

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, APRIL 13, 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. CONSENT AGENDA**
 - A. Financial Reports**
 1. Consideration & Approval of Disbursements List
 2. Disbursements and Checks Numbered 8157-8165
 3. One-signor Checks Numbered 8166-8170
 - B. Review & Acceptance of Monthly Financial Reports**
 1. Account Balances – All Funds
 2. Revised Budget Report: YTD Actual to Budget Report
 3. Southern California Edison Report
 - C. Approval of Minutes**
 - A. Minutes of the Regular Board Meeting of March 9, 2021

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

6. **NEW BUSINESS**
 - A. Resolution 2021-01 Hilton Creek Community Services District Statement of Investment Policy
 - B. Letter to Sierra Springs Residents – Easement Access
 - C. SoCalRen – Site Visit
 - D. Accessory Dwelling Unit – Capacity Fee
7. **OLD BUSINESS**
 - A. SDRMA - Insurance
8. **NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**
9. **BOARD MEMBER COMMENTS/REPORTS**
10. **ANNOUNCEMENTS**
 - A. Regular Board Meeting: May 11, 2021 at 5:00 p.m.
11. **CLOSED SESSION**
 - A. Personnel Matter – [Secretary of the Board/Finance Officer]
12. **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

04/09/21

Accrual Basis

March 10 through May 1, 2021

Type	Date	Num	Name	Memo	Amount
Mar 10 - 13, 21					
Check	03/10/2021		PERS Retirement	PPE 3/5/2021	-446.53
Check	03/10/2021	8160	PERS 457 Contributions	PPE 3/5/2021	-329.41
Check	03/10/2021		Encumbrance	Earmarked - PERS Unfunded Liability	-25,000.00
Mar 10 - 13, 21					-25,775.94
Week of Mar 14, 21					
Bill Pmt -...	03/17/2021	Auto	FRONTIER COMMUNICATIONS	3-18-2021 Auto Payment	-42.28
Check	03/17/2021		Intuit	ACH Payment Processing Fees	-267.00
Check	03/17/2021		SCE	02/03/2021-03/05/2021	-531.24
Check	03/17/2021		SCE	02/03/2021-03/05/2021	-1,481.29
Liability C...	03/18/2021		QuickBooks Payroll Service	Created by Payroll Service on 03/14/2021	-2,866.02
Paycheck	03/19/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	03/19/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Check	03/19/2021		PERS Health Insurance		-857.12
Check	03/19/2021		PERS 457 Contributions	PPE 3/19/2021	-329.41
Check	03/19/2021		PERS Retirement	PPE 3/19/2021	-446.53
Check	03/19/2021	TXF	Encumbrance	Earmarked for Operations	-15,000.00
Week of Mar 14, 21					-21,820.89
Week of Mar 21, 21					
Check	03/23/2021		VERIZON WIRELESS	District Phones	-125.41
Check	03/27/2021	TXF	Transfer	Vactor	-10,000.00
Week of Mar 21, 21					-10,125.41
Week of Mar 28, 21					
Bill Pmt -...	04/01/2021	8157	J.T. HATTER ELECTRIC	Contract Services - April 2021	-750.00
Liability C...	04/01/2021		QuickBooks Payroll Service	Created by Payroll Service on 03/31/2021	-2,866.02
Paycheck	04/02/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	04/02/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Week of Mar 28, 21					-3,616.02
Week of Apr 4, 21					
Check	04/06/2021		PERS Retirement	PPE 04/02/2021	-446.53
Check	04/06/2021		PERS 457 Contributions	PPE 04/02/2021	-329.41
Liability C...	04/08/2021	E-pay	EFTPS	94-2834850 QB Tracking # 320269958	-1,910.22
Liability C...	04/08/2021	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 320338958	-467.83
Liability C...	04/08/2021	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 320397958	-57.53
Liability C...	04/09/2021		QuickBooks Payroll Service	Created by Payroll Service on 04/08/2021	-1,300.00
Check	04/09/2021	8165	Isabel Connolly	FY 2020/2021 Med Reimb.	-406.25
Week of Apr 4, 21					-4,917.77
Week of Apr 11, 21					
Paycheck	04/12/2021	DD10...	ADAMSON, CYNTHIA R	Direct Deposit	0.00
Paycheck	04/12/2021	DD10...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	04/12/2021	DD10...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	04/12/2021	DD10...	HIGERD, GARRETT	Direct Deposit	0.00
Paycheck	04/12/2021	DD10...	SHIPLEY, STEVE H	Direct Deposit	0.00
Check	04/12/2021	8164	HIGERD, GARRETT	FY 2020/2021 Medical Reimb.	-369.40
Bill Pmt -...	04/13/2021	8158	BABCOCK LABORATORIES, INC.	Invoice CC10731-4807	-232.75
Bill Pmt -...	04/13/2021	8159	INFOSEND, INC	March 2021 Billing	-346.88
Bill Pmt -...	04/13/2021	8160	J.T. HATTER ELECTRIC	Invoice 4610	-375.00
Bill Pmt -...	04/13/2021	8161	MOUNTAIN MEADOWS MUTUAL ...	Account MMH2011800	-195.00
Bill Pmt -...	04/13/2021	8162	UMPQUA BANK	March 2021	-1,538.48
Week of Apr 11, 21					-3,057.51
Week of Apr 18, 21					
Week of Apr 18, 21					
Week of Apr 25, 21					
Bill Pmt -...	05/01/2021	8163	J.T. HATTER ELECTRIC	Standby - May 2021	-750.00
Week of Apr 25, 21					-750.00

3:34 PM

04/09/21

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
CHECKS WRITTEN - ALL FUNDS
March 10 through May 1, 2021

Type	Date	Num	Name	Memo	Amount
TOTAL					<u><u>-70,063.54</u></u>

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

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

Notable changes to Account Balances

Sewer Fund Checking – Bank of America **\$81,968.67**

Included in this amount is \$50,000 that remains in the checking account but is earmarked in an Encumbrance Account (on the books) for specific future expenses. Eventually this money will be moved to an investment account or disbursed.

Capital Reserve **\$29,056.03**

There are no significant changes to the Capital Reserve.

County Investment Pool – Combined **\$606,568.28**

Interest received at the end of December was realized in the amount of \$2,226.86 and distributed appropriately to the Sewer Fund and Juniper Drive Fund Investments.

LAIF – Combined **\$9,589.36**

No Change

Juniper Drive Checking **\$44,731.88**

No significant changes to the Juniper Drive Checking Account,

REQUESTED ACTION: Information Only

Hilton Creek Community Services District
Sewer Funds Account Balances
As Of
March 31, 2021

Account	Previous				3/31/2021
	Balance	Credits	Debits	Adjustments	Balance
**Bank of America	53,535.17	52,322.23	(23,888.73)	-	81,968.67
Sewer Fund Use Fees & Expenses		47,001.74	(22,675.48)		
Cancelled / Return/ Other					
County Inv. Pool Transfer					
LAIF Transfers					
Capital Reserve Transfer		-	-		
County Loan Transfer					
Expense Recovery Payments					
Juniper Deposits/Expenses		5,320.49	(1,213.25)		
Juniper Drive Transfers					
Encumberance		-			50,000.00
Capital Reserve	29,055.78	0.25	-	-	29,056.03
Connection Fees					
Transfers			-		
Interest		0.25			
LAIF	4,957.36	-	-	-	4,957.36
Checking Transfers					
Interest					
Other					
Other					
County Investment Pool	299,166.92	1,102.36	-	-	300,269.28
Checking Transfers					
LAIF Transfers					
Interest		1,102.36			
Unsec. Property Tax					
Secure Property Tax					
Other					
Unitary Property Tax					
Delinquent Accounts Collection					
ENCUMBERANCE (In Checking)	-	50,000.00	-		50,000.00
Beneft Liabilities		25,000.00			
Vactor		15,000.00			
Operations		10,000.00	-		
Total**	386,715.23	53,424.84	(23,888.73)	-	416,251.34

** Balance Owed to Sewer Fund 697.74
Total with Juniper Drive Oweing 416,949.08

Juniper Drive Special Zone of Benefit Funds

**As Of
March 31, 2021**

	Previous	Credits	Debits	Adjustments	3/31/2021 Balance
Bank of America	38,059.54	6,762.34	(90.00)	-	44,731.88
Juniper Drive Fees Collected		6,762.34			
Juniper Drive Expenses			(90.00)		
LAIF	4,632.00	-	-	-	4,632.00
Interest					
Other					
County Investment Pool	305,174.60	1,124.50	(0.10)	-	306,299.00
Checking Transfers					
Interest		1,124.50			
Other			(0.10)		
Total**	347,866.14	7,886.84	(90.10)	-	355,662.88
				<i>** Balance Owed to Sewer Fund</i>	<i>(697.74)</i>
				<i>Total with Balance Owing to Sewer Fund</i>	<i>354,965.14</i>

Juniper Drive Wash					
Fwd	JD Fees Coll	JD Checks	JD JES	ADJ	JD Owes SF
(3,829.94)	5,320.49	(1,213.25)	(975.04)		(697.74)
Funds collected / paid in Sewer Fund					

**Adjustments to Juniper Drive Wash: Payroll / Director Payroll elements not included in February Report.*

Sewer Financial Reports

March 2021

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of March 31, 2021

04/07/21

Accrual Basis

Mar 31, 21

ASSETS		
Current Assets		
Checking/Savings		
1 Bank of America-Checking	31,968.67	
2 Encumbrance Account	50,000.00	
3 B of America-Capital Reserve	29,056.03	
4 Mono Co Treasury Inv. Pool	300,269.28	
5 LAIF		
General Sewer Fund	4,957.36	
Total 5 LAIF	4,957.36	
Total Checking/Savings	416,251.34	
Accounts Receivable		
Accounts receivable		
AVAILABILITY FEES	4,255.50	
SEWER USE FEES		
Finance Charge	-467.12	
LIEN FEE	200.00	
SEWER USE FEES - Other	9,629.78	
Total SEWER USE FEES	9,362.66	
Accounts receivable - Other	12.00	
Total Accounts receivable	13,630.16	
Total Accounts Receivable	13,630.16	
Other Current Assets		
Allowance for uncollectibles	0.05	
Total Other Current Assets	0.05	
Total Current Assets	429,881.55	
Fixed Assets		
Property, Plant & Equipment		
Equipment	3,104,881.53	
Facilities Improvements	78,028.37	
Other Equipment	21,391.22	
Vehicles	16,500.00	
Total Property, Plant & Equipment	3,220,801.12	
Total Fixed Assets	3,220,801.12	
Other Assets		
Accumulated depreciation	-2,658,139.35	
Total Other Assets	-2,658,139.35	
TOTAL ASSETS	992,543.32	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
*Accounts Payable	90.00	
Total Accounts Payable	90.00	

> 81,968.67

HILTON CREEK COMMUNITY SERVICES DISTRICT

04/07/21

Balance Sheet

Accrual Basis

As of March 31, 2021

	Mar 31, 21
Other Current Liabilities	
6 Juniper Dr SZB Clearing Acct	-697.74
Accounts payable	-466.60
Payroll Liabilities	6,712.06
Total Other Current Liabilities	5,547.72
Total Current Liabilities	5,637.72
Long Term Liabilities	
PENSION LIABILITIES	
Def inflows of resources-actuar	33,770.00
Def outflows of resources-actua	-34,290.00
Deferred outflows-contributions	-7,574.21
Net Pension Liability	237,045.00
Total PENSION LIABILITIES	228,950.79
Total Long Term Liabilities	228,950.79
Total Liabilities	234,588.51
Equity	
Capital Improvement Reserve	33,533.07
Retained Earnings	735,189.65
Net Income	-10,767.91
Total Equity	757,954.81
TOTAL LIABILITIES & EQUITY	992,543.32

Juniper Drive Financial Reports

March 2021

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Balance Sheet
As of March 31, 2021

Mar 31, 21

ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	44,731.88
102 - LAIF	4,632.00
Mono County Treasury Inv. Pool	306,299.00
Total Checking/Savings	355,662.88
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
122 - MAINTENANCE FEES	5,216.87
Total 120 - ACCOUNTS RECEIVABLE	5,216.87
Total Accounts Receivable	5,216.87
Other Current Assets	
JDSZB Wash Account	-697.74
Total Other Current Assets	-697.74
Total Current Assets	360,182.01
TOTAL ASSETS	360,182.01
LIABILITIES & EQUITY	
Equity	
32000 - 304 - Retained Earnings	405,179.97
Net Income	-44,997.96
Total Equity	360,182.01
TOTAL LIABILITIES & EQUITY	360,182.01

Budget Reports Year to Date Actual to Budget March 2021

- Sewer YTD Actual to Budget - 2 Month Review
- Juniper YTD Actual to Budget – 2 Month Review

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: FINANCE OVERSIGHT COMMITTEE

FROM: LORINDA BEATTY

SUBJECT: MARCH 31, 2021 BUDGET ADJUSTMENTS

DATE: APRIL 13, 2021

SEWER FUND

Revenue Budget items for the end of the third quarter should be at 75% or higher.

