

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, JANUARY 12, 2021
5:00 P.M.
TELECONFERENCE (ZOOM)
AGENDA**

****NOTE:** Members of the public will have the opportunity to directly address the Board of Directors concerning any item listed on the Agenda below before or during consideration of that item. In order to better accommodate members of the public, specific times for Agenda Items will be heard at the specified time or soon thereafter. Agenda Items without specific times may be rearranged to accommodate the Board's schedule. All public comments will be limited by the President of the Board to a speaking time of five minutes.

- 1. CALL MEETING TO ORDER**
 - A. Roll Call

- 2. ADDITIONS TO AGENDA**
 - A. Items added to the agenda must be approved by the Board pursuant to Government Code Section 54954.2

- 3. PUBLIC COMMENT**
 - A. The public may make a statement or pose questions on Items NOT on the agenda** (see note above)

- 4. FINANCIAL OFFICER/SECRETARY OF THE BOARD REPORTS**
 - A. Consideration & Approval of Disbursements List
 1. Disbursements and Checks
 2. One-signor Checks Numbered 8132 to 8136
 - B. Review & Acceptance of Monthly Financial Reports
 1. Account Balances – All Funds
 2. Budget Report: YTD Actual to Budget Report
 3. Southern California Edison Report
 - C. Finance Updates
 1. Mono County Loan Repayment - Update
 2. Credit Card Payment Portal – Update
 3. Infosend Billing Services – Update
 4. Budget Adjustments
 5. Fiscal Year 2019/2020 Audit Update
 6. Newsletter

- 5. APPROVAL OF MINUTES**
 - A. Minutes of the Regular Board Meeting of December 8, 2020

7. **NEW BUSINESS**
 - A. Juniper Drive Special Zone of Benefit Cost Sharing Policy
 - B. Emergency Procedures / Paging Policy
 - C. Board Meeting Dates and Time
8. **OLD BUSINESS**
9. **SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
 - A. General Manager Report on Status of Facilities, Operational Stability
 1. Update on Treatment Plant
 - a. Quarter Wastewater Discharge Report - Quarter 4
 - b. Lift Station Pump Rebuild
10. **NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**
11. **BOARD MEMBER COMMENTS/REPORTS**
12. **ANNOUNCEMENTS**
 - A. Regular Board Meeting: February 9, 2021 at 5:00 p.m.
14. **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.

Important Notice to the Public Regarding COVID-19

Based on guidance from the California Department of Public Health and the California Governor's Officer, in order to minimize the spread of the COVID-19 virus, please note the following:

There is no physical location of the meeting open to the public. If you wish to participate in the meeting via teleconferencing, please email your request to info@hiltoncreekcsd.com

If you wish to make a comment on a specific agenda item before the meeting, please submit your comment via email by 5:00 p.m. on the day prior to the Board meeting. 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.

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

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. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS

01/08/21

Accrual Basis

December 9, 2020 through January 12, 2021

Type	Date	Num	Name	Memo	Amount
Dec 9, '20 - Jan 12, 21					
Liability C...	12/10/2020		QuickBooks Payroll Service	Created by P...	-2,870.00
Paycheck	12/11/2020	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	12/11/2020	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Check	12/15/2020	Auto	SCE	11/3/2020 to ...	-1,422.08
Check	12/15/2020	Auto	SCE	11/30/2020 t...	-494.93
Check	12/16/2020	auto	DELUXE BUSINESS CHECKS	Statements &...	-531.02
Check	12/16/2020	auto	FRONTIER COMMUNICATIONS	Alarm System	-41.63
Check	12/21/2020	Auto	PERS 457 Contributions		-329.41
Check	12/21/2020	Auto	PERS		-446.53
Check	12/21/2020	Auto	PERS Health Insurance		-854.67
Liability C...	12/23/2020		QuickBooks Payroll Service	Created by P...	-3,496.93
Check	12/23/2020	Auto	VERIZON WIRELESS		-125.25
Paycheck	12/24/2020	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	12/24/2020	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Check	01/01/2021	8113	J.T. HATTER ELECTRIC	Standby - Ja...	-750.00
Liability C...	01/07/2021		QuickBooks Payroll Service	Created by P...	-2,876.32
Liability C...	01/07/2021	E-pay	EFTPS	94-2834850 ...	-2,159.90
Liability C...	01/07/2021	E-pay	Emp. Dev. Dept.	499-0247-1 ...	-513.63
Liability C...	01/07/2021	E-pay	Emp. Dev. Dept.	499-0247-1 ...	-22.65
Liability C...	01/07/2021	E-pay	United States Treasury	94-2834850 ...	-17.22
Paycheck	01/08/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	01/08/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Paycheck	01/11/2021	8128	ADAMSON, CYNTHIA R		-258.25
Paycheck	01/11/2021	8129	CONNOLLY, ISABEL S		-258.25
Paycheck	01/11/2021	8130	CZESCHIN, WINDSOR		-258.25
Paycheck	01/11/2021	8131	SHIPLEY, STEVE H		-258.25
Paycheck	01/11/2021	DD10...	HIGERD, GARRETT	Direct Deposit	0.00
Liability C...	01/11/2021		QuickBooks Payroll Service	Created by P...	-260.00
Bill Pmt -...	01/12/2021	Auto	FRONTIER COMMUNICATIONS		-41.90
Bill Pmt -...	01/12/2021	Auto	MAMMOTH DISPOSAL	Auto Pay	-165.38
Bill Pmt -...	01/12/2021	Auto	PERS		-893.06
Bill Pmt -...	01/12/2021	Auto	PERS 457 Contributions	PPE 1/8/2021	-329.41
Bill Pmt -...	01/12/2021	Auto	SCE		-2,243.59
Bill Pmt -...	01/12/2021	8117	BABCOCK LABORATORIES, INC.	Invoice CL00...	-149.00
Bill Pmt -...	01/12/2021	8118	BILLY CZESCHIN	Sludge Remo...	-931.25
Bill Pmt -...	01/12/2021	8119	J.T. HATTER ELECTRIC	Blower & Pu...	-340.00
Bill Pmt -...	01/12/2021	8120	Kyle R Burnett	Clothing Rei...	-129.06
Bill Pmt -...	01/12/2021	8121	MAMMOTH COMMUNITY WATER DI...	Invoice 0010...	-90.00
Bill Pmt -...	01/12/2021	8122	MONO COUNTY DEPT. OF PUBLIC ...	Invoice 1120 ...	-397.60
Bill Pmt -...	01/12/2021	8123	Mono County Elections	Hilton Creek ...	-457.17
Bill Pmt -...	01/12/2021	8124	MOUNTAIN MEADOWS MUTUAL W...	Account MM...	-195.00
Bill Pmt -...	01/12/2021	8125	UMPQUA BANK	December 20...	-1,776.17
Bill Pmt -...	01/12/2021	8126	BILLY CZESCHIN	2020/2021 S...	-12,000.00
Dec 9, '20 - Jan 12, 21					-38,383.76

HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS

01/08/21

February 1, 2021

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Feb 1, 21 Bill Pmt -...	02/01/2021	8127	J.T. HATTER ELECTRIC	February 202...	-750.00
Feb 1, 21					<u>-750.00</u>

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS
FROM: LORINDA BEATTY
SUBJECT: ACCOUNT BALANCES REPORT
DATE: JANUARY 12, 2021

Notable changes to Account Balances

Sewer Fund Checking – Bank of America **\$20,081.38**

There were no transfers in December which is an indicator that accounts are starting to level out after many changes within the District.

Transfers have been processed to cover capital expenses for the new pump and residual Juniper Drive Snow Removal.

Prior month adjustments were resolved and errors corrected back to May 2020.

The largest impact to the checking account fund was the Permit and Licensing Fees from the State Water Resources Board for over \$23,210.

Capital Reserve **\$29,055.31**

The Capital Reserve Fund remains stable; the most notable expense was the pump rebuild that will be slightly over \$16,054.19

County Investment Pool -Combined **\$626,746.69**

No transfers were made from the County Investment Pool to cover expenses for other Funds. In the past the District has asked for this report early; unfortunately, this action causes a delay in real time data. That being said, we will wait for the final report on or about the 15th of the month. A transfer in January will payoff the current loan.

LAIF – Combined **\$9,574.22**

No Change

County Loan **\$61,936.49**

A transfer from the County Investment Pool to repayment of the loan will be approximately \$63,602.15 and paid in full by January 15, 2021.

Juniper Drive Checking **\$34,721.90**

Very little change to Juniper Drive Checking. A \$12,000 payment for the second installment of the snow removal contract has been processed.

REQUESTED ACTION: Information Only.

**Hilton Creek Community Services District
Sewer Funds Account Balances
As Of
December 31, 2020**

	Previous				12/31/2020
Account	Balance	Credits	Debits	Adjustments	Balance
**Bank of America	47,137.64	43,146.77	(68,081.73)	(121.30)	22,081.38
Sewer Fund Use Fees & Expenses		23,235.24	(63,318.58)		
Cancelled / Return/ Other		493.04		(121.30)	
County Inv. Pool Transfer					
LAIF Transfers					
Capital Reserve Transfer		16,054.19			
County Loan Transfer					
Expense Recovery Payments					
Debit All Checks (164) Juniper			(3,499.56)		
Adj. JD Deposits / Checks in SF Reg.		3,364.30	(1,263.59)		
Juniper Drive Transfers					
Capital Reserve	45,109.25	0.25	(16,054.19)	-	29,055.31
Connection Fees					
Transfers			(16,054.19)		
Interest		0.25			
LAIF	4,949.70	-	-	-	4,949.70
Checking Transfers					
Interest					
Other					
Other					
County Investment Pool	249,117.22	-	-	-	249,117.22
Checking Transfers					
LAIF Transfers					
Interest					
ERAF Excess 2019/2020 Dist.					
County Loan	61,936.49	-	-	-	61,936.49
Interest					
Payment					
Other					
Total**	408,250.30	43,147.02	(84,135.92)	(121.30)	367,140.10

** Juniper Drive Fund Owes Sewer Fund

4,808.32

Total with Juniper Drive Oweing

371,948.42

Juniper Drive Special Zone of Benefit Funds

As Of
December 31, 2020

	Previous	Credits	Debits	Adjustments	12/31/2020 Balance
Bank of America	40,594.62	1,529.70	-	-	42,124.32
Juniper Drive Fees Collected		1,529.70			
Juniper Drive Expenses			-		
LAIF	4,624.52		-	-	4,624.52
Interest					
Other					
County Investment Pool	318,324.29	-	-	-	318,324.29
Checking Transfers					
Interest					
Other					
Total**	363,543.43	3,059.40	-	-	365,073.13
				<i>** Balance Owed to Sewer Fund</i>	<i>(4,808.32)</i>
				<i>Total with Balance Owing to Sewer Fund</i>	<i>360,264.81</i>

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of December 31, 2020

01/07/21

Accrual Basis

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Bank of America-Capital Reserve	29,055.31
Bank of America-Checking	22,081.38
LAIF	
General Sewer Fund	4,939.15
LAIF - Other	10.55
Total LAIF	4,949.70
Mono Co Treasury Inv. Pool	311,053.71
Total Checking/Savings	367,140.10
Accounts Receivable	
Accounts receivable	
AVAILABILITY FEES	408.50
SEWER USE FEES	
Finance Charge	-257.12
LIEN FEE	200.00
SEWER USE FEES - Other	9,117.99
Total SEWER USE FEES	9,060.87
Accounts receivable - Other	12.00
Total Accounts receivable	9,481.37
Total Accounts Receivable	9,481.37
Other Current Assets	
Allowance for uncollectibles	0.05
Total Other Current Assets	0.05
Total Current Assets	376,621.52
Fixed Assets	
Property, Plant & Equipment	
Equipment	3,104,881.53
Facilities Improvements	80,348.37
Other Equipment	21,391.22
Vehicles	16,500.00
Total Property, Plant & Equipment	3,223,121.12
Total Fixed Assets	3,223,121.12
Other Assets	
Accumulated depreciation	-2,623,152.35
Total Other Assets	-2,623,152.35
TOTAL ASSETS	976,590.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts payable	827.50
Accrued Vacation Payable	5,330.00
Juniper Drive SZB Clearing Acct	-3,050.58
Payroll Liabilities	5,868.75
Total Other Current Liabilities	8,975.67
Total Current Liabilities	8,975.67
Long Term Liabilities	
LOAN - Mono County Invest. Pool	61,936.49

HILTON CREEK COMMUNITY SERVICES DISTRICT**Balance Sheet**As of December 31, 2020

	<u>Dec 31, 20</u>
PENSION LIABILITIES	
Def inflows of resources-actuar	26,114.00
Def outflows of resources-actua	-32,391.00
Deferred outflows-contributions	-8,069.36
Net Pension Liability	<u>211,843.00</u>
Total PENSION LIABILITIES	<u>197,496.64</u>
Total Long Term Liabilities	<u>259,433.13</u>
Total Liabilities	268,408.80
Equity	
Capital Improvement Reserve	26,981.29
Retained Earnings	783,600.97
Net Income	<u>-102,400.77</u>
Total Equity	<u>708,181.49</u>
TOTAL LIABILITIES & EQUITY	<u><u>976,590.29</u></u>

