

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
December 8, 2020
5:00 P.M.**

Minutes

1. Steve Shipley called the meeting to order at 5:01 p.m.

A. ROLL CALL

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

Members Absent: None

Staff Present: Kyle Burnett, Lorinda Beatty

B. Oath of Office

Ms. Beatty performed the Oath of Office for Mr. Shipley and Ms. Czeschin.

- a. **Board Nominations:** There were no changes to the Board Appointments Mr. Shipley remains the Board President.

2. ADDITIONS TO AGENDA

None

3. PUBLIC COMMENT

A. There were no public comments.

4. FINANCIAL OFFICER/SECRETARY OF THE BOARD REPORTS

A. Consideration & Approval of Disbursements List for November 2020

1. Disbursements and Checks
2. One-signor Checks 8117-8122

Motion: To approve the checks as written and one-signor checks 8117-8122

Moved by Ms. Adamson, Second by Ms. Czeschin

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

B. Review & Acceptance of Monthly Financial Reports

1. Account Balances – All Funds

Ms. Czeschin would like the title “Fund 164” changed to “Juniper” for increased ease of viewing on financial reports.

2. Budget Report: YTD Actual to Budget Report

No Comments

3. Southern California Edison Report

No Comments

C. Mono County Loan Repayment – Discussion

The payoff amount, including interest would be \$63,602.15. It was the consensus of the Board to pay off the loan by January 15, 2021.

D. CalPERS Unfunded Liabilities -Discussion

Ms. Beatty advised the Board that the CalPERS unfunded liability payment will be approximately \$20,000 and she is planning to earmark funds to make that payment in June.

E. Credit Card Payment Portal – Agreement with Allpaid, Inc.

Ms. Beatty provided the Board with information about a credit card payment portal offered to CSDA members through Allpaid, Inc. The fee to the customer would be 2.25% or if by phone \$2.25 plus 2.25%.

Motion: To authorize entering into an agreement with Allpaid, Inc. to provide a payment portal for credit card payments.

Moved by Ms. Connolly, Second by Mr. Higerd

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

F. Infosend Billing Services

Ms. Beatty presented a proposal provided by Infosend for statement mailing services. The service is cost effective to the District and allows Ms. Beatty to focus her time toward other needs of the District.

Motion: To authorize entering into an agreement with Infosend to provide statement mailing services.

Moved by Mr. Higerd, Second by Ms. Czeschin

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

G. Juniper Drive CPI Increase – Discussion

Ms. Beatty advised the Board that the cost increase of 2.1% to Juniper Drive customers is scheduled to begin and she asked the Board to provide direction regarding the timing of the increase and asked if they would like to continue the usual process or change the date to coincide with the fiscal year. It was

the consensus of the Board to continue the current practice and apply the 1.2% increase to the November/December billing period.

5. APPROVAL OF MINUTES - Regular Board Meeting of November 10, 2020

There were no questions or comments

Motion: To approve the minutes of the Regular Board Meeting of November, 2020.

Moved by Ms. Connolly, Second by Ms. Adamson

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

6. ADOPT RESOLUTION 2020-12 AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

Motion: To adopt Resolution 2020-12 Authorizing Investment of Monies in the Local Agency Investment Fund

Moved by Ms. Adamson, Second by Ms. Czeschin

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

7. NEW BUSINESS

A. Board Vacancies – Discussion

No Discussion

C. General Manager Paging Policy

Mr. Burnett presented a rough draft on the paging policy. The Board would like to continue to work on this policy and also add an emergency procedure handbook/policy. A public comment was made regarding a list of phone contacts on the voicemail recordings and asked that the Board consider the fact that most people will not finish listening to a long-recorded message with a list of phone number.

D. General Manager Uniform Policy

Mr. Burnett presented a rough draft on the uniform policy and suggested either a commercial laundry service or purchase a washer/dryer unit for the plant to wash clothing.

It was the consensus of the board to accept the General Manager Uniform Policy and purchase a washer/dryer unit for the plant and to reimburse Mr. Burnett for expenses accrued for clothing already purchased and that if receipts are not available to provide a reasonable comparison of the purchases.

E. Juniper Drive Special Zone of Benefit Cost Sharing

Public comment was made to the Board that currently there is a cost sharing procedure in existence. However, the District shoulders liabilities that may not be a part of the cost sharing and should be included. Additional discussion regarding manhole covers were addressed along with administrative costs. Ms. Beatty will provide a draft policy at the next meeting.

8. OLD BUSINESS

A. Planning Issues, RPAC, Community Center

Nothing to report

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.

a. New Monitoring Well and Regional Water Quality Inspector

Ground water testing continues to determine the best placement of a new groundwater monitoring well.

b. Lift Station Pump Rebuild

The final cost of the rebuild was \$16,045.19 and we should be seeing that pump any time.

10. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

Emergency Policy and Handbook and Juniper Drive Cost Sharing Policy

11. BOARD MEMBER COMMENTS/REPORTS

No Comments

12. ANNOUNCEMENTS

A. Regular Board Meeting January 12, 2021 at 5:00 p.m.

13. ADJOURNMENT

Motion: To Adjourn the December 8, 2020 Regular Board Meeting at 6:51 p.m.

Moved by Ms. Adamson, Second by Ms. Connolly

Ms. Adamson
Aye

Ms. Connolly
Aye

Ms. Czeschin
Aye

Mr. Higerd
Aye

Mr. Shipley
Aye