



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: July 15, 2014
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) CONSENT CALENDAR
 - (A) MINUTES: Approval of the Minutes of the Board of Directors meeting June 17, 2014

 - (B) DISBURSEMENTS: Approval of check #031968 - #032024 including direct deposits for \$169,207.63

- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
 - Personnel Committee
 - Finance Committee
 - Emergency Preparedness Committee

- 7) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)
 - ACWA Region 1
 - ACWA State Legislative Committee
 - County OES
 - Other meetings attended

- 8) STAFF REPORTS (for information only, no action anticipated)
 - General Manager's Report

- 9) DISCUSSION AND POSSIBLE ACTION: California Special Districts Association Board Member Elections

- 10) DISCUSSION AND POSSIBLE ACTION: Adoption of Alternative Work Week Policy

- 11) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2014-11 authorizing the General Manager to execute Professional Services Agreement with Coastland Civil Engineering Incorporated for engineering services on a task order basis

- 12) DISCUSSION AND POSSIBLE ACTION: Adoption of District Vision Statement

- 13) PUBLIC COMMENT
- 14) BOARD MEMBER COMMENT
- 15) CLOSED SESSION: Government Code Section 54957(b) Personnel Performance Evaluation: General Manager
- 16) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hiddenvalleylakecsd.com. Click on the "Board Packet" link on the Agenda tab.

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

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: JUNE 17, 2014**

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

Director Judy Mirbegan, President
Director Jim Freeman, Vice President
Director Jim Lieberman
Director Carolyn Graham (arrived at 7:04 p.m.)
Director Linda Herndon
Tami Ipsen, Administrative Services Officer
Roland Sanford, General Manager

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion made by Director Herndon and second by Director Lieberman the Board unanimously approved the agenda with one revision: Agenda Item 13 (Public Comment) was moved ahead of Agenda Item 5 (Consent Calendar).

PUBLIC COMMENT

A property owner expressed concerns regarding statements made by HVLCSD Board members pertaining to the Hidden Valley Lake Association's ongoing efforts to renovate existing facilities.

CONSENT CALENDAR

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

- (A) Minutes: Approval of the Minutes of the Board of Directors meeting May 20, 2014
- (B) Disbursements: Approval of disbursements #031891-#031967 for 1,232,807.29

BOARD COMMITTEE REPORTS

Personnel Committee: No committee report

Finance Committee: Director Freeman noted the committee met on May 27, 2014 to review the draft FY 2014-2015 budget and deferred its discussion of the committee's review to Agenda Item 11 (Discussion and Possible Action: FY 2014-2014)

Security and Disaster Preparedness Program Committee: No committee report

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegan noted ACWA will be holding an OPEB workshop in July to discuss the funding ACWA employee benefits.

ACWA State Legislative Committee: Director Herndon reported ACWA is seeking legislative proposals from its members, for possible review and enactment by the State legislature.

County OES: No report

STAFF REPORTS

General Manager's Report: In addition to his written report, General Manager Roland Sanford provided a status update on the District's Temporary Urgency Petition before the State Water Resources Control Board (SWRCB) and the recent Curtailment Order issued by the SWRCB to all post-1914 appropriative water right holders in the Sacramento-San Joaquin drainages. He referenced the "District of Distinction" informational materials included in the Board meeting agenda packet and recommended the topic be agendaized at a future Board meeting for further discussion.

Mr. Sanford reported the District was recently contacted by a representative of Verizon, with regard to possible cell phone tower installation on District property. Verizon is reportedly reviewing a number of possible cell phone tower sites in Lake County and conducting preliminary feasibility investigations. The Verizon representative indicated he would be in touch with the District in the near future.

Mr. Sanford reported the District's Lead Wastewater Operator, Mr. Dave Burns, is retiring effective August 1, 2014.

Public Hearing to consider placement of default balance liens on real property pursuant to Government Code Section 61115

Hearing was opened at 7:20 p.m. by Director Mirbegan. After no comment from the audience the hearing was closed at 7:21 p.m.

DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2014-08 confirming default balances and directing staff to file liens on real property

On motion by Director Graham and second by Director Lieberman the Board unanimously approved resolution 2014-08, a Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Confirming the Default Balance Associated with the Defaulting Bill Listed in Exhibit A and Directing Staff to File a Lien on Said Property with the total balance owed revised to \$977.96.

DISCUSSION AND POSSIBLE ACTION: FY 2014-2015 BUDGET

11A) Public Hearing to receive comment on proposed FY 2014-2015 Budget

Director Mirbegian opened the hearing at 7:23 p.m. for public comment. There were no public comment and the hearing was closed at 7:24 p.m.

11B) Adoption of Resolution 2014-09 approving FY 2014-2015 Budget

On motion by Director Freeman and second by Director Herndon the Board unanimously approved resolution 2014-09, a Resolution Fixing and Approving Budget for Fiscal Year 2014-2015.

11C) Adoption of Resolution 2014-10 approving Investment Policy for FY 2014-2015

On motion by Director Herndon and second by Director Freeman the Board unanimously approved resolution 2014-10, a Resolution Approving and Adopting Investment Policy for Fiscal Year 2014-2015.

DISCUSSION AND POSSIBLE ACTION: Authorization for General Manager to execute Agreement for Services contract with NBS for sewer/water rate study

On motion by Director Lieberman and second by Director Graham the Board voted unanimously to authorize the General Manager to execute Agreement for Services contract with NBS for sewer/water rate study.

BOARD MEMBER COMMENT

There was none.

ADJOURNMENT

On a motion made by Director Freeman and second by Director Herndon the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 7:50 p.m.

Judy Mirbegian Date
President of the Board

Roland Sanford Date
General Manager/Secretary to
the Board



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JUNE 2014

DISBURSEMENT SUMMARY REPORT

6/1/2014-6/30/2014

Disbursement Summary		
Fund		
120 - Sewer	\$	59,450.42
130 - Water	\$	62,937.46
215 - USDA Sewer Bond	\$	-
217 - State Loan	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	-
SUB TOTAL	\$	122,387.88
*Payroll	\$	46,819.75
Total Warrants	\$	169,207.63

**Funds disbursed directly to employees and Directors. Pass-thru funds (collected from the employee and paid on their behalf by the District) are included in totals for funds 120 and 130.*



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JUNE 2014

DISBURSEMENT SUMMARY REPORT

6/1/2014-6/30/2014

DRAFT DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
06/13/2014	D	BANK-DRAFT	US DEPARTMENT OF THE TREASURY	5,334.64	P
06/13/2014	D	BANK-DRAFT	NATIONWIDE RETIREMENT SOLUTION	905.00	P
06/27/2014	D	BANK-DRAFT	US DEPARTMENT OF THE TREASURY	122.82	P
06/27/2014	D	BANK-DRAFT	US DEPARTMENT OF THE TREASURY	5,202.87	P
06/24/2014	D	BANK-DRAFT	NATIONWIDE RETIREMENT SOLUTION	905.00	P
TOTAL				12,470.33	

CHECK DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
06/10/2014	R	31968	DEVELOPMENT GROUP	213.00	P
06/13/2014	R	31969	GHD	966.00	P
06/11/2014	R	31970	SPECIAL DISTRICT RISK MANAGEME	9,629.00	P
06/10/2014	R	31971	ALPHA ANALYTICAL LABORATORIES	551.00	P
06/18/2014	R	31972	BARTLEY PUMP, INC.	328.95	P
06/10/2014	R	31973	EEL RIVER FUELS, INC.	1,293.34	P
06/10/2014	R	31974	POLYDYNE INC.	107.46	P
06/23/2014	R	31975	QUACKENBUSH MRRCF	5.00	P
06/10/2014	R	31976	TELSTAR INSTRUMENTS, INC	1,698.80	P
06/17/2014	R	31977	ALPHA ANALYTICAL LABORATORIES	709.00	P
06/19/2014	R	31978	FRED WALDON & FAMILY TRUCKING	3,596.28	P
06/17/2014	R	31979	MENDO MILL CLEARLAKE	71.91	P
06/17/2014	R	31980	PACE SUPPLY CORP	628.95	P
06/20/2014	R	31981	SHAPE INCORPORATED	9,915.38	P
06/17/2014	R	31982	ACWA/JPIA	959.98	P
06/19/2014	R	31983	GARDENS BY JILLIAN	200.00	P
06/25/2014	R	31984	MERRILL, ARNONE & JONES, LLP	1,113.00	P
06/17/2014	R	31985	OFFICE DEPOT	120.90	P
06/18/2014	R	31986	QSI 2011, INC.	2,099.65	P
06/17/2014	R	31987	SOUTH LAKE REFUSE COMPANY	163.77	P
06/18/2014	R	31988	SPECIAL DISTRICT RISK MANAGEME	19,432.02	P
06/19/2014	R	31989	CALIFORNIA PUBLIC EMPLOYEES RE	7,279.24	P
06/17/2014	R	31990	STATE OF CALIFORNIA EDD	1,446.31	P
06/19/2014	R	31991	VARIABLE ANNUITY LIFE INSURANC	100.00	P
06/16/2014	R	31992	STRAUSBORGER, RYAN	153.00	P
06/25/2014	R	31993	AT&T	538.83	P
06/25/2014	R	31994	CARDMEMBER SERVICE	2,680.38	P
06/24/2014	R	31995	INTERNAL REVENUE SERVICE	475.04	P
06/24/2014	R	31996	LAKE COUNTY RECORD BEE	900.33	P
06/25/2014	R	31997	MICHELLE HAMILTON	625.00	P

CHECK DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
06/25/2014	R	31998	OFFICE DEPOT	165.51	P
0/00/0000	R	31999	REDFORD SERVICES	950.00	P
06/30/2014	R	32000	WAGNER & BONSIGNORE	854.85	P
06/24/2014	R	32001	ALPHA ANALYTICAL LABORATORIES	952.00	P
06/25/2014	R	32002	ARMED FORCE PEST CONTROL, INC.	180.00	P
06/24/2014	R	32003	CLEARLAKE LAVA, INC.	1,029.20	P
06/24/2014	R	32004	EEL RIVER FUELS, INC.	790.92	P
06/24/2014	R	32005	HACH COMPANY	198.75	P
06/25/2014	R	32006	HARDESTER'S MARKETS & HARDWARE	116.62	P
06/27/2014	R	32007	USA BLUE BOOK	800.74	P
06/25/2014	R	32008	VERIZON WIRELESS	785.01	P
0/00/0000	R	32009	DEDMON, MICHAEL	10.31	P
06/27/2014	R	32010	LIEBERMAN, JAMES	91.35	P
0/00/0000	R	32011	DEPARTMENT OF PUBLIC HEALTH	130.00	P
07/02/2014	R	32012	GHD	161.00	P
07/01/2014	R	32013	OFFICE DEPOT	129.04	P
06/27/2014	R	32014	PETTY CASH REIMBURSEMENT	428.18	P
07/01/2014	R	32015	ROLAND SANFORD	108.64	P
0/00/0000	R	32016	TAMI IPSEN	144.09	P
0/00/0000	R	32017	U S POSTMASTER	1,000.00	P
07/01/2014	R	32018	ALPHA ANALYTICAL LABORATORIES	667.00	P
07/01/2014	R	32019	ANALYTICAL SCIENCES	1,609.50	P
07/02/2014	R	32020	PACIFIC GAS & ELECTRIC COMPANY	21,743.93	P
0/00/0000	R	32021	CALIFORNIA PUBLIC EMPLOYEES RE	7,279.25	P
06/30/2014	R	32022	STATE OF CALIFORNIA EDD	1,419.73	P
07/01/2014	R	32023	VARIABLE ANNUITY LIFE INSURANC	100.00	P
07/03/2014	R	32024	BLACKSHERE, MARK & T	111.76	P
TOTAL REGULAR CHECKS				110,008.90	

PAYROLL:					
DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	STATUS
06/13/2014	D	MISC.	PAYROLL DIRECT DEPOSIT	21,563.54	P
06/20/2014	D	MISC.	PAYROLL DIRECT DEPOSIT	4,173.59	P
06/27/2014	D	MISC.	PAYROLL DIRECT DEPOSIT	21,082.62	P
TOTAL				46,819.75	

CHECK TOTAL:	110,008.90
BANK-DRAFT TOTAL:	12,470.33
PAYROLL TOTAL:	46,819.75
	169,298.98



**Association
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ACWA OPEB

July 25, 2014

What is OPEB and who is Eligible?

OPEB is the acronym for “Other Post-Employment Benefits,” retiree benefits other than pensions. For ACWA, OPEB is medical insurance premiums for eligible retirees. ACWA pays 100% of the eligible retiree’s, retiree’s spouse, and retiree’s dependents’ medical insurance premiums up to the cost of the Advantage Plan. Employees hired before July 1, 2013, are eligible when they retire at age 55 or older with at least 10 years of service (Tier 1 employees). Employees hired after June 30, 2013 (Tier 2 employees), receive 50% of the benefit with 10 years of service, and the full benefit with 20 years of service (prorated for years of service between 10 and 20 years). The OPEB benefit is provided for life.

What Does OPEB Mean to ACWA

OPEB is a valuable benefit for ACWA to offer its employees, for recruitment, retention and keeps ACWA competitive in the market. The benefit, however, comes with an annual expense and liability which is explained below.

The Primary Driver of the OPEB Liability

The primary driver of the OPEB liability is the present value of the actuarially determined future benefit pay-outs. Many assumptions are required to calculate the estimated liability (which employees will retire, how long will they live, what is the future cost of medical insurance, how much money will ACWA set aside in an OPEB trust, how much investment earnings will accumulate in the trust, etc.). An accounting pronouncement, known as the Government Accounting Standards Board (GASB) 45, requires governmental entities to report OPEB costs and an actuarially calculated liability equal to the present value of estimated future OPEB benefit payments associated with current employee and current rights to benefits. GASB 45 requires OPEB to be actuarially valued every two years. GASB 45 does not require funding the OPEB liability. Prudent financial management includes funding an irrevocable trust to reduce or eliminate the OPEB liability.

GASB 45 includes a provision to allow entities to amortize (or spread out) the recognition of previously accumulated OPEB liability up to a 30-year period. In other words, each year an entity's reported OPEB liability grows by the current year's OPEB cost plus one-thirtieth of the OPEB liability accumulated before GASB 45 was implemented. ACWA implemented GASB 45 in 2009.

GASB will soon release a pronouncement requiring the entire OPEB liability to be reported.

What Has ACWA Done Since the GASB 45 Requirement?

In 2008, ACWA engaged Bickmore to prepare an actuarial valuation of ACWA's OPEB as of October 1, 2008. The Bickmore report results were reviewed by the Finance Committee at two meetings: February 20, 2009, and August 31, 2010.

During the August 31, 2010, Finance Committee meeting, the Committee reviewed and discussed the Bickmore report's three funding approaches and concurred with the staff's recommendation that the OPEB costs are the costs of running the organization and in order to slowly blend this liability into the ACWA budget, ACWA should consider adopting the prefunding 30-year level funding method which would be the best approach for ACWA. Prefunding at the 30-year level results in the lowest five-year expenditure level and the least impact on ACWA's annual budget - while still reducing the liability required to be reported by \$1,373,000 over the no-fund/pay-go alternative.

After review and discussion, the Finance Committee recommended staff's proposal that the OPEB liability should be funded with a third party trustee at the prefunding 30-year level which was approved by the Board on September 24, 2010. The adopted policy is as follows:

Policy G.1.i: Each annual budget shall provide for up to a 30-year funding level for ACWA's other post-employment benefits (OPEB) based on an actuarial analysis. A new actuarial analysis shall be performed in accordance with GASB 45 every two years. The necessary funding level shall be carried on the General Fund Balance Sheet and the actual yearly expenditure shall be budgeted in the regular budgeting process.