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Balance Sheet

01/07/21

As of December 31, 2020

Accrual Basis

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	42,124.32
102 - LAIF	4,624.52
Mono County Treasury Inv. Pool	318,324.29
Total Checking/Savings	<u>365,073.13</u>
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
122 - MAINTENANCE FEES	1,327.32
Total 120 - ACCOUNTS RECEIVABLE	<u>1,327.32</u>
Total Accounts Receivable	1,327.32
Other Current Assets	
JDSZB Wash Account	-3,028.31
Total Other Current Assets	<u>-3,028.31</u>
Total Current Assets	<u>363,372.14</u>
TOTAL ASSETS	<u>363,372.14</u>
LIABILITIES & EQUITY	
Equity	
32000 · 304 - Retained Earnings	405,179.97
Net Income	-41,807.83
Total Equity	<u>363,372.14</u>
TOTAL LIABILITIES & EQUITY	<u>363,372.14</u>

**HILTON CREEK COMMUNITY SERVICES DISTRICT
 QUARTERLY ACTUAL TO BUDGET 2020/2021
 COMBINED SEWER FUNDS**

REVENUES	BUDGET	Rolling 3 Month View				12/31/2020 Year to Date	Budget Adj 12/31/2020	Over (Under) {+ or -}
		October Month 4	November Month 5	December Month 6				
General Operating Revenue:								
Property Taxes	122,000.00				-			122,000.00
Sewer Operation & Maintenance Revenue:								
Sewer Use Fees	302,000.00	22,649.02	51,852.04	43,146.77	217,651.16			84,348.84
Sewer connection inspection fees	100.00				-			100.00
Sewer Capital Improvement Revenue:								
Sewer Connection Fees	14,586.00				-			14,586.00
Sewer Availability Fees	500.00				-			500.00
Interest on Investments	4,000.00	0.24	0.37		19.09			3,980.91
Investment Returns		4,201.71	1,368.65		15,176.02			(15,176.02)
Transfer From Reserves					50,000.00			(50,000.00)
Transfer From Other Funds					85,000.00			(85,000.00)
TOTAL REVENUES	443,186.00	66,850.97	53,221.06	43,146.77	367,846.27			75,339.73
EXPENSES								
General Operating Expenses:								
Administration Fee	2,000.00				-			2,000.00
Director's Fees	6,000.00	1,966.64	1,416.65	1,275.00	9,258.25	11,000.00		7,741.75
Director's Medical Expense Reimb. Plan	20,000.00	301.60		1,278.30	3,612.90	(11,000.00)		5,387.10
Dues & Subscriptions	1,700.00		1,586.00	202.50	1,938.50	500.00		261.50
Office Rent					-			-
Travel - other than litigation	200.00				-			200.00
SUBTOTAL:	29,900.00	2,268.24	3,002.65	2,755.80	14,809.65	500.00		15,590.35
Sewer Operation & Maint. Expenses:								
Salaries & Employee Benefits:								
Manager Salary	72,000.00	8,307.69	5,538.46	5,538.46	35,999.99			36,000.01
Retired Manager Salary					18,987.84	20,675.64		1,687.80
Secretarial Services	29,487.00	4,050.00	3,415.77	2,821.50	14,068.27			15,418.73
Retired Secretarial Services		2,656.63						
Employee Health Insurance	8,203.00	2,736.36	520.29	491.20	8,239.62	3,200.00		3,163.38
Retired Employee Health Insurance		139.00	201.16	278.00	896.16	1,718.00		821.84
Employee Long-Term Care Insurance	422.00	70.29			492.03	70.03		-
Employee Med. Exp. Reimb. Plan	3,600.00			486.00	486.00			3,114.00
Retired Employee Med. Exp. Reimb. Plan								
Employee Retirement Benefits ER Cont	6,762.00	1,787.31	803.76	401.88	4,658.26	3,400.00		5,503.74
***Employee Retirement Benefits EE Cont								
Retired Employee Retirement Benefits								
***Employee 457 Contributions		200.00	400.00	400.00				-
Employer 457 Contributions			388.23	491.76		4,000.00		4,000.00
Payroll Taxes	3,000.00	723.16	510.62	460.10	3,118.40	3,000.00		2,881.60
Payroll Tax - Employer Only Liabilities								
Worker's Comp Insurance								
Services and Supplies:								
Accounting	6,500.00				-			6,500.00
Legal	10,000.00	1,055.00			16,487.40	8,000.00		1,512.60
Auto	3,000.00	193.66	196.71	180.25	251.53			2,748.47
Contingency	5,000.00				-			5,000.00
Insurance	9,350.00				9,286.20			63.80
License and Fees	22,500.00			23,210.00	23,210.00	710.00		-
Loan Interest (County Loan)	2,187.00				1,173.21			1,013.79
Miscellaneous	395.00				-			395.00
Office Supplies								
(Bank Charges, Zoom, Web site Postage, Other PR Exp)	6,000.00	701.17	1,669.33	1,558.23	5,870.09			129.91
Contract Services (JT Hatter - Pant Services)	26,000.00	750.00	750.00	1,525.00	5,275.00			20,725.00
Repairs and Maintenance	30,222.00	1,171.12	11,510.93	21,466.33	45,356.07			(15,134.07)
SCE - Plant	16,000.00	1,506.67	1,237.67	1,422.08	7,394.14			8,605.86
SCE - Pump Station	7,000.00	647.14	428.64	494.93	2,807.14			4,192.86
Snow Removal	7,500.00				-			7,500.00
Supplies	2,000.00		51.71		1,372.94			627.06
Educational Expenses	800.00	175.00		(475.00)	175.00			625.00
Telephone	1,500.00	167.03	166.83	154.34	1,206.54			293.46
Water		195.00			195.00			(195.00)
***Depreciation Expense (Book Entry Only)		7,500.00	7,500.00	7,500.00				
SUBTOTAL:	309,328.00	37,000.47	38,292.76	71,160.86	207,006.83	44,773.67		117,194.84
Sewer Capital Improvement Expenses:								
Capital Purchases/Improvements	67,000.00				-			67,000.00
Engineering and Consulting Fees	10,000.00				-			10,000.00
Lateral Extensions	5,000.00				-			5,000.00
Debt Service:								
Loan Principal	19,658.00				9,748.83			9,909.17
PERS Unfunded Liability	20,000.00				15,246.90			4,753.10
SUBTOTAL:	121,658.00	-	-	-	24,995.73			96,662.27
TOTAL EXPENSES	460,886.00	39,268.71	41,295.41	73,916.66	246,812.21	45,273.67		229,447.46
***Less Non Budget Items		7,700.00	7,900.00	7,900.00				
Adjusted Total Expenses		31,568.71	33,395.41	66,016.66				
						45,273.67		229,447.46
						460,886.00		
						45,273.67		
						506,159.67		

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

December 2020

01/07/21

Accrual Basis

	Dec 20
Ordinary Income/Expense	
Income	
Fees	
Use Fees	8,906.72
Total Fees	8,906.72
Total Income	8,906.72
Gross Profit	8,906.72
Expense	
Automobile Expense	180.25
Bank Service Charges	14.95
Board Member Medical Expense Be	1,278.30
Depreciation Expense	7,500.00
Dues and Subscriptions	202.50
Education	-475.00
Employee Benefits	
457 Employee Elective	400.00
Employer 457 Contributions	491.76
Health Insurance	769.20
Retirement	401.88
Total Employee Benefits	2,062.84
Employee Medical Expense Reimb.	486.00
Licenses and Permits	23,210.00
Office, Postage, Xerox	1,534.53
Operation Labor	1,525.00
Payroll Expenses	
Gross Payroll-Board of Director	1,275.00
Gross Payroll-District Manager	5,538.46
Gross Payroll-Secretary	2,821.50
Payroll Taxes	460.10
Payroll Expenses - Other	8.75
Total Payroll Expenses	10,103.81
Repairs & Maintenance	21,466.33
SCE - Plant	1,422.08
SCE - Pump Station	494.93
Telephone	154.34
Total Expense	71,160.86
Net Ordinary Income	-62,254.14
Other Income/Expense	
Other Income	
Customer Finance Charges	-41.94
Interest Income	0.25
Total Other Income	-41.69
Net Other Income	-41.69
Net Income	-62,295.83

HILTON CREEK COMMUNITY SERVICES DISTRICT

Actual to Budget FY 2020/2021

JUNIPER DRIVE FUND

Rolling 3 Month View

		Oct	Nov	Dec	Year	Over/Under
	Budget	Month 4	Month 5	Month 6	To Date	{ + or - }
REVENUES						
Due From Sewer Fund (Wash)		2,540.92	4,058.89		20,708.98	20,708.98
Maintenance Fees (Checking)		1,516.55	6,151.22	393.68	22,238.57	22,238.57
Interest on investments	6,500.00	3,878.50	1,263.03		14,379.13	7,879.13
Annual maintenance fees	83,806.00				-	(83,806.00)
Transfer From Reserves	90,000.00				-	(90,000.00)
OES Reimbursement Funds					-	-
Transfer From Other Funds					-	-
TOTAL REVENUES	180,306.00	7,935.97	11,473.14	393.68	57,326.68	(165,926.87)
EXPENSES						
Salaries & Employee Benefits:						
Director's Salary				141.65		
Manager Salary	8,000.00	923.07	615.38	615.38	6,109.73	1,890.27
Secretarial Services	3,388.00	745.18	379.53	313.50	2,672.75	2,502.00
Employee Health Ins.	624.00	319.48	80.16	85.47	1,015.08	624.00
Employee Med. Exp. Reimb.				54.00	54.00	
Payroll Taxes & W/C Ins	350.00				-	350.00
Employee Retirement Ben.	619.00	243.24	89.30	70.53	2,818.27	619.00
Director's Med. Exp. Reimb.				142.04		
Services and Supplies:					-	
Accounting and Legal	1,500.00				-	1,500.00
Admin Fee - County	1,500.00				-	1,500.00
Auto Expense				20.03		
Insurance	1,050.00				1,638.64	1,050.00
Office, Postage, Xerox	1,000.00	3.00	84.00	150.53	481.53	1,000.00
Repairs and Maintenance	90,000.00		9,104.77	3,135.00	70,679.40	90,000.00
Snow Removal	20,000.00	13,000.00			13,000.00	20,000.00
Telephone Expenses				12.52		
Dues & Subscriptions	-			22.50		
TOTAL EXPENSES	128,031.00	15,233.97	10,353.14	4,763.15	98,469.40	121,035.27
RESERVES (bal.frwd.pr. year)						
Increase to Reserve Balance	52,275.00				-	(52,275.00)
Reserve Balance						

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Profit & Loss

01/07/21

December 2020

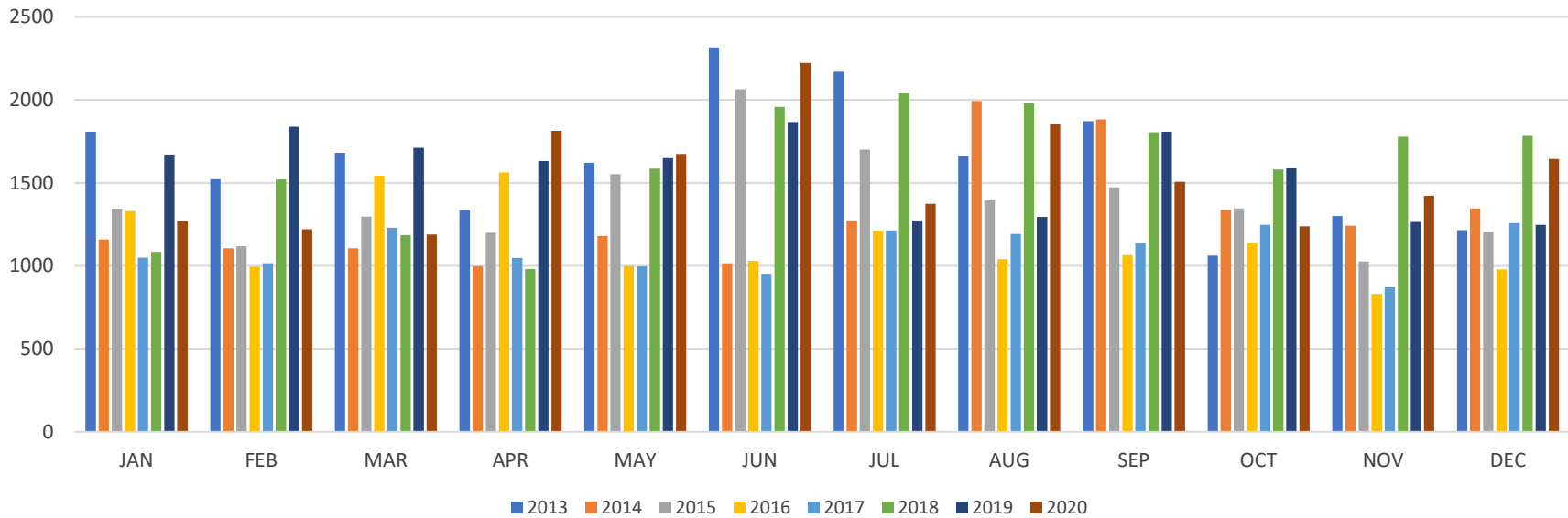
Accrual Basis

	<u>Dec 20</u>
Ordinary Income/Expense	
Income	
400 - REVENUE	
401 - Maintenance Fees	393.68
Total 400 - REVENUE	393.68
Total Income	393.68
Gross Profit	393.68
Expense	
500- OPERATING EXPENSES	
501 Administrative Expenses	
501 A Dues & Subscriptions	22.50
Total 501 Administrative Expenses	22.50
504 - Employee Benefits	
504-A - Retirement	70.53
504-B - Health Insurance	85.47
504 C EE Med Reimb	54.00
504 D 10% Dir Med Reimb.	142.04
Total 504 - Employee Benefits	352.04
60200 · 501 - Automobile Expense	20.03
64900 · 507 - Office Supplies	150.53
66000 · 508 - Payroll Expenses	
508-A - Gross Payroll Gen. Mgr.	615.38
508-B - Gross Payroll - Sec.	313.50
508 D - 10% Director Gross	141.65
Total 66000 · 508 - Payroll Expenses	1,070.53
67200 · 511 - Repairs and Maintenance	3,135.00
68100 · 515 - Telephone Expense	12.52
Total 500- OPERATING EXPENSES	4,763.15
Total Expense	4,763.15
Net Ordinary Income	-4,369.47
Net Income	<u><u>-4,369.47</u></u>

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

SCE Plant Electric Costs
2013 - 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				
February	11327	1220.72				
March	10809	1189.09				
April	16785	1813.11				
May	15195	1673.46				
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				
February	3506	438.24				
March	3616	476.56				
April	4059	521.06				
May	3694	584.88				
June	3662	668.09				

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: FINANCE UPDATES

DATE: JANUARY 12, 2021

1. Mono County Loan Repayment

The payment request to repay the loan from Mono County Investment Pool was submitted and will occur on January 15, 2021.

