

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, JULY 13, 2021
5:00 P.M.
CROWLEY LAKE COMMUNITY CENTER
58 Pearson Road, Crowley Lake, California
AND 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 8189-8201
 - b. One-signor Checks Numbered 8202-8206
 - B. Review & Acceptance of Monthly Financial Reports**
 1. Account Balances – All Funds
 2. Budget Report: YTD Actual to Budget Report – June 2021
 3. 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

- 5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
 - A. General Manager Report on Status of Facilities, Operational Stability
 1. SoCalRen Update
 2. Regulatory Report – Second Quarter

6. NEW BUSINESS

- A. Approval of Delinquent Accounts Report June 30, 2021
- B. Delinquent /Late Fee Charges
- C. Per Diem Employment Contract – Jason Hatter
- D. Hiring Committee
- E. Brown Act - Meetings

7. OLD BUSINESS

- A. Preliminary Budget
- B. Request for Proposal – Sewer Rate Study
- C. New Operations Position

8. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

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 – Subject to change if COVID-19 pubic gathering restrictions remain in place.

11. 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.

9:34 AM

HILTON CREEK COMMUNITY SERVICES DISTRICT

CHECKS WRITTEN - ALL FUNDS

07/05/21

June 2021

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Jun 1 - 5, 21					
Bill Pmt -...	06/01/2021	8173	J.T. HATTER ELECTRIC	Contract Services Stand by - June 2021	-750.00
Check	06/03/2021	8184	6023035	6023035	-1,041.70
Check	06/04/2021	Auto	MAMMOTH DISPOSAL	Waste Connections	-165.38
Bill Pmt -...	06/04/2021	8176	BABCOCK LABORATORIES, INC.		-459.00
Bill Pmt -...	06/04/2021	8177	BARTKIEWICZ, KRONICK & SHAN...	File No. 8532.001	-140.00
Bill Pmt -...	06/04/2021	8178	BILLY CZESCHIN	Invoice 1210524157	-377.50
Bill Pmt -...	06/04/2021	8179	INFOSEND, INC	MAY 2021 Billing	-337.45
Bill Pmt -...	06/04/2021	8180	J.T. HATTER ELECTRIC	INVOICE 4629 MAY 7 & 8, 2021	-120.00
Bill Pmt -...	06/04/2021	8181	MAMMOTH COMMUNITY WATER ...	0010536	-151.74
Bill Pmt -...	06/04/2021	8182	The Grasshopper	Invoice 7258 - Sierra Springs Spill	-975.00
Bill Pmt -...	06/04/2021	8183	UMPQUA BANK	May 2021	-1,809.74
Jun 1 - 5, 21					-6,327.51
Week of Jun 6, 21					
Liability C...	06/07/2021		QuickBooks Payroll Service	Created by Payroll Service on 06/04/2021	-2,471.20
Check	06/07/2021	Auto	Bank of America	Remote Deposit Fee June 2021	-15.00
Paycheck	06/08/2021	DD10...	ADAMSON, CYNTHIA R	Direct Deposit	0.00
Paycheck	06/08/2021	DD10...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	06/08/2021	DD10...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	06/08/2021	DD10...	HIGERD, GARRETT	Direct Deposit	0.00
Paycheck	06/08/2021	DD10...	SHIPLEY, STEVE H	Direct Deposit	0.00
Check	06/08/2021	8185	6023005	6023005	-70.37
Check	06/08/2021	8186	6033003	6033003	-110.62
Liability C...	06/10/2021		QuickBooks Payroll Service	Created by Payroll Service on 06/09/2021	-4,064.69
Paycheck	06/11/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	06/11/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Check	06/11/2021	Auto	PERS Retirement	PPE 06/11/2021	-446.53
Check	06/11/2021	Auto	PERS 457 Contributions	PPE 06/11/2021	-329.41
Week of Jun 6, 21					-7,507.82
Week of Jun 13, 21					
Check	06/14/2021	Auto	FRONTIER COMMUNICATIONS	Alarm System	-42.32
Check	06/15/2021	Auto	PERS Health Insurance	July 2021	-857.12
Check	06/16/2021	Auto	SCE	05/04/2021 to 06/02/2021	-490.72
Week of Jun 13, 21					-1,390.16
Week of Jun 20, 21					
Check	06/21/2021	Auto	SCE	05/04/2021 to 06/02/2021	-1,308.92
Check	06/23/2021	Auto	VERIZON WIRELESS	District Phones	-125.47
Liability C...	06/24/2021		QuickBooks Payroll Service	Created by Payroll Service on 06/23/2021	-2,562.88
Paycheck	06/25/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Paycheck	06/25/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Check	06/25/2021	Auto	PERS 457 Contributions	PPE 06/25/2021	-329.44
Check	06/25/2021	Auto	PERS Retirement	PPE 06/25/2021	-446.53
Week of Jun 20, 21					-4,773.24
Jun 27 - 30, 21					
Bill Pmt -...	06/30/2021	8189	BARTKIEWICZ, KRONICK & SHAN...	File No. 8532.001	-280.00
Bill Pmt -...	06/30/2021	8190	BILLY CZESCHIN	Invoice 1210626158	-327.50
Bill Pmt -...	06/30/2021	8191	FRONTIER COMMUNICATIONS	VOID: AUTO PAYMENT - RECORD IN...	0.00
Bill Pmt -...	06/30/2021	8192	Liebert Cassidy Whitmore	INVOICE 1521484 INDEPENDENT CO...	-4,214.35
Bill Pmt -...	06/30/2021	8193	MAMMOTH COMMUNITY WATER ...	Invoice 0010589	-90.00
Bill Pmt -...	06/30/2021	8194	MONO COUNTY DEPT. OF PUBLI...	Tickets 18507, 18729, 20378	-417.89
Bill Pmt -...	06/30/2021	8195	MOUNTAIN MEADOWS MUTUAL ...	Account MMH2011800	-195.00
Bill Pmt -...	06/30/2021	8196	UMPQUA BANK	JUNE 2021	-1,573.49
Bill Pmt -...	06/30/2021	8197	USA BLUE BOOK	Invoices 638335	-64.87
Bill Pmt -...	06/30/2021	Auto	VERIZON WIRELESS	JUNE	-125.47
Bill Pmt -...	06/30/2021	Auto	FRONTIER COMMUNICATIONS	AUTO PAYMENT - RECORD IN JUNE	-42.32
Jun 27 - 30, 21					-7,330.89
TOTAL					-27,329.62

1:56 PM

HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS

07/10/21

July 1 - 13, 2021

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Jul 1 - 3, 21					
Bill Pmt -...	07/01/2021	8187	SDRMA	Invoice 69882 Workers' Comp Insurance	-3,813.83
Bill Pmt -...	07/01/2021	8188	SDRMA	Invoice 70340	-12,529.37
Check	07/01/2021	TXF	Transfer	Liability and Workers Comp Ins FY 202...	16,343.20
Liability C...	07/02/2021	E-pay	EFTPS	94-2834850 QB Tracking # -1649287338	-2,538.90
Liability C...	07/02/2021	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # -1649066338	-631.34
Liability C...	07/02/2021	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # -1648976338	-43.45
Jul 1 - 3, 21					-3,213.69
Week of Jul 4, 21					
Check	07/06/2021	auto	PERS Unfunded Accrued Liability		-360.92
Check	07/06/2021	Auto	PERS Unfunded Accrued Liability		-1,643.58
Liability C...	07/08/2021		QuickBooks Payroll Service	Created by Payroll Service on 07/07/2021	-3,168.88
Paycheck	07/09/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	07/09/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Check	07/09/2021	Auto	PERS Retirement	PPE 07/09/2021	-475.25
Check	07/09/2021	Auto	PERS 457 Contributions	PPE 07/09/2021	-334.50
Week of Jul 4, 21					-5,983.13
Jul 11 - 13, 21					
Paycheck	07/12/2021	DD10...	ADAMSON, CYNTHIA R	Direct Deposit	0.00
Paycheck	07/12/2021	DD10...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	07/12/2021	DD10...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	07/12/2021	DD10...	HIGERD, GARRETT	Direct Deposit	0.00
Paycheck	07/12/2021	DD10...	SHIPLEY, STEVE H	Direct Deposit	0.00
Check	07/13/2021	8198	Ziplocal	0854841-210504A	-240.00
Check	07/13/2021	8199	6023015	VOID: 6023015	0.00
Check	07/13/2021	8200	Bradley or Rita De Gues	6023015	-1,099.60
Check	07/13/2021	8201	J.T. HATTER ELECTRIC	Invoice 4638	-1,592.50
Liability C...	07/13/2021		QuickBooks Payroll Service	Created by Payroll Service on 07/09/2021	-2,096.80
Jul 11 - 13, 21					-5,028.90
TOTAL					-14,225.72

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: LORINDA BEATTY
SUBJECT: ACCOUNT BALANCES REPORT
DATE: JULY 13, 2021

Notable changes to Account Balances

Sewer Fund Checking – Bank of America **\$94,419.23**

Included in this amount is \$68,000 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 July as most or the large expenses become due.

Capital Reserve **\$44,223.06**

No significant changes to the Capital Reserve Account

County Investment Pool – Combined **\$652,922.93**

No change from last month possibly due to the workload of the Mono County Treasury Office team at the end of the fiscal year.

LAIF – Combined **\$9,599.84**

No change to the LAIF Fund

Juniper Drive Checking **\$54,193.21**

No significant changes to the Juniper Drive Checking Account,

REQUESTED ACTION: Information Only

Hilton Creek Community Services District
Sewer Funds Account Balances
As Of
June 30, 2021

Account	Previous				6/30/2021
	Balance	Credits	Debits	Adjustments	Balance
**Bank of America	22,525.55	23,208.86	(27,329.62)	-	18,404.79
Sewer Fund Use Fees & Expenses		19,787.44	(25,447.76)		
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	(1,881.86)		
Juniper Drive Transfers					
Encumberance					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	-	-	-	345,789.99
Checking Transfers					
LAIF Transfers					
Interest					
Unsec. Property Tax					
Secure Property Tax					
Other					
Unitary Property Tax					
Delinquent Accounts Collection					
ENCUMBERANCE (In Checking)	68,000.00	-	-		68,000.00
Beneift Liabilities					
Vactor					
Operations			-		
Administrative Operations					
Total**	417,501.02	23,209.22	(27,329.62)	-	481,380.62

** Balance Owed to Juniper Fund (2,665.02)
Total with Juniper Drive Oweing 478,715.60

Juniper Drive Special Zone of Benefit Funds

As Of
June 30, 2021

	Previous	Credits	Debits	Adjustments	6/30/2021 Balance
Bank of America	51,717.57	2,475.64	-	-	54,193.21
Juniper Drive Fees Collected		2,475.64			
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					
Total**	363,487.57	2,475.64	-	-	365,963.21
				<i>** Balance Owed to Juniper Fund</i>	2,665.02
				<i>Total with Balance Owing to Sewer Fund</i>	368,628.23

Juniper Drive Wash						
Fwd		JD Fees Coll	JD Checks	JD Paid	SF Paid	SF Owes JD
	1,155.46	3,391.42	(1,881.86)			2,665.02
<i>Funds collected / paid in Sewer Fund</i>						

Sewer Financial Reports

June 2021

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

07/05/21

As of June 30, 2021

Accrual Basis

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1 Bank of America-Checking	18,404.79
2 Encumbrance Account	68,000.00
3 B of America-Capital Reserve	44,223.06
4 Mono Co Treasury Inv. Pool	345,789.99
5 LAIF	
General Sewer Fund	4,957.36
5 LAIF - Other	5.42
Total 5 LAIF	4,962.78
Total Checking/Savings	481,380.62
Accounts Receivable	
Accounts receivable	
AVAILABILITY FEES	720.00
SEWER USE FEES	
Finance Charge	-467.12
LIEN FEE	200.00
SEWER USE FEES - Other	570.03
Total SEWER USE FEES	302.91
Accounts receivable - Other	12.00
Total Accounts receivable	1,034.91
Total Accounts Receivable	1,034.91
Other Current Assets	
Allowance for uncollectibles	0.05
Total Other Current Assets	0.05
Total Current Assets	482,415.58
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	1,022,577.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
6 Juniper Dr SZB Clearing Acct	2,665.02
Accounts payable	-1,372.50
Direct Deposit Liabilities	-1.88
Payroll Liabilities	11,178.11
Total Other Current Liabilities	12,468.75
Total Current Liabilities	12,468.75

HILTON CREEK COMMUNITY SERVICES DISTRICT

07/05/21

Balance Sheet

Accrual Basis

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	243,725.44
Equity	
Capital Improvement Reserve	33,533.07
Retained Earnings	735,189.65
Net Income	<u>10,129.19</u>
Total Equity	<u>778,851.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,022,577.35</u></u>

**Juniper Drive Financial Reports
June 2021**

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

07/05/21

Balance Sheet

Accrual Basis

As of June 30, 2021

	<u>Jun 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	54,193.21
102 - LAIF	4,637.06
Mono County Treasury Inv. Pool	<u>307,132.94</u>
Total Checking/Savings	365,963.21
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
122 - MAINTENANCE FEES	<u>1,543.48</u>
Total 120 - ACCOUNTS RECEIVABLE	<u>1,543.48</u>
Total Accounts Receivable	1,543.48
Other Current Assets	
JDSZB Wash Account	<u>2,665.02</u>
Total Other Current Assets	<u>2,665.02</u>
Total Current Assets	<u>370,171.71</u>
TOTAL ASSETS	<u>370,171.71</u>
LIABILITIES & EQUITY	
Equity	
32000 · 304 - Retained Earnings	405,179.97
Net Income	<u>-35,008.26</u>
Total Equity	<u>370,171.71</u>
TOTAL LIABILITIES & EQUITY	<u>370,171.71</u>

Capital Reserve Financial
Reports
June 2021

HILTON CREEK COMMUNITY SERVICES DISTRICT Capital Reserve Transaction Detail Report July 2020 through June 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Jul 20									
Deposit	07/09/2020		Transfer from Capita...	Deposit	3 B of America-Capit...	162	1 Bank of Amer...		20,000.00
Deposit	07/31/2020		Interest Earned	Deposit	3 B of America-Capit...		Interest Income	0.16	
Jul 20								0.16	20,000.00
Aug 20									
Deposit	08/31/2020			Interest	3 B of America-Capit...	162	Interest Income	0.11	
Aug 20								0.11	0.00
Sep 20									
Deposit	09/11/2020		Transfer from Capita...	To cover JT H...	3 B of America-Capit...	162	1 Bank of Amer...		3,424.85
Check	09/15/2020		Transfer to Capital R...	repay transfer	3 B of America-Capit...	162	1 Bank of Amer...	10,000.00	
Check	09/24/2020	TXF	Transfer to Capital R...	repay transfer	3 B of America-Capit...	162	1 Bank of Amer...	5,000.00	
Deposit	09/30/2020			Interest	3 B of America-Capit...	162	Interest Income	0.15	
Sep 20								15,000.15	3,424.85
Oct 20									
Check	10/27/2020	TXFR	Transfer to Capital R...	repay transfer	3 B of America-Capit...	162	1 Bank of Amer...	20,000.00	
Deposit	10/30/2020	Interest		Interest	3 B of America-Capit...		Interest Income	0.24	
Oct 20								20,000.24	0.00
Nov 20									
Deposit	11/30/2020			Interest	3 B of America-Capit...	162	Interest Income	0.37	
Nov 20								0.37	0.00
Dec 20									
Check	12/08/2020	Transfer	Transfer from Capita...	Rebuild Pump	3 B of America-Capit...		Repairs & Main...		16,054.19
Deposit	12/31/2020	Dep		December 20...	3 B of America-Capit...		Interest Income	0.25	
Dec 20								0.25	16,054.19
Jan 21									
Deposit	01/31/2021	Deo		January 2021 ...	3 B of America-Capit...		Interest Income	0.25	
Jan 21								0.25	0.00
Feb 21									
Deposit	02/26/2021			February 202...	3 B of America-Capit...		Interest Income	0.22	
Feb 21								0.22	0.00
Mar 21									
Deposit	03/31/2021	Deposit		March 2021 In...	3 B of America-Capit...		Interest Income	0.25	
Mar 21								0.25	0.00
Apr 21									
Transfer	04/02/2021			A6032007 & A...	3 B of America-Capit...	162	1 Bank of Amer...	390.00	
Transfer	04/13/2021			Funds Transf...	3 B of America-Capit...	162	1 Bank of Amer...	7,343.00	
Check	04/23/2021	TRAN...	Transfer to Capital R...	Lanners - 70 ...	3 B of America-Capit...	162	1 Bank of Amer...	7,343.00	
Check	04/26/2021	TRAN...	Transfer to Capital R...	06034037-00...	3 B of America-Capit...	162	1 Bank of Amer...	70.00	
Check	04/26/2021	Transfer	Transfer to Capital R...	A6025011 (A6...	3 B of America-Capit...	162	1 Bank of Amer...	20.00	
Deposit	04/30/2021			April 2021 Int...	3 B of America-Capit...		Interest Income	0.29	
Apr 21								15,166.29	0.00
May 21									
Deposit	05/28/2021	Dep		May 2021 Inte...	3 B of America-Capit...		Interest Income	0.38	
May 21								0.38	0.00
Jun 21									
Deposit	06/30/2021			June 2021 Int...	3 B of America-Capit...		Interest Income	0.36	
Jun 21								0.36	0.00
TOTAL								50,169.03	39,479.04

