

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, OCTOBER 8, 2024
5:00 P.M.
Crowley Lake Community Center
58 Pearson Road
Crowley Lake, CA 93546**

AGENDA

All items on this agenda are subject to discussion and direction.

- 1. CALL MEETING TO ORDER**
 - A. Oath of Office – Mark Fiore
 - B. Roll Call

- 2. ADDITIONS TO AGENDA**
 - A. Items added to the agenda must be approved by the Board pursuant to Government Code §54954.2

- 3. PUBLIC COMMENT**
 - A. The public may make a statement or pose questions on Items **NOT** on the agenda** (see note at end of agenda)

- 4. CONSENT AGENDA**
 - A. Financial Reports
 1. Consideration & Approval of Disbursements List
 - B. Review & Acceptance of Monthly Financial Reports
 1. Account Summary / Balances – All Funds
 2. Budget Report: YTD Actual to Budget Report –September 2024
 3. District Fund Transfers – September, 2024
 4. Southern California Edison Report
 5. Equipment Use Hours Report

- 5. APPROVAL OF MINUTES**
 1. Minutes of the Regular Board Meeting of August 13, 2024
 2. Minutes of the Regular Board Meeting of September 10, 2024
 3. Minutes of the Special Board Meeting of October 1, 2024

- 6. OPERATIONS SEWER FACILITIES /JUNIPER DRIVE GENERAL UPDATE**
 - A. General Report on Status of Facilities, Operational Stability
 1. Plant Automation
 2. Clarifiers
 3. Blower / DO Controller
 4. Wells
 5. Easements, Manholes and Sewer Lines
 6. Drying Beds
 7. Testing and Flows
 8. Juniper Drive Maintenance
 9. Miscellaneous Projects

- 7. SECRETARY /ADMINISTRATIVE UPDATE**
 - a. General Update
 - b. Budget Adjustments Discussion
 - c. Secretary Assistant – Draft Job Announcement

- 8. NEW BUSINESS**
 - A. Connection and Availability Fee Study Update

- 9. OLD BUSINESS**
 - A. Juniper Drive Speed Limit Update

- 10. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**

- 11. BOARD MEMBER COMMENTS/REPORTS**

- 12. ANNOUNCEMENTS**
 - A. Regular Board Meeting: November 12, 2024 at 5 p.m.
Crowley Lake Community Center

- 13. ADJOURNMENT**

****NOTE:** Members of the public will have the opportunity to directly address the Board of Directors concerning any item listed on the Agenda below before or during consideration of that item. In order to better accommodate members of the public, specific times for Agenda Items will be heard at the specified time or soon thereafter. Agenda Items without specific times may be rearranged to accommodate the Board's schedule. All public comments will be limited by the President of the Board to a speaking time of three minutes.

All items on this agenda are subject to discussion and direction.

HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS September 11 through October 8, 2024

Type	Date	Num	Name	Memo	Amount
Sep 11 - 14, 24					
Bill Pmt -...	09/11/2024		UMPQUA BANK	AUGUST 2024	-867.34
Bill Pmt -...	09/12/2024		MAMMOTH DISPOSAL	August 2024	-218.04
Sep 11 - 14, 24					-1,085.38
Week of Sep 15, 24					
Bill Pmt -...	09/18/2024		Intuit	AUTOPAYMENT TRANSACTION FEE...	-213.00
Bill Pmt -...	09/19/2024		Intuit	AUTOPAYMENT TRANSACTION FEE...	-69.00
Week of Sep 15, 24					-282.00
Week of Sep 22, 24					
Bill Pmt -...	09/23/2024		Intuit	Returned Autopayment 6034027 Whiting	-185.56
Bill Pmt -...	09/23/2024		Intuit	AUTOPAYMENT TRANSACTION FEE...	-39.00
Bill Pmt -...	09/24/2024		Intuit	AUTOPAYMENT TRANSACTION FEE...	-39.00
Bill Pmt -...	09/26/2024		Bank of America	FEE - REMOTE DEPOSIT	-15.00
Bill Pmt -...	09/26/2024		Inyo County Waste Managment	00379	-261.38
Week of Sep 22, 24					-539.94
Week of Sep 29, 24					
Paycheck	09/30/2024		BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	09/30/2024		CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	09/30/2024	8584	Hatter, Jason T		-736.84
Paycheck	09/30/2024		PRESTON, DEVIN M	Direct Deposit	0.00
Paycheck	09/30/2024	8585	SHIPLEY, STEVE H		-258.53
Paycheck	09/30/2024		HAFNER, KEITH	Direct Deposit	0.00
Paycheck	09/30/2024		CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	09/30/2024		Kirwan, Dena	Direct Deposit	0.00
Liability C...	09/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/26/2024	-9,244.61
Paycheck	09/30/2024		CZESCHIN, WILLIAM	Direct Deposit	0.00
Liability C...	09/30/2024		PERS Retirement	3320645013	-446.24
Liability C...	09/30/2024		PERS 457 Contributions	3320645013	-183.33
Bill Pmt -...	09/30/2024		AT&T	Sept 2024	-257.27
Bill Pmt -...	09/30/2024		PERS Retirement	SEPTEMBER EMPLOYER CONT	-652.49
Paycheck	10/01/2024	8586	Hatter, Jason T		-912.50
Liability C...	10/01/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/28/2024	-8,752.72
Bill Pmt -...	10/01/2024		PERS Health Insurance	2024 OCTOBER	-2,702.07
Bill Pmt -...	10/01/2024	8596	Inyo County Waste Managment	00379	-65.00
Liability C...	10/05/2024	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # -1619390482	-31.71
Liability C...	10/05/2024	E-pay	EFTPS	94-2834850 QB Tracking # -1619357482	-3,430.68
Liability C...	10/05/2024	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # -1619341482	-1,208.10
Week of Sep 29, 24					-28,882.09
Oct 6 - 8, 24					
Bill Pmt -...	10/07/2024		MCWD	Lab Testing October - PAID ONLINE	-90.00
Bill Pmt -...	10/07/2024		SCE Pump Station	09/03/2024 TO 10/01/2024	-791.26
Bill Pmt -...	10/08/2024	8587	BABCOCK LABORATORIES, I...	Lab Testing SEPT 2024	-195.72

3:27 PM

10/07/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
CHECKS WRITTEN - ALL FUNDS
September 11 through October 8, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -...	10/08/2024	8588	CD CONSTRUCTION	GRAVEL - STORAGE CONTAINER	-825.00
Bill Pmt -...	10/08/2024	8589	INFOSEND, INC	CUSTOMER BILLING JULY & AUGUS...	-410.66
Bill Pmt -...	10/08/2024	8590	Lorinda Beatty	MEDICAL REIMB	-904.00
Bill Pmt -...	10/08/2024	8591	MAMMOTH BUSINESS ESSE...	INVOICE 10878	-85.31
Bill Pmt -...	10/08/2024	8592	MOUNTAIN MEADOWS MUTU...	WATER - PUMP STATION - OCT NOV...	-300.00
Bill Pmt -...	10/08/2024	8593	NORTH BAY PENSIONS, LLC	AUDIT PENSION LIABILITY FY 2023/2...	-1,000.00
Bill Pmt -...	10/08/2024	8594	SANCON TECHNOLOGIES, IN...	VACTOR AND TV 9/17 TO 9/20 2024	-30,238.70
Bill Pmt -...	10/08/2024	8595	SDRMA	Workers' Comp Insurance FY 2024 202...	-2,161.46
Bill Pmt -...	10/08/2024	8597	MONO COUNTY TREASURER	Transfer Passthrough for Juniper Drive I...	-50,000.00
Bill Pmt -...	10/08/2024	8598	APG - Neuros Inc.	BLOWER 5% UPON COMPLETION	-2,870.70
Bill Pmt -...	10/08/2024	8599	MAMMOTH BUSINESS ESSE...	INVOICE 10951	-202.33
Oct 6 - 8, 24					-90,075.14
TOTAL					-120,864.55

Account Balance Summary

	Beginning Balance	9/30/2024
Operations		
Checking	57,497.57	73,362.89
*Inv - Operations Reserves	25,000.00	50,000.00
*Inv- Emergency Reserves	42,546.40	67,546.40
*Inv - PERS UAL	25,000.00	25,000.00
*Inv - Personnel Leave Liabilities	25,000.00	25,000.00
JD Owes SF	(0.00)	934.74
Total Operations Funds	175,043.97	240,909.29
<i>*Investment Pool</i>		
Capital		
Savings	114,931.71	95,796.43
*Inv - Capital Reserves	42,546.40	67,546.40
*Inv- Generator Reserves	-	75,000.00
*Inv - Clarifier Replacement Holdings	-	70,000.00
Inv. - Vehicle Replacement Holdings	-	-
Total Capital Funds	157,478.11	308,342.83
<i>*Investment Pool</i>		
Juniper Operations		
Juniper Drive Checking	140,925.97	142,456.99
Juniper Wash	(0.00)	(934.74)
Juniper Investment Funds	331,790.22	329,561.56
Total Juniper Drive Checking	140,925.97	141,522.25

Hilton Creek Community Services District					
Sewer Funds Account Balances					
Preliminary Year End Report As Of					
September 30, 2024					
	Previous				9/30/2024
Account	Balance	Credits	Debits	Adjustments	Balance
**Bank of America *	52,625.52	70,468.36	(45,890.73)	-	73,362.89
Sewer Fund Use Fees & Expenses		54,414.85	(18,688.12)		
Cancelled / Return/ Fin. Chg Other			(185.56)		
County Inv. Pool Transfer		-			
LAIF Transfers					
Capital Reserve Transfer		-			
Connection Fees		-	-		
County Loan Transfer					
Availability Fees					
Juniper Deposits/Expenses		2,107.67	(13,071.21)		
Juniper Drive Transfers		13,945.84	(13,945.84)		
Admin / Late Fees		-			
Capital Reserve	95,795.64	0.79	-	-	95,796.43
Connection & Availability Fees					
Transfers					Blower
Interest		0.79			
LAIF	5,315.29	-	-	-	5,315.29
Checking Transfers					No Change
Interest					
Other					
Other					
County Investment Pool	583,004.68	17,663.91	-	-	600,668.59
Checking Transfers			-		
LAIF Transfers					
Interest					
Unsec. Property Tax					
Secure Property Tax					
Other		17,663.91			ERAF 6/30/2024
Unitary Property Tax					
Delinquent Accounts Collection					
Total**	736,741.13	88,133.06	(45,890.73)	-	775,143.20

** Balance Owed to Sewer Fund 934.74
Total with Juniper Drive Oweing 776,077.94

COUNTY INVESTMENT POOL HOLDINGS - REMAINS WITHIN INVEMENT POOL					
HOLDINGS	160,092.80	(25,000.00)	245,000.00	-	380,092.80
Emergency Reserves Holdings	42,546.40		25,000.00		67,546.40
Capital Reserves Holdings	42,546.40		25,000.00		67,546.40
Operation Reserves Holdings	25,000.00		25,000.00		50,000.00
Capital Generator Holdings			75,000.00		75,000.00
Clarifier Replacement Holdings			70,000.00		70,000.00
PERS UAL Holdings	25,000.00	(25,000.00)	25,000.00		25,000.00
Personnel Leave Liability Holdings	25,000.00				25,000.00
Vehicle Replacement Holdings					-

Transfer of residual property tax will occur in October.