2. Credit Card Payment Portal

The credit card payment portal was initiated on January 7, 2021, we have received some payments and everything appears to be working properly.

3. Infosend Billing Services

A kick-off meeting was held on December 29, 2020 and subsequent weekly meetings will continue until we are ready to begin the new process on March 8, 2021. Infosend will be able to group together invoices for customers that own multiple properties or live on Juniper Drive provided the addresses are exactly the same. The addresses have been matched which should minimize expenses to postage and envelopes.

4. Budget Adjustments

Changes to personnel, policies and spending adjustments have caused the Budget to skew. Currently I am working on correcting the budget and hope to have an appropriate analysis and adjusted budget by February. Additionally, the adjustments will provide the Board and Staff an effective tool to apply to next year's budget.

5. Fiscal Year 2019/2020 Audit Update

On January 5, 2021 Mr. Burnett and I met telephonically with the auditor. She had some suggestions that Kyle and I feel will be helpful to the District and provide additional transparency and internal controls.

6. Newsletter

The newsletter was posted to the website, sent out with billing and mailed to all customers. A copy is attached to this memorandum.

REQUESTED ACTION: None, Information Only



HILTON CREEK COMMUNITY SERVICES DISTRICT

NEWSLETTER

Happy New Year
January 2021

Sewer System Emergency:

(760) 935-4500

District Manager

Kyle Burnett
(760) 935-4500

districtmanager@hiltoncreekcsd.com

Secretary to the Board / Finance Officer

Lorinda Beatty
(760) 965-9696

info@hiltoncreekcsd.com

Board of Directors

Steve Shipley – President
Legal Committee

s.shipley@hiltoncreekcsd.com

Isabel Connolly – Vice President
Human Resource Lead
Substitute Financial Oversight Committee
i.connolly@hiltoncreekcsd.com

Cindy Adamson – Board Member
Financial Oversight Committee
c.adamson@hiltoncreekcsd.com

Windsor Czeschin – Board Member
Financial Oversight Committee
w.czeschin@hiltoncreekcsd.com

Garrett Higerd – Board Member
Legal Committee
g.higerd@hiltoncreekcsd.com

Hilton Creek Community Services District experienced many changes in 2020 including a new District Manager and Secretary to the Board

District Manager:

Kyle Burnett joins the Hilton Creek Community Services District as your new District Manager. Kyle brings his experience from Big Bear along with his enthusiasm to improve service for the community and District. Kyle's goals are to modernize equipment and operations, provide efficient and cost-effective treatment of wastewater and increase transparency within the District.



State Water Resource Control Board Grade 3 Wastewater Treatment Plant Operator
CWEA Grade 2 Laboratory Analyst
CWEA Grade 2 Collections Systems

Personal Interests: Outdoor Enthusiast, Backpacking, Climbing and Skiing

Secretary of the Board:

Lorinda Beatty joins the Hilton Creek Community Services District team part time as your new Secretary of the Board and Finance Officer. Lorinda is a resident of Crowley Lake and lives within the Hilton Creek Community Services District. Her past experience provides her with a unique set of business and organizational skills. Her goals are to bring transparency to the District, connect with customers and to become a reliable point of contact for customers, team members and Board Officials.



Personal Interests: Photography, Cooking, Gardening and Creative Projects.

NEW PAYMENT OPTIONS

We are pleased to announce that effective in January 2021 a pay portal will be available for credit card payments utilizing Allpaid/GovPayNet through our website. ***You may continue with your current payment method or use the new pay portal. You can also register for recurring payments.***

A few things to note:

- **Convenience fees associated with the service:**
 - 2.25% fee for payments through the web portal.
 - 2.25% + \$2.25 for phone /operator assisted payments.

- **Automatic Withdraw Payment Participants:** If you are currently participating in our ACH program and would like to switch to the payment portal instead, **you must contact Lorinda** at (760) 965-9696 or info@hiltoncreekcsd.com to avoid duplicate payments.

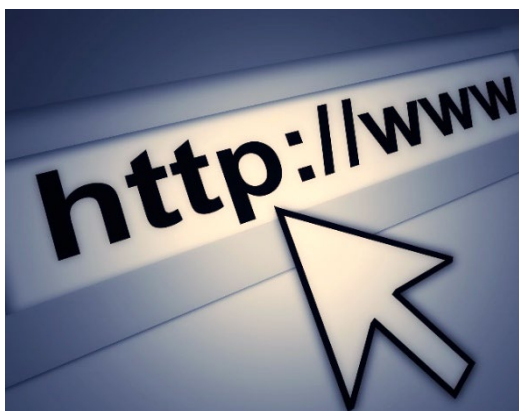
New Look and Process for Statements

In March 2021 your invoices may look a little different.

In an effort to reduce costs and employee hours the District has outsourced the printing and mailing of statements.

This will allow Lorinda to focus on other needs of the District. Lorinda will continue to be your contact person regarding all statement questions, requests or general information.

Feel free to contact Lorinda at:
(760) 965-9696 info@hiltoncreekcsd.com



Website: HiltoncreekCSD.com

We've been busy adding information to our website and would like our customers to visit the website more often to receive updates and information. Here are just a few of the new changes:

- The Board of Directors contact information
- Payment Portal for credit card payments
- Recent Board Meeting dates, agendas and agenda packets are available for your review

The District is interested in your ideas and requests for the website. Please contact any team member to share your ideas.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
December 8, 2020
5:00 P.M.**

Minutes

1. Steve Shipley called the meeting to order at 5:01 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

B. Oath of Office

Ms. Beatty performed the Oath of Office for Mr. Shipley and Ms. Czeschin.

- a. **Board Nominations:** There were no changes to the Board Appointments Mr. Shipley remains the Board President.

2. ADDITIONS TO AGENDA

None

3. PUBLIC COMMENT

A. There were no public comments.

4. FINANCIAL OFFICER/SECRETARY OF THE BOARD REPORTS

A. Consideration & Approval of Disbursements List for November 2020

1. Disbursements and Checks
2. One-signor Checks 8117-8122

Motion: To approve the checks as written and one-signor checks 8117-8122

Moved by Ms. Adamson, Second by Ms. Czeschin

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

B. Review & Acceptance of Monthly Financial Reports

1. Account Balances – All Funds

Ms. Czeschin would like the title “Fund 164” changed to “Juniper” for increased ease of viewing on financial reports.

2. Budget Report: YTD Actual to Budget Report

No Comments

3. Southern California Edison Report

No Comments

C. Mono County Loan Repayment – Discussion

The payoff amount, including interest would be \$63,602.15. It was the consensus of the Board to pay off the loan by January 15, 2021.

D. CalPERS Unfunded Liabilities -Discussion

Ms. Beatty advised the Board that the CalPERS unfunded liability payment will be approximately \$20,000 and she is planning to earmark funds to make that payment in June.

E. Credit Card Payment Portal – Agreement with Allpaid, Inc.

Ms. Beatty provided the Board with information about a credit card payment portal offered to CSDA members through Allpaid, Inc. The fee to the customer would be 2.25% or if by phone \$2.25 plus 2.25%.

Motion: To authorize entering into an agreement with Allpaid, Inc. to provide a payment portal for credit card payments.

Moved by Ms. Connolly, Second by Mr. Higerd

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

F. Infosend Billing Services

Ms. Beatty presented a proposal provided by Infosend for statement mailing services. The service is cost effective to the District and allows Ms. Beatty to focus her time toward other needs of the District.

Motion: To authorize entering into an agreement with Infosend to provide statement mailing services.

Moved by Mr. Higerd, Second by Ms. Czeschin

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

G. Juniper Drive CPI Increase – Discussion

Ms. Beatty advised the Board that the cost increase of 2.1% to Juniper Drive customers is scheduled to begin and she asked the Board to provide direction regarding the timing of the increase and asked if they would like to continue the usual process or change the date to coincide with the fiscal year. It was

the consensus of the Board to continue the current practice and apply the 1.2% increase to the November/December billing period.

5. APPROVAL OF MINUTES - Regular Board Meeting of November 10, 2020

There were no questions or comments

Motion: To approve the minutes of the Regular Board Meeting of November, 2020.

Moved by Ms. Connolly, Second by Ms. Adamson

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

6. ADOPT RESOLUTION 2020-12 AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

Motion: To adopt Resolution 2020-12 Authorizing Investment of Monies in the Local Agency Investment Fund

Moved by Ms. Adamson, Second by Ms. Czeschin

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

7. NEW BUSINESS

A. Board Vacancies – Discussion

No Discussion

C. General Manager Paging Policy

Mr. Burnett presented a rough draft on the paging policy. The Board would like to continue to work on this policy and also add an emergency procedure handbook/policy. A public comment was made regarding a list of phone contacts on the voicemail recordings and asked that the Board consider the fact that most people will not finish listening to a long-recorded message with a list of phone number.

D. General Manager Uniform Policy

Mr. Burnett presented a rough draft on the uniform policy and suggested either a commercial laundry service or purchase a washer/dryer unit for the plant to wash clothing.

It was the consensus of the board to accept the General Manager Uniform Policy and purchase a washer/dryer unit for the plant and to reimburse Mr. Burnett for expenses accrued for clothing already purchased and that if receipts are not available to provide a reasonable comparison of the purchases.

E. Juniper Drive Special Zone of Benefit Cost Sharing

Public comment was made to the Board that currently there is a cost sharing procedure in existence. However, the District shoulders liabilities that may not be a part of the cost sharing and should be included. Additional discussion regarding manhole covers were addressed along with administrative costs. Ms. Beatty will provide a draft policy at the next meeting.

8. OLD BUSINESS

A. Planning Issues, RPAC, Community Center

Nothing to report

9. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE

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

1. Update on Treatment Plant

Wastewater Treatment plant is stable and treating well.

a. New Monitoring Well and Regional Water Quality Inspector

Ground water testing continues to determine the best placement of a new groundwater monitoring well.

b. Lift Station Pump Rebuild

The final cost of the rebuild was \$16,045.19 and we should be seeing that pump any time.

10. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

Emergency Policy and Handbook and Juniper Drive Cost Sharing Policy

11. BOARD MEMBER COMMENTS/REPORTS

No Comments

12. ANNOUNCEMENTS

A. Regular Board Meeting January 12, 2021 at 5:00 p.m.

13. ADJOURNMENT

Motion: To Adjourn the December 8, 2020 Regular Board Meeting at 6:51 p.m.

Moved by Ms. Adamson, Second by Ms. Connolly

Ms. Adamson
Aye

Ms. Connolly
Aye

Ms. Czeschin
Aye

Mr. Higerd
Aye

Mr. Shipley
Aye

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: JUNIPER DRIVE SPECIAL ZONE OF BENEFIT COST SHARING POLICY

DATE: JANUARY 12, 2021

At the December 8, 2020 meeting cost sharing allocation between the Juniper Drive Special Zone of Benefit and the Sewer Fund was discussed.

A policy was created based on the discussion and is presented to the Board for comments and/or approval.

REQUESTED ACTION: Motion to approve the Cost Allocation Policy as presented.

Hilton Creek Community Services District Cost Allocation Policy

Purpose / General Statements

The purpose of this cost allocation policy is to summarize, in writing, the methods and procedures that Hilton Creek Community Services District (District) will use to allocate costs to various expenses to the Juniper Drive Special Zone of Benefit (Juniper Drive).

Reasonable Costs: Reasonable if, in its nature and amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Recognized and necessary, consistent, related to an action and/or amount deemed within the norms of business conduct. Consistent with established District practices and policies, local, state and federal requirements.

Allocatable Costs: A cost is allocatable if the goods or services involved are chargeable or assignable to the Juniper Drive in accordance with the relative benefits received. Incurred solely to advance the work; or benefit both the District and Juniper Drive in portions that can be approximated through the use of reasonable methods; be assignable to the benefiting activities without undue effort or cost. Any cost allocable to Juniper Drive may not be charged to other programs to overcome fund deficiencies, avoid restrictions, regulations, or terms and conditions of the Juniper Drive.

Proportional Benefit has been determined by the Board of Directors as 10% of identified costs in Table 1 and variable costs in Table 2.