As required by GASB 45, ACWA once again engaged Bickmore in 2011 and 2013 to prepare the actuarial valuation reports for ACWA's OPEB program for the periods July 1, 2011, and July 1, 2013.

In December 2012, ACWA established an irrevocable trust with CalPERS California Employee Retirement Benefit Trust (CERBT) to partially fund the OPEB liability. Of the \$631,096 current balance in ACWA's CERBT account, \$79,212 is from investment earnings. The annual rate of return since inception is 14.35% compared to the current 0.48% in ACWA's investment

portfolio. Qualified irrevocable trusts have greater latitude for investing (they are not as strictly limited as agencies (e.g., ACWA and its member agencies) in investment options). As a result, irrevocable trusts earned significantly more than ACWA's investment portfolio

In 2013, the ACWA President established an Employee Benefits Work Group (a workgroup made up of members of the ACWA Board of Directors). The group met twice in April 2013 to review all current employee benefits in order to provide recommended adjustments. After thorough analysis of all benefits provided to ACWA employees, the group recommended three adjustments of which one was related to OPEB. The adjustment pertains to new employees hired after June 30, 2013. These employees will receive 50% of the OPEB benefit after 10 years of service and will receive 100% after 20 years. Before the change, employees would receive 100% of the OPEB benefit after just 10 years of service.

What will be the Financial Impact of OPEB on ACWA's Financial Statements with a Change in the Accounting Standards?

Accounting standards currently do not require that the full liability be reported on the balance sheet. ACWA's 2013 OPEB unfunded liability is \$3.0 million. In accordance with accounting standards, ACWA reported \$1.4 million of the full \$3.0 million obligation. The following table summarizes OPEB's impact to the financial position of ACWA if the accounting standard change were to be effective in 2014:

	<u>As of December 31, 2013</u>	
	<u>Partial OPEB</u>	<u>Full OPEB</u>
	<u>Obligation</u>	<u>Obligation</u>
	<i>(in millions)</i>	
Assets	\$ 9.5	\$ 9.5
Current Liabilities	(5.0)	(5.0)
OPEB	(1.4)	(3.0)
Other Liabilities	(1.1)	(1.1)
Net Position (Equity)	<u>\$ 2.0</u>	<u>\$ 0.4</u>

With the 2014 ACWA budget anticipating a decrease in net position of \$233,280, and the unfunded OPEB liability projected to increase slightly, ACWA would reflect a minimal net position (about \$100k) by December 31, 2014. **It's important to note that this accounting standard reporting change will only impact ACWA's cash position to the extent it chooses to pay down the liability.** ACWA continues to provide OPEB to new hires in order to be

competitive when recruiting. Benefits associated with new hires are not included in the OPEB obligation.

At its May 6, 2014 meeting, the Finance Committee passed a motion to bring this item to the full Board so the full Board is aware of the financial impacts from the upcoming new OPEB reporting requirements.

Next Steps

In anticipation of the new upcoming OPEB reporting requirements, ACWA plans to bring the following items to the Board at its September 26, 2014 meeting:

- options to reduce the OPEB liability through increased CERBT funding
- option to reserve \$1.4M for the OPEB designation
- option to engage a consultant to provide ideas to reduce OPEB exposure
- option for the Board to direct staff to evaluate further modifications in OPEB for new hires



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MEMO

To: Board of Directors

From: Roland Sanford

Date: July 10, 2014

RE: General Manager's Monthly Report

Since our last Board meeting considerable staff time has been spent addressing the State Water Resources Control Board's (SWRCB) curtailment order for post-1914 appropriative water right holders in the Sacramento-San Joaquin drainage. The District is one of the many hundreds of post-1914 appropriative water right holders in the Sacramento-San Joaquin drainage and evidently, one of the few that even responded to the SWRCB's directive. Pursuant to SWRCB direction, the District requested an exemption from the curtailment order, based on human health and safety needs.

The lackluster response by most appropriative water right holders was noted by the SWRCB, who subsequently drafted emergency regulations: "Statewide Drought Related Curtailment of Water Diversions to Protect Senior Water Rights", that were discussed and ultimately approved after modification at the SWRCB's July 1-2 2014 workshop. The District was one of many organizations that provided written comments (see attached comment letter). Our comments, like those of many others, focused on the potentially ponderous and ultimately expensive administrative process one would be subjected to when seeking an exemption from the proposed curtailment regulations. Language further defining the process by which exemptions would be granted was added to the emergency regulations, but it remains unclear whether the amended language will have the intended effect.

The SWRCB's adoption of the above emergency regulations has complicated and delayed the District's ongoing efforts to suspend supplemental Putah Creek stream flow releases by way of a Temporary Urgency Petition, and further obscured the status of the District's appropriative water rights vis-à-vis the initial curtailment order. As of this writing, SWRCB staff is questioning whether there is even a need to grant the Temporary Urgency Petition in view of the curtailment order. Long story short, District staff continues to urge the SWRCB to grant the District's Temporary Urgency Petition, which was submitted for consideration in late February.



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Additional biological monitoring along Putah Creek, between the Highway 29 Bridge and “Near Guenoc” United States Geological Survey stream flow gauge, has begun and will continue whether or not the Temporary Urgency Petition is granted. Data collected as a part of the effort is needed in support of the State mandated CEQA environmental review for the District’s on going Water Rights Change Petition project., and will most likely also be required by the SWRCB as a condition for granting the Temporary Urgency Petition.

As mentioned earlier, the District submitted an exemption request in response to the initial curtailment directive issued by the SWRCB in late May. As of this writing the SWRCB has not responded to the District’s request. However, as discussed in my June General Manager’s report, when they do it is anticipated that they will require the District to institute aggressive mandatory rationing as a condition for granting the exemption. The District is prepared to argue that mandatory rationing is not appropriate or necessary in this instance, but at the same time, making preparations in the event the mandatory rationing edict stands.

Should the SWRCB require the District to institute mandatory rationing, the District will need to adopt a mandatory rationing ordinance pursuant to California Water Code Sections 31026 through 31029. Typically, implementation of a mandatory rationing ordinance is part of a “drought contingency plan” that specifies certain actions to be taken – water conservation measures – as water availability declines. The District has never developed or adopted such a plan. Preparation of a drought contingency plan, which must ultimately be adopted by the District Board, has begun. Stay tuned.

In other news, the District water/sewer rate study consultants, NBS, have begun work and are currently reviewing historical water/sewer use data provided by the District. In view of recent SWRCB curtailment directives and the prospects of continuing drought, staff will be recommending the Board retain NBS for one additional task – development of drought/emergency rates – as a part of their ongoing study. The development of drought/emergency rates was included as an optional work task in their original proposal, but is not currently within the authorized scope of work.

Finally and ending on a positive note, I would like to congratulate and I am pleased to report that staff members Norman Rogers, Sam Garcia and Paul Silva recently obtained their Water Treatment II, Water Treatment I, and Water Treatment I certifications, respectively.



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Late Breaking News: We have just received notice that on Tuesday, July 15, 2014 the SWRCB will consider adopting proposed emergency water conservation regulations that among other things, will require the District to implement mandatory conservation measures to reduce outdoor water usage (primarily landscape irrigation). Background information is attached and I will speak to this matter during under Agenda Item 8.



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June 26, 2014

Ms. Felicia Marcus, Chair
State Water Resources Control Board
P.O. Box 100
Sacramento, CA 95812-0100

Subject: Proposed drought related emergency regulations for curtailment of diversions to protect senior water rights

On behalf of the Hidden Valley Lake Community Services District (District) I would like to take a few minutes of your time to express our concerns regarding the State Water Resources Control Board's (State Water Board) proposed "drought related emergency regulations for curtailment of diversions to protect senior water rights", scheduled to be heard at the July 1, 2014 State Water Board meeting.

The District provides water and sewer service to 6,000 residents in the Hidden Valley Lake Community, located in southern Lake County and within the headwaters of the Putah Creek drainage. While we understand the rationale for the proposed emergency regulations, we believe the regulations, as currently crafted, will unduly punish those entities that through favorable geography and/or significant water supply reliability investments are less affected by the ongoing drought, by subjecting them to remedies that are more appropriately directed toward others. Remedies that when misapplied, result in unnecessary significant economic impacts.

We respect the State Water Board's desire to move swiftly to address the drought emergency. We only ask for the same - the opportunity for those of us who still have a legitimate water supply to expeditiously present our case as to why we should be exempt from all or portions of the proposed emergency regulations/curtailment order, and if deemed valid, swift confirmation by the State Water Board.

The proposed emergency regulations include a provision for the reconsideration of curtailment orders within section 875(f), as well as a provision for working collaboratively at the local level to allocate limited water supplies - section 878.3 (Alternative Water Sharing Agreements). We strongly support the inclusion of these two provisions but urge the State Water Board to describe them more fully in the text of the proposed emergency regulations. What for



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example, would an organization need to do, what data would it need to provide for reconsideration of a curtailment order? Similarly, what is the State Water Board expectation, and more specifically, staff expectation with respect to the content and scope of an Alternative Water Sharing Agreement?

We are concerned that unless additional guidance is provided within the proposed emergency regulations, there will be confusion and ultimately costly delays for those entities seeking reconsideration of a curtailment order or approval of an Alternative Water Sharing Agreement.

Sincerely,

A handwritten signature in blue ink, appearing to read "Roland A. Sanford".

Roland A. Sanford
General Manager

Cc: Assemblymember Mariko Yamada, District 4
Lake County Supervisor Jim Comstock
Cindy Spears, Hidden Valley Lake Association General Manager
Paula Whealen, Wagner & Bonsignore Consulting Civil Engineers
Cindy Tuck, Association of California Water Agencies



Fact Sheet

The State Water Board to Consider Proposed Emergency Water Conservation Regulations

On January 17 Governor Edmund G. Brown Jr. issued a drought emergency proclamation following three dry or critically dry years in California. [Extreme drought now covers nearly 80 percent of the state](#) and these conditions will likely continue into the foreseeable future.

More than, 400,000 acres of farmland are expected to be fallowed, thousands of people may be out of work, communities risk running out of drinking water and fish and wildlife species are in jeopardy. Many communities are down to 50 gallons a day or less per person for basic sanitation needs. With our inability to predict the effect of the next rainy season, water saved today can improve a region's water security and add flexibility to systems that may need to withstand another year or more with precipitation below average.

There are many ways to boost local water supplies such as recycling treated wastewater and reusing some household or industrial water onsite. However, conservation is the easiest, most efficient and most cost effective way to quickly reduce water demand and extend supplies into the next year, providing flexibility for all California communities. In a survey conducted by the State Water Board in June, while many communities have significantly reduced their water demand over time, it is clear that more can be done.

Conservation Actions Needed

Because of these dire conditions and the need to conserve more, the State Water Resources Control Board (State Water Board) is proposing that individuals and water agencies take necessary steps to conserve water supplies both for this year and into 2015, and is recommending that individuals and water agencies do even more voluntarily to manage our precious water resources.

Most Californians use more water outdoors than indoors. In some areas, 50 percent or more of our daily water use is for lawns and outdoor landscaping. Some urban communities have been investing in conservation, particularly indoors, for years, but reducing the amount of water used outdoors can make the biggest difference of all.

The proposed emergency conservation regulations are primarily directed at reducing outdoor urban water use.



These emergency conservation measures target both individual water use, by identifying the practices from which every Californian should abstain during this drought emergency, as well as the steps that local water suppliers should be taking to reduce water demand in their service areas. These restrictions set a minimum level of effort in this time of emergency and everyone should do more voluntarily. As the drought wears on, the State Water Board may revisit these regulations and consider other measures.

Temporary Water Restrictions

All Californians will be affected by the ongoing drought conditions in one form or another, especially if these conditions persist or worsen in 2015. To promote water conservation statewide, the emergency regulations would prohibit each of the following, except in case of health or safety needs or to comply with a term or condition in a permit issued by a state or federal agency:

- The direct application of water to any hard surface for washing.
- Watering of outdoor landscapes that cause runoff to adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots or structures.
- Using a hose to wash an automobile, unless the hose is fitted with a shut-off nozzle.
- Using potable water in a fountain or decorative water feature, unless the water is recirculated.

Violations of prohibited activities are considered infractions and are punishable by fines of \$500 for each day in which the violation occurs. Any employee of a public agency charged with enforcing laws may write and issue a ticket to the violator.

Action by Urban Water Suppliers Required

To reduce water demand, the regulations would require urban water suppliers to implement their Water Shortage Contingency Plans at a level that triggers mandatory restrictions on outdoor water use. Almost all urban water suppliers (those with more than 3,000 water connections) have these plans; about 40 of these larger agencies do not.

If an urban water supplier does not have a Water Shortage Contingency Plan or its Plan does not meet the requirements of the water code, the supplier must, within 30 days, require customers to limit outdoor irrigation to no more than two days per week or implement another mandatory conservation measure to achieve a comparable reduction in water consumption by the people it serves relative to the amount consumed in 2013.

Water suppliers serving fewer than 3,000 connections must also, within 30 days, require customers to limit outdoor irrigation to no more than two days per week or implement another mandatory conservation measure to achieve a comparable reduction in water consumption by the people it serves relative to the amount consumed in 2013.

Urban water suppliers that violate mandatory actions could be subject to cease and desist orders for violating emergency regulations with fines up to \$10,000 per day per violation. Or, the matter could be referred to the Attorney General's office for further action.

Keeping Track of Urban Water Use

Each urban water supplier will keep track of its water use and compare it to the same period last year. Reports that include the amount of potable water the supplier produced in the preceding month and an estimate of gallons of water per person per day used by its customers will be submitted to the State Water Board by the 15th of each month.

Looking Forward

The State Water Board is providing the following tips to water suppliers to educate their customers about the new requirements:

- Retail water suppliers should provide notice of the regulations in English and Spanish in one or more of the following ways: newspaper advertisements, bill inserts, website homepage, social media, notices in public libraries;
- Wholesale suppliers should include reference to the regulations in all of their customer communications;
- All water suppliers should provide signage where recycled or reclaimed water is being used for activities that the emergency regulations prohibit with the use of potable water, such as operation of fountains and other water features;
- All water suppliers should train personnel on the regulations; and
- All water suppliers should set conservation targets, measure their service area's progress and make this information available to their customers.

In addition to letting customers know about the new requirements, water suppliers should also:

- Have an easy way for customers to report leaks and water waste via phone or electronic submittal (website form, or email); and
- Request that police and fire departments and other local government personnel report leaks and water waste they encounter during their routine duties/patrols

If drought conditions continue, additional actions by the State Water Board and local water suppliers will likely be necessary to further increase conservation. All water suppliers are encouraged to be prepared and plan for a possible dry 2015 now.

Next Steps

The proposed emergency regulations will be considered by the State Water Board at its July 15th meeting. Written comments are due by 12 noon on July 14, 2014. If adopted and subsequently approved by the Office of Administrative Law, they would go into effect on or about August 1st.

PROPOSED TEXT OF EMERGENCY REGULATIONS

Article X. Prohibition of Activities and Mandatory Actions During Drought Emergency

Sec. X Findings of Drought Emergency

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist;

(4) The present year is critically dry and has been immediately preceded by two or more consecutive below normal, dry, or critically dry years; and

(5) The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to further promote conservation.

Authority: Wat. Code, § 1058.5.