Juniper Drive Special Zone of Benefit Funds
Preliminary Year End Report As Of
September 30, 2024

	Previous	Credits	Debits	Adjustments	9/30/2024 Balance
Bank of America	149,580.71	6,936.12	(14,059.84)	-	142,456.99
Juniper Drive Fees Collected		6,936.12			
Juniper Drive Expenses			(14,059.84)		
LAIF	4,966.45	-	-	-	4,966.45
Interest					No Change
Other					
County Investment Pool	329,561.56	-	-	-	329,561.56
Checking Transfers					No Change
Interest					
Other					
Total**	484,108.72	6,936.12	(14,059.84)	-	476,985.00

** Balance Owed to Sewer Fund (934.74)
Total with Balance Owed to Sewer Fund 476,050.26

Juniper Drive Wash					
Fwd		JD Fees Coll	JD Checks	*Adjust	Pmt to SF
	(3,917.04)	2,107.67	(13,071.21)		13,945.84
					JD Owes SF (934.74)

Funds collected / paid in Sewer Fund

***Prior month adjustments**
August Amount Incorrect

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · 1 Bank of America-Checking	73,362.89
12000 · 3 B of America-Capital Reserve	95,796.43
13000 · 4 Mono Co Treasury Inv. Pool	600,668.58
14000 · 5 LAIF	
General Sewer Fund	4,957.36
14000 · 5 LAIF - Other	357.93
Total 14000 · 5 LAIF	5,315.29
Total Checking/Savings	775,143.19
Accounts Receivable	
10100 · Accounts receivable	
10101 · SEWER USE FEES	
10105 · Finance Charge	1,706.30
10109 · LIEN FEE	-100.00
10101 · SEWER USE FEES - Other	86,439.38
Total 10101 · SEWER USE FEES	88,045.68
10102 · AVAILABILITY FEES	4,295.00
10107 · Non Customer	-211.60
10108 · ADMIN FEE - DELINQUENT ACCOUNTS	2,262.50
10100 · Accounts receivable - Other	-495.54
Total 10100 · Accounts receivable	93,896.04
10103 · SEWER CONNECTION FEE	-110.62
Total Accounts Receivable	93,785.42
Other Current Assets	
10202 · Allowance for uncollectibles	-254.45
Total Other Current Assets	-254.45
Total Current Assets	868,674.16
Fixed Assets	
10300 · Property, Plant & Equipment	
10301 · Equipment	3,104,881.53
10302 · Facilities Improvements	78,028.37
10303 · Other Equipment	21,391.22
10304 · Vehicles	16,500.00
10300 · Property, Plant & Equipment - Other	53,625.00
Total 10300 · Property, Plant & Equipment	3,274,426.12
Total Fixed Assets	3,274,426.12
Other Assets	
10305 · Accumulated depreciation	-2,893,782.35
Total Other Assets	-2,893,782.35
TOTAL ASSETS	1,249,317.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	-90.00
Total Accounts Payable	-90.00
Other Current Liabilities	

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of September 30, 2024

10/07/24

Accrual Basis

	<u>Sep 30, 24</u>
10400 · Accounts payable	2,877.10
17000 · Juniper Dr SZB Clearing Acct	-934.74
2100 · Payroll Liabilities	1,446.38
2110 · Direct Deposit Liabilities	8,908.77
Total Other Current Liabilities	<u>12,297.51</u>
Total Current Liabilities	12,207.51
Long Term Liabilities	
10502 · PENSION LIABILITIES	
10503 · Def inflows of resources-actuar	49,993.00
10504 · Def outflows of resources-actua	-100,283.00
10506 · Net Pension Liability	310,167.00
Total 10502 · PENSION LIABILITIES	<u>259,877.00</u>
2500 · Loan - LA County	91,806.00
Total Long Term Liabilities	<u>351,683.00</u>
Total Liabilities	363,890.51
Equity	
1110 · Retained Earnings	791,764.03
1112 · Capital Improvement Reserve	152,054.71
Net Income	-58,391.32
Total Equity	<u>885,427.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,249,317.93</u></u>

HILTON CREEK COMMUNITY SERVICES DISTRICT

All Sewer Fund Transaction Detail Report

September 2024

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Liability Check	09/03/2024	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		31.47
Liability Check	09/03/2024	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		776.44
Liability Check	09/03/2024	E-pay	EFTPS	94-2834850 Q...	10000 · 1 Bank o...		-SPLIT-		1,653.54
Deposit	09/03/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	50.00	
Deposit	09/03/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	09/03/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	200.00	
Deposit	09/03/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	09/03/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	09/03/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	74.00	
Deposit	09/03/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	110.62	
Deposit	09/03/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	150.00	
Deposit	09/03/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	150.00	
Deposit	09/03/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	98.42	
Paycheck	09/04/2024	8577	Hatter, Jason T		10000 · 1 Bank o...	162	-SPLIT-		912.50
Liability Check	09/04/2024		QuickBooks Payroll ...	Created by P...	10000 · 1 Bank o...		2110 · Direct D...		5,590.32
Deposit	09/04/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	263.34	
Deposit	09/04/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	422.91	
Deposit	09/04/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	09/04/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	845.82	
Deposit	09/04/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	438.90	
Deposit	09/04/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	7,098.68	
Bill Pmt -Check	09/06/2024		PERS Health Insura...	2024 SEPTE...	10000 · 1 Bank o...		20000 · *Accou...		2,702.07
Bill Pmt -Check	09/07/2024		AT&T		10000 · 1 Bank o...		20000 · *Accou...		257.27
Bill Pmt -Check	09/07/2024		FRONTIER COMM...	Pump Station ...	10000 · 1 Bank o...		20000 · *Accou...		43.08
Bill Pmt -Check	09/07/2024		MCWD	Lab Testing S...	10000 · 1 Bank o...		20000 · *Accou...		90.00
Bill Pmt -Check	09/07/2024		SCE Plant	08/02/2024 T...	10000 · 1 Bank o...		20000 · *Accou...		2,752.02
Bill Pmt -Check	09/07/2024		SCE Pump Station	08/02/2024 T...	10000 · 1 Bank o...		20000 · *Accou...		880.47
Bill Pmt -Check	09/07/2024	8578	APG - Neuros Inc.	Blower - SAL...	10000 · 1 Bank o...		20000 · *Accou...		4,025.82
Bill Pmt -Check	09/07/2024	8579	BABCOCK LABOR...	Lab Testing A...	10000 · 1 Bank o...		20000 · *Accou...		110.26
Bill Pmt -Check	09/07/2024	8580	BILLY CZESCHIN		10000 · 1 Bank o...		20000 · *Accou...		13,396.00
Bill Pmt -Check	09/07/2024	8581	Emp. Dev. Dept.	Letter IDI0684...	10000 · 1 Bank o...		20000 · *Accou...		100.15
Deposit	09/09/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	0.00	
Deposit	09/09/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	09/09/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	73.15	
Deposit	09/09/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	749.81	
Liability Check	09/10/2024	E-pay	EFTPS	94-2834850 Q...	10000 · 1 Bank o...		-SPLIT-		2,200.54
Liability Check	09/10/2024	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		522.41
Transfer	09/11/2024			TRANSFER J...	10000 · 1 Bank o...	164	17000 · Junipe...	13,945.84	
Deposit	09/11/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	1,047.03	
Bill Pmt -Check	09/11/2024		UMPQUA BANK	AUGUST 2024	10000 · 1 Bank o...		20000 · *Accou...		867.34
Deposit	09/12/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	321.86	
Bill Pmt -Check	09/12/2024		MAMMOTH DISPO...	August 2024	10000 · 1 Bank o...		20000 · *Accou...		218.04
Deposit	09/15/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	73.15	
Deposit	09/16/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	27,535.43	
Deposit	09/16/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	196.84	
Deposit	09/16/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	321.86	
Deposit	09/18/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	09/18/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	152.00	
Deposit	09/18/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	

HILTON CREEK COMMUNITY SERVICES DISTRICT

All Sewer Fund Transaction Detail Report

September 2024

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Bill Pmt -Check	09/18/2024		Intuit	AUTOPAYME...	10000 · 1 Bank o...		20000 · *Accou...		213.00
Deposit	09/19/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.00	
Deposit	09/19/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	614.46	
Deposit	09/19/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	196.84	
Bill Pmt -Check	09/19/2024		Intuit	AUTOPAYME...	10000 · 1 Bank o...		20000 · *Accou...		69.00
Deposit	09/20/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	09/20/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	09/23/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	263.34	
Deposit	09/23/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	1,170.40	
Deposit	09/23/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	3,335.64	
Deposit	09/23/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	3,088.50	
Deposit	09/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	09/23/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	196.84	
Deposit	09/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	0.20	
Bill Pmt -Check	09/23/2024		Intuit	Returned Aut...	10000 · 1 Bank o...		20000 · *Accou...		185.56
Bill Pmt -Check	09/23/2024		Intuit	AUTOPAYME...	10000 · 1 Bank o...		20000 · *Accou...		39.00
Deposit	09/24/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	153.73	
Deposit	09/24/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	09/24/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	09/24/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Bill Pmt -Check	09/24/2024		Intuit	AUTOPAYME...	10000 · 1 Bank o...		20000 · *Accou...		39.00
Bill Pmt -Check	09/26/2024		Bank of America	FEE - REMO...	10000 · 1 Bank o...		20000 · *Accou...		15.00
Bill Pmt -Check	09/26/2024		Inyo County Waste ...	00379	10000 · 1 Bank o...		20000 · *Accou...		261.38
Deposit	09/26/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	248.00	
Deposit	09/28/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	09/28/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	321.86	
Paycheck	09/30/2024		BEATTY, LORINDA A	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	09/30/2024		CONNOLLY, ISABE...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	09/30/2024	8584	Hatter, Jason T		10000 · 1 Bank o...	162	-SPLIT-		736.84
Paycheck	09/30/2024		PRESTON, DEVIN M	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	09/30/2024	8585	SHIPLEY, STEVE H		10000 · 1 Bank o...	162	-SPLIT-		258.53
Paycheck	09/30/2024		HAFNER, KEITH	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	09/30/2024		CZESCHIN, WINDS...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	09/30/2024		Kirwan, Dena	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Liability Check	09/30/2024		QuickBooks Payroll ...	Created by P...	10000 · 1 Bank o...		2110 · Direct D...		9,244.61
Paycheck	09/30/2024		CZESCHIN, WILLIAM	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Liability Check	09/30/2024		PERS Retirement	3320645013	10000 · 1 Bank o...		2103 · B Retire...		446.24
Liability Check	09/30/2024		PERS 457 Contributi...	3320645013	10000 · 1 Bank o...		2101 · 457 Em...		183.33
Deposit	09/30/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	512.26	
Deposit	09/30/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	3,862.32	
Bill Pmt -Check	09/30/2024		AT&T	Sept 2024	10000 · 1 Bank o...		20000 · *Accou...		257.27
Bill Pmt -Check	09/30/2024		PERS Retirement	SEPTEMBER...	10000 · 1 Bank o...		20000 · *Accou...		652.49
TOTAL								70,468.36	49,730.99

