

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING
MONDAY, NOVEMBER 7, 2022
5:00 P.M.
154 SOUTH LANDING ROAD
CROWLEY LAKE, CALIFORNIA**

AGENDA

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

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

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

- 4. PRESENTATIONS**
 - A. RDN – Rate Study

- 5. CONSENT AGENDA**
 - A. Financial Reports
 1. Consideration & Approval of Disbursements List
 - a. Disbursements and Checks
 - B. Review & Acceptance of Monthly Financial Reports
 1. Account Balances – All Funds
 2. Budget Report: YTD Actual to Budget Report –October 2022
 3. Southern California Edison Report
 4. Equipment Use Hours Report
 - C. Approval of Minutes
 1. Minutes of the Regular Board Meeting of October 11, 2022

- 6. SEWER FACILITIES UPDATE - GENERAL UPDATE**
 - A. General Report on Status of Facilities, Operational Stability

- 7. NEW BUSINESS**
 - A. Amendment Workwear and PPE Policy

- 8. OLD BUSINESS**
 - A. RDN – Rate Study
 - B. Easements
 - C. Board Vacancy

9. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

10. BOARD MEMBER COMMENTS/REPORTS

11. ANNOUNCEMENTS

A. Regular Board Meeting: December 13, 2022 at 5 p.m.

12. ADJOURNMENT

****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.

10:39 AM

HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS

11/04/22

Accrual Basis

October 13 through November 7, 2022

Type	Date	Num	Name	Memo	Amount
Oct 13 - 15, 22					
Bill Pmt -...	10/13/2022		FRONTIER COMMUNICATIONS	ACCOUNT 760-935-9192-041613-5	-43.01
Bill Pmt -...	10/13/2022		SCE Plant	Sept 1 to Oct 2	-2,563.23
Bill Pmt -...	10/13/2022		SCE Pump Station	Sept 1 to Oct 2	-822.66
Bill Pmt -...	10/13/2022		VERIZON WIRELESS		-178.26
Liability C...	10/13/2022		QuickBooks Payroll Service	Created by Payroll Service on 10/12/2022	-4,434.59
Paycheck	10/14/2022	DD12...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	10/14/2022	DD12...	CZESCHIN, WILLIAM	Direct Deposit	0.00
Oct 13 - 15, 22					-8,041.75
Week of Oct 16, 22					
Bill Pmt -...	10/21/2022		PERS 457 Contributions	PPE 10/14/2022	-84.61
Bill Pmt -...	10/21/2022		PERS Retirement	PPE 10/14/2022	-362.97
Bill Pmt -...	10/21/2022		PERS Health Insurance	November 2022	-2,131.28
Week of Oct 16, 22					-2,578.86
Week of Oct 23, 22					
Liability C...	10/27/2022		QuickBooks Payroll Service	Created by Payroll Service on 10/26/2022	-4,387.52
Paycheck	10/28/2022	DD12...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	10/28/2022	DD12...	CZESCHIN, WILLIAM	Direct Deposit	0.00
Bill Pmt -...	10/28/2022		PERS 457 Contributions	PPE 10/28/2022	-84.61
Bill Pmt -...	10/28/2022		PERS Retirement	PPE 10/28/2022	-362.97
Week of Oct 23, 22					-4,835.10
Week of Oct 30, 22					
Paycheck	11/01/2022	8375	Hatter, Jason T		-907.50
Liability C...	11/03/2022	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 733492478	-22.65
Liability C...	11/03/2022	E-pay	EFTPS	94-2834850 QB Tracking # 733503478	-2,104.66
Liability C...	11/03/2022	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 733515478	-722.59
Week of Oct 30, 22					-3,757.40
Nov 6 - 7, 22					
Paycheck	11/06/2022	DD12...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	11/06/2022	DD12...	ADAMSON, CYNTHIA R	Direct Deposit	0.00
Paycheck	11/06/2022	DD12...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	11/06/2022	DD12...	HIGERD, GARRETT	Direct Deposit	0.00
Paycheck	11/06/2022	DD12...	SHIPLEY, STEVE H	Direct Deposit	0.00
Liability C...	11/07/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/03/2022	-1,201.50
Bill Pmt -...	11/07/2022	8376	BARTKIEWICZ, KRONICK & S...	Audit Response - 2021-2022 Audit	-150.00
Bill Pmt -...	11/07/2022	8377	CSDA	Membership - 2023	-2,006.00
Bill Pmt -...	11/07/2022	8378	MARK PAVLOVICH	ESCROW OVERPAYMENT - OCT 202...	-42.55
Bill Pmt -...	11/07/2022	8379	MONO COUNTY DEPT. OF PU...	Sludge Ticket 47596 Account 401	-193.14
Bill Pmt -...	11/07/2022	8380	Robert D Niehaus, Inc.	INVOICE 9063 RATE STUDY	-1,185.00
Bill Pmt -...	11/07/2022	8381	UMPQUA BANK	October 2022	-694.07
Bill Pmt -...	11/07/2022	8382	USA BLUE BOOK	INVOICE 148483	-187.39
Bill Pmt -...	11/07/2022	8383	W D Czeschin	Medical Reimbursement	-405.00
Bill Pmt -...	11/07/2022	8384	Windsor Czeschin_	Medical Reimbursment	-215.00
Bill Pmt -...	11/07/2022	8385	Ziplocal	Telephone Directory Annual 085841-22...	-240.00
Nov 6 - 7, 22					-6,519.65
TOTAL					-25,732.76