References: Wat. Code, §§ 102, 104, 105.

Sec. X.1 Prohibited Activities in Promotion of Water Conservation

(a) To promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose to wash an automobile, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of water to any hard surface, including but not limited to driveways, sidewalks, and asphalt; and

(4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.

(b) The taking of any action prohibited in subdivision (a) of this section is an infraction, punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs.

Authority: Wat. Code, § 1058.5.

References: Wat. Code, §§ 102, 104, 105.

PROPOSED TEXT OF EMERGENCY REGULATIONS

Sec. X.2 Mandatory Actions by Water Suppliers

(a) The term “urban water supplier,” when used in this section, refers to a supplier that meets the definition set forth in Water Code section 10617.

(b) To promote water conservation, each urban water supplier shall implement all requirements and actions of the stage of its water shortage contingency plan that imposes mandatory restrictions on outdoor irrigation.

(c) To promote water conservation, each urban water supplier that does not have a water shortage contingency plan or has been notified by the Department of Water Resources that its water shortage contingency plan does not meet the requirements of Water Code section 10632 shall, within thirty (30) days, limit outdoor irrigation by the persons it serves to no more than two days per week or shall implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

(d) In furtherance of the promotion of water conservation each urban water supplier shall prepare and submit to the State Water Resources Control Board by the 15th of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including treated water provided by a wholesaler, in the preceding calendar month. The monitoring report shall also estimate the gallons of water per person per day used by the persons it serves. In its initial monitoring report, each urban water supplier shall state the number of persons it serves.

(e) To promote water conservation, each distributor of a public water supply, as defined in Water Code section 350, that is not an urban water supplier shall, within thirty (30) days, take one or more of the following actions:

(1) Limit outdoor irrigation by the persons it serves to no more than two days per week; or

(2) Implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

Authority: Wat. Code, § 1058.5.

References: Wat. Code, §§ 102, 104, 105; 350; 10617; 10632.



Hidden Valley Lake Community Services District

June 2014 Report

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Daily maintenance and testing at the Water Reclamation Treatment Plant Aeration Basin.



June 2014

Wastewater Operations and Maintenance Report

Wastewater Collection System:

Had a problem at Lift Station 3 with the floats, raised the stop float up a couple of inches and also cleaned the grease off of the floats. This fixed the stop float from getting tangled with another float. Had a power failure at Lift Station 3. Field staff set up the small portable generator to run the pumps for about 2 hours. Also had the final inspection on a sewer connection on Knollview Drive and all requirements were met.

Wastewater Treatment Plant:

Brought #1 sludge bed back online. Had a power bump at the WWTP that tripped out the 700's and 800's pumps. Put CL2 tablets around GEO-Tube #5 to control the smell and the algae growth. The CL2 analyzer is not reading correctly. Field staff went through the calibration process and it was still having a problem. Contacted support and said it sounds like the face board was not working right. A new face board was ordered. When the new face board comes in we will replace it and hope that this solves the problem. If that doesn't fix the problem we will have a decision to make whether to send the whole unit in to be repaired or just replace it with a newer and better unit.

Eff Pond level – 13.98'

June Plant Effluent –5.794MG

June 2014

Water Operations and Maintenance Report

Water

Field staff used the new leak detection equipment to determine if there was a leak on Glenwood Road water main. There was no leak, but they did find that the PRV that regulates the water pressure in that zone need repair.

A pipe rack was installed for storing PVC pipe in the mezzanine at the Water Reclamation Plant maintenance building.

Field staff investigated a water hammer issue on Moon Ridge that appeared to be on the District's side. After running different scenarios staff worked with the property owner and determined that the water hammer was caused by a neighbor's irrigation system that had a leak.

A leak was reported on North Shore Drive with water flowing into a property' owners backyard. Field staff assisted the property owner to find the potential leak. It was determined the leak was coming from their neighbor who had built a pond around a concrete drainage ditch, which slowed the natural flow of spring water to the lake. While the diversion seemed a benefit to the property owner, his neighbor was receiving the overflow of the diversion in their backyard.

Staff delivered three days notices and did disconnect/connects.

Staff read meters at the end of June for May/June billing cycle.

General maintenance was performed that included water storage tanks, and PRVs.

June 2014 Monthly Report

WATER CONNECTIONS

RESIDENTIAL METERS	2416
COMMERCIAL & GOVERNMENT METERS	<u>34</u>
TOTAL METERS	2447

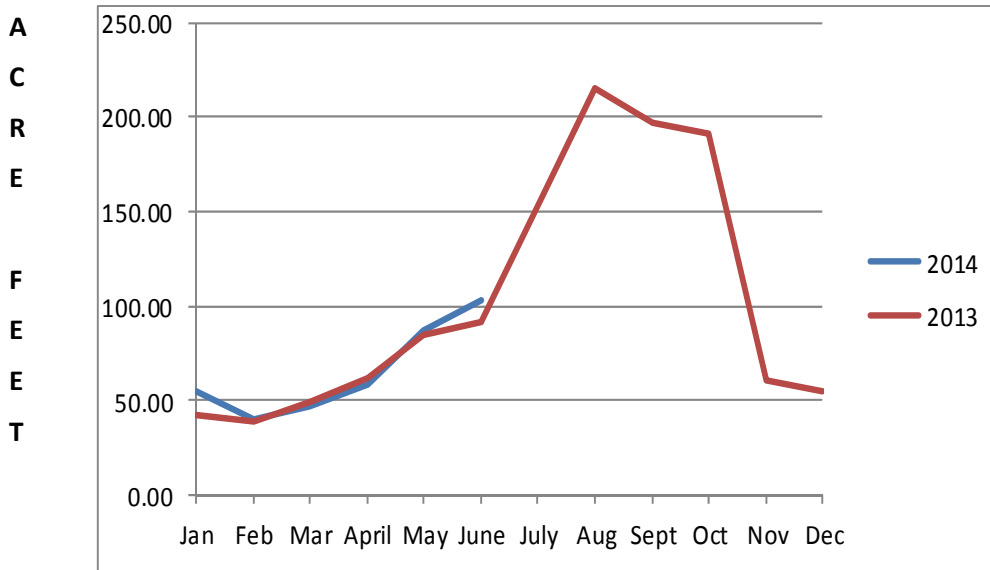
WASTEWATER CONNECTIONS

RESIDENTIAL	1457
COMMERCIAL & GOVERNMENT	<u>33</u>
TOTAL	<u>1490</u>

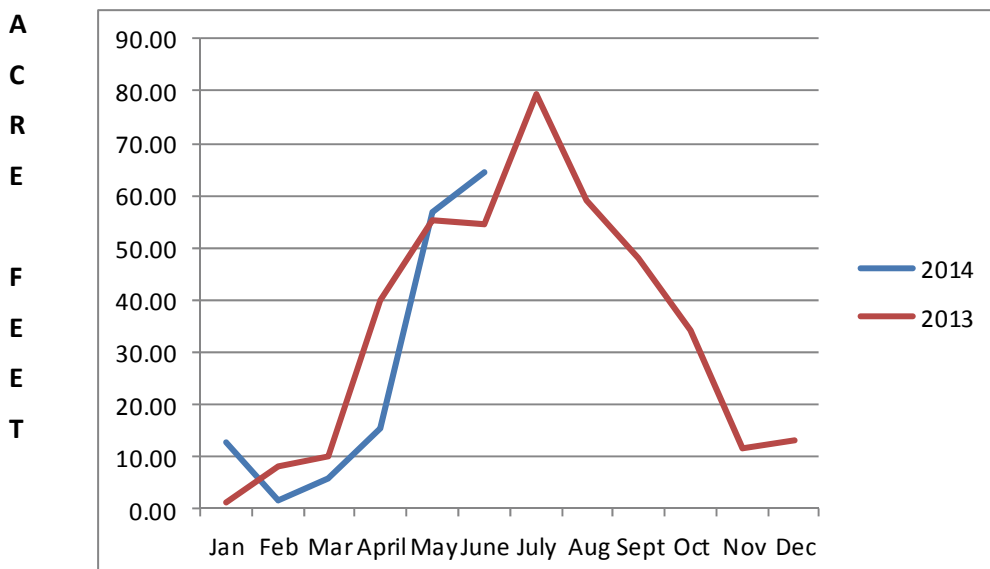
OVERTIME HOURS - 22 \$773.03

Rainfall at HVLCS D Month	Rainfall in inches
October 2013	0
November	.4
December	0
January 2014	.45
February	13.3
March	3.75
April	2.17
May	0
June	0
July	
August	
September	
Totals	20.07

WELL PRODUCTION



RECLAIMED WATER USE



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JUNE 2014

FINANCIAL REPORT





HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JUNE 2014
FINANCIAL REPORT

POOLED CASH
AS OF JUNE 30, 2014

Beginning Balance	155,513.61
Cash Receipts	
Deposit	107,769.73
Transfers	0.00
Total Receipts	107,769.73
Cash Disbursements	
Accounts Payable	122,387.88
Payroll	46,819.75
Bank Fees	1,425.23
Total Disbursements	170,632.86
Ending Balance	92,650.48

TEMPORARY
INVESTMENTS

Fund	LAIF	Money Mkt	CD 90 days	CD 6 month	Total	G/L Bal
120 Sewer Operating Fund	66,818.31	164,051.65	-	-	230,869.96	230,869.96
130 Water Operating Fund	222,481.47	(22,912.64)	100,041.66	-	299,610.49	299,610.49
215 1995-2 Redemption	451,708.04	338,038.12	-	-	789,746.16	789,746.16
217 State Revolving Loan Sewer	158,419.01	247,751.63	-	-	406,170.64	406,170.64
218 CIEDB Redemption	11,432.20	(132,698.98)	-	-	(121,266.78)	(121,266.78)
219 USDARUS Solar Loan (Sewer)	813.63	24,174.93	-	-	24,988.56	24,988.56
313 Wastewater Cap Fac Reserved	431,056.49	25,904.79	-	-	456,961.28	456,961.28
314 Wastewater Cap Fac Unrestricted	53,584.60	3,287.68	-	126,512.23	183,384.51	183,384.51
320 Water Capital Fund	0.05	2.93	-	-	2.98	2.98
350 CIEDB Loan Reserve	170,000.00	-	-	-	170,000.00	170,000.00
711 Bond Administration	26,963.40	14,398.63	-	-	41,362.03	41,362.03
*interest accrued not posted to GL	-	-	-	-	-	-
TOTAL	1,593,277.20	661,998.74	100,041.66	126,512.23	2,481,829.83	2,481,829.83

* interest is posted to G/L quarterly.



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JUNE 2014

Financial Report

REVENUE & EXPENSE SEWER REPORT

6/1/2014-6/30/2014

REVENUE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL	1,025,200.00	169,029.44	1,384,122.68	(358,922.68)	135.01

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	386,300.00	22,413.67	312,424.32	73,875.68	80.88
ADMINISTRATION	227,900.00	16,954.39	229,010.72	(1,110.72)	100.49
OFFICE	75,900.00	6,154.60	77,722.95	(1,822.95)	102.40
FIELD	293,900.00	27,507.05	304,340.21	(10,440.21)	103.55
DIRECTORS	41,200.00	2,989.21	37,883.27	3,316.73	91.95
TOTAL	1,025,200.00	76,018.92	961,381.47	63,818.53	93.78

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 PERMIT & INSPECTION FEES	-	-	300.00	(300.00)	-
120-4045 AVAILABILITY FEES	6,000.00	-	7,559.46	(1,559.46)	125.99
120-4050 SALES OF RECLAIMED WATER	106,500.00	18,742.20	117,238.76	(10,738.76)	110.08
120-4111 COMM SEWER USE	20,500.00	1,677.02	19,864.75	635.25	96.90
120-4112 GOV'T SEWER USE	600.00	50.18	602.16	(2.16)	100.36
120-4116 SEWER USE CHARGES	867,100.00	145,648.29	873,771.45	(6,671.45)	100.77
120-4210 LATE FEE	15,500.00	2,730.11	15,919.69	(419.69)	102.71
120-4300 MISC INCOME	600.00	3.75	78.01	521.99	13.00
120-4505 LEASE INCOME	8,400.00	132.21	2,405.29	5,994.71	28.63
120-4550 INTEREST INCOME	-	45.68	(107.89)	107.89	-
120-4580 TRANSFERS IN	-	-	346,192.88	(346,192.88)	-
120-4591 INCOME APPLICABLE TO PRIOR YRS	-	-	298.12	(298.12)	-
TOTAL	1,025,200.00	169,029.44	1,384,122.68	(358,922.68)	135.01

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	-	237.52	4,219.97	(4,219.97)	-
120-5-00-5020 EMPLOYEE BENEFITS	15,200.00	4,677.36	14,888.84	311.16	97.95
120-5-00-5021 RETIREMENT BENEFITS	-	-	896.17	(896.17)	-
120-5-00-5025 RETIREE HEALTH BENEFITS	5,400.00	801.12	5,733.87	(333.87)	106.18
120-5-00-5040 ELECTION EXPENSE	2,500.00	-	4,179.35	(1,679.35)	167.17
120-5-00-5050 DEPRECIATION	-	-	(177.28)	177.28	-
120-5-00-5060 GASOLINE, OIL & FUEL	12,600.00	891.74	12,835.63	(235.63)	101.87
120-5-00-5061 VEHICLE MAINT	8,000.00	24.24	8,811.29	(811.29)	110.14
120-5-00-5062 TAXES & LIC	400.00	-	738.37	(338.37)	184.59
120-5-00-5074 INSURANCE	19,800.00	-	15,821.76	3,978.24	79.91
120-5-00-5075 BANK FEES	6,800.00	684.23	6,909.53	(109.53)	101.61
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	5,300.00	-	4,583.21	716.79	86.48
120-5-00-5092 POSTAGE & SHIPPING	100.00	573.50	1,201.42	(1,101.42)	1,201.42
120-5-00-5110 CONTRACTUAL SERVICES	47,600.00	2,122.05	51,530.19	(3,930.19)	108.26
120-5-00-5121 LEGAL SERVICES	11,700.00	1,080.72	8,675.85	3,024.15	74.15
120-5-00-5122 ENGINEERING SERVICES	12,000.00	-	-	12,000.00	-
120-5-00-5123 OTHER PROFESSIONAL SERVICE	25,000.00	-	7,827.60	17,172.40	31.31
120-5-00-5130 PRINTING & PUBLICATION	200.00	450.17	901.91	(701.91)	450.96
120-5-00-5135 NEWSLETTER	2,000.00	-	-	2,000.00	-
120-5-00-5148 OPERATING SUPPLIES	12,000.00	1,159.91	12,034.57	(34.57)	100.29
120-5-00-5150 REPAIR & REPLACE	52,500.00	2,172.92	52,618.41	(118.41)	100.23
120-5-00-5155 MAINT BLDG & GROUNDS	5,300.00	664.39	5,405.71	(105.71)	101.99
120-5-00-5160 SLUDGE DISPOSAL	23,900.00	-	21,910.06	1,989.94	91.67
120-5-00-5170 TRAVEL & MEETINGS	400.00	54.15	760.14	(360.14)	190.04
120-5-00-5179 ADM MISC EXPENSE	500.00	40.58	234.92	265.08	46.98
120-5-00-5191 TELEPHONE	11,100.00	686.93	8,574.48	2,525.52	77.25
120-5-00-5192 ELECTRICITY	20,000.00	1,679.55	19,204.47	795.53	96.02
120-5-00-5195 ENV/MONITORING	31,000.00	4,376.50	31,048.83	(48.83)	100.16
120-5-00-5198 ANNUAL OPERATING FEES	3,400.00	-	1,718.00	1,682.00	50.53
120-5-00-5310 EQUIPMENT - FIELD	-	-	216.05	(216.05)	-
120-5-00-5311 EQUIPMENT - OFFICE	11,500.00	-	1,146.22	10,353.78	9.97
120-5-00-5312 TOOLS - FIELD	2,200.00	36.09	353.47	1,846.53	16.07
120-5-00-5315 SAFETY EQUIPMENT	-	-	1,708.73	(1,708.73)	-
120-5-00-5545 RECORDING FEES	200.00	-	86.29	113.71	43.15
120-5-00-5580 TRANSFERS OUT	-	-	5,967.25	(5,967.25)	-
120-5-00-5585 FLOOD CONTROL EXPENSE	200.00	-	-	200.00	-
120-5-00-5590 NON-OPERATING OTHER	37,500.00	-	-	37,500.00	-
120-5-00-5591 EXPENSES APPLICABLE TO PRIOR YRS	-	-	(140.96)	140.96	-
TOTAL	386,300.00	22,413.67	312,424.32	73,875.68	80.88

