

**HILTON CREEK COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
October 13, 2020  
5 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.  
**Members Absent:** Windsor Czeschin, Garrett Higerd  
**Staff Present:** Kyle Burnett, Lorinda Beatty

**2. ADDITIONS TO AGENDA**

None

**3. PUBLIC COMMENT**

There were no public comments.

**4. CONSENT AGENDA**

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

1. Disbursements Checks
2. One Signor Checks

**Motion:** To approve the Disbursements of September 2020 and One-signor checks 8079-8083.

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

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

**B. Review and 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 Monthly Financial Reports of September 2020.

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

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

C. Consideration of CalPERS Prefunding Trust Program.  
Information Only – No Action Taken

5. **APPROVAL OF MINUTES – Regular Board Meeting September 8, 2020.**

There were no questions or comments.

**Motion:** To approve the minutes of the Regular Board Meeting of September 8, 2020.

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

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

6. **NEW BUSINESS**

A. New Monitoring Well

If the plan is approved by Lahontan, drilling could begin as early as November, weather permitting an estimated completion could be by early next summer.

B. Lift Station Pump Rebuild Update

The pump has been sent out for rebuild. Estimated cost is \$15,000 and there is no date on when the pump will be ready.

C. General Manager Spending and Procurement Policy

Mr. Burnett presented the General Manager Spending and Procurement Policy that includes vendor locality.

**Motion:** To approve the General Manager Spending and Procurement Policy.

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

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

D. Approval of snow removal contract with Billy’s Snow Removal for 2020/2021 Season

**Motion:** To approve the snow removal contract with Billy’s Snow Removal Contract for Season 2020/2021

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

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

E. Juniper Drive / Sewer Fund – Shared Cost

Ms. Beatty provided an analysis of past shared expenses and suggested that the cost of legal fees should be tabled and the question is presented to the auditor then create a financial policy for the future shared expenses.

7. **OLD BUSINESS**

A. Planning Issues, RPAC, Community Center

Nothing to Report

B. Juniper Drive Special Zone of Benefit – Update on Speiss Schedule and Additional Repair Change Orders

The one manhole was finished this morning and asphalt will be completed this week.

8. **SEWER FACILITIES UPDATE – GENERAL MANAGER UPDATE**

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

1. Update on Treatment Plant

The third quarter reporting has been submitted to Lahontan Regional Water Board. A new ground water sampling pump became inoperable and a replacement was ordered.

2. Update on Vactoring and TVing System

Vactoring and TVing will begin on October 14, 15 and 16.

**Motion:** To Adjourn the meeting into closed session at 5:38 p.m.

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

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

9. **CLOSED SESSION**

A. Consider Legal Advice Presented in a written Legal Opinion [1 Matter]

B. Personnel Matter – [General Manager]

C. Personnel Matter – [Secretary of the Board / Finance Officer]

**Motion:** To Adjourn the meeting into open session at 5:58 p.m.

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

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

No action was taken during closed session.

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

General Manager Paging and General Manager Uniform Allowance

**11. BOARD MEMBER COMMENTS/REPORTS**

Ms. Connolly suggested that the District commemorate Ms. O'Connor's retirement with a gift certificate. Ms. Adamson liked the new financial report format.

**8F. ANNOUNCEMENTS**

A. Next Regular Board Meeting: November 10, 2020 at 5:00 p.m.

**13. ADJOURNMENT**

**Motion:** To Adjourn the meeting

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

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

The meeting was adjourned at 6:00 p.m.