Shared
Investment Financial Reports
June 2021

HILTON CREEK COMMUNITY SERVICES DISTRICT

County Investment Pool Detail Report

July 2020 through June 2021

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Jul 20									
Check	07/15/2020		MONO COUNTY		4 Mono Co Treasury...		-SPLIT-		10,922.04
Check	07/17/2020				4 Mono Co Treasury...		1 Bank of Amer...		30,000.00
Jul 20								0.00	40,922.04
Aug 20									
Deposit	08/21/2020		DEPOSIT	Transfer	4 Mono Co Treasury...	162	1 Bank of Amer...		15,000.00
Aug 20								0.00	15,000.00
Sep 20									
Deposit	09/09/2020		DEPOSIT	ERAF Excess ...	4 Mono Co Treasury...		Mono County T...	19,211.31	
Deposit	09/09/2020	Dep	DEPOSIT	Excess ERAF	4 Mono Co Treasury...		Mono County T...	710.30	
Deposit	09/15/2020		DEPOSIT	ACH Transfer ...	4 Mono Co Treasury...		1 Bank of Amer...		30,000.00
Deposit	09/30/2020		DEPOSIT	Deposit	4 Mono Co Treasury...		-SPLIT-	2,153.66	
Deposit	09/30/2020	Dep	DEPOSIT	Deposit	4 Mono Co Treasury...		Interest Income	1,321.96	
Sep 20								23,397.23	30,000.00
Oct 20									
Deposit	10/21/2020	Dep	DEPOSIT	Third Quarter ...	4 Mono Co Treasury...		Mono County T...	8,059.92	
Deposit	10/27/2020	TXFR	DEPOSIT	Transfer from ...	4 Mono Co Treasury...		1 Bank of Amer...		40,000.00
Oct 20								8,059.92	40,000.00
Nov 20									
Nov 20									
Dec 20									
Deposit	12/31/2020	Deposit	DEPOSIT	2020/2021 Sec	4 Mono Co Treasury...		Mono County T...	63,165.04	
Deposit	12/31/2020	Deposit	DEPOSIT - SEWER F...	Account Past ...	4 Mono Co Treasury...		Mono County T...	3,080.20	
Deposit	12/31/2020	Deposit	DEPOSIT	2020/2021 Un...	4 Mono Co Treasury...		Mono County T...	1,905.00	
Deposit	12/31/2020	Deposit	DEPOSIT	2020/2021 Un...	4 Mono Co Treasury...		Mono County T...	27.32	
Deposit	12/31/2020	Dep	DEPOSIT	2020/2021 De...	4 Mono Co Treasury...		Mono County T...	824.06	
Deposit	12/31/2020	Dep	DEPOSIT	2020/2021 De...	4 Mono Co Treasury...		Mono County T...	3.77	
Deposit	12/31/2020	Dep	DEPOSIT	2020/2021 Su...	4 Mono Co Treasury...		Mono County T...	678.66	
Deposit	12/31/2020	Dep	DEPOSIT	2020/2021 Su...	4 Mono Co Treasury...		Mono County T...	157.46	
Deposit	12/31/2020	Adj	DEPOSIT	Adj 9/30/2020 ...	4 Mono Co Treasury...		Interest Income	125.08	
Dec 20								69,966.59	0.00
Jan 21									
Check	01/15/2021	Loan	MONO COUNTY		4 Mono Co Treasury...		-SPLIT-		63,602.15
Deposit	01/22/2021	Deposit	DEPOSIT	Spill - Cover S...	4 Mono Co Treasury...	162	1 Bank of Amer...		30,000.00
Jan 21								0.00	93,602.15
Feb 21									
Deposit	02/24/2021		DEPOSIT	6/30/2020 Adj...	4 Mono Co Treasury...		Mono County T...	1,074.80	
Check	02/24/2021	TXF	DEPOSIT	Trasnfer fund...	4 Mono Co Treasury...		-SPLIT-		3,080.20
Feb 21								1,074.80	3,080.20
Mar 21									
Deposit	03/31/2021		DEPOSIT	Interest Incom...	4 Mono Co Treasury...		Interest Income	1,102.36	
Mar 21								1,102.36	0.00
Apr 21									
Deposit	04/30/2021	Deposit	DEPOSIT	April 2021 Su...	4 Mono Co Treasury...		Mono County T...	29.01	
Deposit	04/30/2021	Dep	DEPOSIT	April 2021 Su...	4 Mono Co Treasury...		Mono County T...	952.03	
Deposit	04/30/2021	Dep	DEPOSIT	April 2021 Cur...	4 Mono Co Treasury...		Mono County T...	55.87	
Deposit	04/30/2021	Dep	DEPOSIT	April 2021 Del...	4 Mono Co Treasury...		Mono County T...	2.27	
Deposit	04/30/2021	Dep	DEPOSIT	April 2021 Del...	4 Mono Co Treasury...		Mono County T...	273.43	
Deposit	04/30/2021	Dep	DEPOSIT	April 2021 Uni...	4 Mono Co Treasury...		Mono County T...	1,692.62	
Deposit	04/30/2021	Dep	DEPOSIT	April 2021 Cur...	4 Mono Co Treasury...		Mono County T...	41,543.10	
Apr 21								44,548.33	0.00
May 21									
Check	05/13/2021	TXF	DEPOSIT	Transfer fund...	4 Mono Co Treasury...		-SPLIT-		3,808.65
Deposit	05/30/2021	Dep	DEPOSIT	Delinquent Ac...	4 Mono Co Treasury...		Mono County T...	3,808.65	
Deposit	05/31/2021	Deposit	DEPOSIT	3Q Interest pa...	4 Mono Co Treasury...		Mono County T...	949.18	
Deposit	05/31/2021	Dep	DEPOSIT	3Q Property T...	4 Mono Co Treasury...		Mono County T...	23.20	
May 21								4,781.03	3,808.65
Jun 21									
Jun 21									
TOTAL								152,930.26	226,413.04

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Accrual Basis

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

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Jul '20 - Jun 21									
Deposit	09/30/2020	Dep	Mono County Treasury	First Quarter I...	Mono County Treasu...		601- Interest In...	1,362.11	
Check	02/12/2021	Adj	Interest Earned	Adjust change...	Mono County Treasu...		601- Interest In...		158.68
Deposit	03/31/2021			Second Quart...	Mono County Treasu...		601- Interest In...	1,124.50	
Deposit	05/31/2021	Dep	Interest Earned	Interest Earne...	Mono County Treasu...		601- Interest In...	833.94	
Jul '20 - Jun 21								3,320.55	158.68

**HILTON CREEK COMMUNITY SERVICES DISTRICT
LAIF Fiscal Year Transaction Detail Report
July 2020 through June 2021**

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Jul 20 Deposit	07/15/2020		Interest Earned	Deposit	General Sewer Fund		Interest Income	17.95	
Jul 20								17.95	0.00
Aug 20 Aug 20									
Sep 20 Sep 20									
Oct 20 Deposit	10/21/2020	DEP		Deposit	General Sewer Fund		Interest Income	10.49	
Oct 20								10.49	0.00
Nov 20 Nov 20									
Dec 20 Dec 20									
Jan 21 Deposit	01/19/2021	Dep		Deposit	General Sewer Fund		Interest Income	7.83	
Jan 21								7.83	0.00
Feb 21 Feb 21									
Mar 21 Mar 21									
Apr 21 Deposit	04/30/2021			Deposit	5 LAIF		Interest Income	5.42	
Apr 21								5.42	0.00
May 21 May 21									
Jun 21 Jun 21									
TOTAL								<u>41.69</u>	<u>0.00</u>

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Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT LAIF Transactions Fiscal Year 2020/2021

July 2020 through June 2021

Type	Date	Num	Name	Memo	Account	Cir	Split	Debit	Credit
Jul '20 - Jun 21									
Deposit	07/15/2020		Interest Earned	Deposit	102 - LAIF		601- Interest In...	16.78	
Deposit	10/31/2020	Dep	Interest Earned	Third Quarter ...	102 - LAIF		601- Interest In...	9.80	
Deposit	01/15/2021		Interest Earned	Deposit	102 - LAIF		601- Interest In...	7.31	
Deposit	05/04/2021	Dep		Deposit	102 - LAIF		601- Interest In...	5.06	
Jul '20 - Jun 21								38.95	0.00

Budget Reports Year to Date Actual to Budget June 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 2021

07/05/21

Accrual Basis

	<u>Jun 21</u>
Ordinary Income/Expense	
Income	
Fees	
Availability Fees	10.00
Use Fees	1,258.52
Total Fees	<u>1,268.52</u>
Total Income	<u>1,268.52</u>
Gross Profit	1,268.52
Expense	
Depreciation Expense	7,500.00
Employee Benefits	
Employee 457 Contributions	400.00
Employer 457 Contributions	232.97
Health Insurance	771.41
Medical Reimb - Board	-180.00
Medical Reimb. - Employee	-28.94
Retirement	
Retirement - EE Contributions	415.38
Retirement - Other	429.92
Total Retirement	<u>845.30</u>
Total Employee Benefits	2,040.74
Office Expenses	
Bank Service Charges	15.00
Office Communication- Not Phone	72.00
Office General / Misc	464.35
Postage/Shipping - Lab Testing	168.24
Statement Production - AR	303.70
Website / Advert./ Pub Notice	670.00
Total Office Expenses	<u>1,693.29</u>
Operations Administration	
Telephone	
Telephone - Cell	225.84
Telephone - Fire Alarm	84.64
Total Telephone	<u>310.48</u>
Total Operations Administration	310.48
Payroll Expenses	
Gross Payroll-Board of Director	2,445.00
Gross Payroll-District Manager	5,538.46
Gross Payroll-Secretary	3,330.00
Payroll Taxes	625.45
Total Payroll Expenses	<u>11,938.91</u>
Professional Fees	
Legal Fees	
Operations	4,634.35
Total Legal Fees	<u>4,634.35</u>
Total Professional Fees	4,634.35
Repairs & Maintenance	
Automobile Expense	
Fuel	360.11
Maintenance	640.61
Automobile Expense - Other	62.08
Total Automobile Expense	<u>1,062.80</u>

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

07/05/21

June 2021

Accrual Basis

	<u>Jun 21</u>
Contract Services	870.00
Lab Testing	765.61
Plant - General / Misc	349.56
Plant - Sewer Equipment	506.06
Sewer Lines- General Maint	316.34
Sewer Lines - Spills	975.00
Sludge Removal	1,059.46
Utilities	
SCE - Plant	1,308.92
SCE - Pump Station	490.72
	<u>1,799.64</u>
Total Utilities	1,799.64
Total Repairs & Maintenance	<u>7,704.47</u>
Total Expense	<u>35,822.24</u>
Net Ordinary Income	-34,553.72
Other Income/Expense	
Other Income	
Interest Income	0.36
Total Other Income	<u>0.36</u>
Net Other Income	<u>0.36</u>
Net Income	<u><u>-34,553.36</u></u>

**HILTON CREEK COMMUNITY SERVICES DISTRICT
SEWER FUND
6/30/2021**

REVENUE	BUDGET	May	June	Year End	Adjustments	Adj	Over (Under)	%	Goal
		Month 11	Month 12	Actual	3/31/2021	Budget	{+ or -}	Used	June 2021
General Operating Revenue:				142,371.37		122,000.00	20,371.37	86%	-14%
Property Taxes	122,000.00								100%
Sewer Operation & Maintenance Revenue:				-			-		
Sewer Use Fees Collected	302,000.00	40,005.00	19,787.44	342,269.12		302,000.00	40,269.12	88%	-12%
Sewer Capital Improvement Revenue:				-			-		
Sewer Connection Fees	14,586.00			14,586.00		14,586.00	-	100%	0%
Availability Fees		20.00	30.00	530.00		-	530.00	100%	
Sewer Connection Inspection Fees	100.00			100.00		100.00	-	100%	0%
Investment Revenue									
Interest on Investments	4,000.00	972.38		3,554.51		4,000.00	(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	40,997.38	19,817.44	684,465.19	-	442,686.00	241,779.19	155%	55% OVER
EXPENSES									
ADMINISTRATION EXPENSES									
Administration Fee	2,000.00			461.45		2,000.00	(1,538.55)	23%	-77%
***Mono Invest. Pool Wash - Delinquent Accts.		3,808.65		6,888.85		-	6,888.85	100%	
***Depreciation Expense (Book Entry Only)	90,000.00	7,500.00	7,500.00	90,000.00		90,000.00	-	100%	0%
SUBTOTAL	92,000.00	11,308.65	7,500.00	97,350.30	-	92,000.00	187,200.60	106%	6% OVER
EMPLOYEE BENEFITS									
Medical Reimbursement - Director	20,000.00	1,012.91	(180.00)	6,736.76	(11,000.00)	9,000.00	(2,263.24)	75%	-25%
Medical Reimbursement - Employee	3,600.00		(28.94)	746.42		3,600.00	(2,853.58)	21%	-79%
Health Insurance	8,203.00	511.23	511.23	11,307.00	3,500.00	11,703.00	(396.00)	97%	-3%
Health Insurance - Retired		260.18	260.18	2,457.26	2,600.00	2,600.00	(142.74)	95%	-5%
Long Term Care Insurance				492.03	70.03	70.03	422.00	703%	603% OVER
Retirement Benefits - Employer Contributions	6,762.00	429.92	429.92	7,911.16	3,400.00	10,162.00	(2,250.84)	78%	-22%
*** Retirement Benefits - Employee Contributions		415.38	415.38	5,275.33		-	5,275.33		-100%
***457 - Employee Contributions		400.00	400.00	3,800.00		-	3,800.00		-100%
457 Employer Contributions		232.94	232.97	1,980.02	2,200.00	2,200.00	(219.98)		
SUBTOTAL:	38,565.00	3,262.56	2,040.74	40,705.98	770.03	39,335.03	1,370.95	103%	3% OVER
PAYROLL									
Salaries & Employee Benefits:									
Director's Gross Salary	6,000.00	1,185.00	2,445.00	17,141.60	11,000.00	17,000.00	141.60	101%	1% OVER
Manager Gross Salary	72,000.00	5,538.46	5,538.46	72,615.36		72,000.00	615.36	101%	1% OVER
Manager Gross Salary (Now Retired)				18,987.84	18,987.84	18,987.84	-	100%	0%
Secretarial Gross Salary	29,487.00	1,593.00	3,330.00	28,393.27		29,487.00	(1,093.73)	96%	-4%
Secretarial Gross Salary (Now Retired)				10,626.52	10,626.52	10,626.52	-	100%	0%
Payroll Taxes	3,000.00	353.95	625.45	6,106.42	3,500.00	6,500.00	(393.58)	94%	-6%
Payroll Processing Fee Expense		15.75		488.10	112.00	112.00	376.10	436%	100% OVER
SUBTOTAL	110,487.00	8,686.16	11,938.91	154,359.11	44,226.36	154,713.36	(354.25)	100%	200% OVER
OPERATIONS									-100%