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	164,000.00	13,107.36	169,193.78	(5,193.78)	103.17
120-5-10-5020 EMPLOYEE BENEFITS	23,500.00	1,578.51	24,133.89	(633.89)	102.70
120-5-10-5021 RETIREMENT BENEFITS	30,300.00	1,735.72	27,313.74	2,986.26	90.14
120-5-10-5080 MEMBERSHIP & SUBSCRIPTION	700.00	-	9.23	690.77	1.32
120-5-10-5090 OFFICE SUPPLIES	5,200.00	347.81	5,616.68	(416.68)	108.01
120-5-10-5170 TRAVEL MILEAGE	200.00	72.05	375.14	(175.14)	187.57
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	112.94	2,368.26	1,631.74	59.21
TOTAL	227,900.00	16,954.39	229,010.72	-1,110.72	100.49

OFFICE EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-20-5010 SALARIES & WAGES	44,800.00	3,805.38	47,832.91	(3,032.91)	106.77
120-5-20-5020 EMPLOYEE BENEFITS	22,000.00	1,578.50	20,256.14	1,743.86	92.07
120-5-20-5021 RETIREMENT BENEFITS	8,300.00	770.72	9,650.30	(1,350.30)	116.27
120-5-20-5090 OFFICE SUPPLIES	-	-	(7.31)	7.31	-
120-5-20-5170 TRAVEL MILEAGE	-	-	(9.09)	9.09	-
120-5-20-5175 EDUCATION / SEMINARS	800.00	-	-	800.00	-
TOTAL	75,900.00	6,154.60	77,722.95	(1,822.95)	102.40

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	206,000.00	19,931.15	216,475.83	(10,475.83)	105.09
120-5-30-5020 EMPLOYEE BENEFITS	43,600.00	4,450.85	46,911.26	(3,311.26)	107.59
120-5-30-5021 RETIREMENT BENEFITS	37,300.00	2,802.20	36,921.04	378.96	98.98
120-5-30-5062 TAXES & LICENSE	-	-	170.00	(170.00)	-
120-5-30-5090 OFFICE SUPPLIES	1,000.00	55.69	1,144.94	(144.94)	114.49
120-5-30-5175 EDUCATION / SEMINARS	6,000.00	267.16	2,717.14	3,282.86	45.29
TOTAL	293,900.00	27,507.05	304,340.21	(10,440.21)	103.55

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	1,200.00	145.32	629.73	570.27	52.48
120-5-40-5020 EMPLOYEE BENEFITS	-	2,843.89	5,686.24	(5,686.24)	-
120-5-40-5030 DIRECTOR HEALTH BENEFITS	39,700.00	-	31,567.30	8,132.70	79.51
120-5-40-5176 DIRECTOR TRAINING	300.00	-	-	300.00	-
TOTAL	41,200.00	2,989.21	37,883.27	3,316.73	91.95



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JUNE 2014

Financial Report

REVENUE & EXPENSE WATER REPORT

6/1/2014-6/30/2014

REVENUE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL	1,298,200.00	222,162.00	1,566,035.04	(267,835.04)	120.63

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	738,800.00	42,963.98	544,269.29	194,530.71	73.67
ADMINISTRATION	237,000.00	16,878.18	230,402.76	6,597.24	97.22
OFFICE	79,200.00	6,199.31	78,320.05	879.95	98.89
FIELD	298,500.00	20,510.36	258,890.48	39,609.52	86.73
DIRECTORS	42,000.00	3,129.28	38,963.01	3,036.99	92.77
TOTAL	1,395,500.00	89,681.11	1,150,845.59	244,654.41	82.47

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,580.00	10,050.00	2,950.00	77.31
130-4039 WATER METER INST	300.00	-	400.00	(100.00)	133.33
130-4040 RECORDING FEE	100.00	-	120.00	(20.00)	120.00
130-4045 AVAILABILITY FEES	37,800.00	-	30,127.46	7,672.54	79.70
130-4110 COMM WATER USE	13,800.00	1,151.03	13,812.36	(12.36)	100.09
130-4112 GOV'T WATER USE	900.00	74.26	891.12	8.88	99.01
130-4115 WATER USE	1,036,000.00	174,015.70	1,043,830.26	(7,830.26)	100.76
130-4117 WATER OVERAGE FEE	161,200.00	38,706.49	179,709.52	(18,509.52)	111.48
130-4118 WATER OVERAGE COMM	11,200.00	2,352.70	13,815.22	(2,615.22)	123.35
130-4119 WATER OVERAGE GOV	-	-	7.64	(7.64)	-
130-4210 LATE FEE	23,000.00	3,420.46	22,693.58	306.42	98.67
130-4215 RETURNED CHECK FEE	700.00	100.00	925.00	(225.00)	132.14
130-4300 MISC INCOME	200.00	78.01	105.06	94.94	52.53
130-4505 LEASE INCOME	-	513.95	5,994.71	(5,994.71)	-
130-4550 INTEREST INCOME	-	(3.25)	1,255.73	(1,255.73)	-
130-4580 TRANSFER IN	-	172.65	241,618.90	(241,618.90)	-
130-4591 INCOME APPLICABLE TO PRIOR YRS	-	-	678.48	(678.48)	-
TOTAL	1,298,200.00	222,162.00	1,566,035.04	(267,835.04)	120.63

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	-	237.52	5,381.77	(5,381.77)	-
130-5-00-5020 EMPLOYEE BENEFITS	16,000.00	4,629.23	14,847.24	1,152.76	92.80
130-5-00-5021 RETIREMENT BENEFITS	-	-	1,089.66	(1,089.66)	-
130-5-00-5025 RETIREE HEALTH BENEFITS	5,400.00	793.14	5,717.79	(317.79)	105.89
130-5-00-5040 ELECTION EXPENSE	2,500.00	-	4,179.34	(1,679.34)	167.17
130-5-00-5060 GASOLINE, OIL & FUEL	11,800.00	891.73	11,292.57	507.43	95.70
130-5-00-5061 VEHICLE MAINT	12,000.00	24.23	8,342.74	3,657.26	69.52
130-5-00-5062 TAXES & LIC	800.00	-	1,386.67	(586.67)	173.33
130-5-00-5074 INSURANCE	19,800.00	-	15,821.75	3,978.25	79.91
130-5-00-5075 BANK FEES	6,800.00	684.22	6,873.53	(73.53)	101.08
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	10,000.00	-	15,414.02	(5,414.02)	154.14
130-5-00-5090 OFFICE SUPPLIES	-	-	(64.93)	64.93	-
130-5-00-5092 POSTAGE & SHIPPING	100.00	524.50	1,179.00	(1,079.00)	1,179.00
130-5-00-5110 CONTRACTUAL SERVICES	43,500.00	2,122.04	52,634.39	(9,134.39)	121.00
130-5-00-5121 LEGAL SERVICES	11,700.00	1,080.71	8,665.80	3,034.20	74.07
130-5-00-5122 ENGINEERING SERVICES	18,000.00	966.00	21,299.26	(3,299.26)	118.33
130-5-00-5123 OTHER PROFESSIONAL SERVICE	97,000.00	4,857.93	50,290.22	46,709.78	51.85
130-5-00-5124 WATER RIGHTS	10,000.00	255.52	6,551.81	3,448.19	65.52
130-5-00-5130 PRINTING & PUBLICATION	200.00	450.16	901.89	(701.89)	450.95
130-5-00-5135 NEWSLETTER	2,000.00	-	-	2,000.00	-
130-5-00-5145 EQUIPMENT RENTAL	2,100.00	-	-	2,100.00	-
130-5-00-5148 OPERATING SUPPLIES	1,900.00	-	1,344.51	555.49	70.76
130-5-00-5150 REPAIR & REPLACE	52,000.00	2,882.06	64,015.15	(12,015.15)	123.11
130-5-00-5155 MAINT BLDG & GROUNDS	4,400.00	484.38	4,905.01	(505.01)	111.48
130-5-00-5170 TRAVEL & MEETINGS	1,300.00	54.15	760.14	539.86	58.47
130-5-00-5179 ADM MISC EXPENSE	500.00	40.59	234.87	265.13	46.97
130-5-00-5191 TELEPHONE	11,100.00	686.91	8,267.91	2,832.09	74.49
130-5-00-5192 ELECTRICITY	150,800.00	20,300.86	181,078.15	(30,278.15)	120.08
130-5-00-5195 ENV/MONITORING	7,100.00	676.00	15,379.01	(8,279.01)	216.61
130-5-00-5198 ANNUAL OPERATING FEES	26,700.00	-	24,302.85	2,397.15	91.02
130-5-00-5310 EQUIPMENT - FIELD	-	-	200.05	(200.05)	-
130-5-00-5311 EQUIPMENT - OFFICE	10,900.00	-	889.00	10,011.00	8.16
130-5-00-5312 TOOLS - FIELD	1,400.00	-	676.72	723.28	48.34
130-5-00-5315 SAFETY EQUIPMENT	-	-	6,393.45	(6,393.45)	-
130-5-00-5505 WATER CONSERVATION	7,600.00	-	3,750.00	3,850.00	49.34
130-5-00-5545 RECORDING FEES	300.00	-	83.71	216.29	27.90
130-5-00-5580 TRANSFERS OUT	173,000.00	-	-	173,000.00	-
130-5-00-5585 FLOOD CONTROL EXPENSE	100.00	322.10	322.10	(222.10)	322.10
130-5-00-5591 EXPENSES APPLICABLE TO PRIOR YRS	-	-	(137.86)	137.86	-
130-5-00-5650 CAPITAL CONTINGENCY	20,000.00	-	-	20,000.00	-
TOTAL	738,800.00	42,963.98	544,269.29	194,530.71	73.67

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	164,000.00	13,107.38	169,193.88	(5,193.88)	103.17
130-5-10-5020 EMPLOYEE BENEFITS	25,100.00	1,562.79	25,107.83	(7.83)	100.03
130-5-10-5021 RETIREMENT BENEFITS	30,400.00	1,735.72	27,313.67	3,086.33	89.85
130-5-10-5080 MEMBERSHIP & SUBSCRIPTION	8,600.00	-	125.82	8,474.18	1.46
130-5-10-5090 OFFICE SUPPLIES	4,100.00	287.31	5,548.65	(1,448.65)	135.33
130-5-10-5170 TRAVEL MILEAGE	800.00	72.04	375.11	424.89	46.89
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	112.94	2,737.80	1,262.20	68.45
TOTAL	237,000.00	16,878.18	230,402.76	6,597.24	97.22

OFFICE EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-20-5010 SALARIES & WAGES	47,000.00	3,805.38	47,940.88	(940.88)	102.00
130-5-20-5020 EMPLOYEE BENEFITS	22,000.00	1,562.80	20,714.72	1,285.28	94.16
130-5-20-5021 RETIREMENT BENEFITS	9,400.00	770.68	9,671.30	(271.30)	102.89
130-5-20-5090 OFFICE SUPPLIES	-	60.45	51.53	(51.53)	-
130-5-20-5170 TRAVEL MILEAGE	-	-	(63.63)	63.63	-
130-5-20-5175 EDUCATION / SEMINARS	800.00	-	5.25	794.75	0.66
TOTAL	79,200.00	6,199.31	78,320.05	879.95	98.89

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	199,800.00	13,178.79	169,910.11	29,889.89	85.04
130-5-30-5020 EMPLOYEE BENEFITS	59,300.00	4,223.77	54,095.39	5,204.61	91.22
130-5-30-5021 RETIREMENT BENEFITS	34,900.00	2,280.67	28,836.41	6,063.59	82.63
130-5-30-5090 OFFICE SUPPLIES	2,000.00	55.69	1,144.82	855.18	57.24
130-5-30-5175 EDUCATION / SEMINARS	2,500.00	771.44	4,903.75	(2,403.75)	196.15
TOTAL FIELD	298,500.00	20,510.36	258,890.48	39,609.52	86.73

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	1,200.00	177.63	769.72	430.28	64.14
130-5-40-5020 EMPLOYEE BENEFITS	-	2,816.09	5,630.32	(5,630.32)	-
130-5-40-5030 DIRECTOR HEALTH BENEFITS	39,700.00	-	31,567.25	8,132.75	79.51
130-5-40-5176 DIRECTOR TRAINING	1,100.00	135.56	995.72	104.28	90.52
TOTAL	42,000.00	3,129.28	38,963.01	3,036.99	92.77



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JUNE 2014

FINANCIAL REPORT

CAPITAL EXPENDITURES

2013-2014 BUDGET

Sewer	Budget	Yr to Date Actual
Generators	90,000	113,202.46
Replace/Refurbish Pumps	25,000	19,606.83
SCADA System Upgrades	25,000	45,765.76
Video Inspections of Sewer Laterals	20,000	0.00
Repair Sewer Lateral Leaks	20,000	0.00
Prepare Sewer Capital Improvement Plan	25,000	450.00
Replace 3 Computers at Treatment Plant	3,000	2,788.82
Resurface Storage Pond Road	16,500	43,194.89
Repair Access Road	12,500	10,236.52
Total	237,000	235,245.28

Water	Budget	Yr to Date Actuals
Prepare Water Capital Improvement Plan	15,000	22,806.75
Replace 3 Computers at Treatment Plant	3,000	2,788.81
Repair Water Storage Tank 1A	4,500	0.00
Replace Chlorine Analyzer	15,000	10,858.15
SCADA System Upgrade (not budgeted in capital)	-	6,275.09
Leak Detection Equipment (not budgeted in capital)	-	5,061.46
Total		47,790.26

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

DATE: July 15, 2014

AGENDA ITEM: DISCUSSION AND POSSIBLE ACTION: California Special Districts Association (CSDA) Board Member Elections

RECOMMENDATIONS:

Cast vote for one of two candidates; Stanley Caldwell or Shane McAfee, for "Seat C" of the California Special Districts Association (CSDA) Board of Directors.

FINANCIAL IMPACT:

None

BACKGROUND:

The CSDA is requesting the District vote for one of two candidates for "Seat C" of the CSDA Board of Directors. Information regarding the election and candidates is attached.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



California Special
Districts Association
Districts Stronger Together

RECEIVED
JUN 09 2014

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2014 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat C. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate information for each candidate who submitted one. Please vote for only one candidate to represent your region in Seat C and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 1, 2014**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2014 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csga.net with any questions.