<u>10% cost allocation as identified by the Board of Directors</u>	
<p><u>Personnel Compensation</u> General Managers Gross Salary Secretary to the Board Gross Salary Board Director Gross Salary Board Director Extra Compensation Plan</p> <p><u>Personnel Benefits</u> Health Insurance Retirement Medical Reimbursement Plan</p>	<p><u>Operational Expenses</u> Audit Expenses Liability Insurance Legal Expenses - Personnel Related Workers' Compensation Insurance Office Expenses – General and Billing (Telephone, FAX, computer equipment, printing, postage etc.) Vehicle Expenses Vehicle Purchase</p>

TABLE 1

<u>Expenses Determined to be other than 10%</u>	
100%	Manhole Repair when damage is caused by maintenance or snow removal on Juniper Drive
100%	Juniper Drive Road Maintenance, Asphalt, Slurry
0%	Juniper Drive Road repair created by sewer infrastructure failure
90%	Juniper Drive Snow Removal (10% to be paid by Sewer Fund for Sewer Plant & Pump Station).

TABLE 2

Finance Procedures

General

There are separate QuickBooks accounts for the Hilton Creek Community Services District (District) and the Juniper Drive Special Zone of Benefit (Juniper Drive).

All payments are distributed from the District's QuickBooks account utilizing the District's bank account. The District has established a "Juniper Drive SZB Clearing Account" within its QuickBooks account to monitor the allocations as identified in the Cost Allocation Policy.

The "Juniper Drive SZB Clearing Account" also stores information for payments received in which the payee has combined the Sewer Use Fees and the Juniper Drive Road Maintenance Fees. This is not related to this procedure but is good knowledge to have.

Procedures:

Salaries

Cost allocation for gross salaries will be processed with a journal entry using the same date as the expense was deducted from the District's bank account.

After the employees have been paid: In QuickBooks (District) go to Company and from the drop-down list select "Make General Journal Entries". Enter the appropriate date, use the drop-down arrow to select the appropriate expense account. Enter the 10% amount under Credit, Use the memo to note the transaction. Under "Class" enter 162 then go to the next line. Enter the "Juniper Drive SZB Clearing Account" (note as you begin to type the account will appear) Under Debit enter the same 10% amount and under "Class" Enter 164.

Class 162 is the District fund account. Class 164 is the Juniper Drive fund account

Essentially you are telling the program. Exchange part of the expense from the District's fund and put it in the Juniper Drive fund.

In the example below. LB's gross salary was \$1,650.00 and 10% (or \$165.00) of this cost is allocated to Juniper Drive as per policy. KB's salary was \$3,076.90 and 10% (or \$307.69) of this cost is allocated to Juniper drive. Once complete select Save & Close.

ACCOUNT	DEBIT	CREDIT	MEMO	N...	BILLA...	CLASS
Payroll Expenses:Gross Payroll-Secretary		165.00	LB Salary			162
Juniper Drive SZB Clearing Acct	165.00					164
Payroll Expenses:Gross Payroll-District Manager		307.69	KB Salary			162
Juniper Drive SZB Clearing Acct	307.69					164

Last updated: 1/7/2021 3:41 PM
Lorinda Beatty

Once the journal entry is complete you will log this amount in the "Fund Balances" worksheet under JD JES. This will report to the Board what amounts were allocated in the form of a Journal Entry. See procedures for "Fund Balances Report" in a separate policy and procedures.

Expenses

Expense allocation is completed as the check is processed for payment. Simply enter the total amount in the "Payment Column" then select at the bottom of the page "Splits"

11/16/20...	Auto	PERS	-split-	446.53	✓	Deposit	37,685.49																														
<table border="1"> <thead> <tr> <th>ACCOUNT</th> <th>AMOUNT</th> <th>MEMO</th> <th>CUSTOMER.JOB</th> <th>BILL...</th> <th>CLASS</th> <td rowspan="3">Close</td> <td rowspan="3">Clear</td> <td rowspan="3">Recalc</td> </tr> </thead> <tbody> <tr> <td>Benefits:Retirement</td> <td>401.88</td> <td>90% KB Retirement</td> <td></td> <td></td> <td>162</td> </tr> <tr> <td>Juniper Drive SZB Cl...</td> <td>44.65</td> <td>10% KB Retirement</td> <td></td> <td></td> <td>164</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								ACCOUNT	AMOUNT	MEMO	CUSTOMER.JOB	BILL...	CLASS	Close	Clear	Recalc	Benefits:Retirement	401.88	90% KB Retirement			162	Juniper Drive SZB Cl...	44.65	10% KB Retirement			164									
ACCOUNT	AMOUNT	MEMO	CUSTOMER.JOB	BILL...	CLASS	Close	Clear	Recalc																													
Benefits:Retirement	401.88	90% KB Retirement			162																																
Juniper Drive SZB Cl...	44.65	10% KB Retirement			164																																
11/16/2020	Autopay	FRONTIER COMMUNICATIONS	Telephone	41.60	✓		37,643.89																														

The line will expand and you can enter the 90% amount of the payment that remains in fund 162 and 10% to be allocated to fund 164.

Enter an explanation in the memo, press close when complete and select "Record" at the bottom of the screen.

Once the changes are made you will also need to make the adjustments in the Juniper Drive Quickbooks account and record the changes in the register of "JD Wash Account"

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: ON-CALL EMERGENCY CONTACTS

DATE: JANUARY 12, 2020

The following attachments are included for an ongoing discussion for On-Call and Emergency procedures:

On-Call Policy – Rough Draft

Emergency Contact List – Rough Draft

Emergency Procedures – Rough Draft

The goal of these documents and discussions are to have each document approved which will define on-call duties of the general manger, commonly used vendors as emergency contacts, and general procedures in case an on-call employee cannot be reached, or a new employee is hired by the agency.

After initial approval by the board of directors, it is expected these documents will be updated and periodically reviewed.

REQUESTED ACTION:

Please review the attached documents and propose any additions, deletions, or amendments to each document and procedure. Open discussion.

Hilton Creek Community Services District

General Manager On-Call Policy

Purpose:

- A.) To define the General Manager's policy and practices for being on-call.
- B.) To define the following items
 - a. A reasonable amount of time to be out of cell service during daily life
 - b. When to put a backup employee or contractor on-call
- C.) To develop and maintain an emergency contact list to handle common problems if an on-call employee or contractor can't be reached

Policy:

- A.) Responsibility and Authority
 - 1.) HCCSD Board
 - a. Review the Hilton Creek Community Service District on-call policy and propose changes, as needed
 - 2.) General Manger
 - a. Ensure district compliance to the on-call policy
 - b. On an annual basis make sure an additional employee or outside contractor is contracted for on-call services
 - c. Review and recommend changes to the on-call policy
 - d. Review and update the emergency contact list
 - 3.) Secretary to the Board
 - a. Distribute updated emergency contact lists to all employees, on-call contractors, and board members
 - b. Work as a dispatcher during times of emergency
- B.) Define: Reasonable amount of time to be out of service and/or travel distance from the treatment plant before putting an on-call employee or contractor on-call
 - a. During times of normal operations, a reasonable time for the general manager to be out of cell service is 24 hours. This includes travel time and distance from the treatment plant
- C.) Define: When to put a backup employee or contractor on-call
 - a. If the general manager is expected to be without cell service for more than 24 hours, a backup employee or contractor shall be put on-call
- D.) Common conditions resulting in emergency alarms
 - a. Southern California Edison Public Safety Power Shutoff warning
 - b. "Red Flag" weather warning
 - c. Flash flood warnings

Hilton Creek Community Services District

Emergency Procedures and Contact List

Updated: 2021

Purpose:

- A.) In combination with the “Emergency Contact List” and “General Manager On-Call Policy” to define common procedures for alarms within the Hilton Creek Community Service District
- B.) To develop and maintain basic emergency procedures for future employees, and/or if an On-Call employee cannot be reached in an emergency.

Response Plan:

Emergency On-Call contacts are:

General Manager: (760) 935-4500

Jason Hatter: (760) 914-1272

If the General Manager or Jason Hatter cannot be reached, the “Emergency Contact List” shall be referenced to contact appropriate vendors to solve the immediate problem. The protection of public health and the environment is always the priority in an emergency response.

Expected Alarm Conditions:

The Most common alarm condition is a power outage. These are frequently caused from adverse weather conditions and/or Southern California Edison Public Safety Power Shutoffs (PSPS).

In the event of a PSPS or power loss, the Sierra Springs Lift Station emergency backup generator will turn on to provide backup power to the two 100hp submersible pumps. Things to observe during a power loss:

Diesel Fuel Level – This will vary depending on the flow and the total load on the generator (the generator will use more fuel during higher holiday flows)

Coolant Temperature - If the generator thermostat, water pump, or coolant is not working properly the generator will overheat and shutoff.

IF THE BACKUP GENERATOR DOES NOT START – Immediately call for at least 3 vector trucks to keep the lift station wet well from causing a spill. Options for vector trucks are Mammoth Community Water District, Preferred Septic, and Villar Construction. Other important contacts to troubleshoot why the generator has not started are:

General Manager: (760) 935-4500

Jason Hatter: (760) 914-1272

Rob Motley: (760) 920-2822

As of 2021, the wastewater treatment plant does not have an emergency backup generator. In an extended power outage, observation of the following is critical:

Clarifier Flights – In an extended power outage during cold weather, clarifier flights might freeze. When the power is restored **IF THE CLARIFIER DRIVES ARE STILL IN AUTO** the flights will turn on and potentially break if the tanks/flights are frozen. During an extended power outage, consider shutting off the flight drives so they do not automatically start.

Water Treatment – In an extended power outage, water treatment may become unsuitable for discharge. At this time, there is no way to recirculate effluent that does not meet discharge requirements. If effluent does not meet discharge requirements and is discharged to the percolation ponds then you must notify Lahontan Regional Water Quality Control Board.

Aeration Tank Blowers – If aeration blower #2 (NO VFD) was running, it will automatically restart when power is restored. If aeration blower # 1 (VFD) was running, it will NOT restart when power is restored. It must be manually turned on from the VFD control panel.

RAS Pumps – RAS pumps will automatically restart when power is restored.

Unexpected Alarm Conditions:

An unexpected alarm condition could be a collection system backup/clog/failure, or an outside contractor damage the collection system during excavation activities. Always refer to the Hilton Creek Community Services District Sewer System Management Plan when more detailed information is needed on the collections system.

In a collection system failure immediately try to determine where the failure is located and call appropriate help, which will likely be a vactor truck and/or Hilton Creek Community Services District Jetter. It might also be necessary to contact a contractor with an excavator if a blockage cannot be removed.

EMERGENCY CONTACT LIST

NAME	PHONE #	SERVICES	NOTES
Kyle Burnett	760 935-4500 808 292-7180	HCCSD General Manager	First point of contact
Jason Hatter	760 914-1272	Electrician, Operations, Labor, On-Call	Contracted through HCCSD
Lorinda Beatty	760 965-9696	Emergency Dispatch	HCCSD Secretary to the Board
Billy Czeschin	760 937-7770	Excavation, Labor, Sludge Removal	Snow removal when contracted
Jason Villar	760 924-7400 760 914-0656	Vactor Truck, Excavation, Labor	General Contractor
Juan - CV Construction	760 937-5550	Excavation, Construction, Labor, General	General Contractor
RCIC LLC	760 873-6845	LIFT STATION CRANE	RCIC, LLC
Rob Motley	760 920-2822	Controls, Fabrication, Some Electrical (MCWD)	Extensive General Knowledge
Mark Busby	760 914-0217	Vactor Truck, Operations (MCWD)	MCWD General Manager
Tyler Nelson (MCWD)	760 934-2596	Vactor Truck, Operations (MCWD)	MCWD Chief Plant Operator
Preferred Septic	760 873-5699	Septic Vactor Truck	
Steve Hansen	760 937-6688 760 647-6346	Emergency Repairs, Excavation, Construction	Conspec Inc
Steve Shipley	760 937-1374	Emergency Labor	President of the Board
Tim Trainor	760 937-1449	Labor, HCCSD Jetter, Plumbing	Drain Pro
Allen	760 934-6088	Large Crane, Fabrication	Allen Iron Works
Greg Miller	760 937-0783	CalTrans - Emergency Road Access	Yearly Access Permits
Mono County Health Department	760 924-1830	Call ASAP if a spill occurs	Call ASAP if a spill occurs
Lahontan Regional Board Main #	760 241-6583	Call ASAP if a spill occurs	Call ASAP if a spill occurs

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: GENERAL MANAGER UPDATE

DATE: JANUARY 12, 2020

The wastewater treatment plant is stable and treating well.

December 2020 was the final month of the annual reporting quarter. Attached to the agenda packet is the Quarter 4 report for you to review.

The rebuilt Sierra Springs lift station pump has been completed and was delivered in December, 2020.

Sierra Springs backup generator has been serviced – Oil, coolant, belts, hoses, hot start, thermostat, etc.

Aeration tank blowers have also been serviced with new belts, oil, and filters.

REQUESTED ACTION: Informational update. No further action is required.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS
FROM: KYLE BURNETT
SUBJECT: QUARTER 4 ANNUAL REPORT
DATE: JANUARY 12, 2020

December 2020 was the final month of the annual reporting quarter. Attached to the agenda packet is the Quarter 4 report for you to review.

There are no violations for this period.

The report was submitted via geotracker with the confirmation# 8940487205

REQUESTED ACTION: Informational update. No further action is required.

