



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: Tuesday July 18, 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
 - A. Sam Garcia-Wastewater Operator II
 - B. Stephan Amos-OIT Certificate
- 6) PRESENTATIONS
 - A. Access Road Update-Lake County to make repairs
- 7) CONSENT CALENDAR
 - (A) MINUTES: Approval of the Special Meeting minutes for May 25, 2017
 - (B) MINUTES: Approval of the Special Meeting minutes for June 13, 2017
 - (C) MINUTES: Approval of the Board of Directors Regular Board Meeting minutes for June 20, 2017
 - (D) DISBURSEMENTS: Check # 34630 - # 34710 including drafts and payroll for a total of \$176,266.72
- 8) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
 - Personnel Committee
 - Finance Committee
 - Emergency Preparedness 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 and approve the General Manager entering into an agreement with Civic Spark, Water Action Fellowship.
- 12) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager entering into an agreement with RGS for Financial Consulting Services (CPA.)
- 13) DISCUSSION AND POSSIBLE ACTION: At the direction of the Board, discuss and approve Resolution 2017-08 A Resolution Establishing Health Benefit Contribution for The Hidden Valley Lake Community Services District's Board of Directors.
- 14) DISCUSSION AND POSSIBLE ACTION: Discuss and approve Resolution 2017-09 A Resolution of The Board of Directors of The Hidden Valley Lake Community Services District Adopting A Policy To Annually Establish Sewer Consumption Values Pursuant To Government Code Section 54984.209
- 15) DISCUSSION AND POSSIBLE ACTION: Discuss and approve Resolution 2017-10 A Resolution of The Hidden Valley Lake Community Services District Board of Directors Adopting A Policy Regarding Residential Sewer Rate Adjustment For Leaks During The Months of December – March and rescinding Resolution 2015-24
- 16) PUBLIC COMMENT
- 17) BOARD MEMBER COMMENT
- 18) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings

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

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 SPECIAL MEETING MINUTES
MEETING DATE: May 25, 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 Jim Freeman
Director Linda Herndon
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant

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 Graham the Board unanimously approved the agenda.

DISCUSSION AND POSSIBLE ACTION: Discuss and accept Coastland's Engineering Report (Presented at the April 2017 Board meeting by John Griffin): Meter moratorium and Cr6.

Director Mirbegian moved and second by Director Herndon to accept Coastland's Engineering Report: Meter moratorium and Cr6, the Board unanimously accepted Coastland's Engineering Report (Presented at the April 2017 Board meeting by John Griffin): Meter moratorium and Cr6.

DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager's authority to enter into a contract with Coastland Engineering to assist with the support proposal, required engineering estimates and reports for FEMA reimbursement and Hazardous Mitigation request, not to exceed \$14,935.00. Funding for this contract will be included in our FEMA/CalOES request for reimbursement.

Director Herndon moved and second by Director Freeman to approve the General Manager's authority to enter into a contract with Coastland Engineering to assist with the support proposal, required engineering estimates and reports for FEMA reimbursement and Hazardous Mitigation request, not to exceed \$14,935.00. The Board unanimously approved the General Manager's authority to enter into a contract with Coastland Engineering to assist with the support proposal, required engineering estimates and reports for FEMA reimbursement and Hazardous Mitigation request, not to exceed \$14,935.00. Funding for this contract will be included in our FEMA/CalOES request for reimbursement.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: June 20, 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	Kirk Cloyd, General Manager
Director Carolyn Graham, Vice President	Penny Cuadras, Administrative Assistant
Director Linda Herndon	
Director Judy Mirbegian	
Director Jim Freeman	

CALL TO ORDER

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

APPROVAL OF AGENDA

Director Mirbegian moved to approve the June 20, 2017 Regular Board Meeting Agenda second by Director Herndon . The Board unanimously approved the June 20, 2017 Regular Board Meeting Agenda.

EMPLOYEE RECOGNITION

- (A) Trish Wilkinson was recognized for dedication and service to the District
- (B) Dennis White was recognized for 15 Years of service and dedication to the District
- (C) Harley Sells was recognized for his quick response and assistance to the Fire Department and HVLA Security during a recent fire in the community.

PRESENTATIONS

- (A) RMP summary and visuals were presented by Alyssa Gordon. All comments and inquiries were addressed by staff.

CONSENT CALENDAR

Director Mirbegian moved to approve the Consent Calendar, with exception of the May 25, 2017 Special Meeting minutes, for Regular Board Meeting June 20, 2017, second by Director Graham the Board unanimously approved the following Consent Calendar items:

- (A) MINUTES: Approval of Board of Directors Special Meeting minutes for May 8, 2017.
- (B) MINUTES: Approval of Board of Directors Regular Board Meeting minutes for May 16, 2017.
- (C) MINUTES: Approval of Finance Committee Meeting minutes for May 19, 2017.
- (D) MINUTES: Approval of Personnel Committee Meeting minutes for May 22, 2017.

- (E) MINUTES: Special Meeting Minutes for May 25, 2017 was moved to the July Consent Calendar.
- (F) MINUTES: Approval of Finance Committee Meeting minutes for June 2, 2017.
- (G) DISBURSEMENTS: Check #34561 - # 34629 including drafts and payroll for a total of \$213,137.06.

BOARD COMMITTEE REPORTS

Personnel Committee: Meeting held Monday, May 22, 2017. Director Herndon presented the committee recommendations to approve the CPS HR Agreement.

OIT and Utility Worker positions were discussed. Updates and Job Descriptions to be presented to the Personnel Committee for review.

Results of the Salary Survey will be reviewed by the board and necessary adjustments in salary ranges will be made; automatically lifting the Salary Range Freeze as documented and approved by motion on December 15, 2015.

Finance Committee: Meeting held May 19, 2017 and June 2, 2017 finalizing the FY 2017-18 Budget. Director Mirbegan request staff to continue to move forward in a timely matter to hire a CPA Consultant as support to the Bookkeeper.

Emergency Preparedness Program Committee: No meeting was held

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegan provided a report on her attendance of the recent ACWA event.

ACWA Region 1 Tour 2017 will be held on August 4, 2017” Marin Municipal Water District Mount Tam Watershed Tour “

ACWA State Legislative Committee: Alyssa Gordon reported on her attendance of the ACWA Legislative Days Event.

Next meeting scheduled for June 30th, 2017

County OES:. Lake County Water Masters OES meet monthly in Lakeport in an effort to plan for future emergent situations related to the local Water agencies. County OES has dissolved, following detailed discussion, it was recommended by staff and approved by President Lieberman to remove this item from the agenda outline until such time that the County resumes the meetings.

STAFF REPORTS

Financial Report: No Questions

Administration/Customer Service Report: No Questions

Field Operations Report: Field Operators have been very busy making repairs as noted by Director Mirbegan.

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

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the General Manager's authority to execute an Agreement for Service with NBS for water, sewer and recycled water rate study not to exceed \$55,000.00. Funding to be split at a rate of 33% from the water enterprise and 67% from the sewer/recycled enterprise account.

Staff recommend this item be tabled for the July Meeting.

DISCUSSION AND POSSIBLE ACTION:

Discuss the Water Energy Efficiency and Capital Reinvestment Program sponsored by Schneider Electric and authorize the General Manager to enter into an agreement to proceed.

Roll Call vote:

AYES: (3) Directors Lieberman, Herndon, Freeman

NAYS: (2) Directors Graham and Mirbegan

ABSTAIN: (0)

ABSENT: (0)

Following a detailed discussion from Staff, Board and members of the public, Motion was passed with a 3 to 2 Roll Call vote to approve the Water Energy Efficiency and Capital Reinvestment Program sponsored by Schneider Electric with amendment to the agreement to reflect only AMI Project to move forward at this time.

Staff directed to confirm rolling Civic Spark Intern funding into the contract.

DISCUSSION AND POSSIBLE ACTION:

Adoption of FY 2017-2018 Budget and Investment Policy.

- a. Public hearing to receive comment on proposed FY 2017-2018 Budget.

Director Lieberman opened the hearing at 9:25 PM for public comment.

Public comments and questions were addressed.

The hearing was closed at 9:27 PM.

- b. Adoption of Resolution 2017-06 A Resolution Fixing and Approving Budget for Fiscal Year 2017-2018 – Approval of FY 2017-2018 Budget.

Due to the 10% increase in Health Benefits beginning January 2018, the Finance Committee proposed that the Directors consider paying for the 10% increase in Directors health benefits. An annual savings of \$7344.00.

Director Lieberman asked this be brought back to the July meeting as an agenda item with a resolution.

The Board reached consensus on not losing sight of future Director health insurance options.

A motion was made by Director Mirbegian and seconded by Director Herndon to adopt Resolution 2017-06 to approve the FY 2017-2018 Budget.

Roll call vote:

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

NAYS:(0)

ABSTAIN:(0)

ABSENT: (0)

Motion was passed by unanimous vote to approve and adopt Resolution 2017-07 to approve the FY 2017-2018 Budget.

c. Adoption of Resolution 2017-07 – Approval of Investment Policy for FY 2017-2018.

A motion was made by Director Mirbegian seconded by Director Graham, to adopt Resolution 2017-07 Approval of the Investment Policy for FY 2017-2018.

Roll call vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion was passed by unanimous vote to approve and adopt Resolution 2017-07 Approval of the Investment Policy for FY 2017-2018.

DISCUSSION AND POSSIBLE ACTION:
Discuss the Smith & Newell 2015-16 audit findings.

Findings were discussed in detail by Director Mirbegian all comment and questions were addressed. Operating Procedures are being developed and put into place while steps are being taken to provide support to the Full-Charge Bookkeeper through a CPA Consultant.

DISCUSSION AND POSSIBLE ACTION:
Discuss and approve the General Manager's authority to enter into an agreement with Civic Spark, Water Action Fellowship.

Director Mirbegian moved to approve the General Manager entering into an agreement with Civic Spark, Water Action Fellowship and second by Director Herndon, with additional discussion it was recommended by Director Herndon to table this item for further review and brought back to the July meeting.

DISCUSSION AND POSSIBLE ACTION:

Update and discuss the RWRf access road repairs. Quotes received for repair to date are \$110,000.00 and \$154,000.00. Staff is currently working with the neighbor that allowed damage to the roadway through their easement.

Proposal currently under review by Mr. Indebro. (*Update, Lake County has agreed to make the repairs.*)

DISCUSSION AND POSSIBLE ACTION:

Discuss Board Effectiveness and Self-Evaluation; Board members of the HVL Community Services District work hard to set and achieve the goals of the District. Board Members are well-trained by the CSDA Leadership Academy concerning the importance of Board effectiveness and self-assessment. To ensure that those efforts are successful, it is important that the Board take time to review their performance to gauge their effectiveness. With that in mind, it is proposed that a Board workshop be scheduled within the first quarter of the FY 2017-2018 following the guidelines suggested by the CSDA for self-assessment and evaluation.

Board Workshop to be scheduled for late August or September.

PUBLIC COMMENT

Member of the public expressed appreciation of staff for going above and beyond for the customers of the community.

Mark with Schneider Electric discussed ability for the auto shut-off on the meters to prevent water theft.

Staff expressed the importance of the field staff to the District and the Community. "The value of morale can only be quantified as Intellectual Capital" and the benefits of moving forward with the AMI project for the Community, the District and staff.

BOARD MEMBER COMMENT

There was no Board comment.

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	110.63
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,512.45
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	330.00
01-1122	PARKSON CORPORATION			N		FUND TOTAL FOR VENDOR	4,525.68
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	213.09
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	178.84
01-1621	POWER INDUSTRIES, INC			N		FUND TOTAL FOR VENDOR	189.37
01-1630	LAKE COUNTY ELECTRIC SUPP			N		FUND TOTAL FOR VENDOR	32.71
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,737.00
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,991.62
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	466.89
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	494.37
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	5,309.43
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	756.12
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	195.00
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	58.52
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2595	DELL MARKETING			N		FUND TOTAL FOR VENDOR	506.10
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	463.73
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.15
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	716.84
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	275.00
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	512.50
01-2705	CRANE & EQUIPMENT REGULAT			N		FUND TOTAL FOR VENDOR	700.00
01-2736	SIERRA CHEMICAL CO.			N		FUND TOTAL FOR VENDOR	744.09
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	1.62
01-2751	GRAPHIC FX, INC.			N		FUND TOTAL FOR VENDOR	820.51

VENDOR SET: 01 Hidden Valley Lake

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
01-2765	COUNTY OF LAKE HEALTH SER			N		FUND TOTAL FOR VENDOR	78.13
01-2788	GHD			N		FUND TOTAL FOR VENDOR	8,236.75
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	471.79
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,945.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	3,701.25
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	937.50
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	71.53
01-2850	STATE WATER RESOURCES CON			N		FUND TOTAL FOR VENDOR	470.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	418.35
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	303.75
01-2880	BENNETT SOLUTIONS			N		FUND TOTAL FOR VENDOR	55.34
01-2882	KIRK CLOYD			N		FUND TOTAL FOR VENDOR	42.26
01-2885	RGW GROUNDSKEEPING, LLC			N		FUND TOTAL FOR VENDOR	1,849.50
01-2911	CONSUMERINFO.COM			N		FUND TOTAL FOR VENDOR	42.46
01-8	AT&T			N		FUND TOTAL FOR VENDOR	347.19
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	4,088.18
*** FUND TOTALS ***							61,254.74

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	1,001.73
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	999.09
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	213.09
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	178.83
01-1630	LAKE COUNTY ELECTRIC SUPP			N		FUND TOTAL FOR VENDOR	32.70
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	440.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,737.00
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,531.03
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	532.59
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	494.35
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	3,866.53
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	756.11
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	195.00
01-2532	WIPF CONSTRUCTION			N		FUND TOTAL FOR VENDOR	880.00
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	48.67
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	7.93
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2595	DELL MARKETING			N		FUND TOTAL FOR VENDOR	506.09
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	463.72
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.14
01-2663	ELLISON, SCHNEIDER & HARR			N		FUND TOTAL FOR VENDOR	3,594.50
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	716.78
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	275.00
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	512.50
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	1.61
01-2751	GRAPHIC FX, INC.			N		FUND TOTAL FOR VENDOR	820.50
01-2765	COUNTY OF LAKE HEALTH SER			N		FUND TOTAL FOR VENDOR	78.13

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	65.00
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	1,279.71
01-2819	SWRCB - DWOCP			N		FUND TOTAL FOR VENDOR	60.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,170.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	3,701.28
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,012.50
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	2,532.83
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	71.52
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	418.34
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	303.75
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	30.00
01-2880	BENNETT SOLUTIONS			N		FUND TOTAL FOR VENDOR	55.34
01-2882	KIRK CLOYD			N		FUND TOTAL FOR VENDOR	259.70
01-2885	RGW GROUNDSKEEPING, LLC			N		FUND TOTAL FOR VENDOR	1,849.50
01-2892	PENNY CUADRAS			N		FUND TOTAL FOR VENDOR	196.09
01-2911	CONSUMERINFO.COM			N		FUND TOTAL FOR VENDOR	42.46
01-8	AT&T			N		FUND TOTAL FOR VENDOR	347.19
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	19,798.66
*** FUND TOTALS ***							66,430.99
*** REPORT TOTALS ***			127,685.73				127,685.73

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER ACCOUNT NAME AMOUNT

VENDOR SET: 01 Hidden Valley Lake

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	11.06
120 2090	PERS PAYABLE	2,411.17
120 2091	FIT PAYABLE	3,978.86
120 2092	CIT PAYABLE	1,198.11
120 2093	SOCIAL SECURITY PAYABLE	8.99
120 2094	MEDICARE PAYABLE	497.34
120 2095	S D I PAYABLE	308.68
120 2099	DEFERRED COMP - 457 PLAN	937.50
120 5-00-5025	RETIREE HEALTH BENEFITS	1,649.50
120 5-00-5060	GASOLINE, OIL & FUEL	434.57
120 5-00-5061	VEHICLE MAINT	1.62
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	42.46
120 5-00-5092	POSTAGE & SHIPPING	498.40
120 5-00-5121	LEGAL SERVICES	303.75
120 5-00-5122	ENGINEERING SERVICES	8,236.75
120 5-00-5130	PRINTING & PUBLICATION	257.72
120 5-00-5145	EQUIPMENT RENTAL	193.15
120 5-00-5148	OPERATING SUPPLIES	1,321.61
120 5-00-5150	REPAIR & REPLACE	5,816.46
120 5-00-5155	MAINT BLDG & GROUNDS	2,163.67
120 5-00-5156	CUSTODIAL SERVICES	787.50
120 5-00-5191	TELEPHONE	1,024.01
120 5-00-5192	ELECTRICITY	4,088.18
120 5-00-5193	OTHER UTILITIES	178.84
120 5-00-5194	IT SERVICES	602.60
120 5-00-5195	ENV/MONITORING	2,945.00
120 5-00-5311	EQUIPMENT - OFFICE	407.55
120 5-10-5010	SALARIES & WAGES	343.46
120 5-10-5020	EMPLOYEE BENEFITS	5,457.20
120 5-10-5021	RETIREMENT BENEFITS	3,966.82
120 5-10-5090	OFFICE SUPPLIES	287.03
120 5-10-5170	TRAVEL MILEAGE	287.51
120 5-10-5175	EDUCATION / SEMINARS	110.00
120 5-30-5010	SALARIES & WAGES	151.87
120 5-30-5020	EMPLOYEE BENEFITS	3,911.90
120 5-30-5021	RETIREMENT BENEFITS	2,673.04
120 5-30-5063	CERTIFICATIONS	470.00
120 5-30-5090	OFFICE SUPPLIES	77.60
120 5-30-5175	EDUCATION / SEMINARS	136.50
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
	** FUND TOTAL **	61,254.74
130 1052	ACCTS REC WATER USE	901.73
130 2088	SURVIVOR BENEFITS - PERS	10.33
130 2090	PERS PAYABLE	1,772.73

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 2091	FIT PAYABLE	2,757.53
130 2092	CIT PAYABLE	758.91
130 2093	SOCIAL SECURITY PAYABLE	9.61
130 2094	MEDICARE PAYABLE	377.19
130 2095	S D I PAYABLE	234.14
130 2099	DEFERRED COMP - PLAN 457 PAYAB	1,012.50
130 5-00-5025	RETIREE HEALTH BENEFITS	1,649.50
130 5-00-5060	GASOLINE, OIL & FUEL	434.55
130 5-00-5061	VEHICLE MAINT	9.54
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	42.46
130 5-00-5092	POSTAGE & SHIPPING	498.40
130 5-00-5121	LEGAL SERVICES	303.75
130 5-00-5122	ENGINEERING SERVICES	2,532.83
130 5-00-5124	WATER RIGHTS	4,034.50
130 5-00-5130	PRINTING & PUBLICATION	257.71
130 5-00-5145	EQUIPMENT RENTAL	193.14
130 5-00-5148	OPERATING SUPPLIES	532.59
130 5-00-5150	REPAIR & REPLACE	960.74
130 5-00-5155	MAINT BLDG & GROUNDS	2,144.50
130 5-00-5156	CUSTODIAL SERVICES	787.50
130 5-00-5191	TELEPHONE	1,024.00
130 5-00-5192	ELECTRICITY	19,798.66
130 5-00-5193	OTHER UTILITIES	178.83
130 5-00-5194	IT SERVICES	632.59
130 5-00-5195	ENV/MONITORING	1,170.00
130 5-00-5311	EQUIPMENT - OFFICE	407.54
130 5-00-5505	WATER CONSERVATION	1,082.95
130 5-10-5010	SALARIES & WAGES	177.01
130 5-10-5020	EMPLOYEE BENEFITS	5,457.19
130 5-10-5021	RETIREMENT BENEFITS	2,843.69
130 5-10-5090	OFFICE SUPPLIES	286.99
130 5-10-5170	TRAVEL MILEAGE	483.56
130 5-10-5175	EDUCATION / SEMINARS	110.00
130 5-30-5010	SALARIES & WAGES	197.84
130 5-30-5020	EMPLOYEE BENEFITS	3,911.89
130 5-30-5021	RETIREMENT BENEFITS	2,992.46
130 5-30-5063	CERTIFICATIONS	125.00
130 5-30-5090	OFFICE SUPPLIES	77.59
130 5-30-5175	EDUCATION / SEMINARS	136.50
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
130 5-40-5170	TRAVEL MILEAGE	42.43
	** FUND TOTAL **	66,430.99

** TOTAL **

127,685.73

NO ERRORS

SELECTION CRITERIA

VENDOR SET: 01 Hidden Valley Lake
VENDOR: ALL
BANK: POOL - CASH - POOLED
VENDOR CLASS(ES): ALL CLASSES

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 6/01/2017 THRU 6/30/2017	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

REPORT SEQUENCE: FUND
G/L EXPENSE DISTRIBUTION: YES
CHECK RANGE: 000000 THRU 999999

ACWA State Legislative Committee (SLC) 6/30/17

A few standing items were discussed:

1. SB623 – Safe Drinking Water. The bill has had four amendments over the Legislative year. Discussions revolved around tax on water, and funding from Agriculture.
2. AB401 – Water Service Affordability – Feasibility, financial stability, and structure.
3. SCA4 – Amendment to the Constitution of the State, adding Water Conservation.
4. Long-term Conservation Legislation - Executive Order B-37-16 “Making Conservation a California Way of Life” needs an action plan. SLC staff has offered edits to multiple sections of the Water Code in the Administration Draft Language document titled RN 17 12268. The Committee reviewed, and received clarifications on a few items, and voted to “Support if Amended”. Senate Natural Resources and Water Committee is scheduled to meet on 7/11 to consider the language offered in RN 17 12268.