Housekeeping: Sewer Connection Inspection Fees were moved from Sewer and Operation Maintenance Revenue to Sewer Capital Improvement Revenue.

Investment Revenue Heading added appropriately.

Revenue Notes:

- Property Tax collected is currently at 80% or 5% higher than anticipated. February Property tax was over stated and corrected.
- Sewer Use Fees collected are at 89% or 14% higher than anticipated. This in part may be due to the credit card payment system and delinquent fees collected from the Mono County tax roll.
- Sewer Connection Inspection Fees are at \$0.00 collected as are Sewer Connection Fees. It is anticipated there will be little or no activity for this fiscal year and is dependent upon new construction.
- Sewer Availability Fees are higher than usual due to sales of vacant lots.
- Availability fees are currently at 78% due to an increase in sales of vacant lots.
 - NOTE: This will be further discussed on the Agenda under New Business.
- Mono County Investment Pool Interest is lower than anticipated in part due to the withdraws from the account.
- Transfers from other funds are at 100% because this was not a budgeted item for this fiscal year. The total amount transferred into the checking account was \$145,000. Transfers for this fiscal year include paying the full loan balance owed Mono County and the Capital Reserve, personnel changes and spills.

Expense Budget items for the end of the third quarter should be at 75% lower.

Note: Items that were not provided a budget at the beginning of the fiscal year will show as OVER and at 100% of budget.

Employee Benefits

- Directors Medical Reimbursement: This amount is \$1,800 per fiscal year per director and is a fixed amount at \$9,000. Budget adjustments were made earlier in the fiscal year to reduce this amount from the original \$20,000 to \$9,000 (Change -\$11,000)

- Health Insurance is at 80% due to personnel changes but is expected to finish the fiscal year below budget by about \$500. \$500 reallocated to Plant General Repairs & Maintenance: New Total \$7,000

Repairs & Maintenance

- Contract Services were reduced by \$15,000 and reallocated to Sewer Lines General Maintenance
- Monitoring Well and Equipment – although slightly over by 1% at the current month’s status, this project is on hold until Lahontan provides the District with future monitoring well location and therefore will not be adjusted at this time.
- Plant General Repair and Maintenance:
 - Increased \$500 allocated from Health Insurance adjustments
 - Increased \$400 allocated from Repairs & Maintenance – Other.

JUNIPER DRIVE FUND

Revenue Budget items for the end of the third quarter should be at 75% or higher.

Revenue Notes:

- Combined Maintenance Fees Collected are at 96% or 21% higher than anticipated. Mono County Investment Pool Interest is lower than anticipated in part due to the withdraws from the account during the year.

Expense Budget items for the end of the third quarter should be at 75% lower.

Note: Items that were not budgeted at the beginning of the fiscal year will show as OVER and at 100% of budget. Many of the items in the Juniper Drive Fund were not included with the original budget.

Employee Benefits

- Directors Medical Reimbursement: This amount is \$900 per fiscal year per director and is a fixed amount at \$900. Budget adjustments were made earlier in the fiscal year to accommodate the new cost allocation policy.
- Health Insurance: Is at 85% due to personnel changes and is expected to finish the fiscal year slightly over budget. Therefore \$30 was reallocated from “Retirement Benefits – Employer Contributions” to Health Insurance. Although the Health Insurance budget is currently OVER, payments will remain at a constant rate for the remainder of this fiscal year and remain within the budget.
- Retirement Benefits – Employer Contributions was under budget therefore \$250 was allocated to:
 - Health Insurance - \$30
 - 457 Employer Contributions \$220
- Although the current Retirement Benefits – Employer Contributions budget is currently OVER, payments will remain at a constant rate for the remainder of this fiscal year and remain within the budget.

Operations

Nearly all operation expenses were not considered in the original budget.

- The majority of the Operation Expenses are not expected to increase for the remainder of this fiscal year and remain at 100%. No further adjustments are necessary at this time.

Repairs and Maintenance:

Auto expenses are at 100%. The average monthly expenses are approximately \$22.00 which will be taken from the Repairs & Maintenance budget item.

Repairs and Maintenance budget item will remain unchanged in the event there is unexpected snow removal road maintenance during the remainder of the fiscal year, with the exception of \$70 allocated to Auto Expenses.

The new adjustments accompanied by the Board's experience and suggestions will help to create a more suitable budget for the next fiscal year.

REQUESTED ACTION: Review the current budget with adjustments and discuss concerns, recommendations and comments.

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

04/08/21

March 2021

Accrual Basis

	Mar 21
Ordinary Income/Expense	
Income	
Fees	
Availability Fees	390.00
Use Fees	56,181.10
Total Fees	56,571.10
Total Income	56,571.10
Gross Profit	56,571.10
Expense	
Depreciation Expense	7,500.00
Employee Benefits	
Employee 457 Contributions	400.00
Employer 457 Contributions	232.94
Health Insurance	771.41
Medical Reimb. - Employee	289.36
Retirement	
Retirement - EE Contributions	415.38
Retirement - Other	429.92
Total Retirement	845.30
Total Employee Benefits	2,539.01
Office Expenses	
Bank Service Charges	282.00
Office Communication- Not Phone	36.00
Office General / Misc	94.72
Postage/Shipping - Lab Testing	249.41
Website / Advert./ Pub Notice	187.20
Office Expenses - Other	227.92
Total Office Expenses	1,077.25
Operations Administration	
Telephone	
Telephone - Cell	112.87
Telephone - Fire Alarm	42.28
Total Telephone	155.15
Total Operations Administration	155.15
Payroll Expenses	
Gross Payroll-Board of Director	1,185.00
Gross Payroll-District Manager	5,538.46
Gross Payroll-Secretary	2,052.00
Payroll Taxes	439.32
Payroll Expenses - Other	14.00
Total Payroll Expenses	9,228.78
Repairs & Maintenance	
Automobile Expense	
Fuel	51.23
Total Automobile Expense	51.23
Contract Services	750.00
Lab Testing	403.00
Plant - General / Misc	350.09
Sewer Lines- General Maint	3,466.23
Sewer Lines - Spills	3,568.21

HILTON CREEK COMMUNITY SERVICES DISTRICT

04/08/21

Profit & Loss

Accrual Basis

March 2021

	Mar 21
Utilities	
SCE - Plant	1,481.29
SCE - Pump Station	531.24
Total Utilities	2,012.53
Total Repairs & Maintenance	10,601.29
Total Expense	31,101.48
Net Ordinary Income	25,469.62
Other Income/Expense	
Other Income	
Interest Income	1,102.61
Total Other Income	1,102.61
Net Other Income	1,102.61
Net Income	26,572.23

**HILTON CREEK COMMUNITY SERVICES DISTRICT
SEWER FUND
3/31/2021**

REVENUE	BUDGET	Rolling 2 Month View			Budget Adj 3/31/2021	Over (Under) (+ or -)	% Used	Goal March 2021
		February Month 8	March Month 9	3/31/2021 Year to Date				
General Operating Revenue:								75%
Property Taxes	122,000.00	73,996.51		101,978.04		20,021.96	84%	9% OVER
Sewer Operation & Maintenance Revenue:								
Sewer Use Fees Collected	302,000.00	18,761.56	46,611.74	269,727.73		32,272.27	89%	14% OVER
Sewer Capital Improvement Revenue:								
Sewer Connection Fees	14,586.00			-		14,586.00	0%	-75%
Sewer Use Fees Collected	302,000.00	18,761.56	46,611.74	269,727.73		32,272.27	89%	14% OVER
Sewer Connection Inspection Fees	100.00			-		100.00	0%	-75%
Investment Revenue								
Interest on Investments	4,000.00	125.08	1,102.36	2,576.71		1,423.29	64%	-11%
Transfer From Reserves	-			36,054.19		(36,054.19)		100% OVER
Transfer From Other Funds	-			145,000.00		(145,000.00)		100% OVER
TOTAL REVENUES	744,686.00	111,644.71	94,325.84	825,064.40	-	(80,378.40)	111%	36% OVER
EXPENSES								
ADMINISTRATION EXPENSES								
Administration Fee	2,000.00	50.00		461.45		1,538.55	23%	-52%
***Mono Invest. Pool Wash - Delinquent Accts.	-	3,080.20		3,080.20		(3,080.20)		
***Depreciation Expense (Book Entry Only)	90,000.00	7,500.00	7,500.00	67,500.00		22,500.00	75%	0%
SUBTOTAL	92,000.00	10,630.20	7,500.00	71,041.65	-	134,583.30	77%	2% OVER
EMPLOYEE BENEFITS								
Medical Reimbursement - Director	20,000.00	1,616.17		5,205.77	(11,000.00)	3,794.23	58%	-17%
Medical Reimbursement - Employee	3,600.00		289.36	775.36		2,824.64	22%	-53%
Health Insurance	8,203.00	511.23	511.23	11,307.00	3,500.00	396.00	97%	22% OVER
Health Insurance - Retired		260.19	260.18	1,676.72	2,600.00	923.28	64%	-11%
Long Term Care Insurance	422.00			492.03	70.03	-	100%	25% OVER
Retirement Benefits - Employer Contributions	6,762.00	644.88	429.92	6,406.44	3,400.00	3,755.56	63%	-12%
*** Retirement Benefits - Employee Contributions		623.07	415.38	3,821.50		-		-75%
***457 - Employee Contributions		600.00	400.00	-		-		-75%
457 Employer Contributions		349.41	232.94	1,164.70	2,200.00	1,035.30	53%	-22%
SUBTOTAL:	38,987.00	4,604.95	2,539.01	30,849.52	770.03	12,729.01	78%	3% OVER
PAYROLL								
Salaries & Employee Benefits:								
Director's Gross Salary	6,000.00	1,316.65	1,185.00	12,236.60	11,000.00	4,763.40	72%	-3%
Manager Gross Salary	72,000.00	6,153.84	5,538.46	53,230.75		18,769.25	74%	-1%
Manager Gross Salary (Now Retired)				18,987.84	18,987.84	-	100%	25% OVER
Secretarial Gross Salary	29,487.00	2,220.00	2,052.00	20,392.27		9,094.73	69%	-6%
Secretarial Gross Salary (Now Retired)				10,626.52	10,626.52	-	100%	25% OVER
Payroll Taxes	3,000.00	452.07	439.32	4,590.03	3,500.00	1,909.97	71%	-4%
Payroll Processing Fee Expense		377.85	14.00	453.10	112.00	(341.10)	100%	100% OVER
SUBTOTAL	110,487.00	10,520.41	9,228.78	120,517.11	44,226.36	34,196.25	78%	200% OVER
OPERATIONS								
Liability Insurance	9,350.00			9,286.20	(63.80)	(0.00)	100%	25% OVER
Worker's Comp Insurance				5,461.60	5,461.60	-	100%	25% OVER
Accounting	6,500.00	7,380.00		7,380.00		(880.00)	114%	39% OVER
Legal	10,000.00			14,921.16	16,000.00	11,078.84	57%	-18%
Dues & Subscriptions	1,700.00	409.00		2,977.50	3,000.00	1,722.50	63%	-12%
Travel - Non Litigation	200.00			-		200.00	0%	-75%
License and Fees	22,500.00	240.43		23,450.43	710.00	(240.43)	101%	26% OVER
Loan Interest (County Loan)	2,187.00			2,838.87	651.87	-	100%	25% OVER
Office Expenses	6,000.00		1,077.25	7,922.73	6,000.00	4,077.27	66%	-9%
Educational Expenses	800.00	787.28		962.28		(162.28)	120%	45% OVER
Telephone	1,500.00	155.09	155.15	1,317.69	250.00	432.31	75%	0% OVER
Contingency	5,000.00			-		5,000.00	0%	-75%
Miscellaneous	395.00			-		395.00	0%	-75%
SUBTOTAL	66,132.00	8,971.80	1,232.40	76,518.46	32,009.67	21,623.21	78%	3% OVER
REPAIRS & MAINTENANCE								
Auto Expenses	3,000.00	153.54	51.23	1,240.14		1,759.86	41%	-34%
Contract Services	26,000.00	750.00	750.00	7,525.00	(15,000.00)	3,475.00	68%	-7%
Lab Testing		864.76	403.00	3,834.94	5,167.20	1,332.26	74%	-1%
Monitoring Well - Equipment & Consultation				2,250.61	3,000.00	749.39	75%	0% OVER
Plant - General Repairs & Maintenance		316.70	350.09	8,142.81	7,400.00	(742.81)	110%	35% OVER
Plant - Sewer Equipment				2,731.01	7,000.00	4,268.99	39%	-36%
Plant - Sludge Removal		171.68		3,675.75	4,300.00	624.25	85%	10% OVER
Sewer Lines - General Maintenance		4,696.57	3,466.23	40,700.48	55,000.00	14,299.52	74%	-1%
Spills		4,149.49	3,568.21	7,717.70		(7,717.70)	100%	25% OVER
Snow Removal	7,500.00			-		7,500.00	0%	-75%
Supplies	2,000.00			180.77		1,819.23	9%	-66%
Water				195.00	390.00	195.00	50%	-25%
SCE - Plant	16,000.00	1,418.22	1,481.29	11,938.38		4,061.62	75%	0%
SCE - Pump Station	7,000.00	861.30	531.24	4,798.54		2,201.46	69%	-6%
Repairs & Maintenance - Other				82.62	100.00	17.38	83%	8% OVER
SUBTOTAL:	61,500.00	13,382.26	10,601.29	95,013.75	67,357.20	33,843.45	74%	-1%
SUBTOTAL ALL OPERATING EXPENSES	369,106.00	48,109.62	31,101.48	396,340.49	144,363.26	236,975.22	3.84	309% OVER
Sewer Capital Improvement Expenses:								
Capital Purchases/Improvements	67,000.00			-		67,000.00	0%	-75%
Engineering and Consulting Fees	10,000.00			-		10,000.00	0%	-75%
Lateral Extensions	5,000.00			-		5,000.00	0%	-75%
Debt Service:								
Loan Principal	19,658.00			71,685.32	52,027.32	-	100%	25% OVER
PERS Unfunded Liability	20,000.00			15,246.90		4,753.10	76%	1% OVER
SUBTOTAL:	121,658.00	-	-	86,932.22	52,027.32	86,753.10	50%	-25%
TOTAL EXPENSES	490,764.00	48,109.62	31,101.48	480,872.71	196,390.58	323,728.32	70%	-5%
***Less Non Budget Items		5,642.87	8,315.38	70,641.30		25,580.20		
Adjusted Total Expenses		42,466.75	22,786.10	412,631.41	196,390.58	298,148.12		
				Projected Expenses 7/1/20	490,764.00			
				Adjusted Expenses 01/31/21	196,390.58			
				New Adjusted Budget Exp.	687,154.58	412,631.41	60%	-15%

