



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: Tuesday November 21, 2017  
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) EMPLOYEE RECOGNITION  
Alyssa Gordon
- 6) PRESENTATIONS  
Board of Directors Workshop Overview
- 7) CONSENT CALENDAR
  - A. MINUTES: Approval of the Board of Directors Regular Board Meeting minutes for October 17, 2017.
  - B. MINUTES: Approval of the Finance Committee Meeting minutes for October 17, 2017.
  - C. MINUTES: Approval of the Emergency Preparedness Committee Meeting minutes for November 9, 2017.
  - D. MINUTES: Approval of the Board of Directors Special Meeting minutes for November 9, 2017.
  - E. MINUTES: Approval of the Board Workshop Meeting Minutes for November 15, 2017.
  - F. DISBURSEMENTS: Check # 34926-#34995 including drafts and payroll for a total of \$213,798.86.

- 8) BOARD COMMITTEE REPORTS  
(for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Emergency Preparedness Committee
  - Lake Water Use Agreement-Ad Hoc Committee
  
- 9) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS  
(for information only, no action anticipated)
  - ACWA Region 1
  - Other meetings attended
  
- 10) STAFF REPORTS  
(for information only, no action anticipated)
  - ACWA State Legislative Committee
  - Financial Report
  - Administration/Customer Service Report
  - Field Operations Report
  - General Manager's Report
  
- 11) DISCUSSION AND POSSIBLE ACTION: Discuss recent updates for the Valley Oaks Project and the development of a possible Sub Committee.
  
- 12) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager to enter into an agreement for the Sewer System Flow Meter Expenditures for the I&I Study And Workplan Deliverables:
  - a) Rental of flowmeters for the winter season
  - b) Manhole lid replacement
  
- 13) PUBLIC COMMENT
  
- 14) BOARD MEMBER COMMENT
  
- 15) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hvllcsd.org/meetings](http://www.hvllcsd.org/meetings)

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: October 17, 2017**

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 Jim Lieberman, President  
Director Carolyn Graham, Vice President  
Director Linda Herndon  
Director Judy Mirbegian  
Director Jim Freeman  
General Manager, Kirk Cloyd  
Administrative Assistant, Penny Cuadras  
Water Resources Specialist, Alyssa Gordon  
Civic Spark Intern, Marina Deligiannis  
Civic Spark Intern, Jacob Gill

**CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by President Lieberman.

**APPROVAL OF AGENDA**

On a motion made by Director Herndon and second by Director Mirbegian the Board unanimously approved the Tuesday October 17, 2017 Regular Board Meeting agenda.

**EMPLOYEE RECOGNITION**

- A. Craig Shields: For his work fighting local fires outside his duties at HVLCSO.
- B. Sam Garcia: For volunteering to aid our sister organization, Calistoga Water, during their fire fight and evacuation process.
- C. Norman Rogers: For volunteering to aid our sister organization, Calistoga Water, during their fire fight and evacuation process.

**PRESENTATIONS**

Staff provided an update from LLAFco and District properties within the Sphere of Influence.

The Civic Spark Fellows Marina Deligiannis and Jacob Gill, and Water Resources Specialist Alyssa Gordon, provided a progress update on the I&I Workplan.

Alyssa Gordon presented the following;

- a) CalOES Award Letter received October 16, 2017 awarding HVLCSO a Notice of Obligation in the amount of \$405,000.00.
- b) 9091 Form, acknowledging amount approved for unfinished permanent work, FEMA funding overview in the amount of \$697,000.00.

## **CONSENT CALENDAR**

On a motion made by Director Mirbегian and second by Director Herndon the Board unanimously approved the following Consent Calendar items:

- (A) MINUTES: Approval of the Special Meeting minutes for September 7, 2017.
- (B) MINUTES: Approval of the Finance Committee Meeting minutes for September 18, 2017.
- (C) MINUTES: Approval of the Board of Directors Regular Board Meeting minutes for September 19, 2017.
- (D) MINUTES: Approval of the Finance Committee Meeting minutes for October 2, 2017.
- (E) DISBURSEMENTS: Check #34856 - # 34925 including drafts and payroll for a total of \$233,116.33.

## **BOARD COMMITTEE REPORTS**

Personnel Committee: No report

Finance Committee: A detailed report of the September 19 and October 2<sup>nd</sup> meetings was provided by Directors Mirbегian and Graham.

Emergency Preparedness Program Committee: Meeting to be scheduled

Lake Water Use Agreement-Ad Hoc Committee:

## **BOARD MEMBER ATTENDANCE AT OTHER MEETINGS**

ACWA Region 1 Board: Director Mirbегian announced she will no longer participating as a Chair on the ACWA Region 1 Board.

Other Meetings Attended:

## **STAFF REPORTS**

ACWA State Legislative Committee: Alyssa Gordon provided an update on the recent approved and pending State Legislative Bills.

Financial Report: No Questions

Administration/Customer Services Report: No Questions

Field Operation Report: No Questions

General Manager's Report: The General Manager discussed items in his report, and responded to all inquiries.

Staff provided an overview of data regarding revenue and funding for the AMI project.

## **AGENDA ITEM**

**DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager to enter into an agreement to proceed with the removal of the aquatic weeds in the tertiary pond of the RWRF**





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: October 17, 2017**

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 Graham  
Director Mirbegan  
General Manager, Kirk Cloyd

Water Resource Specialist, Alyssa Gordon  
Administrative Assistant, Penny Cuadras

Absent: Full Charge Bookkeeper, Trish Wilkinson

**CALL TO ORDER**

The meeting was called to order at 12:49 pm by Director Mirbegan.

**APPROVAL OF AGENDA**

Director Mirbegan moved and second by Director Graham to approve the agenda. The Committee unanimously approved the agenda.

**REVIEW AND DISCUSS RECOMMENDATION TO THE BOARD FOR SCHNEIDER ELECTRIC'S AMI PROJECT**

Committee reviewed and discussed findings and funding for the project. Report will be provided to the Board at the next Regular Board Meeting. This will be information only and no recommendations to the Board regarding approval of the agreement at this time.

**REVIEW AND DISCUSS RECOMMENDATION TO THE BOARD FOR NBS' RATE STUDY AND FUNDING PROPOSAL**

Committee discussed funding for the proposal. Report will be provided to the Board at the next Regular Board Meeting.

**REVIEW AND DISCUSS RECOMMENDATION TO THE BOARD FOR AQUATIC HARVESTING AT THE RECLAMATION POND**

Committee reviewed and discussed funding and proposal from Aquatic Inc. Committee will make recommendations to the Board at the next Regular Board Meeting.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

On a motion made by Director Mirbegan and second by Director Graham the Committee voted unanimously to adjourn the meeting. The Finance Committee Meeting was adjourned at 1:54 pm.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
EMERGENCY PREPAREDNESS COMMITTEE REPORT  
MEETING DATE: November 9, 2017**

The Hidden Valley Lake Community Services District Emergency Preparedness Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Present were:

Director Jim Lieberman  
General Manager Kirk Cloyd

**CALL TO ORDER**

The meeting was called to order at 9:00 AM by Director Lieberman.

**APPROVAL OF AGENDA**

The Committee unanimously approved the agenda.

**Update On The Countywide Mutual Aid Agreement:**

Staff provided a brief update on the Countywide Mutual Aid Agreement.

**Discuss Wooden Water Tank Replacement:**

Condition of the wooden tanks continue to deteriorate but are holding together. The Field Staff are being trained by Dennis on the process of tightening the tanks as well as continuing routine maintenance and repairs of the tanks.

FEMA Fund Hazard Mitigation request has been submitted and approved for replacement of the wooden tanks. The District cannot receive any funds until we are included in the County Hazard Mitigation Plan. Currently the District is in the updating process, meetings are scheduled for November 15<sup>th</sup> and 16<sup>th</sup>. The County expects to have the Hazard Mitigation Plan submitted to the State by March 1<sup>st</sup> 2018.

Once the District has been included in the County Hazard Mitigation Plan a Resolution will be brought before the HVLCSD Board for approval to recognize the Lake County Plan as the District Hazard Mitigation Plan.

### **On Site Chlorine Generation**

Staff discussed on-site generation to replace solid and gaseous chlorine. More information will be provided to the committee following further research.

### **Facility Safety and Security Update**

Staff discussed hardening wells with masonry buildings and concrete floors with hinged roof.

Staff suggested replacing the glass door and window in the break room with a solid door and a wall to replace the window.

Plans were discussed to replace main entrance door locks with keyless entry locks using RFID Cards. RFID Cards cannot be duplicated and provides the ability to deactivate the card if lost, stolen or employee leaves the District.

### **Inter District Communications During and Following an Emergency**

Staff demonstrated the Zello Channel that has been downloaded on District phones.

Lake County Amateur Radio Society (LCARS) provide a valuable means of communication throughout Lake County in times of emergency. LCARS has identified two locations for repeaters, one being our Little Peak Tank site. In times of emergency, a repeater in our area would provide for an alternate means of District communication if cell and Internet service is interrupted.

The District and Hidden Valley Lake Association Security have established an agreement to coordinate communication via their repeater and radio frequencies during an emergency.

AT&T has requested to piggyback on Verizon Cell Tower, the District would collect a monthly rent from AT&T for ground space.

### **PUBLIC COMMENT**

There were no public comments.

### **ADJOURNMENT**

The meeting was adjourned at 10:02 AM.





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
MEETING DATE: November 9, 2017**

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 Jim Lieberman, President  
Director Carolyn Graham, Vice President  
Director Judy Mirbegian  
Director Linda Herndon  
Director Jim Freeman  
Kirk Cloyd, General Manager  
Alyssa Gordon, Water Resource Specialist

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

On a motion made by Director Herndon and second by Director Mirbegian the Board unanimously approved the agenda.

**DISCUSSION AND POSSIBLE ACTION:**

**Authorize the General Manager to sign a construction contract with Gregg Simpson Trucking for the repair of the Wastewater Treatment Plant Access Road & Pond Levee for a total contract amount of \$117,555.10.**

On a motion made by Director Herndon and second by Director Freeman the Board unanimously approved the General Manager to sign a construction contract with Gregg Simpson Trucking for the repair of the Wastewater Treatment Plant Access Road & Pond Levee for a total contract amount of \$117,555.10.

Roll Call vote:

AYES: (5) Directors Lieberman, Graham, Herndon, Mirbegian, Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

**DISCUSSION AND POSSIBLE ACTION:**

**Discuss and approve the General Manager to execute an Agreement for Services contract with NBS for water, sewer and recycled rate study in the amount of \$49,800.00.**

On a motion by Director Herndon and second by Director Graham the Board unanimously approved the General Manager to execute an Agreement for Services contract with NBS for water, sewer and recycled rate study in the amount not to

exceed \$49,800.00.

Roll Call vote:

AYES: (5) Directors Lieberman, Graham, Herndon, Mirbegian, Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

**DISCUSSION AND POSSIBLE ACTION:**

**Discuss and approve the General Manager to enter into an agreement with Schneider Electric to proceed with the “Hidden Valley Lake Community Services District water and energy conservation project”.**

- a) Reimbursement Resolution**
- b) Authorizing Resolution**
- c) Pledged Revenues and Funds Resolution**

On a motion by Director Herndon and second by Director Freeman the Board through majority vote approved the General Manager to enter into an agreement with Schneider Electric to proceed with the “Hidden Valley Lake Community Services District water and energy conservation project”.

Roll Call vote:

AYES: (4) Directors Lieberman, Graham, Herndon, Freeman

NAYS: (1) Director Mirbegian

ABSTAIN: (0)

ABSENT: (0)

**PUBLIC COMMENT**

Staff provided a FEMA update on payments received.

**BOARD COMMENT**

There were no Board member comments.

**ADJOURNMENT**

On a motion made by Director Mirbegian the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 6:14 p.m.

\_\_\_\_\_  
Jim Lieberman Date  
President of the Board

\_\_\_\_\_  
Kirk Cloyd Date  
General Manager/Secretary to  
the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD WORKSHOP MEETING MINUTES  
MEETING DATE: November 15, 2017**

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

Director Jim Lieberman, President  
Director Carolyn Graham, Vice President  
Director Judy Mirbegian  
Director Linda Herndon  
Kirk Cloyd, General Manager

Director Jim Freeman arrived at 12:22 pm

**CALL TO ORDER**

The meeting was called to order at 11:01 am by Director Lieberman.

**APPROVAL OF AGENDA**

On a motion made by Director Graham and second by Director Herndon the Committee unanimously approved the agenda.

**Presentation by Dennis Timoney and Board Discussion-Board Self Evaluation and Ethics Review**

Mr. Timoney provided education and review of the listed items to members of the board and the General Manager.

- A) Self-Evaluation Survey
- B) Code of Ethics
- C) Conflict of Interest
- D) Brown Act Review
- E) Communication
- F) Board and Committee Effectiveness
- G) Board Policy Manual
- H) HVLCSD Strategic Plan

Mr. Timoney addressed questions and concerns of the members of the Board. Recommendation was made for the standing committees to complete an annual review of all District Policies.

**PUBLIC COMMENT**

There was no Public comment.

**BOARD MEMBER COMMENT**

There was no Board comment.

**ADJOURNMENT**

On a motion made by Director Herndon and second by Director Freeman the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 2:40 p.m.

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
01-1023	HACH COMPANY			N		FUND TOTAL FOR VENDOR	446.00
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,133.57
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	213.15
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	185.81
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,933.90
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,055.14
01-1723	ADVANCED ELECTRONIC SECUR			N		FUND TOTAL FOR VENDOR	264.00
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	442.96
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	7,893.12
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,540.98
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	767.49
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	3,617.64
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	43.69
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	16.29
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	17,838.12
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	675.16
01-2607	PATRICIA WILKINSON			N		FUND TOTAL FOR VENDOR	44.94
01-2620	LAKE COUNTY TAX COLLECTOR			N		FUND TOTAL FOR VENDOR	293.80
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	225.55
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	329.61
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	427.50
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	835.00
01-2736	SIERRA CHEMICAL CO.			N		FUND TOTAL FOR VENDOR	744.09
01-2740	WATERSOLVE, LLC			N		FUND TOTAL FOR VENDOR	8,043.75
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	130.00
01-2765	COUNTY OF LAKE HEALTH SER			N		FUND TOTAL FOR VENDOR	78.13
01-2773	DEVELOPMENT GROUP			N		FUND TOTAL FOR VENDOR	110.00

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#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2781	SAM GARCIA			N		FUND TOTAL FOR VENDOR	283.99
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	2,367.20
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,851.25
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,152.46
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	957.50
01-2845	HARLEY SELLS			N		FUND TOTAL FOR VENDOR	367.68
01-2848	NORMAN ROGERS			N		FUND TOTAL FOR VENDOR	250.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	1,318.69
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	618.75
01-2880	BENNETT SOLUTIONS			N		FUND TOTAL FOR VENDOR	241.32
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	19.56
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	88.05
01-64	CLEARLAKE MACHINE SHOP, I			N		FUND TOTAL FOR VENDOR	133.93
01-8	AT&T			N		FUND TOTAL FOR VENDOR	268.65
01-82	E & M ELECTRIC & MACHINER			N		FUND TOTAL FOR VENDOR	750.13
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	98.00
*** FUND TOTALS ***							81,296.55

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	268.74
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,296.66
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	213.15
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	185.81
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	520.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,933.89
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,596.23
01-1723	ADVANCED ELECTRONIC SECUR			N		FUND TOTAL FOR VENDOR	264.00
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	1,468.67
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	442.95
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	2,941.00
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	5,116.51
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	767.48
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	4,141.00
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	23.98
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	119.58
01-2567	ASSOCIATION OF CALIFORNIA			N		FUND TOTAL FOR VENDOR	11,215.00
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	17,838.12
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	675.15
01-2607	PATRICIA WILKINSON			N		FUND TOTAL FOR VENDOR	44.94
01-2620	LAKE COUNTY TAX COLLECTOR			N		FUND TOTAL FOR VENDOR	293.80
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	225.55
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	329.55
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	148.99
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	452.20
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	130.00

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#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2765	COUNTY OF LAKE HEALTH SER			N		FUND TOTAL FOR VENDOR	78.13
01-2773	DEVELOPMENT GROUP			N		FUND TOTAL FOR VENDOR	110.00
01-2781	SAM GARCIA			N		FUND TOTAL FOR VENDOR	141.59
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	945.28
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,105.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,152.45
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,342.50
01-2845	HARLEY SELLS			N		FUND TOTAL FOR VENDOR	239.44
01-2848	NORMAN ROGERS			N		FUND TOTAL FOR VENDOR	250.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	1,318.67
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	618.75
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	30.00
01-2880	BENNETT SOLUTIONS			N		FUND TOTAL FOR VENDOR	241.30
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2910	RELIABLE PLUMBING			N		FUND TOTAL FOR VENDOR	110.00
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	19.56
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	35.17
01-64	CLEARLAKE MACHINE SHOP, I			N		FUND TOTAL FOR VENDOR	133.93
01-8	AT&T			N		FUND TOTAL FOR VENDOR	268.64
01-82	E & M ELECTRIC & MACHINER			N		FUND TOTAL FOR VENDOR	5,289.80
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	98.00
*** FUND TOTALS ***							83,693.66
*** REPORT TOTALS ***			164,990.21				164,990.21

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER ACCOUNT NAME AMOUNT



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

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2088	SURVIVOR BENEFITS - PERS	10.62
120 2090	PERS PAYABLE	2,077.95
120 2091	FIT PAYABLE	3,168.85
120 2092	CIT PAYABLE	910.09
120 2093	SOCIAL SECURITY PAYABLE	8.99
120 2094	MEDICARE PAYABLE	434.12
120 2095	S D I PAYABLE	217.82
120 2099	DEFERRED COMP - 457 PLAN	957.50
120 5-00-5025	RETIREE HEALTH BENEFITS	1,649.50
120 5-00-5060	GASOLINE, OIL & FUEL	1,318.69
120 5-00-5062	TAXES & LIC	293.80
120 5-00-5075	BANK FEES	0.74CR
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	850.13
120 5-00-5092	POSTAGE & SHIPPING	598.99
120 5-00-5121	LEGAL SERVICES	618.75
120 5-00-5123	OTHER PROFESSIONAL SERVICES	110.00
120 5-00-5130	PRINTING & PUBLICATION	267.20
120 5-00-5145	EQUIPMENT RENTAL	225.55
120 5-00-5148	OPERATING SUPPLIES	1,190.09
120 5-00-5150	REPAIR & REPLACE	11,810.04
120 5-00-5155	MAINT BLDG & GROUNDS	116.29
120 5-00-5156	CUSTODIAL SERVICES	1,262.50
120 5-00-5157	SECURITY	264.00
120 5-00-5160	SLUDGE DISPOSAL	8,043.75
120 5-00-5191	TELEPHONE	1,176.52
120 5-00-5193	OTHER UTILITIES	185.81
120 5-00-5194	IT SERVICES	17,923.15
120 5-00-5195	ENV/MONITORING	2,851.25
120 5-00-5311	EQUIPMENT - OFFICE	148.13
120 5-10-5010	SALARIES & WAGES	257.81
120 5-10-5020	EMPLOYEE BENEFITS	5,617.28
120 5-10-5021	RETIREMENT BENEFITS	3,592.49
120 5-10-5090	OFFICE SUPPLIES	727.45
120 5-10-5170	TRAVEL MILEAGE	63.58
120 5-10-5175	EDUCATION / SEMINARS	209.05
120 5-30-5010	SALARIES & WAGES	174.27
120 5-30-5020	EMPLOYEE BENEFITS	3,258.21
120 5-30-5021	RETIREMENT BENEFITS	3,012.38
120 5-30-5022	CLOTHING ALLOWANCE	606.39
120 5-30-5170	TRAVEL MILEAGE	295.28
120 5-30-5175	EDUCATION / SEMINARS	1,716.26
120 5-40-5010	DIRECTORS COMPENSATION	11.10
120 5-40-5020	DIRECTOR BENEFITS	5.66
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,060.00

