

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, AUGUST 10, 2021
5:00 P.M.
ZOOM**

AGENDA

****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 five minutes.

1. CALL MEETING TO ORDER

A. Roll Call

2. ADDITIONS TO AGENDA

A. Items added to the agenda must be approved by the Board pursuant to Government Code Section 54954.2

3. PUBLIC COMMENT

A. The public may make a statement or pose questions on Items NOT on the agenda** (see note above)

4. PUBLIC HEARINGS

A. PRELIMINARY BUDGET- PUBLIC HEARING AND COMMENT

The 2021/2022 Preliminary Budget is available for inspection at <https://www.hiltoncreekcsd.com> or contact the Board Secretary at info@hiltoncreekcsd.com or (760) 965-9696

B. DELINQUENT ACCOUNTS REPORT JUNE 30, 2021- PUBLIC HEARING AND COMMENT.

Adopt Resolution 2021-02

C. DELINQUENT LATE FEES, CUSTOMER DEFAULT PUBLIC HEARING AND COMMENT

Adopt Resolution 2021-03

5. CONSENT AGENDA

A. Financial Reports

1. Consideration & Approval of Disbursements List
 - a. Disbursements and Checks Numbered 8202-8210
 - b. One-signor Checks Numbered 8211-8215

B. Review & Acceptance of Monthly Financial Reports

1. Account Balances – All Funds
2. Budget Report: YTD Actual to Budget Report –
 - a. June 2021 Revised

- b. July 2021
- 3. Southern California Edison Report
- C. Approval of Minutes
 - 1 Minutes of the Regular Board Meeting of July 13, 2021
- 6. **SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
 - A. General Manager Report on Status of Facilities, Operational Stability
 - 1. SoCalRen Update
- 7. **NEW BUSINESS**
 - A. Juniper Drive Special Zone of Benefit – Account and Fund Analysis, Maintenance, Longevity and Future Planning.
 - B. Employee Handbook - Discussion
 - C. Salary Ranges for All Positions - Discussion
 - D. Percolation Pond 1
 - E. Future Meetings
- 8. **OLD BUSINESS**
 - A. Request for Proposal – Sewer Rate Study
 - B. New Operations Position - Update
- 9. **NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**
- 10. **BOARD MEMBER COMMENTS/REPORTS**
- 11. **ANNOUNCEMENTS**
 - A. Regular Board Meeting: September 14, 2021 at 5:00 p.m.at the Crowley Lake Community Center – Subject to change due to COVID-19 Precautions and Restrictions
- 12. **ADJOURNMENT**

TELECONFERENCE INFORMATION

As authorized by Governor Newsom’s Executive Order, N-29-20, dated March 17, 2020, the meeting will be held via teleconferencing with members of the Board attending from separate remote locations. This altered format is in observance of recent recommendations by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

If you are watching the live stream of the Board meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, please submit your comment to info@hiltoncreekcsd.com. All comments will be made a part of the record. Please make sure to submit a separate email for each item that you wish to comment upon.

Documents and materials relating to an open session agenda item that are provided to the Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District Office, by arrangement, by calling the District Secretary at (760) 965-9696 or

info@hiltoncreekcsd.com. Documents may be available on our website at www.hiltoncreekcsd.com

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, then please contact Lorinda Beatty at (760) 965-9696. or info@hiltoncreekcsd.com Requests must be made as early as possible, and at least one full business day before the start of the meeting.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
SEWER FUND
PRELIMINARY BUDGET FISCAL YEAR 2021/2022**

REVENUE	Budget Sewer Fund
General Operating Revenue:	
Property Taxes	140,000.00
Sewer Operation & Maintenance Revenue:	
Sewer Use Fees Collected	340,000.00
Sewer Capital Improvement Revenue:	
Sewer Connection Fees	-
Availability Fees	-
Sewer Connection Inspection Fees	-
Investment Revenue	
Interest on Investments	-
Transfer From Reserves	14,781.00
Transfer From Other Funds	-
TOTAL REVENUES	494,781.00
EXPENSES	
ADMINISTRATION EXPENSES	
Administration Fee	525.00
***Mono Invest. Pool Wash - Delinquent Accts.	
***Depreciation Expense (Book Entry Only)	
SUBTOTAL	525.00
Estimated EMPLOYEE BENEFITS	
Medical Reimbursement - Director (5)	9,493.39
Medical Reimbursement - Employees (2)	5,733.58
Health Insurance (1) Base Rate	6,426.04
Health Insurance - Retired (2)	3,402.00
Retirement Benefits - Employer Contributions GM	6,283.80
*** Retirement Benefits - Employee Contributions	-
***457 - Employee Contributions	-
457 Employer Contributions / Add Compensation (2)	3,960.00
SUBTOTAL	35,298.80
PAYROLL	
Salaries & Employee Benefits:	
Director's Gross Salary <i>(\$100 Per Meeting x 5) x 12 + (\$2,200 Add. Comp.)x5 + \$3,000 Special Meetings if they occur</i>	18,000.00
Manager Gross Salary	77,400.00
Perdiem	15,750.00
Secretarial Gross Salary Part Time	31,500.00
Payroll Taxes	8,400.00
Payroll Processing Fee Expense	552.21
SUBTOTAL	151,602.21
PROPOSED OPERATIONS POSITION - ESTIMATE	
Salary	54,337.50
Additional Compensation	2,079.00
Insurance	6,426.00
Medical Reimbursement	1,701.00
Retirement	4,725.00
Workers' Comp Estimated Increase	2,362.50
SUBTOTAL	71,631.00

	Budget
OPERATIONS	
Liability Insurance	12,285.00
Worker's Comp Insurance	3,780.00
Accounting	8,505.00
Dues & Subscriptions	2,835.00
Travel -Non Litigation	472.50
License and Fees	26,250.00
Office Expenses	5,670.00
Educational Expenses	1,417.50
Telephone	1,890.00
Snow Removal (10%)	3,150.00
SUBTOTAL	66,255.00
REPAIRS & MAINTENANCE	
Auto Expenses	4,725.00
Contract Services	5,250.00
Lab Testing	6,300.00
Plant - General Repairs & Maintenance	10,500.00
Plant - Pond Maintenance 1	21,000.00
Plant - Sludge Removal (Fallon)	11,550.00
Sewer Lines - General Maintenance	63,000.00
Supplies	649.99
Water	819.00
SCE - Plant	15,750.00
SCE - Pump Station	6,300.00
SUBTOTAL	145,843.99
SUBTOTAL ALL OPERATING EXPENSES	471,156.00
Debt Service:	
PERS Unfunded Liability	23,625.00
SUBTOTAL:	23,625.00
TOTAL EXPENSES	494,781.00

Special Projects / Non-Budget Items

Sewer Capital Improvement Expenses:

Capital Purchases/Improvements

Capital Purchases/Improvements	70,350.00
Engineering and Consulting Fees	10,500.00
Lateral Extensions	5,250.00
Monitoring Well - Equipment & Consultation	2,100.00
Plant - Sewer Equipment	31,500.00
Totals	119,700.00

Contingency

Contingency General	
Spills	15,750.00
Legal	9,450.00
Rate Study	31,500.00
Total	56,700.00

Total Non-Budget Special Projects	176,400.00
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**JUNIPER DRIVE
BUDGET FISCAL YEAR 2021/2022**

REVENUE	BUDGET
Road Maintenance Revenue:	
Maintenance Fees Collected	55,000.00
Maintenance Fees Collected Through Sewer Fund	35,000.00
Combined Maintenance Fees Collected	90,000.00
Interest - LAIF	
Interest - County Investment Pool	3,000.00
Transfer From Reserves	
Transfer From Other Funds	2,000.00
TOTAL REVENUES	185,000.00
EXPENSES	
ADMINISTRATION EXPENSES	
Administration Fee	50.00
SUBTOTAL	50.00
EMPLOYEE BENEFITS	
Medical Reimbursement - Director	1,500.00
Medical Reimbursement - Employee	650.00
Health Insurance - Base	750.00
Health Insurance - Retired	400.00
Retirement Benefits - Employer Contributions	700.00
Addition Comp /457 Employer Contributions	2,500.00
SUBTOTAL:	6,500.00
PAYROLL	
Salaries & Employee Benefits:	
Director's Gross Salary	2,000.00
Manager Gross Salary	8,600.00
Perdiem	1,600.00
Secretarial Gross Salary	3,500.00
SUBTOTAL	15,700.00
PROPOSED OPERATIONS POSITION - ESTIMATE	
Salary	6,040.00
Additional Compensation	235.00
Insurance	720.00
Medical Reimbursement	190.00
Retirement	525.00
Workers' Comp Estimated Increase	265.00
SUBTOTAL	7,975.00
OPERATIONS	
Liability Insurance	1,365.00
Worker's Comp Insurance	420.00
Accounting	945.00
Legal	1,050.00
Dues & Subscriptions	315.00
Travel -Non Litigation	55.00
License and Fees	
Office Expenses	630.00
Educational Expenses	160.00
Telephone	210.00
Contingency	500.00
SUBTOTAL	5,650.00
REPAIRS & MAINTENANCE	
Auto Expenses	525.00
Contract Services	
Snow Removal	28,350.00
Supplies	
Repairs & Maintenance	20,000.00
Transfer to Juniper Drive Investment Account	100,250.00
SUBTOTAL:	149,125.00
TOTAL EXPENSES	185,000.00

RESOLUTION 2021-02
HILTON CREEK COMMUNITY SERVICES DISTRICT

NOTICE, a Public Hearing was held on Tuesday, July 13, 2021 at 5:00 p.m. at the Crowley Lake Community Center, South Landing Road, Crowley Lake, California, or by teleconference due to COVID-19 pandemic, on the Delinquent Accounts Report as of June 30, 2021 for Sewer Use Fees and Juniper Drive Road Maintenance Fees. A copy of said report is included in this Notice.

BE IT RESOLVED, at said Public Hearing, the Board of Directors heard all objections and protests to said written report. The Board of Directors revised said report, and the delinquent charges, together with penalties and interest thereon, as stated in the attached adopted report, shall constitute a lien against the respective parcels of real property described in the adopted report, and shall be included by the County Tax Collector bills for taxes levied against the respective parcels of real property and be collected in the same manner, at the same time, and by the same person as taxes for the Hilton Creek Community Services District.

The Secretary of the Board of Directors is directed to convey this Resolution and the attached report to the County Tax Collector.

Adopted this 13th day of July, 2021

HILTON CREEK COMMUNITY SERVICES DISTRICT

By: _____
Steven Shipley, President of the Board

Attest:

By: _____
Lorinda Beatty, Secretary

Ayes:

Noes:

Abstained:

**Hilton Creek Community Services District
Delinquency Report June 30, 2021**

Account	ASSESSMENT NO.	OWNER'S NAME	Total
6019006	060190006000	Raymond & Michelle McMillian	1,432.61

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: LATE FEES

DATE: AUGUST 10, 2021

Resolution 2021-03 will provide communication to the public that the District intends to amend Ordinance 81-01, Section 11.03 and 11.05

The current Ordinance sections read as follows: 81-01,

SECTION 11.03 LATE FEES

A penalty equal to ten percent (10%) of the delinquent bill amount shall be added to such amount thirty (30) days from the date of the initial billing statement. An additional penalty equal to one-half of one percent (0.5%) of the delinquent amount shall be added to such amount after each thirty-day period from the assessment of said ten percent fee.

SECTION 11.05 CUSTOMERS IN DEFAULT; ATTORNEYS' FEES

In the event any customer becomes delinquent in the payment of District bills, the customer and subject property shall be deemed to be in default and in such cases the District may declare the balance or remaining balances due and payable. In the event the District is required to bring action to collect any sum in default, the customer or property owner shall pay any and all attorneys' fees, and/or court and legal costs incurred by the District to bring such action. The District shall not be limited to any one remedy in the event of default, but may avail itself of any remedy or legal procedure available to it in such event.

We should be able to implement the new ordinance by October 1, 2021.

The ordinance amendment should be reviewed by legal counsel prior to publishing.

REQUESTED ACTION: Discuss and provide direction to staff including authorization to consult with legal counsel.

**RESOLUTION 2021-003
HILTON CREEK COMMUNITY SERVICES DISTRICT**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE HILTON
CREEK COMMUNITY SERVICES DISTRICT AMENDING
ORDINANCE 81-01, DIVISION XI COLLECTION OF FEES;
ENFORCEMENT; SECTIONS 11.03 LATE FEES AND 11.05
CUSTOMERS IN DEFAULT ATTORNEYS' FEES**

WHEREAS, the Hilton Creek Community Services District has heretofore adopted Ordinance No. 81-01, Division XI establishing Collection of Fees; Enforcement; and

WHEREAS, Section 11.03 and 11.05 of Ordinance No. 81-01 concerns collections of fees; enforcement, late fees and customers in default; attorneys' fees and

WHEREAS, there is a need to amend Sections 11.03 and 11.05 of Ordinance No. 81-01;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Hilton Creek Community Services District determines and orders that Section 11.03 of Ordinance 81-01 shall be amended to read as follows:

11.03: Late Fees.

All late fees for any invoice due to the Hilton Creek Community Services District shall incur a penalty of \$10 delinquent charge added to each account that is thirty (30) days past due after the date of the invoice. An additional penalty of \$10 of the delinquent amount shall be added after each thirty (30) day period from the assessment of said \$10 late fees.

BE IT FURTHER RESOLVED that the Board of Directors of the Hilton Creek Community Services District determines and orders that Section 11.05 of Ordinance 81-01 shall be amended to read as follows:

11.05 Customers in Default

In the event any customer becomes delinquent in the payment of any District bills, the customer and subject property shall be deemed to be in default and in such cases the District may declare the balance or remaining balances due and payable. In the event the District is

required to bring action to collect any sum in default, the customer or property owner shall pay any and all attorneys' fees, court fees or costs, legal costs and publication of notice and/or hearing costs incurred by the District to bring such action. The District shall not be limited to any one remedy in the event of default, but may avail itself of any remedy or legal procedure available to it in such event.

BE IT FURTHER RESOLVED that the Secretary of the Board of Directors be, and is, hereby authorized and directed to publish a copy of this Resolution at least once a week for two weeks in a newspaper having general circulation within the boundaries of the District.

The foregoing Resolution was duly passed and adopted by the Board of Directors of the Hilton Creek Community Services District at a public hearing held on August 10, 2021, with the following votes:

Ayes:

Noes:

Absent:

Abstained:

HILTON CREEK COMMUNITY SERVICES DISTRICT

By: _____
Steven Shipley, President of the Board

Attest:

By: _____
Lorinda Beatty, Secretary

6:46 PM

08/06/21

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
CHECKS WRITTEN - ALL FUNDS
June 30, 2021

Type	Date	Num	Name	Memo	Amount
Bill Pmt -C...	06/30/2021	8189	BARTKIEWICZ, KRONICK & SHAN...	File No. 8532.001	-280.00
Bill Pmt -C...	06/30/2021	8190	BILLY CZESCHIN	Invoice 1210626158	-327.50
Bill Pmt -C...	06/30/2021	8191	FRONTIER COMMUNICATIONS	VOID: AUTO PAYMENT - RECORD IN ...	0.00
Bill Pmt -C...	06/30/2021	8192	Liebert Cassidy Whitmore	INVOICE 1521484 INDEPENDENT CO...	-4,214.35
Bill Pmt -C...	06/30/2021	8193	MAMMOTH COMMUNITY WATER ...	Invoice 0010589	-90.00
Bill Pmt -C...	06/30/2021	8194	MONO COUNTY DEPT. OF PUBLI...	Tickets 18507, 18729, 20378	-417.89
Bill Pmt -C...	06/30/2021	8195	MOUNTAIN MEADOWS MUTUAL ...	Account MMH2011800	-195.00
Bill Pmt -C...	06/30/2021	8196	UMPQUA BANK	JUNE 2021	-1,573.49
Bill Pmt -C...	06/30/2021	8197	USA BLUE BOOK	Invoices 638335	-64.87
Bill Pmt -C...	06/30/2021	Auto	VERIZON WIRELESS	JUNE	-125.47
Bill Pmt -C...	06/30/2021	8205	BARTKIEWICZ, KRONICK & SHAN...	File No. 8532.001 - rfp	-1,890.00
Bill Pmt -C...	06/30/2021	8207	MAMMOTH COMMUNITY WATER ...	Invoice 0010687 FY 2020/2021	-90.00
TOTAL					-9,268.57

HILTON CREEK COMMUNITY SERVICES DISTRICT
CHECKS WRITTEN - ALL FUNDS
 July 14 - 31, 2021

Type	Date	Num	Name	Memo	Amount
Jul 14 - 17, 21					
Check	07/14/2021		SCE	6/3/2021 to 7/1/2021	-605.77
Jul 14 - 17, 21					-605.77
Week of Jul 18, 21					
Check	07/19/2021		FRONTIER COMMUNICATIONS	Alarm System	-42.32
Check	07/19/2021		Intuit	ACH Payment Processing Fees July	-258.00
Check	07/19/2021		SCE	6/3/2021 to 7/1/2021	-1,802.50
Check	07/21/2021		VERIZON WIRELESS	District Phones	-125.47
Liability C...	07/22/2021		QuickBooks Payroll Service	Created by Payroll Service on 07/21/2021	-3,168.98
Paycheck	07/23/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	07/23/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Week of Jul 18, 21					-5,397.27
Week of Jul 25, 21					
Check	07/26/2021		PERS 457 Contributions	PPE 07/23/2021	-334.62
Check	07/26/2021		PERS Retirement	PPE 07/23/2021	-475.25
Check	07/26/2021		PERS Health Insurance	July 2021	-857.30
Week of Jul 25, 21					-1,667.17
TOTAL					-7,670.21

HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS August 1 - 10, 2021

Type	Date	Num	Name	Memo	Amount
Week of Aug 1, 21					
Check	08/03/2021		Transfer to JD Account	FY 2020-2021 10% Snow Removal	-2,500.00
Liability C...	08/03/2021	E-pay	EFTPS	94-2834850 QB Tracking # 51593662	-2,479.12
Liability C...	08/03/2021	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 51684662	-565.09
Liability C...	08/03/2021	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 51740662	-53.05
Check	08/03/2021		MAMMOTH DISPOSAL	Waste Connections July 2021	-165.38
Check	08/04/2021	TXF	Transfer	PERS Unfunded Accrual Liability FY 202...	25,000.00
Check	08/04/2021		PERS Unfunded Accrued Liability		-3,826.08
Check	08/04/2021		PERS Unfunded Accrued Liability		-17,423.42
Liability C...	08/05/2021		QuickBooks Payroll Service	Created by Payroll Service on 08/04/2021	-3,168.99
Paycheck	08/06/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	08/06/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Paycheck	08/06/2021	8203	Hatter, Jason T		-1,708.88
Check	08/07/2021		PERS Retirement	PPE 08/06/2021	-475.25
Check	08/07/2021		PERS 457 Contributions	PPE 08/06/2021	-334.62
Check	08/07/2021		PERS - Other	CalPERS ID: 3320645013 GASB June ...	-700.00
Week of Aug 1, 21					-8,399.88
Aug 8 - 10, 21					
Paycheck	08/09/2021	DD10...	ADAMSON, CYNTHIA R	Direct Deposit	0.00
Paycheck	08/09/2021	DD10...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	08/09/2021	DD11...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	08/09/2021	DD11...	HIGERD, GARRETT	Direct Deposit	0.00
Paycheck	08/09/2021	DD11...	SHIPLEY, STEVE H	Direct Deposit	0.00
Liability C...	08/09/2021		QuickBooks Payroll Service	Created by Payroll Service on 08/05/2021	-1,200.30
Bill Pmt -C...	08/10/2021	8204	BABCOCK LABORATORIES, INC.	Invoice CE 11237-4807	-139.65
Bill Pmt -C...	08/10/2021	8206	INFOSEND, INC	JULY BILLING PERIOD (MAY & JUNE)	-338.23
Bill Pmt -C...	08/10/2021	8208	UMPQUA BANK	July 2021	-1,372.37
Bill Pmt -C...	08/10/2021	8209	Undergrnd.Serv. Alert of No. CA. & ...	ANNUAL MEMBERSHIP FY 2021/2022	-150.00
Bill Pmt -C...	08/10/2021	8210	USA BLUE BOOK	Invoice 671956	-54.96
Bill Pmt -C...	08/10/2021	8211	USA BLUE BOOK	Invoice 674412	-130.20
Aug 8 - 10, 21					-3,385.71
TOTAL					-11,785.59

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: LORINDA BEATTY
SUBJECT: ACCOUNT BALANCES REPORT
DATE: AUGUST 10, 2021

Notable changes to Account Balances

Sewer Fund Checking – Bank of America **\$90,631.36**

Included in this amount is \$51,656.80 that remains in the checking account but earmarked in an Encumbrance Account (on the books) for specific future expenses. There will be significant decrease in August with the payment in full to CalPERS UAL of approximately 22,600.

Capital Reserve **\$44,223.44**

No significant changes to the Capital Reserve Account

County Investment Pool – Combined **\$649,668.98**

Property Tax Administration Fee was charged in June but realized in July of \$3,108. An outstanding property tax assessment of \$145.95 was moved into the checking account and will be applied to the delinquent account when realized.

LAIF – Combined **\$9,607.68**

Interest for the third quarter was \$7.84

Juniper Drive Checking **\$56,858.23**

Transfers from Sewer Fund Checking were: \$2,500 for FY 2020/2021 Snow removal and \$2,665.02 for funds owed to Juniper Drive for expenses and collections recorded through the Sewer Fund Checking Account.

REQUESTED ACTION: Information Only

Hilton Creek Community Services District
Sewer Funds Account Balances
YEAR END ADJUSTMENT
June 30, 2021

Account	Previous				6/30/2021
	Balance	Credits	Debits	Adjustments	Balance
**Bank of America	22,525.55	23,208.86	(29,267.30)		16,467.11
Sewer Fund Use Fees & Expenses		19,787.44	(24,709.90)		
Cancelled / Return/ Other					
County Inv. Pool Transfer					
LAIF Transfers					
Capital Reserve Transfer		-			
Connection Fees		-	-		
County Loan Transfer					
Availability Fees		30.00	-		
Juniper Deposits/Expenses		3,391.42	(4,557.40)		
Juniper Drive Transfers					
Encumbrance					68,000.00
Capital Reserve	44,222.70	0.36	-	-	44,223.06
Connection & Availability Fees		-			
Transfers			-		
Interest		0.36			
LAIF	4,962.78	-	-	-	4,962.78
Checking Transfers					No Change
Interest					
Other					
Other					
County Investment Pool	345,789.99	(3,108.00)	-	-	342,681.99
Checking Transfers					
LAIF Transfers					
Interest					
Unsec. Property Tax					
Secure Property Tax					
Other		(3,108.00)			Property Tax Admin Fee
Unitary Property Tax					
Delinquent Accounts Collection					
ENCUMBRANCE (In Checking)	68,000.00	-	-		68,000.00
Benefit Liabilities					
Vactor					
Operations			-		
Administrative Operations					
Total**	417,501.02	20,101.22	(29,267.30)	-	476,334.94

** Balance Owed to Sewer Fund 2,675.54
Total with Juniper Drive Oweing 479,010.48

Adjusted with Fiscal Year End

Juniper Drive Special Zone of Benefit Funds
YEAR END ADJUSTMENT
June 30, 2021

	Previous	Credits	Debits	Adjustments	6/30/2021 Balance
Bank of America	51,717.57	2,475.64	-	2,665.02	56,858.23
Juniper Drive Fees Collected		2,475.64		2,665.02 SF Txf	
Juniper Drive Expenses					
LAIF	4,637.06	-	-	-	4,637.06
Interest					No Change
Other					
County Investment Pool	307,132.94	-	-	-	307,132.94
Checking Transfers					
Interest					
Other				Prop Tax Admin Fee	

Total**	363,487.57	2,475.64	-	2,665.02	368,628.23
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** Balance Owed to Sewer Fund (2,675.54)
Total with Balance Owing to Sewer Fund 365,952.69

Juniper Drive Wash						
Fwd		JD Fees Coll	JD Checks	JD Paid	SF Paid	JD Owes SF
	1,155.46	3,391.42	(4,557.40)		-2665.02	(2,675.54)

Funds collected / paid in Sewer Fund

Adjusted with Fiscal Year End

Hilton Creek Community Services District
Sewer Funds Account Balances
As Of
July 31, 2021

	Previous				7/31/2021
Account	Balance	Credits	Debits	Adjustments	Balance
**Bank of America	16,467.11	61,831.46	(39,324.01)	-	38,974.56
Sewer Fund Use Fees & Expenses		41,561.38	(31,444.34)		
Cancelled / Return/ Other					
County Inv. Pool Transfer		145.95	(2,500.00)		<i>Snow Removal 21</i>
LAIF Transfers					
Capital Reserve Transfer					
Connection Fees					
County Loan Transfer					
Availability Fees		80.00			
Juniper Deposits/Expenses		3,700.93	(2,714.65)		
Juniper Drive Transfers			(2,665.02)		<i>JD Payoff</i>
Encumberance		16,343.20			51,656.80
Capital Reserve	44,223.06	0.38	-	-	44,223.44
Connection & Availability Fees		-			
Transfers			-		
Interest		0.38			
LAIF	4,962.78	4.05	-	-	4,966.83
Checking Transfers					
Interest					
Other					
Other		4.05			
County Investment Pool	342,681.99	-	-	(145.95)	342,536.04
Checking Transfers					
LAIF Transfers					
Interest					
Unsec. Property Tax					
Secure Property Tax					
Other				(145.95)	FY20/21 DEL ACCT OWED
Unitary Property Tax					
Delinquent Accounts Collection					
ENCUMBERANCE (In Checking)	68,000.00	(16,343.20)	-		51,656.80
Beneift Liabilities					
Vactor					
Operations			(16,343.20)		
Administrative Operations		(16,343.20)		SDRMA	
Total**	408,334.94	61,835.89	(39,324.01)	(145.95)	482,357.67

** Balance Owed to Sewer Fund 1,689.26

Total with Juniper Drive Oweing 484,046.93

Adjusted with Fiscal Year End

Juniper Drive Special Zone of Benefit Funds

**As Of
July 31, 2021**

	Previous	Credits	Debits	Adjustments	7/31/2021 Balance
Bank of America	56,858.23	7,187.00	(99.00)	-	63,946.23
Juniper Drive Fees Collected		7,187.00			
Juniper Drive Expenses			(99.00)		
LAIF	4,637.06	3.79	-	-	4,640.85
Interest		3.79			
Other					
County Investment Pool	307,132.94	-	-	-	307,132.94
Checking Transfers					<i>No Change</i>
Interest					
Other					

Total**	368,628.23	7,190.79	(99.00)	-	375,720.02
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** Balance Owed to Sewer Fund (1,689.26)
Total with Balance Owing to Sewer Fund 374,030.76

Juniper Drive Wash					
Fwd	JD Fees Coll	JD Checks	JD Paid	SF Paid	JD Owes SF
(2,675.54)	3,700.93	(2,714.65)			(1,689.26)

Funds collected / paid in Sewer Fund

Adjusted with Fiscal Year End

Sewer Financial Reports

July 2021

HILTON CREEK COMMUNITY SERVICES DISTRICT
Balance Sheet
 As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1 Bank of America-Checking	16,467.11
2 Encumbrance Account	68,000.00
3 B of America-Capital Reserve	44,223.06
4 Mono Co Treasury Inv. Pool	342,681.99
5 LAIF	
General Sewer Fund	4,957.36
5 LAIF - Other	5.42
Total 5 LAIF	4,962.78
Total Checking/Savings	476,334.94
Accounts Receivable	
Accounts receivable	
AVAILABILITY FEES	720.00
SEWER USE FEES	
Finance Charge	-435.96
LIEN FEE	200.00
SEWER USE FEES - Other	1,448.39
Total SEWER USE FEES	1,212.43
Accounts receivable - Other	12.00
Total Accounts receivable	1,944.43
Total Accounts Receivable	1,944.43
Other Current Assets	
Allowance for uncollectibles	0.05
Total Other Current Assets	0.05
Total Current Assets	478,279.42
Fixed Assets	
Property, Plant & Equipment	
Equipment	3,104,881.53
Facilities Improvements	78,028.37
Other Equipment	21,391.22
Vehicles	16,500.00
Total Property, Plant & Equipment	3,220,801.12
Total Fixed Assets	3,220,801.12
Other Assets	
Accumulated depreciation	-2,680,639.35
Total Other Assets	-2,680,639.35
TOTAL ASSETS	1,018,441.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	-1,937.68
Total Accounts Payable	-1,937.68
Other Current Liabilities	
6 Juniper Dr SZB Clearing Acct	-10.52
Accounts payable	10,616.38
Direct Deposit Liabilities	-1.88
Payroll Liabilities	11,178.11
Total Other Current Liabilities	21,782.09
Total Current Liabilities	19,844.41

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of June 30, 2021

	<u>Jun 30, 21</u>
Long Term Liabilities	
PENSION LIABILITIES	
Def inflows of resources-actuar	33,770.00
Def outflows of resources-actua	-34,290.00
Deferred outflows-contributions	-5,268.31
Net Pension Liability	<u>237,045.00</u>
Total PENSION LIABILITIES	<u>231,256.69</u>
Total Long Term Liabilities	<u>231,256.69</u>
Total Liabilities	<u>251,101.10</u>
Equity	
Capital Improvement Reserve	33,533.07
Retained Earnings	735,189.65
Net Income	-1,382.63
Total Equity	<u>767,340.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,018,441.19</u></u>

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

08/05/21

As of July 31, 2021

Accrual Basis

	Jul 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1 Bank of America-Checking	38,974.56
2 Encumbrance Account	51,656.80
3 B of America-Capital Reserve	44,223.44
4 Mono Co Treasury Inv. Pool	342,536.04
5 LAIF	
General Sewer Fund	4,957.36
5 LAIF - Other	9.47
Total 5 LAIF	<u>4,966.83</u>
Total Checking/Savings	<u>482,357.67</u>
Accounts Receivable	
Accounts receivable	
AVAILABILITY FEES	720.00
SEWER USE FEES	
Finance Charge	-435.96
LIEN FEE	200.00
SEWER USE FEES - Other	<u>15,791.56</u>
Total SEWER USE FEES	15,555.60
Accounts receivable - Other	<u>12.00</u>
Total Accounts receivable	<u>16,287.60</u>
Total Accounts Receivable	<u>16,287.60</u>
Other Current Assets	
Allowance for uncollectibles	<u>0.05</u>
Total Other Current Assets	<u>0.05</u>
Total Current Assets	<u>498,645.32</u>
Fixed Assets	
Property, Plant & Equipment	
Equipment	3,104,881.53
Facilities Improvements	78,028.37
Other Equipment	21,391.22
Vehicles	<u>16,500.00</u>
Total Property, Plant & Equipment	<u>3,220,801.12</u>
Total Fixed Assets	<u>3,220,801.12</u>
Other Assets	
Accumulated depreciation	<u>-2,688,139.35</u>
Total Other Assets	<u>-2,688,139.35</u>
TOTAL ASSETS	<u><u>1,031,307.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	<u>-1,937.68</u>
Total Accounts Payable	<u>-1,937.68</u>

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

08/05/21

As of July 31, 2021

Accrual Basis

	Jul 31, 21
Other Current Liabilities	
6 Juniper Dr SZB Clearing Acct	975.76
Accounts payable	10,486.97
Direct Deposit Liabilities	-1.88
Payroll Liabilities	11,514.22
Total Other Current Liabilities	22,975.07
Total Current Liabilities	21,037.39
Long Term Liabilities	
PENSION LIABILITIES	
Def inflows of resources-actuar	33,770.00
Def outflows of resources-actua	-34,290.00
Deferred outflows-contributions	-4,599.19
Net Pension Liability	237,045.00
Total PENSION LIABILITIES	231,925.81
Total Long Term Liabilities	231,925.81
Total Liabilities	252,963.20
Equity	
Capital Improvement Reserve	33,533.07
Retained Earnings	733,807.02
Net Income	11,003.80
Total Equity	778,343.89
TOTAL LIABILITIES & EQUITY	1,031,307.09