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Profit & Loss

March 2021

04/08/21

Accrual Basis

	Mar 21
Ordinary Income/Expense	
Income	
400 - REVENUE	
401 - Maintenance Fees	14,273.12
Total 400 - REVENUE	14,273.12
Total Income	14,273.12
Gross Profit	14,273.12
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-A - Retirement	47.76
504-AA-457 Employer Contributio	25.88
504-B - Health Insurance	85.71
Total 504 - Employee Benefits	159.35
64900 · 507 - Office Expense	150.64
66000 · 508 - Payroll Expenses	
508-A - Gross Payroll Gen. Mgr.	615.38
508-B - Gross Payroll - Sec.	228.00
508 D - 10% Director Gross	131.65
Total 66000 · 508 - Payroll Expenses	975.03
67200 · 511 - Repairs and Maintenance	
60200 · 514- Automobile Expense	5.69
Total 67200 · 511 - Repairs and Maintenance	5.69
68100 · 515 - Telephone Expense	12.54
Total 500- OPERATING EXPENSES	1,303.25
Total Expense	1,303.25
Net Ordinary Income	12,969.87
Other Income/Expense	
Other Income	
600 - OTHER INCOME	
601- Interest Income	1,124.50
Total 600 - OTHER INCOME	1,124.50
Total Other Income	1,124.50
Net Other Income	1,124.50
Net Income	<u>14,094.37</u>

**JUNIPER DRIVE
ACTUAL TO BUDGET 2020/2021
COMBINED SEWER FUNDS
3/31/2021**

REVENUE	BUDGET	Rolling 2 Month View		3/31/2021 Year to Date	Budget Adj 3/31/2021	Over (Under) {+ or -}	% Used	Goal % March 2021	
		February Month 8	March Month 9						
Road Maintenance Revenue:									
Maintenance Fees Collected	-	1,787.90	6,762.34	50,368.99				75%	
Maintenance Fees Collected Through Sewer Fund		2,131.90	5,320.49	30,264.34					
Combined Maintenance Fees Collected	83,806.00	3,919.80	12,082.83	80,633.33		3,172.67	96%	21% OVER	
Interest - LAIF				33.89		(33.89)			
Interest - County Investment Pool	6,500.00	(120.28)	1,124.50	2,327.93		4,172.07	36%	-39%	
Transfer From Reserves	90,000.00			-		90,000.00			
Transfer From Other Funds				-		-			
TOTAL REVENUES	180,306.00	7,719.32	25,290.16	163,628.48	-	97,310.85	91%	16% OVER	
EXPENSES									
ADMINISTRATION EXPENSES									
Administration Fee	1,500.00			45.72		1,454.28	3%	-72%	
SUBTOTAL	1,500.00	-	-	45.72	-	1,454.28	3%	-72%	
EMPLOYEE BENEFITS									
Medical Reimbursement - Director		179.57		344.91	900.00	555.09	38%	-37%	
Medical Reimbursement - Employee				54.00	360.00	306.00	15%	-60%	
Health Insurance		85.71	85.71	1,272.20	1,530.00	257.80	83%	8% OVER	
Retirement Benefits - Employer Contributions	619.00	100.54	47.76	2,576.70	2,750.00	792.30	76%	1% OVER	
457 Employer Contributions		38.82	25.88	129.40	220.00	90.60	59%	-16%	
SUBTOTAL:	619.00	404.64	159.35	4,377.21	5,760.00	2,001.79	69%	-6%	
PAYROLL									
Salaries & Employee Benefits:									
Director's Gross Salary		131.65	131.65	1,344.90	1,840.00	495.10	73%	-2%	
Manager Gross Salary	8,000.00	307.69	615.38	7,672.07	7,950.00	8,277.93	48%	-27%	
Secretarial Gross Salary	3,388.00	114.00	228.00	3,266.26	5,020.00	5,141.74	39%	-36%	
Payroll Taxes	350.00			-		350.00	0%	-100%	
Payroll Processing Fee Expense				-		-			
SUBTOTAL	11,738.00	553.34	975.03	12,283.23	14,810.00	14,264.77	46%	-29%	
OPERATIONS									
Liability Insurance	1,050.00			1,638.64	588.64	-	100%	25% OVER	
Worker's Comp Insurance				-		-			
Accounting	750.00	820.00		820.00	70.00	-	100%	25% OVER	
Legal	750.00			1,566.24	816.24	-	100%	25% OVER	
Dues & Subscriptions				22.50		(22.50)	100%	25% OVER	
Travel -Non Litigation				-		-	100%	25% OVER	
License and Fees				-		-	100%	25% OVER	
Loan Interest (County Loan)				-		-	100%	25% OVER	
Office Expenses	1,000.00	88.48	150.64	1,187.38	1,650.00	1,462.62	45%	-30%	
Educational Expenses				-		-	100%	25% OVER	
Telephone		12.54	12.54	135.56	175.00	39.44	77%	2% OVER	
Contingency				-		-	100%	25% OVER	
Miscellaneous				-		-	100%	25% OVER	
SUBTOTAL	3,550.00	921.02	163.18	5,370.32	3,299.88	1,479.56	78%	3% OVER	
REPAIRS & MAINTENANCE									
Auto Expenses		14.26	5.69	169.72	70.00	(99.72)	100%	25% OVER	
Contract Services				-		-	100%	25% OVER	
Snow Removal	20,000.00			25,000.00	15,000.00	10,000.00	71%	-4%	
Supplies				-		-	100%	25% OVER	
Repairs & Maintenance	90,000.00			70,703.87	(70.00)	19,226.13	79%	4% OVER	
SUBTOTAL:	110,000.00	14.26	5.69	95,873.59	15,000.00	29,126.41	77%	2% OVER	
TOTAL EXPENSES	127,407.00	1,893.26	1,303.25	117,950.07	38,869.88	48,326.81	71%	-4%	
					Projected Expenses 7/1/20	127,407.00			
					Adjusted Expenses 01/31/21	38,869.88			
					Adjusted Budget Exp.	166,276.88	117,950.07	71%	-4%

Financial Reports
Outstanding Customer
Payments
March/April 2021

HILTON CREEK COMMUNITY SERVICES DISTRICT
Outstanding Payment Summary
As of April 8, 2021

	Due			
	Credit Balance	5/7/2021	3/8/2021	TOTAL
6012014		110.62		110.62
6012019		884.96		884.96
6013007		110.62		110.62
6013012		221.24		221.24
6014006		1.32	109.30	110.62
6015001		110.62		110.62
6015009		110.62		110.62
6016007		110.62	110.62	221.24
6016017		110.62		110.62
6017010		110.62	110.62	221.24
6017021			173.81	173.81
6017022		110.62		110.62
6018017		110.62		110.62
6019006		10.62	100.00	110.62
6021020		161.92		161.92
6021041		110.62	110.62	221.24
6021062		221.24	221.24	442.48
6023003		110.62	110.62	221.24
6023005		9.77	152.57	162.34
6023018		110.62		110.62
6023019	-106.10	110.62	32.75	37.27
6023022		110.62		110.62
6023025		110.62		110.62
6023028		110.62	331.86	442.48
6023031		110.62	253.81	364.43
6024018	-106.10	110.62	32.76	37.28
6024019		110.62		110.62
6024022		110.62	0.20	110.82
6024023		91.08		91.08
60240810		110.62	-73.34	37.28
6025008		110.62		110.62
6026005		110.62	221.24	331.86
6028004		110.62		110.62
6029017		110.62		110.62
60290191 Condos		1,769.92		1,769.92
60290192 Condos		1,216.82		1,216.82
6030004		110.60	0.02	110.62
6030016		110.62		110.62
6030018		110.62		110.62

HILTON CREEK COMMUNITY SERVICES DISTRICT
Outstanding Payment Summary
As of April 8, 2021

	Credit Balance	5/7/2021	3/8/2021	TOTAL
6031001		110.62	-105.34	5.28
6032009		110.62		110.62
6032016		110.62		110.62
6033004		110.62		110.62
6033006		110.62	110.62	221.24
6033009		110.62	-93.34	17.28
6033013		110.62		110.62
6033016		110.62		110.62
6033018		110.62	110.62	221.24
6033019		37.41		37.41
6033020			0.54	0.54
6036019		110.62		110.62
TOTAL	-212.20	8,829.84	2,021.80	10,639.44

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT Outstanding Payment Summary

As of April 8, 2021
 Due

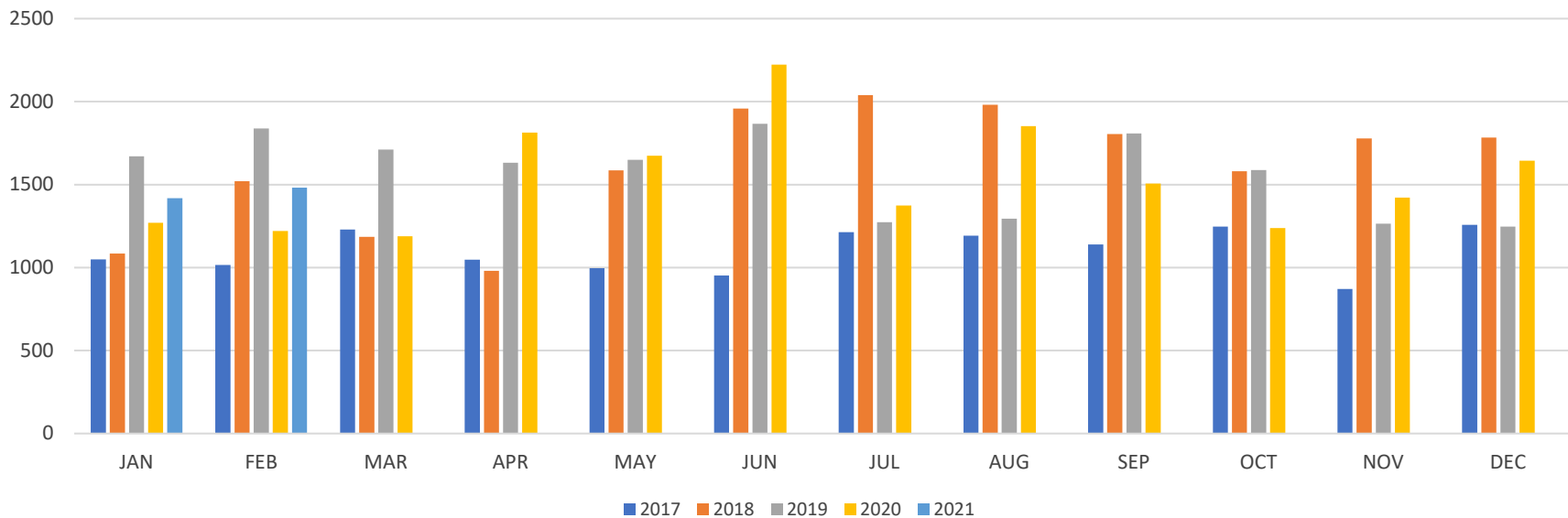
	5/7/21	3/8/21	1/10/21	11/10/20	TOTAL
ACCOUNTANT					
J6012014	196.84				196.84
J6013007	196.84				196.84
J6013012	196.84				196.84
J6013015	85.10				85.10
J6013016	85.10				85.10
J6015014	85.10		85.10		170.20
J6016007	196.84		196.84		393.68
J6016015	85.10				85.10
J6016017	196.84				196.84
J6017010	196.84		196.84		393.68
J6017021	196.84			194.50	391.34
J6017022	196.84				196.84
**J6019006	196.84		196.84	1,510.04	1,903.72
TOTAL	2,111.96	0.00	675.62	1,704.54	4,492.12