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#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

	** FUND TOTAL **	81,296.55
130 1052	ACCTS REC WATER USE	168.74
130 2088	SURVIVOR BENEFITS - PERS	11.70
130 2090	PERS PAYABLE	2,331.78
130 2091	FIT PAYABLE	3,616.34
130 2092	CIT PAYABLE	1,044.13
130 2093	SOCIAL SECURITY PAYABLE	9.61
130 2094	MEDICARE PAYABLE	480.37
130 2095	S D I PAYABLE	246.49
130 2099	DEFERRED COMP - PLAN 457 PAYAB	1,342.50
130 5-00-5025	RETIREE HEALTH BENEFITS	1,649.50
130 5-00-5060	GASOLINE, OIL & FUEL	1,318.67
130 5-00-5062	TAXES & LIC	293.80
130 5-00-5075	BANK FEES	0.74CR
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	12,065.12
130 5-00-5092	POSTAGE & SHIPPING	598.98
130 5-00-5121	LEGAL SERVICES	618.75
130 5-00-5123	OTHER PROFESSIONAL SERVICES	110.00
130 5-00-5124	WATER RIGHTS	520.00
130 5-00-5130	PRINTING & PUBLICATION	267.20
130 5-00-5145	EQUIPMENT RENTAL	225.55
130 5-00-5150	REPAIR & REPLACE	14,184.40
130 5-00-5155	MAINT BLDG & GROUNDS	116.29
130 5-00-5156	CUSTODIAL SERVICES	312.50
130 5-00-5157	SECURITY	264.00
130 5-00-5191	TELEPHONE	1,176.50
130 5-00-5193	OTHER UTILITIES	185.81
130 5-00-5194	IT SERVICES	17,953.14
130 5-00-5195	ENV/MONITORING	1,105.00
130 5-00-5505	WATER CONSERVATION	430.00
130 5-10-5010	SALARIES & WAGES	257.78
130 5-10-5020	EMPLOYEE BENEFITS	5,617.27
130 5-10-5021	RETIREMENT BENEFITS	3,592.41
130 5-10-5090	OFFICE SUPPLIES	674.48
130 5-10-5170	TRAVEL MILEAGE	63.57
130 5-10-5175	EDUCATION / SEMINARS	209.05
130 5-30-5010	SALARIES & WAGES	220.28
130 5-30-5020	EMPLOYEE BENEFITS	3,258.20
130 5-30-5021	RETIREMENT BENEFITS	3,333.07
130 5-30-5022	CLOTHING ALLOWANCE	606.38
130 5-30-5170	TRAVEL MILEAGE	24.65
130 5-30-5175	EDUCATION / SEMINARS	112.50
130 5-40-5010	DIRECTORS COMPENSATION	11.85
130 5-40-5020	DIRECTOR BENEFITS	6.04
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,060.00
	** FUND TOTAL **	83,693.66

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\*\* TOTAL \*\*

164,990.21

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	: 10/01/2017 THRU 10/31/2017	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: OCTOBER 31ST, 2017

120-SEWER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,279,509.00	504,976.49	872,327.96	407,181.04	68.18
TOTAL REVENUES	1,279,509.00	504,976.49	872,327.96	407,181.04	68.18
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	520,588.00	51,360.46	156,086.50	364,501.50	29.98
ADMINISTRATION	447,486.00	28,246.36	117,544.58	329,941.42	26.27
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	262,904.80	21,081.33	82,481.98	180,422.82	31.37
DIRECTORS	43,356.00	3,227.61	16,328.61	27,027.39	37.66
TOTAL EXPENDITURES	1,274,334.80	103,915.76	372,441.67	901,893.13	29.23
REVENUES OVER/(UNDER) EXPENDITURES	5,174.20	401,060.73	499,886.29	( 494,712.09)	9,661.13

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2017

120-SEWER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	400.00	600.00 (	100.00)	120.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 Lien Recording Fee	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	7,000.00	0.00	0.00	7,000.00	0.00
120-4050 SALES OF RECLAIMED WATER	90,000.00	10,516.25	88,722.26	1,277.74	98.58
120-4111 COMM SEWER USE	26,868.00	2,459.80	12,014.42	14,853.58	44.72
120-4112 GOV'T SEWER USE	590.00	58.77	288.20	301.80	48.85
120-4116 SEWER USE CHARGES	1,153,051.00	85,519.61	341,466.07	811,584.93	29.61
120-4210 LATE FEE	0.00	0.00	50.20 (	50.20)	0.00
120-4300 MISC INCOME	1,000.00	201.20	517.44	482.56	51.74
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
120-4320 FEMA/CalOES Grants	0.00	405,633.00	405,633.00 (	405,633.00)	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	500.00	187.86	197.17	302.83	39.43
120-4580 TRANSFERS IN	0.00	0.00	22,839.20 (	22,839.20)	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>1,279,509.00</b>	<b>504,976.49</b>	<b>872,327.96</b>	<b>407,181.04</b>	<b>68.18</b>
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HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2017

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	16.86 (	16.86)	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	9,500.00	0.00	11,103.95 (	1,603.95)	116.88
120-5-00-5025 RETIREE HEALTH BENEFITS	10,500.00	824.75	3,316.35	7,183.65	31.58
120-5-00-5026 COBRA Health & Dental	0.00	0.00 (	33.72)	33.72	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	8,000.00	1,318.69	2,892.79	5,107.21	36.16
120-5-00-5061 VEHICLE MAINT	7,500.00	0.00	6,778.87	721.13	90.38
120-5-00-5062 TAXES & LIC	500.00	293.80	298.80	201.20	59.76
120-5-00-5074 INSURANCE	18,000.00	0.00	20,611.40 (	2,611.40)	114.51
120-5-00-5075 BANK FEES	13,400.00	1,281.07	4,274.67	9,125.33	31.90
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	5,000.00	850.13	1,255.43	3,744.57	25.11
120-5-00-5092 POSTAGE & SHIPPING	5,000.00	598.99	1,751.94	3,248.06	35.04
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	10,000.00	618.75	1,147.50	8,852.50	11.48
120-5-00-5122 ENGINEERING SERVICES	27,000.00	0.00	2,154.73	24,845.27	7.98
120-5-00-5123 OTHER PROFESSIONAL SERVICE	90,000.00	110.00	7,845.00	82,155.00	8.72
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	0.00	7,500.00	0.00
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	267.20	810.76	4,189.24	16.22
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	225.55	1,032.72	3,967.28	20.65
120-5-00-5148 OPERATING SUPPLIES	18,000.00	1,190.09	5,360.37	12,639.63	29.78
120-5-00-5150 REPAIR & REPLACE	100,000.00	11,810.04	23,805.94	76,194.06	23.81
120-5-00-5155 MAINT BLDG & GROUNDS	10,000.00	116.29	880.61	9,119.39	8.81
120-5-00-5156 CUSTODIAL SERVICES	15,150.00	1,262.50	3,787.50	11,362.50	25.00
120-5-00-5157 SECURITY	5,000.00	264.00	264.00	4,736.00	5.28
120-5-00-5160 SLUDGE DISPOSAL	26,000.00	8,043.75	8,043.75	17,956.25	30.94
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	8,500.00	1,176.52	3,746.52	4,753.48	44.08
120-5-00-5192 ELECTRICITY	37,888.00	0.00	7,539.84	30,348.16	19.90
120-5-00-5193 OTHER UTILITIES	2,600.00	185.81	557.33	2,042.67	21.44
120-5-00-5194 IT SERVICES	24,500.00	17,923.15	24,821.26 (	321.26)	101.31
120-5-00-5195 ENV/MONITORING	32,000.00	2,851.25	9,562.70	22,437.30	29.88
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	0.00	2,000.00	0.00
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	47.73	1,452.27	3.18
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	148.13	148.13	1,151.87	11.39
120-5-00-5312 TOOLS - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
120-5-00-5315 SAFETY EQUIPMENT	2,500.00	0.00	2,219.77	280.23	88.79
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	43.00	207.00	17.20
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	10,000.00	0.00	0.00	10,000.00	0.00
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2017

120-SEWER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	520,588.00	51,360.46	156,086.50	364,501.50	29.98

AS OF: OCTOBER 31ST, 2017

## 120-SEWER ENTERPRISE FUND

## ADMINISTRATION

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	311,436.00	17,874.97	70,410.21	241,025.79	22.61
120-5-10-5020 EMPLOYEE BENEFITS	74,000.00	5,778.82	28,581.04	45,418.96	38.62
120-5-10-5021 RETIREMENT BENEFITS	51,500.00	3,592.49	16,104.91	35,395.09	31.27
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	727.45	1,439.49	2,560.51	35.99
120-5-10-5170 TRAVEL MILEAGE	1,200.00	63.58	168.14	1,031.86	14.01
120-5-10-5175 EDUCATION / SEMINARS	5,000.00	209.05	787.09	4,212.91	15.74
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	53.70	296.30	15.34
TOTAL ADMINISTRATION	447,486.00	28,246.36	117,544.58	329,941.42	26.27



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2017

120-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

AS OF: OCTOBER 31ST, 2017

## 120-SEWER ENTERPRISE FUND

## FIELD

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	170,302.80	12,192.81	49,739.59	120,563.21	29.21
120-5-30-5020 EMPLOYEE BENEFITS	48,304.00	3,258.21	15,849.18	32,454.82	32.81
120-5-30-5021 RETIREMENT BENEFITS	35,498.00	3,012.38	12,987.70	22,510.30	36.59
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	606.39	1,227.86	572.14	68.21
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	435.00	1,065.00	29.00
120-5-30-5090 OFFICE SUPPLIES	2,000.00	0.00	47.12	1,952.88	2.36
120-5-30-5170 TRAVEL MILEAGE	500.00	295.28	474.29	25.71	94.86
120-5-30-5175 EDUCATION / SEMINARS	3,000.00	1,716.26	1,721.24	1,278.76	57.37
TOTAL FIELD	262,904.80	21,081.33	82,481.98	180,422.82	31.37

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2017

120-SEWER ENTERPRISE FUND  
 DIRECTORS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	624.40	2,375.60	20.81
120-5-40-5020 DIRECTOR BENEFITS	100.00	11.51	22.83	77.17	22.83
120-5-40-5030 DIRECTOR HEALTH BENEFITS	38,556.00	3,060.00	15,300.00	23,256.00	39.68
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	81.38	118.62	40.69
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
120-5-40-5176 DIRECTOR TRAINING	1,500.00	0.00	300.00	1,200.00	20.00
<b>TOTAL DIRECTORS</b>	<b>43,356.00</b>	<b>3,227.61</b>	<b>16,328.61</b>	<b>27,027.39</b>	<b>37.66</b>
<b>TOTAL EXPENDITURES</b>	<b>1,274,334.80</b>	<b>103,915.76</b>	<b>372,441.67</b>	<b>901,893.13</b>	<b>29.23</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>5,174.20</b>	<b>401,060.73</b>	<b>499,886.29</b>	<b>( 494,712.09)</b>	<b>9,661.13</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2017

130-WATER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,677,221.00	119,737.17	534,942.83	1,142,278.17	31.89
TOTAL REVENUES	1,677,221.00	119,737.17	534,942.83	1,142,278.17	31.89
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	762,170.00	53,851.51	224,381.08	537,788.92	29.44
ADMINISTRATION	298,266.40	28,193.35	122,179.17	176,087.23	40.96
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	304,030.80	22,745.98	94,903.41	209,127.39	31.22
DIRECTORS	43,656.00	3,238.74	16,372.74	27,283.26	37.50
TOTAL EXPENDITURES	1,408,123.20	108,029.58	457,836.40	950,286.80	32.51
REVENUES OVER/(UNDER) EXPENDITURES	269,097.80	11,707.59	77,106.43	191,991.37	28.65

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2017

130-WATER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	0.00	3,555.00	9,445.00	27.35
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	340.00	340.00	660.00	34.00
130-4040 RECORDING FEE	100.00	0.00	84.26	15.74	84.26
130-4045 AVAILABILITY FEES	25,000.00	0.00	0.00	25,000.00	0.00
130-4110 COMM WATER USE	84,081.00	7,889.49	45,080.78	39,000.22	53.62
130-4112 GOV'T WATER USE	6,101.00	374.01	2,110.09	3,990.91	34.59
130-4115 WATER USE	1,516,739.00	107,520.82	470,951.00	1,045,788.00	31.05
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	28,000.00	2,781.37	11,418.71	16,581.29	40.78
130-4215 RETURNED CHECK FEE	1,200.00	( 100.00)	200.00	1,000.00	16.67
130-4300 MISC INCOME	1,500.00	656.23	922.47	577.53	61.50
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	500.00	275.25	280.52	219.48	56.10
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>1,677,221.00</b>	<b>119,737.17</b>	<b>534,942.83</b>	<b>1,142,278.17</b>	<b>31.89</b>
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2017

130-WATER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	16.86 (	16.86)	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	9,500.00	0.00	11,103.94 (	1,603.94)	116.88
130-5-00-5025 RETIREE HEALTH BENEFITS	10,400.00	824.75	6,649.73	3,750.27	63.94
130-5-00-5026 COBRA Health & Dental	0.00	0.00 (	33.72)	33.72	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	6,000.00	1,318.67	1,879.16	4,120.84	31.32
130-5-00-5061 VEHICLE MAINT	7,500.00	0.00	4,379.26	3,120.74	58.39
130-5-00-5062 TAXES & LIC	1,200.00	293.80	298.80	901.20	24.90
130-5-00-5074 INSURANCE	25,000.00	0.00	20,611.41	4,388.59	82.45
130-5-00-5075 BANK FEES	13,400.00	1,281.05	4,274.59	9,125.41	31.90
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	21,000.00	12,065.12	13,508.42	7,491.58	64.33
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	598.98	1,751.92	4,248.08	29.20
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	618.75	1,147.50	8,852.50	11.48
130-5-00-5122 ENGINEERING SERVICES	60,000.00	0.00	297.50	59,702.50	0.50
130-5-00-5123 OTHER PROFESSIONAL SERVICE	35,000.00	110.00	7,845.00	27,155.00	22.41
130-5-00-5124 WATER RIGHTS	70,000.00	520.00	1,237.50	68,762.50	1.77
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	0.00	7,500.00	0.00
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	267.20	810.74	6,939.26	10.46
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	17,500.00	225.55	1,032.67	16,467.33	5.90
130-5-00-5148 OPERATING SUPPLIES	1,400.00	0.00	746.85	653.15	53.35
130-5-00-5150 REPAIR & REPLACE	185,000.00	14,184.40	56,615.95	128,384.05	30.60
130-5-00-5155 MAINT BLDG & GROUNDS	8,509.00	116.29	9,620.31 (	1,111.31)	113.06
130-5-00-5156 CUSTODIAL SERVICES	3,750.00	312.50	937.50	2,812.50	25.00
130-5-00-5157 SECURITY	5,000.00	264.00	264.00	4,736.00	5.28
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	9,100.00	1,176.50	3,746.45	5,353.55	41.17
130-5-00-5192 ELECTRICITY	107,711.00	0.00	42,748.54	64,962.46	39.69
130-5-00-5193 OTHER UTILITIES	2,200.00	185.81	557.53	1,642.47	25.34
130-5-00-5194 IT SERVICES	24,500.00	17,953.14	24,911.21 (	411.21)	101.68
130-5-00-5195 ENV/MONITORING	15,000.00	1,105.00	2,778.44	12,221.56	18.52
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	0.00	0.00	30,000.00	0.00
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	47.73	1,952.27	2.39
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5312 TOOLS - FIELD	2,000.00	0.00	0.00	2,000.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	0.00	1,014.27	1,485.73	40.57
130-5-00-5505 WATER CONSERVATION	9,000.00	430.00	3,538.02	5,461.98	39.31
130-5-00-5545 RECORDING FEES	250.00	0.00	43.00	207.00	17.20
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	45,000.00	0.00	0.00	45,000.00	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: OCTOBER 31ST, 2017

130-WATER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	762,170.00	53,851.51	224,381.08	537,788.92	29.44

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2017130-WATER ENTERPRISE FUND  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	166,418.40	17,875.05	75,488.19	90,930.21	45.36
130-5-10-5020 EMPLOYEE BENEFITS	70,000.00	5,778.79	28,258.41	41,741.59	40.37
130-5-10-5021 RETIREMENT BENEFITS	40,498.00	3,592.41	15,537.28	24,960.72	38.37
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	674.48	1,386.42	2,613.58	34.66
130-5-10-5170 TRAVEL MILEAGE	3,000.00	63.57	168.12	2,831.88	5.60
130-5-10-5175 EDUCATION / SEMINARS	5,000.00	209.05	1,287.08	3,712.92	25.74
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	53.67	296.33	15.33
130-5-10-5505 WATER CONSERVATION	9,000.00	0.00	0.00	9,000.00	0.00
TOTAL ADMINISTRATION	298,266.40	28,193.35	122,179.17	176,087.23	40.96



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2017

130-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

AS OF: OCTOBER 31ST, 2017

## 130-WATER ENTERPRISE FUND

## FIELD

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	211,538.80	15,411.18	62,824.81	148,713.99	29.70
130-5-30-5020 EMPLOYEE BENEFITS	39,094.00	3,258.20	15,849.13	23,244.87	40.54
130-5-30-5021 RETIREMENT BENEFITS	46,498.00	3,333.07	14,615.75	31,882.25	31.43
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	606.38	1,227.83	572.17	68.21
130-5-30-5063 CERTIFICATIONS	600.00	0.00	85.00	515.00	14.17
130-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	47.11	952.89	4.71
130-5-30-5170 TRAVEL MILEAGE	500.00	24.65	136.31	363.69	27.26
130-5-30-5175 EDUCATION / SEMINARS	3,000.00	112.50	117.47	2,882.53	3.92
TOTAL FIELD	304,030.80	22,745.98	94,903.41	209,127.39	31.22