HILTON CREEK COMMUNITY SERVICES DISTRICT

Juniper Drive Clearing Account Monthly Detail Report

September 2024

Type	Date	Name	Memo	Class	Debit	Credit
Bill	09/02/2024	PERS Health Insura...	10% Health Ins	164	238.43	
Bill	09/02/2024	PERS Health Insura...	10% Health Ins	164	31.79	
Deposit	09/03/2024	JUNIPER DRIVE FE...	J6014012 PE...	164		150.00
Deposit	09/03/2024	JUNIPER DRIVE FE...	J6014008 MIL...			98.42
Deposit	09/04/2024	JUNIPER DRIVE FE...	J6017026 LK...	164		85.10
Deposit	09/04/2024	JUNIPER DRIVE FE...	J6017027 LK...	164		196.84
Deposit	09/04/2024	JUNIPER DRIVE FE...	BURNIER 02...	164		98.42
Deposit	09/04/2024	JUNIPER DRIVE FE...	BURNIER 02...	164		42.55
Deposit	09/04/2024	JUNIPER DRIVE FE...	J6012014 MC...	164		196.84
Deposit	09/04/2024	JUNIPER DRIVE FE...	J6016017 CZ...	164		196.84
Deposit	09/04/2024	JUNIPER DRIVE FE...	J6016015 CZ...	164		85.10
Deposit	09/04/2024	JUNIPER DRIVE FE...	J6013015 NO...	164		85.10
Deposit	09/04/2024	JUNIPER DRIVE FE...	J6013016 NO...	164		85.10
Deposit	09/04/2024	JUNIPER DRIVE FE...	J6013007 NO...	164		196.84
Bill	09/07/2024	AT&T	10%	164	25.73	
Bill	09/10/2024	BILLY CZESCHIN	SNOW REM...	164	6,750.00	
Bill	09/10/2024	BILLY CZESCHIN	SNOW REM...	164	4,500.00	
Transfer	09/11/2024		TRANSFER J...			13,945.84
Bill	09/11/2024	UMPQUA BANK	10% OFFICE ...	164	41.09	
Bill	09/11/2024	UMPQUA BANK	10% FUEL	164	29.87	
Deposit	09/16/2024	JUNIPER DRIVE FE...	J6017022-001...	164		196.84
Deposit	09/19/2024	JUNIPER DRIVE FE...	J6013002-001...	164		196.84
Deposit	09/23/2024	JUNIPER DRIVE FE...	J6012001 RO...	164		196.84
Bill	09/29/2024	AT&T	10%	164	25.73	
General Journal	09/30/2024		10% GROSS ...	164	637.33	
General Journal	09/30/2024		10% GROSS ...	164	127.80	
General Journal	09/30/2024		10% GROSS ...	164	0.00	
General Journal	09/30/2024		10% GROSS ...	164	18.33	
Bill	09/30/2024	PERS Retirement	10%	164	65.26	
General Journal	09/30/2024		10% GROSS ...	164	336.90	
General Journal	09/30/2024		10% GROSS ...	164	18.33	
General Journal	09/30/2024		10% GROSS ...	164	121.30	
General Journal	09/30/2024		Total 10% Gr...	164	0.00	
General Journal	09/30/2024		Total 10% IC ...	164	28.33	
General Journal	09/30/2024		Total 10% W...	164	18.33	
General Journal	09/30/2024		Total 10% DP...	164	28.33	
General Journal	09/30/2024		Total 10% SS...	164	28.33	
TOTAL					13,071.21	16,053.51

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Balance Sheet

10/05/24

As of September 30, 2024

Accrual Basis

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	142,456.99
102 - LAIF	4,966.45
Mono County Treasury Inv. Pool	329,561.56
Total Checking/Savings	<u>476,985.00</u>
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
121 - FINANCE CHARGES	1,320.94
122 - MAINTENANCE FEES	10,535.09
Total 120 - ACCOUNTS RECEIVABLE	<u>11,856.03</u>
Total Accounts Receivable	11,856.03
Other Current Assets	
JDSZB Wash Account	-934.74
Total Other Current Assets	<u>-934.74</u>
Total Current Assets	<u>487,906.29</u>
TOTAL ASSETS	<u>487,906.29</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202 - ACCOUNTS PAYABLE	108.00
Total Accounts Payable	<u>108.00</u>
Total Current Liabilities	<u>108.00</u>
Total Liabilities	108.00
Equity	
32000 · 304 - Retained Earnings	492,797.95
Net Income	-4,999.66
Total Equity	<u>487,798.29</u>
TOTAL LIABILITIES & EQUITY	<u>487,906.29</u>

4:10 PM

10/05/24

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Transactions By Month
September 2024

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Clr</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
Sep 24							
Deposit	09/03/2024	Deposit	101 - Checking - B o...	X	12000 · Undep...	196.84	
Transfer	09/11/2024	Funds Transfer	101 - Checking - B o...	X	JDSZB Wash ...		13,945.84
Deposit	09/16/2024	Deposit	101 - Checking - B o...	X	-SPLIT-	6,260.50	
Check	09/19/2024	ACH Transact...	101 - Checking - B o...	X	68110 · Bank ...		99.00
Deposit	09/23/2024	Deposit	101 - Checking - B o...	X	-SPLIT-	478.78	
Check	09/24/2024	ACH Transact...	101 - Checking - B o...	X	68110 · Bank ...		15.00
Sep 24						6,936.12	14,059.84

JUNIPER DRIVE WASH ACCCOUNT

Transactions By Month

September 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Sep 24									
General Journal	09/02/2024	LB FY...		Health Insura...	JDSZB Wash Account		-SPLIT-		238.43
General Journal	09/02/2024	LB FY...		Health Insura...	JDSZB Wash Account		JDSZB Wash ...		31.79
Deposit	09/03/2024			Deposit	JDSZB Wash Account		12000 · Undep...	98.42	
Deposit	09/03/2024			Deposit	JDSZB Wash Account		12000 · Undep...	150.00	
Deposit	09/04/2024			Deposit	JDSZB Wash Account		-SPLIT-	422.91	
Deposit	09/04/2024			Deposit	JDSZB Wash Account		-SPLIT-	845.82	
General Journal	09/07/2024	LB FY...		ATT	JDSZB Wash Account		68100 · 515 - T...		25.73
General Journal	09/11/2024	LB FY...		SNOW REM...	JDSZB Wash Account		-SPLIT-		6,750.00
General Journal	09/11/2024	LB FY...		SNOW REM...	JDSZB Wash Account		JDSZB Wash ...		4,500.00
Transfer	09/11/2024			Funds Transfer	JDSZB Wash Account		101 - Checking...	13,945.84	
General Journal	09/11/2024	LB FY...		CC Fuel	JDSZB Wash Account		-SPLIT-		29.87
General Journal	09/11/2024	LB FY...		CC Office Exp...	JDSZB Wash Account		JDSZB Wash ...		41.09
Deposit	09/16/2024			Deposit	JDSZB Wash Account		12000 · Undep...	196.84	
Deposit	09/20/2024			Deposit	JDSZB Wash Account		12000 · Undep...	196.84	
Deposit	09/23/2024			Deposit	JDSZB Wash Account		12000 · Undep...	196.84	
General Journal	09/30/2024	LB FY...		10% GROSS ...	JDSZB Wash Account		-SPLIT-		637.33
General Journal	09/30/2024	LB FY...		10% ADD RE...	JDSZB Wash Account		JDSZB Wash ...		127.80
General Journal	09/30/2024	LB FY...		100% JUNIP...	JDSZB Wash Account		JDSZB Wash ...	0.00	
General Journal	09/30/2024	LB FY...		100% JUNIP...	JDSZB Wash Account		JDSZB Wash ...		18.33
General Journal	09/30/2024	LB FY...		10% Retireme...	JDSZB Wash Account		504-A - Retire...		65.26
General Journal	09/30/2024	LB FY...		ATT	JDSZB Wash Account		68100 · 515 - T...		25.73
General Journal	09/30/2024	LB FY...		10% Gross L...	JDSZB Wash Account		-SPLIT-		336.90
General Journal	09/30/2024	LB FY...		10% ADD CO...	JDSZB Wash Account		JDSZB Wash ...		18.33
General Journal	09/30/2024	LB FY...		10% ADD CO...	JDSZB Wash Account		JDSZB Wash ...		121.30
General Journal	09/30/2024	LB FY...		10% IC Gross...	JDSZB Wash Account		JDSZB Wash Account		28.33
General Journal	09/30/2024	LB FY...		10% WC Gro...	JDSZB Wash Account		JDSZB Wash Account		18.33
General Journal	09/30/2024	LB FY...		10% DP Gros...	JDSZB Wash Account		JDSZB Wash Account		28.33
General Journal	09/30/2024	LB FY...		10% SS Gros...	JDSZB Wash Account		JDSZB Wash Account		28.33
								16,053.51	13,071.21

Sep 24

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

September 2024

10/07/24

Accrual Basis

	Sep 24
Ordinary Income/Expense	
Income	
4015 · Fees	
4010 · Use Fees	526.68
Total 4015 · Fees	526.68
7033 · Mono County Tax Revenue	17,663.90
Total Income	18,190.58
Gross Profit	18,190.58
Expense	
6003 · Depreciation Expense	4,200.00
6100 · Employee Benefits	
6101 · Health Insurance	
6103A · Health Insurance Operator II	2,145.81
6104 · D Health Insurance - Retired	286.04
Total 6101 · Health Insurance	2,431.85
6106 · Retirement	
6107 · Retirement - ER Contribution	
6100A · RETIREMENT ER CONT - OPER II	587.23
Total 6107 · Retirement - ER Contribution	587.23
Total 6106 · Retirement	587.23
6117 · Add Compensation - Director	660.00
6119A · Add Compensation Oper II	165.00
6120 · Add Compensation - Secretary	165.00
6121 · A Medical Reimb - Board	0.00
6122 · A Medical Reimb - Employee	0.00
Total 6100 · Employee Benefits	4,009.08
6200 · Payroll Expenses	
6201 · Gross Payroll-Board of Director	270.00
6203A · Gross Payroll - Oper II	5,736.01
6203B · Gross Payroll OIT/Maint Tech	
6205B · Overtime 1.5 OIT Tech	0.00
Total 6203B · Gross Payroll OIT/Maint Tech	0.00
6204A · Gross Payroll Op II - Add Dutie	1,146.18
6205A · Gross PR Oper II OT 1.5 Op II	2,305.57
6206A · Gross PR Op II Standby	387.50
6207 · Gross Payroll - Chief Plant Op	
6208 · Weekly Standby Stipend - CPO	50.00
6207 · Gross Payroll - Chief Plant Op - Other	5,280.00
Total 6207 · Gross Payroll - Chief Plant Op	5,330.00
6211 · Gross Payroll - Per Diem Ops	1,807.50
6212 · Gross Payroll-Secretary	3,562.94
6213 · Per Diem - Project Assistant	1,091.70
6215 · Payroll Taxes	1,297.50
6200 · Payroll Expenses - Other	0.00
Total 6200 · Payroll Expenses	22,934.90
6240 · Miscellaneous	0.88

