



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: December 17, 2019  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSSION AND POSSIBLE ACTION: Oath of Office Administered to New Board Member
- 6) BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS  
Election of the Board President for the 2020 calendar year  
Election of the Vice President for the 2020 calendar year
- 7) APPOINTMENT OF BOARD MEMBERS TO STANDING AND/OR AD-HOC COMMITTEES FOR THE 2020 CALENDAR YEAR  
Finance Committee  
Personnel Committee  
Emergency Preparedness Committee  
Lake Water Use Ad-HOC Committee  
Valley Oaks Project Sub-Committee
- 8) EMPLOYEE RECOGNITION: Karen Jensen, for 15 Years of Dedicated Service to the District
- 9) CONSENT CALENDAR
  - A. MINUTES: Approval of the November 5, 2019 Special Meeting minutes.
  - B. MINUTES: Approval of the November 7, 2019 Special Meeting minutes.
  - C. MINUTES: Approval of the November 13, 2019 Finance Committee Meeting minutes.
  - D. MINUTES: Approval of the November 14, 2019 Special Meeting minutes.
  - E. MINUTES: Approval of the November 19, 2019 Special Meeting minutes.
  - F. MINUTES: Approval of the November 19, 2019 Board of Directors Meeting Minutes.
  - G. MINUTES: Approval of the November 21, 2019 Special Meeting minutes.
  - H. DISBURSEMENTS: Check # 036812 - # 036901 including drafts and payroll for a total of \$993,432.35.

- 10) BOARD LIST OF PRIORITIES:
  - Moratorium
  - Tank 9 - IRWM GRANT / PROP 218
  - I&I – HMGP / PROP 218
  - SCADA – PROP 218
  - AMI - SRF / LOAN / PROP 218
  - Generators – HMGP / PG&E / PROP 218
  
- 11) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Emergency Preparedness Committee
  - Lake Water Use Agreement-Ad Hoc Committee
  - Valley Oaks Project Committee
  
- 12) STAFF REPORTS (for information only, no action anticipated)
  - Financial Report
  - Administration/Customer Service Report
  - ACWA State Legislative Committee
  - Field Operations Report
  
- 13) DISCUSSION AND POSSIBLE ACTION: Discuss FLSA Guidelines and Provisions Related to Overtime and Hours Worked
  
- 14) DISCUSSION AND POSSIBLE ACTION: Consider Revisions to Policy 3102 Animals on District Property
  
- 15) DISCUSSION AND POSSIBLE ACTION: Adopt and Approve Policy 2104 SB-998 Discontinuation of Utility Service for Nonpayment
  
- 16) DISCUSSION AND CLARIFICATION: Clarification of the Travel Mileage Reimbursement Policy
  
- 17) DISCUSSION AND POSSIBLE ACTION: Authorize the District Utility Supervisor to Rebuild Pump for Lift Station-1 Pump #2.
  
- 18) DISCUSSION: Discuss Trane Project and Provide Staff Direction
  
- 19) PUBLIC COMMENT
  
- 20) BOARD MEMBER COMMENT
  - Moratorium
  - Mountain Meadow North Water Main Line Project
  - Valley Oaks
  
- 21) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hv/csd.org/meetings](http://www.hv/csd.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:** December 17, 2019

**AGENDA ITEM:** Administration of Oath of Office

**RECOMMENDATIONS:** Staff recommends, Moke Simon District 1 - **Lake County** Board of Supervisors, administer the associated oath of office to New Board Member, Gary Graves.

**FINANCIAL IMPACT:** None

**BACKGROUND:**

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, 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 December 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

# OATH OF OFFICE

FOR PUBLIC OFFICERS AND EMPLOYEES  
(State Constitution Art. XX Sect 3 as amended)

STATE OF CALIFORNIA }  
                                  } <sup>ss.</sup>  
County of LAKE            }

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Director of the:

Hidden Valley Lake CSD

Name of District

\_\_\_\_\_  
Signature of Director

Appointment date of Board of Director:

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Name of Person Administering Oath of Office/Witnessing Signature

\_\_\_\_\_  
Title of Person Administering Oath of Office/Witnessing Signature

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

**DATE:** December 17, 2019

**AGENDA ITEM:** Election of Board President and Board Vice President for calendar year 2020

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**RECOMMENDATIONS:** Designate a Board President and Vice President for the 2020 calendar year.

**FINANCIAL IMPACT:** None

**BACKGROUND:** Each January the Board designates two individuals to serve as the Board’s President and Vice President, respectively, for the balance of the calendar year.

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<input type="checkbox"/>	APPROVED AS RECOMMENDED	<input type="checkbox"/>	OTHER (SEE BELOW)
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Modification to recommendation and/or other actions:

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I, Penny Cuadras, 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 December 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

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

**DATE:** December 17, 2019

**AGENDA ITEM:** Discussion and Possible Action: Board member assignments and representation on District and regional standing committees

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**RECOMMENDATIONS:** Consider reassignment of Board members to District and regional standing committees, and establish protocols for reporting items discussed at regional standing committees.

**FINANCIAL IMPACT:** None

**BACKGROUND:** On January 15, 2019 newly, elected Board President Linda Herndon made the following Board member assignments:

- Finance – Directors Mirbegan and Freeman
- Personnel – Directors Herndon and Lieberman
- Emergency Preparedness – Director Graham
- Lake Water Use Ad-HOC– Director Mirbegan
- Valley Oaks Project Sub-Committee – Director Herndon

In addition to the three District standing committees; Finance, Personnel, and Security and Disaster Preparedness, this Board also recognized the Lake Water Use Ad-HOC and the Valley Oaks Project Sub-Committee.

Staff recommends that the Board review all committee assignments and modify if necessary.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Penny Cuadras, 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 December 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SPECIAL MEETING MINUTES  
MEETING DATE: NOVEMBER 5, 2019**

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

Present were:

- Director Judy Mirbegian, Acting President
- Director Jim Lieberman
- Director Carolyn Graham
- Director Jim Freeman
- Kirk Cloyd, General Manager
- Penny Cuadras, Administrative Assistant

**CALL TO ORDER**

The meeting was called to order at 12:30 p.m. by Acting President Mirbegian.

**APPROVAL OF AGENDA**

On a motion made by Director Graham and seconded by Director Lieberman the Board approved the agenda 4-0.

**DISCUSSION AND POSSIBLE ACTION**

**Consider acceptance and award of contract for the Mountain Meadow South Main Line Replacement Project to the lowest bidder, TerraCon Constructors, Inc.**

Director Graham moved and seconded by Director Freeman, to approve Resolution 2019-10 which takes the following action regarding the Mountain Meadow North Water Main Line Replacement Project;

1. Authorize the Board of Directors to approve a construction contract with TerraCon Constructors, Inc. for the Mountain Meadow North Water Main Replacement Project based on their submitted bid of \$141,808.
2. Approve the overall Estimated Construction Budget of \$195,614, which includes the construction cost, a 10% contingency and monies for construction management and inspection.
3. Determining the project to be exempt from the requirements of the California Environmental Quality Act.

Following discussion additional documentation was provided to the Board with a breakdown of the Estimated Construction Management & Inspection costs.

Director Mirbegian asked Resolution 2019-10 Item 3 be amended to state; No Change Orders by the Contractor.

Moved by Director Graham and seconded by Director Freeman as amended to approve Resolution 2019-10 which takes the following action regarding the Mountain Meadow North Water Main Line Replacement Project;

1. Authorize the Board of Directors to approve a construction contract with TerraCon Constructors, Inc. for the Mountain Meadow North Water Main Replacement Project based on their submitted bid of \$141,808.
2. Approve the overall Estimated Construction Budget of \$195,614, which includes the construction cost, a 10% contingency and monies for construction management and inspection.
3. Determining the project to be exempt from the requirements of the California Environmental Quality Act. No changes orders initiated by the General contractor.

Roll Call Vote:

Ayes: Directors Graham, Freeman, Lieberman and Mirbegian.

Noes: 0

Abstain: 0

Absent: 0

Motion Carries 4-0

### **PUBLIC COMMENT**

No members of the Public were present.

### **BOARD MEMBER COMMENT**

Director Mirbegian inquired about the potential litigation regarding the Levee and HVLA, and suggested Staff consider not discussing the matter with HVLA. Legal counsel has been informed.

Director Mirbegian reminded fellow members of the Board of the November 7<sup>th</sup> Special Meeting; Interview of Board Candidates.

### **ADJOURNMENT**

Director Freeman moved to adjourn the Special Meeting, seconded by Director Lieberman.

The meeting was adjourned at 1:06 p.m.

\_\_\_\_\_  
Judy Mirbegian                      Date  
Acting President of the Board

\_\_\_\_\_  
Penny Cuadras                      Date  
Secretary to the Board





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SPECIAL MEETING MINUTES  
MEETING DATE: NOVEMBER 7, 2019**

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

Present were:

Director Judy Mirbegian, Acting President  
Director Jim Lieberman  
Director Carolyn Graham  
Director Jim Freeman  
Kirk Cloyd, General Manager

**CALL TO ORDER**

The meeting was called to order at 5:30 p.m. by Acting President Mirbegian.

**APPROVAL OF AGENDA**

On a motion made by Director Lieberman and seconded by Director Graham the Board approved the agenda 4-0.

**DISCUSSION AND POSSIBLE ACTION**  
**Interview of Board Candidates**

Acting President Judy Mirbegian provided oversight and policy regarding the interview process. Each candidate was given equal time to present their background and opening comments followed by a set of questions from each Board Member. Candidates were provided the opportunity to ask questions during the interview process and make a closing statement.

Interview of Candidate Gary Graves  
Interview of Candidate Steve Warden  
Interview of Candidate Jeremy Rosenthal

Members of the board shall not discuss the candidates amongst themselves any further. Decision of the Board will be made at the November 19<sup>th</sup> Regular Board Meeting.

**PUBLIC COMMENT**

Members of the Public addressed the Board regarding the Moratorium and where the District stands now. As customers what can be done to lift the moratorium?  
Paul Silva addressed the Board regarding his previous employment with the District and how providing the employees with a health / benefit package does to retain good employees.

Each Candidate addressed the Board with closing questions and statements.

**BOARD MEMBER COMMENT**

Directors thanked the candidates for their interest and time put into applying for the Director position.





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: November 13, 2019**

The Hidden Valley Lake Community Services District Finance Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California. Present were:

Director Judy Mirbegian  
Trish Wilkinson, Full Charge Bookkeeper

Absent:  
Director Jim Freeman  
Kirk Cloyd, General Manager

**CALL TO ORDER**

The meeting was called to order at 1:03 pm by Director Mirbegian.

**APPROVAL OF AGENDA**

Director Mirbegian approved the Agenda as written.

**DISCUSS AND REVIEW:**  
**Monthly Financials**

The Committee reviewed the monthly financial reports by line item and discussed the need for providing a more accurate and transparent Capital Expenditures report.

The District is required to conduct a single audit for FEMA Awards received during the fiscal year.

**DISCUSS AND RECOMMEND:**  
**Budget Accountability Policy**

Item tabled pending further review by the Committee.

**PUBLIC COMMENT**

No public present.

**COMMITTEE MEMBER COMMENT**

No Committee Member comment.

**ADJOURNMENT**

The meeting was adjourned at 1:45 p.m.





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SPECIAL MEETING MINUTES  
MEETING DATE: NOVEMBER 19, 2019**

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

Present were:

- Director Judy Mirbegan, Acting President
- Director Jim Freeman
- Director Jim Lieberman
- Director Carolyn Graham

**CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by Director Mirbegan.

**APPROVAL OF AGENDA**

On a motion made by Director Lieberman and seconded by Director Graham the Board unanimously approved the agenda.

**DISCUSSION AND POSSIBLE ACTION:**

**Funding for the Mountain Meadow North Water Main Line Replacement Project**

Director Freeman moved to postpone the project until an adequate funding plan is provided. Seconded by Director Lieberman.

Roll Call Vote.

- Ayes: 4
- Nays: 0
- Abstain: 0
- Absent: 0

Motion carries unanimously 4-0 to postpone The Mountain Meadow North Water Main Line Replacement Project until an adequate funding plan is provided.

**DISCUSSION AND POSSIBLE ACTION:**

**AMI Water Meters**

The Board gave direction to the General Manager to provide the cost for a Scope of Work from Coastland and present at the December Regular Board Meeting.

**PUBLIC COMMENT:**

Tanks will not recover as fast with leaks causing low pressure for fire suppression.

**BOARD COMMENT:**

Director Mirbegian informed staff of a possible leak on Conestoga Trail. Director Graham mentioned a natural spring may be the cause. Staff will locate the area and proceed as necessary.

**ADJOURNMENT**

Unanimous vote to adjourn at 6:51 p.m.

\_\_\_\_\_  
Judy Mirbegian                      Date  
Acting President of the Board

\_\_\_\_\_  
Penny Cuadras                      Date  
Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: November 19, 2019**

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

Present were:

Director Judy Mirbegian, Acting President  
Director Jim Freeman  
Director Jim Lieberman  
Director Carolyn Graham  
Kirk Cloyd, General Manager  
Penny Cuadras, Administrative Assistant

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Acting President Mirbegian.

**APPROVAL OF AGENDA**

Director Lieberman moved to approve the agenda as presented. Seconded by Director Graham. Motion carries 3-0.

**EMPLOYEE RECOGNITION**

**Dennis White and Sam Garcia -PSPS Event**

Staff recognized Dennis and Sam for their dedication and commitment to the District during the recent Power Shutdown. They drove to Sacramento after a full work day to pick up the generators and set them up after they arrived back at the District. Dennis and Sam went above and beyond to provide necessary accommodations, the District never lost water.

**PRESENTATIONS:**

- A. Recognition of this year's winners of the 2019 Jog A thon art contest; theme "The Power of Water"
- B. Civic Spark - Progress Report

**CONSENT CALENDAR**

Director Graham moved to approve the Consent Calendar. Director Lieberman seconded. The Board unanimously approved the following Consent Calendar items. Motion carries 4-0

- (A) MINUTES: Approval of the September 17, 2019 Board of Directors Regular Board Meeting minutes
- (B) MINUTES: Approval of the October 9, Finance Meeting minutes
- (C) MINUTES: Approval of the October 11, 2019 Special Meeting Minutes
- (D) MINUTES: Approval of the October 15, 2019 Regular Board Meeting Minutes
- (E) MINUTES: Approval of the October 24, 2019 Special Meeting Minutes
- (F) Approval of New and Revised Policies
  - 1) Admin 3102 Animals on District Property
- (G) DISBURSEMENTS: Check #036742 - # 036811 including drafts and payroll for a total of \$295,552.85.