HILTON CREEK COMMUNITY SERVICES DISTRICT All Sewer Fund Transaction Detail Report July 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Bill Pmt -Check	07/01/2021	8187	SDRMA	Invoice 69882...	1 Bank of America-C...		*Accounts Pay...		3,813.83
Bill Pmt -Check	07/01/2021	8188	SDRMA	Invoice 70340	1 Bank of America-C...		*Accounts Pay...		12,529.37
Check	07/01/2021	TXF	Transfer	Liability and ...	1 Bank of America-C...		2 Encumberan...	16,343.20	
Liability Check	07/02/2021	E-pay	EFTPS		1 Bank of America-C...		-SPLIT-		2,538.90
Liability Check	07/02/2021	E-pay	Emp. Dev. Dept.		1 Bank of America-C...		-SPLIT-		631.34
Liability Check	07/02/2021	E-pay	Emp. Dev. Dept.	4	1 Bank of America-C...		-SPLIT-		43.45
Deposit	07/02/2021			Deposit	1 Bank of America-C...		Undeposited F...	110.62	
Check	07/06/2021	auto	PERS Retirement		1 Bank of America-C...		-SPLIT-		360.92
Check	07/06/2021	Auto	PERS Retirement		1 Bank of America-C...		-SPLIT-		1,643.58
Check	07/06/2021		MAMMOTH DISPO...	Waste Conne...	1 Bank of America-C...		Plant - General...		165.38
Liability Check	07/08/2021		QuickBooks Payroll ...	Created by Pa...	1 Bank of America-C...		Direct Deposit ...		3,168.88
Deposit	07/08/2021			Deposit	1 Bank of America-C...		-SPLIT-	1,320.28	
Deposit	07/08/2021			Deposit	1 Bank of America-C...		-SPLIT-	221.24	
Deposit	07/08/2021		JUNIPER DRIVE FE...	Deposit	1 Bank of America-C...		-SPLIT-	393.68	
Check	07/08/2021		Bank of America	Remote Depo...	1 Bank of America-C...		Bank Service C...		15.00
Paycheck	07/09/2021	DD1087	BEATTY, LORINDA A	Direct Deposit	1 Bank of America-C...	162	-SPLIT-	0.00	
Paycheck	07/09/2021	DD1088	BURNETT, KYLE	Direct Deposit	1 Bank of America-C...	162	-SPLIT-	0.00	
Deposit	07/09/2021			Deposit	1 Bank of America-C...		Undeposited F...	110.62	
Check	07/09/2021	Auto	PERS Retirement	PPE 07/09/20...	1 Bank of America-C...		-SPLIT-		475.25
Check	07/09/2021	Auto	PERS 457 Contributi...	PPE 07/09/20...	1 Bank of America-C...		-SPLIT-		334.50
Deposit	07/09/2021			Deposit	1 Bank of America-C...		4 Mono Co Tre...	145.95	
Deposit	07/09/2021			Deposit	1 Bank of America-C...		Undeposited F...	110.62	
Deposit	07/09/2021			Deposit	1 Bank of America-C...		Undeposited F...	110.62	
Paycheck	07/12/2021	DD1089	ADAMSON, CYNTH...	Direct Deposit	1 Bank of America-C...	162	-SPLIT-	0.00	
Paycheck	07/12/2021	DD1090	CONNOLLY, ISABE...	Direct Deposit	1 Bank of America-C...	162	-SPLIT-	0.00	
Paycheck	07/12/2021	DD1091	CZESCHIN, WINDS...	Direct Deposit	1 Bank of America-C...	162	-SPLIT-	0.00	
Paycheck	07/12/2021	DD1092	HIGERD, GARRETT	Direct Deposit	1 Bank of America-C...	162	-SPLIT-	0.00	
Paycheck	07/12/2021	DD1093	SHIPLEY, STEVE H	Direct Deposit	1 Bank of America-C...	162	-SPLIT-	0.00	
Check	07/13/2021	8198	Ziplocal	0854841-210...	1 Bank of America-C...		-SPLIT-		240.00
Check	07/13/2021	8199	6023015	VOID: 6023015	1 Bank of America-C...		SEWER USE F...	0.00	
Check	07/13/2021	8200	Bradley or Rita De G...	6023015	1 Bank of America-C...		SEWER USE F...		1,099.60
Check	07/13/2021	8201	J.T. HATTER ELEC...	Invoice 4638	1 Bank of America-C...		Contract Servic...		1,592.50
Liability Check	07/13/2021		QuickBooks Payroll ...	Created by Pa...	1 Bank of America-C...		Direct Deposit ...		2,096.80
Paycheck	07/13/2021	8202	Hatter, Jason T	July 2021 Prio...	1 Bank of America-C...	162	-SPLIT-		904.50
Check	07/14/2021		SCE	6/3/2021 to 7/...	1 Bank of America-C...		SCE - Pump St...		605.77
Deposit	07/15/2021			Deposit	1 Bank of America-C...		-SPLIT-	12,278.82	
Check	07/19/2021		FRONTIER COMMU...	Alarm System	1 Bank of America-C...		Telephone - Fir...		42.32
Check	07/19/2021		Intuit	ACH Payment...	1 Bank of America-C...		Bank Service C...		258.00
Check	07/19/2021		SCE	6/3/2021 to 7/...	1 Bank of America-C...		SCE - Plant		1,802.50
Deposit	07/20/2021			Deposit	1 Bank of America-C...		-SPLIT-	301.24	
Deposit	07/20/2021		JUNIPER DRIVE FE...	Deposit	1 Bank of America-C...		-SPLIT-	648.98	
Deposit	07/20/2021			Deposit	1 Bank of America-C...		-SPLIT-	1,548.68	
Deposit	07/20/2021			Deposit	1 Bank of America-C...		-SPLIT-	10,622.17	
Check	07/21/2021		VERIZON WIRELESS	District Phones	1 Bank of America-C...		-SPLIT-		125.47
Liability Check	07/22/2021		QuickBooks Payroll ...	Created by Pa...	1 Bank of America-C...		Direct Deposit ...		3,168.98
Deposit	07/22/2021			Deposit	1 Bank of America-C...		-SPLIT-	917.53	
Deposit	07/22/2021			Deposit	1 Bank of America-C...		Undeposited F...	110.62	
Deposit	07/22/2021			Deposit	1 Bank of America-C...		Undeposited F...	110.62	
Deposit	07/22/2021			Deposit	1 Bank of America-C...		-SPLIT-	1,106.20	
Deposit	07/22/2021			Deposit	1 Bank of America-C...		-SPLIT-	801.08	
Deposit	07/22/2021		JUNIPER DRIVE FE...	Deposit	1 Bank of America-C...		-SPLIT-	995.13	

10:35 AM

08/07/21

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT All Sewer Fund Transaction Detail Report July 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Paycheck	07/23/2021	DD1094	BEATTY, LORINDA A	Direct Deposit	1 Bank of America-C...	162	-SPLIT-	0.00	
Paycheck	07/23/2021	DD1095	BURNETT, KYLE	Direct Deposit	1 Bank of America-C...	162	-SPLIT-	0.00	
Deposit	07/23/2021			Deposit	1 Bank of America-C...		-SPLIT-	2,256.14	
Deposit	07/23/2021			Deposit	1 Bank of America-C...		-SPLIT-	2,433.64	
Deposit	07/23/2021			Deposit	1 Bank of America-C...		-SPLIT-	553.10	
Deposit	07/23/2021		JUNIPER DRIVE FE...	Deposit	1 Bank of America-C...		-SPLIT-	974.20	
Check	07/26/2021		PERS 457 Contributi...	PPE 07/23/20...	1 Bank of America-C...		-SPLIT-		334.62
Check	07/26/2021		PERS Retirement	PPE 07/23/20...	1 Bank of America-C...		-SPLIT-		475.25
Check	07/26/2021		PERS Health Insura...	July 2021	1 Bank of America-C...		-SPLIT-		857.30
Deposit	07/29/2021			Deposit	1 Bank of America-C...		Undeposited F...	55.31	
Deposit	07/29/2021		JUNIPER DRIVE FE...	Deposit	1 Bank of America-C...		6 Juniper Dr S...	98.42	
Deposit	07/29/2021		JUNIPER DRIVE FE...	Deposit	1 Bank of America-C...		-SPLIT-	590.52	
Deposit	07/29/2021			Deposit	1 Bank of America-C...		-SPLIT-	331.86	
Deposit	07/29/2021			Deposit	1 Bank of America-C...		-SPLIT-	3,871.70	
Deposit	07/29/2021			Deposit	1 Bank of America-C...		-SPLIT-	2,358.67	
TOTAL								61,831.46	39,324.01

HILTON CREEK COMMUNITY SERVICES DISTRICT Juniper Drive Clearing Account Monthly Detail Report June 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Deposit	06/01/2021		JUNIPER DRIVE FE...	J6012005	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/01/2021		JUNIPER DRIVE FE...	J6017021	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/01/2021		JUNIPER DRIVE FE...	J6014012	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/01/2021		JUNIPER DRIVE FE...	J6017022	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/01/2021		JUNIPER DRIVE FE...	J6019005	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/01/2021		JUNIPER DRIVE FE...	J6017009	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/01/2021		JUNIPER DRIVE FE...	J6017027	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		198.18
Deposit	06/01/2021		JUNIPER DRIVE FE...	J6017026	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		83.76
Bill	06/04/2021		UMPQUA BANK	Fuel JD 10%	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	26.91	
Bill	06/04/2021		UMPQUA BANK	Vehicle Maint...	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	37.15	
Bill	06/04/2021		UMPQUA BANK	Office Expens...	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	24.80	
Bill	06/08/2021		INFOSEND, INC	10% JD Billing	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	33.75	
Deposit	06/11/2021	Dep	JUNIPER DRIVE FE...	J6013006 HA...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/11/2021	Dep	JUNIPER DRIVE FE...	J6013007 NO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/11/2021	Dep	JUNIPER DRIVE FE...	J6013015 NO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		85.10
Deposit	06/11/2021	Dep	JUNIPER DRIVE FE...	J6013013 NO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		85.10
General Journal	06/11/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	295.00	
General Journal	06/11/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	307.69	
Check	06/11/2021	Auto	PERS Retirement	10% KB Retir...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	23.88	
Check	06/11/2021	Auto	PERS 457 Contributi...	10% JD	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	12.94	
General Journal	06/13/2021	LB 20...		10% CA Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	78.33	
General Journal	06/13/2021	LB 20...		10% IC Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	78.33	
General Journal	06/13/2021	LB 20...		10% WC Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	38.33	
General Journal	06/13/2021	LB 20...		10% GH Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	38.33	
General Journal	06/13/2021	LB 20...		10% SS Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	38.33	
Check	06/15/2021	Auto	PERS Health Insura...	10% KB, MO ...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	85.71	
Deposit	06/22/2021	DEP	JUNIPER DRIVE FE...	J6013012 MA...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/22/2021	DEP	JUNIPER DRIVE FE...	J6020017 DA...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/22/2021	DEP	JUNIPER DRIVE FE...	J6012014 MC...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		393.68
Check	06/23/2021	Auto	VERIZON WIRELESS	Telephone 10...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	12.55	
General Journal	06/25/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	75.00	
General Journal	06/25/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	307.69	
Check	06/25/2021	Auto	PERS 457 Contributi...	10% JD	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	12.94	
Check	06/25/2021	Auto	PERS Retirement	10% KB Retir...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	23.88	
Deposit	06/29/2021		JUNIPER DRIVE FE...	J6016017 CZ...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/29/2021		JUNIPER DRIVE FE...	J6016015 CZ...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		85.10
Deposit	06/29/2021		JUNIPER DRIVE FE...	J6012003 HA...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	06/29/2021		JUNIPER DRIVE FE...	J6014008 MIL...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		98.42
General Journal	06/30/2021	LB 20...		10% Juniper ...	6 Juniper Dr SZB Cl...	164	Medical Reimb...	28.94	
General Journal	06/30/2021	LB 20...		10% JD 7/14/...	6 Juniper Dr SZB Cl...	162	Medical Reimb ...	180.00	
Bill	06/30/2021		MONO COUNTY DE...	Ticket 18729 ...	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	6.34	
Bill	06/30/2021	FY 20...	VERIZON WIRELESS	JUNE	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	12.55	
Bill	06/30/2021		UMPQUA BANK	Office Expens...	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	54.80	
Bill	06/30/2021		UMPQUA BANK	Fuel 10% JD	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	20.00	
Bill	06/30/2021		UMPQUA BANK	Vehicle Maint...	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	27.69	
General Journal	06/30/2021	LB 20...		JD Wash - SF...	6 Juniper Dr SZB Cl...	162	-SPLIT-	2,665.02	
General Journal	06/30/2021	LB 20...		10% FUEL FY...	6 Juniper Dr SZB Cl...	164	-SPLIT-	4.12	
General Journal	06/30/2021	LB 20...		10% AD FY 2...	6 Juniper Dr SZB Cl...	164	6 Juniper Dr S...	6.40	
TOTAL								4,557.40	3,391.42

HILTON CREEK COMMUNITY SERVICES DISTRICT Juniper Drive Clearing Account Monthly Detail Report July 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Bill	07/01/2021		SDRMA	Juniper Drive ...	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	750.18	
Bill	07/01/2021	Memb...	SDRMA	Juniper Drive ...	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	381.38	
Check	07/06/2021	auto	PERS Retirement	Unfunded Acc...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	36.09	
Check	07/06/2021	Auto	PERS Retirement	Unfunded Acc...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	164.36	
Deposit	07/08/2021		JUNIPER DRIVE FE...	J6016004 SHI...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	07/08/2021		JUNIPER DRIVE FE...	J6017010 TIT...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Check	07/09/2021	Auto	PERS Retirement	10% KB Retir...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	25.20	
Check	07/09/2021	Auto	PERS 457 Contributi...	10% JD	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	8.45	
General Journal	07/09/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	141.45	
General Journal	07/09/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	330.77	
General Journal	07/09/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	8.45	
Check	07/13/2021	8198	Ziplocal	10% JD	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	24.00	
General Journal	07/13/2021	LB 20...		10% CA Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	48.34	
General Journal	07/13/2021	LB 20...		10% IC Gross...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	38.34	
General Journal	07/13/2021	LB 20...		10% WC Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	48.34	
General Journal	07/13/2021	LB 20...		10% GH Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	48.34	
General Journal	07/13/2021	LB 20...		10% SS Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	48.34	
Deposit	07/20/2021		JUNIPER DRIVE FE...	J6016005 HA...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	07/20/2021		JUNIPER DRIVE FE...	J6017004 JO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	07/20/2021		JUNIPER DRIVE FE...	J6017005 JO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		85.10
Deposit	07/20/2021		JUNIPER DRIVE FE...	J6020016 VO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		85.10
Deposit	07/20/2021		JUNIPER DRIVE FE...	J6020016-001...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		85.10
Check	07/21/2021		VERIZON WIRELESS	Telephone 10...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	12.55	
Deposit	07/22/2021		JUNIPER DRIVE FE...	J6016004 SHI...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	07/22/2021		JUNIPER DRIVE FE...	J6017021 BO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		319.51
Deposit	07/22/2021		JUNIPER DRIVE FE...	J6012003 HA...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	07/22/2021		JUNIPER DRIVE FE...	J6020006 FO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		85.10
Deposit	07/22/2021		JUNIPER DRIVE FE...	J6020003 FO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
General Journal	07/23/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	133.00	
General Journal	07/23/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	330.77	
General Journal	07/23/2021	LB 20...		10% LB Additi...	6 Juniper Dr SZB Cl...	164	Employer 457 ...	8.46	
Deposit	07/23/2021		JUNIPER DRIVE FE...	J6019005 GO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	07/23/2021		JUNIPER DRIVE FE...	J6012014 HIL...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	07/23/2021		JUNIPER DRIVE FE...	J6017015 FIO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		393.68
Deposit	07/23/2021		JUNIPER DRIVE FE...	J6017017 GIL...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		186.84
General Journal	07/23/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	8.45	
Check	07/26/2021		PERS 457 Contributi...	10% JD	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	8.46	
Check	07/26/2021		PERS Retirement	10% KB Retir...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	25.20	
Check	07/26/2021		PERS Health Insura...	10% KB	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	56.81	
Check	07/26/2021		PERS Health Insura...	10% Retired ...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...	28.92	
Deposit	07/29/2021		JUNIPER DRIVE FE...	J6014008 Mil...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		98.42
Deposit	07/29/2021		JUNIPER DRIVE FE...	J6020017 DA...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	07/29/2021		JUNIPER DRIVE FE...	J6020010 VO...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
Deposit	07/29/2021		JUNIPER DRIVE FE...	6013006 HAR...	6 Juniper Dr SZB Cl...	164	1 Bank of Amer...		196.84
TOTAL								2,714.65	3,700.93

10:31 AM

08/07/21

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
Encumbrance Transaction Detail Report
July 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Check	07/01/2021	TXF	Transfer	Liability and ...	2 Encumbrance Ac...		1 Bank of Amer...		16,343.20
TOTAL								0.00	16,343.20

Juniper Drive Financial Reports

July 2021

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Balance Sheet

As of June 30, 2021

	<u>Jun 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	56,858.23
102 - LAIF	4,637.06
Mono County Treasury Inv. Pool	307,132.94
Total Checking/Savings	<u>368,628.23</u>
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
122 - MAINTENANCE FEES	1,543.48
Total 120 - ACCOUNTS RECEIVABLE	<u>1,543.48</u>
Total Accounts Receivable	1,543.48
Other Current Assets	
JDSZB Wash Account	-10.52
Total Other Current Assets	<u>-10.52</u>
Total Current Assets	<u>370,161.19</u>
TOTAL ASSETS	<u>370,161.19</u>
LIABILITIES & EQUITY	
Equity	
32000 · 304 - Retained Earnings	405,179.97
Net Income	-35,018.78
Total Equity	<u>370,161.19</u>
TOTAL LIABILITIES & EQUITY	<u>370,161.19</u>

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

08/05/21

Balance Sheet

Accrual Basis

As of July 31, 2021

	<u>Jul 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	63,946.23
102 - LAIF	4,640.85
Mono County Treasury Inv. Pool	307,132.94
Total Checking/Savings	<u>375,720.02</u>
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
122 - MAINTENANCE FEES	4,928.67
Total 120 - ACCOUNTS RECEIVABLE	<u>4,928.67</u>
Total Accounts Receivable	4,928.67
Other Current Assets	
JDSZB Wash Account	975.76
Total Other Current Assets	<u>975.76</u>
Total Current Assets	<u>381,624.45</u>
TOTAL ASSETS	<u>381,624.45</u>
LIABILITIES & EQUITY	
Equity	
32000 · 304 - Retained Earnings	370,161.19
Net Income	11,463.26
Total Equity	<u>381,624.45</u>
TOTAL LIABILITIES & EQUITY	<u>381,624.45</u>

7:11 PM

08/05/21

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Transactions By Month
July 2021

	Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Jul 21	Deposit	07/08/2021			Deposit	101 - Checking - B o...	X	-SPLIT-	257.30	
	Deposit	07/15/2021			Deposit	101 - Checking - B o...	X	-SPLIT-	5,578.46	
	Check	07/19/2021		Intuit	ACH Processi...	101 - Checking - B o...	X	64900 · 507 - ...		99.00
	Deposit	07/23/2021			Deposit	101 - Checking - B o...	X	-SPLIT-	787.36	
	Deposit	07/29/2021			Deposit	101 - Checking - B o...	X	-SPLIT-	563.88	
Jul 21									7,187.00	99.00