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Months: October, November, December 2020

California Regional Water Quality Control Board

Lahontan Region – Victorville Branch Office

14440 Civic Drive, Suite 200

Victorville, CA 92392-2359

Re: Semi-Annual Monitoring Report, Quarter 4 October, November, December 2020

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 4th Quarter report for its wastewater treatment facility covering the dates of October, November, and December 2020. 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 October, November, December 2020.
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:** Minor maintenance only, including lift station generator oil, coolant, battery, filters, hoses, and drive belt. The treatment plant aeration basin blowers also had their oil and belts 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:** None required

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Effluent Reportable Constituents – July, August, September 2020

EFFLUENT July August September									
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
7/21/20	-	-	-	-	-	-	-	210	31
10/2/20	-	-	-	6.40	3.03	-	-	-	-
10/5/20	-	-	0.08	-	-	2.5	6.9	-	-
10/14/20	9.46	1.86	-	6.41	-	-	-	-	-
10/19/20	-	-	-	-	2.66	-	-	-	-
11/2/20	-	-	0.08	-	-	-	-	-	-
11/3/20	-	-	-	-	2.62	-	-	-	-
11/4/20	6.55	2.12	-	6.23	-	-	-	-	-
11/12/20	-	-	-	-	-	1.2	25	-	-
11/20/20	-	-	-	6.56	2.76	-	-	-	-
12/1/20	-	-	-	6.48	2.57	-	-	-	-
12/2/20	13.8	3.90	-	-	-	-	-	-	-
12/3/20	-	-	0.12	-	-	2.8	25	-	-
12/16/20	-	-	-	6.39	2.93	-	-	-	-

Notes:

EFFLUENT SAMPLE POINT - 37,569855, -118.760653

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 (Celsius)	SAMPLE READ	INITIALS
7/22/20	0831	Yes	-59.02	Effluent	0835	7.36	20.4	0842	KB
8/10/20	0914	Yes	-59.22	Effluent	0919	7.05	21.0	0920	KB
9/1/20	0900	Yes	-56.74	Effluent	0904	6.36	19.7	0905	KB
10/2/20	0920	Yes	-53.90	Effluent	0929	6.40	16.5	0932	KB
11/20/20	0921	Yes	-54.01	Effluent	0924	6.56	13.7	0926	KB
12/1/20	1102	Yes	-56.99	Effluent	1107	6.48	13.5	1109	KB
12/16/20	0855	Yes	-56.05	Effluent	0859	6.39	10.4	0901	KB

PH 4 Lot # 064887 Expires JAN, 2022
 PH 7 Lot # 068276 Expires Feb, 2022
 PH 10 Lot # 0641107 Expires Jan, 2022

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Zone DO Lot # 06D181
Expires April, 2021

AIR CALIBRATION AND O DO STANDARD				DISSOLVED OXYGEN CALIBRATION AND SAMPLE				SAMPLES			
DATE	TIME	TEMPERATURE (Celsius)	DO (mg/L)	Zero DO Check (mg/L)	SAMPLE NAME	SAMPLE TIME	DO (mg/L)	TEMPERATURE (Celsius)	SAMPLE READ	INITIALS	
7/7/20	11:0	28.6	5.97	0.15	Effluent	1120	2.38	21.4	1121	KB	
7/22/20	0846	25.7	6.27	0.13	Effluent	0852	2.30	20.4	0854	KB	
5/10/20	0854	25.1	6.39	0.17	Effluent	0906	2.92	21.0	0907	KB	
5/24/20	0900	24.7	6.43	0.16	Effluent	0908	2.61	21.0	0909	KB	
9/1/2020	0842	24.0	6.52	0.20	Effluent	0849	3.27	20.7	0851	KB	
9/18/2020	0825	19.3	7.16	0.31	Effluent	0834	3.57	18.0	0836	KB	
10/2/2020	0902	18.1	7.43	0.26	Effluent	0929	3.03	16.9	0912	KB	
10/15/2020	0925	19.2	7.26	0.30	Effluent	0931	2.66	16.7	0934	KB	
11/3/2020	0858	18.9	7.21	0.32	Effluent	1418	2.62	15.1	1420	KB	
12/1/2020	1044	19.9	7.04	0.28	Effluent	0905	2.76	13.6	0907	KB	
12/16/2020	0533	17.3	7.46	0.37	Effluent	1052	2.57	13.4	1055	KB	
					Effluent	0843	2.93	11.3	0846	KB	

Hilton Creek Community Services District

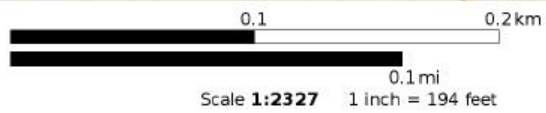
3222 Crowley Lake, CA 93546

(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 – July, August, September 2020

INFLUENT July August September		
Sample Date	BOD mg/L (monthly)	pH
10/14/20	325	7.27
11/4/20	434	7.57
12/2/20	248	-

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 2020

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)
10/21	A	6954	30.8	6921.25	2.1	2.3	170	-	-	-
10/21	B	6949	35.8	6911.15	1.8	ND RDL 0.1	260	-	-	-
10/21	C	6948	39.9	6906.21	2.4	2.6	220	-	-	-

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)
11/12	A	6954	26.1	6925.95	2.8	2.9	-	-	-	-
11/12	B	6949	32.2	6914.75	1.8	2.1	-	-	-	-
11/2	C	6948	38.7	6907.41	1.9	2.2	-	-	-	-

Notes:

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 (Celsius)	DATE	TIME	PASS? (y/n)	TEMPERATURE (Celsius)	INITIALS
8/19/2020	0804	Yes	23.8	8/19/2020	0758	Yes	23.5	KB
10/7/2020	0846	Yes	17.7	10/7/2020	0849	Yes	17.6	KB
10/21/2020	0832	Yes	15.2	10/21/2020	0834	Yes	15.2	KB
11/12/2020	0834	Yes	18.6	11/12/2020	0836	Yes	17.9	KB

pH 7 lot # 06B276
 Expires Feb, 2022

1413 N/S/cm lot # 06E638
 Expires May, 2021

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING														
DATE: 10/21/2020		WELL DEPTH (ft): 67.84		SAMPLED BY: Kyle Barnett		PUMP USED: Mega Triphoson #1529								
WELL # A		WATER LEVEL FROM CASING: 30.8												
WELL DIAMETER (in): 6"														
DATE	TIME	SAMPLES			PH (su)		ELECTRICAL CONDUCTIVITY		TEMPERATURE		PUMPING RATE		DEPTH TO WATER	
		MBAS	CHLORIDE	TSS	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE
0855		X			6.50	—	254	—	9.4	—	50%	—	30.8	—
0910		X			6.58	0.08	256	2	8.8	0.6	50%	—	36.7	5.9
0920		X			6.51	0.07	252	4	9.3	0.5	25%	25%	39.5	2.8
0930				X	6.47	0.04	258	6	9.3	0	25%	—	40.8	1.3
COMMENTS:														
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:														

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING														
DATE: 10/21/2020		WELL DEPTH (ft): 74.90				SAMPLED BY: Kyle Barnett				PUMP USED: Micra Typhoon #1529				
WELL # B		WELL DIAMETER (in): 4"				WATER LEVEL FROM CASING: 35.8								
SAMPLES		pH (su)				ELECTRICAL CONDUCTIVITY				TEMPERATURE				
ALTERNATE TIME	STDS	MBAS	CHLORIDE	TSS	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE
PURGING	SAMPLING													
0950	X				6.74	-	409	-	9.6	-	50%	-	35.8	-
1005	X				6.68	0.06	411	2	10.5	0.9	50%	-	46.2	10.4
1015	X				6.67	0.01	414	3	10.9	0.4	50%	-	49.2	3
1025				X	6.68	0.01	413	1	10.9	0.0	50%	-	49.6	0.4
COMMENTS: Turbid water														
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:														

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING																							
DATE: 10/21/2020		WELL DEPTH (ft): 50.00			SAMPLED BY: Kyle Buerth				WATER LEVEL FROM CASING: 39.9					PUMP USED: Mega Typhon # 1529									
WELL # C		WELL DIAMETER (in): 6"			PH (su)											ELECTRICAL CONDUCTIVITY		TEMPERATURE		PUMPING RATE		DEPTH TO WATER	
SAMPLES				TSS		READING		CHANGE		READING		CHANGE		READING		CHANGE		READING		CHANGE			
DATE	TIME	PURGING	SAMPLED	TSS	CHLORIDE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE				
	1045	X				6.75	-	339	-	10.6	-	50%	-	39.9	-								
	1100	X				6.70	0.05	333	6	11.1	0.5	50%	-	43.9	4.0								
	1110	X				6.69	0.01	327	6	11.3	0.2	50%	-	47.5	3.6								
	1120		X			6.71	0.02	326	1	11.3	Ø	25%	25%	48.2	0.7								
COMMENTS:																							
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:																							

Hilton Creek Community Services District

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Districtmanager@hiltoncreekcsd.com

HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING														
DATE: 11/12/2020			WELL DEPTH (ft): 67.84			SAMPLED BY: Kyle Bametst			PUMP USED: Mega Typhoon #1529					
WELL # A			WELL DIAMETER (in): 6"			WATER LEVEL FROM CASING: 26.1								
NITRATE TIME	TDS	MBAS PURGING	CHLORIDE SAMPLING	pH (su)		ELECTRICAL CONDUCTIVITY		TEMPERATURE		PUMPING RATE		DEPTH TO WATER		
				READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	
0850	X			6.45	-	261	-	11.9	-	50%	-	26.1	-	
0905	X			6.44	0.01	262	1	12.0	0.1	50%	-	31.4	5.3	
0915	X			6.44	Ø	263	1	10.8	1.2	50%	-	36.6	5.2	
0925			X	6.47	0.03	261	2	11.0	0.2	50%	-	40.1	3.5	
COMMENTS: Extra TN test														
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:														

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

HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING																	
DATE: 11/12/2020			WELL DEPTH (ft): 74.90			SAMPLED BY: Kyle Burnett											
WELL # B			WATER LEVEL FROM CASING: 32.2			PUMP USED: Megs Typhoon #1529											
WELL DIAMETER (in): 4"																	
NITRATE NO_3^-	SAMPLES			PH (su)			ELECTRICAL CONDUCTIVITY			TEMPERATURE			PUMPING RATE			DEPTH TO WATER	
	TDS	CHLORIDE	TSS	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE
TIME	PURGING	SAMPLING															
0935	X			6.76	—	338	—	9.3	—	50%	—	32.2	—				
0950	X			6.76	0	348	10	10.0	0.7	50%	—	44.0	11.8				
1000	X			6.79	0.03	352	4	9.8	0.2	50%	—	52.1	8.1				
1010		X		6.74	0.05	350	2	9.9	0.1	50%	—	56.4	4.3				
COMMENTS: Extra TN test - Turbid water from well INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:																	

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING														
DATE: 11/12/2020			WELL DEPTH (ft): 50.00			SAMPLED BY: Kyle Burnett			PUMP USED: Mega Typhoon # 1529			WELL DIAMETER (in): 6"		
WELL DIAMETER (in): 6"			WATER LEVEL FROM CASING: 38.7											
NITRATE TIME	TDS PURGING	MBAS	TSS SAMPLING	pH (su)		ELECTRICAL CONDUCTIVITY		TEMPERATURE		PUMPING RATE		DEPTH TO WATER		
				READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	
1015	X			6.71	-	376	-	10.3	-	50%	-	38.7	-	
1030	X			6.68	0.03	366	10	11.0	0.7	50%	-	39.5	0.8	
1040	X			6.69	0.01	362	4	11.2	0.2	50%	-	43.6	4.1	
1050			X	6.67	0.02	363	1	11.3	0.1	50%	-	45.4	1.8	
COMMENTS: Extra TN test														
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:														

