

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 14, 2021
5:00 P.M.
TELECONFERENCE - 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. CONSENT AGENDA**
 - A. Financial Reports**
 1. Consideration & Approval of Disbursements List
 - a. Disbursements and Checks Numbered 8212-8223
 - b. One-signor Checks Numbered 8224-8228
 - B. Review & Acceptance of Monthly Financial Reports**
 1. Account Balances – All Funds
 2. Budget Report: YTD Actual to Budget Report – August 2021
 3. Southern California Edison Report
 - C. Approval of Minutes**
 - 1 Minutes of the Regular Board Meeting of August, 2021

- 5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
 - A. General Manager Report on Status of Facilities, Operational Stability

- 6. NEW BUSINESS**
 - A. Rescind Resolution 2021-02
 - B. Adopt Final Budget FY 2021-2022

- 7. OLD BUSINESS**
 - A. Request for Proposal – Selection Committee
 - B. New Operations Position – Update

8. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

9. BOARD MEMBER COMMENTS/REPORTS

10. ANNOUNCEMENTS

A. Regular Board Meeting: October 12, 2021 at 5:00 p.m. at the Crowley Lake Community Center – Subject to change due to COVID-19 Precautions and Restrictions

11. CLOSED SESSION

A. Personnel Matter [General Manager]

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.

11:04 AM
 09/10/21
 Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
CHECKS WRITTEN - ALL FUNDS
August 11 - 31, 2021

Type	Date	Num	Name	Memo	Amount
Aug 11 - 14, 21					
Aug 11 - 14, 21					
Week of Aug 15, 21					
Check	08/16/2021		SCE	7/2/2021 to 8/2/2021	-711.62
Check	08/16/2021		SCE	7/2/2021 to 8/2/2021	-1,893.58
Check	08/16/2021		FRONTIER COMMUNICATIONS	Alarm System 7/22/21 to 8/21/21	-43.12
Liability C...	08/19/2021		QuickBooks Payroll Service	Created by Payroll Service on 08/18/2021	-3,406.19
Paycheck	08/20/2021	DD11...	BURNETT, KYLE	Direct Deposit	0.00
Paycheck	08/20/2021	DD11...	BEATTY, LORINDA A	Direct Deposit	0.00
Week of Aug 15, 21					-6,054.51
Week of Aug 22, 21					
Check	08/23/2021		VERIZON WIRELESS	District Phones	-126.98
Check	08/23/2021		PERS 457 Contributions	PPE 08/20/2021	-334.62
Check	08/23/2021		PERS Retirement	PPE 08/20/2021	-475.25
Check	08/23/2021		PERS Health Insurance	July 2021	-857.30
Check	08/25/2021		MAMMOTH DISPOSAL	Waste Connections August 2021	-165.38
Week of Aug 22, 21					-1,959.53
Aug 29 - 31, 21					
Aug 29 - 31, 21					
TOTAL					-8,014.04

11:03 AM

HILTON CREEK COMMUNITY SERVICES DISTRICT

CHECKS WRITTEN - ALL FUNDS

09/10/21

September 1 - 14, 2021

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Sep 1 - 4, 21					
Check	09/01/2021		PERS Retirement	PPE 09/03/2021	-475.25
Check	09/01/2021		PERS 457 Contributions	PPE 09/03/2021	-334.62
Liability C...	09/02/2021		QuickBooks Payroll Service	Created by Payroll Service on 09/01/2021	-3,502.88
Paycheck	09/03/2021	DD11...	BURNETT, KYLE	Direct Deposit	0.00
Paycheck	09/03/2021	DD11...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	09/03/2021	8212	Hatter, Jason T		-1,622.28
Sep 1 - 4, 21					-5,935.03
Week of Sep 5, 21					
Check	09/08/2021		MAMMOTH DISPOSAL	Waste Connections September 2021	-165.38
Liability C...	09/10/2021		QuickBooks Payroll Service	Created by Payroll Service on 09/09/2021	-3,078.82
Bill Pmt -...	09/10/2021	8213	BABCOCK LABORATORIES, INC.	Invoice CH11521-4807 & CH10985-4807	-1,109.85
Bill Pmt -...	09/10/2021	8214	CHUCK VILLAR CONSTRUCTION,...	Invoice 20121 - Vactor	-3,377.50
Bill Pmt -...	09/10/2021	8215	MAMMOTH COMMUNITY WATER ...	Invoice 00100	-90.00
Bill Pmt -...	09/10/2021	8216	MONO COUNTY DEPT. OF PUBLI...	Ticket 23059 & 21952	-375.92
Bill Pmt -...	09/10/2021	8217	MOUNTAIN MEADOWS MUTUAL ...	Account MMH2011800	-200.00
Bill Pmt -...	09/10/2021	8218	RS Instruments & Services	Invoice 22531	-761.40
Week of Sep 5, 21					-9,158.87
Sep 12 - 14, 21					
Paycheck	09/13/2021	DD11...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	09/13/2021	DD11...	ADAMSON, CYNTHIA R	Direct Deposit	0.00
Paycheck	09/13/2021	DD11...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	09/13/2021	DD11...	HIGERD, GARRETT	Direct Deposit	0.00
Paycheck	09/13/2021	DD11...	SHIPLEY, STEVE H	Direct Deposit	0.00
Bill Pmt -...	09/14/2021	8219	SDRMA	Invoice 70813 2020/2021 Audit Invoice ...	-180.05
Bill Pmt -...	09/14/2021	8220	THE SHEET	Publication - Notice of Public Hearing	-91.00
Bill Pmt -...	09/14/2021	8221	UMPQUA BANK	July 2021	-2,990.48
Bill Pmt -...	09/14/2021	8222	USA BLUE BOOK	Invoice 676649	-82.05
Bill Pmt -...	09/14/2021	8223	BILLY CZESCHIN	Invoice 1210626158	-915.00
Sep 12 - 14, 21					-4,258.58
TOTAL					-19,352.48

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: LORINDA BEATTY
SUBJECT: ACCOUNT BALANCES REPORT
DATE: SEPTEMBER 14, 2021

Notable changes to Account Balances

Sewer Fund Checking – Bank of America **\$62,199.01**

Included in this amount is \$26,656.80 that remains in the checking account but earmarked in an Encumbrance Account (on the books) for specific future expenses. A significant decrease in August was due to the payment in full to CalPERS UAL of approximately 22,600.

Capital Reserve **\$44,223.82**

No significant changes to the Capital Reserve Account

County Investment Pool – Combined **\$651,385.76**

Pending updates – Changes by Mono County Treasurer to last fiscal year and this fiscal year have yet to be identified and reported. The amount in this report reflects no updates and will increase once the amounts are verified.

LAIF – Combined **\$9,607.68**

No Change

Juniper Drive Checking **\$67,233.59**

No significant changes to the Juniper Drive Checking Account.

REQUESTED ACTION: Information Only

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

	Previous				8/31/2021
Account	Balance	Credits	Debits	Adjustments	Balance
**Bank of America	36,309.54	44,047.30	(44,814.63)	-	35,542.21
Sewer Fund Use Fees & Expenses		15,460.13	(41,232.84)		
Cancelled / Return/ Other					
County Inv. Pool Transfer		-	-		
LAIF Transfers					
Capital Reserve Transfer					
Connection Fees					
County Loan Transfer					
Availability Fees		240.00			
Juniper Deposits/Expenses		3,347.17	(3,581.79)		
Juniper Drive Transfers			-		
Encumbrance		25,000.00			26,656.80
Capital Reserve	44,223.44	0.38	-	-	44,223.82
Connection & Availability Fees		-			
Transfers			-		
Interest		0.38			
LAIF	4,966.83	-	-	-	4,966.83
Checking Transfers					No Change
Interest					
Other					
Other					
County Investment Pool	344,252.82	-	-	-	344,252.82
Checking Transfers					Update Pending
LAIF Transfers					
Interest					
Unsec. Property Tax					
Secure Property Tax					
Other					
Unitary Property Tax					
Delinquent Accounts Collection					
ENCUMBRANCE (In Checking)	51,656.80	-	-		51,656.80
Beneft Liabilities					
Vactor					
Operations					
Administrative Operations					
Total**	429,752.63	44,047.68	(44,814.63)	-	480,642.48

** Balance Owed to Juniper Fund (741.14)
Total with Juniper Drive Oweing 479,901.34

Juniper Drive Special Zone of Benefit Funds

**As Of
August 31, 2021**

	Previous	Credits	Debits	Adjustments	8/31/2021 Balance
Bank of America	63,946.23	3,287.36	-	-	67,233.59
Juniper Drive Fees Collected		3,287.36			
Juniper Drive Expenses					
LAIF	4,640.85	-	-	-	4,640.85
Interest					No Change
Other					
County Investment Pool	307,132.94	-	-	-	307,132.94
Checking Transfers					Update Pending
Interest					
Other					
Total**	375,720.02	3,287.36	-	-	379,007.38

** Balance Owed to Juniper Fund 741.14
Total with Balance Owing to Sewer Fund 379,748.52

Juniper Drive Wash						
Fwd		JD Fees Coll	JD Checks	JD Paid	SF Paid	SF Owes JD
	975.76	3,347.17	(3,581.79)			741.14
<i>Funds collected / paid in Sewer Fund</i>						

Sewer Financial Reports

August 2021

HILTON CREEK COMMUNITY SERVICES DISTRICT

09/06/21

Balance Sheet

Accrual Basis

As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1 Bank of America-Checking	35,542.21
2 Encumbrance Account	26,656.80
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	4,966.83
Total Checking/Savings	453,925.32
Accounts Receivable	
Accounts receivable	
AVAILABILITY FEES	720.00
SEWER USE FEES	
Finance Charge	-435.96
LIEN FEE	200.00
SEWER USE FEES - Other	479.83
Total SEWER USE FEES	243.87
Accounts receivable - Other	12.00
Total Accounts receivable	975.87
Total Accounts Receivable	975.87
Other Current Assets	
Allowance for uncollectibles	0.05
Total Other Current Assets	0.05
Total Current Assets	454,901.24
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	-2,695,639.35
Total Other Assets	-2,695,639.35
TOTAL ASSETS	980,063.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
6 Juniper Dr SZB Clearing Acct	741.14
Accounts payable	6,553.11
Direct Deposit Liabilities	-1.88
Payroll Liabilities	12,041.90
Total Other Current Liabilities	19,334.27
Total Current Liabilities	19,334.27

