

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, OCTOBER 12, 2021
5:00 P.M.
CROWLEY LAKE COMMUNITY CENTER
58 PEARSON ROAD, CROWLEY LAKE, CALIFORNIA
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. CLOSED SESSION**
 - A. Public Employment – Operator In Training / Maintenance Technician
Government Code §54957

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

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

- 5. CONSENT AGENDA**
 - A. Financial Reports**
 1. Consideration & Approval of Disbursements List
 - a. Disbursements and Checks Numbered 8224-8233
 - b. One-signor Checks Numbered 8234-8238
 - B. Review & Acceptance of Monthly Financial Reports**
 1. Account Balances – All Funds
 2. Budget Report: YTD Actual to Budget Report – September 2021
 3. Southern California Edison Report
 - C. Approval of Minutes**
 - 1 Minutes of the Regular Board Meeting of September 14, 2021

- 6. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
 - A. General Manager Report on Status of Facilities, Operational Stability
 1. Quarter 3 Regulatory Report

7. **NEW BUSINESS**
 - A. Employee Handbook
 - B. Adopt Resolution 2021-04 Employment Contract with William Czeschin
 - C. Adopt Resolution 2021-05 Equipment Use Reimbursement Agreement with Billy's Snow Removal
 - D. Aeration Tank Blower Project
8. **OLD BUSINESS**
 - A. Request for Proposal – Sewer Rate Study
9. **NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**
10. **BOARD MEMBER COMMENTS/REPORTS**
11. **ANNOUNCEMENTS**
 - A. Regular Board Meeting: November 9, 2021 at 5:00 p.m
12. **CLOSED SESSION**
 - A. Personnel Matter [General Manager] Government Code §54957
12. **ADJOURNMENT**

TELECONFERENCE INFORMATION

This meeting will be held via teleconferencing with members of the Board attending from separate remote locations. As authorized by AB361, dated September 16, 2021, a local agency may use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph m. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency and local officials have recommended or imposed measures to promote social distancing or the body cannot meet safely in person and the legislative body has made such findings.

Members of the public may participate via the Zoom webinar including listening to the meeting and providing public comment by following the instructions below or contact the Board Secretary, Lorinda Beatty, at (760) 965-9696 or info@hiltoncreekcsd.com

To Join the Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86738709967>

Or One tap mobile :

US: +16699006833,,86738709967# or +13462487799,,86738709967#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 867 3870 9967

2:00 PM

HILTON CREEK COMMUNITY SERVICES DISTRICT

10/08/21

CHECKS WRITTEN - ALL FUNDS

Accrual Basis

September 15 through October 14, 2021

| Type | Date | Num | Name | Memo | Amount |
|---------------------------|------------|---------|--------------------------------|--|-------------------|
| Sep 15 - 18, 21 | | | | | |
| Bill Pmt -... | 09/15/2021 | 8224 | BARTKIEWICZ, KRONICK & SHAN... | File No. 8532.0001 Ordinance | -210.00 |
| Bill Pmt -... | 09/15/2021 | 8225 | Isabel Connolly | Medical Reimbursement | -563.00 |
| Liability C... | 09/16/2021 | | QuickBooks Payroll Service | Created by Payroll Service on 09/15/2021 | -3,388.22 |
| Check | 09/16/2021 | | Emp. Dev. Dept. | | -521.53 |
| Check | 09/16/2021 | | FRONTIER COMMUNICATIONS | Alarm System 8/22/21 to 9/21/21 | -42.59 |
| Check | 09/16/2021 | | PERS Health Insurance | October 2021 | -857.30 |
| Check | 09/16/2021 | | PERS Retirement | PPE 09/17/2021 | -475.25 |
| Check | 09/16/2021 | | PERS 457 Contributions | PPE 09/03/2021 | -334.62 |
| Check | 09/16/2021 | | SCE | 8/3/2021 to 8/31/2021 | -1,730.03 |
| Check | 09/16/2021 | | SCE | 8/3/2021 to 8/31/2021 | -648.03 |
| Paycheck | 09/17/2021 | DD11... | BEATTY, LORINDA A | Direct Deposit | 0.00 |
| Paycheck | 09/17/2021 | DD11... | BURNETT, KYLE | Direct Deposit | 0.00 |
| Check | 09/17/2021 | | Intuit | ACH Payment Processing Fees Sept | -21.00 |
| Sep 15 - 18, 21 | | | | | -8,791.57 |
| Week of Sep 19, 21 | | | | | |
| Check | 09/19/2021 | | VERIZON WIRELESS | District Phones | -126.98 |
| Check | 09/20/2021 | | Intuit | ACH Payment Processing Fees Sept | -243.00 |
| Week of Sep 19, 21 | | | | | -369.98 |
| Week of Sep 26, 21 | | | | | |
| Liability C... | 09/29/2021 | E-pay | Emp. Dev. Dept. | 499-0247-1 QB Tracking # 1890025662 | -58.25 |
| Liability C... | 09/30/2021 | | QuickBooks Payroll Service | Created by Payroll Service on 09/29/2021 | -3,168.88 |
| Paycheck | 10/01/2021 | DD11... | BEATTY, LORINDA A | Direct Deposit | 0.00 |
| Paycheck | 10/01/2021 | DD11... | BURNETT, KYLE | Direct Deposit | 0.00 |
| Check | 10/01/2021 | | PERS Retirement | PPE 10/1/2021 | -475.25 |
| Check | 10/01/2021 | | PERS 457 Contributions | PPE 10/1/2021 | -334.62 |
| Paycheck | 10/01/2021 | 8226 | Hatter, Jason T | | -3,326.04 |
| Week of Sep 26, 21 | | | | | -7,363.04 |
| Week of Oct 3, 21 | | | | | |
| Liability C... | 10/03/2021 | E-pay | EFTPS | 94-2834850 QB Tracking # -2093710634 | -2,624.74 |
| Liability C... | 10/03/2021 | E-pay | Emp. Dev. Dept. | 499-0247-1 QB Tracking # -2093699634 | -583.35 |
| Liability C... | 10/03/2021 | E-pay | United States Treasury | 94-2834850 QB Tracking # -2093689634 | -28.61 |
| Check | 10/07/2021 | | Bank of America | Remote Deposit Fee October 2021 | -15.00 |
| Liability C... | 10/08/2021 | | QuickBooks Payroll Service | Created by Payroll Service on 10/07/2021 | -1,873.07 |
| Week of Oct 3, 21 | | | | | -5,124.77 |
| Oct 10 - 14, 21 | | | | | |
| Paycheck | 10/12/2021 | DD11... | ADAMSON, CYNTHIA R | Direct Deposit | 0.00 |
| Paycheck | 10/12/2021 | DD11... | CONNOLLY, ISABEL S | Direct Deposit | 0.00 |
| Paycheck | 10/12/2021 | DD11... | CZESCHIN, WINDSOR | Direct Deposit | 0.00 |
| Paycheck | 10/12/2021 | DD11... | HIGERD, GARRETT | Direct Deposit | 0.00 |
| Paycheck | 10/12/2021 | DD11... | SHIPLEY, STEVE H | Direct Deposit | 0.00 |
| Check | 10/14/2021 | | SCE | 09/01/2021 TO 10/03/2021 | -648.56 |
| Bill Pmt -... | 10/14/2021 | 8227 | BABCOCK LABORATORIES, INC. | Invoice C111371-4807 | -178.50 |
| Bill Pmt -... | 10/14/2021 | 8228 | CD CONSTRUCTION | Invoice 63783546 | -15,000.00 |
| Bill Pmt -... | 10/14/2021 | 8229 | Liebert Cassidy Whitmore | Invoice 203965 | -1,742.00 |
| Bill Pmt -... | 10/14/2021 | 8230 | MAMMOTH COMMUNITY WATER ... | Invoice 00185 | -90.00 |
| Bill Pmt -... | 10/14/2021 | 8231 | MOUNTAIN MEADOWS MUTUAL ... | Account MMH2011800 | -195.00 |
| Bill Pmt -... | 10/14/2021 | 8232 | THE SHEET | Publication - Notice: RFP | -13.00 |
| Bill Pmt -... | 10/14/2021 | 8233 | UMPQUA BANK | August 2021 | -623.21 |
| Oct 10 - 14, 21 | | | | | -18,490.27 |
| TOTAL | | | | | -40,139.63 |

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

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

Notable changes to Account Balances

Sewer Fund Checking – Bank of America **\$66,266.94**

Included in this amount is \$26,656.80 which remains in the checking account but earmarked in an Encumbrance Account (on the books) for specific future expenses. Expect a significant decrease next month due to maintenance.

Capital Reserve **\$44,224.12**

No significant changes to the Capital Reserve Account

County Investment Pool – Combined **\$654,639.71**

Pending updates – Changes by Mono County Treasurer to last fiscal year and this fiscal year have yet to be identified and reported. The amount in this report reflects no updates and will increase once the amounts are verified.

LAIF – Combined **\$9,607.68**

No Change

Juniper Drive Checking **\$74,129.29**

No significant changes to the Juniper Drive Checking Account.

REQUESTED ACTION: Information Only

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

| Account | Previous | | | | 9/30/2021 |
|----------------------------------|-------------------|------------------|--------------------|-------------|-----------------------|
| | Balance | Credits | Debits | Adjustments | Balance |
| **Bank of America | 35,542.21 | 38,991.43 | (34,923.50) | - | 39,610.14 |
| Sewer Fund Use Fees & Expenses | | 36,094.84 | (33,504.18) | | |
| Cancelled / Return/ Other | | | | | |
| County Inv. Pool Transfer | | - | - | | |
| LAIF Transfers | | | | | |
| Capital Reserve Transfer | | | | | |
| Connection Fees | | | | | |
| County Loan Transfer | | | | | |
| Availability Fees | | 60.00 | | | |
| Juniper Deposits/Expenses | | 2,836.59 | (1,419.32) | | |
| Juniper Drive Transfers | | | - | | |
| Encumbrance | | | | | 26,656.80 |
| Capital Reserve | 44,223.82 | 0.36 | - | - | 44,224.18 |
| Connection & Availability Fees | | - | | | |
| Transfers | | | - | | |
| Interest | | 0.36 | | | |
| LAIF | 4,966.83 | - | - | - | 4,966.83 |
| Checking Transfers | | | | | No Change |
| Interest | | | | | |
| Other | | | | | |
| Other | | | | | |
| County Investment Pool | 347,506.77 | - | - | - | 347,506.77 |
| Checking Transfers | | | | | Update Pending |
| LAIF Transfers | | | | | |
| Interest | | | | | |
| Unsec. Property Tax | | | | | |
| Secure Property Tax | | | | | |
| Other | | | | | |
| Unitary Property Tax | | | | | |
| Delinquent Accounts Collection | | | | | |
| ENCUMBRANCE (In Checking) | 26,656.80 | - | - | | 26,656.80 |
| Benefit Liabilities | | | | | |
| Vactor | | | | | |
| Operations | | | | | |
| Administrative Operations | | | | | |
| Total** | 432,239.63 | 38,991.79 | (34,923.50) | - | 462,964.72 |

** Balance Owed to Juniper Fund (2,158.41)
Total with Juniper Drive Oweing 460,806.31

Juniper Drive Special Zone of Benefit Funds

**As Of
September 30, 2021**

| | Previous | Credits | Debits | Adjustments | 9/30/2021 Balance |
|-------------------------------|-------------------|-----------------|-----------------|-------------|-----------------------|
| Bank of America | 67,233.59 | 7,013.50 | (102.00) | - | 74,145.09 |
| Juniper Drive Fees Collected | | 7,013.50 | | | |
| Juniper Drive Expenses | | | (102.00) | | |
| LAIF | 4,640.85 | - | - | - | 4,640.85 |
| Interest | | | | | No Change |
| Other | | | | | |
| County Investment Pool | 307,132.94 | - | - | - | 307,132.94 |
| Checking Transfers | | | | | Update Pending |
| Interest | | | | | |
| Other | | | | | |

| | | | | | |
|----------------|-------------------|-----------------|-----------------|----------|-------------------|
| Total** | 307,132.94 | 7,013.50 | (102.00) | - | 314,044.44 |
|----------------|-------------------|-----------------|-----------------|----------|-------------------|

** Balance Owed to Juniper Fund 2,158.41
Total with Balance Owing to Sewer Fund 316,202.85

| Juniper Drive Wash | | | | | | |
|---------------------------|--------------|-----------|------------|---------|------------|----------|
| Fwd | JD Fees Coll | JD Checks | JD Paid | SF Paid | SF Owes JD | |
| | 741.14 | 2,836.59 | (1,419.32) | | | 2,158.41 |

Funds collected / paid in Sewer Fund

Sewer Financial Reports September 2021

HILTON CREEK COMMUNITY SERVICES DISTRICT
Balance Sheet
 As of September 30, 2021

Sep 30, 21

| | | |
|--|----------------------|--|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1 Bank of America-Checking | | |
| 2 Encumbrance Account | 26,656.80 | |
| 1 Bank of America-Checking - Other | 39,610.14 | |
| Total 1 Bank of America-Checking | 66,266.94 | |
| 3 B of America-Capital Reserve | 44,224.18 | |
| 4 Mono Co Treasury Inv. Pool | 344,252.82 | |
| 5 LAIF | | |
| General Sewer Fund | 4,957.36 | |
| 5 LAIF - Other | 9.47 | |
| Total 5 LAIF | 4,966.83 | |
| Total Checking/Savings | 459,710.77 | |
| Accounts Receivable | | |
| Accounts receivable | | |
| AVAILABILITY FEES | 720.00 | |
| SEWER USE FEES | | |
| Finance Charge | -404.80 | |
| LIEN FEE | 200.00 | |
| SEWER USE FEES - Other | 16,542.10 | |
| Total SEWER USE FEES | 16,337.30 | |
| Accounts receivable - Other | -19.16 | |
| Total Accounts receivable | 17,038.14 | |
| Total Accounts Receivable | 17,038.14 | |
| Other Current Assets | | |
| Allowance for uncollectibles | 0.05 | |
| Total Other Current Assets | 0.05 | |
| Total Current Assets | 476,748.96 | |
| 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 | -2,703,139.35 | |
| Total Other Assets | -2,703,139.35 | |
| TOTAL ASSETS | 994,410.73 | |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Other Current Liabilities | | |
| 6 Juniper Dr SZB Clearing Acct | 2,158.41 | |
| Accounts payable | 3,883.87 | |
| Direct Deposit Liabilities | -3,170.76 | |
| Payroll Liabilities | 12,540.74 | |
| Total Other Current Liabilities | 15,412.26 | |
| Total Current Liabilities | 15,412.26 | |

HILTON CREEK COMMUNITY SERVICES DISTRICT
Balance Sheet
As of September 30, 2021

Sep 30, 21

| | |
|---------------------------------|-------------------|
| Long Term Liabilities | |
| PENSION LIABILITIES | |
| Def inflows of resources-actuar | 33,770.00 |
| Def outflows of resources-actua | -34,290.00 |
| Deferred outflows-contributions | -3,261.19 |
| Net Pension Liability | 237,045.00 |
| Total PENSION LIABILITIES | 233,263.81 |
| Total Long Term Liabilities | 233,263.81 |
| Total Liabilities | 248,676.07 |
| Equity | |
| Capital Improvement Reserve | 33,533.07 |
| Retained Earnings | 733,738.72 |
| Net Income | -21,537.13 |
| Total Equity | 745,734.66 |
| TOTAL LIABILITIES & EQUITY | <u>994,410.73</u> |

HILTON CREEK COMMUNITY SERVICES DISTRICT

All Sewer Fund Transaction Detail Report

September 2021

| Type | Date | Num | Name | Memo | Account | Class | Split | Debit | Credit |
|-----------------|------------|--------|------------------------|-------------------|----------------------|-------|--------------------|-----------|----------|
| Check | 09/01/2021 | | PERS Retirement | PPE 09/03/20... | 1 Bank of America... | | -SPLIT- | | 475.25 |
| Check | 09/01/2021 | | PERS 457 Contributi... | PPE 09/03/20... | 1 Bank of America... | | -SPLIT- | | 334.62 |
| Liability Check | 09/02/2021 | | QuickBooks Payroll ... | Created by P... | 1 Bank of America... | | Direct Deposit ... | | 3,502.88 |
| Paycheck | 09/03/2021 | DD1106 | BURNETT, KYLE | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 09/03/2021 | DD1105 | BEATTY, LORINDA A | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 09/03/2021 | 8212 | Hatter, Jason T | | 1 Bank of America... | 162 | -SPLIT- | | 1,622.28 |
| Check | 09/08/2021 | | MAMMOTH DISPO... | Waste Conne... | 1 Bank of America... | | Plant - General... | | 165.38 |
| Check | 09/08/2021 | | Bank of America | Remote Depo... | 1 Bank of America... | | Bank Service ... | | 15.00 |
| Deposit | 09/09/2021 | | | Deposit | 1 Bank of America... | | Undeposited F... | 110.62 | |
| Deposit | 09/09/2021 | | JUNIPER DRIVE FE... | Deposit | 1 Bank of America... | | -SPLIT- | 281.94 | |
| Deposit | 09/09/2021 | | | Deposit | 1 Bank of America... | | -SPLIT- | 4,978.99 | |
| Liability Check | 09/10/2021 | | QuickBooks Payroll ... | Created by P... | 1 Bank of America... | | Direct Deposit ... | | 3,078.82 |
| Bill Pmt -Check | 09/10/2021 | 8213 | BABCOCK LABOR... | Invoice CH11... | 1 Bank of America... | | *Accounts Pay... | | 1,109.85 |
| Bill Pmt -Check | 09/10/2021 | 8214 | CHUCK VILLAR CO... | Invoice 20121... | 1 Bank of America... | | *Accounts Pay... | | 3,377.50 |
| Bill Pmt -Check | 09/10/2021 | 8215 | MAMMOTH COMM... | Invoice 00100 | 1 Bank of America... | | *Accounts Pay... | | 90.00 |
| Bill Pmt -Check | 09/10/2021 | 8216 | MONO COUNTY D... | Ticket 23059 ... | 1 Bank of America... | | *Accounts Pay... | | 375.92 |
| Bill Pmt -Check | 09/10/2021 | 8217 | MOUNTAIN MEAD... | Account MMH... | 1 Bank of America... | | *Accounts Pay... | | 200.00 |
| Bill Pmt -Check | 09/10/2021 | 8218 | RS Instruments & S... | Invoice 22531 | 1 Bank of America... | | *Accounts Pay... | | 761.40 |
| Deposit | 09/10/2021 | | | Deposit | 1 Bank of America... | | Undeposited F... | 221.24 | |
| Deposit | 09/10/2021 | | JUNIPER DRIVE FE... | Deposit | 1 Bank of America... | | 6 Juniper Dr S... | 195.84 | |
| Deposit | 09/10/2021 | | | Deposit | 1 Bank of America... | | -SPLIT- | 387.17 | |
| Liability Check | 09/11/2021 | E-pay | EFTPS | VOID: 94-283... | 1 Bank of America... | | -SPLIT- | 0.00 | |
| Liability Check | 09/11/2021 | E-pay | Emp. Dev. Dept. | 499-0247-1 Q... | 1 Bank of America... | | -SPLIT- | | 575.76 |
| Liability Check | 09/11/2021 | E-pay | Emp. Dev. Dept. | 499-0247-1 Q... | 1 Bank of America... | | -SPLIT- | | 50.58 |
| Liability Check | 09/11/2021 | E-pay | EFTPS | 94-2834850 Q... | 1 Bank of America... | | -SPLIT- | | 2,541.00 |
| Paycheck | 09/13/2021 | DD1108 | CONNOLLY, ISABE... | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 09/13/2021 | DD1107 | ADAMSON, CYNTH... | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 09/13/2021 | DD1109 | CZESCHIN, WINDS... | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 09/13/2021 | DD1110 | HIGERD, GARRETT | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 09/13/2021 | DD1111 | SHIPLEY, STEVE H | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Bill Pmt -Check | 09/14/2021 | 8219 | SDRMA | Invoice 70813... | 1 Bank of America... | | *Accounts Pay... | | 180.05 |
| Bill Pmt -Check | 09/14/2021 | 8220 | THE SHEET | Publication - ... | 1 Bank of America... | | *Accounts Pay... | | 91.00 |
| Bill Pmt -Check | 09/14/2021 | 8221 | UMPQUA BANK | July 2021 | 1 Bank of America... | | *Accounts Pay... | | 2,990.48 |
| Bill Pmt -Check | 09/14/2021 | 8222 | USA BLUE BOOK | Invoice 676649 | 1 Bank of America... | | *Accounts Pay... | | 82.05 |
| Bill Pmt -Check | 09/14/2021 | 8223 | BILLY CZESCHIN | Invoice 12106... | 1 Bank of America... | | *Accounts Pay... | | 915.00 |
| Bill Pmt -Check | 09/14/2021 | 8224 | BARTKIEWICZ, KR... | File No. 8532 ... | 1 Bank of America... | | *Accounts Pay... | | 210.00 |
| Bill Pmt -Check | 09/14/2021 | 8225 | Isabel Connolly | Medical Reim... | 1 Bank of America... | | *Accounts Pay... | | 563.00 |
| Deposit | 09/14/2021 | | | Deposit | 1 Bank of America... | | Undeposited F... | 55.31 | |
| Deposit | 09/14/2021 | | | Deposit | 1 Bank of America... | | Undeposited F... | 110.62 | |
| Deposit | 09/14/2021 | | | Deposit | 1 Bank of America... | | -SPLIT- | 659.20 | |
| Deposit | 09/15/2021 | | | Deposit | 1 Bank of America... | | -SPLIT- | 12,398.48 | |
| Liability Check | 09/16/2021 | | QuickBooks Payroll ... | Created by P... | 1 Bank of America... | | Direct Deposit ... | | 3,388.22 |
| Check | 09/16/2021 | | Emp. Dev. Dept. | Payroll Taxes ... | 1 Bank of America... | | Payroll Taxes | | 521.53 |
| Check | 09/16/2021 | | FRONTIER COMM... | Alarm System... | 1 Bank of America... | | Telephone - Fir... | | 42.59 |
| Check | 09/16/2021 | | PERS Health Insura... | October 2021 | 1 Bank of America... | | -SPLIT- | | 857.30 |
| Check | 09/16/2021 | | PERS Retirement | PPE 09/17/20... | 1 Bank of America... | | -SPLIT- | | 475.25 |
| Check | 09/16/2021 | | PERS 457 Contributi... | PPE 09/03/20... | 1 Bank of America... | | -SPLIT- | | 334.62 |
| Check | 09/16/2021 | | SCE | 8/3/2021 to 8/... | 1 Bank of America... | | SCE - Plant | | 1,730.03 |
| Check | 09/16/2021 | | SCE | 8/3/2021 to 8/... | 1 Bank of America... | | SCE - Pump St... | | 648.03 |
| Paycheck | 09/17/2021 | DD1112 | BEATTY, LORINDA A | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |

HILTON CREEK COMMUNITY SERVICES DISTRICT
All Sewer Fund Transaction Detail Report
September 2021

| Type | Date | Num | Name | Memo | Account | Class | Split | Debit | Credit |
|-----------------|------------|--------|------------------------|-----------------|-----------------------|-------|--------------------|------------------|------------------|
| Paycheck | 09/17/2021 | DD1113 | BURNETT, KYLE | Direct Deposit | 1 Bank of America-... | 162 | -SPLIT- | 0.00 | |
| Check | 09/17/2021 | | Intuit | ACH Payment... | 1 Bank of America-... | | Bank Service ... | | 21.00 |
| Check | 09/19/2021 | | VERIZON WIRELESS | District Phones | 1 Bank of America-... | | -SPLIT- | | 126.98 |
| Check | 09/20/2021 | | Intuit | ACH Payment... | 1 Bank of America-... | | Bank Service ... | | 243.00 |
| Deposit | 09/23/2021 | | | Deposit | 1 Bank of America-... | | -SPLIT- | 5,246.85 | |
| Deposit | 09/24/2021 | | | Deposit | 1 Bank of America-... | | Undeposited F... | 55.31 | |
| Deposit | 09/24/2021 | | JUNIPER DRIVE FE... | Deposit | 1 Bank of America-... | | 6 Juniper Dr S... | 98.42 | |
| Deposit | 09/24/2021 | | | Deposit | 1 Bank of America-... | | -SPLIT- | 663.72 | |
| Deposit | 09/24/2021 | | | Deposit | 1 Bank of America-... | | Undeposited F... | 221.24 | |
| Deposit | 09/24/2021 | | JUNIPER DRIVE FE... | Deposit | 1 Bank of America-... | | -SPLIT- | 331.86 | |
| Deposit | 09/24/2021 | | | Deposit | 1 Bank of America-... | | -SPLIT- | 590.52 | |
| Deposit | 09/27/2021 | | | Deposit | 1 Bank of America-... | | -SPLIT- | 3,539.84 | |
| Deposit | 09/27/2021 | | | Deposit | 1 Bank of America-... | | -SPLIT- | 5,910.50 | |
| Deposit | 09/27/2021 | | JUNIPER DRIVE FE... | Deposit | 1 Bank of America-... | | -SPLIT- | 1,032.03 | |
| Liability Check | 09/29/2021 | E-pay | Emp. Dev. Dept. | 499-0247-1 Q... | 1 Bank of America-... | | -SPLIT- | 1,669.87 | |
| Deposit | 09/29/2021 | | | Deposit | 1 Bank of America-... | | Undeposited F... | 110.62 | 58.25 |
| Deposit | 09/29/2021 | | | Deposit | 1 Bank of America-... | | Undeposited F... | 121.24 | |
| Liability Check | 09/30/2021 | | QuickBooks Payroll ... | Created by P... | 1 Bank of America-... | | Direct Deposit ... | | 3,168.88 |
| TOTAL | | | | | | | | 38,991.43 | 34,923.50 |

HILTON CREEK COMMUNITY SERVICES DISTRICT
Juniper Drive Clearing Account Monthly Detail Report
September 2021

| Type | Date | Num | Name | Memo | Account | Class | Split | Debit | Credit |
|-----------------|------------|----------|------------------------|-------------------|------------------------|-------|------------------|-----------------|-----------------|
| Check | 09/01/2021 | | PERS Retirement | 10% KB Retir... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | 25.20 | |
| Check | 09/01/2021 | | PERS 457 Contributi... | 10% JD | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | 8.46 | |
| General Journal | 09/03/2021 | LB 20... | | 10% LB Additi... | 6 Juniper Dr SZB Cl... | 164 | Employer 457 ... | 8.46 | |
| General Journal | 09/03/2021 | LB 20... | | 10% of Gross ... | 6 Juniper Dr SZB Cl... | 164 | Gross Payroll... | 141.45 | |
| General Journal | 09/03/2021 | LB 20... | | 10% of Gross ... | 6 Juniper Dr SZB Cl... | 164 | Gross Payroll... | 330.77 | |
| Deposit | 09/09/2021 | | JUNIPER DRIVE FE... | J6016017 Cz... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 196.84 |
| Deposit | 09/09/2021 | | JUNIPER DRIVE FE... | J6016015 Cz... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 85.10 |
| Deposit | 09/10/2021 | | JUNIPER DRIVE FE... | J6013012 Ma... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 195.84 |
| General Journal | 09/13/2021 | LB 20... | | 10% CA Gros... | 6 Juniper Dr SZB Cl... | 164 | Gross Payroll... | 28.33 | |
| General Journal | 09/13/2021 | LB 20... | | 10% IC Gros... | 6 Juniper Dr SZB Cl... | 164 | Gross Payroll... | 48.33 | |
| General Journal | 09/13/2021 | LB 20... | | 10% WC Gro... | 6 Juniper Dr SZB Cl... | 164 | Gross Payroll... | 18.33 | |
| General Journal | 09/13/2021 | LB 20... | | 10% GH Gros... | 6 Juniper Dr SZB Cl... | 164 | Gross Payroll... | 48.33 | |
| General Journal | 09/13/2021 | LB 20... | | 10% SS Gros... | 6 Juniper Dr SZB Cl... | 164 | Gross Payroll... | 28.33 | |
| Bill | 09/14/2021 | | SDRMA | Juniper Drive ... | 6 Juniper Dr SZB Cl... | 164 | *Accounts Pay... | 18.00 | |
| Bill | 09/14/2021 | | UMPQUA BANK | 10% Fuel | 6 Juniper Dr SZB Cl... | 164 | *Accounts Pay... | 21.46 | |
| Bill | 09/14/2021 | | UMPQUA BANK | 10% Office Ex... | 6 Juniper Dr SZB Cl... | 164 | *Accounts Pay... | 24.80 | |
| Bill | 09/14/2021 | | Isabel Connolly | 10% Board M... | 6 Juniper Dr SZB Cl... | 164 | *Accounts Pay... | 56.30 | |
| Check | 09/16/2021 | | PERS Health Insura... | 10% KB | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | 56.81 | |
| Check | 09/16/2021 | | PERS Health Insura... | 10% Retired ... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | 28.92 | |
| Check | 09/16/2021 | | PERS Retirement | 10% KB Retir... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | 25.20 | |
| Check | 09/16/2021 | | PERS 457 Contributi... | 10% JD | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | 8.46 | |
| General Journal | 09/17/2021 | LB 20... | | 10% LB Additi... | 6 Juniper Dr SZB Cl... | 164 | Employer 457 ... | 8.46 | |
| General Journal | 09/17/2021 | LB 20... | | 10% of Gross ... | 6 Juniper Dr SZB Cl... | 164 | Gross Payroll... | 141.45 | |
| General Journal | 09/17/2021 | LB 20... | | 10% of Gross ... | 6 Juniper Dr SZB Cl... | 164 | Gross Payroll... | 330.77 | |
| Check | 09/19/2021 | | VERIZON WIRELESS | Telephone 1... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | 12.70 | |
| Deposit | 09/24/2021 | | JUNIPER DRIVE FE... | J6014008 Mil... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 98.42 |
| Deposit | 09/24/2021 | | JUNIPER DRIVE FE... | J6012001 RO... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 196.84 |
| Deposit | 09/24/2021 | | JUNIPER DRIVE FE... | J6019005 GO... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 196.84 |
| Deposit | 09/24/2021 | | JUNIPER DRIVE FE... | J6016011 BE... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 196.84 |
| Deposit | 09/27/2021 | | JUNIPER DRIVE FE... | J6016005 HA... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 196.84 |
| Deposit | 09/27/2021 | | JUNIPER DRIVE FE... | J6017021 BO... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 196.84 |
| Deposit | 09/27/2021 | | JUNIPER DRIVE FE... | J6017005 JO... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 85.10 |
| Deposit | 09/27/2021 | | JUNIPER DRIVE FE... | J6017004 JO... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 196.84 |
| Deposit | 09/27/2021 | | JUNIPER DRIVE FE... | J6012005 CO... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 196.84 |
| Deposit | 09/27/2021 | | JUNIPER DRIVE FE... | J6017015 FIO... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 196.84 |
| Deposit | 09/27/2021 | | JUNIPER DRIVE FE... | J6017009 HA... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 393.76 |
| Deposit | 09/27/2021 | | JUNIPER DRIVE FE... | J6017017 GIL... | 6 Juniper Dr SZB Cl... | 164 | 1 Bank of Ame... | | 206.81 |
| TOTAL | | | | | | | | 1,419.32 | 2,836.59 |