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2017

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	166.85	667.40	2,332.60	22.25
130-5-40-5020 DIRECTOR BENEFITS	100.00	11.89	23.97	76.03	23.97
130-5-40-5030 DIRECTOR HEALTH BENEFITS	38,556.00	3,060.00	15,300.00	23,256.00	39.68
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	500.00	0.00	81.37	418.63	16.27
130-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
130-5-40-5176 DIRECTOR TRAINING	1,500.00	0.00	300.00	1,200.00	20.00
<b>TOTAL DIRECTORS</b>	<b>43,656.00</b>	<b>3,238.74</b>	<b>16,372.74</b>	<b>27,283.26</b>	<b>37.50</b>
<b>TOTAL EXPENDITURES</b>	<b>1,408,123.20</b>	<b>108,029.58</b>	<b>457,836.40</b>	<b>950,286.80</b>	<b>32.51</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>269,097.80</b>	<b>11,707.59</b>	<b>77,106.43</b>	<b>191,991.37</b>	<b>28.65</b>

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**October, 2017**

**FINANCIAL REPORT  
POOLED CASH**

AS OF October 31, 2017

<b>Beginning Balance</b>	<b>340,717.98</b>
<b>Cash Receipts</b>	
Deposit	272,736.10
Cal/OES	51,550.00
FEMA	354,083.00
<b>Total Receipts</b>	<b>678,369.10</b>
<b>Cash Disbursements</b>	
Accounts Payable + Bank Draft	165,076.87
Payroll	46,158.39
Bank Fees	2,563.60
<b>Total Disbursements</b>	<b>213,798.86</b>
<b>Ending Balance</b>	<b>805,288.22</b>

**TEMPORARY INVESTMENTS**

AS OF October 31, 2017

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	68,105.63	48,546.26	116,651.89	116,651.89
130	Water Operating Fund	101,363.09	34,268.60	135,631.69	135,631.69
215	1995-2 Redemption	61,506.56	103,328.30	164,834.86	164,834.86
218	CIEDB Redemption	11,637.07	17,778.00	29,415.07	29,415.07
219	USDARUS Solar Loan (Sewer)	828.20	87,395.92	88,224.12	88,224.12
313	Wastewater Cap Fac Reserved	261,490.78	68,435.34	329,926.12	329,926.12
314	Wastewater Cap Fac Unrestricted	264,180.14	180,910.76	445,090.90	445,090.90
319	Solar Reserve	-	35,347.08	35,347.08	35,347.08
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	173,046.24	(24,530.00)	148,516.24	148,516.24
711	Bond Administration	27,446.56	14,440.59	41,887.15	41,887.15
<b>TOTAL</b>		<b>969,604.27</b>	<b>565,920.86</b>	<b>1,535,525.12</b>	<b>1,535,525.12</b>

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

CHECK DATE: 10/01/2017 THRU 10/31/2017  
 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
BANK DRAFT:								
1010	10/13/2017	BANK-DRAFT		EDD 3rd Qtr DE-9	86.66CR	CLEARED	G	10/13/2017
1010	10/13/2017	BANK-DRAFT000116		CALIFORNIA PUBLIC EMPLOYEES RE	4,832.51CR	CLEARED	A	10/16/2017
1010	10/13/2017	BANK-DRAFT000117		NATIONWIDE RETIREMENT SOLUTION	1,150.00CR	CLEARED	A	10/13/2017
1010	10/13/2017	BANK-DRAFT000118		STATE OF CALIFORNIA EDD	1,207.41CR	CLEARED	A	10/13/2017
1010	10/13/2017	BANK-DRAFT000119		US DEPARTMENT OF THE TREASURY	4,293.62CR	CLEARED	A	10/13/2017
1010	10/27/2017	BANK-DRAFT000120		CALIFORNIA PUBLIC EMPLOYEES RE	4,824.98CR	CLEARED	A	10/30/2017
1010	10/27/2017	BANK-DRAFT000121		NATIONWIDE RETIREMENT SOLUTION	1,150.00CR	CLEARED	A	10/27/2017
1010	10/27/2017	BANK-DRAFT000122		STATE OF CALIFORNIA EDD	1,222.82CR	CLEARED	A	10/27/2017
1010	10/27/2017	BANK-DRAFT000123		US DEPARTMENT OF THE TREASURY	4,357.75CR	CLEARED	A	10/27/2017
CHECK:								
1010	10/06/2017	CHECK	034926	ALPHA ANALYTICAL LABORATORIES	1,603.00CR	CLEARED	A	10/11/2017
1010	10/06/2017	CHECK	034927	AT&T MOBILITY	39.12CR	CLEARED	A	10/12/2017
1010	10/06/2017	CHECK	034928	BARTLEY PUMP, INC.	2,941.00CR	CLEARED	A	10/13/2017
1010	10/06/2017	CHECK	034929	BENNETT SOLUTIONS	241.31CR	CLEARED	A	10/13/2017
1010	10/06/2017	CHECK	034930	CALIFORNIA PUBLIC EMPLOYEES FI	8,304.91CR	CLEARED	A	10/12/2017
1010	10/06/2017	CHECK	034931	CLEARLAKE MACHINE SHOP, INC	267.86CR	CLEARED	A	10/16/2017
1010	10/06/2017	CHECK	034932	COUNTY OF LAKE HEALTH SERVICES	156.26CR	CLEARED	A	10/17/2017
1010	10/06/2017	CHECK	034933	E & M ELECTRIC & MACHINERY, IN	4,539.68CR	CLEARED	A	10/11/2017
1010	10/06/2017	CHECK	034934	HACH COMPANY	446.00CR	CLEARED	A	10/11/2017
1010	10/06/2017	CHECK	034935	MEDIACOM	426.30CR	CLEARED	A	10/11/2017
1010	10/06/2017	CHECK	034936	MICHELLE HAMILTON	740.00CR	CLEARED	A	10/11/2017
1010	10/06/2017	CHECK	034937	OFFICE DEPOT	94.25CR	CLEARED	A	10/11/2017
1010	10/06/2017	CHECK	034938	PACE SUPPLY CORP	77.53CR	CLEARED	A	10/12/2017
1010	10/06/2017	CHECK	034939	REDFORD SERVICES	835.00CR	CLEARED	A	10/16/2017
1010	10/06/2017	CHECK	034940	SAM GARCIA	233.88CR	CLEARED	A	10/30/2017
1010	10/06/2017	CHECK	034941	SIERRA CHEMICAL CO.	744.09CR	CLEARED	A	10/11/2017
1010	10/06/2017	CHECK	034942	STREAMLINE	200.00CR	CLEARED	A	10/13/2017
1010	10/06/2017	CHECK	034943	TYLER TECHNOLOGY	121.00CR	CLEARED	A	10/10/2017
1010	10/06/2017	CHECK	034944	WATERSOLVE, LLC	8,043.75CR	CLEARED	A	10/12/2017
1010	10/06/2017	CHECK	034945	WESTGATE PETROLEUM CO., INC.	1,760.17CR	CLEARED	A	10/11/2017
1010	10/06/2017	CHECK	034946	HUCHINGSON, CAROL	14.15CR	CLEARED	A	10/12/2017
1010	10/06/2017	CHECK	034947	MASSARO, STEPHEN J	86.77CR	CLEARED	A	10/19/2017
1010	10/13/2017	CHECK	034948	ACWA/JPIA	885.91CR	CLEARED	A	10/17/2017
1010	10/13/2017	CHECK	034949	ALPHA ANALYTICAL LABORATORIES	1,011.00CR	CLEARED	A	10/18/2017
1010	10/13/2017	CHECK	034950	BADGER METER	30.00CR	CLEARED	A	10/23/2017
1010	10/13/2017	CHECK	034951	BARTLEY PUMP, INC.	7,893.12CR	CLEARED	A	10/24/2017
1010	10/13/2017	CHECK	034952	BOLD POLISNER MADDOW NELSON &	1,237.50CR	CLEARED	A	10/20/2017
1010	10/13/2017	CHECK	034953	DATAPROSE	1,534.97CR	CLEARED	A	10/17/2017
1010	10/13/2017	CHECK	034954	DEVELOPMENT GROUP	220.00CR	CLEARED	A	10/19/2017
1010	10/13/2017	CHECK	034955	HARDESTER'S MARKETS & HARDWARE	67.67CR	CLEARED	A	10/18/2017
1010	10/13/2017	CHECK	034956	HARLEY SELLS	607.12CR	CLEARED	A	10/13/2017
1010	10/13/2017	CHECK	034957	GARDENS BY JILLIAN	200.00CR	CLEARED	A	10/27/2017
1010	10/13/2017	CHECK	034958	NORMAN ROGERS	500.00CR	CLEARED	A	10/16/2017

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

CHECK DATE: 10/01/2017 THRU 10/31/2017  
 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
CHECK:								
1010	10/13/2017	CHECK	034959	OFFICE DEPOT	248.94CR	CLEARED	A	10/24/2017
1010	10/13/2017	CHECK	034960	PACE SUPPLY CORP	374.67CR	CLEARED	A	10/17/2017
1010	10/13/2017	CHECK	034961	PATRICIA WILKINSON	89.88CR	CLEARED	A	10/13/2017
1010	10/13/2017	CHECK	034962	SAM GARCIA	142.39CR	CLEARED	A	10/30/2017
1010	10/13/2017	CHECK	034963	SOUTH LAKE REFUSE COMPANY	371.62CR	CLEARED	A	10/17/2017
1010	10/13/2017	CHECK	034964	SPECIAL DISTRICT RISK MANAGEME	25,474.00CR	CLEARED	A	10/18/2017
1010	10/13/2017	CHECK	034965	TELSTAR INSTRUMENTS, INC	7,758.64CR	CLEARED	A	10/17/2017
1010	10/13/2017	CHECK	034966	TYLER TECHNOLOGY	1,798.30CR	CLEARED	A	10/17/2017
1010	10/13/2017	CHECK	034967	U S POSTMASTER	196.00CR	CLEARED	A	10/24/2017
1010	10/13/2017	CHECK	034968	WAGNER & BONSIGNORE	520.00CR	CLEARED	A	10/23/2017
1010	10/20/2017	CHECK	034969	ADVANCED ELECTRONIC SECURITY S	528.00CR	CLEARED	A	10/27/2017
1010	10/20/2017	CHECK	034970	ALPHA ANALYTICAL LABORATORIES	602.00CR	CLEARED	A	10/25/2017
1010	10/20/2017	CHECK	034971	AMAZON CAPITAL SERVICES, INC.	52.88CR	CLEARED	A	10/24/2017
1010	10/20/2017	CHECK	034972	ASSOCIATION OF CALIFORNIA WATE	11,215.00CR	CLEARED	A	10/25/2017
1010	10/20/2017	CHECK	034973	AT&T	537.29CR	CLEARED	A	10/27/2017
1010	10/20/2017	CHECK	034974	BENNETT SOLUTIONS	241.31CR	CLEARED	A	10/30/2017
1010	10/20/2017	CHECK	034975	CARDMEMBER SERVICE	3,312.48CR	CLEARED	A	10/25/2017
1010	10/20/2017	CHECK	034976	E & M ELECTRIC & MACHINERY, IN	1,500.25CR	CLEARED	A	10/24/2017
1010	10/20/2017	CHECK	034977	LAYNE PAVING & TRUCKING, INC.	148.99CR	CLEARED	A	10/30/2017
1010	10/20/2017	CHECK	034978	MENDO MILL CLEARLAKE	135.87CR	CLEARED	A	10/24/2017
1010	10/20/2017	CHECK	034979	OFFICE DEPOT	234.38CR	CLEARED	A	10/31/2017
1010	10/20/2017	CHECK	034980	RELIABLE PLUMBING	110.00CR	CLEARED	A	10/30/2017
1010	10/20/2017	CHECK	034981	ST HELENA HOSPITAL dba JOBCARE	260.00CR	CLEARED	A	10/24/2017
1010	10/20/2017	CHECK	034982	TYLER TECHNOLOGY	33,756.94CR	CLEARED	A	10/23/2017
1010	10/20/2017	CHECK	034983	USA BLUE BOOK	1,468.67CR	CLEARED	A	11/02/2017
1010	10/20/2017	CHECK	034984	VERIZON WIRELESS	1,350.31CR	CLEARED	A	10/25/2017
1010	10/20/2017	CHECK	034985	WESTGATE PETROLEUM CO., INC.	877.19CR	CLEARED	A	10/24/2017
1010	10/20/2017	CHECK	034986	WHITE, ERIC	67.82CR	OUTSTND	A	0/00/0000
1010	10/27/2017	CHECK	034987	VOID CHECK	0.00	CLEARED	A	10/27/2017
1010	10/27/2017	CHECK	034988	ALPHA ANALYTICAL LABORATORIES	740.25CR	CLEARED	A	11/01/2017
1010	10/27/2017	CHECK	034989	AMAZON CAPITAL SERVICES, INC.	70.34CR	CLEARED	A	10/31/2017
1010	10/27/2017	CHECK	034990	CHACE CLOCK	100.00CR	OUTSTND	A	0/00/0000
1010	10/27/2017	CHECK	034991	LAKE COUNTY TAX COLLECTOR	587.60CR	OUTSTND	A	0/00/0000
1010	10/27/2017	CHECK	034992	OFFICE DEPOT	81.59CR	OUTSTND	A	0/00/0000
1010	10/27/2017	CHECK	034993	RICOH USA, INC.	451.10CR	CLEARED	A	10/31/2017
1010	10/27/2017	CHECK	034994	SAM GARCIA	49.31CR	OUTSTND	A	0/00/0000
1010	10/27/2017	CHECK	034995	SPECIAL DISTRICT RISK MANAGEME	393.79CR	CLEARED	A	11/02/2017
DEPOSIT:								
1010	10/02/2017	DEPOSIT		CREDIT CARD 10/02/2017	3,878.80	CLEARED	C	10/02/2017
1010	10/02/2017	DEPOSIT	000001	CREDIT CARD 10/02/2017	1,703.65	CLEARED	C	10/03/2017
1010	10/02/2017	DEPOSIT	000002	CREDIT CARD 10/02/2017	1,114.25	CLEARED	C	10/04/2017
1010	10/03/2017	DEPOSIT		CREDIT CARD 10/03/2017	1,188.22	CLEARED	C	10/05/2017
1010	10/03/2017	DEPOSIT	000001	REGULAR DAILY POST 10/03/2017	3,441.17	CLEARED	C	10/03/2017

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

CHECK DATE: 10/01/2017 THRU 10/31/2017  
 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	10/03/2017	DEPOSIT	000002	CREDIT CARD 10/03/2017	1,749.18	CLEARED	C	10/05/2017
1010	10/04/2017	DEPOSIT		CREDIT CARD 10/04/2017	1,532.99	CLEARED	C	10/06/2017
1010	10/04/2017	DEPOSIT	000001	REGULAR DAILY POST 10/04/2017	699.95	CLEARED	C	10/04/2017
1010	10/04/2017	DEPOSIT	000002	CREDIT CARD 10/04/2017	747.19	CLEARED	C	10/06/2017
1010	10/04/2017	DEPOSIT	000003	CREDIT CARD 10/04/2017	1,200.22	CLEARED	C	10/10/2017
1010	10/04/2017	DEPOSIT	000004	REGULAR DAILY POST 10/04/2017	1,403.12	CLEARED	C	10/05/2017
1010	10/05/2017	DEPOSIT		CREDIT CARD 10/05/2017	1,476.04	CLEARED	C	10/10/2017
1010	10/05/2017	DEPOSIT	000001	CREDIT CARD 10/05/2017	1,285.56	CLEARED	C	10/10/2017
1010	10/05/2017	DEPOSIT	000002	REGULAR DAILY POST 10/05/2017	3,015.09	CLEARED	C	10/06/2017
1010	10/05/2017	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	93.98CR	CLEARED	U	10/06/2017
1010	10/06/2017	DEPOSIT		CREDIT CARD 10/06/2017	1,667.86	CLEARED	C	10/10/2017
1010	10/06/2017	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	158.53CR	CLEARED	U	10/05/2017
1010	10/06/2017	DEPOSIT	000002	DAILY PAYMENT POSTING	158.53	CLEARED	U	10/05/2017
1010	10/06/2017	DEPOSIT	000003	CREDIT CARD 10/06/2017	1,984.97	CLEARED	C	10/10/2017
1010	10/06/2017	DEPOSIT	000004	REGULAR DAILY POST 10/06/2017	3,943.33	CLEARED	C	10/10/2017
1010	10/09/2017	DEPOSIT		DAILY PAYMENT POSTING	3,283.26	CLEARED	U	10/10/2017
1010	10/10/2017	DEPOSIT		CREDIT CARD 10/10/2017	638.64	CLEARED	C	10/10/2017
1010	10/10/2017	DEPOSIT	000001	CREDIT CARD 10/10/2017	1,156.89	CLEARED	C	10/11/2017
1010	10/10/2017	DEPOSIT	000002	CREDIT CARD 10/10/2017	924.65	CLEARED	C	10/12/2017
1010	10/10/2017	DEPOSIT	000003	CREDIT CARD 10/10/2017	3,807.42	CLEARED	C	10/10/2017
1010	10/10/2017	DEPOSIT	000004	CREDIT CARD 10/10/2017	2,002.62	CLEARED	C	10/13/2017
1010	10/10/2017	DEPOSIT	000005	REGULAR DAILY POST 10/10/2017	12,389.53	CLEARED	C	10/12/2017
1010	10/11/2017	DEPOSIT		CREDIT CARD 10/11/2017	2,495.92	CLEARED	C	10/13/2017
1010	10/11/2017	DEPOSIT	000001	CREDIT CARD 10/11/2017	2,077.72	CLEARED	C	10/16/2017
1010	10/11/2017	DEPOSIT	000002	REGULAR DAILY POST 10/11/2017	3,206.70	CLEARED	C	10/12/2017
1010	10/12/2017	DEPOSIT		CREDIT CARD 10/12/2017	1,350.68	CLEARED	C	10/16/2017
1010	10/12/2017	DEPOSIT	000001	CREDIT CARD 10/12/2017	1,284.01	CLEARED	C	10/16/2017
1010	10/12/2017	DEPOSIT	000002	REGULAR DAILY POST 10/12/2017	10,162.43	CLEARED	C	10/13/2017
1010	10/12/2017	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	33.93CR	CLEARED	U	10/20/2017
1010	10/12/2017	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	109.85CR	CLEARED	U	10/20/2017
1010	10/12/2017	DEPOSIT	000005	DAILY PAYMENT POSTING	109.78	CLEARED	U	10/20/2017
1010	10/13/2017	DEPOSIT		CREDIT CARD 10/13/2017	1,272.26	CLEARED	C	10/16/2017
1010	10/13/2017	DEPOSIT	000001	CREDIT CARD 10/13/2017	2,172.84	CLEARED	C	10/16/2017
1010	10/13/2017	DEPOSIT	000002	REGULAR DAILY POST 10/13/2017	4,599.55	CLEARED	C	10/16/2017
1010	10/16/2017	DEPOSIT		CREDIT CARD 10/16/2017	1,696.45	CLEARED	C	10/16/2017
1010	10/16/2017	DEPOSIT	000001	CREDIT CARD 10/16/2017	538.21	CLEARED	C	10/17/2017
1010	10/16/2017	DEPOSIT	000002	CREDIT CARD 10/16/2017	1,157.31	CLEARED	C	10/18/2017
1010	10/16/2017	DEPOSIT	000003	CREDIT CARD 10/16/2017	3,410.09	CLEARED	C	10/19/2017
1010	10/16/2017	DEPOSIT	000004	REGULAR DAILY POST 10/16/2017	22,856.87	CLEARED	C	10/17/2017
1010	10/16/2017	DEPOSIT	000005	DRAFT POSTING	11,461.60	CLEARED	U	10/17/2017
1010	10/16/2017	DEPOSIT	000006	CC DRAFT POSTING	16,750.61	CLEARED	U	10/19/2017
1010	10/17/2017	DEPOSIT		CREDIT CARD 10/17/2017	2,425.24	CLEARED	C	10/19/2017
1010	10/17/2017	DEPOSIT	000001	CREDIT CARD 10/17/2017	4,159.96	CLEARED	C	10/20/2017
1010	10/17/2017	DEPOSIT	000002	REGULAR DAILY POST 10/17/2017	4,979.13	CLEARED	C	10/18/2017