HILTON CREEK COMMUNITY SERVICES DISTRICT

09/06/21

Balance Sheet

Accrual Basis

As of August 31, 2021

	Aug 31, 21
Long Term Liabilities	
PENSION LIABILITIES	
Def inflows of resources-actuar	33,770.00
Def outflows of resources-actua	-34,290.00
Deferred outflows-contributions	-3,930.19
Net Pension Liability	237,045.00
Total PENSION LIABILITIES	232,594.81
Total Long Term Liabilities	232,594.81
Total Liabilities	251,929.08
Equity	
Capital Improvement Reserve	33,533.07
Retained Earnings	733,849.34
Net Income	-39,248.48
Total Equity	728,133.93
TOTAL LIABILITIES & EQUITY	980,063.01

HILTON CREEK COMMUNITY SERVICES DISTRICT

All Sewer Fund Transaction Detail Report

August 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Check	08/03/2021		Transfer to JD Acco...	FY 2020-2021...	1 Bank of America...		Snow Removal		2,500.00
Liability Check	08/03/2021	E-pay	EFTPS	94-2834850 Q...	1 Bank of America...		-SPLIT-		2,479.12
Liability Check	08/03/2021	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	1 Bank of America...		-SPLIT-		565.09
Liability Check	08/03/2021	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	1 Bank of America...		-SPLIT-		53.05
Check	08/03/2021		MAMMOTH DISPO...	Waste Conne...	1 Bank of America...		Plant - General...		165.38
Check	08/04/2021	TXF	Transfer	PERS Unfund...	1 Bank of America...		2 Encumberan...	25,000.00	
Check	08/04/2021		PERS Unfunded Ac...		1 Bank of America...		-SPLIT-		3,826.08
Check	08/04/2021		PERS Unfunded Ac...		1 Bank of America...		-SPLIT-		17,423.42
Liability Check	08/05/2021		QuickBooks Payroll ...	Created by P...	1 Bank of America...		Direct Deposit ...		3,168.99
Paycheck	08/06/2021	DD1096	BEATTY, LORINDA A	Direct Deposit	1 Bank of America...	162	-SPLIT-	0.00	
Paycheck	08/06/2021	DD1097	BURNETT, KYLE	Direct Deposit	1 Bank of America...	162	-SPLIT-	0.00	
Paycheck	08/06/2021	8203	Hatter, Jason T		1 Bank of America...	162	-SPLIT-		1,708.88
Check	08/06/2021		Bank of America	Remote Depo...	1 Bank of America...		Bank Service ...		15.00
Check	08/07/2021		PERS Retirement	PPE 08/06/20...	1 Bank of America...		-SPLIT-		475.25
Check	08/07/2021		PERS 457 Contributi...	PPE 08/06/20...	1 Bank of America...		-SPLIT-		334.62
Check	08/07/2021		PERS - Other	CalPERS ID: ...	1 Bank of America...		-SPLIT-		700.00
Paycheck	08/09/2021	DD1098	ADAMSON, CYNTH...	Direct Deposit	1 Bank of America...	162	-SPLIT-	0.00	
Paycheck	08/09/2021	DD1099	CONNOLLY, ISABE...	Direct Deposit	1 Bank of America...	162	-SPLIT-	0.00	
Paycheck	08/09/2021	DD1100	CZESCHIN, WINDS...	Direct Deposit	1 Bank of America...	162	-SPLIT-	0.00	
Paycheck	08/09/2021	DD1101	HIGERD, GARRETT	Direct Deposit	1 Bank of America...	162	-SPLIT-	0.00	
Paycheck	08/09/2021	DD1102	SHIPLEY, STEVE H	Direct Deposit	1 Bank of America...	162	-SPLIT-	0.00	
Liability Check	08/09/2021		QuickBooks Payroll ...	Created by P...	1 Bank of America...		Direct Deposit ...		1,200.30
Deposit	08/09/2021			Deposit	1 Bank of America...		Undeposited F...	161.92	
Deposit	08/09/2021			Deposit	1 Bank of America...		Undeposited F...	46.31	
Deposit	08/09/2021			Deposit	1 Bank of America...		Undeposited F...	331.86	
Deposit	08/09/2021			Deposit	1 Bank of America...		Undeposited F...	221.24	
Deposit	08/09/2021		JUNIPER DRIVE FE...	Deposit	1 Bank of America...		-SPLIT-	663.72	
Deposit	08/09/2021			Deposit	1 Bank of America...		-SPLIT-	1,239.50	
Deposit	08/09/2021			Deposit	1 Bank of America...		-SPLIT-	4,730.67	
Deposit	08/09/2021			Deposit	1 Bank of America...		-SPLIT-	4,092.94	
Bill Pmt -Check	08/10/2021	8204	BABCOCK LABOR...	Invoice CE 11...	1 Bank of America...		*Accounts Pay...		139.65
Bill Pmt -Check	08/10/2021	8206	INFOSEND, INC	JULY BILLIN...	1 Bank of America...		*Accounts Pay...		338.23
Bill Pmt -Check	08/10/2021	8208	UMPQUA BANK	July 2021	1 Bank of America...		*Accounts Pay...		1,372.37
Bill Pmt -Check	08/10/2021	8209	Undergrnd.Serv. Ale...	ANNUAL ME...	1 Bank of America...		*Accounts Pay...		150.00
Bill Pmt -Check	08/10/2021	8210	USA BLUE BOOK	Invoice 671956	1 Bank of America...		*Accounts Pay...		54.96
Bill Pmt -Check	08/10/2021	8211	USA BLUE BOOK	Invoice 674412	1 Bank of America...		*Accounts Pay...		130.20
Deposit	08/10/2021			Deposit	1 Bank of America...		Undeposited F...	110.62	
Deposit	08/10/2021			Deposit	1 Bank of America...		Undeposited F...	0.06	
Deposit	08/13/2021			Deposit	1 Bank of America...		-SPLIT-	1,352.94	
Deposit	08/13/2021			Deposit	1 Bank of America...		Undeposited F...	110.62	
Deposit	08/13/2021		JUNIPER DRIVE FE...	Deposit	1 Bank of America...		Undeposited F...	353.60	
Deposit	08/13/2021			Deposit	1 Bank of America...		6 Juniper Dr S...	1,605.05	
Deposit	08/13/2021			Deposit	1 Bank of America...		Undeposited F...	221.24	
Check	08/16/2021		SCE	7/2/2021 to 8/...	1 Bank of America...		SCE - Pump St...		711.62
Check	08/16/2021		SCE	7/2/2021 to 8/...	1 Bank of America...		SCE - Plant		1,893.58
Check	08/16/2021		FRONTIER COMM...	Alarm System...	1 Bank of America...		Telephone - Fir...		43.12
Liability Check	08/19/2021		QuickBooks Payroll ...	Created by P...	1 Bank of America...		Direct Deposit ...		3,406.19
Paycheck	08/20/2021	DD1104	BURNETT, KYLE	Direct Deposit	1 Bank of America...	162	-SPLIT-	0.00	
Paycheck	08/20/2021	DD1103	BEATTY, LORINDA A	Direct Deposit	1 Bank of America...	162	-SPLIT-	0.00	
Check	08/23/2021		VERIZON WIRELESS	District Phones	1 Bank of America...		-SPLIT-		126.98

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

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Check	08/23/2021		PERS 457 Contributi...	PPE 08/20/20...	1 Bank of America-...		-SPLIT-		334.62
Check	08/23/2021		PERS Retirement	PPE 08/20/20...	1 Bank of America-...		-SPLIT-		475.25
Check	08/23/2021		PERS Health Insura...	July 2021	1 Bank of America-...		-SPLIT-		857.30
Check	08/25/2021		MAMMOTH DISPO...	Waste Conne...	1 Bank of America-...		Plant - General...		165.38
Deposit	08/25/2021			Deposit	1 Bank of America-...		-SPLIT-	2,925.74	
Deposit	08/25/2021			Deposit	1 Bank of America-...		-SPLIT-	221.24	
Deposit	08/25/2021		JUNIPER DRIVE FE...	Deposit	1 Bank of America-...		-SPLIT-	393.68	
Deposit	08/25/2021		JUNIPER DRIVE FE...	Deposit	1 Bank of America-...		6 Juniper Dr S...	98.42	
Deposit	08/25/2021			Deposit	1 Bank of America-...		Undeposited F...	55.31	
Deposit	08/25/2021			Deposit	1 Bank of America-...		Undeposited F...	110.62	
TOTAL								44,047.30	44,814.63