** County Tax Roll

HILTON CREEK CSD PLANT SCE ELECTRIC BILLS

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

SCE Plant Electric Costs
2017 - Present



Plant Electric Use Comparison

	FY 20192020		FY 2020/2021		Difference	
	Kwh	Cost	Kwh	Cost	Kwh	Cost
July	9459	1273.14	9591	1374.75	132	101.61
August	10148	1294.31	11875	1852.97	1727	558.66
September	12883	1807.81	10822	1506.67	-2061	-301.14
October	15379	1587.41	9597	1237.67	-5782	-349.74
November	12493	1264.56	11274	1422.08	-1219	157.52
December	12119	1264.17	13470	1644.73	1351	380.56
January	12056	1269.72	11356	1418.22	-700	148.50
February	11327	1220.72	11370	1481.29	43	260.57
March	10809	1189.09	11768	1462.87	959	273.78
April	16785	1813.11				
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	3425	861.30	-254	393.17
February	3506	438.24	3534	531.24	28	93.00
March	3616	476.56	3527	530.02	-89	53.46
April	4059	521.06				
May	3694	584.88				
June	3662	668.09				

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
MARCH 9, 2021
5:00 P.M.**

Minutes

- 1. Steve Shipley called the meeting to order at 5:10 p.m.**

A. ROLL CALL

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

Members Absent: None

Staff Present: Kyle Burnett, Lorinda Beatty

- 2. ADDITIONS TO AGENDA**

None

- 3. PUBLIC COMMENT**

There were no public comments.

- 4. CONSENT AGENDA**

A. Financial Reports

1. Consideration & Approval of Disbursements List
2. One-signor Checks 8158-8165

B. Review Acceptance of Monthly Financial Reports

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

C. Approval of Minutes

1. Minutes of the Regular Board Meeting of March 9, 2021

Consent Agenda Items pulled for Discussion were items 4A1, 4B2 and 4B3. Ms. Czeschin requested clarification and discussion regarding disbursement check No. 8152 to MCWD and an agreement with Vendor/Contractor J.T. Hatter. Mr. Burnett advised that this was an arrangement made in 2017 and was never resolved. The arrangement is now resolved, and this type of transaction will not be allowed in the future. Mr. Shipley commented that the Board was never made aware of this arrangement in 2017.

Ms. Czeschin asked that the budget be revised soon to reflect the year's ongoing financial changes and that used percentages be added to the Juniper Drive Budget and noted changes to the SCE bill.

Motion: To accept the Consent Agenda Items as presented and discussed.

Moved by Ms. Czeschin, Second by Ms. Adamson

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

5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE

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

Mr. Burnett reported that the plant is running well. A quarterly testing report will be provided at the April Board Meeting. Extra water testing continues for the placement of the monitoring well monitoring to be determined by Lahontan.

SoCalRen will be visiting the plant later this month or early next month and some of the projects Mr. Burnett will be working with them on are: energy efficiency pumps and controls, SCADA system with probes and smart monitoring, VFDs for select equipment and battery back-ups, water testing and solar are a part of the agenda.

6. NEW BUSINESS

A. Request for Relief

Ms. Beatty introduced Mr. and Mrs. Mascarenas who request relief due to the passing of their tenant. Mrs. Mascarenas stated that probate could be from 9-18 months and during that time they are not allowed to touch the property and are requesting relief for the sewer fees until the unit can be rented again.

Discussion from the Board confirmed that Mr. and Mrs. Mascarenas will be paid the rent from the estate's attorney until the estate is settled. The Board understands as a landlord the situation is difficult but must view the situation from the perspective of the Board. If there were some sort of disaster such as a fire, the District, in the past has granted relief; however, the ordinance does not allow for this type of relief.

Ms. Mascarenas stated that she feels that in the future the District should provide more consideration toward landlords if the property is unusable or unrentable.

The Board advised Mr. and Mrs. Mascarenas that the District has had similar request in the past and have denied the requests and therefore, would have to deny their request. However, if there is a change to the current situation Mr. & Mrs. Mascarenas are welcome to come back to the Board at that time.

Mrs. Mascarenas thanked the Board and appreciated the Board's time and consideration.

B. Single Unit Accessory Dwelling Unit Connection Fee

Mr. Burnett advised that it was brought to his attention that connection fee on accessory dwelling units (ADUs) has not been historically followed.

According to the Ordinance with annual increases should be the connection fee \$7,293. It appears that the historical practice of Hilton Creek has been to not charge the connection fee if an existing sewer lateral can be used. If unable to connect to the later then the owner is charged the connection fee.

The Board discussed the possibility of amending the ordinance in the future. Mr. Burnett asked for permission from the Board to not charge for immediate future ADU's that are connecting to the existing lateral for their property until there is a proper ordinance developed.

It was the consensus of the Board that ADU's will not incur a connection fee if they are connecting to an existing lateral for their property until a new ordinance is approved.

C. Project List

Mr. Burnett presented a project list to help with financial planning. Some items on the list are in conjunction with SoCalRen as they are related to energy efficiency. The projects also included a back-up generator for the plant, and aging infrastructure which will need to be replaced. This is not an exhaustive list but is a beginning step toward preparing for future projects.

SDRMA – Insurance

Mr. Burnett advised that after reviewing insurance documents it was found that the District is under insured. The buildings, aeration basins and lift stations are either under insured or not insured. The District does not have earthquake insurance. Mr. Burnett acquired a quote for an appraiser but will cost approximately \$4,800. The Board was not in favor hiring an appraiser but was in favor of adjusting insurance and property values and adding earthquake insurance.

D. Elderberry Spill

Mr. Burnett advised the Board that there was a small spill out of a property's sewer later according to the property owner. There was a blockage that was cleared with the vactor truck. There have been previous problems with this line and evidence that the tree roots are into the line. Mr. Burnett requested funds of approximately \$20,000 to begin vactoring this fiscal year and another \$20,000 in July of next fiscal year.

It was the consensus of the Board to approve the disbursements of \$20,000 to for this fiscal year to vactor and tv lines.

7. OLD BUSINESS

A. Sierra Springs Spill updates

Mr. Burnett reported that there are no updates. If there is a fine it could be some time in the future.

B. Sierra Springs Easements

A public comment suggested that based on their experience with the Sierra Springs HOA it is not recommended to spend a significant amount of funds preparing plans until the District has confirmation that the HOA will provide the easements. This might be accomplished through a conceptual drawing first.

Mr. Burnett responded that the District already owns the easements; therefore, the District would not need to purchase the easements. The District would need to develop the easements by acquiring permits and engineering plans. Mr. Burnett has contacted, Lahonton, Department of Fish and Wildlife and Army Core of Engineers in Mono County. There was some discussion about permits required and how to move forward. Mr. Burnett proposed to send a letter to the homeowners.

8. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

None

9. BOARD MEMBER COMMENTS/REPORTS

No Comments

10. ANNOUNCEMENTS

A. Regular Board Meeting April 13, 2021 at 5:00 p.m.

12. ADJOURNMENT

Motion: To Adjourn the March 9, 2021 Regular Board Meeting at 8:12 p.m.

Moved by Ms. Connolly, Second by Ms. Adamson

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: KYLE BURNETT

SUBJECT: GENERAL MANAGER UPDATE

DATE: APRIL 13, 2021

Due to normal wear and the beginning of a seal failure on aeration blower #2, a replacement blower has been ordered. There are some issues with current stock, but I have been assured one will be located. The cost for this is approximately \$5,600.

Blower #1 is also showing signs of wear in the form of reduced efficiency (lobes in the blower wear down and become less efficient). Currently, I am holding off on purchasing a replacement for blower #1 until I get a better timeframe for AESC/SoCalRen suggestions on energy efficiency measures.

If new blowers are recommended, and the timeframe for installation is short, I will replace blower #3 (not operable) with the newly purchased blower.

REQUESTED ACTION:

Informational and open for discussion

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: REGULATORY REPORT - 1ST QUARTER 2021

DATE: APRIL 13, 2021

Please review the regulatory report for the first quarter of 2021 which covers the months of January, February, and March. The report was uploaded to GeoTracker on April 7 2021 with a confirmation number of 3479068160.

Overall, treatment during this period was good. One item of note is a high BOD result for March which is due to the high solids retained in the treatment system from winter. Since the weather has currently been dry and warming, wasting to the drying beds has been occurring as much as possible.

Drying bed space is an issue that is being evaluated by AESC/SoCalRen, as it would decrease our overall energy consumption if the treatment plant could be operated with less solids in the system. The high BOD result did not exceed the one-time maximum BOD allowed, and subsequent BOD samples reduced the average monthly BOD to required levels.

REQUESTED ACTION:

Informational and open for discussion

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Months: January, February, March, 2021

California Regional Water Quality Control Board

Lahontan Region – Victorville Branch Office

14440 Civic Drive, Suite 200

Victorville, CA 92392-2359

Re: **Quarterly Monitoring Report, Quarter 1, January, February, March, 2021**

BOARD ORDER NO. R6V-2004-0018

WDID NO. 6B140109001

Dear California Regional Water Quality Control Board, Lahontan Region:

Enclosed is a copy of the Hilton Creek Community Services District 1st Quarter report for its wastewater treatment facility covering the dates of January, February, and March 2021. If you have any questions regarding this information, please contact Kyle Burnett at (760) 935-4500 or E-mail at Districtmanager@HiltonCreekCSD.com.

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

Sincerely,

Kyle Burnett

General Manager

Hilton Creek Community Services District

Hilton Creek Community Services District

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Operations and Maintenance Summary

1. **General:** General Manager Kyle Burnett was the operator in charge during this reportable period covering the months of January, February, and March 2021.
2. **Modifications or additions to the wastewater conveyance system, treatment facilities, or disposal facilities:** None.
3. **Major maintenance conducted on the wastewater conveyance system, treatment facilities, or disposal facilities:** No major maintenance occurred.
4. **Major problems occurring in the wastewater conveyance system, treatment facilities, or disposal facilities:** Two wastewater spills occurred in the Hilton Creek Community Services District collection system. These incidents have been reported and logged on the CIWQS system.
5. **Calibration of any wastewater flow measuring device:** None.
6. **Any Violation(s):** Two spills from the collection system.
7. **Corrective Actions Taken:** The spills have been cleaned and corrected.