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

CHECK DATE: 10/01/2017 THRU 10/31/2017  
 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	10/17/2017	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	138.36CR	CLEARED	U	10/18/2017
1010	10/18/2017	DEPOSIT		CREDIT CARD 10/18/2017	2,450.44	CLEARED	C	10/20/2017
1010	10/19/2017	DEPOSIT		CREDIT CARD 10/19/2017	2,102.14	CLEARED	C	10/23/2017
1010	10/19/2017	DEPOSIT	000001	REGULAR DAILY POST 10/19/2017	6,930.87	CLEARED	C	10/19/2017
1010	10/19/2017	DEPOSIT	000002	CREDIT CARD 10/19/2017	2,080.98	CLEARED	C	10/23/2017
1010	10/19/2017	DEPOSIT	000003	CREDIT CARD 10/19/2017	2,594.19	CLEARED	C	10/23/2017
1010	10/19/2017	DEPOSIT	000004	REGULAR DAILY POST 10/19/2017	10,097.85	CLEARED	C	10/20/2017
1010	10/20/2017	DEPOSIT		CREDIT CARD 10/20/2017	2,435.38	CLEARED	C	10/23/2017
1010	10/20/2017	DEPOSIT	000001	CREDIT CARD 10/20/2017	5,122.22	CLEARED	C	10/23/2017
1010	10/20/2017	DEPOSIT	000002	REGULAR DAILY POST 10/20/2017	15,032.95	CLEARED	C	10/23/2017
1010	10/20/2017	DEPOSIT	000003	CREDIT CARD 10/20/2017	3,838.03	CLEARED	C	10/23/2017
1010	10/20/2017	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	60.59CR	CLEARED	U	10/23/2017
1010	10/20/2017	DEPOSIT	000005	DAILY PAYMENT POSTING	66.59	CLEARED	U	10/23/2017
1010	10/23/2017	DEPOSIT		CREDIT CARD 10/23/2017	1,365.92	CLEARED	C	10/23/2017
1010	10/23/2017	DEPOSIT	000001	CREDIT CARD 10/23/2017	1,325.45	CLEARED	C	10/24/2017
1010	10/23/2017	DEPOSIT	000002	CREDIT CARD 10/23/2017	1,051.76	CLEARED	C	10/25/2017
1010	10/23/2017	DEPOSIT	000003	CREDIT CARD 10/23/2017	1,517.87	CLEARED	C	10/26/2017
1010	10/23/2017	DEPOSIT	000004	REGULAR DAILY POST 10/23/2017	3,943.71	CLEARED	C	10/24/2017
1010	10/24/2017	DEPOSIT		CREDIT CARD 10/24/2017	917.12	CLEARED	C	10/26/2017
1010	10/24/2017	DEPOSIT	000001	CREDIT CARD 10/24/2017	1,103.99	CLEARED	C	10/27/2017
1010	10/24/2017	DEPOSIT	000002	REGULAR DAILY POST 10/24/2017	736.81	CLEARED	C	10/25/2017
1010	10/25/2017	DEPOSIT		CREDIT CARD 10/25/2017	730.02	CLEARED	C	10/27/2017
1010	10/25/2017	DEPOSIT	000001	CREDIT CARD 10/25/2017	1,002.34	CLEARED	C	10/30/2017
1010	10/25/2017	DEPOSIT	000002	REGULAR DAILY POST 10/25/2017	1,434.06	CLEARED	C	10/26/2017
1010	10/26/2017	DEPOSIT		CREDIT CARD 10/26/2017	222.11	CLEARED	C	10/30/2017
1010	10/26/2017	DEPOSIT	000001	CREDIT CARD 10/26/2017	119.20	CLEARED	C	10/30/2017
1010	10/26/2017	DEPOSIT	000002	REGULAR DAILY POST 10/26/2017	907.34	CLEARED	C	10/27/2017
1010	10/27/2017	DEPOSIT		CREDIT CARD 10/27/2017	246.13	CLEARED	C	10/30/2017
1010	10/27/2017	DEPOSIT	000001	CREDIT CARD 10/27/2017	2,315.58	CLEARED	C	10/30/2017
1010	10/27/2017	DEPOSIT	000002	REGULAR DAILY POST 10/27/2017	2,002.60	CLEARED	C	10/30/2017
1010	10/27/2017	DEPOSIT	000003	Correct FEMA/CalOES Deposit	405,633.00	CLEARED	G	10/30/2017
1010	10/30/2017	DEPOSIT		CREDIT CARD 10/30/2017	4,087.38	CLEARED	C	10/30/2017
1010	10/30/2017	DEPOSIT	000001	CREDIT CARD 10/30/2017	1,333.74	CLEARED	C	10/31/2017
1010	10/30/2017	DEPOSIT	000002	CREDIT CARD 10/30/2017	893.15	CLEARED	C	11/01/2017
1010	10/30/2017	DEPOSIT	000003	CREDIT CARD 10/30/2017	1,407.93	CLEARED	C	11/02/2017
1010	10/30/2017	DEPOSIT	000004	REGULAR DAILY POST 10/30/2017	34,153.06	CLEARED	C	10/31/2017
1010	10/31/2017	DEPOSIT		CREDIT CARD 10/31/2017	1,321.55	CLEARED	C	11/02/2017
1010	10/31/2017	DEPOSIT	000001	CREDIT CARD 10/31/2017	910.73	OUTSTND	C	0/00/0000
1010	10/31/2017	DEPOSIT	000002	REGULAR DAILY POST 10/31/2017	969.66	CLEARED	C	11/01/2017

MISCELLANEOUS: -----								
1010	10/13/2017	MISC.		PAYROLL DIRECT DEPOSIT	22,841.93CR	CLEARED	P	10/13/2017
1010	10/27/2017	MISC.		PAYROLL DIRECT DEPOSIT	23,316.46CR	CLEARED	P	10/27/2017

SERVICE CHARGE: -----



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

CHECK DATE: 10/01/2017 THRU 10/31/2017  
 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
SERVICE CHARGE: -----								
1010	10/02/2017	SERV-CHG		SEPT. 2017 ETS FEES	968.28CR	CLEARED	G	10/02/2017
1010	10/02/2017	SERV-CHG	000001	SEPT. 2017 ETS FEES	784.75CR	CLEARED	G	10/02/2017
1010	10/02/2017	SERV-CHG	000002	SEPT. 2017 ETS FEES	430.18CR	CLEARED	G	10/02/2017
1010	10/13/2017	SERV-CHG		ANALYSIS FEE SEPT. 2017	380.39CR	CLEARED	G	10/13/2017
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	141,951.12CR		
				DEPOSIT	TOTAL:	678,369.10		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	46,158.39CR		
				SERVICE CHARGE	TOTAL:	2,563.60CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	23,125.75CR		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	141,951.12CR		
				DEPOSIT	TOTAL:	678,369.10		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	46,158.39CR		
				SERVICE CHARGE	TOTAL:	2,563.60CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	23,125.75CR		



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**October 2017**  
**FINANCIAL REPORT**

**CAPITAL EXPENDITURES**  
 2017 - 2018 BUDGET

<b>Sewer</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
Repair Sewer Lateral Leaks	40,000.00	
Preliminary Design-Chlorine Disinfection Facility	45,000.00	
Install Security Fencing at Lift Station 1 & 4	10,000.00	
Chlorine Tank Auto shut-off	32,000.00	
<b>Total</b>	<b>127,000.00</b>	-

<b>Water</b>	<b>Revenue</b>	<b>Yr to Date Actual</b>
FUND 320 Water Use Capital (7% Water Use Revenue)	106,000	41,991
<b>Total</b>	<b>106,000</b>	41,991

# MEMO

To: Board of Directors  
From: Marty Rodriguez  
Date: 11/14/2017  
RE: Senior Account Representative's Monthly Report

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## **Monthly Billing 10/27/2017**

Mailed statements: 2,143  
Electronic statements: 428

The statement "SPECIAL MESSAGE"  
Reflected on this bill, the FY 2017/2018 rates apply. The new volumetric rate is \$.0230 per cubic foot as listed on the reverse side of this bill. The District office will be closed from 12pm – 1pm on the 3<sup>rd</sup> Wednesday of each month.

## **Delinquent Billing 10/20/2017**

Delinquent statements for September bills:  
Mailed statements: 519  
Electronic statements: 85

## **Courtesy Notification 11/07/2017**

Courtesy notices delivered to the customer's property for delinquent September bill: 185  
Electronic notices: 22

## **Phone Notification 11/08/2017**

Phone notifications: 119  
The phone notification was sent out around 10:30 am resulting in 89 payments received by the office staff during business hours.

## **Lock Offs 11/09/2017**

30 Customers were in the Lock Off Process at 5:00 pm on 11/08/2017.  
8 payments were made before service orders went out in the field at 9:00 am on 11/09/2017.

A total of 22 customers were Locked Off for nonpayment.  
Throughout Lock off day 15 payments were collected and meters unlocked.  
At the time of this report only 4 meters remain locked.



# Hidden Valley Lake Community Services District

## October 2017 Report

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Water Connections:		Sewer Connections:	
New (October)	1	New (October)	1
Residential (September)	2438	Residential (September)	1463
Commercial & Govt (September)	39	Commercial & Govt (September)	15
<b>Total (September) :</b>	<b>2478</b>		<b>1479</b>

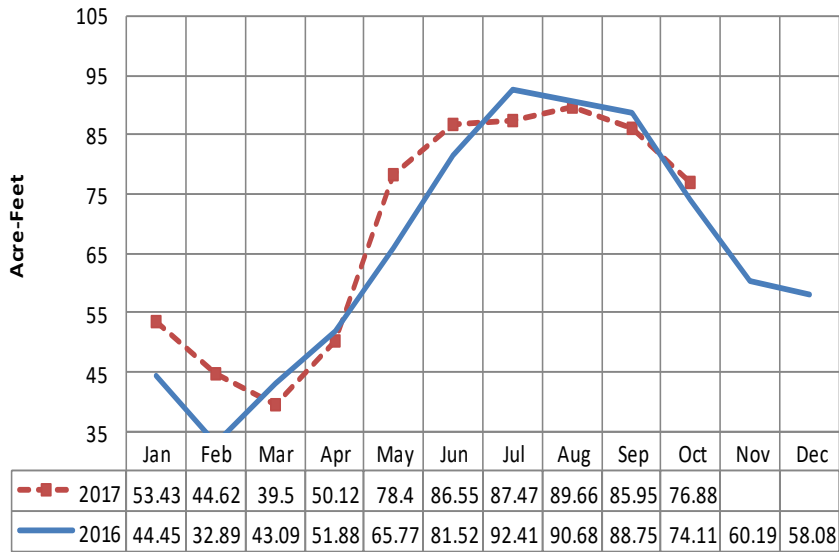
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
0	0	.11

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	925.07	950.44	920.44
AG	929.04	930.12	919.74
TP Wells	948.50	950.44	949.66
Grange Rd	935.51	936.22	933.96
American Rock	968.27	968.39	968.25
Spyglass	962.82	963.12	948.54
Luchetti	921.36	920.85	920.12
18th T	940.27	940.02	940.09

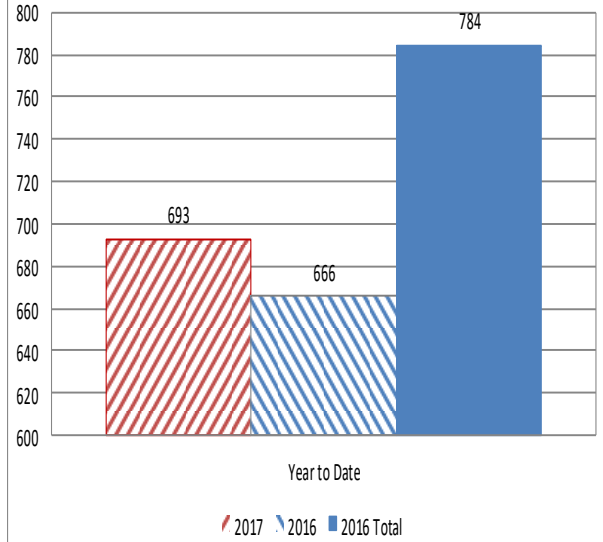
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
96	1073	1230
<b>Overtime Hours</b>	<b>25.25</b>	<b>\$931.60</b>

# October 2017 Field Report

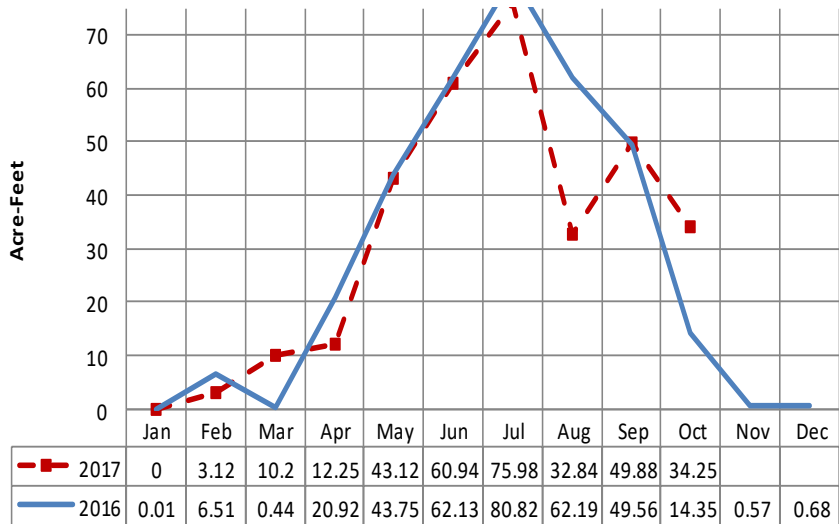
## HVLCSD Municipal Well Production



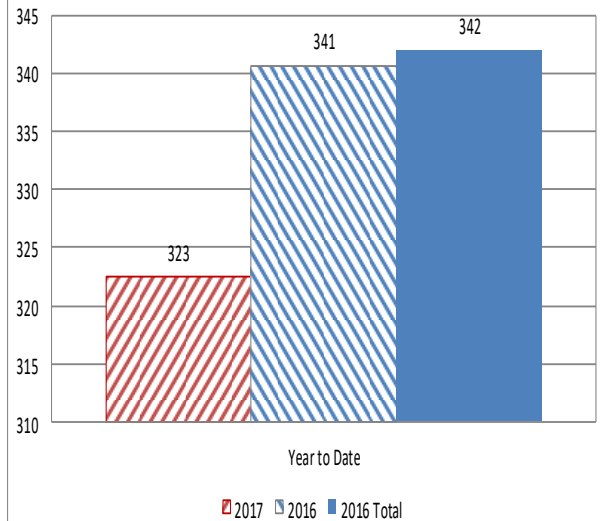
## HVLCSD Municipal Well Production



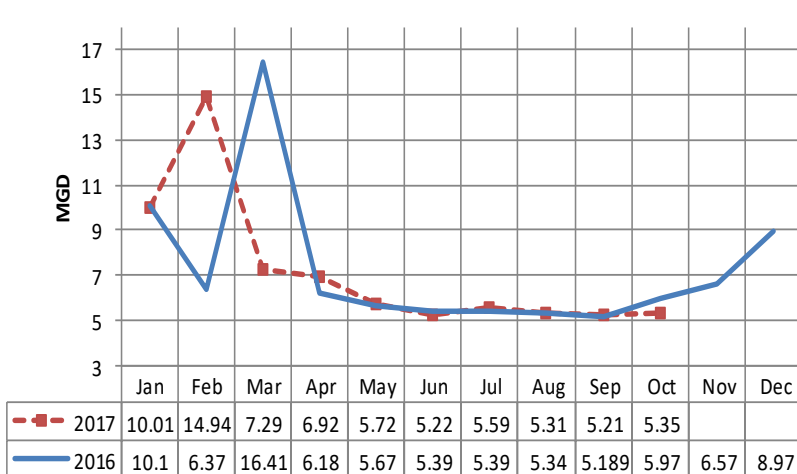
## HVLCSD Municipal Reclaimed Water Use



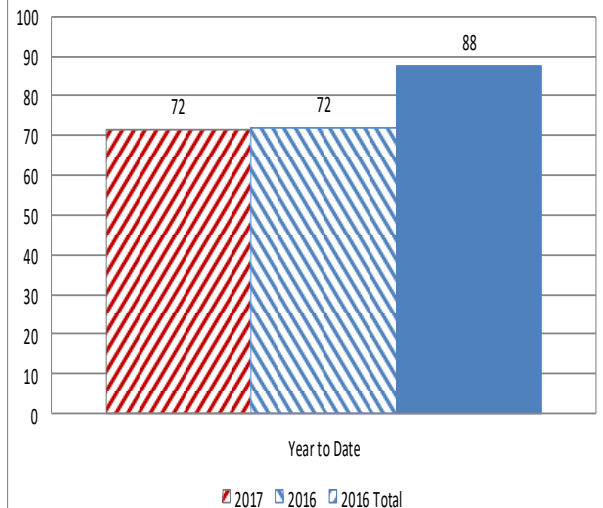
## HVLCSD Municipal Reclaimed Water



## HVLCSD Municipal Wastewater Influent



## HVLCSD Municipal Wastewater Influent





# September 2017 Field Report

## Water Operations and Maintenance Highlights

- 10/10,10/12 Courtesy notices, lockoffs
- 9/26-10/8 Repaired mainline crack at Rock Ridge
- 10/12 Repaired mainline break at Lynx Ct.
- 10/24-10/26 Meter reads
- Routine operations and maintenance

### FEMA Update

- I/I Workplan delivered to RWQCB 10/1
- Road & Levee Repair
  - Closed bids opened 10/17
  - Apparent low bidder identified
- Aquatic weed removal contract approved 10/17
- Installed Flow meter per RWQCB requirement 10/24
- "Pump and dump" expenses of \$405,633. deposited 10/27.
- Soliciting bids for temporary flow meters

