

# Hornbrook Community Services District

P.O. Box 29, Hornbrook, CA 96044

## DIRECTORS

Robert Puckett, President  
Bryant Schaffler, Vice President  
Michele Hanson, Secretary  
Melissa Tulleo  
Patricia Brown

## Regular Meeting of the Board of Directors

*February 28, 2018, at 6:00p.m.*

Hornbrook Community Hall  
220 Main Street, Hornbrook, CA 96044

### AMENDED AGENDA

1. **CALL TO ORDER:** - Presiding Officer: Establish Quorum, Pledge of Allegiance:
2. **PUBLIC COMMENT**  
Any person may address the Board at this time on any matter within the jurisdiction of the District. A maximum of **three minutes** is allowed each person and a maximum of 10 minutes per topic. The presiding officer has discretion to extend the time and/or reasonably limit the length of time for any individual comments. Written comments may be presented to the Board of Directors. Any person wishing to address the Board on an item ON THE AGENDA will be given the opportunity at that time. Speakers are encouraged to consult District Management or Directors prior to agenda preparation regarding any District matters, as no action will be taken on non-agenda issues.
3. **PRESENTATION ONLY:**
  - a. General Manager's Report for the Month of February 2017
4. **APPROVAL OF CONSENT AGENDA:** The following items may all be approved in one motion or considered separately as determined appropriate by the President
  - a. Approval of the minutes of the Special Meetings of January 18, 2018 and January 25, 2018
  - b. Approve bills and authorize signatures on Warrant Authorization Form for District expenses received through February 28, 2018
5. **DISCUSSION AND ACTION ITEMS:**
  - a. Presentation and discussion regarding the proposed water rate increase
  - b. Adoption of a resolution approving restated District Board bylaws, which detail the policies and procedures governing the Board of Directors and Board meetings
  - c. Adoption of a resolution approving agreement with Kennedy Jenks Consulting Engineers for preparation of a planning grant application through the State Water Board, for necessary water plant, system upgrades, water meter replacements and upgrades, Supervisory Control and Data Acquisition (SCADA) system installation, system map development and related improvements
  - d. Approval of an increase in billing rate for the District's bookkeeping service, Sum it Up, to fund increased utility billing and customer account services
6. **CLOSED SESSION - ANNOUNCEMENT OF AND PUBLIC COMMENT ON CLOSED SESSION ITEMS** (CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Gov. Code sec. 54856.9(a))

DIR/DLSE Retaliation Complaint #35854  
Gifford v. HCSO #17-961

Harrell v. Hanson (#671)  
 Olson v. Hanson (#672)  
 HCSD v. Olson & Harrell (#797)  
 Gifford v. Dingman (#044)  
 Gifford v. Hanson (#205)  
 Harrell v. HCSD (#847)  
 Gifford v. HCSD (#982)  
 Gifford v. HCSD (#1392)  
 Olson v. HCSD (#1393)  
 Gifford v. HCSD (#1088)  
 Olson v. HCSD (#1089)  
 Gifford v. HCSD (#1292)  
 Olson v. HCSD (#1293)  
 Gifford v. HCSD (#323)  
 Hanson v. HCSD (#327)  
 Gifford v. HCSD (#561)  
 Gifford v. HCSD (#500)  
 Olson v. HCSD (#579)  
 Gifford v. HCSD (#961)

**7. RECONVENE TO OPEN SESSION AND REPORT OUT** (Immediately following Closed Session)

**8. ADJOURNMENT:**

AGENDA ITEM 4B - This list of payables is staff's preliminary recommendation. At the board meeting, there may be additions, deletions, and other corrections	
Payable To	Amount
Pacific Power	\$ 1,133.94
Clint Dingman - Payroll	\$ 870.30
Sum It Up	\$ 750.00
Siskiyou Sanitary	\$ 75.90
ATT	\$ 142.72
State Compensation Insurance Fund	\$ 291.00
USA Bluebook	\$ 331.22
Kevin Dixon (per Agreement)	\$ 100.00
Murphy, Pearson, Bradley & Feeney, P.C. (per agreement)	\$ 1,000.00
Kirsher, Winston, & Boston (Per Statement)	\$ 1,500.00
Kampa Community Solutions	\$ 2,575.00
Digital Deployment - Streamline - website	\$ 50.00
<b>Total</b>	<b>\$ 8,820.08</b>

Meeting agendas and written materials supporting agenda items, if produced, can be received by the public for free in advance of the meeting by any of the following options:

- A paper copy mailed pursuant to a written request and payment of associated mailing fees
- An electronic copy received by email. Note – if you would like electronic copies please email Peter Kampa at [pkampa@kampacs.com](mailto:pkampa@kampacs.com) prior to the Board meeting.
- A limited number of copies of agenda materials will also be available at the meeting

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact any HCSD Board Member. Advance notification will enable the District to make reasonable arrangements to insure accessibility.

**HORNBROOK COMMUNITY SERVICES DISTRICT  
P.O. BOX 29, HORNBROOK, CA. 96044  
SPECIAL MEETING MINUTES OF 01/25/18  
HORNBROOK COMMUNITY ASSOCIATION HALL  
220 MAIN ST., HORNBROOK, CA. 96044**

**BOARD OF DIRECTORS:** Robert Puckett, Bryant Schaffler, Michele Hanson, Melissa Tullado, Patricia Brown

- 1. Call to order, Pledge of Allegiance, Roll Call and Establishment of Quorum:**  
Meeting called to order at 11:00 a.m. and pledge of Allegiance recited. Roll Call:  
Present: Robert Puckett, Melissa Tullado, Patricia Brown, and Michele Hanson. Absent  
Bryant Schaffler. Quorum established.
- 2. Public comment:**  
John Bermel commented on the law suits and when were they going to be resolved?
- 3. Adjourn to closed session:**  
Adjournment for closed session was at 11:20 a. m. to Yreka.
- 4. Reconvene Special Meeting:**  
Special Meeting was reconvened at 6:07 p.m., Jan. 25, 2018 at Hornbrook Community  
Hall.
- 5. Public Comment:**  
Once again Mr. Bermel was present and had questions about the rate increase and  
pending law suits. No other comments.
- 6. Presentation Only:**  
General Manager Report: Peter Kampa, discusses grant application to SWRCB in  
partnership with Kennedy Jenks Consulting Engineers. This would be for water plant and  
system upgrades, new meters and upgrades and replacement. Installation and System  
map development. Water rate increase and budget. Kenny Jenks Consulting Engineers  
has offered to do work pending approval of grant or grants.
- 7. Approval of Consent Agenda:**
  - a. Approval of minutes for Special Meeting of Dec. 20. 2017.
  - b. Approve bills and authorize signatures on Warrant Authorization Form for  
District expenses received through Jan. 25, 2018. Motion to approve, a. and b.  
was made by Michele and 2<sup>nd</sup> by Patricia. Four ayes: Puckett, Hanson, Brown,  
and Tullado. 1 absent: Schaffler, Motion carried.
- 8. Discussion And Action Items:**
  - a. Report on closed session for the 25<sup>th</sup> of Jan. 2018 at 12 a.m., adjourn to closed  
session with K.W.B. Law Corp. at 216 Lain St. Yreka Ca. Nothing to Report.
  - b. Adopt a resolution approving a 2017 budget amendment increasing the Special  
Department (operating) Expenses by \$34,000 and reducing the Capital  
Improvement Project budget to \$0 to reflect prior Board approvals. Motion to

approve made by Michele, and 2<sup>nd</sup> by Patty. 3 ayes: Puckett, Brown, and Hanson. 0 nays. 2 absent: Schaffler, and Tulleo who left meeting at 7:03 p.m. due to illness. Motion carried.

- c. Discussion and action regarding State Resources Control Board inspection report and districts response. Motion to approve the response as prepared by General Manager Kampa made by Michele and 2<sup>nd</sup> by Patty. 3 ayes: Brown, Puckett, and Hanson. 0 nays and 2 absent. Motion carried.
- d. Motion to proceed with submitting a planning grant application to SWRCB in partnership with Kenny Jenks Consulting Engineers for upgrades, SCADA installation, and system map development. Motion to approve made by Michele, 2<sup>nd</sup> by Patricia. 3 ayes: Puckett, Brown, and Hanson. 0 nays and 2 absent: Schaffler, and Tulleo. Motion carried.
- e. Motion to adopt resolution for preparation and mailing notice of proposed water rate increases and notice for public hearing to be held on March 28, 2018. Motion to approve made by Michele and 2<sup>nd</sup> by Patricia. 3 ayes: Puckett, Brown, and Hanson. 0 nays and 2 absent: Schaffler, and Tulleo. Motion carried.
- f. Motion for public hearing on March 28, 2018 for miscellaneous fees and services including, but not limited to sale of bulk water, discontinuance of service and account delinquency charges. Motion to approve made by, Michele and 2<sup>nd</sup> by Patricia. 3 ayes: Puckett, Brown, and Hanson. 0 nays, 2 absent: Schaffler and Tulleo. Motion carried.
- g. Motion to direct staff to place the final draft revised and restated District Bylaws on the Feb. 28, 2018 meeting agenda, no separate public hearing necessary. Motion made by Michele and 2<sup>nd</sup> by Patricia. 3 ayes: Puckett, Brown and Hanson. 0 nays, and 2 absent: Schaffler, and Tulleo. Motion carried.

**9. Closed Session:**

Closed Session was held 12:00 p.m. on Jan. 25, 2018 at the office of Kirsher, Winston, and Boston, Law Corporation, at 216 Lane St. Yreka, CA., attendees were, Mr. Winston, Mr. Kempa, Mr. Puckett, Mrs. Brown, Mrs. Tulleo, and Mrs. Hanson. Mr. Schaffler was absent. Mrs. Tulleo excused herself at 12:45 to go to Doctor Appointment.

**10. Adjournment: 7:58 p.m. Jan. 25, 2018**

Submitted by \_\_\_\_\_ Michele Hanson, Board Secretary



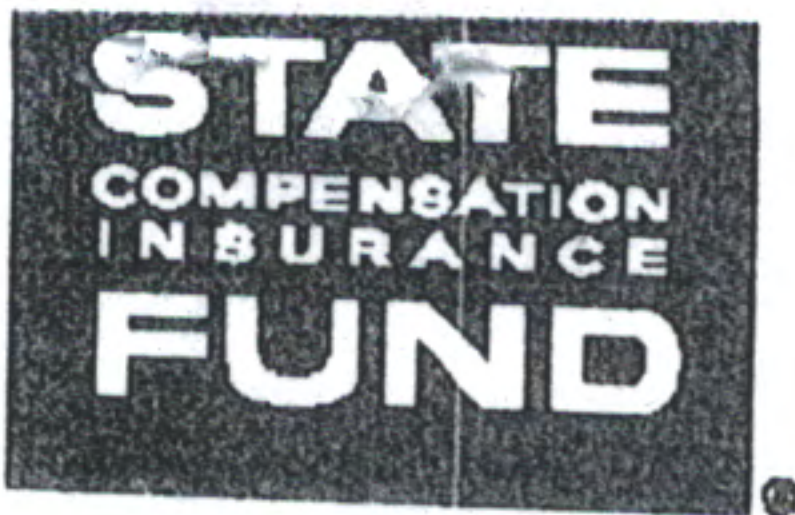
**HORNBROOK COMMUNITY SERVICES DISTRICT  
P.O. BOX 29, HORNBROOK, CA. 96044  
SPECIAL MEETING MINUTES OF 01/18/18  
HORNBROOK COMMUNITY ASSOCIATION HALL  
220 MAIN ST., HORNBROOK, CA. 96044**

**BOARD OF DIRECTORS:** Robert Puckett, Bryant Schaffler, Michele Hanson, Melissa Tulleo, Patricia Brown

- 1. Call to order, Pledge of Allegiance, Roll Call and Establishment of Quorum:**  
Meeting called to order at 6:03 p.m. and pledge of Allegiance recited. Roll Call: Present: Robert Puckett, Melissa Tulleo, Patricia Brown, and Michele Hanson. Absent Bryant Schaffler. Quorum established.
- 2. Public comment:** Peter Harrell and Roger Gifford asked why the board was having a meeting with counsel and who arranged it. No other comments on agenda items.
- 3. Approval of Consent Agenda:**
  - a. Call a special meeting for the 25<sup>th</sup> of Jan. 2018 at 11:a.m. adjourn to closed session with K.W.B. Law Corp. in Yreka Ca., and reconvene to open session at Hornbrook Community Hall at 6:00 p.m.
  - b. Approve bills and signatures on Warrant Authorization for district bills.  
Motion to approve Consent Agenda made by Hanson and second by Tulleo.  
Ayes: Puckett, Hanson, Brown, and Tulleo. Absent Schaffler. Nays: 0 Motion carried.
- 4. Discussion and Action Items:**
  - a. Resolution extending adopted budget of 2017 and expenditures through June 30, 2018 to transition into fiscal year starting July 1, 2018 to December 31, 2018.  
Motion to adopt was made by Hanson and second by Brown. Ayes: Brown, Puckett, Tulleo, and Hanson. Nays: 0 Absent: Schaffler. Motion carried.
- 5. Adjournment: 6:25 p.m.**

Submitted by \_\_\_\_\_ Michele Hanson, Board Secretary





P.O. BOX 7441  
SAN FRANCISCO, CA  
94120-7441

\$291.00

02/26/18

AMOUNT ENCLOSED

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01/30/18 5 B 2

GROUP

POLICY/UNIT

9138635 - 17

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1/29/18	4/29/18	PREMIUM ON ACCOUNT	291.00
TOTAL BASE PREMIUM			291.00
TOTAL PREMIUM FOR 1/29/18 - 4/29/18			

5 343 9138635-17 PAY THIS AMOUNT \$291.00

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(530) 842-3552

www.kwb-law.net

**KWB**<sup>SM</sup>  
KIRSHER, WINSTON & BOSTON  
LAW CORPORATION  
EST. 1970

WRAY E. KIRSHER (1922-2003)  
U.S. Magistrate Judge, Retired

ROBERT D. WINSTON  
ROBERT B. BOSTON

Attorneys' Assistants:  
SARA E. COLLINS  
AMY S. HALL

Please Respond To:

205 N. Mt. Shasta Blvd., Suite 400  
P.O. Box 177, Mt. Shasta, CA 96067  
(530) 926-3444, Fax (530) 926-3599

To: Hornbrook Community Services District Board of Directors  
From: Robert Winston, Special Legal Counsel  
Date: February 9, 2018  
Re: Account Summaries through 1/31/18; Request for Payment

