
<b>Account Balance Due</b>



**Action Sanitary, Inc**  
 707-994-5068  
 ActionSanitary@gmail.com  
 PO Box 492  
 Lower Lake, Ca 95457

# Invoice

Date	Invoice #
2/18/2019	19805

Bill To
HIDDEN VALLEY LAKE COMMUNITY SERVICE DIST 19400 HARTMANN RD HIDDEN VALLEY, CA 95467-8371

P.O. No.	Terms	Project
ORDERED BY DENNIS	Due on receipt	

Quantity	Description	Rate	Amount
51	10 Wheeler Vacuum Truck Fee- Per Hour 2015 PETE START TIME: 8AM 2/15/19 END TIME: 11AM 2/17/19 APPX: 91,800 GALLONS PUMPED-51 LOADS	200.00	10,200.00
51	10 Wheeler Vacuum Truck Fee- Per Hour 1996 KW START TIME: 8AM 2/15/19 END TIME: 11AM 2/17/19 APPX: 91,800 GALLONS PUMPED-51 LOADS ALYSSA 533-9073	200.00	10,200.00
	Sales Tax Lake County 7.25%	7.25%	0.00

**Thank you, we appreciate your business!**

<b>Invoice Amount Due</b>	*****
<b>Account Balance Due</b>	\$59,950.00

# North Bay Restaurant Services

PO Box 5606  
Santa Rosa, CA 95402  
(707) 824-9737  
info@teamnorthbay.com | www.northbayrestaurantservices.com



## RECIPIENT:

### Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, California 95467

Phone: 707-533-9073 (Alyssa)

## SERVICE ADDRESS:

18755 Horseshoe Road  
Hidden Valley Lake, California 95467

## Invoice from AllStarz Pumping

Invoice #191116	
Issued	Feb 15, 2019
Due	Mar 17, 2019
<b>Total</b>	<b>\$34,422.50</b>

SERVICE / PRODUCT	DESCRIPTION	QTY.	UNIT COST	TOTAL
<b>Feb 13, 2019</b>				
Commercial Septic Pump	2500gl Pump Truck: Start at; 02/13/19 10pm - End at; 02/14/19 9:30pm	23.5	\$465.00	\$10,927.50*
Commercial Septic Pump	4000gl Pump Truck: Start at; 02/13/19 10pm - End at; 02/14/19 9:30pm	23.5	\$515.00	\$12,102.50*
Commercial Septic Pump	3000gl Pump Truck: Start at; 02/13/19 10pm - End at; 02/14/19 9:30am	11	\$465.00	\$5,115.00*
<b>Feb 14, 2019</b>				
Commercial Septic Pump	2800gl Pump Truck: Start at; 02/14/19 5am - End at; 02/14/19 5:30pm	13.5	\$465.00	\$6,277.50*

**Total** **\$34,422.50**

\* Non-taxable

We value our customers. Always feel free to call us at (707) 824-9737 ext. 405 with any billing-related questions.

DID YOU KNOW? We also offer "NO MESS" Commercial Kitchen Floor Cleaning and Eco-Friendly Dumpster Area Steam Cleaning?

**Alyssa Gordon**

---

**From:** LIONEL FLORES <lionel\_flores@sbcglobal.net>  
**Sent:** Wednesday, February 20, 2019 5:05 PM  
**To:** agordon@hvlcsd.org  
**Subject:** Hidden valley lake

2/20/19

EZ Flush  
Portable rentals & Septic and RV pump Service

707 548-3379 cell 707 585-2492 office/fax

P.O. BOX 1245  
ROHNERT PARK, CA 94927

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BILL TO: Hidden Valley Lake Community Service District  
19400 Hartmann Rd.  
Hidden Valley Lake, CA 95467-8371

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Date of Service: 02/13/19 - 02/14/19 Site: Hidden Valley Lake. Ticket# 172669

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QUANTITY	DESCRIPTION	SERVICE RATE	AMOUNT
2 1,500.00	Truck pump service ( 6 loads of 2,500 gallons, 6 loads of 3,500 gallons).	\$ 750.00 X2	\$
24 6,000.00	24 hours of Labor and Driver(Truck) 10:00 p.m. 02/13/19 to 10:00 a.m. 02/14/19.	\$ 250.00 p/hr.	\$
Total Due			\$ 7,500.00

please make checks payable to: EZ Flush and mail to address listed above Thank You.

Fort Bragg Septic  
PO Box 2026  
Fort Bragg, CA 95437  
(707)964-1157



## INVOICE

### BILL TO

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

INVOICE # 3266  
DATE 02/19/2019  
DUE DATE 03/01/2019  
TERMS Net 10

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ACTIVITY	QTY	RATE	AMOUNT
<b>Emergency Labor</b> Portal to Portal Phone Call received at 9:30 PM Wednesday February 13 Returned back to Fort Bragg at 11:30 AM Thursday February 14 14 Hours	14	475.00	6,650.00

---

Thank you for your business!