## Wastewater Operations and Maintenance Highlights

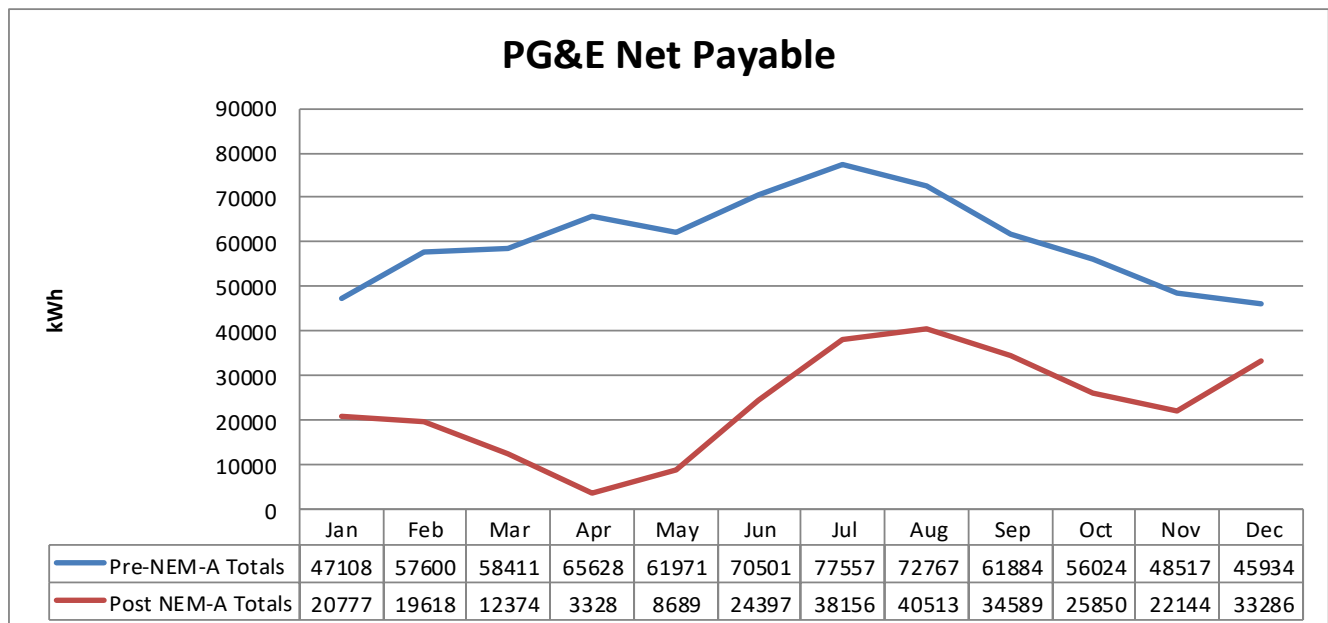
- 10/10,10/12 Courtesy notices, lockoffs
- 10/2 Cross training on lab duties
- 10/9,10/17,10/31 Geotube maintenance
- Blower repairs complete
- 10/20 Located lateral for new sewer connection
- 10/16,10/20 Sand replacement preparations
- 10/26 Replaced hour meter at plant lift station pump
- 10/31 Headworks rake cleaning
- 10-24-10-26 Meter reads

# October 2017 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	106
Truck 3	2268
Truck 4	269
Truck 6	546
Truck 7	1142
Truck 8	633
Dump Truck	109
Backhoe	9.8

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	95175.20	20876.70
Fuel Log	319.8	40.40
October		
Tank Level	164.43	383.51
September		
Tank Level	472.83	423.91

Vehicle Maintenance		
Vehicle	Type of activity	Time
Trailer	Replace wood & lighting (wiring & bulbs)	16 hrs
Push-pull machine	Rebuild carbtorator, replace hard fuel line, flush motor, condition, change hydraulic fluid	20 hrs







# Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
www.hvicsd.org

## MEMO

To: Board of Directors  
From: Kirk Cloyd  
Date: November 21, 2017  
RE: General Manager's Monthly Report

---

Good evening. The following report discusses items Hidden Valley Lake CSD completed over the past month and is intended to provide the Board and the public with an update on the progression of projects.

### Water

1. Moratorium update: The Regional Water Quality Control Board, Santa Rosa office has been allowed to returned to their offices. They are focused on water systems that were destroyed or damaged during the recent wildland fires, placing HVLCSD's permit renewal (and moratorium update) on hold. Once they return to the permit review, we will notify the Board.
2. Putah Creek Discharge update: As of October 24<sup>th</sup>, the Guenoc Gage Station reported 10.7cfs. The minimum required for the month of October is 0.60cfs.

*HVLCSD was not required to discharge to Putah Creek during the 2017 diversionary cycle.*

3. The staff members attended the IRWVG meeting held in Lakeport. It was a great opportunity for our CivicSpark Fellows to see the benefits of interagency cooperation.
4. The General Manager and CivicSpark Fellow Jacob Gill attended the AWWA Webinar: Identifying Your Non-Revenue Water Journey and Next Steps. It indicated that the District's recent decision to move forward with replacement of our outdated meters with an AMI system was the first step in recovering lost water revenue and is the first step in identifying the next layer of lost water revenue sources.

### Sanitary Sewer

1. The General Manager contacted Lars Ewing of Lake County to discuss repairs of the RWRP access road. Due to debris removal related to the recent fires, most contractors are not available. Mr. Ewing's staff met with Turno Excavating last week to obtain a quote for repairs. The District suggested the County consider



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Greg Simpson Trucking as they were recently awarded the repair work for the road and levee inside the District fence line. This has the potential to expedite the repair process and save the county mobilization costs since this company will already be working for our district.

2. Equipment failure at the RWRF solar array revealed that the District did not have a service contract for the equipment. Even though the District budgeted for and requested this service, the contractor overlooked the initial request at the time of installation. This oversight has been addressed and the contractor is in the process of obtaining parts, cost estimates and scheduling repairs.

## **Stormwater**

1. District staff has checked the stormwater pumping equipment in preparation of winter storms. The swing check valve is operational and has not been wedged open by local residence as in past years. New growth may need to be removed by the Konocti Conservation Crew #27 or a contractor after this year's storm season.

## **Human Resources**

1. The District has completed the initial draft revision of the Employee Handbook. A meeting with the Personnel Committee will be scheduled to present this for their review. Follow-up meetings will be scheduled for any modifications and staff will have the opportunity to review and have their thoughts/concerns heard before it is presented to the full Board for approval.
2. CPS HR Consulting has indicated that they are on schedule to have the District salary survey completed by the Dec. 11<sup>th</sup> deadline.

## **Facilities**

No update

## **Vehicles & Equipment**

1. A resident backed into a District truck (Unit 3). Repair estimates have been received from SDRMA's adjuster. The District is awaiting SDRMA's scheduler to set a repair date before staff takes the unit in for repairs.

## **General Information**

1. Due to the three-day work week and the fact that the District processes payables weekly, the bill payment process requiring Director's signatures for the week of Nov. 20<sup>th</sup> will be combined with the following week. All creditors are current and



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this will give Directors the opportunity to travel and/or prepare for the Thanksgiving holiday.

2. Ms. Catherine Stone, Superintendent for Middletown Unified School District (Coyote Valley Elementary School), notified HVLCSD that all water, sewer & recycled water issues related to the school is to be processed through Mr. Mike Morris, Director of maintenance & operations only. Mr. Morris can be reached at (707) 245-6373.
3. The Valley Oaks development has indicated a desire to move forward. The recent inclusion in the District's Sphere of Influence (SOI) is a requirement prior to annexation. It is staff's recommendation that the Board establish a Valley Oaks Development Committee to better represent the District's interests. Should the developer seek annexation, a development agreement is strongly recommended to follow.
4. The General Manager met with Greg Davidson of NBS to discuss current projects and the pending rate study as Mr. Davidson was in the area on business.
5. A meeting occurred with the General Manager of Hidden Valley Lake Association (HVLA) and their consultant Rod Wood to discuss the positive agency relationships and future projects. The Association expressed the potential to seek reimbursement from the District for levee repairs during the 2017 storm events. The Board will be kept apprised of all such action.
6. AT&T has expressed an interest in placing equipment on a Verizon cell tower should a land lease be approved by the Board.
7. The General Manager met with GovInvest to consider their software. It is not believed that the District is large enough to need this software at this time.
8. CivicSpark staff met with District personnel and our Fellows to discuss the current projects the Fellows are working on, the Fellow's five-year plan and future opportunities to place fellows at our District.
9. Greg Clumpner of NBS was notified of the Board's desire to proceed with the rate study. The District is in the process of updating the agreement before sending it to the District's attorney for final review.
10. Verizon Wireless (dba Epic Wireless) Update: The initial county staff report for this item was made available on July 17, 2017 for public review. On Aug. 21, 2017 the District (as a local property owner) received notification, from Lake County Planning Department, that Verizon Wireless had requested approval of a County Use Permit (UP 16-10). "The public review period for the respective proposed Mitigated Negative Declaration based on Initial Study 16-26...began on August 18, 2017 and ended on September 18, 2017." As a local property owner, the District received



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notification that the Lake County Administrative Official could adopted the Mitigated Negative Declaration of the Use Permit and Grading Permit on or after September 19, 2017. On Oct. 16, 2017, the District received notification that Lake County Planning Commission would hold a public hearing on Thursday Oct. 26, 2017 at 10:25 a.m. to consider Verizon Wireless' Use Permit (UP 16-10) and Initial Study (IS 16-26) for HVLCSD property north of HVLA boundaries. Lake County approved this project to proceed pending land lease agreements. It is expected that HVLCSD will be asked to lease property from one utility (HVLCSD) to another utility (Verizon Wireless). It is important to understand that HVLCSD will only be asked to make a decision on the property lease and not on the use of said property as public notification was made by the Lake County Planning Department and approval for land use was addressed by Lake County Planning Commission. This distinction is meant to ensure the public's interests are met by representing all parties equally.

### **Emergency Preparedness**

1. The Lake County Amateur Radio Society (LCARS) provides communication throughout Lake County for special events such as the Konocti Challenge, Clear Lake Splash-In, the Davis Double Century and the local Science Camp. Additionally, they provide a valuable means of communication throughout Lake County in times of emergency. Currently, there is a semi-circle of radio repeaters around the county. To close this loop and shore up the weak link in south Lake County, two locations have been identified. One being our Little Peak Tank site. It is expected that a repeater in South Lake County would also allow for communication with repeaters in counties to the south. Additionally, in times of emergency, a repeater in our area would provide for an alternate means of District communication if cell and Internet service is interrupted.
2. It was brought to staff's attention that the electric golf carts used to read water meters monthly do not have reflective placarding, notification or a flashing amber light on them as they are in the public right of way. Further investigation noted that these vehicles do not have a 12v power supply (aka a cigarette lighter) located on the vehicle. Without a power supply, a flashing amber light is not an option. The District will place temporary placarding on the golf carts (as several golf carts are on loan from the golf course) to aid in their visibility and provide additionally safety for field staff. As the District moves to AMI remote read meters, this will become a moot point.
3. During the wildland fire events in Napa, Calistoga, Santa Rosa and Clearlake, the General Manager attended daily (10am, seven days per week until the threat no longer existed) CalWARN and CWA Water Utility WebEx meetings. These meetings consisted of updates and coordination of mutual aid for all affected and potentially affected water/wastewater utilities.



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4. As reported to the Board via e-mail: FEMA/CalOES approved \$405,633.00 of the initial \$416K requested for reimbursement. Those checks have been received and deposited into the District's account. The checks are expected to clear before the end of Nov. After Dec. 1<sup>st</sup> the District will submit a check to Lake County Special Districts in the amount of \$302,390.00 for wastewater treatment services. The remainder of the funds (\$103,243.00) remain with HVLCSD to reimburse the District for waste hauling services that have already been paid for. The \$103,243.00 will be transferred into the Sewer Wastewater Operational Reserve account (313) as this is an operational event which occurred last year and the District closed the fiscal year with a balanced budget despite these unscheduled expenditures. There is a 2nd storm event that the District has requested funding for which is still pending.
5. The General Manager attended a Homeland Security National Incident Management System (NIMS) Stakeholders Update Webinar. Updates to the NIMS training system supersede the 2004 and 2008 versions and will be implemented in 2018. Improvements to the training program will not affect current certification. Once again, Homeland Security will offer to train individuals that meet the requirements at no cost to their agency and reimburse each agency for all travel, hotel and meals during the training events. Due to my past experience and current level of certification, I meet the required qualifications should the District desire to take advantage of this and bring the training to our staff.
6. District staff attended three Lake County Local Hazardous Mitigation Plan (LHMP) update meetings this past month. Lake County has indicated that District projects to replace the five wooden water tanks and replace the swing check valve at the stormwater basin with a Tideflex valve should be included in THEIR list of projects in addition to the District's. Should the County choose to proceed with this line of action, it would prove to be extremely positive for HVLCSD as it will prove to FEMA/CalOES that HVLCSD is part of Lake County's LHMP. Once the LHMP update is complete, it is recommended that the Board pass a resolution recognizing the County's LHMP. This should make the Hazardous Mitigation funds that HVLCSD has already been approved for attainable sometime after March 1, 2018.
7. The General Manager attended the monthly Firewise meeting at HVLA.
8. The District filed the 2018 Letter of Intent with Konocti Conservation Crew #27. This will allow CalFire to include HVLCSD in the 2018 weed abatement program that we took advantage of this past year saving the District over \$10K in weed abatement fees. The District is currently requesting winter services to down, cut, buck and stack trees that were killed in the 2015 Valley Fire.
9. The General Manager attended an AWWA Webinar entitled: Are you prepared to respond to water distribution emergencies?

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

**DATE:** 11/21/2017

**AGENDA ITEM:** Review and Discuss the General Manager to enter into an agreement for sewer system flow meter expenditures for the I&I study.

**RECOMMENDATIONS:** Approve the General Manager to enter into an agreement for the most cost-effective flow metering solution.

**FINANCIAL IMPACT:**

V & A Full service install, rental and report:	\$34,850.00
Telstar rental only:	\$34,400.00
Rain for Rent install & rental:	\$18,438.50
Clipper Controls rental only:	\$12,063.00 (3 months)

**BACKGROUND:** In the RWQCB’s most recent NOV letter (7/11/17), the District was asked to have an I/I Workplan developed and delivered to the RWQCB by 10/1/2017. This workplan was delivered on time, and addressed 8 separate tasks identified in the NOV letter. Section 2.5.3, pg. 8 of the I/I Workplan specifically discusses flow monitoring activities;

*“Flow monitoring is planned for the 2017/2018 wet weather season. This effort can also set the performance baseline for I/I removed by improvement projects. Flow monitoring is planned to be conducted after the ground is saturated to provide a better correlation between measured flows and synthesized design storm hydrographs. This effort is intended to quantify the peak flow and total volume of flow from various sub-basins within the collection system associated with a design storm event. For example, flow monitoring will be scheduled to overlap with anticipated rainfall events. The flow meter data will then be evaluated to scale the measured flows to a 10-year, 24-hour duration design storm hydrograph.”*

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on November 21, 2017 by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

Secretary to the Board



RECEIVED  
JUL 13 2017



EDMUND G. BROWN JR.  
GOVERNOR

MATTHEW RODRIGUEZ  
SECRETARY FOR  
ENVIRONMENTAL PROTECTION

**Central Valley Regional Water Quality Control Board**

11 July 2017

Rodney Wood  
Hidden Valley Lake Association  
18174 Hidden Valley Road  
Middletown, CA 95461

Kirk Cloyd  
Hidden Valley Lake  
Community Services District  
19400 Hartman Road  
Middletown, CA 95461

**REVIEW OF RESPONSE TO 12 APRIL 2017 NOTICE OF VIOLATION, HIDDEN VALLEY LAKE WATER RECLAMATION FACILITY, LAKE COUNTY**

Hidden Valley Lake Water Reclamation Facility is owned and operated by Hidden Valley Lake Community Services District and Hidden Valley Lake Association (Dischargers). The facility is regulated by the Central Valley Regional Water Board under Waste Discharge Requirements (WDRs) Order 5-00-019 and revised Monitoring and Reporting Program (MRP) 5-00-019.

Board staff has reviewed your 31 May 2017 response to Board staff's 12 April 2017 Notice of Violation (NOV) and has the following comments.

- The water balance included in the report indicates that based on 100-year annual precipitation values and using 2016/2017 flow data that the Wastewater Treatment Plant is appropriately sized. However, because the water balance is based only on flow data for six months (November through April), the water balance is incomplete. Therefore, a revised water balance needs to be submitted based on influent flow data for the period of 1 October 2016 through 30 September 2017. Board understands that at the time of your 31 May 2017 submittal that influent flow data after April 2017 was not available.
- The water balance was based on flow data calculated using pump run times, but the revised MRP states that the process wastewater flow monitoring shall be conducted continuously using a flow meter. Therefore, an influent flow meter needs to be installed to accurately measure flows to the treatment plant.
- The water balance used a flow of 0.68 million gallons per day (mgd) based on the treatment plant operator's experience. However, the WDRs state that the maximum wet weather discharge from the treatment plant shall not exceed 0.894 mgd, which is the design peak wet weather flow. Therefore, revised water balances using flows of 0.68 mgd and 0.894 mgd need to be prepared to ensure adequate storage capacity to comply with the WDRs.

- The report indicates that in addition to inflow/infiltration (I/I) into the collection system that the Equalization (EQ) Basin overflow into the wastewater storage reservoir was caused by high sludge blankets in the clarifier resulting in excess wastewater backing up at the EQ Basin. To prevent re-occurrence, the report indicates that the Standard Operation Procedures (SOPs) for the WWTF will be reviewed, and that a minimum sludge blanket at the treatment plant be maintained. As part of your review, please provide specific written changes to the SOPs that will be implemented at the treatment plant to ensure that future overflows from the EQ Basin do not occur.
- The report provides general recommendations to address the high levels of I/I in the collection system which include:
  - Modifying or replacing cleanouts and manhole lids susceptible to inflow so they cannot be removed by the residents.
  - Conducting a wet weather study to identify peak flows within the collection system. This would include comparing previous video sewer inspection results to current results.
  - Conducting flow monitoring in known or suspected areas with high I/I rates, and identifying and addressing sources of I/I. This work is to be completed by the 2017/2018 wet weather season.
  - Conducting post construction flow monitoring to measure the success of the I/I reductions. This work is to be completed during the 2017/18 wet weather season.
  - Updating relevant sections in the Sewer System Management Plan regarding hydraulic capacity and wet weather flows. This is to be completed by June 2019.
  - Completing the update to the District's workplan and timeline to account for flow monitoring and planned growth. This is to be completed by June 2020.

The report also states that following completion of the I/I improvements and the post construction flow monitoring that the volume of the EQ Basin will be re-evaluated to determine if it needs to be increased.

Because the report only provides general recommendations regarding I/I issues, an *I/I Assessment Workplan* needs to be prepared. The workplan shall provide specific tasks necessary to evaluate the I/I issues within the collection system, and include a schedule to complete the work to reduce the I/I, and prevent future spills.

### **Submittal Request**

To address the above comments, please submit the following information:

- **By 1 September 2017**, a report certifying that the flow meter located after the EQ Basin has been repaired and calibrated.



