

**HILTON CREEK COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING**

**January 12, 2021**

**5:00 P.M.**

**Minutes**

**1. Steve Shipley called the meeting to order at 5:10 p.m.**

**A. ROLL CALL**

**Members Present:** Cindy Adamson, Isabel Connolly, Garrett Higerd,  
and Steve Shipley

**Members Absent:** Windsor Czeschin

**Staff Present:** Kyle Burnett, Lorinda Beatty

**2. ADDITIONS TO AGENDA**

None

**3. PUBLIC COMMENT**

A. Mr. Richman suggested a consent calendar for future meetings.

**4. FINANCIAL OFFICER/SECRETARY OF THE BOARD REPORTS**

**A. Consideration & Approval of Disbursements List for December 2020**

1. Disbursements and Checks
2. One-signor Checks 8132-8136

**Motion:** To approve the checks as written and one-signor checks 8132-8136

**Moved** by Ms. Adamson, Second by Ms. Connolly

Ms. Adamson	Ms. Connolly	Ms. Czeschin	Mr. Higerd	Mr. Shipley
Aye	Aye	Absent	Aye	Aye

**B. Review & Acceptance of Monthly Financial Reports**

1. Account Balances – All Funds
2. Budget Report: YTD Actual to Budget Report
3. Southern California Edison Report

No Comments

**C. Finance Updates**

No Comments

**5. APPROVL OF MINUTES**

**A. Minutes of the Regular Board Meeting of January 12, 2021**

**Motion:** To approve the minutes of the Regular Board Meeting of January 12, 2021

**Moved** by Ms. Connolly, Second by Ms. Adamson

Ms. Adamson	Ms. Connolly	Ms. Czeschin	Mr. Higerd	Mr. Shipley
Aye	Aye	Absent	Aye	Aye

**7. NEW BUSINESS**

**A. Juniper Drive Special Zone of Benefit Cost Sharing Policy**

Ms. Beatty presented a Cost Allocation Policy to the Board

**Motion:** To approve the Cost Allocation Policy as presented approving adjustments to the beginning of the fiscal year.

**Moved** by Mr. Higerd, Second by Ms. Adamson

Ms. Adamson	Ms. Connolly	Ms. Czeschin	Mr. Higerd	Mr. Shipley
Aye	Aye	Absent	Aye	Aye

**B. Emergency Procedures Paging Policy**

Mr. Burnett presented a rough draft on the paging policy and emergency contact list. Suggestions were made regarding the call list.

**C. Board Meeting Dates and Times**

The Board confirmed that the current regular board meeting dates and times do not need to be adjusted for the immediate future.

**8. OLD BUSINESS**

None

**9. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**

**A. General Manager Report on Status of Facilities, Operational Stability**

**1. Update on Treatment Plant**

Wastewater Treatment plant is stable and treating well. Sierra Springs backup generator and the aeration tank blowers were serviced.

**a. Quarter Wastewater Discharge Report – Quarter 4**

No Comments

**b. Lift Station Pump Rebuild**

The pump was delivered in December. Mr. Burnett is researching a third pump at the wet well.

**10. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**  
Generator for Plant and Revised Budget

**11. BOARD MEMBER COMMENTS/REPORTS**  
No Comments

**12. ANNOUNCEMENTS**  
A. Regular Board Meeting February 9, 2021 at 5:00 p.m.

**14. ADJOURNMENT**

**Motion:** To Adjourn the January 12, 2021 Regular Board Meeting at 6:20 p.m.

**Moved** by Ms. Adamson, Second by Ms. Connolly

Ms. Adamson	Ms. Connolly	Ms. Czeschin	Mr. Higerd	Mr. Shipley
Aye	Aye	Absent	Aye	Aye