HILTON CREEK COMMUNITY SERVICES DISTRICT

Juniper Drive Clearing Account Monthly Detail Report

August 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Check	08/04/2021		PERS Unfunded Ac...	Unfunded Acc...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...	382.61	
Check	08/04/2021		PERS Unfunded Ac...	Unfunded Acc...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...	1,742.34	
General Journal	08/06/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	133.00	
General Journal	08/06/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	330.77	
General Journal	08/06/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	8.46	
Check	08/07/2021		PERS Retirement	10% KB Retir...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...	25.20	
Check	08/07/2021		PERS 457 Contributi...	10% JD	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...	8.46	
Check	08/07/2021		PERS - Other	10% of GAS...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...	70.00	
Deposit	08/09/2021		JUNIPER DRIVE FE...	J6012001 RO...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		196.84
Deposit	08/09/2021		JUNIPER DRIVE FE...	J6016011 BE...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		196.84
Deposit	08/09/2021		JUNIPER DRIVE FE...	J6012005 CO...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		196.84
Deposit	08/09/2021		JUNIPER DRIVE FE...	J6013007 NO...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		196.84
Deposit	08/09/2021		JUNIPER DRIVE FE...	J6013015 NO...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		85.10
Deposit	08/09/2021		JUNIPER DRIVE FE...	J6013016 NO...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		85.10
Deposit	08/09/2021		JUNIPER DRIVE FE...	J6017027 LK...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		196.84
Deposit	08/09/2021		JUNIPER DRIVE FE...	J6017023 LK...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		85.10
Bill	08/10/2021		UMPQUA BANK	10% Fuel	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	33.96	
Bill	08/10/2021		UMPQUA BANK	10% Office Ex...	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	77.20	
Bill	08/10/2021		INFOSEND, INC	10% JD Billing	6 Juniper Dr SZB Cl...	164	*Accounts Pay...	33.82	
General Journal	08/10/2021	LB 20...		OFFSET FY 2...	6 Juniper Dr SZB Cl...	164	-SPLIT-		4.12
General Journal	08/10/2021	LB 20...		OFFSET FY 2...	6 Juniper Dr SZB Cl...	164	6 Juniper Dr S...		6.40
General Journal	08/13/2021	LB 20...		10% CA Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	28.33	
General Journal	08/13/2021	LB 20...		10% IC Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	18.33	
General Journal	08/13/2021	LB 20...		10% WC Gro...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	28.33	
General Journal	08/13/2021	LB 20...		10% GH Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	28.33	
General Journal	08/13/2021	LB 20...		10% SS Gros...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	28.33	
Deposit	08/13/2021		JUNIPER DRIVE FE...	J6019006 MC...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		1,605.05
General Journal	08/20/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	133.00	
General Journal	08/20/2021	LB 20...		10% of Gross ...	6 Juniper Dr SZB Cl...	164	Gross Payroll-...	330.77	
General Journal	08/20/2021	LB 20...		10% LB Additi...	6 Juniper Dr SZB Cl...	164	Employer 457 ...	8.46	
Check	08/23/2021		VERIZON WIRELESS	Telephone 1...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...	12.70	
Check	08/23/2021		PERS 457 Contributi...	10% JD	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...	8.46	
Check	08/23/2021		PERS Retirement	10% KB Retir...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...	25.20	
Check	08/23/2021		PERS Health Insura...	10% KB	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...	56.81	
Check	08/23/2021		PERS Health Insura...	10% Retired ...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...	28.92	
Deposit	08/25/2021		JUNIPER DRIVE FE...	J6019007 HA...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		196.84
Deposit	08/25/2021		JUNIPER DRIVE FE...	J6014012 PE...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		196.84
Deposit	08/25/2021		JUNIPER DRIVE FE...	J6014008 MIL...	6 Juniper Dr SZB Cl...	164	1 Bank of Ame...		98.42
TOTAL								3,581.79	3,347.17

8:43 AM

09/09/21

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
Encumbrance Transaction Detail Report
July through August 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Jul 21 Check	07/01/2021	TXF	Transfer	Liability and ...	2 Encumbrance Ac...		1 Bank of Ame...		16,343.20
Jul 21								0.00	16,343.20
Aug 21 Check	08/04/2021	TXF	Transfer	PERS Unfund...	2 Encumbrance Ac...		1 Bank of Ame...		25,000.00
Aug 21								0.00	25,000.00
TOTAL								0.00	41,343.20

Juniper Drive Financial Reports

August 2021

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

09/10/21

Balance Sheet

Accrual Basis

As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	67,233.59
102 - LAIF	4,640.85
Mono County Treasury Inv. Pool	307,132.94
Total Checking/Savings	379,007.38
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
122 - MAINTENANCE FEES	804.66
Total 120 - ACCOUNTS RECEIVABLE	804.66
Total Accounts Receivable	804.66
Other Current Assets	
JDSZB Wash Account	741.14
Total Other Current Assets	741.14
Total Current Assets	380,553.18
TOTAL ASSETS	380,553.18
LIABILITIES & EQUITY	
Equity	
32000 · 304 - Retained Earnings	370,161.19
Net Income	10,391.99
Total Equity	380,553.18
TOTAL LIABILITIES & EQUITY	380,553.18

12:21 PM

09/10/21

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Transactions By Month

August 2021

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Aug 21									
Deposit	08/03/2021	Deposit	Transfer from Sewer...	FY 2020/2021...	101 - Checking - B o...	X	512 - SNOW R...	2,500.00	
Deposit	08/09/2021			Deposit	101 - Checking - B o...	X	-SPLIT-	787.36	
Aug 21								3,287.36	0.00

JUNIPER DRIVE WASH ACCCOUNT Transactions By Month August 2021

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Aug 21									
General Journal	08/04/2021	LB FY...		10% PERS U...	JDSZB Wash Account		-SPLIT-		382.61
General Journal	08/04/2021	LB FY...		10% PERS U...	JDSZB Wash Account		JDSZB Wash ...		1,742.34
General Journal	08/06/2021	LB FY...		10% KB Gross	JDSZB Wash Account		-SPLIT-		330.77
General Journal	08/06/2021	LB FY...		10 % KB 457	JDSZB Wash Account		JDSZB Wash ...		8.46
General Journal	08/06/2021	LB FY...		10% KB Retir...	JDSZB Wash Account		JDSZB Wash ...		25.20
General Journal	08/06/2021	LB FY...		10% LB Gross	JDSZB Wash Account		JDSZB Wash ...		133.00
General Journal	08/06/2021	LB FY...		10% LB Additi...	JDSZB Wash Account		JDSZB Wash ...		8.46
General Journal	08/07/2021	LB FY...			JDSZB Wash Account		504-A - Retire...		70.00
Deposit	08/09/2021			Deposit	JDSZB Wash Account		-SPLIT-	1,239.50	
General Journal	08/10/2021	LB FY...		10% FUEL	JDSZB Wash Account		-SPLIT-		33.96
General Journal	08/10/2021	LB FY...		10% OFFICE	JDSZB Wash Account		JDSZB Wash ...		77.20
General Journal	08/10/2021	LB FY...		10% INFOSE...	JDSZB Wash Account		JDSZB Wash ...		33.82
General Journal	08/10/2021	LB FY...		Off Set FY 20...	JDSZB Wash Account		-SPLIT-	4.12	
General Journal	08/10/2021	LB FY...		Off set FY 20...	JDSZB Wash Account		JDSZB Wash ...	6.40	
General Journal	08/10/2021	LB FY...		KB Health Ins...	JDSZB Wash Account		-SPLIT-		56.81
General Journal	08/10/2021	LB FY...		PA MO Healt...	JDSZB Wash Account		JDSZB Wash ...		28.92
Deposit	08/13/2021			Deposit	JDSZB Wash Account		12000 · Undep...	1,605.05	
General Journal	08/13/2021	LB FY...		10% CA Gros...	JDSZB Wash Account		-SPLIT-		28.33
General Journal	08/13/2021	LB FY...		10% IC Gross...	JDSZB Wash Account		JDSZB Wash ...		18.33
General Journal	08/13/2021	LB FY...		10% WC Gro...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	08/13/2021	LB FY...		10% GH Gros...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	08/13/2021	LB FY...		10% SS Gros...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	08/20/2021	LB FY...		10% KB Gross	JDSZB Wash Account		-SPLIT-		330.77
General Journal	08/20/2021	LB FY...		10 % KB 457	JDSZB Wash Account		JDSZB Wash ...		8.46
General Journal	08/20/2021	LB FY...		10% KB Retir...	JDSZB Wash Account		JDSZB Wash ...		25.20
General Journal	08/20/2021	LB FY...		10% LB Gross	JDSZB Wash Account		JDSZB Wash ...		133.00
General Journal	08/20/2021	LB FY...		10% LB Additi...	JDSZB Wash Account		JDSZB Wash ...		8.46
General Journal	08/23/2021	LB FY...		Telephone	JDSZB Wash Account		68100 · 515 - T...		12.70
Deposit	08/25/2021			Deposit	JDSZB Wash Account		-SPLIT-	393.68	
Deposit	08/25/2021			Deposit	JDSZB Wash Account		12000 · Undep...	98.42	
Aug 21								3,347.17	3,581.79

Shared
Investment Financial Reports
August 2021

California State Treasurer
Fiona Ma, CPA



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

September 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](#)



August 2021 Statement

Account Summary

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

8:41 AM
 09/09/21
 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								4.05	0.00

8:50 AM

09/09/21

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>

Capital Reserve Financial
Reports
August 2021

12:11 PM

09/10/21

Accrual Basis

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

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Jul 21 Deposit	07/30/2021			July 2021 Inte...	3 B of America-Capi...		Interest Income	0.38	
Jul 21								0.38	0.00
Aug 21 Deposit	08/31/2021			August 2021	3 B of America-Capi...		Interest Income	0.38	
Aug 21								0.38	0.00
TOTAL								0.76	0.00

Budget Reports
Year to Date
Actual to Budget
August 2021

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

HILTON CREEK COMMUNITY SERVICES DISTRICT
Profit & Loss
 August 2021

	Aug 21
Ordinary Income/Expense	
Income	
Fees	
Availability Fees	240.00
Use Fees	1,258.52
Total Fees	1,498.52
Total Income	1,498.52
Gross Profit	1,498.52
Expense	
Depreciation Expense	7,500.00
Employee Benefits	
Employee 457 Contributions	500.00
Employer 457 Cont or Add Compen	304.28
Health Insurance	771.57
Medical Reimb - Board	0.00
Medical Reimb. - Employee	237.31
Retirement	
Retirement - EE Contributions	446.54
Retirement - ER Contribution	453.56
Retirement - Other	19,124.55
Total Retirement	20,024.65
Total Employee Benefits	21,837.81
Office Expenses	
Bank Service Charges	15.00
Office Communication- Not Phone	36.00
Office General / Misc	97.20
Postage/Shipping - Lab Testing	212.50
Statement Production - AR	304.41
Website / Advert./ Pub Notice	568.00
Total Office Expenses	1,233.11
Operations Administration	
Dues and Subscriptions	780.00
Licenses and Permits	150.00
Telephone	
Telephone - Cell	114.28
Telephone - Fire Alarm	43.12
Total Telephone	157.40
Total Operations Administration	1,087.40
Payroll Expenses	
Gross Payroll-Board of Director	1,185.20
Gross Payroll-District Manager	5,953.84
Gross Payroll-Secretary	2,394.00
Gross Payroll - Part Time Oper.	1,842.50
Payroll Taxes	618.14
Payroll Expenses - Other	0.00
Total Payroll Expenses	11,993.68
Professional Fees	
Legal Fees	
Operations	1,890.00
Total Legal Fees	1,890.00
Total Professional Fees	1,890.00
Repairs & Maintenance	
Automobile Expense	
Fuel	309.74