Hilton Creek Community Services District Sewer Funds Account Balances As Of October 31, 2022					
	Previous				10/31/2022
Account	Balance	Credits	Debits	Adjustments	Balance
**Bank of America	39,059.23	25,332.11	(40,024.01)	-	24,367.33
Sewer Fund Use Fees & Expenses		21,399.22	(38,595.73)		
Cancelled / Return/ Fin. Chg Other		193.33			<i>Emp Tax Refund</i>
County Inv. Pool Transfer		-	-		
LAIF Transfers					
Capital Reserve Transfer		-	-		
Connection Fees					
County Loan Transfer					
Availability Fees		350.00			
Juniper Deposits/Expenses		3,323.20	(1,428.28)		
Juniper Drive Transfers		-	-		
Admin / Late Fees		66.36			
Capital Reserve	52,900.15	0.45	-	-	52,900.60
Connection & Availability Fees					
Transfers					
Interest		0.45			
LAIF	4,985.95	16.97	-	-	5,002.92
Checking Transfers					No Change
Interest		16.97			
Other					
Other					
County Investment Pool	360,642.76	9,091.58	-	-	369,734.34
Checking Transfers					No Change
LAIF Transfers					
Interest					
Unsec. Property Tax		9,091.58			9/30/2022
Secure Property Tax					
Other					
Unitary Property Tax					
Delinquent Accounts Collection					
Total**	457,588.09	34,441.11	(40,024.01)	-	452,005.19

** Balance Owed to Juniper Fund (405.03)
Total with Juniper Drive Oweing 451,600.16

COUNTY INVESTMENT POOL HOLDINGS - REMAINS WITHIN INVEMENT POOL					
HOLDINGS	35,092.80	-	-	-	
Capital Reserves Holding	17,546.40				<i>Net Prop Tax</i>
Emergency Reserves Holdings	17,546.40				<i>FY 2021-2022</i>
Other Holdings					

Juniper Drive Special Zone of Benefit Funds

**As Of
October 31, 2022**

	Previous	Credits	Debits	Adjustments	10/31/2022 Balance
Bank of America	101,280.23	1,069.30	-	-	102,349.53
Juniper Drive Fees Collected		1,069.30			
Juniper Drive Expenses					
LAIF	4,658.71	15.85	-	-	4,674.56
Interest		15.85			<i>No Change</i>
Other					
County Investment Pool	311,460.71	-	-	-	311,460.71
Checking Transfers					<i>No Change</i>
Interest					
Other					
Total**	417,399.65	1,085.15	-	-	418,484.80

** Balance Owed to Juniper Fund 405.03
Total with Balance Owing to Sewer Fund 418,889.83

Juniper Drive Wash					
Fwd	JD Fees Coll	JD Checks	JD Paid	SF Paid	SF Owes JD
	(1,489.89)	3,323.20	(1,428.28)		405.03