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

September 2024

10/07/24

Accrual Basis

	Sep 24
6500 · Operations Administration	
6557 · Telephone	
6557B · Telephone - Cell	463.08
6557C · Telephone - Fire Alarm	43.08
Total 6557 · Telephone	506.16
Total 6500 · Operations Administration	506.16
6550 · Office Expenses	
BANK ADJUSTMENT - CUSTOMER PMT	
69810 · Customer Returned Payment Chrg	10.50
Total BANK ADJUSTMENT - CUSTOMER PMT	10.50
6550A · Bank Service Charges	340.00
6550C · Website / Advert./ Pub Notice	113.40
6550G · Office Communication- Not Phone	36.00
6550J · Office General / Misc	220.38
Total 6550 · Office Expenses	720.28
6600 · Repairs & Maintenance	
6601 · A Automobile Expense	
6601A · Fuel	268.83
Total 6601 · A Automobile Expense	268.83
6603 · Lab Testing	200.26
6604 · Plant - General / Misc	218.04
6608 · Sludge Removal	260.00
6611 · U Utilities	
6611 B · SCE - Plant	2,752.02
6611 C · SCE - Pump Station	880.47
Total 6611 · U Utilities	3,632.49
6621 · Blower Project	5,079.59
Total 6600 · Repairs & Maintenance	9,659.21
6615 · Equipment Rental	
6615 B · Equip. Use - Avail/Standby Fee	750.00
6615 C · Equip. Use - Guaranteed Hours	500.00
Total 6615 · Equipment Rental	1,250.00
Total Expense	43,280.51
Net Ordinary Income	-25,089.93
Other Income/Expense	
Other Income	
7031 · Interest Income	0.79
Total Other Income	0.79
Net Other Income	0.79
Net Income	-25,089.14

**HILTON CREEK COMMUNITY SERVICES DISTRICT
ACTUAL TO BUDGET FY 2024-2025
Monday, September 30, 2024**

		2024/2025 Proposed SEWER Budget	August September		Year To Date	Over (Under)
REVENUE						
General Operating Revenue:						
1	Property Taxes <u>Transferred</u> to Operations	313,490.88			-	(313,490.88)
Sewer Operation & Maintenance Revenue:						
2	Sewer Use Fees	536,280.00	27,711.31	40,469.01	114,508.13	(421,771.87)
Sewer Capital Improvement Revenue: Moved						
Investment Revenue						
3	Interest on Investments	-			-	-
4	Transfer From Reserves	-			25,000.00	25,000.00
5	Transfer From Other Funds	-			-	-
6	Other Revenue	-			-	-
7	Late Charges	-			-	-
	<i>Juniper Drive Funds Collected or (Transferred)</i>				3,010.44	
TOTAL REVENUES		849,770.88	27,711.31	40,469.01	142,518.57	(710,262.75)
EXPENSES						
ADMINISTRATION EXPENSES						
8	Administration Fees	500.00			-	(500.00)
9	Transfer out to Emergency Reserves	-			-	
10	Transfer out to Capital Improvement Projects	-			-	
11	***Depreciation Expense (Book Entry Only)	50,000.00	4,200.00	4,200.00	12,600.00	(37,400.00)
SUBTOTAL		50,500.00	4,200.00	4,200.00	12,600.00	(37,900.00)

		2024/2025 Proposed SEWER Budget			Year To Date	Over
			August	September		
Estimated EMPLOYEE BENEFITS						
12	Medical Reimbursement - Director (5)	14,893.36	2,628.00		2,628.00	(12,265.36)
13	Medical Reimbursement - GM	1,620.00			-	(1,620.00)
14	Medical Reimbursement - Oper II	6,115.50			-	
15	Medical Reimbursement - OIT	1,620.00				
16	Medical Reimbursement - Secretary	1,784.85	827.56		827.56	
17	Health Insurance (1) General Manager	25,200.00				(25,200.00)
18	Health Insurance (1) Base Rate Oper II	25,200.00	2,145.81	2,145.81	6,439.14	(18,760.86)
19	Health Insurance OIT (Currently Unfilled)	25,200.00				(25,200.00)
20	Health Insurance - Retired (2)	3,240.00	286.04	286.04	859.27	(2,380.73)
21	Retirement Benefits - Employer Contributions GM	9,900.00			-	(9,900.00)
22	Retirement Benefits - Employer Contributions Oper II (10.15%)	7,390.44	587.37	587.23	1,761.97	(5,628.47)
23	Retirement Benefits - Employer Contributions OIT (Pepra 7.87%)	4,051.48				
24	Additional Compensation - GM	1,980.00			-	(1,980.00)
25	Additional Compensation - Oper II	1,980.00	(18.34)	165.00		
26	Additional Compensation - OIT	1,980.00			-	(1,980.00)
27	Add Compensation - Directors	9,900.00	660.00	660.00	1,980.12	(7,919.88)
28	Add Compensation - Secretary	1,980.00	165.00	165.00	495.03	(1,484.97)
SUBTOTAL		144,035.63	7,281.44	4,009.08	14,991.09	(114,320.28)

		2024/2025 Proposed SEWER Budget	August	September	Year To Date	Over
PAYROLL						
Salaries & Employee Benefits:					-	
	Director's Gross Salary					
29	+ \$3,000 Special Meetings if they occur	8,100.00	270.00	270.00	810.00	(7,290.00)
30	General Manager Salary	95,990.27			-	(95,990.27)
31	Operator II	72,812.25	5,736.01	5,736.01	17,209.34	(55,602.91)
32	Operator II Overtime	12,000.00	1,156.99	1,146.18	4,029.57	(7,970.43)
33	Operator II Additional Duties Pay	14,940.00	1,146.58	2,305.57	4,598.99	(10,341.01)
34	Operator II Operations Stand by Time	3,000.00	387.50	387.50	1,181.25	(1,818.75)
35	OIT	51,480.00				
36	OIT Overtime (100 Hours)	4,125.00				
37	OIT Operations Stand by Time	1,000.00				
38	Chief Plant Operator - Part Time	80,000.00	7,672.50	5,280.00	17,325.00	(62,675.00)
39	CPO Operations Stand by Time	1,000.00	50.00	50.00	100.00	
40	Perdiem Operations	20,000.00	1,475.00	1,807.50	5,090.00	(14,910.00)
41	Secretarial Gross Salary Part Time	45,540.00	3,589.86	3,562.94	12,462.66	(33,077.34)
42	Per Diem Project Assistant	19,800.00	838.26	1,091.70		
43	Per Diem Assistant Secretary	19,800.00				
44	Payroll Taxes	18,900.00	1,261.80	1,297.50	3,914.15	(14,985.85)
SUBTOTAL		468,487.52	23,584.50	22,934.90	66,720.96	(304,661.56)

		2024/2025 Proposed SEWER Budget	August	September	Year To Date	Over	
OPERATIONS							
45	Liability Insurance	9,450.00			9,027.39	(422.61)	
46	Worker's Comp Insurance	10,800.00			8,428.53	(2,371.47)	
47	Auditor / Accounting	11,340.00	630.00		630.00	(10,710.00)	
48	Legal Fees	4,770.00			-		
49	Rate Study Avail Fees & Connection Fees	17,000.00			-		
50	Dues & Subscriptions	3,240.00	300.00		300.00	(2,940.00)	
51	Travel -Non Litigation	1,800.00			-	(1,800.00)	
52	License & Permits	35,000.00			-	(35,000.00)	
53	Educational Expenses	8,100.00			-	(8,100.00)	
54	Telephone	3,240.00	274.65	506.16	823.77	(2,416.23)	
55	Office Expenses	12,000.00	917.06	720.28	2,040.24	(9,959.76)	
56	Rent/Property Lease	500.00			-		
57	Contingency Admin Operations	10,000.00	3,463.32		3,463.32	(6,536.68)	
		SUBTOTAL	127,240.00	5,585.03	1,226.44	24,713.25	(80,256.75)
REPAIRS & MAINTENANCE							
58	Auto Expenses	4,500.00	210.56	268.83	479.39	(4,020.61)	
59	Contract Services	5,000.00			-	(5,000.00)	
60	Lab Testing	6,500.00	290.26	200.26	490.52	(6,009.48)	
61	Plant - General Repairs & Maintenance	15,000.00	1,167.30	218.04	1,603.38	(13,396.62)	
62	Tools & Equipment - Non Capital	10,000.00	5.21		5.21	(9,994.79)	
63	SCADA	15,000.00			-	(15,000.00)	
64	Plant - Pond Maintenance	2,000.00			-	(2,000.00)	
65	Plant - Sludge Removal	2,000.00		260.88	260.88	(1,739.12)	
66	Sewer Lines - Vactor, Replace, Lining & General Maint.	60,000.00			-	(60,000.00)	
67	Supplies & Uniform/Clothing Allowance	900.00			-	(900.00)	
68	Water	1,200.00			300.00	(900.00)	
69	SCE- Plant	30,000.00		2,752.02	5,626.63	(24,373.37)	
70	SCE - Pump Station	11,000.00		880.47	1,767.37	(9,232.63)	
71	Heavy Equipment & Snow Removal Plant	15,000.00		1,250.00	1,250.00	(13,750.00)	
72	Repairs & Maintenance Contingency	10,198.00	19,203.00	5,079.59	24,500.29	14,302.29	
		SUBTOTAL	188,298.00	20,876.33	10,910.09	36,283.67	(152,014.33)

		2024/2025 Proposed SEWER Budget	August	September	Year To Date	Over
LONG TERM LIABILITY						
73	Debt - So Cal Ren - In Capital	16,600.00			-	(16,600.00)
74	CalPERS Unfunded Liability -	25,200.00			23,023.80	(2,176.20)
75	Leave Payout (Vac & SL) - Inv. Fund Alloc.	17,100.00			-	
	SUBTOTAL	58,900.00	-	-	23,023.80	(18,776.20)
SUBTOTAL ALL EXPENSES 1,037,461.15 61,527.30 43,280.51 178,332.77 (707,929.11)						

LESS ADJUSTMENTS						
76	Depreciation Expense (Book Entry Only)	50,000.00	4,200.00	4,200.00	12,600.00	(37,400.00)
76	**** Vacant GM /OIT Positions	224,146.74	-	-	-	(224,146.74)
	Long Term Liabilities (Not LA County)	58,900.00	-	-	23,023.80	
	***Less Non Budget Items				-	
	Adjusted Total Expenses	333,046.74	4,200.00	4,200.00	35,623.80	
	TOTAL ADJUSTED EXPENSES	704,414.41	57,327.30	39,080.51	165,732.77	(538,681.64)

Year to Date Available Revenue (Include. Prop. Tax TXF)	142,518.57
Year to Date Expenses	165,732.77
Net Available Revenue	(23,214.20)

CAPITAL EXPENSE
Adjusted At Boards Request/Approval

Budget to Actual Notes

10% Juniper Drive Cost Share has been calculated out of Sewer Budget

Operator II Position Created to match current staffing
OIT Position created to back fill and succession