		May	June	Year End	Adjustments	Adj	Over (Under)	%	Goal
Liability Insurance	9,350.00			9,286.20	(63.80)	9,286.20	-	100%	0%
Worker's Comp Insurance				5,461.60	5,461.60	5,461.60	-	100%	0%
Accounting	6,500.00			7,380.00		6,500.00	880.00	114%	14% OVER
Legal	10,000.00		4,634.35	19,555.51	16,000.00	26,000.00	(6,444.49)	75%	-25%
Dues & Subscriptions	1,700.00			2,977.50	3,000.00	4,700.00	(1,722.50)	63%	-37%
Travel -Non Litigation	200.00			-		200.00	(200.00)	0%	-100%
License and Fees	22,500.00	153.45		23,603.88	710.00	23,210.00	393.88	102%	2% OVER
Loan Interest (County Loan)	2,187.00			2,838.87	651.87	2,838.87	-	100%	0%
Office Expenses	6,000.00	826.75	1,693.29	11,508.92	6,000.00	12,000.00	(491.08)	96%	-4%
Educational Expenses	800.00			1,367.28		800.00	567.28	171%	71% OVER
Telephone	1,500.00	155.24	310.48	1,938.47	250.00	1,750.00	188.47	111%	11% OVER
Contingency	5,000.00			-		5,000.00	(5,000.00)	0%	-100%
Miscellaneous	395.00			-		395.00	(395.00)	0%	-100%
SUBTOTAL	66,132.00	1,135.44	6,638.12	85,918.23	32,009.67	98,141.67	(12,223.44)	88%	-12%
REPAIRS & MAINTENANCE									
Auto Expenses	3,000.00	875.73	1,062.80	3,249.75		3,000.00	249.75	108%	8% OVER
Contract Services	26,000.00	1,015.00	870.00	10,535.00	(15,000.00)	11,000.00	(465.00)	96%	-4%
Lab Testing		731.22	765.61	5,634.30	5,167.20	5,167.20	467.10	109%	9% OVER
Monitoring Well - Equipment & Consultation				2,250.61	3,000.00	3,000.00	(749.39)	75%	-25%
Plant - General Repairs & Maintenance		471.30	349.56	9,259.93	7,400.00	7,400.00	1,859.93	125%	25% OVER
Plant - Sewer Equipment		5,693.96	506.06	8,931.03	7,000.00	7,000.00	1,931.03	128%	28% OVER
Plant - Sludge Removal			1,059.46	4,735.21	4,300.00	4,300.00	435.21	110%	10% OVER
Sewer Lines - General Maintenance		712.50	316.34	41,924.32	55,000.00	55,000.00	(13,075.68)	76%	-24%
Spills		488.66	975.00	9,181.36			9,181.36	100%	0%
Snow Removal	7,500.00			-		7,500.00	(7,500.00)	0%	-100%
Supplies	2,000.00			180.77		2,000.00	(1,819.23)	9%	-91%
Water				195.00	390.00	390.00	(195.00)	50%	-50%
SCE - Plant	16,000.00	1,205.59	1,308.92	15,915.76		16,000.00	(84.24)	99%	-1%
SCE - Pump Station	7,000.00	564.52	490.72	6,383.80		7,000.00	(616.20)	91%	-9%
Repairs & Maintenance - Other				82.62	100.00	100.00	(17.38)	83%	-17%
SUBTOTAL:	61,500.00	11,758.48	7,704.47	118,459.46	67,357.20	128,857.20	(10,397.74)	92%	-8%
SUBTOTAL ALL OPERATING EXPENSES	368,684.00	36,151.29	35,822.24	496,793.08	144,363.26	513,047.26	165,596.12	97%	-3%
Sewer Capital Improvement Expenses:									
Capital Purchases/Improvements	67,000.00			-		67,000.00	67,000.00	0%	-100%
Engineering and Consulting Fees	10,000.00			-		10,000.00	10,000.00	0%	
Lateral Extensions	5,000.00			-		5,000.00	5,000.00	0%	
Debt Service:									
Loan Principal	19,658.00			71,685.32	52,027.32	71,685.32	-	100%	0%
PERS Unfunded Liability	20,000.00			15,246.90		20,000.00	4,753.10	76%	-24%
SUBTOTAL:	121,658.00	-	-	86,932.22	52,027.32	173,685.32	86,753.10	50%	-50%
TOTAL EXPENSES	490,342.00	36,151.29	35,822.24	583,725.30	196,390.58	686,732.58	252,349.22	85%	-15%
***Less Non Budget Items		4,506.73	8,315.38	92,186.48	-		2,186.48		
Adjusted Total Expenses		31,644.56	27,506.86	491,538.82	196,390.58	686,732.58	250,162.74	72%	-28%

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Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Profit & Loss
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	113.35
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	118.09
	<hr/>
Total 67200 · 511 - Repairs and Maintenance	118.09
68100 · 515 - Telephone Expense	25.10
	<hr/>
Total 500- OPERATING EXPENSES	1,881.86
	<hr/>
Total Expense	1,881.86
	<hr/>
Net Ordinary Income	-1,881.86
	<hr/>
Net Income	<u><u>-1,881.86</u></u>

JUNIPER DRIVE
6/30/2021

REVENUE	BUDGET	May	June	2020/2021	Budget Adj	Over (Under)	%	Goal %
		Month 11	Month 12	May-21	4/30/2021	{+ or -}	Used	6/30/2021
Road Maintenance Revenue:								
Maintenance Fees Collected		5,900.65	2,475.64	59,926.32		-		100%
Maintenance Fees Collected Through Sewer Fund		4,348.78	3,391.42	38,653.52				
Combined Maintenance Fees Collected	83,806.00	10,249.43	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	833.94		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	21,332.80	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		112.55	28.94	563.97	900.00	336.03	63%	-37%
Medical Reimbursement - Employee			180.00	234.00	360.00	126.00	65%	-35%
Health Insurance		85.71	85.71	1,529.33	1,530.00	0.67	100%	0%
Retirement Benefits - Employer Contributions	619.00	47.76	47.76	2,743.86	2,750.00	625.14	81%	-19%
Addition Comp /457 Employer Contributions		25.88	25.88	219.98	220.00	0.02	100%	0%
SUBTOTAL:	619.00	271.90	368.29	5,291.14	5,760.00	1,087.86	83%	-17%
PAYROLL								
Salaries & Employee Benefits:								
Director's Gross Salary		131.65	271.65	1,889.85	1,840.00	(49.85)	103%	3% OVER
Manager Gross Salary	8,000.00	615.38	615.38	9,825.90	7,950.00	6,124.10	62%	-38%
Secretarial Gross Salary	3,388.00	177.00	370.00	4,155.26	5,020.00	4,252.74	49%	-51%
Payroll Taxes	350.00			-		350.00	0%	-100%
Payroll Processing Fee Expense				-		-		
SUBTOTAL	11,738.00	924.03	1,257.03	15,871.01	14,810.00	10,676.99	60%	-40%
OPERATIONS								
Liability Insurance	1,050.00			1,638.64	588.64	-	100%	0%
Worker's Comp Insurance				-		-		
Accounting	750.00			820.00	70.00	-	100%	0%
Legal	750.00			1,566.24	816.24	-	100%	0%
Dues & Subscriptions				22.50		(22.50)	100%	0%
Travel -Non Litigation				-		-	100%	0%
License and Fees				-		-	100%	0%
Loan Interest (County Loan)				-		-	100%	0%
Office Expenses	1,000.00	150.42	113.35	1,555.72	1,650.00	1,094.28	59%	-41%
Educational Expenses				45.00		(45.00)	100%	0%
Telephone		12.55		160.65	175.00	14.35	92%	-8%
Contingency				-		-	100%	0%
Miscellaneous				-		-	100%	0%
SUBTOTAL	3,550.00	162.97	113.35	5,808.75	3,299.88	1,041.13	85%	-15%
REPAIRS & MAINTENANCE								
Auto Expenses		31.19	118.09	326.90	70.00	(256.90)	100%	0%
Contract Services				-		-	100%	0%
Snow Removal	20,000.00			25,000.00	15,000.00	10,000.00	71%	-29%
Supplies				-		-	100%	0%
Repairs & Maintenance	90,000.00		25.10	70,728.97	(70.00)	19,201.03	79%	-21%
SUBTOTAL:	110,000.00	31.19	143.19	96,055.87	15,000.00	28,944.13	77%	-23%
TOTAL EXPENSES	127,407.00	1,390.09	1,881.86	123,072.49	38,869.88	43,204.39	74%	-26%
Depreciation Expense (Book Entry Only)				-		-		

Financial Reports
Outstanding Customer
Payments

HILTON CREEK COMMUNITY SERVICES DISTRICT
Customer Delinquent Balance Summary
June 30, 2021

		Late Pmt	Notation	Consistent Non Payment
6013019	110.62	1		
6015001	110.62	1		
6017015	110.62	1		
6017021	173.81	1.8		
6019006	221.24	3	Direct Assessment	Yes
6021041	110.62	1		
6021047	110.62	1		
6023003	110.62	1		
6023025	221.24	2		
6023028	553.10	5	Direct Assessment	
6023031	475.05	4.3	Direct Assessment	Yes
6024012	110.62	1		
6024014	110.62	1		
6024022	110.62	1		
6025019	110.62	1		
6029017	221.24	2		
6030002	110.62	1		
6030018	221.24	2		
6033001	110.62	1		
6033004	221.24	2		
6033016	110.62	1		
6034007	110.62	1		
6034018	110.62	1		
	3,967.46	37.10		

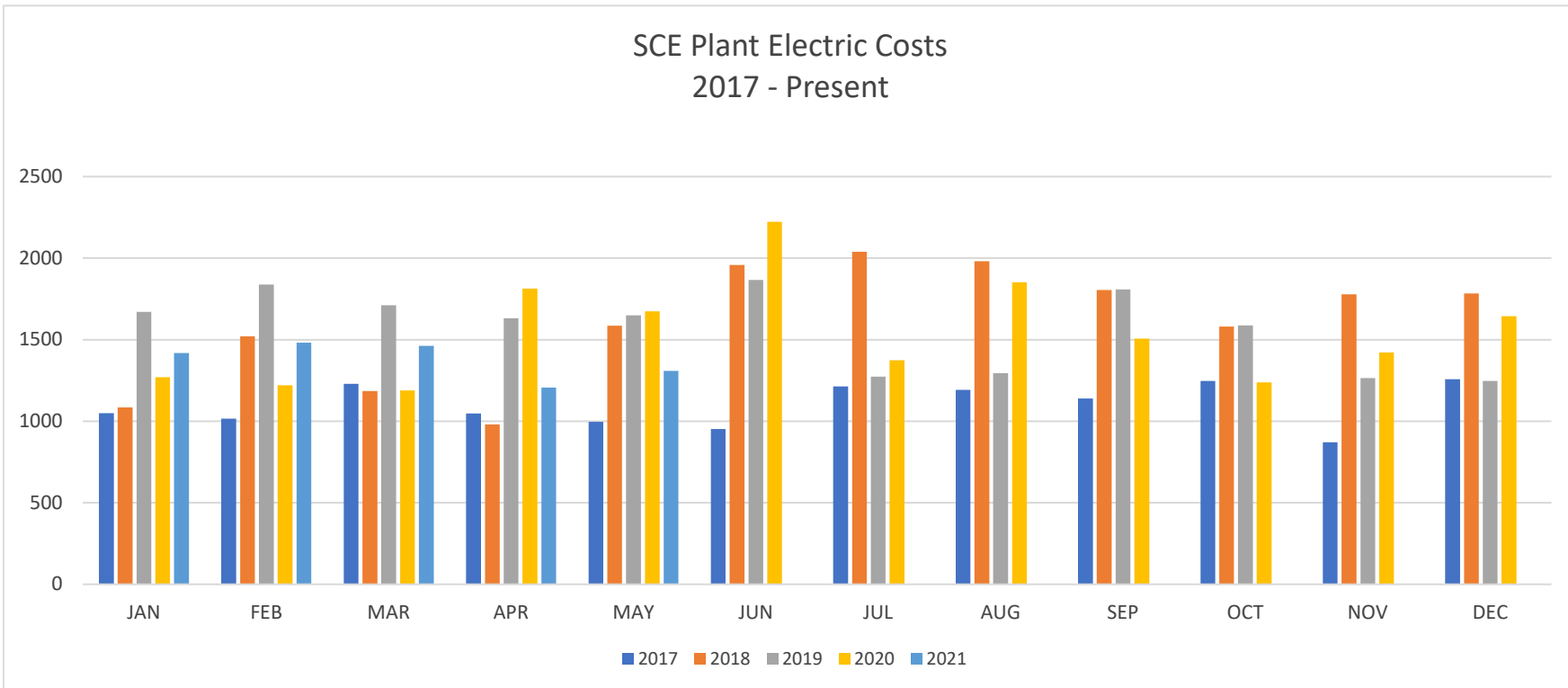
JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Customer Delinquent Balance Summary
As of June 30, 2021

	<u>Jun 30, 21</u>	Late Payment	Notation	Consistent Non Payment
J6013019	196.84	1		
J6017010	196.84	1		
J6017015	196.84	1		
J6017021	122.67	0.5		
J6019006	<u>1,211.37</u>	6.2	Direct Assessment	Yes
TOTAL	<u><u>1,924.56</u></u>	9.7		

HILTON CREEK CSD PLANT SCE ELECTRIC BILLS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2013	1807.29	1522.48	1680.87	1335.15	1621.01	2317.05	2169.45	1661.44	1871.4	1061.05	1300.27	1215.51
2014	1159.4	1105.89	1105.96	998.57	1180.62	1015.24	1274.09	1992.96	1882.55	1337.29	1241.11	1345.37
2015	1344.08	1117.86	1296.95	1198.81	1551.49	2063.42	1699.59	1394.97	1471.93	1344.89	1026.53	1204.75
2016	1330.52	995.19	1543.03	1563.37	998.18	1029.09	1211.52	1040.58	1065.69	1140.95	830.92	978.51
2017	1049.12	1015.01	1229.32	1046.69	995.55	952.91	1212.89	1192.97	1139.88	1247.67	870.98	1257.64
2018	1084.24	1519.62	1185.24	980.79	1585.18	1958.72	2039.38	1980.39	1804.35	1579.83	1778.21	1782.52
2019	1671.33	1837.85	1711.43	1632.48	1649.44	1867.1	1273.14	1294.31	1807.81	1587.41	1264.56	1246.17
2020	1269.72	1220.72	1189.09	1813.11	1673.46	2222.14	1374.75	1852.97	1506.67	1237.67	1,422.08	1,644.73
2021	1418.22	1481.29	1462.87	1205.59	1308.92							

SCE Plant Electric Costs
2017 - Present



Plant Electric Use Comparison

	FY 20192020		FY 2020/2021		Difference	
	Kwh	Cost	Kwh	Cost	Kwh	Cost
July	9459	1273.14	9591	1374.75	132	101.61
August	10148	1294.31	11875	1852.97	1727	558.66
September	12883	1807.81	10822	1506.67	-2061	-301.14
October	15379	1587.41	9597	1237.67	-5782	-349.74
November	12493	1264.56	11274	1422.08	-1219	157.52
December	12119	1264.17	13470	1644.73	1351	380.56
January	12056	1269.72	11356	1418.22	-700	148.50
February	11327	1220.72	11370	1481.29	43	260.57
March	10809	1189.09	11768	1462.87	959	273.78
April	16785	1813.11	9369	1205.59	-7416	-607.52
May	15195	1673.46	9696	1308.92	-5499	-364.54
June	16781	2222.14				

Pump Station Use Comparison

	FY 20192020		FY 2020/2021		Difference	
	Kwh	Cost	Kwh	Cost	Kwh	Cost
July	4034	891.29	2863	585.25	-1171	-306.04
August	3988	689.56	2815	651.18	-1173	-38.38
September	3256	837.08	2958	647.14	-298	-189.94
October	3296	491.09	2812	428.64	-484	-62.45
November	3766	466.44	3518	494.93	-248	28.49
December	3758	481.99	3840	598.86	82	116.87
January	3679	468.13	3425	861.30	-254	393.17
February	3506	438.24	3534	531.24	28	93.00
March	3616	476.56	3527	530.02	-89	53.46
April	4059	521.06	3123	564.52	-936	43.46
May	3694	584.88	3003	490.72	-691	-94.16
June	3662	668.09				

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
JUNE 8, 2021
5:00 P.M.
ZOOM**

Minutes

1. Steve Shipley called the meeting to order at 5:02 p.m.

A. ROLL CALL

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

Members Absent: None

Staff Present: Kyle Burnett, Lorinda Beatty

2. ADDITIONS TO AGENDA

None

3. PUBLIC COMMENT

None

4. CONSENT AGENDA

A. Financial Reports

1. Consideration & Approval of Disbursements List 8176-8188
2. One-signor Checks 8189-8193

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 May 11, 2021
2. Minutes of the Special Board Meeting of June 2, 2021

Mr. Higerd requested that Item C.1. be pulled and corrected under 6. New Business A. Request from Proposal – Sewer Rate Study, fourth paragraph, second sentence replace “should” with “could”

Motion: To accept the Consent Agenda Items as presented with noted corrections to Item C.1.