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

August 2021

	Aug 21
Total Automobile Expense	309.74
Lab Testing	233.83
Plant - General / Misc	515.92
Sewer Lines- General Maint	44.11
Utilities	
SCE - Plant	1,893.58
SCE - Pump Station	711.62
Total Utilities	2,605.20
Total Repairs & Maintenance	3,708.80
Snow Removal	0.00
Total Expense	49,250.80
Net Ordinary Income	-47,752.28
Other Income/Expense	
Other Income	
Interest Income	0.38
Total Other Income	0.38
Net Other Income	0.38
Net Income	<u>-47,751.90</u>

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

REVENUE	Budget Sewer Fund	July 0.0833	August 0.1667	Year To Date 1	Over (Under)	% of Budget	Goal 0.1667	Over
General Operating Revenue:								
Property Taxes	140,000.00	-		-	(140,000.00)	-100%	-117%	
Sewer Operation & Maintenance Revenue:								
Sewer Use Fees Collected	340,000.00	41,561.38	40,460.13	82,021.51	(257,978.49)	-76%	-93%	
Sewer Capital Improvement Revenue:								
Sewer Connection Fees	-			-	-		-17%	
Availability Fees	-	80.00	240.00	320.00	320.00		-17%	
Sewer Connection Inspection Fees	-			-	-		-17%	
<i>Subtotal Operations & Capital Revenue</i>		41,641.38	40,700.13	82,341.51	(257,658.49)	(0.76)	(1.43)	-
Investment Revenue								
Interest on Investments	-			-	-			
Transfer From Reserves	14,781.00			-	(14,781.00)	-100%	-117%	
Transfer From Other Funds	-	145.95		145.95	145.95			
TOTAL REVENUES	494,781.00	41,787.33	40,700.13	82,487.46	(412,293.54)	-83%	-100%	
EXPENSES								
ADMINISTRATION EXPENSES								
Administration Fee	525.00			-	(525.00)	-100%	-117%	
***Mono Invest. Pool Wash - Delinquent Accts.				-	-			
***Depreciation Expense (Book Entry Only)		7,500.00	7,500.00	15,000.00	15,000.00			
SUBTOTAL	525.00	7,500.00	7,500.00	15,000.00	14,475.00			
Estimated EMPLOYEE BENEFITS								
Medical Reimbursement - Director (5)	9,493.39	-		-	(9,493.39)	-100%	-117%	
Medical Reimbursement - Employees (2)	5,733.58	-	237.31	237.31	(5,496.27)	-96%	-113%	
Health Insurance (1) Base Rate	6,426.04	511.28	511.28	1,022.56	(5,403.48)	-84%	-101%	
Health Insurance - Retired (2)	3,402.00	260.29	260.29	520.58	(2,881.42)	-85%	-101%	
Retirement Benefits - Employer Contributions GM	6,283.80	453.56	453.56	907.12	(5,376.68)	-86%	-102%	
*** Retirement Benefits - Employee Contributions	-	446.54	446.54	893.08	893.08			
***457 - Employee Contributions	-	500.00	500.00	1,000.00	1,000.00			
457 Employer Contributions / Add Compensation (2)	3,960.00	344.13	304.28	648.41	(3,311.59)	-84%	-100%	
SUBTOTAL	35,298.80	2,515.80	2,713.26	5,229.06		0%	-17%	

	Budget	July	August	Year To Date	Over	%	Goal
PAYROLL							
Salaries & Employee Benefits:							
Director's Gross Salary (\$100 Per Meeting x 5) x 12 + (\$2,200 Add. Comp.)x5 + \$3,000 Special Meetings if they occur	18,000.00	2,085.15	1,185.20	3,270.35	(14,729.65)	-82%	-98%
Manager Gross Salary	77,400.00	5,953.84	5,953.84	11,907.68	(65,492.32)	-85%	-101%
Perdiem	15,750.00	1,000.00	1,842.50	2,842.50	(12,907.50)	-82%	-99%
Secretarial Gross Salary Part Time	31,500.00	2,385.54	2,394.00	4,779.54	(26,720.46)	-85%	-101%
Payroll Taxes	8,400.00	627.61	618.14	1,245.75	(7,154.25)	-85%	-102%
Payroll Processing Fee Expense	552.21	-	-	-	(552.21)	-100%	-117%
SUBTOTAL	151,602.21	12,052.14	11,993.68	24,045.82		0%	-17%
PROPOSED OPERATIONS POSITION - ESTIMATE							
Salary	54,337.50	-	-	-	(54,337.50)	-100%	-117%
Additional Compensation	2,079.00	-	-	-	(2,079.00)	-100%	-117%
Insurance	6,426.00	-	-	-	(6,426.00)	-100%	-117%
Medical Reimbursement	1,701.00	-	-	-	(1,701.00)	-100%	-117%
Retirement	4,725.00	-	-	-	(4,725.00)	-100%	-117%
Workers' Comp Estimated Increase	2,362.50	-	-	-	(2,362.50)	-100%	-117%
SUBTOTAL	71,631.00	-	-	-	(71,631.00)	-100%	-117%
OPERATIONS							
Liability Insurance	12,285.00	11,779.19	-	11,779.19	(505.81)	-4%	-21%
Worker's Comp Insurance	3,780.00	3,432.45	-	3,432.45	(347.55)	-9%	-26%
Accounting	8,505.00	-	-	-	(8,505.00)	-100%	-117%
Dues & Subscriptions	2,835.00	-	780.00	780.00	(2,055.00)	-72%	-89%
Travel -Non Litigation	472.50	-	-	-	(472.50)	-100%	-117%
License and Fees	26,250.00	-	150.00	150.00	(26,100.00)	-99%	-116%
Office Expenses	5,670.00	489.00	1,233.11	1,722.11	(3,947.89)	-70%	-86%
Educational Expenses	1,417.50	-	-	-	(1,417.50)	-100%	-117%
Telephone	1,890.00	155.24	157.40	312.64	(1,577.36)	-83%	-100%
Snow Removal (10%)	3,150.00	-	-	-	(3,150.00)	-100%	-117%
SUBTOTAL	66,255.00	15,855.88	2,320.51	18,176.39	-48078.61	-73%	-89%

	Budget	July	August	Year To Date	Over	%	Goal
REPAIRS & MAINTENANCE							
Auto Expenses	4,725.00		309.74	309.74	(4,415.26)	-93%	-110%
Contract Services	5,250.00	1,592.50		1,592.50	(3,657.50)	-70%	-86%
Lab Testing	6,300.00		233.83	233.83	(6,066.17)	-96%	-113%
Plant - General Repairs & Maintenance	10,500.00	165.38	515.92	681.30	(9,818.70)	-94%	-110%
Plant - Pond Maintenance 1	21,000.00			-	(21,000.00)	-100%	-117%
Plant - Sludge Removal (Fallon)	11,550.00			-	(11,550.00)	-100%	-117%
Sewer Lines - General Maintenance	63,000.00		44.11	44.11	(62,955.89)	-100%	-117%
Supplies	649.99			-	(649.99)	-100%	-117%
Water	819.00			-	(819.00)	-100%	-117%
SCE - Plant	15,750.00	1,802.50	1,893.58	3,696.08	(12,053.92)	-77%	-93%
SCE - Pump Station	6,300.00	605.77	711.62	1,317.39	(4,982.61)	-79%	-96%
SUBTOTAL	145,843.99	4,166.15	3,708.80	7,874.95	(137,969.04)	-95%	-111%
SUBTOTAL ALL OPERATING EXPENSES	471,156.00	42,089.97	28,236.25	70,326.22	(155,824.57)	-33%	-50%
Debt Service:							
PERS Unfunded Liability	23,625.00	1,804.05	19,124.55	20,928.60			
SUBTOTAL:	23,625.00	1,804.05	19,124.55	20,928.60	-		
Non-Budget Items Expense			1,890.00	1,890.00			
Subtotal All Expenses	494,781.00	43,894.02	49,250.80	93,144.82		0%	-17%
Less Non Budget Items		8,446.54	8,446.54	16,893.08	33,786.16		
TOTAL ADJUSTED EXPENSES		35,447.48	40,804.26	76,251.74	(33,786.16)		

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

09/10/21

Profit & Loss

Accrual Basis

August 2021

	Aug 21
Ordinary Income/Expense	
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-A - Retirement	120.40
504-AA-457 Employer Contributio	33.84
504-B - Health Insurance	85.73
PERS UNFUNDED ACCRUED LIABILITY	2,124.95
Total 504 - Employee Benefits	2,364.92
64900 · 507 - Office Expense	104.62
66000 · 508 - Payroll Expenses	
508-A - Gross Payroll Gen. Mgr.	661.54
508-B - Gross Payroll - Sec.	266.00
508 D - 10% Director Gross	131.65
Total 66000 · 508 - Payroll Expenses	1,059.19
67200 · 511 - Repairs and Maintenance	
60200 · 514- Automobile Expense	33.96
67200 · 511 - Repairs and Maintenance - Other	-4.12
Total 67200 · 511 - Repairs and Maintenance	29.84
68100 · 515 - Telephone Expense	12.70
Total 500- OPERATING EXPENSES	3,571.27
Total Expense	3,571.27
Net Ordinary Income	-3,571.27
Net Income	-3,571.27