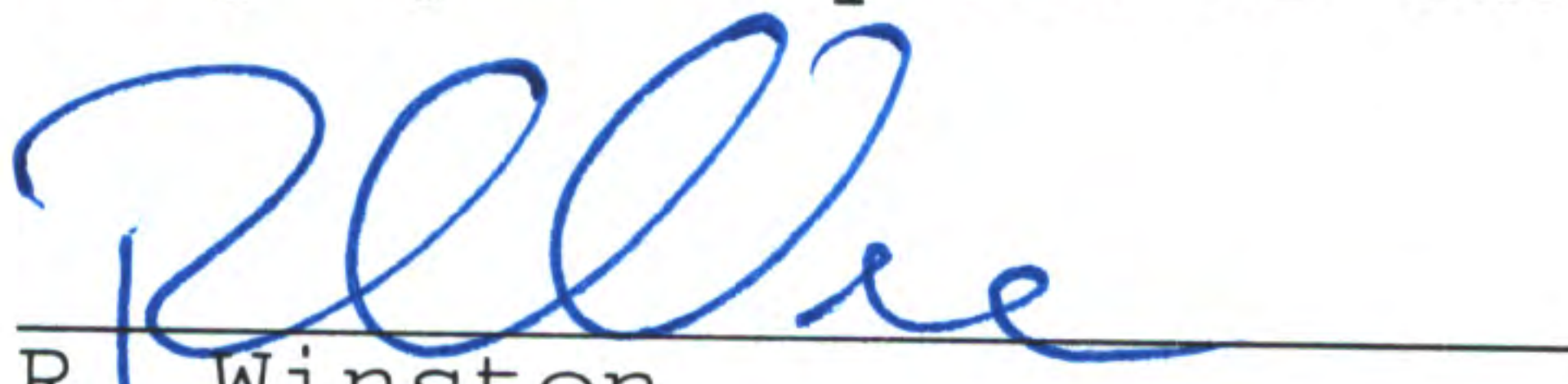
For your information, here are the **approximate and unaudited** balances accrued and due on each HCSD account as of *January 31st*, after applying payments received and posted on or before that date, but without including interest on overdue balances:

<u>Account</u>	
Harrell v. Hanson (#671)	\$25,550.58
Olson v. Hanson (#672)	7,241.36*
HCSD v. Olson & Harrell (#797)	42,689.45
Gifford v. Dingman (#044)	17,226.59
Gifford v. Hanson (#205)	5,718.27*
Harrell v. HCSD (#847)	27,063.38
Gifford v. HCSD (#982)	6,498.76
Gifford v. HCSD (#1392)	15,801.80
Olson v. HCSD (#1393)	11,986.00
Gifford v. HCSD (#1088)	7,133.03
Olson v. HCSD (#1089)	16,055.83
Gifford v. HCSD (#1292)	18,099.25
Olson v. HCSD (#1293)	8,021.06
Gifford v. HCSD (#323)	14,378.23
Olson v. HCSD (#327)	6,191.45
Gifford v. HCSD (#561)	6,490.22
Gifford v. HCSD (#500)	4,176.63
Olson v. HCSD (#579)	3,394.63
Gifford v. HCSD (#961)	9,341.96
HCSD - Misc. (incl. admin. proceed.)	32,815.15**

(\* indicates currently inactive case; all others are active)  
(\*\* also includes legal work relating to more than one case)

**We are requesting a payment by the District during February in the minimum amount of \$1,500.00**, which we shall apply to these accounts in our discretion unless you instruct us otherwise.

This report is **not** intended to be confidential; it is to be a public record. Itemized statements for these accounts will be prepared and made available for confidential viewing only upon request of the District's GM or Board of Directors.

  
R. Winston



18455 01 AB 0.405 65-0  
 HORN BROOK COMM SER DIST  
 PO BOX 29  
 HORN BROOK CA 96044-0029



Questions: Call  
**1-888-221-7070**  
 24 hours a day,  
 7 days a week  
 pacificpower.net



BILLING DATE: Feb 1, 2018  
 ACCOUNT NUMBER: 63182981-001 1  
 DUE DATE: Feb 19, 2018  
 AMOUNT DUE: \$1,148.28



**ACCOUNT PAST DUE**

Our records indicate that your account is past due. If the past due amount has been paid, please remember that this bill also contains New Charges.

**Your Balance With Us**

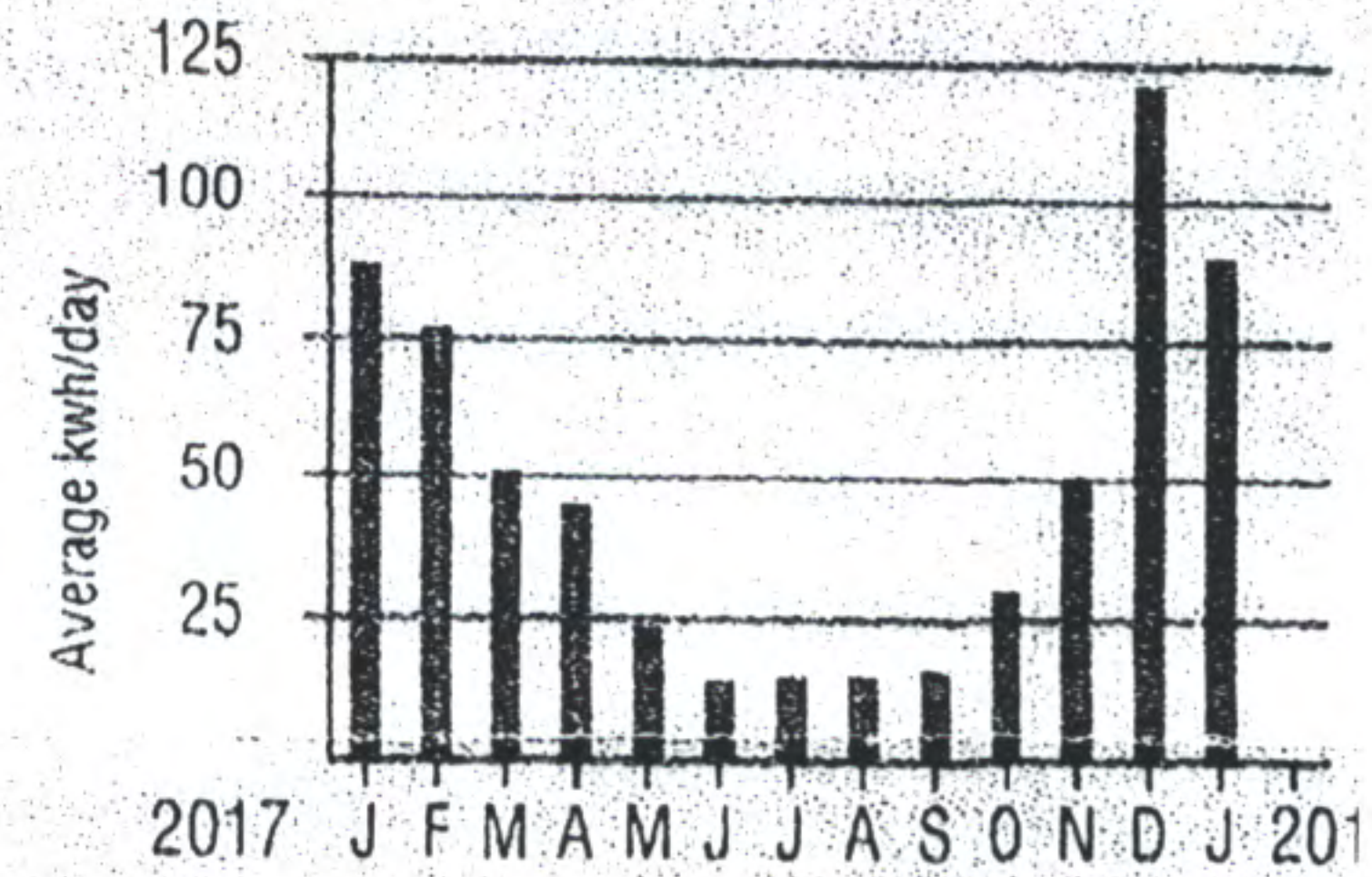
Previous Account Balance	934.39
Payments/Credits	-313.26
Past Due Amount	621.13
New Charges	+527.15
<b>Current Account Balance</b>	<b>\$1,148.28</b>

**You Must Act Now to Avoid Shut-Off!**

• Your Electric Service Past Due Amount of **\$621.13** must be received by **Feb 19, 2018** to avoid shut-off.

**Remember:** Your New Charges of **\$527.15** are still due by **Feb 22, 2018**.

**Historical Data - ITEM 1**



**Your Average Daily kwh Usage by Month**

PERIOD ENDING	Jan 2018	Jan 2017
Avg. Daily Temp.	40	32
Total kwh	2957	2652
Avg. kwh per Day	90	88
Cost per Day	\$15.69	\$15.61

**Payments Received**

DATE	DESCRIPTION	AMOUNT
Jan 3, 2018	Payment Received - Thank You	313.26
<b>Total Payments</b>		<b>\$313.26</b>

**Detailed Account Activity**

**ITEM 1 - ELECTRIC SERVICE**

15025 Bradley Henley Rd # Wtr Plant Hornbrook CA  
 Plant California General Service Schedule 25

METER NUMBER	SERVICE PERIOD		ELAPSED DAYS	METER READINGS		METER MULTIPLIER	AMOUNT USED THIS MONTH
	From	To		Previous	Current		
66963648	Dec 29, 2017	Jan 31, 2018	33	8161	11118	1.0	2,957 kwh

Next scheduled read date: 02-27. Date may vary due to scheduling or weather.

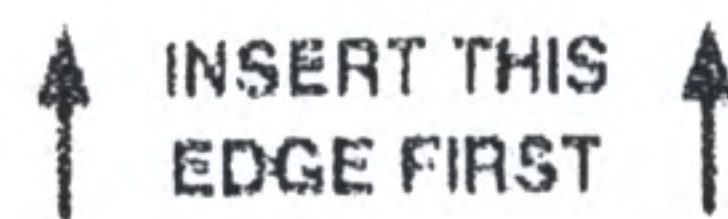
NEW CHARGES - 01/18	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1P			13.29
Energy Charge			
for 31 day(s)	2,778 kwh	0.1575600	437.70
for 2 day(s)	179 kwh	0.1592700	28.51
Cpuc Surcharge			

See reverse

Write account number on check & mail to: Pacific Power, PO Box 26000, Portland, OR 97256-0001

RETAIN THIS PORTION FOR YOUR RECORDS.

RETURN THIS PORTION WITH YOUR PAYMENT.



**ACCOUNT PAST DUE**

Change of Mailing Address or Phone  
 Check here & provide information on l



PACIFIC POWER  
 PO BOX 26000  
 PORTLAND OR 97256-0001



Account Number: 63182981-001  
 Date Due: Feb 19, 201

AMOUNT DUE: \$1,148.2

\$ 527.15

Please enter the amount enclosed.

HORN BROOK COMM SER DIST  
 PO BOX 29  
 HORN BROOK CA 96044-0029

H 63182981 001 116 000114828 000062113 000052715



18468 01 AB 0.405 65-0  
 HORN BROOK COMM SER DIST  
 PO BOX 29  
 HORN BROOK CA 96044-0029



Questions: Call  
**1-888-221-7070**  
 24 hours a day,  
 7 days a week  
 pacificpower.net

**PACIFIC POWER**

BILLING DATE: Feb 1, 2018  
 ACCOUNT NUMBER: 63182981-002 9  
 DUE DATE: Feb 19, 2018  
 AMOUNT DUE: \$832.95



**ACCOUNT PAST DUE**

Our records indicate that your account is past due. If the past due amount has been paid, please remember that this bill also contains New Charges.

**Your Balance With Us**

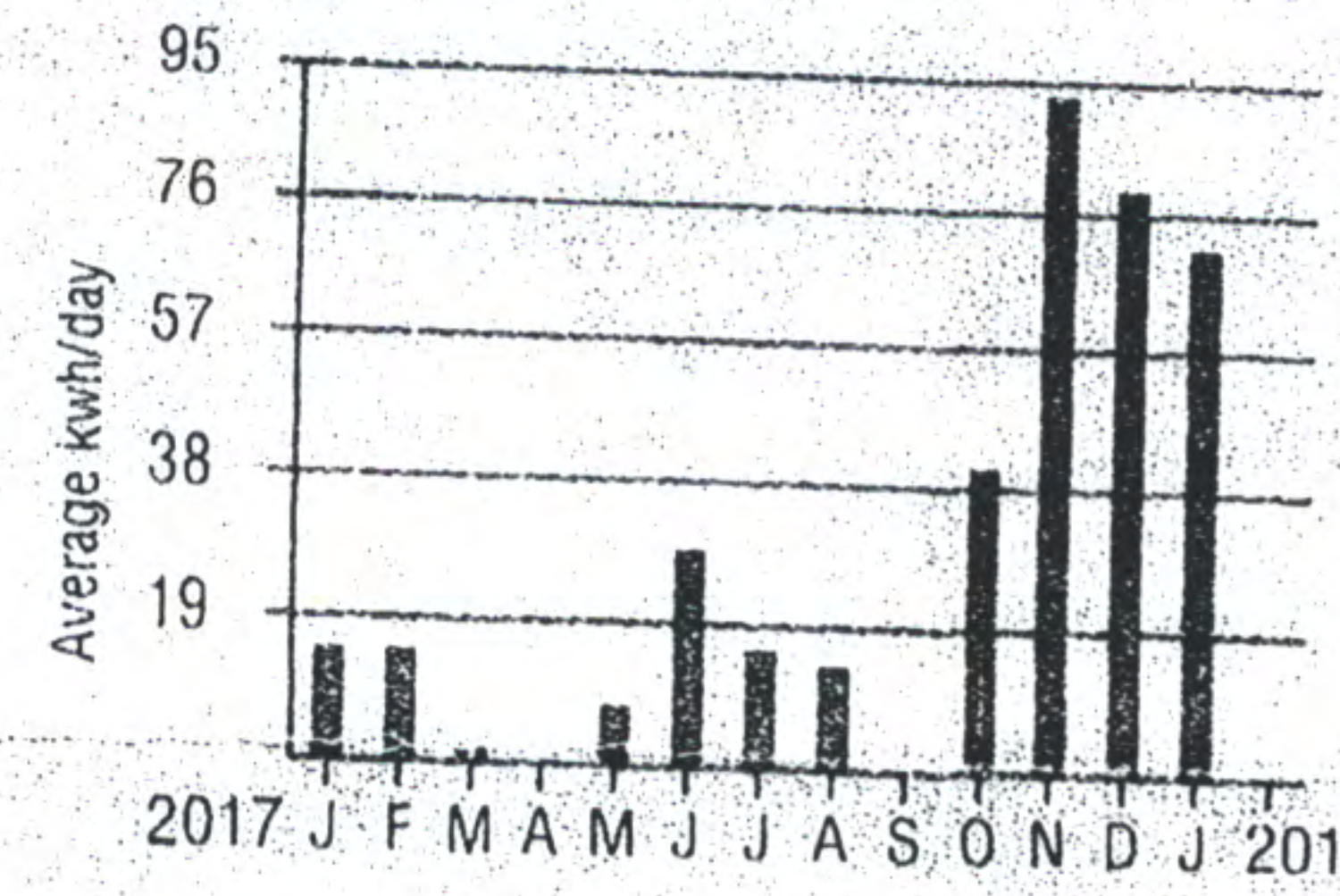
Previous Account Balance	990.99
Payments/Credits	-574.95
Past Due Amount	416.04
New Charges	+416.91
<b>Current Account Balance</b>	<b>\$832.95</b>

**You Must Act Now to Avoid Shut-Off!**

• Your Electric Service Past Due Amount of **\$416.04** must be received by **Feb 19, 2018** to avoid shut-off.