## **BOARD COMMITTEE REPORTS**

Finance Committee: Director Mirbegan provided a brief report of the November 13<sup>th</sup> Committee meeting.  
Personnel Committee: Have not met.  
Safety and Security Committee: Have not met.  
Lake Water Use Agreement-Ad Hoc Committee: Have not met.  
Valley Oaks Sub-Committee: Staff advised that the District not provide a Will Serve Letter until a Developers Agreement has been agreed upon.

## **STAFF REPORTS**

Financial Report: No Comment  
Administration/Customer Services Report: SB 998 was briefly discussed  
Field Operation Report: Sand purchased did not meet the required specification. Sewer spill due to pump failure on October 30, PSPS power surge. The issue was handled and alert systems did work.  
ACWA State Legislative Committee: Have not met.  
I.T Monthly Report: No Comment  
General Manager's Report: Director Lieberman asked about one on one meeting with the General Manager and Directors, has not received a notice for this. Staff will schedule a time to meet.

## **BOARD LIST OF PRIORITIES:**

- Moratorium
- Tank 9 - IRWM GRANT / PROP 218
- I&I – HMGP / PROP 218
- AMI - SRF / LOAN / PROP 218
- Generators – HMGP / PG&E / PROP 218
- SCADA – PROP 218

## **DISCUSSION:**

### **SB998 -Discontinuation of residential water service Urban and Community water systems**

Pending legal review, SB-998 Policy will be brought back in December for Board approval.

### **DISCUSSION AND POSSIBLE ACTION (SP Goal #5E):**

#### **Appoint a new Director to fill the HVLCSD Board vacancy**

Each Board Member named the candidate of choice. Unanimous selection of Gary Graves 4-0.

Roll Call Vote:

AYES: (4) Directors, Graham, Lieberman, Freeman and Mirbegan

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries 4-0 to appoint Mr. Gary Graves as the new Hidden Valley Lake Community Services District Board Director.

### **DISCUSSION AND POSSIBLE ACTION (SP Goal #1B):**

#### **Approve the General Manager to sign the Local Match Commitment and Project Maintenance Letter for the I&I Project Application for HMGP Funds**

Director Lieberman moved to approve the General Manager to sign the Local Match Commitment and Project Maintenance Letter for the I&I Project Application for HMGP Funds. Director Freeman Seconded, no Board discussion, no Public comments.

Roll Call Vote:

AYES: (4) Directors, Graham, Lieberman, Freeman and Mirbegan



NAYS: (0)  
ABSTAIN: (0)  
ABSENT: (0)

Motion Carried 4-0 to authorize the General Manager to sign the Local Match Commitment and Project Maintenance Letter for the I&I Project Application for HMGP Funds.

**DISCUSSION AND POSSIBLE ACTION (SP Goal #4B):**

**Approve Resolution 2019-11 Adopting Westside Sac IRWM 2019 Plan Update**

Director Graham moved to approve Resolution 2019-11 Adopting Westside Sac IRWM 2019 Plan Update. Seconded by Director Lieberman, no Board discussion, no Public Comment.

Roll Call Vote:

AYES: (4) Directors, Graham, Lieberman, Freeman and Mirbegian

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carried 4-0 to approve Resolution 2019-11 Adopting Westside Sac IRWM 2019 Plan Update

**DISCUSS AND POSSIBLE ACTION:**

**Approve Resolution 2019-12 Resolution of The Board of Directors of The Hidden Valley Lake Community Services District, County of Lake, State of California, Establishing Water, Sewer and Recycled Water Rates Pursuant to Ordinance 57.1**

Director Lieberman moved to approve Resolution 2019-12 Resolution of The Board of Directors of The Hidden Valley Lake Community Services District, County of Lake, State of California, Establishing Water, Sewer and Recycled Water Rates Pursuant to Ordinance 57.1

Seconded by Director Graham, no discussion, no Public comment.

Roll Call Vote:

AYES: (4) Directors, Graham, Lieberman, Freeman and Mirbegian

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries 4-0 to Approve Resolution 2019-12 Resolution of The Board of Directors of The Hidden Valley Lake Community Services District, County of Lake, State of California, Establishing Water, Sewer and Recycled Water Rates Pursuant to Ordinance 57.1.

**PUBLIC COMMENT**

Mr. Graves thanked the Board for appointing him to the Board. Mr. Graves inquired about the manhole lid replacement project and the affects on the I&I influent. Staff responded to the question.

Staff asked the Board to reconsider the Pet Policy for revision. The dogs bring comfort and solace to employees and asks the Board to compromise on this concern. General Manager will bring the policy back for consideration in December.

Mr. Warden, congratulated Mr. Graves on his appointment. Mr. Warden stated he would have brought an experienced finance background to the District and suggests the Board should eliminate the health benefits and save the District money. Director provided insight on the District benefits provided to the Directors.

**BOARD MEMBER COMMENT**

Director Mirbegian noted she devotes more than four to five hours a day to the district. And is assured her fellow Board members put in a lot of time as well, we take our duties very seriously.

**ADJOURNMENT**

On a motion made by Director Freeman and seconded by Director Lieberman the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 8:13 p.m.

\_\_\_\_\_  
Judy Mirbegian Date  
Acting President of the Board

\_\_\_\_\_  
Penny Cuadras Date  
Secretary to the Board



VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1086	CALIFORNIA SPECIAL DISTRI			N		FUND TOTAL FOR VENDOR	3,538.50
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,426.73
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	297.00
01-1249	UNDERGROUND SERVICE ALERT			N		FUND TOTAL FOR VENDOR	75.00
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	259.70
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	241.91
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	13,274.40
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,025.77
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	1,656.72
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	567.51
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	1,562.33
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	5,073.87
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	162.94
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	165.00
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	468.77
01-2539	COUNTY OF LAKE HEALTH SER			N		FUND TOTAL FOR VENDOR	1,822.00
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	121.00
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	439.77
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.15
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	10.00
01-2660	ST. HELENA HOSPITAL D.B.			N		FUND TOTAL FOR VENDOR	67.50
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	295.42
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	343.65
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	1,325.00
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	1,200.00
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	18.21
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	944.67

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2819	SWRCB - DWCP			N		FUND TOTAL FOR VENDOR	90.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	3,068.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	512.50
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	160.00
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	121.26
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	4,129.56
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	2,560.95
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	99.21
01-2884	FAHRENHEIT HEATING & AIR			N		FUND TOTAL FOR VENDOR	4,558.50
01-2892	PENNY CUADRAS			N		FUND TOTAL FOR VENDOR	147.19
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	12.86
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	67.05
01-2923	COUNTY OF LAKE - LAKE COU			N		FUND TOTAL FOR VENDOR	657,757.22
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	1,483.43
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	223.11
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	11,012.76
01-2972	WILEY PRICE & RADULOVICH,			N		FUND TOTAL FOR VENDOR	841.00
01-2977	HIDDEN VALLEY LAKE ASSOCI			N		FUND TOTAL FOR VENDOR	575.00
01-2982	FOSTER MORRISON CONSULTIN			N		FUND TOTAL FOR VENDOR	10,517.69
01-2988	DEPT. FORESTRY & FIRE PRO			N		FUND TOTAL FOR VENDOR	2,777.16
01-2989	CV STRATEGIES			N		FUND TOTAL FOR VENDOR	964.38
01-8	AT&T			N		FUND TOTAL FOR VENDOR	128.46
01-82	E & M ELECTRIC & MACHINER			N		FUND TOTAL FOR VENDOR	1,035.00
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	1,408.52
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	110.00

\*\*\* FUND TOTALS \*\*\*

744,037.33

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	1,125.49
01-1086	CALIFORNIA SPECIAL DISTRI			N		FUND TOTAL FOR VENDOR	3,538.50
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,090.48
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	3,228.00
01-1249	UNDERGROUND SERVICE ALERT			N		FUND TOTAL FOR VENDOR	75.00
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	259.69
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	241.90
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	127.50
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	13,274.39
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	5,694.01
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	567.50
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,655.70
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	162.94
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	165.00
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	466.05
01-2539	COUNTY OF LAKE HEALTH SER			N		FUND TOTAL FOR VENDOR	1,111.00
01-2582	SWRCB ACCOUNTING OFFICE			N		FUND TOTAL FOR VENDOR	16,698.00
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	121.00
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	439.77
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.14
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	10.00
01-2660	ST. HELENA HOSPITAL D.B.			N		FUND TOTAL FOR VENDOR	67.50
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	295.38
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	625.00
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	3,724.89
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	18.21
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	2,014.82

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,208.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	512.50
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	2,751.98
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	121.26
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	4,130.35
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	2,560.95
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	99.20
01-2884	FAHRENHEIT HEATING & AIR			N		FUND TOTAL FOR VENDOR	4,558.50
01-2892	PENNY CUADRAS			N		FUND TOTAL FOR VENDOR	147.19
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	12.85
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	67.05
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	287.55
01-2955	CALIF DEPT OF TAX & FEE A			N		FUND TOTAL FOR VENDOR	1,305.46
01-2972	WILEY PRICE & RADULOVICH,			N		FUND TOTAL FOR VENDOR	841.00
01-2977	HIDDEN VALLEY LAKE ASSOCI			N		FUND TOTAL FOR VENDOR	575.00
01-2982	FOSTER MORRISON CONSULTIN			N		FUND TOTAL FOR VENDOR	10,517.68
01-2988	DEPT. FORESTRY & FIRE PRO			N		FUND TOTAL FOR VENDOR	2,777.16
01-2989	CV STRATEGIES			N		FUND TOTAL FOR VENDOR	964.37
01-8	AT&T			N		FUND TOTAL FOR VENDOR	128.46
01-82	E & M ELECTRIC & MACHINER			N		FUND TOTAL FOR VENDOR	1,035.00
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	23,044.53
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	110.00

\*\*\* FUND TOTALS \*\*\*

121,846.90

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-9	PACIFIC GAS & ELECTRIC CO			N	FUND TOTAL FOR VENDOR	43.12CR
*** FUND TOTALS ***						43.12CR
*** REPORT TOTALS ***			865,841.11			865,841.11

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	223.11
120 2088	SURVIVOR BENEFITS - PERS	10.01
120 2090	PERS PAYABLE	2,208.65
120 2091	FIT PAYABLE	3,088.00
120 2092	CIT PAYABLE	1,081.13
120 2093	SOCIAL SECURITY PAYABLE	11.78
120 2094	MEDICARE PAYABLE	457.06
120 2095	S D I PAYABLE	255.53
120 2099	DEFERRED COMP - 457 PLAN	512.50
120 5-00-5025	RETIREE HEALTH BENEFITS	1,047.54
120 5-00-5060	GASOLINE, OIL & FUEL	4,610.10
120 5-00-5061	VEHICLE MAINT	131.54
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	4,753.00
120 5-00-5092	POSTAGE & SHIPPING	226.00
120 5-00-5121	LEGAL SERVICES	3,401.95
120 5-00-5122	ENGINEERING SERVICES	160.00
120 5-00-5123	OTHER PROFESSIONAL SERVICES	11,476.84
120 5-00-5130	PRINTING & PUBLICATION	46.94
120 5-00-5145	EQUIPMENT RENTAL	206.01
120 5-00-5148	OPERATING SUPPLIES	14,152.91
120 5-00-5150	REPAIR & REPLACE	7,207.20
120 5-00-5155	MAINT BLDG & GROUNDS	3,042.16
120 5-00-5156	CUSTODIAL SERVICES	2,525.00
120 5-00-5191	TELEPHONE	894.98
120 5-00-5192	ELECTRICITY	1,408.52
120 5-00-5193	OTHER UTILITIES	241.91
120 5-00-5194	IT SERVICES	121.00
120 5-00-5195	ENV/MONITORING	3,068.00
120 5-00-5198	ANNUAL OPERATING FEES	1,822.00



VENDOR SET: 01 Hidden Valley Lake

## D I S B U R S E M E N T   R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-10-5010	SALARIES & WAGES	304.25
120 5-10-5020	EMPLOYEE BENEFITS	5,850.20
120 5-10-5021	RETIREMENT BENEFITS	1,932.61
120 5-10-5090	OFFICE SUPPLIES	394.63
120 5-10-5170	TRAVEL MILEAGE	268.45
120 5-10-5175	EDUCATION / SEMINARS	687.50
120 5-30-5010	SALARIES & WAGES	150.14
120 5-30-5020	EMPLOYEE BENEFITS	5,410.96
120 5-30-5021	RETIREMENT BENEFITS	922.60
120 5-30-5022	CLOTHING ALLOWANCE	134.13
120 5-30-5063	CERTIFICATIONS	90.00
120 5-30-5090	OFFICE SUPPLIES	17.34
120 5-30-5170	TRAVEL MILEAGE	20.61
120 5-40-5010	DIRECTORS COMPENSATION	14.54
120 5-40-5020	DIRECTOR BENEFITS	10.84
120 5-40-5030	DIRECTOR HEALTH BENEFITS	1,679.94
120 5-60-6007	RAINS 2019	657,757.22
	** FUND TOTAL **	744,037.33
130 1052	ACCTS REC WATER USE	1,025.49
130 2075	AFLAC	287.55
130 2088	SURVIVOR BENEFITS - PERS	12.31
130 2090	PERS PAYABLE	2,858.99
130 2091	FIT PAYABLE	4,496.96
130 2092	CIT PAYABLE	1,655.17
130 2093	SOCIAL SECURITY PAYABLE	13.02
130 2094	MEDICARE PAYABLE	585.55
130 2095	S D I PAYABLE	344.12
130 2099	DEFERRED COMP - PLAN 457 PAYAB	512.50
130 5-00-5020	EMPLOYEE BENEFITS	93.64
130 5-00-5025	RETIREE HEALTH BENEFITS	1,047.54
130 5-00-5060	GASOLINE, OIL & FUEL	4,610.89
130 5-00-5061	VEHICLE MAINT	131.53
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	4,753.00
130 5-00-5092	POSTAGE & SHIPPING	226.00
130 5-00-5121	LEGAL SERVICES	3,401.95
130 5-00-5123	OTHER PROFESSIONAL SERVICES	11,476.82
130 5-00-5124	WATER RIGHTS	1,432.96
130 5-00-5130	PRINTING & PUBLICATION	46.94
130 5-00-5145	EQUIPMENT RENTAL	205.99
130 5-00-5150	REPAIR & REPLACE	13,024.57
130 5-00-5155	MAINT BLDG & GROUNDS	3,042.16
130 5-00-5156	CUSTODIAL SERVICES	625.00
130 5-00-5191	TELEPHONE	894.97
130 5-00-5192	ELECTRICITY	23,044.53
130 5-00-5193	OTHER UTILITIES	241.90
130 5-00-5194	IT SERVICES	121.00