Little Hoover Commission – Reserve study of Special Districts is expected to be completed by August.

120-SEWER ENTERPRISE FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,066,000.00	80,551.46	1,070,448.59 (4,448.59)	100.42
TOTAL REVENUES	<u>1,066,000.00</u>	<u>80,551.46</u>	<u>1,070,448.59 (</u>	<u>4,448.59)</u>	<u>100.42</u>
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	409,227.00	46,753.89	599,262.68 (190,035.68)	146.44
ADMINISTRATION	345,801.26	35,631.74	390,766.01 (44,964.75)	113.00
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	357,298.00	19,041.78	228,207.99	129,090.01	63.87
DIRECTORS	50,035.00	3,221.76	41,051.68	8,983.32	82.05
TOTAL EXPENDITURES	<u>1,162,361.26</u>	<u>104,649.17</u>	<u>1,259,288.36 (</u>	<u>96,927.10)</u>	<u>108.34</u>
REVENUES OVER/(UNDER) EXPENDITURES	(96,361.26)	(24,097.71)	(188,839.77)	92,478.51	195.97

120-SEWER ENTERPRISE FUND
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	300.00	200.00	60.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 Lien Recording Fee	0.00	0.00	13.12 (13.12)	0.00
120-4045 AVAILABILITY FEES	7,000.00	2,890.80	7,111.75 (111.75)	101.60
120-4050 SALES OF RECLAIMED WATER	90,000.00 (2,149.94)	71,671.47	18,328.53	79.63
120-4111 COMM SEWER USE	29,900.00	0.00	26,915.68	2,984.32	90.02
120-4112 GOV'T SEWER USE	550.00	0.00	584.32 (34.32)	106.24
120-4116 SEWER USE CHARGES	936,850.00	79,802.70	957,880.36 (21,030.36)	102.24
120-4210 LATE FEE	0.00	0.00	451.41 (451.41)	0.00
120-4300 MISC INCOME	1,000.00	4.25	5,047.74 (4,047.74)	504.77
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	200.00	3.65	472.74 (272.74)	236.37
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,066,000.00	80,551.46	1,070,448.59 (4,448.59)	100.42
	=====	=====	=====	=====	=====

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	12,200.00	0.00	10,540.47	1,659.53	86.40
120-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	824.75	12,214.72	1,723.28	87.64
120-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	54.83	4,745.17	1.14
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	434.57	6,688.93	3,311.07	66.89
120-5-00-5061 VEHICLE MAINT	7,500.00	224.56	9,146.83 (1,646.83)	121.96
120-5-00-5062 TAXES & LIC	650.00	0.00	404.46	245.54	62.22
120-5-00-5074 INSURANCE	14,000.00	0.00	17,131.27 (3,131.27)	122.37
120-5-00-5075 BANK FEES	11,000.00	1,089.10	13,995.37 (2,995.37)	127.23
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,300.00	42.46	4,936.70 (636.70)	114.81
120-5-00-5092 POSTAGE & SHIPPING	5,350.00	1,013.64	5,695.39 (345.39)	106.46
120-5-00-5110 CONTRACTUAL SERVICES	0.00 (3,569.03)	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	10,000.00	528.75	3,127.50	6,872.50	31.28
120-5-00-5122 ENGINEERING SERVICES	26,400.00	13,097.25	40,915.69 (14,515.69)	154.98
120-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	0.00	2,736.00 (1,236.00)	182.40
120-5-00-5126 AUDIT SERVICES	7,200.00	0.00	8,628.63 (1,428.63)	119.84
120-5-00-5130 PRINTING & PUBLICATION	7,750.00	2,167.30	5,097.26	2,652.74	65.77
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	6,700.00	692.33	2,797.43	3,902.57	41.75
120-5-00-5148 OPERATING SUPPLIES	12,300.00	2,993.00	20,492.81 (8,192.81)	166.61
120-5-00-5150 REPAIR & REPLACE	101,839.00	10,679.36	261,045.53 (159,206.53)	256.33
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	2,263.67	9,892.62 (1,892.62)	123.66
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	3,006.00	10,682.25 (1,082.25)	111.27
120-5-00-5157 SECURITY	500.00	0.00	772.50 (272.50)	154.50
120-5-00-5160 SLUDGE DISPOSAL	19,000.00	0.00	36,463.18 (17,463.18)	191.91
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	7,300.00	1,024.01	9,866.47 (2,566.47)	135.16
120-5-00-5192 ELECTRICITY	19,000.00	4,088.18	37,866.30 (18,866.30)	199.30
120-5-00-5193 OTHER UTILITIES	2,600.00	357.68	2,180.98	419.02	83.88
120-5-00-5194 IT SERVICES	21,800.00	1,968.76	22,041.78 (241.78)	101.11
120-5-00-5195 ENV/MONITORING	34,000.00	3,420.00	32,953.00	1,047.00	96.92
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	0.00	1,924.00 (324.00)	120.25
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	407.55	407.55	892.45	31.35
120-5-00-5312 TOOLS - FIELD	1,000.00	0.00	411.77	588.23	41.18
120-5-00-5315 SAFETY EQUIPMENT	1,900.00	0.00	8,095.22 (6,195.22)	426.06
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	200.00	0.00	57.50	142.50	28.75
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	22,000.00	0.00	0.00	22,000.00	0.00
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00 (2.26)	2.26	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2017

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	409,227.00	46,753.89	599,262.68 (190,035.68)	146.44

120-SEWER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	225,718.00	23,706.07	262,524.99 (36,806.99)	116.31
120-5-10-5020 EMPLOYEE BENEFITS	71,847.00	5,780.26	74,011.44 (2,164.44)	103.01
120-5-10-5021 RETIREMENT BENEFITS	39,384.26	5,114.99	46,109.44 (6,725.18)	117.08
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
120-5-10-5090 OFFICE SUPPLIES	3,440.00	561.38	3,684.50 (244.50)	107.11
120-5-10-5170 TRAVEL MILEAGE	1,112.00	359.04	1,267.72 (155.72)	114.00
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	110.00	2,929.67	1,070.33	73.24
120-5-10-5179 ADM MISC EXPENSES	300.00	0.00	238.25	61.75	79.42
TOTAL ADMINISTRATION	345,801.26	35,631.74	390,766.01 (44,964.75)	113.00

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

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	237,769.00	10,624.57	142,679.69	95,089.31	60.01
120-5-30-5020 EMPLOYEE BENEFITS	71,719.00	3,911.90	47,570.16	24,148.84	66.33
120-5-30-5021 RETIREMENT BENEFITS	40,316.00	3,821.21	32,488.04	7,827.96	80.58
120-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0.00	1,750.00 (250.00)	116.67
120-5-30-5063 CERTIFICATIONS	750.00	470.00	1,170.00 (420.00)	156.00
120-5-30-5090 OFFICE SUPPLIES	560.00	77.60	244.29	315.71	43.62
120-5-30-5170 TRAVEL MILEAGE	684.00	0.00	23.32	660.68	3.41
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	136.50	2,282.49	1,717.51	57.06
TOTAL FIELD	357,298.00	19,041.78	228,207.99	129,090.01	63.87

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 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	1,873.20	1,126.80	62.44
120-5-40-5020 DIRECTOR BENEFITS	230.00	5.66	59.44	170.56	25.84
120-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	3,060.00	39,119.04	7,340.96	84.20
120-5-40-5170 TRAVEL MILEAGE	95.00	0.00	0.00	95.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
120-5-40-5176 DIRECTOR TRAINING	250.00	0.00	0.00	250.00	0.00
TOTAL DIRECTORS	50,035.00	3,221.76	41,051.68	8,983.32	82.05
TOTAL EXPENDITURES	1,162,361.26	104,649.17	1,259,288.36	(96,927.10)	108.34
REVENUES OVER/(UNDER) EXPENDITURES	(96,361.26)	(24,097.71)	(188,839.77)	92,478.51	195.97

*** END OF REPORT ***

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,635,557.00	135,996.53	1,517,236.83	118,320.17	92.77
TOTAL REVENUES	<u>1,635,557.00</u>	<u>135,996.53</u>	<u>1,517,236.83</u>	<u>118,320.17</u>	<u>92.77</u>
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	686,794.00	62,681.65	578,156.05	108,637.95	84.18
ADMINISTRATION	358,922.00	23,061.31	247,717.79	111,204.21	69.02
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	370,669.00	22,234.84	270,258.62	100,410.38	72.91
DIRECTORS	51,330.00	3,275.32	42,603.61	8,726.39	83.00
TOTAL EXPENDITURES	<u>1,467,715.00</u>	<u>111,253.12</u>	<u>1,138,736.07</u>	<u>328,978.93</u>	<u>77.59</u>
REVENUES OVER/(UNDER) EXPENDITURES	167,842.00	24,743.41	378,500.76	(210,658.76)	225.51

130-WATER ENTERPRISE FUND
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,395.00	17,635.00 (4,635.00)	135.65
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	500.00	0.00	1,650.00 (1,150.00)	330.00
130-4040 RECORDING FEE	100.00	0.00	328.02 (228.02)	328.02
130-4045 AVAILABILITY FEES	20,000.00	11,563.20	29,059.25 (9,059.25)	145.30
130-4110 COMM WATER USE	77,913.00	0.00	75,438.56	2,474.44	96.82
130-4112 GOV'T WATER USE	5,194.00	0.00	6,087.68 (893.68)	117.21
130-4115 WATER USE	1,491,050.00	120,020.70	1,344,091.87	146,958.13	90.14
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	25,000.00	2,899.25	32,767.01 (7,767.01)	131.07
130-4215 RETURNED CHECK FEE	1,000.00	100.00	1,200.00 (200.00)	120.00
130-4300 MISC INCOME	1,500.00	13.94	8,468.58 (6,968.58)	564.57
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	300.00	4.44	510.86 (210.86)	170.29
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,635,557.00	135,996.53	1,517,236.83	118,320.17	92.77

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	12,200.00	0.00	10,540.47	1,659.53	86.40
130-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	824.75	9,495.96	4,442.04	68.13
130-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	54.83	4,745.17	1.14
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	434.55	6,586.40	3,413.60	65.86
130-5-00-5061 VEHICLE MAINT	7,500.00	232.47	9,071.46 (1,571.46)	120.95
130-5-00-5062 TAXES & LIC	1,200.00	0.00	404.46	795.54	33.71
130-5-00-5074 INSURANCE	14,000.00	0.00	17,131.26 (3,131.26)	122.37
130-5-00-5075 BANK FEES	11,000.00	1,089.09	13,624.93 (2,624.93)	123.86
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,300.00	1,319.78	21,685.74 (4,385.74)	125.35
130-5-00-5092 POSTAGE & SHIPPING	5,350.00	1,013.63	5,695.58 (345.58)	106.46
130-5-00-5110 CONTRACTUAL SERVICES	0.00 (3,616.70)	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	528.75	3,127.50	6,872.50	31.28
130-5-00-5122 ENGINEERING SERVICES	44,500.00	2,532.83	55,826.44 (11,326.44)	125.45
130-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	0.00	2,086.00 (586.00)	139.07
130-5-00-5124 WATER RIGHTS	85,056.00	4,034.50	16,163.05	68,892.95	19.00
130-5-00-5126 AUDIT SERVICES	7,200.00	0.00	8,628.62 (1,428.62)	119.84
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	2,167.28	4,691.03	3,058.97	60.53
130-5-00-5135 NEWSLETTER	1,100.00	0.00	0.00	1,100.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	17,650.00	692.31	5,438.71	12,211.29	30.81
130-5-00-5148 OPERATING SUPPLIES	1,400.00	532.59	1,677.20 (277.20)	119.80
130-5-00-5150 REPAIR & REPLACE	160,000.00	19,468.08	174,460.54 (14,460.54)	109.04
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	2,244.50	9,658.82 (1,258.82)	114.99
130-5-00-5156 CUSTODIAL SERVICES	9,600.00	3,044.00	9,521.25	78.75	99.18
130-5-00-5157 SECURITY	450.00	0.00	478.50 (28.50)	106.33
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	8,000.00	1,024.00	9,866.31 (1,866.31)	123.33
130-5-00-5192 ELECTRICITY	96,000.00	19,798.66	101,574.22 (5,574.22)	105.81
130-5-00-5193 OTHER UTILITIES	2,200.00	357.66	2,180.83	19.17	99.13
130-5-00-5194 IT SERVICES	26,100.00	2,038.43	24,913.16	1,186.84	95.45
130-5-00-5195 ENV/MONITORING	21,600.00	1,430.00	10,395.00	11,205.00	48.13
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	20,100.00	0.00	29,463.03 (9,363.03)	146.58
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	0.00	2,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	407.54	407.54	592.46	40.75
130-5-00-5312 TOOLS - FIELD	2,000.00	0.00	321.63	1,678.37	16.08
130-5-00-5315 SAFETY EQUIPMENT	1,700.00	0.00	6,495.13 (4,795.13)	382.07
130-5-00-5505 WATER CONSERVATION	9,000.00	1,082.95	6,432.95	2,567.05	71.48
130-5-00-5545 RECORDING FEES	200.00	0.00	57.50	142.50	28.75
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
TOTAL NON-DEPARTMENTAL	686,794.00	62,681.65	578,156.05	108,637.95	84.18

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2017

130-WATER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	236,130.00	12,385.88	135,686.22	100,443.78	57.46
130-5-10-5020 EMPLOYEE BENEFITS	72,147.00	5,457.19	69,448.24	2,698.76	96.26
130-5-10-5021 RETIREMENT BENEFITS	40,867.00	3,991.87	32,055.01	8,811.99	78.44
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,214.00	561.29	3,684.18	529.82	87.43
130-5-10-5170 TRAVEL MILEAGE	1,664.00	555.08	1,574.39	89.61	94.61
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	110.00	5,031.51 (1,431.51)	139.76
130-5-10-5179 ADM MISC EXPENSES	300.00	0.00	238.24	61.76	79.41
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	358,922.00	23,061.31	247,717.79	111,204.21	69.02

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

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	248,736.00	13,843.23	180,527.74	68,208.26	72.58
130-5-30-5020 EMPLOYEE BENEFITS	72,018.00	3,911.89	47,543.12	24,474.88	66.02
130-5-30-5021 RETIREMENT BENEFITS	41,833.00	4,140.63	36,727.33	5,105.67	87.80
130-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0.00	1,750.00 (250.00)	116.67
130-5-30-5063 CERTIFICATIONS	600.00	125.00	1,043.68 (443.68)	173.95
130-5-30-5090 OFFICE SUPPLIES	686.00	77.59	244.26	441.74	35.61
130-5-30-5170 TRAVEL MILEAGE	896.00	0.00	23.31	872.69	2.60
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	136.50	2,399.18	2,000.82	54.53
TOTAL FIELD	370,669.00	22,234.84	270,258.62	100,410.38	72.91

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 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	2,002.20	997.80	66.74
130-5-40-5020 DIRECTOR BENEFITS	230.00	6.04	63.26	166.74	27.50
130-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	3,060.00	39,119.04	7,340.96	84.20
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	640.00	42.43	263.57	376.43	41.18
130-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
130-5-40-5176 DIRECTOR TRAINING	1,000.00	0.00	1,155.54 (155.54)	115.55
TOTAL DIRECTORS	51,330.00	3,275.32	42,603.61	8,726.39	83.00
TOTAL EXPENDITURES	1,467,715.00	111,253.12	1,138,736.07	328,978.93	77.59
REVENUES OVER/(UNDER) EXPENDITURES	167,842.00	24,743.41	378,500.76 (210,658.76)	225.51

*** END OF REPORT ***



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

June, 2017

**FINANCIAL REPORT
POOLED CASH**

AS OF June 30, 2017

Beginning Balance	165,216.97
Cash Receipts	
Deposit	260,141.01
Transfers	
Total Receipts	260,141.01
Cash Disbursements	
Accounts Payable + Bank Draft	132,278.42
Payroll	43,988.30
Bank Fees	2,178.19
Total Disbursements	178,444.91
Ending Balance	246,913.07

TEMPORARY INVESTMENTS

AS OF June 30, 2017

	Fund	LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,676.19	47,318.81	114,995.01	114,995.01
130	Water Operating Fund	100,857.22	22,648.36	123,505.59	123,505.59
215	1995-2 Redemption	61,199.60	291,190.74	352,390.34	352,390.34
218	CIEDB Redemption	11,578.99	(0.00)	11,578.99	11,578.99
219	USDARUS Solar Loan (Sewer)	824.07	105,145.31	105,969.38	105,969.38
313	Wastewater Cap Fac Reserved	260,185.78	45,625.53	305,811.31	305,811.31
314	Wastewater Cap Fac Unrestricted	262,861.72	203,702.78	466,564.50	466,564.50
319	Solar Reserve	-	35,338.19	35,338.19	35,338.19
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	172,182.63	-	172,182.63	172,182.63
711	Bond Administration	27,309.59	14,436.98	41,746.56	41,746.56
	TOTAL	964,675.80	765,406.71	1,730,082.50	1,730,082.50