**Remember:** Your New Charges of **\$416.91** are still due by **Feb 22, 2018**.

**Historical Data - ITEM 1**



**Your Average Daily kwh Usage by Month**

PERIOD ENDING	Jan 2018	Jan 2017
Avg. Daily Temp.	40	32
Total kwh	2329	456
Avg. kwh per Day	71	15
Cost per Day	\$12.44	\$3.05

**Payments Received**

DATE	DESCRIPTION	AMOUNT
Jan 3, 2018	Payment Received - Thank You	574.95
<b>Total Payments</b>		<b>\$574.95</b>

**Detailed Account Activity**

**ITEM 1 - ELECTRIC SERVICE**

15024 Bradley Henley Rd # Well 1 Hornbrook CA  
 Back Up Well/5hp California General Service Schedule 25

METER NUMBER	SERVICE PERIOD		ELAPSED DAYS	METER READINGS		METER MULTIPLIER	AMOUNT USED THIS MONTH
	From	To		Previous	Current		
66963599	Dec 29, 2017	Jan 31, 2018	33	8638	10967	1.0	2,329 kwh

Next scheduled read date: 02-27. Date may vary due to scheduling or weather.

**NEW CHARGES - 01/18**

	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1P			13.29
Energy Charge			
for 31 day(s)	2,188 kwh	0.1575600	344.74
for 2 day(s)	141 kwh	0.1592700	22.46
Cpic Surcharge			

See reverse

Write account number on check & mail to: Pacific Power PO Box 26000, Portland, OR 97256-0001

RETAIN THIS PORTION FOR YOUR RECORDS.

RETURN THIS PORTION WITH YOUR PAYMENT.



**ACCOUNT PAST DUE**

**Late Payment Charge for California**  
 A late payment charge of 1.5% may be charged on the total unpaid balance, if greater than \$20.

**Change of Mailing Address or Phone?**  
 Check here & provide information on ba

Account Number: 63182981-002 9  
 Date Due: Feb 19, 2018

AMOUNT DUE: \$832.95

\$416.91

Please enter the amount enclosed.

HORN BROOK COMM SER DIST  
 PO BOX 29  
 HORN BROOK CA 96044-0029

**PACIFIC POWER**

PO BOX 400  
 PORTLAND OR 97207

PACIFIC POWER  
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 PORTLAND OR 97256-0001



H 63182981 002 914 000083295 000041604 000041691



19230 01 AB 0.405 67-0  
HORN BROOK COMM SER DIST  
PO BOX 29  
HORN BROOK CA 96044-0029



Inquiries? Call your  
Business Solutions Team  
Toll free 1-866-870-3419,  
M-F, 6am-6pm PT  
pacificpower.net

**PACIFIC POWER**

BILLING DATE: Jan 31, 2018  
ACCOUNT NUMBER: 63182981-003 7  
DUE DATE: Feb 16, 2018  
AMOUNT DUE: \$294.43



**ACCOUNT PAST DUE**

Our records indicate that your account is past due. If the past due amount has been paid, please remember that this bill also contains New Charges.

**Your Balance With Us**

Previous Account Balance	104.55
Payments/Credits	0.00
Past Due Amount	104.55
New Charges	+189.88
<b>Current Account Balance</b>	<b>\$294.43</b>

**You Must Act Now to Avoid Shut-Off!**

• Your Electric Service Past Due Amount of \$104.55 must be received by Feb 16, 2018 to avoid shut-off.

**Remember:** Your New Charges of \$189.88 are still due by Feb 21, 2018.

**Looking for other ways to pay?**

Visit [pacificpower.net/pay](http://pacificpower.net/pay) for all your options. You can choose to pay on your device using our mobile app, on our website, at a pay station in your community, or pay over the phone by calling 1-888-221-7070.

**Payments Received**

No payments have been received since your last billing statement.

**Detailed Account Activity**

**ITEM 3 - ELECTRIC SERVICE**

15000 Bradley Henley Rd Wells Hornbrook CA  
Well Up Hill Schedule 25

METER NUMBER	SERVICE PERIOD		ELAPSED DAYS	METER READINGS		METER MULTIPLIER	AMOUNT USED THIS MONTH
	From	To		Previous	Current		
51415731	Dec 29, 2017	Jan 30, 2018	32	0	0	1.0	0 kwh

Next scheduled read date: 02-27. Date may vary due to scheduling or weather.

NEW CHARGES - 01/18	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1P			13.29
<b>Total New Charges</b>			<b>13.29</b>

**BREAKDOWN OF CHARGES BY SERVICE CATEGORY**

CATEGORY	TOTALS
Distribution	13.29
<b>Total Breakdown by Service Category</b>	<b>\$13.29</b>

See reverse

Late Payment Charge for California  
A late payment charge of 1.5% may be charged on the total unpaid balance, if greater than \$20.

Write account number on check & mail to: Pacific Power, P.O. Box 26000, Portland, OR 97256-0001

RETAIN THIS PORTION FOR YOUR RECORDS.

↑ INSERT THIS EDGE FIRST ↑

RETURN THIS PORTION WITH YOUR PAYMENT.

**ACCOUNT PAST DUE**

Change of Mailing Address or Phone?  
Check here & provide information on back

**PACIFIC POWER**

PO BOX 400  
PORTLAND OR 97207

Account Number: 63182981-003 7

Date Due: Feb 16, 2018

PACIFIC POWER  
PO BOX 26000  
PORTLAND OR 97256-0001

AMOUNT DUE: \$294.43

\$ 189.88

Please enter the amount enclosed.

HORN BROOK COMM SER DIST  
PO BOX 29  
HORN BROOK CA 96044-0029



H 63182981 003 714 000029443 000010455 000018988



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## INVOICE

INVOICE NO.	PAGE NO.
470876	1 of 1
CUSTOMER NO.	DATE
963133	01/22/18

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Web Enrollment Token: LRS QVW FFZ

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470 1 SP 0.470 E0043X I0089 D3253328313 S2 P5036899 0001:0001

SHIP TO: 7



HORNBROOK CSD  
PO BOX 29  
HORNBROOK CA 96044-0029

HORNSBROOK  
DEL ON EAST SIDE OF BLDG  
15025 BRADLEY HINLEY RD  
HORNBROOK CA 96044  
USA

Ordered by: 0007 CLINT DINGMAN

Attention: 0007 CLINT DINGMAN

CUSTOMER P.O. NO.	SHIP DATE	SLP	TERMS	TAX CODE	SALES ORDER NO.	W/H	FREIGHT	SHIP VIA		
VERBAL CLINT	01/22/18	JNV	NET 30	CA	135117	50	PREPAID	UPS		
USA STOCK NO.	DESCRIPTION			ORDERED	SHIPPED	BACKORDER	U/M	PRICE	PER	EXTENSION
10469	Cast Protector for Water Valve Lock Wing (Use w/Barrel Lock)			2	2	0	EA	12.99	EA	25.98
25722	Canvas Case For Magnetomatic Pipe Locator			1	1	0	EA	7.59	EA	7.59
65870	#6 Key for Water Service Lock			1	1	0	EA	57.95	EA	57.95
65878	S.S. Barrel Lock with Cap (Dust Caps NOT included)			3	3	0	EA	8.69	EA	26.07
25720	Magnetomatic Pipe Locator			1	1	0	EA	38.50	EA	38.50
54819	Meter Scope Magnifier (Lens Insert O-ring)			1	1	0	EA	24.95	EA	24.95
65956	USABlueBook MeterScope 36' with Belt Loop Hook			1	1	0	EA	66.95	EA	66.95

THANK YOU for your business!  
1.5% MONTHLY FINANCE CHARGE  
ON AMOUNTS 30 DAYS PAST DUE  
Discounts Apply to Merchandise Only

MERCHANDISE	MISCELLANEOUS	DISCOUNT	TAX	FREIGHT	TOTAL
247.99	0.00	0.00	22.39	60.84	331.22

Should it become necessary to refer your unpaid balance to a collection agency, a collection fee, not to exceed 25% of the balance referred; plus reasonable attorney's fees; and court costs when necessary, will be added to the balance due.

Please Detach and Return Bottom Portion to Insure Proper Credit to Your Account

# USABlueBook®

Get the Best Treatment™

\*\*\*\*IMPORTANT\*\*\*\*

Please include this customer #  
on the face of your remittance check.

INVOICE NO.	CUSTOMER NO.	DATE	TOTAL
470876	963133	01/22/18	331.22

HORNBROOK CSD  
PO BOX 29  
HORNBROOK CA 96044-0029

### REMITTANCE ADDRESS

USABlueBook  
P.O. Box 9004  
Gurnee, IL 60031-9004





# AT&T

HORN BROOK COMMUNITY SERVICES  
 DISTRICT  
 PO BOX 29  
 HORN BROOK CA 96044 - 0029

Page 1 of 3  
 Account Number 530 475-3730 484 9  
 Billing Date Jan 8, 2018  
 Web Site att.com

## Monthly Statement

### Bill-At-A-Glance

Previous Bill	129.05
Payment Received 1-02	125.05CR
Adjustments	.00
Past Due - Please Pay Immediately	4.00
Current Charges	138.72
<b>Total Amount Due</b>	<b>\$142.72</b>
Current Charges Due in Full by	Jan 31, 2018

### Billing Summary

Online: att.com/myatt	Page	
Plans and Services	1	103.65
1 800 750-2355		
AT&T Long Distance	1	35.07
1 800 321-2000		
<b>Total Current Charges</b>		<b>138.72</b>

### Plans and Services

#### Monthly Service - Jan 8 thru Feb 7

Service is billed in advance from the 8th of each month.

1. <b>Bus Local Calling Unlimited B</b>	89.00
Single Line Meas Business Line	
Unlimited Local Usage	
Caller ID	

#### Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

#### Charges for 530 475-3730

Order No. 66666666

Item No.	Description	Quantity	Monthly Rate	Amount Billed
<b>Rates Changed</b>				
(Monthly Charges are Prorated from Jan 1, 2018 to your Billing Date, Jan 8, 2018)				
2.	Rate Change	1	.04	.01
	Federal Universal Service Fee			

#### Surcharges and Other Fees

3.	Federal Subscriber Line Charge			4.52
4.	Rate Surcharge			1.16CR
5.	State Regulatory Fee			.29
6.	Federal Universal Service Fee			.88
7.	Cost Assessment Charge			1.13
<b>Total Surcharges and Other Fees</b>				<b>5.66</b>

#### Government Fees and Taxes

8.	CA High Cost Fund Surcharge - A:			.31
9.	California Teleconnect Fund Surcharge			.96
10.	Universal Lifeline Telephone Service Surcharge			4.22
11.	CA Relay Service and Communications Devices Fund			.45
12.	9-1-1 Emergency System			.66
13.	Federal			2.38
<b>Total Government Fees and Taxes</b>				<b>8.98</b>

3701.4.156.37662 1 AB 0.403 gf



HORN BROOK COMMUNITY SERVICES  
 DISTRICT  
 PO BOX 29  
 HORN BROOK CA 96044-0029



Siskiyou Sanitary/Lovelace Plumbing  
 1537 Lucas Road  
 Yreka, Ca. 96097  
 530-842-3023 Fax 530-842-5886  
 Federal Id# 68-0337900 Lic#615753

# Statement

**BALANCE DUE**

Date	\$50.00
2/2/2018	

To:
Hornbrook Community Service P.O Box 29 Hornbrook, Ca. 96044

		Amount Due	Amount Enc.
		\$75.90	
Date	Transaction	Amount	Balance
07/31/2017	Balance forward		151.80
08/14/2017	PMT #10473761. 29255		75.90
08/31/2017	INV #29465.	-75.90	151.80
09/21/2017	PMT #10475122. 29341	75.90	75.90
09/29/2017	INV #29563.	-75.90	151.80
10/06/2017	PMT #10476953. 29465 29563	75.90	0.00
10/27/2017	INV #29660.	-151.80	75.90
11/10/2017	PMT #10478421. 29660	75.90	0.00
11/21/2017	INV #29733.	-75.90	75.90
12/29/2017	INV #29831.	75.90	151.80
01/09/2018	PMT #10481401. 29733	75.90	75.90
01/26/2018	INV #29914.	-75.90	151.80
02/02/2018	PMT #10483118. 29831	75.90	75.90
		-75.90	

CURRENT	1-30 DAYS	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	75.90	0.00	0.00	0.00	\$75.90



**SUM IT UP**

P.O. BOX 27  
YREKA, CA 96097

**INVOICE**

Invoice Number: FEB. 2018  
Invoice Date: Feb 1, 2018  
Page: 1

Voice: 530-937-3279  
Fax:

*Duplicate*

<b>Bill To:</b>
HORNBROOK COMMUNITY SERVICE DISTRICT P.O. BOX 29 HORNBROOK, CA 96044

<b>Ship to:</b>

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
HCSD		Net 30 Days	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Airborne		2/28/18