Funds collected / paid in Sewer Fund

**Prior Month Adjustment - Board Payroll*

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of November 2, 2022

11/02/22

Accrual Basis

	Nov 2, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · 1 Bank of America-Checking	23,459.83
12000 · 3 B of America-Capital Reserve	52,900.60
13000 · 4 Mono Co Treasury Inv. Pool	369,734.34
14000 · 5 LAIF	
General Sewer Fund	4,957.36
14000 · 5 LAIF - Other	45.56
Total 14000 · 5 LAIF	<u>5,002.92</u>
Total Checking/Savings	451,097.69
Accounts Receivable	
Accounts receivable	
ADMIN FEE - DELINQUENT ACCOUNTS	-30.00
AVAILABILITY FEES	404.69
SEWER USE FEES	
Finance Charge	317.87
SEWER USE FEES - Other	-63.14
Total SEWER USE FEES	<u>254.73</u>
Total Accounts receivable	629.42
SEWER CONNECTION FEE	-221.24
Total Accounts Receivable	408.18
Other Current Assets	
Allowance for uncollectibles	-255.07
Total Other Current Assets	<u>-255.07</u>
Total Current Assets	451,250.80
Fixed Assets	
Property, Plant & Equipment	
Equipment	3,104,881.53
Facilities Improvements	78,028.37
Other Equipment	21,391.22
Vehicles	16,500.00
Property, Plant & Equipment - Other	53,625.00
Total Property, Plant & Equipment	<u>3,274,426.12</u>
Total Fixed Assets	3,274,426.12
Other Assets	
Accumulated depreciation	-2,815,165.35
Total Other Assets	<u>-2,815,165.35</u>
TOTAL ASSETS	<u><u>910,511.57</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	-268.25
Total Accounts Payable	-268.25
Other Current Liabilities	
Accounts payable	876.86
17000 · Juniper Dr SZB Clearing Acct	405.03

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of November 2, 2022

11/02/22

Accrual Basis

	Nov 2, 22
2100 · Payroll Liabilities	
457 Employee Cont	4,335.73
457 Employer Contributions	3,265.72
B Retirement - EE Cont	2,738.19
Retirement - Employer	1,145.46
2100 · Payroll Liabilities - Other	2,978.56
Total 2100 · Payroll Liabilities	14,463.66
2110 · Direct Deposit Liabilities	156.05
Total Other Current Liabilities	15,901.60
Total Current Liabilities	15,633.35
Long Term Liabilities	
PENSION LIABILITIES	
Def inflows of resources-actuar	27,747.00
Def outflows of resources-actua	-33,679.00
Deferred outflows-contributions	-7,176.00
Net Pension Liability	259,339.00
Total PENSION LIABILITIES	246,231.00
Total Long Term Liabilities	246,231.00
Total Liabilities	261,864.35
Equity	
Capital Improvement Reserve	44,223.06
1110 · Retained Earnings	664,941.84
Net Income	-60,517.68
Total Equity	648,647.22
TOTAL LIABILITIES & EQUITY	910,511.57