Juniper Drive Financial Reports September 2021

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Balance Sheet

As of September 30, 2021

Sep 30, 21

| | |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 101 - Checking - B of A | 74,145.09 |
| 102 - LAIF | 4,640.85 |
| Mono County Treasury Inv. Pool | 307,132.94 |
| Total Checking/Savings | 385,918.88 |
| Accounts Receivable | |
| 120 - ACCOUNTS RECEIVABLE | |
| 122 - MAINTENANCE FEES | 5,312.79 |
| Total 120 - ACCOUNTS RECEIVABLE | 5,312.79 |
| Total Accounts Receivable | 5,312.79 |
| Other Current Assets | |
| JDSZB Wash Account | 2,158.41 |
| Total Other Current Assets | 2,158.41 |
| Total Current Assets | 393,390.08 |
| TOTAL ASSETS | 393,390.08 |
| LIABILITIES & EQUITY | |
| Equity | |
| 32000 · 304 - Retained Earnings | 372,661.19 |
| Net Income | 20,728.89 |
| Total Equity | 393,390.08 |
| TOTAL LIABILITIES & EQUITY | 393,390.08 |

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10/06/21

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Transactions By Month
September 2021

| Type | Date | Num | Name | Memo | Account | Clr | Split | Debit | Credit |
|---------|------------|-----|--------|-----------------|-------------------------|-----|-------------------|-----------------|---------------|
| Sep 21 | | | | | | | | | |
| Deposit | 09/14/2021 | | | Deposit | 101 - Checking - B o... | X | -SPLIT- | 283.94 | |
| Deposit | 09/15/2021 | | | Deposit | 101 - Checking - B o... | X | -SPLIT- | 5,686.90 | |
| Check | 09/20/2021 | | Intuit | ACH Processi... | 101 - Checking - B o... | X | 64900 · 507 - ... | | 102.00 |
| Deposit | 09/24/2021 | | | Deposit | 101 - Checking - B o... | X | 12000 · Undep... | 196.84 | |
| Deposit | 09/27/2021 | | | Deposit | 101 - Checking - B o... | X | -SPLIT- | 845.82 | |
| Sep 21 | | | | | | | | 7,013.50 | 102.00 |

JUNIPER DRIVE WASH ACCCOUNT

Transactions By Month

September 2021

| Type | Date | Num | Name | Memo | Account | Clr | Split | Debit | Credit |
|-----------------|------------|----------|------|------------------|--------------------|-----|--------------------|-----------------|-----------------|
| Sep 21 | | | | | | | | | |
| General Journal | 09/03/2021 | LB FY... | | 10% KB Gross | JDSZB Wash Account | | -SPLIT- | | 330.77 |
| General Journal | 09/03/2021 | LB FY... | | 10 % KB 457 | JDSZB Wash Account | | JDSZB Wash ... | | 8.46 |
| General Journal | 09/03/2021 | LB FY... | | 10% KB Retir... | JDSZB Wash Account | | JDSZB Wash ... | | 25.20 |
| General Journal | 09/03/2021 | LB FY... | | 10% LB Gross | JDSZB Wash Account | | JDSZB Wash ... | | 141.45 |
| General Journal | 09/03/2021 | LB FY... | | 10% LB Additi... | JDSZB Wash Account | | JDSZB Wash ... | | 8.46 |
| Deposit | 09/09/2021 | | | Deposit | JDSZB Wash Account | | -SPLIT- | 281.94 | |
| Deposit | 09/10/2021 | | | Deposit | JDSZB Wash Account | | 12000 · Undep... | 195.84 | |
| General Journal | 09/11/2021 | LB FY... | | 10% CA Gros... | JDSZB Wash Account | | -SPLIT- | | 28.33 |
| General Journal | 09/11/2021 | LB FY... | | 10% IC Gross... | JDSZB Wash Account | | JDSZB Wash ... | | 48.33 |
| General Journal | 09/11/2021 | LB FY... | | 10% WC Gro... | JDSZB Wash Account | | JDSZB Wash ... | | 18.33 |
| General Journal | 09/11/2021 | LB FY... | | 10% GH Gros... | JDSZB Wash Account | | JDSZB Wash ... | | 48.33 |
| General Journal | 09/11/2021 | LB FY... | | 10% SS Gros... | JDSZB Wash Account | | JDSZB Wash ... | | 28.33 |
| General Journal | 09/16/2021 | LB FY... | | 10% PERS H... | JDSZB Wash Account | | -SPLIT- | | 56.81 |
| General Journal | 09/16/2021 | LB FY... | | 10% PERS H... | JDSZB Wash Account | | JDSZB Wash ... | | 28.92 |
| General Journal | 09/17/2021 | LB FY... | | 10% KB Gross | JDSZB Wash Account | | -SPLIT- | | 330.77 |
| General Journal | 09/17/2021 | LB FY... | | 10 % KB 457 | JDSZB Wash Account | | JDSZB Wash ... | | 8.46 |
| General Journal | 09/17/2021 | LB FY... | | 10% KB Retir... | JDSZB Wash Account | | JDSZB Wash ... | | 25.20 |
| General Journal | 09/17/2021 | LB FY... | | 10% LB Gross | JDSZB Wash Account | | JDSZB Wash ... | | 141.45 |
| General Journal | 09/17/2021 | LB FY... | | 10% LB Additi... | JDSZB Wash Account | | JDSZB Wash ... | | 8.46 |
| General Journal | 09/19/2021 | LB FY... | | 10% VERIZO... | JDSZB Wash Account | | 68100 · 515 - T... | | 12.70 |
| Deposit | 09/24/2021 | | | Deposit | JDSZB Wash Account | | 12000 · Undep... | 98.42 | |
| Deposit | 09/24/2021 | | | Deposit | JDSZB Wash Account | | -SPLIT- | 590.52 | |
| General Journal | 09/24/2021 | LB FY... | | SDRMA WC I... | JDSZB Wash Account | | -SPLIT- | | 18.00 |
| General Journal | 09/24/2021 | LB FY... | | 10% Fuel CC ... | JDSZB Wash Account | | JDSZB Wash ... | | 21.46 |
| General Journal | 09/24/2021 | LB FY... | | 10% Office Exp | JDSZB Wash Account | | JDSZB Wash ... | | 24.80 |
| General Journal | 09/24/2021 | LB FY... | | IC Reimburse... | JDSZB Wash Account | | JDSZB Wash ... | | 56.30 |
| Deposit | 09/27/2021 | | | Deposit | JDSZB Wash Account | | -SPLIT- | 1,669.87 | |
| | | | | | | | | 2,836.59 | 1,419.32 |
| Sep 21 | | | | | | | | | |

Capital Reserve Financial
Reports
September 2021

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10/06/21

Accrual Basis

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

| Type | Date | Num | Name | Memo | Account | Class | Split | Debit | Credit |
|--------------------------|------------|-----|------|-------------------|------------------------|-------|-----------------|-------------|-------------|
| Jul 21 Deposit | 07/30/2021 | | | July 2021 Inte... | 3 B of America-Capi... | | Interest Income | 0.38 | |
| Jul 21 | | | | | | | | 0.38 | 0.00 |
| Aug 21 Deposit | 08/31/2021 | | | August 2021 | 3 B of America-Capi... | | Interest Income | 0.38 | |
| Aug 21 | | | | | | | | 0.38 | 0.00 |
| Sep 21 Deposit | 09/30/2021 | | | September 20... | 3 B of America-Capi... | | Interest Income | 0.36 | |
| Sep 21 | | | | | | | | 0.36 | 0.00 |
| TOTAL | | | | | | | | <u>1.12</u> | <u>0.00</u> |

Budget Reports
Year to Date
Actual to Budget
September 2021

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

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

September 2021

| | Sep 21 |
|---------------------------------|-----------|
| Ordinary Income/Expense | |
| Income | |
| Fees | |
| Availability Fees | 60.00 |
| Use Fees | 52,157.11 |
| Total Fees | 52,217.11 |
| Mono County Tax Revenue | 1,716.78 |
| Total Income | 53,933.89 |
| Gross Profit | 53,933.89 |
| Expense | |
| Depreciation Expense | 7,500.00 |
| Education | 25.00 |
| Employee Benefits | |
| Employee 457 Contributions | 500.00 |
| Employer 457 Cont or Add Compen | 321.20 |
| Health Insurance | 771.57 |
| Medical Reimb - Board | 2,020.97 |
| Medical Reimb. - Employee | 553.24 |
| Retirement | |
| Retirement - EE Contributions | 446.54 |
| Retirement - ER Contribution | 453.56 |
| Total Retirement | 900.10 |
| Total Employee Benefits | 5,067.08 |
| Office Expenses | |
| Bank Service Charges | 279.00 |
| Postage/Shipping - Lab Testing | 243.78 |
| Website / Advert./ Pub Notice | 91.00 |
| Office Expenses - Other | 223.20 |
| Total Office Expenses | 836.98 |
| Operations Administration | |
| Insurance | |
| Work Comp | 162.05 |
| Total Insurance | 162.05 |
| Telephone | |
| Telephone - Cell | 114.28 |
| Telephone - Fire Alarm | 42.59 |
| Total Telephone | 156.87 |
| Total Operations Administration | 318.92 |
| Payroll Expenses | |
| Gross Payroll-Board of Director | 1,544.80 |
| Gross Payroll-District Manager | 5,953.84 |
| Gross Payroll-Secretary | 2,360.18 |
| Gross Payroll - Part Time Oper. | 1,925.00 |
| Payroll Taxes | 1,184.70 |
| Payroll Expenses - Other | 0.00 |
| Total Payroll Expenses | 12,968.52 |
| Professional Fees | |
| Legal Fees | |
| Operations | 210.00 |
| Total Legal Fees | 210.00 |
| Total Professional Fees | 210.00 |

HILTON CREEK COMMUNITY SERVICES DISTRICT
Profit & Loss
September 2021

| | Sep 21 |
|-----------------------------|------------------|
| Repairs & Maintenance | |
| Automobile Expense | |
| Fuel | 274.66 |
| Total Automobile Expense | 274.66 |
| Lab Testing | 1,342.85 |
| Plant - General / Misc | 2,282.01 |
| Sewer Lines- General Maint | 4,338.90 |
| Sludge Removal | 1,290.92 |
| Utilities | |
| SCE - Plant | 1,730.03 |
| SCE - Pump Station | 648.03 |
| Total Utilities | 2,378.06 |
| Total Repairs & Maintenance | 11,907.40 |
| Total Expense | 38,833.90 |
| Net Ordinary Income | 15,099.99 |
| Other Income/Expense | |
| Other Income | |
| Interest Income | 0.36 |
| Total Other Income | 0.36 |
| Net Other Income | 0.36 |
| Net Income | <u>15,100.35</u> |

HILTON CREEK COMMUNITY SERVICES District
ACTUAL TO BUDGET - SEWER FUND
September 30, 2021

| REVENUE | Budget Sewer Fund | August 0.1667 | September 0.2500 | Year To Date 1 | Over (Under) | % used of Budget | Goal 0.2500 | Over |
|---|----------------------|------------------|---------------------|----------------------|---------------------|---------------------|----------------|---------|
| General Operating Revenue: | | | | | | | | |
| Property Taxes | 140,000.00 | | | - | (140,000.00) | 0% | -25% | |
| Sewer Operation & Maintenance Revenue: | | | | | | | | |
| Sewer Use Fees Collected | 340,000.00 | 16,940.13 | 36,094.84 | 94,596.35 | (245,403.65) | 28% | | 3% OVER |
| Sewer Capital Improvement Revenue: | | | | | | | | |
| Sewer Connection Fees | - | | | - | - | | | -25% |
| Availability Fees | - | 240.00 | 60.00 | 380.00 | 380.00 | | | -25% |
| Sewer Connection Inspection Fees | - | | | - | - | | | -25% |
| <i>Subtotal Operations & Capital Revenue</i> | | 17,180.13 | 36,154.84 | 94,976.35 | (245,023.65) | 28% | (0.72) | - |
| Investment Revenue | | | | | | | | |
| Interest on Investments | - | | | - | - | | | |
| Transfer From Reserves | 14,781.00 | | | - | (14,781.00) | 0% | | -25% |
| Transfer From Other Funds | - | | | 145.95 | 145.95 | | | |
| <i>Encumbrance</i> | | 25,000.00 | | | | | | |
| TOTAL REVENUES | 494,781.00 | 42,180.13 | 36,154.84 | 95,122.30 | (399,658.70) | 19% | | -6% |
| EXPENSES | | | | | | | | |
| ADMINISTRATION EXPENSES | | | | | | | | |
| Administration Fee | 525.00 | | | - | (525.00) | 0% | | -25% |
| ***Mono Invest. Pool Wash - Delinquent Accts. | | | | - | - | | | |
| ***Depreciation Expense (Book Entry Only) | | 7,500.00 | 7,500.00 | 22,500.00 | 22,500.00 | | | |
| SUBTOTAL | 525.00 | 7,500.00 | 7,500.00 | 22,500.00 | 21,975.00 | | | |
| Estimated EMPLOYEE BENEFITS | | | | | | | | |
| Medical Reimbursement - Director (5) | 9,493.39 | | 2,020.97 | 2,020.97 | (7,472.42) | 21% | | -4% |
| Medical Reimbursement - Employees (2) | 5,733.58 | 237.31 | 553.24 | 790.55 | (4,943.03) | 14% | | -11% |
| Health Insurance (1) Base Rate | 6,426.04 | 511.28 | 511.28 | 1,533.84 | (4,892.20) | 24% | | -1% |
| Health Insurance - Retired (2) | 3,402.00 | 260.29 | 260.29 | 780.87 | (2,621.13) | 23% | | -2% |
| Retirement Benefits - Employer Contributions GM | 6,283.80 | 453.56 | 453.56 | 1,360.68 | (4,923.12) | 22% | | -3% |
| *** Retirement Benefits - Employee Contributions | - | 446.54 | 446.54 | 1,339.62 | 1,339.62 | | | |
| ***457 - Employee Contributions | - | 500.00 | 500.00 | 1,500.00 | 1,500.00 | | | |
| 457 Employer Contributions / Add Compensation (2) | 3,960.00 | 304.28 | 321.20 | 969.61 | (2,990.39) | 24% | | -1% |
| SUBTOTAL | 35,298.80 | 2,713.26 | 5,067.08 | 10,296.14 | (25,002.66) | 29% | | 4% OVER |

| | Budget | August | September | Year To Date | Over | % used | Goal |
|--|-------------------|------------------|------------------|------------------|--------------------|------------|----------------|
| PAYROLL | | | | | | | |
| Salaries & Employee Benefits: | | | | | | | |
| Director's Gross Salary <i>(\$100 Per Meeting x 5) x 12 + (\$2,200 Add. Comp.)x5 + \$3,000 Special Meetings if they occur</i> | 18,000.00 | 1,185.20 | 1,544.80 | 4,815.15 | (13,184.85) | 27% | 2% OVER |
| Manager Gross Salary | 77,400.00 | 5,953.84 | 5,953.84 | 17,861.52 | (59,538.48) | 23% | -2% |
| Perdiem | 15,750.00 | 1,842.50 | 1,925.00 | 4,767.50 | (10,982.50) | 30% | 5% OVER |
| Secretarial Gross Salary Part Time | 31,500.00 | 2,394.00 | 2,360.18 | 7,139.72 | (24,360.28) | 23% | -2% |
| Payroll Taxes | 8,400.00 | 618.14 | 1,184.70 | 2,430.45 | (5,969.55) | 29% | 4% OVER |
| Payroll Processing Fee Expense | 552.21 | | | - | (552.21) | 0% | -25% |
| SUBTOTAL | 151,602.21 | 11,993.68 | 12,968.52 | 37,014.34 | | 24% | -1% |
| PROPOSED OPERATIONS POSITION - ESTIMATE | | | | | | | |
| Salary | 54,337.50 | | | - | (54,337.50) | 0% | -25% |
| Additional Compensation | 2,079.00 | | | - | (2,079.00) | 0% | -25% |
| Insurance | 6,426.00 | | | - | (6,426.00) | 0% | -25% |
| Medical Reimbursement | 1,701.00 | | | - | (1,701.00) | 0% | -25% |
| Retirement | 4,725.00 | | | - | (4,725.00) | 0% | -25% |
| Workers' Comp Estimated Increase | 2,362.50 | | | - | (2,362.50) | 0% | -25% |
| SUBTOTAL | 71,631.00 | - | - | - | (71,631.00) | 0% | -25% |
| OPERATIONS | | | | | | | |
| Liability Insurance | 12,285.00 | | | 11,779.19 | (505.81) | 96% | 71% OVER |
| Worker's Comp Insurance | 3,780.00 | | 162.05 | 3,594.50 | (185.50) | 95% | 70% OVER |
| Accounting | 8,505.00 | | | - | (8,505.00) | 0% | -25% |
| Dues & Subscriptions | 2,835.00 | 780.00 | | 780.00 | (2,055.00) | 28% | 3% OVER |
| Travel -Non Litigation | 472.50 | | | - | (472.50) | 0% | -25% |
| License and Fees | 26,250.00 | 150.00 | | 150.00 | (26,100.00) | 1% | -24% |
| Office Expenses | 5,670.00 | 1,233.11 | 836.98 | 2,559.09 | (3,110.91) | 45% | 20% OVER |
| Educational Expenses | 1,417.50 | | 25.00 | 25.00 | (1,392.50) | 2% | -23% |
| Telephone | 1,890.00 | 157.40 | 156.87 | 469.51 | (1,420.49) | 25% | 0% |
| Snow Removal (10%) | 3,150.00 | | | - | (3,150.00) | 0% | -25% |
| SUBTOTAL | 66,255.00 | 2,320.51 | 1,180.90 | 19,357.29 | -46897.71 | 29% | 4% OVER |

| | Budget | August | September | Year To Date | Over | % used | Goal |
|--|-------------------|------------------|------------------|-------------------|--------------------|--------|---------|
| REPAIRS & MAINTENANCE | | | | | | | |
| Auto Expenses | 4,725.00 | 309.74 | 274.66 | 584.40 | (4,140.60) | 12% | -13% |
| Contract Services | 5,250.00 | | | 1,592.50 | (3,657.50) | 30% | 5% OVER |
| Lab Testing | 6,300.00 | 233.83 | 1,342.85 | 1,576.68 | (4,723.32) | 25% | 0% OVER |
| Plant - General Repairs & Maintenance | 10,500.00 | 515.92 | 2,282.01 | 2,963.31 | (7,536.69) | 28% | 3% OVER |
| Plant - Pond Maintenance 1 | 21,000.00 | | | - | (21,000.00) | 0% | -25% |
| Plant - Sludge Removal (Fallon) | 11,550.00 | | 1,290.92 | 1,290.92 | (10,259.08) | 11% | -14% |
| Sewer Lines - General Maintenance | 63,000.00 | 44.11 | 4,338.90 | 4,383.01 | (58,616.99) | 7% | -18% |
| Supplies | 649.99 | | | - | (649.99) | 0% | -25% |
| Water | 819.00 | | | - | (819.00) | 0% | -25% |
| SCE - Plant | 15,750.00 | 1,893.58 | 1,730.03 | 5,426.11 | (10,323.89) | 34% | 9% OVER |
| SCE - Pump Station | 6,300.00 | 711.62 | 648.03 | 1,965.42 | (4,334.58) | 31% | 6% OVER |
| SUBTOTAL | 145,843.99 | 3,708.80 | 11,907.40 | 19,782.35 | (126,061.64) | 14% | -11% |
| SUBTOTAL ALL OPERATING EXPENSES | 471,156.00 | 28,236.25 | 38,623.90 | 108,950.12 | (141,539.11) | 23% | -2% |
| Debt Service: | | | | | | | |
| PERS Unfunded Liability | 23,625.00 | 19,124.55 | | 20,928.60 | | | |
| SUBTOTAL: | 23,625.00 | 19,124.55 | - | 20,928.60 | - | | |
| Non-Budget Items Expense | | 1,890.00 | 210.00 | 2,100.00 | | | |
| Subtotal All Expenses | 494,781.00 | 49,250.80 | 38,833.90 | 131,978.72 | | 27% | 2% OVER |
| Less Non Budget Items | | 8,446.54 | 8,446.54 | 25,339.62 | 50,679.24 | | |
| TOTAL ADJUSTED EXPENSES | | 40,804.26 | 30,387.36 | 106,639.10 | (50,679.24) | | |

| | Budget | August | September | Year To Date | Over | % used | Goal |
|--|-------------------|-----------------|---------------|-----------------|---------------------|-----------|-------------|
| Special Projects / Non-Budget Items | | | | | | | |
| Sewer Capital Improvement Expenses: | | | | | | | |
| Capital Purchases/Improvements | | | | | | | |
| Capital Purchases/Improvements | 70,350.00 | | | - | (70,350.00) | 0% | -25% |
| Engineering and Consulting Fees | 10,500.00 | | | - | (10,500.00) | 0% | -25% |
| Lateral Extensions | 5,250.00 | | | - | (5,250.00) | 0% | -25% |
| Monitoring Well - Equipment & Consultation | 2,100.00 | | | - | (2,100.00) | 0% | -25% |
| Plant - Sewer Equipment | 31,500.00 | | | - | (31,500.00) | 0% | -25% |
| Totals | 119,700.00 | | | - | (119,700.00) | 0% | -25% |
| Contingency | | | | | | | |
| Contingency General | | | | | | | |
| Spills | 15,750.00 | | | - | (15,750.00) | 0% | -25% |
| Legal | 9,450.00 | 1,890.00 | 210.00 | 2,100.00 | (7,350.00) | 22% | -3% |
| Rate Study | 31,500.00 | | | - | (31,500.00) | 0% | -25% |
| Total | 56,700.00 | 1,890.00 | 210.00 | 2,100.00 | (54,600.00) | 4% | -21% |
| Total Non-Budget Special Projects | 176,400.00 | 1,890.00 | 210.00 | 2,100.00 | (174,300.00) | 1% | -24% |

9:09 AM

10/07/21

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Profit & Loss

September 2021

| | Sep 21 |
|---|------------------|
| Ordinary Income/Expense | |
| Income | |
| 400 - REVENUE | |
| 401 - Maintenance Fees | 14,358.22 |
| Total 400 - REVENUE | 14,358.22 |
| Total Income | 14,358.22 |
| Gross Profit | 14,358.22 |
| Expense | |
| 500- OPERATING EXPENSES | |
| 504 - Employee Benefits | |
| 504-A - Retirement | 50.40 |
| 504-AA-457 Employer Contributio | 16.92 |
| 504-B - Health Insurance | 85.73 |
| 504 D 10% Dir Med Reimb. | 56.30 |
| Total 504 - Employee Benefits | 209.35 |
| 63300 · 505 - Insurance Expense | |
| 505-B - W/C Insurance | 18.00 |
| Total 63300 · 505 - Insurance Expense | 18.00 |
| 64900 · 507 - Office Expense | 126.80 |
| 66000 · 508 - Payroll Expenses | |
| 508-A - Gross Payroll Gen. Mgr. | 661.54 |
| 508-B - Gross Payroll - Sec. | 299.82 |
| 508 D - 10% Director Gross | 171.65 |
| Total 66000 · 508 - Payroll Expenses | 1,133.01 |
| 67200 · 511 - Repairs and Maintenance | |
| 60200 · 514- Automobile Expense | 21.46 |
| Total 67200 · 511 - Repairs and Maintenance | 21.46 |
| 68100 · 515 - Telephone Expense | 12.70 |
| Total 500- OPERATING EXPENSES | 1,521.32 |
| Total Expense | 1,521.32 |
| Net Ordinary Income | 12,836.90 |
| Net Income | <u>12,836.90</u> |

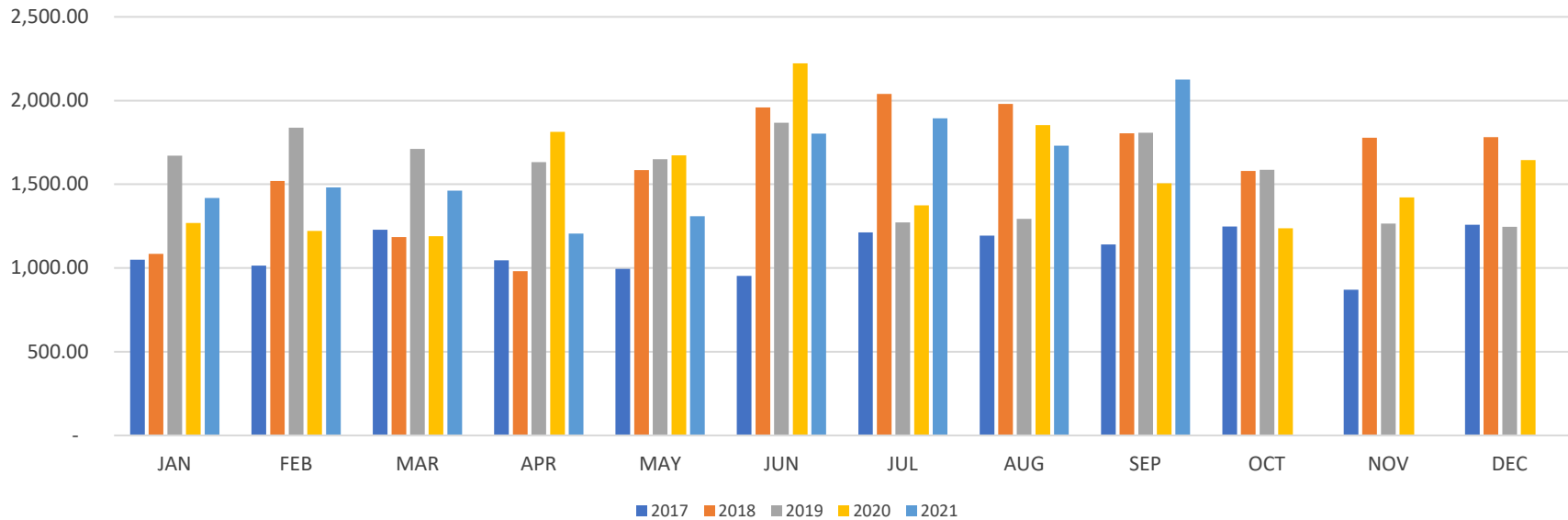
JUNIPER DRIVE
ACTUAL TO BUDGET FISCAL YEAR 2021/2022
September 30, 2021

| REVENUE | BUDGET | August | September | 2021/2022 | Over (Under) | % | Goal % |
|--|-------------------|-----------------|-----------------|------------------|--------------------|------------|----------------|
| | | Month 2 | Month 3 | Year to Date | {+ or -} | Used | September |
| Road Maintenance Revenue: | | | | | | | |
| Maintenance Fees Collected | 55,000.00 | 3,287.36 | 7,013.50 | 17,487.86 | - | | 0.250000 |
| Maintenance Fees Collected Through Sewer Fund | 35,000.00 | 3,347.17 | 2,836.59 | 9,884.69 | | | |
| Combined Maintenance Fees Collected | 90,000.00 | 6,634.53 | 9,850.09 | 27,372.55 | (62,627.45) | 30% | 5% OVER |
| Interest - LAIF | | | | 3.79 | 3.79 | | |
| Interest - County Investment Pool | 3,000.00 | | | | (3,000.00) | 0% | -25% |
| Transfer From Reserves | | | | | | | |
| Transfer From Other Funds | 2,000.00 | | | | (2,000.00) | | |
| TOTAL REVENUES | 185,000.00 | 6,634.53 | 9,850.09 | 27,376.34 | (67,623.66) | 15% | -10% |
| EXPENSES | | | | | | | |
| ADMINISTRATION EXPENSES | | | | | | | |
| Administration Fee | 50.00 | | | | 50.00 | 0% | -25% |
| SUBTOTAL | 50.00 | - | - | - | 50.00 | 0% | -25% |
| EMPLOYEE BENEFITS | | | | | | | |
| Medical Reimbursement - Director | 1,500.00 | | 56.30 | 56.30 | (1,443.70) | 4% | -21% |
| Medical Reimbursement - Employee | 650.00 | | | | (650.00) | 0% | -25% |
| Health Insurance - Base | 750.00 | 56.81 | 56.81 | 170.43 | (579.57) | 23% | -2% |
| Health Insurance - Retired | 400.00 | 28.92 | 28.92 | 86.76 | | 22% | -3% |
| Retirement Benefits - Employer Contributions | 700.00 | 120.40 | 50.40 | 421.65 | (278.35) | 60% | 35% OVER |
| Addition Comp /457 Employer Contributions | 2,500.00 | 33.84 | 16.92 | 67.67 | (2,432.33) | 3% | -22% |
| SUBTOTAL: | 6,500.00 | 239.97 | 209.35 | 802.81 | (5,383.95) | 12% | -13% |
| PAYROLL | | | | | | | |
| Salaries & Employee Benefits: | | | | | | | |
| Director's Gross Salary | 2,000.00 | 131.65 | 171.65 | 535.00 | (1,465.00) | 27% | 2% OVER |
| Manager Gross Salary | 8,600.00 | 661.54 | 661.54 | 1,984.62 | (6,615.38) | 23% | -2% |
| Perdiem | 1,600.00 | | | | (1,600.00) | | -25% |
| Secretarial Gross Salary | 3,500.00 | 266.00 | 299.82 | 865.63 | (2,634.37) | 25% | 0% |
| SUBTOTAL | 15,700.00 | 1,059.19 | 1,133.01 | 3,385.25 | (12,314.75) | 22% | -3% |
| PROPOSED OPERATIONS POSITION - ESTIMATE | | | | | | | |
| Salary | 6,040.00 | | | | (6,040.00) | 0% | -25% |
| Additional Compensation | 235.00 | | | | (235.00) | 0% | -25% |
| Insurance | 720.00 | | | | (720.00) | 0% | -25% |
| Medical Reimbursement | 190.00 | | | | (190.00) | 0% | -25% |
| Retirement | 525.00 | | | | (525.00) | 0% | -25% |
| Workers' Comp Estimated Increase | 265.00 | | | | (265.00) | 0% | -25% |
| SUBTOTAL | 7,975.00 | - | - | - | (7,975.00) | 0% | -25% |
| OPERATIONS | | | | | | | |
| Liability Insurance | 1,365.00 | | | 750.18 | (614.82) | 55% | 30% OVER |
| Worker's Comp Insurance | 420.00 | | 18.00 | 399.38 | (20.62) | 95% | |
| Accounting | 945.00 | | | | (945.00) | 0% | -25% |
| Legal | 1,050.00 | | | | (1,050.00) | 0% | -25% |
| Dues & Subscriptions | 315.00 | | | | (315.00) | 0% | -25% |
| Travel -Non Litigation | 55.00 | | | | (55.00) | 0% | -25% |
| License and Fees | | | | | | | -25% |
| Office Expenses | 630.00 | 104.62 | 126.80 | 354.42 | (275.58) | 56% | 31% OVER |
| Educational Expenses | 160.00 | | | | (160.00) | 0% | -25% |
| Telephone | 210.00 | 12.70 | 12.70 | 37.95 | (172.05) | 18% | -7% |
| Contingency | 500.00 | | | | (500.00) | 0% | -25% |
| SUBTOTAL | 5,650.00 | 117.32 | 157.50 | 1,541.93 | (4,108.07) | 27% | 2% OVER |
| REPAIRS & MAINTENANCE | | | | | | | |
| Auto Expenses | 525.00 | 29.84 | 21.46 | 51.30 | (473.70) | 10% | -15% |
| Contract Services | | | | | | | -25% |
| Snow Removal | 28,350.00 | | | | (28,350.00) | 0% | -25% |
| Supplies | | | | | | | -25% |
| Repairs & Maintenance | 20,000.00 | | | | (20,000.00) | 0% | -25% |
| Transfer to Juniper Drive Investment Account | 100,250.00 | | | | | 0% | |
| SUBTOTAL: | 149,125.00 | 29.84 | 21.46 | 51.30 | (48,823.70) | 0% | -25% |
| Debt Service: | | | | | | | |
| PERS Unfunded Liability | | | | 2,124.95 | | | |
| TOTAL EXPENSES | 185,000.00 | 3,571.27 | 1,521.32 | 5,781.29 | (70,580.47) | 3% | -22% |