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

10/07/24

Profit & Loss

Accrual Basis

September 2024

	Sep 24
Ordinary Income/Expense	
Income	
400 - REVENUE	
401 - Maintenance Fees	98.42
Total 400 - REVENUE	98.42
Total Income	98.42
Gross Profit	98.42
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-A - Retirement	65.26
504-B - Health Insurance	270.22
Total 504 - Employee Benefits	335.48
512 - SNOW REMOVAL	11,250.00
64900 · 507 - Office Expense	
60400 · 502 - Bank Service Charges	114.00
64900 · 507 - Office Expense - Other	41.09
Total 64900 · 507 - Office Expense	155.09
66000 · 508 - Payroll Expenses	
508-B - Gross Payroll - Sec.	458.20
508 D - 10% Director Gross	103.32
Additional Compensation	36.66
508 E · GROSS PAYROLL OPER II	765.13
508 F · OPERATOR II OVERTIME	0.00
Total 66000 · 508 - Payroll Expenses	1,363.31
67200 · 511 - Repairs and Maintenance	
60200 · 514- Automobile Expense	29.87
Total 67200 · 511 - Repairs and Maintenance	29.87
68100 · 515 - Telephone Expense	51.46
Total 500- OPERATING EXPENSES	13,185.21
Total Expense	13,185.21
Net Ordinary Income	-13,086.79
Net Income	<u><u>-13,086.79</u></u>

JUNIPER DRIVE
ACTUAL TO BUDGET FY 2024-2025
Monday, September 30, 2024

REVENUE	BUDGET	August	September	Year to Date	Over (Under)
		Month 2	Month 3		{+ or -}
Road Maintenance Revenue:					
Maintenance Fees Collected	49,000.00	2,212.38	6,936.12	15,707.86	(33,292.14)
Maintenance Fees Collected Through Sewer Fund	31,000.00	2,161.24	2,107.67	7,279.35	(23,720.65)
Combined Maintenance Fees Collected	80,000.00	4,373.62	9,043.79	22,987.21	(57,012.79)
Interest - LAIF	100.00			-	(100.00)
Interest - County Investment Pool	7,000.00			-	(7,000.00)
Transfer From Wash Account	20,000.00		13,945.84	13,945.84	(6,054.16)
Late Fees	-			-	-
TOTAL REVENUES	107,100.00	4,373.62	22,989.63	36,933.05	(127,179.74)
EXPENSES					
ADMINISTRATION EXPENSES					
Administration Fee	50.00			-	(50.00)
SUBTOTAL	50.00	-	-	-	(50.00)
EMPLOYEE BENEFITS					
Medical Reimbursement - Director	1,654.82	292.00		292.00	(1,362.82)
Medical Reimbursement - Employee	1,237.82	91.96		91.96	(1,145.86)
Health Insurance - Base	8,400.00	238.43	238.43	715.48	(7,684.52)
Health Insurance - Retired	360.00	31.79	31.79	95.49	(264.51)
Retirement Benefits - Employer Contributions	2,371.32	65.26	65.26	195.79	(2,175.53)
Additional Compensation All Positions	1,980.00	36.67	36.66	165.61	(1,814.39)
SUBTOTAL:	16,003.96	756.11	372.14	1,556.33	(14,447.63)
PAYROLL					
Salaries & Employee Benefits:					
Director's Gross Salary	900.00	103.32	103.32	310.00	(590.00)
Manager Gross Salary	10,665.59			-	(10,665.59)
Oper II Gross Salary	8,090.25	764.73	765.13	2,294.78	(5,795.47)
OIT Gross Salary	5,720.00			-	-
Oper II Overtime	1,200.00			-	-
OIT Overtime	412.50			-	-
Leave Buy Out	1,900.00			-	-
Secretarial Gross Salary	5,060.00	309.98	336.90	1,236.86	(3,823.14)
ADMIN PERDIEMS	4,400.00	93.14	121.30	303.74	-
SUBTOTAL	38,348.34	1,271.17	1,326.65	4,145.38	(34,202.99)
OPERATIONS					
Liability Insurance	1,050.00			1,003.05	(46.95)
Worker's Comp Insurance	1,200.00			936.51	(263.49)
PERS Unfunded Liability	2,800.00			2,502.60	(297.40)
Accounting	1,260.00	70.00		70.00	(1,190.00)
Legal	530.00			-	-
Dues & Subscriptions	360.00			-	(360.00)
Travel -Non Litigation	200.00			-	(200.00)
License and Fees	3,500.00			-	(3,500.00)
Office Expenses	1,333.33	530.51	155.09	796.60	(536.73)
Educational Expenses	900.00			-	(900.00)
Telephone	360.00	25.73	51.46	77.19	(282.81)
Contingency				-	-
SUBTOTAL	13,493.33	626.24	206.55	5,385.95	(8,107.38)
REPAIRS & MAINTENANCE					
Auto Expenses	800.00	23.40	29.87	53.27	(746.73)
Contract Services				-	-
Snow Removal Contract	25,000.00		11,250.00	11,250.00	(13,750.00)
Snow Removal Beyond Contract	10,000.00			-	(10,000.00)
Supplies	0.00			-	(0.00)
Repairs & Maintenance	30,000.00			-	(30,000.00)
Transfer to Juniper Drive Investment Account				-	-
SUBTOTAL:	65,800.00	23.40	11,279.87	11,303.27	(54,496.73)
Debt Service:					
TOTAL EXPENSES	133,695.63	2,676.92	13,185.21	22,390.93	(77,101.74)

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10/07/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
Capital Reserve Transaction Detail Report
July through September 2024

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
Deposit	07/31/2024	July 2024	12000 · 3 B of Ameri...	7031 · Interest ...	1.01	
Transfer	08/22/2024	Blower - Invoi...	12000 · 3 B of Ameri...	10000 · 1 Bank...		16,404.00
Transfer	08/22/2024	Blower - Invoi...	12000 · 3 B of Ameri...	10000 · 1 Bank...		2,734.00
Deposit	08/31/2024	August 2024	12000 · 3 B of Ameri...	7031 · Interest ...	0.92	
Deposit	09/30/2024	September 20...	12000 · 3 B of Ameri...	7031 · Interest ...	0.79	
TOTAL					2.72	19,138.00

Capital Improvement Budget FY 2024 2025
Monday, September 30, 2024

		July	August	September	Year To Date	Budget Remaining
REVENUE		0.0833	0.1667	0.2500		
General Capital Reserve Funds						
Balance FWD					0.00	0.00
Sewer Connection Fees	14,686.00				0.00	14,686.00
Availability Fees	1,050.00				0.00	1,050.00
Sewer Connection Inspection Fees	100.00				0.00	100.00
Investment Interest	12.00				0.00	12.00
Potential Reserves Allocation	42,456.40				0.00	42,456.40
So Cal Ren Loan						0.00
Transfer from Other Funds	0.00				0.00	0.00
TOTAL REVENUES	58,304.40	0.00	0.00	0.00	0.00	58,304.40
EXPENSES						
Capital Improvement Projects - 5 Year Plan						
						0.00
					0.00	0.00
Clarifier 1 Parts	50,000.00				0.00	50,000.00
Clarifier 1 Labor & Heavy Equipment	22,000.00				0.00	22,000.00
Aeration Blowers = Oxygen ** / SCR Loan	58,998.00	399.20	22,271.14	7,395.32	30,065.66	28,932.34
Drying Beds / Sludge Dewatering	150,000.00					150,000.00
Emergency Generator - Plant	150,000.00					150,000.00
Sewer Lines Camera	15,000.00				0.00	15,000.00
District Vehicle	75,000.00				0.00	75,000.00
Capital Purchases - Failed Equipment	0.00				0.00	0.00
Capital Off Road Vehicle - Manhole Access	0.00				0.00	0.00
Sewer Line Replacement						
Sewer Pipe Lining						
*Blower Controls - Not covered by So Cal Ren					0.00	0.00
SUBTOTAL	520,998.00	399.20	22,271.14	7,395.32	30,065.66	490,932.34
DEFICIT	-462,693.60	<i>*FINAL AUDIT OF BLOWER EXPENSES PENDING.</i>				
<i>*Pendng TXF from General Fund</i>						
<i>Pending TXF Out for Payment</i>						
<i>Board Approved Adjustment</i>						

Labor Hours Per Capital Project

2024-2025

	July	Aug	Sept	Year to Date
Clarifier #1 Hours				
Billy				-
Keith				-
Jason				-
Other				-
Total Clarifier 2	-	-	-	-

Blower Hours				
Billy	6.50	22.00	37.50	66.00
Keith	-	5.50	5.50	11.00
Jason	8.50	5.00	8.50	22.00
Other				-
Total Blower	15.00	32.50	51.50	99.00

Hourly Rates Clarifier				
Billy	44.12	-	-	-
Keith	165.00	-	-	-
Jason	95.00	-	-	-
Other		-	-	-
Total Labor Costs - Clarifier 2		-	-	-

Hourly Rates Blower					
Billy	44.12	286.78	970.64	1,654.50	2,911.92
Keith	165.00	-	907.50	907.50	1,815.00
Jason	95.00	807.50	475.00	807.50	2,090.00
Other		-	-	-	-
Total Labor Costs - Blower		1,094.28	2,353.14	3,369.50	6,816.92

Part Costs				
Clarifier 2				
Heavy Equip CL				
Blower	217.70	19,203.00	4,025.82	23,446.52
Heavy Equip BL	181.50	715.00	-	896.50

	July	Aug	Sept	Year to Date
Total Clarifier 2 Costs	-	-	-	-
Total Blower Costs	1,493.48	22,271.14	7,395.32	31,159.94

Pending Transfer

APG _ Neuros Proposed Cost	Balance		Date	Check #	Capital Funds Transferred Date
	54,680.00				
10% Approval of PO	5,468.00	49,212.00	12/12/2023	8502	12/29/2023
10% Shop Drawings	5,468.00	43,744.00	12/12/2023	8503	12/29/2023
40% on release for prodction for material procrument	21,872.00	21,872.00	12/12/2023	32,808.00	8504
30% Upon Delivery	16,404.00	5,468.00	7/13/2024	8556	
5% OM Man	2,734.00	2,734.00	7/13/2024	8556	
5% Completion	2,870.70	(136.70)	10/8/2024	8598	
Sales Tax	4025.82	(4,162.52)	9/7/2024	8578	
Total Purchase Price	58,842.52	(63,005.04)		Over Est	(4,162.52)

DO CONTROLLERS	Quantity	Unit Price	Total	SCR	HCCSD	Transf Date
PARTS						
1.1 472134Y	1.00	2,843.00	2,843.00		2,843.00	
2.1 109295Y	2.00	150.00	300.00		300.00	
3.1 109286Y	2.00	121.00	242.00		242.00	
4.1 480008Y	1.00	313.00	313.00		313.00	
5.1 201650Y	2.00	1,924.00	3,848.00		3,848.00	
6.1 48044Y	2.00	191.00	382.00		382.00	
7.1 245 8000Y	2.00	368.00	736.00	736.00		
8.1 480 046YM	1.00	280.00	280.00		280.00	
TAX			648.45		648.45	
SHIPPING			15.00		15.00	
			9,607.45	736.00	8,871.45	2/2/2024

HCCSD Mono County Investment Pool

Balance Sheet

As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
000 Mono County Investment Pool	
100 Hilton Creek Funds Holdings	226,224.13
101 Emergency Reserves Holdings	67,546.40
102 Capital Reserves Holdings	67,546.40
103 Operation Reserves Holdings	50,000.00
104 PERS UAL Holdings	25,000.00
105 Personnel Leave Liability	25,000.00
107 Emergency Plant Generator	75,000.00
108 Clarifier #1	70,000.00
200 Juniper Drive Funds Holding	323,913.21
Total 000 Mono County Investment Pool	930,230.14
LAIF	10,281.74
Total Checking/Savings	940,511.88
Total Current Assets	940,511.88
TOTAL ASSETS	940,511.88
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	9,870.49
Owners Equity	955,641.39
Net Income	-25,000.00
Total Equity	940,511.88
TOTAL LIABILITIES & EQUITY	940,511.88