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Effluent Reportable Constituents – January, February, March 2021

EFFLUENT January February March									
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
1/6/21	18.2	3.03	0.09	6.87	2.68	0.5	25	370	33
1/21/21	-	-	-	6.84	2.74	-	-	-	-
2/1/21	-	-	ND RDL 0.08	6.20	3.23	2.9	15	-	-
2/3/21	16.5	2.40	-	-	-	-	-	-	-
2/23/21	-	-	-	6.68	3.19	-	-	-	-
3/1/21	-	-	0.08	-	-	2.6	7.0	-	-
3/2/21	-	-	-	6.60	3.06	-	-	-	-
3/3/21	43.0	4.14	-	-	-	-	-	-	-
3/10/21	23.3	5.13	-	-	-	-	-	-	-
3/17/21	18.0	3.82	-	-	-	-	-	-	-
3/19/21	-	-	-	6.38	2.83	-	-	-	-

Notes:

EFFLUENT SAMPLE POINT - 37,569855, -118.760653

March mean BOD = 28.1mg/L

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CALIBRATE TO PH 4, 7, 10 STANDARDS						PH CALIBRATION AND AND SAMPLE				
DATE	TIME	PASS? (Y/N)	SLOPE	SAMPLE NAME	SAMPLE TIME	PH	TEMPERATURE (Celsius)	SAMPLE READ	INITIALS	
1/6/21	1045	Y<S	-58.18	EFFluent	1048	6.87	11.9	1050	KB	
1/21/21	0943	Y<S	-55.87	EFFluent	0946	6.84	10.0	0947	KB	
2/1/21	1016	Y<S	-55.32	EFFluent	1021	6.20	9.1	1023	KB	
2/23/21	1000	Y<S	-54.69	EFFluent	1006	6.68	10.6	1008	KB	
3/2/21	1028	Y<S	-56.97	EFFluent	1033	6.60	9.4	1035	KB	
3/19/21	1038	Y<S	-53.81	EFFluent	1043	6.38	12.3	1045	KB	

PH 4 Lot # 066339 Expires July 2022
 PH 7 Lot # 066686 Expires July 2022
 PH 10 Lot # 066709 Expires July 2022

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AIR CALIBRATION AND 0 DO STANDARD							DISSOLVED OXYGEN CALIBRATION AND SAMPLE			
DATE	TIME	TEMPERATURE (Celsius)	DO (mg/L)	Zero DO Check (mg/L)	SAMPLE NAME	SAMPLE TIME	DO (mg/L)	TEMPERATURE (Celsius)	SAMPLE READ	INITIALS
1/6/21	1029	19.0	7.20	0.21	Effluent	1033	2.68	13.6	1036	KB
1/21/21	0929	18.0	7.27	0.28	Effluent	0934	2.74	11.7	0937	KB
2/1/21	0955	20.8	6.93	0.22	Effluent	1005	3.23	12.1	1009	KB
2/23/21	0940	17.7	7.35	0.26	Effluent	0949	3.19	11.9	0951	KB
3/2/21	1003	17.3	7.43	0.28	Effluent	1011	3.06	11.4	1014	KB
3/19/21	1022	19.9	7.02	0.29	Effluent	1029	2.83	13.0	1032	KB

Zero DO Standard Lot # 06J9AS Expires 04 2021

Hilton Creek Community Services District

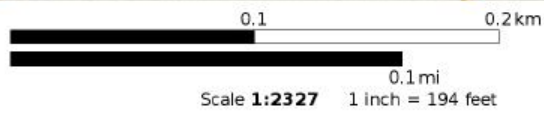
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Mercator Projection
WGS84
USNG Zone 11SLB
CalTopo



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Influent Reportable Constituents – January, February, March 2021

Sample Date	BOD mg/L (monthly)
1/6/21	285
2/3/21	293
3/3/21	258
3/10/21	418
3/17/21	369

Notes:

N/A

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Ground Water (Wells) Reportable Constituents – January, February, March 2021

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

- Notes:**
- 1.) Data from 2011 Kleinfelder West, INC Summary of “Aquifer Testing to Estimate Groundwater Velocity” please see attached for the entire study
 - 2.) Elevations are relative. Top of casing for Well C was assumed as 100ft

Ground Water (Wells)										
DATE	Well #	Well Elevation (ft)	Water to top of well casing (ft)	Mean Sea Level (ft)	Nitrate mg/L (quarterly)	Total Nitrogen mg/L (extra)	Total Dissolved Solids (quarterly)	MBAS (semi-annually)	TSS (semi-annually)	Chloride (semi-annually)
1/20/21	A	6954	44.1	6907.95	3.7	3.7	180	ND RDL 0.08	4	25
1/20/21	B	6949	31.7	6915.25	4.5	4.8	270	ND RDL 0.08	120	32
1/20/21	C	6948	37.2	6908.91	5.4	5.4	230	ND RDL 0.08	4	34

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.

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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
1/20/2021	0833	Y	18.6	1/20/2021	0836	Y	18.5	KR

pH 7 Lot # 066686 Expires July 2022 1413 Standard Lot # 066688 Expires Nov 2021

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HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING															
DATE: 1/20/21		WELL DEPTH (ft): 67.84				SAMPLED BY: Kyle Barnett				PUMP USED:					
WELL # A		WATER LEVEL FROM CASING: 44.1													
WELL DIAMETER (in): 6															
NITRATE	SAMPLES			PH (su)	ELECTRICAL CONDUCTIVITY			TEMPERATURE			PUMPING RATE			DEPTH TO WATER	
	TDS	MBAS	CHLORIDE		READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	
TIME	PURGING	SAMPLING		READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE		
0900	X			6.43	-	281	-	9.8	-	50%	-	44.1	-		
0915	X			6.40		279		9.6		50%	-	51.5			
0925	X			6.41		280		9.6		50%		53.4			
0935		X		6.39		278		9.7		50%		55.6			
COMMENTS:															
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:															

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HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING																			
DATE: 1/20/21			WELL DEPTH (ft): 74.90			SAMPLED BY: Kyle Barnett			PUMP USED:										
WELL # B			WATER LEVEL FROM CASING: 31.7																
WELL DIAMETER (in): 4																			
NITRATE TN TIME	SAMPLES			pH (su)			ELECTRICAL CONDUCTIVITY			TEMPERATURE			PUMPING RATE			DEPTH TO WATER			
	TDS	MBAS	PURGING	TSS	CHLORIDE	SAMPLING	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE	
0940	X						6.55	-	391	-	6.7	-	50%	-	31.7	-			
0955	X						6.55	0	410		7.2		50%	-	37.3				
1005	X						6.61		407		7.3		50%	-	42.0				
1015				X			6.60		415		7.3		50%		45.6				
COMMENTS: Treated Water																			
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:																			

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HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING													
DATE: 1/20/21		WELL DEPTH (ft): 50.00				SAMPLED BY: Kyle Barnett				PUMP USED:			
WELL # C		WATER LEVEL FROM CASING: 37.2											
WELL DIAMETER (in): 6													
NITRATE TN TIME	SAMPLES		pH (su)		ELECTRICAL CONDUCTIVITY		TEMPERATURE		PUMPING RATE		DEPTH TO WATER		
	TDS	MBAS	CHLORIDE	READING	CHANGE	READING	CHANGE	READING	CHANGE	READING	CHANGE		
	PURGING	SAMPLING											
1025	X			6.74	-	373	-	8.1	-	50%	-	37.2	-
1040	X			6.68		372		8.5		50%	-	40.1	
1050	X			6.71		372		8.5		50%	-	41.7	
1100		X		6.70		370		8.3		50%	-	43.0	
COMMENTS:													
INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%:													

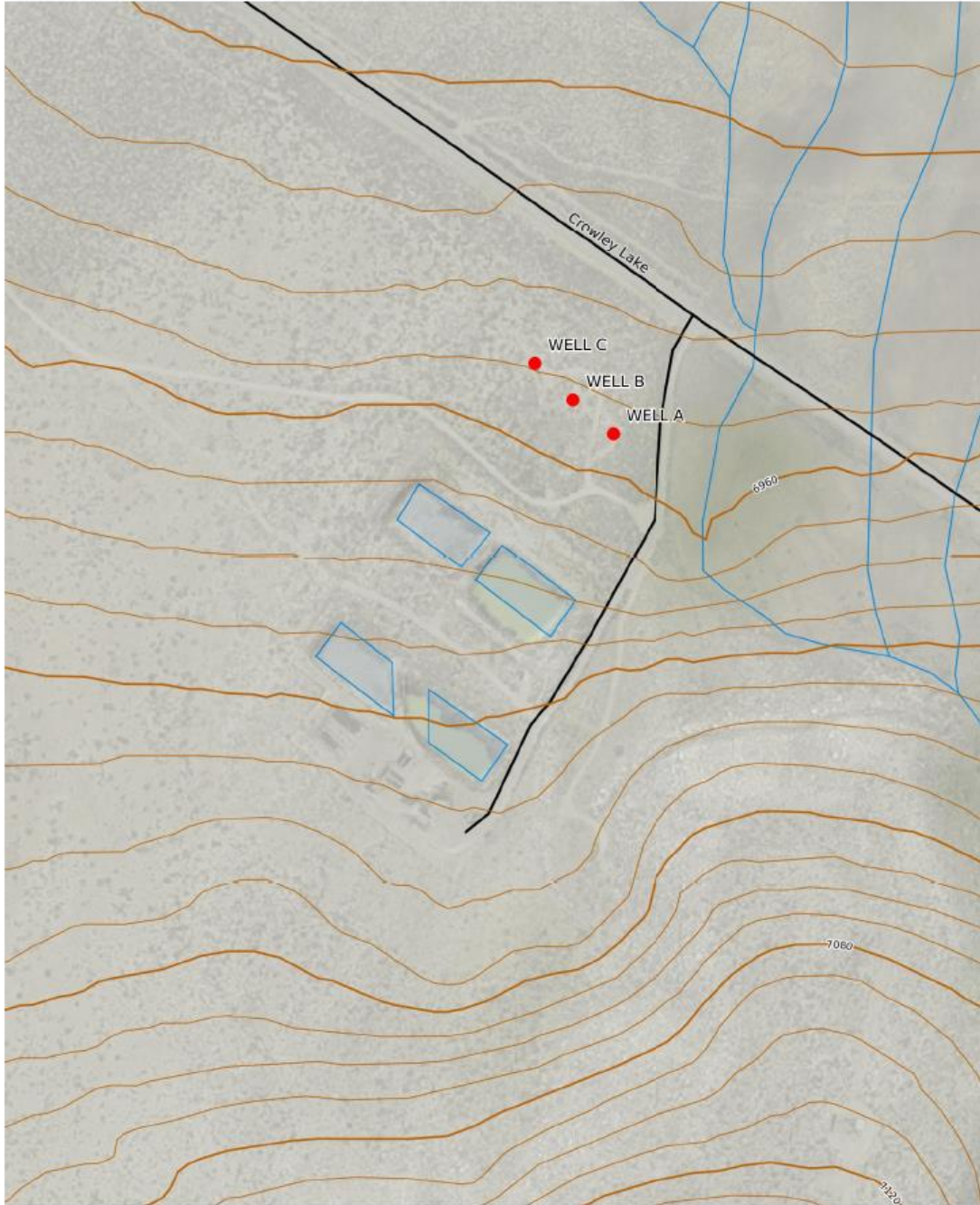
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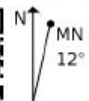
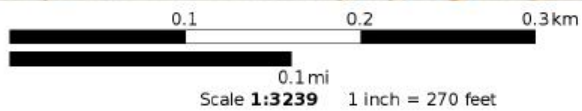
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GROUNDWATER SAMPLING WELLS



Sampling Wells
WGS84
USNG Zone 11SLB
CalTopo



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

PERCOLATION PONDS July, August, September 2020					
DATE	POND IN SERVICE	TOTAL FLOW # WHEN IN SERVICE* (USG)	TOTAL FLOW # WHEN OUT SERVICE** (USG)	TOTAL FLOW (USG)	FREEBOARD
Dec 28 – Jan 4, 2021	4	14007230	14524059	516,829	> 2ft at all times
Jan 4, 2021 – Jan 12	3	14524059	15062097	538,038	> 2ft at all times
Jan 12 – Jan 19	2	15062097	15501239	439,142	> 2ft at all times
Jan 19 – Jan 22	1	15501239	15705392	204,153	> 2ft at all times
Jan 22 – Jan 29	3	15705392	16214885	509,493	> 2ft at all times
Jan 29 – Feb 4	4	16214885	16609028	394,143	> 2ft at all times
Feb 4 – Feb 9	2	16609028	16954315	345,287	> 2ft at all times
Feb 9 – Feb 12	1	16954315	17144299	189,984	> 2ft at all times
Feb 12 – Feb 18	4	17144299	17566363	422,064	> 2ft at all times
Feb 18 – Feb 25	2	17566363	18042697	476,334	> 2ft at all times
Feb 25 – Mar 2	1	18042697	18384394	341,697	> 2ft at all times
Mar 2 – Mar 11	4	18384394	18997976	613,582	> 2ft at all times
Mar 11 – Mar 25	3	18997976	19943501	945,525	> 2ft at all times
Mar 25 – April 1 2021	2	19943501	20419565	476,064	> 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