7/1/2017 5:17 PM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

CHECK DATE: 6/01/2017 THRU 6/30/2017
 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	6/16/2017	CHECK	034665	BREN BOYD	100.00CR	CLEARED	A	6/28/2017
1010	6/16/2017	CHECK	034666	HACH COMPANY	110.63CR	CLEARED	A	6/20/2017
1010	6/16/2017	CHECK	034667	MICHELLE HAMILTON	550.00CR	CLEARED	A	6/20/2017
1010	6/16/2017	CHECK	034668	OFFICE DEPOT	221.09CR	CLEARED	A	6/23/2017
1010	6/16/2017	CHECK	034669	REDFORD SERVICES	1,025.00CR	CLEARED	A	6/27/2017
1010	6/16/2017	CHECK	034670	USA BLUE BOOK	210.76CR	CLEARED	A	6/26/2017
1010	6/16/2017	CHECK	034671	WIPF CONSTRUCTION	880.00CR	CLEARED	A	6/20/2017
1010	6/16/2017	CHECK	034672	HESSIG, GREGORY R	50.88CR	CLEARED	A	6/28/2017
1010	6/16/2017	CHECK	034673	ZIMMERMAN, AUSTIN	56.77CR	OUTSTND	A	0/00/0000
1010	6/16/2017	CHECK	034674	FREUDENBERG, LINDA	49.10CR	CLEARED	A	6/20/2017
1010	6/23/2017	CHECK	034675	ALPHA ANALYTICAL LABORATORIES	1,054.00CR	CLEARED	A	6/28/2017
1010	6/23/2017	CHECK	034676	CALIFORNIA PUBLIC EMPLOYEES FI	0.51CR	CLEARED	A	6/28/2017
1010	6/23/2017	CHECK	034677	CARDMEMBER SERVICE	1,751.50CR	CLEARED	A	6/29/2017
1010	6/23/2017	CHECK	034678	COASTLAND CIVIL ENGINEERING, I	2,532.83CR	CLEARED	A	6/27/2017
1010	6/23/2017	CHECK	034679	CONSUMERINFO.COM	42.46CR	CLEARED	A	6/26/2017
1010	6/23/2017	CHECK	034680	OFFICE DEPOT	69.05CR	CLEARED	A	7/05/2017
1010	6/23/2017	CHECK	034681	RICOH USA, INC.	386.29CR	CLEARED	A	6/29/2017
1010	6/23/2017	CHECK	034682	STATE WATER RESOURCES CONTROL	470.00CR	CLEARED	A	6/28/2017
1010	6/23/2017	CHECK	034683	VERIZON WIRELESS	927.45CR	CLEARED	A	6/28/2017
1010	6/23/2017	CHECK	034684	CALIFORNIA PUBLIC EMPLOYEES RE	4,641.77CR	CLEARED	A	6/29/2017
1010	6/23/2017	CHECK	034685	STEVENS, KAREN	99.33CR	OUTSTND	A	0/00/0000
1010	6/23/2017	CHECK	034686	LEE, DONALD	6.25CR	CLEARED	A	7/10/2017
1010	6/23/2017	CHECK	034687	MATTSOON, DAMON	88.43CR	CLEARED	A	6/28/2017
1010	6/23/2017	CHECK	034688	NORTHERN CA INVESTME	15.44CR	CLEARED	A	6/29/2017
1010	6/23/2017	CHECK	034689	ROSENFELD, DAVID OR	124.66CR	CLEARED	A	6/29/2017
1010	6/30/2017	CHECK	034690	ALPHA ANALYTICAL LABORATORIES	1,260.00CR	CLEARED	A	7/06/2017
1010	6/30/2017	CHECK	034691	DELL MARKETING	1,012.19CR	CLEARED	A	7/06/2017
1010	6/30/2017	CHECK	034692	ELLISON, SCHNEIDER & HARRIS L.	3,594.50CR	CLEARED	A	7/06/2017
1010	6/30/2017	CHECK	034693	GRAPHIC FX, INC.	1,641.01CR	OUTSTND	A	0/00/0000
1010	6/30/2017	CHECK	034694	KIRK CLOYD	84.52CR	CLEARED	A	7/05/2017
1010	6/30/2017	CHECK	034695	LAKE COUNTY ELECTRIC SUPPLY	65.41CR	CLEARED	A	7/05/2017
1010	6/30/2017	CHECK	034696	MENDO MILL CLEARLAKE	7.93CR	CLEARED	A	7/05/2017
1010	6/30/2017	CHECK	034697	NAPA AUTO PARTS	3.23CR	CLEARED	A	7/07/2017
1010	6/30/2017	CHECK	034698	OFFICE DEPOT	876.78CR	OUTSTND	A	0/00/0000
1010	6/30/2017	CHECK	034699	PACIFIC GAS & ELECTRIC COMPANY	14,213.06CR	CLEARED	A	7/06/2017
1010	6/30/2017	CHECK	034700	PENNY CUADRAS	196.09CR	CLEARED	A	7/03/2017
1010	6/30/2017	CHECK	034701	RGW GROUNDSKEEPING, LLC	3,699.00CR	OUTSTND	A	0/00/0000
1010	6/30/2017	CHECK	034702	SAM GARCIA	65.00CR	CLEARED	A	7/05/2017
1010	6/30/2017	CHECK	034703	SWRCB - DWOCP	60.00CR	OUTSTND	A	0/00/0000
1010	6/30/2017	CHECK	034704	USA BLUE BOOK	471.57CR	OUTSTND	A	0/00/0000
1010	6/30/2017	CHECK	034705	WAGNER & BONSIGNORE	440.00CR	OUTSTND	A	0/00/0000
1010	6/30/2017	CHECK	034706	WESTGATE PETROLEUM CO., INC.	836.69CR	CLEARED	A	7/05/2017
1010	6/30/2017	CHECK	034707	MONTELLI, MR. VITO G	33.95CR	CLEARED	A	7/06/2017
1010	6/30/2017	CHECK	034708	VON HERRMANN, CARL	103.72CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 6/01/2017 THRU 6/30/2017
 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	6/30/2017	CHECK	034709	SANDERS, STEVEN	79.61CR	OUTSTND	A	0/00/0000
1010	6/30/2017	CHECK	034710	LANTZ, CLIFF	12.97CR	OUTSTND	A	0/00/0000
DEPOSIT:								
1010	6/01/2017	DEPOSIT		CREDIT CARD 6/01/2017	806.03	CLEARED	C	6/05/2017
1010	6/01/2017	DEPOSIT	000001	CREDIT CARD 6/01/2017	1,353.60	CLEARED	C	6/05/2017
1010	6/01/2017	DEPOSIT	000002	REGULAR DAILY POST 6/01/2017	1,103.26	CLEARED	C	6/02/2017
1010	6/02/2017	DEPOSIT		CREDIT CARD 6/02/2017	2,899.65	CLEARED	C	6/05/2017
1010	6/02/2017	DEPOSIT	000001	CREDIT CARD 6/02/2017	1,735.50	CLEARED	C	6/05/2017
1010	6/02/2017	DEPOSIT	000002	REGULAR DAILY POST 6/02/2017	1,432.61	CLEARED	C	6/05/2017
1010	6/05/2017	DEPOSIT		CREDIT CARD 6/05/2017	1,582.77	CLEARED	C	6/05/2017
1010	6/05/2017	DEPOSIT	000001	CREDIT CARD 6/05/2017	1,305.10	CLEARED	C	6/06/2017
1010	6/05/2017	DEPOSIT	000002	CREDIT CARD 6/05/2017	815.12	CLEARED	C	6/07/2017
1010	6/05/2017	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	33.63CR	CLEARED	U	6/05/2017
1010	6/05/2017	DEPOSIT	000004	CREDIT CARD 6/05/2017	848.32	CLEARED	C	6/08/2017
1010	6/05/2017	DEPOSIT	000005	REGULAR DAILY POST 6/05/2017	3,486.12	CLEARED	C	6/06/2017
1010	6/05/2017	DEPOSIT	000006	JE to Corr RTN CK posting date	33.63	CLEARED	G	6/05/2017
1010	6/06/2017	DEPOSIT		CREDIT CARD 6/06/2017	2,285.38	CLEARED	C	6/08/2017
1010	6/06/2017	DEPOSIT	000001	CREDIT CARD 6/06/2017	2,871.90	CLEARED	C	6/09/2017
1010	6/06/2017	DEPOSIT	000002	REGULAR DAILY POST 6/06/2017	2,235.45	CLEARED	C	6/07/2017
1010	6/06/2017	DEPOSIT	000003	CREDIT CARD 6/06/2017	343.98	CLEARED	C	6/09/2017
1010	6/07/2017	DEPOSIT		CREDIT CARD 6/07/2017	1,920.28	CLEARED	C	6/09/2017
1010	6/07/2017	DEPOSIT	000001	CREDIT CARD 6/07/2017	909.62	CLEARED	C	6/12/2017
1010	6/07/2017	DEPOSIT	000002	CREDIT CARD 6/07/2017	6,269.98	CLEARED	C	6/12/2017
1010	6/07/2017	DEPOSIT	000003	REGULAR DAILY POST 6/07/2017	4,907.97	CLEARED	C	6/08/2017
1010	6/08/2017	DEPOSIT		CREDIT CARD 6/08/2017	586.33	CLEARED	C	6/12/2017
1010	6/08/2017	DEPOSIT	000001	CREDIT CARD 6/08/2017	2,263.45	CLEARED	C	6/12/2017
1010	6/08/2017	DEPOSIT	000002	REGULAR DAILY POST 6/08/2017	2,977.23	CLEARED	C	6/09/2017
1010	6/09/2017	DEPOSIT		CREDIT CARD 6/09/2017	700.21	CLEARED	C	6/12/2017
1010	6/09/2017	DEPOSIT	000001	CREDIT CARD 6/09/2017	1,811.68	CLEARED	C	6/12/2017
1010	6/09/2017	DEPOSIT	000002	REGULAR DAILY POST 6/09/2017	1,650.56	CLEARED	C	6/12/2017
1010	6/12/2017	DEPOSIT		CREDIT CARD 6/12/2017	2,036.71	CLEARED	C	6/12/2017
1010	6/12/2017	DEPOSIT	000001	CREDIT CARD 6/12/2017	675.63	CLEARED	C	6/13/2017
1010	6/12/2017	DEPOSIT	000002	CREDIT CARD 6/12/2017	806.90	CLEARED	C	6/14/2017
1010	6/12/2017	DEPOSIT	000003	CREDIT CARD 6/12/2017	998.13	CLEARED	C	6/15/2017
1010	6/12/2017	DEPOSIT	000004	REGULAR DAILY POST 6/12/2017	12,539.02	CLEARED	C	6/13/2017
1010	6/13/2017	DEPOSIT		CREDIT CARD 6/13/2017	1,089.84	CLEARED	C	6/15/2017
1010	6/13/2017	DEPOSIT	000001	CREDIT CARD 6/13/2017	1,238.31	CLEARED	C	6/16/2017
1010	6/13/2017	DEPOSIT	000002	REGULAR DAILY POST 6/13/2017	3,689.24	CLEARED	C	6/14/2017
1010	6/13/2017	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	56.11CR	CLEARED	U	6/16/2017
1010	6/14/2017	DEPOSIT		CREDIT CARD 6/14/2017	1,391.88	CLEARED	C	6/16/2017
1010	6/14/2017	DEPOSIT	000001	CREDIT CARD 6/14/2017	2,624.10	CLEARED	C	6/19/2017
1010	6/14/2017	DEPOSIT	000002	REGULAR DAILY POST 6/14/2017	7,196.06	CLEARED	C	6/15/2017
1010	6/15/2017	DEPOSIT		CREDIT CARD 6/15/2017	1,915.40	CLEARED	C	6/19/2017

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

CHECK DATE: 6/01/2017 THRU 6/30/2017
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	6/15/2017	DEPOSIT	000001	CREDIT CARD 6/15/2017	1,009.63	CLEARED	C	6/19/2017
1010	6/15/2017	DEPOSIT	000002	REGULAR DAILY POST 6/15/2017	7,935.97	CLEARED	C	6/16/2017
1010	6/15/2017	DEPOSIT	000003	DRAFT POSTING	9,984.87	CLEARED	U	6/16/2017
1010	6/15/2017	DEPOSIT	000004	DRAFT POSTING	51.51	CLEARED	U	6/16/2017
1010	6/15/2017	DEPOSIT	000005	CC DRAFT POSTING	13,179.22	CLEARED	U	6/19/2017
1010	6/16/2017	DEPOSIT		CREDIT CARD 6/16/2017	1,703.82	CLEARED	C	6/19/2017
1010	6/16/2017	DEPOSIT	000001	CREDIT CARD 6/16/2017	1,371.68	CLEARED	C	6/19/2017
1010	6/16/2017	DEPOSIT	000002	REGULAR DAILY POST 6/16/2017	8,618.11	CLEARED	C	6/19/2017
1010	6/19/2017	DEPOSIT		CREDIT CARD 6/19/2017	961.86	CLEARED	C	6/19/2017
1010	6/19/2017	DEPOSIT	000001	CREDIT CARD 6/19/2017	734.23	CLEARED	C	6/20/2017
1010	6/19/2017	DEPOSIT	000002	CREDIT CARD 6/19/2017	1,117.69	CLEARED	C	6/21/2017
1010	6/19/2017	DEPOSIT	000003	CREDIT CARD 6/19/2017	2,476.36	CLEARED	C	6/22/2017
1010	6/19/2017	DEPOSIT	000004	REGULAR DAILY POST 6/19/2017	35,010.28	CLEARED	C	6/20/2017
1010	6/20/2017	DEPOSIT		CREDIT CARD 6/20/2017	2,954.32	CLEARED	C	6/22/2017
1010	6/20/2017	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	84.69CR	CLEARED	U	6/20/2017
1010	6/20/2017	DEPOSIT	000002	CREDIT CARD 6/20/2017	2,536.18	CLEARED	C	6/23/2017
1010	6/20/2017	DEPOSIT	000003	CREDIT CARD 6/20/2017	81.64	CLEARED	C	6/23/2017
1010	6/20/2017	DEPOSIT	000004	CREDIT CARD 6/20/2017	5,603.95	CLEARED	C	6/23/2017
1010	6/20/2017	DEPOSIT	000005	REGULAR DAILY POST 6/20/2017	10,629.84	CLEARED	C	6/21/2017
1010	6/21/2017	DEPOSIT		CREDIT CARD 6/21/2017	1,495.43	CLEARED	C	6/23/2017
1010	6/21/2017	DEPOSIT	000001	CREDIT CARD 6/21/2017	1,914.96	CLEARED	C	6/26/2017
1010	6/21/2017	DEPOSIT	000002	REGULAR DAILY POST 6/21/2017	2,683.58	CLEARED	C	6/22/2017
1010	6/21/2017	DEPOSIT	000003	DRAFT POSTING	133.06	CLEARED	U	6/22/2017
1010	6/22/2017	DEPOSIT		CREDIT CARD 6/22/2017	1,755.37	CLEARED	C	6/26/2017
1010	6/22/2017	DEPOSIT	000001	CREDIT CARD 6/22/2017	615.80	CLEARED	C	6/26/2017
1010	6/22/2017	DEPOSIT	000002	REGULAR DAILY POST 6/22/2017	3,820.15	CLEARED	C	6/23/2017
1010	6/23/2017	DEPOSIT		CREDIT CARD 6/23/2017	1,347.87	CLEARED	C	6/26/2017
1010	6/23/2017	DEPOSIT	000001	CREDIT CARD 6/23/2017	854.82	CLEARED	C	6/26/2017
1010	6/23/2017	DEPOSIT	000002	REGULAR DAILY POST 6/23/2017	2,045.89	CLEARED	C	6/26/2017
1010	6/26/2017	DEPOSIT		CREDIT CARD 6/26/2017	491.37	CLEARED	C	6/26/2017
1010	6/26/2017	DEPOSIT	000001	CREDIT CARD 6/26/2017	668.07	CLEARED	C	6/27/2017
1010	6/26/2017	DEPOSIT	000002	CREDIT CARD 6/26/2017	377.34	CLEARED	C	6/28/2017
1010	6/26/2017	DEPOSIT	000003	CREDIT CARD 6/26/2017	574.68	CLEARED	C	6/29/2017
1010	6/26/2017	DEPOSIT	000004	REGULAR DAILY POST 6/26/2017	4,619.17	CLEARED	C	6/27/2017
1010	6/27/2017	DEPOSIT		CREDIT CARD 6/27/2017	800.00	CLEARED	C	6/29/2017
1010	6/27/2017	DEPOSIT	000001	CREDIT CARD 6/27/2017	1,994.98	CLEARED	C	6/30/2017
1010	6/27/2017	DEPOSIT	000002	REGULAR DAILY POST 6/27/2017	748.92	CLEARED	C	6/28/2017
1010	6/28/2017	DEPOSIT		CREDIT CARD 6/28/2017	564.20	CLEARED	C	6/30/2017
1010	6/28/2017	DEPOSIT	000001	CREDIT CARD 6/28/2017	1,054.42	CLEARED	C	7/03/2017
1010	6/28/2017	DEPOSIT	000002	REGULAR DAILY POST 6/28/2017	843.28	CLEARED	C	6/29/2017
1010	6/29/2017	DEPOSIT		CREDIT CARD 6/29/2017	568.34	CLEARED	C	7/03/2017
1010	6/29/2017	DEPOSIT	000001	CREDIT CARD 6/29/2017	676.96	CLEARED	C	7/03/2017
1010	6/29/2017	DEPOSIT	000002	REGULAR DAILY POST 6/29/2017	1,387.55	CLEARED	C	6/30/2017
1010	6/29/2017	DEPOSIT	000003	Telstar Inv34097, 85416, 85968	31,540.82	CLEARED	G	6/29/2017

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

CHECK DATE: 6/01/2017 THRU 6/30/2017
 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	6/29/2017	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	192.25CR	CLEARED	U	6/29/2017
1010	6/30/2017	DEPOSIT		CREDIT CARD 6/30/2017	1,666.29	CLEARED	C	7/03/2017
1010	6/30/2017	DEPOSIT	000001	CREDIT CARD 6/30/2017	670.96	CLEARED	C	7/03/2017
1010	6/30/2017	DEPOSIT	000002	REGULAR DAILY POST 6/30/2017	1,084.23	CLEARED	C	7/03/2017
1010	6/30/2017	DEPOSIT	000003	CREDIT CARD 6/30/2017	2,211.07	CLEARED	C	7/03/2017
MISCELLANEOUS:								
1010	6/09/2017	MISC.		PAYROLL DIRECT DEPOSIT	21,532.40CR	CLEARED	P	6/09/2017
1010	6/23/2017	MISC.		PAYROLL DIRECT DEPOSIT	22,455.90CR	CLEARED	P	6/23/2017
SERVICE CHARGE:								
1010	6/02/2017	SERV-CHG		MAY 2017 ETS FEES	790.40CR	CLEARED	G	6/02/2017
1010	6/02/2017	SERV-CHG	000001	MAY 2017 ETS FEES	668.66CR	CLEARED	G	6/02/2017
1010	6/02/2017	SERV-CHG	000002	MAY 2017 ETS FEES	331.48CR	CLEARED	G	6/02/2017
1010	6/15/2017	SERV-CHG		May 2017 Account Analysis Fee	387.65CR	CLEARED	G	6/15/2017
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	114,701.54CR		
				DEPOSIT	TOTAL:	260,141.01		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	43,988.30CR		
				SERVICE CHARGE	TOTAL:	2,178.19CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	17,576.88CR		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	114,701.54CR		
				DEPOSIT	TOTAL:	260,141.01		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	43,988.30CR		
				SERVICE CHARGE	TOTAL:	2,178.19CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	17,576.88CR		

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 07/14/2017

RE: Senior Account Representative's Monthly Report

Monthly Billing 06/30/2017

Mailed statements: 2,159

Electronic statements: 407

The statement "special message"

Reflected on THIS bill, the Drought Surcharge had been rescinded, returning to the lower rate of .0207 per cubic foot. Effective July 1st the FY 2017/2018 rates apply as listed on the reverse side. The District office will be closed from 12 pm – 1 pm on the 3rd Wednesday of each month.

Delinquent Billing 06/21/2017

Delinquent statements for May bills:

Mailed statements: 578

Electronic statements: 96

Courtesy Notification 07/11/2017

Courtesy notices delivered to the customer's property for delinquent May bills: 158

Electronic notices: 24

Phone Notification 07/12/2017

Phone notifications: 116

The phone notification was sent out around 10:30 am resulting in 87 payments received by the office staff during business hours.