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5195	ENV/MONITORING	2,208.00
130 5-00-5198	ANNUAL OPERATING FEES	17,809.00
130 5-00-5505	WATER CONSERVATION	100.00
130 5-10-5010	SALARIES & WAGES	304.23
130 5-10-5020	EMPLOYEE BENEFITS	5,850.19
130 5-10-5021	RETIREMENT BENEFITS	1,932.54
130 5-10-5090	OFFICE SUPPLIES	394.58
130 5-10-5170	TRAVEL MILEAGE	268.45
130 5-10-5175	EDUCATION / SEMINARS	687.50
130 5-30-5010	SALARIES & WAGES	278.19
130 5-30-5020	EMPLOYEE BENEFITS	5,317.31
130 5-30-5021	RETIREMENT BENEFITS	1,851.86
130 5-30-5022	CLOTHING ALLOWANCE	134.12
130 5-30-5090	OFFICE SUPPLIES	17.34
130 5-30-5170	TRAVEL MILEAGE	20.60
130 5-40-5010	DIRECTORS COMPENSATION	16.06
130 5-40-5020	DIRECTOR BENEFITS	11.96
130 5-40-5030	DIRECTOR HEALTH BENEFITS	1,679.94
130 5-70-7205	MMN WTR MAIN	2,751.98
	** FUND TOTAL **	121,846.90
140 5-00-5192	ELECTRICITY	43.12CR
	** FUND TOTAL **	43.12CR

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\*\* TOTAL \*\* 865,841.11

NO ERRORS

SELECTION CRITERIA

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

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 11/01/2019 THRU 11/30/2019	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

REPORT SEQUENCE: FUND  
G/L EXPENSE DISTRIBUTION: YES  
CHECK RANGE: 000000 THRU 999999  
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HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2019

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>2,746,706.92</u>	<u>1,076,353.11</u>	<u>1,850,074.33</u>	<u>896,632.59</u>	<u>67.36</u>
TOTAL REVENUES	<u>2,746,706.92</u>	<u>1,076,353.11</u>	<u>1,850,074.33</u>	<u>896,632.59</u>	<u>67.36</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	654,560.00	62,181.46	345,852.81	308,707.19	52.84
ADMINISTRATION	443,138.00	89,726.63	227,679.70	215,458.30	51.38
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	338,928.00	19,884.05	125,967.19	212,960.81	37.17
DIRECTORS	49,730.00	1,769.30	15,868.61	33,861.39	31.91
SPECIAL PROJECTS	0.00	657,757.22	657,757.22 (	657,757.22)	0.00
CAPITAL PROJECTS & EQUIP	<u>201,000.00</u>	<u>0.00</u>	<u>200,160.19</u>	<u>839.81</u>	<u>99.58</u>
TOTAL EXPENDITURES	<u>1,687,356.00</u>	<u>831,318.66</u>	<u>1,573,285.72</u>	<u>114,070.28</u>	<u>93.24</u>
REVENUES OVER/(UNDER) EXPENDITURES	1,059,350.92	245,034.45	276,788.61	782,562.31	26.13

120-SEWER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	200.00	300.00	40.00
120-4036 DEVELOPER SEWER FEES	15,200.00	0.00	0.00	15,200.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,000.00	0.00	225.00	4,775.00	4.50
120-4050 SALES OF RECLAIMED WATER	118,000.00	15,989.18	81,670.55	36,329.45	69.21
120-4111 COMM SEWER USE	36,959.00	6,016.12	15,040.30	21,918.70	40.69
120-4112 GOV'T SEWER USE	855.00	142.42	356.05	498.95	41.64
120-4116 SEWER USE CHARGES	1,167,934.00	98,479.61	492,503.35	675,430.65	42.17
120-4210 LATE FEE	20,000.00	2,030.31	9,724.46	10,275.54	48.62
120-4300 MISC INCOME	1,500.00	5,276.47	5,271.52 (	3,771.52)	351.43
120-4310 OTHER INCOME	200.00	0.00	0.00	200.00	0.00
120-4320 FEMA/CalOES Grants	1,083,419.00	948,419.00	948,419.00	135,000.00	87.54
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,500.00	0.00	1,024.18	475.82	68.28
120-4580 TRANSFERS IN	295,639.92	0.00	295,639.92	0.00	100.00
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
<b>TOTAL REVENUES</b>	<b>2,746,706.92</b>	<b>1,076,353.11</b>	<b>1,850,074.33</b>	<b>896,632.59</b>	<b>67.36</b>
	=====	=====	=====	=====	=====

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	11,770.00	0.00	13,925.92 (	2,155.92)	118.32
120-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	1,047.54	4,224.58	18,615.42	18.50
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	12,000.00	4,610.10	9,537.98	2,462.02	79.48
120-5-00-5061 VEHICLE MAINT	15,000.00	89.04	4,787.72	10,212.28	31.92
120-5-00-5062 TAXES & LIC	800.00	0.00	0.00	800.00	0.00
120-5-00-5074 INSURANCE	27,000.00	0.00	35,055.52 (	8,055.52)	129.84
120-5-00-5075 BANK FEES	21,000.00	1,682.01	7,953.53	13,046.47	37.87
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	4,753.00	5,414.00	2,086.00	72.19
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	224.35	2,319.98	4,680.02	33.14
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	5,000.00	3,401.95	4,054.45	945.55	81.09
120-5-00-5122 ENGINEERING SERVICES	27,000.00	160.00	8,424.50	18,575.50	31.20
120-5-00-5123 OTHER PROFESSIONAL SERVICE	30,000.00	11,476.84	23,785.16	6,214.84	79.28
120-5-00-5126 AUDIT SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	46.94	1,218.58	3,781.42	24.37
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	206.01	1,160.30	3,839.70	23.21
120-5-00-5148 OPERATING SUPPLIES	40,000.00	14,152.91	23,778.79	16,221.21	59.45
120-5-00-5150 REPAIR & REPLACE	142,000.00	7,207.20	65,712.75	76,287.25	46.28
120-5-00-5155 MAINT BLDG & GROUNDS	5,500.00	3,042.16	6,555.81 (	1,055.81)	119.20
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	2,525.00	6,275.00	10,225.00	38.03
120-5-00-5157 SECURITY	5,000.00	0.00	264.00	4,736.00	5.28
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	16,087.50	28,912.50	35.75
120-5-00-5165 TERTIARY POND MAINTENANCE	35,000.00	0.00	35,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	182.43 (	182.43)	0.00
120-5-00-5191 TELEPHONE	9,500.00	894.98	4,035.34	5,464.66	42.48
120-5-00-5192 ELECTRICITY	60,000.00	1,408.52	23,675.29	36,324.71	39.46
120-5-00-5193 OTHER UTILITIES	2,600.00	241.91	968.66	1,631.34	37.26
120-5-00-5194 IT SERVICES	45,000.00	121.00	25,192.73	19,807.27	55.98
120-5-00-5195 ENV/MONITORING	32,000.00	3,068.00	14,092.00	17,908.00	44.04
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	1,822.00	1,822.00	178.00	91.10
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	0.00	107.25	1,192.75	8.25
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	0.00	120.04	3,379.96	3.43
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	121.00	129.00	48.40
120-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2019120-SEWER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	654,560.00	62,181.46	345,852.81	308,707.19	52.84

120-SEWER ENTERPRISE FUND  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	281,602.00	77,200.09	168,981.09	112,620.91	60.01
120-5-10-5020 EMPLOYEE BENEFITS	93,979.00	6,458.40	30,531.98	63,447.02	32.49
120-5-10-5021 RETIREMENT BENEFITS	57,507.00	4,717.56	24,166.12	33,340.88	42.02
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	394.63	1,354.61	2,645.39	33.87
120-5-10-5170 TRAVEL MILEAGE	1,200.00	268.45	646.42	553.58	53.87
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	687.50	1,999.48	2,000.52	49.99
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
TOTAL ADMINISTRATION	443,138.00	89,726.63	227,679.70	215,458.30	51.38



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2019120-SEWER ENTERPRISE FUND  
OFFICE  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-20-5010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-20-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE	0.00	0.00	0.00	0.00	0.00

120-SEWER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	215,150.00	10,503.47	76,407.32	138,742.68	35.51
120-5-30-5020 EMPLOYEE BENEFITS	68,254.00	5,410.96	27,612.93	40,641.07	40.46
120-5-30-5021 RETIREMENT BENEFITS	46,724.00	3,707.54	20,652.72	26,071.28	44.20
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	134.13	849.50	950.50	47.19
120-5-30-5063 CERTIFICATIONS	1,500.00	90.00	90.00	1,410.00	6.00
120-5-30-5090 OFFICE SUPPLIES	1,000.00	17.34	328.89	671.11	32.89
120-5-30-5170 TRAVEL MILEAGE	500.00	20.61	25.83	474.17	5.17
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	338,928.00	19,884.05	125,967.19	212,960.81	37.17

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2019120-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	204.54	1,168.02	1,831.98	38.93
120-5-40-5020 DIRECTOR BENEFITS	90.00	10.84	48.50	41.50	53.89
120-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	1,553.92	14,325.36	27,014.64	34.65
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	326.73	3,273.27	9.08
TOTAL DIRECTORS	49,730.00	1,769.30	15,868.61	33,861.39	31.91

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	657,757.22	657,757.22 (	657,757.22)	0.00
TOTAL SPECIAL PROJECTS	0.00	657,757.22	657,757.22 (	657,757.22)	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2019

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	201,000.00	0.00	200,125.92	874.08	99.57
120-5-70-7201 I & I	0.00	0.00	34.27 (	34.27)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>201,000.00</b>	<b>0.00</b>	<b>200,160.19</b>	<b>839.81</b>	<b>99.58</b>
<b>TOTAL EXPENDITURES</b>	<b>1,687,356.00</b>	<b>831,318.66</b>	<b>1,573,285.72</b>	<b>114,070.28</b>	<b>93.24</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>1,059,350.92</b>	<b>245,034.45</b>	<b>276,788.61</b>	<b>782,562.31</b>	<b>26.13</b>

\*\*\* END OF REPORT \*\*\*

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>2,256,021.80</u>	<u>170,325.29</u>	<u>1,073,514.43</u>	<u>1,182,507.37</u>	<u>47.58</u>
TOTAL REVENUES	<u>2,256,021.80</u>	<u>170,325.29</u>	<u>1,073,514.43</u>	<u>1,182,507.37</u>	<u>47.58</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	873,602.00	90,176.23	297,198.35	576,403.65	34.02
ADMINISTRATION	443,438.00	89,726.67	227,720.39	215,717.61	51.35
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	339,528.00	29,590.21	156,207.74	183,320.26	46.01
DIRECTORS	54,530.00	1,791.94	16,014.08	38,515.92	29.37
CAPITAL PROJECTS & EQUIP	<u>158,988.00</u>	<u>2,751.98</u>	<u>158,138.12</u>	<u>849.88</u>	<u>99.47</u>
TOTAL EXPENDITURES	<u>1,870,086.00</u>	<u>214,037.03</u>	<u>855,278.68</u>	<u>1,014,807.32</u>	<u>45.73</u>
REVENUES OVER/ (UNDER) EXPENDITURES	385,935.80	( 43,711.74)	218,235.75	167,700.05	56.55

130-WATER ENTERPRISE FUND  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	12,000.00	2,700.00	7,945.00	4,055.00	66.21
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	0.00	170.00	830.00	17.00
130-4040 LIEN RECORDING FEES	500.00	0.00	786.15 (	286.15)	157.23
130-4045 AVAILABILITY FEES	25,000.00	0.00	900.00	24,100.00	3.60
130-4110 COMM WATER USE	104,000.00	17,019.23	48,633.97	55,366.03	46.76
130-4112 GOV'T WATER USE	6,000.00	1,135.61	2,508.73	3,491.27	41.81
130-4115 WATER USE	1,940,435.00	145,901.04	854,657.93	1,085,777.07	44.04
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	25,000.00	3,268.41	16,495.31	8,504.69	65.98
130-4215 RETURNED CHECK FEE	1,000.00	250.00	700.00	300.00	70.00
130-4300 MISC INCOME	2,000.00	51.00	1,872.97	127.03	93.65
130-4310 OTHER INCOME	100.00	0.00	0.00	100.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	2,000.00	0.00	1,857.57	142.43	92.88
130-4580 TRANSFER IN	136,986.80	0.00	136,986.80	0.00	100.00
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
<b>TOTAL REVENUES</b>	<b>2,256,021.80</b>	<b>170,325.29</b>	<b>1,073,514.43</b>	<b>1,182,507.37</b>	<b>47.58</b>