Stanley R. Caldwell
75 Cecilia Lane
Martinez, California 94553-1455

RE: Election Region 3, Seat C

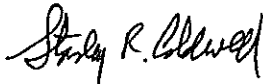
It has been an honor and a pleasure to serve the California Special Districts Association (CSDA) Membership as Region 3 Director. I look forward to the opportunity to continue to be of service. I have been active and involved in CSDA activities. I have served on the Membership Committee & Fiscal Committee. I am currently vice chair of the Membership Committee. I am the CSDA Past President (2013). I am retired and I have the time, and the commitment required to continue to serve as a director.

I have faithfully and diligently served within my local community. I am a dedicated active board member of Mt. View Sanitary District (MVSD) and have served several times as the board president and I am the current board President. By being an active participant at the California Association of Sanitation Agencies and the CSDA, I enhance my ability to serve in a director position. I am the current MVSD representative to the Local Agency Formation Commission (LAFCO) in Contra Costa County. Contra Costa County has a local CSDA chapter, the Contra Costa Special Districts Association (CCSDA) of which I have been active participant and contributor. For CCSDA I serve as Member at Large and I am the current Newsletter Editor.

If re-elected I would continue to provide the leadership that makes CSDA a success. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs.

Please consider me for the upcoming election for Director of Region 3 where I will continue to bring my experience and dedication to CSDA.

Thank you for your consideration,



Stanley R. Caldwell
Incumbent CSDA Region 3 Director
Mt. View Sanitary District Board Member

Candidate Statement

Shane McAfee – General Manager, Greater Vallejo Recreation District
smcafee@gvrd.org 707-648-4603

I am excited about the potential of serving the Special Districts of the State of California. I have managed special districts for over 20 years and feel that I have the back ground, interest, and desire to help make a difference.

If elected I do my very best to provide the leadership that makes CSDA successful. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs. Together, through continued advocacy, education, and the value-added services that CSDA provides, we can positively affect all special districts, their operations and service to constituents. I have the Special District Administrator Certification and I have also completed the CSDA Special District Leadership Academy in Governance Foundations, Setting Direction and Community Leadership, Board's Role in Finance and Fiscal Accountability and Board's Role in Human Resources.

I am very experienced in budgeting, project management, report preparation, public speaking. I believe my dedication to Special Districts makes me an excellent choice to represent local government agencies' interests at CSDA.

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

DATE: July 15, 2014

AGENDA ITEM: DISCUSSION AND POSSIBLE ACTION: Adoption of Alternative Work Week Policy

RECOMMENDATIONS:

Adopt Alternative Work Week Policy to provide employees with the option of working a “9/80” or traditional 40 hours per week work schedule.

FINANCIAL IMPACT:

Possible minor saving on overtime labor charges

BACKGROUND:

A number of utilities and municipalities offer their employees the option of working a “9/80” or traditional 40 hours per week work schedule. Under the typical 9/80 work schedule an employee works five 9-hour days one week, followed by three 9-hour days and one 8-hour day the second week of the two-week pay period, thereby allowing the employee to take three consecutive days off every other weekend (Friday through Sunday or Saturday through Monday). The additional day off provides greater flexibility and balance with respect to an employee’s personal life, while the 9-hour work days allow the employer to extend hours of service and in at least some instances increase worker productivity – particularly among field operations. Staff is recommending adoption of the attached Alternative Work Week Policy for a one-year trial period.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board



Hidden Valley Lake Community Services District

DRAFT

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

ALTERNATIVE WORK WEEK

Purpose

The purpose of this policy is to provide employees with an alternative to the traditional eight (8) hours per day, five (5) days per week, work week schedule.

Policy

Employees may select a “9/80” work schedule in lieu of the traditional eight (8) hours per day, five (5) days per week, work week schedule. Requests will be evaluated on a case-by-case basis.

Procedures

The 9/80 work schedule is intended to provide employees greater flexibility when scheduling non-work activities, without impacting the District's mission, productivity or responsiveness to the public. In all case, the General Manager has final authority to approve, deny or suspend participation in the 9/80 work schedule.

- A. The 9/80 work schedule will consist of one (1) week of five (5) workdays, comprised of four 9-hour days and one 8-hour day, and one (1) week of four 9-hour days and one (1) day off.
- B. In order to comply with FLSA overtime regulations for non-exempt employees, the 8-hour day must occur on a Thursday and be split into two 4-hour segments, one 4-hour segment attributed to the first work week and the second 4-hour segment attributed to the second work week of the pay period:

WEEK 1							
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PRIOR WEEK SCHEDULE	9	OFF	OFF	9	9	9	4

WEEK 2							
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
4	OFF	OFF	OFF	9	9	9	9

- C. In the absence of extenuating circumstances, the scheduled day off will be taken either every other Monday or Friday. Supervisors may approve rescheduling of an employee's day off in order to meet specific needs of the District and/or the employer.
- D. Work day schedules shall be regular and recurring, and include the core work hours of 8:00 a.m. to 5:00 p.m.
- E. Overtime must be approved in advance by the employee's Supervisor or the General Manager, and will be paid in accordance with Section 3(B) of California Industrial Welfare Commission Order Number 4-2001 Regulating Wages, Hours and Working Conditions in the Professional, Technical, Clerical, Mechanical and Similar Occupations, and any subsequent amendments to Order Number 4-2001.
- F. When a holiday falls on an employee's regularly scheduled day off, the employee will accrue eight (8) hours of holiday time that is to be taken the following work day, unless the employee arranges in advance with his/her supervisor to take another day off during the same work week.
- G. When a holiday falls on an employee's 9-hour workday, the employee will receive eight (8) hours of holiday pay and have the option of being charged one (1) hour of vacation or floating holiday, or work an additional hour, at regular pay, on a subsequent day within the same work week.
- H. Employees who take sick leave, vacation time, or other paid time off on a regularly scheduled workday will be charged with the number of hours they were regularly scheduled to work. For example, if an employee takes sick leave on a 9-hour scheduled workday, he or she will be charged with nine (9) hours of sick leave.
- I. Participation in the 9/80 work schedule is a privilege. Approval of a 9/80 work schedule does not constitute or create an entitlement or vested right to a continued 9/80 work schedule. Employees on a 9/80 work schedule will indicate their acceptance of the conditions of this policy by completing and signing a *Alternative Work Week Schedule DECLARATION OF EMPLOYEE WORK WEEK* form, which shall be kept in the employee's personnel file.

Board of Directors approved: _____



Hidden Valley Lake Community Services District

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

Alternative Work Week Schedule *DECLARATION OF EMPLOYEE WORK WEEK*

This Agreement specifies the conditions applicable to an alternate work schedule arrangement for:

Employee Name _____ Job Title _____

Supervisor _____ Department _____

9/80 work schedule groups will be evenly divided within each department to assure appropriate staffing levels during all business hours. Choose one schedule from the following groups:

Group A:

GROUP A - WEEK 1							
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PRIOR WEEK SCHEDULE	9	OFF	OFF	9	9	9	4

GROUP A - WEEK 2							
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
4	OFF	OFF	OFF	9	9	9	9

Group B:

GROUP B - WEEK 1							
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
4	OFF	OFF	OFF	9	9	9	9

GROUP B - WEEK 2							
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PRIOR WEEK SCHEDULE	9	OFF	OFF	9	9	9	4

Group C:

GROUP C - WEEK 1							
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PRIOR WEEK SCHEDULE	9	OFF	OFF	9	9	9	4

GROUP C - WEEK 2							
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
4	9	OFF	OFF	OFF	9	9	9

Group D:

GROUP D - WEEK 1							
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
4	9	OFF	OFF	OFF	9	9	9

GROUP D - WEEK 2							
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
PRIOR WEEK SCHEDULE	9	OFF	OFF	9	9	9	4

- 1) I select the group ____ work week schedule and understand this work week schedule will remain in effect for six consecutive months unless otherwise amended or terminated by the General Manager, and that at the end of the six-month period I will be given the opportunity to change or continue with the current work week schedule.
- 2) The employee agrees that any additional hours which might involve overtime must be approved in advance by his/her supervisor.
- 3) The employee agrees that all obligations, responsibilities, terms and conditions of employment with the District remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement.
- 4) The employee agrees that his/her supervisor has the right to modify or suspend this Agreement in the event of unanticipated circumstances regarding employment performance or operational needs.
- 5) The employee understands and agrees to the terms and procedures set forth in the Alternative Work Week Policy.

I hereby affirm by my signature that I have read the "Alternative Work Week Schedule, *DECLARATION OF EMPLOYEE WORK WEEK*" and understand and agree to all of its provisions.

Employee Signature

Date

Supervisor Signature

Date

General Manager Signature

Date

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

DATE: July 15, 2014

AGENDA ITEM: DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2014-11 authorizing the General Manager to execute Professional Services Agreement between HVLCSD and Coastland Civil Engineering Incorporated for engineering services on a task order basis

RECOMMENDATIONS:

Authorize General Manager to execute Professional Services Agreement between HVLCSD and Coastland Civil Engineering Incorporated for engineering services, on a task order basis.

FINANCIAL IMPACT:

No direct financial impact. The Professional Services Agreement provides the contractual framework for the execution of task orders – specific work assignments.

BACKGROUND:

The District occasionally requires engineering expertise to design, operate and/or maintain District facilities. Staff recommends retaining Coastland Civil Engineering Incorporated to provide engineering services on an as needed basis. Coastland Civil Engineering is a relatively small firm catering to municipalities and headquartered in Santa Rosa (coastlandcivil.com). District Counsel has reviewed and approved (as to form only) the proposed Professional Services Agreement.

<input style="width: 50px; height: 30px;" type="checkbox"/>	APPROVED AS RECOMMENDED	<input style="width: 50px; height: 30px;" type="checkbox"/>	OTHER (SEE BELOW)
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Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

RESOLUTION 2014-11

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS AUTHORIZING GENERAL MANAGER ROLAND
SANFORD TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH
COASTLAND CIVIL ENGINEERING INCORPORATED FOR ENGINEERING
SERVICES, ON A TASK ORDER BASIS**

WHEREAS, the Hidden Valley Lake Community Services District (District) occasionally requires engineering expertise to design, operate and/or maintain District facilities; and

WHEREAS, the District desires to contract for such services with a private consultant;
and

WHEREAS, Coastland Civil Engineering Incorporated is duly licensed and sufficiently experienced in providing such services for municipal corporations and community services districts and is able to provide personnel with the proper experience and background to carry out the duties involved; and

WHEREAS, the District wishes to retain Coastland Civil Engineering Incorporated for the performance of such services.

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors authorizes General Manager Roland Sanford to execute a Professional Services Agreement with Coastland Civil Engineering Incorporated for engineering services, on a task order basis.

PASSED AND ADOPTED on July 15, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Judy Mirbegian
President of the Board of Directors

ATTEST:

Roland Sanford
Secretary to the Board of Directors

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT

This Agreement is made and entered into this _____ day of _____, 2014 by and between Hidden Valley Lake Community Services District, hereinafter referred to as "**District**", and Coastland Civil Engineering Inc., hereinafter referred to as "**Consultant**."

RECITALS

WHEREAS, the DISTRICT requires assistance with engineering matters regarding its water, reclaimed water, and wastewater systems; and

WHEREAS, DISTRICT desires to contract for such services with a private consultant; and

WHEREAS, CONSULTANT is duly licensed and sufficiently experienced in providing such services for municipal corporations and community services districts and is able to provide personnel with the proper experience and background to carry out the duties involved; and

WHEREAS, DISTRICT wishes to retain CONSULTANT for the performance of such services;

NOW, THEREFORE, in consideration of the mutual covenants, benefits and premises herein stated, the parties hereto agree as follows:

DISTRICT, does hereby retain CONSULTANT, in a contractual capacity, to perform the following services in accordance with the terms and conditions hereinafter set forth;

DESCRIPTION OF SERVICES

Consultant is to provide on-call services to District for engineering matters relating the District's water, reclaimed water, and wastewater systems (herein referred to as the District's utilities.) This will include, but not be limited to, attending meetings, answering questions relating to the District's utilities, assistance with drafting resolutions and/or ordinances, consultation regarding maintenance of the utilities, base mapping, modeling, evaluating the capacity of the systems to accommodate additional or new uses, evaluating and/or recommending changes to customer rates and charges, condition assessment and design of facilities improvements, oversight of other consultants, checking plans submitted to the District, construction management, construction observation, project management and other tasks as may be assigned.

For work associated with facilities design, special studies, base mapping, system computer modeling, construction management, construction observation and any other special projects falling outside of on-call services, Consultant shall provide separate scopes of work and related fees as may be requested by the District on a project-by-project basis. The special projects shall be separately approved as task orders to this overall agreement.

PAYMENT TERMS

District agrees to pay Consultant for Services on a time and materials basis as per Consultant's current Schedule of Hourly Rates associated with District Engineering Services, in accordance with this Agreement. The hourly rates are subject to adjustment each July 1.

For work associated with facilities design, special studies, base mapping, system modeling and any other special projects falling outside of on-call services, Consultant shall provide a separate scope of work and related fees as may be requested by the District on a project-by-project basis.

To be eligible for payment, Consultant invoices must be submitted not more often than monthly to the District and list amounts to be paid according to the hourly rate schedule shown in the proposal. Consultant shall maintain adequate records to permit inspection and audit of Consultant's time and material charges under this Agreement. Consultant will make such records available to District during normal business hours upon reasonable notice. If District fails to pay Consultant within thirty (30) days after invoices are rendered, unless there is a bonafide dispute over outstanding fees and charges or the unpaid billings concern a private developer for which the District has not received reimbursement from the private developer, Consultant shall have the right in its sole discretion to consider such default in payment a material breach of this entire agreement, and, upon written notice, Consultants' duties, obligations, and responsibilities under this agreement may be suspended or terminated. In such event, District shall promptly pay Consultant for all outstanding fees and charges due Consultant at the time of suspension or termination.

TIME OF PERFORMANCE

For the purposes of this Agreement, the "contract date" will be _____, 2014. Consultant shall commence performance hereunder upon receipt of written direction to proceed from District after the contract date. Consultant will continue to provide services to District until the work is completed.

INDEPENDENT CONTRACTOR

Consultant and District agree that Consultant will perform the services as an independent contractor and not as an employee or agent of the District. Persons employed or utilized by Consultant in the performance of the services will not be employees or agents of the District.

SUBCONTRACTING

Consultant may subcontract for matters required to perform the services upon the prior written approval of the District. The Consultant will be solely responsible for payment of such subcontract services. No contractual relationship will exist between any such subcontractor of the Consultant and the District.

STANDARD OF PERFORMANCE

Consultant will perform the services in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession and will provide all services required by this Agreement per industry standards and per the manner approved by the District. Consultant will use reasonable care and diligence to comply with applicable federal, state and local laws in the performance of the services.

INDEMNITY

Consultant agrees to indemnify, defend and hold harmless District and its officers, officials, employees and agents from and against any and all liability, loss, damage, claims, expenses, and costs to the extent arising out of the, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant in connection with Consultant's performance of the Services or its failure to comply with any of its obligations contained in this Agreement, excluding liability due to the sole negligence or willful misconduct of District. Indemnity provisions under this Agreement are subject to the provisions of Section 2782.8 of the Civil Code.

INSURANCE

Before commencing performance of the Services, Consultant, shall provide insurance of the kinds and in the amounts specified below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the Services hereunder by the Consultant or its agents, representatives, employees, or subcontractors and shall submit to the District certificates of insurance and endorsements evidencing insurance coverage that meets the requirements of this section. Consultant must maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance must be included in the Consultant's proposal. Consultant may not allow any subcontractor to commence work on the Services until Consultant and/or subcontractor have obtained all insurance required by this Agreement for the subcontractor(s) and submitted certificates of insurance and endorsements evidencing such coverage to the District.