Lock Offs 07/13/2017

29 Customers were in the Lock Off Process at 5:00 pm on 05/10/2017.

16 payments were made before service orders went out in the field at 9:00 am on 07/13/2017.

A total of 13 customers were Locked Off for nonpayment.

Throughout Lock off day 7 payments were collected and meters unlocked.

At the time of this report only 6 meters remain locked.



Hidden Valley Lake Community Services District

June 2017 Report

F
I
E
L
D
O
P
E
R
A
T
I
O
N
S

Water Connections:		Sewer Connections:	
New (June)	0	New (June)	0
Residential (May)	2438	Residential (May)	1462
Commercial & Govt (May)	39	Commercial & Govt (May)	15
Total (April) :	2477		1477

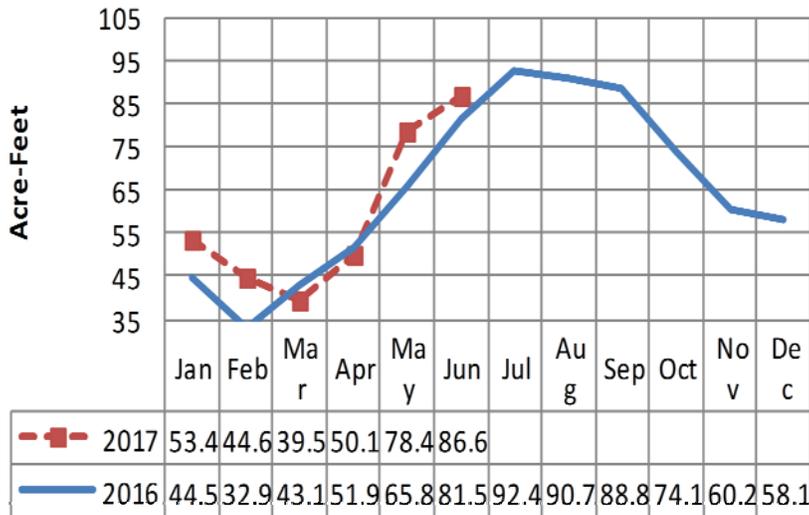
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
.18	.05	.27

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	934.56	930.73	928.50
AG	936.62	931.20	930.38
TP Wells	954.25	954.11	953.35
Grange Rd	936.84	937.26	936.40
American Rock	973.06	971.06	970.13
Spyglass	965.61	964.36	964.20
Luchetti	922.65	920.73	921.38
18th T	941.52	941.19	940.96

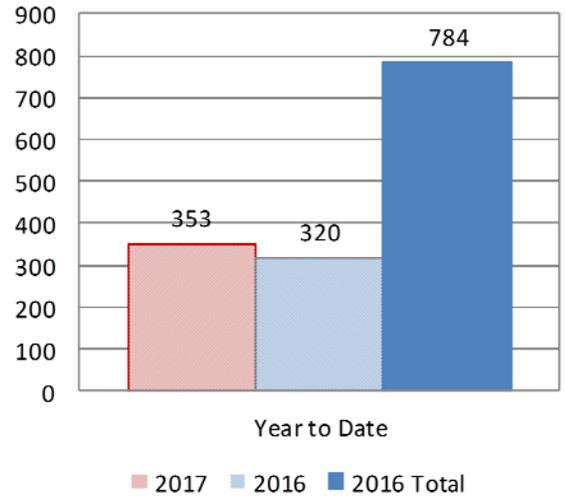
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
111	613	1230
Overtime Hours	32	\$1150.74

June 2017 Field Report

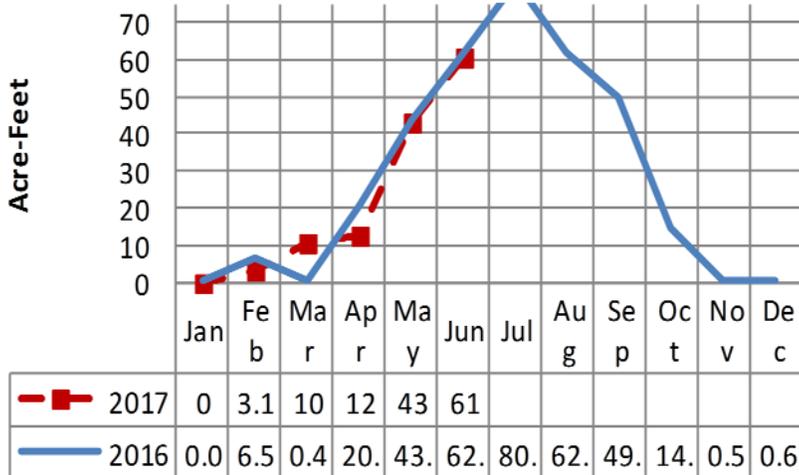
HVLCSD Municipal Well Production



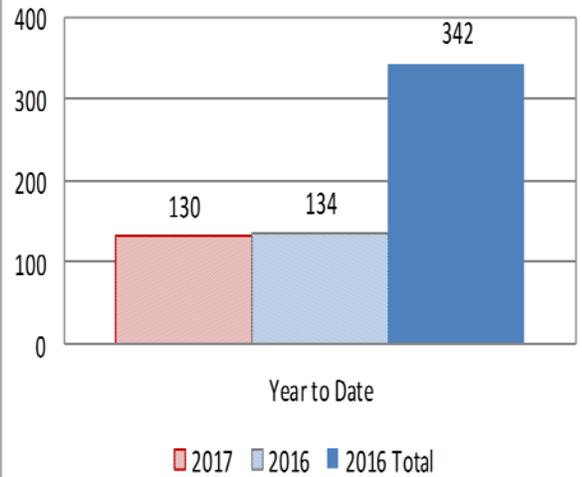
HVLCSD Municipal Well Production



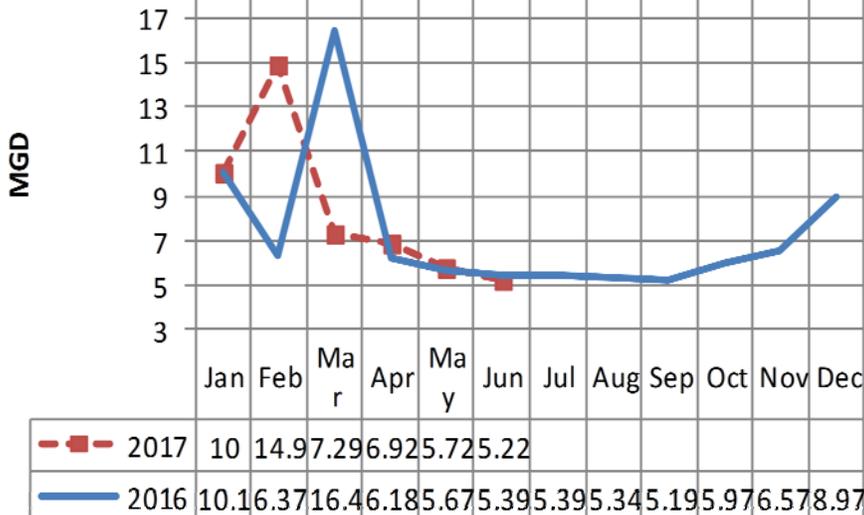
HVLCSD Municipal Reclaimed Water Use



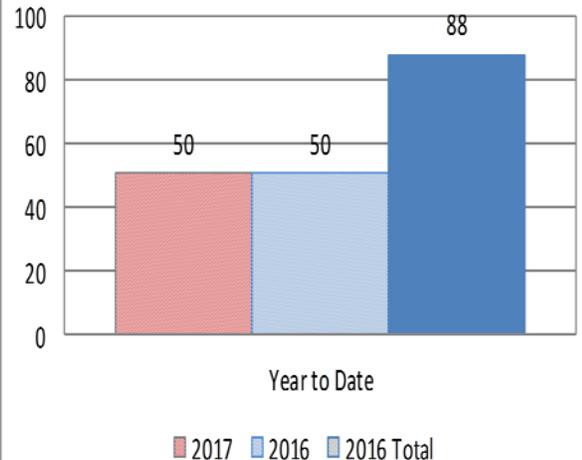
HVLCSD Municipal Reclaimed Water



HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent



June 2017 Field Report

Water Operations and Maintenance Highlights

- 6/6,6/8 Courtesy notices, lock offs
- 6/5 Two leak repairs on Moonridge
- 6/6 Leak repair North Shore
- 6/7 Leak repair Honey Hill
- 5/22 Leak repair on Fox Glen
- Troubleshooting water treatment plant pumping issues
- 6/12 Brush cleaning
- Routine operations and maintenance
- 6/26-6/29 Meter reads

Wastewater Operations and Maintenance Highlights

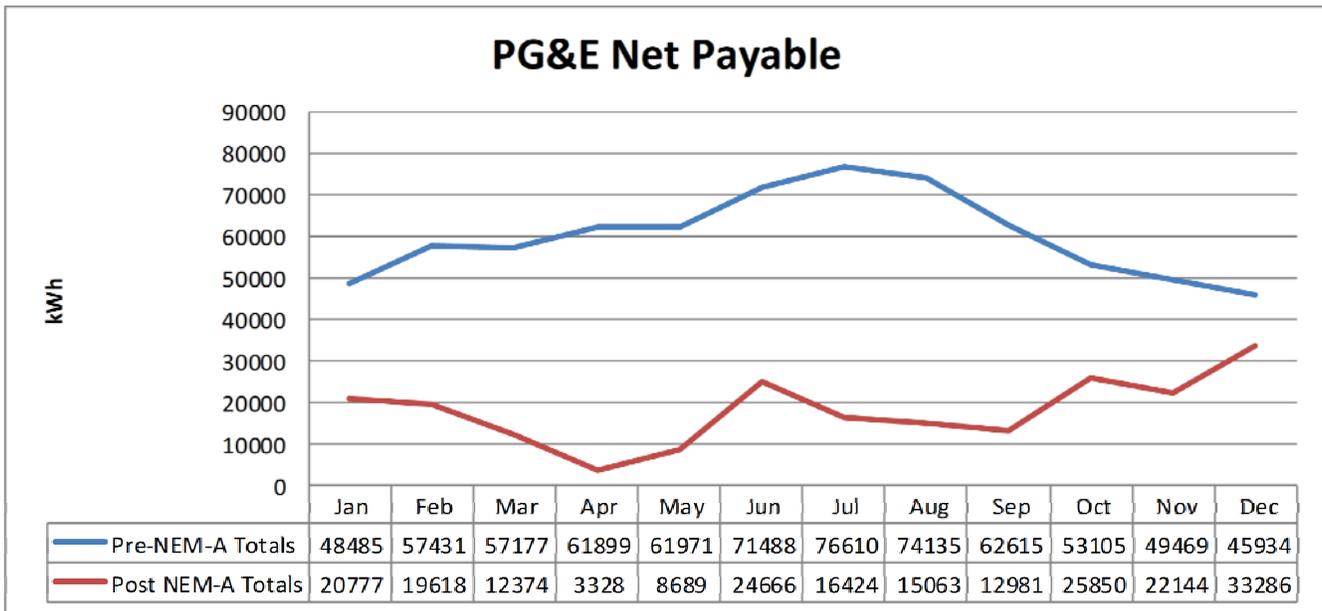
- 6/6,6/8 Courtesy notices, lock offs
- 6/12 Aeration basin maintenance
- 6/13 FEMA Site inspection
- 6/15 Replaced sludge rake cable
- 6/29 County HazMat inspection
- Developing Water Balance Plan for NOV
- 6/26-6/29 Meter reads
- Routine operations and maintenance

June 2017 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	216
Truck 3	2454
Truck 4	414
Truck 6	747
Truck 7	1327
Truck 8	892
Dump Truck	0
Backhoe	1.36
New Holland Tractor	7.1

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	93777.50	20675
Fuel Log	360.7	0
June Tank Level	288.04	391.30
May Tank Level	347.83	391.30

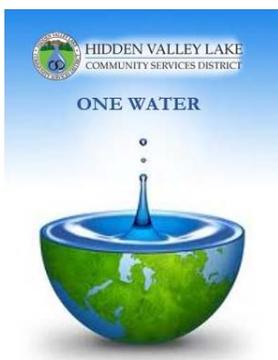
Vehicle Maintenance		
Vehicle	Type of activity	Time
None		



Hidden Valley Lake Community Services District



Newsletter and Consumer Confidence Report



In addition to the District’s annual Consumer Confidence Report, this newsletter includes important information regarding recent District activities.

Drought update

On April 7, 2017, Governor Brown ended the drought state of emergency in most of California by Executive Order B-40-17. Consequently, the District’s Board of Directors voted to rescind the drought stage II rate on your water bill. For the remainder of the fiscal year, volumetric water charges dropped from \$2.90 per hundred cubic ft to \$2.07 per hundred cubic feet.

The Governor’s office was careful to note that Executive Order B-36-17, “Making Water Conservation a California Way of Life”, does still remain in full force. The District is dedicated to working together with the Association of California Water Agencies (ACWA), Department of Water Resources (DWR), and the Governor’s Office as the ratification of this plan makes its way through State Legislature. The One Water policy perspective has been adopted by multiple California agencies, and is currently experiencing a groundswell of support across the state. The District endorses this perspective as conservation bills move towards becoming law.

For more information regarding these topics:

https://www.gov.ca.gov/docs/4.7.17_Exec_Order_B-40-17.pdf

https://www.gov.ca.gov/docs/5.9.16_Executive_Order.pdf

http://www.water.ca.gov/wateruseefficiency/conservation/docs/20170407_EO_B-37-16_Final_Report.pdf

http://www.acwa.com/sites/default/files/page/2016/11/water-suppliers-and-associations_final-comment-letter-12-19-16.pdf

http://www.cuwa.org/pubs/CUWA_OneWaterPolicyPrinciples_11-03-16.pdf

<http://www.waterrf.org/PublicReportLibrary/4660.pdf>

Inside this issue:

Drought Update	1
New sewer/water rates	1-2
2016 Water Quality Report	2-4

Hidden Valley Lake CSD Board of Directors

- Jim Lieberman—President
- Carolyn Graham-Vice President
- Jim Freeman-Director
- Linda Herndon -Director
- Judy Mirbegian-Director

New sewer/water rates take effect July 1, 2017

In accordance with the Hidden Valley Lake Community Services District sewer/water rate structure adopted in 2015, you will be seeing a change to your rates starting with the July billing period. This will appear on your bill that will be mailed to you in early August.

Your monthly **sewer** rate will be re-calculated based on your most recent indoor water use (Jan - Apr 2017). The actual sewer rate has changed to the rate listed in the FY 2017/2018 column of “Monthly Sewer Rates”.

MONTHLY SEWER RATES

"Fixed" Charge by Meter Size	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020
Residential*	\$38.92	\$42.03	\$45.39	\$49.02	\$51.96
Commercial & Government (per HEU)	\$38.92	\$42.03	\$45.39	\$49.02	\$51.96
"Volumetric" Charge per 100 cubic feet of monthly water use					
Residential*	\$2.07	\$2.23	\$2.41	\$2.60	\$2.76
Commercial & Government	\$2.25	\$2.43	\$2.62	\$2.83	\$3.00

*Includes single and multifamily; multifamily assessed per HEU

The monthly **water** rate has changed to the rate listed in the FY2017/2018 column of "Monthly Water Rates"

MONTHLY WATER RATES

"Fixed" Charge by Meter Size	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020
5/8 & 3/4 - inch *	\$27.54	\$30.57	\$33.93	\$36.65	\$39.58
1 - inch	\$66.04	\$73.30	\$81.37	\$87.88	\$94.91
1 1/2 - inch	\$130.20	\$144.52	\$160.42	\$173.25	\$187.11
2 - inch	\$207.19	\$229.99	\$255.28	\$275.71	\$297.75
Volumetric Charges - \$/100 cubic feet					
Uniform Rate	\$1.86	\$2.07	\$2.30	\$2.48	\$2.68
Drought Stage 1 (10% use reduction)	\$2.33	\$2.59	\$2.87	\$3.10	\$3.35
Drought Stage 2 (20% use reduction)	\$2.61	\$2.90	\$3.22	\$3.47	\$3.75
Drought Stage 3 (30% use reduction)	\$2.80	\$3.10	\$3.45	\$3.72	\$4.02
Drought Stage 4 (40% use reduction)	\$3.11	\$3.45	\$3.83	\$4.14	\$4.47

*Most common single family residential meter size

2016 Consumer Confidence Report

TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA

Microbiological Contaminants (complete if bacteria detected)	Highest No. of Detections	No. of months in violation	MCL	MCLG	Typical Source of Bacteria
Total Coliform Bacteria (state Total Coliform Rule)	(In a mo.)	0	1 positive monthly sample	0	Naturally present in the environment
Fecal Coliform or <i>E. coli</i> (state Total Coliform Rule)	(In the year)	0	A routine sample and a repeat sample are total coliform positive, and one of these is also fecal coliform or <i>E. coli</i> positive		Human and animal fecal waste
<i>E. coli</i> (federal Revised Total Coliform Rule)	(from 4/1/16-12/31/16)	0	(a)	0	Human and animal fecal waste

(a) Routine and repeat samples are total coliform-positive and either is *E. coli*-positive or system fails to take repeat samples following *E. coli*-positive routine sample or system fails to analyze total coliform-positive repeat sample for *E. coli*.**TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER**

Lead and Copper	Sample Date	No. of samples collected	90 th percentile level detected	No. sites exceeding AL	AL	PHG	Typical Source of Contaminant
Lead (ppm)	8/12/15-12/23/15	20	ND	0	.015	0.002	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm)	8/12/15-12/23/15	20	.29	0	1.3	0.3	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	1/29/15; 4/15/15	6.9	6.4-7.4	none	none	Salt present in the water and is generally naturally occurring
Hardness (ppm)	1/29/15; 4/15/15	205	200-210	none	none	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
Chromium (ppb)	1/20/16- 9/7/16	15.5	10-22	50	(100)	Discharge from steel and pulp mills and chrome plating; erosion of natural deposits
Hexavalent Chromium (ppb)	2/24/16- 12/14/16	13.3	3.5-22	10	.02	Discharge from electroplating factories, leather tanneries, wood preservation, chemical synthesis, refractory production, and textile manufacturing facilities; erosion of natural deposits
Turbidity	4/15/15	.3	.3	5		Soil runoff
Barium (ppm)	1/29/15	.12	.12	1		Discharge of oil drilling wastes and from metal refineries; erosion of natural deposits
Total Trihalomethanes	8/17/16	1.8	1.8	80	n/a	By-product of drinking water disinfection
Gross Alpha Particle Activity	3/30/16	.887	.887	15	(0)	Erosion of natural deposits
Asbestos	3/30/16; 4/29/16	ND	ND	7	7	Internal corrosion of asbestos cement water mains; erosion of natural deposits
Nitrate as N	11/9/16	1.05	.53-1.9	10	10	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Nitrite as N	11/9/16	<.4	<.4	1	1	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Perchlorate	3/30/16	<4	<4	6	1	Perchlorate is an inorganic chemical used in solid rocket propellant, fireworks, explosives, flares, matches, and a variety of industries. It usually gets into drinking water as a result of environmental contamination from historic aerospace or other industrial operations that used or use, store, or dispose of perchlorate and its salts.
Endothall	3/30/16	<45	<45	100	94	Runoff from herbicide use for terrestrial and aquatic weeds; defoliant
Haloacetic Acid	8/17/16	<1	<1	60	n/a	Byproduct of drinking water disinfection

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

For more detailed Water Quality Data, including a full glossary of terms, please refer to the full Consumer Confidence Report at www.hvllcsd.org/public-record-documents

TABLE 5 – DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD

Chemical or Constituent	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Chloride (ppm)	4/15/15	5.4	5.4	500		Runoff/leaching from natural deposits; seawater influence
Specific Conductance	3/30/16	450	450	1600		Substances that form ions when in water; seawater influence
Sulfate (ppm)	1/29/15; 4/15/15	14	13-15	500	.5	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (ppm)	1/29/15; 4/15/15	225	220-230	1000		Runoff/leaching from natural deposits

TABLE 6 – DETECTION OF UNREGULATED CONTAMINANTS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
Bicarbonate Alkalinity	1/29/15; 4/15/15	220	220	none	NA
Calcium	1/29/15; 4/15/15	13	5-21	none	NA
Magnesium	1/29/15; 4/15/15	39	36-42	none	NA
pH	1/29/15; 4/15/15	7.75	7.71-7.78	none	NA

Additional General Information on Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791). Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791). **Lead-Specific Language for Community Water Systems:** If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Hidden Valley Lake Community Services District is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. [Optional: If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.] If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/lead>

The state of California changed the Maximum Compliance Level (MCL) for Hexavalent Chromium in July 2014, and Senate Bill 385 was enacted in September 2015. The State Water Resources Control Board (SWRCB) has accepted Hidden Valley Lake Community Services District (HVLCS D)'s compliance plan to meet this new MCL. For more information on this plan, and the health effects of Hexavalent Chromium, please refer to our website; www.hvllcsd.org/notices



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hiddenvalleylakecsd.com

MEMO

To: Board of Directors
From: Kirk Cloyd
Date: July 18, 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 public with an update on the progression of projects.