JUNIPER DRIVE WASH ACCCOUNT

Transactions By Month

June 2021

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Jun 21									
Deposit	06/01/2021			Deposit	JDSZB Wash Account		-SPLIT-	1,462.98	
General Journal	06/04/2021	LB-20...		CC Fuel	JDSZB Wash Account		-SPLIT-		26.91
General Journal	06/04/2021	LB-20...		CC Office Exp...	JDSZB Wash Account		JDSZB Wash ...		24.80
General Journal	06/04/2021	LB-20...		CC Auto Expe...	JDSZB Wash Account		JDSZB Wash ...		37.15
General Journal	06/08/2021	LB-20...		Infosend - Cu...	JDSZB Wash Account		64900 · 507 - ...		33.75
Deposit	06/11/2021			Deposit	JDSZB Wash Account		-SPLIT-	563.88	
General Journal	06/11/2021	LB-20...		10% KB Gross	JDSZB Wash Account		-SPLIT-		307.69
General Journal	06/11/2021	LB-20...		10 % KB 457	JDSZB Wash Account		JDSZB Wash ...		12.94
General Journal	06/11/2021	LB-20...		10% KB Retir...	JDSZB Wash Account		JDSZB Wash ...		23.88
General Journal	06/11/2021	LB-20...		10% LB Gross	JDSZB Wash Account		JDSZB Wash ...		295.00
General Journal	06/11/2021	LB-20...		10% CA Gros...	JDSZB Wash Account		-SPLIT-		78.33
General Journal	06/11/2021	LB-20...		10% IC Gross...	JDSZB Wash Account		JDSZB Wash ...		78.33
General Journal	06/11/2021	LB-20...		10% WC Gros...	JDSZB Wash Account		JDSZB Wash ...		38.33
General Journal	06/11/2021	LB-20...		10% GH Gros...	JDSZB Wash Account		JDSZB Wash ...		38.33
General Journal	06/11/2021	LB-20...		10% SS Gros...	JDSZB Wash Account		JDSZB Wash ...		38.33
General Journal	06/15/2021	LB-20...		Health Insura...	JDSZB Wash Account		504-B - Health ...		85.71
Deposit	06/22/2021			Deposit	JDSZB Wash Account		-SPLIT-	787.36	
General Journal	06/23/2021	LB-20...		10% Telepho...	JDSZB Wash Account		68100 · 515 - T...		12.55
General Journal	06/25/2021	LB-20...		10% KB Gross	JDSZB Wash Account		-SPLIT-		307.69
General Journal	06/25/2021	LB-20...		10 % KB 457	JDSZB Wash Account		JDSZB Wash ...		12.94
General Journal	06/25/2021	LB-20...		10% KB Retir...	JDSZB Wash Account		JDSZB Wash ...		23.88
General Journal	06/25/2021	LB-20...		10% LB Gross	JDSZB Wash Account		JDSZB Wash ...		75.00
Deposit	06/29/2021			Deposit	JDSZB Wash Account		12000 · Undep...	98.42	
Deposit	06/29/2021			Deposit	JDSZB Wash Account		-SPLIT-	478.78	
General Journal	06/30/2021	LB-20...		10% LB Med ...	JDSZB Wash Account		504 C EE Med ...		28.94
General Journal	06/30/2021	LB-20...		10% Med Rei...	JDSZB Wash Account		504 D 10% Dir ...		180.00
General Journal	06/30/2021	LB-20...		10% Vehicle ...	JDSZB Wash Account		-SPLIT-		6.34
General Journal	06/30/2021	LB-20...		10% Verizon	JDSZB Wash Account		JDSZB Wash ...		12.55
General Journal	06/30/2021	LB-20...		10% Office Ex...	JDSZB Wash Account		JDSZB Wash ...		54.80
General Journal	06/30/2021	LB-20...		10% Fuel	JDSZB Wash Account		JDSZB Wash ...		20.00
General Journal	06/30/2021	LB-20...		10% Vehicle ...	JDSZB Wash Account		JDSZB Wash ...		27.69
General Journal	06/30/2021	TXF	Transfer from Sewer...		JDSZB Wash Account		101 - Checking...		2,665.02
General Journal	06/30/2021			10% FUEL C...	JDSZB Wash Account		-SPLIT-		4.12
General Journal	06/30/2021			10% AD CRE...	JDSZB Wash Account		JDSZB Wash ...		6.40
								3,391.42	4,557.40
Jun 21									

7:08 PM

08/05/21

Accrual Basis

JUNIPER DRIVE WASH ACCCOUNT

Transactions By Month

July 2021

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Jul 21									
General Journal	07/01/2021	LB-20...		10% SDRMA ...	JDSZB Wash Account		-SPLIT-		750.18
General Journal	07/01/2021	LB-20...		10% SDRMA ...	JDSZB Wash Account		JDSZB Wash ...		381.38
General Journal	07/06/2021	LB-20...		10% PERS U...	JDSZB Wash Account		-SPLIT-		36.09
General Journal	07/06/2021	LB-20...		10% PERS U...	JDSZB Wash Account		JDSZB Wash ...		164.36
Deposit	07/08/2021			Deposit	JDSZB Wash Account		-SPLIT-	393.68	
General Journal	07/09/2021	LB-20...		10% KB Gross	JDSZB Wash Account		-SPLIT-		330.77
General Journal	07/09/2021	LB-20...		10 % KB 457	JDSZB Wash Account		JDSZB Wash ...		8.45
General Journal	07/09/2021	LB-20...		10% KB Retir...	JDSZB Wash Account		JDSZB Wash ...		25.20
General Journal	07/09/2021	LB-20...		10% LB Gross	JDSZB Wash Account		JDSZB Wash ...		141.45
General Journal	07/09/2021	LB-20...		10% LB Add ...	JDSZB Wash Account		JDSZB Wash ...		8.45
General Journal	07/13/2021	LB-20...		10% Advertising	JDSZB Wash Account		64900 · 507 - ...		24.00
General Journal	07/13/2021	LB-20...		10% CA Gros...	JDSZB Wash Account		-SPLIT-		48.34
General Journal	07/13/2021	LB-20...		10% IC Gross...	JDSZB Wash Account		JDSZB Wash ...		38.34
General Journal	07/13/2021	LB-20...		10% WC Gros...	JDSZB Wash Account		JDSZB Wash ...		48.34
General Journal	07/13/2021	LB-20...		10% GH Gros...	JDSZB Wash Account		JDSZB Wash ...		48.34
General Journal	07/13/2021	LB-20...		10% SS Gros...	JDSZB Wash Account		JDSZB Wash ...		48.34
Deposit	07/20/2021			Deposit	JDSZB Wash Account		-SPLIT-	648.98	
General Journal	07/21/2021	LB-20...		10% Telephone	JDSZB Wash Account		68100 · 515 - T...		12.55
Deposit	07/22/2021			Deposit	JDSZB Wash Account		-SPLIT-	995.13	
Deposit	07/23/2021			Deposit	JDSZB Wash Account		-SPLIT-	974.20	
General Journal	07/23/2021	LB-20...		10% KB Gross	JDSZB Wash Account		-SPLIT-		330.77
General Journal	07/23/2021	LB-20...		10 % KB 457	JDSZB Wash Account		JDSZB Wash ...		8.46
General Journal	07/23/2021	LB-20...		10% KB Retir...	JDSZB Wash Account		JDSZB Wash ...		25.20
General Journal	07/23/2021	LB-20...		10% LB Gross	JDSZB Wash Account		JDSZB Wash ...		141.45
General Journal	07/23/2021	LB-20...		10% LB Additi...	JDSZB Wash Account		JDSZB Wash ...		8.46
General Journal	07/26/2021	LB-20...		10% KB Healt...	JDSZB Wash Account		-SPLIT-		56.81
General Journal	07/26/2021	LB-20...		10% MO & P...	JDSZB Wash Account		JDSZB Wash ...		28.92
Deposit	07/29/2021			Deposit	JDSZB Wash Account		12000 · Undep...	98.42	
Deposit	07/29/2021			Deposit	JDSZB Wash Account		-SPLIT-	590.52	
Jul 21								3,700.93	2,714.65

Capital Reserve Financial
Reports
July 2021

10:49 AM

08/07/21

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
Capital Reserve Transaction Detail Report
July 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Deposit	07/30/2021			July 2021 Inte...	3 B of America-Capit...		Interest Income	0.38	
TOTAL								0.38	0.00

Shared
Investment Financial Reports
July 2021

10:48 AM

08/07/21

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
County Investment Pool Detail Report
June through July 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Jun 21 Check	06/30/2021	1	MONO COUNTY		4 Mono Co Treasury...		Administration f...		3,108.00
Jun 21								0.00	3,108.00
Jul 21 Deposit	07/09/2021			6023031 - Not...	4 Mono Co Treasury...		1 Bank of Amer...		145.95
Jul 21								0.00	145.95
TOTAL								0.00	3,253.95

7:17 PM

08/05/21

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Mono Country Inv. Pool Transactions Fiscal Year 2020/2021
July 2021 through June 2022

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Jul '21 - Jun 22									
Jul '21 - Jun 22									
								<hr/> <hr/>	<hr/> <hr/>

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

August 03, 2021

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

HILTON CREEK COMMUNITY SERVICES DISTRICT

SECRETARY OF THE BOARD
3222 CROWLEY LAKE DR.
CROWLEY LAKE, CA 93546

[Tran Type Definitions](#)

Account Number: [REDACTED]

July 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/15/2021	7/14/2021	QRD	1679090	N/A	SYSTEM	7.84

Account Summary

Total Deposit:	7.84	Beginning Balance:	9,599.84
Total Withdrawal:	0.00	Ending Balance:	9,607.68

SF 4.053 52%
JD 3.787 48%

7:04 PM

08/05/21

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
LAIF Fiscal Year Transaction Detail Report
 July 2021 through June 2022

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Jul 21 Deposit	07/30/2021			Deposit	5 LAIF		Interest Income	4.05	
Jul 21								4.05	0.00
Aug 21 Aug 21									
Sep 21 Sep 21									
Oct 21 Oct 21									
Nov 21 Nov 21									
Dec 21 Dec 21									
Jan 22 Jan 22									
Feb 22 Feb 22									
Mar 22 Mar 22									
Apr 22 Apr 22									
May 22 May 22									
Jun 22 Jun 22									
TOTAL								<u>4.05</u>	<u>0.00</u>

7:16 PM

08/05/21

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
LAIF Transactions Fiscal Year 2020/2021
July 2021 through June 2022

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Jul '21 - Jun 22									
Deposit	07/30/2021			Deposit	102 - LAIF		601- Interest In...	3.79	
Jul '21 - Jun 22								<u>3.79</u>	<u>0.00</u>

Budget Reports Year to Date Actual to Budget July 2021

- Sewer YTD Actual to Budget - 2 Month Review
- Juniper YTD Actual to Budget – 2 Month Review

HILTON CREEK COMMUNITY SERVICES DISTRICT
Profit & Loss
June 30, 2021

	<u>Jun 30, 21</u>
Ordinary Income/Expense	
Expense	
Administration fee	3,108.00
Employee Benefits	
Medical Reimb - Board	-180.00
Medical Reimb. - Employee	-28.94
Total Employee Benefits	-208.94
Office Expenses	
Office Communication- Not Phone	36.00
Office General / Misc	367.15
Postage/Shipping - Lab Testing	212.50
Website / Advert./ Pub Notice	631.20
Total Office Expenses	1,246.85
Operations Administration	
Telephone	
Telephone - Cell	112.92
Telephone - Fire Alarm	42.32
Telephone - Other	42.32
Total Telephone	197.56
Total Operations Administration	197.56
Professional Fees	
Legal Fees	
Operations	6,384.35
Total Legal Fees	6,384.35
Total Professional Fees	6,384.35
Repairs & Maintenance	
Automobile Expense	
Fuel	213.00
Maintenance	306.25
Total Automobile Expense	519.25
Contract Services	1,592.50
Lab Testing	244.87
Plant - General / Misc	224.05
Sewer Lines- General Maint	195.00
Sludge Removal	681.96
Utilities	
SCE - Plant	1,802.50
SCE - Pump Station	605.77
Total Utilities	2,408.27
Total Repairs & Maintenance	5,865.90
Snow Removal	2,500.00
Total Expense	19,093.72
Net Ordinary Income	-19,093.72
Other Income/Expense	
Other Income	
Interest Income	0.36
Total Other Income	0.36
Net Other Income	0.36
Net Income	<u><u>-19,093.36</u></u>

HILTON CREEK COMMUNITY SERVICES DISTRICT
Profit & Loss
 July 2021

	Jul 21
Ordinary Income/Expense	
Income	
Fees	
Availability Fees	80.00
Use Fees	54,804.95
Total Fees	54,884.95
Total Income	54,884.95
Gross Profit	54,884.95
Expense	
Depreciation Expense	7,500.00
Employee Benefits	
Employee 457 Contributions	500.00
Employer 457 Cont or Add Compen	344.13
Health Insurance	771.57
Medical Reimb - Board	0.00
Medical Reimb. - Employee	0.00
Retirement	
Retirement - EE Contributions	446.54
Retirement - ER Contribution	453.56
Retirement - Other	1,804.05
Total Retirement	2,704.15
Total Employee Benefits	4,319.85
Office Expenses	
Bank Service Charges	273.00
Website / Advert./ Pub Notice	216.00
Total Office Expenses	489.00
Operations Administration	
Insurance	
Liability Insurance	11,779.19
Work Comp	3,432.45
Total Insurance	15,211.64
Telephone	
Telephone - Cell	112.92
Telephone - Fire Alarm	42.32
Total Telephone	155.24
Total Operations Administration	15,366.88
Payroll Expenses	
Gross Payroll-Board of Director	2,085.15
Gross Payroll-District Manager	5,953.84
Gross Payroll-Secretary	2,385.54
Gross Payroll - Part Time Oper.	1,000.00
Payroll Taxes	627.61
Total Payroll Expenses	12,052.14
Repairs & Maintenance	
Contract Services	1,592.50
Plant - General / Misc	165.38
Utilities	
SCE - Plant	1,802.50
SCE - Pump Station	605.77
Total Utilities	2,408.27
Total Repairs & Maintenance	4,166.15
Total Expense	43,894.02
Net Ordinary Income	10,990.93

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

July 2021

	<u>Jul 21</u>
Other Income/Expense	
Other Income	
Interest Income	4.43
Total Other Income	4.43
Net Other Income	4.43
Net Income	<u><u>10,995.36</u></u>

HILTON CREEK COMMUNITY SERVICES DISTRICT
SEWER FUND YEAR END ADJUSTMENTS
6/30/2021

REVENUE	BUDGET	Year End Actual	Over (Under) {+ or -}	% Used	Goal June 2021
General Operating Revenue:					100%
Property Taxes	122,000.00	142,371.37	20,371.37	86%	-14%
Sewer Operation & Maintenance Revenue:					
Sewer Use Fees Collected	302,000.00	342,269.12	40,269.12	88%	-12%
Sewer Capital Improvement Revenue:					
Sewer Connection Fees	14,586.00	14,586.00	-	100%	0%
Availability Fees		530.00	530.00	100%	
Sewer Connection Inspection Fees	100.00	100.00	-	100%	0%
Investment Revenue					
Interest on Investments	4,000.00	3,554.51	(445.49)	113%	13% OVER
Transfer From Reserves		36,054.19	36,054.19	100%	100% OVER
Transfer From Other Funds	-	145,000.00	145,000.00	100%	100% OVER
TOTAL REVENUES	442,686.00	684,465.19	241,779.19	155%	55% OVER
EXPENSES					
ADMINISTRATION EXPENSES					
Administration Fee	2,000.00	461.45	(1,538.55)	23%	-77%
***Mono Invest. Pool Wash - Delinquent Accts.		6,888.85	6,888.85		
***Depreciation Expense (Book Entry Only)	90,000.00	90,000.00	-		
SUBTOTAL	92,000.00	97,350.30	187,200.60	106%	6% OVER
EMPLOYEE BENEFITS					
Medical Reimbursement - Director	20,000.00	6,736.76	(2,263.24)	75%	-25%
Medical Reimbursement - Employee	3,600.00	746.42	(2,853.58)	21%	-79%
Health Insurance	8,203.00	10,509.13	(1,193.87)	90%	-10%
Health Insurance - Retired		2,483.71	(116.29)	96%	-4%
Long Term Care Insurance		492.03	422.00		
Retirement Benefits - Employer Contributions	6,762.00	7,921.16	(2,240.84)	78%	-22%
*** Retirement Benefits - Employee Contributions		5,275.33	5,275.33		
***457 - Employee Contributions		3,800.00	3,800.00		
457 Employer Contributions		1,980.02	(219.98)		
SUBTOTAL:	38,565.00	39,944.56	609.53	102%	2% OVER
PAYROLL					
Salaries & Employee Benefits:					

		<u>Year End</u>	<u>Over (Under)</u>	<u>%</u>	<u>Goal</u>
Director's Gross Salary	6,000.00	17,009.95	9.95	100%	0% OVER
Manager Gross Salary	72,000.00	71,999.98	(0.02)	100%	0%
Manager Gross Salary (Now Retired)		18,987.84	-	100%	0%
Secretarial Gross Salary	29,487.00	28,165.27	(1,321.73)	96%	-4%
Secretarial Gross Salary (Now Retired)		10,626.52	-	100%	0%
Payroll Taxes	3,000.00	6,108.30	(391.70)	94%	-6%
Payroll Processing Fee Expense		488.10	376.10	436%	100% OVER
SUBTOTAL	110,487.00	153,385.96	(1,327.40)	99%	200% OVER
OPERATIONS					-100%
Liability Insurance	9,350.00	9,286.20	-	100%	0%
Worker's Comp Insurance		5,461.60	-	100%	0%
Accounting	6,500.00	7,380.00	880.00	114%	14% OVER
Legal	10,000.00	21,445.51	(4,554.49)	82%	-18%
Dues & Subscriptions	1,700.00	2,977.50	(1,722.50)	63%	-37%
Travel -Non Litigation	200.00	-	(200.00)	0%	-100%
License and Fees	22,500.00	23,603.88	393.88	102%	2% OVER
Loan Interest (County Loan)	2,187.00	2,838.87	-	100%	0%
Office Expenses	6,000.00	12,566.30	566.30	105%	5% OVER
Educational Expenses	800.00	580.00	(220.00)	73%	-28%
Telephone	1,500.00	1,938.47	188.47	111%	11% OVER
Contingency	5,000.00	-	(5,000.00)	0%	-100%
Miscellaneous	395.00	-	(395.00)	0%	-100%
SUBTOTAL	66,132.00	88,078.33	(10,063.34)	90%	-10%
REPAIRS & MAINTENANCE					-
Auto Expenses	3,000.00	3,286.85	286.85	110%	10% OVER
Contract Services	26,000.00	12,127.50	1,127.50	110%	10% OVER
Lab Testing		5,944.48	777.28		
Monitoring Well - Equipment & Consultation		2,250.61	(749.39)		
Plant - General Repairs & Maintenance		9,477.02	2,077.02		
Plant - Sewer Equipment		8,931.03	1,931.03		
Plant - Sludge Removal		4,735.21	435.21		
Sewer Lines - General Maintenance		41,924.32	(13,075.68)		
Spills		9,181.36	9,181.36		
Snow Removal	7,500.00	2,500.00	(5,000.00)	33%	-67%
Supplies	2,000.00	-	(2,000.00)	0%	-100%
Water		195.00	(195.00)		
SCE - Plant	16,000.00	17,718.29	1,718.29	111%	11% OVER
SCE - Pump Station	7,000.00	6,989.57	(10.43)	100%	0%