Consultant shall maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance must be provided with limits of not less than \$1,000,000.00 per accident. The insurance must be endorsed to waive all rights of subrogation against the District and its officials, officers, employees, and volunteers for loss arising from or related to the Services.

Consultant shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000.00 per occurrence, combined single limit coverage for risks associated with Services. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to,

protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement.

Required commercial general coverage shall be as broad as Insurance Services Office Commercial General Liability occurrence form CG 2010 (ed. 11/85). Automobile coverage must be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1 ("any auto"). No endorsement may be attached limiting the coverage.

Consultant shall maintain for the period covered by this Agreement professional liability insurance in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per claim and \$2,000,000 annual aggregate covering errors and omissions.

The District may approve a variation in the foregoing insurance requirements, upon a determination that the coverage's, scope, limits, and forms of such insurance are either not commercially available, or that the District interests are otherwise fully protected.

Policy Endorsements. Each general liability and automobile liability insurance policy shall be endorsed with the following provisions:

1. The District, and its elected or appointed officials, employees and agents shall be named as insureds or additional insureds with regard to damages and defenses of claims arising from activities performed by or on behalf of the Consultant.
2. The insurance afforded by each policy shall apply separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the insurer's limits of liability.
3. The insurance shall be primary insurance as respects the District and its elected or appointed officers, officials, employees and agents. Any other insurance maintained by the District or its elected or appointed officers, officials, employees, agents or volunteers shall be in excess of this insurance and shall not contribute with it.
4. The insurance shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after 30 days prior written notice has been provided to the District.
5. Any failure to comply with the reporting requirements of any policy shall not affect coverage provided to the District, its elected or appointed officers, officials, employees or agents.

NON DISCRIMINATION

In the performance of the work authorized under this Agreement, Consultant shall not unlawfully discriminate against any qualified worker because of race, religious creed, color, sex, sexual orientation, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or age.

Consultant shall, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, religious creed, color, sex, sexual orientation, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or age.

OWNERSHIP OF WORK PRODUCTS AND TREATMENT OF DOCUMENTS

All plans, specifications, reports and other documents prepared by Consultant pursuant to this Agreement shall be provided to the District. Unless the District has obtained expressed written permission from the Consultant, any modification of such documents by the District or reuse of such documents will be at the District's sole risk and the Consultant shall not be held liable for any such re-use. District agrees to indemnify and defend Consultant for damages or claims resulting from such unauthorized modification or re-use. Except as may be otherwise required by law, Consultant will disclose no data, plans, specifications, reports or other documents pertaining to the services without the prior written consent of the District. Consultant's records concerning this Agreement must be retained and available for audit by the District and/or State Auditor for a period of four years following final payment under the Agreement.

TERMINATION AND REMEDIES

Either party may terminate this Agreement for convenience by giving at least 30 days written notice to the other party specifying the termination effective date. Consultant may continue performance of the services through the date of termination. District shall pay Consultant for all services actually performed in accordance with this Agreement through the termination effective date.

Consultant shall be entitled to immediately and without notice, suspend the performance of any and all of its obligations pursuant to this agreement if District files a voluntary petition seeking relief under the United States Bankruptcy Code or if there is an involuntary bankruptcy petition filed against District in the United States Bankruptcy court, and that petition is not dismissed within fifteen (15) days of its filing. Any suspension of services made pursuant to the provisions of this paragraph shall continue until such time as this Agreement has been fully and properly assumed in accordance with the applicable provisions of the United States Bankruptcy code and in compliance with the final order or judgment issued by the Bankruptcy Court. If the suspension of performance of Consultant's obligation pursuant to this Agreement continues for a period in excess of ninety (90) days, Consultant shall have the right to terminate all services pursuant to this agreement.

BINDING EFFECT AND ASSIGNMENT PROHIBITION

This Agreement is binding upon District, Consultant, and their successors. Except as otherwise provided herein, neither District nor Consultant may assign, sublet or transfer its interest in this Agreement or any part thereof without the prior written consent of the other, and any purported assignment without such consent will be void.

REPRESENTATIVES

The District representative for purposes of this Agreement will be its General Manager. The Consultant representative for purposes of this Agreement will be John Griffin, or such other

representative designated by Consultant and acceptable to District. The parties designated representatives will be the primary contact persons regarding the performance of the Services. The parties intend that their designated representatives will cooperate in all matters regarding this Agreement and in such manner so as to achieve performance of the Services in a timely and expeditious fashion.

INTEGRATION AND AMENDMENT

This Agreement represents the entire and integrated agreement between District and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified or amended only by a subsequent written agreement signed by both parties.

CONFLICT OF INTEREST PROHIBITION

Consultant may employ no District official, officer or employee in the performance of the services. No official, officer, or employee of District may have any financial interest in this Agreement in violation of California Government Code Section 1090 and following. District and Consultant will comply with the requirements of the District's Conflict of Interest Code adopted pursuant to the provisions of California Government Code Section 87300 and following and any other ethics laws applicable to the performance of the services and/or this Agreement.

Consultant hereby covenants that it has, at the time of the execution of this Agreement, no interest, direct or indirect, and that it shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. Consultant further covenants that in the performance of this work, no person having such interest shall be employed.

APPLICABLE LAW

The laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and shall also govern the interpretation of this Agreement.

DISPUTES

In an effort to resolve any conflicts that arise during the project or following completion of the project, District and Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise. This does not preclude or limit Consultant's right to file an action for collection of fees if the amount in dispute is within the jurisdiction of the small claims court, and does not preclude or limit Consultants right to record, perfect or enforce applicable mechanic's lien or stop notice remedies.

RECOVERY OF ATTORNEY'S FEES

If either party to this Agreement commences legal proceedings to enforce any of its terms or to recover damages for its breach, the prevailing party shall be entitled to recover its reasonable attorney's fees, costs, and the expenses of expert witnesses, including any such fees, costs, and expenses incurred on appeal.

SEVERABILITY

If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged will remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

IN WITNESS HEREOF, the parties have caused their authorized representative to execute this Agreement on this ____ day of _____ 2014.

DISTRICT:
(Hidden Valley Lake Community Services District)

CONSULTANT:
(Coastland Civil Engineering, Inc.)

FEIN: 68-0256235

By: _____

By: _____

Title: _____

Title: _____

By: _____

By: _____

Title: _____

Title: _____

Address: 19400 Hartmann Road

Address: 1400 Neotomas Ave.

Hidden Valley Lake, CA 95467-8371

Santa Rosa, CA 95405

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

DATE: July 15, 2014

AGENDA ITEM: DISCUSSION AND POSSIBLE ACTION: Adoption of District Vision Statement

RECOMMENDATIONS:

Hear General Manager’s report and provide direction to staff.

FINANCIAL IMPACT:

None

BACKGROUND:

On May 20, 2014 the Board of Directors adopted a revised District Mission statement and briefly discussed the need for, but did not adopt a District Vision statement. The District has never formally adopted a Vision statement. However, a brief synopsis of the District’s “Five-Year Vision” is presented in pages 9 and 10 of the District’s Strategic Plan. As discussed in the attached “Vision and Mission – What’s the Difference and Why Does it Matter” article, vision statements, when properly crafted, can be effective tools for building and molding organizational culture. Additional background information on Vision statements can be found at <http://www.hvacrbusiness.com/vision-statement.html>; http://www.help4nonprofits.com/NP_Bd_MissionVisionValues_Art.htm; <http://www.conscious-governance.com/Nonprofit-Executive-Articles/Steven-Bowman/creating-strategic-awareness-from-your-vision-statement.html>; <http://topnonprofits.com/examples/vision-statements/>.

Staff recommends the District adopt a Vision statement in a manner similar to that used to develop and ultimately adopt the District’s revised Mission statement. As a first step, at the July 15, 2014 Board meeting, Staff recommends the Board discuss and decide what the purpose of the District’s Vision statement should be, what it should “look like” (a single brief statement or perhaps something more?), and the process/timeline for developing and adopting the Vision statement.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

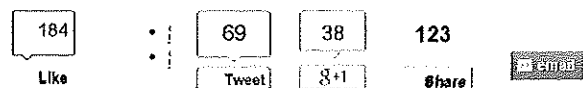
Absent:

Secretary to the Board

Vision and Mission - What's the difference and why does it matter?

Unleash the power of your Vision and Mission.

Published on April 24, 2010 by Jennell Evans in Smart@Work



In a previous blog, I provided an overview of strategic planning processes, including six core elements essential to any successful strategic plan. The six core elements are as follows:

Vision
Mission
Core Values
Strategic Areas of Focus
Strategic Goals
Action Plans

For over 18 years, I have facilitated strategic planning initiatives with many diverse organizations. From my experience, I believe there is a lot of confusion regarding the difference between a Vision and Mission statement. I regularly see Vision statements that are actually Mission statements and vice versa -- from Fortune 500's, nonprofits, and government agencies. I also see well-intended Vision and Mission statements that are uninspiring, confusing, and so long that they are impossible for anyone to remember!

Why does it matter if there is confusion about Vision and Mission statements, or if they are written in a certain way? For the same reasons it is fundamental and valuable for any organization to have a strategic plan as a roadmap for success, it is important to develop a plan around a clearly defined and well written Vision and Mission. Both serve important, yet different roles as core elements of a strategic plan.

The absence of, or poorly written Vision and Mission statements, are lost opportunities for:

- Attracting/engaging/retaining talent;
- Building organizational culture; and,
- Increasing productivity while leveraging all resources to successfully implement a strategic plan.

A study by Bain and Company indicated that organizations that have clearly defined Vision and Mission statements that are aligned with a strategic plan, outperform those who do not.

In this blog, I will explain the difference between a Vision and Mission statement from an organizational development perspective, include real world examples, and expand on the benefits they bring to an organization.

What is a Vision Statement?

A Vision Statement:

- Defines the optimal desired future state - the mental picture - of what an organization wants to achieve over time;
- Provides guidance and inspiration as to what an organization is focused on achieving in five, ten, or more years;
- Functions as the "north star" - it is what all employees understand their work every day ultimately contributes towards accomplishing over the long term; and,
- is written succinctly in an inspirational manner that makes it easy for all employees to repeat it at any given time.

Leaders may change, but a clearly established Vision encourages people to focus on what's important and better understand organization-wide change and alignment of resources.

Defining an organization's Vision is not always easy for senior leadership to do. James M. Kouzes and Barry Z. Posner wrote an article about this challenge for Harvard Business Review, "[To Lead, Create a Shared Vision.](#)"

Kouzes and Posner, also creators of "The Leadership Practices Inventory," analyzed responses from over one million leaders about this. The data indicated that one of the things leaders struggle with the most is "communicating an image of the future that draws others in - that speaks to what others see and feel." Kouzes and Posner's research also indicated that "being forward-looking - envisioning exciting possibilities and enlisting others in a shared view of the future - is the attribute that most distinguishes leaders from non-leaders."

Examples of effective Vision statements include:

Alzheimer's Association: "Our Vision is a world without Alzheimer's disease."

Avon: "To be the company that best understands and satisfies the product, service and self-fulfillment needs of women - globally."

Norfolk Southern: "Be the safest, most customer-focused and successful transportation company in the world."

Microsoft: "Empower people through great software anytime, anyplace, and on any device."

Reston Association: "Leading the model community where all can live, work, and play."



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

2 Years

Application Cost

FREE

District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in CA Special District magazine and the CSDA eNews

Basic Requirements

CURRENT ETHICSTRAINING FOR ALL BOARD MEMBERS (*Government Code Section 53235*)

- Provide copies of training certificates along with date completed

COMPLIANCE WITH THE RALPH M. BROWN ACT (*Government Code Section 54950 et. al*)

- Provide copy of current policy related to Brown Act compliance
 Provide copy of a current meeting agenda (including opportunity for public comment)

ADOPTION OF POLICY RELATED TO HANDLING PUBLIC RECORDS ACT REQUESTS

- Provide copy of current policy

ADOPTION OF REIMBURSEMENT POLICY, IF DISTRICT PROVIDES ANY REIMBURSEMENT OF ACTUAL AND NECESSARY EXPENSES (*Government Code Section 53232.2 (b)*)

- Provide copy of current policy

ANNUAL DISCLOSURE OF BOARD MEMBER OR EMPLOYEE REIMBURSEMENTS FOR INDIVIDUAL CHARGES OVER \$100 FOR SERVICES OR PRODUCTS. THIS INFORMATION IS TO BE MADE AVAILABLE FOR PUBLIC INSPECTION. "INDIVIDUAL CHARGE" INCLUDES, BUT IS NOT LIMITED TO: ONE MEAL, LODGING FOR ONE DAY, OR TRANSPORTATION. (*Government Code Section 53065.5*)

- Provide copy of the most recent document and how it is accessible.

TIMELY FILING OF STATE CONTROLLER'S SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT - INCLUDES COMPENSATION DISCLOSURE. (*Government Code Section 53891*)

- Provide copy of most recent filing.
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

CONDUCT ANNUAL AUDITS (*Government Code Section 26909 and 12410.6*)

- Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public

OTHER POLICIES – HAVE CURRENT POLICIES ADDRESSING THE FOLLOWING AREAS

Provide copies of each:

- Conflict of Interest
 Code of Ethics/Values/Norms or Board Conduct
 Financial Reserves Policy

Website Requirements

MAINTAIN A DISTRICT WEBSITE WITH THE FOLLOWING ITEMS REQUIRED. *(provide website link)*

Required items available to the public:

- Names of Board Members and their terms of office
- Name of general manager and key staff along with contact information
- Election procedure and deadlines
- Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- List of compensation of Board Members and Staff and/or link to State Controller's webpage with the data

ADDITIONAL ITEMS – *website also must include at least 4 of the following items:*

- Post Board Member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Reimbursement and Compensation Policy
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Outreach/Best Practices Requirements

(Must complete at least 2 of the following items)

REGULAR DISTRICT NEWSLETTER OR COMMUNICATION (PRINTED AND/OR ELECTRONIC) THAT KEEPS THE PUBLIC, CONSTITUENTS AND ELECTED OFFICIALS UP-TO-DATE ON DISTRICT ACTIVITIES *(at least twice annually)*

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

COMMUNITY NOTIFICATION THROUGH PRESS RELEASE TO LOCAL MEDIA OUTLET ANNOUNCING UPCOMING FILING DEADLINE FOR ELECTION AND PROCESS FOR SEEKING A POSITION ON THE DISTRICT BOARD, PRIOR TO THAT ELECTION (OR PRIOR TO THE MOST RECENT DEADLINE FOR CONSIDERATION OF NEW APPOINTMENTS FOR THOSE DISTRICTS WITH BOARD MEMBERS APPOINTED TO FIXED-TERMS).

- Provide copy of the press release (and the printed article if available)

COMPLETE SALARY COMPARISON/BENCHMARKING FOR DISTRICT STAFF POSITIONS USING A REPUTABLE SALARY SURVEY (AT LEAST EVERY 5 YEARS)

- Provide brief description of the survey and process used as well as the general results

SPECIAL COMMUNITY ENGAGEMENT PROJECT

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

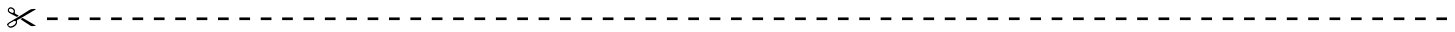
HOLD ANNUAL INFORMATIONAL PUBLIC BUDGET HEARINGS THAT ENGAGE THE PUBLIC (OUTREACH, WORKSHOPS, ETC.) PRIOR TO ADOPTING THE BUDGET

- Provide copy of most recent public budget hearing notice and agenda.