Moved by Mr. Higerd, Second by Ms. Adamson

Ms. Adamson	Ms. Connolly	Ms. Czeschin	Mr. Higerd	Mr. Shipley
Aye	Aye	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 the power pole near the electrical building was replaced without incident. As of yesterday afternoon, the new aeration blower began having problems; there was a substantial amount of metal shards from the oil on the non-drive side. The manufacturer has been contacted.

1. SoCalRen Update

We are still moving forward with this project and are completing the grant process to acquire funds for projects approved through SoCalRen, then we will come back to the Board to vote on the projects, and we will have one year to begin construction if we choose to move forward. Mr. Burnett thinks it will be a good program for the District and will help with necessary upgrades.

6. NEW BUSINESS

A. Delinquent Accounts Letter

Ms. Beatty stated that as we near the end of the fiscal year we will prepare to submit to the Mono County Tax Collector accounts that are delinquent and request that the funds be received through the property tax by placing the delinquencies on the tax assessment roll. Ms. Beatty would like to send a letter to those account/property holders that are delinquent giving them the opportunity to resolve the matter before submitting to the Mono County Tax Collector. Ms. Beatty provided a letter for the Board's review.

Ms. Czeschin feels it is a good letter and asked the other Board Members how they feel about imposing late fees as would other utility districts. Ms. Beatty explained that due to COVID 19 this may not be the time to begin that process. However, going forward into the new Fiscal Year we can implement this program. This item will be added to the July agenda for further discussion.

7. OLD BUSINESS

A. Sierra Springs Residents Easement Access Updates

Mr. Burnett advised that letters regarding easement access were sent to the Sierra Spring Residents. Some feedback from property owners has been overall positive. In July we will resend the letter to those that have not responded.

B. Request for Proposal – Sewer Rate Study

Mr. Burnett stated that the attorney reviewed the proposed RFP for the sewer rate study and recommended changes, which will be updated and presented at the July Regular Meeting.

Mr. Higerd added that we should include the rate study in the overall budget.
Mr. Burnett stated that going forward this type of study should be done every 5 years and budget for that expense within those 5 years.

8. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

Delinquent Fees / Late Charge and Budget Schedule

9. BOARD MEMBER COMMENTS/REPORTS

10. ANNOUNCEMENTS

A. Regular Board Meeting July 13, 2021 at 5:00 p.m. at the Crowley Lake Community Center.

11. CLOSED SESSION

- A. Consider Legal Advice Presented in a Written Legal Opinion [1 Matter]
- B. CONFERENCE LABOR NEGOTIATIONS (Gov Code Section 54957.6)
 - Unpresented Employees:
 - 1. General Manager
 - 2. Secretary of the Board / Finance Officer

Motion: To adjourn into Closed Session at 5:35 p.m.

Moved by Ms. Connolly, Second by Ms. Adamson

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

Motion: To adjourn into Open Session at 7:36 p.m.

Moved by Ms. Connolly, Second by Ms. Adamson

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

Announcement of Closed Session Action: No action taken.

12. ADJOURNMENT

Motion: To Adjourn the June 8, 2021 Regular Board Meeting at 7:36 p.m.

Moved by Ms. Czeschin, Second by Ms. Adamson

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

**HILTON CREEK COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING
JUNE 16, 2021
5:00 P.M.
CROWLEY LAKE PARK
BEHIND 3627 CROWLEY LAKE DRIVE
CROWLEY LAKE, CALIFORNIA**

Minutes

1. Steve Shipley called the meeting to order at 5:05 p.m.

A. ROLL CALL

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

Members Absent: None

Staff Present: Kyle Burnett, Lorinda Beatty

2. ADDITIONS TO AGENDA: None

3. PUBLIC COMMENT: A public comment was provided via email and is attached to the minutes.

4. POTENTIAL POSITIONS

A. Operator Maintenance Technician – Job Description

B. Operator in Training – Job Description

Mr. Burnett presented two job descriptions to the Board for consideration to hire one new position. Two job descriptions were proposed to broaden the skill specifications of a potential applicants.

Motion: To approve one new operations position

Moved by Ms. Connolly, Second by Ms. Adamson

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

5. BUDGET WORKSHOP

After a lengthy discussion, it was decided to continue working on the budget to be evaluated before the next Regular Board Meeting on July 13, 2021.

Public Comment: The rate Study is important; however, there would be no reserves for two or three years. Will our citizens be ready for a rate increase? We need to prioritize projects and there is only so much money to do these projects.

6. ADJOURNMENT

Motion: To Adjourn the June 16, 2021 Special Board Meeting at 8:18 p.m.

Moved by Ms. Czeschin Second by Ms. Connolly

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

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

JULY 7, 2021

5:00 P.M.

ZOOM

CROWLEY LAKE COMMUNITY CENTER

58 Pearson Road, Crowley Lake, California

Minutes

- 1. Steve Shipley called the meeting to order at 5:07 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. BUDGET WORKSHOP**

The Board requested that the preliminary budget include only the normal year to year projects and a separate report listing items that are normally not on the budget but need to be addressed. Additionally, the Board requested that the future operations position and benefits (if any) should be separated from the budget until such time the position is realized.

- 6. ADJOURNMENT**

Motion: To Adjourn the July 7, 2021 Special Board Meeting at 7:47 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: JULY 13, 2021

There were several power outages and surges during the end of June and beginning of July. There were issues with receiving proper callouts from the Sierra Springs Lift Station, including an improper generator start when there was not a power loss. It appears the culprit was a short across a circuit from a spider web and high humidity. All connections, grounds, and circuits have been professionally cleaned by Jason Hatter Electrical. The lift station has been thoroughly tested and is currently operating normally.

REQUESTED ACTION:

Informational and open for discussion

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: SOCALREN/TEC UPDATE

DATE: JULY 13, 2021

Hilton Creek CSD's application for incentives was not completed on time due to several "revise and resubmit" comments and delays in processing from SoCal Edison. A new incentive period is scheduled to begin January 2022. SoCalRen, TEC, and AESC will continue to support the District with project analysis and application preparation until the new period begins. There are other sources of funding for energy efficiency projects that are being looked at in the meantime. This will only be a temporary setback for the District.

REQUESTED ACTION:

Informational and open for discussion

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: QUARTER 2 REGULATORY REPORT – APRIL, MAY, JUNE 2021

DATE: JULY 13, 2021

Please review the attached regulatory report covering the period of April, May, and June of 2021. This report was uploaded to GeoTracker on 7/9/21 with a confirmation #6472133934.

There are no violations during this period.

REQUESTED ACTION:

Review attached report. Open for discussion and questions.

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Months: April, May, June 2021

California Regional Water Quality Control Board

Lahontan Region – Victorville Branch Office

14440 Civic Drive, Suite 200

Victorville, CA 92392-2359

Re: Quarterly Monitoring Report, Quarter 2, April, May, June 2021

BOARD ORDER NO. R6V-2004-0018

WDID NO. 6B140109001

Dear California Regional Water Quality Control Board, Lahontan Region:

Enclosed is a copy of the Hilton Creek Community Services District 2nd Quarter report for its wastewater treatment facility covering the dates of April, May, and June 2021. If you have any questions regarding this information, please contact Kyle Burnett at (760) 935-4500 or E-mail at Districtmanager@HiltonCreekCSD.com.

Hilton Creek CSD continues to have discussions with regulators to determine the best placement of a new groundwater monitoring well. Additional groundwater and treatment plant effluent tests have been performed as requested.

Sincerely,

Kyle Burnett

General Manager

Hilton Creek Community Services District

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Operations and Maintenance Summary

1. **General:** General Manager Kyle Burnett was the operator in charge during this reportable period covering the months of April, May, and June 2021.
2. **Modifications or additions to the wastewater conveyance system, treatment facilities, or disposal facilities:** None.
3. **Major maintenance conducted on the wastewater conveyance system, treatment facilities, or disposal facilities:** Aeration blower #1 was replaced
4. **Major problems occurring in the wastewater conveyance system, treatment facilities, or disposal facilities:** None
5. **Calibration of any wastewater flow measuring device:** None.
6. **Any Violation(s):** None
7. **Corrective Actions Taken:** N/A

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Effluent Reportable Constituents – April, May, June 2021

EFFLUENT April, May, June									
Sample Date	BOD mg/L (monthly)	cBOD mg/L (monthly)	MBAS mg/L (monthly)	pH	DO mg/L (monthly)	TKN mg/L (quarterly)	Total Nitrogen mg/L (extra)	TOTAL FILTERABLE RESIDUE (annually)	CHLORIDE (annually)
	Limits: 30 mean 45 maximum	Limits: N/A	Limits: 1 mean 2 maximum	Limits: 6 – 9	Limits: > 1.0	Limits: N/A	Limits: N/A	Limits: N/A	Limits: N/A
4/2/21	-	-	-	6.77	2.89	-	-	-	-
4/6/21	-	-	ND (0.08 RDL)	-	-	5.2	8.5	-	-
4/7/21	19.8	5.32	-	-	-	-	-	-	-
4/22/21	-	-	-	6.63	2.65	-	-	-	-
5/4/21	-	-	-	6.67	2.50	-	-	-	-
5/5/21	13.2	3.50	-	-	-	-	-	-	-
5/6/21	-	-	ND (0.08 RDL)	-	-	5.3	6.3	-	-
5/18/21	-	-	-	6.73	2.36	-	-	-	-
6/1/21	-	-	ND (0.08 RDL)	-	-	1.1	13	-	-
6/2/21	13.2	2.44	-	-	-	-	-	-	-
6/8/21	-	-	-	6.88	2.49	-	-	-	-
6/21/21	-	-	-	6.52	2.66	-	-	-	-

Notes: Annual Effluent tests on Quarter 1 Report

EFFLUENT SAMPLE POINT - 37,569855, -118.760653

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
 Districtmanager@hiltoncreekcsd.com

PH CALIBRATION AND AND SAMPLE									
CALIBRATE TO PH 4, 7, 10 STANDARDS				SAMPLES					
DATE	TIME	PASS? (y/n)	SLOPE	SAMPLE NAME	SAMPLE TIME	pH	TEMPERATURE (Celcius)	SAMPLE READ	INITIALS
1/6/21	1045	Yes	-58.18	Effluent	1048	6.87	11.9	1050	KB
1/21/21	0943	Yes	-55.87	Effluent	0946	6.84	10.0	0947	KB
2/1/21	1016	Yes	-55.32	Effluent	1021	6.20	9.1	1023	KB
2/23/21	1000	Yes	-54.69	Effluent	1006	6.68	10.6	1008	KB
3/2/21	1028	Yes	-56.97	Effluent	1033	6.60	9.4	1035	KB
3/19/21	1038	Yes	-53.81	Effluent	1043	6.38	12.3	1045	KB
4/2/21	1008	Yes	-54.50	Effluent	1012	6.77	12.6	1014	KB
4/22/21	1009	Yes	-54.07	Effluent	1014	6.63	12.1	1015	KB
5/4/21	0951	Yes	-53.43	Effluent	0957	6.67	13.4	0958	KB
5/18/21	1013	Yes	-56.73	Effluent	1017	6.73	15.6	1018	KB
6/8/21	0927	Yes	-54.18	Effluent	0933	6.88	17.3	0934	KB
6/21/21	1000	Yes	-55.33	Effluent	1005	6.52	20.7	1006	KB
7/1/21	0938	Yes	-54.29	Effluent	0942	6.55	19.3	0943	KB

PH 4 Lot # 066339 Expires July 2022 PH Lot # 16B396 Expires Feb 2023
 PH 7 Lot # 066686 Expires July 2022 PH 7 Lot # 16B200 Expires Feb 2023
 PH 10 Lot # 066709 Expires July 2022 PH 10 Lot # 16B414 Expires Feb 2023

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

DISSOLVED OXYGEN CALIBRATION AND SAMPLE										
AIR CALIBRATION AND 0 DO STANDARD					SAMPLES					
DATE	TIME	TEMPERATURE (Celcius)	DO (mg/L)	Zero DO Check (mg/L)	SAMPLE NAME	SAMPLE TIME	DO (mg/L)	TEMPERATURE (Celcius)	SAMPLE READ	INITIALS
1/6/21	1029	19.0	7.20	0.21	Effluent	1033	2.68	13.6	1036	KB
1/21/21	0929	18.0	7.27	0.28	Effluent	0934	2.74	11.7	0937	KB
2/1/21	0955	20.8	6.93	0.22	Effluent	1005	3.23	12.1	1009	KB
2/23/21	0940	17.7	7.35	0.26	Effluent	0949	3.19	11.9	0951	KB
3/2/21	1003	17.3	7.43	0.28	Effluent	1011	3.06	11.4	1014	KB
3/19/21	1022	19.9	7.02	0.29	Effluent	1029	2.83	13.0	1032	KB
4/2/21	0949	18.6	7.24	0.30	Effluent	0955	2.89	13.9	0959	KB
4/22/21	0948	18.4	7.16	0.31	Effluent	0957	2.65	14.0	1001	KB
5/4/21	1001	19.9	7.05	0.31	Effluent	1009	2.50	15.5	1012	KB
5/18/21	0957	21.7	6.80	0.29	Effluent	1003	2.36	17.3	1006	KB
6/8/21	0908	24.4	6.40	0.25	Effluent	0917	2.49	18.8	0920	KB
6/21/21	0943	28.1	6.02	0.28	Effluent	0950	2.66	22.1	0953	KB
7/1/21	0920	24.4	6.47	0.24	Effluent	0929	2.50	20.5	0932	KB

Zero DO standard Lot # 06J995 Expires Oct 2021

Hilton Creek Community Services District

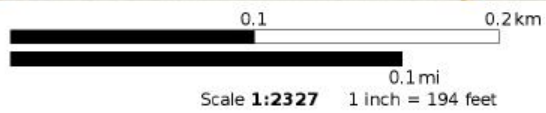
3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



Mercator Projection
WGS84
USNG Zone 11SLB
CalTopo



Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Influent Reportable Constituents – April, May, June 2021

Sample Date	BOD mg/L (monthly)
4/7/21	395
5/5/21	216
6/2/21	313

Notes:

N/A

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Ground Water (Wells) Reportable Constituents – April, May, June, 2021

EXISTING WELL INFORMATION – 2011 Kleinfelder West, INC							
WELL #	DIAMETER (inches)	NORTHING	WESTING	TOP OF CASING ELEVATION	CASING HEIGHT (feet)	TOTAL DEPTH (feet)	GROUND SURFACE ELEVATION (feet)
A	6	37.57164	118.75914	106.39	1.95	67.84	104.44
B	4	37.57183	118.75943	102.45	2.05	74.90	100.40
C	6	37.57204	118.75970	100	1.89	50.00	98.11

Notes: 1.) Data from 2011 Kleinfelder West, INC Summary of “Aquifer Testing to Estimate Groundwater Velocity” please see attached for the entire study

2.) Elevations are relative. Top of casing for Well C was assumed as 100ft

Ground Water (Wells)										
DATE	Well #	Well Elevation (ft)	Water to top of well casing (ft)	Mean Sea Level (ft)	Nitrate mg/L (quarterly)	Total Nitrogen mg/L (extra)	Total Dissolved Solids (quarterly)	MBAS (semi-annually)	TSS (semi-annually)	Chloride (semi-annually)
4/20/21	A	6954	30.3	6921.75	7.9	7.9	210	-	-	-
4/20/21	B	6949	30.9	6916.05	11	11	260	-	-	-
4/20/21	C	6948	36.4	6909.71	14	14	290	-	-	-

Notes: Semi-annual results on Quarter 1 Report

Mean Sea Level Formula = (Well Elevation) – (Water to top of well casing) – (Casing Height)

As calculated by 2011 Kleinfelder West Aquifer study, it appears groundwater movement is flowing in the North West direction. The 2011 Kleinfelder study also determined a flowrate of 1.46ft/day. However, due to the location of Wells A, B, and C, a more accurate flow direction and velocity cannot be calculated. In September 2020, Hilton Creek CSD entered into a contract with Barendt Consulting, LLC to identify a new well location to accurately determine groundwater flow and velocity.