(The District offices were closed Tuesday July 4th in observance of Independence Day.)

Water

1. A conversation with Regional Water Quality Control Board staff confirmed that the state has until Aug. 17th to respond to the recent court ruling in the Cr6 suit. Conversations at the G.M. Summit and through several other professional groups indicate that most water agencies are continuing forward with their Cr6 mitigation plans. This was confirmed in my conversation with Regional Board staff. We have seen an increase in Cr6 levels in recent test. It is believed that the rains earlier this year may have attributed to the leaching of Cr6 from native Serpentine, the state rock.
2. Following Board approval of an agreement with Schneider Electric, staff met with Schneider representatives to conduct a kick-off meeting for the AMI meter replacement program. Additional cost saving programs were discussed and may be brought to the Board as independent, resource and cost saving projects.
3. I reviewed, signed and sent in the monthly Putah Creek Water Master report.

Sanitary Sewer

1. Upon locating a letter from Lake County, that was written and delivered prior to my arrival at HVLCSO, committing to repair the damaged access road to pre-Valley Fire mitigation conditions, I met with the county on site to discuss the needed repairs. This was followed up with a "Letter of Expectations" which was mailed to the County. We will continue to apprise the Board of progress on this project.



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hiddenvalleylakecsd.com

2. FEMA Update

Completed-Submitted request for funding LKHVA81 – \$419,892.02, and all related documentation. (Please see the attached documentation.)

Submitted request for funding LKHVB82 - \$65,620.10, and all related documentation. (Please see the attached documentation.)

In progress-Developing pricing for permanent work in anticipation of FEMA/CalOES Site inspection report.

Stormwater

No updated information.

Human Resources

1. Worked with staff to discuss & schedule time off for medical procedures which will leave us short staffed later this year.

Facilities

1. The Konocti CC#27 was scheduled to weed whack around the tertiary pond at the RWRF and drop, limb and buck trees burned in the Valley Fire, however, the Winters Fire and surprise internal audits/inspections have delayed their arrival. In addition to these projects, I have confirmed with staff and the Fire Captains at Konocti CC#27 that it may be possible to use the crews to separate out concrete from asphalt so we can remove debris from the RWRF, clean the solar array and several other labor-intensive projects beside weed abatement.

Vehicles & Equipment

No updated information.

General Information

1. Staff has coordinated with Lake County Building Dept. for inspections of the water and sewer line extension through the Coyote Valley Elementary School grounds by Kenco Development prior to the start of the 2017/18 school year. The approved lines terminate approx. 30 feet past the school in the adjacent field. Of note, staff worked with Ken Porter of Kenco Development to approve a locking ring and cover for sewer man holes that is water tight for this project. This will improve safety for the children where manhole lids are located within the school fence line (and keep the lids secure in the fields) while keeping stormwater from entering the sewer system through flood waters.
2. Staff met with David Spilman, Financial Consultant with RGS. It is expected that Mr. Spilman will make a great addition to our contracted team once the final contract is completed and taken to the Board for approval. Our discussions



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hiddenvalleylakecsd.com

included assisting the Full-Charge Bookkeeper with daily tasks, monthly/quarterly reports, annual/year-end reconciliation and the annual audit.

3. E-mails between the Verizon rep. and Hidden Valley Lake Association indicate that final approval for Verizon to use the private roads within the Association to access the proposed tower at Little Peak will be finalized at one of the two Association Board meetings this month. Once this hurdle is crossed, HVLCSD & Verizon can move forward and bring an agreement to our Board for review and subsequent approval.
4. I attended CSDA/SDRMA's General Manager Leadership Summit Sunday June 25th through Tuesday June 27th. I attended specific breakout sessions entitled:
 - A. Purpose & Productivity-How Special District Leaders Build a Winning Team.
 - B. How Your Board Can Set Clear Direction and Build Your District's Future Around Its Core Priorities.
 - C. Development of Board Governance Guidelines Ensuring Smooth Operations and Avoiding Liability.
 - D. Making the Pieces Fit-How Leaders Integrate Board Planning, Agency Direction, and Even Their Own Evaluations.
 - E. Succession Planning-Be on the Crest of the Baby Boomer Wave.

Of special note was the opening Key Note Speaker, Keni Thomas. Mr. Thomas is a former Army Ranger involved in the "Black Hawk Down" incident and current country music personality. He used his experience in Mogadishu, Africa to convey his message of leadership entitled: "Get it On! What It Means to Lead the Way"

The Key Note Speaker for the second day was Michael Grabow of CPS HR Consulting. Mr. Grabow's commentary was entitled, "Communications 360 Starts with YOU!"

5. The District continues to work with Lake County LAFCO on the District's sphere of influence and boundaries. An expansion is required due to the Valley Oaks project expressed desire to annex into the District. LAFCO will present the proposed expansion of HVLCSD's sphere of influence to include the Valley Oaks Project on July 19th at 9:30 in Lakeport. This expansion of the sphere of influence would allow the Valley Oaks project to annex into Hidden Valley Lake Community Services District for water, sewer and recycled water services.
6. Penny attended the WEC conference on June 26 and 27 at the Sonoma County Water District.
7. I worked with HVLA's contractors that are installing the power poles for the emergency sirens located on and adjacent to HVLCSD property to ensure they would not damage water mains.



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hiddenvalleylakecsd.com

8. Staff continues to investigate possible alternatives to our current SCADA system as it is in need of further upgrade. One option is a cloud based system.
9. Field staff and I attended a CWEA Orientation Webinar: "The CWEA Certification Process." Staff is encouraged to obtain CWEA Collection System Maintenance certification to provide better maintenance and repair for our sewer collection system.
10. Staff discussed the need to update the following internal documents:
 - A. Water Ord. 56.0
 - B. Sewer Ord. 57.0
 - C. Develop a Fee Schedule
 - D. Uniform Policy to address annual boot and pant allowances.
 - E. Annual Sewer Averaging Policy-Dec. thru Mar.
 - F. Update the Employee Handbook.

Emergency Preparedness:

1. I attended the Lake County update of the 2012 Lake County Multi-Hazard Mitigation Plan kick-off meeting in Lakeport.

COST SUMMARY RECORD

Applicant			FEMA ID	FEMA Disaster #	PW #
Hidden Valley Lake Community Services District				4308	1
Location/Site	38.797543	-122.553558	CDAА ID	CDAА Disaster #	Category
Hidden Valley Lake Wastewater Treatment Plant				4308	A
Description of Work Performed:					
Hidden Valley Lake CSD Debris Removal at the Wastewater Treatment Plant relating to the storm that occurred 2/1/17-2/23/17					
	Hours	Costs	Comments		
Force Account Labor: Regular Time	52.50	\$1,381.53			
Force Account Labor: Overtime	28.25	\$1,285.30			
Force Account Equipment	0.00	\$0.00			
Force Account Material		\$28.21			
Rental Equipment					
Contracts		\$416,106.02			
Total		\$418,801.06			

COST SUMMARY RECORD

Applicant			FEMA ID	FEMA Disaster #	PW #
Hidden Valley Lake Community Services District				4308	2
Location/Site	38.797543	-122.553558	CDAА ID	CDAА Disaster #	Category
Hidden Valley Lake				4308	B
Description of Work Performed:					
Hidden Valley Lake CSD Community-wide Emergency Protective Measures relating to storm that occurred 2/1/17 - 2/23/17					
	Hours	Costs	Comments		
Force Account Labor: Regular Time	0.00	\$0.00			
Force Account Labor: Overtime	9.50	\$345.63			
Force Account Equipment	41.00	\$817.10			
Force Account Material		\$23.88			
Rental Equipment		\$1,935.00			
Contracts		\$61,653.00			
Total		\$64,774.61			

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

DATE: July 18, 2017

AGENDA ITEM: Discussion and Possible Approval: Discuss and approve the General Manager’s authority to enter into an agreement with Civic Spark, Water Action Fellowship.

RECOMMENDATIONS: Approve the General Manager’s authority to enter into an agreement with Civic Spark, Water Action Fellowship.

FINANCIAL IMPACT: \$41,000.000 per Fellowship providing 2 Interns per Fellowship, pending approval of agreement for services of independent contractor, with a total of \$82,000.00

BACKGROUND: Local Government Commission (LGC) has contracted with the Corporation for National and Community Service (CNCS) to implement CivicSpark Water as an AmeriCorps program. Fellows can only work on service outlined in performance measures approved by CNCS. These performance measures define how CivicSpark Water will provide service to local public agencies by conducting research, planning, or implementation projects, engaging volunteers, and transferring knowledge to local public agency staff.

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 July 18, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT is made and entered into as of <date> by and between Hidden Valley Lake Community Services District, ("Partner") and the Local Government Commission ("LGC").

RECITALS

- A. Partner desires to engage LGC to provide certain services through the CivicSpark Water program.
- B. CivicSpark Water is a federally funded AmeriCorps program operated by LGC, in which LGC recruits, hires, and supervises emerging professionals.
- C. CivicSpark Water builds local public agency capacity via cross-sector network development and completion of specific research, planning, or implementation service projects. CivicSpark Water Fellows will serve with local leaders responding to statewide priorities in water resources management, such as integrated water management, the Sustainable Groundwater Management Act (SGMA) and the California Water Action Plan. Fellows can only work on contracted and allowable service activities (Exhibit "A").
- D. LGC desires to provide those services and to be compensated accordingly.
- E. The Partner and LGC enter into this Agreement in order to memorialize the terms concerning LGC's performance of the services and the Partner's obligations with respect thereto.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual agreements set forth herein, the Partner and LGC hereby covenant and agree as follows:

1. Appointment. The Partner hereby appoints LGC as an independent contractor to perform the services described in Exhibit "B", "Scope of Services" attached hereto. LGC hereby accepts such appointment on the terms and conditions set forth herein.

The Partner also agrees to the responsibilities and roles as described in Exhibit "C", as they relate to the Partner's participation in the CivicSpark: Water Action Fellowship. The Partner hereby accepts such responsibilities on the terms and conditions set forth herein.

Neither party may vary the scope of services described in Exhibit "B" or responsibilities in Exhibit "C" except as expressly agreed to in writing by the other party. The budgets for direct labor and expenses are based on the services described in Exhibit "B." Any modification of the scope of services may affect direct labor costs and project expenses and must be approved in writing by Partner

2. Performance of Consulting Services. LGC shall perform the services in a diligent, competent and professional manner.

3. Consulting Fee; Reimbursable Expenses.

(a) The Partner shall pay LGC a fee for the services provided, as described in Exhibit "D," "Description of Compensation," attached hereto.

(b) LGC shall be entitled to reimbursement for out-of-pocket expenses incurred in the performance of this Agreement, limited to those expenses listed in Exhibit "E," "Reimbursable Expenses," attached hereto, up to the maximum amount set forth in Exhibit "E." Upon receipt of LGC's invoice, Partner shall notify LGC if it has any exceptions to LGC's invoice. When LGC and Partner are in agreement on the terms of LGC's invoice, Partner shall submit the invoice for payment. The Partner shall reimburse LGC within thirty (30) days of receiving the invoice.

4. Term. The term of this Agreement shall commence and LGC's duties and responsibilities under this Agreement shall begin as of the date first written above and shall continue, as agreed to in the timeline defined in Exhibit "F". This agreement is subject to earlier termination as provided herein, until the services are complete and all compensation and reimbursable expenses are paid to LGC.

This agreement may be terminated at anytime by either party for good cause. This agreement may be terminated by either party, without cause, upon 30 days written notice to the non-terminating party.

5. Excuse of Performance. LGC's obligation to perform the services specified in this contract shall be excused if the performance is prevented or substantially delayed due to circumstances not caused, in whole or in part, by LGC, including any such circumstances caused by the Partner.

6. Independent Contractor. It is the intent of the parties that LGC is and shall remain an independent contractor, and LGC shall (i) comply in all material respects with all the laws, rules, ordinances, regulations and restrictions applicable to the services, and (ii) pay all federal and state taxes applicable to LGC, whether levied under existing or subsequently enacted laws, rules or regulations. The parties hereto do not intend to create an employer-employee or master-servant relationship of any kind.

7. Insurance. LGC agrees to maintain: (1) commercial general liability insurance with minimum limits of \$1,000,000, written on an occurrence form basis, protecting it from claims for personal injury (including bodily injury and death) and property damage which may arise from on in connection with the performance of Consultant's Services hereunder or from or out of any act or omission of Consultant, its officers, directors, agents, subcontractors or employees; (2) professional liability insurance with minimum limits of \$1,000,000; (3) worker's compensation insurance as required by law; and (4) hired and non-owned auto insurance with minimum limits of \$1,000,000 for each accident. If requested, LGC shall provide a certificate of said insurance and an additional insured endorsement to the Partner within 10 days of the execution of this Agreement.

8. Limitation of Liability. With regard to the services to be performed by the LGC pursuant to the terms of this Agreement, the LGC shall not be liable to the Partner, or to anyone who may claim any right due to LGC's relationship with the Partner for any acts or omissions in the performance of said services on the part of the LGC, except when said acts or omissions are the result of any willful

misconduct by LGC. Partner shall hold the LGC free and harmless from any obligations, costs, claims, judgments, attorney's fees, and attachments arising out of the services rendered to the Partner pursuant to the terms of this Agreement or in any way connected with the rendering of said services, except when the same shall arise due to the willful misconduct of the LGC.

9. Ownership of Documents. Ownership of any designs, plans, maps, reports, specifications, drawings, and other information or items produced by LGC while performing Services under this Agreement will be assigned to and owned jointly by LGC and Partner. The original of all reports, memoranda, studies, plans, specifications, drawings, materials, exhibits, maps or other similar or related documents prepared by LGC in the performance of the Services for the Partner shall be the joint property of LGC and the Partner.

10. Notices. All notices or other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when delivered if personally delivered, or three (3) business days after mailing if mailed by certified mail, postage prepaid, return receipt requested, and shall be addressed as follows:

To the Partner:

Alyssa Gordon
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
707-987-9201
707-987-3237
agordon@hiddenvalleylakecsd.com

To LGC:

Linda Cloud
Local Government Commission
980 9th Street, Suite 1700
Sacramento, CA 95814-2736
916-448-1198
916-448-8246 fax
lcloud@lgc.org

Either party may change its address by giving written notice thereof to the other party.

11. Attorneys' Fees. The party prevailing in any action at law or in equity necessary to enforce or interpret the terms of this Agreement shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

12. Governing Law. This Agreement shall be governed by the laws of the State of California.

13. Entire Agreement; Amendments. This Agreement contains all of the agreements of the parties hereto with respect to the matters contained herein and no prior or contemporaneous agreement or understanding, oral or written, pertaining to any such matters shall be effective for any purpose. No provision of this Agreement may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest.

14. Headings. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement.

15. Severability. If any paragraph, section, sentence, clause or phrase contained in this Agreement shall become illegal, null or void or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining paragraphs, sections, sentences, clauses or phrases contained in this Agreement shall not be affected thereby.

16. Waiver. The waiver of any breach of any provision hereunder by any party hereto shall not be deemed to be a waiver of any preceding or subsequent breach hereunder.

17. Warranty of Authority. Each of the undersigned hereby warrants that he/she has authority on behalf of his or her principal to execute this Agreement and to bind such principal to the terms hereof.

18. Counterparts. This Agreement may be executed by electronic or hard-copy signature and in any number of counterparts, each of which shall be deemed to be one and the same instrument. The exchange of executed copies of this Agreement by facsimile, email or other electronic transmission will constitute effective execution and delivery of this Agreement for all purposes. Signatures of the parties transmitted by such methods will be treated in all respects as having the same effect as an original signature.

DATED:

Kirk Cloyd, General Manager
PARTNER

DATED:

Linda Cloud, Managing Director
LOCAL GOVERNMENT COMMISSION

Exhibit “A” Contracted Performance Measures and Prohibited Activities

LGC has contracted with the Corporation for National and Community Service (CNCS) to implement CivicSpark Water as an AmeriCorps program. Fellows can only work on service outlined in performance measures approved by CNCS. These performance measures define how CivicSpark Water will provide service to local public agencies by conducting research, planning, or implementation projects, engaging volunteers, and transferring knowledge to local public agency staff. The project scope in exhibit A must align with the measures below:

- 1) Capacity Building for Local Public Agencies – Fellows’ direct service hours must be spent building capacity for local public agency beneficiaries to address regional water resource management issues, assisting them to develop projects that they would otherwise not be able to complete. Fellows will build capacity by assisting beneficiaries to develop projects that the agency would otherwise not be able to complete. Capacity building for Fellows will be delivered in 4 stages including gap assessments, research, planning, and implementation service projects, volunteer engagement, and knowledge transition.
- 2) Volunteer Engagement – All Fellows should have the opportunity to build further capacity for local public agencies by engaging, recruiting, and supporting volunteers. Volunteers may be engaged as either one-time volunteers (e.g., to assist with a specific event or service activity), or on-going volunteers (e.g., interns).
- 3) Training and Professional Development for Fellows – Fellows may spend up to 20% of their 1700-hour service year on training and professional development activities. Training includes a 1-week orientation at the start of the service year, continuous monthly trainings, and other professional development and networking opportunities. Training and professional development may be content-specific, project relevant, or of general professional interest to the Fellows.

The majority of direct service portion of the work provided by CivicSpark to local governments only involves the first two measures. The third measure is realized principally through training and professional development activities provided by LGC to Fellows. Some activities that occur while working with local governments may be considered training and professional development such as networking events and trainings that might be hosted by the local government.

In addition to only working on contracted performance measure service activities, per federal guidelines, while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National Community Service, LGC, Supervisors or Fellows may not engage in the following activities (see 45 CFR § 2520.65):

- 1) Attempting to influence legislation;
- 2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- 3) Assisting, promoting, or deterring union organizing;
- 4) Impairing existing contracts for services or collective bargaining agreements;
- 5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

- 6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- 7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- 8) Providing a direct benefit to—
 - a) A business organized for profit;
 - b) A labor union;
 - c) A partisan political organization;
 - d) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e) An organization engaged in the religious activities described above, unless CNCS assistance is not used to support those religious activities;
- 9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- 10) Providing abortion services or referrals for receipt of such services; and
- 11) Such other activities as CNCS may prohibit.