COMMUNITY TRANSPARENCY REVIEW

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city or county)
- Provide proof of completion signed by individuals completing Community Transparency Review



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Submit Application

Submit this application along with all required documentation to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2939 • Fax: 916-442-7889

DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	SIGNATURE:	

Emergency water conservation regulations for timber harvesters enacted



THURSDAY, 03 JULY 2014 00:16 EDITOR

SACRAMENTO, Calif. – In light of the unprecedented drought, the California Board of Forestry and Fire Protection adopted emergency regulations to conserve water for fish habitat and drinking water for Californians.

The regulations became effective June 19.

The new Water Drafting Emergency Regulations require approved timber harvesting plans on private timber lands and plans pending approval to disclose all water drafting operations, drafting rates and volumes, compliance with Fish and Game Code Section 1600 and potential effects on downstream aquatic habitat.

The emergency regulations will be in place for 180 days.

"The severity of the drought we are experiencing makes it imperative for all of us to conserve water wherever possible," stated Dr. J. Keith Gilless, California Board of Forestry and Fire Protection chairman. "These emergency regulations will help land owners evaluate the cumulative effects of forest management on all resource systems and values."

Additionally, the California Department of Fish and Wildlife (CDFW) and the California Department of Forestry and Fire Protection (CAL FIRE) are drafting a joint letter to private timberland owners and foresters.

The letter summarizes the new regulations and provides a reminder that approved timber harvesting plans require compliance with Fish and Game Code Section 1600.

The letter also will state that timber harvesting plans must provide background on potential drought impacts to fisheries, wildlife and domestic water supplies.

Licensed timber operators will be required to ensure that water is not removed in quantities harmful to domestic water supplies, fish, wildlife or other current beneficial uses of the water.

State agencies responsible for regulatory compliance of timber operations will continue to pay close attention to water diversion activities on all active timber harvesting plans and will work to ensure that water conservation is implemented to the extent feasible.

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0

g+1 0

Tweet

Share



submit



Potential state of emergency, conservation plan for Konocti Water District

By *J.W. Burch, IV*

jburch@record-bee.com (<mailto:jburch@record-bee.com>) @JWBurchIV on Twitter

UPDATED: 07/02/2014 09:45:38 AM PDT

[0 COMMENTS](#)

CLEARLAKE >> One of three water districts in Clearlake is expecting to declare a state of emergency.

The Konocti Water District, which serves approximately 1,750 customers, is experiencing higher-than-usual demand and may not be able to maintain services, according to Manager Frank Costner.

"With things the way they are, we will not be able to keep up with the demand in July and August," Costner said.

There has been an increase of approximately 10 percent in demand when compared to this time last year, according to Costner.

Typically, the district experiences its day of maximum use at 700,000 gallons in July or August, Costner said. This year, the district has reached days using 670,000 in early June.

Costner attributes drought conditions, low lake levels, recent thefts and algae conditions as contributors to the increase in demand.

Additionally, the district has experienced cases of water theft recently, according to Costner. Approximately 1,000 gallons of water were stolen from a fire hydrant the weekend of June 21.

"We are looking into locks, but then that is one more thing that firefighters have to deal with," he said.

A potential conservation plan may include mandatory conservation, increased costs, penalty fees and disconnection, Costner said. However, nothing is finalized.

"We need all the water to go for the drinking water, as well as fire protection," Costner said.

Costner offered conservation tips to help reduce water demands on the district, which include not watering plants or lawns, not hosing down sidewalks or driveways, limiting the amount of time swamp coolers run and turning off water while brushing teeth.

The district will hold a public forum to declare the emergency and to start a conservation plan, according to Costner. The forum date has yet to be determined.

Contact *J. W. Burch, IV* at 900-2022.

JOIN THE CONVERSATION

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The Press Democrat

In dry California, water fetching record prices

By GARANCE BURKE, ASSOCIATED PRESS on July 1, 2014, 6:32 PM

SAN FRANCISCO — Throughout California's desperately dry Central Valley, those with water to spare are cashing in.

As a third parched summer forces farmers to fallow fields and lay off workers, two water districts and a pair of landowners in the heart of the state's farmland are making millions of dollars by auctioning off their private caches.

Nearly 40 others also are seeking to sell their surplus water this year, according to state and federal records.

Economists say it's been decades since the water market has been this hot. In the last five years alone, the price has grown tenfold to as much as \$2,200 an acre-foot — enough to cover a football field with a foot of water.

Unlike the previous drought in 2009, the state has been hands-off, letting the market set the price even though severe shortages prompted a statewide drought emergency declaration this year.

The price spike comes after repeated calls from scientists that global warming will worsen droughts and increase the cost of maintaining California's strained water supply systems.

Some water economists have called for more regulations to keep aquifers from being depleted and ensure the market is not subject to manipulation such as that seen in the energy crisis of summer 2001, when the state was besieged by rolling blackouts.

"If you have a really scarce natural resource that the state's economy depends on, it would be nice to have it run efficiently and transparently," said Richard Howitt, professor emeritus at the University of California, Davis.

Private water sales are becoming more common in states that have been hit by drought, including Texas and Colorado.

In California, the sellers include those who hold claims on water that date back a century, private firms who are extracting groundwater and landowners who stored water when it was plentiful in underground caverns known as water banks.

"This year the market is unbelievable," said Thomas Grecie, the general manager of the Madera Irrigation District, which recently made nearly \$7 million from selling about 3,200 acre-feet. "And this is a way to pay our bills."

All of the district's water went to farms; the city of Santa Barbara, which has its own water shortages, was outbid.

The prices are so high in some rural pockets that water auctions have become a spectacle.

One agricultural water district amid the almond orchards and derrick fields northwest of Bakersfield recently announced it would sell off extra water it acquired through a more than century-old right to use flows from the Kern River.

Local TV crews and journalists flocked to the district's office in February to watch as manager Maurice Etchechury unveiled bids enclosed in about 50 sealed envelopes before the cameras.

"Now everyone's mad at me saying I increased the price of water. I didn't do it, the weather did it," said Etchechury, who manages the Buena Vista Water Storage District, which netted about \$13.5 million from the auction of 12,000 acre-feet of water.

Competition for water in California is heightened by the state's geography: The north has the water resources but the biggest water consumers are to the south, including most of the country's produce crops.

The amount shipped south through a network of pumps, pipes and aqueducts is limited by the drought and legal restrictions on pumping to save a threatened fish.

During the last drought, the state Department of Water Resources ran a drought water bank, which helped broker deals between those who were short of water and those who had plenty. But several environmental groups sued, alleging the state failed to comply with the California Environmental Quality Act in approving the sales, and won.

This year, the state is standing aside, saying buyers and sellers have not asked for the state's help. "We think that buyers and sellers can negotiate their own deals better than the state," said Nancy Quan, a supervising engineer with the department.

Quan's department, the U.S. Bureau of Reclamation and the State Water Resources Control Board have tracked at least 38 separate sales this year, but the agencies are not aware of all sales, nor do they keep track of the price of water sold, officials said.

The maximum volume that could change hands through the 38 transactions is 730,323 acre-feet, which is about 25 percent of what the State Water Project has delivered to farms and cities in an average year in the last decade.

That figure still doesn't include the many private water sales that do not require any use of government-run pipes or canals, including the three chronicled by the AP. It's not clear however how much of this water will be sold via auctions.

Some of those in the best position to sell water this year have been able to store their excess supplies in underground banks, a tool widely embraced in the West for making water supplies reliable and marketable. The area surrounding Bakersfield is home to some of the country's largest water banks.

The drought is so severe that aggressive pumping of the banked supplies may cause some wells to run dry by year's end, said Eric Averett, general manager the Rosedale Rio Bravo District, located next to several of the state's largest underground caches.

Farther north in the long, flat Central Valley, others are drilling new wells to sell off groundwater.

A water district board in Stanislaus County approved a pilot project this month to buy up to 26,000 acre-feet of groundwater pumped over two years from 14 wells on two landowners' parcels in neighboring Merced County.

Since the district is getting no water from the federal government this year, the extra water will let farmers keep their trees alive, said Anthea Hansen, general manager of the arid Del Puerto Water District.

Hansen estimated growers would ultimately pay \$775 to \$980 an acre-foot — a total of roughly \$20 million to \$25.5 million.

"We have to try to keep them alive," Hansen said. "It's too much loss in the investment and the local economy to not try."

Follow Garance Burke at <http://www.twitter.com/garanceburke>

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CRIME

Clearlake Oaks to take measures against water theft

Water siphoned out of lake, fire hydrants as drought conditions persist

from the lake, negligence by water consumers about declaring the amount of water taken from the district's bulk water station, thefts from fire hydrants and stolen water meters, General Manager Matt Bassett said.

Though concrete numbers for thefts or the amount of water stolen have not yet been calculated, the thefts are becoming more noticeable as drought conditions in the state worsen, Bassett said. Estimates show that roughly 40 percent of the water that leaves the

Clearlake Oaks water plant is lost. Of that 40 percent, a rough estimate indicates that maybe 5 percent is stolen.

Typically, Bassett said, people who steal water are people who cannot afford to pay their bill and people who use mass amounts of water, usually for irrigation purposes or for filling of pools.

The recent early rise in water theft is forcing the district to consider solutions for the problem, solutions that will cost the water

WATER » PAGE 3

By Isaac Brambila

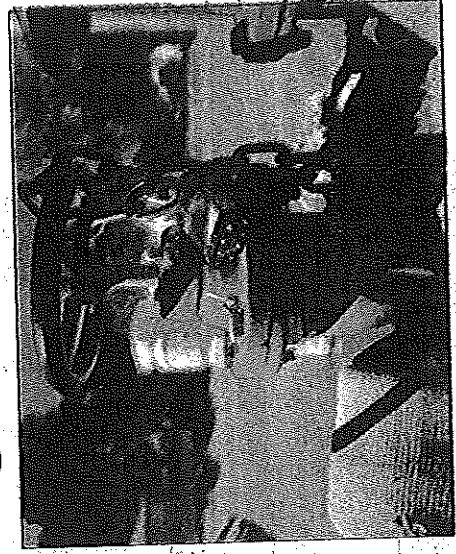
ibrambil@record-bee.com
@Isaacbrambila on Twitter

CLEARLAKE OAKS » As severe drought conditions continue to affect Lake County and the rest of the state, special attention placed on the monitoring of water has revealed several cases of water theft are beginning to sprout in Clearlake Oaks, according to the Clearlake Oaks County Water District.

The water district has encountered thefts of bulk water

A water crane that serves as a bulk water station at the fire station in Clearlake Oaks sits locked after several unreported fill-ups were noticed by the Clearlake Oaks County Water District.

ISAAC BRAMBILA
— LAKE COUNTY
PUBLISHING



Water

FROM PAGE 1

district money.

As a temporary measure at the bulk station, the district has placed a lock on the water crane to better monitor the amount of water people take. In the past, consumers were allowed to load water to their trucks and simply notify the water district how much water they took in order to be billed.

For a permanent solution, the district plans to move the station from the firehouse to the water plant, a move estimated to cost roughly \$10,000. That change will not only limit the amount of unreported water taken, it will also cause monitoring at the bulk station to become stricter. Among the changes is the installation of cameras at the water plant where the water is loaded.

A similar situation has developed in the pumping of lake water. In the past, people were allowed to pump water out of the lake and simply notify water management of the amount of water they pumped. That has also changed.

"Nobody should be taking water out of the lake," Bassett said.

People who pump large amounts of water out of the lake generally look for easy access to the water, more often than not they look for ramps, Bassett said. They also tend to wait until the evening to avoid much attention.

Protecting fire hydrants is also a priority, Bassett added. The district plans to place special caps and locks on fire hydrants to prevent people from having easy access to the water. Those improvements are expected to cost roughly \$1,000, but are still pending approval.

"Right now if you have a wrench, you can open up a water hydrant and take what you want," Bassett said.

Bassett said there is almost no reason for a vehicle other than a fire department vehicle to be pumping water out of a fire hydrant. "If you see someone hooked up to a fire hydrant, there is

something fishy going on."

Currently the only place in Clearlake Oaks to purchase water in bulk is at the firehouse, Bassett said.

People who siphon water usually wait until night time to break into fire hydrants and try to do so at streets with low traffic, according to Bassett. Typically, it takes about 15 to 20 minutes to fill a common-size water tanker, about 4,000 gallons.

On a residential level, the district has encountered a thefts of water meters, bypassed water meters and siphoning of water from neighboring properties.

In one case, a customer who had his water shut off had been siphoning water from a neighboring residence. When the water district discovered the illegal cross connection, they fined the customer and severed the connection. The customer then stole a water meter from another property and installed it in his, restoring water flow to his home. Water district personnel was able to find an antenna connected that belonged to the stolen meter in a creek after the owners of the property the meter belonged to reported their water had been cut off. The district had to check the water systems of many of the properties where water had been shut off recently until they ultimately found the stolen meter.

The perpetrator was

asked to pay for staff time spent to find the meter replacement and other expenses involved with restoring proper functions at both addresses before water could be turned back on. The perpetrator agreed to pay roughly \$3,300, Bassett said. "We've never seen a case go this bad," Bassett said. "That's why we're freaking out. Is this going to become a new norm?"

Bassett believes one factor taken into account by water thieves is the cost of

transportation. According to him, the cost of transportation is much more than the cost of the water itself. For many mass water consumers, it can be more economical to siphon water from a near by area, be it the lake or a fire hydrant.

Bassett said an important aspect of stopping the thefts is prevention.

"We don't want this to become a trend," he said.

Contact Isaac Brambila at 900-2020.

Yamada water assistance bill moves through California Senate



TUESDAY, 24 JUNE 2014 01:43 LAKE COUNTY NEWS REPORTS

NORTHERN CALIFORNIA— Assembly Bill 1434, introduced by Assemblymember Mariko Yamada (D-Davis), cleared the Senate Committee on Energy, Utilities, and Communications on Monday.

This measure seeks to ensure water affordability for all Californians, especially for those with low or fixed incomes.

"As the state continues to set improved standards for water quality, residents throughout California are bearing the burden of the cost to upgrading water systems," stated Yamada.

"My constituents in Lake County nearly experienced a rate increase of 77 percent over three years due to the development and construction costs of a new water treatment plant, but luckily a pending settlement agreement was reached," she said, referring to the situation in Lucerne. "However, the legislature cannot leave communities with limited resources to fend for themselves. AB 1434 will initiate a process to strike a balance for utilities and ratepayers."

With new treatment requirements for groundwater, recycled water, and wastewater on the horizon like the pending hexavalent chromium standards under consideration by the California Department of Public Health, even more infrastructure investment are expected in the coming years that may potentially raise rates for Californians.

Increasing costs of water can force some households to disconnect service altogether. As the revenue from these households ceases, water providers are forced to increase rates on the remaining ratepayers to cover the costs of their water delivery infrastructure.

This problem will only increase as the cost of providing potable water to Californians increase, Yamada's office reported.

To stabilize water rates for all Californians, AB 1434 would direct the California Department of Community Services and Development, in conjunction with the Board of Equalization and relevant stakeholders, to develop a statewide Low-Income Water Rate Assistance Program by Jan. 1, 2016.

This process is the first step in developing a program that will mitigate the impact of rate increases. AB 1434 reaffirms the state's commitment for every human being to have the right to safe, clean and affordable water.