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
 Districtmanager@hiltoncreekcsd.com

GROUNDWATER pH, EC, CALIBRATION SHEET								
CALIBRATE TO pH 7 STANDARD				CALIBRATE TO 1413 STANDARD				
DATE	TIME	PASS? (y/n)	TEMPERATURE (Celcius)	DATE	TIME	PASS? (y/n)	TEMPERATURE (Celcius)	INITIALS
1/20/2021	0833	YES	18.6	1/20/2021	0836	YES	18.5	KB
4/20/2021	0812	YES	18.4	4/20/2021	0817	YES	17.8	KB

pH 7 Lot # 066686 Expires July 2022 1413 standard Lot # 066638 Expires May 2021
 pH 7 Lot # 168200 Expires Feb. 2023 1413 standard Lot # 160278 Expires ~~May~~ April 2022

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HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING												
DATE: 4/20/21			WELL DEPTH (ft): 30-3 67.84				SAMPLED BY: KB					
WELL # A			WATER LEVEL FROM CASING: 30.3				PUMP USED:					
SAMPLES			pH (su)		ELECTRICAL CONDUCTIVITY		TEMPERATURE		PUMPING RATE		DEPTH TO WATER	
NITRATE	TDS	TSS	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE
TIME	PURGING	SAMPLING										
0835	X		6.34	-	339	-	11.9	-	50%	-	30.3	-
0845	X		6.36	0.02	345	6	11.2	-0.7	50%	-	33.9	3.6
0855	X		6.39	0.03	338	-7	11.7	0.5	50%	-	35.3	1.4
0905		X	6.39	0	340	2	11.5	-0.2	50%	-	36.1	0.8
COMMENTS:												
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:												

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HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING													
DATE: 4/20/21			WELL DEPTH (ft): 74.90				SAMPLED BY: EBS						
WELL # B							WATER LEVEL FROM CASING: 30.9				PUMP USED:		
WELL DIAMETER (in): 4													
SAMPLES			pH (su)		ELECTRICAL CONDUCTIVITY		TEMPERATURE		PUMPING RATE		DEPTH TO WATER		
NITRATE	TDS	TSS	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	
TN	MBAS	CHLORIDE											
TIME	PURGING	SAMPLING											
0910	X		6.41	-	388	-	12.0	-	50%	-	30.9	-	
0920	X		6.43	0.02	390	2	11.9	-0.1	50%	-	33.9	3	
0930	X		6.42	-0.01	401	11	12.1	0.2	50%	-	35.1	1.2	
0940		X	6.40	-0.02	398	-3	11.8	-0.3	50%	-	35.2	0.1	
COMMENTS: Slightly Turbid Water													
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:													

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HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING																	
DATE: 4/20/21			WELL DEPTH (ft): 50.00			SAMPLED BY: KLB			WELL #			WELL DIAMETER (in): 6"		WATER LEVEL FROM CASING: 36.4		PUMP USED:	
SAMPLES			pH (su)		ELECTRICAL CONDUCTIVITY		TEMPERATURE		PUMPING RATE		DEPTH TO WATER						
NITRATE	TDS	TSS	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE					
TN	MBAS	CHLORIDE															
TIME	PURGING	SAMPLING															
0950	X		6.51	—	416	—	13.0	—	50%	—	36.4	—					
1000	X		6.51	0	420	4	12.7	-0.3	50%	—	39.6	3.2					
1010	X		6.47	-0.04	415	-5	12.5	-0.2	50%	—	40.1	0.5					
1020		X	6.53	0.06	417	2	13.1	0.6	50%	—	42.0	1.9					
COMMENTS:																	
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:																	

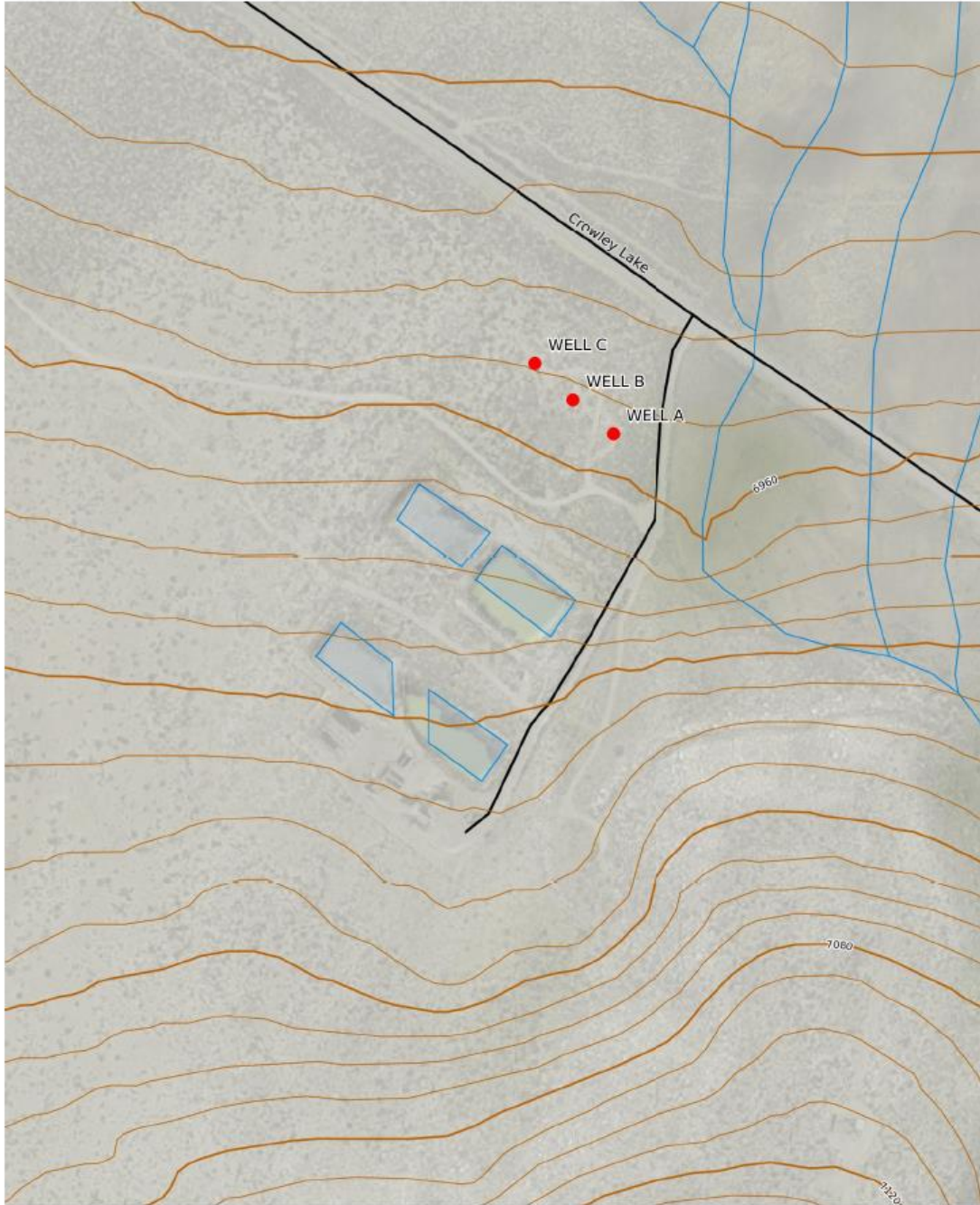
Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

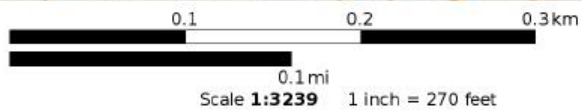
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GROUNDWATER SAMPLING WELLS



Sampling Wells
WGS84
USNG Zone 11SLB
CalTopo



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Percolation Ponds Reportable Constituents – January, February, March, 2021

PERCOLATION PONDS July, August, September 2020					
DATE	POND IN SERVICE	TOTAL FLOW # WHEN IN SERVICE* (USG)	TOTAL FLOW # WHEN OUT SERVICE** (USG)	TOTAL FLOW (USG)	FREEBOARD
Mar 25 – April 1 2021	2	19943501	20419565	476,064	> 2ft at all times
April 1 – April 9 2021	4	20419565	20977039	557,474	> 2ft at all times
April 9 – April 16 2021	3	20977039	21426636	449,597	> 2ft at all times
April 16 – April 23 2021	4	21426636	21847850	421,214	> 2ft at all times
April 23 – April 30 2021	2	21847850	22286272	438,422	> 2ft at all times
April 30 – May 7 2021	3	22286272	22706886	420,614	> 2ft at all times
May 7 – May 14 2021	4	22706886	23136069	429,183	> 2ft at all times
May 14 – May 20 2021	2	23136069	23502644	366,575	> 2ft at all times
May 20 – May 28 2021	4	23502644	23990277	487,633	> 2ft at all times
May 28 – Jun 10 2021	3	23990277	24778556	788,279	> 2ft at all times
Jun 10 – Jun 23 2021	4	24778556	25581176	802,620	> 2ft at all times
Jun 23 – July 1 2021	3	25581176	26106751	525,575	> 2ft at all times

Note: Influent flowmeter calibrated on 8/8/2020.

One percolation pond is in service at a time. Freeboard is always kept greater than 2ft. Total effluent flows to the percolation ponds are based on influent flow to the treatment plant.

***Influent Flowmeter Reading**

**** Influent Flowmeter Reading**

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HCCSD INFLUENT

FLOW

From: 4/1/2021 - 6/30/2021

Date and Time	Ave Flow (USMG/d)	Max Flow (USMG/d)	Min Flow (USMG/d)	Interval Total (USMG)
4/1/2021 12:12	0.067	0.205	0.004	0.067
4/2/2021 12:12	0.066	0.199	0.004	0.066
4/3/2021 12:12	0.064	0.196	0.005	0.064
4/4/2021 12:12	0.069	0.192	0.004	0.069
4/5/2021 12:12	0.076	0.218	0.005	0.076
4/6/2021 12:12	0.073	0.197	0.004	0.073
4/7/2021 12:12	0.071	0.227	0.006	0.071
4/8/2021 12:12	0.07	0.197	0.005	0.07
4/9/2021 12:12	0.07	0.203	0.004	0.07
4/10/2021 12:12	0.062	0.194	0.004	0.062
4/11/2021 12:12	0.066	0.184	0.004	0.066
4/12/2021 12:12	0.067	0.192	0.004	0.067
4/13/2021 12:12	0.059	0.181	0.004	0.059
4/14/2021 12:12	0.06	0.17	0.005	0.06
4/15/2021 12:12	0.06	0.214	0.005	0.06
4/16/2021 12:12	0.058	0.203	0.005	0.058
4/17/2021 12:12	0.061	0.186	0.005	0.061
4/18/2021 12:12	0.064	0.201	0.004	0.064
4/19/2021 12:12	0.067	0.185	0.004	0.067
4/20/2021 12:12	0.06	0.182	0.003	0.06
4/21/2021 12:12	0.059	0.179	0	0.059
4/22/2021 12:12	0.064	0.184	0.003	0.064
4/23/2021 12:12	0.06	0.19	0.004	0.06
4/24/2021 12:12	0.064	0.199	0.006	0.064
4/25/2021 12:12	0.065	0.189	0.005	0.065
4/26/2021 12:12	0.07	0.182	0.005	0.07
4/27/2021 12:12	0.063	0.194	0.005	0.063
4/28/2021 12:12	0.063	0.19	0.004	0.063
4/29/2021 12:12	0.059	0.182	0.003	0.059
4/30/2021 12:12	0.057	0.186	0.003	0.057
5/1/2021 12:12	0.063	0.189	0.004	0.063
5/2/2021 12:12	0.065	0.189	0.004	0.065
5/3/2021 12:12	0.066	0.322	0.005	0.066
5/4/2021 12:12	0.058	0.195	0.004	0.058
5/5/2021 12:12	0.059	0.185	0.004	0.059
5/6/2021 12:12	0.055	0.176	0.003	0.055
5/7/2021 12:12	0.061	0.187	0.004	0.061

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5/8/2021 12:12	0.059	0.172	0.003	0.059
5/9/2021 12:12	0.06	0.176	0.003	0.06
5/10/2021 12:12	0.061	0.176	0.003	0.061
5/11/2021 12:12	0.065	0.199	0.003	0.065
5/12/2021 12:12	0.061	0.186	0.003	0.061
5/13/2021 12:12	0.059	0.182	0.002	0.059
5/14/2021 12:12	0.059	0.192	0.002	0.059
5/15/2021 12:12	0.058	0.171	0.003	0.058
5/16/2021 12:12	0.064	0.194	0.003	0.064
5/17/2021 12:12	0.064	0.189	0.004	0.064
5/18/2021 12:12	0.059	0.182	0.004	0.059
5/19/2021 12:12	0.06	0.189	0.004	0.06
5/20/2021 12:12	0.06	0.174	0.004	0.06
5/21/2021 12:12	0.059	0.178	0.004	0.059
5/22/2021 12:12	0.062	0.181	0.004	0.062
5/23/2021 12:12	0.064	0.188	0.006	0.064
5/24/2021 12:12	0.063	0.176	0.003	0.063
5/25/2021 12:12	0.06	0.172	0.004	0.06
5/26/2021 12:12	0.059	0.177	0.003	0.059
5/27/2021 12:12	0.06	0.177	0.003	0.06
5/28/2021 12:12	0.063	0.188	0.006	0.063
5/29/2021 12:12	0.064	0.181	0.004	0.064
5/30/2021 12:12	0.065	0.184	0.004	0.065
5/31/2021 12:12	0.064	0.181	0.002	0.064
6/1/2021 12:12	0.066	0.195	0.002	0.066
6/2/2021 12:12	0.056	0.172	0.003	0.056
6/3/2021 12:12	0.058	0.179	0.003	0.058
6/4/2021 12:12	0.059	0.177	0.003	0.059
6/5/2021 12:12	0.061	0.187	0.003	0.061
6/6/2021 12:12	0.059	0.186	0.002	0.059
6/7/2021 12:12	0.062	0.189	0.002	0.062
6/8/2021 12:12	0.057	0.182	0.003	0.057
6/9/2021 12:12	0.055	0.198	0.003	0.055
6/10/2021 12:12	0.056	0.185	0.003	0.056
6/11/2021 12:12	0.065	0.186	0.002	0.065
6/12/2021 12:12	0.069	0.193	0.003	0.069
6/13/2021 12:12	0.072	0.193	0.002	0.072
6/14/2021 12:12	0.066	0.182	0.003	0.066
6/15/2021 12:12	0.059	0.189	0.003	0.059
6/16/2021 12:12	0.055	0.181	0.002	0.055
6/17/2021 12:12	0.056	0.187	0.002	0.056
6/18/2021 12:12	0.058	0.185	0.003	0.058
6/19/2021 12:12	0.06	0.189	0.002	0.06

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6/20/2021 12:12	0.061	0.234	0.003	0.061
6/21/2021 12:12	0.063	0.182	0.002	0.063
6/22/2021 12:12	0.06	0.192	0.002	0.06
6/23/2021 12:12	0.058	0.174	0.002	0.058
6/24/2021 12:12	0.065	0.193	0.004	0.065
6/25/2021 12:12	0.068	0.186	0.004	0.068
6/26/2021 12:12	0.063	0.183	0.003	0.063
6/27/2021 12:12	0.066	0.191	0.003	0.066
6/28/2021 12:12	0.061	0.201	0.003	0.061
6/28/2021 22:39	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
6/29/2021 3:28	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
6/29/2021 12:12	0.068	0.199	0.003	0.054
6/30/2021 12:12	0.071	0.204	0.007	0.071
6/30/2021 14:38	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
6/30/2021 15:08	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
			TOTAL FLOW	5.672

Hilton Creek Community Services District

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SLUDGE HAULING – April, May, June 2021

SLUDGE HAULING – APR, MAY, JUN 2021		
DATE	TONS	FACILITY
5/21/2021	2.61	Benton Crossing Class III Landfill
6/26/2021	2.18	Benton Crossing Class III Landfill
TOTAL	4.79	Benton Crossing Class III Landfill

Note: The Benton Crossing Landfill facility is operated under Solid Waste Permit No. 26-AA-0004, California Regional Water Quality Control Board Lahontan Region Board Order No. 6-96-156 and WDID No. 6B260300002.

