

**HILTON CREEK COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
January 11, 2022  
5:00 P.M.  
Crowley Lake Community Center  
58 Pearson Road, Crowley Lake, California  
& Teleconference - ZOOM**

**Minutes**

1. **Steve Shipley called the meeting to order at 5:08 p.m.**

**A. ROLL CALL**

**Members Present:** Cindy Adamson, Windsor Czeschin, Isabel Connolly, Garrett Higerd and Steve Shipley  
**Members Absent:** None  
**Staff Present:** William Czeschin, Keith Hafner, Lorinda Beatty

2. **ADDITIONS TO AGENDA - None**

3. **PUBLIC COMMENT- None**

4. **CONSENT AGENDA**

**A. Financial Reports**

1. Consideration & Approval of Disbursements List 8248-8264
2. One-signor Checks 8265-8269

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

1. Account Balances – All Funds
2. Budget Report: YTD Actual to Budget Report November 2021
3. Southern California Edison Report

**C. Approval of Minutes**

1. Minutes of the Special Board Meeting of October 17, 2021
2. Minutes of the Regular Board Meeting of November 9, 2021
3. Minutes of the Special Board Meeting of November 17, 2021

Ms. Beatty asked that Item 4 B Monthly Financial reports be removed from the consent agenda as they were not completed in time for the meeting and will be presented at the next regular Board Meeting.

**Motion:** To accept the Consent Agenda Items as presented excluding Item 4B.  
**Moved** by Ms. Adamson, Second by Ms. Czeschin

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**

Mr. Hafner reported there was one day where the clarifier froze and Mr. Czeschin was on scene taking care of the problem and was able to avoid any damage to the clarifier. Hydraulic overloading will continue until the second clarifier is repaired.

The replacement parts for the second clarifier are still in the engineering phase and there is estimated shipment date. Dismantling and salvage of the old clarifier will begin as weather and time permit.

Fourth Quarter report has been completed and submitted with no violations. Mr. Burnett helped a lot before he left.

The flow meter internal storage was at 240% thereby corrupting the data causing some errors. Mr. Czeschin spent a lot of time working with tech support to correct the problem and the data was uploaded successfully.

The report from SWRCB area representative was received and reviewed. Mr. Hafner contacted TJ and provided his contact information and that he and Mr. Czeschin are working on some of the issues. Babcock Labs was contacted to receive the electronic data files.

The inoperability of the second clarifier continues to be a concern and wasting is also a concern with limited drying beds space. Mr. Hafner suggested utilizing a septic pumper service to pump out to transfer waste to manage the current situation.

There was some discussion about sharing on-call duties and will continue to work this issue out.

**6. NEW BUSINESS**

**A. RFQ Contract Operators**

No Discussion – Remove from future agendas.

**B. RFQ Clarifier Repairs**

Once the District receives the engineering drawings back Mr. Shipley, Mr. Higerd, Mr. Czeschin, Mr. Hafner and Mr. Hatter will analyze and develop a plan for the installation.

**7. OLD BUSINESS**

**A. SoCalRen**

Ms. Beatty has been working on obtaining a vendor number and submitting the application.

**B. RDN Rate Study Update**

Ms. Beatty has submitted customer data for analysis and will be working with RDN to furnish financial data and information.

**C. Employee Handbook- Update**

Ms. Beatty reported there has not been any action on this item but wanted to keep the item on the agenda so that the staff and Board will continue to work on items.

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

None

**9. BOARD MEMBER COMMENTS/REPORTS**

The Board will miss Kyle and appreciate the work he has done at the plant.

**10. ANNOUNCEMENTS**

A. Regular Board Meeting February 8, 2022 at 5:00 p.m. at the Crowley Lake Community Center – Covid restricts allowing.

**11. CLOSED SESSION**

A. Personnel Matter OIT/Maintenance Tech- Government Code §54957

**Motion:** To Adjourn into Closed Session at 6:00 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

**Motion:** To Adjourn into Open Session at 7:16 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

**Announcement:** The Board has agreed that Mr. Czeschin will be compensated for the additional responsibility he has assumed since Mr. Burnett’s departure from the District at a rate of 20% of his hourly rate. The Board has also agreed that Mr. Czeschin and Mr. Hafner will be compensated for on-call time at \$100 per week. Actual call-out to an emergency will be paid at a minimum of 2 hours.

**11. ADJOURNMENT**

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**Motion:** To Adjourn the January 11, 2022 Regular Board Meeting at 7:16 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