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	93.64	93.64 (	93.64)	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	11,770.00	0.00	13,925.92 (	2,155.92)	118.32
130-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	1,047.54	4,224.59	18,615.41	18.50
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	11,000.00	4,610.89	7,674.71	3,325.29	69.77
130-5-00-5061 VEHICLE MAINT	24,292.00	89.03	4,787.66	19,504.34	19.71
130-5-00-5062 TAXES & LIC	1,200.00	0.00	0.00	1,200.00	0.00
130-5-00-5074 INSURANCE	27,000.00	0.00	35,055.52 (	8,055.52)	129.84
130-5-00-5075 BANK FEES	21,000.00	1,681.99	7,631.04	13,368.96	36.34
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,000.00	4,753.00	20,154.00	3,846.00	83.98
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	224.35	2,319.95	3,680.05	38.67
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	3,401.95	4,054.45	5,945.55	40.54
130-5-00-5122 ENGINEERING SERVICES	60,000.00	0.00	50.00	59,950.00	0.08
130-5-00-5123 OTHER PROFESSIONAL SERVICE	40,000.00	11,476.82	19,603.35	20,396.65	49.01
130-5-00-5124 WATER RIGHTS	70,000.00	1,432.96	2,493.56	67,506.44	3.56
130-5-00-5126 AUDIT SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	46.94	1,218.55	6,281.45	16.25
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	35,000.00	205.99	2,735.52	32,264.48	7.82
130-5-00-5148 OPERATING SUPPLIES	5,000.00	0.00	1,785.50	3,214.50	35.71
130-5-00-5150 REPAIR & REPLACE	185,000.00	13,024.57	38,099.84	146,900.16	20.59
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	3,042.16	5,279.45	6,720.55	44.00
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	625.00	1,525.00	2,675.00	36.31
130-5-00-5157 SECURITY	5,000.00	0.00	264.00	4,736.00	5.28
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	227.51 (	227.51)	0.00
130-5-00-5191 TELEPHONE	9,500.00	894.97	4,039.25	5,460.75	42.52
130-5-00-5192 ELECTRICITY	150,000.00	23,044.53	65,457.77	84,542.23	43.64
130-5-00-5193 OTHER UTILITIES	2,200.00	241.90	968.62	1,231.38	44.03
130-5-00-5194 IT SERVICES	40,000.00	121.00	25,192.69	14,807.31	62.98
130-5-00-5195 ENV/MONITORING	20,000.00	2,208.00	6,729.00	13,271.00	33.65
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	17,809.00	17,809.00	12,191.00	59.36
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	107.24	892.76	10.72
130-5-00-5312 TOOLS - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	0.00	120.02	2,379.98	4.80
130-5-00-5505 WATER CONSERVATION	9,000.00	100.00	3,450.00	5,550.00	38.33
130-5-00-5545 RECORDING FEES	100.00	0.00	121.00 (	21.00)	121.00
130-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
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	20,000.00	0.00	0.00	20,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2019

130-WATER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	873,602.00	90,176.23	297,198.35	576,403.65	34.02

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2019130-WATER ENTERPRISE FUND  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	281,602.00	77,200.29	168,640.32	112,961.68	59.89
130-5-10-5020 EMPLOYEE BENEFITS	93,979.00	6,458.36	30,531.82	63,447.18	32.49
130-5-10-5021 RETIREMENT BENEFITS	57,507.00	4,717.49	24,127.25	33,379.75	41.96
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	394.58	1,354.48	2,645.52	33.86
130-5-10-5170 TRAVEL MILEAGE	2,000.00	268.45	1,067.05	932.95	53.35
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	687.50	1,999.47	2,000.53	49.99
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	443,438.00	89,726.67	227,720.39	215,717.61	51.35

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2019130-WATER ENTERPRISE FUND  
OFFICE  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-20-5010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-20-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE	0.00	0.00	0.00	0.00	0.00

130-WATER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	215,150.00	19,464.04	103,738.72	111,411.28	48.22
130-5-30-5020 EMPLOYEE BENEFITS	68,254.00	5,317.31	27,519.23	40,734.77	40.32
130-5-30-5021 RETIREMENT BENEFITS	46,724.00	4,636.80	23,558.82	23,165.18	50.42
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	134.12	849.48	950.52	47.19
130-5-30-5063 CERTIFICATIONS	600.00	0.00	190.00	410.00	31.67
130-5-30-5090 OFFICE SUPPLIES	1,000.00	17.34	328.86	671.14	32.89
130-5-30-5170 TRAVEL MILEAGE	2,000.00	20.60	22.63	1,977.37	1.13
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	339,528.00	29,590.21	156,207.74	183,320.26	46.01

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	226.06	1,307.93	1,692.07	43.60
130-5-40-5020 DIRECTOR BENEFITS	90.00	11.96	54.10	35.90	60.11
130-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	1,553.92	14,325.32	27,014.68	34.65
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	8,400.00	0.00	326.73	8,073.27	3.89
TOTAL DIRECTORS	54,530.00	1,791.94	16,014.08	38,515.92	29.37

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2019

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	134,000.00	0.00	133,417.28	582.72	99.57
130-5-70-7202 GENERATORS	24,988.00	0.00	16,953.39	8,034.61	67.85
130-5-70-7204 TANK 9	0.00	0.00	1,860.00 (	1,860.00)	0.00
130-5-70-7205 MMN WTR MAIN	0.00	2,751.98	5,907.45 (	5,907.45)	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>158,988.00</b>	<b>2,751.98</b>	<b>158,138.12</b>	<b>849.88</b>	<b>99.47</b>
<b>TOTAL EXPENDITURES</b>	<b>1,870,086.00</b>	<b>214,037.03</b>	<b>855,278.68</b>	<b>1,014,807.32</b>	<b>45.73</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>385,935.80 (</b>	<b>43,711.74)</b>	<b>218,235.75</b>	<b>167,700.05</b>	<b>56.55</b>

\*\*\* END OF REPORT \*\*\*



**Hidden Valley Lake Community Services District**  
**Financial Activity, Cash and Investment Summary**  
**As of November 30, 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</b>	<b>West America Bank</b>	<b>State Treasurer</b>	<b>US Bank</b>	
	<b>1010</b>	<b>1130</b>	<b>1133</b>	<b>1200</b>	
<b>Financial Activity of Cash/Investment Accounts in General Ledger [1]</b>					
<b>Beginning Balances</b>	<b>\$ 381,664.98</b>	<b>\$ 467,446.47</b>	<b>\$ 611,657.61</b>	<b>\$ 178,739.25</b>	<b>\$ 1,639,508.31</b>
<b>Cash Receipts</b>					
Utility Billing Deposits	301,955.07	-	-	-	
Electronic Fund Deposits	-	-	-	-	
Other Deposits	948,419.00	26.36	3,766.96	202.44	
<b>Total Cash Receipts</b>	<b>\$ 1,250,374.07</b>	<b>\$ 26.36</b>	<b>\$ 3,766.96</b>	<b>\$ 178,941.69</b>	
<b>Cash Disbursements</b>					
Accounts Payable Checks issued	899,374.09	-	-	-	
Electronic Fund/Bank Draft Disbursements	37,642.00	-	-	-	
Payroll Checks issued - net	53,052.26	-	-	-	
Bank Fees	3,364.00	-	-	-	
Other Disbursements	-	-	-	-	
<b>Total Disbursements</b>	<b>\$ 993,432.35</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>\$ 639,662.34</b>	<b>\$ 467,472.83</b>	<b>\$ 615,424.57</b>	<b>\$ 178,941.69</b>	<b>\$ 1,901,501.43</b>
<b>Reconciling Adjustments to Financial Institutions [2]</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Financial Institution Ending Balances</b>	<b>\$ 726,161.40</b>	<b>\$ 467,472.83</b>	<b>\$ 615,424.57</b>	<b>\$ 178,941.69</b>	<b>\$ 1,988,000.49</b>

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

<b>100</b> Operating	-	-	-	-	-
<b>120</b> Wastewater Operating	263,954.43	61,978.58	71,087.62	-	<b>397,020.63</b>
<b>130</b> Water Operating	217,153.02	165,012.90	105,940.73	-	<b>488,106.65</b>
<b>140</b> Flood Enterprise	388.45	-	-	-	<b>388.45</b>
<b>215</b> 2016 Sewer Refinancing Bond	(1,393.74)	141,898.61	92,970.27	178,941.69	<b>412,416.83</b>
<b>218</b> 2002 CIEDB Loan	114,600.18	-	12,162.59	-	<b>126,762.77</b>
<b>219</b> 2012 USDA Solar COP	0.23	22,493.64	865.57	-	<b>23,359.44</b>
<b>313</b> Wastewater Operating Reserve	-	7,601.13	57,906.94	-	<b>65,508.07</b>
<b>314</b> Wastewater CIP	-	(7,858.78)	93,629.67	-	<b>85,770.89</b>
<b>319</b> 2012 USDA Solar COP Reserve	-	31,290.33	-	-	<b>31,290.33</b>
<b>320</b> Water CIP	278.15	3.07	-	-	<b>281.22</b>
<b>325</b> Water Operating Reserve	44,681.62	-	-	-	<b>44,681.62</b>
<b>350</b> 2002 CIEDB Loan Reserve	-	-	180,861.18	-	<b>180,861.18</b>
<b>711</b> 2016 Bond Administration	-	-	-	-	<b>-</b>
<b>712</b> Bond Revolving	-	65,053.35	-	-	<b>65,053.35</b>
<b>Total Ending Balances in General Ledger</b>	<b>\$ 639,662.34</b>	<b>\$ 487,472.83</b>	<b>\$ 615,424.57</b>	<b>\$ 178,941.69</b>	<b>\$ 1,921,501.43</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

COMPANY: 999 - POOLED CASH FUND  
 ACCOUNT: 1010 CASH - POOLED  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK DATE: 11/01/2019 THRU 11/30/2019  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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1010	11/08/2019	BANK-DRAFT	000383	AFLAC	255.33CR	CLEARED	A	11/12/2019
1010	11/08/2019	BANK-DRAFT	000384	CALIFORNIA PUBLIC EMPLOYEES RE	5,864.79CR	CLEARED	A	11/12/2019
1010	11/08/2019	BANK-DRAFT	000385	NATIONWIDE RETIREMENT SOLUTION	512.50CR	CLEARED	A	11/08/2019
1010	11/08/2019	BANK-DRAFT	000386	STATE OF CALIFORNIA EDD	1,814.80CR	CLEARED	A	11/08/2019
1010	11/08/2019	BANK-DRAFT	000387	US DEPARTMENT OF THE TREASURY	4,978.33CR	CLEARED	A	11/08/2019
1010	11/22/2019	BANK-DRAFT	000388	AFLAC	255.33CR	OUTSTND	A	0/00/0000
1010	11/22/2019	BANK-DRAFT	000389	CALIFORNIA PUBLIC EMPLOYEES RE	5,864.78CR	CLEARED	A	11/25/2019
1010	11/22/2019	BANK-DRAFT	000390	NATIONWIDE RETIREMENT SOLUTION	512.50CR	CLEARED	A	11/22/2019
1010	11/22/2019	BANK-DRAFT	000391	STATE OF CALIFORNIA EDD	1,702.41CR	CLEARED	A	11/22/2019
1010	11/22/2019	BANK-DRAFT	000392	US DEPARTMENT OF THE TREASURY	4,741.45CR	CLEARED	A	11/22/2019
1010	11/22/2019	BANK-DRAFT	112219	CalPERS UAL 26384 November	155.90CR	CLEARED	G	11/25/2019
1010	11/22/2019	BANK-DRAFT	112220	CalPERS UAL 1739 November	10,983.88CR	CLEARED	G	11/25/2019
CHECK:								
1010	11/08/2019	CHECK	036812	ACWA/JPIA	1,135.01CR	CLEARED	A	11/13/2019
1010	11/08/2019	CHECK	036813	ALPHA ANALYTICAL LABORATORIES	1,168.00CR	CLEARED	A	11/14/2019
1010	11/08/2019	CHECK	036814	VOID CHECK	0.00	CLEARED	A	11/12/2019
1010	11/08/2019	CHECK	036815	ALYSSA GORDON	147.40CR	CLEARED	A	11/13/2019
1010	11/08/2019	CHECK	036816	AT&T MOBILITY	67.10CR	CLEARED	A	11/14/2019
1010	11/08/2019	CHECK	036817	B & G TIRES OF MIDDLETOWN	20.00CR	CLEARED	A	11/14/2019
1010	11/08/2019	CHECK	036818	BARTLEY PUMP, INC.	1,562.33CR	CLEARED	A	11/13/2019
1010	11/08/2019	CHECK	036819	BOLD POLISNER MADDOW NELSON &	4,401.90CR	CLEARED	A	11/15/2019
1010	11/08/2019	CHECK	036820	CALIFORNIA SPECIAL DISTRICTS A	7,077.00CR	CLEARED	A	11/15/2019
1010	11/08/2019	CHECK	036821	COASTLAND CIVIL ENGINEERING, I	1,070.00CR	CLEARED	A	11/13/2019
1010	11/08/2019	CHECK	036822	COUNTY OF LAKE - LAKE COUNTY S	657,757.22CR	CLEARED	A	11/19/2019
1010	11/08/2019	CHECK	036823	DEPT. FORESTRY & FIRE PROTECTI	5,554.32CR	CLEARED	A	11/14/2019
1010	11/08/2019	CHECK	036824	FOSTER MORRISON CONSULTING, LT	9,375.37CR	CLEARED	A	11/14/2019
1010	11/08/2019	CHECK	036825	JAMES DAY CONSTRUCTION, INC.	3,525.00CR	CLEARED	A	11/14/2019
1010	11/08/2019	CHECK	036826	JENFITCH, LLC	11,012.76CR	CLEARED	A	11/15/2019
1010	11/08/2019	CHECK	036827	LAYNE PAVING & TRUCKING, INC.	343.65CR	CLEARED	A	11/18/2019
1010	11/08/2019	CHECK	036828	MEDIACOM	519.39CR	CLEARED	A	11/13/2019
1010	11/08/2019	CHECK	036829	MICHELLE HAMILTON	855.00CR	CLEARED	A	11/18/2019
1010	11/08/2019	CHECK	036830	NAPA AUTO PARTS	36.42CR	CLEARED	A	11/18/2019
1010	11/08/2019	CHECK	036831	OFFICE DEPOT	69.26CR	CLEARED	A	11/18/2019
1010	11/08/2019	CHECK	036832	PACE SUPPLY CORP	3,724.89CR	CLEARED	A	11/13/2019
1010	11/08/2019	CHECK	036833	PACIFIC GAS & ELECTRIC COMPANY	14,517.54CR	CLEARED	A	11/13/2019
1010	11/08/2019	CHECK	036834	REDFORD SERVICES	720.00CR	CLEARED	A	11/14/2019
1010	11/08/2019	CHECK	036835	SPECIAL DISTRICT RISK MANAGEME	26,106.90CR	CLEARED	A	11/15/2019
1010	11/08/2019	CHECK	036836	SWRCB - DWOCF	90.00CR	CLEARED	A	11/27/2019
1010	11/08/2019	CHECK	036837	THATCHER COMPANY, INC.	1,483.43CR	CLEARED	A	11/14/2019
1010	11/08/2019	CHECK	036838	TYLER TECHNOLOGY	121.00CR	CLEARED	A	11/13/2019
1010	11/08/2019	CHECK	036839	UNDERGROUND SERVICE ALERT OF N	150.00CR	CLEARED	A	11/14/2019
1010	11/08/2019	CHECK	036840	WESTGATE PETROLEUM CO., INC.	2,924.85CR	CLEARED	A	11/18/2019
1010	11/08/2019	CHECK	036841	WINFREY, ELIZABETH J	92.62CR	CLEARED	A	11/13/2019



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 TYPE: All  
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 FOLIO: All