		<u>Year End</u>	<u>Over (Under)</u>	<u>%</u>	<u>Goal</u>
Uniform - Clothing Reimbursement		129.06			
Repairs & Maintenance - Other		82.62	(17.38)		
SUBTOTAL:	61,500.00	125,472.92	(3,513.34)	97%	-3%
SUBTOTAL ALL OPERATING EXPENSES	368,684.00	504,232.07	172,906.05	98%	-2%
Sewer Capital Improvement Expenses:					-100%
Capital Purchases/Improvements	67,000.00	-	67,000.00	0%	
Engineering and Consulting Fees	10,000.00	-	10,000.00	0%	
Lateral Extensions	5,000.00	-	5,000.00	0%	
Debt Service:					
Loan Principal	19,658.00	71,685.32	-	100%	0%
PERS Unfunded Liability	20,000.00	15,246.90	4,753.10	76%	-24%
SUBTOTAL:	121,658.00	86,932.22	86,753.10	50%	-50%
TOTAL EXPENSES	490,342.00	591,164.29	259,659.15	86%	-14%
***Less Non Budget Items		92,186.48	2,186.48		
Adjusted Total Expenses		498,977.81	257,472.67	73%	-27%

HILTON CREEK COMMUNITY SERVICES District
ACTUAL TO BUDGET - SEWER FUND
July 31, 2021

REVENUE	Budget Sewer Fund	July Month 1	Over (Under)	% of Budget	Goal 12%	Over
General Operating Revenue:						
Property Taxes	140,000.00	-	(140,000.00)	-100%	-112%	
Sewer Operation & Maintenance Revenue:						
Sewer Use Fees Collected	340,000.00	41,561.38	(298,438.62)	-88%	-100%	
Sewer Capital Improvement Revenue:						
Sewer Connection Fees	-		-		-12%	
Availability Fees	-	80.00	80.00		-12%	
Sewer Connection Inspection Fees	-		-		-12%	
<i>Subtotal Operations & Capital Revenue</i>		<i>41,641.38</i>	<i>(298,358.62)</i>	<i>(0.88)</i>	<i>(1.36)</i>	-
Investment Revenue						
Interest on Investments	-		-			
Transfer From Reserves	14,781.00		(14,781.00)	-100%	-112%	
Transfer From Other Funds	-	145.95	145.95			
TOTAL REVENUES	494,781.00	41,787.33	(452,993.67)	-92%	-104%	
EXPENSES						
ADMINISTRATION EXPENSES						
Administration Fee	525.00		(525.00)	-100%	-112%	
***Mono Invest. Pool Wash - Delinquent Accts.			-			
***Depreciation Expense (Book Entry Only)		7,500.00	7,500.00			
SUBTOTAL	525.00	7,500.00	6,975.00			
Estimated EMPLOYEE BENEFITS						
Medical Reimbursement - Director (5)	9,493.39	-	(9,493.39)	-100%	-112%	
Medical Reimbursement - Employees (2)	5,733.58	-	(5,733.58)	-100%	-112%	
Health Insurance (1) Base Rate	6,426.04	511.28	(5,914.76)	-92%	-104%	
Health Insurance - Retired (2)	3,402.00	260.29	(3,141.71)	-92%	-104%	
Retirement Benefits - Employer Contributions GM	6,283.80	453.56	(5,830.24)	-93%	-105%	
*** Retirement Benefits - Employee Contributions	-	446.54	446.54			
***457 - Employee Contributions	-	500.00	500.00			
457 Employer Contributions / Add Compensation (2)	3,960.00	344.13	(3,615.87)	-91%	-103%	
SUBTOTAL	35,298.80	2,515.80		0%	-12%	

	Budget	July	Over	%	Goal
PAYROLL					
Salaries & Employee Benefits:					
Director's Gross Salary <i>(\$100 Per Meeting x 5) x 12 + (\$2,200 Add. Comp.)x5 + \$3,000 Special Meetings if they occur</i>	18,000.00	2,085.15	(15,914.85)	-88%	-100%
Manager Gross Salary	77,400.00	5,953.84	(71,446.16)	-92%	-104%
Perdiem	14,175.00	1,000.00	(13,175.00)	-93%	-105%
Secretarial Gross Salary Part Time	31,500.00	2,385.54	(29,114.46)	-92%	-104%
Payroll Taxes	8,400.00	627.61	(7,772.39)	-93%	-105%
Payroll Processing Fee Expense	552.21		(552.21)	-100%	-112%
SUBTOTAL	150,027.21	12,052.14		0%	-12%
PROPOSED OPERATIONS POSITION - ESTIMATE					
Salary	54,337.50	-	(54,337.50)	-100%	-112%
Additional Compensation	2,079.00	-	(2,079.00)	-100%	-112%
Insurance	6,426.00	-	(6,426.00)	-100%	-112%
Medical Reimbursement	1,701.00	-	(1,701.00)	-100%	-112%
Retirement	4,725.00	-	(4,725.00)	-100%	-112%
Workers' Comp Estimated Increase	2,362.50	-	(2,362.50)	-100%	-112%
SUBTOTAL	71,631.00	-	(71,631.00)	-100%	-112%
OPERATIONS					
Liability Insurance	12,285.00	11,779.19	(505.81)	-4%	-16%
Worker's Comp Insurance	3,780.00	3,432.45	(347.55)	-9%	-21%
Accounting	8,505.00		(8,505.00)	-100%	-112%
Dues & Subscriptions	2,835.00		(2,835.00)	-100%	-112%
Travel -Non Litigation	472.50		(472.50)	-100%	-112%
License and Fees	26,250.00		(26,250.00)	-100%	-112%
Office Expenses	5,670.00	489.00	(5,181.00)	-91%	-103%
Educational Expenses	1,417.50		(1,417.50)	-100%	-112%
Telephone	1,890.00	155.24	(1,734.76)	-92%	-104%
Snow Removal (10%)	3,150.00		(3,150.00)	-100%	-112%
SUBTOTAL	66,255.00	15,855.88	-50399.12	-76%	-88%

	Budget	July	Over	%	Goal
REPAIRS & MAINTENANCE					
Auto Expenses	4,725.00		(4,725.00)	-100%	-112%
Contract Services	5,250.00	1,592.50	(3,657.50)	-70%	-82%
Lab Testing	6,300.00		(6,300.00)	-100%	-112%
Plant - General Repairs & Maintenance	10,500.00	165.38	(10,334.62)	-98%	-110%
Plant - Pond Maintenance 1	21,000.00		(21,000.00)	-100%	-112%
Plant - Sludge Removal (Fallon)	11,550.00		(11,550.00)	-100%	-112%
Sewer Lines - General Maintenance	63,000.00		(63,000.00)	-100%	-112%
Supplies	649.99		(649.99)	-100%	-112%
Water	819.00		(819.00)	-100%	-112%
SCE - Plant	15,750.00	1,802.50	(13,947.50)	-89%	-101%
SCE - Pump Station	6,300.00	605.77	(5,694.23)	-90%	-102%
SUBTOTAL	145,843.99	4,166.15	(141,677.84)	-97%	-109%
SUBTOTAL ALL OPERATING EXPENSES	469,581.00	42,089.97	(162,138.57)	-35%	-47%
Debt Service:					
PERS Unfunded Liability	23,625.00	1,804.05			
SUBTOTAL:	23,625.00	1,804.05	-		
Subtotal All Expenses	493,206.00	43,894.02		0%	-12%
Less Non Budget Items		8,446.54	16,893.08		
TOTAL ADJUSTED EXPENSES		35,447.48	(16,893.08)		

	Budget	July	Over	%	Goal
Special Projects / Non-Budget Items					
Sewer Capital Improvement Expenses:					
Capital Purchases/Improvements					
Capital Purchases/Improvements	70,350.00		(70,350.00)	-100%	-112%
Engineering and Consulting Fees	10,500.00		(10,500.00)	-100%	-112%
Lateral Extensions	5,250.00		(5,250.00)	-100%	-112%
Monitoring Well - Equipment & Consultation	2,100.00		(2,100.00)	-100%	-112%
Plant - Sewer Equipment	31,500.00		(31,500.00)	-100%	-112%
Totals	119,700.00	-	(119,700.00)	-100%	-112%
Contingency					
Contingency General					
Spills	15,750.00		(15,750.00)	-100%	-112%
Legal	9,450.00		(9,450.00)	-100%	-112%
Rate Study	31,500.00		(31,500.00)	-100%	-112%
Total	56,700.00	-	(56,700.00)	-100%	-112%
<hr/>					
Total Non-Budget Special Projects	176,400.00	-	(176,400.00)	-100%	-112%

Quarterly Prior Year Comparison
Summary
Fiscal Year 2021/2022

FIRST QUARTER FISCAL YEAR 2022

Fiscal Year	July			August			September		
	2020/2021	2021/2022	Difference	2020/2021	2021/2022	Difference	2020/2021	2021/2022	Difference
Revenues									
Property Tax	-	-	-	-	-	-	19,921.61	-	(19,921.61)
Operations	43,707.14	41,641.38	(2,065.76)	19,256.00	-	(19,256.00)	39,901.46	-	(39,901.46)
Interest	18.11	-	(18.11)	0.11	-	(0.11)	1,322.11	-	(1,322.11)
Capital Reserve Transfer	20,000.00	-	(20,000.00)	-	-	-	-	-	-
Inv. Fund Transfer	30,000.00	145.95	(29,854.05)	15,000.00	-	(15,000.00)	30,000.00	-	(30,000.00)
Expenses									
Administrative	-	-	-	-	-	-	-	-	-
Employee Benefits	5,033.77	2,515.80	(2,517.97)	3,967.22	-	(3,967.22)	1,931.09	-	(1,931.09)
Payroll	29,740.33	12,052.14	(17,688.19)	9,887.67	-	(9,887.67)	13,313.34	-	(13,313.34)
Operations	10,767.81	15,855.88	5,088.07	17,109.17	-	(17,109.17)	5,817.00	-	(5,817.00)
Repairs & Maintenance	2,710.00	4,166.15	1,456.15	10,543.35	-	(10,543.35)	10,058.50	-	(10,058.50)
Capital Improvement	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-
PERS UAL	15,246.90	1,804.05	(13,442.85)	-	-	-	-	-	-

Quarterly Prior Year Comparison
Summary
Fiscal Year 2021/2022

Last Year to Year to Date 2021 to 2022

Fiscal Year	2020/2021	2021/2022	Difference
Revenues			
Property Tax	142,371.37	-	(142,371.37)
Operations	357,485.12	41,641.38	(315,843.74)
Interest	3,554.51	-	(3,554.51)
Capital Reserve Transfer	36,054.19	-	(36,054.19)
Inv. Fund Transfer	145,000.00	145.95	(144,854.05)
Expenses			
Administrative	461.45	-	(461.45)
Employee Benefits	39,944.56	2,515.80	(37,428.76)
Payroll	153,385.96	12,052.14	(141,333.82)
Operations	88,078.33	15,855.88	(72,222.45)
Repairs & Maintenance	125,472.92	4,166.15	(121,306.77)
Capital Improvement	-	-	-
Loan Principal	61,936.49	-	(61,936.49)
PERS UAL	15,246.90	1,804.05	(13,442.85)

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

08/06/21

Profit & Loss

Accrual Basis

June 2021

	<u>Jun 21</u>
Ordinary Income/Expense	
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-A - Retirement	47.76
504-AA-457 Employer Contributio	25.88
504-B - Health Insurance	85.71
504 C EE Med Reimb	28.94
504 D 10% Dir Med Reimb.	180.00
	<hr/>
Total 504 - Employee Benefits	368.29
64900 · 507 - Office Expense	119.75
66000 · 508 - Payroll Expenses	
508-A - Gross Payroll Gen. Mgr.	615.38
508-B - Gross Payroll - Sec.	370.00
508 D - 10% Director Gross	271.65
	<hr/>
Total 66000 · 508 - Payroll Expenses	1,257.03
67200 · 511 - Repairs and Maintenance	
60200 · 514- Automobile Expense	122.21
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Total 67200 · 511 - Repairs and Maintenance	122.21
68100 · 515 - Telephone Expense	25.10
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Total 500- OPERATING EXPENSES	1,892.38
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Total Expense	1,892.38
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Net Ordinary Income	-1,892.38
	<hr/>
Net Income	<u><u>-1,892.38</u></u>

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Profit & Loss
July 2021

	<u>Jul 21</u>
Ordinary Income/Expense	
Income	
400 - REVENUE	
401 - Maintenance Fees	14,273.12
Total 400 - REVENUE	14,273.12
Total Income	14,273.12
Gross Profit	14,273.12
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-A - Retirement	250.85
504-AA-457 Employer Contributio	16.91
504-B - Health Insurance	85.73
Total 504 - Employee Benefits	353.49
63300 · 505 - Insurance Expense	
505-A - Liability Insurance	750.18
505-B - W/C Insurance	381.38
Total 63300 · 505 - Insurance Expense	1,131.56
64900 · 507 - Office Expense	123.00
66000 · 508 - Payroll Expenses	1,193.05
68100 · 515 - Telephone Expense	12.55
Total 500- OPERATING EXPENSES	2,813.65
Total Expense	2,813.65
Net Ordinary Income	11,459.47
Other Income/Expense	
Other Income	
600 - OTHER INCOME	
601- Interest Income	3.79
Total 600 - OTHER INCOME	3.79
Total Other Income	3.79
Net Other Income	3.79
Net Income	<u>11,463.26</u>