Quantity	Item	Description	Unit Price	Amount
		Bookkeeping Revenue		750.00
Subtotal				750.00
Sales Tax				
Total Invoice Amount				750.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>750.00</b>

Check/Credit Memo No:



INVOICE NO. 204950

Invoice

BILL TO Hornbrook CSD		SERVICE PERFORMED AT Kevin Dixon	
ADDRESS P.O. Box 29		ADDRESS 2205 Hilltop Dr. 182	
CITY, STATE, ZIP Hornbrook CA. 96044		CITY, STATE, ZIP Reedding CA 96002	
CUSTOMER ORDER NO.	SOLD BY	TERMS	DATE

DESCRIPTION	AMOUNT	TAXES	TOTAL
Consultant / operator of Records Fee	100 00		
Total due	100 00		





# INVOICE

**Kampa Community Solutions, LLC**

PO Box 3221  
 Sonora, CA 95370  
 (209) 694-7023  
[pkampa@kampaCS.com](mailto:pkampa@kampaCS.com)

INVOICE NO. 12518  
 DATE January 25, 2018  
 CUSTOMER ID HCSD

TO Hornbrook Community Services District  
 PO Box 29  
 Hornbrook, CA 96044

SERVICE PROVIDER	PROJECT	PAYMENT TERMS	DUE DATE
Peter J. Kampa	General Management Services	Due upon receipt	3/15/18

BILLING PERIOD	DESCRIPTION	UNIT PRICE	TOTAL
January 25, 2018	Trip Charge per agreement	\$ 1,000.00	\$ 1,000.00
February 1, 2018 through February 28, 2018	Management Services per Agreement	\$ 1,575.00	\$ 1,575.00

SUBTOTAL	\$ 2,575.00
SALES TAX	
<b>TOTAL THIS INVOICE</b>	<b>\$ 2,575.00</b>

Make all checks payable to Kampa Community Solutions, LLC  
**THANK YOU FOR YOUR BUSINESS!**



REPORT FGRBDSC  
 FISCAL YEAR: 18

Siskiyou County  
 Budget Status (Current Period)  
 AS OF 31-JAN-2018

RUN DATE: 02/01/2018  
 TIME: 01:21 PM  
 PAGE: 1

COAS: S COUNTY OF SISKIYOU  
 FUND: 781100 HORN BROOK CSD  
 PRED ORG: 405000 COMMUNITY SERVICE DISTRICT  
 ORG: 405010 HORN BROOK CSD

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
530100	INTEREST	.00	99.13	261.23	.00	-261.23	U
TOTAL	REVENUE FROM USE OF MONEY & PROP	.00	99.13	261.23	.00	-261.23	
552250	WATER FEES	.00	7,257.21	42,574.38	.00	-42,574.38	U
TOTAL	CHARGES FOR SERVICES	.00	7,257.21	42,574.38	.00	-42,574.38	
611100	REGULAR WAGES	.00	860.67	8,752.45	.00	-8,752.45	U
TOTAL	PERSONNEL SERVICES	.00	860.67	8,752.45	.00	-8,752.45	
728000	SPECIAL DEPARTMENTAL EXPENSE	.00	6,507.62	60,208.60	.00	-60,208.60	U
TOTAL	SERVICES & SUPPLIES	.00	6,507.62	60,208.60	.00	-60,208.60	
TOTAL ORGANIZATION							
405010	HORN BROOK CSD						
TOTAL	REVENUES	.00	7,356.34	42,835.61	.00	-42,835.61	
TOTAL	LABOR	.00	860.67	8,752.45	.00	-8,752.45	
TOTAL	EXPENDITURES	.00	6,507.62	60,208.60	.00	-60,208.60	
NET		.00	-11.95	-26,125.44	.00	26,125.44	
TOTAL FUND							
781100	HORN BROOK CSD						
TOTAL	REVENUES	.00	7,356.34	42,835.61	.00	-42,835.61	
TOTAL	LABOR	.00	860.67	8,752.45	.00	-8,752.45	
TOTAL	EXPENDITURES	.00	6,507.62	60,208.60	.00	-60,208.60	
NET		.00	-11.95	-26,125.44	.00	26,125.44	



COAS: S COUNTY OF SISKIYOU  
 FUND: 781100 HORN BROOK CSD

		***** BALANCE *****	
ACCOUNT	ASSETS TITLE	CURRENT AS OF 31-JAN-2018	PRIOR AS OF 31-JAN-2017
101000	INTERFUND CASH	26,210.36 D	56,392.08 D
TOTAL:	CASH & CASH EQUIVALENTS	26,210.36 D	56,392.08 D
121050	ACCOUNTS RECEIVABLE - ACCRUAL	.00 D	.00 D
TOTAL:	CURRENT RECEIVABLES	.00 D	.00 D
	TOTAL ASSETS	26,210.36 D	56,392.08 D
ACCOUNT	LIABILITIES TITLE		
211100	ACCOUNTS PAYABLE	.00 C	.00 C
211150	ACCOUNTS PAYABLE ACCRUAL	.00 C	.00 C
TOTAL:	CURRENT LIABILITIES	.00 C	.00 C
	TOTAL LIABILITIES	.00 C	.00 C
ACCOUNT	CONTROL ACCOUNTS TITLE		
311000	C/Y REVENUE CONTROL	42,835.61 C	43,341.45 C
311100	C/Y EXPENDITURE CONTROL	68,961.05 D	45,706.27 D
311500	C/Y ESTIMATED REVENUE CONTROL	.00 D	87,391.00 D
311600	C/Y APPROPRIATIONS CONTROL	.00 C	97,383.00 C
311800	C/Y BUDGETED CHANGE TO F/B CONTROL	.00 C	9,992.00 D
TOTAL:	CONTROL ACCOUNTS	26,125.44 D	2,364.82 D
	TOTAL CONTROL ACCOUNTS	26,125.44 D	2,364.82 D
ACCOUNT	FUND BALANCES TITLE		



COAS: S COUNTY OF SISKIYOU  
 FUND: 781100 HORN BROOK CSD

ACCOUNT	FUND BALANCES TITLE	***** BALANCE *****	
		CURRENT AS OF 31-JAN-2018	PRIOR AS OF 31-JAN-2017
471000	FUND BALANCE UNASSIGNED	52,335.80 C	58,756.90 C
TOTAL:	FUND BALANCE - UNASSIGNED	52,335.80 C	58,756.90 C
	TOTAL FUND BALANCES	52,335.80 C	58,756.90 C
	TOTAL LIABILITIES & FUND BALANCE:	26,210.36 C	56,392.08 C
	GRAND TOTAL:	.00 C	.00 C



COAS: S COUNTY OF SISKIYOU  
 ORG: 405010 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				HORN BROOK CSD	781100				
BEGINNING BALANCE:		INTEREST			530100	0.00	162.10	0.00	
01/01/2018	CR05	IA174126		2ND QTR 17/18 INTEREST ALLO	530100		99.13		U
ENDING BALANCE:		INTEREST			530100	0.00	261.23	0.00	
BEGINNING BALANCE:		WATER FEES			552250	0.00	35,317.17	0.00	
01/02/2018	CR05	J1807071		HORNCS D WATER FEES NOV 2017	552250		1,744.00		U
01/11/2018	CR05	J1807639		HORNCS D WATER FEES DEC 2017	552250		1,200.00		U
01/17/2018	CR05	J1807845		HORNCS D WATER FEES DEC 2017	552250		1,571.00		U
01/19/2018	CR05	J1807975		HORNCS D WATER FEES DEC 2017	552250		962.00		U
01/29/2018	CR05	J1808358		HORNCS D WATER FEES DEC 2017	552250		1,780.21		U
ENDING BALANCE:		WATER FEES			552250	0.00	42,574.38	0.00	
BEGINNING BALANCE:		REGULAR WAGES			611100	0.00	7,891.78	0.00	
01/24/2018	INNI	I1814129		DINGMAN, CLINT	611100		443.22		U
01/24/2018	INNI	I1814139		DINGMAN, CLINT	611100		417.45		U
ENDING BALANCE:		REGULAR WAGES			611100	0.00	8,752.45	0.00	
BEGINNING BALANCE:		SPECIAL DEPARTMENTAL EXPENSE			728000	0.00	53,700.98	0.00	
01/24/2018	INNI	I1814130		PACIFIC POWER	728000		1,141.72		U
01/24/2018	INNI	I1814131		BASIC LABORATORY	728000		72.00		U
01/24/2018	INNI	I1814132		SISKIYOU SANITARY	728000		75.90		U
01/24/2018	INNI	I1814133		SUM IT UP ACCOUNTING, JULI	728000		799.00		U
01/24/2018	INNI	I1814135		STATE WATER RESOURCES CONT	728000		194.00		U
01/24/2018	INNI	I1814136		DIXON, KEVIN	728000		100.00		U
01/24/2018	INNI	I1814137		MURPHY, PEARSON, BRADLEY &	728000		1,000.00		U
01/24/2018	INNI	I1814138		KIRSHER, WINSTON, & BOSTON	728000		1,500.00		U
01/24/2018	INNI	I1814140		KAMPA COMMUNITY SOLUTIONS	728000		1,575.00		U
01/24/2018	INNI	I1814141		STREAMLINE	728000		50.00		U
ENDING BALANCE:		SPECIAL DEPARTMENTAL EXPENSE			728000	0.00	60,208.60	0.00	
TOTAL ORGANIZATION: 405010 HORN BROOK CSD									
				REVENUES	05	0.00	42,835.61	0.00	
				LABOR	06	0.00	8,752.45	0.00	
				EXPENDITURES	07	0.00	60,208.60	0.00	



COAS: S COUNTY OF SISKIYOU  
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
BEGINNING BALANCE: INTERFUND CASH					101000			26,222.31
01/01/2018	CR05	IA174126		2ND QTR 17/18 INTEREST ALLOCAT	101000	99.13		
01/02/2018	CR05	J1807071		HORNCSD WATER FEES NOV 2017	101000	1,744.00		
01/11/2018	CR05	J1807639		HORNCSD WATER FEES DEC 2017	101000	1,200.00		
01/17/2018	CR05	J1807845		HORNCSD WATER FEES DEC 2017	101000	1,571.00		
01/19/2018	CR05	J1807975		HORNCSD WATER FEES DEC 2017	101000	962.00		
01/24/2018	DNNI	10483037	I1814131	BASIC LABORATORY	101000		72.00	
01/24/2018	DNNI	10483058	I1814129	DINGMAN, CLINT	101000		443.22	
01/24/2018	DNNI	10483059	I1814139	DINGMAN, CLINT	101000		417.45	
01/24/2018	DNNI	10483060	I1814136	DIXON, KEVIN	101000		100.00	
01/24/2018	DNNI	10483075	I1814140	KAMPA COMMUNITY SOLUTIONS	101000		1,575.00	
01/24/2018	DNNI	10483077	I1814138	KIRSHER, WINSTON, & BOSTON	101000		1,500.00	
01/24/2018	DNNI	10483086	I1814137	MURPHY, PEARSON, BRADLEY & FE	101000		1,000.00	
01/24/2018	DNNI	10483095	I1814130	PACIFIC POWER	101000		1,141.72	
01/24/2018	DNNI	10483118	I1814132	SISKIYOU SANITARY	101000		75.90	
01/24/2018	DNNI	10483123	I1814135	STATE WATER RESOURCES CONTROL	101000		194.00	
01/24/2018	DNNI	10483124	I1814141	STREAMLINE	101000		50.00	
01/24/2018	DNNI	10483125	I1814133	SUM IT UP ACCOUNTING, JULIE B	101000		799.00	
01/29/2018	CR05	J1808358		HORNCSD WATER FEES DEC 2017	101000	1,780.21		
ENDING BALANCE: INTERFUND CASH					101000	7,356.34	7,368.29	26,210.36
BEGINNING BALANCE: ACCOUNTS RECEIVABLE - ACCRUAL					121050			0.00
ENDING BALANCE: ACCOUNTS RECEIVABLE - ACCRUAL					121050	0.00	0.00	0.00
BEGINNING BALANCE: ACCOUNTS PAYABLE					211100			0.00
01/24/2018	INNI	I1814129		DINGMAN, CLINT	211100		443.22	
01/24/2018	INNI	I1814130		PACIFIC POWER	211100		1,141.72	
01/24/2018	INNI	I1814131		BASIC LABORATORY	211100		72.00	
01/24/2018	INNI	I1814132		SISKIYOU SANITARY	211100		75.90	
01/24/2018	INNI	I1814133		SUM IT UP ACCOUNTING, JULIE B	211100		799.00	
01/24/2018	INNI	I1814135		STATE WATER RESOURCES CONTROL	211100		194.00	
01/24/2018	INNI	I1814136		DIXON, KEVIN	211100		100.00	
01/24/2018	INNI	I1814137		MURPHY, PEARSON, BRADLEY & FE	211100		1,000.00	
01/24/2018	INNI	I1814138		KIRSHER, WINSTON, & BOSTON	211100		1,500.00	
01/24/2018	INNI	I1814139		DINGMAN, CLINT	211100		417.45	
01/24/2018	INNI	I1814140		KAMPA COMMUNITY SOLUTIONS	211100		1,575.00	
01/24/2018	INNI	I1814141		STREAMLINE	211100		50.00	
01/24/2018	DNNI	10483037	I1814131	BASIC LABORATORY	211100	72.00		
01/24/2018	DNNI	10483058	I1814129	DINGMAN, CLINT	211100	443.22		
01/24/2018	DNNI	10483059	I1814139	DINGMAN, CLINT	211100	417.45		
01/24/2018	DNNI	10483060	I1814136	DIXON, KEVIN	211100	100.00		
01/24/2018	DNNI	10483075	I1814140	KAMPA COMMUNITY SOLUTIONS	211100	1,575.00		
01/24/2018	DNNI	10483077	I1814138	KIRSHER, WINSTON, & BOSTON	211100	1,500.00		