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HCCSD Influent Flow

From: Jan 1, 2021 - March 31, 2021

Date and Time	Ave Flow (USMG/d)	Max Flow (USMG/d)	Min Flow (USMG/d)	Interval Total (USMG)
1/1/2021 0:48	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
1/1/2021 0:56	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
1/1/2021 12:12	0.076	0.196	0.004	0.076
1/2/2021 12:12	0.077	0.21	0.004	0.077
1/3/2021 12:12	0.071	0.206	0.005	0.071
1/4/2021 12:12	0.069	0.202	0.004	0.069
1/5/2021 12:12	0.071	0.198	0.004	0.071
1/6/2021 12:12	0.064	0.193	0.004	0.064
1/7/2021 12:12	0.064	0.193	0.004	0.064
1/8/2021 12:12	0.064	0.196	0.004	0.064
1/9/2021 12:12	0.065	0.185	0.004	0.065
1/10/2021 12:12	0.069	0.217	0.004	0.069
1/11/2021 12:12	0.07	0.205	0.004	0.07
1/12/2021 12:12	0.068	0.194	0.004	0.068
1/13/2021 12:12	0.05	0.185	0.004	0.05
1/14/2021 12:12	0.062	0.299	0.004	0.062
1/15/2021 12:12	0.061	0.188	0.004	0.061
1/16/2021 12:12	0.062	0.199	0.005	0.062
1/17/2021 12:12	0.067	0.198	0.005	0.067
1/18/2021 12:12	0.072	0.302	0.005	0.072
1/19/2021 12:12	0.07	0.267	0.004	0.07
1/20/2021 12:12	0.068	0.186	0.006	0.068
1/21/2021 12:12	0.069	0.194	0.004	0.069
1/22/2021 12:12	0.069	0.575	0.004	0.069
1/23/2021 12:12	0.068	0.205	0.008	0.068
1/24/2021 12:12	0.075	0.213	0.004	0.075
1/25/2021 12:12	0.076	0.261	0.005	0.076
1/26/2021 12:12	0.068	0.194	0.005	0.068
1/27/2021 12:12	0.066	0.192	0.005	0.066
1/28/2021 12:12	0.073	0.189	0.007	0.073
1/29/2021 12:12	0.07	0.199	0.006	0.07
1/30/2021 12:12	0.069	0.195	0.002	0.069
1/31/2021 12:12	0.071	0.206	0.002	0.071
2/1/2021 12:12	0.069	0.201	0.004	0.069

Hilton Creek Community Services District

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2/2/2021 12:12	0.066	0.226	0.003	0.066
2/3/2021 6:34	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
2/3/2021 6:39	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
2/3/2021 6:42	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
2/3/2021 10:31	POWER FAIL	POWER FAIL	POWER FAIL	POWER FAIL
2/3/2021 12:12	0.065	0.185	0.004	0.055
2/4/2021 12:12	0.069	0.192	0.004	0.069
2/5/2021 12:12	0.069	0.194	0.005	0.069
2/6/2021 12:12	0.071	0.196	0.004	0.071
2/7/2021 12:12	0.076	0.195	0.005	0.076
2/8/2021 12:12	0.072	0.19	0.002	0.072
2/9/2021 12:12	0.065	0.207	0.005	0.065
2/10/2021 12:12	0.062	0.181	0.004	0.062
2/11/2021 12:12	0.064	0.192	0.004	0.064
2/12/2021 12:12	0.062	0.196	0.006	0.062
2/13/2021 12:12	0.068	0.208	0.006	0.068
2/14/2021 12:12	0.071	0.21	0.005	0.071
2/15/2021 12:12	0.073	0.2	0.005	0.073
2/16/2021 12:12	0.072	0.204	0.005	0.072
2/17/2021 12:12	0.068	0.19	0.003	0.068
2/18/2021 12:12	0.069	0.198	0.005	0.069
2/19/2021 12:12	0.072	0.217	0.006	0.072
2/20/2021 12:12	0.069	0.193	0.006	0.069
2/21/2021 12:12	0.073	0.203	0.004	0.073
2/22/2021 12:12	0.071	0.197	0.005	0.071
2/23/2021 12:12	0.064	0.184	0.006	0.064
2/24/2021 12:12	0.064	0.186	0.005	0.064
2/25/2021 12:12	0.065	0.196	0.005	0.065
2/26/2021 12:12	0.064	0.186	0.003	0.064
2/27/2021 12:12	0.069	0.195	0.006	0.069
2/28/2021 12:12	0.069	0.202	0.005	0.069
3/1/2021 12:12	0.07	0.188	0.005	0.07
3/2/2021 12:12	0.066	0.195	0.005	0.066
3/3/2021 12:12	0.067	0.192	0.005	0.067
3/4/2021 12:12	0.063	0.195	0.005	0.063
3/5/2021 12:12	0.066	0.192	0.004	0.066
3/6/2021 12:12	0.07	0.206	0.006	0.07
3/7/2021 12:12	0.07	0.208	0.005	0.07
3/8/2021 12:12	0.072	0.202	0.008	0.072
3/9/2021 12:12	0.067	0.192	0.006	0.067
3/10/2021 12:12	0.066	0.189	0.005	0.066
3/11/2021 12:12	0.07	0.208	0.005	0.07
3/12/2021 12:12	0.069	0.196	0.005	0.069

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

3/13/2021 12:12	0.068	0.185	0.006	0.068
3/14/2021 12:12	0.07	0.193	0.005	0.07
3/15/2021 12:12	0.07	0.196	0.005	0.07
3/16/2021 12:12	0.069	0.19	0.006	0.069
3/17/2021 12:12	0.065	0.187	0.005	0.065
3/18/2021 12:12	0.063	0.178	0.006	0.063
3/19/2021 12:12	0.066	0.186	0.005	0.066
3/20/2021 12:12	0.064	0.191	0.005	0.064
3/21/2021 12:12	0.069	0.189	0.006	0.069
3/22/2021 12:12	0.071	0.199	0.006	0.071
3/23/2021 12:12	0.069	0.205	0.006	0.069
3/24/2021 12:12	0.069	0.199	0.006	0.069
3/25/2021 12:12	0.066	0.192	0.006	0.066
3/26/2021 12:12	0.068	0.191	0.005	0.068
3/27/2021 12:12	0.068	0.194	0.005	0.068
3/28/2021 12:12	0.069	0.192	0.004	0.069
3/29/2021 12:12	0.074	0.19	0.004	0.074
3/30/2021 12:12	0.067	0.186	0.003	0.067
3/31/2021 12:12	0.068	0.223	0.004	0.068

Total Flow 6.124

Hilton Creek Community Services District
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Districtmanager@hiltoncreekcsd.com
SLUDGE HAULING – January, February, March, 2021

SLUDGE HAULING – Jan, Feb, Mar 2021		
DATE	TONS	FACILITY
January 2021	0	Benton Crossing Class III Landfill
February 2021	0	Benton Crossing Class III Landfill
March 2021	0	Benton Crossing Class III Landfill
TOTAL	0	Benton Crossing Class III Landfill

There was no dried sludge removed from the Hilton Creek Wastewater Treatment Plant facility during the months of January, February, and March 2021. Wasting to the drying beds occurred when possible, but due to winter weather the sludge has not completely dried to be transported to the Benton Crossing 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.

Hilton Creek Community Services District
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 Districtmanager@hiltoncreekcsd.com
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: C0F3018

Received on Ice (Y/N): Yes Temp: 9 °C

Laboratory Reference Number
C0F3018-01

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

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

Hilton Creek Community Services District
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(760) 935-4500
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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 1 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Jan EFF MBAS,TKN,TDS,CI

Report Date: 21-Jan-2021

Work Order Number: C1A0657
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>
C1A0657-01	Effluent ---ROUTINE---	Liquid	01/06/21 10:19	Kyle Burnett	01/07/21 10:00	FedEx

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

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

Hilton Creek Community Services District
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 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: Jan EFF MBAS,TKN,TDS,CI

Report Date: 21-Jan-2021

Work Order Number: C1A0657

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number
C1A0657-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>				
Effluent	Liquid	01/06/21 10:19	01/07/21 10:00				
Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Anions							
Chloride	33	1.0	mg/L	EPA 300.0	01/07/21 19:04	KJN	
Nitrate as N	24	0.20	mg/L	EPA 300.0	01/07/21 19:04	KJN	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	01/07/21 19:04	KJN	
Solids							
Total Dissolved Solids	370	10	mg/L	SM 2540C	01/13/21 13:34	AMB	
Surfactants							
MBAS	0.09	0.08	mg/L	SM 5540C	01/07/21 21:40	DAD	
Nutrients							
Kjeldahl Nitrogen	0.5	0.1	mg/L	EPA 351.2	01/14/21 11:51	SLL	
Total Nitrogen	25	0.40	mg/L	Calculation			

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Hilton Creek Community Services District
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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: Jan EFF MBAS,TKN,TDS,CI

Report Date: 21-Jan-2021

Work Order Number: C1A0657

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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NELAP No. OR4035
LACSD No. 10119

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
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 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: Jan EFF MBAS,TKN,TDS,CI

Report Date: 21-Jan-2021

Work Order Number: C1A0657

Received on Ice (Y/N): Yes Temp: 1 °C

		8160 Quail Valley Court Riverside, CA 92507 (951) 653-3351 • FAX (951) 880-1662 www.babcocklabs.com		Chain of Custody & Sample Information Record			
Client: <u>Hilton Creek LSD</u> Phone No: <u>760 935-4500</u>		Contact: <u>Kyle Burnett</u> email: <u>DistrictManager@HiltonCreek.CSD.com</u>		Fax No. _____		Additional Reporting Requests: Include GC Data Package <input type="checkbox"/> Yes <input type="checkbox"/> No PPM Results <input type="checkbox"/> Yes <input type="checkbox"/> No Excel Results <input type="checkbox"/> Yes <input type="checkbox"/> No Data EDT <input type="checkbox"/> Yes <input type="checkbox"/> No (Include Date of Incident in Notes)	
Project Name: <u>Jan EFF MBAS,TKN,TDS,CI</u> Project Location: <u>Hilton Creek LSD</u>		Turn Around Time: <u>Routing</u> *72 Hour Rush *48 Hour Rush *24 Hour Rush		*Lab TAT Approval: _____ By: _____ *Additional Charges Apply			
Sampler Information Name: <u>Kyle Burnett</u> Employer: <u>Hilton Creek LSD</u> Signature: <u>[Signature]</u>		# of Containers & Preservatives Unpreserved <input checked="" type="checkbox"/> H2SO4 _____ HCl _____ HNO3 _____ NaOH _____ NaOH/Zn Acetate _____ NH4Cl _____ PFA _____ Cat # _____		Total # of Containers Routine <input checked="" type="checkbox"/> Special _____ MBAS _____ TKN _____ TDS _____ CI/MS _____		Sample Type Analysis Requested Matrix DW = Drinking Water WW = Waste Water GW = Ground Water S = Source BG = Storage L = Liquid M = Miscellaneous	
Sample ID: <u>EFFMBAS</u> * Date: <u>1/21</u> * Time: _____		Matrix: <u>W.W.</u>		Notes: * Sample site per letter is Hilton Creek CSD. Sample time is 10:19 AM 1/21 @ 2 app quarts received, 1 app 1/21			
Relinquished By (sign): <u>[Signature]</u>		Print Name / Company: <u>Kyle Burnett HCLCSO</u>		Date / Time: <u>1/21 1330</u>		Received By (sign): <u>[Signature]</u>	
Print Name / Company: <u>FedEx</u>		Date / Time: <u>1-21-2021</u>		Received By (sign): <u>[Signature]</u>		Print Name / Company: <u>RAMON ESB</u>	
By signing on behalf of your organization and establishing 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Sample meets laboratory acceptance criteria? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Permission to continue: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Deviation/Notes: _____	
Custody Seal(s) intact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Deviation/Notes: _____		Signature/Date: _____		Temperature: <input type="checkbox"/> D <input type="checkbox"/> L Cooler/Blank	
C1A0657 Rec'd: 01/07/2021 10:00 L JH						Page _____ of _____	

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 NELAP No. OR-4035
 LACSD No. 10119

Hilton Creek Community Services District

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Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Report Date: 17-Feb-2021

Analytical Report: Page 1 of 4

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

Project Number: HCCSD Eff MBAS TN

Work Order Number: C1B0264

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>
C1B0264-01	Effluent ---ROUTINE---	Liquid	02/01/21 09:40	Kyle Burnett	02/02/21 09:14	FedEx

mailing
P.O Box 432
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location
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Riverside, CA 92507-0704

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NELAP No. OR4035
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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

Report Date: 17-Feb-2021

Analytical Report: Page 2 of 4

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

Project Number: HCCSD Eff MBAS TN

Work Order Number: C1B0264

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number

C1B0264-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Effluent	Liquid	02/01/21 09:40	02/02/21 9:14

<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	12	0.20	mg/L	EPA 300.0	02/02/21 17:45	KJN	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	02/02/21 17:45	KJN	
Surfactants							
MBAS	ND	0.08	mg/L	SM 5540C	02/02/21 20:30	DAD	
Nutrients							
Kjeldahl Nitrogen	2.9	0.4	mg/L	EPA 351.2	02/10/21 11:11	SLL	
Total Nitrogen	15	0.70	mg/L	Calculation			

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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

Report Date: 17-Feb-2021

Analytical Report: Page 3 of 4

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

Project Number: HCCSD Eff MBAS TN

Work Order Number: C1B0264

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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LACSD No. 10119

Hilton Creek Community Services District
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 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: HCCSD Eff MBAS TN