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 CHECK NUMBER: 000000 THRU 999999

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CHECK:								
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1010	11/08/2019	CHECK	036843	GIOVANNETTI, GERALDI	39.62CR	CLEARED	A	11/15/2019
1010	11/08/2019	CHECK	036844	KNERNSCHIELD, ADAM F	52.21CR	CLEARED	A	12/03/2019
1010	11/08/2019	CHECK	036845	STONE, MICHAEL	176.31CR	CLEARED	A	11/19/2019
1010	11/08/2019	CHECK	036846	ROHE, ROBERT	10.92CR	CLEARED	A	12/02/2019
1010	11/15/2019	CHECK	036847	ALPHA ANALYTICAL LABORATORIES	2,252.00CR	CLEARED	A	11/20/2019
1010	11/15/2019	CHECK	036848	VOID CHECK	0.00	CLEARED	A	11/13/2019
1010	11/15/2019	CHECK	036849	ARMED FORCE PEST CONTROL, INC.	330.00CR	CLEARED	A	11/20/2019
1010	11/15/2019	CHECK	036850	AT&T	256.92CR	CLEARED	A	11/20/2019
1010	11/15/2019	CHECK	036851	DATAVERSE	325.88CR	CLEARED	A	11/20/2019
1010	11/15/2019	CHECK	036852	FOSTER MORRISON CONSULTING, LT	11,660.00CR	CLEARED	A	11/20/2019
1010	11/15/2019	CHECK	036853	HARDESTER'S MARKETS & HARDWARE	934.82CR	CLEARED	A	11/20/2019
1010	11/15/2019	CHECK	036854	RAY MORGAN COMPANY	25.71CR	CLEARED	A	11/21/2019
1010	11/15/2019	CHECK	036855	SCOTT FERGUSSON	100.00CR	CLEARED	A	11/20/2019
1010	11/15/2019	CHECK	036856	SOUTH LAKE REFUSE COMPANY	483.81CR	CLEARED	A	11/19/2019
1010	11/15/2019	CHECK	036857	U S POSTMASTER	220.00CR	CLEARED	A	11/22/2019
1010	11/15/2019	CHECK	036858	USA BLUE BOOK	1,656.72CR	CLEARED	A	11/25/2019
1010	11/15/2019	CHECK	036859	WESTGATE PETROLEUM CO., INC.	5,335.06CR	CLEARED	A	11/19/2019
1010	11/15/2019	CHECK	036860	WATSON, DON	6.36CR	CLEARED	A	12/03/2019
1010	11/15/2019	CHECK	036861	KIRKLAND, THOMAS J	130.91CR	CLEARED	A	11/21/2019
1010	11/15/2019	CHECK	036862	JURGENSEN, DONALD	154.80CR	OUTSTND	A	0/00/0000
1010	11/15/2019	CHECK	036863	SAGER, DENNIS	102.20CR	CLEARED	A	11/25/2019
1010	11/15/2019	CHECK	036864	WELBORN, DEBBIE	3.96CR	OUTSTND	A	0/00/0000
1010	11/22/2019	CHECK	036865	ALPHA ANALYTICAL LABORATORIES	1,164.00CR	CLEARED	A	11/27/2019
1010	11/22/2019	CHECK	036866	CARDMEMBER SERVICE	2,959.49CR	CLEARED	A	12/02/2019
1010	11/22/2019	CHECK	036867	COUNTY OF LAKE HEALTH SERVICES	1,111.00CR	OUTSTND	A	0/00/0000
1010	11/22/2019	CHECK	036868	COUNTY OF LAKE HEALTH SERVICES	1,822.00CR	OUTSTND	A	0/00/0000
1010	11/22/2019	CHECK	036869	CV STRATEGIES	1,928.75CR	CLEARED	A	11/26/2019
1010	11/22/2019	CHECK	036870	GARDENS BY JILLIAN	200.00CR	CLEARED	A	12/03/2019
1010	11/22/2019	CHECK	036871	MIDDLETOWN COPY & PRINT	198.41CR	CLEARED	A	11/27/2019
1010	11/22/2019	CHECK	036872	OFFICE DEPOT	325.88CR	CLEARED	A	12/03/2019
1010	11/22/2019	CHECK	036873	RICOH USA, INC.	386.29CR	CLEARED	A	12/02/2019
1010	11/22/2019	CHECK	036874	ST. HELENA HOSPITAL D.B.A. JO	135.00CR	CLEARED	A	11/27/2019
1010	11/22/2019	CHECK	036875	VERIZON WIRELESS	879.54CR	CLEARED	A	11/27/2019
1010	11/22/2019	CHECK	036876	WILEY PRICE & RADULOVICH, LLP	1,682.00CR	CLEARED	A	12/03/2019
1010	11/22/2019	CHECK	036877	BOEHM, RICHARD/ JUDI	127.75CR	OUTSTND	A	0/00/0000
1010	11/21/2019	CHECK	036878	CLOYD, KIRK M	50,821.50CR	OUTSTND	P	0/00/0000
1010	11/21/2019	CHECK	036879	CLOYD, KIRK M	9,213.70CR	OUTSTND	P	0/00/0000
1010	11/27/2019	CHECK	036880	ALPHA ANALYTICAL LABORATORIES	692.00CR	CLEARED	A	12/03/2019
1010	11/27/2019	CHECK	036881	ALYSSA GORDON	95.12CR	CLEARED	A	12/03/2019
1010	11/27/2019	CHECK	036882	AT&T MOBILITY	67.00CR	CLEARED	A	12/04/2019
1010	11/27/2019	CHECK	036883	BOLD POLISNER MADDOW NELSON &	720.00CR	CLEARED	A	12/03/2019
1010	11/27/2019	CHECK	036884	CALIF DEPT OF TAX & FEE ADMIN	439.32CR	CLEARED	A	12/04/2019
1010	11/27/2019	CHECK	036885	CALIF DEPT OF TAX & FEE ADMIN	354.49CR	CLEARED	A	12/04/2019

COMPANY: 999 - POOLED CASH FUND  
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 FOLIO: All

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 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
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1010	11/27/2019	CHECK	036886	CALIF DEPT OF TAX & FEE ADMIN	511.65CR	CLEARED	A	12/04/2019
1010	11/27/2019	CHECK	036887	COASTLAND CIVIL ENGINEERING, I	1,841.98CR	CLEARED	A	12/04/2019
1010	11/27/2019	CHECK	036888	E & M ELECTRIC & MACHINERY, IN	2,070.00CR	CLEARED	A	12/03/2019
1010	11/27/2019	CHECK	036889	FAHRENHEIT HEATING & AIR CONDI	9,117.00CR	CLEARED	A	11/29/2019
1010	11/27/2019	CHECK	036890	HIDDEN VALLEY LAKE ASSOCIATION	1,150.00CR	OUTSTND	A	0/00/0000
1010	11/27/2019	CHECK	036891	MICHELLE HAMILTON	1,095.00CR	CLEARED	A	12/02/2019
1010	11/27/2019	CHECK	036892	OFFICE DEPOT	195.66CR	OUTSTND	A	0/00/0000
1010	11/27/2019	CHECK	036893	PACIFIC GAS & ELECTRIC COMPANY	9,892.39CR	OUTSTND	A	0/00/0000
1010	11/27/2019	CHECK	036894	PENNY CUADRAS	294.38CR	OUTSTND	A	0/00/0000
1010	11/27/2019	CHECK	036895	REDFORD SERVICES	480.00CR	OUTSTND	A	0/00/0000
1010	11/27/2019	CHECK	036896	SPECIAL DISTRICT RISK MANAGEME	441.89CR	CLEARED	A	12/04/2019
1010	11/27/2019	CHECK	036897	SWRCB ACCOUNTING OFFICE	2,625.00CR	CLEARED	A	12/04/2019
1010	11/27/2019	CHECK	036898	SWRCB ACCOUNTING OFFICE	14,073.00CR	CLEARED	A	12/04/2019
1010	11/27/2019	CHECK	036899	TYLER TECHNOLOGY	121.00CR	CLEARED	A	12/02/2019
1010	11/27/2019	CHECK	036900	WAGNER & BONSIGNORE	127.50CR	OUTSTND	A	0/00/0000
1010	11/27/2019	CHECK	036901	DENNING, TIMOTHY F	80.08CR	CLEARED	A	12/02/2019
DEPOSIT:								
1010	11/01/2019	DEPOSIT		CREDIT CARD 11/01/2019	592.12	CLEARED	C	11/05/2019
1010	11/01/2019	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	117.67CR	CLEARED	U	11/01/2019
1010	11/01/2019	DEPOSIT	000002	CREDIT CARD 11/01/2019	2,344.89	CLEARED	C	11/05/2019
1010	11/01/2019	DEPOSIT	000003	REGULAR DAILY POST 11/01/2019	1,349.42	CLEARED	C	11/04/2019
1010	11/04/2019	DEPOSIT		CREDIT CARD 11/04/2019	9,563.81	CLEARED	C	11/05/2019
1010	11/04/2019	DEPOSIT	000001	CREDIT CARD 11/04/2019	2,322.41	CLEARED	C	11/05/2019
1010	11/04/2019	DEPOSIT	000002	CREDIT CARD 11/04/2019	1,441.37	CLEARED	C	11/05/2019
1010	11/04/2019	DEPOSIT	000003	REGULAR DAILY POST 11/04/2019	948,419.00	CLEARED	C	11/05/2019
1010	11/04/2019	DEPOSIT	000004	CREDIT CARD 11/04/2019	1,117.00	CLEARED	C	11/06/2019
1010	11/04/2019	DEPOSIT	000005	REGULAR DAILY POST 11/04/2019	2,269.21	CLEARED	C	11/05/2019
1010	11/05/2019	DEPOSIT		CREDIT CARD 11/05/2019	1,746.40	CLEARED	C	11/06/2019
1010	11/05/2019	DEPOSIT	000001	CREDIT CARD 11/05/2019	700.41	CLEARED	C	11/07/2019
1010	11/05/2019	DEPOSIT	000002	REGULAR DAILY POST 11/05/2019	1,983.55	CLEARED	C	11/06/2019
1010	11/05/2019	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	125.76CR	CLEARED	U	11/07/2019
1010	11/06/2019	DEPOSIT		CREDIT CARD 11/06/2019	3,073.01	CLEARED	C	11/07/2019
1010	11/06/2019	DEPOSIT	000001	CREDIT CARD 11/06/2019	1,213.11	CLEARED	C	11/08/2019
1010	11/06/2019	DEPOSIT	000002	REGULAR DAILY POST 11/06/2019	518.67	CLEARED	C	11/07/2019
1010	11/07/2019	DEPOSIT		CREDIT CARD 11/07/2019	1,338.85	CLEARED	C	11/08/2019
1010	11/07/2019	DEPOSIT	000001	CREDIT CARD 11/07/2019	984.24	CLEARED	C	11/12/2019
1010	11/07/2019	DEPOSIT	000002	REGULAR DAILY POST 11/07/2019	1,100.07	CLEARED	C	11/08/2019
1010	11/07/2019	DEPOSIT	000003	CC DRAFT POSTING	103.50	CLEARED	U	11/13/2019
1010	11/08/2019	DEPOSIT		CREDIT CARD 11/08/2019	1,137.36	CLEARED	C	11/12/2019
1010	11/08/2019	DEPOSIT	000001	CREDIT CARD 11/08/2019	2,650.31	CLEARED	C	11/12/2019
1010	11/08/2019	DEPOSIT	000002	REGULAR DAILY POST 11/08/2019	4,080.55	CLEARED	C	11/12/2019
1010	11/12/2019	DEPOSIT		CREDIT CARD 11/12/2019	3,014.22	CLEARED	C	11/12/2019
1010	11/12/2019	DEPOSIT	000001	CREDIT CARD 11/12/2019	1,767.34	CLEARED	C	11/12/2019