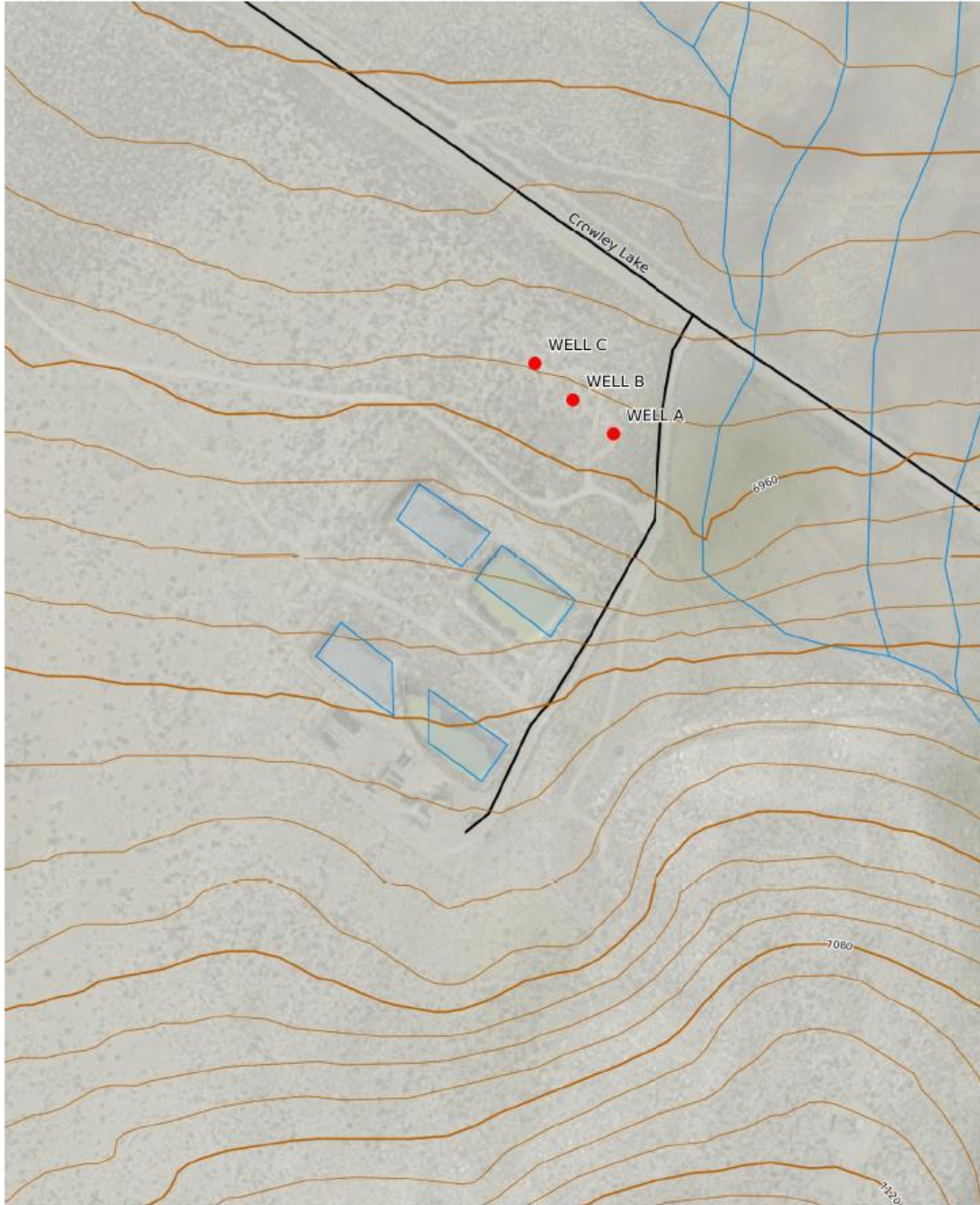
Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

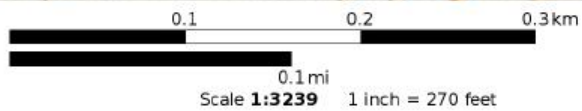
(760) 935-4500

Districtmanager@hiltoncreekcsd.com

GROUNDWATER SAMPLING WELLS



Sampling Wells
WGS84
USNG Zone 11SLB
CalTopo



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

Percolation Ponds Reportable Constituents – July, August, September 2020

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
Oct 1 – Oct 22	4	8447155	9650479	1,203,324	> 2ft at all times
Oct 22 – Nov 5	3	9650479	10482662	832,183	> 2ft at all times
Nov 5 – Nov 13	4	10482662	11007227	524,565	> 2ft at all times
Nov 13 – Nov 20	1	11007227	11441213	433,986	> 2ft at all times
Nov 20 – Nov 30	2	11441213	12145907	704,694	> 2ft at all times
Nov 30 – Dec 10	4	12145907	12807320	661,413	> 2ft at all times
Dec 10 – Dec 16	3	12807320	13191339	384,019	> 2ft at all times
Dec 16 – Dec 21	1	13191339	13518543	327,204	> 2ft at all times
Dec 21 – Dec 28	2	13518543	14007230	488,687	> 2ft at all times
Dec 28 – Jan 4, 2021	4	14007230	14524059	516,829	> 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**

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

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HILTON CREEK CSD INFLUENT FLOW

From: October 1, 2020 5:32 To December 31

2020

Date and Time	Ave Flow (USMG/d)	Max Flow (USMG/d)	Min Flow (USMG/d)	Interval Total (USMG)
10/1/2020 12:12	0.053	0.182	0.002	0.053
10/2/2020 12:12	0.051	0.177	0.001	0.051
10/3/2020 12:12	0.053	0.189	0.001	0.053
10/4/2020 12:12	0.055	0.189	0.001	0.055
10/5/2020 12:12	0.059	0.188	0.002	0.059
10/6/2020 12:12	0.054	0.179	0.002	0.054
10/7/2020 12:12	0.055	0.181	0.001	0.055
10/8/2020 12:12	0.053	0.182	0.002	0.053
10/9/2020 12:12	0.052	0.175	0.002	0.052
10/10/2020 12:12	0.053	0.179	0.002	0.053
10/11/2020 12:12	0.059	0.186	0.002	0.059
10/12/2020 12:12	0.062	0.184	0.002	0.062
10/13/2020 12:12	0.058	0.185	0.002	0.058
10/14/2020 12:12	0.058	0.185	0.002	0.058
10/15/2020 12:12	0.057	0.185	0.001	0.057
10/16/2020 12:12	0.06	0.188	0.002	0.06
10/17/2020 12:12	0.055	0.185	0.002	0.055
10/18/2020 12:12	0.064	0.198	0.002	0.064
10/19/2020 12:12	0.063	0.224	0.002	0.063
10/20/2020 12:12	0.057	0.182	0.002	0.057
10/21/2020 12:12	0.06	0.184	0.002	0.06
10/22/2020 12:12	0.06	0.192	0.003	0.06
10/23/2020 12:12	0.055	0.178	0.003	0.055
10/24/2020 12:12	0.058	0.189	0.002	0.058
10/25/2020 12:12	0.062	0.199	0.003	0.062
10/26/2020 12:12	0.063	0.186	0.005	0.063
10/27/2020 12:12	0.062	0.19	0.005	0.062
10/28/2020 12:12	0.055	0.194	0.002	0.055
10/29/2020 12:12	0.055	0.192	0.002	0.055
10/30/2020 12:12	0.056	0.198	0.005	0.056
10/31/2020 12:12	0.059	0.181	0.004	0.059

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11/1/2020 12:12	0.06	0.208	0.005	0.06
11/2/2020 12:12	0.062	0.191	0.002	0.062
11/3/2020 12:12	0.057	0.181	0.002	0.057
11/4/2020 12:12	0.058	0.195	0.002	0.058
11/5/2020 12:12	0.059	0.186	0.002	0.059
11/6/2020 12:12	0.065	0.189	0.005	0.065
11/7/2020 12:12	0.069	0.204	0.005	0.069
11/8/2020 12:12	0.073	0.195	0.004	0.073
11/9/2020 12:12	0.076	0.241	0.005	0.076
11/10/2020 12:12	0.064	0.208	0.003	0.064
11/11/2020 12:12	0.063	0.198	0.003	0.063
11/12/2020 12:12	0.064	0.196	0.002	0.064
11/13/2020 12:12	0.062	0.194	0.003	0.062
11/14/2020 12:12	0.062	0.191	0.002	0.062
11/15/2020 12:12	0.062	0.193	0.003	0.062
11/16/2020 12:12	0.064	0.218	0.002	0.064
11/17/2020 12:12	0.061	0.194	0.003	0.061
11/18/2020 8:49	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
11/18/2020 11:23	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
11/18/2020 12:12	0.057	0.195	0.003	0.051
11/19/2020 12:12	0.066	0.194	0.004	0.066
11/20/2020 12:12	0.063	0.19	0.004	0.063
11/21/2020 12:12	0.066	0.196	0.005	0.066
11/22/2020 12:12	0.069	0.205	0.004	0.069
11/23/2020 12:12	0.068	0.208	0.004	0.068
11/24/2020 12:12	0.064	0.203	0.004	0.064
11/25/2020 12:12	0.064	0.199	0.003	0.064
11/26/2020 12:12	0.076	0.223	0.005	0.076
11/27/2020 12:12	0.079	0.203	0.004	0.079
11/28/2020 12:12	0.077	0.215	0.004	0.077
11/29/2020 12:12	0.072	0.21	0.003	0.072
11/30/2020 12:12	0.072	0.211	0.003	0.072
12/1/2020 12:12	0.068	0.21	0.003	0.068
12/2/2020 12:12	0.064	0.212	0.004	0.064
12/3/2020 12:12	0.063	0.197	0.004	0.063
12/4/2020 12:12	0.065	0.197	0.003	0.065
12/5/2020 12:12	0.065	0.21	0.004	0.065
12/6/2020 12:12	0.072	0.206	0.004	0.072
12/7/2020 12:12	0.072	0.207	0.005	0.072
12/8/2020 12:12	0.067	0.193	0.003	0.067
12/9/2020 12:12	0.065	0.192	0.003	0.065
12/10/2020 12:12	0.063	0.201	0.003	0.063
12/11/2020 12:12	0.064	0.199	0.003	0.064

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12/12/2020 12:12	0.06	0.181	0.005	0.06
12/13/2020 12:12	0.063	0.182	0.004	0.063
12/14/2020 12:12	0.068	0.192	0.002	0.068
12/15/2020 12:12	0.065	0.209	0.003	0.065
12/16/2020 12:12	0.064	0.192	0.003	0.064
12/17/2020 10:38	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
12/17/2020 12:05	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
12/17/2020 12:12	0.063	0.189	0.005	0.059
12/18/2020 12:12	0.061	0.186	0.003	0.061
12/19/2020 12:12	0.062	0.188	0.002	0.062
12/20/2020 12:12	0.067	0.211	0.003	0.067
12/21/2020 12:12	0.07	0.195	0.002	0.07
12/22/2020 12:12	0.065	0.198	0.005	0.065
12/23/2020 12:12	0.067	0.198	0.003	0.067
12/24/2020 12:12	0.068	0.221	0.003	0.068
12/25/2020 12:12	0.069	0.193	0.003	0.069
12/26/2020 12:12	0.074	0.238	0.004	0.074
12/27/2020 12:12	0.075	0.197	0.004	0.075
12/28/2020 12:12	0.075	0.213	0.004	0.075
12/29/2020 12:12	0.074	0.208	0.006	0.074
12/30/2020 12:12	0.075	0.208	0.005	0.075
12/31/2020 12:12	0.075	0.259	0.004	0.075
			Total (USMG)	5.828

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SLUDGE HAULING – JULY, AUGUST, SEPTEMBER 2020

SLUDGE HAULING – JULY, AUGUST, SEPTEMBER 2020		
DATE	TONS	FACILITY
6/19/2020	0.82	Benton Crossing Class III Landfill
6/16/2020	2.35	Benton Crossing Class III Landfill
7/25/2020	2.09	Benton Crossing Class III Landfill
9/4/2020	1.62	Benton Crossing Class III Landfill
10/24/2020	4.63	Benton Crossing Class III Landfill
11/7/2020	5.00	Benton Crossing Class III Landfill
12/2/2020	2.32	Benton Crossing Class III Landfill
TOTAL	19.01	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



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

Analytical Report: Page 2 of 4
 Project Name: none

Project Number: [none]

Report Date: 29-Jun-2020

Work Order Number: **COF3018**

Received on Ice (Y/N): Yes Temp: 9 °C

Laboratory Reference Number
COF3018-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Bio-Solids	Sludge	06/23/20 11:00	06/24/20 9:47

Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Solids							
Total Solids	94	0.10	%	SM 2540G	06/25/20 09:25	AMB	
Metals and Metalloids; EPA SW846 Series							
Antimony	1.3	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Arsenic	2.3	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Barium	65	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Beryllium	ND	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Cadmium	1.7	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Total Chromium	9.0	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Cobalt	ND	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Copper	740	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Lead	17	2.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Mercury	ND	0.11	mg/kg dry	EPA 7471A	06/26/20 10:24	AP	N_RLm
Molybdenum	6.6	5.0	mg/kg dry	EPA 6020	06/29/20 09:53	MEL	
Nickel	7.2	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Selenium	ND	5.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Silver	3.5	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Thallium	ND	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Vanadium	6.8	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	
Zinc	760	1.0	mg/kg dry	EPA 6020	06/26/20 18:31	MEL	

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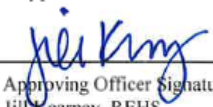
CA ELAP No. 2698
 EPA No. CA00102
 NELAP No. OR4035
 LACSD No. 10119

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

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		

Hilton Creek Community Services District
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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: Patrick Allen
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 1 of 4

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

Project Number: Q3+Annual Effluent Tests

Report Date: 04-Aug-2020

Work Order Number: C0G2939

Received on Ice (Y/N): Yes Temp: 4 °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>
C0G2939-01	Effluent --ROUTINE--	Liquid	07/21/20 10:31	Kyle Burnett	07/22/20 09:24	FedEx

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

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

Analytical Report: Page 2 of 4
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q3+Annual Effluent Tests

Report Date: 04-Aug-2020

Work Order Number: C0G2939

Received on Ice (Y/N): Yes Temp: 4 °C

Laboratory Reference Number

C0G2939-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Effluent	Liquid	07/21/20 10:31	07/22/20 9:24

Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Anions							
Chloride	31	1.0	mg/L	EPA 300.0	07/23/20 14:46	CMR	
Nitrate as N	1.8	0.20	mg/L	EPA 300.0	07/22/20 19:07	CMR	
Nitrite as N	ND	0.10	mg/L	EPA 300.0	07/22/20 19:07	CMR	
Solids							
Total Dissolved Solids	210	10	mg/L	SM 2540C	07/27/20 11:06	AMB	
Nutrients							
Kjeldahl Nitrogen	7.4	0.40	mg/L	EPA 351.2	07/28/20 13:42	SLL	
Total Nitrogen	9.3	0.70	mg/L	Calculation			

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

Analytical Report: Page 3 of 4

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

Project Number: Q3+Annual Effluent Tests

Report Date: 04-Aug-2020

Work Order Number: C0G2939

Received on Ice (Y/N): Yes Temp: 4 °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