Report Date: 17-Feb-2021

Work Order Number: C1B0264

Received on Ice (Y/N): Yes Temp: 1 °C

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Chain of Custody & Sample Information Record

Client: <u>Hilton Creek CSD</u>		Contact: <u>District Manager @ HCCSD</u>		Fax No.	
Phone No: <u>760 935-4500</u>		Email: <u>Kyle.Burnett@hccsd.com</u>			
Project Name: <u>HCCSD Eff MBAS TN</u>		Turn Around Time: <u>Residue</u>		*72 Hour Rush *48 Hour Rush *24 Hour Rush	
Project Location: <u>HCCSD Effluent</u>		*Lab TAT Approval:		*Additional Charges Apply	

Sampler Information		# of Containers & Preservatives		By:		Sample Types	Analyte Requested	Matrix	Notes
Name: <u>Kyle Burnett</u>		Unpreserved HClO4 HCl HNO3 NaOH NaOH/H2O2 NH4Cl PbO CaCl2	# of Containers # of Preservatives	Routing Precipitate Special MALS Other:				DW = Drinking Water WW = Waste Water GW = Ground Water S = Source SG = Sludge L = Liquid M = Miscellaneous	
Employer: <u>Hilton Creek CSD</u>									
Signature: <u>[Signature]</u>									
Sample ID	Date	Time							
<u>Effluent</u>	<u>2/17/21</u>	<u>09:10</u>	X	X	X	X		WW	

Requisitioned By (sign)	Print Name / Company	Date / Time	Received By (sign)	Print Name / Company
<u>[Signature]</u>	<u>Kyle Burnett HCCSD</u>	<u>2/17/21 13:30</u>	<u>[Signature]</u>	<u>FedEx</u>
<u>[Signature]</u>	<u>FedEx</u>	<u>2/17/21 9:14</u>	<u>[Signature]</u>	<u>Jama Villalobos</u>

By signing on behalf of your organization and re-signifying 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: TG#72

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: _____ °C <input type="checkbox"/> Cooler Blank	Signature/Date: _____

C1B0264
 Rec'd: 02/02/2021 09:14
 SNL

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

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive

Crowley Lake, CA 93546

Report Date: 09-Mar-2021

Analytical Report: Page 1 of 4

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

Project Number: March MBAS TN Q1 2021

Work Order Number: C1C0199

Received on Ice (Y/N): Yes Temp: 3 °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>
C1C0199-01	Effluent ---ROUTINE---	Liquid	03/01/21 09:44	Kyle Burnett	03/02/21 10:00	FedEx

mailing
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location
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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: March MBAS TN Q1 2021

Report Date: 09-Mar-2021

Work Order Number: **C1C0199**

Received on Ice (Y/N): Yes Temp: 3 °C

Laboratory Reference Number

C1C0199-01

Sample Description Matrix Sampled Date/Time Received Date/Time
Effluent Liquid 03/01/21 09:44 03/02/21 10:00

Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Anions							
Nitrate as N	4.5	0.20	mg/L	EPA 300.0	03/02/21 20:20	KJN	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	03/02/21 20:20	KJN	
Surfactants							
MBAS	0.08	0.08	mg/L	SM 5540C	03/02/21 21:00	DAD	
Nutrients							
Kjeldahl Nitrogen	2.6	0.1	mg/L	EPA 351.2	03/05/21 13:53	SLL	
Total Nitrogen	7.0	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 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: March MBAS TN Q1 2021

Report Date: 09-Mar-2021

Work Order Number: C1C0199

Received on Ice (Y/N): Yes Temp: 3 °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
Crowley Lake, CA 93546

Analytical Report: Page 1 of 6
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Q3 & Semi Annual GW Wells

Report Date: 04-Feb-2021

Work Order Number: C1A2204

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>
C1A2204-01	Well A ---ROUTINE---	Liquid	01/21/21 09:35	Kyle Burnett	01/21/21 10:27	FedEx
C1A2204-02	Well B ---ROUTINE---	Liquid	01/21/21 10:15	Kyle Burnett	01/21/21 10:27	FedEx
C1A2204-03	Well C ---ROUTINE---	Liquid	01/21/21 11:00	Kyle Burnett	01/21/21 10:27	FedEx

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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

Report Date: 04-Feb-2021

Analytical Report: Page 2 of 6

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

Project Number: Q3 & Semi Annual GW Wells

Work Order Number: **C1A2204**

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number

C1A2204-01

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Well A	Liquid	01/21/21 09:35	01/21/21 10:27

<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							
Chloride	25	1.0	mg/L	EPA 300.0	01/21/21 17:54	KJN	
Nitrate as N	3.7	0.20	mg/L	EPA 300.0	01/21/21 17:54	KJN	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	01/21/21 17:54	KJN	
Solids							
Total Dissolved Solids	180	10	mg/L	SM 2540C	01/27/21 15:31	AMB	
Total Suspended Solids	4	2	mg/L	SM 2540D	01/26/21 17:54	DFL	
Surfactants							
MBAS	ND	0.08	mg/L	SM 5540C	01/21/21 20:30	DAD	
Nutrients							
Kjeldahl Nitrogen	ND	0.1	mg/L	EPA 351.2	01/25/21 15:22	SLL	
Total Nitrogen	3.7	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

Report Date: 04-Feb-2021

Analytical Report: Page 3 of 6

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

Project Number: Q3 & Semi Annual GW Wells

Work Order Number: C1A2204

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number

C1A2204-02

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>
Well B	Liquid	01/21/21 10:15	01/21/21 10:27

Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Anions							
Chloride	32	1.0	mg/L	EPA 300.0	01/21/21 18:07	KJN	
Nitrate as N	4.5	0.20	mg/L	EPA 300.0	01/21/21 18:07	KJN	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	01/21/21 18:07	KJN	
Solids							
Total Dissolved Solids	270	10	mg/L	SM 2540C	01/27/21 15:31	AMB	
Total Suspended Solids	120	5	mg/L	SM 2540D	01/26/21 17:54	DFL	
Surfactants							
MBAS	ND	0.08	mg/L	SM 5540C	01/21/21 20:30	DAD	
Nutrients							
Kjeldahl Nitrogen	0.3	0.1	mg/L	EPA 351.2	01/25/21 15:23	SLL	
Total Nitrogen	4.8	0.40	mg/L	Calculation			

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

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

Project Number: Q3 & Semi Annual GW Wells

Report Date: 04-Feb-2021

Work Order Number: C1A2204

Received on Ice (Y/N): Yes Temp: 1 °C

Laboratory Reference Number

C1A2204-03

<u>Sample Description</u>	<u>Matrix</u>	<u>Sampled Date/Time</u>	<u>Received Date/Time</u>				
Well C	Liquid	01/21/21 11:00	01/21/21 10:27				
Analyte(s)	Result	RDL	Units	Method	Analysis Date	Analyst	Flag
Anions							
Chloride	34	1.0	mg/L	EPA 300.0	01/21/21 18:20	KJN	
Nitrate as N	5.4	0.20	mg/L	EPA 300.0	01/21/21 18:20	KJN	
Nitrite as N	ND	0.1	mg/L	EPA 300.0	01/21/21 18:20	KJN	
Solids							
Total Dissolved Solids	230	10	mg/L	SM 2540C	01/27/21 15:31	AMB	
Total Suspended Solids	4	2	mg/L	SM 2540D	01/26/21 17:54	DFL	
Surfactants							
MBAS	ND	0.08	mg/L	SM 5540C	01/21/21 20:30	DAD	
Nutrients							
Kjeldahl Nitrogen	ND	0.1	mg/L	EPA 351.2	01/25/21 15:25	SLL	
Total Nitrogen	5.4	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 5 of 6
Project Name: Hilton Crk. - Inf./Eff.

Project Number: Q3 & Semi Annual GW Wells

Report Date: 04-Feb-2021

Work Order Number: C1A2204

Received on Ice (Y/N): Yes Temp: 1 °C

Notes and Definitions

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

Approval

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

Alexis Nicole Harold For Cindy A. Waddell

cc:

e-Short_No Alias.rpt

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

Analytical Report: Page 6 of 6
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q3 & Semi Annual GW Wells

Report Date: 04-Feb-2021

Work Order Number: C1A2204

Received on Ice (Y/N): Yes Temp: 1 °C

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Chain of Custody & Sample Information Record

Client: Hilton Creek CSO Contact: Kyle Burnett Fax No. _____
 Phone No: 760 935-4500 email: DistrictManager@HiltonCreekCSO.com
 Project Name: HCCSD GW Q3 Semi Annual Turn Around Time: Regular *72 Hour Rush *48 Hour Rush *24 Hour Rush
 Project Location: Wells A, B, C *Lab TAT Approval: _____ By: _____ *Additional Charges Apply _____

Additional Reporting Requests
 Include GC Data Package: Yes No
 FAX Results: Yes No
 Email Results: Yes No
 Submittal: Yes No
 (Include Source Number in Notes)

Sampler Information			# of Containers & Preservatives		By:		Analysis Requested		Matrix	Notes	
Name	Employer	Signature	Unpreserved	Preserved	Residual	Sample	Analysis	Analysis			
<u>Kyle Burnett</u>	<u>Hilton Creek CSO</u>	<u>[Signature]</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Well A			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GW
Well B			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GW
Well C			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GW

Relinquished By (sign)	Print Name / Company	Date / Time	Received By (sign)	Print Name / Company
<u>[Signature]</u>	<u>K. Burnett HCCSD</u>	<u>1/20/21 1330</u>	<u>[Signature]</u>	<u>James Villegas</u>
<u>[Signature]</u>	<u>FedEx</u>	<u>1/21/21 10:27</u>	<u>[Signature]</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: <u>IG # 61</u>	Samples Submitted on Ice? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Custody Seals Intact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Seals Intact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Temperature: <u>1</u> °C <input type="checkbox"/> Cooler Blank Signature/Date: _____
--	--

C1A2204
 Rev: 01/21/2021 10:27

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Hilton Creek Community Services District
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Mammoth Community Water District
 Water Quality Laboratory
 Analytical Report

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

Project ID: None
 Report Date: 04/02/21



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

Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 21031915-1317 Page 1 of 1

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21031915-01	EFFLUENT	WDR100037539	Wastewater	03/10/21 08:30		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	23.3	1	mg/L	SM5210 B	Routine	03/10/21 15:20	BM	
Carbonaceous biochemical oxyge	5.13	1	mg/L	SM5210 B	Routine	03/10/21 15:20	BM	

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21031915-02	INFLUENT	WDR100037539	Wastewater	03/10/21 08:31		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	418	1	mg/L	SM5210 B	Routine	03/10/21 15:20	BM	

Notes:

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

Bruce Medhurst, MCWD Laboratory Director

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

Hilton Creek Community Services District
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Mammoth Community Water District
 Water Quality Laboratory
 Analytical Report

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

Project ID: None
 Report Date: 04/02/21



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

Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 21031925-5008 Page 1 of 1

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21031925-01	EFFLUENT	WDR100037539	Wastewater	03/17/21 08:55		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	18.0	1	mg/L	SM5210 B	Routine	03/17/21 15:27	BM	
Carbonaceous biochemical oxyge	3.82	1	mg/L	SM5210 B	Routine	03/17/21 15:27	BM	

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21031925-02	INFLUENT	WDR100037539	Wastewater	03/17/21 08:56		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	369	1	mg/L	SM5210 B	Routine	03/17/21 15:27	BM	

Notes:

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

Bruce Medhurst, MCWD Laboratory Director

Mailing PO Box 597 Mammoth Lakes, CA 93546	Location 1315 Meridian Blvd. Mammoth Lakes, CA 93546	Phone: 760-934-2596 Ext. 250 mcwd.dst.ca.us	CA ELAP No. 1453
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Hilton Creek Community Services District
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Mammoth Community Water District
 Water Quality Laboratory
 Analytical Report

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

Project ID: None
 Report Date: 04/01/21



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

Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 21031902-5907 Page 1 of 1

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21031902-01	EFFLUENT	WDR100037539	Wastewater	03/03/21 09:00		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	43.0	1	mg/L	SM5210 B	Routine	03/03/21 15:20	BM	
Carbonaceous biochemical oxyge	4.14	1	mg/L	SM5210 B	Routine	03/03/21 15:20	BM	

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21031902-02	INFLUENT	WDR100037539	Wastewater	03/03/21 09:01		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	258	1	mg/L	SM5210 B	Routine	03/03/21 15:20	BM	

Notes:

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

Bruce Medhurst, MCWD Laboratory Director

Mailing PO Box 597 Mammoth Lakes, CA 93546	Location 1315 Meridian Blvd. Mammoth Lakes, CA 93546	Phone: 760-934-2596 Ext. 250 mcwd.dst.ca.us	CA ELAP No. 1453
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Hilton Creek Community Services District
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**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: 01/26/21