AB 1434 will next be heard in the Senate Appropriations Committee.

Yamada represents the Fourth Assembly District which includes all or parts of Colusa, Lake, Napa, Solano, Sonoma and Yolo counties.

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Konocti County Water District to declare emergency, implement water rationing



TUESDAY, 24 JUNE 2014 02:08 ELIZABETH LARSON

CLEARLAKE, Calif. – Clear Lake's very low water levels combined with demand that's outstripping the water supply is leading the Konocti County Water District to prepare to implement water rationing and a districtwide emergency.

District General Manager Frank Costner told Lake County News that the crisis situation is necessitating the emergency measures, which the district hasn't had to take in the past 30 years.

Costner said the district will host a special meeting on the emergency declaration and rationing at 1 p.m. Wednesday, June 25, at the district offices, 15844 35th Ave. in Clearlake.

He said county public health and emergency services officials, as well as representatives of the city of Clearlake, are expected to attend the Wednesday meeting.

The district serves the areas within Clearlake's southeastern limits, with more than 2,000 connections and about 4,500 residents in its service area, according to county documents.

Konocti County Water District draws water from Clear Lake, which it then treats and distributes to customers. Costner said the district has a 2,500-acre-per-foot contract with Yolo County Flood Control & Water Conservation District, which owns the water rights to Clear Lake.

Costner said several serious problems emerged about three weeks ago for the district, which is now in crisis and needing its customers to conserve water.

For one, Costner noted, "The quality of the lake water is really bad."

He added, "It's low, it's shallow and it's warm," and as a result the lake is producing a lot of algae – much more than is normal, Costner said.

Costner – who has been the system's general manager for 10 years, and worked for the district 27 years total – said he's never seen the lake as low as it is now, and suggested things are as bad – or worse – than they were during the 1970s drought.

A comparison of current Clear Lake levels and those from 1976 through the US Geological Survey – full 1977 records were not available – show the lake's levels this year actually have been lower on a monthly average than they were in 1976.

However, partial 1977 records through the Lake County Department of Water Resources show that year's levels are still far lower than 2014's.

The current low water level is leading to another concern. "We're having a hard time keeping up with the demand of the system," Costner said.

The district is almost at the point where they're going to only be able to produce nonpotable water, which doesn't meet drinking water standards. Costner said that will mean boil water notices will have to be issued for customers if the district can't keep up with the demand.

Costner said he believes that one of the reasons that water demand is so high is because of a large number of marijuana grows in the Avenues area of the city.

There's also the issue of water theft, he said, with people stealing from standpipes and water hydrants.

Over this past weekend, 1,000 gallons of water was stolen from a metered hydrant, Costner said.

Costner said his district is getting mutual aid from the nearby Highlands Mutual Water Co. The two districts share an intertie, through which Konocti has been getting several thousand gallons of water a day. Golden State also is offering mutual aid.



The Clearlake Oaks County Water District has volunteered operator relief, he said. That district's staff informed its board last week of the assistance being offered to Konocti County Water during its crisis situation.

On Thursday evening, Costner is set to give a verbal report on the district's Wednesday meeting, its emergency declaration and water rationing measures to the Clearlake City Council.

At that point, the council will consider giving city staff direction for possible followup measures, according to the council's agenda.

The Konociti County Water District can be reached by telephone at 707-994-2561.

Email Elizabeth Larson at el Larson@lakeconews.com . Follow her on Twitter, @ERLarson, or Lake County News, @LakeCoNews.

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The Press Democrat

Sonoma switching to monthly water bills

By **DEREK MOORE THE PRESS DEMOCRAT** on June 23, 2014, 4:53 PM

The city of Sonoma is transitioning to monthly water billing, ostensibly to assist residents with their conservation efforts in a time of drought.

City officials say the change will provide customers with more frequent and timely information about their water usage, including making it easier to detect leaks. The city currently bills for water use on a bi-monthly basis.

Customers who are receiving a bi-monthly bill in June will receive their first monthly billing in July. Those scheduled to receive a bi-monthly bill in July will receive their first monthly bill in August.

Rates for water service will not change but the service charge will be divided by two and tiers reflecting the amount of water used will be adjusted to half of the two-month total to account for the change in billing cycle.

In the following months, billing statements also will be updated to provide additional information about water usage and history.

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Forum to be held on water quality, environmental health

Staff reports

Updated: 06/20/2014 08:57:35 AM PDT

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Clearlake >> The public is invited to attend the first Clear Lake Shareholder Discussion Forum on Monday at the city of Clearlake City Council Chambers.

The forum will be held from 1 to 4:30 p.m. and will be presented by the Clear Lake Integrated Watershed Management Planning.

It is an opportunity for the Lake County community to learn about and provide input on Clear Lake water quality and environmental health planning efforts, according to a press release.

The forum's goal is to enhance communication, coordination and collaboration on important lake water quality and related environmental issues, the release stated. The Clear Lake Stakeholder Discussion Forum is a chance to weigh in on water resource-related priority projects for the Lake County region.

A draft Forum agenda can be found on the Lake County website: www.co.lake.ca.us/.

the city council chambers is inside Clearlake City Hall, located at 14050 Olympic Drive in Clearlake.

Clearlake Oaks County Water District pursues federal funding for system upgrades

FRIDAY, 20 JUNE 2014 01:53 ELIZABETH LARSON



CLEARLAKE OAKS, Calif. – The Clearlake Oaks County Water District is pursuing federal loans and grants in an effort to upgrade its aging water and sewer systems.

General Manager Matt Bassett said that, altogether, the district is aiming at \$7.7 million in low interest loans from the US Department of Agriculture Rural Development for projects on both the water and sewer sides.

USDA Rural Development offers a variety of funding opportunities for upgrading water systems like Clearlake Oaks'. The city of Lakeport also has received several million dollars in grants and loans for its water and sewer systems, as Lake County News has reported.

Bassett said the district has completed environmental and preliminary engineering reports for its application.

USDA gave preliminary approval to the district's funding application, and now the district board needs to make some decisions in order to finish up the application process, Bassett said.

That includes finalizing a list of projects and deciding the final amount that will need to be borrowed, as well as exploring what grants the district could get, he said.

Some of the projects up for consideration include a water clarifier for the sewer system and replacing the district's original, 1960s-era redwood water tanks, according to Bassett.

In order to prepare for the next steps in the process, at its regular Thursday afternoon meeting the district's board unanimously voted to begin negotiations with MC Engineering of Sacramento to handle all engineering for the USDA loan projects.

The board will hold a special meeting at 10 a.m. Tuesday, July 1, in the board meeting room at the district headquarters, 12952 Highway 20, to discuss the capital improvement projects – and their estimated costs – to include in the USDA application.

Email Elizabeth Larson at el Larson@lakeconews.com. Follow her on Twitter, @ERLarson, or Lake County News, @LakeCoNews.

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DROUGHT

American Canyon will buy Napa water as a last resort

19 HOURS AGO • BY MICHAEL WATERSON

AMERICAN CANYON — Facing a water shortfall of up to 1,500 acre-feet — about 480 million gallons — the American Canyon City Council voted Tuesday to spend up to \$800,000 to buy supplies from other sources, including, as a last resort, the city of Napa.

The resolution allows the city manager to purchase more than 600 acre-feet from the Yuba Accord and 650 acre-feet from a state water contractors' dry year transfer program.

"We've participated in the Yuba Accord many times," Jason Holley, the city's Public Works director said of the landmark agreement that balances the interests of environmental groups, agriculture, water agencies and hydroelectric operators relying on water from the Yuba River.

The 600 acre-feet offered by the city of Napa would be used only as a last resort, Holley said.

The cost of the water from the two state programs is \$450-\$500 per acre-foot, roughly three times what the city would pay during a normal year.

The Napa water, at \$300 per acre-foot, is only about twice the city's normal cost, but it comes with a catch: Napa can insist on being repaid in water instead of cash. If the drought continues, repaying Napa with water could cost considerably more than today's prices on the open market, officials said.

"Napa needs to protect their ratepayers," Holley said. Napa's offer was generous, Holley said, in that Napa officials weren't asking for a deposit or other commitment. He said it should be thought of as "a back-up plan."

Councilmember Mark Joseph characterized the offer from Napa as "appreciated but kind of risky."

Unlike the city of Napa, American Canyon has no surface water reserves and relies almost entirely on the State Water Project for all its water.

Since the state announced it would only supply 5 percent of its normal allocation earlier this year, American Canyon officials have been scrambling to find other sources and have called for a voluntary 20 percent reduction in usage by residents and businesses.

At Tuesday's meeting, Holley announced a 17 percent reduction in May and 10 percent year-over-year.

City Manager Dana Shigley said the expense for more water is included in the new city budget approved during the same meeting.

Clearlake Oaks water main break leads to boil water order; order expected to be lifted Tuesday



MONDAY, 16 JUNE 2014 23:59 ELIZABETH LARSON

CLEARLAKE OAKS, Calif. — Clearlake Oaks County Water District officials expect that a boil water order necessitated late last week due to a water main break should be lifted on Tuesday.

General manager Matthews Bassett said the main break occurred at a fire hydrant at the corner of Keys Boulevard and Highway 20 last Friday.

The hydrant was attached to an 8-inch water line and the leak occurred in that connection, he explained.

When the leak was detected, about 100 gallons of water a minute was coming out of it, Bassett said.

District crews worked until late that night, trying to isolate the leak, which Bassett said was the challenging part.

Bassett said a district crew excavated the site and capped the leak, and a number of connections had to be shut off.

District staff also had to go door-to-door to deliver 71 boil water order notices to customers, which Bassett said was the most time-consuming aspect of the response to the leak.

He said the impacted customers are located in the area of Sulphur Bank, Elem and Orchard Shores.

Bassett said the district also notified the California Department of Public Health.

He said the district is being required to conduct lab testing before lifting the boil water order.

The first of two tests came back fine; he said the results of the second should be available on Tuesday.

Once the second test's results are back and confirm that water conditions meet requirements, district staff will again go out to each individual customer to notify them that the boil water order has been lifted, Bassett said.

While the Clearlake Oaks County Water District is an older system, besides this recent leak Bassett said overall it is holding up well.

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The Press Democrat

Healdsburg fluoride opponents want warnings on utility bills

By CLARK MASON THE PRESS DEMOCRAT on June 16, 2014, 3:00 AM

Opponents of fluoridated water opened a new front in their campaign Monday, urging the Healdsburg City Council to put warning labels in utility bills advising residents not to mix city water with baby formula for infants under 6 months old.

The activists said that according to the Centers For Disease Control and Prevention, it may increase the chances for dental fluorosis, or mottling of tooth enamel.

“Fluoride is a drug. A warning label needs to be on there,” said Dawna Gallagher-Stroeh, who presented the City Council with a petition signed by 118 Healdsburg residents requesting the warning labels be inserted in city water bills

She was immediately answered by fluoride proponent Anthony Fernandez, a Santa Rosa dentist, who told the council thousands of people live in cities with natural amounts fluoride in the water and “they don't have restrictions.”

The latest salvo in the fluoride battle came as the City Council discussed which council member should write the argument against a November ballot measure that proposes to stop fluoridation of the city's water, a practice that has gone on since 1952 in Healdsburg as a method to reduce dental decay.

The council put off the matter until Mayor Jim Wood, a retired dentist and defender of fluoridation of the city's water, returns from vacation.

Fernandez, chair of the fluoridation issue for the Redwood Empire Dental Society, acknowledged Monday that fluorosis, what he described as mottled spots on the teeth, can occur with high amounts of fluoride. But overall, he maintains Healdsburg's adding less than one part per million greatly benefits the population and reduces the rate of cavities by 25 percent to 30 percent.

Fernandez did however apologize for calling fluoride opponents “public health terrorists” in an earlier interview.

“They're not evil. They really believe this stuff,” he said of the claims by critics that fluoride is toxic or poisonous.

He said Gallagher-Stroeh, the former Rohnert Park councilwoman who spearheaded the voter signature drive to get the fluoride issue before Healdsburg voters, “has always been polite to me to me . . . I believe her intentions are good.”

The City Council two weeks ago agreed to placed the initiative on the Nov.4 ballot after anti-fluoride activists gathered 867 valid Healdsburg voter signatures, well over the approximate 600 needed — 10 percent of registered voters — to require a vote on the issue.

Healdsburg is the only city in Sonoma County that adds fluoride to its water, but the Sonoma County Water Agency has been studying whether to fluoridate its water, which is delivered to Santa Rosa, Petaluma, Rohnert Park, Cotati, Windsor, Sonoma, Valley of the Moon and Marin County.

The city councils of Cotati and Sebastopol have opposed fluoridation of the county's drinking water, even though Sebastopol has its own water supply that would not be affected directly by the county Water Agency proposal.

The Healdsburg system, which also provides water to adjacent Fitch Mountain, spends about \$40,000 annually on fluoridation, according to Ryan Kirchner, the city's operations and utilities superintendent.

He said Healdsburg carefully monitors the fluoridation to ensure it falls within state department of Public Health guidelines.

You can reach Staff Writer Clark Mason at 521-5214 or clark.mason@pressdemocrat.com

Opponents of fluoridated water opened a new front in their campaign Monday, urging the Healdsburg City Council to put warning labels in utility bills advising residents not to mix city water with baby formula for infants under 6 months old.

The activists said that according to the Centers For Disease Control and Prevention, it may increase the chances for dental fluorosis, or mottling of tooth enamel.

"Fluoride is a drug. A warning label needs to be on there," said Dawna Gallagher-Stroeh, who presented the City Council with a petition signed by 118 Healdsburg residents requesting the warning labels be inserted in city water bills

She was immediately answered by fluoride proponent Anthony Fernandez, a Santa Rosa dentist, who told the council thousands of people live in cities with natural amounts fluoride in the water and "they don't have restrictions."

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New well to be drilled for Mount Hannah

By J.W. Burch, IV

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Updated: 06/11/2014 02:21:21 PM PDT LAKEPORT >> The Mount Hannah Water System (County Service Area No. 22) will be getting a new well soon. On Tuesday, the Lake County Board of Supervisors (BOS) unanimously approved interim financing to drill a new well.

According to Lake County Special Districts Administrator Mark Dellinger, the well currently being used by the Mount Hannah Water System is about to fail.

"The well level has dropped 73 percent since January 2013 and the recharge rate has declined," Dellinger stated.

As of May 30, the water level in the storage tank was dropping faster than the well could replenish it, according to Dellinger.

The district has received quotes of \$50,000 for drilling and testing a new well, which was the amount approved.

The current well was drilled and put into service in 1994, according to the district website.

The district was approved for a grant from the California Department of Public Health (CDPH) that will cover the cost of drilling the well, Dellinger said. However, a funding agreement won't be received from the CDPH for approximately three weeks, so funds needed to be secured before the well failed completely.

If the well failed completely before a new well was drilled, water would have to be hauled to Mount Hannah, according to Dellinger.

"The cost of hauling water would exceed \$80,000," Dellinger stated.

But water trucks cannot reach the tank in the Mount Hannah Water System, which means potable water tanks would have to be rented and set up, according to Dellinger.

"The CDPH has stated that we can use their grant money to haul water or drill a new well but they cannot pay for both," Dellinger stated.

The Mount Hannah Water System was created after its predecessor, the Mount Hannah Water Company dissolved in July 1990. It serves nearly 87 residents through 36 connections and over 7,000 feet of distribution pipeline, according to the district website.

Contact J. W. Burch, IV at 900-2022.