HILTON CREEK CSD PLANT SCE ELECTRIC BILLS

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 2013 | 1,807.29 | 1,522.48 | 1,680.87 | 1,335.15 | 1,621.01 | 2,317.05 | 2,169.45 | 1,661.44 | 1,871.40 | 1,061.05 | 1,300.27 | 1,215.51 |
| 2014 | 1,159.40 | 1,105.89 | 1,105.96 | 998.57 | 1,180.62 | 1,015.24 | 1,274.09 | 1,992.96 | 1,882.55 | 1,337.29 | 1,241.11 | 1,345.37 |
| 2015 | 1,344.08 | 1,117.86 | 1,296.95 | 1,198.81 | 1,551.49 | 2,063.42 | 1,699.59 | 1,394.97 | 1,471.93 | 1,344.89 | 1,026.53 | 1,204.75 |
| 2016 | 1,330.52 | 995.19 | 1,543.03 | 1,563.37 | 998.18 | 1,029.09 | 1,211.52 | 1,040.58 | 1,065.69 | 1,140.95 | 830.92 | 978.51 |
| 2017 | 1,049.12 | 1,015.01 | 1,229.32 | 1,046.69 | 995.55 | 952.91 | 1,212.89 | 1,192.97 | 1,139.88 | 1,247.67 | 870.98 | 1,257.64 |
| 2018 | 1,084.24 | 1,519.62 | 1,185.24 | 980.79 | 1,585.18 | 1,958.72 | 2,039.38 | 1,980.39 | 1,804.35 | 1,579.83 | 1,778.21 | 1,782.52 |
| 2019 | 1,671.33 | 1,837.85 | 1,711.43 | 1,632.48 | 1,649.44 | 1,867.10 | 1,273.14 | 1,294.31 | 1,807.81 | 1,587.41 | 1,264.56 | 1,246.17 |
| 2020 | 1,269.72 | 1,220.72 | 1,189.09 | 1,813.11 | 1,673.46 | 2,222.14 | 1,374.75 | 1,852.97 | 1,506.67 | 1,237.67 | 1,422.08 | 1,644.73 |
| 2021 | 1,418.22 | 1,481.29 | 1,462.87 | 1,205.59 | 1,308.92 | 1,802.50 | 1,893.58 | 1,730.03 | 2,126.50 | | | |

SCE Plant Electric Costs
2017 - Present



Plant Electric Use Comparison

| | FY 2020/2021 | | FY 2021/2022 | | Difference | |
|-----------|--------------|---------|--------------|---------|------------|----------|
| | Kwh | Cost | Kwh | Cost | Kwh | Cost |
| July | 9591 | 1374.75 | 12273 | 1893.58 | 2682 | 518.83 |
| August | 11875 | 1852.97 | 10795 | 1730.03 | -1080 | -122.94 |
| September | 10822 | 1506.67 | 13723 | 2126.50 | 2901 | 619.83 |
| October | 9597 | 1237.67 | | | -9597 | -1237.67 |
| November | 11274 | 1422.08 | | | -11274 | -1422.08 |
| December | 13470 | 1644.73 | | | -13470 | -1644.73 |
| January | 11356 | 1418.22 | | | -11356 | -1418.22 |
| February | 11370 | 1481.29 | | | -11370 | -1481.29 |
| March | 11768 | 1462.87 | | | -11768 | -1462.87 |
| April | 9369 | 1205.59 | | | -9369 | -1205.59 |
| May | 9696 | 1308.92 | | | -9696 | -1308.92 |
| June | 10419 | 1802.50 | | | -10419 | -1802.50 |

Pump Station Use Comparison

| | FY 2020/2021 | | FY 2021/2022 | | Difference | |
|-----------|--------------|--------|--------------|--------|------------|---------|
| | Kwh | Cost | Kwh | Cost | Kwh | Cost |
| July | 2863 | 585.25 | 2981 | 711.62 | 118 | 126.37 |
| August | 2815 | 651.18 | 2564 | 648.03 | -251 | -3.15 |
| September | 2958 | 647.14 | 2996 | 648.56 | 38 | 1.42 |
| October | 2812 | 428.64 | | | -2812 | -428.64 |
| November | 3518 | 494.93 | | | -3518 | -494.93 |
| December | 3840 | 598.86 | | | -3840 | -598.86 |
| January | 3425 | 861.30 | | | -3425 | -861.30 |
| February | 3534 | 531.24 | | | -3534 | -531.24 |
| March | 3527 | 530.02 | | | -3527 | -530.02 |
| April | 3123 | 564.52 | | | -3123 | -564.52 |
| May | 3003 | 490.72 | | | -3003 | -490.72 |
| June | | 605.77 | | | | -605.77 |

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 14, 2021
5:00 P.M.
ZOOM**

Minutes

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

A. ROLL CALL

Members Present: Isabel Connolly, Garrett Higerd and Steve Shipley
Members Absent: Cindy Adamson and Windsor Czeschin
Staff Present: Kyle Burnett, Lorinda Beatty

2. ADDITIONS TO AGENDA

None

3. PUBLIC COMMENT

None

4. CONSENT AGENDA

A. Financial Reports

1. Consideration & Approval of Disbursements List 8212-8223
2. One-signor Checks 8224-8228 (8224 to Bartkeiwics, Kronick & Shanahan for \$210.00 and 8225 to Isabel Connolly for \$563.00 signed for distribution)

B. Review Acceptance of Monthly Financial Reports

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

C. Approval of Minutes

1. Minutes of the Regular Board Meeting of August 10, 2021

Motion: To accept the Consent Agenda Items as presented

Moved by Ms. Adamson, Second by Ms. Czeschin; however, Ms. Czeschin abstained from approving the minutes. Ms. Connolly seconded approving the minutes for August 10, 2021

| | | | | |
|-------------|--------------|-------------------------|------------|-------------|
| Ms. Adamson | Ms. Connolly | Ms. Czeschin | Mr. Higerd | Mr. Shipley |
| Aye | Aye | Abstain from Minutes | Aye | Aye |

5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE

A. General Manager Report on Status of Facilities and Operational

Mr. Burnett stated that regulatory report will be presented at the next meeting. Percolation pond 1 has been fully cleaned and waiting to haul off the sludge/dirt that was removed. Drying bed 1 is being rehabbed

Clarifier 1 (east) had a major break down. Upon inspection it was found that the wall bearing mounts into the concrete were pulling out of one of the bearings and at least one of the bearings is bad causing the chain to break, and will require an entire rebuild of the clarifier. Preliminary costs could range from \$25,000 to \$30,000. Estimated delivery of part will be sometime in December.

Past maintenance on clarifier 2 (west) had similar problems; however, the bearings were not replaced. Therefore, it is anticipated that the second clarifier will also need a rebuild in the near future. Mr. Burnett asked the Board for permission to order two sets of parts due to difficulty in obtaining the necessary parts and lengthy delivery time.

Motion: To approve the necessary purchases for the east clarifier and to postpone further purchases for the west clarifier until further information is obtained regarding the costs for the east clarifier.

Moved by Ms. Connolly, Second by Mr. Higerd

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

6. NEW BUSINESS

A. Rescind Resolution 2021-02

Ms. Beatty reported that the last meeting Resolution 2021-02 was adopted to amend late fees. The attorney for the District wanted to consult with colleagues and would require further research. Ms. Beatty advised that the revenue generated from the late fees is not enough to justify further costs for this project and that she would find a way to make the current late fees work with the accounting software

Motion: To rescind Resolution 2021-02

Moved by Ms. Czeschin, Second by Ms. Adamson

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

B. Adopt Final Budget FY 2021-2022

Motion: To adopt the 2021-2022 Final Budget with revisions as necessary and monthly reviews.

Moved by Mr. Higerd, Second by Ms. Czeschin

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

7. OLD BUSINESS

A. Request for Proposal – Sewer Rate Study Selection Committee

Mr. Higerd and Ms. Adamson volunteered to participate in the Sewer Rate Study request for proposal selection committee.

B. New Operations Position – Update

Mr. Burnett advised that legal counsel is reviewing preliminary job offer letter from the Hiring Committee.

8. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

None

9. BOARD MEMBER COMMENTS/REPORTS

None

10. ANNOUNCEMENTS

A. Regular Board Meeting October 12, 2021 at 5:00 p.m. at the Crowley Lake Community Center – Covid restricts allowing.

11. CLOSED SESSION

a. Personnel Matter [General Manager]

There was no action taken during closed session.

Motion: To Adjourn into Closed Session at 6:02 p.m.

Moved by Ms. Adamson, Second by Ms. Czeschin

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

Motion: To Adjourn into Open Session at 6:20 p.m.

Moved by Mr. Higerd, Second by Ms. Adamson

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

11. ADJOURNMENT

Motion: To Adjourn the September 14, 2021 Regular Board Meeting at 6:11 p.m.

Moved by Ms. Czeschin, Second by Mr. Higerd

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

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: GENERAL MANAGER UPDATE

DATE: OCTOBER 12, 2021

The treatment plant is operating well and within parameters. Clarifier #1 (broken) is being measured and inspected (October 12th 8am) for a retrofit to eliminate the heavy steel shafts and old wall bearings with a lighter “stub shaft/bearing” that should reduce the chances of the concrete failing in the future. The maintenance on the new style is also easier to perform.

Groundwater well sampling occurred on October 6th to beat the snow for the required quarter 4 sampling.

Rock, pea gravel, and washed sand was purchased and hauled to the treatment plant for the Drying Bed# 1 drain rehab project. If weather cooperates, additional vactoring will take place and utilize Drying Bed#1 as disposal.

REQUESTED ACTION:

Informational and open for discussion

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Months: July, August, September 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 3, July, August, September 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 3rd Quarter report for its wastewater treatment facility covering the dates of July, August, September 2021. If you have any questions regarding this information, please contact Kyle Burnett at (760) 935-4500 or E-mail at Districtmanager@HiltonCreekCSD.com.

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

Sincerely,

Kyle Burnett

General Manager

Hilton Creek Community Services District

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Operations and Maintenance Summary

1. **General:** General Manager Kyle Burnett was the operator in charge during this reportable period covering the months of July, August, September 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:** Percolation Pond #1 is in process of rehab and cleaning. The pond banks have been rehabbed and reinforced with pond rock. Green waste on the inside banks has been removed and disposed of. Sludge/bottom sediments (approximately 6-8" deep) has been scraped into a pile to the corner of the pond and is waiting for final permission to be disposed of at Benton Crossing Landfill.
4. **Major problems occurring in the wastewater conveyance system, treatment facilities, or disposal facilities:** Clarifier #1 bearing and chain fail. Rehab and retrofit is in process.
5. **Calibration of any wastewater flow measuring device:** Yes. Influent flowmeter was calibrated on 8/27/2021 by RS Instruments and Service.
6. **Any Violation(s):** None
7. **Corrective Actions Taken:** N/A

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Effluent Reportable Constituents – April, May, June 2021

| EFFLUENT April, May, June | | | | | | | | | |
|----------------------------------|---|------------------------------------|---------------------------------------|-------------------------|----------------------------------|-------------------------------------|--|--|--------------------------------|
| Sample Date | BOD mg/L (monthly) | cBOD mg/L (monthly) | MBAS mg/L (monthly) | pH | DO mg/L (monthly) | TKN mg/L (quarterly) | Total Nitrogen mg/L (extra) | TOTAL FILTERABLE RESIDUE (annually) | CHLORIDE (annually) |
| | Limits: 30 mean 45 maximum | Limits: N/A | Limits: 1 mean 2 maximum | Limits: 6 – 9 | Limits: > 1.0 | Limits: N/A | Limits: N/A | Limits: N/A | Limits: N/A |
| 7/1/21 | - | - | ND (RDL 0.08) | 6.55 | 2.50 | 2.2 | 11 | - | - |
| 7/7/21 | 12.5 | 4.54 | - | - | - | - | - | - | - |
| 7/20/21 | - | - | - | 6.62 | 2.72 | - | - | - | - |
| 8/3/21 | - | - | ND (RDL 0.08) | 6.63 | 2.44 | 6.3 | 19 | - | - |
| 8/11/21 | 15.9 | 3.22 | - | - | - | - | - | - | - |
| 8/19/21 | - | - | - | 6.58 | 2.43 | - | - | - | - |
| 9/1/21 | - | - | ND (RDL 0.08) | 6.60 | 2.59 | 1.5 | 5.5 | - | - |
| 9/8/21 | 9.05 | 1.57 | - | - | - | - | - | - | - |
| 9/13/21 | - | - | - | 6.72 | 2.94 | - | - | - | - |

Notes: Annual Effluent tests on Quarter 1 Report

EFFLUENT SAMPLE POINT - 37,569855, -118.760653

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

| 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 | 0.28 | Effluent | 0949 | 3.19 | 11.9 | 0951 | KB | |
| 3/2/21 | 1003 | 17.3 | 7.43 | 0.28 | Effluent | 1011 | 3.06 | 11.4 | 1014 | KB | |
| 3/19/21 | 1022 | 19.9 | 7.02 | 0.29 | Effluent | 1029 | 2.83 | 13.0 | 1032 | KB | |
| 4/2/21 | 0949 | 19.6 | 7.24 | 0.30 | Effluent | 0955 | 2.89 | 13.9 | 0959 | KB | |
| 4/22/21 | 0948 | 19.4 | 7.16 | 0.31 | Effluent | 0957 | 2.65 | 14.0 | 1001 | KB | |
| 5/4/21 | 1001 | 19.9 | 7.05 | 0.31 | Effluent | 1009 | 2.50 | 15.5 | 1012 | KB | |
| 5/18/21 | 0957 | 21.7 | 6.80 | 0.29 | Effluent | 1003 | 2.36 | 17.3 | 1006 | KB | |
| 6/5/21 | 0908 | 24.4 | 6.40 | 0.25 | Effluent | 0917 | 2.49 | 18.8 | 0920 | KB | |
| 6/21/21 | 0943 | 28.1 | 6.02 | 0.28 | Effluent | 0950 | 2.66 | 22.1 | 0953 | KB | |
| 7/1/21 | 0920 | 24.4 | 6.47 | 0.24 | Effluent | 0929 | 2.50 | 20.5 | 0932 | KB | |
| 7/20/21 | 1029 | 25.5 | 6.35 | 0.29 | Effluent | 1034 | 2.72 | 22.2 | 1036 | KB | |
| 8/3/21 | 0920 | 26.0 | 6.31 | 0.16 | Effluent | 0926 | 2.44 | 22.5 | 0930 | KB | |
| 8/19/21 | 0936 | 24.7 | 6.40 | 0.24 | Effluent | 0943 | 2.43 | 20.9 | 0948 | KB | |
| 9/1/21 | 1014 | 25.8 | 6.25 | 0.25 | Effluent | 1017 | 2.59 | 21.8 | 1021 | KB | |
| 9/13/21 | 0957 | 22.8 | 6.66 | 0.28 | Effluent | 1004 | 2.94 | 20.0 | 1006 | KB | |
| 10/1/21 | 1022 | 17.5 | 7.45 | 0.32 | Effluent | 1029 | 3.20 | 16.4 | 1032 | KB | |

Zero DO Standard Lot # 06J9AS Expires Oct 2021
 Zero DO Standard Lot # 16E275 Expires May 2022

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

| 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 | Yes | -58.18 | Effluent | 1048 | 6.87 | 11.9 | 1050 | KB |
| 1/21/21 | 0943 | Yes | -55.87 | Effluent | 0946 | 6.84 | 10.0 | 0947 | KB |
| 2/1/21 | 1616 | Yes | -55.32 | Effluent | 1021 | 6.20 | 9.1 | 1023 | KB |
| 2/23/21 | 1000 | Yes | -54.69 | Effluent | 1006 | 6.68 | 10.6 | 1008 | KB |
| 3/2/21 | 1028 | Yes | -56.97 | Effluent | 1033 | 6.60 | 9.4 | 1035 | KB |
| 3/19/21 | 1038 | Yes | -53.81 | Effluent | 1043 | 6.38 | 12.3 | 1045 | KB |
| 4/2/21 | 1008 | Yes | -54.50 | Effluent | 1012 | 6.77 | 12.6 | 1014 | KB |
| 4/22/21 | 1009 | Yes | -54.07 | Effluent | 1014 | 6.63 | 12.1 | 1015 | KB |
| 5/4/21 | 0951 | Yes | -53.43 | Effluent | 0957 | 6.67 | 13.4 | 0958 | KB |
| 5/18/21 | 1013 | Yes | -56.73 | Effluent | 1017 | 6.73 | 15.6 | 1018 | KB |
| 6/8/21 | 0927 | Yes | -54.18 | Effluent | 0933 | 6.88 | 17.3 | 0934 | KB |
| 6/21/21 | 1000 | Yes | -52.33 | Effluent | 1005 | 6.52 | 20.7 | 1006 | KB |
| 7/11/21 | 0938 | Yes | -54.29 | Effluent | 0942 | 6.55 | 14.3 | 0943 | KB |
| 7/20/21 | 1045 | Yes | -55.58 | Effluent | 1049 | 6.62 | 20.4 | 1052 | KB |
| 8/3/21 | 0943 | Yes | -54.11 | Effluent | 0947 | 6.63 | 20.6 | 0949 | KB |
| 8/19/21 | 0958 | Yes | -54.09 | Effluent | 1001 | 6.58 | 19.3 | 1004 | KB |
| 9/1/21 | 1026 | Yes | -55.10 | Effluent | 1031 | 6.60 | 19.8 | 1033 | KB |
| 9/13/21 | 1019 | Yes | -54.49 | Effluent | 1022 | 6.72 | 19.3 | 1024 | KB |
| 10/1/21 | 1040 | Yes | -55.29 | Effluent | 1045 | 7.08 | 15.9 | 1049 | KB |

PH 4 Lot # 066339 Expires July 2022 PH Lot # 168396 Expires Feb 2023
 PH 7 Lot # 066686 Expires July 2022 PH 7 Lot # 168200 Expires Feb 2023
 PH 10 Lot # 066709 Expires July 2022 PH 10 Lot # 168414 Expires Feb 2023

Hilton Creek Community Services District

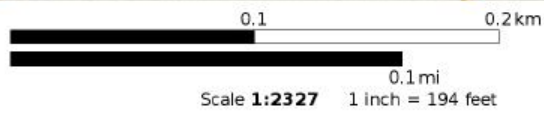
3222 Crowley Lake, CA 93546

(760) 935-4500

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Mercator Projection
WGS84
USNG Zone 11SLB
CalTopo



Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

Influent Reportable Constituents – April, May, June 2021

| Sample Date | BOD mg/L (monthly) |
|--------------------|-----------------------------------|
| 7/7/21 | 357 |
| 8/11/21 | 339 |
| 9/8/21 | 287 |

Notes:

N/A

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

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

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

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

| Ground Water (Wells) | | | | | | | | | | |
|----------------------|--------|----------------------------|-------------------------------------|----------------------------|--------------------------------|-----------------------------------|---------------------------------------|-------------------------|------------------------|--------------------------|
| DATE | Well # | Well Elevation (ft) | Water to top of well casing (ft) | Mean Sea Level (ft) | Nitrate mg/L (quarterly) | Total Nitrogen mg/L (extra) | Total Dissolved Solids (quarterly) | MBAS (semi-annually) | TSS (semi-annually) | Chloride (semi-annually) |
| 7/15/21 | A | 6954 | 30.8 | 6921.25 | 8.0 | 8.0 | 230 | ND (RDL 0.08) | 2 | 30 |
| 7/15/21 | B | 6949 | 31.1 | 6915.85 | 1.6 | 1.9 | 220 | ND (RDL 0.08) | 28 | 31 |
| 7/15/21 | C | 6948 | 36.4 | 6909.71 | 2.8 | 2.8 | 260 | ND (RDL 0.08) | 2 | 31 |

Notes: Semi-annual results on Quarter 1 Report

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

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

Hilton Creek Community Services District

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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<S | 18.6 | 1/20/2021 | 0836 | Y<S | 18.5 | KB |
| 4/20/2021 | 0812 | Y<S | 18.4 | 4/20/2021 | 0817 | Y<S | 17.8 | KB |
| 7/15/2021 | 0748 | Y<S | 27.2 | 7/15/2021 | 0751 | Y<S | 26.2 | YFS |
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PH 7 Lot # 0616686 Expires July 2022
 PH 7 Lot # 168200 Expires Feb. 2023

 1413 Standard Lot # 066638 Expires May 2021
 1413 Standard Lot # 160278 Expires ~~Aug~~ April 2022

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
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GROUNDWATER SAMPLING WELLS

| HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING | | | | | | | | | | | | | | | |
|---|---------|------|---------|-------------------------------|-----|-------------------------|--------|--------------------------|--------|--------------|--------|----------------|--------|------|-----|
| DATE: 7/15/21 | | | | WELL DEPTH (ft): 67.84 | | | | SAMPLED BY: Kyle Barrett | | | | | | | |
| WELL # A | | | | WATER LEVEL FROM CASING: 30.8 | | | | PUMP USED: | | | | | | | |
| WELL DIAMETER (in): 6 | | | | | | | | | | | | | | | |
| NITRATE TN TIME | SAMPLES | | | pH (su) | | ELECTRICAL CONDUCTIVITY | | TEMPERATURE | | PUMPING RATE | | DEPTH TO WATER | | | |
| | TDS | MBAS | PURGING | CHLORIDE | TSS | READING | CHANGE | READING | CHANGE | READING | CHANGE | READING | CHANGE | | |
| 0805 | X | | | | | 6.31 | - | 363 | - | 13.2 | - | 50% | - | 36.8 | - |
| 0815 | X | | | | | 6.27 | -0.04 | 363 | Ø | 12.3 | -0.9 | 50% | - | 33.6 | 2.8 |
| 0825 | X | | | | | 6.27 | Ø | 364 | 1 | 13.3 | 1 | 50% | - | 36.5 | 2.9 |
| 0827 | | | | | X | | | | | | | | | | |
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| COMMENTS: | | | | | | | | | | | | | | | |
| INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%: | | | | | | | | | | | | | | | |

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

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| HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING | | | | | | | | | | | | | | | |
|--|---------|------------------------|---------|--------|---------|-------------------------------|---------|--------|-------------|------------|---------|--------------|---------|----------------|--|
| DATE: 7/15/21 | | WELL DEPTH (ft): 74.90 | | | | SAMPLED BY: Kyle Burchett | | | | PUMP USED: | | | | | |
| WELL # 5 | | WELL DIAMETER (in): 4" | | | | WATER LEVEL FROM CASING: 31.1 | | | | | | | | | |
| NITRATE TN TIME | SAMPLES | | pH (su) | | | ELECTRICAL CONDUCTIVITY | | | TEMPERATURE | | | PUMPING RATE | | DEPTH TO WATER | |
| | TDS | MBAS | READING | CHANGE | READING | CHANGE | READING | CHANGE | READING | CHANGE | READING | CHANGE | READING | CHANGE | |
| | PURGING | CHLORIDE SAMPLING | | | | | | | | | | | | | |
| 0840 | X | | 6.46 | - | 323 | - | 14.6 | - | 50% | - | | | 31.1 | - | |
| 0850 | X | | 6.37 | -0.09 | 325 | 2 | 13.2 | -1.4 | 50% | - | | | 33.9 | 2.8 | |
| 0900 | X | | 6.44 | 0.07 | 330 | 5 | 12.8 | -0.4 | 50% | - | | | 35.6 | 1.7 | |
| 0910 | X | | 6.43 | -0.01 | 329 | -1 | 12.2 | -0.6 | 50% | - | | | 36.6 | 1 | |
| 0912 | | X | | | | | | | | | | | | | |
| COMMENTS: Slightly turbid INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%: | | | | | | | | | | | | | | | |

Hilton Creek Community Services District
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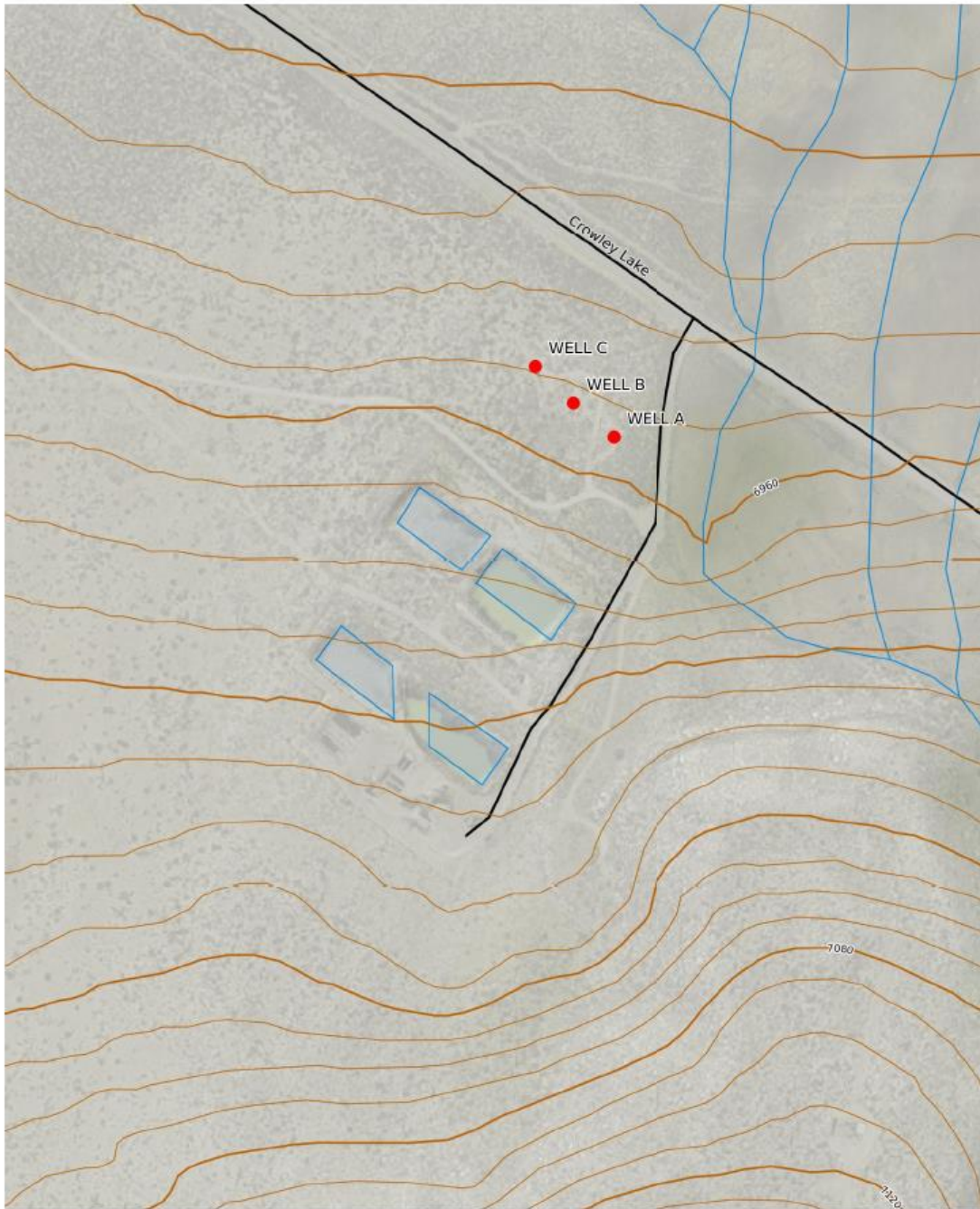
| HILTON CREEK COMMUNITY SERVICES DISTRICT GROUNDWATER SAMPLING | | | | | | | | | | | | | |
|---|---------|-------------------------------|---------|--------|-------------------------|--------------------------|-------------|--------|--------------|------------|----------------|--------|--|
| DATE: 7/15/21 | | WELL DEPTH (ft): 50.00 | | | | SAMPLED BY: Kyle Burnett | | | | PUMP USED: | | | |
| WELL # C | | WATER LEVEL FROM CASING: 36.4 | | | | PUMP USED: | | | | | | | |
| WELL DIAMETER (in): | | | | | | | | | | | | | |
| NITRATE TN TIME | SAMPLES | | pH (su) | | ELECTRICAL CONDUCTIVITY | | TEMPERATURE | | PUMPING RATE | | DEPTH TO WATER | | |
| | TDS | MBAS | READING | CHANGE | READING | CHANGE | READING | CHANGE | READING | CHANGE | READING | CHANGE | |
| | PURGING | CHLORIDE SAMPLING | | | | | | | | | | | |
| 0926 | X | | 6.40 | - | 342 | - | 13.1 | - | 50% | - | 36.4 | - | |
| 0930 | X | | 6.34 | -0.06 | 341 | | 12.3 | -0.8 | 50% | - | 39.5 | 3.1 | |
| 0940 | X | | 6.37 | 0.03 | 344 | | 12.2 | -0.1 | 50% | - | 41.6 | 6.6 | |
| 0942 | | X | | | | | | | | | | | |
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| COMMENTS: | | | | | | | | | | | | | |
| INDICATOR PARAMETERS HAVE STABILIZED WHEN 3 CONSECUTIVE READINGS ARE WITHIN + OR - 10%: | | | | | | | | | | | | | |

Hilton Creek Community Services District

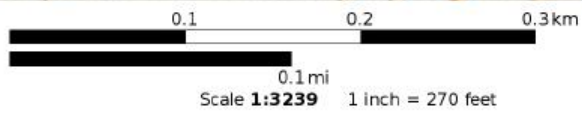
3222 Crowley Lake, CA 93546

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Sampling Wells
WGS84
USNG Zone 11SLB
CalTopo



Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

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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 |
| July 1 – July 2 2021 | 3 | 26106751 | 26171614 | 64,863 | > 2ft at all times |
| July 2 – July 9 2021 | 4 | 26171614 | 26636274 | 464,660 | > 2ft at all times |
| July 9 – July 16 2021 | 3 | 26636274 | 27055526 | 419,252 | > 2ft at all times |
| July 16 – July 23 2021 | 4 | 27055526 | 27466906 | 411,380 | > 2ft at all times |
| July 23 – July 28 2021 | 2 | 27466906 | 27751293 | 284,387 | > 2ft at all times |
| July 28 – August 5 2021 | 3 | 27751293 | 28254378 | 503,085 | > 2ft at all times |
| August 5 – August 12 2021 | 4 | 28254378 | 28668547 | 414,169 | > 2ft at all times |
| August 12 – August 20 2021 | 3 | 28668547 | 29116860 | 448,313 | > 2ft at all times |
| August 20 – September 3 2021 | 2 | 29116860 | 29902438 | 785,578 | > 2ft at all times |
| September 3 – September 14 2021 | 4 | 29902438 | 30543459 | 641,021 | > 2ft at all times |
| September 14 – September 22 2021 | 3 | 30543459 | 30983615 | 440,156 | > 2ft at all times |
| September 22 – October 1 2021 | 2 | 30983615 | 31516390 | 532,775 | > 2ft at all times |
| Total | | | | 5,409,639 | |

Note: Influent flowmeter calibrated on 8/27/2021.