- By **1 September 2017**, a copy of the Standard Operation Procedures that includes measures being implemented to ensure that the treatment facility is being operated such that a minimum sludge blanket is maintained to accommodate peak wastewater flows.
- By **1 October 2017**, an *I/I Assessment Workplan* that includes the following: (1) measures to identify and quantify the I/I sources using information pertaining to the overflows from the collection system, (2) an evaluation of cost effective measures to reduce the I/I, (3) a description of how identified repairs and any sewer line replacements will be implemented and the timing for the work, and (4) an identification of the types of repairs that should be done in the field without further evaluation. The workplan shall also (5) describe methods (i.e., smoke testing, video surveying, manhole surveying, etc.) that will be used to provide an assessment of those segments of the collection system known to exhibit significant I/I, (6) describe those portions of the collection system that are in need of immediate repair, (7) include a proposed schedule for completing the necessary repairs and submitting an *Inflow and Infiltration Assessment Report* that describes results of the I/I evaluation of the collection system, and (8) describes the repairs that were completed to reduce I/I.
- By **1 November 2017**, a report showing that an influent flow meter has been installed at Lift Station 1, and has been calibrated.
- By **1 November 2017**, a revised *Water Balance Report* using influent flows for the period of 1 October 2016 through 30 September 2017, and wet weather discharge flows from the treatment plant of 0.68 mgd and 0.894 mgd. The revised *Water Balance Report* shall also include the information described in Attachment A.

The *I/I Assessment Workplan* and revised *Water Balance Report* must be prepared by, and signed/stamped by, a California Professional Engineer.

The requested submittals shall be converted to a searchable Portable Document Format (PDF) and e-mailed to [centralvalleysacramento@waterboards.ca.gov](mailto:centralvalleysacramento@waterboards.ca.gov). The e-mail shall contain the following: (a) Hidden Valley Lake Community Services District, (b) Hidden Valley Lake Water Reclamation Facility, (c) Title and Date of the Report, and (d) CIWQS Place ID No. 230282. Documents that are 50 MB or larger should be transferred to a CD, DVD, or flash drive and mailed to our office, attention "ECM Mailroom."

If you have questions, please contact me at (916) 464-4648 or at [guy.childs@waterboards.ca.gov](mailto:guy.childs@waterboards.ca.gov).



GUY CHILDS, P.G.  
Engineering Geologist  
WDRs Compliance and Enforcement Unit

Encl and cc: see next page

Encl: Attachment A - Requirements for Water Balance Update and Calibration

cc: Ray Ruminski, Lake County Environmental Health Department, Lakeport

gjc: 11 July-17



# **Hidden Valley Lake Community Services District**

## **Infiltration and Inflow Assessment Work Plan**

**GHD** | 2235 Mercury Way Suite 150 Santa Rosa California 95407  
11136993 | September 2017





# Infiltration and Inflow Assessment Work Plan

Hidden Valley Lake Community Services District

Project No. 11136993

**Prepared for:**

Hidden Valley Lake C.S.D.  
19400 Hartmann Rd  
Hidden Valley Lake, CA 95467

**Prepared by:**

---

Luke Philbert, E.I.T.  
Project Engineer

**Reviewed by:**

---

Matt Winkelman, P.E.  
Senior Project Manager, Associate



2235 Mercury Way, Suite 150  
Santa Rosa, CA 95407  
(707) 523-1010

September 2017



*This Infiltration and Inflow Assessment Work Plan ("report") has been prepared by GHD for the Hidden Valley Lake Community Services District (the District) and may only be copied to, used by, or relied on by the District for the purpose agreed upon between GHD and the District.*

*GHD otherwise expressly disclaims responsibility to any person other than the District arising from or in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.*

*The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.*

*The opinions, conclusions and any recommendations in this report are based on conditions encountered, information reviewed, and assumptions made by GHD at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.*

*The opinions, conclusions, and any recommendations in this report are based on assumptions made by GHD described in this report. GHD expressly disclaims responsibility for any error in, or omission from, this report arising from or in connection with any of the Assumptions being incorrect.*

*GHD has prepared this report on the basis of information provided by the District and others who provided information to GHD (including Government authorities), which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.*

*GHD has prepared the preliminary opinions of probable project costs using information reasonably available to the GHD.*



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# Appendices

Appendix A – Infiltration and Inflow Targets Map

Appendix B – CCTV Records



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# 1. Introduction

The following provides an Infiltration and Inflow Assessment Work Plan (I/I Work Plan) in response to events beginning on January 8 and 10, 2017, when the Central Valley Regional Water Quality Control Board (CVRWQCB; Water Board) staff was notified of three raw sewage spills (OES Control Nos. 17-0159, 17-0160, and 17-0297) from the Hidden Valley Lake Community Services District (HVLCS D; District). In follow-up to the notifications, the District submitted a spill response report on January 19, 2017 and an update to the report on March 29, 2017.

The Water Board submitted a **Notice of Violation for Sewage Spills** letter dated April 12, 2017 (April 2017 NOV) for HVLCS D. To comply with requirements set in the April 2017 NOV, the District prepared a report that included an evaluation of the potential expansion of the Equalization (EQ) Basin at the wastewater treatment plant (WWTP) to provide additional capacity that would accommodate the following: WWTP influent flows from the 2016/17 wet weather season; 100-year annual precipitation data; and other contributions such as inflow and infiltration (I/I) from the sewer collection system. This report was submitted on May 31, 2017.

The Water Board submitted a **Review of Response to April 12, 2017 Notice of Violation** letter dated July 11, 2017 for HVLCS D. The Water Board requested specific tasks necessary to evaluate known or suspected I/I issues within the collection system, with eight points of discussion as part of an I/I Work Plan. The purpose of evaluating I/I issues is to characterize the opportunities and challenges within the sewer collection to reduce the quantity of I/I that resulted in the January 2017 raw sewage spills. This document provides a response to these eight points in compliance with requirements set by the April 2017 Review of Response. The eight requirements are discussed in Sections 2.1 – 2.8.

# 2. I/I Assessment Work Plan

This section provides a summary of the activities associated with addressing the eight points noted in the July 2017 CVRWQCB letter. The section is organized around the presentation of these points, and as such, there is some overlap in I/I Work Plan activities between the different subsections. In general, the focus of the I/I Workplan is to define investigation and renewal and replacement (R&R) activities that would reduce I/I through planned projects during the 2017/18 wet weather season and 2018 construction season. Subsequent to those activities, and dependent on the availability of funding, the District would either conduct post-construction investigation activities during the 2018/19 wet weather season or continue R&R activities into the 2019 construction season and delay the post-construction activities by one year.

Investigation and R&R activities noted in this I/I Workplan are based on information that is currently available and are subject to change depending on the results of the 2017/18 wet weather season investigation activities (i.e., prioritization of projects and funding availability).



## 2.1 Measures to identify and quantify the I/I Sources using information pertaining to the overflows from the collection system.

Currently, HVLCSD has run hours for the pump stations, and can generally compare pumped flows in wet years to dry years based on calculating flow from pump curves. To further pinpoint where I/I occurs in the sewer collection system, HVLCSD will measure flow at key locations and times. This is planned to occur using methods described in Section 2.5, including flow monitoring and nighttime I/I reconnaissance activities. Information pertaining to sanitary sewer overflows (SSOs) from the sewer collection system is as follows.

### 2.1.1 Miksis Exploratory Work

On February 9, 2017, HVLCSD contracted with Miksis Services Inc. (Miksis) to clean, televise (CCTV), and locate multiple runs of various diameter sewer mains and laterals experiencing high levels of I/I (i.e., “hot” areas within the sewer collection system), including: the sewer line between Hawks Hill Road and Kentwood Place, Green Ridge Road, and Deer Hill Road. HVLCSD staff will use the CCTV records during the 2017/18 wet weather season investigation to further pinpoint areas of high I/I.

### 2.1.2 Hauled Wastewater during the Winter 2016/17 Storm Events

In an effort to prevent a wet weather SSO within the sewer collection system during the January 8 to 10, 2017 storm event, the District utilized pumper trucks to extract water from the sewer collection system and transport it into the WWTP at the EQ Basin. This volume was reported to be approximately 700,000 gallons from vendor costs. The wastewater was pumped out of the sewer collection system at Lift Station 5 and Lift Station 1 and nearby manholes, and hauled to the EQ Basin. HVLCSD does not have documentation regarding the amount taken out at each location.

From January 10 to February 23, 2017, pumper trucks took approximately 2.8 million gallons of wastewater out of the EQ Basin, hauling to a treatment plant in Clear Lake, approximately 20 minutes away.

### 2.1.3 Information from Waste Discharge Requirements

The following information comes from the HVLCSD spill response report on January 19, 2017. It is important to note that the substantial rains during the 2016/17 wet weather season resulted in the first SSOs within the HVLCSD sewer collection system in several years. Due to proactive operation and maintenance (O&M) activities and existing capacity within the sewer collection system, SSOs are not common for HVLCSD.

- From 1/7/17 – 1/11/17, a storm event deposited 13.59” of rain that compounded with runoff from Valley Fire burn scars at higher elevations. During this time, two manholes and two private lateral cleanouts overflowed.
- Manhole Overflow
  - Manhole #1 – at 18805 North Shore Drive
  - Manhole #2 – at corner of 18550 Brookfield Road and North Shore Drive
  - Manholes 1 and 2 had an estimated 16,155 gallons of overflow on 1/8/2017. Time of Spill – 7:59 AM. Contained at 2:30 PM. Time of overflow is 4.52 hrs. Calculated overflow is 60 gpm.



- Manhole 1 – at 18805 North Shore Drive – approximately 1,500 gallons on 1/10/17. Time of Spill – 5:30 PM. Contained at 6:00 PM. Time of overflow is .5 hrs. Calculated overflow is 50 gpm.
- Cleanout Overflow
  - Cleanout 1 – 19666 Mountain Meadow South
  - Cleanout 2 – 19683 Mountain Meadow South
  - Cleanout 1 & 2 totaled 39,990 gallons on 1/8/2017. Time of Spill – 9:45 AM. Contained at 3:30 PM. Time of overflow is 5.75 hrs. Overflow is 116 gpm.

#### 2.1.4 Calculations from Mainline Cleanout Flows

As mentioned in Section 2.4.1, there were two mainline cleanout lids pulled during the 2016/17 rain events. The flow rates can also be calculated by the amount of ponded water that can physically flow through a 6 inch pipe. The District will use ponding depths from the CCTV documentation to calculate flow rates and volumes.

## 2.2 An evaluation of cost effective measures to reduce the I/I

HVLCSD does not have a capacity-based history of SSOs. HVLCSD conducts grease monitoring and mitigation every week and does routine root monitoring. HVLCSD will especially act on monitoring before predicted storms.

Targeting inflow over infiltration is typically more cost-effective and efficient in reducing peak flows into the sewer collection system. HVLCSD pointed out areas of known inflow due to residents pulling caps to sewer cleanouts in order to drain flooded areas. These specific known areas are discussed in detail in Section 2.4.

If further repairs are needed to reduce infiltration, HVLCSD staff was impressed with work done by Miksis at North Shore Road, and would like to have Miksis conduct additional CCTV inspections and complete repairs in areas of known I/I. Unless there is rehabilitation of pipelines, whether it is cracks, offset joints, etc., there may not be impact on infiltration reduction.

## 2.3 A description of how identified repairs and any sewer line replacements will be implemented and timing for the work.

A schedule is given in Section 2.7.

The following is a priority list that can be used for discussion with the Water Board as the budget is updated during the 2017/18 fiscal year and beyond.

- 1) Inflow Repairs (See Section 2.4.1) will be implemented as soon as possible.
- 2) Infiltration Repairs in known areas (See Section 2.4.2) will occur after inflow repairs and depending on information gathered from methods of I/I monitoring (See Section 2.5).
- 3) R&R projects may need to occur if cost effective repairs have been implemented, and there are still I/I issues that need to be addressed. Possible work includes trenchless rehabilitation of mains, laterals (public and/or private), and/or manholes; and/or open cut replacement.

HVLCSD will need to focus the majority of its current sewer budget on the I/I Assessment Report for Fiscal Year 2017/18, and will use the information from the report to justify an increase in funds for R&R projects.



## 2.4 An identification of the types of repairs that should be done in the field without further evaluation.

### 2.4.1 Inflow

HVLCSD mentioned the following areas where District-owned mainline cleanout lids were opened by residents in order to drain their flooded property:

- 1) Fishhook Road – 6” mainline cleanout
- 2) Gold Flat Court – 6” mainline cleanout

HVLCSD also noted the following areas where residents used their own sewer cleanouts as drains:

- 1) Mountain Meadow South – 2 pulled plugs (lateral cleanouts)
- 2) Spyglass Road – A resident was pumping flooded water from their basement into the sewer cleanout
- 3) Fishhook Road – a couple of lateral cleanouts
- 4) Deerhill Road – a couple of lateral cleanouts
- 5) Gold Flat Court – a few laterals

HVLCSD has expressed that immediate modifications can be made to sewer cleanouts to restrict surface water inflow. They plan to seal the caps immediately. This will have the largest effect on the system at the lowest cost, and an inspection and maintenance schedule is important to insure that they are not removed again. The District may consider an enforcement ordinance to act as a deterrent. Even so, resealing the caps will be at a low cost.

HVLCSD owns the mainline cleanouts and owns laterals up to ten feet from the property line of private property. HVLCSD does not need a right of entry (ROE) for residential cleanouts because of 10-foot utility easements.

If residential cleanouts are sealed off, there are potential drainage issues during the next big storm event. Though Lake County is officially responsible for drainage, the homeowners association have also taken responsibility. Since HVLCSD will be preventing stormwater from entering the sewer, they will need to let the homeowners association know in order to provide solutions to potential drainage issues and prevent further uncapping of sewer cleanouts.

HVLCSD can also disconnect known storm drain connections into the system (i.e., area drains, roof downspouts). This can be found through smoke testing (see Section 2.5.4).

### 2.4.2 Infiltration

Pipe segments known by HVLCSD to have I/I are as follows:

- Between Meadowview Drive and Deer Hill Road (See Appendix A). HVLCSD estimates wet weather flow through this section at 50 gpm.
- Between Hawks Hill and Kentwood Place (See Appendix A). HVLCSD estimates the wet weather flow at 70-80 gpm.

Further areas will be targeted based on information provided by I/I monitoring methods described in Section 2.5. It is important to note that there may be laterals on homeowner properties with



high infiltration. The District may spend money rehabilitating the main, the manhole, and even the connection to the lateral, and still may only get rid of half the I/I because of the segment on the homeowner's property (prediction for I/I reduction based on current industry data and experience).

## 2.5 Describe methods (i.e., smoke testing, video surveying, manhole surveying, etc.) that will be used to provide an assessment of those segments of the collection system known to exhibit significant I/I.

### 2.5.1 Closed Circuit Television Inspection (CCTV)

CCTV inspection occurred in the Spring of 2011. HVLCS D is currently in possession of this archive. This work was conducted during the wet weather season when groundwater was high, and the system experienced wet weather effects. The District contracted at that time with Coastland Engineering to develop an inventory of prioritized sections in June 2015. A repair code and legend identifies a number code for each segment, categorizing approximate costs for the following factors.

- 1) Reconstruct line
- 2) Root Cut &/or line
- 3) Point repair
- 4) Manhole repair
- 5) Cleanout repair
- 6) Clean pipe
- 7) Unable to video / re-video
- 8) No repair needed

Street names, upstream and downstream manhole numbers, pipe lengths, number of laterals, location stations, repair lengths, approximate costs, and general notes are included in this inventory (See Appendix B). It is assumed that the segments have experienced further I/I issues since Spring 2011. HVLCS D mentioned they would review the video archive and inventory to identify the segments that could be added to infiltration repairs on the priority list.

### 2.5.2 Daytime or Nighttime Field Reconnaissance

HVLCS D plans to conduct field reconnaissance to identify clear water flow in the sewer collection system. The time of day of field reconnaissance should be during a low point on the diurnal curve so that base flow is minimal. Nighttime reconnaissance is ideal for this effort; however, District staffing resources will need to be considered to balance this effort compared to other wet weather season activities. This work should be conducted during the wet season following at least a moderate rain event. It is good practice to do the work the following day, in order to view the sustained flows of infiltration rather than the peak flows from inflow.

For field reconnaissance, staff will typically go out when residential and commercial sewer flow is minimal. They will look inside the manholes to visualize not only infiltration at the manholes, but also the pipes where flow is coming through, and with knowledge of the amount of sewer line upstream, HVLCS D can make judgements about unusually high flow coming through sewer sub-basins. Staff can also approximate flow based on how much flow depth there is. If the manholes are too deep for visual depths from the surface, there are companies that will drop into the manhole and do an instantaneous measurement of depth, either with an inflated plug with a weir



or a flow meter. It will be important to correlate field reconnaissance data with the flow meter data monitored after the 2017/18 storm events. Engagement of an outside contractor for confined space entry and direct measurement of clear water flows is not planned for the 2017/18 wet weather season, but may be incorporated into the 2018/19 wet weather season activities to further characterize the location and quantity of I/I within the sewer collection system.

### 2.5.3 Flow Monitoring in Known or Suspected Problem Areas

Flow monitoring is planned for the 2017/2018 wet weather season. This effort can also set the performance baseline for I/I removed by improvement projects. Flow monitoring is planned to be conducted after the ground is saturated to provide a better correlation between measured flows and synthesized design storm hydrographs. This effort is intended to quantify the peak flow and total volume of flow from various sub-basins within the collection system associated with a design storm event. For example, flow monitoring will be scheduled to overlap with anticipated rainfall events. The flow meter data will then be evaluated to scale the measured flows to a 10-year, 24-hour duration design storm hydrograph.

Locations for Suspected Problem Areas are as follows, and can be seen on the map (See Appendix A).

- 1) Upstream of Lift Station 3, to compare before and after flows with planned upgrades at Fishhook Road and Spyglass. (See Section 2.4.1)
- 2) Upstream of Lift Station 2, to compare before and after flows with planned upgrades at Mountain Meadow South and Gold Flat Court. (See Section 2.4.1)
- 3) Upstream of Lift Station 6, to compare before and after flows with planned upgrades between Meadowview Drive and Deer Hill Road. (See Section 2.4.2)
- 4) Upstream of Lift Station 5. to compare before and after flows with planned upgrades between Hawks Hill and Kentwood Place. (See Section 2.4.2)

Temporary flow monitoring has become more common than installing permanent meters. Buying the equipment, operating and maintaining can be a burden for the agency. Companies can install flow meters for as little as a week to as long as a few months, monitoring during wet weather conditions to compare rainfall to sewer flow. Results would be compared to a design storm event (likely a 10 year event at 4-5 inches of rain). Flow monitoring for all sub-basins with the District sewer collection system is not cost-practical, so the District plans to target the sub-basins with the highest known or suspected I/I contributions. Evaluation of flow monitoring results will be compared to measured flows at LS 1 to approximate flows from the portions of the sewer collection system that are not directly measured. Note – the District plans to complete the installation of a Parshall Flume for measuring flows directly upstream of the headworks ahead of the 2017/18 wet weather season.