COMPANY: 999 - POOLED CASH FUND  
ACCOUNT: 1010 CASH - POOLED  
TYPE: All  
STATUS: All  
FOLIO: All

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CLEAR DATE: 0/00/0000 THRU 99/99/9999  
STATEMENT: 0/00/0000 THRU 99/99/9999  
VOIDED DATE: 0/00/0000 THRU 99/99/9999  
AMOUNT: 0.00 THRU 999,999,999.99  
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	11/12/2019	DEPOSIT	000002	CREDIT CARD 11/12/2019	2,125.09	CLEARED	C	11/12/2019
1010	11/12/2019	DEPOSIT	000003	CREDIT CARD 11/12/2019	1,735.62	CLEARED	C	11/12/2019
1010	11/12/2019	DEPOSIT	000004	CREDIT CARD 11/12/2019	653.11	CLEARED	C	11/13/2019
1010	11/12/2019	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	186.83CR	CLEARED	U	11/12/2019
1010	11/12/2019	DEPOSIT	000006	CREDIT CARD 11/12/2019	8,047.15	CLEARED	C	11/14/2019
1010	11/12/2019	DEPOSIT	000007	REGULAR DAILY POST 11/12/2019	20,472.32	CLEARED	C	11/13/2019
1010	11/13/2019	DEPOSIT		CREDIT CARD 11/13/2019	4,255.34	CLEARED	C	11/14/2019
1010	11/13/2019	DEPOSIT	000001	CREDIT CARD 11/13/2019	2,343.13	CLEARED	C	11/15/2019
1010	11/13/2019	DEPOSIT	000002	CREDIT CARD 11/13/2019	10,881.63	CLEARED	C	11/15/2019
1010	11/13/2019	DEPOSIT	000003	REGULAR DAILY POST 11/13/2019	10,153.35	CLEARED	C	11/14/2019
1010	11/14/2019	DEPOSIT		CREDIT CARD 11/14/2019	639.72	CLEARED	C	11/18/2019
1010	11/14/2019	DEPOSIT	000001	CREDIT CARD 11/14/2019	569.72	CLEARED	C	11/18/2019
1010	11/14/2019	DEPOSIT	000002	CREDIT CARD 11/14/2019	3,738.38	CLEARED	C	11/18/2019
1010	11/14/2019	DEPOSIT	000003	REGULAR DAILY POST 11/14/2019	17,119.31	CLEARED	C	11/15/2019
1010	11/15/2019	DEPOSIT		CREDIT CARD 11/15/2019	1,707.65	CLEARED	C	11/18/2019
1010	11/15/2019	DEPOSIT	000001	CREDIT CARD 11/15/2019	2,207.38	CLEARED	C	11/18/2019
1010	11/15/2019	DEPOSIT	000002	REGULAR DAILY POST 11/15/2019	8,001.87	CLEARED	C	11/18/2019
1010	11/15/2019	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	207.47CR	CLEARED	U	11/18/2019
1010	11/15/2019	DEPOSIT	000004	DAILY PAYMENT POSTING	207.47	CLEARED	U	11/18/2019
1010	11/15/2019	DEPOSIT	000005	DRAFT POSTING	13,217.92	CLEARED	U	11/18/2019
1010	11/15/2019	DEPOSIT	000006	CC DRAFT POSTING	18,003.97	CLEARED	U	11/18/2019
1010	11/18/2019	DEPOSIT		CREDIT CARD 11/18/2019	8,034.14	CLEARED	C	11/18/2019
1010	11/18/2019	DEPOSIT	000001	CREDIT CARD 11/18/2019	2,029.64	CLEARED	C	11/19/2019
1010	11/18/2019	DEPOSIT	000002	CREDIT CARD 11/18/2019	1,576.75	CLEARED	C	11/20/2019
1010	11/18/2019	DEPOSIT	000003	CREDIT CARD 11/18/2019	3,981.22	CLEARED	C	11/20/2019
1010	11/18/2019	DEPOSIT	000004	REGULAR DAILY POST 11/18/2019	23,206.72	CLEARED	C	11/19/2019
1010	11/19/2019	DEPOSIT		CREDIT CARD 11/19/2019	4,322.76	CLEARED	C	11/20/2019
1010	11/19/2019	DEPOSIT	000001	CREDIT CARD 11/19/2019	6,027.86	CLEARED	C	11/21/2019
1010	11/19/2019	DEPOSIT	000002	REGULAR DAILY POST 11/19/2019	7,491.62	CLEARED	C	11/21/2019
1010	11/21/2019	DEPOSIT		CREDIT CARD 11/21/2019	5,684.35	CLEARED	C	11/21/2019
1010	11/21/2019	DEPOSIT	000001	CREDIT CARD 11/21/2019	6,352.41	CLEARED	C	11/22/2019
1010	11/21/2019	DEPOSIT	000002	CREDIT CARD 11/21/2019	2,744.69	CLEARED	C	11/25/2019
1010	11/21/2019	DEPOSIT	000003	REGULAR DAILY POST 11/21/2019	15,526.28	CLEARED	C	11/22/2019
1010	11/22/2019	DEPOSIT		CREDIT CARD 11/22/2019	1,530.20	CLEARED	C	11/25/2019
1010	11/22/2019	DEPOSIT	000001	CREDIT CARD 11/22/2019	2,638.35	CLEARED	C	11/25/2019
1010	11/22/2019	DEPOSIT	000002	REGULAR DAILY POST 11/22/2019	3,490.20	CLEARED	C	11/25/2019
1010	11/22/2019	DEPOSIT	000003	CREDIT CARD 11/22/2019	1,300.59	CLEARED	C	11/25/2019
1010	11/25/2019	DEPOSIT		CREDIT CARD 11/25/2019	265.18	CLEARED	C	11/25/2019
1010	11/25/2019	DEPOSIT	000001	CREDIT CARD 11/25/2019	849.37	CLEARED	C	11/25/2019
1010	11/25/2019	DEPOSIT	000002	CREDIT CARD 11/25/2019	501.47	CLEARED	C	11/26/2019
1010	11/25/2019	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	163.03CR	CLEARED	U	11/25/2019
1010	11/25/2019	DEPOSIT	000004	CREDIT CARD 11/25/2019	1,453.64	CLEARED	C	11/27/2019
1010	11/25/2019	DEPOSIT	000005	REGULAR DAILY POST 11/25/2019	3,506.50	CLEARED	C	11/26/2019
1010	11/26/2019	DEPOSIT		CREDIT CARD 11/26/2019	1,296.03	CLEARED	C	11/27/2019

COMPANY: 999 - POOLED CASH FUND  
 ACCOUNT: 1010 CASH - POOLED  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK DATE: 11/01/2019 THRU 11/30/2019  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
<b>DEPOSIT:</b>								
1010	11/26/2019	DEPOSIT	000001	CREDIT CARD 11/26/2019	1,170.61	CLEARED	C	11/30/2019
1010	11/26/2019	DEPOSIT	000002	REGULAR DAILY POST 11/26/2019	1,486.39	CLEARED	C	11/27/2019
1010	11/27/2019	DEPOSIT		CREDIT CARD 11/27/2019	1,041.40	CLEARED	C	11/30/2019
1010	11/27/2019	DEPOSIT	000001	CREDIT CARD 11/27/2019	2,146.50	CLEARED	C	11/30/2019
1010	11/27/2019	DEPOSIT	000002	REGULAR DAILY POST 11/27/2019	20,609.01	CLEARED	C	12/02/2019
1010	11/29/2019	DEPOSIT	112719	NSF RECONCILE	91.41CR	CLEARED	G	11/30/2019
1010	11/29/2019	DEPOSIT	112919	WEB PMT RECONCILE	1,275.05	CLEARED	G	11/30/2019
1010	11/29/2019	DEPOSIT	113019	NSF RECONCILE	128.00CR	CLEARED	G	11/30/2019
<b>MISCELLANEOUS:</b>								
1010	11/01/2019	MISC.	110119	ADJ RTN CK TO 10/25/19	117.67	CLEARED	G	11/05/2019
1010	11/08/2019	MISC.		PAYROLL DIRECT DEPOSIT	26,903.08CR	CLEARED	P	11/08/2019
1010	11/22/2019	MISC.		PAYROLL DIRECT DEPOSIT	26,351.85CR	CLEARED	P	11/22/2019
1010	11/27/2019	MISC.	035850	B & G TIRES OF MIDDLETOWUNPOST	85.00	CLEARED	A	11/27/2019
<b>SERVICE CHARGE:</b>								
1010	11/04/2019	SERV-CHG		OCTOBER MERCHANT FEES-27	1,485.98CR	CLEARED	G	11/05/2019
1010	11/04/2019	SERV-CHG	000001	OCTOBER MERCHANT FEE'S-25	1,086.32CR	CLEARED	G	11/05/2019
1010	11/04/2019	SERV-CHG	000002	OCTOBER ELAVON FEE'S-29	479.49CR	CLEARED	G	11/05/2019
1010	11/15/2019	SERV-CHG		ACCT ANALYSIS FEE OCT 2016	312.21CR	CLEARED	G	11/15/2019
<b>TOTALS FOR ACCOUNT 1010</b>				CHECK	TOTAL:	899,374.09CR		
				DEPOSIT	TOTAL:	1,251,429.71		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	53,052.26CR		
				SERVICE CHARGE	TOTAL:	3,364.00CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	37,642.00CR		
<b>TOTALS FOR POOLED CASH FUND</b>				CHECK	TOTAL:	899,374.09CR		
				DEPOSIT	TOTAL:	1,251,429.71		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	53,052.26CR		
				SERVICE CHARGE	TOTAL:	3,364.00CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	37,642.00CR		



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**CAPITAL EXPENDITURES**

2019 - 2020

NOVEMBER

<b>SEWER CIP/OP EXPENSES</b>	<b>FUND</b>	<b>Budget</b>	<b>Year to Date Actual</b>
I & I Study (Intern/Fellowship)	313	60,000	
IT Upgrades	313	5,000	4,160
Vac Truck (60%)	712	201,000	200,126
I & I Repair	314	100,000	34
Chlorine tank auto shutoff	314	32,000	
SCADA	712	30,000	
Chlorine Disinfection Facility	314	45,000	
Aquatic Harvesting	314	35,000	35,000
<b>Total</b>		<b>\$ 508,000</b>	<b>\$ 239,320</b>

<b>SEWER CIP/OP REVENUE TRANSFERS</b>	<b>FUND</b>	<b>Budgeted Transfers In</b>	<b>Year to Date Transfer In</b>
Sewer Op Reserve (3%)	313	45,147	
FEMA/CalOES	313		
Sewer CIP (3%)	314	45,147	
FEMA/CalOES	314		
<b>Total</b>		<b>\$ 90,294</b>	<b>\$ -</b>

<b>WATER CIP/OP EXPENSES</b>	<b>FUND</b>	<b>Budget</b>	<b>Year to Date Actual</b>
Unit 9 Tank Replacement 1,700,000 (*1)	320/325/130	220,000	1,860
AMI	320/325/130	100,000	
Vac Truck (40%)	320	134,000	133,417
Repair Water Main Line	320	200,000	2,712
IT Upgrades	320	5,000	4,160
<b>Total</b>		<b>\$ 659,000</b>	<b>\$ -</b>

<b>WATER CIP/OP REVENUE TRANSFERS</b>	<b>FUND</b>	<b>Budgeted Transfer In</b>	<b>Yr to Date Transfer In</b>
Water CIP (8%)	320	148,243	
Water OP Reserve Fund (5%)	325	105,548	
<b>Total</b>		<b>\$ 253,792</b>	<b>\$ -</b>

\*1 Financial Options Funds \$220,000 FY 19/20 & 20/21 plus HMGP 75%



## MEMO

To: Board of Directors

From: Trish Wilkinson, Full Charge Bookkeeper

Date: December 11, 2019

RE: Office & Administrative Staff Overtime Monthly Report

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### November 2019

#### Overtime:

Administrative Assistant: - hours

Water Resources Specialist: 6.50 hours

Full Charge Bookkeeper: 4.50 hours

Senior Accounts Representative: 1.00 hours

Senior Accounts Representative: - hours

Accounts Representative: 2.00 hours

**Total Overtime: 14.00 hours**



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**2019 - 2020 BUDGET**

**November 2019**

<b>DEBT SERVICE REVENUE</b>		<b>FUND</b>	<b>BUDGET AMOUNT</b>	
1)	1995-2 BOND - TAX ASSESSMENT	215	\$	298,541
2)	CIEDB LOAN - FUND 130	218		171,064
3)	USDA RUS LOAN (SOLAR) - FUND 120	219		32,258
<b>TOTAL REVENUE</b>			\$	<b>501,862</b>

<b>DEBT SERVICE EXPENDITURE</b>			<b>BUDGET AMOUNT</b>	<b>PAID TO DATE</b>
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 179,000	179,000
	1995-2 BOND REDEMPTION (INTEREST)	215	105,272	54,091
	BOND ADMINISTRATION (ANNUAL FEE)	215	6,585	2,810
	COUNTY COLLECTION FEES	215	3,414	
	CSD ADMIN COSTS	215	4,270	
			\$ 298,541	\$ 235,901
2)	CIEDB (PRINCIPAL)	218	106,363	
	CIEDB (INTEREST)	218	59,566	29,783
	CIEDB (ANNUAL FEE)	218	5,135	
			171,064	29,783
3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 16,500	16,500
	USDA RUS LOAN (INTEREST)	219	15,758	8,003
			\$ 32,258	\$ 24,503
<b>TOTAL DEBT SERVICE</b>			<b>501,862</b>	<b>290,187</b>

# MEMO

To: Board of Directors  
From: Marty Rodriguez  
Date: 12/13/2019  
RE: Senior Account Representative's Monthly Report

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## **Monthly Billing 11/27/2019**

Mailed statements: 2,148  
Electronic statements: 461  
The statement "SPECIAL MESSAGE"  
LOSS OF WATER DUE TO POWER OUTAGES: For more information go to:  
<https://www.hvllcsd.org/emergency-generator-update>  
Sin agua debido al corte de energía:  
para obtener más información vaya a:  
<https://www.hvllcsd.org/emergency-generator-update>

## **Delinquent Billing 11/22/2019**

Delinquent statements for October bills:  
Mailed statements: 466  
Electronic statements: 66

## **Courtesy Notification 12/10/2019**

Courtesy notices delivered to the customer's property for delinquent September's bill:  
206  
Electronic notices: 34

## **Phone Notification 12/11/2019**

Phone notifications: 126  
The phone notification was sent out around 10:30 am resulting in 84 payments received by the office staff during business hours.

## **Lock Offs 12/12/2019**

42 Customers were in the Lock Off Process at 5:00 pm on 12/11/2019.  
20 payments were made before service orders went out in the field at 9:00 am on 12/12/2019.  
A total of 22 customers were Locked Off for non-payment.  
Throughout Lock off day 14 payments were collected and meters unlocked.  
At the time of this report only 8 meters remain locked.



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

**DATE: December 17, 2019**

**AGENDA ITEM:** Discussion and Possible Action: Discuss FLSA Guidelines and Provisions Related to Overtime and Hours Worked

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**RECOMMENDATIONS:** Entertain a motion to amend the definition of “overtime” as follows:

*“Overtime is time worked in excess of forty hours in one work week (Note: this is the current definition and is approved by legal labor counsel with the following addition). Hours provided as paid time off, such as paid vacation, paid sick leave and paid holidays, do not count as hours worked for the purposes of overtime”*

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**FINANCIAL IMPACT:**

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**BACKGROUND:**

In accordance with current District policy all paid leave is computed as hours worked (vacation leave, paid sick leave, paid holiday time etc.) when calculating overtime pay. District labor counsel, Joan Pugh Newman, strongly recommends that we expand the current definition of overtime to fall in line with best practices when calculating any overtime pay eligibility. In addition, this definition does not impact the Alternate Work Schedule known as “9/80” which extends a privilege to employees at the discretion of the General Manager to allow an employee more flexibility in their work schedule and is subject to modification when necessary. Legal counsel has made the following comments referencing the current handbook (2015) related to this issue:

- In Section 4.13.1, subsection c, I recommend the following revision: “For the purpose of computing time worked in this section, any and all paid leave (e.g., paid sick, holiday, vacation, etc.) taken during a work week does not count as time worked for purposes of calculating overtime.”
- I agree that overtime should be approved in advance by a supervisor. Employees should not be permitted to work overtime at their whim.
- As a public entity, the District is not required to comply with State overtime laws – but only with federal overtime laws under the federal Fair Labor Standards Act (“FLSA”). For example, the District is not required to provide pay for daily overtime (hours worked in excess of 8 in one work day). I would recommend that any new iteration of the handbook eliminate any reference to daily overtime
- In my very cursory review of the 2015 handbook, I saw a few references to the District complying with “state and federal [wage & hour] laws.” We should remove/revise those references, as we do not want to appear voluntarily to obligate the District to comply with state wage & hour laws where the District is not legally required to do so.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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I, Penny Cuadras, 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 December 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

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Secretary to the Board



POLICY TITLE:	<b>ANIMALS ON DISTRICT PROPERTY</b>	
POLICY #: <b>3102</b>	ADOPTED DATE: <b>November 19, 2019</b>	REVISION DATE:
	Acting President: <b>JUDY MIRBEGIAN</b>	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.