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

***Influent Flowmeter Reading**

**** Influent Flowmeter Reading**

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

HCCSD INFLUENT

FLOW

From: 7/1/21 - 9/30/2021

| Date and Time | Ave Flow (USG/s) | Max Flow (USG/s) | Min Flow (USG/s) | Interval Total (USG) |
|-----------------|------------------|------------------|------------------|----------------------|
| 7/1/2021 12:12 | 0.799 | 2.178 | 0.088 | 67548.687 |
| 7/2/2021 12:12 | 0.761 | 2.222 | 0.063 | 65747.839 |
| 7/3/2021 12:12 | 0.758 | 2.3 | 0.038 | 65474.284 |
| 7/4/2021 12:12 | 0.895 | 2.458 | 0.064 | 77327.035 |
| 7/5/2021 12:12 | 0.918 | 2.345 | 0.055 | 79279.68 |
| 7/6/2021 12:12 | 0.797 | 2.139 | 0.036 | 68817.783 |
| 7/7/2021 12:12 | 0.692 | 2.005 | 0.045 | 59830.831 |
| 7/8/2021 12:12 | 0.676 | 1.995 | 0.055 | 58391.749 |
| 7/9/2021 12:12 | 0.704 | 2.069 | 0.054 | 60836.662 |
| 7/10/2021 12:12 | 0.699 | 2.185 | 0.043 | 60431.683 |
| 7/11/2021 12:12 | 0.697 | 2.408 | 0.036 | 60210.369 |
| 7/12/2021 12:12 | 0.718 | 1.96 | 0.037 | 62004.295 |
| 7/13/2021 12:12 | 0.642 | 1.917 | 0.031 | 55455.206 |
| 7/14/2021 12:12 | 0.673 | 1.986 | 0.05 | 58181.295 |
| 7/15/2021 12:12 | 0.686 | 2.079 | 0.045 | 59257.056 |
| 7/16/2021 12:12 | 0.725 | 2.252 | 0.045 | 62601.378 |
| 7/17/2021 12:12 | 0.604 | 2.167 | 0.034 | 52167.146 |
| 7/18/2021 12:12 | 0.648 | 2.057 | 0.028 | 55978.136 |
| 7/19/2021 12:12 | 0.706 | 2.031 | 0.036 | 61015.819 |
| 7/19/2021 14:39 | POWER FAIL | POWER FAIL | POWER FAIL | POWER FAIL |
| 7/19/2021 14:50 | POWER FAIL | POWER FAIL | POWER FAIL | POWER FAIL |
| 7/20/2021 12:12 | 0.717 | 2.315 | 0.055 | 61504.021 |
| 7/21/2021 12:12 | 0.7 | 2.071 | 0.054 | 60498.435 |
| 7/22/2021 12:12 | 0.671 | 4.632 | 0.065 | 58007.787 |
| 7/23/2021 12:12 | 0.668 | 2.119 | 0.045 | 57728.974 |
| 7/24/2021 12:12 | 0.685 | 2.11 | 0.05 | 59182.105 |
| 7/25/2021 12:12 | 0.693 | 2.385 | 0.055 | 59883.936 |
| 7/26/2021 12:12 | 0.696 | 2.068 | 0.045 | 60165.56 |
| 7/27/2021 12:12 | 0.722 | 2.17 | 0.045 | 62419.841 |
| 7/28/2021 12:12 | 0.719 | 2.11 | 0.036 | 62093.202 |
| 7/29/2021 12:12 | 0.773 | 2.091 | 0.045 | 66808.613 |
| 7/30/2021 12:12 | 0.705 | 2.119 | 0.038 | 60901.756 |
| 7/31/2021 12:12 | 0.677 | 2.153 | 0.043 | 58502.481 |
| 8/1/2021 12:12 | 0.715 | 2.241 | 0.045 | 61743.296 |
| 8/2/2021 12:12 | 0.714 | 2.07 | 0.057 | 61676.323 |
| 8/3/2021 12:12 | 0.687 | 2.071 | 0.055 | 59348.532 |
| 8/4/2021 12:12 | 0.707 | 1.96 | 0.047 | 61097.995 |

Hilton Creek Community Services District

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| | | | | |
|-----------------|------------|------------|------------|------------|
| 8/5/2021 12:12 | 0.725 | 2.204 | 0.065 | 62649.133 |
| 8/6/2021 12:12 | 0.701 | 2.014 | 0.045 | 60555.403 |
| 8/7/2021 12:12 | 0.668 | 2.197 | 0.044 | 57729.52 |
| 8/8/2021 12:12 | 0.653 | 2.038 | 0.036 | 56384.747 |
| 8/9/2021 12:12 | 0.704 | 2.189 | 0.043 | 60783.747 |
| 8/10/2021 12:12 | 0.658 | 2.129 | 0.055 | 56875.661 |
| 8/11/2021 12:12 | 0.623 | 2.11 | 0.047 | 53846.689 |
| 8/12/2021 12:12 | 0.696 | 2.114 | 0.045 | 60096.356 |
| 8/13/2021 12:12 | 0.688 | 2.066 | 0.045 | 59449.001 |
| 8/14/2021 12:12 | 0.652 | 2.109 | 0.045 | 56357.154 |
| 8/15/2021 12:12 | 0.679 | 2.22 | 0.038 | 58696.243 |
| 8/16/2021 12:12 | 0.682 | 2.148 | 0.036 | 58907.737 |
| 8/17/2021 12:12 | 0.641 | 2.092 | 0.036 | 55405.258 |
| 8/18/2021 12:12 | 0.623 | 1.958 | 0.038 | 53855.799 |
| 8/19/2021 12:12 | 0.615 | 2.03 | 0.023 | 53117.302 |
| 8/20/2021 12:12 | 0.623 | 2.207 | 0.043 | 53803.539 |
| 8/21/2021 12:12 | 0.634 | 2.187 | 0.055 | 54817.841 |
| 8/22/2021 12:12 | 0.67 | 2.236 | 0.036 | 57846.004 |
| 8/23/2021 12:12 | 0.734 | 2.386 | 0.029 | 63440.998 |
| 8/24/2021 12:12 | 0.662 | 2.148 | 0.028 | 57175.083 |
| 8/25/2021 12:12 | 0.632 | 2.024 | 0.03 | 54641.232 |
| 8/26/2021 12:12 | 0.617 | 2.148 | 0.045 | 53267.739 |
| 8/27/2021 12:12 | 0.644 | 11.553 | 0 | 55643.737 |
| 8/28/2021 12:12 | 0.616 | 2.147 | 0.045 | 53250.023 |
| 8/29/2021 12:12 | 0.673 | 2.158 | 0.055 | 58173.092 |
| 8/30/2021 12:12 | 0.709 | 2.129 | 0.055 | 61254.787 |
| 8/30/2021 16:33 | POWER FAIL | POWER FAIL | POWER FAIL | POWER FAIL |
| 8/30/2021 19:34 | POWER FAIL | POWER FAIL | POWER FAIL | POWER FAIL |
| 8/31/2021 12:12 | 0.604 | 1.965 | 0.036 | 45591.845 |
| 9/1/2021 12:12 | 0.714 | 2.148 | 0.035 | 61660.312 |
| 9/2/2021 12:12 | 0.684 | 2.137 | 0.06 | 59123.284 |
| 9/3/2021 12:12 | 0.655 | 2.042 | 0.022 | 56587.929 |
| 9/4/2021 12:12 | 0.679 | 2.187 | 0.022 | 58701.666 |
| 9/5/2021 12:12 | 0.692 | 2.277 | 0.02 | 59797.902 |
| 9/6/2021 12:12 | 0.687 | 2.219 | 0.024 | 59316.701 |
| 9/7/2021 12:12 | 0.712 | 2.179 | 0.034 | 61497.062 |
| 9/8/2021 12:12 | 0.635 | 2.057 | 0.028 | 54873.202 |
| 9/9/2021 12:12 | 0.646 | 2.064 | 0.028 | 55807.867 |
| 9/10/2021 12:12 | 0.663 | 2.172 | 0.054 | 57258.325 |
| 9/11/2021 12:12 | 0.68 | 2.254 | 0.037 | 58792.69 |
| 9/12/2021 12:12 | 0.707 | 2.29 | 0.036 | 61121.54 |
| 9/13/2021 12:12 | 0.693 | 2.071 | 0.055 | 59879.255 |
| 9/14/2021 12:12 | 0.647 | 2.129 | 0.036 | 55925.551 |

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

| | | | | |
|-----------------|-------|-------|--------------|--------------------|
| 9/15/2021 12:12 | 0.622 | 2.014 | 0.02 | 53706.335 |
| 9/16/2021 12:12 | 0.622 | 2.11 | 0.028 | 53715.018 |
| 9/17/2021 12:12 | 0.642 | 2.028 | 0.036 | 55474.981 |
| 9/18/2021 12:12 | 0.606 | 2.033 | 0.042 | 52379.01 |
| 9/19/2021 12:12 | 0.657 | 2.145 | 0.036 | 56795.004 |
| 9/20/2021 12:12 | 0.749 | 2.146 | 0.028 | 64707.864 |
| 9/21/2021 12:12 | 0.639 | 2.071 | 0.028 | 55202.21 |
| 9/22/2021 12:12 | 0.652 | 2.143 | 0.028 | 56294.167 |
| 9/23/2021 12:12 | 0.645 | 2.265 | 0.033 | 55713.697 |
| 9/24/2021 12:12 | 0.608 | 2.164 | 0.028 | 52507.046 |
| 9/25/2021 12:12 | 0.631 | 2.106 | 0.02 | 54542.901 |
| 9/26/2021 12:12 | 0.661 | 2.103 | 0.028 | 57080.506 |
| 9/27/2021 12:12 | 0.701 | 2.236 | 0.036 | 60561.011 |
| 9/28/2021 12:12 | 0.686 | 2.286 | 0.1 | 59245.422 |
| 9/29/2021 12:12 | 0.666 | 2.124 | 0.091 | 57552.546 |
| 9/30/2021 12:12 | 0.668 | 2.111 | 0.088 | 57692.194 |
| | | | Total | 5419248.658 |

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

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SLUDGE HAULING – April, May, June 2021

| SLUDGE HAULING – APR, MAY, JUN 2021 | | |
|--|--------------|---|
| DATE | TONS | FACILITY |
| 5/21/2021 | 2.61 | Benton Crossing Class III Landfill |
| 6/26/2021 | 2.18 | Benton Crossing Class III Landfill |
| 7/23/2021 | 3.57 | Benton Crossing Class III Landfill |
| 8/13/2021 | 1.51 | Benton Crossing Class III Landfill |
| 9/3/2021 | 1.97 | Benton Crossing Class III Landfill |
| 9/27/2021 | 1.68 | Benton Crossing Class III Landfill |
| TOTAL | 13.52 | Benton Crossing Class III Landfill |

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

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
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ANNUAL SLUDGE METAL AND METALLOIDS: EPA SW846 SERIES



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

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

Report Date: 20-May-2021

Work Order Number: C1E0876

Received on Ice (Y/N): No Temp: 19 °C

Laboratory Reference Number

C1E0876-01

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

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

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 Riverside, CA 92502-0432

location
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 Riverside, CA 92507-0704

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

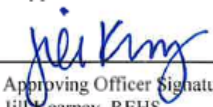
CA ELAP No. 2698
 EPA No. CA00102
 NELAP No. OR4035
 LACSD No. 10119

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com

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

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

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

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

Report Date: 07/22/21

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



Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 2107224053 Page 1 of 1

Sample Details

| Lab Sample ID | Client Sample ID | System # | Matrix | Sample Date | Cl2 mg/L | Flags |
|---------------|------------------|--------------|------------|----------------|----------|-------|
| 21071406-01 | FINALEFF | WDR100037539 | Wastewater | 07/07/21 08:55 | | |

Results

| Analyte | Result | PQL | Units | Method | Purpose | Analysis Date | Analyst | Qualifier |
|--------------------------------|--------|-----|-------|----------|---------|----------------|---------|-----------|
| Biochemical oxygen demand | 12.5 | 1 | mg/L | SM5210 B | Routine | 07/07/21 16:00 | BM | |
| Carbonaceous biochemical oxyge | 4.54 | 1 | mg/L | SM5210 B | Routine | 07/07/21 16:00 | BM | |

Sample Details

| Lab Sample ID | Client Sample ID | System # | Matrix | Sample Date | Cl2 mg/L | Flags |
|---------------|------------------|--------------|------------|----------------|----------|-------|
| 21071406-02 | INFLUENT | WDR100037539 | Wastewater | 07/07/21 08:56 | | |

Results

| Analyte | Result | PQL | Units | Method | Purpose | Analysis Date | Analyst | Qualifier |
|---------------------------|--------|-----|-------|----------|---------|----------------|---------|-----------|
| Biochemical oxygen demand | 357 | 1 | mg/L | SM5210 B | Routine | 07/07/21 16:00 | BM | |

Notes: This report replaces Report#2107214613 dated 7/21/21

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. This report shall not be reproduced except in full without written approval of the laboratory.


 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 mowd.dst.ca.us | CA ELAP No. 1453 |
|--|--|--|------------------|

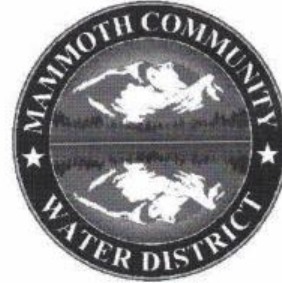
Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
 (760) 935-4500
 Districtmanager@hiltoncreekcsd.com

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

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

Report Date: 08/19/21

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



Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 2108194806 Page 1 of 1

Sample Details

| Lab Sample ID | Client Sample ID | System # | Matrix | Sample Date | Cl2 mg/L | Flags |
|---------------|------------------|--------------|------------|----------------|----------|-------|
| 21081639-01 | FINALEFF | WDR100037539 | Wastewater | 08/11/21 08:50 | | |

Results

| Analyte | Result | PQL | Units | Method | Purpose | Analysis Date | Analyst | Qualifier |
|--------------------------------|--------|-----|-------|----------|---------|----------------|---------|-----------|
| Biochemical oxygen demand | 15.9 | 1 | mg/L | SM5210 B | Routine | 08/11/21 16:16 | BM | |
| Carbonaceous biochemical oxyge | 3.22 | 1 | mg/L | SM5210 B | Routine | 08/11/21 16:16 | BM | |

Sample Details

| Lab Sample ID | Client Sample ID | System # | Matrix | Sample Date | Cl2 mg/L | Flags |
|---------------|------------------|--------------|------------|----------------|----------|-------|
| 21081639-02 | INFLUENT | WDR100037539 | Wastewater | 08/11/21 08:51 | | |

Results

| Analyte | Result | PQL | Units | Method | Purpose | Analysis Date | Analyst | Qualifier |
|---------------------------|--------|-----|-------|----------|---------|----------------|---------|-----------|
| Biochemical oxygen demand | 339 | 1 | mg/L | SM5210 B | Routine | 08/11/21 16:16 | 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. This report shall not be reproduced except in full without written approval of the laboratory.


 Bruce Medhurst, MCWD Laboratory Director

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

Hilton Creek Community Services District
 3222 Crowley Lake, CA 93546
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Mammoth Community Water District
Water Quality Laboratory
Analytical Report

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

Report Date: 09/29/21



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

Contact: Kyle Burnett
 Email: districtmanager@hiltoncreekcsd.com
 Report #: 2109290902 Page 1 of 1

Sample Details

| Lab Sample ID | Client Sample ID | System # | Matrix | Sample Date | Cl2 mg/L | Flags |
|---------------|------------------|--------------|------------|----------------|----------|-------|
| 21090902-01 | FINALEFF | WDR100037539 | Wastewater | 09/08/21 08:55 | | |

Results

| Analyte | Result | PQL | Units | Method | Purpose | Analysis Date | Analyst | Qualifier |
|--------------------------------|--------|-----|-------|----------|---------|----------------|---------|-----------|
| Biochemical oxygen demand | 9.05 | 1 | mg/L | SM5210 B | Routine | 09/08/21 15:18 | BM | |
| Carbonaceous biochemical oxyge | 1.57 | 1 | mg/L | SM5210 B | Routine | 09/08/21 15:18 | BM | |

Sample Details

| Lab Sample ID | Client Sample ID | System # | Matrix | Sample Date | Cl2 mg/L | Flags |
|---------------|------------------|--------------|------------|----------------|----------|-------|
| 21090902-02 | INFLUENT | WDR100037539 | Wastewater | 09/08/21 08:56 | | |

Results

| Analyte | Result | PQL | Units | Method | Purpose | Analysis Date | Analyst | Qualifier |
|---------------------------|--------|-----|-------|----------|---------|----------------|---------|-----------|
| Biochemical oxygen demand | 287 | 1 | mg/L | SM5210 B | Routine | 09/08/21 15:18 | 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. This report shall not be reproduced except in full without written approval of the laboratory.


 Bruce Medhurst, MCWD Laboratory Director

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

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Report Date: 11-Aug-2021

Analytical Report: Page 1 of 6

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

Project Number: Q3 Wells A,B,C

Work Order Number: C1G2033

Received on Ice (Y/N): Yes Temp: 4 °C

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

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

Sample Identification

| <u>Lab Sample #</u> | <u>Client Sample ID</u> | <u>Matrix</u> | <u>Date Sampled</u> | <u>By</u> | <u>Date Submitted</u> | <u>By</u> |
|---------------------|-------------------------|---------------|---------------------|--------------|-----------------------|-----------|
| C1G2033-01 | Well A ---ROUTINE--- | Liquid | 07/15/21 08:27 | Kyle Burnett | 07/16/21 09:18 | FedEx |
| C1G2033-02 | Well B ---ROUTINE--- | Liquid | 07/15/21 09:12 | Kyle Burnett | 07/16/21 09:18 | FedEx |
| C1G2033-03 | Well C ---ROUTINE--- | Liquid | 07/15/21 09:42 | Kyle Burnett | 07/16/21 09:18 | FedEx |

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Riverside, CA 92507-0704

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

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



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

Analytical Report: Page 2 of 6
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q3 Wells A,B,C

Report Date: 11-Aug-2021

Work Order Number: C1G2033

Received on Ice (Y/N): Yes Temp: 4 °C

Laboratory Reference Number
C1G2033-01

| | | | |
|---------------------------|---------------|--------------------------|---------------------------|
| <u>Sample Description</u> | <u>Matrix</u> | <u>Sampled Date/Time</u> | <u>Received Date/Time</u> |
| Well A | Liquid | 07/15/21 08:27 | 07/16/21 9:18 |

| Analyte(s) | Result | RDL | Units | Method | Analysis Date | Analyst | Flag |
|------------------------|--------|------|-------|-------------|----------------|---------|------|
| Anions | | | | | | | |
| Chloride | 30 | 1.0 | mg/L | EPA 300.0 | 07/16/21 21:48 | KJN | |
| Nitrate as N | 8.0 | 0.20 | mg/L | EPA 300.0 | 07/16/21 21:48 | KJN | |
| Nitrite as N | ND | 0.1 | mg/L | EPA 300.0 | 07/16/21 21:48 | KJN | |
| Solids | | | | | | | |
| Total Dissolved Solids | 230 | 10 | mg/L | SM 2540C | 07/21/21 19:18 | AZB | |
| Total Suspended Solids | 2 | 2 | mg/L | SM 2540D | 07/20/21 22:00 | TJK | |
| Surfactants | | | | | | | |
| MBAS | ND | 0.08 | mg/L | SM 5540C | 07/16/21 20:44 | DAD | |
| Nutrients | | | | | | | |
| Kjeldahl Nitrogen | ND | 0.1 | mg/L | EPA 351.2 | 07/30/21 00:13 | TRS | |
| Total Nitrogen | 8.0 | 0.40 | mg/L | Calculation | | | |

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



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

Analytical Report: Page 3 of 6
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q3 Wells A,B,C

Report Date: 11-Aug-2021

Work Order Number: C1G2033

Received on Ice (Y/N): Yes Temp: 4 °C

Laboratory Reference Number

C1G2033-02

| <u>Sample Description</u> | <u>Matrix</u> | <u>Sampled Date/Time</u> | <u>Received Date/Time</u> |
|---------------------------|---------------|--------------------------|---------------------------|
| Well B | Liquid | 07/15/21 09:12 | 07/16/21 9:18 |

| <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 | 32 | 1.0 | mg/L | EPA 300.0 | 07/16/21 22:06 | KJN | |
| Nitrate as N | 1.6 | 0.20 | mg/L | EPA 300.0 | 07/16/21 22:06 | KJN | |
| Nitrite as N | ND | 0.1 | mg/L | EPA 300.0 | 07/16/21 22:06 | KJN | |
| Solids | | | | | | | |
| Total Dissolved Solids | 220 | 10 | mg/L | SM 2540C | 07/21/21 19:18 | AZB | |
| Total Suspended Solids | 28 | 2 | mg/L | SM 2540D | 07/20/21 22:00 | TJK | |
| Surfactants | | | | | | | |
| MBAS | ND | 0.08 | mg/L | SM 5540C | 07/16/21 20:44 | DAD | |
| Nutrients | | | | | | | |
| Kjeldahl Nitrogen | 0.2 | 0.1 | mg/L | EPA 351.2 | 07/30/21 00:14 | TRS | |
| Total Nitrogen | 1.9 | 0.40 | mg/L | Calculation | | | |

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 Riverside, CA 92507-0704

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 NELAP No. OR4035
 LACSD No. 10119

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



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

Analytical Report: Page 4 of 6
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q3 Wells A,B,C

Report Date: 11-Aug-2021

Work Order Number: C1G2033

Received on Ice (Y/N): Yes Temp: 4 °C

Laboratory Reference Number

C1G2033-03

| <u>Sample Description</u> | <u>Matrix</u> | <u>Sampled Date/Time</u> | <u>Received Date/Time</u> |
|---------------------------|---------------|--------------------------|---------------------------|
| Well C | Liquid | 07/15/21 09:42 | 07/16/21 9:18 |

| <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 | 31 | 1.0 | mg/L | EPA 300.0 | 07/16/21 22:20 | KJN | |
| Nitrate as N | 2.8 | 0.20 | mg/L | EPA 300.0 | 07/16/21 22:20 | KJN | |
| Nitrite as N | ND | 0.1 | mg/L | EPA 300.0 | 07/16/21 22:20 | KJN | |
| Solids | | | | | | | |
| Total Dissolved Solids | 260 | 10 | mg/L | SM 2540C | 07/21/21 19:18 | AZB | |
| Total Suspended Solids | 2 | 2 | mg/L | SM 2540D | 07/20/21 22:00 | TJK | |
| Surfactants | | | | | | | |
| MBAS | ND | 0.08 | mg/L | SM 5540C | 07/16/21 20:44 | DAD | |
| Nutrients | | | | | | | |
| Kjeldahl Nitrogen | ND | 0.1 | mg/L | EPA 351.2 | 07/30/21 00:15 | TRS | |
| Total Nitrogen | 2.8 | 0.40 | mg/L | Calculation | | | |

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Client Name: Hilton Creek Community Services District
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Analytical Report: Page 5 of 6
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Q3 Wells A,B,C

Report Date: 11-Aug-2021

Work Order Number: C1G2033

Received on Ice (Y/N): Yes Temp: 4 °C

Notes and Definitions

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

Approval

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

Cindy A. Waddell

cc:

e-Short_No Alias.rpt

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

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Client Name: Hilton Creek Community Services District
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Analytical Report: Page 6 of 6
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: Q3 Wells A,B,C

Report Date: 11-Aug-2021

Work Order Number: C1G2033

Received on Ice (Y/N): Yes Temp: 4 °C

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Chain of Custody & Sample Information Record

| | | | | | | | | | |
|--|--|--|--|---|--|--|--|---|--|
| Client: <u>Hilton Creek CSO</u> | | Contact: <u>Kyle Burnett</u> | | Fax No. | | Additional Reporting Requests Review of Data Package: <input type="checkbox"/> Yes <input type="checkbox"/> No Full Results: <input type="checkbox"/> Yes <input type="checkbox"/> No Data Results: <input type="checkbox"/> Yes <input type="checkbox"/> No Mass BOD: <input type="checkbox"/> Yes <input type="checkbox"/> No (Include Station Number in Notes) | | | |
| Phone No: <u>760 435-4500</u> | | Email: <u>DistrictManager@HiltonCreekCSO.com</u> | | | | | | | |
| Project Name: <u>Q3 Wells A, B, C</u> | | Turn Around Time: <u>40 minutes</u> | | *72 Hour Rush *48 Hour Rush *24 Hour Rush | | | | | |
| Project Location: <u>Wells A, B, C</u> | | *Lab TAT Approval: | | *Additional Charges Apply | | | | | |
| Sampler Information | | # of Containers & Preservatives | | By: | | *Additional Charges Apply | | | |
| Name: <u>Kyle Burnett</u> | | # of Containers # of Preservatives H ₂ SO ₄ HCl HNO ₃ NaOH Na ₂ SO ₄ NaOH NaOH/Zn Acetate NH ₄ Cl POC Pb/Zn Total # of Containers | | Sample Type | | Analysis Requested | | Matrix | |
| Employer: <u>Hilton Creek CSO</u> | | | | Routinely | | Special | | Notes | |
| Signature: <u>[Signature]</u> | | | | Ground | | Water | | DW - Drinking Water WTW - Wastewater GW - Ground Water S - Sludge L - Leachate M - Miscellaneous | |
| Sample ID | | | | Date / Time | | Date / Time | | | |
| Well A | | 7/16/21 09:17 | | 7/16/21 09:17 | | 7/16/21 09:17 | | | |
| Well B | | 7/16/21 09:12 | | 7/16/21 09:12 | | 7/16/21 09:12 | | | |
| Well C | | 7/16/21 09:14 | | 7/16/21 09:14 | | 7/16/21 09:14 | | | |
| Relinquished By (sign) | | Print Name / Company | | Date / Time | | Received By (sign) | | Print Name / Company | |
| <u>[Signature]</u> | | K. Burnett HLCSD | | 7/16/21 1345 | | <u>[Signature]</u> | | Ed E | |
| <u>[Signature]</u> | | Ed E | | 7/16/21 0918 | | <u>[Signature]</u> | | Stewart/FJS | |

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

(For Lab Use Only) - Sample Integrity/Logbook/Acceptance Criteria

Sample(s) Submitted on Ice? Yes No

Custody Seal(s) Intact? Yes No NA

Sample(s) Intact? Yes No G

Temperature: 4 °C Cooler Blank

Sample meets laboratory acceptance criteria? Yes No

Admission to continue: Yes No

Deviation/Notes: _____

Signature/Date: _____

C1G2033

Rec'd 07/16/2021 09:18

Ed E

Hilton Creek Community Services District

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Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Analytical Report: Page 1 of 4

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

Project Number: August Eff MBAS TN

Report Date: 17-Aug-2021

Work Order Number: C1H0451

Received on Ice (Y/N): Yes Temp: 4 °C

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

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

Sample Identification

| <u>Lab Sample #</u> | <u>Client Sample ID</u> | <u>Matrix</u> | <u>Date Sampled</u> | <u>By</u> | <u>Date Submitted</u> | <u>By</u> |
|---------------------|-------------------------|---------------|---------------------|--------------|-----------------------|--------------|
| C1H0451-01 | Final Eff ---ROUTINE--- | Liquid | 08/03/21 09:04 | Kyle Burnett | 08/04/21 09:14 | Kyle Burnett |

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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: August Eff MBAS TN

Report Date: 17-Aug-2021

Work Order Number: **C1H0451**

Received on Ice (Y/N): Yes Temp: 4 °C

Laboratory Reference Number

C1H0451-01

| <u>Sample Description</u> | <u>Matrix</u> | <u>Sampled Date/Time</u> | <u>Received Date/Time</u> |
|---------------------------|---------------|--------------------------|---------------------------|
| Final Eff | Liquid | 08/03/21 09:04 | 08/04/21 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 | 13 | 0.20 | mg/L | EPA 300.0 | 08/04/21 18:54 | CAA | |
| Nitrite as N | ND | 0.1 | mg/L | EPA 300.0 | 08/04/21 18:54 | CAA | |
| Surfactants | | | | | | | |
| MBAS | ND | 0.08 | mg/L | SM 5540C | 08/04/21 21:00 | DAD | |
| Nutrients | | | | | | | |
| Kjeldahl Nitrogen | 6.3 | 0.4 | mg/L | EPA 351.2 | 08/13/21 23:08 | TRS | |
| Total Nitrogen | 19 | 0.70 | mg/L | Calculation | | | |

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Client Name: Hilton Creek Community Services District
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Analytical Report: Page 3 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: August Eff MBAS TN

Report Date: 17-Aug-2021

Work Order Number: C1H0451

Received on Ice (Y/N): Yes Temp: 4 °C

Notes and Definitions

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

Approval

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

Cindy A. Waddell

cc:

e-Short_No Alias.rpt

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Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
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Analytical Report: Page 4 of 4
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: August Eff MBAS TN

Report Date: 17-Aug-2021

Work Order Number: C1H0451

Received on Ice (Y/N): Yes Temp: 4 °C

| Sampler Information | | # of Containers & Preservatives | Sample Type | Analysis Requested | Matrix | Notes |
|---------------------|--------------------------|---|--|--------------------|---|-------|
| Name: Kyle Burnett | Employee: HCCSD | Unpreserved HCl HNO ₃ H ₂ SO ₄ NaOH NaOH/Zn Acetate HNO ₃ PDC Total # of Containers | Flowline Reservoir Sample MBAS PCTA, Reservoir | | DW - Drinking Water WW - Waste Water GW - Ground Water S - Surface SG - Sludge L - Liquid M - Microbiologic | |
| Sample ID: Fm1EFF | Date/Time: 8/12/21 09:04 | X | X Z X X X | | WW | |

| Requisitioned By (s/gn) | Print Name / Company | Date / Time | Received By (s/gn) | Print Name / Company |
|-------------------------|----------------------|---------------|--------------------|----------------------|
| <i>[Signature]</i> | K. Burnett HCCSD | 8/12/21 13:30 | <i>[Signature]</i> | <i>[Signature]</i> |
| <i>[Signature]</i> | | 8/11/21 09:11 | <i>[Signature]</i> | <i>[Signature]</i> |

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

| Sample Integrity Chain Receipt/Acceptance Criteria | | C1H0451 | |
|--|--|---|--|
| Sample(s) Submitted on Ice? <input checked="" type="radio"/> Yes <input type="radio"/> No | Sample meets laboratory acceptance criteria? <input checked="" type="radio"/> Yes <input type="radio"/> No | C1H0451 Recd: 08/04/2021 09:14 E/S | |
| Custody Seal(s) Intact? <input checked="" type="radio"/> Yes <input type="radio"/> No | Permission to continue: <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| Sample(s) Intact? <input checked="" type="radio"/> Yes <input type="radio"/> No | Deviations/Notes: _____ | | |
| Temperature: <input checked="" type="radio"/> C <input type="radio"/> F <input type="checkbox"/> Cooler/Bink | Signature/Date: _____ | | |