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



Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 21011109-2027 Page 1 of 1

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21011109-01	EFFLUENT	WDR100037539	Wastewater	01/06/21 09:15		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	18.2	1	mg/L	SM5210 B	Routine	01/06/21 15:15	BM	
Carbonaceous biochemical oxyge	3.03	1	mg/L	SM5210 B	Routine	01/06/21 15:15	BM	

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21011109-02	INFLUENT	WDR100037539	Wastewater	01/06/21 09:16		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	285	1	mg/L	SM5210 B	Routine	01/06/21 15:15	BM	

Notes:

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


 Bruce Medhurst, MCWD Laboratory Director

Mailing PO Box 597 Mammoth Lakes, CA 93546	Location 1315 Meridian Blvd. Mammoth Lakes, CA 93546	Phone: 760-934-2596 Ext. 250 mcwd.dsl.ca.us	CA ELAP No. 1453
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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: 03/02/21

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



Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 21020805-5317 Page 1 of 1

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21020805-01	EFFLUENT	WDR100037539	Wastewater	02/03/21 07:18		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	16.5	1	mg/L	SM5210 B	Routine	02/03/21 15:00	BM	
Carbonaceous biochemical oxyge	2.40	1	mg/L	SM5210 B	Routine	02/03/21 15:00	BM	

Sample Details

Lab Sample ID	Client Sample ID	System #	Matrix	Sample Date	Cl2 mg/L	Flags
21020805-02	INFLUENT	WDR100037539	Wastewater	02/03/21 07:19		

Results

Analyte	Result	PQL	Units	Method	Purpose	Analysis Date	Analyst	Qualifier
Biochemical oxygen demand	293	1	mg/L	SM5210 B	Routine	02/03/21 15:00	BM	

Notes:

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

Bruce Medhurst, MCWD Laboratory Director

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

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: VACTORING/TV UPDATE

DATE: APRIL 13, 2021

No additional Vactoring or TV of the collection system has occurred. Due to the high solids concentration in the plant there hasn't been disposal space. With warm and dry weather in the forecast, Vactoring and TV inspection of the collections system can hopefully occur in June.

There is also an option of using MCWD as a disposal site. This option would cost more money due to the extra hours of driving but could potentially save the district money if it prevents a spill.

REQUESTED ACTION:

Would the board like to pursue using MCWD as a disposal site?

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: RESOLUTION 2021-01 STATEMENT OF INVESTMENT POLICY

DATE: APRIL 9, 2021

Resolution 2021-01 Statement of Investment Policy is an annual Resolution that is required by Government Code Section 53600, 53630 and 53646.

Amendments/Additions to the resolution from last year include:

V. Authorized Investments

Mono County Treasure Pool

CalTRUST A Public Agency

As our primary investment Mono County Treasury Pool should be identified in the policy.

Recent research identifies CalTRUST as a possible short term investment fund that our encumbrance funds can be invested. Withdraws can be received either same day or early next day.

REQUESTED ACTION:

Motion to approve Resolution 2021-01 Hilton Creek Community Services District Statement of Investment Policy as presented.

RESOLUTION 2021-01
HILTON CREEK COMMUNITY SERVICES DISTRICT
STATEMENT OF INVESTMENT POLICY

I. Background & Purpose.

A. Government Code section 53646 requires the District to annually prepare and adopt a written statement of investment policy.

B. Government Code sections 53600 et seq. and 53630 et seq. and other laws authorize the District to deposit and invest its money and funds in various institutions and types of investments, subject to limitations.

C. The purpose of this policy is to provide guidelines to District staff and employees with regard to the deposit and investment of District monies and funds in accordance with, and subject to the limitations of, applicable laws.

II. Scope.

This investment policy applies to all monies, funds, and financial assets of the Hilton Creek Community Services District, including its general fund, all enterprise funds, all developer and impact fee funds, and any and all capital project funds.

III. Standard of Care & Objectives.

A. Deposits and investments shall be made with the judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. District management and employees handling deposits and investments of District funds shall act pursuant to a “prudent investor” standard applied in the context of managing the entire portfolio. (See Govt. Code Section 53600.3.)

B. When depositing, investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing District funds, the District’s primary goals and objectives, in priority order, shall be:

1. Safety. To safeguard the principal of the District funds. Deposits and investments of District funds, monies, and financial assets shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

2. Liquidity. To meet the liquidity needs of the District. The District’s investment portfolio must remain sufficiently liquid to enable the District to meet all operating expenses and requirements which might be reasonably anticipated.

3. Return on Investment. To achieve a return on the investment of District funds. As a final priority, the District's investment portfolio shall be designed with the objective of obtaining a fair market rate of return throughout budgetary and economical cycles and consistent with the first two priorities.

IV. Delegation of Authority.

The District delegates to the Finance Officer principal management responsibility for the deposit and investment of District monies, funds, and financial assets pursuant to this statement of investment policy. The District authorizes the District Finance Officer to make deposit and investment decisions on behalf of the District pursuant and subject to this investment policy, applicable laws, and the prudent investor standard.

V. Authorized Investments.

District funds and monies may be deposited and invested in only one or a combination of the following institutions and investment types:

- A. State Treasurer's Local Agency Investment Fund.
- B. Mono County Treasury Pool
- C. CalTRUST A Public Agency
- C. Federal Deposit Insurance Corporation (FDIC) - insured accounts in a bank or savings and loan association.
- D. Intra-District fund loans and transfers with a fair rate of return from one fund to another specifically authorized and evidenced by District resolution.

No investment shall be made in any security that at the time of the investment has a term remaining to maturity in excess of five years, unless the Board of Directors of the Hilton Creek Community Services District has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative Board no less than three months prior to the investment.

VI. Safekeeping & Custody.

All District deposits and investments shall have the District named as depositor and registered owner. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery, or by third party custodial agreement as required by Government Code section 53601.

VII. Annual Review & Quarterly Reporting.

The Finance Officer on a monthly basis shall submit to the District Board of Directors copies of the most recent account statements received by the District from the institutions holding District funds and financial assets. (Govt. Code section 53646(e).) The Finance Officer shall annually review this statement of investment policy and request the Board of Directors to either make appropriate changes or reaffirm the current policy. (Govt. Code section 53646(a).)

VIII. Amendments.

This statement of investment policy shall take effect only upon adoption by resolution of the Board of Directors. Any subsequent amendments or modifications shall not take effect unless expressly approved by resolution of the Board of Directors.

Adopted: April 13, 2021
Resolution No. 2021-01

Steve Shipley, President

Attest:

Lorinda Beatty, Secretary

Cynthia Adamson _____

Isabel Connolly _____

Windsor Czeschin _____

Garrett Higerd _____

Steve Shipley _____

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: LETTER TO SIERRA SPRINGS – EASEMENT ACCESS

DATE: APRIL 13, 2021

Please review the attached letter regarding easement access in the Sierra Springs area.

REQUESTED ACTION:

If approved by the board, I will have legal counsel review and make any required changes. The final letter will be mailed to Sierra Springs residents.

Dear Hilton Creek Community Services Resident

Hilton Creek Community Services District is planning sewer main cleaning in the Sierra Springs “Meadow” area. This maintenance work is essential to ensure ratepayer money is responsibly used to minimize future spills, service disruptions, and threats to public health. Hilton Creek Community Services District owns existing sewer easements for these sewer mains; but, unfortunately, it appears that some of the easements have been landscaped or developed in ways that impede our ability to perform this essential maintenance. In preparation for this work, affected property owners will need to work with us to re-establish access.

Please see the attached maps for more information. It is the goal of Hilton Creek Community Services District to be a good neighbor by working with each individual homeowner to develop a strategy to provide sufficient access to the sewer infrastructure, and attempt to minimize impacts to property owners.

Please contact Hilton Creek Community Services District to set up an appointment to walk your property so we may develop a strategy together that will benefit the entire community of Hilton Creek.

Kyle Burnett – General Manager

(760) 935-4500

DistrictManager@HiltonCreekCSD.com

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: ENGINEERING SITE VISIT, THE ENERGY COALITION

DATE: APRIL 13, 2021

As a part of ongoing efforts to identify energy efficiency and cost savings measures, on March 29th engineers from AESC visited the Hilton Creek CSD Wastewater Plant and Lift Station.

Energy monitors and on-site readings were taken by Jason Hatter for AESC.

This program will be invaluable to our agency for replacing aging infrastructure and updating treatment processes.

REQUESTED ACTION:

Informational

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: ACCESSORY DWELLING UNIT – CAPACITY FEE

DATE: APRIL 13, 2021

Please see attached for a rough draft of how Hilton Creek Community Services District can handle capacity fees for accessory dwelling units.

At this time, no fee is collected for an accessory dwelling unit. However, to keep pace with growing demand placed on the sewer system, a capacity fee should be charged as a proportion of the original connection fee. I believe the most efficient way of charging a capacity fee is based on the total square feet of the existing structure, versus the new accessory dwelling unit, and using this percentage to charge a proportion of the existing connection fee.

Example:

Existing structure 1000sq ft

Accessory Dwelling Unit 500sq ft

Existing Connection Fee \$7000

$(500\text{sqft}) / (1000\text{sqft}) = 0.5$ (proportionate ratio)

$(0.5 \text{ proportionate ratio}) \times (\$7000 \text{ existing connection fee}) = \$3500 \text{ capacity charge}$

An alternative way of charging the capacity fee is to find the same proportionate ratio based on existing versus proposed Drainage Fixture Units. Since the current connection fee is not based on Drainage Fixture Units, I believe square footage is a more efficient determination.

Since Hilton Creek CSD needs to perform a rate study to determine if rates need to be increased in the future, this amendment to the ordinance can either occur after a rate study is performed by an outside contractor, or we can begin the process of updating our existing ordinance to reflect the accessory dwelling unit capacity charge.

REQUESTED ACTION:

Discuss the accessory dwelling unit capacity fee and choose if square footage or drainage fixture units should be used to develop a proportionate fee. Determine if the board desires our current ordinance to be updated, or to wait for the rate study to be completed after July 2021 and updated together.

ACCESSORY DWELLING UNIT (ADU) CAPACITY CHARGE ORDINANCE - DRAFT

DEFINITIONS

(A) Definition of “Accessory Dwelling Unit (ADU)”

- a. An ADU is an accessory dwelling unit with complete independent living facilities for one or more persons and has a few variations:
 - i. Detached: The unit is separated from the primary structure.
 - ii. Attached: The unit is attached to the primary structure.
 - iii. Converted Existing Space: Space (e.g., master bedroom, attached garage, storage area, or similar use, or an accessory structure) on the lot of the primary residence that is converted into an independent living unit.
 - iv. Junior Accessory Dwelling Unit (JADU): A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence.

(B) Definition of “Capacity Charge”

- a. A Capacity Charge is a fee imposed on behalf of Hilton Creek Community Services District on any customer within its service area who is building an Accessory Dwelling Unit on a Single-Family Residential Property. A capacity charge is a one-time fee to cover the extra burden placed upon sewer and treatment plant facilities. Additional monthly sewer use fees will be incurred after ADU lateral connection and are determined by existing ordinance *2016-01, Section 7.01, Sewerage Charges*, or future amendments identifying monthly sewer use fees.

CAPACITY CHARGE CALCULATION

(A) A capacity charge shall be proportionate to the burden of the proposed ADU, based on its square footage or plumbing fixtures as compared to the primary dwelling.

(B) To calculate the proportionate burden placed on sewer facilities, the following formula shall be used:

a. Step 1

$$\frac{\text{Accessory Dwelling Unity Total Square Footage}}{\text{Existing Single Family Residential Unit Total Square Footage}} = \text{Answer\#1}$$
 (Round to the second decimal point)

b. Step 2

$$\text{Answer\#1} \times \text{Current Connection Fee} = \text{Sewer Capacity Fee}$$
 (Round to the second decimal point)

LATERAL CONSTRUCTION, CONNECTION, AND APPLICATION

(A) Laterals for Accessory Dwelling Units shall conform to the specifications in Existing Ordinance 2002-01 (Commencement Billing for New Sewer Service) 96-01 (Applications for Sewer Service), and Resolution #80-O1C (Standard Specifications for the Construction of Building Sewers). For situations not covered from the above listed

ordinances and resolution, a petition to the Board of Directors and General Manager may be made in person at any regularly scheduled board meeting.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: SDRMA INSURANCE

DATE: APRIL 13, 2021

Per our discussion during the March board meeting, I have requested a quote from SDRMA for an increase in coverage. I have requested the following be included in a quote:

Coverage for 3 aeration basins at \$120,000 each

Increase coverage for the Sierra Springs Lift Station from \$200,000 to \$350,000

Earthquake coverage

When I receive an updated quote from SDRMA I will include it in a board meeting for discussion.

REQUESTED ACTION:

Informational.