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ANNUAL SLUDGE METAL AND METALLOIDS: EPA SW846 SERIES



Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
 Crowley Lake, CA 93546

Analytical Report: Page 2 of 4
 Project Name: none
 Project Number: 2021 Sludge Composite

Report Date: 20-May-2021

Work Order Number: C1E0876

Received on Ice (Y/N): No Temp: 19 °C

Laboratory Reference Number

C1E0876-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Dry Bed 1, 2, 3	Sludae	05/06/21 10:20	05/07/21 10:00

Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Solids							
Total Solids	95	0.10	%	SM 2540G	05/10/21 12:45	AMB	
Metals and Metalloids; EPA SW846 Series							
Antimony	1.1	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Arsenic	1.9	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Barium	95	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Beryllium	ND	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Cadmium	ND	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Total Chromium	10	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Cobalt	1.4	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Copper	870	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Lead	14	2.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Mercury	ND	0.10	mg/kg dry	EPA 7471A	05/14/21 12:46	HRL	
Molybdenum	6.0	5.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Nickel	10	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Selenium	ND	5.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Silver	3.4	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Thallium	ND	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	NLOhND
Vanadium	10	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Zinc	640	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	

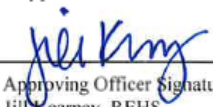
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 Riverside, CA 92502-0432

location
 6100 Quail Valley Court
 Riverside, CA 92507-0704

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CA ELAP No. 2698
 EPA No. CA00102
 NELAP No. OR4035
 LACSD No. 10119

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
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SOLID WASTE FACILITY PERMIT			Facility Number: 26-AA-0004		
1. Name and Street Address of Facility: Benton Crossing Landfill 899 Pit Road Crowley Lake, California 93546	2. Name and Mailing Address of Operator: Mono County Dept. of Public Works PO Box 457 Bridgeport, California 93517	3. Name and Mailing Address of Owner: City of Los Angeles Dept. of Water & Power 300 Mandich Street Bishop, California 93514			
4. Specifications:					
a. Permitted Operations: <input checked="" type="checkbox"/> Solid Waste Disposal Site <input type="checkbox"/> Transformation Facility <input type="checkbox"/> Transfer/Processing Facility (MRF) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Composting Facility (MSW/green material/C&G)					
b. Permitted Hours of Operation: Receipt of Refuse/Waste: See Condition 17.N. Ancillary Operations/Facility Operating Hours: See Condition 17.N.					
c. Permitted Maximum Tonnage: <u>500</u> Tons per Day					
d. Permitted Traffic Volume: <u>100</u> Vehicles per Day					
e. Key Design Parameters (Detailed parameters are shown on site plans bearing EA and CalRecycle validations):					
	Total	Disposal	Transfer/Processing	Composting	Transformation
Permitted Area (in acres)	147.55	70.62	n/a	n/a	n/a
Design Capacity (cu.yds)		2,617,900	n/a	n/a	n/a
Max. Elevation (Ft. MSL)		6961			
Max. Depth (Ft. MSL)		6865			
Estimated Closure Year		2023			
Upon a significant change in design or operation from that described herein, this permit is subject to revocation or suspension. The attached permit findings and conditions are integral parts of this permit and supersede the conditions of any previously issued solid waste facility permit.					
5. Approval:  Approving Officer Signature Jill Kearney, REHS			6. Enforcement Agency Name and Address: Mono County Environmental Health PO Box 3329 Mammoth Lakes, California 93546		
7. Date Received by CalRecycle: January 15, 2013			8. CalRecycle Concurrence Date: March 8, 2013		
9. Permit Issued Date: March 8, 2013		10. Permit Review Due Date: March 8, 2023		11. Owner/Operator Transfer Date: n/a	

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**THE FOLLOWING PAGES ARE LABORATORY AND CHAIN OF CUSTODY
SUPPLEMENTAL DATA**

Hilton Creek Community Services District
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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 1 of 6
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Q2 Wells 2021

Report Date: 05-May-2021

Work Order Number: C1D2606

Received on Ice (Y/N): Yes Temp: 1 °C

Attached is the analytical report for the sample(s) received for your project. Below is a list of the individual sample descriptions with the corresponding laboratory number(s). Also, enclosed is a copy of the Chain of Custody document (if received with your sample(s)). Please note any unused portion of the sample(s) may be responsibly discarded after 30 days from the above report date, unless you have requested otherwise.

Thank you for the opportunity to serve your analytical needs. If you have any questions or concerns regarding this report please contact our client service department.

Sample Identification

<u>Lab Sample #</u>	<u>Client Sample ID</u>	<u>Matrix</u>	<u>Date Sampled</u>	<u>By</u>	<u>Date Submitted</u>	<u>By</u>
C1D2606-01	Well A ---ROUTINE---	Liquid	04/20/21 09:05	Kyle Burnett	04/21/21 09:40	FedEx
C1D2606-02	Well B ---ROUTINE---	Liquid	04/20/21 09:40	Kyle Burnett	04/21/21 09:40	FedEx
C1D2606-03	Well C ---ROUTINE---	Liquid	04/20/21 10:20	Kyle Burnett	04/21/21 09:40	FedEx

mailing
P.O. Box 432
Riverside, CA 92502-0432

location
6100 Quail Valley Court
Riverside, CA 92507-0704

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F (951) 653-1662
www.babcocklabs.com

CA ELAP No. 2698
EPA No. CA00102
NELAP No. OR4035
LACSD No. 10119

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
 Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
 Crowley Lake, CA 93546

Analytical Report: Page 2 of 6
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q2 Wells 2021

Report Date: 05-May-2021

Work Order Number: C1D2606

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number

C1D2606-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Well A	Liquid	04/20/21 09:05	04/21/21 9:40

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Anions							
Nitrate as N	7.9	0.20	mg/L	EPA 300.0	04/21/21 19:46	CAA	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	04/21/21 19:46	CAA	
Solids							
Total Dissolved Solids	210	10	mg/L	SM 2540C	04/24/21 12:45	KJN	
Nutrients							
Kjeldahl Nitrogen	ND	0.1	mg/L	EPA 351.2	04/27/21 16:27	TRS	
Total Nitrogen	7.9	0.40	mg/L	Calculation			

mailing
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location
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 LACSD No. 10119

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
 Crowley Lake, CA 93546

Analytical Report: Page 3 of 6
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q2 Wells 2021

Report Date: 05-May-2021

Work Order Number: C1D2606

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number

C1D2606-02

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Well B	Liquid	04/20/21 09:40	04/21/21 9:40

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Anions							
Nitrate as N	11	0.20	mg/L	EPA 300.0	04/21/21 20:00	CAA	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	04/21/21 20:00	CAA	
Solids							
Total Dissolved Solids	260	10	mg/L	SM 2540C	04/24/21 12:45	KJN	
Nutrients							
Kjeldahl Nitrogen	ND	0.1	mg/L	EPA 351.2	04/27/21 16:28	TRS	
Total Nitrogen	11	0.40	mg/L	Calculation			

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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 4 of 6
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Q2 Wells 2021

Report Date: 05-May-2021

Work Order Number: C1D2606

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number

C1D2606-03

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Well C	Liquid	04/20/21 10:20	04/21/21 9:40

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Anions							
Nitrate as N	14	0.20	mg/L	EPA 300.0	04/21/21 20:43	CAA	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	04/21/21 20:43	CAA	
Solids							
Total Dissolved Solids	290	10	mg/L	SM 2540C	04/24/21 12:45	KJN	
Nutrients							
Kjeldahl Nitrogen	ND	0.1	mg/L	EPA 351.2	04/27/21 16:30	TRS	
Total Nitrogen	14	0.40	mg/L	Calculation			

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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
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Analytical Report: Page 5 of 6
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Q2 Wells 2021

Report Date: 05-May-2021

Work Order Number: C1D2606
Received on Ice (Y/N): Yes Temp: 1 °C

Notes and Definitions

- ND: Analyte NOT DETECTED at or above the Method Detection Limit (if MDL is reported), otherwise at or above the Reportable Detection Limit (RDL)
- NR: Not Reported
- RDL: Reportable Detection Limit
- MDL: Method Detection Limit
- * / m : NELAP does not offer accreditation for this analyte/method/matrix combination

Approval

Enclosed are the analytical results for the submitted sample(s). Babcock Laboratories certify the data presented as part of this report meet the minimum quality standards in the referenced analytical methods. Any exceptions have been noted.

Alexis Nicole Harold For Cindy A. Waddell

cc:

e-Short_No Alias.rpt

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Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
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Analytical Report: Page 6 of 6
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q2 Wells 2021

Report Date: 05-May-2021

Work Order Number: C1D2606

Received on Ice (Y/N): Yes Temp: 1 °C

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Chain of Custody & Sample Information Record

Client: <u>Hilton Creek CSO</u>		Contact: <u>Kyle Burnett</u>		Fax No.		Additional Reporting Request	
Phone No. <u>760 935-4500</u>		Email: <u>District Manager@HiltonCreekCSO.com</u>				Include Q2 Data Tables: <input type="checkbox"/> Yes <input type="checkbox"/> No FAX Results: <input type="checkbox"/> Yes <input type="checkbox"/> No Email Results: <input type="checkbox"/> Yes <input type="checkbox"/> No Name: <input type="checkbox"/> Yes <input type="checkbox"/> No Produce Source Number in Report: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Name: <u>Q2 WELLS 2021</u>		Turn Around Time: <u>Routine</u>		*72 Hour Rush *48 Hour Rush *24 Hour Rush			
Project Location: <u>WELLS A B C</u>		*Lab Dir. Approval:		By:		*Additional Charges Apply	

Sampler Information			# of Containers & Preservatives		Sample Types		Analysis Requested		Matrix		Notes	
Sample ID	Date	Time	Unpreserved	Preservative	Preservative	Preservative	Preservative	Preservative	Preservative	Preservative		
Well A	4/26/21	0905	X		X	Z	X	X	X	X	GW	Please Point to in ESB Report as well as Contractor S/H
Well B	4/26/21	0940	X		X	Z	X	X	X	X	GW	
Well C	4/26/21	1020	X		X	Z	X	X	X	X	GW	

Relinquished By (sign)	Print Name / Company	Date / Time	Received By (sign)	Print Name / Company
<i>[Signature]</i>	K. Burnett HCCSD	4/26/21 1930	<i>[Signature]</i>	Peelix
<i>[Signature]</i>	Fedex	05/11/21 0940	<i>[Signature]</i>	PROBABLE WORK LESS

By signing on behalf of your organization and relinquishing this chain of custody you agree to abide by the Babcock Laboratories, Inc. Terms and Conditions.

(For Lab Use Only) Sample Integrity Upon Receipt/Acceptance Criteria: 100%

Sample(s) Submitted on Ice? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Sample meets laboratory acceptance criteria? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Custody Seal Intact? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Permission to continue: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Sample(s) Intact? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Deviation/Notes: <u>100% in container PL 04/21/21</u>
Temperature: <u>1</u>	Signature/Date: _____

C1D2606

Rec'd: 04/21/2021 09:40

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Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Report Date: 21-May-2021

Analytical Report: Page 1 of 4

Project Name: Hilton Crk. - Inf./Eff.

Project Number: May Final Eff MBAS TN

Work Order Number: C1E0870

Received on Ice (Y/N): Yes Temp: 2 °C

Attached is the analytical report for the sample(s) received for your project. Below is a list of the individual sample descriptions with the corresponding laboratory number(s). Also, enclosed is a copy of the Chain of Custody document (if received with your sample(s)). Please note any unused portion of the sample(s) may be responsibly discarded after 30 days from the above report date, unless you have requested otherwise.

Thank you for the opportunity to serve your analytical needs. If you have any questions or concerns regarding this report please contact our client service department.

Sample Identification

<u>Lab Sample #</u>	<u>Client Sample ID</u>	<u>Matrix</u>	<u>Date Sampled</u>	<u>By</u>	<u>Date Submitted</u>	<u>By</u>
C1E0870-01	Final Eff ---ROUTINE---	Liquid	05/06/21 09:37	Kyle Burnett	05/07/21 10:20	FedEx

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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 2 of 4

Project Name: Hilton Crk. - Inf./Eff.

Project Number: May Final Eff MBAS TN

Report Date: 21-May-2021

Work Order Number: C1E0870

Received on Ice (Y/N): Yes Temp: 2 °C

Laboratory Reference Number

C1E0870-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Final Eff	Liquid	05/06/21 09:37	05/07/21 10:20

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Anions							
Nitrate as N	0.93	0.20	mg/L	EPA 300.0	05/07/21 16:01	KBS	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	05/07/21 16:01	KBS	
Surfactants							
MBAS	ND	0.08	mg/L	SM 5540C	05/07/21 21:43	DAD	
Nutrients							
Kjeldahl Nitrogen	5.3	0.2	mg/L	EPA 351.2	05/19/21 19:16	TRS	
Total Nitrogen	6.3	0.50	mg/L	Calculation			

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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 3 of 4

Project Name: Hilton Crk. - Inf./Eff.

Project Number: May Final Eff MBAS TN

Report Date: 21-May-2021

Work Order Number: C1E0870

Received on Ice (Y/N): Yes Temp: 2 °C

Notes and Definitions

ND: Analyte NOT DETECTED at or above the Method Detection Limit (if MDL is reported), otherwise at or above the Reportable Detection Limit (RDL)

NR: Not Reported

RDL: Reportable Detection Limit

MDL: Method Detection Limit

* / ** : NELAP does not offer accreditation for this analyte/method/matrix combination

Approval

Enclosed are the analytical results for the submitted sample(s). Babcock Laboratories certify the data presented as part of this report meet the minimum quality standards in the referenced analytical methods. Any exceptions have been noted.

Alexis Nicole Harold For Cindy A. Waddell

cc:

e-Short_No Alias.rpt

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Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
 Crowley Lake, CA 93546

Analytical Report: Page 4 of 4
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: May Final Eff MBAS TN

Report Date: 21-May-2021

Work Order Number: C1E0870

Received on Ice (Y/N): Yes Temp: 2 °C



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Chain of Custody & Sample Information Record

Client: <u>Hilton Creek CSO</u>		Contact: <u>Kyle Burnett</u>		Fax No.		Additional Reporting Requests	
Phone No: <u>760 935 4500</u>		email: <u>DistrictManager@HiltonCreekCSO.com</u>				<input type="checkbox"/> Include GC Data Package <input type="checkbox"/> P&H Results <input type="checkbox"/> Final Results <input type="checkbox"/> State EPT	
Project Name: <u>May Final Eff MBAS TN</u>		Turn Around Time: <u>Standard</u>		*72 Hour Rush *48 Hour Rush *24 Hour Rush			
Project Location: <u>Hilton Creek CSO</u>		*Lab DAT Approval:		By:		*Additional Charges Apply	

Sampler Information		# of Containers & Preservatives		Sample Type		Analysis Requested		Matrix		Notes	
Name: <u>Kyle Burnett</u>		Unpreserved H ₂ SO ₄ HCl HNO ₃ H ₂ O ₂ None NaOH NaOH/2% Acetate NH ₄ Cl BDO CDS	2	2	Routine	Special	MBAS	Total Nitrogen	WW	Please also provide EPO Grant	
Employer: <u>Hilton Creek CSO</u>											
Signature: <u>Kyle Burnett</u>											
Sample ID	Date	Time	Total # of Containers		Sample Type	Analysis Requested	Matrix				
<u>FINAL EFF</u>	<u>5/6/21</u>	<u>09:37</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>WW</u>		

Relinquished By (sign)	Print Name / Company	Date / Time	Received By (sign)	Print Name / Company
<u>[Signature]</u>	<u>K. Burnett HCLSD</u>	<u>5/6/21 13:50</u>	<u>[Signature]</u>	<u>ROSEMARIE LOPRIZI HCLSD</u>
<u>Fedex</u>	<u>Fedex</u>	<u>05/07/2021 10:20</u>	<u>Fedex</u>	<u>Fedex</u>

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<i>(For Lab Use Only)</i> Sample Integrity Upon Receipt/Acceptance Criteria: <u>Failure</u>	
Sample(s) Submitted on Ice? <input checked="" type="radio"/> Yes <input type="radio"/> No	Sample meets laboratory acceptance criteria? <input checked="" type="radio"/> Yes <input type="radio"/> No
Custody Seal(s) intact? <input checked="" type="radio"/> Yes <input type="radio"/> No	Permission to continue: <input checked="" type="radio"/> Yes <input type="radio"/> No
Sample(s) intact? <input checked="" type="radio"/> Yes <input type="radio"/> No	Deviation/Notes: _____
Temperature: <u>2</u> °C <input type="checkbox"/> Cooler Blank	Signature/Date: _____

C1E0870

Re'd: 05/07/2021 10:20

SNL



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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 1 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: June Eff MBAS TN

Report Date: 22-Jun-2021

Work Order Number: C1F0258

Received on Ice (Y/N): Yes Temp: 1 °C

Attached is the analytical report for the sample(s) received for your project. Below is a list of the individual sample descriptions with the corresponding laboratory number(s). Also, enclosed is a copy of the Chain of Custody document (if received with your sample(s)). Please note any unused portion of the sample(s) may be responsibly discarded after 30 days from the above report date, unless you have requested otherwise.

