

**HILTON CREEK COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
November 10, 2020  
5:00 P.M.**

**Minutes**

**1. Steve Shipley called the meeting to order at 5:04 p.m.**

**A. ROLL CALL**

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

**Members Absent:** Garrett Higerd joined the meeting at 5:11 p.m.

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

**2. ADDITIONS TO AGENDA**

None

**3. PUBLIC COMMENT**

None at the time of request; however, Dave Richman made public comments during the meeting on items 8.B. and 11 which will be incorporated in the minutes for that section.

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

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

1. Disbursements and Checks 8079-8091

2. One-signor Checks 8092-8096

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

1. Account Balances – All Funds

2. Budget Report: YTD Actual to Budget Report

3. Southern California Edison Report

**Motion:** To approve the Disbursements and Financial Reports of October 2020 noting that one-signor checks 8092-8095 have two signatures and will be issued on November 12, 2020 for payroll.

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

Ms. Adamson  
Aye

Ms. Connolly  
Aye

Ms. Czeschin  
Aye

Mr. Higerd  
Absent

Mr. Shipley  
Aye

**5. APPROVAL OF MINUTES - Regular Board Meeting of October 13, 2020**  
There were no questions or comments

**Motion:** To approve the minutes of the Regular Board Meeting of October 13, 2020.

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

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

**6. ADOPT RESOLUTION 2020-10 ADDITIONAL COMPENSATION BENEFIT TO MEMBERS OF THE BOARD OF DIRECTORS**

**Motion:** To adopt Resolution 2020-10 Additional Compensation Benefit to Members of the Board of Directors as presented

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

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

**7. ADOPT RESOLUTION 2020-11 AMENDMENT TO THE GENERAL MANAGER'S EMPLOYMENT AGREEMENT**

**Motion:** To adopt Resolution 2020-11 Amendment to the General Managers Employment Agreement.

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

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

Garrett Higerd joined the meeting at 5:11 p.m.

**8. NEW BUSINESS**

**A. Board Vacancies - Discussion**

Ms. Beatty advised the Board that the election results would not be final until November 24, 2020

**B. General Manager Paging – Discussion**

The Board Directed Mr. Burnett to provide more information regarding his needs and call out policy for off hour emergencies. Mr. Richman stated his thoughts on the matter as a public comment that he felt this should have been addressed in previous years.

C. General manager Uniform Policy – Discussion

The Board Directed Mr. Burnett to research clothing policy and present a policy to the Board at the December meeting.

**9. OLD BUSINESS**

A. Planning Issues, RPAC, Community Center

Nothing to report

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

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

1. Update on Treatment Plant

The wastewater treatment plant is stable and treating well.

a. New Monitoring Well and Regional Water Quality Inspector

A new California Regional Water Quality Control Board inspector has been issued to the treatment plant. Work on the new monitoring well has been halted until the inspector has more time to analyze the location of the well. Lab expenses will likely increase due to a request for more nitrogen testing.

b. Vactoring and TVing System

Vactor cleaning and TV inspection of the collection system occurred on October 14, 15, 16 and 20.

c. Hidden Lateral – 44 Hidden Canyon Court

Using TV inspection, it was determined the surface marker was placed incorrectly and the sewer later was placed on the correct property.

d. Lift Station Pump Rebuild

Rebuild costs will be \$15,000 and an availability date is undetermined at this time.

**11. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**

Public Comment: Manhole and cost sharing for Juniper Drive Special Zone of Benefit, Uniform Policy, CalPERS unfunded liability, Back up generator, General Manager Paging, Loan from County Investment Pool,

**12. BOARD MEMBER COMMENTS/REPORTS**

**13. ANNOUNCEMENTS**

A. Regular Board Meeting: December 8, 2020 at 5:00 p.m.

**14. ADJOURNMENT**

**Motion:** To Adjourn the November 11, 2020 Regular Board Meeting at 6:47 p.m.

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

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