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Client Name: Hilton Creek Community Services District
Contact: Kyle Burnett
Address: 3222 Crowley Lake Drive
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Analytical Report: Page 1 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: July Final Eff

Report Date: 16-Jul-2021

Work Order Number: C1G0159

Received on Ice (Y/N): Yes Temp: 2 °C

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

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

Sample Identification

| <u>Lab Sample #</u> | <u>Client Sample ID</u> | <u>Matrix</u> | <u>Date Sampled</u> | <u>By</u> | <u>Date Submitted</u> | <u>By</u> |
|---------------------|-------------------------|---------------|---------------------|--------------|-----------------------|-----------|
| C1G0159-01 | Final Eff --ROUTINE-- | Liquid | 07/01/21 10:01 | Kyle Burnett | 07/02/21 10:20 | FedEx |

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

Analytical Report: Page 2 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: July Final Eff

Report Date: 16-Jul-2021

Work Order Number: C1G0159

Received on Ice (Y/N): Yes Temp: 2 °C

Laboratory Reference Number

C1G0159-01

| <u>Sample Description</u> | <u>Matrix</u> | <u>Sampled Date/Time</u> | <u>Received Date/Time</u> |
|---------------------------|---------------|--------------------------|---------------------------|
| Final Eff | Liquid | 07/01/21 10:01 | 07/02/21 10:20 |

| <u>Analyte(s)</u> | <u>Result</u> | <u>RDL</u> | <u>Units</u> | <u>Method</u> | <u>Analysis Date</u> | <u>Analyst</u> | <u>Flag</u> |
|-------------------|---------------|------------|--------------|---------------|----------------------|----------------|-------------|
| Anions | | | | | | | |
| Nitrate as N | 9.0 | 0.20 | mg/L | EPA 300.0 | 07/02/21 18:58 | NC | |
| Nitrite as N | ND | 0.1 | mg/L | EPA 300.0 | 07/02/21 18:58 | NC | |
| Surfactants | | | | | | | |
| MBAS | ND | 0.08 | mg/L | SM 5540C | 07/02/21 16:03 | DAD | |
| Nutrients | | | | | | | |
| Kjeldahl Nitrogen | 2.2 | 0.2 | mg/L | EPA 351.2 | 07/14/21 20:28 | TRS | |
| Total Nitrogen | 11 | 0.50 | mg/L | Calculation | | | |

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Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive
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Report Date: 16-Jul-2021

Analytical Report: Page 3 of 4

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

Project Number: July Final Eff

Work Order Number: C1G0159

Received on Ice (Y/N):

Yes

Temp: 2 °C

Notes and Definitions

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

NR: Not Reported

RDL: Reportable Detection Limit

MDL: Method Detection Limit

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

Approval

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

Alexis Nicole Harold For Cindy A. Waddell

cc:

e-Short_No Alias.rpt

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Client Name: Hilton Creek Community Services District
 Contact: Kyle Burnett
 Address: 3222 Crowley Lake Drive
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Analytical Report: Page 4 of 4
 Project Name: Hilton Crk. - Inf./Eff.
 Project Number: July Final Eff

Report Date: 16-Jul-2021

Work Order Number: **C1G0159**

Received on Ice (Y/N): Yes Temp: 2 °C

| Sampler Information | | 4 of Containers & Preservatives | | By: | | Analysis Requested | | Matrix | | Notes |
|--|---------------|---|--|---|--|--|--|---|--|---------------------------|
| Name: <u>Kyle Burnett</u> | | <input checked="" type="checkbox"/> Unpreserved <input type="checkbox"/> HClO4 <input type="checkbox"/> HNO3 <input type="checkbox"/> H2SO4 <input type="checkbox"/> NaOH <input type="checkbox"/> NaOH/2m Acetate <input type="checkbox"/> NH4Cl <input type="checkbox"/> P/D/C <input type="checkbox"/> C/L/S | <input checked="" type="checkbox"/> Total # of Containers <input type="checkbox"/> Routine <input checked="" type="checkbox"/> Resample <input type="checkbox"/> Special <input type="checkbox"/> M/SAS <input type="checkbox"/> L/L/N <input type="checkbox"/> Other: <u>None</u> | Turn Around Time: <u>Standard</u> *72 Hour Rush *48 Hour Rush *24 Hour Rush | | <input type="checkbox"/> *Additional Charges Apply <input type="checkbox"/> *Additional Charges Apply | | D/W - Drinking Water W/W - Waste Water G/W - Ground Water S - Sludge L - Liquid M - Miscellaneous | | include PDD for generator |
| Employer: <u>Hilton Creek CSD</u> | | | | *Lab TAT Approval: | | By: _____ | | <input type="checkbox"/> Issue CC Data Package <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Fax Results <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Credit Results <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> State COT <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Include States (A, H, I, N, S, W) | | |
| Signature: <u>[Signature]</u> | | | | Project Name: <u>July Final Eff</u> | | Project Location: <u>Hilton Creek CSD</u> | | | | |
| Sample ID | Date Time | | | | | | | | | |
| Final Eff | 7/16/21 10:01 | | | | | | | | | |
| Relinquished By (sign) | | Print Name / Company | | Date / Time | | Received By (sign) | | Print Name / Company | | |
| <u>[Signature]</u> | | K. Burnett / HCCSD | | 7/16/21 13:15 | | <u>[Signature]</u> | | James Villanov / ESB | | |
| | | FedEx | | 7/16/21 10:20 | | | | | | |
| 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>TC# 60</u> | | | | | | | | | | |
| Samples Submitted on Ice? <input checked="" type="radio"/> Yes <input type="radio"/> No Sample meets laboratory acceptance criteria? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | | | | | | | |
| Custody Seals Intact? <input checked="" type="radio"/> Yes <input type="radio"/> No Permission to continue: <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | | | | | | | |
| Seals Intact? <input checked="" type="radio"/> Yes <input type="radio"/> No Deviation/Notes: _____ | | | | | | | | | | |
| Temperature: <u>2</u> °C <input type="checkbox"/> Cooler Blank Signature/Date: _____ | | | | | | | | | | |

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



BABCOCK Laboratories, Inc.

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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: 30-Sep-2021

Analytical Report: Page 1 of 4

Project Name: none

Project Number: Pond #1 - Fluoride

Work Order Number: C110743

Received on Ice (Y/N): Yes Temp: 10 °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> |
|---------------------|-------------------------|---------------|---------------------|--------------|-----------------------|-----------|
| C110743-01 | Perc Pond 1 --SPECIAL-- | Sludge | 07/27/21 10:06 | Kyle Burnett | 07/28/21 09:23 | FedEx |

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

location
6100 Quail Valley Court
Riverside, CA 92507-0704

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www.babcocklabs.com

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

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



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

Analytical Report: Page 2 of 4
Project Name: none
Project Number: Pond #1 - Fluoride

Report Date: 30-Sep-2021

Work Order Number: C110743
Received on Ice (Y/N): Yes Temp: 10 °C

Laboratory Reference Number
C110743-01

| <u>Sample Description</u> | <u>Matrix</u> | <u>Sampled Date/Time</u> | <u>Received Date/Time</u> |
|---------------------------|---------------|--------------------------|---------------------------|
| Perc Pond 1 | Sludge | 07/27/21 10:06 | 07/28/21 9:23 |

| <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 Fluoride | ND | 2.2 | mg/kg dry | EPA 9214 | 09/29/21 14:50 | ALD | N_HTp, NMint |
| Solids Total Solids | 93 | 0.10 | % | SM 2540G | 09/23/21 21:23 | AZB | N_HTa |

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Districtmanager@hiltoncreekcsd.com



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Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Report Date: 30-Sep-2021

Analytical Report: Page 3 of 4

Project Name: none

Project Number: Pond #1 - Fluoride

Work Order Number: C110743

Received on Ice (Y/N): Yes Temp: 10 °C

Notes and Definitions

- N_HTa Sample analyzed outside of the EPA recommended holding time.
- N_HTp Analysis requested near or past holding time. Sample analyzed outside of the EPA recommended holding time.
- NMint Due to matrix interference, the matrix spike and/or matrix spike duplicate performed on this sample did not meet laboratory acceptance criteria.
- 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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LACSD No. 10119

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

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Districtmanager@hiltoncreekcsd.com



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

Analytical Report: Page 4 of 4
Project Name: none

Project Number: Pond #1 - Fluoride

Report Date: 30-Sep-2021

Work Order Number: C110743

Received on Ice (Y/N): Yes Temp: 10 °C

Chain of Custody & Sample Information Record

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

Client: Hilton Creek CSO Contact: Kyle Burnett Fax No. _____
Phone No. 760 935 4500 email: DistrictManager@HiltonCreekCSO.com
Project Name: Pond #1 - Actalis Turn Around Time: Routine (72 Hour Rush) *48 Hour Rush *24 Hour Rush
Project Location: Pond #1 *Lab TAT Approval: By: _____ *Additional Charges Apply

Additional Reporting Requests:
Include GC Data Tables: Yes No
S&S Results: Yes No
S&S Results: Yes No
S&S EDT: Yes No
(Include Source Number in Notes)

| Sampler Information | | | # of Containers & Preservatives | | | | | | | | | | Sample Type | | Analysis Requested | | Matrix | Notes | | | | | | | | | |
|---------------------|----------------|-------------|-------------------------------------|-------|-----|------|------|-------|------------------|-------|-----|------|-----------------------|-------------------------------------|-------------------------------------|---------|--------|---------|---------------------|-----------------|-------------------|------------|-------------|------------|-------------------|----------------|---|
| Name | Employer | Signature | Unpreserved | H2SO4 | HCl | HNO3 | H2O2 | NH4OH | NH4OH/Zn Acetate | NH4Cl | PIC | Ca 2 | Total # of Containers | Flowline | Presumptive | Special | PM | S/S/ELG | DM = Drinking Water | WW = Wastewater | GW = Ground Water | S = Source | SS = Sludge | L = Liquid | M = Miscellaneous | | |
| Sample ID | Date | Time | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Pond #1</u> | <u>7/27/21</u> | <u>1006</u> | <input checked="" type="checkbox"/> | | | | | | | | | | <u>2</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | <u>56/dirt</u> | <u>7 day TAT per push Excel - EUS 7/28/21</u> <u>Fluoride per PM 7/28/21</u> <u>Dirt/Sludge/Sediment from bottom of Pond #1</u> |

| Relinquished By (sign) | Print Name / Company | Date / Time | Received By (sign) | Print Name / Company |
|------------------------|------------------------|---------------------|--------------------|--------------------------|
| <u>[Signature]</u> | <u>K Burnett HCCSO</u> | <u>7/27/21 1:30</u> | <u>[Signature]</u> | <u>Saranna Sudds/ESB</u> |
| <u>[Signature]</u> | | <u>7/28/21 9:23</u> | <u>[Signature]</u> | <u>Saranna Sudds/ESB</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

| | | | |
|-----------------------------|---|--|---|
| 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 <u>NA</u> | Permission to continue: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Sample(s) Intact? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Deviation/Notes: | |
| Temperature: <u>10°C</u> | <input type="checkbox"/> Cooler Blank | Signature/Date: | |

C110743
Rec'd: 07/28/2021 09:23
J.H.

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

location
6100 Quail Valley Court
Riverside, CA 92507-0704

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

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



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Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Report Date: 16-Aug-2021

Analytical Report: Page 1 of 4

Project Name: none

Project Number: Pond #1 - Metals

Work Order Number: C1G3359

Received on Ice (Y/N): Yes Temp: 10 °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> |
|---------------------|-------------------------|---------------|---------------------|--------------|-----------------------|-----------|
| C1G3359-01 | Perc Pond 1 --SPECIAL-- | Sludge | 07/27/21 10:06 | Kyle Burnett | 07/28/21 09:23 | FedEx |

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

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



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

Analytical Report: Page 2 of 4
 Project Name: none

Project Number: Pond #1 - Metals

Report Date: 16-Aug-2021

Work Order Number: C1G3359

Received on Ice (Y/N): Yes Temp: 10 °C

Laboratory Reference Number

C1G3359-01

| | | | |
|---------------------------|---------------|--------------------------|---------------------------|
| <u>Sample Description</u> | <u>Matrix</u> | <u>Sampled Date/Time</u> | <u>Received Date/Time</u> |
| Perc Pond 1 | Sludge | 07/27/21 10:06 | 07/28/21 9:23 |

| Analyte(s) | Result | RDL | Units | Method | Analysis Date | Analyst | Flag |
|--|--------|-------|-----------|-----------|----------------|---------|------|
| Solids | | | | | | | |
| Total Solids | 93 | 0.10 | % | SM 2540G | 08/03/21 17:01 | AZB | |
| Metals and Metalloids; EPA SW846 Series | | | | | | | |
| Antimony | 1.7 | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Arsenic | 2.4 | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Barium | 170 | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Beryllium | ND | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Cadmium | 2.8 | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Total Chromium | 19 | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Cobalt | 2.5 | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Copper | 1400 | 5.0 | mg/kg dry | EPA 6020 | 08/10/21 16:01 | AJH | |
| Lead | 25 | 2.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Mercury | 0.22 | 0.054 | mg/kg dry | EPA 7471A | 08/11/21 14:07 | HRL | |
| Molybdenum | 5.2 | 5.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Nickel | 12 | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Selenium | ND | 5.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Silver | 4.5 | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Thallium | ND | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Vanadium | 19 | 1.0 | mg/kg dry | EPA 6020 | 08/10/21 13:25 | AJH | |
| Zinc | 1900 | 5.0 | mg/kg dry | EPA 6020 | 08/10/21 16:01 | AJH | |

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

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



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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: none
Project Number: Pond #1 - Metals

Report Date: 16-Aug-2021

Work Order Number: C1G3359

Received on Ice (Y/N): Yes Temp: 10 °C

Notes and Definitions

- NOcal The concentration indicated for this analyte is above the calibration range of the instrument.
- 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.

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 4 of 4
 Project Name: none
 Project Number: Pond #1 - Metals

Report Date: 16-Aug-2021

Work Order Number: C1G3359

Received on Ice (Y/N): Yes Temp: 10 °C

| Sampler Information | | # of Containers & Preservatives | | Sample Type | | Analysis Requested | | Matrix | | Notes | |
|----------------------------|--|---------------------------------|--|-------------|--|---------------------|--|----------------|--|--------------------|--|
| Name: Kyle Burnett | | Unpreserved | | Routing | | DW = Drinking Water | | 7 day TAT | | | |
| Employer: Hilton Creek CSO | | H ₂ O ₂ | | Preserve | | WW = Wastewater | | per push Excel | | | |
| Signature: [Signature] | | HCl | | Special | | GW = Ground Water | | -EVS 7/28/21 | | | |
| Sample ID | | NaOH | | C1G | | S = Sludge | | | | | |
| Date | | NaOH/Zn Acetate | | S16 | | SG = Sludge | | | | | |
| Time | | NH ₄ Cl | | S17 | | L = Liquid | | | | | |
| 7/27/21 | | PbO | | S18 | | M = Miscellaneous | | | | | |
| 1006 | | Cu | | S19 | | | | 56/pit | | Dirt/Sludge/Debris | |
| X | | Cd | | S20 | | | | | | from bottom of | |
| | | Zn | | S21 | | | | | | Pond #1 | |
| | | Mn | | S22 | | | | | | | |
| | | Ni | | S23 | | | | | | | |
| | | Cr | | S24 | | | | | | | |
| | | Co | | S25 | | | | | | | |
| | | Fe | | S26 | | | | | | | |
| | | As | | S27 | | | | | | | |
| | | Se | | S28 | | | | | | | |
| | | Ag | | S29 | | | | | | | |
| | | Ba | | S30 | | | | | | | |
| | | Ca | | S31 | | | | | | | |
| | | K | | S32 | | | | | | | |
| | | Na | | S33 | | | | | | | |
| | | Mg | | S34 | | | | | | | |
| | | Al | | S35 | | | | | | | |
| | | Si | | S36 | | | | | | | |
| | | Ti | | S37 | | | | | | | |
| | | V | | S38 | | | | | | | |
| | | Cr | | S39 | | | | | | | |
| | | Mn | | S40 | | | | | | | |
| | | Fe | | S41 | | | | | | | |
| | | Ni | | S42 | | | | | | | |
| | | Cu | | S43 | | | | | | | |
| | | Zn | | S44 | | | | | | | |
| | | Pb | | S45 | | | | | | | |
| | | Cd | | S46 | | | | | | | |
| | | Mn | | S47 | | | | | | | |
| | | Co | | S48 | | | | | | | |
| | | Ni | | S49 | | | | | | | |
| | | Cr | | S50 | | | | | | | |
| | | As | | S51 | | | | | | | |
| | | Se | | S52 | | | | | | | |
| | | Ag | | S53 | | | | | | | |
| | | Ba | | S54 | | | | | | | |
| | | Ca | | S55 | | | | | | | |
| | | K | | S56 | | | | | | | |
| | | Na | | S57 | | | | | | | |
| | | Mg | | S58 | | | | | | | |
| | | Al | | S59 | | | | | | | |
| | | Si | | S60 | | | | | | | |
| | | Ti | | S61 | | | | | | | |
| | | V | | S62 | | | | | | | |
| | | Cr | | S63 | | | | | | | |
| | | Mn | | S64 | | | | | | | |
| | | Fe | | S65 | | | | | | | |
| | | Ni | | S66 | | | | | | | |
| | | Cu | | S67 | | | | | | | |
| | | Zn | | S68 | | | | | | | |
| | | Pb | | S69 | | | | | | | |
| | | Cd | | S70 | | | | | | | |
| | | Mn | | S71 | | | | | | | |
| | | Co | | S72 | | | | | | | |
| | | Ni | | S73 | | | | | | | |
| | | Cr | | S74 | | | | | | | |
| | | As | | S75 | | | | | | | |
| | | Se | | S76 | | | | | | | |
| | | Ag | | S77 | | | | | | | |
| | | Ba | | S78 | | | | | | | |
| | | Ca | | S79 | | | | | | | |
| | | K | | S80 | | | | | | | |
| | | Na | | S81 | | | | | | | |
| | | Mg | | S82 | | | | | | | |
| | | Al | | S83 | | | | | | | |
| | | Si | | S84 | | | | | | | |
| | | Ti | | S85 | | | | | | | |
| | | V | | S86 | | | | | | | |
| | | Cr | | S87 | | | | | | | |
| | | Mn | | S88 | | | | | | | |
| | | Fe | | S89 | | | | | | | |
| | | Ni | | S90 | | | | | | | |
| | | Cu | | S91 | | | | | | | |
| | | Zn | | S92 | | | | | | | |
| | | Pb | | S93 | | | | | | | |
| | | Cd | | S94 | | | | | | | |
| | | Mn | | S95 | | | | | | | |
| | | Co | | S96 | | | | | | | |
| | | Ni | | S97 | | | | | | | |
| | | Cr | | S98 | | | | | | | |
| | | As | | S99 | | | | | | | |
| | | Se | | S100 | | | | | | | |

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



Client Name: Hilton Creek Community Services District

Contact: Kyle Burnett

Address: 3222 Crowley Lake Drive
Crowley Lake, CA 93546

Report Date: 16-Sep-2021

Analytical Report: Page 1 of 4

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

Project Number: Final Eff September 2021

Work Order Number: C110244

Received on Ice (Y/N): Yes Temp: 6 °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> |
|---------------------|-------------------------|---------------|---------------------|--------------|-----------------------|-----------|
| C110244-01 | Final Eff ---ROUTINE--- | Liquid | 09/01/21 09:52 | Kyle Burnett | 09/02/21 09:46 | FedEx |

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

location
6100 Quail Valley Court
Riverside, CA 92507-0704

P (951) 653-3351
F (951) 653-1662
www.babcocklabs.com

CA ELAP No. 2698
EPA No. CA00102
NELAP No. GR4035
LACSD No. 10119

Hilton Creek Community Services District

3222 Crowley Lake, CA 93546

(760) 935-4500

Districtmanager@hiltoncreekcsd.com



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

Analytical Report: Page 2 of 4

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

Project Number: Final Effl September 2021

Report Date: 16-Sep-2021

Work Order Number: C110244

Received on Ice (Y/N): Yes Temp: 6 °C

Laboratory Reference Number

C110244-01

| | | | |
|---------------------------|---------------|--------------------------|---------------------------|
| <u>Sample Description</u> | <u>Matrix</u> | <u>Sampled Date/Time</u> | <u>Received Date/Time</u> |
| Final Effl | Liquid | 09/01/21 09:52 | 09/02/21 9:46 |

| Analyte(s) | Result | RDL | Units | Method | Analysis Date | Analyst | Flag |
|--------------------|--------|------|-------|-------------|----------------|---------|------|
| Anions | | | | | | | |
| Nitrate as N | 4.0 | 0.20 | mg/L | EPA 300.0 | 09/02/21 17:41 | KJN | |
| Nitrite as N | ND | 0.1 | mg/L | EPA 300.0 | 09/02/21 17:41 | KJN | |
| Surfactants | | | | | | | |
| MBAS | ND | 0.08 | mg/L | SM 5540C | 09/02/21 22:06 | DAD | |
| Nutrients | | | | | | | |
| Kjeldahl Nitrogen | 1.5 | 0.2 | mg/L | EPA 351.2 | 09/14/21 13:55 | TRS | |
| Total Nitrogen | 5.5 | 0.50 | mg/L | Calculation | | | |

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Analytical Report: Page 3 of 4
Project Name: Hilton Crk. - Inf./Eff.
Project Number: Final Effl September 2021

Report Date: 16-Sep-2021

Work Order Number: C110244
Received on Ice (Y/N): Yes Temp: 6 °C

Notes and Definitions

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

Approval

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

Cindy A. Waddell

cc:

e-Short_No Alias.rpt

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

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


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: Final Effl September 2021

Report Date: 16-Sep-2021

Work Order Number: **C110244**

Received on Ice (Y/N): Yes Temp: 6 °C



BABCOCK Laboratories, Inc.
7th Street at Ardmore • 19th St

6100 Quail Valley Court Riverside, CA 92507
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www.babcocklabs.com

Chain of Custody & Sample Information Record

Client: Hilton Creek CSO Contact: District Manager @ Hilton Creek CSO.com Fax No. _____
 Phone No: 760 935 4500 email: Kyle Burnett @
 Project Name: Final Effl September 2021 Turn Around Time: Routine *2 Hour Rush *48 Hour Rush *24 Hour Rush
 Project Location: Hilton Creek CSO Final Effl *Lab TA Approval: _____ By: _____ *Additional Charges Apply

Additional Reporting Requests
 Include OC Data Package: Yes No
 PAK Number: Yes No
 Internal Audit: Yes No
 Item I-17: Yes No
(Include Source, Material, Notes)

| Sampler Information | | | # of Containers & Preservatives | | | | | | | | | | Sample Type | | | Analysis Requested | | Matrix | Notes | | | | | | | |
|---------------------|-------------------------|--------------------|---------------------------------|--------------------------------|-----|------------------|-------------------|------|---------|-----------------|--------------------|------|-------------------|-----------------------|---------|--------------------|-------|---------------------|---------------------|------------------|-------------------|------------|-------------|------------|-------------------|--|
| Name: | Employer: | Signature: | Unpreserved | H ₂ SO ₄ | HCl | HNO ₃ | HACl ₃ | NaOH | NaOH/Ch | NaOH/Zn Acetate | NH ₄ Cl | EDTA | CaCl ₂ | Total # of Containers | Routine | Special | MS/AS | IC, AA, GC/MS, etc. | GW = Drinking Water | WW = Waste Water | GW = Ground Water | S = Sludge | SB = Sludge | L = Liquid | M = Miscellaneous | |
| <u>Kyle Burnett</u> | <u>Hilton Creek CSO</u> | <u>[Signature]</u> | | | | | | | | | | | | | | | | | | | | | | | | |
| Sample ID | Date | Time | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Final Effl</u> | <u>9/16/21</u> | <u>09:52</u> | X | | | | | | | | | | | X | X | | | | | | | | | | | |

Relinquished By (sign) [Signature] Print Name / Company K. Burnett ACISD Date / Time 9/16/21 18:30

Received By (sign) [Signature] Print Name / Company James Villegas/ESB

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(s) Submitted on Ice? Yes No

Custody Seal(s) Intact? Yes No

Sample(s) Intact? Yes No

Temperature: 6 Cooler Blank

Sample meets laboratory acceptance criteria? Yes No

Permission to continue: Yes No


Deviation/Notes: _____

Signature/Date: _____

C110244

Rec'd: 09/02/2021 09:46

EW



Page _____ of _____ Form 631

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

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**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: EMPLOYEE HANDBOOK

DATE: OCTOBER 12, 2021

Attached is the suggested revision of the employee handbook, which has been reviewed by the HR Committee.

Some highlights to the changes are as follows:

Sick Leave Use: The employee may use accrued sick leave as it is earned.

Sick Leave Incentive/Vacation Time Cash Out: Allows an employee to cash out 8 to 40 hours of vacation time in November if the employee has a minimum of 150 hour of sick leave on October 31 in the same year.

Compensatory Time Off (CTO): Offered in lieu of overtime payments, allowing the employee to bank overtime hours and use as time off. The same rules would apply to vacation time off notifications.

Exhibit A: Leave benefits and rules have been moved to Exhibit A, which makes future adjustments easier.

Exhibit B: Insurance and Pension costs can change annually and therefore moved to Exhibit B for future adjustments.

Appendix A: Current year pay periods and Holiday dates through 2025

Appendix B: Insurance rates

The HR Committee suggested the Board discuss the above changes and would like further clarification of the following:

There was some thought from the Hiring Committee regarding an adjustment of the probationary period to one year. The HR Committee felt the 6-month period was acceptable and allow an extension if necessary.

Paid Vacation calculation needs clarification. The language is not clear and it seems there is something missing from the statement. See current language below.

Increasing health insurance costs and employer coverage for future fiscal years.

REQUESTED ACTION: Discuss the suggested edits, approve to form or approve with edits as directed from the Board.

Vacation accrual as stated in the current employee handbook.

Vacations: regular full-time employees accrue vacation days on a monthly basis according to the following schedule:

| | |
|---|---|
| 1 to 5 years of continuous service: | one day for each full month worked up to a maximum of 12 days per year |
| Over 5 and up to 10 years of continuous service: | 12 of one day for each full month worked up to a maximum of 15 days per year |
| Over 10 and up to 15 years of continuous service: | 18/12 of one day for each full month worked up to a maximum of 18 days per year |
| Over 15 years of continuous service: | 20/12 of one day for each full month worked up to a maximum of 20 days per year |

Continuous service is defined as service that is uninterrupted by termination of employment and subsequent rehire by the District or a break in service that has been bridged. Continuous service is measured from the completion of the probationary period.

The District encourages employees to use vacation in the year it is accrued.

You may accrue up to a maximum of 20 days of unused vacation. Once you have accrued 20 days you cannot accrue more vacation time until you use up some of your accrued unused vacation to bring it below the cap. At that point, you will once again begin accruing vacation at the normal rate until the cap is reached.

When you leave the District, you will be paid for all accrued but unused vacation at your base rate of pay at the time of your termination.

**HILTON CREEK COMMUNITY SERVICES
DISTRICT EMPLOYEE HANDBOOK**

Revised Effective October 12, 2021

I. YOUR EMPLOYMENT AT THE DISTRICT

Introduction

The rules set forth in this Employee Handbook are for the administration of the personnel system of the Hilton Creek Community Services District.

Please read this Employee Handbook carefully and learn its contents. If you have any questions about our policies and practices that are not answered by this Handbook, please feel free to ask your supervisor. Please understand that the policies and practices set out in this Handbook are not a contract and are not intended to imply a contractual relationship.

This Handbook replaces all earlier District handbooks, and takes precedence over all memoranda, other writings, and oral descriptions of the terms and conditions of employment. To avoid confusion, please discard any old handbooks that you may have.

Equal Employment Opportunity Is Our Policy

In keeping with our commitment to our community, the District is an equal employment opportunity employer. This means that employment decisions are based on merit and business needs and/or reasons, and not on race, color, citizenship status, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, physical handicap, medical condition, marital status, or veteran status, or other characteristic protected by law. The District complies with the law regarding reasonable accommodation for disabled employees.

Administration

The General Manager shall be responsible for personnel matters, except those involving the General Manager, for which the Board shall be responsible. The General Manager may delegate as many of the day-to-day functions to other employees as the General Manager believes appropriate.

At-Will Employment

At-Will Employment means that the employee is free to terminate his/her employment with the District at any time, with or without a reason, and the District has the right to terminate the employment at any time, with or without a reason. At-Will Employment status shall be defined in the employment agreement and job description. Probationary employees and temporary employees serve at-will.

No one other than the District Board of Directors can approve an agreement for employment for a specified period of time, or make any agreement or representations contrary to the policy of at-will employment. Any such agreement must be in writing and signed by the President of the Board.

If there is any inconsistency between an employee's written employment agreement and this handbook, the written employment agreement shall take precedence.

New Hires/Promotions

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work, you will be asked to provide original documents verifying your right to work and to sign a verification form required by federal law. If you at any time cannot verify your right to work in the United States, the District may be obliged to terminate your employment.

New employees are probationary employees for the **first** six months of employment. During this period, you will have an opportunity to learn your new position. The District will use this period to see if you are able to meet the District's expectations. The probationary period may be extended where an employee takes time off during the probationary period. Successful completion of your probationary period is not a guarantee of continued employment.

During the first six months of your probationary period as a newly hired employee, **you** will not be eligible for accrued vacation or personal holiday benefits. The general manager may approve an exception if there is an emergency with the employee or employee's immediate family is described in this handbook.

Probationary periods may be extended beyond twelve months if, in the sole discretion of the District, it determines that such an extension is appropriate. The probationary period may be extended where an employee takes time off during the probationary period.

Regular employees who are promoted to a new job classification shall serve a **probationary** period of six months. This will allow you the opportunity to learn the new position, and allows the District to see if you are able to meet the District's expectations in this position. This probationary period may be extended beyond six months if, in the sole discretion of the District, it determines that such an extension is appropriate. The probationary period may be extended where an employee takes time off during the probationary period.

You will not become a regular employee until the General Manager notifies you in writing that you have successfully completed the probationary period and have been classified as a regular employee.

The District Board of Directors shall hire for the following positions: General Manager.

Employment Status

There are four types of employees at the District. Your employment status is one of the following:

- Probationary Employees: Employees who have not yet completed the probationary period for their job classification
- Regular Full-time Employees: Employees who have completed the probationary period for their job classification and are regularly scheduled to work 40 hours or more per week.

- Regular Part-time Employees: Employees who have completed the probationary period for their job classification and are regularly scheduled to work less than 40 hours per week.
- Temporary Employees: Employees who are hired for a specific period or specific project, and who are not considered regular or probationary employees. The terms and conditions of temporary employment will be decided individually for each case prior to actual employment, subject to approval by the Board of Directors.
- Per Diem Employees: Employees who are hired for a non-specific period of time, and who are not considered regular or probationary employees. There are no guarantee of hours to be worked and the Per Diem Employee may refuse to work hours that are requested. Per Diem Employees receive no benefits and are to work less than 1,000 per year.