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

REVENUE	BUDGET	July Month 1	August Month 2	2021/2022 Year to Date	Over (Under) {+ or -}	% Used	Goal % July 2021
Road Maintenance Revenue:							
Maintenance Fees Collected	55,000.00	7,187.00	3,287.36	10,474.36	-		0.166700
Maintenance Fees Collected Through Sewer Fund	35,000.00	3,700.93	3,347.17	7,048.10	-		
Combined Maintenance Fees Collected	90,000.00	10,887.93	6,634.53	17,522.46	72,477.54	19%	3% OVER
Interest - LAIF					-		
Interest - County Investment Pool	3,000.00				3,000.00	0%	-17%
Transfer From Reserves					-		
Transfer From Other Funds	2,000.00				2,000.00		
TOTAL REVENUES	185,000.00	21,775.86	13,269.06	35,044.92	77,477.54	19%	2% OVER
EXPENSES							
ADMINISTRATION EXPENSES							
Administration Fee	50.00				50.00	0%	-17%
SUBTOTAL	50.00	-	-	-	50.00	0%	-17%
EMPLOYEE BENEFITS							
Medical Reimbursement - Director	1,500.00				1,500.00	0%	-17%
Medical Reimbursement - Employee	650.00				650.00	0%	-17%
Health Insurance - Base	750.00	56.81	56.81	113.62	636.38	15%	-2%
Health Insurance - Retired	400.00	28.92	28.92	57.84	-	14%	-2%
Retirement Benefits - Employer Contributions	700.00	250.85	120.40	371.25	328.75	53%	36% OVER
Addition Comp /457 Employer Contributions	2,500.00	16.91	33.84	50.75	2,449.25	2%	-15%
SUBTOTAL:	6,500.00	353.49	239.97	593.46	5,564.38	9%	-8%
PAYROLL							
Salaries & Employee Benefits:							
Director's Gross Salary	2,000.00	231.70	131.65	363.35	1,636.65	18%	1% OVER
Manager Gross Salary	8,600.00	661.54	661.54	1,323.08	7,276.92	15%	-1%
Perdiem	1,600.00				1,600.00		-17%
Secretarial Gross Salary	3,500.00	299.81	266.00	565.81	2,934.19	16%	-1%
SUBTOTAL	15,700.00	1,193.05	1,059.19	2,252.24	13,447.76	14%	-2%
PROPOSED OPERATIONS POSITION - ESTIMATE							
Salary	6,040.00				6,040.00	0%	-17%
Additional Compensation	235.00				235.00	0%	-17%
Insurance	720.00				720.00	0%	-17%
Medical Reimbursement	190.00				190.00	0%	-17%
Retirement	525.00				525.00	0%	-17%
Workers' Comp Estimated Increase	265.00				265.00	0%	-17%
SUBTOTAL	7,975.00	-	-	-	7,975.00	0%	-17%
OPERATIONS							
Liability Insurance	1,365.00	750.18		750.18	614.82	55%	38% OVER
Worker's Comp Insurance	420.00	381.38		381.38	38.62		
Accounting	945.00				945.00	0%	-17%
Legal	1,050.00				1,050.00	0%	-17%
Dues & Subscriptions	315.00				315.00	0%	-17%
Travel -Non Litigation	55.00				55.00	0%	-17%
License and Fees					-		-17%
Office Expenses	630.00	123.00	104.62	227.62	402.38	36%	19% OVER
Educational Expenses	160.00				160.00	0%	-17%
Telephone	210.00	12.55	12.70	25.25	184.75	12%	-5%
Contingency	500.00				500.00	0%	-17%
SUBTOTAL	5,650.00	1,267.11	117.32	1,384.43	4,265.57	25%	8% OVER
REPAIRS & MAINTENANCE							
Auto Expenses	525.00		29.84	29.84	495.16	6%	-11%
Contract Services					-		-17%
Snow Removal	28,350.00				28,350.00	0%	-17%
Supplies					-		-17%
Repairs & Maintenance	20,000.00				20,000.00	0%	-17%
Transfer to Juniper Drive Investment Account	100,250.00				-	0%	
SUBTOTAL:	149,125.00	-	29.84	29.84	48,845.16	0%	-17%
Debt Service:							
PERS Unfunded Liability			2,124.95				
TOTAL EXPENSES	185,000.00	2,813.65	3,571.27	4,259.97	72,172.87	2%	-14%

Financial Reports
Outstanding Customer
Payments

HILTON CREEK COMMUNITY SERVICES DISTRICT
Customer Balance Summary

Sewer Fund Open Balance Report ^{All Transactions}
9/10/2021

6033020	0.54
6020002	10.00
6034007-001	10.62
6024012	62.32
6013019	110.62
6017009	110.62
6017010	110.62
6017022	110.62
6018003	110.62
6018026	110.62
6023018	110.62
6024023	110.62
6031003	110.62
6031010	110.62
6032012	110.62
6033006	110.62
6033009	110.62
6034031-001	110.62
6036020	110.62
6013012	221.24
6021041	221.24
6021047	221.24
6023028	331.86
6029017	331.86
6033004	331.86
<u>Total</u>	<u>3,402.08</u>

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Customer Balance Summary

All Transactions

Junipe Drive Open Balance Report

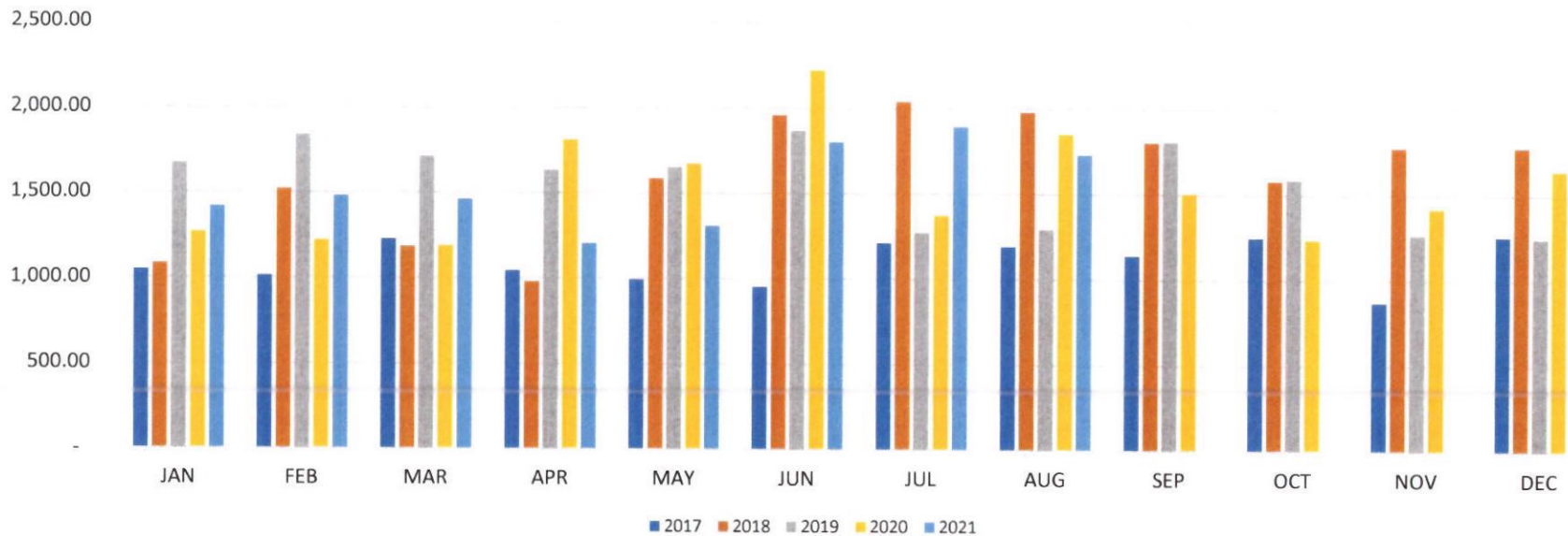
Sep 9, 21

J6017017	10.00
J6015014	115.10
J6013012	196.84
J6013019	196.84
J6017009	196.84
J6017010	196.84
J6017022	196.84
TOTAL	<u>1,109.30</u>

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	1,730.03				

SCE Plant Electric Costs
2017 - Present



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	10795	1730.03	-1080	-122.94
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	2564	648.03	-251	-3.15
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

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

AUGUST 10, 2021

5:00 P.M.

ZOOM

Minutes

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

A. ROLL CALL

Members Present: Isabel Connolly, Garrett Higerd and Steve Shipley

Members Absent: Cindy Adamson and Windsor Czeschin

Staff Present: Kyle Burnett, Lorinda Beatty

- 2. ADDITIONS TO AGENDA**

None

- 3. PUBLIC COMMENT**

None

- 4. PUBLIC HEARINGS**

A. Preliminary Budget – Public Hearing and Comment

Public Hearing opened at 5:02 p.m.

The preliminary budget was presented and is available on the website and available by request via email or printed and mailed

A public comment was made regarding concerns that the preliminary budget is operating at a deficit and that it was not clear how the new position would be at a cost savings to the District and thinks it should be. Additionally, a comment was made regarding payroll expense was 60% of the budget.

Public Hearing Closed at 5:03 p.m.

B. Delinquent Accounts Report June 30, 2021 Public Hearing and Comments – Adopt Resolution 2021-02

Public Hearing Opened at 5:03

Ms. Beatty stated that there are two property owners on Exhibit A; one property owner has made a payment and will be removed from Exhibit A. A second property owner was present and stated that a payment was made and provided proof of payment. Therefore, the Board did not Adopt Resolution 2021-02 as presented because all payments were made.

Public Hearing Closed at 5:06 p.m.

C. Delinquent Late Fees, Customer Default Public Hearing and Comment Adopt Resolution 2021-03

Public Hearing Opened at 5:06

Ms. Beatty presented Resolution 2021-03 to amend Ordinance 81-01 to change the late fees and default account fees.

Motion: To adopt Resolution 2021-03 as presented.

Moved by Mr. Higerd, Second by Ms. Connolly

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

Public Hearing closed at 5:09

5. CONSENT AGENDA

A. Financial Reports

1. Consideration & Approval of Disbursements List 8202-8210
2. One-signor Checks 8211-8215 (8211 signed for payment of \$130.20)

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

Motion: To accept the Consent Agenda Items as presented

Moved by Ms. Connolly, Second by Mr. Higerd

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

6. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE

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

Mr. Burnett reported that everything is running well so far. August is a catch-up month for wasting sludge and vactoring has started. Flow meter calibration is tentatively scheduled for August 27, 2021.

1. SoCalRen Update

Mr. Burnett reported that he is working with SoCalRen/TEC/AESC on a grant that is due on September 13, 2021.