Fellows, like other private citizens, may participate in the above listed activities on their own time, at their own expense, and on their own initiative. However, program uniforms or identification materials (pins, logos) must not be worn while doing so.

Exhibit "B" Scope of Services

LGC will perform the following services:

- 1) General Program Responsibilities:
 - a) Provide clear guidelines to Fellows regarding AmeriCorps regulations and expectations.
 - b) Recruit, on-board, and provide preliminary training to Fellows to prepare them for capacity building services.
 - c) Provide support and guidance for Fellows on a regular basis, addressing concerns as they arise during the service year, and striving towards 90% retention of Fellows.
 - d) Manage Partner service contracts.
 - e) Share outcomes from service with Program Partners.
- 2) Fellow Responsibilities:
 - a) Pass a state, national, and NSOPR background check before starting their service year.
 - b) Participate in a 1-week program orientation and complete 120 hours of training through dedicated fellow training and development or service days.
 - c) Serve an average of 37 hours per week for 11 months, serving a minimum of 1700 hours overall.
 - d) Comply with guidelines for performance measures and abide by regulations on prohibited activities described above.

- e) Complete accurate reporting in a timely manner, as required by CNCS for projects; this includes assessments, implementation, hours served, volunteers recruited and supported, and transition of knowledge to local public agency beneficiaries.
 - f) Avoid participation in prohibited activities.
 - g) Identify as a Fellow and wear AmeriCorps lapel pins or gear during service hours.
 - h) Participate in days of national service including, but not limited to: Martin Luther King, Jr. Day of Service, 9/11 Day or Remembrance, Cesar Chavez Day, and AmeriCorps week Service Day.
- 3) Project Specific Scope of Work
- a) Embarking on an Automatic Metering project, Fellows will take an active part in reducing water waste by leak detection. Upon installation of an automatic water meter, a household's water use data will be available on an hourly basis, instead of monthly. Fellows will assist in gathering, analyzing and taking action from water use data. Project coordination by fellows will include project task scheduling, public outreach of the Partner's progress, and training of both customers and staff.
 - b) As this project evolves, Fellows will also evolve and seize upon the opportunity to meet the ever-changing needs of a live project. By being flexible, and providing support where needed throughout the term of this agreement, both the Partner and Fellow are expected to grow together to find a successful attainment of mutual goals.
 - c) In addition to the water project description, this scope acknowledges that:
 - i) The project will include an initial Fellow-conducted gap assessment, a volunteer engagement component and a transitional support activity. These pieces do not need to be defined in detail, but should be referenced as part of the scope (LGC staff can discuss these elements and can provide details or examples as requested).
 - ii) Minor changes to the scope following the requisite scope development may be needed.
 - iii) The project will comply with AmeriCorps service guidelines including prohibited activities described in Exhibit A.

Exhibit "C" Partner Responsibilities

Partner will perform the following services:

- 1) Fellow Support Responsibilities:
 - a) Identify one local agency staff member to act as a project supervisor and point person for the Fellow and CivicSpark Water staff.
 - b) Project supervisor shall support project implementation and professional development by:
 - i) Setting aside at least 1 hour/week to check in with each Fellow and provide assistance for each approved project.
 - ii) Reviewing and approving Fellow timecards every two weeks.
 - iii) Familiarizing Fellows to organization, resources, and project scope. Work with Fellows and outside partners to review and revise (if necessary) the project scope and establish an agreed-upon timeline for completing tasks.
 - iv) Completing an initial performance assessment of each Fellow (survey and professional development goal setting) within two months of the start of the service year, and conducting a mid-year performance review, and completing a final performance survey prior to the end of the service year.
 - v) Seeking opportunities to integrate the Fellows' professional goals into project activities.

- vi) As appropriate, facilitating the Fellows transition by introducing the Fellows to relevant colleagues and networks towards the end of the service year.
 - vii) Provide adequate professional workspace for Fellows (e.g. desk, computer, phone as needed).
 - c) Ensure implementation of project consistent with scope above and in line with CivicSpark Water program goals (including volunteer engagement and transitional activities).
 - d) Keep the CivicSpark Water Project Associate apprised of project developments and challenges, working to redefine scopes and goals as necessary.
 - e) If challenges arise (related to professionalism, work products, etc.) provide specific written feedback to the Fellow and share with LGC staff as close in time to the incident as possible so if needed LGC staff can assess the challenges and intervene as necessary.
 - f) Assist with site visits as necessary by LGC staff.
 - g) Not displace Partner staff or volunteers with CivicSpark Water Fellows, nor have CivicSpark Water Fellows perform any services or duties that would supplant the hiring of employed workers.
 - h) Not offer the CivicSpark Water Fellow part time work that is substantially similar to their CivicSpark Water scope of work, nor offer them full time employment with a start date prior to the Service Year end date.
- 2) Reporting Requirements
- a) Complete application(s) for CivicSpark Water project(s), identifying:
 - i) At least two local public agency beneficiaries per Fellow¹. Each local public agency beneficiary must receive at least 200 hours of capacity-building services.
 - (1) Participating local public agency beneficiaries must demonstrate a “capacity need” measured by the absence of 1 or more criteria:
 - (a) Agency does not have a dedicated staff person whose sole responsibility is cross-sector and inter-jurisdictional collaboration, and coordinating water management with land use planning;
 - (b) Agency does not actively participate in the local Integrated Regional Water Management Plan (IRWMP)
 - (c) Agency is not actively participating in their regional Groundwater Sustainability Agency (GSA) formation process or Groundwater Sustainability Plan (GSP) development process;
 - (d) Agency is not currently equipped to meet all data, research, planning, engagement, and coordination needs to adequately meet local water sustainability goals and state water management priorities.
 - b) Ensure local beneficiary staff involved with the project complete the pre-service assessment surveys to define goals for this project and establish a baseline on the agency’s sustainable water management issues.
 - c) Have local public agency staff involved in the project participate in a project interview early on (within the first 2-3 weeks of service) as part of the CivicSpark Water gap assessment process.

¹ Note: Beneficiaries should be outside local public agencies that acknowledge that they receive some direct or indirect benefit from the Fellows’ project being completed. If outside beneficiaries cannot be secured, individual departments within a single local public agency (i.e. Public Works Dept. and Water Conservation Dept.), or separate project elements within an agency (i.e. School Garden Project and Leak Detection Project), can fill this role if necessary. This is determined on a case-by-case basis in concert with LGC staff.

- d) Complete 2 professional assessments of each Fellow at the beginning and end of the service year, and complete a mid-year review of performance.
- e) Reviewing and approving Fellow timecards every two weeks.
- f) Ensure that local public agency staff who completed the pre-assessment complete a post-assessment survey at project completion to compare project outcomes with pre-established baselines.
- g) Allow CivicSpark Water program to share deliverables, outcomes, results, and other data with our partners as well as required for grant reporting.

Exhibit "D" Description of Compensation

Costs, total project hours², additional prep-hours and travel budget for support options are defined below.

LGC will receive no more than \$41,000 for two Fellows to perform the services of this contract. Each Fellow will provide at least 1350 project hours during the Service Year, for a total of at least 2700 hours.

Cost	\$41,000 for two Fellows
Project Hours	2,700+ hours for two Fellows
Additional Resources	40-80 additional project-prep hours Up to \$400 in project-related travel covered, per fellow

To proceed with services, LGC requires a down payment of 10% of total agreement amount: \$4,100 for two Fellows. Invoices will be billed monthly, in eleven equal installments (the total amount of the contract divided by the eleven month period of service). The deposit will be credited against initial invoices.

Invoices will only provide the amount due in a given month, a separate remaining budget and hours to date report is provided for reference each month as well. If Partner needs invoices to include specific format, tasks, billing codes, or other details, they must inform LGC prior to the project start and provide clear instructions to LGC regarding how time should be tracked and reported.

As LGC is committing to making the CivicSpark Water Fellows available for a specific period, Partner will be invoiced for the full amount monthly regardless of Fellow activity during any given period. If for some unforeseen circumstance, LGC is not able to provide services for the full contract duration, Partner will only be responsible for the portion of the contract amount for the period of service actually provided.

Exhibit "E" Reimbursable Expenses

LGC will cover up to \$400 per fellow for transportation expenses related to the project.

Other project related expenses shall be submitted to the Partner in writing for approval prior to the Partner being charged for reimbursement for an expense incurred during the completion of activities outlined in the Scope of Service as seen in Exhibit "B."

Exhibit "F" Timeline

All tasks enumerated in Exhibit "A" are to start on September 10, 2017 and should be completed August 10, 2018.

²Note that project hours include all project related activities as well as basic administrative tasks related to CivicSpark Water service (e.g. completing timecards, progress reports, project related communications with LGC staff).

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT is made and entered into as of <date> by and between Hidden Valley Lake Community Services District, ("Partner") and the Local Government Commission ("LGC").

RECITALS

- A. Partner desires to engage LGC to provide certain services through the CivicSpark Water program.
- B. CivicSpark Water is a federally funded AmeriCorps program operated by LGC, in which LGC recruits, hires, and supervises emerging professionals.
- C. CivicSpark Water builds local public agency capacity via cross-sector network development and completion of specific research, planning, or implementation service projects. CivicSpark Water Fellows will serve with local leaders responding to statewide priorities in water resources management, such as integrated water management, the Sustainable Groundwater Management Act (SGMA) and the California Water Action Plan. Fellows can only work on contracted and allowable service activities (Exhibit "A").
- D. LGC desires to provide those services and to be compensated accordingly.
- E. The Partner and LGC enter into this Agreement in order to memorialize the terms concerning LGC's performance of the services and the Partner's obligations with respect thereto.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual agreements set forth herein, the Partner and LGC hereby covenant and agree as follows:

1. Appointment. The Partner hereby appoints LGC as an independent contractor to perform the services described in Exhibit "B", "Scope of Services" attached hereto. LGC hereby accepts such appointment on the terms and conditions set forth herein.

The Partner also agrees to the responsibilities and roles as described in Exhibit "C", as they relate to the Partner's participation in the CivicSpark: Water Action Fellowship. The Partner hereby accepts such responsibilities on the terms and conditions set forth herein.

Neither party may vary the scope of services described in Exhibit "B" or responsibilities in Exhibit "C" except as expressly agreed to in writing by the other party. The budgets for direct labor and expenses are based on the services described in Exhibit "B." Any modification of the scope of services may affect direct labor costs and project expenses and must be approved in writing by Partner

2. Performance of Consulting Services. LGC shall perform the services in a diligent, competent and professional manner.

3. Consulting Fee; Reimbursable Expenses.

(a) The Partner shall pay LGC a fee for the services provided, as described in Exhibit "D," "Description of Compensation," attached hereto.

(b) LGC shall be entitled to reimbursement for out-of-pocket expenses incurred in the performance of this Agreement, limited to those expenses listed in Exhibit "E," "Reimbursable Expenses," attached hereto, up to the maximum amount set forth in Exhibit "E." Upon receipt of LGC's invoice, Partner shall notify LGC if it has any exceptions to LGC's invoice. When LGC and Partner are in agreement on the terms of LGC's invoice, Partner shall submit the invoice for payment. The Partner shall reimburse LGC within thirty (30) days of receiving the invoice.

4. Term. The term of this Agreement shall commence and LGC's duties and responsibilities under this Agreement shall begin as of the date first written above and shall continue, as agreed to in the timeline defined in Exhibit "F". This agreement is subject to earlier termination as provided herein, until the services are complete and all compensation and reimbursable expenses are paid to LGC.

This agreement may be terminated at anytime by either party for good cause. This agreement may be terminated by either party, without cause, upon 30 days written notice to the non-terminating party.

5. Excuse of Performance. LGC's obligation to perform the services specified in this contract shall be excused if the performance is prevented or substantially delayed due to circumstances not caused, in whole or in part, by LGC, including any such circumstances caused by the Partner.

6. Independent Contractor. It is the intent of the parties that LGC is and shall remain an independent contractor, and LGC shall (i) comply in all material respects with all the laws, rules, ordinances, regulations and restrictions applicable to the services, and (ii) pay all federal and state taxes applicable to LGC, whether levied under existing or subsequently enacted laws, rules or regulations. The parties hereto do not intend to create an employer-employee or master-servant relationship of any kind.

7. Insurance. LGC agrees to maintain: (1) commercial general liability insurance with minimum limits of \$1,000,000, written on an occurrence form basis, protecting it from claims for personal injury (including bodily injury and death) and property damage which may arise from on in connection with the performance of Consultant's Services hereunder or from or out of any act or omission of Consultant, its officers, directors, agents, subcontractors or employees; (2) professional liability insurance with minimum limits of \$1,000,000; (3) worker's compensation insurance as required by law; and (4) hired and non-owned auto insurance with minimum limits of \$1,000,000 for each accident. If requested, LGC shall provide a certificate of said insurance and an additional insured endorsement to the Partner within 10 days of the execution of this Agreement.

8. Limitation of Liability. With regard to the services to be performed by the LGC pursuant to the terms of this Agreement, the LGC shall not be liable to the Partner, or to anyone who may claim any right due to LGC's relationship with the Partner for any acts or omissions in the performance of said services on the part of the LGC, except when said acts or omissions are the result of any willful

misconduct by LGC. Partner shall hold the LGC free and harmless from any obligations, costs, claims, judgments, attorney's fees, and attachments arising out of the services rendered to the Partner pursuant to the terms of this Agreement or in any way connected with the rendering of said services, except when the same shall arise due to the willful misconduct of the LGC.

9. Ownership of Documents. Ownership of any designs, plans, maps, reports, specifications, drawings, and other information or items produced by LGC while performing Services under this Agreement will be assigned to and owned jointly by LGC and Partner. The original of all reports, memoranda, studies, plans, specifications, drawings, materials, exhibits, maps or other similar or related documents prepared by LGC in the performance of the Services for the Partner shall be the joint property of LGC and the Partner.

10. Notices. All notices or other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when delivered if personally delivered, or three (3) business days after mailing if mailed by certified mail, postage prepaid, return receipt requested, and shall be addressed as follows:

To the Partner:

Alyssa Gordon
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
707-987-9201
707-987-3237
agordon@hiddenvalleylakecsd.com

To LGC:

Linda Cloud
Local Government Commission
980 9th Street, Suite 1700
Sacramento, CA 95814-2736
916-448-1198
916-448-8246 fax
lcloud@lgc.org

Either party may change its address by giving written notice thereof to the other party.

11. Attorneys' Fees. The party prevailing in any action at law or in equity necessary to enforce or interpret the terms of this Agreement shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

12. Governing Law. This Agreement shall be governed by the laws of the State of California.

13. Entire Agreement; Amendments. This Agreement contains all of the agreements of the parties hereto with respect to the matters contained herein and no prior or contemporaneous agreement or understanding, oral or written, pertaining to any such matters shall be effective for any purpose. No provision of this Agreement may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest.

14. Headings. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement.

15. Severability. If any paragraph, section, sentence, clause or phrase contained in this Agreement shall become illegal, null or void or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining paragraphs, sections, sentences, clauses or phrases contained in this Agreement shall not be affected thereby.

16. Waiver. The waiver of any breach of any provision hereunder by any party hereto shall not be deemed to be a waiver of any preceding or subsequent breach hereunder.

17. Warranty of Authority. Each of the undersigned hereby warrants that he/she has authority on behalf of his or her principal to execute this Agreement and to bind such principal to the terms hereof.

18. Counterparts. This Agreement may be executed by electronic or hard-copy signature and in any number of counterparts, each of which shall be deemed to be one and the same instrument. The exchange of executed copies of this Agreement by facsimile, email or other electronic transmission will constitute effective execution and delivery of this Agreement for all purposes. Signatures of the parties transmitted by such methods will be treated in all respects as having the same effect as an original signature.

DATED:

Kirk Cloyd, General Manager
PARTNER

DATED:

Linda Cloud, Managing Director
LOCAL GOVERNMENT COMMISSION

Exhibit “A” Contracted Performance Measures and Prohibited Activities

LGC has contracted with the Corporation for National and Community Service (CNCS) to implement CivicSpark Water as an AmeriCorps program. Fellows can only work on service outlined in performance measures approved by CNCS. These performance measures define how CivicSpark Water will provide service to local public agencies by conducting research, planning, or implementation projects, engaging volunteers, and transferring knowledge to local public agency staff. The project scope in exhibit A must align with the measures below:

- 1) Capacity Building for Local Public Agencies – Fellows’ direct service hours must be spent building capacity for local public agency beneficiaries to address regional water resource management issues, assisting them to develop projects that they would otherwise not be able to complete. Fellows will build capacity by assisting beneficiaries to develop projects that the agency would otherwise not be able to complete. Capacity building for Fellows will be delivered in 4 stages including gap assessments, research, planning, and implementation service projects, volunteer engagement, and knowledge transition.
- 2) Volunteer Engagement – All Fellows should have the opportunity to build further capacity for local public agencies by engaging, recruiting, and supporting volunteers. Volunteers may be engaged as either one-time volunteers (e.g., to assist with a specific event or service activity), or on-going volunteers (e.g., interns).
- 3) Training and Professional Development for Fellows – Fellows may spend up to 20% of their 1700-hour service year on training and professional development activities. Training includes a 1-week orientation at the start of the service year, continuous monthly trainings, and other professional development and networking opportunities. Training and professional development may be content-specific, project relevant, or of general professional interest to the Fellows.

The majority of direct service portion of the work provided by CivicSpark to local governments only involves the first two measures. The third measure is realized principally through training and professional development activities provided by LGC to Fellows. Some activities that occur while working with local governments may be considered training and professional development such as networking events and trainings that might be hosted by the local government.

In addition to only working on contracted performance measure service activities, per federal guidelines, while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National Community Service, LGC, Supervisors or Fellows may not engage in the following activities (see 45 CFR § 2520.65):

- 1) Attempting to influence legislation;
- 2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- 3) Assisting, promoting, or deterring union organizing;
- 4) Impairing existing contracts for services or collective bargaining agreements;
- 5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

- 6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- 7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- 8) Providing a direct benefit to—
 - a) A business organized for profit;
 - b) A labor union;
 - c) A partisan political organization;
 - d) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e) An organization engaged in the religious activities described above, unless CNCS assistance is not used to support those religious activities;
- 9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- 10) Providing abortion services or referrals for receipt of such services; and
- 11) Such other activities as CNCS may prohibit.

Fellows, like other private citizens, may participate in the above listed activities on their own time, at their own expense, and on their own initiative. However, program uniforms or identification materials (pins, logos) must not be worn while doing so.

Exhibit "B" Scope of Services

LGC will perform the following services:

- 1) General Program Responsibilities:
 - a) Provide clear guidelines to Fellows regarding AmeriCorps regulations and expectations.
 - b) Recruit, on-board, and provide preliminary training to Fellows to prepare them for capacity building services.
 - c) Provide support and guidance for Fellows on a regular basis, addressing concerns as they arise during the service year, and striving towards 90% retention of Fellows.
 - d) Manage Partner service contracts.
 - e) Share outcomes from service with Program Partners.
- 2) Fellow Responsibilities:
 - a) Pass a state, national, and NSOPR background check before starting their service year.
 - b) Participate in a 1-week program orientation and complete 120 hours of training through dedicated fellow training and development or service days.
 - c) Serve an average of 37 hours per week for 11 months, serving a minimum of 1700 hours overall.
 - d) Comply with guidelines for performance measures and abide by regulations on prohibited activities described above.