HILTON CREEK COMMUNITY SERVICES DISTRICT
Investment Accounts Report FY 2024-2025
Monday, September 30, 2024

Mono County & LAIF REVENUE		August	September	Year To Date
		0.1667	0.2500	
Investment Pool Revenue	249,930.00			
Property Taxes Recorded in County Investment Pool	172,669.00			-
Secure Property Tax	140,000.00			-
Unsecure Property Tax	9,000.00			-
Excess ERAF	15,000.00		17,663.90	17,663.90
Unitary	4,000.00			-
LAIF				-
Total Property Tax Received	168,000.00	-	17,663.90	17,663.90
Fund Interest - Sewer Fund		5,047.56		5,047.56
Fund Interest - Juniper Drive		2,737.79		2,737.79
Tax Fund Interest 100% Sewer Fund		156.57		156.57
Other Tax Fund Interest 100% Sewer Fund				-
LAIF Interest - Sewer Fund				-
LAIF Interest - Juniper Drive				-
Total Interest	-	7,941.92	-	7,941.92
HOPTR Adj		247.31		
Delinquent Accounts Payments				-
Miscellaneous				-
Total Miscellaneous	-	247.31	-	-
Total Investment Pool Revenue	168,000.00	8,189.23	17,663.90	25,605.82
Investment Transferred				
Funds Transferred from Hilton Creek - Mono				-
Funds Transferred from Juniper Drive - Mono				-
Funds Transferred From Capital - Mono				-
Funds Transferred from Hilton Creek - LAIF				-
Funds Transferred from Juniper Drive - LAIF				-
Funds Transferred From Capital - LAIF				-
Total Investments Transferred	-	-	-	-
Transfers and Expenses				
Property Tax Admin Fee				-
Property Taxes Transferred to Operations				-
Property Taxes Transferred to Capital				-
Property Taxes Transferred to Juniper				-
Delinquent Account Payments TXF to Operations				-
Miscellaneous Adjustments				-
Total Outgoing		-	-	-
Funds Carried Forward	-	-	-	-
Funds Carried Forward - Mono				
Funds Carried Forward - LAIF				
Funds Earmarked for Reserves, Capital and Operating				
	Prev Year FWD			Running Tot
Emergency Reserves	42,546.40		25,000.00	67,546.40
Capital Reserves	42,546.40		25,000.00	67,546.40
Operation Reserves	25,000.00		25,000.00	50,000.00
Capital- Generator	-		75,000.00	75,000.00
Capital Clarifier 1			70,000.00	70,000.00
Capital - Vehicle Replacement	-			-
PERS UAL	25,000.00		25,000.00	25,000.00
Personnel Leave Liabilities	25,000.00			25,000.00
Total Earmarked Funds	160,092.80	-	245,000.00	380,092.80
Net Investment Funds		-	(245,000.00)	(380,092.80)

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10/07/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
County Investment Pool Activity Detail Report
July through September 2024

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
Transfer	07/12/2024		Funds Transf...	10000 · 1 Bank...		25,000.00
Deposit	08/31/2024		FUNDS INTE...	7031 · Interest ...	5,047.56	
Deposit	08/31/2024		TAX FUND IN...	7031 · Interest ...	156.47	
Deposit	08/31/2024		HOPTR 6/30/...	7033 · Mono C...	247.31	
Deposit	09/30/2024		ERAF 6/30/20...	7033 · Mono C...	17,663.90	
TOTAL					23,115.24	25,000.00

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10/07/24

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT Mono Country Inv. Pool Transactions

Accrual Basis

July through September 2024

Type	Date	Num	Name	Memo	Account	Cir	Split	Debit	Credit
Jul - Sep 24 Deposit	08/31/2024			FY 2023-2024...	Mono County Treasu...		601- Interest In...	2,737.79	
Jul - Sep 24								<u>2,737.79</u>	<u>0.00</u>

HCCSD Mono County Investment Pool

Profit & Loss

10/02/24

July 2023 through June 2024

Accrual Basis

	<u>Jul '23 - Jun 24</u>
Ordinary Income/Expense	
Income	
DELINQUENT ACCOUNT PAYMENTS	4,226.65
Interest	
Fund Interest	20,813.00
Tax Fund Interest	619.81
Total Interest	21,432.81
LAIF - Juniper	198.66
LAIF Sewer	212.59
TAX REVENUE	
Excess ERAF	53,270.19
Secure Property Tax	159,134.21
Unitary	4,362.51
Unsecure Property Tax	9,798.69
Total TAX REVENUE	226,565.60
Total Income	252,636.31
Expense	
Delinquent Account Payment Txf	4,226.65
HOPTR Adjustments	-247.31
Property Tax Admin Fee	3,518.00
Transfer	
Operations Transfer- General	126,000.00
Total Transfer	126,000.00
Total Expense	133,497.34
Net Ordinary Income	119,138.97
Net Income	<u><u>119,138.97</u></u>

HILTON CREEK COMMUNITY SERVICES District
Emergency Reserves
Monday, September 30, 2024

REVENUE	Year To Date
Emergency Reserves	
Earmarked Property Tax	-
Transfers	-
Other	-
Earmarked Reserves (FY 2023 2024)	42,456.40
	-
	-
TOTAL REVENUES	42,456.40
EXPENSES	

	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
SUBTOTAL	-

DEFICIT

Transfers will post in October

**HILTON CREEK COMMUNITY SERVICES District
Connection Fee and Availability Fee Rate Study
Monday, September 30, 2024**

REVENUE

General Capital Reserve Funds	
Rate Study - Connection Fees & Avail Fees	17,000.00
<hr/>	
Total Budget Available FY 2024-2025	17,000.00

EXPENSES

<hr/>	
SUBTOTAL	-
<hr/>	
Remaining Balance	17,000.00

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10/07/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
District Funds Transfer Transactions
 July through September 2024

Type	Date	Memo	Account	Debit	Credit
Jul 24					
Transfer	07/12/2024	Funds Transfer PERS UAL	10000 · 1 Bank of America-Chec...	25,000.00	
Transfer	07/12/2024	Funds Transfer PERS UAL	13000 · 4 Mono Co Treasury Inv....		25,000.00
Jul 24				25,000.00	25,000.00
Aug 24					
Transfer	08/22/2024	Blower - Invoice 19984	10000 · 1 Bank of America-Chec...	16,404.00	
Transfer	08/22/2024	Blower - Invoice 19986	10000 · 1 Bank of America-Chec...	2,734.00	
Transfer	08/22/2024	Blower - Invoice 19984	12000 · 3 B of America-Capital ...		16,404.00
Transfer	08/22/2024	Blower - Invoice 19986	12000 · 3 B of America-Capital ...		2,734.00
Aug 24				19,138.00	19,138.00
Sep 24					
Transfer	09/11/2024	TRANSFER JUNIPER DRIVE FUNDS OWED TO HILTON CR...	10000 · 1 Bank of America-Chec...	13,945.84	
Transfer	09/11/2024	TRANSFER JUNIPER DRIVE FUNDS OWED TO HILTON CR...	17000 · Juniper Dr SZB Clearing...		13,945.84
Sep 24				13,945.84	13,945.84
TOTAL				58,083.84	58,083.84

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10/07/24

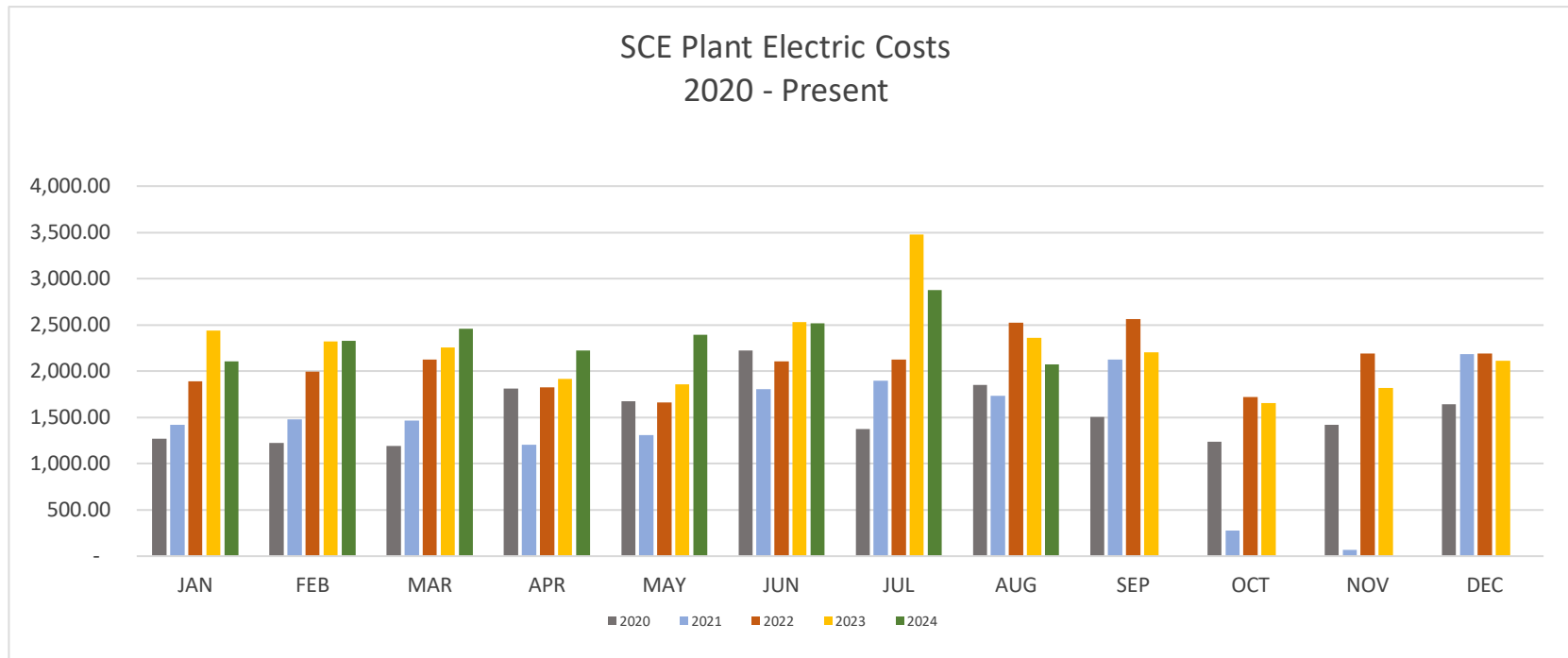
Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Fund Transfer Transactions
September 2024

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Sep 24	Transfer	09/11/2024	Funds Transfer	101 - Checking - B o...		13,945.84
	Transfer	09/11/2024	Funds Transfer	JDSZB Wash Account	13,945.84	
Sep 24					<u>13,945.84</u>	<u>13,945.84</u>