7. NEW BUSINESS

A. Juniper Drive Special Zone of Benefit – Account and Fund Analysis, Maintenance, Longevity and Future Planning.

Mr. Burnett identified shoulder backing, drainage improvement, repainting, street sweeping and an engineering rate study as items for discussion.

Discussion regarding runoff after a rain storm and utilizing asphalt grinding for shoulder backing to help alleviate the problem. Mr. Burnett will obtain some rough estimates for shoulder backing. There was significant discussion about the future replacement of the road. Mr. Shipley stated that the original cost analysis and previous rate study was based on a 20- or 30-year life cycle of the road. Juniper Drive is past that life cycle; however, the road is holding up very well due to good maintenance, front-end expenses for higher grade processes and material. It was suggested that the road will continue to hold for some time with continued treatment and maintenance; however, a rate study will need to be performed which could factor in maintenance, treatment, current capital and current rates.

B. Employee Handbook – Discussion

Ms. Beatty advised the Board that she and the HR committee have begun to update the employee handbook and will be a part of future discussions.

C. Salary ranges for all positions – Discussion

Ms. Beatty advised the Board that she and the HR committee are working to develop a salary range and updates and will be a part of future discussions.

D. Percolation Pond

Mr. Burnett stated that the quote to begin rehabilitation on a percolation pond is \$19,000 but does not include tipping and dump fees. Mr. Burnett is estimating an additional \$3,000 for disposal.

Motion: To approve moving forward with rehabilitation/cleaning of a percolation pond.

Moved by Ms. Connolly, Second by Mr. Higerd

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

E. Future Meetings

Mr. Burnett brought the matter up for discussion due to the emergence of the Delta variance of Covid-19. Public gatherings are not banned, however if someone is uncomfortable in a public meeting, we will try to accommodate their attendance. The community center will not be available for the next regular Board Meeting on September 14, 2021; therefore, it was decided that the meeting would be held on zoom. Meeting locations will be evaluated each month and in line with Mono County directives.

8. OLD BUSINESS

A. Request for Proposal – Sewer Rate Study

Mr. Burnett requested approval for the RFP for a sewer rate study that has been reviewed by legal counsel. Mr. Higerd suggested we include the vacant

lots that have plans pending and to change the “residential” users to “all” in Paragraph 1 of Section II Scope.

Motion: To approve the Rate Study Request for Proposal with amendments.

Moved by Mr. Higerd, Second by Ms. Connolly

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

B. New Operations Position – Update

Mr. Burnett reported that several applications were received. Zoom interview have been set up for Thursday, August 12.

9. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

None

10. BOARD MEMBER COMMENTS/REPORTS

None

10. ANNOUNCEMENTS

A. Regular Board Meeting September 14, 2021 at 5:00 p.m. on Zoom

11. ADJOURNMENT

Motion: To Adjourn the August 10, 2021 Regular Board Meeting at 6:32 p.m.

Moved by Ms. Czeschin, Second by Ms. Adamson

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

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: GENERAL MANAGER UPDATE

DATE: SEPTEMBER 14, 2021

September is the last month of the third quarter regulatory period. Expect to see a third quarter regulatory report at the October board meeting.

The cleaning of Percolation Pond #1 has started and is progressing.

Drying bed #1 drainage and asphalt is being repaired.

Clarifier 1 (East), is out of service due to several issues. The most serious of which are bad wall bearings and wall bearing mounts into the concrete walls. The clarifier flights hit the bottom front of the tank and broke the flight chain and several flights. The proper fix would be a nearly entire rebuild of the clarifier. A “nearly entire rebuild” includes wall bearings, shafts, sprockets, chain, flights, drive chain, drive units, etc. and is more thoroughly listed below. Without a full rebuild the clarifier will continue to break the flight chains due to a lack of clearance at the bottom front of the tank. A part list can be referenced to the parts list below. A subcontractor with specialty equipment (crane etc.) and extra personnel will be required to complete this project safely and efficiently.

In addition to Clarifier 1 (East), it has come to my attention that during the last minor maintenance done to Clarifier 2 (West), the clarifier was experiencing similar clearance issues and will like fail in the same way at any time. Clarifier 2 needs to be properly rebuilt, and parts need to be ordered and on the shelf.

Clarifiers not operating properly or failing completely can result in solids being discharged into the effluent, causing an effluent discharge violation.

1 – 20 strands

2 – 20 attachment links

3 – 20 filler blocks

4 – 8 flights

5 – 20 wear shoes
6 – 20 return wear shoes
7 – 8 flight hardware sets
8A – 2 bearings
8B – 1 Set collar
8C – 2 sprockets
8D – driven sprocket
8E – 1 shaft
9A – 6 Bearings
9B1 – 6 Bearing set collars
9B2 – 6 Sprocket set collars
9C – 3 “free” sprockets
9D – 3 “fixed” sprockets
9E – 3 Shafts
11 – 2x 30’ wear strips
11A – 2x carrying wear strips Hopper end
11B – 2x carrying wear strips Intermediate
11C – 2x Carrying wear strips Tail Shaft end
11D – 12x Carrying wear strip attachment hardware
12 – 2x Return Track assemblies 23’ long
12A – 3x upper tracks 20’ (1.5 each side)
12B – 10x Upper track wall brackets
12C – 20x splice brackets
12D – 4x Upper track bracket hardware
13A – 4x Upper return rail head wear strips
13B – 4x Upper return rail intermediate wear strips

13C – 4x Upper return track tail shaft end wear strips

13D – 12x Upper return wear strip hardware sets

14A – 1x motor

14B – 1x reducer

14D – 1x Drive shaft

14F – 1x Drive sprocket

14H – 1X chain tightener

14k – 30' drive chain (15' strands)

14N – 10x shear pins

16A – 32x shaft bearing anchors

16C – 40x

REQUESTED ACTION:

Approval to order parts for Clarifier 1 and 2, and have a subcontractor perform the Clarifier 1 (East) rebuild/rehab.

BILL OF MATERIAL

HILTON CREEK COMMUNITY SERVICES DISTRICT
MONO COUNTY, CALIFORNIA
WASTEWATER TREATMENT PLANT UPGRADE
SPECIFICATION SECTION 11120: SLUDGE COLLECTION EQUIPMENT
SPECIFICATIO SECTION 11342: SCUM COLLECTION EQUIPMENT
NRG PROJECT 9900012
ENGINEER: ENVIRONMNETAL SERVICES ES₂
CONTRACTOR: RESOURCE DEVELOPMENT COMPANY
TWO CLARIFIERS: APP. 35' L x 12' W x 12' AWD

- 1 320' COLLECTOR CHAIN: NM720810 - NM720S NON-METALLIC, 6" PITCH, CURVED
SIDE BARS, GLASS REINFORCED POLYESTER, WORKING LOAD 3100 POUNDS, PR-
OOF LOAD 6000 POUNDS, LESS THEN 1% ELONGATION AT WORKING LOAD, AVE-
RAGE WEIGHT PER FOOT 1.3 POUNDS. w/ 7/8" DIAMETER NON-METALLIC PI-
NS, T-HEAD DESIGN, REINFORCED NYLON RESIN. [REF. 80' PER STRAND w/
TWO STRANDS PER TANK, SHIPPED IN 9'6" LENGTHS, ATTACHMENT LINKS
SEP., STRANDS TO BE FIELD ASSEMBLED.]
- 2 32 ATTACHMENT LINKS: NM720F8 - F22-8 NON-METALLIC, SAME DESIGN AS
COLLECTOR CHAIN. w/ FULL DEPTH INTEGRALLY MOLDED PUSHER PLATE AND
STIFFENERS, DRILLED FOR 3/8" DIAMETER HARDWARE. [REF. 2 PIECES PER
FLIGHT].
- 32 FILLER BLOCKS: FB8 - 8" NON-METALLIC, POLYPROPYLENE w/ 4 - THRU
HOLES FOR 3/8" DIAMETER HARDWARE. [REF. 2 PIECES PER FLIGHT]
SHIPPED LOOSE.
- 4 16 FLIGHTS: FRP308 - 3" x 8" NOMINAL 11'-10" LONG NON-METALLIC, NON-
BUOYANT, SLUDGE CHANNEL, 5/16" LEADING EDGE, FIBERGLASS REINFORCED
WITH POLYESTER (ISOTHALIC) RESIN 55 % GLASS BY WEIGHT, w/ DRILLING
FOR 3/8" DIAMETER HARDWARE AND NOTCHED FOR WEAR SHOES, NOTE: (4)
FLIGHT TOTAL FITTED WITH 3" WIDE NEOPRENE WIPERS AND FRP BACKING
PLATE. [REF. 8 PIECES PER TANK, 2 WIPERS PER TANK].
- 5 32 CARRYING WEAR SHOES: CWSV - < 3 x 3 x 1/2" x 5-1/2" LONG NON-
METALLIC, REVERSIBLE, UHMW WITH 4.5 MILLION MOL. WEIGHT MIN.,
HARDNESS R64, 0.0 WATER ABSORPTION, w/ 2-THRU HOLES FOR 3/8"
DIAMETER HARDWARE. [REF. 2 PIECES PER FLIGHT] SHIPPED LOOSE.
- 6 32 RETURN WEAR SHOES: RWSV - < 3 x 3 x 1/2" x 4" LONG NON-METALLIC,
REVERSIBLE, UHMW WITH 4.5 MILLION MOL. WEIGHT MIN., HARDNESS R64,
0.0 WATER ABSORPTION, w/ LUG, w/ 1-THRU HOLES FOR 3/8" DIAMETER

BILL OF MATERIAL

HARDWARE. [REF. 2 PIECES PER FLIGHT] SHIPPED LOOSE.