- e) Complete accurate reporting in a timely manner, as required by CNCS for projects; this includes assessments, implementation, hours served, volunteers recruited and supported, and transition of knowledge to local public agency beneficiaries.
 - f) Avoid participation in prohibited activities.
 - g) Identify as a Fellow and wear AmeriCorps lapel pins or gear during service hours.
 - h) Participate in days of national service including, but not limited to: Martin Luther King, Jr. Day of Service, 9/11 Day or Remembrance, Cesar Chavez Day, and AmeriCorps week Service Day.
- 3) Project Specific Scope of Work
- a) In the wake of the record-breaking storm events of 2017, Fellows will take an active part in a multitude of storm water and sewer repair activities. In order to construct a viable and resilient wastewater collection system, Fellows will build an infrastructure schematic from the ground up using contemporary tools such as ArcGIS. In the field, project coordination and implementation tasks will cover vendor management, individual field operations monitoring tasks, and data gathering.
 - b) As this project evolves, Fellows will also evolve and seize upon the opportunity to meet the ever-changing needs of live projects. By being flexible, and providing support where needed throughout the term of this agreement, both the Partner and Fellow are expected to grow together to find a successful attainment of mutual goals.
 - c) In addition to the water project description, this scope acknowledges that:
 - i) The project will include an initial Fellow-conducted gap assessment, a volunteer engagement component and a transitional support activity. These pieces do not need to be defined in detail, but should be referenced as part of the scope (LGC staff can discuss these elements and can provide details or examples as requested).
 - ii) Minor changes to the scope following the requisite scope development may be needed.
 - iii) The project will comply with AmeriCorps service guidelines including prohibited activities described in Exhibit A.

Exhibit "C" Partner Responsibilities

Partner will perform the following services:

- 1) Fellow Support Responsibilities:
 - a) Identify one local agency staff member to act as a project supervisor and point person for the Fellow and CivicSpark Water staff.
 - b) Project supervisor shall support project implementation and professional development by:
 - i) Setting aside at least 1 hour/week to check in with each Fellow and provide assistance for each approved project.
 - ii) Reviewing and approving Fellow timecards every two weeks.
 - iii) Familiarizing Fellows to organization, resources, and project scope. Work with Fellows and outside partners to review and revise (if necessary) the project scope and establish an agreed-upon timeline for completing tasks.
 - iv) Completing an initial performance assessment of each Fellow (survey and professional development goal setting) within two months of the start of the service year, and conducting a mid-year performance review, and completing a final performance survey prior to the end of the service year.
 - v) Seeking opportunities to integrate the Fellows' professional goals into project activities.

- vi) As appropriate, facilitating the Fellows transition by introducing the Fellows to relevant colleagues and networks towards the end of the service year.
 - vii) Provide adequate professional workspace for Fellows (e.g. desk, computer, phone as needed).
 - c) Ensure implementation of project consistent with scope above and in line with CivicSpark Water program goals (including volunteer engagement and transitional activities).
 - d) Keep the CivicSpark Water Project Associate apprised of project developments and challenges, working to redefine scopes and goals as necessary.
 - e) If challenges arise (related to professionalism, work products, etc.) provide specific written feedback to the Fellow and share with LGC staff as close in time to the incident as possible so if needed LGC staff can assess the challenges and intervene as necessary.
 - f) Assist with site visits as necessary by LGC staff.
 - g) Not displace Partner staff or volunteers with CivicSpark Water Fellows, nor have CivicSpark Water Fellows perform any services or duties that would supplant the hiring of employed workers.
 - h) Not offer the CivicSpark Water Fellow part time work that is substantially similar to their CivicSpark Water scope of work, nor offer them full time employment with a start date prior to the Service Year end date.
- 2) Reporting Requirements
- a) Complete application(s) for CivicSpark Water project(s), identifying:
 - i) At least two local public agency beneficiaries per Fellow¹. Each local public agency beneficiary must receive at least 200 hours of capacity-building services.
 - (1) Participating local public agency beneficiaries must demonstrate a “capacity need” measured by the absence of 1 or more criteria:
 - (a) Agency does not have a dedicated staff person whose sole responsibility is cross-sector and inter-jurisdictional collaboration, and coordinating water management with land use planning;
 - (b) Agency does not actively participate in the local Integrated Regional Water Management Plan (IRWMP)
 - (c) Agency is not actively participating in their regional Groundwater Sustainability Agency (GSA) formation process or Groundwater Sustainability Plan (GSP) development process;
 - (d) Agency is not currently equipped to meet all data, research, planning, engagement, and coordination needs to adequately meet local water sustainability goals and state water management priorities.
 - b) Ensure local beneficiary staff involved with the project complete the pre-service assessment surveys to define goals for this project and establish a baseline on the agency’s sustainable water management issues.
 - c) Have local public agency staff involved in the project participate in a project interview early on (within the first 2-3 weeks of service) as part of the CivicSpark Water gap assessment process.

¹ Note: Beneficiaries should be outside local public agencies that acknowledge that they receive some direct or indirect benefit from the Fellows’ project being completed. If outside beneficiaries cannot be secured, individual departments within a single local public agency (i.e. Public Works Dept. and Water Conservation Dept.), or separate project elements within an agency (i.e. School Garden Project and Leak Detection Project), can fill this role if necessary. This is determined on a case-by-case basis in concert with LGC staff.

- d) Complete 2 professional assessments of each Fellow at the beginning and end of the service year, and complete a mid-year review of performance.
- e) Reviewing and approving Fellow timecards every two weeks.
- f) Ensure that local public agency staff who completed the pre-assessment complete a post-assessment survey at project completion to compare project outcomes with pre-established baselines.
- g) Allow CivicSpark Water program to share deliverables, outcomes, results, and other data with our partners as well as required for grant reporting.

Exhibit "D" Description of Compensation

Costs, total project hours², additional prep-hours and travel budget for support options are defined below.

LGC will receive no more than \$41,000 for two Fellows to perform the services of this contract. Each Fellow will provide at least 1350 project hours during the Service Year, for a total of at least 2700 hours.

Cost	\$41,000 for two Fellows
Project Hours	2,700+ hours for two Fellows
Additional Resources	40-80 additional project-prep hours Up to \$400 in project-related travel covered, per fellow

To proceed with services, LGC requires a down payment of 10% of total agreement amount: \$4,100 for two Fellows. Invoices will be billed monthly, in eleven equal installments (the total amount of the contract divided by the eleven month period of service). The deposit will be credited against initial invoices.

Invoices will only provide the amount due in a given month, a separate remaining budget and hours to date report is provided for reference each month as well. If Partner needs invoices to include specific format, tasks, billing codes, or other details, they must inform LGC prior to the project start and provide clear instructions to LGC regarding how time should be tracked and reported.

As LGC is committing to making the CivicSpark Water Fellows available for a specific period, Partner will be invoiced for the full amount monthly regardless of Fellow activity during any given period. If for some unforeseen circumstance, LGC is not able to provide services for the full contract duration, Partner will only be responsible for the portion of the contract amount for the period of service actually provided.

Exhibit "E" Reimbursable Expenses

LGC will cover up to \$400 per fellow for transportation expenses related to the project.

Other project related expenses shall be submitted to the Partner in writing for approval prior to the Partner being charged for reimbursement for an expense incurred during the completion of activities outlined in the Scope of Service as seen in Exhibit "B."

Exhibit "F" Timeline

All tasks enumerated in Exhibit "A" are to start on September 10, 2017 and should be completed August 10, 2018.

²Note that project hours include all project related activities as well as basic administrative tasks related to CivicSpark Water service (e.g. completing timecards, progress reports, project related communications with LGC staff).

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

DATE: July 18, 2017

AGENDA ITEM: Discussion and Possible Approval: Discuss and approve the General Manager to enter into an agreement with RGS for Financial Consulting Services (CPA.)

RECOMMENDATIONS: Approve RGS Service Agreement

FINANCIAL IMPACT: \$110.00 hourly rate plus direct external cost which will be invoiced to HVLCSD with no markup.

BACKGROUND: As recommended by the Hidden Valley Lake Community Services District Finance Committee and the approved direction of the Hidden Valley Lake Community Services District Board of Directors, Staff have located a Financial Consultant as support to the Full Charge Bookkeeper.

Regional Government Services (RGS) is a governmental, joint powers authority that serves exclusively public-sector agencies with its team of public-sector experts.

Staff met with Mr. Spillman and a tentative schedule has been agreed upon for Mr. Spillman to be on site as well as phone support for the Full Charge Bookkeeper.

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 July 18, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

Preamble: The agreement for services described below is also an agreement to engage in a relationship between organizations – Agency partners. In order to establish a mutually respectful relationship as well as a productive one, RGS has adopted the following values and business methods.

Our Values

- **Expert Services:** RGS serves exclusively public sector agencies with its team of public-sector experts.
- **Innovation:** RGS encourages and develops innovative and sustainable services to help each Agency meet its challenges through new modes of service provision.
- **Customer Driven:** RGS customizes solutions to achieve the right level and right kind of service at the right time for each Agency's unique organizational needs.
- **Perseverance:** Sometimes the best solutions are not immediately apparent. RGS listens, works with you, and sticks with it until a good fit with your needs is found.
- **Open Source Sharing:** RGS tracks emerging best practices and shares them, learning openly from each other's hard won experience.
- **Commitment:** Government agencies are the public's only choice for many services. Public trust is earned and must be used wisely. And RGS will do its part. Each Agency should and will know how RGS sets its rates. RGS' pledge to you is that we will act with honesty, openness, and full transparency.

How RGS Does Business

When you work with RGS you can expect:

- RGS will strive to be explicit up front and put our understandings in writing. Before making assumptions, we hope to talk directly to prevent any misunderstandings.
- Ongoing interaction throughout our relationship to ensure that your needs are being met, and that projects progress appropriately and agreed-upon timelines are met.
- RGS is committed to honest interaction.
- When RGS employees are on your site, we expect them to treat people respectfully and be treated respectfully. If problems arise, we want to communicate early, accurately, and thoroughly to ensure that we find mutually acceptable solutions.
- As a public Agency, partnering is valued. We look out for each Agency's interests consistent with maintaining the public trust.
- To keep expectations realistic, it is important to understand that RGS is a governmental, joint powers authority evolving to meet changing local government needs. RGS has carefully constructed policies and procedures to allow maximum flexibility to meet your needs.

Agreement for Management and Administrative Services

This Agreement for Management Services (“Agreement”) is made and entered into as of the 18th day of July 2017, by and between Hidden Valley Lake CSD, a services district (“Agency”), and **Regional Government Services Authority** (RGS), a joint powers authority, (each individually a “Party” and, collectively, the “Parties”).

RECITALS

THIS AGREEMENT is entered into with reference to the following facts and circumstances:

- A. That Agency desires to engage RGS to render certain services to it;
- B. That RGS is a management and administrative services provider and is qualified to provide such services to the Agency; and
- C. That Agency has elected to engage the services of RGS upon the terms and conditions as hereinafter set forth.

TERMS AND CONDITIONS

Section 1. Services. The services to be performed by RGS under this Agreement shall include those services set forth in the attached **Exhibits**, which are incorporated by this reference incorporated herein and made a part hereof as though it were fully set forth herein.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in the **Exhibits**.

- 1.1 Standard of Performance.** RGS shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the types of services that RGS agrees to provide in the geographical area in which RGS operates.
- 1.2 Lead Advisor.** To ensure quality and consistency for the services provided, RGS also assigns a lead advisor to Agency. The lead advisor is available to assigned RGS staff and to Agency management and will check in regularly with both to address program/project directives. Typically lead advisor time is not billed to Agency, with some exceptions where significant programmatic direction is provided.
- 1.3 Reassignment of Personnel.** Assignment of personnel to provide the services described in the Exhibits is in the sole discretion of RGS. In the event that Agency, at any time during the term of this Agreement, desires the reassignment of personnel, Agency may make a request to RGS and RGS shall meet and confer in good faith to address the issue of concern, including but not limited to reassigning such person or persons.
- 1.4 Time.** RGS shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance described above and to provide the services described in the Exhibits.

Section 2. Term of Agreement and Termination. Services shall commence on or about July 19, 2017, and this Agreement is anticipated to remain in force to December 31, 2017, at which time services may continue on a month-to-month basis until one party terminates the Agreement, or if Exhibit A contains a “not to exceed” amount, until that amount of charges has been reached, at which point the parties shall either amend or terminate this Agreement. This Agreement may be terminated by either Party, with or without cause, upon 30 days’ written notice. Agency has the sole discretion to determine if the services performed by RGS are satisfactory to the Agency which determination shall be made in good faith. If Agency determines that the services performed by RGS are not satisfactory, Agency may terminate this Agreement by giving written notice to RGS. Upon receipt of notice of termination by either Party, RGS shall cease performing duties on behalf of Agency on the termination date specified and the compensation payable to RGS shall include only the period for which services have been performed by RGS.

Section 3. Compensation. Payment under this Agreement shall be as provided in the Exhibits.

Section 4. Effective Date. This Agreement shall become effective on the date first herein above written.

Section 5. Relationship of Parties.

5.1 It is understood that the relationship of RGS to the Agency is that of an independent contractor and all persons working for or under the direction of RGS are its agents or employees and not agents or employees of Agency. The Agency and RGS shall, at all times, treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of the Agency. Agency shall have the right to control RGS only insofar as the results of RGS’ services rendered pursuant to this Agreement. In furtherance of this Section 5.1, the Parties agree as follows:

5.1.1 Agency shall not request from RGS or from an RGS employee providing services pursuant to this Agreement an RGS employee’s Social Security Number or other similar personally identifying information.

5.1.2 Agency shall not report an RGS employee to a third party as an employee of Agency. For the purposes of this Section 5.1, “third party” means another government agency, private company, or individual.

5.1.3 In the event that a third-party requests information about an RGS employee—including but not limited to personally identifying information, hours or locations worked, tasks performed, or compensation—Agency shall inform RGS of the request prior to responding. If Agency possesses such information about an RGS employee, the Parties shall confer in good faith about an appropriate and legally compliant response to the request.

5.2 RGS shall provide services under this Agreement through one or more employees of RGS qualified to perform services contracted for by Agency. The positions of

RGS staff who will coordinate services to the Agency are indicated in the Exhibits. The Executive Director or assigned supervising RGS staff will consult with Agency on an as-needed basis to assure that the services to be performed are meeting Agency's objectives.

- 5.3** Agency shall not have the ability to direct how services are to be performed, specify the location where services are to be performed, or establish set hours or days for performance of services, except as set forth in the Exhibits.
- 5.4** Agency shall not have any right to discharge any employee of RGS from employment.
- 5.5** RGS shall, at its sole expense, supply for its employees providing services to Agency pursuant to this Agreement any and all benefits, such as worker's compensation, disability insurance, vacation pay, sick pay, or retirement benefits; obtain and maintain all licenses and permits usual or necessary for performing the services; pay any and all taxes incurred as a result of the employee(s) compensation, including employment or other taxes; and provide Agency with proof of payment of taxes on demand.

Section 6. Loss Occurrence Coverage. RGS is self-insured and maintains loss occurrence coverage through its membership in the Municipal Insurance Cooperative ("MIC"), a California Joint Powers Authority, which is a risk purchasing joint powers authority. Consistent with sections 990.4 and 990.8 of the Government Code, the MIC provides coverage to RGS, in excess of its member retained limit, against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by RGS and its agents, representatives, employees, and subcontractors.

6.1 Workers' Compensation Coverage.

6.1.1 General requirements. RGS shall, at its sole cost and expense, maintain Workers' Compensation coverage and Employer's Liability coverage with limits of not less than \$1,000,000.00 per occurrence.

6.1.2 Waiver of subrogation. The Workers' Compensation coverage shall be endorsed with or include a waiver of subrogation in favor of Agency for all work performed by RGS, its employees, agents, and subcontractors.

6.2 Commercial General, Automobile, and Professional Liability Coverages.

6.2.1 General requirements. RGS, at its own cost and expense, shall maintain commercial general and automobile liability coverage for the term of this Agreement in an amount not less than \$2,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. RGS shall additionally maintain commercial general liability coverage in an amount not less than

\$2,000,000 aggregated for bodily injury, personal injury, and property damage.

6.2.2 Minimum scope of coverage. The MIC MOC is not written on ISO forms but provides coverage at least as broad as the latest version of the following: (A) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); and (B) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 001, code 1 (any auto).

6.3 Professional Liability Insurance. RGS, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability coverage for licensed professionals performing work pursuant to this Agreement in an amount not less than \$2,000,000 covering the licensed professionals' errors and omissions.

6.4 All Policies Requirements.

6.4.1 Coverage requirements. Each of the following shall be included in the coverage or added as an endorsement:

- a. Agency and its officers, employees, agents, and volunteers shall be covered as additional covered parties with respect to RGS' general commercial, and automobile coverage for claims, demands, and causes of action arising out of or relating to RGS' performance of this Agreement and to the extent caused by RGS' negligent act, error, or omission.
- b. An endorsement to RGS' general commercial, and automobile coverages must state that coverage is primary with respect to Agency and its officers, officials, employees and volunteers.
- c. All coverages shall be on an occurrence or an accident basis, and not on a claims-made basis.

6.4.2 Acceptability of coverage providers. All coverages required by this section shall be acquired through providers with a Bests' rating of no less than A: VII or through sources that provide an equivalent level of reliability.

6.4.3 Verification of coverage. Prior to beginning any work under this Agreement, RGS shall furnish Agency with notifications of coverage and with original endorsements effecting coverage required herein. The notifications and endorsements are to be signed by a person authorized by the Municipal Insurance Cooperative to bind coverage on its behalf. Agency reserves the right to require complete, certified copies of all Memorandums of Coverage at any time.

6.4.4 Subcontractors. RGS shall include all subcontractors as insureds under its coverage or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

6.4.5 Variation. During the term of this agreement, RGS may change the insurance program in which it participates. RGS will provide reasonable notice of any such change to Agency and replacement copies of Certificates of Coverage and endorsements.

6.4.6 Deductibles and Self-Insured Retentions. RGS shall disclose any self-insured retention if Agency so requests prior to performing services under this Agreement or within a reasonable period of time of a request by Agency during the term of this Agreement.

6.4.7 Maintenance of Coverages. The coverages stated herein shall be maintained throughout the term of this Agreement and proof of coverage shall be available for inspection by Agency upon request.

6.4.8 Notice of Cancellation or Reduction in Coverage. In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, RGS shall provide written notice to Agency at RGS earliest possible opportunity and in no case later than five days after RGS is notified of the change in coverage.

Section 7. Legal Requirements.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. RGS and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.

7.3 Reporting Requirements. If there is a statutory or other legal requirement for RGS to report information to another government entity, RGS shall be responsible for complying with such requirements.

7.4 Other Governmental Regulations. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, RGS and any subcontractors shall comply with all applicable rules and regulations to which Agency is bound by the terms of such fiscal assistance program.

7.5 Licenses and Permits. RGS represents and warrants to Agency that RGS and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to provide the services contemplated by this Agreement. RGS represents and warrants to Agency that RGS and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions.

7.6 Nondiscrimination and Equal Opportunity. RGS shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or

programs provided under this Agreement. RGS shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement.

Section 8. Keeping and Status of Records.

- 8.1 Records Created as Part of RGS' Performance.** All final versions of reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that RGS prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of Agency. RGS hereby agrees to deliver those documents to Agency upon termination of the Agreement, if requested. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for Agency and are not necessarily suitable for any future or other use.
- 8.2 Confidential Information.** RGS shall hold any confidential information received from Agency in the course of performing this Agreement in trust and confidence and will not reveal such confidential information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, RGS shall return materials which contain any confidential information to Agency. For purposes of this paragraph, confidential information is defined as all information disclosed to RGS which relates to Agency past, present, and future activities, as well as activities under this Agreement, which information is not otherwise of public record under California law. Agency shall notify RGS what information and documents are confidential and thus subject to this section 8.2.
- 8.3 RGS Books and Records.** RGS shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to Agency under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment under this Agreement.
- 8.4 Inspection and Audit of Records.** Any records or documents that Section 8.3 of this Agreement requires RGS to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of Agency. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of Agency or as part of any audit of Agency, for a period of three years after final payment under the Agreement.