COAS: S COUNTY OF SISKIYOU  
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
01/24/2018	DNNI	10483086	I1814137	MURPHY, PEARSON, BRADLEY & FE	211100	1,000.00		
01/24/2018	DNNI	10483095	I1814130	PACIFIC POWER	211100	1,141.72		
01/24/2018	DNNI	10483118	I1814132	SISKIYOU SANITARY	211100	75.90		
01/24/2018	DNNI	10483123	I1814135	STATE WATER RESOURCES CONTROL	211100	194.00		
01/24/2018	DNNI	10483124	I1814141	STREAMLINE	211100	50.00		
01/24/2018	DNNI	10483125	I1814133	SUM IT UP ACCOUNTING, JULIE B	211100	799.00		
ENDING BALANCE: ACCOUNTS PAYABLE					211100	7,368.29	7,368.29	0.00
BEGINNING BALANCE: ACCOUNTS PAYABLE ACCRUAL					211150			0.00
ENDING BALANCE: ACCOUNTS PAYABLE ACCRUAL					211150	0.00	0.00	0.00
BEGINNING BALANCE: C/Y REVENUE CONTROL					311000			35,479.27
01/01/2018	CR05	IA174126		2ND QTR 17/18 INTEREST ALLOCAT	311000		99.13	
01/02/2018	CR05	J1807071		HORNCSD WATER FEES NOV 2017	311000		1,744.00	
01/11/2018	CR05	J1807639		HORNCSD WATER FEES DEC 2017	311000		1,200.00	
01/17/2018	CR05	J1807845		HORNCSD WATER FEES DEC 2017	311000		1,571.00	
01/19/2018	CR05	J1807975		HORNCSD WATER FEES DEC 2017	311000		962.00	
01/29/2018	CR05	J1808358		HORNCSD WATER FEES DEC 2017	311000		1,780.21	
ENDING BALANCE: C/Y REVENUE CONTROL					311000	0.00	7,356.34	42,835.61
BEGINNING BALANCE: C/Y EXPENDITURE CONTROL					311100			61,592.76
01/24/2018	INNI	I1814129		DINGMAN, CLINT	311100	443.22		
01/24/2018	INNI	I1814130		PACIFIC POWER	311100	1,141.72		
01/24/2018	INNI	I1814131		BASIC LABORATORY	311100	72.00		
01/24/2018	INNI	I1814132		SISKIYOU SANITARY	311100	75.90		
01/24/2018	INNI	I1814133		SUM IT UP ACCOUNTING, JULIE B	311100	799.00		
01/24/2018	INNI	I1814135		STATE WATER RESOURCES CONTROL	311100	194.00		
01/24/2018	INNI	I1814136		DIXON, KEVIN	311100	100.00		
01/24/2018	INNI	I1814137		MURPHY, PEARSON, BRADLEY & FE	311100	1,000.00		
01/24/2018	INNI	I1814138		KIRSHER, WINSTON, & BOSTON	311100	1,500.00		
01/24/2018	INNI	I1814139		DINGMAN, CLINT	311100	417.45		
01/24/2018	INNI	I1814140		KAMPA COMMUNITY SOLUTIONS	311100	1,575.00		
01/24/2018	INNI	I1814141		STREAMLINE	311100	50.00		
ENDING BALANCE: C/Y EXPENDITURE CONTROL					311100	7,368.29	0.00	68,961.05
BEGINNING BALANCE: FUND BALANCE UNASSIGNED					471000			52,335.80
ENDING BALANCE: FUND BALANCE UNASSIGNED					471000	0.00	0.00	52,335.80



COAS: S COUNTY OF SISKIYOU  
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
TOTAL FUND: 781100 HORN BROOK CSD						TOTAL DEBITS	TOTAL CREDITS	ENDING BALANCE
				ASSETS	01	7,356.34	7,368.29	26,210.36
				LIABILITIES	02	7,368.29	7,368.29	0.00
				CONTROL ACCOUNTS	03	7,368.29	7,356.34	26,125.44
				FUND BALANCES	04	0.00	0.00	52,335.80



January 26, 2018

Hornbrook Community Services District  
PO Box 29  
Hornbrook, Ca. 96044

Dear Hornbrook CSD Water Customer,

We have all seen our electric bills, gas, heating fuel, medical, insurance and other household costs increase dramatically in recent years; and we understand that every cost increase hits your household budget hard. You are receiving this letter because the Hornbrook CSD, who provides your water service, has done everything it can to keep the cost of our water operation and rates to a minimum, but must now increase revenue to pay for the increasing cost of electricity, chemicals, legal expenses, and compliance with state mandates. We must take all actions to keep our community drinking water safe.

We understand that there is never a good time to announce that water rates may need to be increased, but this letter and attached notice are to inform you that the District is considering increased water rates to keep the District financially solvent so that we can qualify for grants to make much needed improvements to the water system, improve water quality and the reliability of our water supply. If adopted, these new rates will go into effect and appear on your April 2018 water bill.

You are encouraged to review more information on the district expenses and need for the increased water rates, available on our website at [www.hornbrookcsd.specialdistrict.org](http://www.hornbrookcsd.specialdistrict.org). If you have any questions regarding the rate increase information or process, feel free to contact me directly by email [pkampa@kampacs.com](mailto:pkampa@kampacs.com), or call my cell phone at (209) 591-7100. You can also request written information by leaving a message at the water plant at (530) 475-3730.

We have scheduled an informational community meeting on the proposed rate increase to be held on February 28, 2018 at 6:00 PM, at the Hornbrook Community Hall.

Sincerely,

Peter J. Kampa  
General Manager



**HORNBROOK COMMUNITY SERVICES DISTRICT  
NOTICE OF PUBLIC HEARING  
PROPOSED INCREASES AND CHANGES IN SEWER SERVICE RATES**

**MARCH 28, 2018 AT 6:00 PM HORNBROOK COMMUNITY HALL  
220 MAIN STREET, HORNBROOK CA 96044**

**QUESTIONS OR COMMENTS? PLEASE CALL (209) 591-7100**

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**NOTICE IS HEREBY GIVEN** that the Hornbrook Community Services District will hold a Public Hearing on the proposed increase in water rates. All members of the public interested are invited to attend and be heard at the meeting, which will commence at 6:00 pm on March 28, 2018 and be held at the Hornbrook Community Hall, at 220 Main St., Hornbrook, California.

**PROPOSED WATER RATES BEGINNING APRIL 1, 2018**

**NOTICE IS HEREBY GIVEN** that pursuant to Article XIII D of the California Constitution, the Hornbrook Community Services District is proposing increases in water service rates beginning April 1, 2018, for water service to the property for which you are shown as the current property owner and ratepayer.

1. **Background.** The District currently charges the following monthly water service rates:  
Fixed Base Rate (Includes 12,000 gallons of water)

Residential Customers - \$39.00 per month  
Government Customers - \$225.00 per month  
Commercial Customers (Businesses) - \$165.00 per month

Consumption Rate (Metered gallons of water used over the 12,000 base)  
\$1.75 per 1,000 gallons

2. **Proposed Increase in Water Rates.** Proposed monthly water service rates to be effective April 1, 2018 are presented in the table below. The monthly water rates **cannot** be increased above the amount shown below, unless an additional public notice is mailed to you, and an additional public hearing held to determine if a majority of customers oppose the rates.

CUSTOMER TYPE	CURRENT MONTHLY BASE RATE	PROPOSED MONTHLY BASE RATE	CHANGE
<b>RESIDENTIAL</b>	\$39.00	\$54.80	\$15.80
<b>COMMERCIAL</b>	\$165.00	\$231.80	\$66.80
<b>GOVERNMENT</b>	\$225.00	\$315.65	\$90.65

3. **Basis for Calculation of Rates.** The proposed water rates have been calculated to yield sufficient revenues to pay the operating expenses of the District's water system, including the cost of pumping from the wells; chemicals to disinfect the water; to provide for the repair of water system infrastructure owned and operated by the District; to pay administrative, billing, accounting and legal expenses; and to ensure a balanced budget to allow the District to access grant funds for required system improvements.

The District has identified that ongoing water system operating expenses have exceeded the revenue received from customers by an average of \$2000 per month, resulting in a deficit of an estimated \$27,000 by December 31, 2017. These expenses are expected to continue into the future, and cannot be significantly reduced until improvements to the water system are completed. An estimated total of \$30,741 in additional revenue, over that generated by the current \$39.00 per month rate, is needed in 2018 to fund the cost of operating the District.



The proposed increase in water rates equally spread the costs of providing water service to each of 128 metered water customers, four commercial customers and three government customers, resulting in an increase of \$15.80 per month per single family residence, (\$15.80 per month x 128 customers x 12 months = \$24,270). The bills for Commercial customers will increase by \$66.80 per month (\$66.80 per month increase x 4 customers x 12 months = \$3207) and the bill of Government customers will increase by \$90.65 per month (\$90.65 per month increase x 3 customers x 12 months = \$3264). The single family rate increase (\$24,270) + the Commercial (\$3207) + the Government (\$3264) = the needed \$30,741 to operate the water system.

4. **Reasons for the Water Rates.** The purpose of the water rates is to generate sufficient revenues to pay for the administration, operation, and maintenance of the District's water operation, water treatment, to provide for repairs and planning for grant funded replacement of the water system, to provide for unforeseen emergencies, and to pay for other obligations and expenses of the District associated with water service.

#### **ADDITIONAL INFORMATION**

Additional information on the proposed water rates and the estimated future financial needs and obligations of the District's water system are provided in the *Hornbrook CSD Water Revenue and Expense Evaluation Dated January 23, 2018*. The report is available for review on the District website at [www.hornbrookcsd.specialdistrict.org](http://www.hornbrookcsd.specialdistrict.org) or can be requested by email at [pkampa@kampacs.com](mailto:pkampa@kampacs.com). You may also contact the District General Manager at (209) 591-7100 for a mailed copy or if you have questions or concerns.

#### **COMMUNITY MEETING ON FEBRUARY 28, 2018**

In addition to the formal Public Hearing to be held on March 28, 2018 the District will be holding a community meeting at the Hornbrook Community Hall, 220 Main Street, Hornbrook on February 28, 2018 at 6:00 PM. The meeting will include a presentation on the proposed water rates and rate structure, reasons for the rate adjustments, and the financial obligations of the District's water operations. The meeting will also include an opportunity for questions and answers, as well as information on how individual water bills will be calculated. While no action will be taken during the community meeting, the Board of Directors welcomes your input and comments on the proposed water rates.

#### **FILING A WRITTEN PROTEST**

Any affected property owner may submit a written protest to the proposed increases and changes in water service rates; provided, however, only one protest will be counted per parcel. Each protest must (1) be in writing, (2) state that the identified property owner opposes the proposed increases and changes to the water service rates, (3) identify the parcel for which the protest is made (by assessor parcel number or street address), and (4) include the signature of the property owner.

**Protests submitted by email, facsimile, or other electronic means will not be counted.** Written protests may be submitted by mail to HCSD, P.O. Pox 29, Hornbrook CA 96044, or at the Public Hearing, so long as the protests are received before the end of the Public Hearing. Please identify on the envelope for any written protest, whether mailed or submitted in person to HCSD, that the enclosed written protest is for the Public Hearing on the Proposed Increase in Water Service Rates.

During the Public Hearing, the HCSD Board of Directors will hear all public testimony and consider all written protests. At the conclusion of the Public Hearing, HCSD will decide whether to adopt the proposed water rates. Oral comments at the Public Hearing will not qualify as formal protests unless accompanied by a written protest, but the District welcomes your input. If, at the end of the Public Hearing, written protests against the proposed increases and changes in the water rates are not presented by a majority of affected property owners of the identified parcels upon which they are proposed to be imposed, the District will be authorized to adopt the rates. If adopted, the proposed rates will become effective on April 1, 2018.



**RESOLUTION NO. 2018-**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE HORN BROOK COMMUNITY SERVICES DISTRICT APPROVING RESTATED  
BOARD OF DIRECTORS BYLAWS**

**WHEREAS**, the Hornbrook Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, in accordance with California Government Code 61045, the District is required to adopt bylaws or rules for its proceedings; and

**WHEREAS**, the District has previously adopted bylaws; and

**WHEREAS**, the District wishes to adopt restated bylaws which are intended to supersede and replace all previous versions of the District bylaws; and

**WHEREAS**, the District has prepared a draft set of restated bylaws as contained herein.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve the Restated Bylaws as attached hereto as Exhibit A.**

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on February 28, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Robert Puckett, President

ATTEST:

\_\_\_\_\_  
Michele Hanson, Secretary

**CERTIFICATE OF SECRETARY**

I, Michele Hanson, the duly appointed and acting Secretary of the Board of Directors of the Hornbrook Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Hornbrook Community Services District, duly called and held on February 28, 2018.

DATED: \_\_\_\_\_.



**HORNBROOK COMMUNITY SERVICES DISTRICT**  
**Board of Directors**  
**Policy and Procedure Manual**

**POLICY TITLE:** Board of Directors – Authority of the Board and Officers

**POLICY NUMBER:** 4000

**ADOPTED:**

**AMENDED:**

**4000.01 Authority of the Board**

The Board of Directors is the governing body of the District. The Board shall act only at its regular meetings, regular adjourned meetings, special meetings or emergency meetings.

**4000.02 Officers**

At the regular meeting in December following a general election, the Directors shall elect one of their members President of the Board, another of the members Vice President, and one of the members as Secretary of the Board. Term of office for each shall be two (2) years unless reappointed. The elected President or the Vice President may succeed him or herself in office once, for two (2) terms or four (4) years in office. Should the President or Vice President vacate his or her office prior to the end of the prescribed two-year term, a replacement shall be appointed by the Directors to complete the term of the replaced officer.



**HORNBROOK COMMUNITY SERVICES DISTRICT**  
**Board of Directors**  
**Policy and Procedure Manual**

**POLICY TITLE: Duties of the Board and Officers**

**POLICY NUMBER: 4010**

**ADOPTED:**

**AMENDED:**

**4010.01 Presiding Officer**

The President shall preside at all meetings of the Board. The Vice President shall preside at all meetings of the Board in the absence of the President. If both the President and Vice President are absent, the Directors in attendance shall select a Director to preside over the meeting.

**4010.02 Duties of the President**

The President of the Board shall preserve order and decorum and shall decide questions of order, subject to appeal to the Board of Directors. The President from the chair may place a motion before the Board, second a motion and vote irrespective of the existence of an otherwise tie vote.

The President shall act as spokesperson for the Board with respect to its actions and policies, and those of the District. This provision, however, shall not preclude any other member of the Board from making appropriate comments within the scope of his or her position.

The President, or any member of the Board or staff person so designated, shall represent the Board where it is appropriate or desirable for the District to appear, at meetings of other public agencies, private entities, before public or private groups, or on other public or private occasions. However, this provision shall not limit the attendance of any Director or authorized officer or employee of the District in conformance with the requirements of the Brown Act.