**JUNIPER DRIVE
YEAR END ADJUSTMENTS**

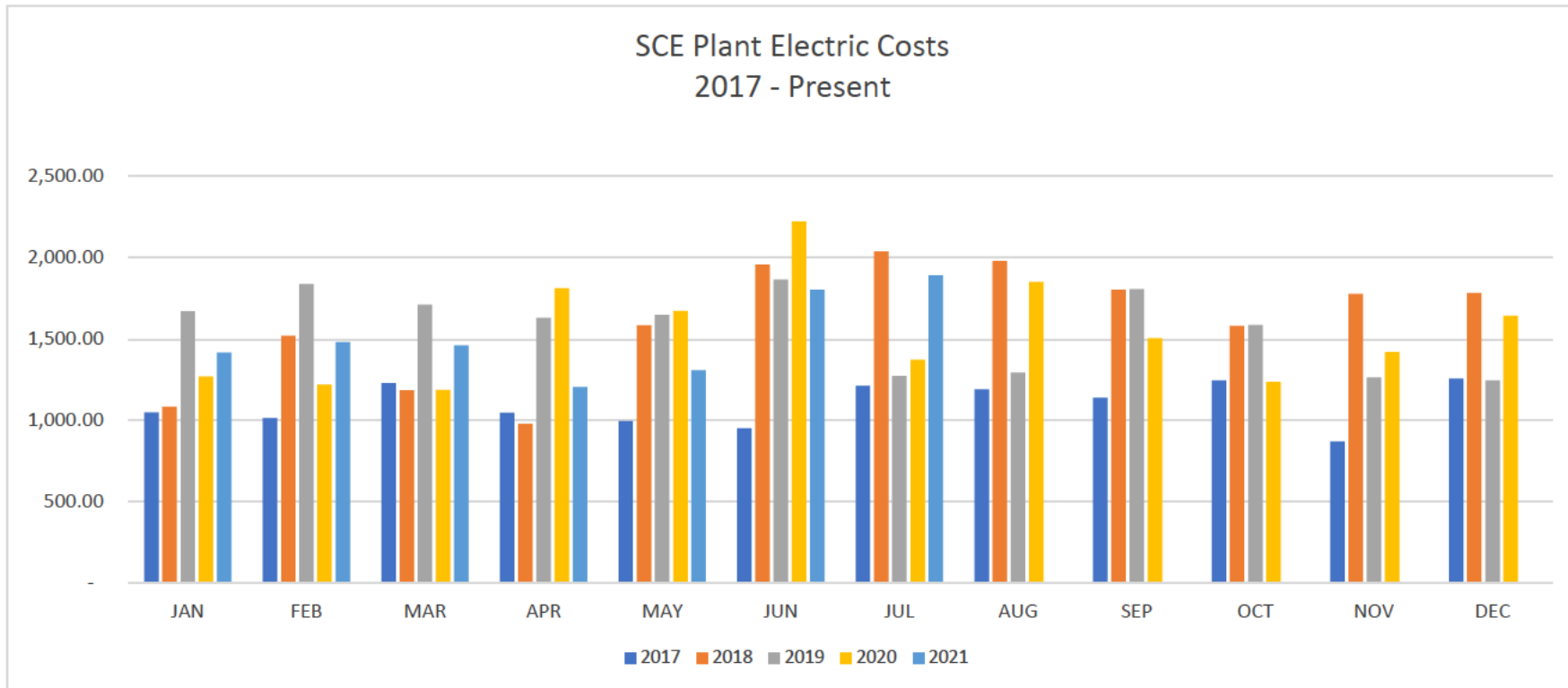
	June	2020/2021	Over (Under)	%	Goal %	
REVENUE						
	BUDGET	Month 12	YEAR END ADJUSTMENTS	{+ or -}	Used	6/30/2021
Road Maintenance Revenue:			-	-		100%
Maintenance Fees Collected		2,475.64	59,926.32			
Maintenance Fees Collected Through Sewer Fund		3,391.42	38,653.52			
Combined Maintenance Fees Collected	83,806.00	5,867.06	98,579.84	(14,773.84)	118%	18% OVER
Interest - LAIF			38.95	(38.95)		
Interest - County Investment Pool	6,500.00		3,161.87	3,338.13	49%	-51%
Transfer From Reserves	90,000.00		-	90,000.00		
Transfer From Other Funds			-	-		
TOTAL REVENUES	180,306.00	11,734.12	200,360.50	78,525.34	111%	11% OVER
EXPENSES						
ADMINISTRATION EXPENSES						
Administration Fee	1,500.00		45.72	1,454.28	3%	-97%
SUBTOTAL	1,500.00	-	45.72	1,454.28	3%	-97%
EMPLOYEE BENEFITS						
Medical Reimbursement - Director		28.94	563.97	336.03		
Medical Reimbursement - Employee		180.00	234.00	126.00		
Health Insurance		85.71	1,529.33	0.67		
Retirement Benefits - Employer Contributions	619.00	47.76	2,743.86	625.14	81%	-19%
Addition Comp /457 Employer Contributions		25.88	219.98	0.02		
SUBTOTAL:	619.00	368.29	5,291.14	1,087.86	83%	-17%
PAYROLL						
Salaries & Employee Benefits:						
Director's Gross Salary		271.65	1,889.85	(49.85)	103%	3% OVER
Manager Gross Salary	8,000.00	615.38	9,825.90	6,124.10	62%	-38%
Secretarial Gross Salary	3,388.00	370.00	4,155.26	4,252.74	49%	-51%
Payroll Taxes	350.00		-	350.00	0%	-100%
Payroll Processing Fee Expense			-	-		
SUBTOTAL	11,738.00	1,257.03	15,871.01	10,676.99	60%	-40%
OPERATIONS						
Liability Insurance	1,050.00		1,638.64	-	100%	0%
Worker's Comp Insurance			-	-		
Accounting	750.00		820.00	-	100%	0%
Legal	750.00		1,566.24	-	100%	0%
Dues & Subscriptions			22.50	(22.50)		
Travel -Non Litigation			-	-		
License and Fees			-	-		
Loan Interest (County Loan)			-	-		
Office Expenses	1,000.00	119.75	1,562.12	1,087.88	59%	-41%
Educational Expenses			45.00	(45.00)		
Telephone			160.65	14.35		
Contingency			-	-		
Miscellaneous			-	-		
SUBTOTAL	3,550.00	119.75	5,815.15	1,034.73	85%	-15%
REPAIRS & MAINTENANCE						
Auto Expenses		122.21	331.02	(261.02)		
Contract Services			-	-		
Snow Removal	20,000.00		25,000.00	10,000.00	71%	-29%
Supplies			-	-		
Repairs & Maintenance	90,000.00	25.10	70,728.97	19,201.03	79%	-21%
SUBTOTAL:	110,000.00	147.31	96,059.99	28,940.01	77%	-23%
TOTAL EXPENSES	127,407.00	1,892.38	123,083.01	43,193.87	74%	-26%

JUNIPER DRIVE
ACTUAL TO BUDGET FISCAL YEAR 2021/2022
July 31, 2021

REVENUE	BUDGET	July Month 1	Over (Under) {+ or -}	% Used	Goal % July 2021
Road Maintenance Revenue:			-		12%
Maintenance Fees Collected	55,000.00				
Maintenance Fees Collected Through Sewer Fund	35,000.00				
Combined Maintenance Fees Collected	90,000.00		90,000.00	0%	-12%
Interest - LAIF			-		
Interest - County Investment Pool	3,000.00		3,000.00	0%	-12%
Transfer From Reserves			-		
Transfer From Other Funds	2,000.00		2,000.00		
TOTAL REVENUES	185,000.00	-	95,000.00	0%	-12%
EXPENSES					
ADMINISTRATION EXPENSES					
Administration Fee	50.00		50.00	0%	-12%
			-		
SUBTOTAL	50.00	-	50.00	0%	-12%
EMPLOYEE BENEFITS					
Medical Reimbursement - Director	1,500.00		1,500.00	0%	-12%
Medical Reimbursement - Employee	650.00		650.00	0%	-12%
Health Insurance - Base	750.00	56.81	693.19	8%	-4%
Health Insurance - Retired	400.00	28.92			
Retirement Benefits - Employer Contributions	700.00	250.85	449.15	36%	24% OVER
Addition Comp /457 Employer Contributions	2,500.00	16.91	2,483.09	1%	-11%
SUBTOTAL:	6,500.00	353.49	5,775.43	5%	-7%
PAYROLL					
Salaries & Employee Benefits:					
Director's Gross Salary	2,000.00	231.70	1,768.30	12%	0%
Manager Gross Salary	8,600.00	661.54	7,938.46	8%	-4%
Perdiem	1,600.00		1,600.00		
Secretarial Gross Salary	3,500.00	299.81	3,200.19	9%	-3%
SUBTOTAL	15,700.00	1,193.05	14,506.95	8%	-4%
PROPOSED OPERATIONS POSITION - ESTIMATE					
Salary	6,040.00		6,040.00	0%	-12%
Additional Compensation	235.00		235.00	0%	-12%
Insurance	720.00		720.00	0%	-12%
Medical Reimbursement	190.00		190.00	0%	-12%
Retirement	525.00		525.00	0%	-12%
Workers' Comp Estimated Increase	265.00		265.00	0%	-12%
SUBTOTAL	7,975.00	-	7,975.00	0%	-12%
OPERATIONS					
Liability Insurance	1,365.00	750.18	614.82	55%	43% OVER
Worker's Comp Insurance	420.00	381.38	38.62		
Accounting	945.00		945.00	0%	-12%
Legal	1,050.00		1,050.00	0%	-12%
Dues & Subscriptions	315.00		315.00	0%	-12%
Travel -Non Litigation	55.00		55.00	0%	-12%
License and Fees			-		-12%
Office Expenses	630.00	123.00	507.00	20%	8% OVER
Educational Expenses	160.00		160.00	0%	-12%
Telephone	210.00	12.55	197.45	6%	-6%
Contingency	500.00		500.00	0%	-12%
SUBTOTAL	5,650.00	1,267.11	4,382.89	22%	10% OVER
REPAIRS & MAINTENANCE					
Auto Expenses	525.00		525.00	0%	-12%
Contract Services			-		-12%
Snow Removal	28,350.00		28,350.00	0%	-12%
Supplies			-		-12%
Repairs & Maintenance	20,000.00		20,000.00	0%	-12%
Transfer to Juniper Drive Investment Account	100,250.00			0%	
SUBTOTAL:	149,125.00	-	48,875.00	0%	-12%
TOTAL EXPENSES	185,000.00	2,813.65	73,590.27	2%	-10%

**HILTON CREEK CSD
PLANT SCE ELECTRIC BILLS**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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
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
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
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
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
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
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
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
2021	1,418.22	1,481.29	1,462.87	1,205.59	1,308.92	1,802.50	1,893.58					



Plant Electric Use Comparison

	FY 2020/2021		FY 2021/2022		Difference	
	Kwh	Cost	Kwh	Cost	Kwh	Cost
July	9591	1374.75	12273	1893.58	2682	518.83
August	11875	1852.97			-11875	-1852.97
September	10822	1506.67			-10822	-1506.67
October	9597	1237.67			-9597	-1237.67
November	11274	1422.08			-11274	-1422.08
December	13470	1644.73			-13470	-1644.73
January	11356	1418.22			-11356	-1418.22
February	11370	1481.29			-11370	-1481.29
March	11768	1462.87			-11768	-1462.87
April	9369	1205.59			-9369	-1205.59
May	9696	1308.92			-9696	-1308.92
June	10419	1802.50			-10419	-1802.50

Pump Station Use Comparison

	FY 2020/2021		FY 2021/2022		Difference	
	Kwh	Cost	Kwh	Cost	Kwh	Cost
July	2863	585.25	2981	711.62	118	126.37
August	2815	651.18			-2815	-651.18
September	2958	647.14			-2958	-647.14
October	2812	428.64			-2812	-428.64
November	3518	494.93			-3518	-494.93
December	3840	598.86			-3840	-598.86
January	3425	861.30			-3425	-861.30
February	3534	531.24			-3534	-531.24
March	3527	530.02			-3527	-530.02
April	3123	564.52			-3123	-564.52
May	3003	490.72			-3003	-490.72
June		605.77				-605.77

Financial Reports
Outstanding Customer
Payments

REPORT PENDING

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
JULY 13, 2021
5:00 P.M.
Crowley Lake Community Center
58 Pearson Road, Crowley Lake, California
ZOOM**

Minutes

1. Steve Shipley called the meeting to order at 5:09 p.m.

A. ROLL CALL

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

Members Absent: Isabel Connolly

Staff Present: Kyle Burnett, Lorinda Beatty

2. ADDITIONS TO AGENDA

None

3. PUBLIC COMMENT

None

4. CONSENT AGENDA

A. Financial Reports

1. Consideration & Approval of Disbursements List 8189-8201
2. One-signor Checks 8202-8206

B. Review Acceptance of Monthly Financial Reports

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

C. Approval of Minutes

1. Minutes of the Regular Board Meeting of June 8, 2021
2. Minutes of the Special Board Meeting of June 16, 2021
3. Minutes of the Special Board Meeting of July 7, 2021

Ms. Czeschin commented on the legal fees paid and the expense. Ms. Czeschin also commented that she likes the new Secretary of the Board time sheet.

Motion: To accept the Consent Agenda Items as presented

Moved by Ms. Czeschin Second by Ms. Adamson

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

5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE

A. General Manager Report on Status of Facilities and Operational Stability.

Mr. Burnett reported that there were a lot of lightning storms and power outages. The generator auto started without giving Mr. Burnett a call out. He and the electrician cleaned the circuit board and changed the call out program. Everything appears to be working as expected now. Mr. Burnett stated that in the future he would like to install some additional conduit to shield control wires from potential induction and false signals. Otherwise, the plant is performing normally.

1. SoCalRen Update

The application to be completed by SoCalRen, the Energy Coalition and AESC was due on June 25, 2021. Due to revisions the time period was missed; however, the next period will open up in January 2022. It will be a new application process and the District will re-submit an application. It is a step back but we will still continue to work on the process, it will take a little longer than expected.

2. Regulatory Report – Second Quarter

The report was uploaded to the Geotracker, there were no violations. The report has been published to the website.

6. NEW BUSINESS

A. Approval of Delinquent Accounts Report June 30, 2021

Ms. Beatty presented the Delinquent Accounts Report that will be submitted to the county for direct assessment to their property tax for payment. Ms. Beatty will continue attempting to contact the customers before the direct assessment is applied to their property taxes. Mr. Higerd and Ms. Adamson stated the list is quite small compared to previous years.

Motion: To approve the Delinquent Account Report as presented.

Moved by Ms. Czeschin Second by Ms. Adamson

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

B. Delinquent / Late Fee Charges

Ms. Beatty reported that Ordinance 81-01, Section 11.03 provides the District a means for charging late fees; however, the 2-tier percentage rate would not work with the current software system. Ms. Beatty suggested amending the ordinance to implement a monthly flat rate charge, which would reduce the cost of her manually entering the amounts. Ms. Beatty suggested a public hearing next month then amend the ordinance. It was the consensus of the Board to amend the ordinance to a \$10 late fee, applied 30 days from the date

of the invoice and to include the new information and payment options on the back of the invoice in September.

C. Per Diem Employment Contract – Jason Hatter

There was some discussion regarding this position as opposed to an operations full-time position. It was determined that a full-time position is needed and the Per Diem Employment Contract with Mr. Hatter is a means to fill the gap between now and having an employee that can work full-time.

Motion: To approve Per Diem Employment Contract with Jason Hatter

Moved by Mr. Higerd Second by Ms. Adamson

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

D. Hiring Committee

Mr. Burnett suggested forming a hiring committee for interviews regarding the new position. It was suggested that Ms. Connolly would be interested in participating on that committee as well as Mr. Burnett & Ms. Beatty. Mr. Higerd stated that he would be interested in participating on the committee.

E. Brown Act - Meetings

Ms. Beatty provided the board with a training flyer addressing daisy chain meetings, hub meetings and technology meetings.

7. OLD BUSINESS

A. Preliminary Budget

After lengthy discussion. Mr. Higerd suggested the budget increase the revenues and add the proposed operations time position back into the budget and increase the transfer from other funds to balance the budget.

Motion: To approve the preliminary budget with the recommended adjustments.

Moved by Mr. Higerd Second by Ms. Adamson

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

B. Request for Proposal – Sewer Rate Study

Mr. Burnett presented an updated Request for Proposal regarding the Sewer Rate Study. The packet only included the agreement so the matter was tabled to the next meeting.

C. New Operations Position

Ms. Czeschin asked if there would be enough work to have this position full time. Mr. Burnett assured Ms. Czeschin there would be enough work during the summer and winter.

8. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

Juniper Drive Zone of Benefit Rates, Reserves, Longevity & Overall Plan, Salary Ranges for All Positions, Employee Handbook

9. BOARD MEMBER COMMENTS/REPORTS

10. ANNOUNCEMENTS

A. Regular Board Meeting August 10, 2021 at 5:00 p.m. at the Crowley Lake Community Center & Zoom

11. ADJOURNMENT

Motion: To Adjourn the July 13, 2021 Regular Board Meeting at 8:04 p.m.

Moved by Ms. Czeschin, Second by Ms. Adamson

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

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: GENERAL MANAGER UPDATE

DATE: AUGUST 10, 2021

The treatment plant is operating well and within parameters. August is a “catch up” month for wasting sludge due to increased temperatures and no major holidays. Collection system vactoring/cleaning is scheduled to take place from August 9th – 12th. Flowmeter calibration is tentatively scheduled for August 27th.

SoCalRen/TEC/AESC are working together to apply for the CA Resilience Grant which is due September 13th.

REQUESTED ACTION:

Informational and open for discussion

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

DATE: AUGUST 10, 2021

Open discussion about future Juniper Drive projects, maintenance, and future planning.

Potential projects worth consideration are as follows:

- Shoulder backing
- Improve drainage
- Repaint limit lines
- Street sweeping
- Engineering and rate study

REQUESTED ACTION:

Informational and open for discussion

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: EMPLOYEE HANDBOOK - DISCUSSION

DATE: AUGUST 10, 2021

The current handbook with suggested revisions and comments has been sent to the HR Committee and General Manager for review.

I will be working on creating an Employee Benefit Handbook that will remain as part of the Employee Handbook; however, Benefits will be addressed in a separate section allowing for revisions and updates to accommodate changes to benefits without having to amend the entire Employee Handbook.

Eventually there will be an additional section for salary ranges as will be discussed with Item 7.C.

REQUESTED ACTION: Information Only

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: SALARY RANGES FOR ALL POSITIONS

DATE: AUGUST 10, 2021

At the July 13, 2021 meeting the Board requested that salary ranges for all positions be incorporated in the standard operations of the District and incorporated into the Employee Handbook.

Worksheet drafts are being created and will be reviewed by the HR committee and the General Manager.

We are currently waiting for a determination of the new position before completing. However, some items that could be considered for discussion are:

- Percent differentiation annually
- Cost of living incorporation
- Guidelines for assignments above Step 1 at hire or promotion
- Bonus incorporation

REQUESTED ACTION: Information Only

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: PERCOLATION POND#1 – CLEANING

DATE: AUGUST 10, 2021

Percolation Pond#1, which is included on the annual budget for 2021/22 is tentatively being scheduled for the end of August or beginning of September. I am waiting for final contractor scheduling and Babcock metal results. Additionally, since this project will exceed the \$5000 general manager spending limit, I need board approval before moving forward.

REQUESTED ACTION:

Approve Percolation Pond#1 Cleaning

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: RFP – SEWER RATE STUDY

DATE: AUGUST 10, 2021

Please review the attached RFP – Sewer Rate Study. Legal counsel has reviewed the document and recommended changes have been made.

A rate study must be done if the district desires to have the option of raising rates for the next five years. It is also appropriate because it spreads the burden of sewer fees across all users and time periods.

REQUESTED ACTION:

Review and approve the RFP – Sewer Rate Study so the district may begin the RFP process.