HILTON CREEK CSD PLANT SCE ELECTRIC BILLS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Annual Average
2013	1,807.29	1,522.48	1,680.87	1,335.15	1,621.01	2,317.05	2,169.45	1,661.44	1,871.40	1,061.05	1,300.27	1,215.51	1659.69
2014	1,159.40	1,105.89	1,105.96	998.57	1,180.62	1,015.24	1,274.09	1,992.96	1,882.55	1,337.29	1,241.11	1,345.37	1,357.93
2015	1,344.08	1,117.86	1,296.95	1,198.81	1,551.49	2,063.42	1,699.59	1,394.97	1,471.93	1,344.89	1,026.53	1,204.75	1,440.79
2016	1,330.52	995.19	1,543.03	1,563.37	998.18	1,029.09	1,211.52	1,040.58	1,065.69	1,140.95	830.92	978.51	1,211.04
2017	1,049.12	1,015.01	1,229.32	1,046.69	995.55	952.91	1,212.89	1,192.97	1,139.88	1,247.67	870.98	1,257.64	1,171.36
2018	1,084.24	1,519.62	1,185.24	980.79	1,585.18	1,958.72	2,039.38	1,980.39	1,804.35	1,579.83	1,778.21	1,782.52	1,638.19
2019	1,671.33	1,837.85	1,711.43	1,632.48	1,649.44	1,867.10	1,273.14	1,294.31	1,807.81	1,587.41	1,264.56	1,246.17	1,604.77
2020	1,269.72	1,220.72	1,189.09	1,813.11	1,673.46	2,222.14	1,374.75	1,852.97	1,506.67	1,237.67	1,422.08	1,644.73	1,572.85
2021	1,418.22	1,481.29	1,462.87	1,205.59	1,308.92	1,802.50	1,893.58	1,730.03	2,126.50	279.15	68.30	2,181.00	1,459.92
2022	1,891.71	1,994.83	2,124.45	1,826.94	1,662.05	2,105.34	2,125.08	2,525.43	2,563.23	1,719.03	2,193.01	2,193.11	2,072.79
2023	2,441.54	2,322.66	2,252.72	1,913.41	1,859.59	2,532.82	3,477.21	2,358.34	2,206.05	1,653.51	1,819.99	2,113.98	2,228.83
2024	2,103.84	2,325.97	2,459.36	2,220.73	2,395.00	2,518.34	2,874.61	2,075.02	PENDING				
Mo. Avg	1,547.58	1,538.28	1,603.44	1,477.97	1,540.04	1,865.39	1,885.44	1,758.28	1,767.82	1,289.86	1,256.00	1,560.30	1,583.47
19-23 Avg	1,738.50	1,771.47	1,748.11	1,678.31	1,630.69	2,105.98	2,028.75	1,952.22	2,042.05	1,295.35	1,353.59	1,875.80	1,787.83



Plant Electric Use Comparison 24-25							PEAK HOURS PLANT			
	FY 2023-2024		FY 2024-2025		Difference		ON PEAK	MID PEAK	OFF PEAK	SPR OFF
	Kwh	Cost	Kwh	Cost	Kwh	Cost				
JUL	15030	3477.21	13350	2874.61	-1680	-602.60	2046	883	10421	
AUG	10174	2358.34	13025	2752.02	2851	393.68	1801	966	10258	
SEP	10029	2206.05		PENDING	-10029	#VALUE!				
OCT	8694	1653.51			-8694	-1653.51				
NOV	9972	1819.99			-9972	-1819.99				
DEC	10985	2113.98			-10985	-2113.98				
JAN	11088	2103.84			-11088	-2103.84				
FEB	12367	2325.97			-12367	-2325.97				
MAR	12880	2459.36			-12880	-2459.36				
APR	11336	2220.73			-11336	-2220.73				
MAY	13109	2395.00			-13109	-2395.00				
JUN	10913	2518.34			-10913	-2518.34				
AVG										
YTD	11,381	\$ 2,304.36	13,188	\$ 2,813.32			1,924	925	10,340	#DIV/0!

Pump Station Use Comparison							PEAK HOURS PUMP			
	FY 2023-2024		FY 2024-2025		Difference		ON PEAK	MID PEAK	OFF PEAK	SPR OFF
	Kwh	Cost	Kwh	Cost	Kwh	Cost				
JUL	4943	1307.68	3037	886.90	-1906	-420.78	505	233	2299	
AUG	3348	996.18	3096	880.47	-252	-115.71	491	269	2336	
SEP	3818	1016.42	2885	791.26	-933	-225.16	504	229	2114	38
OCT	3357	749.94			-3357	-749.94				
NOV	3863	823.17			-3863	-823.17				
DEC	4098	857.79			-4098	-857.79				
JAN	3696	809.08			-3696	-809.08				
FEB	4270	889.90			-4270	-889.90				
MAR	3611	719.17			-3611	-719.17				
APR	3279	755.64			-3279	-755.64				
MAY	3362	767.11			-3362	-767.11				
JUN	3125	898.71			-3125	-898.71				
AVG										
YTD	3731	\$ 882.57	3006	\$ 852.88			500	244	2250	38

SUMMER COST PERIODS (June 1 to Sept 30)

PEAK	WEEKDAYS	WEEKENDS & HOLIDAYS
ON	4-9 PM	
MID		4-9PM
OFF	12 AM - 4 PM	12 AM TO 4 PM
	9 PM - 12 AM	9 PM - 12 AM

WINTER COST PERIODS (Oct 1 to May 31)

PEAK	WEEKDAYS	WEEKENDS & HOLIDAYS
MID	4-9 PM	4-9 PM
OFF	12 AM - 8 AM	12 AM TO 8 AM
	9 PM - 12 AM	9 PM - 12 AM
SUPER OFF	8 AM-4PM	8 AM-4PM

Fiscal Year Summary
 July 1, 2024 to June 30, 2025
 Equipment Use

	Sewer		Juniper		Total		Capital	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
July	6.50	1,006.50	-	-	6.50	-	1.00	1,006.50
August	5.50	998.25	-	-	5.50	998.25	5.00	715.00
September	7.00	1,097.25	-	-	7.00	-	-	-
October	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-
Year End Total Prepaid	19.00	3,102.00	-	-	19.00	998.25		
February Over Hours	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-
Over Prepaid Totals	-	-	-	-	-	-	-	1,721.50
Total Fiscal Year Costs	19.00	3,102.00	-	-	19.00	998.25	-	1,721.50

Notes:

Contact Agreement = \$25,000 for 60 hours of work. After 60 hours, hourly rates apply
 60 hour criteria met in December

Juniper Drive to be reimbursed for sewer costs over \$2,500 within the 60 hour limit

Capital paid directly from capital upon completion of project of FYE

Snow Activity Notes

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
AUGUST 13, 2024
5:00 P.M.
CROWLEY LAKE COMMUNITY CENTER
58 PEARSON ROAD, CROWLEY LAKE, CALIFORNIA
Minutes**

1. **Steve Shipley called the meeting to order at 5:06 p.m.**

A. ROLL CALL

Members Present: Windsor Czeschin, Steve Shipley and Devin Preston
Members Absent: Isabel Connolly and 1 Vacancy
Staff Present: Lorinda Beatty, Billy Czeschin and Keith Hafner
Guests: Mr. D. Richman and Mr. Brent Calloway

2. **ADDITIONS TO AGENDA – None**

3. **PUBLIC COMMENT**

Public Comment – items not on the agenda. During the meeting a member of the public requested a public comment for an item not on the agenda which was accommodated. Mr. Brent Calloway from Mono County Community Development Department and LAFCO presented the draft MSR to the Board for review and follow up.

4. **CONSENT AGENDA**

A. Financial Reports

1. Consideration & Approval of Disbursements List

B. Review Acceptance of Monthly Financial Reports

1. Account Balances – All Funds
2. Budget Report: YTD Actual to Budget Report July, 2024
3. District Fund Transfers – July, 2024
3. Southern California Edison Report
4. Equipment Use Hours

C. Approval of Minutes

1. Minutes of the Regular Board meeting of July 9, 2024

Motion: To accept the Consent Agenda as presented.

Moved by Ms. Czeschin, Second by Mr. Preston

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Absent	Aye	Aye	Aye

5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE

A. General Manager Report on Status of Facilities and Operational

1. **Plant Automation update** – No Updates
2. **Clarifiers** – Clarifier #2 is working great. Replacement for Clarifier #1 will have an approximate lead time of 3 months, which will place the delivery in the winter. Mr. Czeschin is working with the company on an early spring delivery to mitigate the parts sitting at the plant during the winter. The cost will increase significantly from the last purchase.
3. **Blower** – The new blower has been installed and waiting for the APG Neuros to arrive possibly in late September for the start-up and procedures.
4. **Wells** – No Updates
5. **Easements, Manholes and Sewer Lines** – The cost to use Sancon Technologies, to vactor and tv the lines is significantly higher than last year. Mr. Shipley requested that staff check with Lee Vining PUD because they will sub out their equipment to do some of the lighter line maintenance which might be a cost saving option.

Regarding easements: A property on Willow Brooke cut down old trees that were on the easement and Mr. Czeschin would like to take the opportunity to have them move the new trees off of the easement along with large rocks. Ms. Beatty will draft a letter for Mr. Czeschin to sign.

6. **Drying Beds** – Drying beds are working well and being managed well.
7. **Testing and Flows** – Testing is going well; numbers are within limits. Higher temperatures are causing some problems as is normally expected in the summer months and flows are slowing.
8. **Miscellaneous Projects** – A pothole on Juniper needs to be repaired. Additionally, Ms. Beatty advised that she has received complaints regarding unsafe driving speeds on Juniper Drive. Ms. Beatty will send out a letter and speed limit signs were suggested at each entrance. Additionally, it was suggested that staff look into speed bumps that can be removed during the winter.

6. SECRETARY / ADMINISTRATIVE UPDATE

A. FY 2023-2024 Budget Further Discussion

Ms. Czeschin asked why the office expenses were higher. Ms. Beatty advised that bank charges, outsourced expenses such as Infosend or translation services. Ms. Czeschin asked that the budget for office expenses be increased to \$12,000.

Ms. Czeschin asked that long term liabilities be better defined. Ms. Beatty explained that it is a notation for the auditors; however, Ms. Beatty will evaluate the calculations.

Ms. Beatty advised the Board they she would like to move approximately \$70,000 of Juniper Drive checking into the Juniper Drive Investment fund after road repairs and the snow removal prepayment has been made and as funds allow.

Mr. Shipley would like to see more investment funds moved into Capital Reserves. Ms. Beatty will be moving remaining property tax to the earmarked funds in the investment pool; additionally, Ms. Beatty would like to add an additional \$70 for a vehicle replacement program after the September meeting.

Additionally, Ms. Czeschin would like to have a summary of all accounts relative to their earmarked designations.

7. NEW BUSINESS

A. No New Business

8. OLD BUSINESS

A. Board Vacancy Update – Ms. Beatty submitted the incumbent paperwork to the County Elections Office, and it was accepted. Ms. Beatty reported that she has not received inquiries regarding the current vacancy.

B. Availability and Connection Fee Rate Study Proposal

Ms. Beatty provided the proposal to the Board and after some discussion the Board approved moving forward with the study.

Motion: To accept the Availability and Connection Fee Rate Study as proposed.

Moved by Ms. Czeschin, Second by Mr. Preston

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Absent	Aye	Aye	Aye

C. Plant Generator – Discussion Regarding Engineer – Staff requested this item be tabled to the next meeting.

D. Drying Bed – Discussion Regarding and Expansion – Staff requested this item be tabled to the next meeting.

E. FY 2024-2025 Equipment Use Agreement

Motion: To accept the FY 2024-2025 the Equipment Use Agreement as proposed.