The President shall work through the General Manager, counsel or other officer of the District to obtain such information as may be necessary and appropriate to assist the Board in its deliberations, and may direct staff to implement the policies and decisions of the Board. Except as provided herein, or except as approved by the Board, individual members of the Board shall not act independently to direct staff in the performance of their duties.

**4010.03 Duties of the Vice President**

The Vice President shall act if the President is absent or unable to act and shall exercise all of the powers of the President on such occasions.

**4010.04 Duties of the Board Secretary**

The District Secretary shall prepare and mail or send by electronic media to each person entitled thereto copies of agendas, minutes of the preceding meeting, and notice of meetings. The District Secretary shall coordinate the monthly water utility billing, assist in receiving payments, prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board. Upon Board Action, a recording secretary may be appointed to record and transcribe the minutes of meetings.

**4010.04 Authority of Individual Board Members**

All powers of the District shall be exercised and performed by the Board as a body. Individual Board Members, except as provided in these bylaws or otherwise authorized by the Board, shall have no independent power to act for the District, or the Board, or to direct staff of the District.



**HORNBROOK COMMUNITY SERVICES DISTRICT**  
**Board of Directors**  
**Policy and Procedure Manual**

**POLICY TITLE: Employees and Consultants**

**POLICY NUMBER: 4020**

**ADOPTED:**

**AMENDED:**

**4020.01 Principal Employees**

The Board shall appoint a General Manager. The General Manager may also act as District Secretary, but no Director shall be appointed as General Manager. The General Manager, District Secretary or a third party may also be appointed as the Finance Officer/Treasurer. No Director shall be appointed as the Finance Officer/Treasurer.

**4020.02 Compensation**

The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys, engineers, and other professional consultants as necessary or convenient for the business of the District.



**HORNBROOK COMMUNITY SERVICES DISTRICT**  
**Board of Directors**  
**Policy and Procedure Manual**

**POLICY TITLE: Duties of Employees**

**POLICY NUMBER: 4030**

**ADOPTED:**

**AMENDED:**

**4030.01 Duties of General Manager**

The General Manager shall be responsible for all of the following:

- 4030.01.1** The Implementation of the policies established by the Board of Directors for the operation of the District.
- 4030.01.2** The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
- 4030.01.3** The supervision of the District's facilities and services.
- 4030.01.4** The supervision of the District's finances.



**HORNBROOK COMMUNITY SERVICES DISTRICT**  
**Board of Directors**  
**Policy and Procedure Manual**

**POLICY TITLE: Meeting Time and Place**

**POLICY NUMBER: 4040**

**ADOPTED:**

**AMENDED:**

**4040.01 Time**

The time for regular meetings of the Board of Directors of the Hornbrook Community Services District shall be set by Resolution of the Board annually in December for the ensuing year. The regular meeting date, once established, can be reset to accommodate member travel schedules, illness, or other cause. The Board shall diligently attempt to hold the regular meeting on the established schedule.

**4040.02 Place**

The place of meetings of the Board of Directors shall be at the Hornbrook Community Hall located at 220 Main Street, Hornbrook, CA 96044, unless otherwise designated by the Board of Directors.



**HORNBROOK COMMUNITY SERVICES DISTRICT**  
**Board of Directors**  
**Policy and Procedure Manual**

**POLICY TITLE: Meeting Manner**

**POLICY NUMBER: 4050**

**ADOPTED:**

**AMENDED:**

**4050.01 Recording**

The proceedings of all regular and special Board meetings shall be recorded by audiotape and/or electronic media. Meeting recordings shall be retained for a period of one (1) year. Video and audio taping of regular or special meetings shall conform to sections 54953.5§ & 54953.6§ of the Brown Act.

**4050.02 Special Meetings**

The time, place, and manner of calling all other meetings of the Board of Directors shall be undertaken as prescribed in the Ralph M. Brown Act. (Government Code Sections 54950 et.seq.)

**4050.03 Adjourned Meetings**

A majority vote by the Board of Directors may terminate any meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place.

**4050.04 Compliance with Brown Act**

All meetings of the Board of Directors and Committees shall be open and public and all persons shall be permitted to attend any public meeting of the Board of Directors; provided, however, that closed sessions may be held when permitted by law.

**4050.05 Secret Ballots**

Secret Ballots are not allowed.

**4050.06 Meetings**

All public meetings shall be conducted in compliance with the provisions of this Chapter and where not otherwise addressed, in compliance with Policy 4080, Rules of Order.

**4050.07 Deviations**

No deviation from or failure to follow the procedures set forth in the Board Bylaws shall invalidate any action or decision by the Board of Directors unless said decision is subsequently invalidated by court order or action of the District Board.



**HORNBROOK COMMUNITY SERVICES DISTRICT**  
**Board of Directors**  
**Policy and Procedure Manual**

**POLICY TITLE: Rules of Order for Board and Committee Meetings**

**POLICY NUMBER: 4080**

**ADOPTED:**

**AMENDED:**

Action Items shall be brought before and considered by the Board by a motion in accordance with this policy.

**4080.01 Obtaining the Floor**

Any member of the Board desiring to speak should address the President and upon recognition by the President, may address the subject under discussion.

**4080.02 Motions**

Any member of the Board, including the President, may make or second a motion. A motion shall be brought and considered when a member of the Board makes a motion and another Director seconds the motion. The motion is then open to discussion and debate. After the matter has been fully discussed and debated, the President will call for the vote.

**4080.03 Motion to Amend**

A main motion may be amended before it is voted on, either by the consent of the members of the Board who moved and seconded, or by a new motion and second.

**4080.04 Motion to Postpone or Table**

A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**4080.05 Motion to Refer to Committee**

A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to a committee, which is then seconded and approved by a majority vote of the Board.

**4080.06 Motion to Close Debate and Vote Immediately**

As provided above, any member of the Board may move to close debate and immediately vote on a main motion.

**4080.07 Motion to Adjourn**

A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

**4080.08 Decorum**

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may adjourn the meeting to temporary recess to gain order in the meeting, or may eject any person or persons making improper personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise interrupting the meeting or hearing.



**HORNBROOK COMMUNITY SERVICES DISTRICT**  
**Board of Directors**  
**Policy and Procedure Manual**

**POLICY TITLE:** Actions and Decisions

**POLICY NUMBER:** 4090

**ADOPTED:**

**AMENDED:**

**4090.01 Method of Action**

The Board shall act only by ordinance, resolution or motion.

**4090.02 Majority - Quorum**

The majority of the Board shall constitute a quorum for the transaction of business.

**4090.03 Majority Vote Required**

No ordinance, resolution or motion shall be passed or shall become effective without the affirmative vote of at least a majority of the members of the Board.

**4090.04 Recordation of Vote Exceptions**

For action taken by motion without the unanimous vote of all Directors present voting, the name of the Ayes and Noes shall be entered in the minutes. For passage of all ordinances and resolutions, the names of the Ayes, Noes, Abstain, and Absent shall be entered into the minutes of the Board

**4090.05 Enacting Clause of Ordinances**

The form of enacting clause of all ordinances passed by the Board shall be: "Be it ordained by the Board of Directors of the Hornbrook Community Services District as follows."

**4090.06 Executions of Ordinances**

All ordinances shall be signed by the President and attested by the District Secretary.

**4090.07 Approval of Agreements**

All agreements of the District shall be approved by Board Resolution and signed by the President and attested by the District Secretary. The Board may authorize the General Manager to sign agreements on behalf of the District for convenience or timeliness.

**4090.08 Approval of Policies and Bylaws**

All adopted and amended policies and bylaws of the District shall be approved by Board Resolution and shall contain an official approval and each amendment date, attested by the Secretary.



**HORNBROOK COMMUNITY SERVICES DISTRICT**  
**Board of Directors**  
**Policy and Procedure Manual**

**POLICY TITLE:** Board Conduct

**POLICY NUMBER:** 4100

**ADOPTED:**

**AMENDED:**

**4100.01 Conflict of Interest**

No Director shall make, participate in or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from doing so by the Political Reform Act of 1974 (Government Code Section 81000, et. Seq.), or any other law. A Director shall, when an agenda item is called, declare that he or she has a conflict of interest, state what the conflict of interest is, and shall remove him or herself from the Board room during the discussion. The Director's removal shall be noted on the record by the District Secretary, who shall also note the Director's return when the time is completed. The District shall adopt a separate Conflict of Interest Policy as required by law.

**4100.02 Ethics**

Directors shall at all times comply with the District's Ethics Policy for Board of Directors. Directors shall comply with the requirements of Government Code Section 53235 by receiving at least two hours of training in general ethics principles and ethics laws relevant to District service within 30 days of assuming office and every two years thereafter, and shall file with the District Secretary a copy of the certificate verifying the completion of such training.

**4100.02 Other Training**

Directors shall complete Harassment training for Supervisors as soon as possible upon the assumption of office, and every two years thereafter, and shall file with the District Secretary a copy of the certificate verifying the completion of such training. Board members shall avail themselves of available governance and Board leadership training when and if such can be supported in the District budget.

**4100.03 Decorum**

Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

Differing viewpoints are healthy in the decision-making process. Individuals have the right to



disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.

In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through the General Manager.



**HORNBROOK COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE: Committees**

**POLICY NUMBER: 4110**

**ADOPTED:**

**AMENDED:**

**4110.01 General Rules Governing Committees**

The President of the Board of Directors may appoint members of the Board of Directors to serve on a Committee.

No more than two Directors of the Board shall serve on any one Standing or Ad-Hoc Committee as further detailed below. Other Directors may attend Standing Committee meetings as observers in accordance with the Brown Act, but have no authority to participate in any way in Committee discussions.

Committees should focus on matters, which typically require extensive research and review, but should not operate in such a way that they make management decisions better left to paid staff.

A Committee may take no action. Recommendations for formal action of the Board of Directors are made in the Committee reports.

Any Standing Committee or Ad-Hoc Committee that is appointed by action of the Board of Directors and/or has members of the public serving on the Committee shall then come under the posting requirements of the Brown Act and shall be open to the public.

Standing Committees may be formed to take on matters of ongoing interest such as budgets, operations and policies. The meetings of Standing Committees shall be held when called by the Chair or other Director member.

Duties and Functions: At the time the President forms the Standing Committee, s/he shall give instructions of the duties for each Committee. Additional duties and functions may be delegated by the President, as the needs arise.

The Committee shall give a report at the regular meeting of the Board of Directors and if a need to take action should arise, the Committee shall bring a recommendation to the Board of Directors at any duly noticed meeting. The Committee Chairman shall notify the General Manager of the items to be placed on the agenda where action is needed, if possible, one week prior to the meeting.

**4110.02 Ad Hoc Committees**



Ad Hoc Committees may be created by the Board President to undertake special research assignments on behalf of the Board. An ad hoc Committee shall consist of two or less members of the Board, and exist for a specified term or until its special assignments are completed, which comes first, but its existence may be extended for an added term or added assignments by action of the Board. Unless otherwise specified, Ad-Hoc Committees are not subject to Brown Act requirements and members of an Ad Hoc Committee shall be appointed by the President of the Board and shall serve at the President's pleasure.



**RESOLUTION NO. 2018-**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE HORN BROOK COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT  
WITH KENNEDY JENKS CONSULTING FOR PREPARATION OF A STATE WATER BOARD  
PLANNING GRANT APPLICATION**

**WHEREAS**, the Hornbrook Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, District has identified a number of water system improvements necessary for compliance with state regulations, to improve water quality and water service reliability; and

**WHEREAS**, the drinking water division of the State Water Board has issued directives to the District requiring certain water system improvements and documentation that must occur as quickly as possible; and

**WHEREAS**, the District qualifies for grant funding of up to \$500,000 to perform engineering evaluations and studies to determine the optimal improvements to the water system to improve water quality and reduce costs, as well as to design selected system improvements and complete environmental documentation to prepare such projects for construction; and

**WHEREAS**, the District has received a proposal from Kennedy Jenks Consultants to prepare the grant application for the District with no initial billing, until the grant is awarded and at which time they will be paid from grant funds; and

**WHEREAS**, Kennedy Jenks is a firm that has produced many successful state grant applications for water system improvements, and said proposal meets the requirements of the District to secure the funding quickly while available.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY:**

1. Approve the letter agreement with Kennedy Jenks Consultants as attached hereto as Exhibit A.
2. Authorize and direct that a planning grant application be prepared for necessary water plant, system upgrades, water meter replacements and upgrades, Supervisory Control and Data Acquisition (SCADA) system installation, system map development and related improvements

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on February 28, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



\_\_\_\_\_  
Robert Puckett, President

ATTEST:

\_\_\_\_\_  
Michele Hanson, Secretary

**CERTIFICATE OF SECRETARY**

I, Michele Hanson, the duly appointed and acting Secretary of the Board of Directors of the Hornbrook Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Hornbrook Community Services District, duly called and held on February 28, 2018.

DATED: \_\_\_\_\_.



**Kennedy/Jenks Consultants**  
**Engineers & Scientists**

0850 Gold Center Drive, Suite 350  
Rancho Cordova, CA 95670  
916-858-2700

20 February 2018

Peter Kampa  
General Manager  
Hornbrook Community Services District  
P.O. Box 29  
Hornbrook, CA 96044

Subject: Hornbrook Community Services District (HCSD)  
2018 DWSRF Planning Application Funding Services Proposal

Dear Mr. Kampa:

Kennedy/Jenks Consultants (Kennedy/Jenks) is pleased to provide the HCSD with this proposal for professional services to support preparation and submittal of a planning grant application through the Drinking Water State Revolving Fund (DWSRF) Program to plan for future improvements to the HCSD water system. The grant funds would be used to cover the costs of completing planning and design related work and deliverables to improve the HCSD water system and address outstanding issues included in its recent annual water system inspection report.

As you know, Kennedy/Jenks is very accomplished and familiar in assisting small water systems comply with regulations and improve water system sustainability. Kennedy/Jenks also has a long-standing working relationship with you on similar projects with successful results. Kennedy/Jenks is familiar with the HCSD water system and latest Department of Drinking Water (DDW) water system inspection report findings. Kennedy/Jenks has worked on many projects having completed planning, design, construction and funding service assignments for a wide variety of clients. Kennedy/Jenks has secured grant funding for clients through various funding programs to help in the planning, design, and construction of sustainable water infrastructure that complies with water regulations. Kennedy/Jenks is recommending that HCSD apply for planning grant funds (up to \$500,000 per project) available through DWSRF for small severely disadvantaged communities and we have developed the following scope of work to assist HCSD with development and submittal of a DWSRF planning grant as described below.