Hilton Creek Community Services District
Request for Proposals (“RFP”)
Crowley Lake, California
Sewer Rate Study for FY 2021-2022

RFP Submittal Deadline: _____

Submit to:

Hilton Creek Community Services District
ATTN: Kyle Burnett – RFP Sewer Rate
Study
3222 Crowley Lake Drive
Crowley Lake, CA 93546



Request for Proposal (“RFP”)
Hilton Creek Community Services District
Sewer Rate Study for FY 2021/2022 to 2026/2027

I. INTRODUCTION

The Hilton Creek Community Services District (District) desires to have a sewer rate study completed for its sewer services to set its rates for sewer service at a level that will ensure the District has sufficient revenues to meet operating and capital costs, maintain adequate debt coverage, and build adequate and sustainable reserve funds. It is critical for the District to maintain reasonable reserves in order to handle emergencies, fund capital projects, maintain a good credit rating, and generally follow sound financial management practices.

Interested proposers responding to this Request for Proposals (RFP) shall submit **two (2) sets** of their responsive proposal.

All questions regarding this RFP shall be in writing and directed to the District's General Manager, Kyle Burnett, at districtmanager@hiltoncreekcsd.com with the subject line "RFP – Sewer Rate Study". The deadline for submittal of all questions shall be _____ at _____

Proposals shall be submitted by proposers that have the knowledge and experience to conduct a sewer rate study in compliance with all requirements of California law and sound cost-of-service and rate setting principles, including the requirements of Proposition 218. Moreover, all interested proposers shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and the financial resources to carry out the work without delay or shortcomings.

Each proposal shall be clearly marked "Hilton Creek Community Services District Sewer Rate Study RFP FY 2021/2022", and shall be submitted to Hilton Creek Community Services District, 3222 Crowley Lake Drive, Crowley Lake, CA 93546 no later than:

TIME, DAY, DATE

Each proposer shall submit two (2) full sets of its proposal in strict accordance with Section III "PROPOSAL REQUIREMENTS." All submittals must be sealed. The District reserves the right to reject all proposals and to not award a contract. Any proposal not conforming to the intent, purpose, or requirements of this RFP may be rejected. The District may extend the time to award the contract.

District Overview

The Hilton Creek Community Services District (HCCSD or District) was formed in 1963 for the purpose of providing public services to the Hilton Creek community in the Crowley Lake area of Mono County. The HCCSD is responsible for sewer connections and services, wastewater treatment, and maintaining Juniper Drive Road. The District's current Operating Budget is \$687,155 as of April 30, 2021.

Hilton Creek Community Services District is located approximately 15 miles south of the town of Mammoth Lakes, in Mono County, California.

The District serves approximately 1,000 people within 456.8 acres **comprised** of the following service connections:

- 282 Single Family Homes
- 49 Condominiums Units
- 42 Apartment Units

- 28 14 +1 Units (*2)
- 74 Mobile Homes
- 41 Travel Trailer Hookups
- 08 Miscellaneous
 - 1 Commercial retail store, gas & café
 - 1 Communication Center
 - 1 County Road Maintenance Center
 - 1 Church/School
 - 1 Community Center
 - 1 Skate Park
 - 1 Baseball Park
 - 1 Other

554.00 Total

113 Vacant Lots for Potential Future Development



II. SCOPE OF WORK

The District's current rate structure for residential users is based on CPI increases. The District desires to have a rate study completed to evaluate alternative rate structures for its sewer services rates that would provide more stable revenues from year to year. The District's sewer rates are typically reviewed and forecast in five-year blocks, and rates are set by the Board of Directors (Board) each year.

Any new sewer service rates proposed must be set at a level that will ensure the District receives sufficient revenues to meet operating and capital costs, maintain adequate debt coverage, and build and maintain adequate reserve funds. It is critical for the District to maintain adequate levels of reserves in order to handle emergencies, fund capital projects, and maintain a good credit rating, and generally follow sound financial management practices.

Each proposal must include a detailed narrative stating the proposer's approach for each task, and provide a detailed scope of work to accomplish those tasks, as deemed necessary to provide a complete study analysis and recommendations.

Each response to the RFP must include a scope of work and narrative that explicitly includes at least the following elements:

- A. Current and Recommended Rate Structures: Assess the current rate structure's suitability for sustaining cost recovery based on customer demands, as well as conformance with existing laws and regulations, and make recommendations for any changes that are necessary to achieve compliance. The study shall recommend modifications to the existing rate structure or include one or more options for a new rate structure for each of the following five years, starting with Fiscal Year 2021/2022, that consider and make provisions for the following factors:
 - 1. Current and future cost of providing sewer service in accordance with established and anticipated state standards and regulations, including Proposition 218.
 - 2. Age and condition of sewer collection and treatment systems and the need to fund long-term capital improvement/replacements.
 - 3. Impact of current and future environmental regulations.
 - 4. Provide Accessory Dwelling Unit (ADU) capacity fees and the rate structure to calculate the proportionate charge.
 - 5. Recommend Capital Reserve fund policies and set yearly targets to develop the recommended reserve levels.
 - 6. Guide the District in the rate study process, including attendance (Zoom or in person) at the public hearing(s) to answer any questions the public or the Board have regarding the rate study.
 - 7. Other impacts or considerations as identified or recommended.

- B. Equity: Assess the equity of recommended sewer rates for all types of property ownership. Justifications shall be provided for any special classes of customers under the recommended rate structure. The recommended rates shall be based on cost of service principles and shall be sufficient to meet the short- and long-term revenue requirements of the District's wastewater utility operations. The benefits of any proposed modifications to the existing rate structure or any proposed new rate structure shall be weighed against the financial impacts on ratepayers.

- C. Sensitivity Analysis: Assess the ability of the revenue stream generated by the recommended rate structure to fund sewer system costs against projected impacts and changes to housing development, tourism, and other community factors.
- D. Industry Standards: The recommended rates shall be consistent with industry practices for utility rate making in California and Proposition 218. The study shall recommend rates based upon standard rate practices that meet the criteria.
- E. Environmental Regulations: The study shall include an assessment of the revenue stream generated by the recommended rates and their ability to continue to fully fund sewer system costs under the impacts of known future water quality and environmental regulations and standards.
- F. Connection Fees: Evaluate the existing connection fees and make recommendations for any charges for new capacity and development impact fees to offset demands for future/new service locations.
- G. Other Service Charges: Assess existing customer service fee structure and identify other potential service and system charges that the District is legally authorized to impose and recommend any such fees or charges, if appropriate.
- H. Reserve Balance Targets: Recommend appropriate reserve levels for operating and capital replacement as well as cash flow and unforeseen events. The recommended rates shall consider the type and amount of reserves appropriate to the District sewer system operations, taking into consideration reserves for cash flow, emergencies, infrastructure replacement, funding past and future depreciation, and other appropriate purposes.
- I. Electronic Rate Model: Provide an easy-to-use electronic rate model for the District to use in future rate setting.
- J. Proposition 218 Considerations: Provide discussion for any Proposition 218 requirements the District will need to consider in making changes to its rates and its rate-setting methodology, including but not limited to any recent court cases or legal findings that may apply.
- K. Provide Accessory Dwelling Unit (ADU) capacity charge methodologies.
- L. Include in each proposal the following optional tasks, which may be approved or declined in part or in whole by Hilton Creek Community Services District at its sole discretion.
 - 1. Engineering study on existing and future wastewater infrastructure, maintenance and future capital expenditures, including the District's Collection System.
 - 2. Collection System
 - i. Determine life expectancy and cost of gravity sewer and force main piping and infrastructure.
 - ii. Determine expected line maintenance and cost, including possible slip-lining and/or replacement.
 - iii. Evaluate life expectancy and cost of the Sierra Springs Lift Station, including wet well, pumps, and emergency backup generator.
 - 3. Wastewater Treatment Plant
 - i. Evaluate wastewater treatment plant infrastructure life expectancy and maintenance, including but not limited to aeration tanks, percolation ponds, sludge drying beds, secondary clarifiers, WAS

- pumps, RAS pumps, blowers, clarifier drives and flights, valving and piping through the treatment plant.
- ii. Evaluate structure life expectancy, including but not limited to office with attached garage/workshop and electrical building.
 - iii. Evaluate life expectancy and expected maintenance of potable water well.
 - iv. Evaluate life expectancy and expected maintenance of three groundwater sampling wells downgrade of the effluent percolation ponds.

Expectations of the Consultant:

Consultant is expected to perform the following tasks and provide the following deliverables:

- A. Provide a schedule for conducting the review and analysis so that recommended rates may be adopted and implemented in fiscal year 2021/2022, which begins on ____, 2021 and ends on ____, 2022.
- B. Conduct a detailed review of the existing sewer rates and status of the sewer funds, and develop a general familiarity with the District's billing system.
- C. Meet and confer with Board and Staff as needed throughout the process.
- D. Attend one to two public meetings to present the interim status of the study and obtain input, and one Public Hearing where the sewer rates are considered for adoption.
- E. Conduct analyses as required to address the scope of work, reviewing all fixed and variable costs.
- F. Prepare draft rate study and with proposed rates.
- G. Prepare final report incorporating changes/modifications from comments received at the District's Board meetings.
 - a. Provide five (5) copies of the final report plus an electronic copy in Microsoft Word and Excel format, and a bookmarked PDF.
 - b. Present final report and recommendations to the District Board at a designated public meeting.
 - c. Report shall include a summary and Public FAQs on the rate changes that can be posted to the District's website.
 - d. Provide an easy-to-use electronic rate model in Microsoft Excel for the District use in future rate settings.
 - e. Provide assistance with preparing and mailing the required Proposition 218 notice and conducting the protest and hearing proceedings, as requested by the District.

III. PROPOSAL REQUIREMENTS

Each proposer shall submit two (2) bound sets of its proposal containing 8-1/2 x 11 sheet sizes for the text and a maximum of four (4) 11x17 inch sheet sizes for any

fold-out drawings in a sealed envelope or other container. Proposals should be limited to twenty (20) pages maximum, not including Appendices, and shall include:

- A. A summary of the proposer's understanding of the contract requirements as a whole and a statement of the proposer's technical expertise, facilities, capabilities, and financial resources necessary to perform the work in a satisfactory manner.
- B. A description of the approach that the Proposer would follow for each of the phases outlined in the scope of work. The approach description should include, the steps that will be followed in each phase, the estimated level of effort (i.e., number of proposer's staff, District staff, etc.), and an estimated duration.
- C. The proposer's experience and history in performing work on sewer rate studies.
- D. The proposer shall include references from a minimum of three (3) responsible persons at other public agencies for which a sewer rate study was performed that the District may contact to verify the experience of the proposer. Phone numbers and email address must be provided. References must be only for projects on which the project manager/key contact has performed work.
- E. A table or list identifying the proposer's project manager, supporting staff, and any subcontractors, a narrative explaining how the project team will be organized and perform the work, and a statement of qualifications and experience of each team member. The District reserves the right to approve or reject any subcontractors identified by a proposer. Each proposer must have a registered engineer on its team and provide the engineer's registration number, expiration date, and number of years of licensure and practice in California.
- F. A statement that each person identified as a member of the proposer's project team will be available to perform work during the duration of the rate study. Proposers must be able to staff projects with qualified individuals who shall be committed to the work from inception through completion.
- G. A list of all instances in the last five (5) years in which the firm has been a debtor in a bankruptcy case, along with an explanation of each instance.
- H. A list of all instances in the last five (5) years in which the California department of Consumer Affairs (or similar agency in any other state) has taken any disciplinary action against the Proposer or Principal Engineer, along with an explanation of each instance.
- I. A list of all instances in the last five (5) years in which the firm was disqualified from a project, along with an explanation of each instance.
- J. A list of all litigation and/or arbitration involving the proposer in the last five (5) years, along with an explanation of each event.
- K. A statement that the proposer, if selected, possesses (or will obtain before start of work) and will maintain a business license in the State of California.
- L. A statement that the proposals, including the cost proposal, shall remain effective for at least ninety (90) days after the submittal deadline. The District reserves the right to request an extension of time, if needed.

The following items shall be included as Appendices to the Proposal:

- A. Resumes of no more than two pages for each identified project team member.

- B. Provide a cost proposal for performance of the work. The cost proposal may be a guaranteed lump sum or a not-to-exceed estimate based on time and materials rates. If a quote is based in time and materials estimate, the proposer shall include an schedule of hourly rates for personnel and equipment, and an itemization of charges for materials and other expenses charged. Hourly rates for personnel and equipment shall include labor, taxes, insurance, overhead, and all other incidental charges.
- C. Specific identification of any proposed modifications to the attached Agreement for Consultant Services (Attachment 1) that the proposer would request prior to entering into an agreement with the District.
- D. The firm's most recently audited financial statement.

Mistake in Proposal

- A. If a proposer discovers a mistake in its proposal prior to the deadline specified for receipt of proposals in this RFP, then the Proposer may correct the mistake by withdrawing its proposal and resubmitting it prior to the stated proposal deadline.
- B. If within seventy-two hours after the submittal deadline and prior to the issuance of a selection notice or issuance of a consultant services agreement, a proposer discovers a mistake in its proposal of a serious and significant nature, the proposer may request that the District permit a withdrawal of the proposal. The materiality of the mistake must be evident and provable.
- C. A mistake in the selected proposer's proposal cannot be corrected or considered once the District has executed the services agreement described in this RFP.

IV. PROPOSER SELECTION PROCEDURE

The following are the selection procedure:

A. Evaluation Criteria

The District reserves the right to cancel this RFP for any reason without incurring any liability to any proposer or to waive irregularities in the process at its discretion. This solicitation does not constitute a contract offer of employment, or offer of purchase. The District makes no representation that any contract will be awarded to any respondent to this solicitation. The District also reserves the right to reject any and all proposals at its sole discretion.

The contract, if awarded, will be awarded to a Contractor whose proposal is considered the best value to the District. Best value will be determined based on price, responsiveness, capability, and responsibility. Thus, the result will not be determined based solely on price. Although price is a key factor, the District will consider awarding the contract to the proposer which meets the best interests of the District as interpreted by the District.

Proposals timely received by the District will be reviewed by a Selection Committee appointed by the Board, which will make the final selection. The following factors will be taken into account to determine price, responsiveness, capability, and responsibility:

- Demonstrated ability of the firm to provide the required services.
- Proposer's understanding of the needs and objectives of the District.
- The qualifications of the Contractor and the District's perception of the ability of the Contractor to comply with the terms of the RFP.
- Qualifications of project staff, key personnel's level of involvement in performing related work, logic of work organization, adequacy of labor commitment; concurrence in the restriction on changes in key personnel.
- Reference and other pertinent checks.
- Financial terms of proposal.
- Fiscal soundness of Contractor.
- Completeness and professionalism of Contractor's submission.
- Submissions which are deemed incomplete may be rejected as being not responsive.
- A responsive proposal is one that conforms to the solicitation documents in all material respects.
- A responsible contractor means a Contractor who has the capability, in all respects, to fully perform the contract requirements and the moral and business integrity and reliability to ensure honest and good faith performance. Qualifications, interview, experience, and financial stability may all be taken into consideration.
-

Proposers are prohibited from contacting members of the Selection Committee.

B. Evaluation Procedure

The Selection Committee or Board may schedule an interview by telephone or virtual platform with one or more of the proposers after written proposals have been received by the District. If the District decides to schedule interviews, it will contact the selected proposer(s) to schedule a time for the interview

The Selection Committee will review the proposals submitted, establish a list of finalists based on pre-established review criteria, schedule interviews as appropriate, and select the successful proposer. The individual or composite rating and evaluation forms prepared by the Selection Committee are not public records and will not be disclosed.

If an oral interview is scheduled, sixty minutes will be allowed for the oral interview, including a question-and-answer period. The proposer’s project manager must lead the presentation before the Selection Committee.

C. Award

The successful proposer will be notified of its selection, if the District makes an award. A copy of the Hilton Creek Community Services District Standard Agreement for Consultant Services can be found in Attachment 1. The selected proposer will be required to execute the consultant services agreement and provide all evidences of insurance and other requirements provided in the agreement before starting work. The selected proposer may not negotiate any terms of the consultant services agreement except for those terms for which modification was requested in the proposer’s proposal.

The District reserves the right for any reason to modify the scope of work and reject any or all proposals. The final scope of work as determined by the District will be incorporated into any consultant services agreement, if awarded.

D. Public Nature of Proposal Material

Responses to this RFP become exclusive property of the Hilton Creek Community Services District. When the Selection Committee recommends a proposal for award to the Board, all proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are identified by the proposer as business or trade secrets and plainly marked as “Confidential,” “Trade Secret,” or “Propriety”. Proposals that are not opened as untimely will be disposed of without examination or disclosure.

V. ESTIMATED SCHEDULE FOR SELECTION

The RFP Timeline is as follows:

Begin RFP Process	May ____ 2021
Deadline to Submit Questions related to the RFP	June ____ 2021
Deadline to Submit Proposal	June ____ 2021
Evaluation of Proposals	June __ to July ____ 2021
Board to Consider Selecting Firm	_____ 2021
Notification to Firms	July ____ 2021
Contract Execution and Project Start (if awarded)	_____ 2021

VI. CONTACT PERSON

Prospective proposers may contact Kyle Burnett, the District's Manager, for information regarding questions for this RFP. Deadline for submitting questions is **TIME, DATE**. The District will respond to all timely submitted questions no later than _____, and all questions and responses will be posted on the **District's website**. All requests for interpretation or questions must be sent by email or in writing and must clearly include the subject line "RFP – Sewer Rate Study".