**POLICY**

**3102.1** The District desires to provide a safe, healthy, conducive and professional work environment for the public, employees, visitors and animals while it is providing extensive and diverse services to the Hidden Valley Lake community. Accordingly, and except for authorized service animals and working animals, animals and pets are prohibited from all District facilities and equipment. This policy applies to all employees, contractors, visitors and the public.

**3102.2** Terms

1. **Equipment:** The term equipment means any District owned, rented or leased equipment (e.g., cars, trucks, heavy equipment, trailers, etc.).
2. **Facility:** The term facility means any District owned, rented or leased facility including associated common areas.
3. **Service Animal:** The term service animal means animals (primarily dogs) used to guide or provide assistance to persons with disabilities in the activities of independent living. The Americans with Disabilities Act (ADA) defines service animal as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. If an animal meets this broad definition, it is considered a service animal.
4. **Working Animal:** The term working animal means any animal engaged in authorized service to the District (e.g., guard dogs, pest control animals, police dogs, sheep dog).

**3102.3** PROTOCOLS

1. Unauthorized animals are not permitted in any area within the workplace, including associated common areas.

2. Although not disallowed by this policy, employees are asked to consider that routinely bringing a pet to the work site and leaving them inside a car and/or vehicle may not be appropriate nor safe for the animal, and may be prohibited in some jurisdictions.
3. In accordance with ADA, service animals are expressly permitted in all areas in the workplace. Instructional program animals (e.g., Fidelco Dogs) will be permitted on a limited, case-by-case basis, and only if approved in advance by the General Manager or his/her designee of the facility.
4. Employees who are in need of a service animal must obtain authorization prior to bringing the animal to the workplace.
5. In all cases, only authorized, clean, trained, well-behaved, non-aggressive service animals are allowed. They are to be leashed and kept under control at all times.
6. It is the animal owner's responsibility to ensure his/her animal receives appropriate exercise on the grounds away from the public and/or visitors, relieves itself outside, and the owner cleans up after the animal. Animal owners should not call upon District staff to assist.
7. Working animals are permitted under the direction of the General Manager or his/her designee.
8. Individuals are reminded not to touch, feed or pet a service or working animal when the animal is working as it distracts the animal from the task at hand.

**Approved and Adopted on November 19, 2019**

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Judy Mirbegian  
Acting President to the Board

**Attest:** \_\_\_\_\_  
Penny Cuadras, Secretary to the Board

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

**DATE: December 17, 2019**

**AGENDA ITEM:** Discussion and Possible Action: Adopt and Approve Policy 2104 SB-998 Discontinuation of Utility Service for Nonpayment

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**RECOMMENDATIONS:** Adopt and Approve Policy 2104 Discontinuation of Utility Service for Nonpayment (SB-998)

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**FINANCIAL IMPACT:** None

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**BACKGROUND:**

On September 28, 2018, Governor Brown signed into law SB 998, the Water Shutoff Protection Act, which changes the requirements and procedures relative to the discontinuation of residential water service for non-payment beginning February 1, 2020.

SB 998 requires every urban and community water system with more than 200 water service connections to have a written policy on the discontinuation of residential water service for nonpayment. That policy must be available on the water supplier's website. The policy must be in five languages, in addition to English, listed in Civil Code Section 1632 (Spanish, Chinese, Korean, Vietnamese and Tagalog) and in any other language spoken by at least 10% of the people residing the system's service area.

SB 998 sets forth the specific provisions and requirements for water service discontinuation, which includes a 60-day waiting period before service can be discontinued. The water supplier will also be required to contact, by telephone or in writing, the customer named on the account at least seven (7) business days before discontinuing service. If notice is given by telephone, the system must: (a) offer to provide the customer the system's written policy on discontinuation of water service; and (b) offer to discuss options to avoid discontinuing water service, including alternative payment schedules, deferred payments, minimum payments, amortization and bill review and appeal. The new law also includes required processes if the water supplier is unable to contact the customer as well as a specific mandate for a customer appeals process.

SB 998 also offers opportunities for payment arrangements, provisions for low-income customers and very specified conditions and/or circumstances which a water supplier will be prohibited from discontinuing water service for non-payment.

SB 998 also mandates that water suppliers must report annually on its website and to the State Water Resources Control Board the number of service discontinuations for inability to pay. The State Water Resources Control Board (State Board) must post that information on its website. Community water systems subject to all of the requirements set forth above who fail to comply with

the requirements of this new law will be subject to enforcement by the State Board and the California Attorney General.

District staff have worked with Legal Counsel on the development of the new required policy and incorporating those provisions in the District's Rules and Regulations to ensure full compliance with the new law.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Penny Cuadras, 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 December 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

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Secretary to the Board



POLICY TITLE:	<b>DISCONTINUATION OF UTILITY SERVICE FOR NONPAYMENT</b>	
POLICY #: <b>2104</b>	ADOPTED DATE: <b>DECEMBER 17, 2019</b>  Acting President: <b>JUDY MIRBEGIAN</b>	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.

**REFERENCE:**

Senate Bill No. 998: Discontinuation of Residential Utility Service California Government Code Sections 60370 -60375.5

**PURPOSE:**

This policy enumerates Hidden Valley Lake Community Services District’s actions for the collection of delinquent accounts, including notifications, fee assignments and discontinuation of service. This policy will be made available to the public on the District’s website and at the District office. The District can be contacted by phone at (707) 987-9201 or in person at 19400 Hartmann Road in Hidden Valley Lake, CA to discuss options for averting discontinuation of service for nonpayment under the terms of this policy.

**POLICY:**

This Policy applies to all District utility service accounts. To the extent this Policy conflicts with any other rules, regulations, or policies of the District, this Policy will supersede.

**2104.1 GENERAL PROVISIONS**

- A. All District users will pay a monthly utility service and usage charge. Charges will become delinquent after 5:00 pm on the due date.
- B. A ten percent penalty will be applied to delinquent charges and a notice of discontinuation will be sent to the mailing address on file.
- C. The District will attempt to contact the occupant of a property and provide notice of discontinuation of utility services as provided in this Policy.
- D. The District may, in its sole discretion, discontinue utility services for charges that have become delinquent for a period of no less than sixty (60) days. A service fee will be applied to the account of any utility service discontinued for nonpayment of delinquent charges. The District will mail and post a notice of discontinuation with information on how to restore utility service.
- E. Customers whose utility service has been discontinued may contact the District by telephone at (707) 987-9201 or in person 19400 Hartmann Road regarding restoration of service. Restoration will be subject to payment of the delinquent charges, administrative fees, lock service fees, and unlock service fees, as

applicable. Utility service reconnections will be processed during normal business hours, after business hours, additional fees may apply.

## 2104.2 NOTICES:

### A. Written Notice to Customer

The District will provide a mailed notice to the customer of record at least thirty (30) days before discontinuation of utility service. If this notice is returned through the mail as undeliverable, the District will attempt to contact the customer by telephone or written notice. The notice will contain:

- i. The name and address of the customer;
- ii. The amount of the delinquency;
- iii. The date by which payment or arrangement for payment is required in order to avoid discontinuation of utility service.
- iv. A description of the process to apply for an extension of time to pay the delinquent charges.
- v. A description of the procedure to petition for bill review and appeal.
- vi. A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with this written policy.

### B. Posting of Notice to Occupants at Service Address

The District will make a reasonable, good faith effort to contact an adult person living at the service address by leaving a notice of imminent discontinuation of residential service in a conspicuous place at the service address no less than 7 (seven) business days before discontinuation of utility services. The notice will be addressed to "Occupant," will contain the same notice information required above, and will also inform the residential occupants that they have the right to become customers of the District without being required to pay the amount due on the delinquent account. Terms and conditions for occupants to become customers of the District are provided in this Policy.

If notice pursuant to subparagraph A is returned through the mail as undeliverable, and the District is unable to contact the customer by telephone, the District will include a copy of this Policy with the Notice to Occupants at Service Address.

## 2104.3 CUSTOMER ASSISTANCE:

### A. Bill Complaint or Review

Any customer may initiate a complaint or request an investigation by the District into the charges on their bill, any component of the bill or any service provided by the District within five (5) days of receipt of the disputed bill. The District will not discontinue utility service during an investigation of a timely complaint or dispute. The District's review will include consideration of whether the customer may receive an amortization, alternative payment schedule, or payment reduction under this Policy.

If the customer considers the results of the investigation by the District to be unfavorable, they have the right to appeal the District's decision to District's Board of Directors. The customer must file



a written notice of appeal with the District Secretary within ten (10) business days of the District's mailing of its determination. The District Secretary will set the matter to be heard at an upcoming Board meeting and mail the customer written notice of the time and place of the hearing at least ten (10) days before the meeting. The decision of the Board is final.

B. Bill Amortization

The District will consider a request to amortize the bill over a reasonable period of time, not to exceed twelve (12) months. The amortization schedule and amounts due will be set forth in writing and provided to the customer. During the amortization period, the customer must remain current on all utility service charges in subsequent billing periods. The District may terminate utility service if the customer fails to pay an amortized amount due by the schedule date and the original amount due is delinquent by at least sixty (60) days. The District will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the District.

C. Contact

Customers are encouraged to contact the District for further details regarding this policy or customer assistance options during business hours at (707) 987-9201. Customers may also visit the District Office in person Monday through Friday, from 7:30 a.m. to 5:00 p.m., excluding District holidays.

2104.4 WHEN SERVICE WILL NOT BE DISCONTINUED

A. General

The District will not discontinue utility service due to nonpayment on a Saturday, Sunday, legal holiday, or at any time during which the District's office is not open to the public. In addition, the District will not discontinue residential utility service for nonpayment during the District's investigation of a customer dispute or complaint; during an appeal to the District's Board of Directors; during a District-approved extension, amortization, alternative payment schedule, or if the customer remains in compliance with the payment arrangement.

B. Special Medical and Financial Circumstances with Amortization Agreement

The District will not discontinue utility service if all of the following are met:

- i. The customer, or a tenant of the customer, submits to the District the certification of a licensed primary care provider that discontinuation of utility service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided;
- ii. The customer demonstrates that they are financially unable to pay for residential service within the District's normal billing cycle. The customer is deemed financially unable to pay during the normal billing cycle if:

- (a) any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, California SSI/SSP, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or

(b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level; and

iii. The customer is willing to enter into an amortization with respect to the delinquent charges.

For any customers who meet all of the above qualifications, the District will offer the customer amortization of the unpaid balance. The District will select terms and conditions for the amortization.

The customer is responsible for demonstrating that the qualifications above have been met. Upon receipt of documentation from the customer, the District will review the documentation within seven (7) days and:

- (1) notify the customer of the amortization terms selected by the District and request the customer's signed consent to participate in the amortization;
- (2) request additional information from the customer; or
- (3) notify the customer that they do not meet the qualifications.

The District may discontinue utility service if a customer who has been granted an amortization under this section fails to do any of the following for sixty (60) days or more:

- (a) to pay any amortized amount due under the amortization schedule; or
- (b) to pay his or her current charges for utility service.

The District will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the District.

## 2104.5 PROCEDURES FOR OCCUPANTS OR TENANTS TO BECOME CUSTOMERS OF THE DISTRICT

### A. Scope

This section only applies when a property owner, landlord, manager, or operator of a residential service address is listed as the customer of record and has been issued a notice of intent to discontinue utility service due to nonpayment.

### B. Agreement to District Terms and Conditions of Service

The District will make service available to the actual residential occupants if each occupant agrees to the terms and conditions of service and meets the requirements of the District's rules and regulations. Notwithstanding, if one or more of the occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, the District will make service available to the occupants who have met those requirements.

### C. Verification of Tenancy

In order for the amount due on the delinquent account to be waived, an occupant who becomes a customer will verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code, at the discretion of the District.

## 2104.6 OTHER REMEDIES

In addition to discontinuation of utility service, the District may pursue any other remedies available in law or equity for nonpayment of utility service charges, including, but not limited to: securing delinquent amounts by filing liens on real property, filing a claim or legal action, or referring the unpaid amount to collections. In the event a legal action is decided in favor of the District, the District will be entitled to the payment of all costs and expenses, including attorneys' fees and accumulated interest.

## 2104.7 DISCONTINUATION OF UTILITY SERVICE FOR OTHER CUSTOMER VIOLATIONS

The District reserves the right to discontinue utility service for any violations of District ordinances, rules, or regulations other than nonpayment.

## 2104.8 FEES AND CHARGES INCURRED

Except as otherwise expressly stated in this Policy, any fees and charges incurred by a customer under any other rules, regulations, or policies of the District, including, but not limited to, delinquent charges, will be due and payable as set forth therein.

## 2104.9 DECISIONS BY DISTRICT STAFF

Any decision which may be taken by the District staff under this Policy may also be taken by the General Manager or his or her designee.

## 2104.10 TRANSLATIONS

### A. Policy

Translations of this policy in the languages listed in Section 1632 of the Civil Code are available at the District office and website.

- i. Please visit our office or website for a translation of this policy.
- ii. Visite nuestra oficina o sitio web para obtener una traducción de este política.
- iii. 请访问我们的办公室或网站，了解本政策的翻译。
- iv. Mangyaring bisitahin ang aming opisina o website para sa isang pagsasalin ng patakarang ito.
- v. Vui lòng truy cập văn phòng hoặc trang web của chúng tôi để dịch bản chính sách này.
- vi. 이 정책에 대한 번역은 저희 사무실이나 웹 사이트를 방문하십시오.

### B. Notices

All written notices issued under this Policy will be available at the District office or website in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by ten percent (10%) or more people within the District's service area.