## **Scope of Work**

### **Task 1: Prepare and Submit DWSRF Planning Grant Funding Application**

Kennedy/Jenks will coordinate with the HCSD to develop the information required for the planned water system improvements to be included in the DWSRF Planning Grant Funding



Mr. Peter Kampa  
Hornbrook CSD  
20 February 2018

Application. The project budget and schedule will be developed in coordination with the HCSD, consistent with DWSRF funding guidelines. Kennedy/Jenks will prepare and submit the DWSRF planning grant funding application, including the application elements as follows:

- General Application Package
- Technical Package
- Environmental Package
- Financial Package

The Environmental Package scope will include preparation of a Notice of Exemption to be signed by and filed by HCSD. Any additional environmental documentation associated with preparing the funding application requiring an environmental consult will be paid for by HCSD or through an updated proposal amendment covering those additional costs. The application elements above will be developed based on information provided by the HCSD as requested by Kennedy/Jenks.

Kennedy/Jenks will submit the DWSRF planning application with the goal of achieving funding approval during calendar year 2018. The Planning grant funds would then be available for use by the HCSD in FY18-19. Kennedy/Jenks will coordinate with the funding agency as required to confirm a complete application is submitted and the decision for funding approval.

Kennedy/Jenks will submit a draft of the application package to HCSD for review and comment before submitting the package to DWSRF. Comments from HCSD will be incorporated into the final application package.

Deliverables:

- Draft HCSD DWSRF Planning Grant Application – one electronic copy
- Final HCSD DWSRF Planning Grant Application – one electronic copy to HCSD and DWSRF

**Task 2: Project Management**

This project management task includes the following subtasks:

Project Administration/Periodic Check-ins

This subtask provides for management of project activities in terms of scope and schedule, periodic correspondence, coordination with HCSD, and project administration including:

- Project setup including development of internal project setup documents and accounting system software.
- Periodic phone calls and emails to keep the HCSD project manager informed of the project status, schedule and budget, which will be conducted by the Kennedy/Jenks project manager.
- No monthly invoicing will be submitted to HCSD.



Mr. Peter Kampa  
Hornbrook CSD  
20 February 2018

### Quality Control

The Project Manager will organize and ensure that there is complete Quality Control (QC) review of documents prepared by Kennedy/Jenks prior to submitting them to the HCSD and DWSRF.

### Deliverables:

- Meeting agendas and notes – electronically via email

## **Project Team Organization**

The Kennedy/Jenks project team will consist of the following:

- Jacques DeBra, Project Manager
- Tim Williams, P.E., Project QC Reviewer and Technical Advisor
- Jake Hanson, Staff Engineer

The project team will be led by Jacques DeBra who will serve as the Project Manager and coordinate with Mr. Kampa regarding key project milestones and decisions. The Project Manager will focus on delivering the Kennedy/Jenks scope of work within the project schedule and budget. Jacques will lead the effort and be assisted by Jake Hanson who has extensive experience with preparing and submitting water funding applications for a variety of funding programs. Tim Williams has extensive experience in the planning, design, construction and funding of water projects and will serve as a technical advisor and provide quality review of key documents before submittal to HCSD and DWSRF.

## **Proposal Preparation Schedule**

Assuming a February 28, 2018 notice to proceed, the proposed work will be completed within 45 days by April 15, 2018.

## **Basis of Compensation**

We propose that compensation for the Scope of Work described above be on a time and expense reimbursement basis (up to \$16,600) in accordance with our Schedule of Charges dated 1 January 2018, attached. Kennedy/Jenks shall document and account for time and materials spent on preparing and submitting the HCSD DWSRF planning grant application. Kennedy/Jenks will be fully reimbursed for the time and materials invested in preparing the HCSD DWSRF funding application (up to \$16,600) upon DWSRF application approval by the SWRCB. Payment shall be made for the full amount (up to \$16,600) to be included in the HCSD's first project reimbursement request upon funding application approval.

Based on our estimate of services required, we propose a budget of \$16,600, which will not be exceeded without authorization.



Mr. Peter Kampa  
Hornbrook CSD  
20 February 2018

Kennedy/Jenks' proposed budget is summarized below and detailed in the attached proposal fee estimate.

<b>Task Name</b>	<b>Estimated Hours</b>	<b>Estimated Budget</b>
Task 1: DWSRF Funding Application	71	\$12,515
Task 2: Project Management	18	\$ 4,085
Total	89	\$16,600

### **Terms and Conditions**

This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter.

To assure a clear understanding of all matters related to our mutual responsibilities, the attached Standard Conditions dated 1 January 2017 are made a part of our agreement. We have found these terms to be appropriate for use with agreements for the provision of engineering and scientific services, and accordingly, should any conflict exist between the attached terms and the form of any purchase order or confirmation issued, the terms of this proposal and the attached Standard Conditions shall prevail in the absence of our express written agreement.

If this proposal meets with your approval, please sign where noted below and return a copy to our office to serve as our authorization. By virtue of signing this letter proposal, both parties agree to and understand that Kennedy/Jenks has agreed to prepare HCSD's DWSRF planning application with no upfront compensation. Furthermore, Hornbrook CSD has agreed to hire Kennedy/Jenks to complete the scope of work contained in the HCSD DWSRF funding application upon DWSRF funding application approval. Kennedy/Jenks costs to prepare the HCSD DWSRF planning application are attached and would be included in the first planning grant reimbursement request to the State.

Kennedy/Jenks will begin work immediately upon execution of this letter proposal agreement.

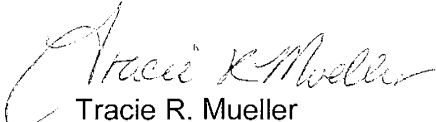


Mr. Peter Kampa  
Hornbrook CSD  
20 February 2018

Thank you for considering us for this work. We look forward to working with you again. If you should have any questions, please contact Jacques DeBra at 916-858-2727.

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.

  
Tracie R. Mueller  
Operations Manager

**AUTHORIZATION:**

CLIENTCOMPANYNAME

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

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

Attachments:

- Schedule of Charges dated 1 January 2018
- Proposal Fee Estimate
- 1 Jan 2017 Standard Conditions

cc: Jacques DeBra, Kennedy/Jenks



**Client/Address:** Hornbrook Community Services District (HCSD)  
Peter Kampa, General Manager  
P.O. Box 29  
Hornbrook, CA 96044

**Contract/Proposal Date:** 2018 HCSD Funding Services Proposal 02-20-2018

**Schedule of Charges**

**Date:** January 1, 2018

**PERSONNEL COMPENSATION**

<b>Classification</b>	<b>Hourly Rate</b>
Engineer-Scientist-Specialist 1.....	\$130
Engineer-Scientist-Specialist 2.....	\$160
Engineer-Scientist-Specialist 3.....	\$175
Engineer-Scientist-Specialist 4.....	\$190
Engineer-Scientist-Specialist 5.....	\$205
Engineer-Scientist-Specialist 6.....	\$230
Engineer-Scientist-Specialist 7.....	\$260
Engineer-Scientist-Specialist 8.....	\$280
Engineer-Scientist-Specialist 9.....	\$295
CAD-Technician .....	\$110
Senior CAD-Technician .....	\$125
CAD-Designer .....	\$150
Senior CAD-Designer .....	\$165
Project Administrator .....	\$125
Administrative Assistant.....	\$105
Aide.....	\$80

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2018 through December 31, 2018. After December 31, 2018, invoices will reflect the Schedule of Charges currently in effect, which is anticipated to be a 3% increase for 2019.



**Proposal Fee Estimate**

**Kennedy/Jenks Consultants**

CLIENT Name: Hornbrook CSD  
 PROJECT Description: HCSD DWSRF Planning Appl. - Funding Prop.  
 Proposal/Job Number: Date: 02/19/2018

Classification:	Hourly Rate:	Eng-Sc-9, T \$295	Eng-Sc-6, J Debra, PM \$230	Eng-Sc-2, J Hanson, Staff \$160	CAD \$120	Project Administrator \$125	Admin. Assist. \$105	Aide \$75	Total Hours	KJ		KJ		Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
										Labor	Fees	ODCs	Markup				
<b>Task 1 - DWSRF Planning Grant Application Preparation</b>																	
1.1 General Package				2			2		8	\$1,310	\$0	\$0	\$0	\$1,310	\$0	\$0	\$1,310
1.2 Technical Package			14	25	2		2		43	\$7,670	\$150	\$15	\$0	\$7,835	\$0	\$165	\$7,835
1.3 Environmental Package			2	8			2		12	\$1,950	\$0	\$0	\$0	\$1,950	\$0	\$0	\$1,950
1.4 Financial Package			2	6					8	\$1,420	\$0	\$0	\$0	\$1,420	\$0	\$0	\$1,420
<b>Task 1 - Subtotal</b>		0	20	43	2	0	6	0	71	\$12,350	\$150	\$15	\$0	\$12,515	\$0	\$165	\$12,515
<b>Task 2 - Project Management</b>																	
2.1 Project Set-up				2		2			4	\$570	\$0	\$0	\$0	\$570	\$0	\$0	\$570
2.2 Project Administration/Periodic Check-ins			7						7	\$1,610	\$91	\$9	\$0	\$1,710	\$0	\$100	\$1,710
2.3 Quality Control		3	4						3	\$885	\$0	\$0	\$0	\$885	\$0	\$0	\$885
Contingency		3	11	2	0	2	0	0	18	\$3,985	\$91	\$9	\$0	\$4,085	\$0	\$100	\$4,085
<b>Task 2 - Subtotal</b>		3	31	45	2	2	6	0	89	\$16,335	\$241	\$24	\$0	\$16,335	\$0	\$255	\$16,600
<b>All Tasks Total</b>		3	31	45	2	2	6	0	89	\$16,335	\$241	\$24	\$0	\$16,335	\$0	\$255	\$16,600

January 1, 2018 Rates



Client: Hornbrook CSD

Contract/Proposal Date: 2/20/2018

## Standard Conditions

January 1, 2017

CLIENT and KENNEDY/JENKS CONSULTANTS, INC. ("CONSULTANT") agree that the following provisions shall be a part of their agreement.

1. **TERMS OF PAYMENT.** CLIENT will be invoiced at the end of the first billing period following commencement of work and at the end of each billing period thereafter. Payment in full of an invoice must be received by CONSULTANT within thirty (30) days of the date of such invoice.
2. **EFFECT OF INVOICE.** The work performed shall be deemed approved and accepted by CLIENT as and when invoiced unless CLIENT objects within fifteen (15) days of invoice date by written notice specifically stating the details in which CLIENT believes such work is incomplete or defective, and the invoice amount(s) in dispute. CLIENT shall pay undisputed amounts as provided for in the preceding paragraph.
3. **INTEREST; SUSPENSION OF WORK.** Failure of CLIENT to make full payment of an invoice so that it is received by CONSULTANT within said thirty (30) days of the date thereof subjects the amount overdue to a delinquent account charge of one percent (1%) of the invoice amount per month, compounded monthly, but not to exceed the maximum rate permitted by law. Failure of CLIENT to submit full payment of an invoice within thirty (30) days of the date thereof subjects this agreement and the work herein contemplated to suspension or termination at CONSULTANT's discretion.
4. **ADVANCE PAYMENT; WITHHOLDING OF WORK PRODUCT.** CONSULTANT reserves the right to require payment in advance for work it estimates will be done during a given billing period. CONSULTANT, without any liability to CLIENT, reserves the right to withhold any services and work products herein contemplated pending payment of CLIENT's outstanding indebtedness or advance payment as required by CONSULTANT. Where work is performed on a reimbursable basis, budget may be increased by amendment to complete the scope of work. CONSULTANT is not obligated to provide services in excess of the authorized budget.
5. **STANDARD OF CARE.** CONSULTANT's services performed under this agreement will be performed in a manner consistent with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of CONSULTANT are based on information supplied by CLIENT and others, such findings and recommendations are correct to the best of CONSULTANT's knowledge and belief. No warranty, express or implied, is made or intended by this agreement, or by the foregoing statement of the applicable standard of care, or by providing consulting services or by furnishing oral or written reports of findings made. No entity other than CLIENT or CONSULTANT shall be construed as a beneficiary to this Agreement.
6. **INSURANCE COVERAGE.** CONSULTANT is protected by Worker's Compensation insurance as required by applicable state laws and will maintain employer's liability coverage. During the performance of this agreement CONSULTANT will maintain professional liability insurance with a limit of \$1 million on a claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with a limit of not less than \$1 million on an occurrence basis.
7. **ALLOCATION OF RISK.** CLIENT and CONSULTANT have discussed the risks associated with this project and the extent to which those risks should be shared by CLIENT and by CONSULTANT, and have agreed: (a) To the fullest extent permitted by law, CLIENT agrees to limit the liability of CONSULTANT, its officers, employees, and subconsultants to CLIENT, all landowners, contractors, subcontractors, lenders, suppliers, manufacturers, third parties, and their employees such that the total aggregate liability, including all attorneys fees and costs shall not exceed \$50,000.00 or the total fees paid for CONSULTANT's services on this project, whichever is greater. (b) All damages such as loss of use, profits, anticipated profits, and the like losses are consequential damages for which CONSULTANT is not liable. (c) CLIENT shall give written notice to CONSULTANT of any claim of negligent act, error or omission within one (1) year after the completion of the work performed by CONSULTANT. Failure to give notice herein required shall constitute a waiver of said claim by CLIENT.
8. **SERVICES DURING CONSTRUCTION.** Any construction inspection or testing provided by CONSULTANT is for the purpose of determining compliance by contractors with the functional provisions of project documents only. CLIENT agrees that CONSULTANT will have no inspection responsibilities at the jobsite except to the extent specifically provided for in the agreed upon scope of work. CONSULTANT shall not be held in any way to guarantee any contractor's work, nor to assume responsibility for means, methods or appliances used by any contractor nor to assume responsibility for a contractor's compliance with laws and regulations or for contractor's errors, omissions, or defective work. CLIENT agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for jobsite conditions during the course of construction of the project, including safety of all persons and property and that this responsibility shall be continuous and not be limited to normal working hours. CLIENT agrees to require in all construction contracts for the project, provisions that CLIENT and CONSULTANT shall be defended and indemnified by the contractor and its subcontractors and named additional insureds on contractor's and subcontractor's insurance. Any statements of estimated construction costs furnished by CONSULTANT are based on professional opinions and judgment, and CONSULTANT will not be responsible for fluctuations in construction costs.
9. **SERVICES BY CLIENT.** CLIENT will provide access to site of work, obtain all permits, provide all legal services in connection with the project, and provide environmental impact reports and energy assessments unless specifically included in the scope of work. CLIENT shall pay the costs of checking and inspection fees, zoning application fees, soils engineering fees, testing fees, surveying fees, and all other fees, permits, bond premiums, and all other charges not specifically covered by the scope of work. CLIENT shall designate to CONSULTANT the location of all subsurface utility lines and other subsurface man-made objects (in this agreement collectively called "buried utilities") within the boundaries of the jobsite. CONSULTANT will conduct at CLIENT's expense such additional research as in CONSULTANT's professional opinion is appropriate to attempt to verify the location of buried utilities at the jobsite, but CLIENT shall remain responsible for the accurate designation of their location and, shall indemnify, defend, and hold CONSULTANT harmless from any claims or loss arising from the failure to accurately locate buried utilities.
10. **COMPLIANCE WITH LAWS.** CLIENT and CONSULTANT shall each use reasonable care in its efforts to comply with laws, codes, ordinances and regulations in force at the time of the performance by each under this agreement, insofar as such laws are applicable to a party's performance. Unless otherwise provided for in the scope of work of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of CLIENT. It is CONSULTANT's belief that the work is not subject to California Prevailing Wage Law, unless expressly identified as such within the scope of work. Should it be alleged or determined that some or all of the work is subject to California's Prevailing Wage Law, then CLIENT shall reimburse CONSULTANT for the additional costs associated with CONSULTANT complying with those laws.
11. **USE OF DOCUMENTS.** Drawings, reports, writings and other original documents (documents) furnished by CONSULTANT are for the exclusive use of CLIENT and CONSULTANT retains all intellectual property rights including copyrights. Documents are furnished to CLIENT upon CLIENT's specific agreement that it assumes all liability resulting from the further distribution of such documents, or any portion of them,