HILTON CREEK COMMUNITY SERVICES DISTRICT

All Sewer Fund Transaction Detail Report

October 2022

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Paycheck	10/01/2022	8363	Hatter, Jason T		10000 · 1 Bank o...	162	-SPLIT-		907.50
Deposit	10/01/2022			Deposit	10000 · 1 Bank o...		1499 · Undepo...	110.62	
Liability Check	10/03/2022	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		19.45
Liability Check	10/03/2022	E-pay	EFTPS	94-2834850 Q...	10000 · 1 Bank o...		-SPLIT-		2,847.88
Liability Check	10/03/2022	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		1,074.81
Deposit	10/03/2022			Deposit	10000 · 1 Bank o...		1499 · Undepo...	110.62	
Bill Pmt -Check	10/04/2022		MAMMOTH DISPO...	ACCOUNT 40...	10000 · 1 Bank o...		20000 · *Accou...		197.77
Deposit	10/05/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	221.24	
Deposit	10/05/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	3,207.98	
Deposit	10/05/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	3,279.69	
Deposit	10/05/2022			Deposit	10000 · 1 Bank o...		1499 · Undepo...	161.92	
Bill Pmt -Check	10/07/2022		Bank of America	Check Proce...	10000 · 1 Bank o...		20000 · *Accou...		15.00
Deposit	10/09/2022			Deposit	10000 · 1 Bank o...		1499 · Undepo...	110.62	
Deposit	10/09/2022			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Paycheck	10/11/2022	8367	HAFNER, KEITH		10000 · 1 Bank o...	162	-SPLIT-		2,801.48
Paycheck	10/11/2022	8368	Hatter, Jason T		10000 · 1 Bank o...	162	-SPLIT-		77.56
Check	10/11/2022	8365	ACCOUNTANT	VOID: VOID ...	10000 · 1 Bank o...		8010 · Other E...	0.00	
Check	10/11/2022	8366	ACCOUNTANT	VOID: VOID ...	10000 · 1 Bank o...		6550 · Office E...	0.00	
Paycheck	10/11/2022	DD1237	ADAMSON, CYNTH...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	10/11/2022	DD1238	CONNOLLY, ISABE...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	10/11/2022	DD1239	CZESCHIN, WINDS...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	10/11/2022	DD1240	HIGERD, GARRETT	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	10/11/2022	DD1241	SHIPLEY, STEVE H	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Bill Pmt -Check	10/11/2022	8369	BABCOCK LABOR...	ACCOUNT 48...	10000 · 1 Bank o...		20000 · *Accou...		529.18
Bill Pmt -Check	10/11/2022	8370	INFOSEND, INC	September 20...	10000 · 1 Bank o...		20000 · *Accou...		341.88
Bill Pmt -Check	10/11/2022	8371	MCWD	CUSTOMER ...	10000 · 1 Bank o...		20000 · *Accou...		90.00
Bill Pmt -Check	10/11/2022	8372	MOUNTAIN MEAD...	MMH2011800...	10000 · 1 Bank o...		20000 · *Accou...		195.00
Bill Pmt -Check	10/11/2022	8373	SANCON TECHNO...	INVOICE 27996	10000 · 1 Bank o...		20000 · *Accou...		11,740.00
Bill Pmt -Check	10/11/2022	8374	UMPQUA BANK	September 20...	10000 · 1 Bank o...		20000 · *Accou...		2,217.29
Liability Check	10/12/2022		QuickBooks Payroll ...	Created by P...	10000 · 1 Bank o...		2110 · Direct D...		1,292.70
Deposit	10/12/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	5,197.05	
Bill Pmt -Check	10/13/2022		FRONTIER COMM...	ACCOUNT 76...	10000 · 1 Bank o...		20000 · *Accou...		43.01
Bill Pmt -Check	10/13/2022		SCE Plant	Sept 1 to Oct 2	10000 · 1 Bank o...		20000 · *Accou...		2,563.23
Bill Pmt -Check	10/13/2022		SCE Pump Station	Sept 1 to Oct 2	10000 · 1 Bank o...		20000 · *Accou...		822.66
Bill Pmt -Check	10/13/2022		VERIZON WIRELESS		10000 · 1 Bank o...		20000 · *Accou...		178.26
Liability Check	10/13/2022		QuickBooks Payroll ...	Created by P...	10000 · 1 Bank o...		2110 · Direct D...		4,434.59
Deposit	10/13/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	884.96	
Deposit	10/13/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	2,212.40	
Deposit	10/13/2022		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	1,815.08	
Deposit	10/13/2022		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	85.10	
Deposit	10/13/2022			Deposit	10000 · 1 Bank o...		1499 · Undepo...	290.00	
Deposit	10/13/2022		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	85.10	
Deposit	10/13/2022			Deposit	10000 · 1 Bank o...		1499 · Undepo...	60.00	
Deposit	10/13/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	331.86	
Deposit	10/13/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	110.62	
Deposit	10/13/2022		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	196.84	
Paycheck	10/14/2022	DD1242	BEATTY, LORINDA A	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	10/14/2022	DD1243	CZESCHIN, WILLIAM	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Deposit	10/15/2022			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	

HILTON CREEK COMMUNITY SERVICES DISTRICT All Sewer Fund Transaction Detail Report October 2022