Recruitment and Hiring

1. Vacant Positions Procedures: Vacant positions may be filled by the General Manager by appointment following announcement and interview, and Board of Directors' approval of employment.
2. Vacancy Announcements: Applications for vacant positions shall be solicited by public announcements. The announcements shall specify the title and pay range of the classification, the nature of the work to be performed, minimum and desirable qualifications, date/time/place manner of making applications, closing date for receiving applications, and other pertinent information. Advertisement, with or without the foregoing information, may be placed for recruitment purposes.
3. Examination and Investigation: Examinations may include written, oral, physical and performance examinations. Any offer of employment will be contingent upon the applicant's successful completion of a medical examination by a District appointed physician. The District may investigate references, the applicant's employment history and other information relevant to whether the applicant is a suitable candidate for employment at the District. All examinations and investigations shall be conducted by or arranged for by the Board. The cost of any medical examination shall be borne by the District.
4. Temporary Employment: Notwithstanding the regular recruitment and hiring procedures, the General Manager is authorized to use simplified recruitment and hiring as the General Manager deems appropriate in the case of temporary or emergency employment, which may include hiring someone on a temporary basis to fill a position previously held by a regular employee, or to fill temporarily a position of an employee who is on leave. When requested, regular and/or probationary employees of the District shall provide to the Board of Directors and the General Manager the minimum job requirements needed by a temporary employee to perform the duties of the job position held by the regular and/or probationary employee. The Board of Directors will be

responsible for decisions concerning any temporary replacement for the positions of General Manager and Secretary.

5. Appointment: When a person has been offered and has accepted a position, his/her hiring is referred to as an “appointment” to the position and classification. All original and promotional appointments shall be subject to a probationary period.
6. Notice of Rejection: Whenever an application is rejected, written notice shall be given to the applicant. Incomplete or deficient applications may be returned to the applicant for amendment.
7. Nepotism: The District will not discriminate in terms of hiring, promotion, termination or any other term and or condition of employment, in favor or against any person, solely on the basis of that person’s family relationship or lack thereof to any other person employed by the District. However, employment may be prohibited where it will cause an actual or perceived conflict of interest.

Orientation and Training

Orientation of New Employees: Each new employee shall be provided a copy of this Employee Handbook. After the employee’s review of the document, he/she shall attend an orientation session with the General Manager. At that time, the General Manager shall discuss the general operation of the District and the employee’s role in making the District an efficient and effective operation and answer questions of the employee pertinent to his/her employment. The date of the orientation meeting shall be noted in the employee’s personnel file.

Training: The General Manager shall be responsible for the development of in-service training programs for employees. Training programs shall be for the purpose of improving an employee’s efficiency and effectiveness on the job.

Training programs within the District may be formally or informally conducted, and may be provided during the employee’s probationary period or at some later period of employment.

Organized instructional courses offered by public or private educational institutions may be considered appropriate training programs for employees if approved in advance in writing by the Board of Directors. Employees must submit evidence of completion and final grade, if any, to the General Manager and Board of Directors, along with receipts for books and tuition fees in order to obtain reimbursement by the District. Attendance at such District approved educational courses shall be considered as authorized District business for purposes of expense reimbursement for travel, meals and lodging. Any additional reimbursement for expenses related to educational courses shall be at the sole discretion of the Board of Directors. Evidence of the employee’s completion of the training program shall be made a part of the employee’s personnel record.

Work Schedules

The Board or the General Manager will inform you of your work schedule.

If you are a minor (under 18 years of age and not a high school graduate) the hours and time you may work are specified by law and the work permit you have which authorizes you to work for the District. Your work schedule at the District shall be in compliance with your work permit and applicable laws.

Overtime hours (any hours worked over 40 hours per week) will be paid at regular time plus one half time. Overtime may be converted to Compensatory Time Off "CTO". See Compensatory Time Off – Exhibit A

Outside Employment

An employee shall not engage in any paid or self-employment, activity, or enterprise which is inconsistent, incompatible or in conflict with his or her District duties, functions, responsibilities, or that of the department in which he or she is employed at the District. In order to avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must obtain written approval from the General Manager prior to undertaking any outside employment, which approval shall not be unreasonably withheld. The General Manager must obtain written approval from the Board of Directors.

Personnel Records

The District keeps a personnel file on each employee. The contents of your file, except for letters of reference, and certain other limited kinds of information, are open for your inspection at reasonable times and at reasonable intervals at your request. You may make copies of certain papers in your file. Call the Secretary if you wish to see or copy your personnel file.

Should you have any personal changes such as address, phone number, marital status, or changes in the number of your dependents, you must inform the Secretary in writing so our records and your benefits are kept up to date.

If a prospective employer or other person requests a verification of your employment for purposes of a mortgage, loan, credit or similar application you have made, the District will provide the information if;

- (a) you give us a written release allowing us to give out information, or
- (b) we are providing only the dates of your employment at the District, and your last or present job title.

Job Description

The responsibilities, duties, qualifications and specifications for all current employment positions with the District shall be included in written job descriptions approved by the Board of Directors.

Separation Procedures

When you leave the District you must return all supplies, keys, and other District property. You will also be able to talk about your employment and/or your departure during an exit interview with a District representative. You will be asked to sign an exit form which states that you have received your final paycheck and that you have returned all District property. Except in emergencies, employees wishing to leave the District's service in good standing shall submit a written resignation at least thirty (30) work days before the effective date of the resignation.

The Secretary will provide you with information regarding any conversion or continuation rights you may have with respect to your insured benefits.

Business Hours

Business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Work hours may vary based upon assignment from the general manager including but not limited to stand by and on call shifts. Employees are required to take a minimum of 30 minutes uninterrupted off-duty meal break by the end of the fifth hour of work. Employees are authorized and permitted to take a paid 15 minute uninterrupted off-duty rest break each morning and afternoon. A rest break may not be combined with a meal break.

II. YOUR JOB PERFORMANCE AT THE DISTRICT

Evaluations

At least once a year, the General Manager will prepare a written performance evaluation for each employee and present the evaluation to the Board of Directors at a regular Board meeting during preparation of the annual budget, along with the Annual Salary and Benefit Review. At the same time, the Board will prepare and consider written evaluations of the General Manager. The purposes of these evaluations are:

- To evaluate the strengths and weaknesses of your work;
- To communicate these to you; and
- To set future performance goals, when applicable.

The following are examples of other times that performance evaluations will be prepared:

- During the employee's initial six (6) month period in his/her new job classification (this applies not only to newly hired employees, but also to employees who have been promoted, demoted or otherwise transferred to new job positions).
- Whenever the General Manager determines that a performance review would be appropriate to address changes in the employee's performance.
- Whenever requested by the Board of Directors.

All performance evaluations will be maintained in the employee's personnel file.

Upon completion of the performance evaluation, a meeting shall be held between the employee and the General Manager to discuss the employee's performance, and review the written performance evaluation. You will be allowed to see the evaluation, sign an acknowledgement of receipt and receive a copy. A good performance evaluation does not guarantee a pay raise, because pay increases may not occur every year, nor is it a promise of continued employment.

The Board shall meet with the General Manager regarding staff evaluations during the annual budget process.

Attendance and Absences

Regular and reliable attendance is important to the overall operations of the District.

If you are unable to report to work, you must call your supervisor as soon as practicable and no later than one hour before your start time, and tell him or her you will be absent, the reason for the absence and when you will return to work. Such notice must be given as far in advance as possible of the time you are scheduled to report to work in order for the District to properly arrange coverage for your job. If you do not know your return date, you must call your supervisor each day at least one hour before the beginning of your regularly scheduled shift. If you are absent three days without contacting your supervisor, the District will assume you have voluntarily quit your job at the end of the third day unless you have a reasonable excuse that is accepted by the District.

If you know in advance that you are going to be absent, you must schedule the absence with your supervisor at least one week in advance.

Excessive absences (excluding approved time off for vacation, personal holiday, jury duty, leave of absence, bereavement leave, or other leave protected by law), and/or the failure to report an absence on time will lead to discipline, up to and including discharge.

Tardiness

You must arrive at your job location and be ready to start work at the beginning of your assigned shift. You must also be ready to resume work on time after authorized rest and meal periods. Tardiness may lead to discipline up to and including discharge. If you will be late, you must let your immediate supervisor know of your expected late arrival as soon as practical, and the time you expect to arrive/return to work. Also, you cannot leave work earlier than the end of your scheduled shift without notifying and obtaining approval from your immediate supervisor.

Weather conditions may cause you to be late once in a while. If this happens, notify your supervisor that you will be late and when you will be able to report for work.

Repeated or excessive tardiness, failure to follow the notice procedures, and/or leaving work early without appropriate approval from your immediate supervisor will lead to disciplinary action up to and including discharge.

III. DISTRICT RULES REGARDING DISCIPLINARY ACTION

Initiation of Disciplinary Action or Dismissal

Disciplinary action or dismissal may be initiated by the General Manager. It should be remembered that probationary employees, and temporary employees serve at-will and therefore, their employment relationship may be terminated at will, at any time, either by the employee or the District, with or without cause or advance notice. Nothing in the following rules is intended to alter the at-will nature of the employment of probationary and temporary employees.

Grounds for Disciplinary Action or Dismissal

Work rules are necessary to good management, employee safety, effective work, and fairness. Listed below are examples of unacceptable conduct. Because it is not possible to list every possible form of unacceptable conduct, there may be other conduct not listed that is contrary to the District's interests and that is also not allowed. The list below is intended simply to provide some examples of prohibited conduct that will result in disciplinary action up to and including termination of employment.

- Misstatement of facts contained in the employee's application/resume or otherwise during the hiring process, such as giving false or misleading information;
- Unauthorized absence or excessive absenteeism and/or tardiness;
- Conviction of a criminal act, which is of a nature to adversely affect the employee's ability to perform the duties and responsibilities of his/her employment;
- Incompetency, inefficiency, or unsatisfactory job performance;
- Insubordination including the refusal to follow a superior's directions or other disrespectful conduct to a superior;
- Harassing, threatening, intimidating, or coercing a superior, another employee, customer, contractor or any person with whom the District conducts business;
- Possession, distribution, use, and/or under the influence of alcoholic beverages while on duty, while on District property or while operating a District vehicle;
- Possession, distribution, use and/or being under the influence of controlled substances or illegal drugs while on duty, while on District property, or while operating a District vehicle;
- Possession or use of firearms, weapons, or other hazardous or dangerous devices and/or chemicals while on duty, while on District property without proper authorization.
- Willful damage to, waste of, or negligent or unauthorized use or possession of the District's

supplies, equipment or other property, including but not limited to District facilities, records, technology (including but not limited to computers, e-mail, fax machines, pagers, telephones, voicemail and pagers) and other materials;

- Failure to follow safety instructions or directions or the engaging in conduct that creates a safety or health hazard;
- Employee use of District equipment or other property for personal use, unless written approval is given by the employee's superior and, then, only within the District boundary (use of snow removal equipment, if authorized, to get to and from work during a snowstorm or its aftermath is not considered personal use of District equipment);
- Any conduct which adversely affects the operation of the District, the health and welfare of District employees or the safety of District property;
- Failure to maintain a good driving record which failure adversely affects District interests, affairs or operations; and
- Falsification of or making a material omission on forms, records, or reports, including time cards, or customer records;
- Sexual harassment or other unlawful harassment of another employee, customer, contractor or persons with whom the District conducts business;
- Actual or threatened physical violence;
- Leaving work before the end of a scheduled work shift without approval from an authorized superior;
- Theft of District property or unauthorized possession of property that belongs to another employee;
- Misconduct; Any violation of a provision of a District rule, policy or procedure.

Procedures Regarding Minor Discipline

The following policies in sections 3 and 4 below do not apply to probationary employees, temporary employees or any at-will employees.

- In the event the District imposes disciplinary action consisting of a suspension without pay of 5 days or less (or a written warning/reprimand), the affected employee will be served (either personally or by mail at the employee's last known address on file with the District) with a written document specifying the disciplinary action taken, its effective date, the grounds for the discipline, and the facts supporting the disciplinary action taken.
- Within ten (10) working days of the date the employee received a written warning/reprimand, he or she may submit a written response to the disciplinary action, which will be maintained in the employee's personnel file along with the disciplinary action.

- Within ten (10) working days of the date the employee received a disciplinary notice consisting of a suspension of 5 days or less, the employee may file a written appeal with his/her direct superior or designee. The superior or designee will schedule a meeting with the employee to discuss the appeal. Within 10 working days after that meeting, or such longer period as the superior or designee may determine is required to investigate the matter, the superior or designee shall provide the employee with a written response. This decision shall be final and binding.
- If an employee does not in a timely manner file an appeal to the superior or designee, the right to appeal shall be considered waived.

Procedures Regarding Major Discipline

The following procedures apply to proposed disciplinary action consisting of a suspension of more than five (5) days, demotion or termination of the employment of an employee. These procedures shall not apply to probationary employees, temporary employees or other at-will employees.

- a. A notice of the proposed disciplinary action shall be served upon the employee either personally or by mail at the last known address on file with the District, and shall include the following:
 - The proposed disciplinary action to be taken and its proposed effective date;
 - A statement of the grounds for the proposed discipline, including any ground set forth in Section B above;
 - A statement of the specific facts or omissions upon which the proposed disciplinary action is based;
 - Copies of all documents and other materials which support the proposed action; and
 - A statement advising the employee of his/her rights to respond orally or in writing to the Notice prior to a decision on the intended disciplinary action or dismissal. Any response should be directed to the General Manager within ten (10) working days after the date of the Notice.

Suspension Prior to Disciplinary Action or Dismissal

Prior to the effective date of any disciplinary action or dismissal, the General Manager may place the affected employee on administrative leave with pay pending the decision on the proposed disciplinary action.

Appeal Procedure for Major Disciplinary Actions

a. First Level Review

Prior to a decision on any intended disciplinary action or dismissal, the General Manager shall consider any written response timely submitted by an employee and shall meet with any employee who has been offered and has timely requested to be orally

heard. Such meeting shall take place within five (5) working days, if feasible, after the date of the request. The General Manager shall render a written decision concerning the notice of proposed disciplinary action within ten (10) working days after receipt of any written response, or meeting, unless additional time is needed to respond. The decision shall be effective the day that it is made and, on that day, the affected employee shall be informed thereof either personally or by mail at his/her last known address on file with the District.

If the employee does not respond to the notice of proposed disciplinary action within the time specified in the notice, the proposed disciplinary action will be considered conclusive and shall take effect as described in the notice of proposed disciplinary action.

b. Appeal From Decision to Implement Major Disciplinary Action

An employee may appeal a disciplinary action involving a suspension of more than five (5) days, demotion or termination of employment. The employee shall file a Notice of Appeal with the Board within five (5) working days after the effective date of the decision. The Notice of Appeal shall state the name of the employee, the date and nature of the decision appealed, the name of the person who rendered the decision, and the grounds of the appeal, stating all specific facts or omissions upon which the appeal is made. If the disciplining authority was the General Manager, the Board or its designee shall serve as the hearing officer. The Board may refer the matter for hearing before an experienced hearing officer who will issue a recommended decision to the full Board. In this case, the parties, within ten (10) working days of the date the employee filed the appeal, shall attempt mutually to agree on the individual to serve as the hearing officer. If the parties are unable to agree, the Board shall request a list of seven experienced labor arbitrators from the State Mediation and Conciliation Service and the parties shall alternately strike for this list. The cost of the hearing officer shall be shared equally by the parties. The hearing officer shall hold a hearing no later than 60 days from the date of the appeal, unless otherwise agreed to by the parties or in the event of the unavailability of the selected hearing officer.

c. Conduct of Hearing

If the Board is the hearing officer, at least three members of the Board must be present to constitute a quorum for the conduct of the hearing. The employee shall be entitled to be present at all sessions of the hearing when evidence is being received. Both the District and the employee may be represented by legal counsel. Each side shall have the right to present its case or defense by oral or documentary evidence, to submit rebuttal evidence and to conduct such cross-examination as may be required for full disclosure of all relevant facts. Testimony shall be under oath which shall be administered by the Secretary or other authorized person. The hearing need not be conducted according to the technical legal rules relating to evidence. If the Board is the hearing officer, it may, upon a showing by any party, request files and documents in the custody of the District relevant to the matter before it. If a labor arbitrator is the hearing officer, he or she shall have the authority to issue subpoenas. No evidence other than that presented at the hearing shall be considered in rendering a decision. Either party may request that the hearing be transcribed by a court reporter in which case the party making the request shall bear the cost involved. A party or parties may request to submit post-hearing briefs for

consideration by the hearing officer, or the hearing officer may request the submission of post-hearing briefs. At the conclusion of the evidence, the hearing officer shall promptly, (if possible, within 30 calendar days after the conclusion of the hearing or submission of post-hearing briefs, whichever is later) issue a recommended written decision to the Board, including findings of fact and conclusions drawn from the evidence. The hearing officer's recommended decision shall be limited to the issue of whether cause existed for the discipline imposed. A hearing officer shall have no authority to add to, detract from, alter, amend, or modify any of the District's rules, policies or procedures. Said decision shall be delivered to all parties. The full Board may accept, reject, or modify the hearing officer's recommended decision. The Board's decision is final and binding.

d. Failure to File Notice of Appeal

If an employee fails to file a Notice of Appeal within the time specified in section b, above, the disciplinary action or dismissal shall become final without further action.

e. Grievance Procedures

Grievance: Any regular employee having a grievance (a claim of a violation of or improper application of the District's policies, except for disciplinary actions) arising out of his/her employment may, within ten (10) working days of the occurrence of the problem creating the grievance, submit a written grievance stating the specific facts or omissions giving rise to the grievance. All employees except the General Manager will submit their grievances to the General Manager. The General Manager will submit any grievance to the Board. The General Manager or Board (depending upon the grievant) will evaluate the matter, and attempt to provide a solution or explanation within five (5) working days, unless additional time is required. The decision of the Manager or Board (depending on the grievant) shall be final and binding.

IV. PERSONAL SAFETY AND DISTRICT SECURITY

Your Responsibilities

Safety is a vital concern at the District and is one of your most important responsibilities. Following the District's safety policies to the letter is essential. If you see an unsafe condition, you must report it to your superior. You must also report all accidents, no matter how minor. Learn the location of the nearest first aid kit, fire extinguisher, and exits.

The District requires that all equipment and machinery be in proper working order and safe to work with at all times. If any equipment or machinery breaks down, do not use it until a qualified technician makes sure that it is repaired and safe.

Tell your superior of any equipment breakdown as soon as it happens. If the breakdown requires emergency repairs, your superior will try to deal with the emergency situation as soon as possible.

From time to time the District conducts formal safety training. Your attendance at safety training sessions is mandatory.

General Security

The following security procedures must always be followed to ensure your safety and the safety of your fellow employees:

- a. At the beginning of the work day, the first employee on the premises shall check all windows and doors to ensure they were locked and secure.
- b. At the end of each work day, the General Manager will ensure that the gate to the plant is locked.

On-The-Job Injuries

If an employee is seriously injured on the job, he or she must get medical treatment immediately. If necessary, an ambulance should be called. If the injury is less serious, the superior or other employee must make arrangements to have the employee taken to the doctor.

If you are injured while performing your job duties, you may be covered by the District's workers' compensation insurance. You must report your injury to your superior as quickly as possible, no matter how minor it is, and even if you do not need medical treatment. The supervisor must make a report of the injury to the Secretary as soon as possible after the injury happens.

Claims for workers' compensation benefits should be made to the Secretary.

Alcohol Drug, Marijuana Use

Alcohol, drugs, or marijuana, prescribed or otherwise may not be consumed on District property, and the use during working hours is prohibited. In addition, employees are prohibited from reporting to work, remaining on duty or operating a District vehicle or potentially dangerous equipment while under the influence of or impaired by alcohol, drugs or marijuana, prescribed or otherwise. Employees who violate this rule will be subject to disciplinary action, up to and including termination of employment.

Use Of District Property

You are expected to use District property only for District purposes. This means that personal telephone calls should be kept to a minimum, and you should discourage friends and relatives from calling you during business hours unless there is an emergency. Personal long- distance telephone calls are prohibited. When you leave the District's employ, you must return all keys, documents, Handbooks, and correspondence belonging to the District.

The District provides vehicles, equipment, tools, supplies and facilities for the use of employees in the performance of their duties. Use of any of the aforesaid vehicles, equipment, tools or supplies for personal reasons is prohibited and may result in discharge, unless authorized to be used in a snow emergency to go to and from work to perform normal or emergency duties. The District employees who use their personal tools

on the job are not subject to the aforesaid prohibition insofar as use of their personal tools off the job.

V. POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION: COMPLAINT PROCEDURE

Purpose

The District has a strong commitment to prohibiting and preventing discrimination, harassment and retaliation in the workplace. The District has zero tolerance for any conduct that violates this Policy. Conduct need not arise to the level of a violation of state or federal law to violate this Policy. Instead, a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions. This Policy establishes a complaint procedure for investigating and resolving internal complaints of discrimination, harassment and retaliation. The District encourages all covered individuals to report any conduct they believe violates this Policy as soon as possible. Any retaliation against an employee because they filed or supported a complaint or because they participated in the complaint resolution process is prohibited. Individuals found to have retaliated in violation of this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination.

Covered Individuals and Scope of Policy

The following individuals are covered by this Policy: applicants, employees regardless of rank or title, elected or appointed officials, interns, volunteers, and contractors. This Policy applies to all terms and conditions of employment, internships, and volunteer opportunities, including, but not limited to, selection, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Definitions

Protected Classification

This Policy prohibits harassment, discrimination or retaliation because of an individual's protected classification. "Protected Classification" includes race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, military and veteran status, or any other basis protected by law. This Policy prohibits discrimination, harassment or retaliation because:

- 1) of an individual's protected classification;
- 2) the perception that an individual has a protected classification; or
- 3) the individual associates with a person who has or is perceived to have a protected classification.

Protected Activity

This Policy prohibits discrimination, harassment, or retaliation because of an individual's protected activity. Protected activity includes: making a request for an accommodation for a disability; making a request for accommodation for religious beliefs; making a

complaint under this Policy; opposing violations of this Policy; or participating in an investigation under this Policy.

Discrimination

This Policy prohibits treating covered individuals differently and adversely because of the individual's protected classification, actual or perceived; because the individual associates with a person who is member of a protected classification, actual or perceived; or because the individual participates in a protected activity as defined in this Policy.

Harassment

Harassment includes, but is not limited to, the following types of behavior that are taken because of a person's actual or perceived protected classification:

- (a) Speech, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This includes inappropriate comments about appearance, dress, physical features, gender identification, or race-oriented stories and jokes.
- (b) Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. This includes pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts.
- (c) Visual acts, such as derogatory posters, cartoons, emails, pictures or drawings related to a protected classification.
- (d) Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

Guidelines for Identifying Harassment

Harassment includes any conduct which would be unwelcome or unwanted to an individual of the recipient's same protected classification. The following guidelines to determine if conduct is unwelcome or unwanted should be followed:

- (a) It is no defense that the recipient "appears" to have consented to the conduct at issue by failing to protest about the conduct. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized or subjected to retaliation.
- (b) Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time.

Small, isolated incidents might be tolerated up to a point. The fact that no one has yet complained does not preclude someone from complaining if the conduct is repeated in the future.

- (c) Even visual, verbal, or physical conduct between two people who appear to welcome the conduct can constitute harassment of a third person who witnesses the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at a particular individual.
- (d) Conduct can constitute harassment even if the individual has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual would find it offensive (e.g., gifts, over-attention, endearing nicknames, hugs).

Retaliation

Retaliation occurs when adverse conduct is taken against a covered individual because of the individual's protected activity as defined in this Policy. "Adverse conduct" may include but is not limited to: disciplinary action, counseling, taking sides because an individual has reported harassment or discrimination; spreading rumors about a complainant or about someone who supports or assists the complainant; shunning or avoiding an individual who reports harassment or discrimination; or making real or implied threats of intimidation to prevent or deter an individual from reporting harassment or discrimination.

Complaint Procedure

A covered individual who believes he or she has been subjected to discrimination, harassment or retaliation may make a complaint -- orally or in writing -- to any supervisor, manager, or department head, without regard to any chain of command. Any supervisory or management employee who receives a harassment complaint should immediately notify the General Manager. Upon receiving notification of a harassment complaint, the General Manager or his or her designee will complete and/or delegate the following steps. If the General Manager is accused, or a witness to the events at issue, the Board President will complete and/or delegate the following steps.

- (a) Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will usually include interviews with: 1) the complainant; 2) the accused; and 3) other persons who have relevant knowledge concerning the allegations in the complaint.
- (b) Review the factual information gathered through the investigation to determine whether the alleged conduct violates the Policy giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- (c) Report a summary of the determination as to whether this Policy has been violated to appropriate persons. If discipline or sanctions are imposed, the level of discipline or sanctions will not be communicated to the complainant.

- (d) If conduct in violation of this Policy occurred, take or recommend to the appointing authority prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
- (e) Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.

Proactive Approach

The District takes a proactive approach to potential Policy violations and will conduct an investigation if its supervisory or management employees become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

Option to Report to Outside Administrative Agencies

An individual has the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed on the Internet, in the government section of the telephone book, or employees can check the posters that are located on District bulletin boards for office locations and telephone numbers.

Confidentiality

Every effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent allowed by law. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. An employee who is interviewed during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss his or her interview with a designated representative. The District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

Responsibilities

- (a) Each non-manager or non-supervisor is responsible for:
 - Treating all individuals in the workplace or on worksites with respect and consideration.
 - Modeling behavior that conforms to this Policy.
 - Participating in periodic training.
 - Cooperating with the District's investigations pursuant to this Policy by responding fully and truthfully to all questions posed during the investigation.
 - Taking no actions to influence any potential witness while the investigation is ongoing.

- Reporting any act, he or she believes in good faith constitutes harassment discrimination or retaliation as defined in this Policy, to his or her immediate supervisor, or department head, or General Manager.

(b) In addition to the responsibilities listed above, each manager and supervisor is responsible for:

- Informing employees of this Policy.
- Taking all steps necessary to prevent harassment, discrimination and, retaliation from occurring, including monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
- Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
- Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
- Informing those who complain of harassment or discrimination of his or her option to contact the EEOC or DFEH regarding alleged Policy violations.
- Assisting, advising, or consulting with employees and the General Manager and his or her designee regarding this Policy.
- Assisting in the investigation of complaints involving employee(s) in their departments and, when appropriate, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with these Policies, up to and including termination.
 - Implementing appropriate disciplinary and remedial actions.
 - Reporting potential violations of this Policy of which he or she becomes aware to the General Manager, regardless of whether a complaint has been submitted.
 - Participating in periodic training and scheduling employees for training

VI. RESIGNATION FROM EMPLOYMENT

The District will consider you to have voluntarily terminated your employment if you do any of the following:

- Resign from the District;
- Do not return from an approved leave of absence on the date specified by the District;
- Fail to report to work and fail to call in for three or more work days in a row.

The District may need to terminate employment, without any fault by the employee, because of reorganization, job elimination, economic reasons, or lack of work. Lay-off shall be made in order of seniority within a classification. Regular full time employees shall receive notice of lay-off two (2) weeks prior to the effective date. Should the position be reinstated within one (1) year of the effective date of lay-off, or a new position created within said year requiring substantially the same duties, a regular employee who has been laid-off shall be considered to be appointed there, provided that the employee has on file with the District a written application for re-employment listing a current address and phone number where he/she may be reached.

VII. POLICIES CONCERNING POLITICAL ACTIVITIES

Consistent with the provisions of Government Code sections 3201, et seq., as such may be amended from time to time, the following policies shall apply to District employees concerning political activities:

Use of Office, Authority or Influence to Obtain Position or Compensation Upon Corrupt Condition or Consideration

No one who holds employment with the District shall use, promise, or threaten to use his/her office, authority, or influence to confer upon or secure for any individual person, any position, promotion, or change in compensation or position within the District in exchange for that person acting or refraining from acting on behalf of any candidate, officer, or party.

Solicitation of Political Funds or Contributions from Other Officers or Employees of the District

An employee of the District shall not, directly or indirectly, solicit political funds or contributions, knowingly, from other officers or employees of the District or from persons on the employment list of the District. Nothing in this section prohibits an employee of the District from communicating through the United States mail or by other means requests for political funds or contributions to a significant segment of the public which may include officers or employees of the District.

Political Activity During Working Hours or on Premises

Employees of the District shall not engage in political activity during working hours. At all times, there shall be no political activities on the premises of the District.

Soliciting or Receiving Political Funds or Contributions Related to a Ballot Measure on Working Conditions

Nothing in this Article VIII shall prevent an employee of the District from soliciting or receiving political funds or contributions to promote the passage or defeat of a ballot measure which would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of District employees, except that such activities shall not occur during working hours or on District premises.

Prohibition of Restrictions

Except as otherwise provided in this Article VIII and California Government Code section 3201 et seq., there shall be no restriction placed on the political activities of any employee of the District.

VIII. DISTRICT DRUG FREE WORKPLACE AND TESTING POLICY

Purpose and Intent

The District intends to maintain a workplace that is free of drugs and misuse of alcohol and marijuana, and to discourage drug abuse and alcohol abuse or misuse by its employees. The District has a vital interest in maintaining safe and efficient working conditions for its employees. Drug or alcohol abuse is incompatible with health, safety, efficiency and success at the District. Employees who are under the influence of a drug or alcohol on the job compromise the District's interests, endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality of service, and disruption of customer service and relations. The illegal use of drugs off duty and off District premises is unacceptable. It can have a poor effect on your job performance and will cause our customers to believe that we are incapable of providing first class sewer service.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees and others, and to protect its operations, property and equipment, the District has established and intends to enforce this policy, which includes alcohol and/or drug testing in certain circumstances. Each employee shall comply with this policy and all new employees shall be subject to pre-employment alcohol and drug screening. This policy, and the distribution of it to District employees, constitutes the District's drug free awareness program.

Definitions:

For purposes of this policy:

"Abuse of any legal drug" means the use of any legal drug (i) for any purpose other than the purpose for which it was prescribed or manufactured; or (ii) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

"Illegal drug" means any drug or substance that

- is not legally obtainable; or
- is legally obtainable but has not been legally obtained; or
- has been legally obtained but is being sold, used or distributed unlawfully; or
- alcohol.

"Legal drug" means any drug, including any prescription drug and over-the-counter drug, that has been legally obtained and that is not unlawfully sold, used or distributed.

"Medical Provider" means a licensed medical clinic, doctor, laboratory or other medical provider selected by the General Manager to conduct the drug testing under this policy.

"On duty" means any time when the interests of the District may be adversely affected by an employee who is under the influence of or impaired by illegal drugs, or the abuse of a legal drug, including any time the employee is on duty, on District premises, operating a District vehicle or equipment, or conducting or performing District business, regardless of location.

"Possession" means that an employee has the substance on his or her person or otherwise under his or her control.