**Standard Conditions (Page 2)**

and that CLIENT will indemnify CONSULTANT and hold it harmless against any claims associated with the unauthorized use of such documents. In no event will CLIENT or any person acting on its behalf edit, abridge, or modify any document prepared by CONSULTANT without CONSULTANT's express written consent.

12. **ELECTRONIC OR MAGNETIC DATA.** Documents provided by CONSULTANT in electronic or magnetic formats are provided under the following conditions unless detailed otherwise in the scope of work or by a written amendment. Documents are provided in CONSULTANT's standard software formats. CLIENT recognizes that electronic or magnetic data and its transmission can be easily damaged, may not be compatible with CLIENT'S software formats and systems, may develop inaccuracies during conversion or use, and may contain viruses or other destructive programs, and that software and hardware operating systems may become obsolete. As a condition of delivery of electronic or magnetic data, CLIENT agrees to defend indemnify and hold CONSULTANT, its subconsultants, agents and employees harmless from and against all claims, loss, damages, expense and liability arising from or connected with its use, reuse, misuse, modification or misinterpretation. In no event shall CONSULTANT be liable for any loss of use, profit or any other damage.
13. **TERMINATION.** This agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and continue such default after the expiration of a seven (7) day notice period. Either party may terminate this agreement without necessity of cause upon the expiration of a thirty (30) day notice period. If this agreement is terminated by CLIENT in the absence of default by CONSULTANT, CONSULTANT shall be paid for services performed and costs incurred by it prior to its receipt of notice of termination from CLIENT, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent (10%) of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by CONSULTANT including but not limited to cancellation fees or charges. CONSULTANT will use reasonable efforts to minimize such additional charges.
14. **PRECEDENCE OF CONDITIONS.** Should any conflict exist between the terms herein and the terms of any purchase order or confirmation issued by CLIENT, the terms of these Standard Conditions shall prevail in the absence of CONSULTANT's express written agreement to the contrary.
15. **ASSIGNMENT: SUBCONTRACTING.** Neither CLIENT nor CONSULTANT shall assign any of its rights including a right to sue, or delegate its duties under this agreement without the written consent of the other.
16. **FORCE MAJEURE.** Any delay or default in the performance of any obligation of CONSULTANT under this agreement resulting from any cause(s) beyond CONSULTANT's reasonable control shall not be deemed a breach of this agreement. The occurrence of any such event shall suspend the obligations of CONSULTANT as long as performance is delayed or prevented thereby, and the fees due hereunder shall be equitably adjusted.
17. **MERGER: WAIVER: SURVIVAL.** This agreement constitutes the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations and/or agreements, written or oral. One or more waiver of any term, condition or other provision of this agreement by either party shall not be construed as a waiver of a subsequent breach of the same or any other provision. Any provision hereof which is legally deemed void or unenforceable shall not void this entire agreement and all other provisions shall survive and be enforceable.
18. **APPLICABLE LAW.** This agreement shall be interpreted and enforced according to the laws of the State of California. In the case of invalidity or unenforceability of any provision or portion thereof, the provision shall be rewritten and enforced to the maximum extent permitted by law to accomplish as near as possible the intent of the original provision. Nothing herein shall be construed to provide for indemnification against damages arising from a party's gross negligence or willful misconduct.



# Hornbrook Community Services District

## Regular Meeting of February 28, 2018

### AGENDA SUPPORTING DATA

#### 5. DISCUSSION AND ACTION ITEMS

- d. Approval of an increase in billing rate for the District's bookkeeping service, Sum it Up, to fund increased utility billing and customer account services

#### **Recommended Motion**

Staff recommends the following motion:

***I move to approve an increase in the Sum it Up Billing Rate from \$750 per month to \$950 per month effective upon software implementation.***

#### **Background**

Sum it Up performs the utility billing for the District. The accounting program used by Sum it Up has been extremely limited in its ability to perform adequate utility billing functions. The software used is an accounting software being forced to function for utility billing, and therefore normal reports such as current and historical customer water usage information, is only available by manually calculating the usage from the meter reading cards.

Sum it Up is purchasing an utility billing software to allow for adequate and efficient customer billing. In addition, as part of this enhanced service, Sum it Up is taking on additional customer service duties including direct customer assistance with resolving billing questions and issues, streamlining and assisting with delinquent billing and other customer service duties that are currently lagging.

Sum it Up is simply passing the monthly cost of the software on to the District. A copy of information on the new utility billing program is attached.



# El Dorado™

## What's New in version 9.6

**Philosophy**

El Dorado provides new cost-effective, easy to use billing and collection solutions to help with meter reading, billing and collections. We are committed to understanding your organization and building long-lasting customer relationships to assist in your continued success! We strive to exceed customer expectations by connecting the latest technologies, providing feature rich tools and outstanding customer service. El Dorado version 9 **Transforms, Connects and Informs!**



### Stuck Meter Tracking – Catch billing issues before they happen

Based on customer feedback we have added a new feature that allows you to bill stuck meters based on a predetermined usage average. This simplifies the billing process and allows you to bill the customer on an average consumption and then the actual reading when the meter is fixed.



### Easy Print – Print and Mailing Service

We have partnered with an industry leading national commercial printer to print and mail your El Dorado billing statements for you. The process is very similar to the one used by Shutterfly or Tiny Prints for sending out holiday cards. With the Easy Print solution, you simply upload your monthly PDF statement file to our web portal and we do the rest. This is a cost savings program just on the postage alone you will save 9 cents per statement!

Statement Type	Printing	Postage
8 ½ x 11 Statement	0.39 cents ea.	0.40 cents
Post Card	0.25 cents ea.	0.25 cents



### New online bill pay option – Pay by text

Now your customers can pay on their bill with their smart phone by PC, smart phone or text. Your customers receive a text with their bill amount and can pay directly by responding to the text.



### Calendar based billing or payment plan

Our new calendar based billing allows you to set up billing of Misc. Charges like payment or annual fees. You can also use the calendar function to issue customer credits over a select time period.

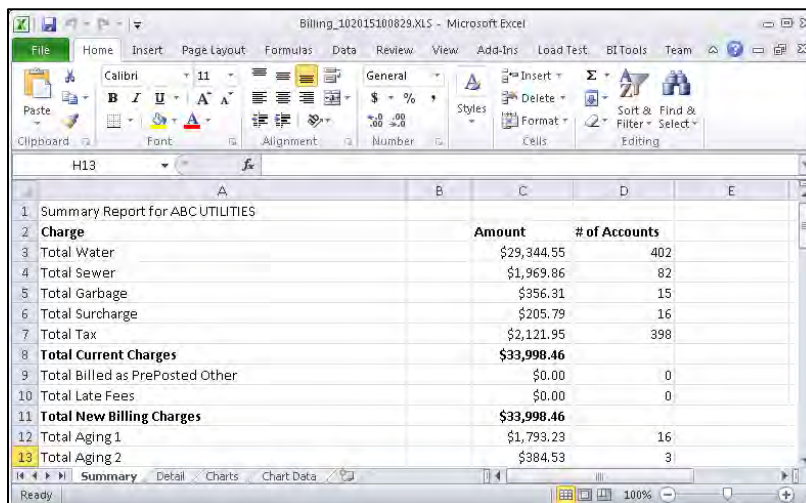


## Improved Payment and Adjustment posting

- Apply adjustments directly to the account receivables. Post immediately with an option to display the billing adjustment on your customer's next statement.
- Account History grid now displays both entry postdate and effective postdate

## Extensive Reporting

- Create a Microsoft Excel **calculate bills** worksheet with tabs to view summary level financials, detailed customer billing data, and billing/utility usage comparison graphs that shows 3 year trends. –*customer favorite!*



Charge	Amount	# of Accounts
Total Water	\$29,344.55	402
Total Sewer	\$1,969.86	82
Total Garbage	\$356.31	15
Total Surcharge	\$205.79	16
Total Tax	\$2,121.95	398
<b>Total Current Charges</b>	<b>\$33,998.46</b>	
Total Billed as PrePosted Other	\$0.00	0
Total Late Fees	\$0.00	0
<b>Total New Billing Charges</b>	<b>\$33,998.46</b>	
Total Aging 1	\$1,793.23	16
Total Aging 2	\$384.53	3

- A new **period reconciliation** report combines all the billing, late fee, payments and receivables into one easy to read report.
- Large selection of new and improved, audit friendly reports. Review onscreen, print, or export to your favorite file format.

## Statements with More Flexibility

- New statement formats to select from

## Automatically Apply Late Fees

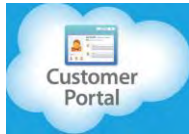
Automatically calculates late fees with new options to adhere to a wide variety of rules.

## Online Payment Solution with Customer Care Portal

Get paid faster and on time by letting your customers access a cloud enabled online payment portal. Our new convenience fee model eliminates the hassles of managing payment processing fees. An easy to use, secure 24/7 online customer care portal empowers your customers to:

- Conveniently view current and historical online utility statements
  - Make online payments, accepts electronic check, ACH and credit card payments






- Customers Sign-up to pay by eCheck, Credit card or Auto pay
- Update contact information - *reduces phone calls!*
- Issue service requests directly online
- View past and current bills online
- Automatically send eReminder notices for pending payments due

**Update Customer Profile: RUTH, TEST**

Please review your profile. Click update to save any modifications.

**Customer Info** Options History Bank Accounts Credit Cards AutoPay Paper Invoices

 Customer Name: RUTH, TEST  
Account Number: 01001  
Address: 13881 MAIN  
Suite/Apt#:   
City, State, Zip: ALPHA CA 91234  
Telephone: 800-999-9999  
Email Address: michel@creativetechusa.com  
Active:

## Automated Reminders and Electronic Statements

E-mail or print and send reminders to customers having outstanding balances based on your entry selections. Store customer email addresses in El Dorado's Account Manager and deliver customers their statement electronically. *-saves time, money and improves collections!*

## Easy to Maintain Utility Data with More Enhancements

- Meter change outs can be documented at any time during the billing period
- Correct an erroneous meter reading by simply clicking the reverse meter read button on the Account Manager's Meter/Utility screen.

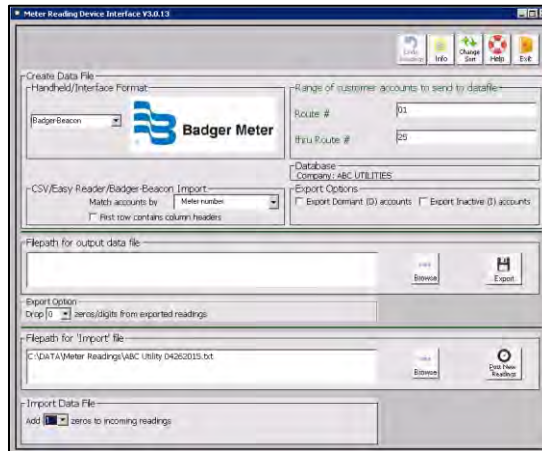
## New meter formats added AMR Interface

Automate meter readings with a single, open interface that supports various meter collection manufacturers and Microsoft .CSV file format.

- Introducing Creative Technologies *EasyReader*, a simple to use mobile meter reading device. Field readers quickly key in readings via the touch pad. Meter readings are automatically posted to all accounts within the selected range by clicking one simple button!
- Export a .CSV file from El Dorado, update it with new reading information and import back in!



- New AMR interfaces for Badger Beacon and Neptune radio read sensors



- **Create Custom Shut Off Notices**

An easy to use **Microsoft Word** interface enables you to create custom shut off notices. The mail merge technology populates notices with your selected customer information and selections. Now you can create your own legal notices and highlight, bold and italics words.



### Cloud Backup

Safely backup all of your billing data to the cloud. Backup to your favorite cloud based providers such as Google Drive, Microsoft OneDrive, Dropbox, etc.

### Improved Account Search

Quickly access one or more accounts using the new account selection grid. Apply a partial search if you are unsure of customer name, address, or phone number to yield a list of accounts that partially match your criteria.

### Upgraded Database Engines

Now with support for the latest version of **Microsoft Access** and **SQL database** engines making El Dorado more capable and scalable. This common platform enables an efficient data transfer of your data from MS Access to MS SQL without retraining your staff!

Call or Email us today for more information

949-200-8100

[Sales@Creativetechusa.com](mailto:Sales@Creativetechusa.com)