Thank you for the opportunity to serve your analytical needs. If you have any questions or concerns regarding this report please contact our client service department.

Sample Identification

<u>Lab Sample #</u>	<u>Client Sample ID</u>	<u>Matrix</u>	<u>Date Sampled</u>	<u>By</u>	<u>Date Submitted</u>	<u>By</u>
C1F0258-01	Final Eff ---ROUTINE---	Liquid	06/01/21 10:14	Kyle Burnett	06/02/21 10:16	FedEx

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P.O. Box 432
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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 2 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: June Eff MBAS TN

Report Date: 22-Jun-2021

Work Order Number: C1F0258

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number

C1F0258-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Final Eff	Liquid	06/01/21 10:14	06/02/21 10:16

<u>Analyte(s)</u>	<u>Result</u>	<u>RDL</u>	<u>Units</u>	<u>Method</u>	<u>Analysis Date</u>	<u>Analyst</u>	<u>Flag</u>
Anions							
Nitrate as N	11	0.20	mg/L	EPA 300.0	06/03/21 03:28	KBS	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	06/03/21 03:28	KBS	
Surfactants							
MBAS	ND	0.08	mg/L	SM 5540C	06/02/21 22:58	DAD	
Nutrients							
Kjeldahl Nitrogen	1.1	0.2	mg/L	EPA 351.2	06/18/21 22:24	TRS	
Total Nitrogen	13	0.50	mg/L	Calculation			

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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 3 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: June Eff MBAS TN

Report Date: 22-Jun-2021

Work Order Number: C1F0258

Received on Ice (Y/N): Yes Temp: 1 °C

Notes and Definitions

- ND: Analyte NOT DETECTED at or above the Method Detection Limit (if MDL is reported), otherwise at or above the Reportable Detection Limit (RDL)
- NR: Not Reported
- RDL: Reportable Detection Limit
- MDL: Method Detection Limit
- * / ** : NELAP does not offer accreditation for this analyte/method/matrix combination

Approval

Enclosed are the analytical results for the submitted sample(s). Babcock Laboratories certify the data presented as part of this report meet the minimum quality standards in the referenced analytical methods. Any exceptions have been noted.

Alexis Nicole Harold For Cindy A. Waddell

cc:

e-Short_No Alias.rpt

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LACSD No. 10119

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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 1 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Eff Q2 TN TKN MBAS

Report Date: 21-Apr-2021

Work Order Number: C1D0710

Received on Ice (Y/N): Yes Temp: 1 °C

Attached is the analytical report for the sample(s) received for your project. Below is a list of the individual sample descriptions with the corresponding laboratory number(s). Also, enclosed is a copy of the Chain of Custody document (if received with your sample(s)). Please note any unused portion of the sample(s) may be responsibly discarded after 30 days from the above report date, unless you have requested otherwise.

Thank you for the opportunity to serve your analytical needs. If you have any questions or concerns regarding this report please contact our client service department.

Sample Identification

<u>Lab Sample #</u>	<u>Client Sample ID</u>	<u>Matrix</u>	<u>Date Sampled</u>	<u>By</u>	<u>Date Submitted</u>	<u>By</u>
C1D0710-01	Final Eff --ROUTINE--	Liquid	04/06/21 10:04	Kyle Burnett	04/07/21 09:40	FedEx

mailing
P.O Box 432
Riverside, CA 92502-0432

location
6100 Quail Valley Court
Riverside, CA 92507-0704

P 951 653 3351
F 951 653 1662
www.babcocklabs.com

CA ELAP No. 2698
EPA No. CA00102
NELAP No. OR4035
LACSD No. 10119

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
 Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
 Crowley Lake, CA 93546

Analytical Report: Page 2 of 4
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Eff Q2 TN TKN MBAS

Report Date: 21-Apr-2021

Work Order Number: C1D0710

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number
C1D0710-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Final Eff	Liquid	04/06/21 10:04	04/07/21 9:40

Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Anions							
Nitrate as N	3.3	0.20	mg/L	EPA 300.0	04/07/21 17:36	CAA	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	04/07/21 17:36	CAA	
Surfactants							
MBAS	ND	0.08	mg/L	SM 5540C	04/07/21 19:25	DAD	
Nutrients							
Kjeldahl Nitrogen	5.2	1.0	mg/L	EPA 351.2	04/14/21 15:40	SLL	
Total Nitrogen	8.5	1.3	mg/L	Calculation			

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location
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 LACSD No. 10119

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 3 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Eff Q2 TN TKN MBAS

Report Date: 21-Apr-2021

Work Order Number: C1D0710
Received on Ice (Y/N): Yes Temp: 1 °C

Notes and Definitions

- ND: Analyte NOT DETECTED at or above the Method Detection Limit (if MDL is reported), otherwise at or above the Reportable Detection Limit (RDL)
- NR: Not Reported
- RDL: Reportable Detection Limit
- MDL: Method Detection Limit
- * / m : NELAP does not offer accreditation for this analyte/method/matrix combination

Approval

Enclosed are the analytical results for the submitted sample(s). Babcock Laboratories certify the data presented as part of this report meet the minimum quality standards in the referenced analytical methods. Any exceptions have been noted.

Alexis Nicole Harold For Cindy A. Waddell

cc:

e-Short_No Alias.rpt

This report applies only to the sample(s) analyzed. As a mutual protection to clients, the public, and Babcock Laboratories, Inc., this report is submitted and accepted for the exclusive use of the Client to whom it is addressed. Interpretation and use of the information contained within this report are the sole responsibility of the Client. Babcock Laboratories, Inc. is not responsible for any misinformation or consequences that may result from misinterpretation or improper use of this report. This report is not to be modified or abbreviated in any way. Additionally, this report is not to be used, in whole or in part, in any advertising or publicity matter without written authorization from Babcock Laboratories, Inc. The liability of Babcock Laboratories, Inc. is limited to the actual cost of the requested analyses, unless otherwise agreed upon in writing. There is no other warranty expressed or implied.

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CA ELAP No. 2698
EPA No. CA00102
NELAP No. OR4035
LACSD No. 10119

Hilton Creek Community Services District
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Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
 Crowley Lake, CA 93546

Analytical Report: Page 4 of 4
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Eff Q2 TN TKN MBAS

Report Date: 21-Apr-2021

Work Order Number: C1D0710

Received on Ice (Y/N): Yes Temp: 1 °C

Sampler Information		# of Containers & Preservatives		Sample Type		Analysis Requested		Matrix		Notes																	
Name: Kyle Burnett	Employer: Hilton Creek CSO	Signature: <i>[Signature]</i>	Unreserved	HClO4	HNO3	H2SO4	NH4OH	NH4OH/Zn Acetate	NH4Cl	PDC	Leid	Total # of Containers	Hourtime	Resample	Special	Temp. In Storage	Lab	MBAS	DW - Drinking Water	WW - Waste Water	GW - Ground Water	S - Source	SG - Surge	L - Liquid	M - Miscellaneous	Please also provide data in EDO format	
Sample ID	Date	Time																									
Final EFF	4/6/21	10:14	X									2	X	X	X												
Relinquished By (sign)		Print Name / Company		Date / Time		Received By (sign)		Print Name / Company																			
<i>[Signature]</i>		K. Burnett HCCSD		4/6/21 13:30		<i>[Signature]</i>		Pedro																			
<i>[Signature]</i>		Pedro		4/7/21 9:40		<i>[Signature]</i>		RODRIGUEZ																			

By signing on behalf of your organization and relinquishing this chain of custody you agree to abide by the Babcock Laboratories, Inc. Terms and Conditions.

(For Lab Use Only) Sample Integrity Upon Receipt/Acceptance Criteria: Table 1

Sample(s) Submitted on Ice?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Sample meets laboratory acceptance criteria?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Dusty Seal(s) Intact?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Permission to continue:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Sample(s) Intact?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Deviation/Notes:		
Temperature: 1 °C	<input type="checkbox"/> Cooler Blank	Signature/Date:			

C1D0710
 Rec'd: 04/07/2021 09:40
 EVS

Page 4 of 7

mailing
 P.O Box 432
 Riverside, CA 92502-0432

location
 6100 Quail Valley Court
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 NELAP No. OR4035
 LACSD No. 10119

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 1 of 4
Project Name: none
Project Number: 2021 Sludge Composite

Report Date: 20-May-2021

Work Order Number: C1E0876
Received on Ice (Y/N): No Temp: 19 °C

Attached is the analytical report for the sample(s) received for your project. Below is a list of the individual sample descriptions with the corresponding laboratory number(s). Also, enclosed is a copy of the Chain of Custody document (if received with your sample(s)). Please note any unused portion of the sample(s) may be responsibly discarded after 30 days from the above report date, unless you have requested otherwise.

Thank you for the opportunity to serve your analytical needs. If you have any questions or concerns regarding this report please contact our client service department.

Sample Identification

<u>Lab Sample #</u>	<u>Client Sample ID</u>	<u>Matrix</u>	<u>Date Sampled</u>	<u>By</u>	<u>Date Submitted</u>	<u>By</u>
C1E0876-01	Dry Bed 1, 2, 3 --ROUTINE--	Sludge	05/06/21 10:20	Kyle Burnett	05/07/21 10:00	FedEx

mailing
P.O. Box 432
Riverside, CA 92502-0432

location
6100 Quail Valley Court
Riverside, CA 92507-0704

P (951) 653-3351
F (951) 653-1662
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CA ELAP No. 2698
EPA No. CA00102
NELAP No. OR4035
LACSD No. 10119

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
 Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
 Crowley Lake, CA 93546

Analytical Report: Page 2 of 4
 Project Name: none
 Project Number: 2021 Sludge Composite

Report Date: 20-May-2021

Work Order Number: C1E0876
 Received on Ice (Y/N): No Temp: 19 °C

Laboratory Reference Number
C1E0876-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Dry Bed 1, 2, 3	Sludge	05/06/21 10:20	05/07/21 10:00

Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Solids							
Total Solids	95	0.10	%	SM 2540G	05/10/21 12:45	AMB	
Metals and Metalloids; EPA SW846 Series							
Antimony	1.1	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Arsenic	1.9	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Barium	95	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Beryllium	ND	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Cadmium	ND	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Total Chromium	10	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Cobalt	1.4	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Copper	870	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Lead	14	2.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Mercury	ND	0.10	mg/kg dry	EPA 7471A	05/14/21 12:46	HRL	
Molybdenum	6.0	5.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Nickel	10	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Selenium	ND	5.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Silver	3.4	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Thallium	ND	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	NLOhND
Vanadium	10	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	
Zinc	640	1.0	mg/kg dry	EPA 6020	05/14/21 10:32	AJH	

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location
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 Riverside, CA 92507-0704

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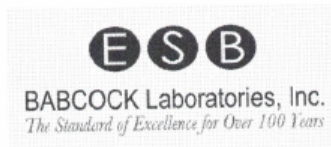
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 EPA No. CA00102
 NELAP No. OR4035
 LACSD No. 10119

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 3 of 4
Project Name: none

Project Number: 2021 Sludge Composite

Report Date: 20-May-2021

Work Order Number: C1E0876

Received on Ice (Y/N): No

Temp: 19 °C

Notes and Definitions

NLOHND LCS recovery was above method control limit for this analyte. Analyte not detected, therefore data not impacted.

ND: Analyte NOT DETECTED at or above the Method Detection Limit (if MDL is reported), otherwise at or above the Reportable Detection Limit (RDL)

NR: Not Reported

RDL: Reportable Detection Limit

MDL: Method Detection Limit

* /^m: NELAP does not offer accreditation for this analyte/method/matrix combination

Approval

Enclosed are the analytical results for the submitted sample(s). Babcock Laboratories certify the data presented as part of this report meet the minimum quality standards in the referenced analytical methods. Any exceptions have been noted.

Alexis Nicole Harold For Cindy A. Waddell

cc:

e-Short_No Alias.rpt

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EPA No. CA00102
NELAP No. OR4035
LACSD No. 10119

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
 Districtmanager@hiltoncreekcsd.com



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Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
 Crowley Lake, CA 93546

Analytical Report: Page 4 of 4
 Project Name: none
 Project Number: 2021 Sludge Composite

Report Date: 20-May-2021

Work Order Number: C1E0876

Received on Ice (Y/N): No Temp: 19 °C

		6100 Quail Valley Court Riverside, CA 92507 (951) 653-3351 • FAX (951) 653-1662 www.babcocklabs.com		Chain of Custody & Sample Information Record			
Client: <u>Hilton Creek CSO</u> Phone No: <u>760 935 4500</u>		Contact: <u>Kyle Burnett</u> Email: <u>kburnett@hiltoncreekcsd.com</u>		Fax No: _____		Additional Reporting Request: Insure OC Data Package: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PAC for sale: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Email Results: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Auto EIT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (include desired number in notes)	
Project Name: <u>2021 Sludge Composite</u> Project Location: <u>Hilton Creek CSO</u>		Turn Around Time: <u>Routine</u> *72 Hour Rush *48 Hour Rush *24 Hour Rush		*Lab TAT Approval: _____ By: _____ *Additional Charges Apply			
Sampler Information Name: <u>Kyle Burnett</u> Employer: <u>Hilton Creek CSO</u> Signature: <u>[Signature]</u>		# of Containers & Preservatives Urpreservant: <input checked="" type="checkbox"/> HClO4: _____ HNO3: _____ H2SO4: _____ NaOH: _____ NaOH/20% Acetone: _____ NH4Cl: _____ PEG: _____		Total # of Containers: Routine: <input checked="" type="checkbox"/> Resample: _____ Special: _____ B/L Swab/SL Swabs: _____		Analysis Requested: _____ Matrix: DW = Drinking Water WW = Wastewater GW = Ground Water S = Soils SG = Sludge L = Liquid M = Miscellaneous	
Sample ID: <u>Dr Bed 2, 3</u>		Date: <u>5/16/21</u> Time: <u>10:00</u>		Notes: <u>Please also provide 500 L/min</u>			
Relinquished By (sign): <u>[Signature]</u>		Print Name / Company: <u>K. Burnett HCCSD</u>		Date / Time: <u>5/16/21 10:00A</u>		Received By (sign): <u>[Signature]</u>	
		Print Name / Company: <u>FedEx</u>		Date / Time: <u>5/17/21 10:00A</u>		Received By (sign): <u>[Signature]</u>	
(For Lab Use Only) Sample integrity Upon Receipt/Acceptance Criteria		Sample integrity Upon Receipt/Acceptance Criteria		C1E0876 Rec'd: 05/07/2021 10:00			
Sample(s) Submitted on Ice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Sample meets laboratory acceptance criteria? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Temperature: <u>19</u> °C <input checked="" type="checkbox"/> Circle: Blank		Page _____ of _____	
Custody Seal(s) Intact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Permission to conduct: <u>TEMP WATER</u>		Signature/Date: _____		Page _____ of _____	
Sample(s) Intact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Dispatched to: _____		Signature/Date: _____		Page _____ of _____	

mailing
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 NELAP No. OR4035
 LACSD No. 10119

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
 Districtmanager@hiltoncreekcsd.com

Mammoth Community Water District
 Water Quality Laboratory
 Analytical Report

Document Control #: R_1
 Revision 1
 effective 11/10/20 BM

Project ID: None
 Report Date: 04/26/21

Hilton Creek CSD
 3222 Crowley Lake Drive
 Crowley Lake, CA 93546



Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 21041911-3318 Page 1 of 1

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21041911-01	FINALEFF	WDR100037539	Wastewater	04/07/21 09:03		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	19.8	1	mg/L	SM5210 B	Routine	04/07/21 15:10	BM	
Carbonaceous biochemical oxyge	5.32	1	mg/L	SM5210 B	Routine	04/07/21 15:10	BM	

Sample Details


Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21041911-02	INFLUENT	WDR100037539	Wastewater	04/07/21 09:04		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	395	1	mg/L	SM5210 B	Routine	04/07/21 15:10	BM	

Notes:

Enclosed are the analytical results for the submitted sample(s). The MCWD laboratory certifies the data presented as part of this report meet the minimum quality standards in the referenced analytical methods. Any exceptions have been noted.