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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Client Name: Hilton Creek Community Services District
 Contact: Patrick Allen
 Address: 3222 Crowley Lake Drive
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Analytical Report: Page 4 of 4
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q3+Annual Effluent Tests

Report Date: 04-Aug-2020

Work Order Number: **COG2939**

Received on Ice (Y/N): Yes Temp: 4 °C



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Chain of Custody & Sample Information Record

Client: Hilton Creek CSP Contact: Lyke Baurt Fax No. _____
 Phone No. 760 935 4500 Email: patrick.allen@hiltoncreekcsd.com
 Project Name: Q3 Annual Effluent Tests Turn Around Time: (Routine) *72 Hour Rush *48 Hour Rush *24 Hour Rush
 Project Location: Hilton Creek Sewer Plant *Lab TAT Approval: _____ By: _____ *Additional Charges Apply: _____

Additional Reporting Requests:
 Include CD Data Package: Yes No
 SW Results: Yes No
 Ecol Results: Yes No
 Biom Ecol: Yes No
 Include Source Number in Report: Yes No

Sampler Information			# of Containers & Preservatives						Sample Type		Analysis Requested	Matrix	Notes										
Name	Employer	Signature	Unpreserved	H2SO4	HCl	HNO3	Na2SO4	NaOH	NaOH/Zn Acetate	NH4Cl	PDC	Total # of Containers	Routine	Resample	Special	SW	WW	GW	S	SG	L	M	
Effluent	Hilton Creek CSP	<i>[Signature]</i>	X									1	X										W, W
Effluent	Hilton Creek CSP	<i>[Signature]</i>										1	X			X							W, W

Relinquished By (sign)	Print Name / Company	Date / Time	Received By (sign)	Print Name / Company
<i>[Signature]</i>	Lyke Baurt / Hilton Creek CSP	7/23/20 0924	<i>[Signature]</i>	Jamie B. EHS

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: TKGZ

Samples Submitted on Ice? Yes No

Custody Seals Intact? Yes No NA

Samples Intact? 4 Yes No

Temperature: _____ °C Cooler Blank

Sample meets laboratory acceptance criteria? Yes No


Permission to continue: Yes No

Deviation/Notes: _____

Signature/Date: _____

COG2939

c'd: 07/22/2020 09:24



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location
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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 1 of 6

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

Project Number: HCCSD Q4 GW Sample

Report Date: 05-Nov-2020

Work Order Number: C0J2936

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>
C0J2936-01	Well A ---ROUTINE---	Liquid	10/21/20 09:30	Kyle Burnett	10/22/20 09:40	FedEx
C0J2936-02	Well B ---ROUTINE---	Liquid	10/21/20 10:25	Kyle Burnett	10/22/20 09:40	FedEx
C0J2936-03	Well C ---ROUTINE---	Liquid	10/21/20 11:20	Kyle Burnett	10/22/20 09:40	FedEx

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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: HCCSD Q4 GW Sample

Report Date: 05-Nov-2020

Work Order Number: C0J2936

Received on Ice (Y/N): Yes Temp: -1 °C

Laboratory Reference Number

C0J2936-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Well A	Liquid	10/21/20 09:30	10/22/20 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	2.1	0.20	mg/L	EPA 300.0	10/22/20 20:22	KBS	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	10/22/20 20:22	KBS	
Solids							
Total Dissolved Solids	170	10	mg/L	SM 2540C	10/27/20 16:29	AMB	
Nutrients							
Kjeldahl Nitrogen	0.2	0.1	mg/L	EPA 351.2	10/23/20 16:42	SLL	
Total Nitrogen	2.3	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 3 of 6
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: HCCSD Q4 GW Sample

Report Date: 05-Nov-2020

Work Order Number: C0J2936

Received on Ice (Y/N): Yes Temp: -1 °C

Laboratory Reference Number

C0J2936-02

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Well B	Liquid	10/21/20 10:25	10/22/20 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	ND	0.20	mg/L	EPA 300.0	10/22/20 20:48	KBS	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	10/22/20 20:48	KBS	
Solids							
Total Dissolved Solids	260	10	mg/L	SM 2540C	10/27/20 16:29	AMB	
Nutrients							
Kjeldahl Nitrogen	0.6	0.1	mg/L	EPA 351.2	10/23/20 16:43	SLL	
Total Nitrogen	0.63	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 4 of 6
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: HCCSD Q4 GW Sample

Report Date: 05-Nov-2020

Work Order Number: C0J2936

Received on Ice (Y/N): Yes Temp: -1 °C

Laboratory Reference Number
C0J2936-03

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Well C	Liquid	10/21/20 11:20	10/22/20 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	2.4	0.20	mg/L	EPA 300.0	10/22/20 21:01	KBS	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	10/22/20 21:01	KBS	
Solids							
Total Dissolved Solids	220	10	mg/L	SM 2540C	10/27/20 16:29	AMB	
Nutrients							
Kjeldahl Nitrogen	0.3	0.1	mg/L	EPA 351.2	10/23/20 16:45	SLL	
Total Nitrogen	2.6	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: HCCSD Q4 GW Sample

Report Date: 05-Nov-2020

Work Order Number: C0J2936

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

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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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: HCCSD Q4 GW Sample

Report Date: 05-Nov-2020

Work Order Number: C0J2936

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 Requests	
Phone No. <u>760 935 4500</u>		Email: <u>DistrictManager@HiltonCreekCSO.com</u>				<input type="checkbox"/> Increase CG Data Package <input type="checkbox"/> No. CD# <input type="checkbox"/> FAX Results <input type="checkbox"/> No. CD# <input type="checkbox"/> Small Print <input type="checkbox"/> No. CD# <input type="checkbox"/> State ID# <input type="checkbox"/> No. CD# <small>(Include Source Number in Notes)</small>	
Project Name: <u>HCCSD Q4 GW Sample</u>		Turn Around Time: <u>(Routine)</u>		*72 Hour Rush		*48 Hour Rush	
Project Location: <u>HCCSD GW Wells</u>		*Lab TAT Approval:				*Additional Charges Apply	

Sampler Information		# of Containers & Preservatives							By:		Sample type	Analyte Requested	Matrix	Notes	
Name	Employer	Unpreserved	HCl	HNO ₃	H ₂ SO ₄	NaOH	NaOH/Zn Acetate	HF/Cl	Pb/C	Total # of Containers	Routine	Special	Other		
<u>Kyle Burnett</u>	<u>Hilton Creek CSO</u>														
Signature: <u>[Signature]</u>															

Sample ID	Date	Time	Unpreserved	HCl	HNO ₃	H ₂ SO ₄	NaOH	NaOH/Zn Acetate	HF/Cl	Pb/C	Total # of Containers	Routine	Special	Other	Matrix	Notes
<u>Well A</u>	<u>10/21/20</u>	<u>0930</u>	<input checked="" type="checkbox"/>								<u>2</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>GW</u>	
<u>Well B</u>	<u>10/21/20</u>	<u>1025</u>	<input checked="" type="checkbox"/>								<u>2</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>GW</u>	
<u>Well C</u>	<u>10/21/20</u>	<u>1120</u>	<input checked="" type="checkbox"/>								<u>2</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>GW</u>	


Relinquished By (sign)	Print Name / Company	Date / Time	Received By (sign)	Print Name / Company
<u>[Signature]</u>	<u>Kyle Burnett HCCSD</u>	<u>10/21/20 1330</u>	<u>[Signature]</u>	<u>FEDEX</u>
<u>[Signature]</u>	<u>FEDEX</u>	<u>10/22/20 9:40</u>	<u>[Signature]</u>	<u>FEDEX</u>

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: 1 container

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

C0J2936

Rc'd: 10/22/2020 09:40
 SNL



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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 7
Project Name: Hilton Crk. - Inf./Eff.
Project Number: HCCSD Extra TN GW/Eff

Report Date: 01-Dec-2020

Work Order Number: C0K1653

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>
C0K1653-01	Well A ---ROUTINE---	Liquid	11/12/20 09:25	Kyle Burnett	11/13/20 09:58	FedEx
C0K1653-02	Well B ---ROUTINE---	Liquid	11/12/20 10:10	Kyle Burnett	11/13/20 09:58	FedEx
C0K1653-03	Well C ---ROUTINE---	Liquid	11/12/20 10:50	Kyle Burnett	11/13/20 09:58	FedEx
C0K1653-04	Effluent ---ROUTINE---	Liquid	11/12/20 11:12	Kyle Burnett	11/13/20 09:58	FedEx

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 Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
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Analytical Report: Page 2 of 7
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: HCCSD Extra TN GW/Eff

Report Date: 01-Dec-2020

Work Order Number: C0K1653

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number
C0K1653-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>				
Well A	Liquid	11/12/20 09:25	11/13/20 9:58				
Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Anions							
Nitrate as N	2.8	0.20	mg/L	EPA 300.0	11/14/20 01:31	DSS	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	11/14/20 01:31	DSS	
Nutrients							
Kjeldahl Nitrogen	0.2	0.1	mg/L	EPA 351.2	11/17/20 20:28	SLL	
Total Nitrogen	2.9	0.40	mg/L	Calculation			

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Analytical Report: Page 3 of 7
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: HCCSD Extra TN GW/Eff

Report Date: 01-Dec-2020

Work Order Number: C0K1653

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number

C0K1653-02

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Well B	Liquid	11/12/20 10:10	11/13/20 9:58

<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	1.8	0.20	mg/L	EPA 300.0	11/14/20 02:09	DSS	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	11/14/20 02:09	DSS	
Nutrients							
Kjeldahl Nitrogen	0.3	0.1	mg/L	EPA 351.2	11/17/20 20:29	SLL	
Total Nitrogen	2.1	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 4 of 7
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: HCCSD Extra TN GW/Eff

Report Date: 01-Dec-2020

Work Order Number: **C0K1653**

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number:
C0K1653-03

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Well C	Liquid	11/12/20 10:50	11/13/20 9:58

<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	1.9	0.20	mg/L	EPA 300.0	11/14/20 02:22	DSS	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	11/14/20 02:22	DSS	
Nutrients							
Kjeldahl Nitrogen	0.3	0.1	mg/L	EPA 351.2	11/17/20 20:31	SLL	
Total Nitrogen	2.2	0.40	mg/L	Calculation			

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Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
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Analytical Report: Page 5 of 7
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: HCCSD Extra TN GW/Eff

Report Date: 01-Dec-2020

Work Order Number: **C0K1653**
 Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number
C0K1653-04

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Effluent	Liquid	11/12/20 11:12	11/13/20 9:58

<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	24	0.20	mg/L	EPA 300.0	11/14/20 02:34	DSS	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	11/14/20 02:34	DSS	
Nutrients							
Kjeldahl Nitrogen	1.2	0.1	mg/L	EPA 351.2	11/17/20 21:35	SLL	
Total Nitrogen	25	0.40	mg/L	Calculation			

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 LACS No. 10110

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Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive
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Report Date: 01-Dec-2020

Analytical Report: Page 6 of 7

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

Project Number: HCCSD Extra TN GW/Eff

Work Order Number: C0K1653

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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Client Name: Hilton Creek Community Services District
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Analytical Report: Page 7 of 7
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: HCCSD Extra TN GW/Eff

Report Date: 01-Dec-2020

Work Order Number: C0K1653

Received on Ice (Y/N): Yes Temp: 1 °C



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Chain of Custody & Sample Information Record

Client: Hilton Creek CSD
 Phone No: 760 935-4500
 Project Name: HCCSD Extra TN GW/Eff
 Project Location: Wells and Effluent

Contact: Kyle Burnett
 email: DistrictManager@HiltonCreekCSD.com
 Turn Around Time: Hourly
 *Lab TAT Approval:

Fax No:
 By:
 *Additional Charges Apply

Sampler Information		# of Containers & Preservatives		Sample Type		Analysis Requested		Matrix	Notes
Name	Employer	Signature	Unpreserved	HCl	HNO ₃	NaOH	NaOH/Zn Acetate	PDC	Total # of Containers
Sample ID	Date	Time	H ₂ O ₂	HCl	HNO ₃	NaOH	NaOH/Zn Acetate	PDC	Total # of Containers
Well A	11/12/20	0925	X						2
Well B	11/12/20	1010	X						2
Well C	11/12/20	1050	X						2
Effluent	11/12/20	1112	X						2

Relinquished By (sign)	Print Name / Company	Date / Time	Received By (sign)	Print Name / Company
<i>[Signature]</i>	Kyle Burnett HCCSD	11/12/20 1330	<i>[Signature]</i>	Fed-ex
<i>[Signature]</i>	Carla Hernandez 253	11/13/20 0958	<i>[Signature]</i>	Fed-ex Carla Hernandez/253

By signing on behalf of your organization and relinquishing the 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

Sample(s) Submitted on Ice? Yes No

Custody Seal(s) Intact? Yes No

Sample(s) Intact? Yes No

Temperature: _____ °C Cool Blank


Signature: [Signature]

Date: 11/13/20

C0K1653

Rec'd: 11/13/2020 09:58

SNL



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

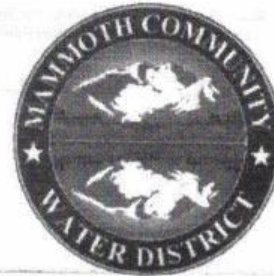
CA ELAP No. 2698
 EPA No. CA00102
 NELAP No. OR4035
 LACSD No. 10119

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

**Mammoth Community Water District
 Water Quality Laboratory
 Analytical Report**

Analytical Report: Page 1 of 2
 Project ID: None
 Report Date: 10/21/20
 Order ID: 20101415

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



Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
20101415-01	EFFLUENT	WDR100037539	Wastewater	10/14/20 07:40		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Temperature	14.4	NA	°C	SM2550	Routine	10/14/20 8:02	BM	
pH	6.41	NA	pH Units	SM4500-H+ B	Routine	10/14/20 8:02	BM	
Biochemical oxygen demand	9.46	1	mg/L	SM5210 B	Routine	10/14/20 14:25	BM	
Carbonaceous biochemical oxygen	1.86	1	mg/L	SM5210 B	Routine	10/14/20 14:25	BM	

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
20101415-02	INFLUENT	WDR100037539	Wastewater	10/14/20 07:42		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Temperature	14.9	NA	°C	SM2550	Routine	10/14/20 8:02	BM	
pH	7.27	NA	pH Units	SM4500-H+ B	Routine	10/14/20 8:02	BM	
Biochemical oxygen demand	325	1	mg/L	SM5210 B	Routine	10/14/20 14:25	BM	

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

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

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.