- 7 16 **FLIGHT HARDWARE SETS:** *FRP308HW* - 316 STAINLESS STEEL. [REF. 1 SET PER FLIGHT]. SHIPPED BOXED PER SIZE. EACH SET INCLUDING THE FOLLOWING:
- A 4 **HEX HEAD CAP SCREWS:** 3/8 DIAMETER x 4" LONG.
 - B 4 **HEX HEAD CAP SCREWS:** 3/8" DIAMETER x 3 1/2" LONG.
 - C 2 **HEX HEAD CAP SCREWS:** 3/8" DIAMETER x 1 1/2" LONG.
 - D 10 **FINISHED HEX HEAD NUTS:** 3/8" DIAMETER.
 - E 10 **MEDIUM SPLIT LOCK WASHERS:** 3/8" DIAMETER.
 - F 20 **USS FLAT WASHERS:** 3/8" DIAMETER.
- 8 2 **HEAD SHAFT ASSEMBLIES:** FIELD TO ASSEMBLE BEARINGS, SET COLLARS, SPROCKETS AND SPOT SET SCREWS. [REF. 1 PER TANK]
- 8A 4 **BEARINGS:** *SPC315* - 3 15/16" DIAMETER, SELF-ALIGNING, PEAK CAP, SPLIT CONSTRUCTION, WATER LUBRICATED, **BABBITTED** LINING. w/ CAST IRON HOUSING AND ALEMITE GREASE FITTING. TYPE *SPC315*. [REF. 2 PIECE PER HEAD SHAFT].
- 8B 2 **SET COLLARS:** *CICOL315* - 3 15/16" DIA. BORE, 2 1/4" LENGTH THRU BORE, SPLIT CONSTRUCTION, CAST IRON w/ STD. DIA. SETSCREW, ALL STAINLESS STEEL HARDWARE. [REF. 1 PIECE PER HEAD SHAFT].
- 8C 4 **SPROCKETS:** *NM23HTKSNCS* - 720 SERIES, HUNTING TOOTH, 23 TEETH, 22.21" PITCH DIA., CHAINSAVER RIM, CAST NYLON 6, 3 15/16" DIA. BORE, STANDARD LENGTH THRU BORE, SPLIT CONSTRUCTION, w/ STANDARD KEYWAY (1/2" X 1"), 2 STANDARD SETSCREWS (1 - OVER KEY, 1 - 180 DEG.) ALL 316 STAINLESS STEEL HARDWARE. [REF. (2) PER HEAD SHAFT].
- 8D 2 **DRIVEN SPROCKET:** *CM7840TOFF315* - H78T40, 40 TOOTH, 33.25" PITCH DIA., CAST IRON OFFSET BODY WITH UHMW-PE SEGMENTAL TEETH, 5 1/4" OFFSET, STANDARD LTB, 3 15/16" DIA. BORE, SPLIT CONSTRUCTION, STANDARD KEYWAY (1/2" X 1"), 2 STANDARD SETSCREWS (1 - OVER KEY, 1 - 90 DEG.) ALL STAINLESS STEEL HARDWARE. [REF. 1 PER HD. SHAFT]
- 8E 2 **SHAFT:** 3 15/16" DIA. 12'-2" LONG, C1018 COLD ROLLED STEEL SHAFTS, CHAMFERED ENDS, w/ STANDARD ROUNDED END KEYWAYS (1/2" X 1" KEYWAYS), [REF. 1 PIECE PER TANK].
- 9 6 **IDLER, TAIL SHAFT ASSEMBLIES:** FIELD TO ASSEMBLE BEARINGS, SET COLLARS, SPROCKETS, AND SPOT SET SCREWS. [REF. 3 PER TANK]

BILL OF MATERIAL

- 9A 12 **BEARINGS:** SPC307 - 3 7/16" DIAMETER, SELF-ALIGNING, PEAK CAP, SPLIT CONSTRUCTION, WATER LUBRICATED, **BABBITTED** LINING. w/ CAST IRON HOUSING AND ALEMITE GREASE FITTING. TYPE SPC307. [REF. 2 PIECE PER SHAFT].
- 9B1 12 **(BEARING) SET COLLARS:** CICAL307 - 3 7/16" DIA. BORE, STANDARD LENGTH THRU BORE, SPLIT CONSTRUCTION, CAST IRON w/ STD. DIA. SETSCREW, ALL STAINLESS STEEL HARDWARE. [REF. 2 PIECE PER SHAFT].
- 9B2 12 **(SPROCKET) SET COLLARS:** NMMDCOL - 3 7/16" DIA. BORE, 1" LENGTH THRU BORE, SPLIT CONSTRUCTION, NYLON MATERIAL CONSTRUCTION WITH STAINLESS STEEL CLAMPING BAND, ALL STAINLESS STEEL HARDWARE. [REF. 2 PIECE PER 'FREE' SPROCKET].
- 9C 6 **"FREE" SPROCKET:** NM23HTNCS - 720 SERIES, HUNTING TOOTH, 23 TEETH, 22.21" PITCH DIA., CHAINSAVER RIM, CAST NYLON 6, 3 7/16" DIA. BORE, STANDARD LENGTH THRU BORE, SPLIT CONSTRUCTION, IDLER BORE, ALL 316 STAINLESS STEEL HARDWARE. [REF. (1) PER IDLER/ TAIL SHAFT].
- 9D 6 **"FIXED" SPROCKET:** NM23HTNSSCS - 720 SERIES, HUNTING TOOTH, 23 TEETH, 22.21" PITCH DIA., CHAINSAVER RIM, CAST NYLON 6, 3 7/16" DIA. BORE, STANDARD LENGTH THRU BORE, SPLIT CONSTRUCTION, 2 STANDARD SET SCREWS, ALL 316 STAINLESS STEEL HARDWARE. [REF. (1) PER IDLER/ TAIL SHAFT].
- 9E 6 **SHAFTS:** 3 7/16" DIA. 11'-10" LONG, C1018 COLD ROLLED STEEL, CHAMFERED ENDS, [REF. 3 PER TANK].
- 11 4 **CARRYING WEAR STRIPS ASSEMBLIES:** STR310SV SHOP TO FABRICATE, FIELD TO ALIGN ON TANK FLOOR, USE WEAR STRIPS AS DRILLING TEMPLATE AND INSTALL IN THE FOLLOWING ORDER; [REF. 2 ASSEMBLIES PER TANK APP 30' LONG EACH].
- 11A 4 **CARRYING WEAR STRIPS AT SLUDGE HOPPER END:** HEAD - 3/8" x 3" x 10' LONG BAR, BLACK REPRO UHMW, FAR END BEVELED @ 45 DEGREES AND CHAMFERED 1/4", WITH COUNTERBORED SLOTS (3) AND HOLES (1) EQUALLY SPACED, CUSTOM FABRICATED FOR ATTACHMENT TO EMBEDDED T-RAIL AS DETAILED IN ITEM 11D, 9.91' W/L, [REF. 1 PER RUN].
- 11B 4 **CARRYING WEAR STRIPS INTERMEDIATE:** INTER - 3/8" x 3" x 10' LONG BAR, AS ABOVE EXCEPT BOTH ENDS BEVELED @ 45 DEGREES AND CHAMFERED 1/4" FAR END, 1/2" GAP BETWEEN MATING PIECES, 9.82' W/L, FIELD

BILL OF MATERIAL

MODIFICATION TO ONE STRIP PER RUN MAY BE REQUIRED, [REF. 1 PER RUN].

- 11C 4 CARRYING WEAR STRIPS AT TAIL SHAFT END: TAIL - 3/8" x 3" x 10' LONG BAR, AS ABOVE EXCEPT NEAR END BEVELED @ 45 DEGREES AND CHAMFERED 1/4" FAR END, 1/2" GAP BETWEEN MATING PIECES. [REF. 1 PER RUN].
- 11D 12 CARRYING WEAR STRIP ATTACHMENT HARDWARE: ALL STAINLESS STEEL, [REF. 3 SETS PER RUN], EACH SET TO CONTAIN :
- A 4 PAN HEAD SHEET METAL SCREW: #14 X 1" LONG
 - B 4 USS FLAT WASHER: 1/4" DIAMETER
 - C 4 BANTUM PLUGS: #14X16 X 1-1/2" LONG
- 12 4 RETURN TRACKS ASSEMBLIES: SHOP TO FABRICATE WEAR STRIPS AND TRACKS, FIELD TO INSTALL. [REF. 2 RUNS PER BAY APP. 23' LONG EACH].
- 12A 6 UPPER TRACKS < 3" x 3" x 3/8" x APP 20'-0" LONG SECTIONS, FRP, FIELD CUT AND FABRICATED, FIELD DRILLED, , BRACKET SPACING TO BE AS SHOWN ON DRAWINGS. [REF. 1.5 PER SIDE, 3 PER CLARIFIER]
- 12B 20 UPPER RETURN TRACK WALL BRACKETS: ALL UHMW MATERIAL, 1-1/2" THICK X 7" CANTILEVER, WITH TWO SLOTS FOR HEIGHT ADJUSTMENT AND ATTACHMENT TO CONCRETE WALL. TO BE SPACED AT INTERVALS LISTED AS SHOWN ON SHOP DRAWINGS. [REF. (5) PER SIDE, (10) PER CLARIFIER]
- 12C 20 UPPER RETURN TRACK BRACKET SPLICE PLATES: 3 x 3 x 3/8" THICK x 6" LONG FRP, PRE CUT & DRILLED BY NRG FOR INSTALLATION, TO BE USED BEHIND EVERY BRACKET. [REF. 1 PER BRACKET]
- 12D 4 UPPER RETURN TRACK BRACKET HARDWARE SETS: ALL 304 STAINLESS STEEL, EACH SET TO INCLUDE:
- A 4 HEX HD CAP SCREW (FOR ANGLE ATTACH) : 3/8" DIA X 1-1/2"
 - B 5 HEX HD CAP SCREW (FOR ANGLE ATTACH) : 1/2" DIA X 2" LONG
 - C 4 FIN HEX HD NUTS : 3/8" DIA.
 - D 4 MED SPLIT LOCK WASHER : 3/8" DIA.
 - E 8 USS FLAT WASHER : 3/8" DIA.
 - F 5 USS LOCK WASHER : 1/2" DIA.
- 13 4 RETURN RAIL WEAR STRIPS ASSEMBLIES: SHOP TO FABRICATE, FIELD TO ALIGN ON TANK FLOOR, USE WEAR STRIPS AS DRILLING TEMPLATE AND

BILL OF MATERIAL

INSTALL IN THE FOLLOWING ORDER; [REF. 2 ASSEMBLIES PER CLARIFIER APP 23' LONG EACH].