BALANCE DUE

**\$6,650.00**

Vendor charges by invoice		
Vendor	Invoice	
Action	\$	59,950.00
All Starz	\$	34,422.50
EZ	\$	7,500.00
Ft Bragg	\$	6,650.00
	\$	108,522.50





**Hidden Valley Lake Community Services District  
Financial Activity, Cash and Investment Summary  
As of January 31, 2019  
(Rounded and Unaudited)**

	<b>Operating Checking</b>	<b>Money Market</b>	<b>LAIF</b>	<b>Bond Trustee</b>	<b>Total All Cash/Investment Accounts</b>
	<b>West America Bank 1010</b>	<b>West America Bank 1130</b>	<b>State Treasurer 1133</b>	<b>US Bank 1200</b>	
<b>Financial Activity of Cash/Investment Accounts in General Ledger [1]</b>					
<b>Beginning Balances</b>	<b>\$ 568,862.84</b>	<b>\$ 804,867.30</b>	<b>\$ 986,035.90</b>	<b>\$ 177,387.85</b>	<b>\$ 2,537,153.89</b>
<b>Cash Receipts</b>					
Utility Billing Deposits	252,172.34	-	-	-	
Electronic Fund Deposits	-	-	-	-	
Other Deposits	-	148,596.19	5,958.41	262.20	
<b>Total Cash Receipts</b>	<b>\$ 252,172.34</b>	<b>\$ 148,596.19</b>	<b>\$ 5,958.41</b>	<b>\$ 262.20</b>	
<b>Cash Disbursements</b>					
Accounts Payable Checks issued	293,192.87	-	-	-	
Electronic Fund Disbursements	34,558.13	-	-	-	
Payroll Checks issued - net	51,725.34	-	-	-	
Bank Fees	2,928.25	-	-	-	
Other Disbursements	-	-	-	-	
<b>Total Disbursements</b>	<b>\$ 382,404.59</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Transfers Between Accounts</b>					
Transfers In	-	-	-	-	
Transfers Out	-	-	-	-	
<b>Total Transfers Between Accounts</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ending Balances in General Ledger</b>	<b>\$ 438,630.59</b>	<b>\$ 953,463.49</b>	<b>\$ 991,994.31</b>	<b>\$ 177,650.05</b>	<b>\$ 2,561,738.44</b>
<b>Reconciling Adjustments to Financial Institutions [2]</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financial Institution Ending Balances</b>	<b>\$ 438,244.60</b>	<b>\$ 953,463.49</b>	<b>\$ 991,994.31</b>	<b>\$ 177,650.05</b>	<b>\$ 2,561,352.45</b>

**Ending Balances General Ledger Distribution by District Funds**

<b>100</b> Operating	-	-	-	-	-
<b>120</b> Wastewater Operating	108,273.17	58,539.15	69,593.02	-	236,405.34
<b>130</b> Water Operating	142,630.42	163,875.57	103,713.35	-	410,219.34
<b>140</b> Flood Enterprise	2,355.12	-	-	-	2,355.12
<b>215</b> 2016 Sewer Refinancing Bond	-	255,170.62	62,932.66	177,650.05	495,753.33
<b>218</b> 2002 CIEDB Loan	66,713.24	-	11,906.88	-	78,620.12
<b>219</b> 2012 USDA Solar COP	0.23	54,975.26	847.37	-	55,822.86
<b>313</b> Wastewater Capital Facilities Reserved	(10,601.00)	60,499.21	267,553.90	-	317,452.11
<b>314</b> Wastewater Capital Facilities UnRestricted	6,000.00	51,681.67	270,305.62	-	327,987.29
<b>319</b> 2012 USDA Solar COP Reserve	-	31,272.81	-	-	31,272.81
<b>320</b> Water Capital UnRestricted	53,931.03	66,592.63	-	-	120,523.66
<b>325</b> Water Operating Reserve	14,767.04	-	-	-	14,767.04
<b>350</b> 2002 CIEDB Loan Reserve	-	-	177,058.60	-	177,058.60
<b>711</b> 2016 Bond Administration	(5,571.22)	1,085.61	28,082.92	-	23,597.31
<b>712</b> Bond Revolving	60,132.56	209,770.96	-	-	269,903.52
<b>Total Ending Balances in General Ledger</b>	<b>\$ 438,630.59</b>	<b>\$ 953,463.49</b>	<b>\$ 991,994.31</b>	<b>\$ 177,650.05</b>	<b>\$ 2,561,738.44</b>

[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