Prohibited Acts

The following acts are prohibited and may subject an employee to discipline including termination of employment:

1. The on duty use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any illegal drug.
2. Being under the influence of or impaired by an illegal drug while on duty.
3. The abuse of any legal drug while on duty.
4. The on duty purchase, sale, manufacture, distribution, transportation, dispensation or possession of any legal drug in a manner inconsistent with law.
5. Being on duty while impaired by the abuse or use of a legal drug whenever such impairment might: (i) endanger the safety of the employee or some other person; (ii) pose a risk of significant damage to District property or equipment; or (iii) adversely interfere with the employee's job performance or the efficient operation of the District's business or equipment. If you are taking a prescribed medication that may affect your ability to perform your job and/or your ability to perform your job safely, you must advise your supervisor of the prescribed medication before you report to work.

Discipline

Any violation of this policy may result in discipline, up to and including dismissal.

Conviction for Drug-Related Offense

An employee who is convicted under a federal or state criminal drug statute relating to any conduct prohibited by section C will be deemed to have violated this policy. Employees shall notify the Board of any conviction under a criminal drug statute.

Counseling and Rehabilitation Programs

Upon request by any employee, the Board, or its designee, will consult with and advise an employee about any available drug abuse assistance, rehabilitation or counseling programs.

Drug Testing

Applicability.

Drug testing may be administered under the following circumstances:

- a. **Pre-Employment Testing.** All offers of employment with the District shall be subject to the acceptable results of a drug screening examination to test for the presence of illegal drugs. If the drug screening examination shows the presence of an illegal drug, the applicant shall be disqualified from employment with the District. The drug testing shall be administered as part of the District's regular pre-employment medical review and examination.
- b. **Reasonable Suspicion Testing.** For existing employees, if the District has reasonable suspicion that the employee while on duty may be under the influence of or impaired by an illegal drug, or the abuse of a legal drug, then the employee will be asked about any observed behavior or other indicator(s) and offered an opportunity to provide a reasonable explanation. If the employee cannot reasonably explain the behavior or other indicator(s) to the satisfaction of the District, then the employee may, at the District's discretion, be directed to submit to a drug test.

Testing Procedure

- a. For pre-employment testing, when an applicant has received a job offer conditioned upon successful completion of the pre-employment medical review and exam, he or she will be given the appropriate medical history and consent and release form(s) to complete and sign, instructed regarding the District's pre-employment medical exam and drug and alcohol testing policy, and advised of the time and location of his or her appointment with the Medical Provider.
- b. For reasonable suspicion testing, the employee shall be directed to submit to the drug testing and shall be transported to the test conducted by a Medical Provider.

The drug testing shall be conducted by the Medical Provider. The Medical Provider or the laboratory utilized by the Medical Provider shall be certified by the National

Institute on Drug Abuse (NIDA). All expenses of the Medical Provider in implementing this policy shall be paid by the District.

The drug screening examination shall be conducted by urinalysis. The urinalysis shall be conducted by a qualified and competent NIDA-certified laboratory. Any positive finding shall be confirmed by gas chromatography/mass spectrometry or another accurate confirmation test before any report of a positive drug screening result is provided to the District. A drug test shall be deemed positive if it shows the presence of an illegal drug.

The collection of urine specimens shall be done in a professional manner and in such a way as to assure a proper and documented chain of custody, including proper identification, labeling and handling of test specimens. Medical personnel shall not observe the act of urination itself. In connection with the drug screening examination, the applicant or employee shall be asked to list those prescription and over-the-counter drugs which he or she has consumed in the recent past.

An applicant, upon request, may have a portion of the specimen analyzed by an independent laboratory, at his or her own expense. An applicant shall be informed, at the commencement of the testing process, of the right to the independent laboratory analysis. If the applicant submits the results of an independent laboratory analysis, then these results shall be considered by the District prior to any final decision regarding a positive drug test reported by the Medical Provider.

Upon completion of the drug testing, the Medical Provider will immediately forward one copy of the test results to the General Manager, retaining one copy for the Medical Provider's files.

If the drug test results are positive, then (1) for pre-employment testing, the applicant shall be disqualified from employment and the conditional employment offer shall be withdrawn, and (2) for employee testing, the employee shall be in violation of this policy and subject to discipline pursuant to section D. If an applicant or employee fails to appear and submit to the drug testing or any portion of it, or otherwise refuses or fails to cooperate with the administration of the drug test, the failure or refusal shall be deemed, and handled in the same manner as, a positive drug test result.

Forms

The General Manager, in consultation with the Medical Provider, shall determine, prepare, amend and maintain the forms that are necessary or appropriate to implement this policy.

Limitations

Nothing in this policy is intended to (a) prohibit the customary and ordinary purchase, sale, use, possession or dispensation of legal drugs, or (b) regulate an employee's off-duty conduct, so long as the employee's off-duty use of illegal drugs, and/or the abuse of legal drugs, does not result in the employee being under the influence of or impaired by such use while on duty in violation of this policy.

Use of Legal Drugs

An employee who uses a legal drug, and who knows or should know that his or her use of the drug might impair his ability to perform the job or to perform his or her job safely, must advise the General Manager or the Board of the drug and any of its effects to determine whether it is advisable for the employee to continue working while using the legal drug. In such cases, the District reserves the right to have a District physician determine whether it is advisable for the employee to continue working while using the legal drug.

Confidentiality

The forms and results of drug testing shall be treated confidentially, kept separate from the regular personnel files, and made available only to the General Manager and other District employers or Board Members who have a business-related reason to know the information, except in the event of litigation, or other administrative proceeding, the consent of the applicant or employee, or by court order.

IX. TECHNOLOGY POLICY

Cell Phones and Electronic Devices

Employees are prohibited from using any cell phones or personal electronic devices while operating a vehicle or any potentially dangerous equipment, with the exception that a cell phone may be used while driving when using an appropriate hands-free device, when such use does not otherwise cause the employee to be distracted from the employee's duty to drive in a safe and non-negligent manner. Employees must never prepare, send, retrieve or read any text message while driving.

Technology Use

The District provides various technology resources to authorized employees to assist them in performing their job duties. Each employee has a responsibility to use these resources in a manner that increases productivity, and is respectful of other employees, as well as other people. Failure to follow the District's policies on Technology Use may lead to discipline, up to and including termination of employment.

Technology Resources Definition

Technology Resources consist of all electronic devices, software, and means of electronic communication including any of the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; mobile phones; cellular phones; text messaging; personal organizers and other handheld devices; pagers; voicemail systems; and instant messaging systems.

Use

The District's Technology Resources are to be used by employees only for the purpose of conducting District business. Employees may, however, use the District's Technology Resources for the following incidental personal uses as long as such use does not interfere with the employee's duties, is not done for monetary gain, does not conflict with the District's business, and does not violate any District policy: 1) to use the telephone system for brief and necessary personal calls; 2) to send and receive necessary and occasional personal communications; and 3) to access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies. The District strongly discourages employees from storing any personal data on any of the District's Technology Resources.

Improper Use

Prohibition Against Harassing, Discriminatory and Defamatory Use

As set forth more fully in the District's policy against harassment, the District does not tolerate discrimination or harassment based on gender, pregnancy, race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other status protected by state and/or federal laws. Under no circumstances shall employees use the District's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could adversely affect any individual, group, or entity (e.g., sexually explicit or racial messages, jokes, or cartoons).

Prohibition Against Violating Copyright Laws

Employees shall not use the District's Technology Resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

Other Prohibited Uses

Employees shall not use the District's Technology Resources for any illegal purpose, violation of any District policy, in a manner contrary to the best interests of the District, in any way that discloses confidential or proprietary information of the District or third parties, or for personal or monetary gain.

District Access To Technology Resources

All messages sent and received, including personal messages, and all data and information stored on the District's Technology Resources (including on its electronic mail system, voicemail system, or computer systems) are District property regardless of the content. As such, the District reserves the right to access all of its Technology Resources including its computers, voicemail, and electronic mail systems, at any time, in its sole discretion.

No Reasonable Expectation Of Privacy

On occasion, the District may need to access its Technology Resources including computer files, electronic mail messages, and voicemail messages. Employees should understand that they have no right of privacy with respect to any messages or information created, collected, or maintained on the District's Technology Resources, including personal information or messages. The District may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. The District may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Passwords

Certain of the District's Technology Resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any District employee. As a result, even though employees may maintain passwords for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including electronic mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization. Employees are, however, required to provide their passwords to the General Manager, who will provide them to the Board, so that the District maintains a record of the passwords used. If you change any password used to access District Technology Resources, you must promptly provide the password to the General Manager, who will provide it to the Board.

Deleted Information

Deleting or erasing information, documents, or messages maintained on the District's Technology Resources is, in most cases, ineffective. Employees who delete or erase information or messages should not assume that such information or messages are confidential or ever were confidential.

The Internet And On-Line Services

The District provides authorized employees access to online services such as the Internet. The District expects that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use the District's Technology Resources to access, download, or contribute to Internet sites that contain inappropriate content such as that which is discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could adversely affect any individual, group, or entity.

Additionally, employees may not use the District's Technology Resources to post, comment, send, or otherwise upload any information to any Web sites or other online groups, including web logs (i.e., "blogs"), social networking Web sites, newsgroups, discussion groups, or non-District email groups.

The District may monitor both the amount of time spent using online services and the sites visited by individual employees.

Software Use

License Restrictions

All software in use on the District's Technology Resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on the District's computers, by any means of transmission, unless authorized in writing in advance by the General Manager and thoroughly scanned for viruses or other malware prior to installation.

Software For Home Use

Before transferring or copying any software from a District Technology Resource to another computer or other device, employees must obtain written authorization from the General Manager. It is the employee's responsibility to adhere to applicable licensing requirements, including not making or distributing copies of software to others. Upon departure from the District, it is the employee's responsibility to remove all District software from non-District computers and other devices on which District software has been installed. If an employee sells or otherwise transfers out of his or her own possession or control his or her own personally owned computer, he or she must delete all District software prior to such sale or other transfer. Please ask the General Manager for assistance if needed.

Security

The District has installed a variety of programs and devices to ensure the safety and security of the District's Technology Resources. Any employee found tampering with or disabling any of the District's security devices will be subject to discipline up to and including termination.

To maintain the effectiveness of the District's security measures, employees should use only secure networks established by the District to access or use Confidential Information. Such information may not be downloaded, stored, or copied on any non-District equipment or media (including personally owned computer, handheld devices, external memory devices, or disks) without prior written approval of the General Manager. If Confidential Information is downloaded, stored, or copied on non-District equipment or media, employee must take all appropriate measures to safeguard against loss, theft, damage, or breach of such equipment or media. If Confidential Information is downloaded, stored, or copied on non-District equipment or media, employees must permanently delete such information prior to selling or otherwise transferring out of their own possession or control such equipment or media. If Confidential Information is downloaded, stored, or copied on non-District equipment or media and employee resigns, is terminated, or is requested to do so by management, employees must delete all Confidential Information they received, including any and all copies thereof. Similarly, employees may not send Confidential Information to their personal e-mail accounts, even for work-related purposes, without prior written approval of the Board.

Any loss or suspected loss of Confidential Information, or any suspicious activity such as external hacking attempts or unusual internal activity, should be reported immediately to the General Manager.

RECEIPT OF THIS EMPLOYEE HANDBOOK

I acknowledge that I have been given a copy of the District Employee Handbook. I agree that I have read and will follow the information and rules in this Handbook.

Signature

Date

Print Name _____

NOTE TO THE EMPLOYEE: The original of this form will go into your personnel file. A copy of the form will be sent to you by the Secretary.

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EXHIBIT A

EMPLOYEE BENEFITS

PAID TIME OFF

Eligibility for Benefits

The chart below summarizes when regular full-time employees, or employees who are eligible by law, may be eligible to use certain benefits:

| | |
|---|---|
| Vacation Pay | After completion of first 6 months of probation |
| Sick Pay | Upon accrued time available |
| District Holidays | Upon hire |
| Health Insurance See Exhibit B | First month following enrollment |
| Excepted Benefit Health Reimbursement Arrangement See Exhibit B | First month following date of hire |
| Pension Plan (PERS) See Exhibit B | Upon satisfied PERS criteria. |

Paid Vacation

The District offers paid vacation to eligible regular full-time employees. Vacation is paid on the basis of your base hourly rate, excluding premiums and overtime compensation, if any.

Vacations: regular full-time employees accrue vacation days on a monthly basis according to the following schedule:

| Years of Continuous Service | Hours (1 day = 8 hours) |
|------------------------------------|--|
| 1 and up to 5 Years | 8 hours for each full month of service. 96 hours maximum per year. |
| Over 5 and up to 10 years | 12 hours for each full month of service 120 hours maximum per year. |
| Over 10 and up to 15 years | 18 hours for each full month of service. 144 hours maximum per year |
| Over 15 Years | 20 hours for each full month worked 160 hours maximum per year |

Continuous service is defined as service that is uninterrupted by termination of employment and subsequent rehire by the District or a break in service that has been bridged. Continuous service is measured from the completion of the probationary period.

The District encourages employees to use vacation in the year it is accrued.

You may accrue up to a maximum of 20 (160 Hours) days of unused vacation. Once you have accrued 20 days you cannot accrue more vacation time until you use up some of your accrued unused vacation to bring it below the cap. At that point, you will once again begin accruing vacation at the normal rate until the cap is reached.

When you leave the District, you will be paid for all unused accrued vacation at your base rate of pay at the time of your termination.

You must give your supervisor one-week advance notice of any vacation request and at least 30 days' advance notice of any request to take any vacation of 5 continuous days or more, unless it is an emergency.

You may not take vacation before you earn it unless you obtain written permission from your supervisor. If permission is granted, the vacation will be considered a salary advance. If you take more vacation than you have earned, and then leave the District, the amount of unearned vacation time you took will be deducted from your final paycheck.

If you are on a leave of absence or are suspended, you will not earn vacation benefits during such period.

If you become ill during your vacation, you will not be able to count those vacation days as sick days. However, in extreme circumstances, your supervisor may reschedule your vacation, at his or her sole discretion.

If an observed District holiday occurs on an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday period.

The scheduling of your vacation is based on the District's operational needs and the requests for vacation and leaves of absence of other employees. You may take vacation periods of less than one full day. All vacation requests must be approved in advance by your supervisor. If there is a conflict in requests for time off, the person with the most seniority will be given preference.

Vacation Cash-Out

If on October 31 of each year, an employee has a balance of one hundred-fifty (150) or more hours of sick leave, the employee may, in November of that year request a cash payment from eight (8) to forty (40) hours of any vacation accrual the employee has acquired prior to the October 31 of each year. Vacation cash-out is subject to all payroll taxes.

District Holidays

The District provides the following paid holidays each year to regular full-time employees:

5 Year Chart of Specific Dates in Appendix A

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

5 Year Chart of Specific Dates in Appendix A

Your pay for the holiday will be commensurate with your pay rate and the number of hours that you are regularly scheduled to work per day. If you are a regular part-time employee and were not scheduled to work on an observed holiday, then you will not be entitled to receive pay for that holiday. If you are required to work on a holiday and are a non-exempt employee, you will receive your overtime pay rate for the hours worked on the holiday, or if you are an exempt employee, you will receive compensatory time off for the holiday.

When a holiday falls on a Saturday, it is observed the preceding Friday. When it falls on a Sunday, it is observed the following Monday. Holidays that fall during a scheduled vacation do not count as a vacation day used.

All employees are ineligible for holiday benefits that accrue while on a leave of absence, unless required by law.

Personal Holidays

Each year regular full-time employees will receive up to two (16 hours) personal paid holidays. Your pay for the personal holiday will be commensurate with your pay rate and the number of hours that you are regularly scheduled to work per day. Your personal paid holidays may be used as you wish.

You may take these days off at any time during the year with approval in advance from your supervisor. The personal holidays should be used in the year during which they are received. If unused, they carry over to the following year.

You may accrue up to a maximum of 4 days (32 hours) of unused personal holidays. Once you have accrued 4 days (32 hours) you cannot accrue more vacation time until you use up some of your accrued unused vacation to bring it below the cap.

Compensatory Time Off

Employees may elect to convert overtime hours to Compensatory Time Off (CTO) in lieu of cash payment for overtime hours worked. CTO is accumulated at the applicable straight time plus one-half rate for time worked. CTO is to be used for time off, and is subject to approval in the same manner as vacation. Employees may accrue a CTO balance not to exceed forty (40) hours. Employees who have reached the maximum balance shall be given cash payment for additional overtime hours worked until such balance has been reduced below the maximum allowable amount. CTO will be cashed out in full prior to any increase/decrease change in base rate pay.

Sick Leave

Purposes for Sick Leave

An employee may use up to one-half of their available annual accrual of sick leave for the following reasons:

- (a) For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care;
- (b) For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including a child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), spouse or registered domestic partner, parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse

or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), grandparent, or sibling; or

- (c) for an employee who is a victim of domestic violence, sexual assault, or stalking to:
- obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or his or her child; or
 - obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety.

Any additional paid sick leave used by an employee in a calendar year beyond the use of one-half on their annual accrual of sick leave can only be used for the employee's own diagnosis, care, or treatment of an existing health condition or preventative care. However, part-time employees may use up to 24 hours, or three days, whichever is greater, of accrued and available sick leave each year for any of the purposes stated in this provision.

Terms of Sick Leave

Accrual & Carryover for Different Categories of Employees:

Full time employees accrue 12 days of sick leave each year (one day per month or 8 hours) of paid status. Accrued sick leave carries over from year to year. Full-time employees may accrue up to 30 days (240 hours) of sick leave. Sick leave is not paid out upon termination.

Part-time employees who work 30 or more days within a year from the commencement of employment with the District accrue one hour of paid sick leave for every 30 hours worked. Accrued and unused sick leave carries over to the following year of employment but non-full-time employees stop earning sick leave once he or she has accrued 48 hours or 6 work days/ shifts, whichever is greater. Sick leave is not paid out upon termination.

Sick Leave Use

An employee may use accrued sick leave, as it is accrued.

Sick Leave Request

To request to use sick leave if the need for leave is foreseeable, an employee must give the immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable. If the employee is required to be absent on sick leave for more than one day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave. Failure to request sick leave as required by this provision without good reason, may result in the employee being treated as absent without leave.

Certification

The District may require that employees must provide a physician's certification to support any absence that involves the illness of the employee or family member if the District suspects that there is an abuse of sick leave by the employee. All employees who use paid leave to address issues related to domestic violence, sexual assault or stalking, and who

cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter.

Sick Leave on Separation from Employment

Unused sick leave is not cashed out upon termination, resignation, retirement, or other separation from employment. Unused sick leave may be converted to retirement service credits only as may be permitted under applicable retirement system laws and regulations.

Sick Leave Reinstatement

If an employee separates and is rehired within one year from separation, accrued and unused sick leave, to a maximum of 6 days or 48 hours, whichever is greater, will be reinstated. An employee who worked at least 90 days in the initial employment with the District may immediately use reinstated sick leave. An employee who had not worked 90 days in the initial employment with the District must work the remaining amount of the 90 day-qualifying period to be able to use accrued sick leave.

State Disability Insurance

If an employee is injured off the job while employed at the District, and after having satisfied the requirements of eligibility for State Disability Insurance (“SDI”), he or she is entitled to apply for SDI. The benefits are determined according to the schedule of wages contained in the provision for State Disability Insurance. All conditions and benefits for State Disability Insurance are determined by the State and not by the District. You must file a claim with the California Employment Development Department to receive any such benefits.

An employee will not be permitted to receive SDI benefits if he/she is also receiving Workers' Compensation benefits.

If an employee chooses to take authorized District sick leave for the period that he/she is disabled, the District will deduct any accrued sick leave you may have in a manner that, when combined with the SDI benefits you receive, you will continue to receive the equivalent of your base pay rate for each work day of the leave until your sick leave is used up.

An employee receiving State Disability Insurance must keep the District informed of his/her status on a regular basis. If an injured employee must miss work at the District for an extended period of time, it shall be the decision of the Board as to whether or not an extended leave of absence may be granted. See the below provisions concerning medical leaves of absence.

POLICIES GOVERNING UNPAID TIME OFF

Approved Leaves of Absence

Sometimes employees may need to take a leave of absence from their employment. When a probationary employee takes a District approved leave of absence, his or her probationary period is extended by the number of days of absence.

If you take a leave of absence, you must return to work on the next regular working day after your leave of absence ends. If you do not, you will be considered to have voluntarily quit your job.

No leave of absence may be taken without written approval from your supervisor and the District Board of Directors. Typically, you must ask for approval in advance to take a leave of absence.

If you know you will need a leave of absence in advance (for example, in cases of military or pregnancy leave), you must give at least 30 days' prior written notice of the expected start date of your unavailability. The notice should include the anticipated timing and duration of the leave. If 30 days' advance notice is not possible, notice must be given as soon as practicable.

Except as required by law, the District cannot guarantee that your position will still be open when you return from your leave of absence. If your position has been filled or eliminated, the District will try to find you a comparable position. If one is not open, you will be offered the next available position for which you are qualified. If you do not accept that position, you will be considered to have voluntarily quit your job.

Each type of leave of absence has its own rules. All leaves of absence are unpaid, except for that portion covered by the employee's accrued sick leave and/or vacation. If you wish to take a leave of absence, you must consult with the General Manager, about the applicable restrictions.

Listed below are the types of leave of absence permitted by the District.

Medical Leave – Nonoccupational

Any regular full-time or regular part-time employee who, as a result of a non-work-related serious health condition, other than pregnancy, becomes unable to perform the duties of his or her position, may be eligible for a medical leave of absence. Employees will be required to use any accrued sick leave and accrued vacation during the leave, which will enable the employee to continue to receive pay. Once an employee exhausts his/her accrued vacation and sick leave, if any, the remaining portion of the leave shall be unpaid. You must make a written request for the leave to the General Manager (the General Manager must make a written request to the Board of Directors). Approval of such leaves will be based on considerations such as the reason for the request, the District's needs, the employee's performance and length of service with the District and level of responsibility. The granting or denying of such leave is in the sole discretion of the District.

Duration

The leave extends for the duration of the serious health conditions, up to a maximum of four (4) months, measured from the onset of the condition. Regular part-time employees are entitled to leave on a pro rata basis.

Verification of Need for the Leave

Medical certification by a licensed health care provider of the need for the leave is required. The certification must verify that leave is required because of the employee's serious health condition, defined as "an illness, injury, impairment, or physical or mental condition" that renders the employee unable to work or medical treatment of a serious health condition. The District reserves the right to request at any time that an employee confirm the existence of his or her disability from a serious health condition with a written verification from a licensed physician. At a minimum, the employee who is on a medical leave in excess of one month must notify the District by the end of each month both of the status of the medical condition and the employee's ability to return to work. Failure to provide the required verification may result in either the denial or termination of the leave.

Sick Leave Accrual, Vacation Accrual, and Holiday Pay

Neither sick leave nor vacation will accrue during any period of absence on medical leave. Employees on leave also do not receive holiday pay. Medical insurance benefits will continue to be paid by the District during any period of absence, of up to four (4) months, on medical leave. However, if the employee fails to return to work from leave for a reason other than the recurrence or continuation of the health condition that brought about the leave or other circumstances beyond the control of the employee, the District can recover any health premiums that it paid on behalf of the employee during the unpaid leave.

Verification of Ability to Return

Employees returning from a medical leave of absence are required to provide a release to return to work from a licensed health care provider. The District reserves the right to require an employee on any medical leave, to be examined, at District expense, by a District selected physician prior to his or her return to work to the extent permitted by law.

Subsequent Leave for the Same Condition

If an employee returns to work from an approved medical leave of absence before the lapse of the approved leave period and thereafter is granted one or more additional leaves for the same medical condition, the additional leaves may continue only until the employee has spent a combined total four (4) months absence from work due to the same medical condition. After the lapse of four (4) months of absence for the same medical condition, the employee's employment with the District may terminate, unless otherwise required by law.

Termination of Employment

Except as provided by law, if an employee is unable to return to work after four (4) months on medical leave, an employee's employment with the District will terminate. An employee may be subject to termination during a leave of absence for reasons including but not limited to the failure to keep the District informed of employee's status as required by this policy and business or operational reasons unrelated to the leave.

Workers' Compensation Leave

Workers' Compensation Leave is available to any employee who is temporarily unable to work as a result of a work-related injury or illness. The District will pay accrued sick leave benefits to an eligible employee during the normal three-day waiting period before the employee is paid workers' compensation benefits pursuant to the applicable state law governing the industrial injury or illness. Following the three-day waiting period specified above, the District will deduct any accrued sick leave you may have in a manner that, when combined with the workers' compensation benefits you receive, you will continue to receive the equivalent of your base pay rate for each work day of the leave until your sick leave is used up. You may elect to use your accrued vacation during the leave, which will be similarly coordinated with the workers' compensation benefits you receive up to your regular base pay rate until your vacation leave is used up.

Certification: The employee must provide medical verification regarding the status of the medical condition, including the expected date of return to work and any changes in medical condition that may affect a return to work. Medical certification that the employee is released to return to work is required before the employee will be permitted to return.

Duration: The Workers' Compensation Leave will last until one of the following circumstances occurs:

1. a recognized medical professional certifies that you are released to work with no restrictions;
2. you are released to work with some restrictions and work is offered by the District that is consistent with those restrictions;
3. medical evidence establishes that your condition is permanent and stationary and you are permanently unable to return to usual duties; or
4. you resign, quit, or otherwise indicate that you are not going to return to your job.

An employee returning to work must provide the employer with reasonable advance notice of the release to return to work, as well as a copy of the doctor's release. An employee released to work in his/her former position will be returned to the former position if available. If such position is not available, the employee will be offered an available position for which the employee is qualified.

Benefits: Benefits such as vacation and sick leave will not accrue while on a workers' compensation leave. Medical insurance premiums while on leave will be treated in the same manner as with other medical leaves of absence.

Pregnancy Leave

The purpose of this policy is to set forth rights and responsibilities with respect to Pregnancy Disability Leave (“PDL”).

Eligibility/Duration

Employees are eligible for pregnancy disability leave regardless when they became employed by the District. That is, there is no service requirement prior to eligibility for this leave. Full-time employees are eligible for up to 4 months leave (88 work days) while disabled due to pregnancy, childbirth or related medical condition. PDL includes leave needed for prenatal care and prenatal complications, including morning sickness.

Procedures

1. Notification

- a. The employee must follow the notice procedures above when making a request for PDL.

2. Physician Certification

- a. The employee must provide certification from the health care provider stating:
 - i. date of commencement of the need for PDL
 - ii. probable duration of the leave
 - iii. that the employee is unable to perform the duties of her position because of her pregnancy
 - iv.
 - i. that the employee is unable to perform the duties of her position because of her pregnancy

The District will also require certification by the employee’s health care provider that she is fit to return to her job before she may return to work.

Health, Dental, and Life Insurance Benefits

An employee taking PDL will be allowed to continue participating in District-sponsored health (i.e., medical, dental, vision, and life) insurance and reimbursement plans in which the employee was enrolled prior to the first day of leave to the same extent and under the same condition outlined above under Medical Leaves of Absences due to a non-work-related condition.

Use of Paid Leave

- PDL leave is unpaid, except that employee must use any accrued sick leave during the leave, and employees may elect to use any accrued vacation benefits during the leave.
- When medically necessary, the employee may take pregnancy leave intermittently, which means taking leave in blocks of time, or by reducing the employee’s normal

weekly or daily work schedule.

Transfer

Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated.

Reinstatement

Under most circumstances, upon return from pregnancy leave, the employee will be reinstated to her original job. However, if that position no longer exists due to a change unrelated to the leave, the employee will be returned to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. In addition, the use of pregnancy leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using pregnancy leave. Any employment action (such as layoff or reduction) that would have impacted the employee had she not been on pregnancy leave will still apply.

Reinstatement after pregnancy leave may be denied if the employee:

- has given unequivocal notice that she does not intend to return to work
- is unable to return to work and has exhausted her 4 months (88 work days) of leave.
- fails to provide the required completed *Medical Certification/Return to Work* form.

Military Service

Employees are eligible for military leaves of absence in accordance with law. The specific terms and nature of your right to return to your job after a military leave are governed by law. If you have questions about military leaves of absence, please call the Secretary, who will make the Board aware of your request.

Other Allowable Time Off

There may be other times, such as the following occasions, when you must miss work. You must inform your supervisor with as much advance notice as possible when you know that you will be absent.

Jury Duty

If you receive a jury summons, you must inform your supervisor and the Secretary immediately and provide a copy of the jury summons. If you are not excused from jury duty or your work schedule cannot be rearranged to avoid conflict, you will be allowed to take time off to attend to jury duty. Probationary and regular full-time and part-time employees will continue to receive their regular pay for each full working day missed due to such duty for up to 15 days every two years. During any period of paid jury duty, you are required to turn in to the District Secretary any per diem payment made by the Court for the jury service.

Evidence of jury duty attendance must be presented to the District Secretary. You must report to work on days or parts of days when you are not required to serve or are excused from jury duty, or when the jury duty does not conflict with your work schedule. For

example, if you are released from such duty two or more hours before the end of your regular workday, or you are not scheduled to begin jury duty earlier than two hours after you are scheduled to begin the workday, you must report to work.

Witness Duty

You may be required by law to appear in court as a witness. If you give reasonable advance notice to your supervisor, you will be allowed to take unpaid time off. If your appearance in court concerns an action involving the District where you are a witness on behalf of the District, then you will be paid for such appearance on the same basis as you are paid for any work day.

Voting Time

If you would not be able to vote on election day because of your work schedule, the District will give you adequate time off to vote as approved by your supervisor. You will be paid for the time off to vote, but such pay shall not exceed two hours of your base pay rate. You must tell your supervisor that you will need time off to vote as soon as you know this, but not less than two work days before election day. Your supervisor may require you to take voting time at the beginning or end of your shift. Your supervisor will ask you to present a voter's receipt before you are paid for voting time off.

Death in Immediate Family

Regular full-time employees may be absent with pay for up to three (3) normally scheduled, consecutive working days per year because of death in the immediate family. Immediate family includes current spouse, domestic partner, mother, father, sister, brother, child, current brother-in-law, current sister-in-law, current mother-in-law, current father-in-law, grandparents, and grandchildren.

If you are a regular part-time employee or still in your probationary period, you may be allowed to take unpaid bereavement leave up to three days with written approval of your supervisor. This leave will extend your probationary period.

Lactation Break Time

An overtime-eligible employee who wishes to express breast milk for her infant child during her scheduled work hours will receive a reasonable amount of additional unpaid time beyond the 15-minute compensated rest period. Those desiring to take a lactation break must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will make reasonable efforts to accommodate employees by providing an appropriate location, that is not in a bathroom, to express milk in private. The District will attempt to find a location in close proximity to the employee's work area that is shielded from view and free from intrusion, contains a surface to place a breast pump and personal items, has a place to sit, and has access to electricity for operation of a breast pump. Employees occupying such private areas shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All

other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance. Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

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EXHIBIT B

MEDICAL INSURANCE AND PENSION

Medical Insurance

The District contracts with the California Public Employees Retirement System (CalPERS) to provide group health insurance for eligible employees and mandated coverage for retirees through CalPERS. Coverage includes medical benefits. Coverage for any employee, retiree, spouse, or dependent child is subject to the terms and conditions of such plan and the Public Employees' Medical and Hospital Care Act ("PEMHCA"). Coverage is not immediate or automatic and may be subject to certain waiting periods, evidence of insurability, exclusions for pre-existing conditions, and other matters. These benefits are described in detail in the Summary Plan Description furnished to you.