- 13A 4 UPPER RETURN RAIL HEAD WEAR STRIPS: HEAD - 3/8" x 3" x 10' LONG, UHMW, FAR END BEVELED @ 45 DEGREES, NEAR END CHAMFERED 1/4", WITH COUNTERBORED SLOTS (3) AND HOLES (1) EQUALLY SPACED, CUSTOM FABRICATED FOR ATTACHMENT TO RETURN TRACK VIA HARDWARE LISTED IN ITEM 13E. 1/2" GAP BETWEEN MATING PIECES, 9.91 W/L. [REF. (1) PER RUN]
- 13B 4 UPPER RETURN RAIL INTERMEDIATE WEAR STRIPS: INTER - AS ABOVE EXCEPT BOTH ENDS BEVELED @ 45 DEGREES, NEAR END CHAMFERED 1/4". [REF. (1) PER RUN]
- 13C 4 UPPER RETURN TRACK TAIL SHAFT END WEAR STRIPS: TAIL - AS ABOVE EXCEPT NEAR END ONLY BEVELED AT 45 DEGREES, NEAR END CHAMFERED 1/4", 1/2" GAP BETWEEN MATING PIECES. [REF. 1 PER RUN]
- 13D 12 UPPER RETURN WEAR STRIP HARDWARE SETS: STAINLESS STEEL, EACH SET TO INCLUDE:
- A 4 SLOTTED PAN HEAD MACHINE SCREW : 1/4" x 1-1/4"
 - B 8 USS FLAT WASHERS: 1/4" DIA.
 - C 4 NYLON LOCKING NUT : 1/4" DIA.
- 14 2 SINGLE DRIVE ASSEMBLIES
- 14A 2 MOTOR: 1/2 HORSEPOWER, SEVERE DUTY (FOR OPERATION AT 7000FT), 3 PHASE, 60 HERTZ, 230/460 VOLTS, 1.15 SERVICE FACTOR, TEFC, NEMA C-FACE ADAPTER, DOUBLE SHIELDED BALL BEARINGS, DESIGN B MOTOR, 143T FRAME, CLASS F INSULATION, MEETING ALL THE REQUIREMENTS PER SPECIFICATION SECTION 16150. [REF. 1 PER TANK].
- 14B 2 REDUCER: SUMITOMO IN-LINE HELICAL BUDDY BOX SPEED REDUCER, MODEL # EHYJS-AA4095DA-Y1-1320, CONSTANT SPEED, 1 3/8" TAPER GRIP BUSHING HOLLOW BORE, AGMA SERVICE FACTOR 2.0, 3650 INCH-POUND TORQUE OUTPUT, 1320:1 GEAR RATIO (FOR ~2FPM FLIGHT SPEED), STEEL MOISTURE-PROOF ENCLOSURE, ANTI-FRICTION BEARINGS, GREASE FILLED, C-FACE MOTOR ADAPTER. [REF. 1 PER TANK].
- 14C 2 DRIVE UNIT BASE: DRBASE CUSTOM FABRICATED FROM A-36 CARBON STEEL, [REF. 1 PER DRIVE ASSEMBLY].

BILL OF MATERIAL

- 14D 2 DRIVE SHAFT: *DRSHAFT* 1 3/8" DIA. 18" LONG, AISI 1018, COLD FINISHED STEEL, EACH END CHAMFERED, [2] STANDARD KEYSEATS.
- 14F 2 DRIVE SPROCKET: *NM7811TCAMN* - H78, 11 TEETH, 9.26" PITCH DIA., CAST NYLON TEETH MOUNTED ON CAST NYLON 'NYLOIL' SHEAR PIN HUB, 1 3/8" BORE, STANDARD KEYSEAT, TRIP CAM FOR LIMIT SWITCH CONTACT UNDER HIGH LOAD, STAINLESS STEEL MOUNTING HARDWARE, [REF. 1 PER DRIVE ASSEMBLY.]
- 14G 2 CHAIN GUARD: *GUARDSS* - STAINLESS STEEL,, REMOVABLE, CUSTOM FABRICATED, [REF. (1) PER TANK]
- 14H 2 CHAIN TIGHTENER: *TIGHTASS* - NRG STYLE 2, 8.75" ADJUSTMENT, NYLON 6 WITH NYLON SHAFT, WITH NON-METALLIC SPROCKET, 8 TOOTH, 6.82" PITCH DIA, WITH CHAIN TIGHTENER SUPPORT BRACKET. [REF. 1 PER DRIVE ASSEMBLY].
- 14K 30' DRIVE CHAIN: *NMH78* - NRG NH78 NONMETALLIC, BLACK, 2.609" PITCH, WORKING LOAD 1750 lbs , ULTIMATE STRENGTH 3100lbs , ASSEMBLED IN 15'-0" LENGTH. [REF. (1) 15' STRAND PER DRIVE ASSEMBLY]
- 14M 2 LIMIT SWITCH: *LIMITSW* - E50BR1 - CUTLER HAMMER, NEMA 4 ENCLOSURE LIMIT SWITCH, ROCKER ARM & ATTACHMENT BRACKET . [REF. 1 PER DRIVE].
- 14N 10 SHEAR PINS: *SP1/2* - A-36 STEEL, 1/2" O.D., NECKED TO SHEAR AT APPROX. 1.25 TIMES REQUIRED TORQUE. [REF. 5 PER DRIVE SPROCKET]
- 14O 2 CONTROL PANELS : NEMA 4 STAINLESS STEEL UNIT CONTROL PANEL TO OPERATE (1) 1/2HP , 230/460V, 3PH MOTOR, W/ MOTOR STARTER, OVERLOAD RESET, HAND-OFF-REMOTE SWITCH, FORWARD/REVERSE JOG SWITCH, RUN PILOT LIGHTS, HIGH TORQUE ALARM RELAY & LIGHT, [REF. 1 PER MOTOR].
- 15 2 SCUM PIPE ASSEMBLY : LEVER OPERATED
- 15A 2 SCUM PIPE :-10" DIAMETER ROTARY SCUM COLLECTING PIPE, 11'-10" LONG, FABRICATED WITH STANDARD SCHEDULE 40 BLACK STEEL PIPE, EQUALLY SPACED SLOTS, INTERGRAL RETAINING SCREWS[REF. (1) PER TANK].
- 15B 4 SCUM PIPE BEARINGS : 1'-6" SQUARE PLATE FOR MOUNTING TO WALL, 3/8" THICK, FOUR (4) SLOTS, 7/8" X 1 1/2" FOR ANCHORAGE AND ADJUSTMENT, 10.75" O.D. X 4" LTB BEARING FABRICATED FROM STANDARD CARBON STEEL,

BILL OF MATERIAL

FITTED WITH ALEMITE GREASE FITTINGS, 3/8" THICK NEOPRENE GASKET FOR BEARING ATTACHMENT TO WALL [REF. (2) PER TANK].

- 15C1 1 **INTERMEDIATE WALL EMBEDMENT:** 16" SQUARE PLATE FOR MOUNTING TO WALL BEARINGS EACH SIDE, 3/8" THICK PLATES, FOUR (4) 7/8" DIA. HOLES EACH PLATE W/ WELD NUTS FOR ANCHORAGE TO BEARING PLATES, HOLE PATTERN FOR 10" BEARING ON BOTH SIDES, 10" DIA. EMBEDDED PIPE X 12" LTB EMBEDMENT FABRICATED FROM STANDARD CARBON STEEL.
- 15C2 1 **END WALL EMBEDMENT:** 16" SQUARE PLATE FOR MOUNTING TO WALL BEARINGS ON ONE SIDE ONLY, 3/8" THICK PLATE, FOUR (4) 7/8" DIA. HOLES ON PLATE W/ WELD NUTS FOR ANCHORAGE TO BEARING PLATES, HOLE PATTERN FOR 10" DIA. BEARING, 10" DIA. EMBEDDED PIPE X 21" LTB EMBEDMENT FABRICATED FROM STANDARD CARBON STEEL, ONE END OPEN FOR WELD ATTACHMENT TO SCUM COLLECTION FEED PIPE.
- 15D 2 **HAND LEVER :** 5' - 6" LONG HAND LEVER, 1.5" DIA A-36 CARBON STEEL PIPE, TO SCREW INTO HAND LEVER ATTACHMENT, FIELD WELDED TO SCUM PIPE TO ENSURE PROPER LOCATION. [REF. (1) PER PIPE]
- 16 **ANCHORAGE:**
- 16A 32 **SHAFT BEARING ANCHORS:** 1" x 9", 316 STAINLESS STEEL, EXPANSION TYPE, WITH REQUIRED 4 1/2" MIN. EMBEDMENT.
- 16B 2 **DRIVE UNIT SUPPORT HARDWARE SETS:** EACH SHALL CONSIST OF 316 S.S. EXPANSION ANCHOR, WITH HEX NUT AND WASHER, SIZING TO BE AS FOLLOWS:
- | | | |
|---|----|---|
| 4 | EA | DRIVE UNIT BASE, 1/2" x 7", 4" MIN. EMBEDMENT |
| 4 | EA | CHAIN GUARD, 1/2" x 4-1/4", 2 1/4" MIN. EMBEDMENT |
| 2 | EA | CHAIN TIGHTENER, 1/2" x 4-1/4", 2 1/4" MIN. EMBEDMENT |
- 16C 40 **RETURN TRACK WALL BRACKET ANCHORAGE:** 1/2" x 4 1/4", 316 S.S., EXP., WITH REQUIRED 2 1/4" MIN. EMBEDMENT.
- 16D 16 **SCUM PIPE BEARING ANCHORAGE :** 3/4" X 7", 316 S.S., EXP., WITH REQUIRED 4" MIN. EMBEDMENT.
- 18 **PAINTING:** STANDARD SHOP PRIME ON ALL FERROUS MATERIALS, FOR PROTECTION DURING SHIPMENT, SHAFTS TO BE GREASE COATED ONLY.
- 20 **SPARE PARTS :** THE FOLLOWING SPARE PARTS SETS WILL BE FURNISHED, AS PER SECTION 11120 PARA. 3.03:

**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