2104.11 REFERENCES

- A. California Utility Code div. 1, ch. 1, § 106.3
- B. California Health & Safety Code, div. 104, part 2, ch. 6, § 116900 et seq. (SB 998 [2018])
- C. California Government Code, tit. 6, div. 1, § 60370 et seq.
- D. California Civil Code div. 3, part 2, title 2, § 1632

**Approved and Adopted on December 17, 2019**

\_\_\_\_\_  
Judy Mirbегian,  
Acting President to the Board

**Attest:** \_\_\_\_\_  
Penny Cuadras, Secretary to the Board

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

**DATE: December 17, 2019**

**AGENDA ITEM:** Discussion and Clarification of the Travel Mileage Reimbursement Policy

---

**RECOMMENDATIONS:**

Distribute the memo clarifying the application of the policy to all employees  
Include the memo as an addendum in the Employee Handbook

---

**FINANCIAL IMPACT:** Depending on Travel Mileage submitted for reimbursement

---

**BACKGROUND:**

It has come to our attention that there has been some confusion around the interpretation and clarification of the District’s Travel Mileage Reimbursement Policy. The included memo drafted by legal labor counsel, Joan Pugh Newman, stands to clarify the issue so the application of the policy is accurate.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Penny Cuadras, 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 December 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

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

To: All District Employees

From: Hidden Valley Lake Board of Directors

Re: Travel Mileage Reimbursement

Date: December 17, 2019

---

We understand that employees have experienced some confusion with respect to the mileage reimbursement section of the District's Travel Reimbursement policy. (Employee Handbook, Rule 24, Section 24.1.C.4.) To clarify, where the policy states: "Mileage reimbursement will be based on actual miles driven, from the District office," the intent is to reimburse employees for actual miles they are required to drive for work-related travel, excluding the miles they typically drive for their normal commute to work at the District.

For example, Employee A, who lives in Clearlake (north of the District), is required to drive to a work-related conference held in St. Helena (south of the District). Employee A would not be reimbursed for the miles normally commuted to the District, but would be reimbursed for the round-trip miles travelled south between the District and St. Helena.

Alternatively, Employee B, who lives in Calistoga (south of the District), is required to drive to that same conference. Employee B will be reimbursed for the round-trip mileage between their home and St. Helena.

Please see Trish Wilkinson, Full charge Bookkeeper with any questions about this.

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

**DATE: December 17,2019**

**AGENDA ITEM:** Discussion and Possible Action: Authorize the District Utility Supervisor to Rebuild Lift Station-1 Pump #2

---

**RECOMMENDATIONS:** Staff recommendation is to rebuild the existing pump.

---

**FINANCIAL IMPACT:** Budgeted item in fund 120-5-00-5150 Repair & Replace, current available funds 76k as of 11/31/19

Repaired Pump \$26,2015.18 1-year warranty

New Pump \$43,149.00 plus tax and freight 2-year warranty

---

**BACKGROUND:**

Pump data plate is missing. Pump ohmed 0.26 even. Megged 500. Thermals 0.13. Cable is swollen. Water in oil. Looks like impeller bolt back out and impeller dropped down in volute while running. Causing damage to impeller and rotor. The lower oil housing has wear. Cooling jacket has a hole in it and wear along o-ring. Rotor needs to be sent to EMC to have a new shaft pressed in.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Penny Cuadras, 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 December 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

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



# Pac Machine Co., Inc.

PH: (916) 387-1336

FAX: (916) 387-1380

5326 Gateway Plaza Dr, Benicia, CA 94510

PH: (707) 746-4940

FAX: (707) 746-1845

1246 Glendale Ave, Sparks, NV 89431

PH: (775) 359-8500

FAX: (775) 359-0818

460 W Silver Street # 101, Elko, NV 89801

PH: (775) 777-1909

FAX: (775) 777-9732

### WORK ORDER

**Date: 11-14-19**

**Rec'd by: Brandon**

<b>Customer: Pumpman Norcal</b>		
<b>Phone Number:</b>		
<b>Fax Number:</b>		
<b>Customer P.O.:</b>		
<b>Make</b>	<b>Model/Type</b>	<b>Voltage</b>
Flygt	3201.091	460
<b>H.P.</b>	<b>Serial Number</b>	<b>Impeller</b>
47	9530010	452
<b>Description of work needed or performed</b>		
Pump data plate missing. Pump ohmed 0.26 even. Megged 500. Thermals 0.13. Cable is swollen. Water in oil. Looks like		
impeller bolt back out and impeller dropped down in volute		
while running. Causing damage to impeller and rotor. The lower		
oil housing has wear. Cooling jacket has a hole in it and wear		
along o-ring area. Rotor needs to be sent to EMC to have a		
new shaft pressed in.		

**Rec'd by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Qty	Part #	Description	Total
1	6018932	Repair Kit	\$6,025.00
1	3092900	Wear Ring	\$171.00
1	3849700	Ring Lower	\$1,157.00
1	3849800	Ring Upper	\$1,661.00
1	3842700	Impeller	\$2,415.00
50	942109	Cable 6AWG/7con	\$1,800.00
1	6306802	Data Plate	\$15.00
1	844398	Seal Sleeve	\$49.00
1	820109	Screw	\$14.00
1	3846100	Washer	\$120.00
1	3848304	Jacket	\$3,269.00
1	6207700	Oil housing	\$3,233.00
1	802305	Pin	\$3.00
1	825918	Retaining Ring	\$6.00
1	826224	Retaining Ring	\$9.00
6	3022100	Springs	\$30.00
6	3067301	Screws	\$54.00
1	3192001	Washer	\$41.00
1	804627	Key	\$6.00
1		Rotor Shaft EMC	\$2,400.00
		-3845206	
1		Sandblast	\$200.00
10	Liter	Oil	\$200.00
		Shop Materials	\$30.00
	FREIGHT	Outside Work	\$280.00
		Hr. Labor	\$880.00
		Total Parts	\$22,908.00
		Tax	\$1,947.18
		Total	\$26,015.18



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

**DATE: December 17, 2019**

**AGENDA ITEM:** Discussion: Discuss Trane Project and Provide Staff Direction

---

**RECOMMENDATIONS:** Provide Staff Direction

---

**FINANCIAL IMPACT:**

---

**BACKGROUND:**

In August the California PUC Proposed decision on enhanced incentives for communities in High Fire threat Districts came out, and I forwarded it to Kirk. He wanted to run this as a separate case from the “tank-on-a-Hill” opportunity that we are also examining for Hidden Valley Lake CSD

Kirk decided that the right way to do this was to go to the board for a new authorization

We went on the October 15th Agenda

I was there in person to cover the Equity Resilience budget opportunity, and the process

The board approved Kirk moving forward with a non-binding Letter to Proceed

Kirk Executed the LTP on October 16th

Final Determination on eligibility, November 2019

Next Steps

1. Confer with HVL CSD lawyer on contract format
2. Confirm Previous design direction
  - a. Fully financed
  - b. Zero out of pocket
  - c. No win/no pay
  - d. PV + battery
  - e. Break even on savings vs debt service, but maximize resilience
3. Complete technical analysis

Applications are due April 1st

APPROVED AS RECOMMENDED       OTHER (SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Penny Cuadras, 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 December 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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



## **HIDDEN VALLEY LAKE CSD**

### **Self Generation Incentive Program Equity Budget**

#### **Update Materials**

Tuesday, December 17<sup>th</sup>, 2019

**California Energy Services**



# TOPICS FOR DISCUSSION



- Process Step Review/Update
  - Qualification,
  - Preliminary Review,
  - Contingent offer,
  - Detailed Design,
  - Incentive Application
  - Finalized Contract
- **Direction Needed from Board**
  - Ability to contract under GC § 4217
  - Confirm Resilience as design goal



# QUALIFICATION



- In October and early November we worked to confirm the eligibility of HVL CSD for the SGIP equity budget.
- When the final eligibility rules were released, HVL CSD qualified
- In addition, incentive levels were increased rather substantially

# PRELIMINARY REVIEW



- With Qualification complete, ready to start Prelim Review
  - Energy Engineering
    - Usage Analysis
    - Energy Storage
    - Solar PV
  - Financial Review
    - Location by location bill analysis
    - Cash flow
- At the end Trane will come back with a Contingent Offer
  - Still no cost/no obligation until Contingent Offer accepted
  - Contingent offer in 4-6 weeks

# CONTINGENT OFFER



- Output of Preliminary Review phase
  - Cost
  - Annual debt service
  - Annual bill savings
  - Annual revenue from other sources
  - Termination fee
- No money down/fully financed under Govt Code § 4217.12
- If accepted by HVL CSD, Trane moves forward with Detailed Design

# DETAILED DESIGN



- Detailed Engineering
- Equipment Selection
- Single line diagrams
- M&V Plan
- Subcontractor site visits
- Finance package Finalization
- Application development

# INCENTIVE APPLICATION



- Plan to submit on 01 April
- Notice of Conditional Reservation expected within 2 weeks

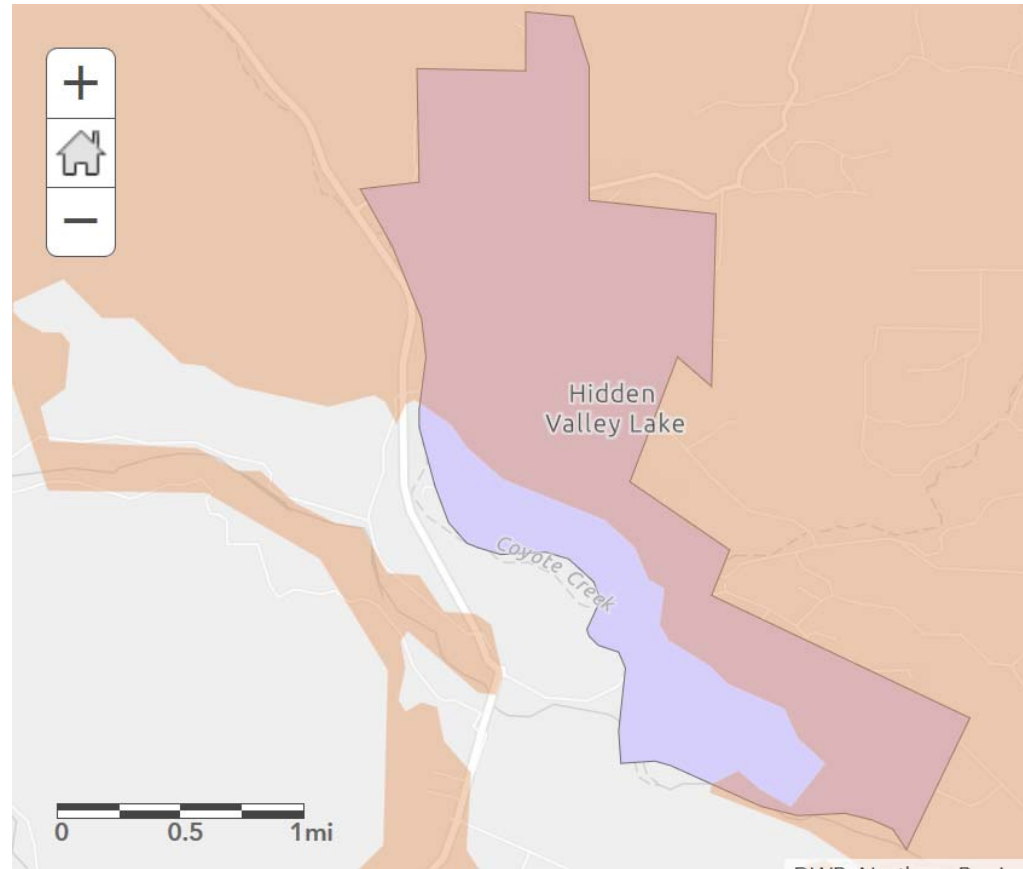


# FINALIZED CONTRACT



- If no incentive is awarded or if finance cannot be arranged, there is no project and no cost to HVL CSD
- If incentive awarded and financing secured, conditional contract becomes binding
- If incentive awarded and financing secured and HVL subsequently terminates agreement, termination fee is due.

# SGIP-EB CRITICAL INFRASTRUCTURE



# FORMAL DIRECTION



## Direction From Board

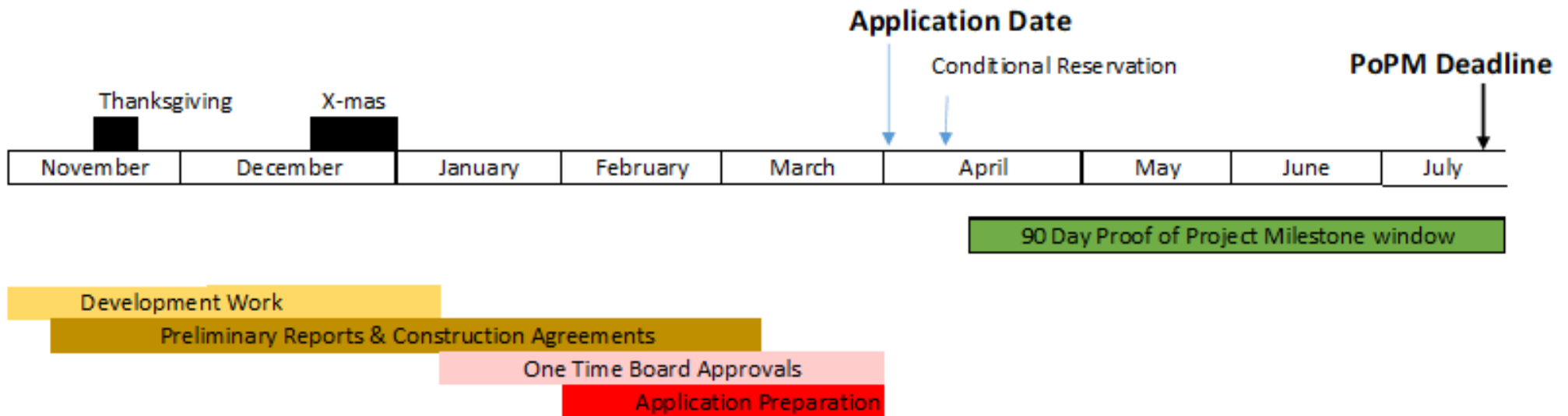
- Direct costs to Trane start rapidly increasing in next phase
- Need to confirm direction from the Board on two questions that GM Cloyd had previously given direction on
  - Use of Government Code § 4217.12
  - Resilience / Revenue Neutrality Design focus

# HVL CSD/TRANE APPLICATION PROCESS



- HVL CSD Executes LTP (October 16<sup>th</sup>)
- Trane determines eligibility when final rules issued (Nov 2019)
- Trane completes Preliminary Analysis (Jan 2020)
- Trane presents *conditional* offer to Board
- Trane Prepares, submits SGIP application for HVL
  - If incentive is not granted, project does not go forward, HVL owes nothing
  - If incentive is approved, contract is binding, Trane moves forward with project

# SGIP-EB EXAMPLE TIMELINE





***TRANE***<sup>®</sup>

**IR** Ingersoll Rand.