Moved by Mr. Preston, Second by Mr. Shipley
Vacant Ms. Connolly Ms. Czeschin Mr. Preston Mr. Shipley
Vacant Aye Abstain Aye Aye
Proxy Via
Mr. Shipley

9. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

None

10. BOARD MEMBER COMMENTS/REPORTS – None

11. ANNOUNCEMENTS

A. Regular Board Meeting September 10, 2024 at 5 p.m. at the Crowley Lake Community Center

12. CLOSED SESSION

A. Personnel Matters – Wastewater Operator II, Board Secretary, Chief Plant Operator, Operator in Training, Per Diem Employees (Government Code §54957)
There was no closed session

13. ADJOURNMENT

Motion: To Adjourn the August 13, 2024 Regular Board Meeting at 7:16 p.m.

Moved by Ms. Czeschin, Second by Mr. Preston
Vacant Ms. Connolly Ms. Czeschin Mr. Preston Mr. Shipley
Vacant Absent Aye Aye Aye

The meeting was adjourned at 7:16 pm.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 10, 2024
5:00 P.M.
CROWLEY LAKE COMMUNITY CENTER
58 PEARSON ROAD, CROWLEY LAKE, CALIFORNIA
Minutes**

1. Steve Shipley called the meeting to order at 5:03 p.m.

A. ROLL CALL

Members Present: Steve Shipley, Devin Preston and Isabel Connolly
Members Absent: Windsor Czeschin and 1 Vacancy
Staff Present: Lorinda Beatty and Billy Czeschin
Guests: None

2. **ADDITIONS TO AGENDA** – None

3. **PUBLIC COMMENT**

Public Comment – items not on the agenda.
There were no public comments

4. **CONSENT AGENDA**

A. Financial Reports

1. Consideration & Approval of Disbursements List

B. Review Acceptance of Monthly Financial Reports

1. Account Balances – All Funds
2. Budget Report: YTD Actual to Budget Report August, 2024
3. District Fund Transfers – August, 2024
3. Southern California Edison Report
4. Equipment Use Hours

C. Approval of Minutes

1. Minutes of the Regular Board meeting of August 13, 2024

Motion: To accept the Consent Agenda as presented with the exception of the minutes because Ms. Connolly abstained.

Moved by Ms. Connolly, Second by Mr. Preston

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Aye Financial Reports	Absent	Aye	Aye

Abstain
Minutes

5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE

A. General Manager Report on Status of Facilities and Operational

1. **Plant Automation update** – No Updates

2. **Clarifiers** – Mr. Czeschin reported that replacement price for Clarifier #1 could increase near the end of the year by 7-10%. Mr. Czeschin requested direction from the board regarding the timing of the purchase and whether the Board feels he should purchase the item now and it would sit at the plant through the winter or wait to purchase the product for a spring delivery. After some discussion the Board authorized Mr. Czeschin to make the purchase when he feels it is a good time.

Motion: To authorize plant staff to purchase the replacement clarifier without further approval from the Board.

Moved by Ms. Connolly, Second by Mr. Preston

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Aye	Absent	Aye	Aye

3. **Blower** – The blower has been commission by APG and is operating. It will take some fine tuning but will be a considerable change to the system and hopefully power use.

4. **Wells** – Sample tests will be conducted this month.

5. **Easements, Manholes and Sewer Lines** – Sancon has lowered their price for cleaning and tving selected lines; therefore, they will be up next week to begin work on that project.

6. **Drying Beds** – Drying beds are slowing down a bit, as is normal for the cooler weather; however, they are working and being managed well.

7. **Testing and Flows** – Testing is going well; numbers are within limits. Higher temperatures are causing some problems as is normally expected in the summer months and flows are slowing.

8. **Juniper Drive Maintenance** – Ms. Beatty advised she has received an email regarding the pothole and forwarded to Mr. Czeschin. Mr. Czeschin stated he plans on working on the pothole this week.

9. **Miscellaneous Projects** –

6. SECRETARY / ADMINISTRATIVE UPDATE

A. General Update

Scanning is going well; documents are uploaded to the could but also backed up on an external hard drive. Some of the scanning will require more detail work later, but so far, the program is going well and as planned.

B. Budget Adjustments Discussion

Ms. Beatty advised that any heavy equipment use for capital projects will be billed directly so that it does not impact the Juniper Drive hours or the operations hours.

C. Secretary Assistant – Draft Job Announcement

Ms. Beatty asked for input on the draft job announcement. She will provide another copy to the Board and discuss at the next meeting.

7. NEW BUSINESS

A. Conflict of Interest Code

Ms. Beatty presented the conflict of interest code for the Board to decide which positions should be listed. It was the Board's decision to list all employees except Per diem, Electrician/ Wastewater Operator 1, Per diem clerical and Operator in Training.

Motion: To authorize Ms. Beatty to submit the Conflict of Interest Code to the County Clerk listing all employees with the exceptions of Per diem Electrician /Wastewater Operator 1, Operator in Training and Per Diem Clerical position.

Moved by Ms. Connolly, Second by Mr. Preston

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Aye	Absent	Aye	Aye

B. RDN Agreement – Connection and Availability Fee Study

Ms. Beatty submitted the Agreement with RDN for the Connection and Availability Fee Study for signature. A motion was made in August to accept the agreement.

8. OLD BUSINESS

A. Board Vacancy Update – Ms. Beatty reported that Mr. Shipley and Ms. Czeschin will be assigned in lieu of election. However, the Clerk's office advised that the vacant position must be filled by October 9, 2024. Mr. Shipley directed staff to follow up on suggestions discussed and possibly hold a special meeting for interview and appointments before the next regular meeting.

B. Juniper Drive Speed Limit Update

Ms. Beatty advised that she has submitted the topic to County Counsel for their opinion and posting speed limits on Juniper Drive.

C. Draft MSR follow up and Discussion

Ms. Beatty reminded the Board that LAFCO had presented a draft of the Municipal Service Review (MSR). The Board had no changes.

9. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS - None

10. BOARD MEMBER COMMENTS/REPORTS – None

11. ANNOUNCEMENTS

- A.** Regular Board Meeting October 8, 2024 at 5 p.m. at the Crowley Lake Community Center

12. ADJOURNMENT

Motion: To Adjourn the September 10, 2024 Regular Board Meeting at 6:01 p.m.

Moved by Ms. Czeschin, Second by Mr. Preston

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Aye	Absent	Aye	Aye

The meeting was adjourned at 6:01 pm.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING
TUESDAY, October 1, 2024
5:30 P.M.
LONG VALLEY FIRE PROTECTION DISTRICT
3605 CROWLEY LAKE DRIVE, CROWLEY LAKE, CALIFORNIA
Minutes**

1. **Steve Shipley called the meeting to order at 5:34 p.m.**

A. ROLL CALL

Members Present: Steve Shipley, Devin Preston and Windsor Czeschin
Members Absent: Isabel Connolly and 1 Vacancy
Staff Present: Lorinda Beatty and Billy Czeschin
Guests: Mark Fiore

2. **ADDITIONS TO AGENDA – None**

3. **PUBLIC COMMENT**

Public Comment – items not on the agenda. None

4. **OPERATIONS UPDATE – COUNTY SEWER LINE EASEMENT AND SEWER LINE**

Mr. Czeschin advised the Board that some matters of concern were discovered while factoring and tving the line that runs from the County Yard to Pearson Road. Mainly, the line from approximately the skate park to the County clean out was too small and they were not able to view the line. Secondly it appears there have been some connections from adjacent properties that were connected but not authorized. The lines are not in use, but there are concerns about the capacity of the line and future connections. The Board would like to continue further discussion on the matter in future meetings; however, Mr. Czeschin was directed to explore other options for the vacant properties and return to the Board with his suggestions.

5. **CLOSED SESSION**

A. Public Employee/Director Appointment (Government Code §5497)

Motion: To Adjourn into closed session to interview Mr. Mark Fiore as a potential Board Member Candidate at 6:20 p.m.

Moved by Ms. Czeschin, Second by Mr. Preston

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Absent	Aye	Aye	Aye

6. ADJOURN INTO OPEN SESSION

Motion: To Adjourn into open session at 6:48 p.m.

Moved by Ms. Czeschin, Second by Mr. Preston

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Absent	Aye	Aye	Aye

A. Closed Session Announcements

Mr. Shipley announced that during closed session Mr. Mark Fiore was interviewed and determined to be a viable candidate to fill the current vacancy. Mr. Fiore will be sworn in at the October 8, 2024 regular meeting.

Motion: During closed session a motion was made to accept Mr. Fiore's application as a Board Director to fill the current vacancy to term of November 30, 2026.

Moved by Ms. Czeschin, Second by Mr. Preston

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Absent	Aye	Aye	Aye

7. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

None

8. BOARD MEMBER COMMENTS/REPORTS – None

9. ANNOUNCEMENTS

A. Regular Board Meeting October 8, 2024 at 5 p.m. at the Crowley Lake Community Center

10. ADJOURNMENT

Motion: To Adjourn the October 1, 2024 Special Board Meeting at 6:50 p.m.

Moved by Ms. Czeschin, Second by Mr. Preston

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Absent	Aye	Aye	Aye

The meeting was adjourned at 6:50 pm.

Classified

Entry Level Administrative Assistant
Hilton Creek Community Services District
Crowley Lake, California
Part Time 19 Hours Per Week
Please visit our website
Hiltoncreekcsd.com
Or contact us
info@hiltoncreekcsd.com
(760) 965-9696

**WEBSITE AND EMAIL
HILTON CREEK COMMUNITY SERVICES DISTRICT**

**ADMINISTRATIVE ASSISTANT
PART TIME – PER DIEM**

DEFINITION

Under the direct supervision of the Board Secretary, performs a variety of administrative, clerical and bookkeeping duties and responsibilities.

DISTINGUISHING CHARACTERISTICS

Candidates should possess general computer/keyboarding skills, digital filing systems and working knowledge of Microsoft Word, Microsoft Excel. Office equipment frequently used would be a keyboard, 12-digit adding machine, copy machine and scanner.

This is an entry level position. At the direction of the Board Secretary, provide administrative support to the Board Secretary, District Staff and the Board of Directors. Good customer service, writing, attention to detail and interpersonal skills are a must. Duties include, but are not limited to financial reporting, account management, accounts receivable, accounts payable, human resources, administrative research, attend board meetings, report minutes, create agendas and maintain office organization.

Position reports directly to the District's Board Secretary.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods; frequently stand, walk, stoop, kneel and crouch; physical ability to lift and carry objects weighing up to 25 pounds unassisted and greater than 25 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range, verbal communication.

TYPICAL WORKING CONDITIONS

Work is performed in the home office environment of the Board Secretary. Occasional work at the District plant or at meeting locations. With approval from the Board Secretary, some work may be provided from candidate's home office.

WORKING HOURS

Work hours are flexible and will vary but will not exceed 19 (nineteen) hours per week. Position may promote to permanent part time but will not be a full-time position.

Candidate will have an employment contract that does not include benefits beyond state requirements. Per Diem work hours are flexible.

Out of town travel for education is occasional but necessary.