Blair Hafner

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

Analytical Report: Page 1 of 1
 Project ID: None
 Report Date: 11/24/20

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



Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 201124100124

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
20110910-01	EFFLUENT	WDR100037539	Wastewater	11/04/20 08:54		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
pH	6.23	NA	pH Units	SM4500-H+ B	Routine	11/04/20 16:37	BM	
Biochemical oxygen demand	6.55	1	mg/L	SM5210 B	Routine	11/04/20 16:37	BM	
Carbonaceous biochemical oxygen	2.12	1	mg/L	SM5210 B	Routine	11/04/20 16:37	BM	

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
20110910-02	INFLUENT	WDR100037539	Wastewater	11/04/20 08:54		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
pH	7.57	NA	pH Units	SM4500-H+ B	Routine	11/04/20 16:37	BM	
Biochemical oxygen demand	434	1	mg/L	SM5210 B	Routine	11/04/20 16:37	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.

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: 12/28/20

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



Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 20120710-5620 Page 1 of 1

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
20120710-01	EFFLUENT	WDR100037539	Wastewater	12/02/20 09:22		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	13.8	1	mg/L	SM5210 B	Routine	12/02/20 15:32	BM	G
Carbonaceous biochemical oxygen	3.90	1	mg/L	SM5210 B	Routine	12/02/20 15:32	BM	G

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
20120710-02	INFLUENT	WDR100037539	Wastewater	12/02/20 09:24		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	248	1	mg/L	SM5210 B	Routine	12/02/20 15:32	BM	G

Qualifier:

G Glucose-glutamic acid check fell outside of targeted range

Notes: GGA was 151.9 mg/L. Because these were wastewater samples and seed was unnecessary, all results were deemed acceptable.

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



Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Report Date: 20-Oct-2020

Analytical Report: Page 1 of 4

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

Project Number: Q3 MBAS & TKN, TN

Work Order Number: C0J0478

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>
C0J0478-01	Effluent ---ROUTINE---	Liquid	10/05/20 09:31	Kyle Burnett	10/06/20 09:40	FedEx

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Riverside, CA 92502-0432

location
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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 2 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Q3 MBAS & TKN, TN

Report Date: 20-Oct-2020

Work Order Number: C0J0478

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number

C0J0478-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Effluent	Liquid	10/05/20 09:31	10/06/20 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	4.4	0.20	mg/L	EPA 300.0	10/06/20 20:57	KBS	
Nitrite as N	0.1	0.1	mg/L	EPA 300.0	10/06/20 20:57	KBS	
Surfactants							
MBAS	0.08	0.08	mg/L	SM 5540C	10/06/20 21:07	DFL	
Nutrients							
Kjeldahl Nitrogen	2.5	0.1	mg/L	EPA 351.2	10/07/20 11:59	SLL	
Total Nitrogen	6.9	0.40	mg/L	Calculation			

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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 3 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Q3 MBAS & TKN, TN

Report Date: 20-Oct-2020

Work Order Number: C0J0478

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

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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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 4 of 4
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q3 MBAS & TKN, TN

Report Date: 20-Oct-2020

Work Order Number: C0J0478

Received on Ice (Y/N): Yes Temp: 1 °C

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Chain of Custody & Sample Information Record

6100 Quail Valley Court Riverside, CA 92507
 (951) 653-3351 • FAX (951) 653-1662
 www.babcocklabs.com

Client: Hilton Creek CSO Contact: Kyle Burnett Fax No. _____
 Phone No. 760 935 4500 email: districtmanager@hiltoncreekcsd.com

Project Name: Q3 MBAS and TKN TN Turn Around Time: ROUTED *72 Hour Rush *48 Hour Rush *24 Hour Rush
 Project Location: HCLSD Effluent *Lab TAT Approval: _____ By: _____ *Additional Charges Apply

Additional Reporting Requests
 Include GC Data Package Yes No
 Final Results Yes No
 Final RPT Yes No
(Include Source Number in Notes)

Sampler Information		# of Containers & Preservatives		Sample Type		Analysis Requested		Matrix		Notes																
Name:	Employer:	Signature:	Unpreserved	HCl	HNO ₃	H ₂ SO ₄	NaOH	NaOH/Zn Acetate	HF/Cl ₂	POC	Co-Te	Total # of Containers	Residue	Special	MBAS	TKN	Other	DW - Drinking Water	WW - Wastewater	GW - Ground Water	S - Source	SG - Sludge	L - Liquid	M - Miscellaneous		
<u>Kyle Burnett</u>	<u>Hilton Creek CSO</u>	<u>[Signature]</u>																								
<u>EFFluent</u>	<u>EFFluent</u>	<u>10/20/20 0930</u>																								
<u>EFFluent</u>	<u>EFFluent</u>	<u>10/20/20 0931</u>	X																							

Relinquished By (sign)	Print Name / Company	Date / Time	Received By (sign)	Print Name / Company
<u>[Signature]</u>	<u>Kyle Burnett HCLSD</u>	<u>10/20/20 1330</u>	<u>[Signature]</u>	<u>FEDEX</u>
<u>[Signature]</u>	<u>FEDEX</u>	<u>10/20/20 0944</u>	<u>[Signature]</u>	<u>ROSEMARKER LABOR/ESB</u>

By signing on behalf of your organization and requesting 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

Sample(s) Submitted on Ice? Yes No NA Sample meets laboratory acceptance criteria? Yes No
 Custody Seal(s) Intact? Yes No NA Permission to continue: Yes No
 Sample(s) Intact? Yes No NA Deviation Note: _____
 Temperature: _____ °C Cooler Blank Signature/Date: _____

C0J0478

Rec'd: 10/06/2020 09:40
 JLH

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

location
 6100 Quail Valley Court
 Riverside, CA 92507-0704

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 EPA No. CA00102
 NELAP No. OR-4035
 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

Report Date: 16-Nov-2020

Analytical Report: Page 1 of 4

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

Project Number: HCCSD Eff Nov MBAS

Work Order Number: C0K0218

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>
C0K0218-01	Effluent --ROUTINE--	Liquid	11/02/20 08:56	Kyle Burnett	11/03/20 10:00	UPS

mailing

P.O Box 432
Riverside, CA 92502-0432

location

6100 Quail Valley Court
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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 2 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: HCCSD Eff Nov MBAS

Report Date: 16-Nov-2020

Work Order Number: C0K0218

Received on Ice (Y/N): Yes Temp: 2 °C

Laboratory Reference Number

C0K0218-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Effluent	Liquid	11/02/20 08:56	11/03/20 10:00

<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>
Surfactants MBAS	ND	0.08	mg/L	SM 5540C	11/03/20 21:49	DFL	

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location
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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

Report Date: 16-Nov-2020

Analytical Report: Page 3 of 4

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

Project Number: HCCSD Eff Nov MBAS

Work Order Number: C0K0218

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.

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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 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: Hilton Crk. - Inf./Eff.
 Project Number: HCCSD Eff Nov MBAS

Report Date: 16-Nov-2020

Work Order Number: COK0218

Received on Ice (Y/N): Yes Temp: 2 °C

		5100 Quail Valley Court Riverside, CA 92507 (951) 953-3351 • FAX (951) 953-1662 www.babcocklabs.com		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 OC Data Package <input type="checkbox"/> Print Results <input type="checkbox"/> Print Report <input type="checkbox"/> Include Source Material if Requested	
Project Name: <u>HCCSD Eff Nov MBAS</u>		Turn Around Time: <u>4500</u>		*72 Hour Rush *48 Hour Rush *24 Hour Rush			
Project Location: <u>Hilton Creek CSO</u>		*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 Unreserved: _____ H2SO4: _____ HCl: _____ HNO3: _____ NaOH: _____ NaOH/2% Acetate: _____ NH4Cl: _____ P/PC: _____ Ca V5: _____		Total # of Containers Routine: _____ Resampling: _____ Special: _____ MBAS: _____		Analysis Requested Matrix DW = Drinking Water WW = Waste Water GW = Ground Water S = Soils SG = Sludge L = Liquid M = Miscellaneous	
Sample ID	Date	Time					
Effluent MBAS	11/16/20	0856					WW
Relinquished By (sign)		Print Name / Company		Date / Time		Received By (sign)	
<u>[Signature]</u>		Kyle Burnett HCCSD		11/16/20 1330		<u>[Signature]</u>	
		UPS		11/16/20 10:00A		B. Arora	
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 <u>TG#61</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:	

COK0218
 Rec'd: 11/03/2020 10:00
 JH

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. OR-4035 LACSD No. 10119
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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: Hilton Crk. - Inf./Eff.
Project Number: Dec.EFF MBAS / TN

Report Date: 10-Dec-2020

Work Order Number: C0L0629

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>
C0L0629-01	Effluent ---ROUTINE---	Liquid	12/03/20 09:40	Kyle Burnett	12/04/20 10:35	FedEx

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

Report Date: 10-Dec-2020

Work Order Number: **C0L0629**

Received on Ice (Y/N): Yes Temp: 2 °C

Laboratory Reference Number

C0L0629-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Effluent	Liquid	12/03/20 09:40	12/04/20 10:35

Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Anions							
Nitrate as N	22	0.20	mg/L	EPA 300.0	12/04/20 16:27	DSS	
Nitrite as N	0.4	0.1	mg/L	EPA 300.0	12/04/20 16:27	DSS	
Surfactants							
MBAS	0.12	0.08	mg/L	SM 5540C	12/04/20 21:20	DAD	
Nutrients							
Kjeldahl Nitrogen	2.8	0.1	mg/L	EPA 351.2	12/09/20 16:58	SLL	
Total Nitrogen	25	0.40	mg/L	Calculation			

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

Report Date: 10-Dec-2020

Work Order Number: **C0L0629**

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.

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

Report Date: 10-Dec-2020

Work Order Number: COL0629

Received on Ice (Y/N): Yes Temp: 2 °C

BABCOCK Laboratories, Inc.
The Standard of Excellence for Over 100 Years

6100 Quail Valley Court Riverside, CA 92507
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Chain of Custody & Sample Information Record

Client: Hilton Creek CSSD
 Phone No: 760 935-4500
 Project Name: Dec EFF - MBAS TN
 Project Location: HUCSD Treatment Plant

Contact: Kyle Burnett
 email: District Manager @ Hilton Creek CSSD.com
 Turn Around Time: Routine 72 Hour Rush *28 Hour Rush *24 Hour Rush
 *Lab TAT Approval: _____ By: _____
 *Additional Charges Apply

Fax No: _____
 Additional Reporting Requests:
 Include CO Data Package: Yes No
 Full Report: Yes No
 One Report: Yes No
 Mass SOT: Yes No
 Include Source Number in Report: Yes No

Sampler Information		# of Containers & Preservatives		Sample Type		Analysis Requested		Matrix	Notes
Name	Employer	Unpreserved	HCl	HNO ₃	H ₂ SO ₄	Phosphate	Special		
<u>Kyle Burnett</u>	<u>Hilton Creek CSSD</u>	<input checked="" type="checkbox"/>							
<u>[Signature]</u>									
Sample ID	Date / Time	Unpreserved	HCl	HNO ₃	H ₂ SO ₄	Phosphate	Special		
<u>Effluent</u>	<u>12/10/20 0940</u>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<u>Effluent</u>	<u>12/10/20 0940</u>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<u>One opp. quart received. RMA 12-4-2020</u>

Relinquished By (sign)	Print Name / Company	Date / Time	Received By (sign)	Print Name / Company
<u>[Signature]</u>	<u>Kyle Burnett HUCSD</u>	<u>12/10/20 1330</u>	<u>[Signature]</u>	<u>RMA 618</u>
	<u>Felix</u>	<u>12/4/2020 1035</u>		

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 DP12

Sample(s) Submitted on Ice? Yes No

Custody Seal(s) Intact? Yes No NA

Sample(s) Intact? Yes No

Temperature: 2 °C Cooler Blank

Signature: _____ Date: _____

COL0629

Rcd: 12/04/2020 10:35

LJH

Page _____ of _____

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 NELAP No. OR4035
 LACSD No. 10119

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: LIFT STATION PUMP REBUILD

DATE: JANUARY 12, 2020

The rebuilt Sierra Springs lift station pump has been completed and was delivered in December, 2020.

It is being stored inside the storage container at the treatment plant for easy access.

I am also beginning the process of looking at installing an additional pump at the lift station that would be in a dry-well and operate at a lower horsepower for easier and cheaper pump replacement in the future.

REQUESTED ACTION:

Informational update. No further action is required.