### 2.5.4 Smoke Testing

Smoke testing would be conducted ideally during the dry season (late summer is preferable) to identify sources of inflow. During the 2016/17 winter storms, HVLCS staff looked through the sewer collection system to see where unusually high flows were occurring. It seemed to HVLCS staff that there may have been residents tapping into the collection system from rain gutters. Smoke testing may be effective in targeting connections into the sewer system from a storm drain or a roof leader. Smoke testing will not help target cleanouts drained during flooding. The District



will make the determination if smoke testing will be an effective means to identify sources of inflow following field work activities during the 2017/18 wet weather season.

## 2.6 Describe those portions of the collection system that are in need of immediate repair.

Section 2.4 describes inflow repairs that should be complete before the 2016/17 rain season. Section 2.4 also describes infiltration repairs that can occur when budget allows.

## 2.7 Include a proposed schedule for completing the necessary repairs and submitting an Infiltration and Inflow Assessment Report that describes results of the I/I evaluation of the collection system.

HVLCSD currently has a capital improvement plan for the 2017/18 fiscal year, as well as a repair and replacement program. The following schedule will be used for discussion with the Water Board as the budget is updated during the 2017/18 fiscal year and beyond. HVLCSD will have an organized library of information on services done for I/I, which will be useful in staying on track with their priority list.

### **Proposed Schedule**

---

- Wet weather field assessments (See Section 2.5) will be performed during the 2017/2018 wet weather season.
- As soon as practical, HVLCSD will modify or replace cleanouts and manhole lids susceptible to inflow as a high priority. This is an inflow source with anticipated low cost to repair relative to reduction in I/I. HVLCSD will begin at known problem areas.
- HVLCSD currently has a template of an updated SSMP, and expects the updated SSMP to be finalized or adopted by Spring 2018.
- **An I/I Report at the completion of the wet weather field assessment will be implemented.** HVLCSD currently has ArcGIS resources and can update their mapping system to show sewer sub-basins and areas susceptible to I/I. Hydraulic modeling of a portion of the collection system may be appropriate to quantify wet weather impacts on the collection system and to determine R&R strategy. The model could also be used to quantify reduction in I/I resulting from completed projects, with comparison between pre- and post-construction flow monitoring results.
- Based on the I/I Report, design and implementation of the initial sewer collection system's R&R project(s) is anticipated to occur in 2018. Depending on the scope of the project(s), design should commence in early 2018 in order to facilitate summer/fall 2018 construction. This will depend on available funding, and may have to commence in July once the fiscal year begins, or be partially deferred to the 2019 dry weather season.
- Post construction flow monitoring and reporting should occur after construction, and though this will ideally occur during the 2018/19 wet weather season, it is dependent on the timing of projects, which is subject to funding (note: the NOV letter requires the post construction work to be completed in 2017/18, which appears to be in error).



## 2.8 Describes the repairs that were completed to reduce I/I.

After the January 2017 storm events, HVLCSD staff contracted with Miksis to rehabilitate 404-LF of 6-inch sanitary sewer by fold and form pipe rehabilitation (FFP) for approximately \$41,000. This was located between North Shore Drive and Deer Hill Road (See Appendix A). HVLCSD staff mentioned they saw approximately 200 gpm through the segment before repairs. After repairs, HVLCSD staff saw around 40 gpm. HVLCSD reported that an upstream natural spring drains into the lake through a drainage channel over the sewer line, and speculates that spring water may have fed into the sewer line due to cracks in this channel in conjunction with a separation in the sewer pipe. HVLCSD also mentioned that the lift station run hours diminished after repair work was done. Since this work was completed in 2017, the reduction in I/I cannot be directly measured during the planned flow monitoring effort during the 2017/18 wet weather season.

During the winter storms of 2016/17, the area near Little Beach at Lift Station 5 experienced I/I issues. There was still overland water flow, with a sewer manhole nearby at Deer Hollow, with an open pickhole that experienced inflow. Both the lift station leaks and manhole leaks were repaired by Miksis with gel grout and water plugs. Similar to the FFP repairs noted above, I/I reduction from this work cannot be directly measured since it is already completed.

Other repairs in February 2017 included repairing leaks at Lift Station 8, also known as the Hardesters Lift Station, and repairing leaks at a manhole at 18270 Spyglass, upstream of Lift Station 3. Both the lift station leaks and manhole leaks were repaired by Miksis with gel grout and water plugs.

HVLCSD is also currently installing a Parshall flume upstream of the headworks. This will monitor flow coming through the entire collection system, and will be connected through SCADA. The monitored flow can be compared to results from the 2017/18 field assessments.





# Appendices



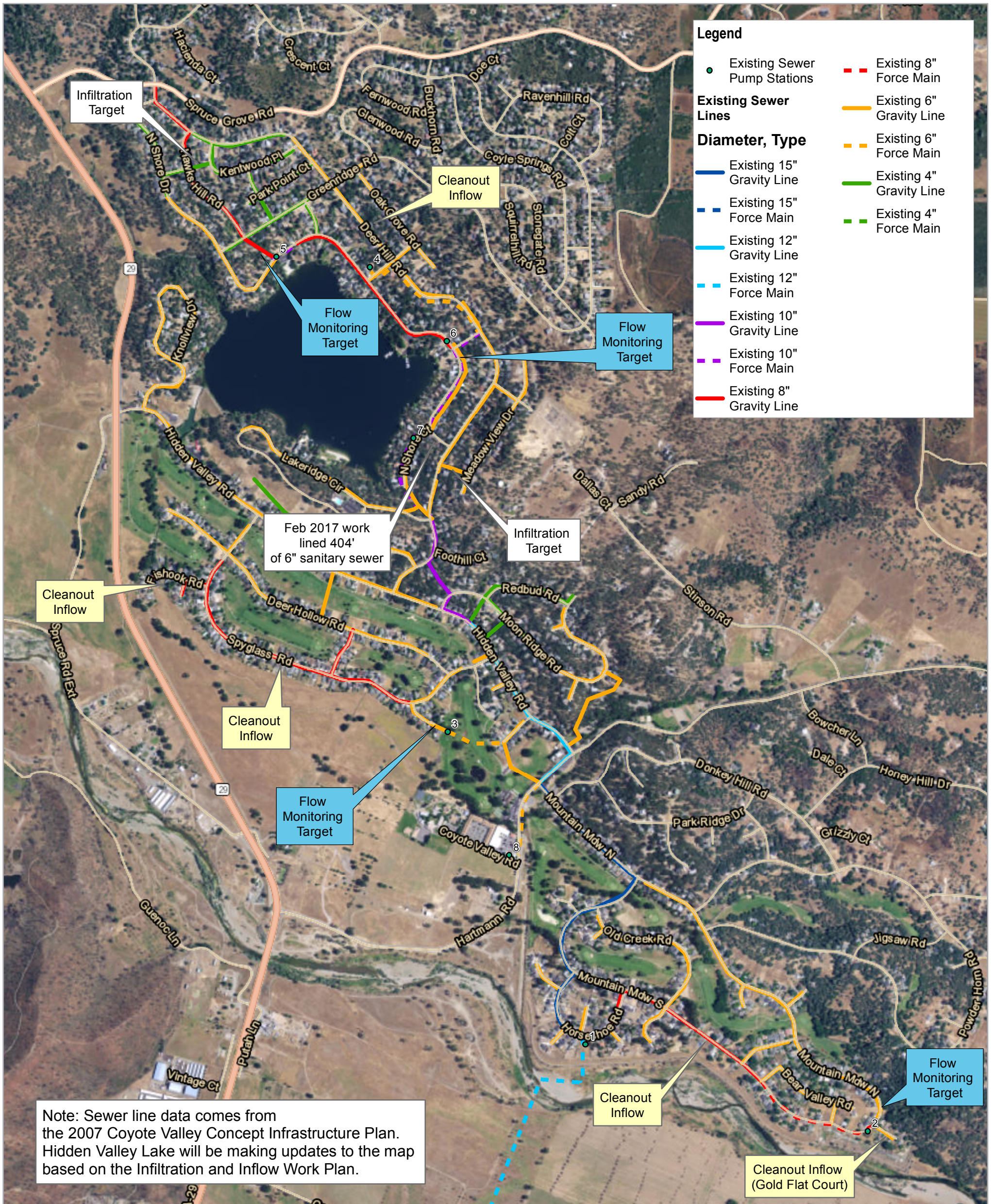
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## Appendix A – Infiltration and Inflow Targets Map



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**Legend**

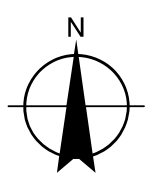
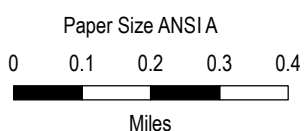
- Existing Sewer Pump Stations
- Existing 8" Force Main
- Existing 6" Gravity Line
- Existing 6" Force Main
- Existing 4" Gravity Line
- Existing 4" Force Main

**Existing Sewer Lines**

**Diameter, Type**

- Existing 15" Gravity Line
- Existing 15" Force Main
- Existing 12" Gravity Line
- Existing 12" Force Main
- Existing 10" Gravity Line
- Existing 10" Force Main
- Existing 8" Gravity Line

Note: Sewer line data comes from the 2007 Coyote Valley Concept Infrastructure Plan. Hidden Valley Lake will be making updates to the map based on the Infiltration and Inflow Work Plan.



Map Projection: Mercator Auxiliary Sphere  
Horizontal Datum: WGS 1984  
Grid: WGS 1984 Web Mercator Auxiliary Sphere

**HIDDEN VALLEY LAKE C.S.D  
INFILTRATION AND INFLOW WORK PLAN**

**INFILTRATION AND INFLOW TARGETS  
As funding is available**

Project No. 11136993  
Revision No. -  
Date 09/26/2017



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## Appendix B – CCTV Records



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**Hidden Valley Lake Community Services District  
SEWER REPAIR INVENTORY - Prepared by Coastland Civil Engineering  
June 2015**

Repair Code & Legend:	
1 - reconstruct line	6 - clean pipe
2 - root cut &/or line	7 - unable to video/re-video
3 - point repair	8 - no repair needed
4 - manhole repair	* = lower priority
5 - cleanout repair	

Street	US Manhole	DS Manhole	Pipe Dia. (in.)	Pipe Length (ft.)	Existing Pipe Material	No. of Laterals	Location* Station	Repair* Code	Repair Length (ft)	Approx. Cost (\$)	Notes
MEADOW VIEW DR	C10-3	C10-2		335		9	116	3		\$ 4,000.00	JOINT OFFSET
							156	3		\$ 4,000.00	ROOTS 1%
MEADOW VIEW DR	C7-2	C7-1		393		9	63	3		\$ 4,000.00	ROOTS 10%
							139	3		\$ 4,000.00	ROOTS 5%
							185	3		\$ 4,000.00	ROOTS 90% IN LATERAL
MEADOW VIEW DR	C7-1	DEER		Est. 375		3	28	1	375	\$103,125.00	<b>COLLAPSED LINE, NO PASS, ROUGH TERRAIN @\$275/LF</b>
							126	3		\$ 4,000.00	HOLE IN PIPE, ROOTS
							139	3		\$ 4,000.00	JOINT CHIPPED EDGE
							104?	3		\$ 4,000.00	JOINT CHIPPED EDGE
							146	3		\$ 4,000.00	ROOTS 1%
							222	3		\$ 4,000.00	ROOTS 80%
							247	3		\$ 4,000.00	ROOTS 20%
							256	3		\$ 4,000.00	ROOTS 1%
							292	3		\$ 4,000.00	<b>ROOTS 60% NO PASS</b>
FIDDLERS DR	C10-1	C10		365		5	120	3		\$ 4,000.00	ROOTS 2%
DEER HILL RD	18649	MARINE		521		698	302	4		\$ 4,000.00	<b>MANHOLE PAVED OVER</b>
DEER HILL RD	C5	C4		247		6	66	3		\$ 4,000.00	HOLE IN PIPE, PATCHED
							209	3		\$ 4,000.00	ROOTS 40% IN LATERAL
							243	3		\$ 4,000.00	ROOTS 20% AT JOINT
							237	3		\$ 4,000.00	ROOTS 50%, STOPPED
DEER HILL RD	C7	C8		338		8	57	3		\$ 4,000.00	ROOTS 100% IN LATERAL
							62	3		\$ 4,000.00	ROOTS 40% IN LATERAL
							194	3		\$ 4,000.00	ROOTS 100% IN LATERAL
DEER HILL RD	C11	C10		403+		9	403	6		\$ 4,000.00	<b>GRAVEL - NO PASS</b>
DEER HILL RD	C12	C11		354		8	39	3		\$ 4,000.00	ROOTS 40% IN LATERAL
							54-70	1	16	\$ 1,600.00	<b>BELLY 60%</b>
							344	1	100	\$ 10,000.00	<b>BELLY 100%</b>
EAST RIDGE	C1	A15		261		3	119	3		\$ 4,000.00	ROOTS 20% AT JOINT
EAST RIDGE	A15	A14		217		1	0 - 122	1	122	\$ 12,200.00	<b>BELLY, UNDER WATER</b>
NORTH SHORE	A3	A2		490		13	VARIOUS	1	250	\$ 25,000.00	<b>BELLY 10% TO 50%</b>
NORTH SHORE	A4	A3		271		6	18	3		\$ 4,000.00	ROOTS 10%
							46	3		\$ 4,000.00	HOLE AT LATERAL
NORTH SHORE	A8	A7		302		3	VARIOUS	1	302	\$ 30,200.00	<b>BELLY 5% TO 100%</b>
NORTH SHORE	A9	A8		323		7	47	3		\$ 4,000.00	ROOTS 80% IN LATERAL
NORTH SHORE	A11	A10		179		5	20	3		\$ 4,000.00	ROOTS 80% IN LATERAL
							178	3		\$ 4,000.00	ROOTS 1% NEAR MH
NORTH SHORE	A16	A15		399		9	130 - 150	1	20	\$ 2,000.00	<b>BELLY 60%</b>
							392	3		\$ 4,000.00	HOLE
NORTH SHORE	A17	A16		292		6	19-130	1	111	\$ 11,100.00	<b>BELLY 80%</b>
NORTH SHORE	A18	A17		177		2	49 - 176	1	127	\$ 12,700.00	<b>BELLY 100%</b>
NORTH SHORE	A19	A18		116		2	37 - 45	1	8	\$ 800.00	<b>BELLY 40%</b>
							72 - 81	1	9	\$ 900.00	<b>BELLY 10%</b>
OAK GROVE	N+1	N+2		354		7	314	3		\$ 4,000.00	JOINT OFFSET
BROOKFIELD	GREEN	A18		309+		7	282	3		\$ 4,000.00	ROOTS 1%
GREENRIDGE	17664	HAWKS		423		8	249 - 362	1	113	\$ 11,300.00	<b>BELLY 50%</b>
NORTH SHORE	A23	A22		275		6	3	3		\$ 4,000.00	ROOTS 40%
										\$356,925.00	

1 - reconstruct (lf) 100  
3 - point repair 4000  
4 - mh repair 1000

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[www.ghd.com](http://www.ghd.com)





1000 Broadway  
Suite 320  
Oakland, CA 94607

510.903.6600 Tel  
510.903.6601 Fax  
vaengineering.com

V&A Project No. 17-0284

October 24, 2017

Matt Winkelman P.E.  
Senior Civil Engineer  
GHD  
2235 Mercury Way  
Santa Rosa, CA 95407

**Subject:** Hidden Valley Lake Community Services District: 2017/18 Wet Weather Open Channel Flow Monitoring Services, 4 Sites for 2 Months

Dear Mr. Winkelman,

It is our understanding that GHD is requesting V&A's services to perform flow monitoring at 4 sites for Hidden Valley Lake Community Services District (District) for two months. The purpose of this work is to provide wet weather flow monitoring data with capacity and inflow/infiltration analysis. The following is our detailed scope of work for the subject services.

## Scope of Work

### Task | Description

- 1. Document Review and Equipment Preparation:** V&A will review existing sanitary sewer plans and documentation in preparation for flow monitoring. V&A will provide desktop analysis (GIS, sewer plans, Google Earth, etc.) in order to verify suitability of primary and alternative manholes for installation of a flow meter. V&A will recommend the appropriate metering technology for the flow characteristics and hydraulic conditions. V&A will prepare flow monitoring equipment with associated personnel necessary for installing and removing the flow meters.
- 2. Flow Monitoring:** A V&A crew with a field truck and the necessary confined space, simple traffic control, and flow monitoring equipment will install, calibrate, and remove the flow meters. V&A shall be responsible for installation, calibration, and removal of the equipment for this project. Malfunction of meter operation will be documented and reported as soon as it is observed. V&A shall be prepared to extend or retract the duration of the flow monitoring period as required and directed by GHD and the District. For this project, 4 flow meters and 1 rain gauges will be installed for a period of 2 months.
- 3. Flow Monitoring Deliverable:** Following the flow monitoring activities, V&A will prepare a report documenting the flow monitoring results. V&A shall download and reduce flow monitoring data in 15-minute intervals into Excel format for data analysis and report preparation. The summary report will be in hardcopy and electronic format and will include the following information:
  - A summary of the flow monitoring equipment used
  - Location map with address, pipe size, manhole identifier number, flow channel condition, site schematics and photographs
  - Flow monitoring data with tabular outputs of depth, velocity and flow rate and hydrographs of depth, velocity and flow rates for the flow meter
  - Electronic copy of monitoring data provided in 15-minute time intervals
  - I/I Analysis: Average dry weather flow curves will be determined and rain dependent infiltration and inflow (RDI/I) response will be isolated during wet weather rainfall events. I/I analysis will include developing synthetic I&I hydrographs for each flow monitoring site and applying the synthetic hydrographs to a 10-year, 24-hour design storm.

V&A proposes to complete this work on a lump sum per unit cost basis, shown as follows:

Item	Cost
Flow monitoring at 4 sites for 2 months	\$34,850

If County or City permit fees are required (encroachment permit fees, traffic control plan permits, etc.), the cost of permits will be in addition to the stated costs for the flow monitoring. V&A assumes only simple traffic control set-ups (truck mounted light board and cones) will be required for this project. If complex traffic control set-ups requiring a traffic control contractor are deemed necessary, the costs of the traffic control contractor will be in addition to the stated costs for the flow monitoring.

Terms are Net 60 days. This fee is valid for 90 days from the date of this proposal. The scope of work was developed as a result of our discussion and represents our mutual understanding.

If unforeseen circumstances should arise which indicate that more work or more meters are required, we would provide a written estimate of additional cost. We will not proceed with work beyond the not to exceed figure without a written authorization from your office.

In the event of legislative actions by any level of government that impose any taxes, fees, or costs on V&A's services or other costs in connection with Work hereunder or compensation, such new taxes, fees, or costs shall be invoiced to and paid by the Client as a Reimbursable Expense. Should such taxes, fees, or costs be imposed, they shall be in addition to V&A's estimated total expenses.

We request that you carefully review this proposal to assure that we fully understand the scope of the work. We are prepared to begin work on your project upon receiving written approval, a Notice-to-Proceed, or purchase order.

On behalf of our staff and myself I would like to thank you for the opportunity to be of service to you, GHD and Hidden Valley Lake Community Services District. We look forward to working with you.