Inquiries and written correspondence may be directed to:

Hilton Creek Community Services District
Attn: Kyle Burnett - RFP – Sewer Rate Study
3222 Crowley Lake Drive
Crowley Lake, CA 93546
Email: districtmanager@hiltoncreekcsd.com

VII. LATE PROPOSALS NOT CONSIDERED

Proposals must be received in the District's office by **TIME DATE**. Proposals must be hand-delivered, mailed, or sent by overnight courier. Proposers are solely responsible for ensuring that their responses are timely received by the District. Any proposal received after the deadline will not be considered.

Attachment 1

Agreement for Consultant Services

AGREEMENT FOR CONSULTANT SERVICES

This Agreement for Consultant Services (the "Agreement") is made and entered into this _____ day of _____, 2021, by and between the HILTON CREEK COMMUNITY SERVICES DISTRICT, a California special district (*hereinafter referred to as "DISTRICT"*) and _____ [a (*name state of domicile*) sole proprietorship, partnership, limited liability partnership, corporation, limited liability corporation] (*hereinafter referred to as "CONSULTANT"*).

RECITALS

WHEREAS, DISTRICT requires _____ services in connection with the _____;

WHEREAS, CONSULTANT is qualified to perform such services; and

WHEREAS, CONSULTANT has agreed to provide DISTRICT with such services on the terms and conditions set forth herein.

NOW, THEREFORE, for the considerations hereinafter set forth, CONSULTANT and DISTRICT agree as follows:

ARTICLE 1 - SCOPE OF SERVICES

- 1.1 **Scope of Work.** CONSULTANT agrees to furnish the services set forth in Exhibit A, scope of work, which is attached hereto and incorporated herein (the "Services")
- 1.2 **Compliance with Law.** The Services shall be performed in accordance with all applicable federal, state and local laws, ordinances, rules, regulations and orders. CONSULTANT shall comply with all federal, state and local air pollution control laws and regulations applicable to CONSULTANT and the Services (as required by California Code of Regulations title 13, section 2022.1). CONSULTANT shall be responsible for the safety of its workers and CONSULTANT shall comply with applicable federal and state worker safety-related laws and regulations, and all applicable wage and hour laws and regulations.
- 1.3 **Time is of the Essence.** CONSULTANT agrees to diligently prosecute the Services. In the performance of this Agreement, time is of the essence.
- 1.4 **Professional Competence.** CONSULTANT represents that it has the professional skills necessary to perform the Services and that it will perform the

Services in a skillful and professional manner. CONSULTANT represents that it has all the necessary licenses to perform the Services and shall maintain them throughout the term of this Agreement. CONSULTANT agrees that the Services shall be performed in a manner consistent with practices usual and customary to the _____ profession. DISTRICT and CONSULTANT agree that CONSULTANT is in responsible charge of the means and methods for providing the Services. Acceptance by DISTRICT of the Services does not operate as a release of CONSULTANT from professional responsibility for the Services performed.

- 1.5 **Independent Contractor.** CONSULTANT is an independent contractor and not an employee of DISTRICT. CONSULTANT expressly warrants that it will not represent that it is an employee of DISTRICT. All persons hired by CONSULTANT and performing the Services shall be CONSULTANT's employees or agents. CONSULTANT and its officers, employees and agents are not DISTRICT employees, and they are not entitled to DISTRICT employment salary, wages or benefits. CONSULTANT shall pay, and DISTRICT shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of CONSULTANT's employees. CONSULTANT shall, to the fullest extent permitted by law, indemnify DISTRICT, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning CONSULTANT's independent contractor status or employment-related liability.
- 1.6 **Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by CONSULTANT without DISTRICT's prior written approval. CONSULTANT shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in Article 6 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to DISTRICT in the manner provided in Article 6.
- 1.7 **Confidentiality.** CONSULTANT agrees to maintain in confidence and not disclose to any person, firm, government entity, or corporation, without DISTRICT's prior written consent any trade secret or confidential information, knowledge or data relating to the products, process, or operation of DISTRICT. CONSULTANT further agrees to maintain in confidence and not to disclose to any person firm, governmental entity, or corporation any data, information, technology, or material developed or obtained by CONSULTANT during the performance of the Services. The covenants contained in this Section 1.6 shall survive the termination of this Agreement for whatever cause.

- 1.8 **Ownership of Material.** All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by CONSULTANT under this Agreement and provided to DISTRICT (“Work Product”) shall be the property of DISTRICT, and DISTRICT shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to CONSULTANT or any other party. CONSULTANT may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that CONSULTANT shall not provide any Work Product to any third party without DISTRICT’s prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, CONSULTANT may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, DISTRICT reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If DISTRICT reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then DISTRICT shall hold CONSULTANT harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to DISTRICT in paper format, upon request by DISTRICT at any time (including, but not limited to, at expiration or termination of this Agreement), CONSULTANT agrees to provide the Work Product to DISTRICT in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).
- 1.9 **Documentation.** CONSULTANT shall keep and maintain full and complete documentation and accounting records, employee time sheets, and correspondence pertaining to the performance of Services, and CONSULTANT shall make such documents available for review and/or audit by DISTRICT and DISTRICT’s representatives at all reasonable times for at least four years (or any longer period required by law) after the termination of this Agreement or completion of the Services. In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under this Agreement.
- 1.10 **Conflict of Interest.** CONSULTANT (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by

the performance of CONSULTANT's services under this agreement, and (b) no person having any such interest shall perform any portion of the Services. The parties agree that CONSULTANT is not a designated employee within the meaning of the Political Reform Act and CONSULTANT's conflict of interest code because CONSULTANT will perform the Services independent of the control and direction of the DISTRICT or of any DISTRICT official, other than normal contract monitoring, and CONSULTANT possesses no authority with respect to any DISTRICT decision beyond the rendition of information, advice, recommendation or counsel.

- 1.11 **Testimony.** CONSULTANT agrees to testify at DISTRICT's request if litigation is brought against DISTRICT in connection with the Services. Unless the action is brought by CONSULTANT or is based upon CONSULTANT's negligence, DISTRICT will compensate CONSULTANT for the preparation and the testimony at CONSULTANT's standard hourly rates unless otherwise agreed to by District.

ARTICLE 2 – COMPENSATION

- 2.1 **Compensation.** Compensation for the Services shall be in accordance with Exhibit B, Compensation, attached hereto and incorporated herein. It is agreed that the compensation for the Services shall not exceed \$_____ (“Cost Ceiling”). The Cost Ceiling may be increased in a mutually-agreed to writing.
- 2.2 **Invoices.** CONSULTANT shall submit monthly invoices in a form satisfactory to DISTRICT for Services provided during the preceding month. CONSULTANT shall submit time and cost records as necessary to substantiate performance of the Services. Within 35 days after receipt of each such invoice, DISTRICT shall verify the accuracy of the invoice, correct the charges where appropriate and as discussed and mutually agreed with CONSULTANT, and make payment to CONSULTANT in an amount equal to the amount of such invoice, as verified or corrected by DISTRICT. No payment hereunder shall be construed as evidence of acceptance of any CONSULTANT's work. DISTRICT reserves the right to withhold payment from CONSULTANT on account of Services not performed satisfactorily, delays in CONSULTANT's performance of Services, or other defaults hereunder. CONSULTANT shall not stop or delay performance of the Services under this Agreement on account of payment disputes with DISTRICT.
- 2.3 **Status Reports.** Together with each monthly invoice, CONSULTANT shall submit a status report detailing the amount expended on the Services to that date and the remaining amount to be expended before the Cost Ceiling is reached. CONSULTANT shall notify DISTRICT in writing when payments have reached 90 percent of the Cost Ceiling.
- 2.4 **Withholding.** In lieu of holding retention, DISTRICT shall withhold CONSULTANT's final payment until the Services are complete and DISTRICT

has received all Documents. CONSULTANT shall diligently continue and complete performance of the Services if the Services are not complete at the time CONSULTANT has performed services up to the Cost Ceiling.

ARTICLE 3 – TIME OF PERFORMANCE

- 3.1 **Effective Date.** The Agreement shall become effective upon execution of the second signature and shall remain in full force and effect until the Services are completed (the “Term”). CONSULTANT agrees to complete all services by _____.
- 3.2 **Termination.** This agreement may be terminated at any time by DISTRICT upon 10 days’ written notice to CONSULTANT.
- 3.3 **Final Payment.** CONSULTANT shall be entitled to compensation for Services performed up to the time of such termination, it being understood that any payments are full compensation for the Services rendered under this Agreement.
- 3.4 **Other Remedies.** Nothing in this Article 3 shall be deemed to limit with respective rights of the parties to terminate this agreement for cause or otherwise to exercise any rights or pursue any remedies which may accrue to them.

ARTICLE 4 – DESIGNATED CONTACTS

- 4.1 **DISTRICT Contact.** DISTRICT designates _____, its _____, as its contact who shall be responsible for administering and interpreting the terms and conditions of this Agreement, for matters relating to CONSULTANT’s performance under this Agreement, and for liaison and coordination between DISTRICT and CONSULTANT. In the event DISTRICT wishes to make a change in the DISTRICT’s representative, DISTRICT will notify CONSULTANT of the change in writing.
- 4.2 **CONSULTANT Contact.** CONSULTANT designates _____ as its contact, who shall have immediate responsibility for the performance of the Services and for all matters relating to performance under this Agreement. Any change in CONSULTANT’s designated contact shall be subject to written approval by DISTRICT.

ARTICLE 5 – INDEMNIFICATION AND INSURANCE

- 5.1 **Indemnification.** CONSULTANT shall indemnify, defend, protect, and hold harmless DISTRICT, and its officers, employees and agents (“Indemnitees”) from and against any claims, liability, losses, damages and expenses (including

attorney, expert witness and consultant fees, and litigation costs) (collectively a "Claim") that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of an Indemnitee. CONSULTANT's obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement. If CONSULTANT is deemed to be a "design professional" as that term is defined in Civil Code section 2782.8, and a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall CONSULTANT's total costs incurred pursuant to its duty to defend Indemnitees exceed CONSULTANT's proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

5.2 **Insurance.** CONSULTANT and all of CONSULTANT's employees, subcontractors, consultants and other agency shall procure, provide and maintain at all times during the performance of this Agreement, and for such additional periods as described herein, the insurance listed below with insurers authorized to do business in the State of California and with a Best's rating of no less than A-VII.

- A. **Comprehensive Automobile Liability Insurance.** Comprehensive Automobile Liability Insurance providing bodily injury liability and property damage, to protect against all liability arising out of the use of any owned or leased, passenger or commercial automobile at a minimum amount of \$1,000,000 combined single limit and \$2,000,000 aggregate. Coverage shall apply to hired and non-owned autos.
- B. **Commercial General Liability Insurance.** Commercial General Liability Insurance, with limits providing a minimum amount of \$1,000,000 combined single limit coverage for each occurrence, \$2,000,000 general aggregate and \$2,000,000 products/completed operations aggregate. The insurance shall cover all operations including but not limited to the following: (1) premises, operations and mobile equipment liability, (2) completed operations and products liability, (3) contractual liability insuring the obligations assumed by CONSULTANT in this Agreement; (4) broad form property damage liability; and (5) personal injury liability endorsement, including death.
- C. **Professional Liability Insurance.** Professional Liability Insurance protecting against liabilities arising out of or in connection with negligent acts, errors, or omissions of CONSULTANT and all CONSULTANT's employees, subcontractors, consultants and other agency in connection with this Agreement, at a minimum amount of \$1,000,000 combined single limit coverage and \$1,000,000 aggregate, on a "claims made basis" with a continuation of coverage extension for liabilities for two years from the date the Services are substantially complete. Such professional liability policies

shall include coverage for liability assumed by the CONSULTANT under this Agreement.

- D. **Workers' Compensation Insurance.** Workers' Compensation insurance, occupational disease insurance and employer's liability insurance shall be required with minimum limits as required by law, covering all workplaces involved in this Agreement.
- E. **Policy Terms.** Concurrently with execution of this Agreement, CONSULTANT, shall provide DISTRICT with Certificates of Insurance evidencing that CONSULTANT has obtained or maintains the insurance required by this Section 5.3. The Certificates shall be on forms acceptable to DISTRICT. CONSULTANT shall also furnish DISTRICT with original endorsements with the following documentation:
- Precluding cancellation or reduction in coverage before the expiration of thirty (30) days after DISTRICT shall have received written notification thereof from CONSULTANT as provided in Article 6 of this Agreement.
 - Providing the CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, and include a "separation of insureds" or "severability" clause which treats each separately, except with respect to the limits of the insurer's liability (cross-liability endorsement).
 - Naming DISTRICT, its Directors, commissions, committees, officers, employees and agents as additional insureds (Additional Insureds").
 - Providing that for any claims relating to CONSULTANT's services hereunder, CONSULTANT's insurance coverage shall be primary insurance with respect to DISTRICT, its Directors, officers, employees, and agents, and that any insurance or self-insurance maintained by DISTRICT for itself, its Directors, officers, employees, and agents shall be in excess of CONSULTANT's insurance and shall not be contributory with it.
 - It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverages requirements and/or limits shall be available to the DISTRICT, including but not limited to any umbrella or excess insurance. Furthermore, the requirements for coverage and limits shall be the greater of (a) the minimum coverage and limits specified in the Agreement; or (b) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured.
 - CONSULTANT shall waive subrogation against the District, and its Directors, officers, employees, and agents that any insurer may acquire from CONSULTANT by virtue of the payment of any loss relating to the Services. CONSULTANT agrees to obtain any

endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of DISTRICT for the Services performed by CONSULTANT.

- F. **Material Breach.** If CONSULTANT fails to maintain insurance coverage or provided insurance documentation which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. DISTRICT, at its sole option may terminate this Agreement and obtain damages from CONSULTANT resulting from said breach. Alternatively, DISTRICT may purchase the required insurance coverage, and without further notice to CONSULTANT, may deduct from the sums due to CONSULTANT any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

ARTICLE 6 – NOTICES

All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or sent by email, facsimile or reputable overnight courier and shall be deemed received upon the earlier of: (1) if personally delivered, the date of delivery to the address of the person to receive such notice; (2) if delivered by overnight courier service which provides tracking and a delivery receipt for next business day delivery, (3) if sent by facsimile, with the original sent on the same day by overnight courier, the date on which the facsimile is received, provided it is before 5:00 P.M. Pacific Time or (4) if sent electronically, the date of delivery on the confirmed read receipt. Notice of change of address shall be given by written notice in the manner described in this Article 6. Rejection or other refusal to accept or the inability to deliver because of a change in address of which no notice was given shall be deemed to constitute receipt of the notice or communication sent. Unless changed in accordance herewith, the addresses for notice given pursuant to this Agreement shall be as follows:


If to DISTRICT: Kyle Burnett
 District Manager, Hilton Creek Community Services District
 3222 Crowley Lake Drive
 Crowley Lake, CA 93546
 Phone: (760) 935-4500
 Facsimile: (760) 418-0183
 Email: districtmanager@hiltoncreekcsd.com
 CC I.beatty@hiltoncreekcsd.com

If to CONSULTANT: _____

 Phone: _____

Facsimile: _____
Email: _____

ARTICLE 7 – MISCELLANEOUS

- 7.1 **Entire Agreement.** This Agreement represents the entire understanding of DISTRICT and CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by an amendment in writing signed by each party.
- 7.2 **No Assignment.** The Services are deemed unique and CONSULTANT shall not assign, transfer, subcontract or otherwise substitute its interest in this Agreement or any of its obligations hereunder without the prior written consent of DISTRICT. As limited by this Section 7.2, this Agreement is to be binding on the successors and assigns of the parties hereto.
- 7.3 **Severability.** If any part of this Agreement is determined to be unconstitutional, invalid or beyond the authority of either party, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement can be interpreted to give effect to the intentions of the parties.
- 7.4 **Counterparts.** This Agreement may be signed in original or facsimile counterparts and, when fully signed, such counterparts shall have the same effect as if signed in one document.
- 7.5 **Choice of Law.** This Agreement and all matters relating to it shall be governed by the laws of the State of California without reference to its choice of laws principles and venue shall be in the appropriate court in Mono County, California.
- 7.6 **Waiver.** No failure on the part of either party to exercise any right or remedy hereunder shall operate a waiver of any other right or remedy that party may have hereunder. A waiver by either DISTRICT or CONSULTANT of any breach of this Agreement shall not be binding upon the waiving Party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other further breach.
- 7.7 **Mediation.** In the event the parties are unable to resolve a dispute arising under this Agreement through good faith negotiations, the parties agree to submit the matter to mediation with a mutually agreeable mediator. Prior to mediation, the parties shall exchange any documents reasonably necessary to resolve the matter to be mediated. 
- 7.8 **Interpretation.** In the event this Agreement is ever construed in any dispute between the parties, it and each of its provisions shall be construed without

regard to the party or parties responsible for its preparation and shall be deemed to have been prepared jointly by the parties. The rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in interpreting this Agreement.

7.9 **Authority.** Each individual executing this Agreement on behalf of one of the parties represents that he or she is duly authorized to sign and deliver the Agreement on behalf of such party and that this Agreement is binding on such party in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

HILTON CREEK COMMUNITY SERVICES DISTRICT

By: _____ Date: _____
Seven Shipley, President

Attest

By: _____ Date: _____
Lorinda Beatty, Secretary of the Board

Approved As To Form

By: _____ Date: _____
Joshua Horowitz, District Attorney

CONSULTANT

By: _____ Date: _____

By: _____

Date: _____

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: NEW OPERATIONS POSITION - UPDATE

DATE: AUGUST 10, 2021

Several candidates have applied for the new operations position. The hiring Committee has scheduled an initial Zoom interview on August 12th.

REQUESTED ACTION:

Informational and open for discussion