Section 9. Non-assignment. This Agreement is not assignable either in whole or in part without the written consent of the other party.

Section 10. Amendments. This Agreement may be amended or modified only by written

Agreement signed by both Parties.

Section 11. Validity. The invalidity, in whole or in part, of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.

Section 12. Disputes. Should any dispute arise out of this Agreement, Agency agrees that it shall only file a legal action against RGS, and shall not file any legal action against any of the public entities that are members of RGS.

Section 13. Governing Law/Attorneys' Fees. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in Alameda County, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs of litigation.

Section 14. Mediation. Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement and each Party shall bear its own legal costs.

Section 15. Employment Offers to RGS Staff. Should Agency desire to offer permanent or temporary employment to an RGS employee who is either currently providing RGS services to Agency or has provided RGS services to Agency within the previous six months, said Agency will be charged a fee equal to the full-time cost of the RGS employee for one month, using the most recent RGS bill rate for the RGS employee's services to Agency. This fee is to recover RGS' expenses in recruiting the former and replacement RGS staff. RGS may agree in writing to waive the fee required by this section. If RGS agrees to waive the fee required by this section and (1) CalPERS determines that the RGS employee hired by Agency was a common-law employee of Agency and should have been enrolled as an employee of Agency while providing services pursuant to this Agreement; (2) CalPERS determines that a payment is required as part of enrolling the employee for the time that the employee provided services pursuant to this Agreement (the "payment"); and (3) neither RGS nor Agency challenges those determinations or the payment is upheld in a final administrative appeal or court decision, then Agency shall contribute an amount equal to the fee waived by RGS toward the payment. If the amount of the payment is less than the fee, then Agency shall make the payment. If the amount of the payment is more than the fee, RGS shall pay the difference. In the event that the payment is a liability covered by Section 17.3 of this Agreement, this Section shall apply up to the amount of the payment and Section 17.3 shall apply to any CalPERS-related covered liability other than or in excess of the payment.

Section 16. Entire Agreement. This Agreement, including the Exhibits, comprises the entire Agreement.

Section 17. Indemnification.

17.1 RGS' indemnity obligations.

RGS shall indemnify, defend, and hold harmless Agency and its legislative body, boards and commissions, officers, and employees ("Indemnitees") from and against all claims, demands, and causes of action by third parties, including but not limited to attorneys' fees, arising out of RGS' performance of this Agreement, to the extent caused by RGS' negligent act, error, or omission. Nothing herein shall be interpreted as obligating RGS to indemnify Agency against its own negligence or willful misconduct.

17.2 Agency's indemnity obligations. Agency shall indemnify, defend and hold harmless RGS and its officers, directors, employees and agents from any and all claims and lawsuits where such persons are named in the lawsuit solely because of a duty any of them performs in accordance with the services outlined in Exhibit B.

It is the intent of the parties here to define indemnity obligations that are related to or arise out of Agency's actions as a governmental entity. Thus, Agency shall be required to indemnify and defend only under circumstances where a cause of action is stated against RGS, its employees or agents:

- a. which is unrelated to the skill they have used in the performance of the duties delegated to them under this Agreement;
- b. when the allegations in such cause of action do not suggest the active fraud or other misconduct of RGS, its employees, or agents; or
- c. where an Agency employee, if he had been acting in a like capacity, otherwise would be acting within the scope of that employment.

Whenever Agency owes a duty hereunder to indemnify RGS, its employees or agents, Agency further agrees to pay RGS a reasonable fee for all time spent by any RGS employee, or spent by any person who has performed work pursuant to this Agreement, for the purpose of preparing for or testifying in any suit, action, or legal proceeding in connection with the services the assigned employee has provided under this Agreement.

17.3 Obligations and indemnity related to CalPERS.

- a. RGS and Agency acknowledge and agree that, if Agency contracts with CalPERS for retirement benefits, it is possible that CalPERS may determine that RGS employees providing services pursuant to this Agreement are common-law employees of Agency and should be enrolled in CalPERS as employees of Agency, which possibility is the same as if Agency were contracting with a private consulting firm. Pursuant to Section 5.1 of this Agreement, Agency has an obligation to treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of Agency.
- b. In the event that CalPERS initiates an audit of Agency that includes examination of whether individuals providing services to Agency are Agency's common-law employees, Agency shall inform RGS within five days and share all communications and documents from CalPERS that it may legally share. Agency and RGS shall cooperate to determine the manner of

responding to the inquiry and what, if any, documents to provide. Agency agrees not to ask RGS employees for personally identifying information

- c. In the event that CalPERS' preliminary determination is that one or more RGS employees are common-law employees of Agency, Agency shall promptly inform RGS and share all communications and documents from CalPERS that it may legally share. RGS and Agency shall cooperate in determining how to respond to the direction from CalPERS in its preliminary determination, including but not limited to whether and how to make any corrections described in the preliminary determination.
- d. RGS and Agency each reserves the right to file an administrative appeal of a CalPERS determination that an RGS employee is a common-law employee of Agency and should be enrolled in CalPERS as an employee of Agency and to challenge such a decision in court. Agency assigns its right to file an administrative appeal of such a CalPERS determination, if Agency does not itself file an administrative appeal. In the event that either RGS or Agency files an administrative appeal or court challenge of such a CalPERS determination, RGS and Agency each agree to cooperate with each other in pursuit of the action.
- e. Notwithstanding Section 17.1 of this Agreement, RGS and Agency shall each bear their own costs in responding to a CalPERS investigation, including but not limited to costs of an administrative appeal or court challenge. In the event that (1) CalPERS determines that an RGS employee is a common-law employee of Agency and should be enrolled as an employee of Agency; (2) CalPERS determines that a payment is required to enroll the employee as an employee of Agency; and (3) neither RGS nor Agency challenges those determinations or the payment is upheld in a final administrative appeal or court decision, RGS' obligation for any payments to Agency for CalPERS benefits shall be limited to 50% of the employer's share of those payments that Agency may be required to pay.

Section 18. Notices. All notices required by this Agreement shall be given to Agency and RGS in writing, by first class mail, postage prepaid, or by email transmission addressed as follows:

Agency: Hidden Valley Lake CSD
19400 Hartmann Road
Hidden Valley Lake, CA 95467

(or via email to: pcuadras@hiddenvalleylakecsd.com)

RGS: Regional Government Services Authority
P. O. Box 1350
Carmel Valley, CA 93924
Email: contracts@rgs.ca.gov

Notice by email transmission shall be deemed given upon verification of receipt if received before 5:00 p.m. on a regular business day or else on the next business day.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written by their respective officers duly authorized on their behalf.

DATED: _____, 2017 **Agency**

By: _____
Kirk Cloyd, General Manager

DATED: _____, 2017 By: _____
Jim Lieberman, Board President

DATED: _____, 2017 **Regional Government Services Authority**

By: _____
Richard H. Averett, Executive Director

Exhibit A

Compensation.

1. **Fees.** Agency agrees to pay to RGS the hourly rates set forth in the tables below for each RGS employee providing services to Agency, which are based in part on RGS' full cost of compensation and support for the RGS employee(s) providing the services herein described.

RGS and Agency acknowledge and agree that compensation paid by Agency to RGS under this Agreement is based upon RGS' costs of providing the services required hereunder, including salaries and benefits of employees. The parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities for which RGS may be obligated for its employees or may otherwise be contractually obligated.

Consequently, the parties agree that adjustments to the hourly rate shown below for "RGS Staff" will be made for changes to the salary and/or benefits costs provided by RGS to such employee. On July 1 of each year, RGS' hourly bill rates will be adjusted by the percentage change in the Employment Cost Index (total compensation - not seasonally adjusted) for state and local government workers ("ECI") from December of the prior year to December of the current year. Irrespective of the movement of the ECI, RGS will not adjust its hourly rates downward; nor will RGS adjust its hourly rates upward in excess of a two and one-half percentage (2.5%) change excepting instances where there was no increase in the prior year's hourly rates. In that event, RGS will adjust its hourly rates by the full percentage change in the ECI from March of the prior year to March of the current year.

2. **Reimbursement of RGS' Administrative Cost.** Agency shall reimburse RGS for overhead as part of the hourly rate specified below, and direct external costs. Support overhead costs are those expenses necessary to administering this Agreement, and are included in the hourly rate. Direct external costs, including such expenses as travel or other costs incurred for the exclusive benefit of the Agency, will be invoiced to Agency when received and without mark-up. These external costs will be due upon receipt.
3. **Terms of Payment.** RGS shall submit invoices monthly for the prior month's services. Invoices shall be sent approximately 10 days after the end of the month for which services were performed and are due and shall be delinquent if not paid within 30 days of receipt. Delinquent payments will be subject to a late payment carrying charge computed at a periodic rate of one-half of one percent per month, which is an annual percentage rate of six percent, which will be applied to any unpaid balance owed commencing 7 days after the payment due date. Additionally, in the event the Agency fails to pay any undisputed amounts due to RGS within 15 days after payment due date, then Agency agrees that RGS shall have the right to consider said default a total breach of this Agreement and the duties of RGS under this Agreement may be terminated by RGS upon 5 working days' advance written notice.

Payment Address. All payments due RGS shall be paid to:
Regional Government Services Authority
PO Box 1350
Carmel Valley, CA 93924

[EXHIBIT A CONTINUES ON FOLLOWING PAGE]

AGENCY CONTACTS

Agency Billing Contact. Invoices are sent electronically only. Please provide the contact person to whom invoices should be sent:

NAME	EMAIL
Penny Cuadras	pcuadras@hiddenvalleylakecsd.com

Agency Insurance Contact. Please provide the contact person to whom the certificate of coverage should be sent:

NAME	ADDRESS
Penny Cuadras	Hidden Valley Lake CSD 19400 Hartmann Road Hidden Valley Lake, CA 95467

RGS STAFF

CLASSIFICATION	HOURLY RATE*
Program Advisor	\$110

*The Hourly Rate does not include direct external costs which will be invoiced to Agency with no markup.

Exhibit B

Scope of Services. Subject to the terms and conditions of this Agreement, RGS shall assign RGS employee(s) to serve as Advisor(s) to the Hidden Valley Lakes CSD (Agency), which may require performing any or all of the functions described below:

- Meet with Staff to refine scope of project. Gather data and determine resources needed to complete review.
- Review files and documents.
- Multi-day meeting for in-depth review of operations to assess status and identify needs.
- Develop report and outline of strengths and need for improvements for General Manager review. Recommend actions to proceed with training, oversight and assistance to staff.
- Ongoing mentoring, assistance and oversight over following 8 weeks at estimated 8 hours per week by email, online or phone.
- Extend and Follow up as needed.
- Perform the functions as assigned by the RGS lead advisor.
- Provide services on an as needed basis, with appropriate invoices for services provided.
- Be reasonably available to perform the services during the normal work week.
- Meet regularly and as often as necessary for the purpose of consulting about the scope of work performed with the appropriate Agency project manager and with the RGS lead.
- Perform other duties as are consistent with the services described herein and approved by the RGS lead advisor.
- Perform related work as required as approved by the RGS lead advisor.
- Such employee may perform services at Agency offices available or at other locations.

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

DATE: July 18, 2017

AGENDA ITEM: Discussion and Possible Approval: Discuss and approve a Resolution for Directors to pay annual increase for health benefits for them and their spouse

RECOMMENDATIONS: Approve Resolution 2017-08 A Resolution Establishing Health Benefit Contribution For The Hidden Valley Lake Community Services District’s Board Of Directors

FINANCIAL IMPACT: Annual saving of \$7,344.00

BACKGROUND: HVLCSO Board of Directors has taken this upon themselves to review the financial impact of their health benefit package as it relates to the District.

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 July 18, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

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

DATE: July 18, 2017

AGENDA ITEM: Discussion and Possible Approval: Resolution 2017-09 Resolution No. 2017-09
Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District Adopting A Policy
To Annually Establish Sewer Consumption Values Pursuant To Government Code Section 54984.2

RECOMMENDATIONS: Approve Resolution 2017-09 Resolution No. 2017-09
Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District Adopting A Policy
To Annually Establish Sewer Consumption Values Pursuant To Government Code Section 54984.2

FINANCIAL IMPACT:

BACKGROUND: January – April has been the base for calculating the next fiscal year’s sewer rates. Based on public request the time frame has been re-evaluated and the District has realized that a December – March base for calculation is more representative.

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 July 18, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
ANNUAL SEWER CONSUMPTION VALUE POLICY
(July 18, 2017)

I. PURPOSE

The purpose of the Annual Sewer Consumption Value Policy is to provide clear direction and a repeatable process that allows Hidden Valley Lake Community Services District (HVLCSO) to remain effective in the provision of sewer use rates.

II. POLICY

Within the framework identified in Resolution 2017-09, sewer use rates are based upon winter water use, an indicator of indoor water use. New sewer use consumption values will be applied in conjunction with any changes in water rates, on July 1st of each year. The definition of “winter” is hereby noted to be the four billing cycles, spanning from the December billing cycle, through the March billing cycle. HVLCSO’s internal billing system will calculate average water use over these four billing cycles, for residential and commercial facilities that have complete historical data for this time period.

For residential and commercial facilities lacking the necessary historical data (the December billing cycle, through the March billing cycle of each fiscal year) a community average calculation will be applied. This average is obtained by using the cumulative individual averages noted for the individual residential user noted in the previous paragraph. It is then insulated from potential skewing of data, by eliminating the top and bottom 10% of water use data. Finally, the total is divided by the number of users to give you the community average calculation.

RESOLUTION NO. 2017-09

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT ADOPTING A
POLICY TO ANNUALLY ESTABLISH SEWER CONSUMPTION VALUES PURSUANT
TO GOVERNMENT CODE SECTION 54984.2**

WHEREAS, the Hidden Valley Lake Community Services District (“District”) is committed to the fair and equitable provision of sewer services to persons and entities within its jurisdiction, in conformity with state law and District codes and policies; and

WHEREAS, Government Code Section 54984.2 authorizes the District, as a provider of sewer services, to adopt a written policy that establishes residential and commercial sewer consumption on an annual basis.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Hidden Valley Lake Community Services District, as follows:

1. The “Hidden Valley Lake Community Services District Policy to Annually Establish Sewer Consumption Values” is hereby approved and adopted (“Policy”).
2. The adopted Policy shall govern the manner in which sewer consumption values are annually established within the District.
3. District staff is directed to prepare a report prior to a sewer rate change that echoes the documented Standard Operating Procedure for establishing this consumption value.

PASSED AND ADOPTED on _____, 2017, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jim Lieberman
President of the Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors

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

DATE: July 18, 2017

AGENDA ITEM: Discussion and Possible Approval: Resolution 2017-10 Resolution Of The Hidden Valley Lake Community Services District Board Of Directors Adopting A Policy Regarding Residential Sewer Rate Adjustment For Leaks During The Months Of December – March

RECOMMENDATIONS: Approve Resolution 2017-10 Resolution Of The Hidden Valley Lake Community Services District Board Of Directors Adopting A Policy Regarding Residential Sewer Rate Adjustment For Leaks During The Months Of December – March

FINANCIAL IMPACT: The District expects a minimal financial impact.

BACKGROUND: Adjustments for leaks during the review period of January – April has been the base for calculating the next fiscal year’s sewer rates. Based on public request, the time frame has been re-evaluated and the District has realized that a December – March base for calculation is more representative.

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 July 18, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

Hidden Valley Lake Community Services District

**Residential Sewer Rate Adjustment for leaks
During the December – March Billing Cycle Policy**

(July 18, 2017)

I. PURPOSE

The purpose of this policy is to provide Hidden Valley Lake Community Services District (District) with a written policy regarding sewer rate adjustments for water leaks during the December—March billing cycle on the customer (or property) side of the meter or significant abnormalities in water consumption. For this policy, customer is defined as residential and/or commercial water user.

Sewer rates are calculated by averaging the indoor water usage during the December—March billing cycle. A significant leak could set a sewer rate higher than what would be considered normal. Adjustments pursuant to this policy will deliver a fairer and more accurate sewer rate for the following fiscal year.

II. INTRODUCTION:

Customers are responsible for the service and fittings to the Water Utility System beginning at the coupling on the customer's side of the meter. Leaks in the line which are the responsibility of the customers must be repaired by the customer, solely at their expense. No adjustment or credit will be applied to the water bill for the customer.

The customer is responsible for monitoring higher than expected usage. Customers must investigate higher than expected usage to determine if the usage was caused by a property side leak. Upon request, District staff will provide a no charge, on site visit. Customers must repair leaks within 30(thirty) days of the leak detection.

III. BILLING ADJUSTMENT CRITERIA:

The General Manager, or other person delegated the responsibility by the General Manager, may adjust the water use calculation to establish the sewer rate for the fiscal year following the December– March billing cycle average when all of the following requirements are met:

1. Applications must be received by Hidden Valley lake CSD within 30 days of the bill date for the period in which the loss occurred.

2. The leak must occur during the winter billing cycles of December through March.
3. A leak includes all leaks that may impact the sewer rate fee.
4. Verification of the leak must be confirmed by:
 - a. Providing a copy of the repair bill or other invoices/receipts related to the repair
OR
 - b. Confirmation by an on-site inspection by a representative from the Hidden Valley Lake CSD.
5. The property owner is responsible for any necessary repairs.
6. The adjustment will not exceed one (1) billing period or 30 (thirty) days.
7. Adjustments are limited to the next fiscal year's sewer rate only.

IV. PROCEDURE:

Upon approval of the application by the General Manager or other person delegated the responsibility by the General Manager, the highest usage month will be eliminated from the winter averaging billing cycle of December through March and the average will be determined by averaging the remaining three billing cycles. The adjusted average will be applied to the account to determine the sewer rate for the following fiscal year.

V. POLICY

Within the framework identified in Resolution 2017-09, sewer use rates are based upon winter water use, an indicator of indoor water use. New sewer use consumption values will be applied in conjunction with any changes in water rates, on July 1st of each year. The definition of “winter” is hereby noted to be the four billing cycles, spanning from the December billing cycle, through the March billing cycle. HVLCSO’s internal billing system will calculate average water use over these four billing cycles, for residential and commercial facilities that have complete historical data for this time period.

For residential and commercial facilities lacking the necessary historical data (the December billing cycle, through the March billing cycle) a community average calculation will be applied. This average is obtained by using the cumulative individual averages noted for the individual residential user noted in the previous paragraph. It is then insulated from potential skewing of data, by eliminating the top and bottom 10% of water use data. Finally, the total is divided by the number of users to give you the community average calculation.

RESOLUTION 2017-10

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ADOPTING A POLICY REGARDING RESIDENTIAL SEWER RATE ADJUSTMENT FOR LEAKS DURING THE MONTHS OF DECEMBER – MARCH

WHEREAS, the District generally is responsible for the repair and maintenance of its water distribution system up to and including the water meters installed to serve District customers; and

WHEREAS, District customers are responsible for the repair and maintenance of the water system and plumbing facilities from the water meter to and including the plumbing fixtures in the customer's residence or building (i.e. the water system on the customer side of the water meter); and

WHEREAS, under certain conditions a residential water customer could request an adjustment to the consumption amount for abnormally high water use attributed to water leaks for the purpose of calculating the next fiscal year's sewer rate; and

WHEREAS, the water consumption affects indoor water use calculation for next fiscal year's sewer bills and should reflect as close as possible, the actual indoor water consumption for sewer billing purposes; and

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors adopts a Leak Adjustment Policy titled, *Residential Sewer Rate Adjustment for Leaks During the months of December – March* for the purpose of calculating the next fiscal year's sewer rate.

PASSED AND ADOPTED on July 18, 2017 by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jim Lieberman, President of the Board

Kirk Cloyd, Secretary to the Board