Sincerely,

**V&A Consulting Engineers, Inc.**



Oliver Pohl, P.E.  
Project Manager

Accepted: \_\_\_\_\_

GHD

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



**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE  
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

November 30, 2017

Hidden Valley  
**Sent via email to: agordon@hvlcsd.org**

Attn: Alyssa Gordon  
Subj: Temporary Flow Monitoring Equipment  
Ref: Telstar Quote No. 31983

Dear Alyssa:

Telstar is pleased to provide a quote for the above referenced project:

- a. Provide and install temporary flow monitoring equipment to be placed within the five manholes (locations determined by the District). This equipment will include a data logger to survey and record flow monitoring at the sites.
- b. One lot miscellaneous installation materials
- c. One lot travel, on site labor and confined space gear
- d. Telstar understands there are 5 locations and we estimate we can install 2-3 per day.

**Note: This quote is an estimate only. If the District can provide confined space certified personnel to assist with this work, Telstar will provide a savings to the District.**

The price for the rental of the equipment is ..... \$1,075/week/per site  
The daily installation labor rate and rental of confined space equipment is .....\$5,205/day

**Terms and Conditions: For your convenience, we now accept all major credit cards.** We can commence with this at your direction. This quote is valid for thirty days. This quote is based on information provided to Telstar and may or may not be correct or complete. Please review this proposal for compliance with the complete and final specifications and drawings before acceptance. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. Rates quoted herein will automatically be increased for overhead, and cost of living at a minimum of every year, or at contract renewal, which ever is less. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Our standard insurance applies unless otherwise, agreed to in writing by Telstar. We accept no responsibility for consequential damages and our standard warranty applies. Telstar does not warranty OEM equipment, the standard manufacturers warranty applies. Any labor performed by Telstar due to equipment warranty claims, is due and payable as an extra and/or additional charge to the quote noted herein. Please reference the above stated quote number in all correspondence and purchase orders. Unless otherwise noted, this quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by Telstar. Vehicle expense will be in addition to the price quote, unless specifically included within the body of this quote. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls and time and materials rates carry a 4-hour minimum per person, any time over 4 hours is charged as 8 hours. Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to Telstar.

1717 Solano Way, Unit 34 • Concord, CA 94520 • 925-671-2888 • Fax 925-671-9507  
202 South Douty Street • Hanford, CA 93230 • 559-584-7116 • Fax 559-584-8028  
4017 Vista Park Court • Sacramento, CA 95834 • 916-646-1999 • Fax 916-646-1096

We look forward to working on this project. If you have any questions please do not hesitate to contact me at 925-671-2888.

Sincerely,

John Gardiner  
Vice President

10-032-749038

## Quotation Developed Especially for:

Alyssa Gordon  
Hidden Valley Lake Csd  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
Phone: (707) 987-9201

Prepared on 11/8/2017 by:

Larry White  
Cell: 530-379-3380  
390 W Kentucky Ave  
Woodland, CA 95695  
Phone: 530-662-1024  
Fax: 530-662-1030

[www.rainforrent.com](http://www.rainforrent.com)







Rental Quotation

Woodland

www.rainforrent.com

390 W Kentucky Ave
Woodland, CA 95695
Phone: 530-662-1024
Fax: 530-662-1030

Quotation Number: 10-032-749038

Job Description:

Prepared By: Larry White

Rental of 4 Mag Flow Meters for Waste Water/Sewage.

Customer: Hidden Valley Lake Csd

Location:

Customer ID: 26458f
Address: 19400 Hartmann Road
City/State: Hidden Valley Lake, CA 95467
Contact: Alyssa Gordon
Office: (707) 987-9201
Fax:

Hidden Valley Lake, CA..

Rental Sub Total: \$16,045.12

Sub Total: \$16,045.12

Table with 2 columns: Item Description and Amount. Includes Recommended Optional Items - Rental (\$13,347.60), Recommended Optional Items - Sales (\$0.00), Est. Delivery Hauling (\$949.19), Est. Pick-up Hauling (\$949.19), Est. Install Labor (\$127.00), Est. Removal Labor (\$127.00), Est. Services (\$0.00), Est. Air Quality Fee (\$0.00), Est. Rev Air Quality Fee (-\$0.00), Est. Enviro Recovery Fee (\$241.00), Est. Rev Enviro Recovery Fee (-\$0.00).

( Does Not Include Sales Tax )

Grand Total: \$18,438.50

Date Prepared: 11/8/2017

Valid Until: 12/08/2017

Customer

Date

By signing this quotation, customer represents that he/she has read and agreed to both the Statement of Work and Scope of Agreement sections, and is also agreeing to the grand total amount listed above, plus any recommended optional items if checked and initialed.

Rental Protection Plan
I have received and reviewed the Rental Protection Plan Agreement incorporated as the last page of this estimate. By initialing this paragraph, I understand that I am agreeing to enter into and be bound by the terms of the Rental Protection Plan Program Agreement and that I am authorized to enter into this Agreement on behalf of Customer. FOR ALL RENTALS OF EQUIPMENT, EXCEPT THOSE SPECIFICALLY EXCLUDED, YOU MAY EITHER SHOW PROOF OF PROPERTY INSURANCE IN ACCORDANCE WITH INSURANCE REQUIREMENTS AND RENTAL AGREEMENT, OR PURCHASE THE RENTAL PROTECTION. THE PURCHASE OF THE RENTAL PROTECTION PLAN FOR RENTALS OF EQUIPMENT IS NOT MANDATORY AND MAY BE DECLINED IF YOU HAVE PROOF OF ALL RISK PROPERTY INSURANCE AS REQUIRED BY CONTRACT.
Initial here: \_\_\_\_\_



# Rental Quotation

Woodland

www.rainforrent.com

390 W Kentucky Ave  
Woodland, CA 95695  
Phone: 530-662-1024  
Fax: 530-662-1030

Quotation Number: 10-032-749038

\*Rain for Rent Cycle = 28 Days.

This quotation has not been flagged as PREVAILING WAGE.

## Rental Items

Qty	Unit	Duration	Item	Description	Day	Week	*Cycle	Extension
4	Each	2 *Cycle	+638140	Flowmeter Ultrasonic Flexim	\$0.00	\$0.00	\$2,005.64	\$16,045.12

Rental Sub Total: \$16,045.12

Sub Total: \$16,045.12



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OPTIONAL PRODUCTS

Optional Rental Items

Qty	Unit	Duration	Item	Description	Day	Week	*Cycle	Extension
4	Each	2 *Cycle	+638115	Flowmeter Magnetic Skid 8"	\$0.00	\$0.00	\$918.45	\$7,347.60
4	Each	2 *Cycle	BE00018	FLOWMETER 6" MAGNETIC	\$0.00	\$0.00	\$750.00	\$6,000.00

Rental Sub Total: \$13,347.60

Optional Total: \$13,347.60



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## Statement of Work

### **Background:**

### **Scope:**

Rain for Rent will deliver, install, remove and pick up the items requested by customer.

### **References Materials:**

See attached product specification sheet(s).

### **Operating Parameters:**

Rain for Rent has provided this proposal for equipment as requested and without design criteria or requirements.

### **Estimated Duration:**

For the quoted items, Rain for Rent requires a signed quote not less than 5 days prior to delivery.

### **Rain for Rent Responsibilities:**

Rain for Rent will provide labor and equipment necessary to perform one (1) unimpeded delivery, install, removal & return trip per load to site.

### **Customer Responsibilities:**

- Provide all needed unloading, installation, testing, operations and maintenance, removal, cleaning and reloading of provided equipment.
- Ensure that the application of this system does not damage nearby structures or cause negative impacts to the environment either directly or indirectly.
- Provide dedicated equipment with operator and fuel to perform unloading activities. Equipment must be capable of lifting 15,000 lbs.

### **Rain for Rent Exclusions:**

- All design input and services. This system is provided as per customer provided information.
- Compliance with unknown discharge requirements.

### **Additional Information:**



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### Scope of Agreement

If Customer has entered into a Master Service Agreement with Rain for Rent and there is a conflict between the terms and conditions of this Scope of Agreement and the Customer's Master Service Agreement, then the terms and conditions in the Customer's Master Service Agreement signed by Rain for Rent will prevail.

Availability of products and services is subject to change without notice.

The rental period begins the day the equipment is delivered and continues until returned to originating Rain for Rent facility unless agreed to in writing before the rental period begins. A cycle is defined as 4 weeks, which is 28 days. The weekly price is one third of the cycle price, and the daily price is one third of the weekly price. Payment terms are net 30 days from invoice date. Interest at the rate of 18% per year shall be charged on any past due invoice.

A Fuel Surcharge will be calculated and invoiced based on the diesel fuel price as published by the Department of Energy on <http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp>

A 1.5% Environmental Recovery Fee shall apply to all rental charges invoiced pursuant to this Quote/Estimate to help offset direct and indirect costs associated with regulatory compliance, obtaining permits, and obtaining licenses.

Customer is prohibited from deducting retention from Rain for Rent invoices and charging Rain for Rent liquidated damages.

Customer is responsible for flushing and cleaning tanks, roll off boxes, pipelines, pumps, filters and other Rain for Rent equipment prior to return unless specifically agreed to by both parties in writing.

The Terms and Conditions of the Rain For Rent Rental and Acute Hazardous Waste Agreements, Credit Application/Master Rental & Sales Agreement, Invoice and this Quotation (also known as the Rain for Rent Rental/Sale Estimate as may be referenced in any Master Service Agreement, Blanket Purchase Order, or any other contractual document executed between the parties) contain the complete and final agreement between Rain For Rent and Customer and no other agreement in any way modifying or adding to any of said Terms and Conditions will be binding upon Rain For Rent unless made in writing and signed by a Rain For Rent Corporate Officer.

The Customer cannot alter the equipment without Rain for Rent's prior written approval. Customer is responsible for equipment, repairs, maintenance and damage, excluding normal wear and tear or damage caused by Rain for Rent. All returned equipment is subject to inspection by Rain for Rent personnel. Damages and accrued rent will be invoiced to Customer while equipment is out of service for repairs. The Customer is responsible for damage caused by reactive, corrosive or abrasive material; including, but not limited to sand, sodium hydroxide, chlorine, and acids. Customer must notify Rain for Rent immediately of any spill so that any necessary repairs to the system can be made and to minimize service interruption. The Customer assumes all risks of loss due to operation and use of the equipment. Customer will provide "all risk" property insurance for rented equipment.

Customer shall pay Rain For Rent additional expenses caused by unforeseen or changing conditions, including, but not limited to, soil, underground conditions, rock formations, environmental conditions, weather events, regulations or restrictions, hard pan, boulders, cesspools, gas lines, water lines, drain pipes, underground electrical conduits or other above ground or underground obstructions.

All equipment rented or used products sold are provided "AS IS, WHERE IS" in their present condition. Rain for Rent makes no warranties, expressed or implied of any kind whatsoever with respect to the equipment or products. Customer agrees that customer is renting equipment or purchasing used products based on their judgment and evaluation, without reliance upon any statements of representations by Rain for Rent, and that Rain for Rent is not responsible for any defects in their operation or for any repairs, parts or services, unless otherwise noted.

All new products sold are provided without warranty beyond the terms of such warranty offered by the manufacturer, if any. Customer must comply with all original manufacturer's terms and conditions for any warranty claims that may arise. Neither Rain for Rent nor the manufacturer warrants the product if it has failed due to corrosion, misuse or damage; (2) it has been altered, repaired or modified in any way that would adversely affect its operation; or (3) it was installed or operated other than in accordance with manufacturer's operating instructions. Products supplied by Rain for Rent are warranted to be free from any defect in workmanship and material under conditions of normal use and service. Rain for Rent's obligation under this warranty is limited to replacing or repairing at the designated manufacturer's or Rain for Rent facility any part or parts returned to it with transportation charges prepaid, which Rain for Rent determines in its sole discretion to be defective.

This Quotation excludes any additional costs to Rain for Rent associated with Owner Controlled Insurance (OCIP) or WRAP insurance programs that will be added to Rain For Rent's prices.

De-watering, Roll-off, Vacuum boxes and similar equipment are not liquid tight. Rentee accepts full responsibility for all losses, damages and costs caused by or arising out of spills, leakage or discharge from this equipment. Rain for Rent will not be held liable for any structural or soils subsidence.

This Quotation is valid for 30 days and is subject to credit approval.

## RENTAL PROTECTION PLAN PROGRAM AGREEMENT

**If you elect to maintain All Risk Property Insurance coverage, and the certificate of insurance You provide to Rain for Rent to evidence Your insurance coverage expires or is cancelled for any reason, You agree Rain for Rent may charge RPP for Your rentals until such time as You provide an acceptable and valid certificate of insurance to Rain for Rent.**

This Rental Protection Plan Program Agreement (this "RPP Agreement") is entered into between the undersigned Rentor and Rentee in relation to the Master Rental and Sales Agreement (MRSA) between Rentor and Rentee. If Rentee has checked or initialed, as applicable, the Rental Protection Plan Program (the "RPP Program") box on the quote, then Rentee has opted-in to the RPP Program and this RPP Agreement shall supplement the MSRA whether or not executed by Rentee. Rentee understands and agrees that the RPP Program is not insurance and that the RPP Program provides only limited coverage, as described below.

1. Cost; Deductible; Maximum Coverage; Rentee shall pay a fee equal to 14 percent (14%) of the rental charge for each covered item, which fee shall be listed on each invoice during which period Rentee has opted to participate in the RPP Program. In the event of a Covered Occurrence, as defined below, Rentee shall further be responsible for the lesser of \$500 or 10 percent (10%) of the total loss, as a deductible. The maximum coverage available under the RPP Program is \$150,000 per Covered Occurrence, whether or not there is more than one piece of equipment involved in the occurrence.

2. Coverage; The RPP Program provides coverage only for losses involving Covered Equipment, as defined below, in the following instances: fire that was not caused by Rentee's gross negligence or willful misconduct; theft for which a police report was filed, and that occurred despite Rentee's reasonable precautions to protect and secure the covered equipment; and vandalism for which a police report was filed (individually, "Covered Occurrence," and collectively, "Covered Occurrence"). The RPP Program provides coverage only for the following types of equipment: pumps, tanks, generators, light towers, filtration, boxes, heaters, pipe, and fittings ("Covered Equipment"). Coverage does not extend to any equipment not owned by Rentor such as re-rented equipment.

3. Exclusions; The RPP program does not cover any equipment or event of loss that is not specifically described in Section 2. Without limiting the foregoing, the RPP Program does not provide coverage for the following: misuse of equipment; willful abuse of equipment; failure to maintain equipment; failure to secure items from theft (including but not limited to failing to store items in a fenced, locked area or failing to maintain personnel on site); damage or theft while in transit to or from a jobsite; corrosion from any source; any damage caused by named storm events; any instance that occurs while the account is not in good standing, such as a default as defined in the MRSA or upon written notice of non-payment; and any occurrence not reported to Rentor within 24 hours after the occurrence. The RPP program does not provide coverage for: spillguards, hoses, electronic equipment (controls, instrumentation, and wiring), sprinklers, wheel wash systems, Freezesentry items, tires, or electric submersible pumps.

4. Claims; All claims must be submitted within 24 hours of the Covered Occurrence. Rentor's mechanic will inspect the equipment following any claim. The mechanic's findings as to the cause of the damage and cost of repair will be final. In the event of a theft or vandalism, Rentee must also provide supporting evidence that the site was secured at the time of loss.



# QUOTATION Teledyne ISCO

<b>Quote To</b>		<b>Please Issue PO To</b>		<b>Quote #</b>	CCIQ18992
Hidden Valley Lake Community Serv.		<b>Teledyne Instruments, Inc.</b>		<b>Date</b>	2017.11.13
Alyssa Gordon		<b>dba Teledyne ISCO</b>		<b>Valid</b>	30 Days
19400 Hartmann Road		PO Box 82531		<b>Delivery</b>	See notes
Hidden Valley CA 95467		Lincoln, NE 68501		<b>Terms</b>	NET 30 OAC
<b>Project</b>		T (415) 808-AHOY F (415) 808-2470		<b>Shipping</b>	Pre-Paid & Added
Flowmeter lease for 3 months		AHOY@ClipperControls.com		<b>FOB</b>	Factory
				<b>Rep</b>	Marty Hyland

Item	Qty	Description	Unit Price	Ext Price
1	32	2150 Flow Module with 2191 Battery Module - LEASE 4 flowmeter sets for 8 weeks Part Number: 682050002 LEASE Manufacturer: Teledyne ISCO Includes A/V Sensor and 25' sensor cable. . Requires Flowlink software and computer connect cable Rate per week is based on lease duration of 8 to 11 weeks and varies with other durations. (\$900/month for 3 month period)	\$248.00	\$7,936.00
2	32	Spring Ring for 6 inch diameter pipe LEASE Part Number: 683200007 LEASE 4 rings for 8 weeks Manufacturer: Teledyne ISCO price/week for 8-11 week period (\$18/month for 3 month period) Note: Rings are also available for 8", 10", 12" & 15" pipes at same price per week or month. Larger pipes require scissors rings.	\$5.00	\$160.00
3	8	USB Communication Cable, LEASE 1 cable for 8 weeks Part Number: 602004507 Manufacturer: Teledyne ISCO Connects 2100 Series Module top connector to PC with USB connector. 10 ft. (3 m) long price/week for 8-11 week period (\$47/month for 3 month period)	\$13.00	\$104.00
4	8	Flowlink 5.1 Software Lease, two user licenses for lease customers. 1 cable for 8 weeks Part Number: 682540203 Used to set up modules, retrieve measurement data, manage the sites and analyze the data. Price/week based on lease period 8-11 weeks (\$374/month for 3 month period)	\$103.00	\$824.00

Item	Qty	Description	Unit Price	Ext Price
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NOTES:

1. Four flowmeters being considered for 8 week (2 month) period for temporary flow measurement in manholes.
2. Rates per week or per month vary for period length.
3. Spring rings for 6" pipes are quoted as an example. Advise size(s) and quantities required.
4. Quoted rings require entry into manhole for installation. Also available are street level mounting rings and an installation tool which allows the installation of the sensor and ring from outside the manhole.
5. Subject to equipment in stock not out for other leases. Advise when use is anticipated.

<b>Total</b>	<b>\$9,024.00</b>
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**Quotation Notes (unless specified otherwise above)**

1. Sales Tax is not included unless specifically listed.
2. Shipping Charges are not included unless expressly stated otherwise.
3. Prices are applicable only to quantities shown.
4. Teledyne terms & conditions of sale apply.  
[http://isco.com/orderinfo/Teledyne Isco Terms and Conditions of Sale.pdf](http://isco.com/orderinfo/Teledyne%20Isco%20Terms%20and%20Conditions%20of%20Sale.pdf)
5. Fees charged for cancelled or returned orders.
6. Sale is subject to compliance with US Export Control laws

Thank you for this opportunity, and we look forward to supplying you with these quality products.

***Dan Bosque***

*Sales Engineer*

Clipper Controls Inc.  
1700 Montgomery St Ste 101  
San Francisco CA 94111  
T (415) 808-AHOY