 Bruce Medhurst, MCWD Laboratory Director

Mailing PO Box 597 Mammoth Lakes, CA 93546	Location 1315 Meridian Blvd. Mammoth Lakes, CA 93546	Phone: 760-934-2596 Ext. 250 mcwd.dst.ca.us	CA ELAP No. 1453
--	--	--	------------------

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
 Districtmanager@hiltoncreekcsd.com

Mammoth Community Water District
 Water Quality Laboratory
 Analytical Report

Document Control #: R_1
 Revision 1
 effective 11/10/20 BM

Project ID: None
 Report Date: 06/01/21



Hilton Creek CSD
 3222 Crowley Lake Drive
 Crowley Lake, CA 93546

Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 21051117-2741 Page 1 of 1

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21051117-01	FINALEFF	WDR100037539	Wastewater	05/05/21 09:46		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	13.2	1	mg/L	SM5210 B	Routine	05/05/21 15:35	BM	
Carbonaceous biochemical oxyge	3.50	1	mg/L	SM5210 B	Routine	05/05/21 15:35	BM	

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21051117-02	INFLUENT	WDR100037539	Wastewater	05/05/21 09:47		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	216	1	mg/L	SM5210 B	Routine	05/05/21 15:35	BM	

Notes:

Enclosed are the analytical results for the submitted sample(s). The MCWD laboratory certifies the data presented as part of this report meet the minimum quality standards in the referenced analytical methods. Any exceptions have been noted.

Bruce Medhurst, MCWD Laboratory Director

Mailing PO Box 597 Mammoth Lakes, CA 93546	Location 1315 Meridian Blvd. Mammoth Lakes, CA 93546	Phone: 760-934-2596 Ext. 250 mcwd.dst.ca.us	CA ELAP No. 1453
--	--	--	------------------

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
 Districtmanager@hiltoncreekcsd.com

Mammoth Community Water District
 Water Quality Laboratory
 Analytical Report

Document Control #: R_1
 Revision 1
 effective 11/10/20 BM

Project ID: None
 Report Date: 07/01/21



Hilton Creek CSD
 3222 Crowley Lake Drive
 Crowley Lake, CA 93546

Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com

Report #: 21061803-4744 Page 1 of 1

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21061803-01	FINALEFF	WDR100037539	Wastewater	06/02/21 09:05		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	13.2	1	mg/L	SM5210 B	Routine	06/02/21 15:45	BM	
Carbonaceous biochemical oxyge	2.44	1	mg/L	SM5210 B	Routine	06/02/21 15:45	BM	

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21061803-02	INFLUENT	WDR100037539	Wastewater	06/02/21 09:06		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	313	1	mg/L	SM5210 B	Routine	06/02/21 15:45	BM	

Notes:

Enclosed are the analytical results for the submitted sample(s). The MCWD laboratory certifies the data presented as part of this report meet the minimum quality standards in the referenced analytical methods. Any exceptions have been noted.

Bruce Medhurst, MCWD Laboratory Director

Mailing PO Box 597 Mammoth Lakes, CA 93546	Location 1315 Meridian Blvd. Mammoth Lakes, CA 93546	Phone: 760-934-2596 Ext. 250 mcwd.dst.ca.us	CA ELAP No. 1453
--	--	--	------------------

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: DELINQUENT ACCOUNT REPORT

DATE: JULY 13, 2021

The following accounts will be placed on the Mono County Direct Assessment for collection through property taxes.

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

Account	ASSESSMENT NO.	OWNER'S NAME	DELINQUENCY		
			Sewer	Juniper	Total
6023031	060230031000	Jesse Yzaguirre	475.05		475.05
6023028	060230028000	Scott Cherry & Kelli Moore	553.10		553.10
6019006	060190006000	Raymond & Michelle McMillian	221.24	1,211.37	1,432.61
			1,249.39	1,211.37	2,460.76

There will be a public hearing at the August 10, 2021 Regular Board meeting regarding the above accounts and subsequent adoption of a resolution authorizing the Direct Assessment.

A Notice of a Public Hearing will be published two weeks prior to the Public Hearing in The Sheet and Mammoth Times which will include the names of the property owners.

I am pleased to announce that the letters authorized by the Board at the June 8, 2021 Board Meeting were sent out and provided an effective method of collecting on accounts that were past due resulting in five accounts that were brought current.

Last fiscal year there were seven delinquent accounts reported to the Direct Assessment and this year the delinquent accounts have dropped to three; two of which are habitual delinquent accounts from previous years.

The credit card payment portal, along with outreach to the property owners has enhanced the District's ability to collect on past due accounts.

Prior to submitting to the County, I will attempt to connect with the above-named parties before the August Public Hearing to provide them an opportunity to resolve the outstanding account balances.

REQUESTED ACTION: Motion to approve the Delinquency Report of June 30, 2021.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: LATE FEES

DATE: JULY 13, 2021

During the June 8, 2021 the Board requested that finance charges/late fees added to the July agenda for discussion.

Ordinance 81-01, Section 11.03 provides the District a means of charging late fees and states the following:

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.

Our current invoice states:

**A 10% DELINQUENT CHARGE IS ADDED TO EACH
ACCOUNT THAT IS 30 DAYS PAST DUE. A .5%
DELINQUENT CHARGE IS ADDED FOR EACH MONTH
THEREAFTER UNTIL BROUGHT CURRENT.**

It has not been the practice of the District to charge late fees. There was a period of time that late fees were assessed but it was for a very short time without follow through. Possibly due to the complexity of the process without current software system.

The Board may consider a flat fee or flat annual percentage rate for each late invoice. \$10 Delinquent charge added to each account that is 30 days past due. An additional \$10 delinquent charge will be added for each month thereafter until brought current.

REQUESTED ACTION: Discuss and provide direction to staff.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: PER DIEM EMPLOYMENT CONTRACT – JASON HATTER

DATE: JULY 13, 2021

Please review the attached contract for Jason Hatter.

REQUESTED ACTION:

Approve and sign the contract

HILTON CREEK COMMUNITY SERVICES DISTRICT
ELECTRICIAN/DISTRICT EMERGENCY CONTACT PER DIEM EMPLOYMENT
AGREEMENT

This Agreement is made effective as of July 1, 2021 (the “Effective Date”) by and between the Hilton Creek Community Services District (hereinafter referred to as “District”) and Jason Hatter (hereinafter referred to as “Per Diem Employee”).

WHEREAS, the District desires to employ Electrician/District Emergency Contact and Response on the terms set forth herein; and

WHEREAS, Per Diem Employee desires to be employed by the District as Electrician/District Emergency Contact and Response on the terms set forth herein; and

WHEREAS, it is the desire of the Board of Directors of the District (the “Board”) and Per Diem Employee to set forth the terms and conditions of Employee’s Per Diem employment by the District; and

NOW, THEREFORE, in consideration of the following mutual promises, the foregoing recitals, and the covenants, conditions and agreements contained herein, the parties agree as follows:

1. **Employment.**
The District hereby employs Per Diem Employee to serve as its Electrician/District Emergency Contact Response upon the terms and conditions as hereinafter set forth. Employee accepts such per diem employment upon the terms and conditions as hereinafter set forth.
2. **Term.**
This Agreement shall be effective July 1, 2021 and shall terminate June 30, 2022, unless terminated earlier under Section 9 or extended by mutual agreement of the parties. This Agreement may be amended by mutual agreement of the parties. This Agreement supersedes any and all prior agreements between the District and Employee.
3. **Schedule / Time at Work.**
Per Diem Employee does not have a set schedule and there are no minimum work hours promised by the District. Likewise, the Per Diem Employee has the right to refuse work hours offered by the District. Per Diem Employee’s may not work 1,000 or more hours per contractual/fiscal year nor **average** more than 19 hours per week.
4. **Compensation.**
 - A) For Employee’s services rendered to the District on a Per Diem basis, the District shall pay the following:
 - I. The Per Diem Employee shall be entitled to a response flat fee of \$1,000 per month to be due and payable on the first day of each month. The response flat fee is to ensure that the District receives a priority response and the Per Diem Employee will respond to the electrical and emergency needs of the District above all other obligations to other employer’s or contracted services.

- II. Emergencies requiring a physical response will be 2 hours minimum, actual time will be paid portal to portal.
 - B) Hourly Rates.
 - I. Monday through Friday 8 a.m. to 5 p.m. \$85 Per Hour
 - II. Monday through Friday 5:01 p.m. to 7:59 a.m. \$127.50 Per Hour
 - III. Saturday and Sunday – All Day \$127.50 Per Hour
 - IV. Standby Services - Scheduled \$75 Per Day

- 5. Benefits.
The District shall not provide the Per Diem Employee with health, retirement, paid time off benefits or any other benefit paid to full time employees unless otherwise required by law.

- 6. Reimbursement.
The District shall reimburse Per Diem Employee for documented actual and necessary expenses incurred within the scope of Per Diem Employee’s employment (e.g., lodging, meals, parking, tolls, hotels, etc.). For reimbursement, Per Diem Employee shall submit an expense claim in writing supported by appropriate written documentation on the first day of the month following the month the expenses are incurred. Reimbursement shall only be allowed for expenses permitted by District policy or incurred with prior approval of the Board and not otherwise reimbursed.

- 7. Professional Reimbursement.
To the extent deemed appropriate by the Board of Directors, the District shall pay the professional dues, subscriptions, and other educational expenses necessary for Per Diem Employee’s full participation in applicable professional associations, for their continued professional growth and for the good of the District.

- 8. Duties and Responsibilities of Employee.
Per Diem Employee shall respond to emergency alarms from the District’s wastewater treatment system and pump station as requested by the General Manager or dictated by the emergency phone tree contact list.
 - A) Per Diem Employee shall provide or arrange for emergency electrical maintenance and/or repair to the District facilities.
 - B) Per Diem Employee agrees to perform scheduled electrical services as mutually agreed by the District Directors, General Manager or Consultant.
 - C) Per Diem Employee agrees to perform standby services as mutually agreed to between the Per Diem Employee and General Manager.
 - D) Per Diem Employee agrees to assist General Manager with District wastewater treatment system and pump station repairs and maintenance if available and willing.
 - E) Per Diem Employee does not have the authority to enter into any contract or incur indebtedness on behalf of the District.

- 9. Termination and Voluntary Resignation.
 - A) Per Diem Employee is an at will employee and can be terminated without notice. Per Diem Employee is provided an Employee Handbook. Per Diem Employee’s termination is governed by the Employee Handbook. If Per Diem Employee is terminated, the District shall not pay Per Diem Employee any additional compensation after the date of termination; instead, Per Diem Employee shall only be entitled to the compensation earned up to the date of termination.

- B) In the event of a voluntary resignation of employment, Per Diem Employee should whenever possible, give the Board thirty (30) days advance written notice.
 - C) The Agreement may be terminated by mutual agreement of the parties at any time.
10. Entire Agreement.
This agreement is freely and voluntarily entered into by the parties. This agreement is the entire agreement between the parties relating to the subject matter hereof. Any prior agreements, promises, negotiations, or representations not expressly set forth in this agreement are of no force and effect. The parties do not rely on any inducements, promises, or representations made by each other, their representatives or any other person, other than those inducements, promises, and representations contained in this Agreement.
11. Waiver of Rights.
Any waiver at any time by either party hereto of its rights with respect to a breach or default or any other matter arising in connection with this agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.
12. Headings.
The paragraph headings used in this agreement are for reference only, and shall not in any way limit or amplify the terms and provisions hereof, nor shall they enter into the interpretation of this agreement.
13. Cooperation.
Each party to this agreement agrees to do all things that may be necessary, including, without limitation, the execution of all documents that may be required hereunder, in order to implement and effectuate this agreement.
14. Interpretation.
The parties acknowledge that each party has reviewed, negotiated and revised this agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.
15. Tax and Contributions.
Normal payroll Deductions shall be made for all applicable state, federal employee/employer obligations. Notwithstanding any other provision of this agreement, the District shall not be liable for any health insurance or retirement consequences as a result of this agreement.
16. Venue.
This agreement and the rights and obligations of the parties shall be construed and enforced in accordance with the laws of the State of California. The parties agree that, in the event of litigation, venue shall be the appropriate state court located in Mono County, California, or in Federal Court in the Eastern District of California.
17. Severability.

If any term or provision of this agreement is, to any extent, held by a court of competent jurisdiction to be invalid, or unenforceable, the remaining terms and provisions of this agreement shall continue in full force and effect.

18. Counterparts.

This agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

19. Modification.

Any amendment to this agreement shall be of no force and effect unless it is in writing and approved by the Board and Per Diem Employee.

WHEREFORE, the parties hereto have executed this Agreement as follows:

HILTON CREEK COMMUNITY SERVICES DISTRICT

By: _____
President, Board of Directors Date

Attest:
By: _____
Secretary, Board of Directors Date

By: _____
Per Diem Employee, Jason T. Hatter Date

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: HIRING COMMITTEE

DATE: JULY 13, 2021

Advertising for a new Operator in Training/Operator and Maintenance Technician has been placed in CWEA Jobs, BC Water Jobs, The Sheet, and Mammoth Times.

A hiring committee needs to be formed for future interviews.

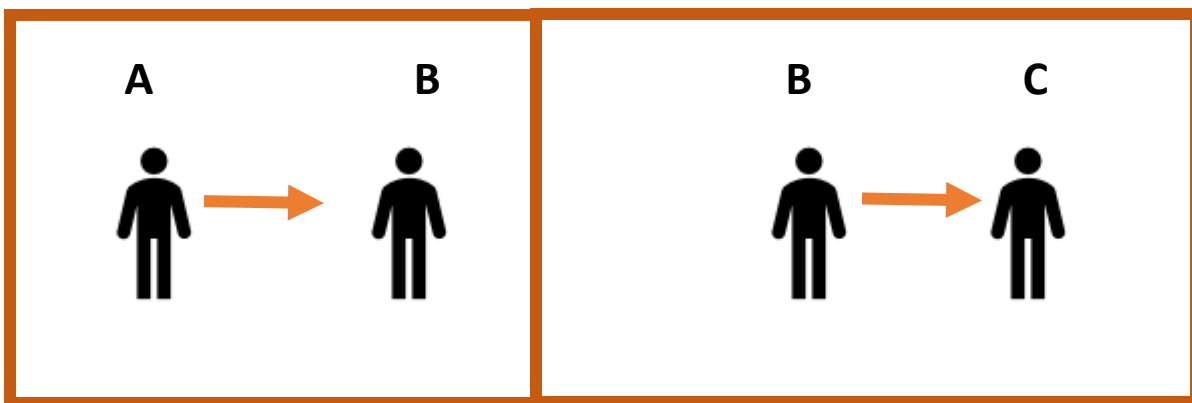
REQUESTED ACTION:

Form a hiring committee and propose interview dates

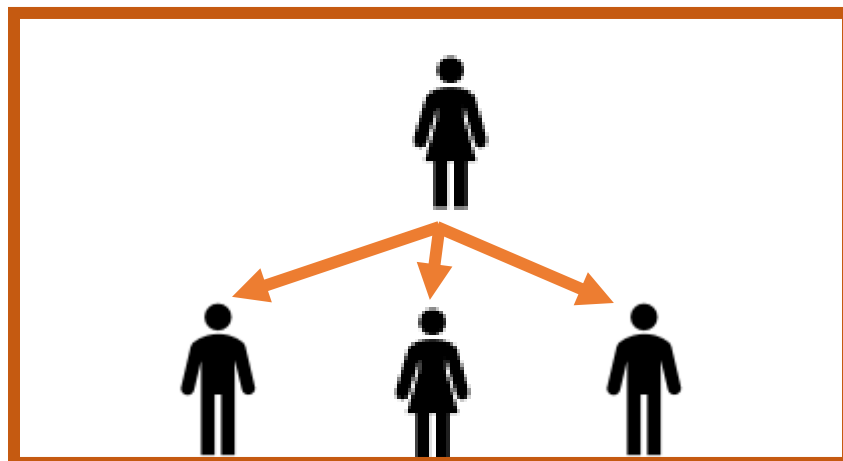
All meetings of the legislative body of a local agency shall be open and public, unless an exception applies.

MEETINGS IN DISGUISE: A majority of the members of a legislative body shall not... use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action of any item of business that is within the subject matter jurisdiction of the legislative body. (Gov. Code, § 54952.2(b)(1).)

Daisy Chain: If **Member A** contacts **Member B** to discuss, deliberate, or take action on any item within the subject matter jurisdiction, and **Member B** contacts **Member C**, and so on, until a quorum has been involved.



Hub and spoke: An intermediary—such as a Staff or Board member—contacts at least a quorum of the members to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction



Use of e-mail or other technology/media by a majority of a legislative body to discuss, deliberate, or take action on items within the body’s jurisdiction is not authorized under the Brown Act.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: LORINDA BEATTY
SUBJECT: PRELIMINARY BUDGET
DATE: JULY 13, 2021

The preliminary budget will be provided before or during the meeting.

REQUESTED ACTION: Information Only

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: RFP – SEWER RATE STUDY

DATE: JULY 13, 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.

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: _____