You must promptly notify the District if your address changes, if you get married or divorced, or if the number of your dependent's changes.

If you leave the District, you or your dependents, at your or their sole cost, may have the right to continue group medical benefits temporarily under state laws commonly called COBRA.

Employees

The District will contribute directly to CalPERS on behalf of each employee the PEMHCA statutory minimum monthly employer contribution amount set annually by CalPERS as set forth in Appendix B, which will be adjusted annually.

In addition, the District will contribute to a cafeteria plan an amount equal to the difference between the PEMHCA statutory minimum and the value of 95% of the PERS Gold (PERS Select prior to 2022) for the coverage tier in which the covered employee is enrolled (i.e., single, two-party, or family) as set forth in Appendix B, which will be adjusted annually.

No contribution will be made if Employee does not participate in the CalPERS Health Program.

Retirees

The District will contribute directly to CalPERS on behalf of each retiree the PEMHCA statutory minimum monthly employer contribution amount set annually by CalPERS as set forth in Appendix B, which will be adjusted annually.

Health, Dental and Vision Reimbursement Plan

Benefits under the health, dental and vision reimbursement plan will be made in accordance with the plan document for eligible employees.

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Pension Plan

The District currently maintains a retirement program for employees who qualify for membership in the California Public Employees Retirement System (CalPERS).

Effective October 1, 2020 employees shall contribute the entire cost of the member contribution. This paragraph shall not apply to employees who are defined as “new members” under the Public Employees’ Pension Reform Act (“PEPRA”).

Employees who are defined as “new members” under the Public Employees’ Pension Reform Act (“PEPRA”) will be subject to all applicable PEPRA provisions, which include the 2% at 62 formula and final compensation based on the highest average annual compensation during a consecutive 36-month period. New members will pay the total cost of the member contribution retirement benefit, as determined by CalPERS.

The District reserves the right to eliminate, reduce, modify or add to this benefit.

Appendix A

Pay Periods Fiscal Year 2021/2022

Hourly Employees

Pay Periods and Pay Date Fiscal Year 2021/2022

| Hourly | | Salary | | Pay Date |
|------------|------------|------------|------------|------------|
| 6/23/2021 | 7/6/2021 | 6/26/2021 | 7/9/2021 | 7/9/2021 |
| 7/7/2021 | 7/20/2021 | 7/10/2021 | 7/23/2021 | 7/23/2021 |
| 7/21/2021 | 8/3/2021 | 7/24/2021 | 8/6/2021 | 8/6/2021 |
| 8/4/2021 | 8/17/2021 | 8/7/2021 | 8/20/2021 | 8/20/2021 |
| 8/18/2021 | 8/31/2021 | 8/21/2021 | 9/3/2021 | 9/3/2021 |
| 9/1/2021 | 9/14/2021 | 9/4/2021 | 9/17/2021 | 9/17/2021 |
| 9/15/2021 | 9/28/2021 | 9/18/2021 | 10/1/2021 | 10/1/2021 |
| 9/29/2021 | 10/12/2021 | 10/2/2021 | 10/15/2021 | 10/15/2021 |
| 10/13/2021 | 10/26/2021 | 10/16/2021 | 10/29/2021 | 10/29/2021 |
| 10/27/2021 | 11/9/2021 | 10/30/2021 | 11/12/2021 | 11/12/2021 |
| 11/10/2021 | 11/23/2021 | 11/13/2021 | 11/26/2021 | 11/26/2021 |
| 11/24/2021 | 12/7/2021 | 11/27/2021 | 12/10/2021 | 12/10/2021 |
| 12/8/2021 | 12/21/2021 | 12/11/2021 | 12/24/2021 | 12/24/2021 |
| 12/22/2021 | 1/4/2022 | 12/25/2021 | 1/7/2022 | 1/7/2022 |
| 1/5/2022 | 1/18/2022 | 1/8/2022 | 1/21/2022 | 1/21/2022 |
| 1/19/2022 | 2/1/2022 | 1/22/2022 | 2/4/2022 | 2/4/2022 |
| 2/2/2022 | 2/15/2022 | 2/5/2022 | 2/18/2022 | 2/18/2022 |
| 2/16/2022 | 3/1/2022 | 2/19/2022 | 3/4/2022 | 3/4/2022 |
| 3/2/2022 | 3/15/2022 | 3/5/2022 | 3/18/2022 | 3/18/2022 |
| 3/16/2022 | 3/29/2022 | 3/19/2022 | 4/1/2022 | 4/1/2022 |
| 3/30/2022 | 4/12/2022 | 4/2/2022 | 4/15/2022 | 4/15/2022 |
| 4/13/2022 | 4/26/2022 | 4/16/2022 | 4/29/2022 | 4/29/2022 |
| 4/27/2022 | 5/10/2022 | 4/30/2022 | 5/13/2022 | 5/13/2022 |
| 5/11/2022 | 5/24/2022 | 5/14/2022 | 5/27/2022 | 5/27/2022 |
| 5/25/2022 | 6/7/2022 | 5/28/2022 | 6/10/2022 | 6/10/2022 |
| 6/8/2022 | 6/21/2022 | 6/11/2022 | 6/24/2022 | 6/24/2022 |
| 6/22/2022 | 7/5/2022 | 6/25/2022 | 7/8/2022 | 7/8/2022 |

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SCHEDULED HOLIDAY'S

Full Time Personnel Only

Saturday = Friday

Sunday = Monday

| | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|-----------------------------|
| New Years Day | Friday, January 1, 2021 | Saturday, January 1, 2022 | Sunday, January 1, 2023 | Monday, January 1, 2024 | Wednesday, January 1, 2025 |
| Martin Luther King Day | Monday, January 18, 2021 | Monday, January 17, 2022 | Monday, January 16, 2023 | Friday, January 15, 2024 | Monday, January 20, 2025 |
| President's Day | Monday, February 15, 2021 | Monday, February 21, 2022 | Monday, February 20, 2023 | Monday, February 19, 2024 | Monday, February 17, 2025 |
| Memorial Day | Sunday, May 1, 3121 | Monday, May 30, 2022 | Monday, May 29, 2023 | Monday, May 27, 2024 | Monday, May 26, 2025 |
| Independence Day | Sunday, July 4, 2021 | Monday, July 4, 2022 | Tuesday, July 4, 2023 | Thursday, July 4, 2024 | Friday, July 4, 2025 |
| Labor Day | Monday, September 6, 2021 | Monday, September 5, 2022 | Monday, September 4, 2023 | Monday, September 2, 2024 | Monday, September 1, 2025 |
| Veterans Day | Thursday, November 11, 2021 | Friday, November 11, 2022 | Saturday, November 11, 2023 | Monday, November 11, 2024 | Tuesday, November 11, 2025 |
| Thanksgiving Day | Thursday, November 25, 2021 | Thursday, November 24, 2022 | Thursday, November 23, 2023 | Thursday, November 28, 2024 | Thursday, November 27, 2025 |
| Christmas Day | Saturday, December 25, 2021 | Sunday, December 25, 2022 | Monday, December 25, 2023 | Wednesday, December 25, 2024 | Thursday, December 25, 2025 |

Appendix B

Medical Insurance

PERS Select 2021

| | Monthly Cost | 95% | 2021 PEHMCA | Employer Covers | Employee Pays |
|-----------|--------------|----------|----------------|-----------------|---------------|
| Member | 566.67 | 538.34 | 143.00 | 681.34 | 0.00 |
| Member +1 | 1,133.34 | 1,076.67 | 143.00 | 1,219.67 | 0.00 |
| Family | 1,473.34 | 1,399.67 | 143.00 | 1,542.67 | 0.00 |

Effective Date: January 1, 2021

| Region 1 | | | | | | | | | |
|--|------------|-----------|------------|--------------------------|-----------|------------|----------------------------|-----------|------------|
| Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, Yuba | | | | | | | | | |
| Basic Monthly Premiums (B) | | | | | | | | | |
| Plan | Subscriber | Plan Code | Party Rate | Subscriber & 1 Dependent | Plan Code | Party Rate | Subscriber & 2+ Dependents | Plan Code | Party Rate |
| Anthem Blue Cross Del Norte | \$935.84 | 504 | 1 | \$1,871.68 | 504 | 2 | \$2,433.18 | 504 | 3 |
| Anthem Blue Cross Select | 925.60 | 506 | 1 | 1,851.20 | 506 | 2 | 2,406.56 | 506 | 3 |
| Anthem Blue Cross Traditional | 1,307.86 | 509 | 1 | 2,615.72 | 509 | 2 | 3,400.44 | 509 | 3 |
| Blue Shield Access+ | 1,170.08 | 525 | 1 | 2,340.16 | 525 | 2 | 3,042.21 | 525 | 3 |
| Blue Shield Access+ EPO | 1,170.08 | 524 | 1 | 2,340.16 | 524 | 2 | 3,042.21 | 524 | 3 |
| Blue Shield Trio* | 880.50 | 451 | 1 | 1,761.00 | 451 | 2 | 2,289.30 | 451 | 3 |
| Health Net SmartCare | 1,120.21 | 528 | 1 | 2,240.42 | 528 | 2 | 2,912.55 | 528 | 3 |
| Kaiser Permanente | 813.64 | 533 | 1 | 1,627.28 | 533 | 2 | 2,115.46 | 533 | 3 |
| PERS Choice | 935.84 | 548 | 1 | 1,871.68 | 548 | 2 | 2,433.18 | 548 | 3 |
| PERS Select | 566.67 | 557 | 1 | 1,133.34 | 557 | 2 | 1,473.34 | 557 | 3 |
| PERS Care | 1,294.69 | 566 | 1 | 2,589.38 | 566 | 2 | 3,366.19 | 566 | 3 |
| Peace Officers Research Assoc of CA | 799.00 | 592 | 1 | 1,725.00 | 592 | 2 | 2,199.00 | 592 | 3 |
| UnitedHealthcare | 941.17 | 576 | 1 | 1,882.34 | 576 | 2 | 2,447.04 | 576 | 3 |
| Western Health Advantage | 757.02 | 591 | 1 | 1,514.04 | 591 | 2 | 1,968.25 | 591 | 3 |

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PERS Gold 2022

2022

| | Monthly Cost | 95% | PEHMCA | Employer Covers | Employee Pays |
|-----------|--------------|----------|--------|-----------------|---------------|
| Member | 701.23 | 666.17 | 149.00 | 815.17 | 0.00 |
| Member +1 | 1,402.46 | 1,332.34 | 149.00 | 1,481.34 | 0.00 |
| Family | 1,823.20 | 1,732.04 | 149.00 | 1,881.04 | 0.00 |

CalPERS 2022 Regional Health Premiums (Actives and Annuitants)

Effective Date: January 1, 2022

| Region 1 | | | | | | | | | | | | |
|--|------------|-----------|------------|------------|--------------------------|-----------|------------|------------|----------------------------|-----------|------------|------------|
| Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, Yuba | | | | | | | | | | | | |
| Basic Monthly Premiums (B) | | | | | | | | | | | | |
| Plan | Subscriber | Plan Code | Party Code | Party Rate | Subscriber & 1 Dependent | Plan Code | Party Code | Party Rate | Subscriber & 2+ Dependents | Plan Code | Party Code | Party Rate |
| Anthem Blue Cross Del Norte | \$1,057.01 | 504 | 1 | 1 | \$2,114.02 | 504 | 2 | 2 | \$2,748.23 | 504 | 3 | 3 |
| Anthem Blue Cross Select | 1,015.81 | 506 | 1 | 1 | 2,031.62 | 506 | 2 | 2 | 2,641.11 | 506 | 3 | 3 |
| Anthem Blue Cross Traditional | 1,304.00 | 509 | 1 | 1 | 2,608.00 | 509 | 2 | 2 | 3,390.40 | 509 | 3 | 3 |
| Blue Shield Access+ | 1,116.01 | 525 | 1 | 1 | 2,232.02 | 525 | 2 | 2 | 2,901.63 | 525 | 3 | 3 |
| Blue Shield Access+ EPO | 1,116.01 | 524 | 1 | 1 | 2,232.02 | 524 | 2 | 2 | 2,901.63 | 524 | 3 | 3 |
| Blue Shield Trio* | 898.54 | 451 | 1 | 1 | 1,797.08 | 451 | 2 | 2 | 2,336.20 | 451 | 3 | 3 |
| Health Net SmartCare | 1,153.00 | 528 | 1 | 1 | 2,306.00 | 528 | 2 | 2 | 2,997.80 | 528 | 3 | 3 |
| Kaiser Permanente | 857.06 | 533 | 1 | 1 | 1,714.12 | 533 | 2 | 2 | 2,228.36 | 533 | 3 | 3 |
| PERS Gold | 701.23 | 613 | 1 | 1 | 1,402.46 | 613 | 2 | 2 | 1,823.20 | 613 | 3 | 3 |
| PERS Platinum | 1,057.01 | 601 | 1 | 1 | 2,114.02 | 601 | 2 | 2 | 2,748.23 | 601 | 3 | 3 |
| Peace Officers Research Assoc of CA | 799.00 | 592 | 1 | 1 | 1,725.00 | 592 | 2 | 2 | 2,219.00 | 592 | 3 | 3 |
| UnitedHealthcare SignatureValue Alliance | 1,020.28 | 576 | 1 | 1 | 2,040.56 | 576 | 2 | 2 | 2,652.73 | 576 | 3 | 3 |
| Western Health Advantage | 741.26 | 591 | 1 | 1 | 1,482.52 | 591 | 2 | 2 | 1,927.28 | 591 | 3 | 3 |

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**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: RESOLUTION 2021 - 04

DATE: OCTOBER 12, 2021

Attached you will find Resolution 2021-04 Employment Agreement with William Czeschin as the Operator in Training / Maintenance Technician position.

REQUESTED ACTION: Approve Resolution 2021-04 Employment Agreement with William Czeschin for the position of Operator in Training / Maintenance Technician.

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RESOLUTION 2021-04

**A RESOLUTION OF THE HILTON CREEK COMMUNITY SERVICES DISTRICT
APPROVING AN EMPLOYMENT AGREEMENT WITH WILLIAM CZESCHIN
AND PRESCRIBING THE COMPENSATION, APPOINTMENT,
AND CONDITIONS OF SAID EMPLOYMENT**

WHEREAS, the Board of Directors of the Hilton Creek Community Services District has the authority to prescribe the compensation, appointment, and conditions of employment of District employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Hilton Creek Community Services District, that the Operator in Training/Maintenance Technician Agreement with William Czeschin, a copy of which is attached hereto as an exhibit and incorporated herein by this reference as though fully set forth, is hereby approved and the compensation, appointment, and other terms and conditions of employment set forth in that Agreement are hereby prescribed and shall govern the employment of William Czeschin. The President of the Board of Directors shall execute said Agreement on behalf of the District.

PASSED, APPROVED and ADOPTED this 12th day of October, 2021, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steve Shipley, President
HCCSD Board of Directors

ATTEST:

Lorinda Beatty
Board Secretary

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: RESOLUTION 2021 - 05

DATE: OCTOBER 12, 2021

Attached you will find Resolution 2021-05 Equipment Use Reimbursement Agreement with Billy's Snow Removal.

REQUESTED ACTION: Approve Resolution 2021-05 Equipment Use Reimbursement Agreement with Billy's Snow Removal.

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RESOLUTION 2021-05

**A RESOLUTION OF THE HILTON CREEK COMMUNITY SERVICES DISTRICT
APPROVING AN EQUIPMENT USE REIMBURSEMENT AGREEMENT WITH
BILLY'S SNOW REMOVAL**

WHEREAS, the Board of Directors of the Hilton Creek Community Services District has the power to pass resolutions; and;

WHEREAS, the Board of Directors of the Hilton Creek Community Services District has the authority to enter into an agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Hilton Creek Community Services District, enter into the Equipment Use Reimbursement Agreement with Billy's Snow Removal, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference as though fully set forth, is hereby approved. The President of the Board of Directors shall execute said Agreement on behalf of the District.

PASSED, APPROVED and ADOPTED this 12th day of October, 2021, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steve Shipley, President
HCCSD Board of Directors

ATTEST:

Lorinda Beatty
Board Secretary

Equipment Use Reimbursement Agreement

The Equipment Reimbursement Agreement (Agreement) is made effective as of October 12, 2021, until June 30 2022, between the Hilton Creek Community Services District (HCCSD), 3222 Crowley Lake Drive, Crowley Lake, California 93546 and Billy's Snow Removal (BSR), 17 Sierra Springs Drive, Crowley Lake, California 93546, and states the agreement of the parties as follows:

Equipment Subject to Use Reimbursement

Equipment Subject to the Agreement are listed on the attached Exhibit "A."

Payment Terms

The total reimbursement is based on the rates stated in Exhibit "A" and are payable within 14 days of receipt of an invoice from BSR.

HCCSD Guarantees BSR a minimum of \$20,000.00 per year, which is a priority availability fee and includes 60 hours of equipment rental and operation and is payable upon signing of the agreement. If BSR is unable to provide the equipment necessary to complete the guaranteed minimum hours, BSR shall reimburse HCCSD for any hours less than the minimum number of hours. Payment to be made in two installments: \$10,000 no later than 15 days after signing of contract and \$10,000 January 12, 2022.

Equipment Operator

William Czeschin is the only authorized user of the equipment referenced in Exhibit "A" while working on HCCSD business.

Care and Operation of Equipment

BSR shall operate the equipment referenced in Exhibit "A" in a careful and proper manner and comply with all laws, ordinances, and regulations relating to the possession, use, or maintenance of the equipment, including registration, licensing requirements, and liability insurance. HCCSD shall maintain liability insurance only to the extent of damage caused by HCCSD actions or use and not by equipment failure.

Maintenance and Repair

BSR shall maintain, at BSR cost, the equipment in good repair and operating condition. Such costs shall include maintenance, labor, material, parts, and similar items.

Ownership and Status of Equipment

The equipment will be deemed to be the personal property of BSR.

Equipment Availability

Equipment shall be made available to HCCSD before any other entity on a priority basis.

Risk of Loss or Damage

BSR assumes all risks of loss or damage to the equipment.

Liability and Indemnity

Subject to the provisions of and as required by Government Code sections 825, 995.2, and all other statutory/case law conditions precedent to provision of defense and/or indemnification, the District shall indemnify and hold BSR harmless for any acts or decisions made in the course and scope of employment. BSR shall indemnify and hold HCCSD harmless from and against all liability for equipment failure due to maintenance negligence and any other work not directly related to HCCSD business.

Casualty Insurance

BSR shall insure the equipment and provide liability insurance in an amount of at least one million dollars. BSR shall provide a certificate of insurance to HCCSD.

Notice

All notices required or permitted under this Agreement shall be deemed delivered when delivered in person or by mail, postage prepaid, addressed to the following:

Hilton Creek Community Services District
3222 Crowley Lake Drive
Crowley Lake, California 93546

Billy's Snow Removal
17 Sierra Springs Drive
Crowley Lake, California 93546

Assignment

HCCSD shall not assign any interest in the equipment listed on Exhibit "A" to be used by anyone other than BSR without BSR's prior written consent.

Entire Agreement and Modification

This Agreement constitutes the entire agreement between HCCSD and BSR. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. The Agreement replaces any and all prior agreements between the parties.

Governing Law and Venue

This agreement shall be construed in accordance with the laws of the State of California. Subject to the arbitration provision below, to the extent that any Party brings an action to enforce the terms of this Agreement, such action shall be filed and prosecuted in the Superior Court for the County of Mono or the United States District Court for the Eastern District of California, to the extent of that Court's jurisdiction.

Severability

If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Waiver

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Dispute Resolution

The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation, then the dispute will be resolved through binding arbitration conducted in accordance with the rules of the American Arbitration Association in effect at the time the request for arbitration is made. The Parties understand that they are giving up their constitutional right to a trial by jury or to have the matter heard by a court.

William Czeschin
Owner Operator
Billy's Snow Removal

Date

Steve Shipley
Board of Directors, Chair
Hilton Creek Community Services District

Date

Attest: Lorinda Beatty
Board Secretary
Hilton Creek Community Services District

Date

Exhibit "A"

Equipment Rentals:

WINTER SNOW REMOVAL

- 621 Loader + Blower – \$300.00 per hour
- 621 Loader – \$125.00 per hour
- Skid Steer + Blower – \$200.00 per hour
- Skid Steer - \$75.00 per hour
- Cinder + Truck – \$65.00 per hour

NON- SNOW REMOVAL

- Backhoe – \$100.00 per hour
- 621 Loader – \$125.00 per hour
- Skid Steer – \$75.00 per hour
- Truck + Trailer – \$65.00 per hour

Project Overview

Hilton Creek Community Services District
Tuesday, October 12, 2021

Today's Agenda

1. Project Summary
2. Energy Efficiency Measures & Financials
3. Resolving Savings Fund (RSF)
4. Cash Flow Analysis
5. Next Steps

Project Summary

Hilton Creek Community Services District enrolled in the Southern California Regional Energy Network (SoCalREN) in September, 2020. In March, 2021, a site audit was conducted to gather specific plant details and energy consumption data. SoCalREN has work in collaboration with Hilton Creek CSD and identified the following project.

This project is directed at the aeration system of the wastewater treatment plant to improve energy efficiency, reliability, and system control. The project consists of three components:

1. Installation of new blowers and variable speed drives: The existing blowers are improperly sized for the plant and operate at a constant speed consuming more energy than is required for the treatment process.
2. Ammonia Based Aeration and Monitoring Controls: In order to optimize the aeration system, this measure will control the aerobic digestion and match the blowers to required levels. Further monitoring of the system will also help control the dissolved oxygen levels and blower controls.
3. Large Bubble Aeration Mixing: Large bubble aerators are more efficient than the existing jet aerators in both energy consumption and Standard Oxygen Transfer Efficiency.

Energy Efficiency Measures

Estimated Savings
\$1,584 per month
\$19,008 per year

Estimated Net Savings (NPV)
\$204,490
 over project lifetime

Simple Payback Period
5.98 Years

Energy Efficiency Measures

| Measures | kWh Savings | kW Savings | Annual Cost Savings | Gross Project Cost |
|--|----------------|------------|---------------------|--------------------|
| Install 2 Blowers and Variable Speed Drives | 74,348 | 2.9 | \$8,768 | \$50,000 |
| Initiate Ammonia Based Aeration Control; Install Monitoring Control System | 29,386 | 0.00 | \$3,466 | \$16,344 |
| Install large Bubble Mixing | 29,387 | 0.00 | \$3,466 | \$48,000 |
| TOTALS | 133,121 | 2.9 | \$15,700 | \$114,344 |

SoCalREN's Revolving Savings Fund (RSF)

The SoCalREN Revolving Savings Fund (RSF) supports energy efficiency upgrades of public agency facilities by providing the financing your agency needs to make your project a reality. Loans can provide upfront construction financing to enable your project to move forward today, unlocking energy cost savings now. The repayment term for RSF is up to five years and the 1% service fee is waived for applications submitted before 12/31/2021



Contact your SoCalREN Project Manager to determine if your project qualifies for RLF and receive preliminary approval.

Submit your RLF application with SoCalREN support to receive formal approval.

Receive an offer-to-finance letter and obtain governing board approval.

Receive funding following governing board approval and signing of loan agreement.

Install your energy efficiency project

Obtain utility rebates/incentives, On-Bill Financing (OBF), or other permanent funding

Repay loan with one-time service fee so the cycle can continue!

Learn more at socalren.com/RLF

Cash Flow Analysis

| RSF Loan Principal | Admin Fee Rate | Admin Fee Amount | Loan Term (Years) |
|--------------------|----------------|------------------|-------------------|
| \$114,344 | 1% | WAIVED* | 5 |

| Year | Financing | Est. Utility Savings | Est. Maintenance Savings | Total Cash Inflows | Est. RSF Loan Payment | Total Cash Outflows | Net Cash Flows |
|--------------|------------------|----------------------|--------------------------|--------------------|-----------------------|---------------------|------------------|
| 0 | \$114,344 | | | \$114,344 | | (\$114,344) | \$0 |
| 1 | \$0 | \$16,328 | | \$19,758 | (\$22,869) | \$0 | (\$3,110) |
| 2 | \$0 | \$16,981 | \$3,430 | \$20,549 | (\$22,869) | \$0 | (\$2,320) |
| 3 | | \$17,660 | \$3,568 | \$21,371 | (\$22,869) | \$0 | (\$1,498) |
| 4 | | \$18,367 | \$3,710 | \$22,225 | (\$22,869) | \$0 | (\$643) |
| 5 | | \$19,101 | \$3,859 | \$23,114 | (\$22,869) | \$0 | \$246 |
| 6 | | \$19,866 | \$4,013 | \$24,039 | \$0 | \$0 | \$24,039 |
| 7 | | \$20,660 | \$4,174 | \$25,001 | \$0 | \$0 | \$25,001 |
| 8 | | \$21,487 | \$4,340 | \$26,001 | \$0 | \$0 | \$26,001 |
| 9 | | \$22,346 | \$4,514 | \$27,041 | \$0 | \$0 | \$27,041 |
| 10 | | \$23,240 | \$4,695 | \$28,122 | \$0 | \$0 | \$28,122 |
| 11 | | \$24,169 | \$4,882 | \$29,247 | \$0 | \$0 | \$29,247 |
| 12 | | \$25,136 | \$5,078 | \$30,417 | \$0 | \$0 | \$30,417 |
| 13 | | \$26,142 | \$5,281 | \$31,634 | \$0 | \$0 | \$31,634 |
| 14 | | \$27,187 | \$5,492 | \$32,899 | \$0 | \$0 | \$32,899 |
| 15 | | \$28,275 | \$5,712 | \$34,215 | \$0 | \$0 | \$34,215 |
| Total | \$114,344 | \$326,945 | \$68,687 | \$509,976 | (\$114,344) | (\$114,344) | \$281,288 |

*1% RSF Admin Fee waived through the end of 2021

**all values are Not in Present Value

What's Next?

- Project Approval - Oct. 2021
- Finalize Scope of Work - Nov. 2021
- RSF Application - Dec. 2021
- Construction Start - May 2022



Thank you!

Kyle Kriete | kkriete@energycoalition.org

Pam Bold | bold@highsierraenergy.org

socalren.org | @SoCalREN

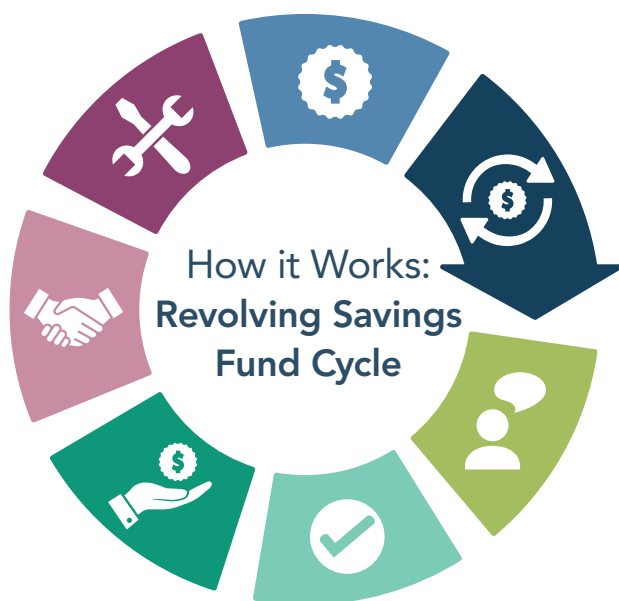
Apply for SoCalREN's 0% Interest Revolving Savings Fund Today!

Benefits

- ✓ **0% interest rate:** no interest payments over the life of the loan
- ✓ **Easy process:** simple application, efficient processing, and allocation of funds by check within 2 weeks of executing the loan agreement make Revolving Savings funding an easy "yes"
- ✓ **A proven model:** revolving funds have been used effectively nationwide, so you can rest assured this innovative approach is viable for your agency
- ✓ **SoCalREN support:** the Revolving Savings Fund is part of a suite of customizable services, including project management, incentive application, procurement, and other support SoCalREN provides for enrolled agencies

How It Works

The SoCalREN Revolving Savings Fund (RSF) supports energy efficiency upgrades of public agency facilities by providing the financing your agency needs to make your project a reality. Loans can provide upfront construction financing to enable your project to move forward today, unlocking energy cost savings now. The repayment term for RSF is up to five years and for a limited time, the 1% service fee is waived for eligible agencies. Speak with a SoCalREN Project Manager to determine your eligibility.



Contact your SoCalREN Project Manager to determine if your project qualifies for RSF.

Submit your RSF application with SoCalREN support to receive formal approval and reserve funds.

Receive a loan offer letter and obtain governing board approval.

Receive funding following governing board approval and signing of loan agreement.

Install your energy efficiency project.

Obtain utility rebates/incentives, On-Bill Financing (OBF), if applicable.

Repay loan with one-time service fee so the cycle can continue!

Email us at info@socalren.com or visit socalren.org/RSF to get started!



Frequently Asked Questions

What are the requirements to apply for the Revolving Savings Fund?

To be eligible for the Revolving Savings Fund, your agency must be enrolled in the SoCalREN Public Agency Programs. The governing board of your agency must also authorize the borrowing of funds for the efficiency improvements by signing a Loan Agreement. Upon RSF application approval, SoCalREN provides a Loan Offer Letter and a Loan Agreement that states the not-to-exceed loan amount and terms of repayment to facilitate the process.

What is the interest rate?

SoCalREN's RSF offers a 0% interest rate.

Why do you charge a service fee?

The Revolving Savings Fund includes a 1% service fee due upon repayment of the loan (e.g. a \$100,000 loan has a \$1,000 service fee). This fee helps maintain the fund and ensure other enrolled agencies are able to use the fund for their future energy efficiency projects. *This service fee is waived for a limited time for eligible agencies. Speak with a SoCalREN Project Manager to determine eligibility.

When are funds disbursed?

Funds are disbursed by check within 2 weeks of executing the loan agreement.

What are the repayment terms?

The repayment term is up to five years with no penalty for early payment. There is no repayment schedule for loans under \$500,000 and loans over \$500,000 have a repayment schedule of up to ten semi-annual payments over five years (every six months) starting at the loan agreement date depending on the repayment schedule. Agencies are expected to repay the total amount received through utility incentives and OBF within 90 days of receipt of those payments from the utilities. Agencies that do not complete repayment of the full loan within 90 days of the five year term will be subject to a 3% late payment charge.

How is RSF unique compared to other zero-percent or low-interest energy loans?

Funds are disbursed by check within 2 weeks of executing the loan agreement. Loan amounts are not dependent on utility incentives. Additional paperwork, such as reimbursement invoices or proof of payment, are not required. Also, no post-project implementation documentation is required, relieving your agency from investing additional time and resources after funds are disbursed.

How many loans can my agency take out at one time?

Agencies may take out multiple RSF loans with a maximum of one loan per project. To maximize the number of energy efficiency projects funded, no single agency will take more than 50% of the original seed capital to fund one or multiple projects.

How do I apply? Applying is easy—just complete a simple application form with the support of your SoCalREN Project Manager. The application includes project data, basic financial information and estimated energy savings. Once you apply, SoCalREN will provide your agency with an offer to finance that includes the amount approved for and other terms and conditions. You can also let SoCalREN know about your interest today by filling out an [interest form](#) so your Project Manager can follow-up with additional details.