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Deposit	10/20/2022			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	10/21/2022		DEPOSIT	Refund 12/31/...	10000 · 1 Bank o...		6210 · Payroll ...	193.33	
Deposit	10/21/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	165.93	
Deposit	10/21/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	1,338.50	
Deposit	10/21/2022		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	281.94	
Deposit	10/21/2022			Deposit	10000 · 1 Bank o...		1499 · Undepo...	110.72	
Bill Pmt -Check	10/21/2022		PERS 457 Contributi...	PPE 10/14/20...	10000 · 1 Bank o...		20000 · *Accou...		84.61
Bill Pmt -Check	10/21/2022		PERS Retirement	PPE 10/14/20...	10000 · 1 Bank o...		20000 · *Accou...		362.97
Bill Pmt -Check	10/21/2022		VERIZON WIRELESS	DISTRICT PH...	10000 · 1 Bank o...		20000 · *Accou...		178.26
Bill Pmt -Check	10/21/2022		PERS Health Insura...	November 2022	10000 · 1 Bank o...		20000 · *Accou...		2,131.28
Deposit	10/24/2022		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	98.42	
Deposit	10/24/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	165.93	
Liability Check	10/27/2022		QuickBooks Payroll ...	Created by P...	10000 · 1 Bank o...		2110 · Direct D...		4,387.52
Paycheck	10/28/2022	DD1244	BEATTY, LORINDA A	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	10/28/2022	DD1245	CZESCHIN, WILLIAM	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Bill Pmt -Check	10/28/2022		FRONTIER COMM...		10000 · 1 Bank o...		20000 · *Accou...		42.54
Bill Pmt -Check	10/28/2022		PERS 457 Contributi...	PPE 10/28/20...	10000 · 1 Bank o...		20000 · *Accou...		84.61
Bill Pmt -Check	10/28/2022		PERS Retirement	PPE 10/28/20...	10000 · 1 Bank o...		20000 · *Accou...		362.97
Deposit	10/31/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	1,172.57	
Deposit	10/31/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	2,074.56	
Deposit	10/31/2022		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	760.72	
Deposit	10/31/2022			Deposit	10000 · 1 Bank o...		-SPLIT-	331.86	
TOTAL								25,332.11	40,024.01

HILTON CREEK COMMUNITY SERVICES DISTRICT
Juniper Drive Clearing Account Monthly Detail Report
October 2022

11/02/22

Accrual Basis

Type	Date	Name	Memo	Class	Debit	Credit
Bill	10/11/2022	INFOSEND, INC	10% Septemb...	164	34.19	
Bill	10/11/2022	UMPQUA BANK	10% Fuel	164	32.89	
Bill	10/11/2022	UMPQUA BANK	10% Office S...	164	24.80	
General Journal	10/11/2022		Total 10% CA...	164	28.33	
General Journal	10/11/2022		Total 10% IC ...	164	28.33	
General Journal	10/11/2022		Total 10% W...	164	28.33	
General Journal	10/11/2022		Total 10% GH...	164	28.33	
General Journal	10/11/2022		Total 10% SS...	164	28.33	
Bill	10/13/2022	PERS Retirement	10% ER CON...	164	20.12	
Bill	10/13/2022	PERS 457 Contributi...	10% PPE 10/...	164	8.46	
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6012003 HA...	164		196.84
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6014012 PE...	164		196.84
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6012014 MC...	164		196.84
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6019007 HA...	164		196.84
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6020017 DA...	164		196.84
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6020016-001...	164		85.10
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6013012 MA...	164		196.84
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6014001 MU...	164		267.00
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6017029 LK...	164		196.84
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6017026 LK...	164		85.10
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6015014 PA...	164		85.10
Bill	10/13/2022	MARK PAVLOVICH	ESCROW OV...	164	42.55	
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6017031 CA...	164		42.55
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6017031-001...	164		42.55
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6013019 CA...	164		98.42
Deposit	10/13/2022	JUNIPER DRIVE FE...	J6013019-001...	164		98.42
General Journal	10/14/2022		10% GROSS ...	164	231.04	
General Journal	10/14/2022		10% GROSS ...	164	46.24	
General Journal	10/14/2022		10% GROSS ...	164		
General Journal	10/14/2022		10% GROSS ...	164	146.30	
General Journal	10/14/2022		10% GROSS ...	164	8.46	
Bill	10/19/2022	VERIZON WIRELESS	10% DISTRIC...	164	17.83	
Deposit	10/21/2022	JUNIPER DRIVE FE...	J6020006 FO...	164		85.10
Deposit	10/21/2022	JUNIPER DRIVE FE...	J6020003 FO...	164		196.84
Deposit	10/24/2022	JUNIPER DRIVE FE...	J6014008 MIL...	164		98.42
Bill	10/26/2022	PERS Health Insura...	10% Health Ins	164	182.92	
Bill	10/26/2022	PERS Health Insura...	10% Health Ins	164	30.21	
General Journal	10/28/2022		10% GROSS ...	164	231.04	
General Journal	10/28/2022		10% GROSS ...	164	46.24	
General Journal	10/28/2022		10% GROSS ...	164		
General Journal	10/28/2022		10% GROSS ...	164	146.30	
General Journal	10/28/2022		10% GROSS ...	164	8.46	
Bill	10/28/2022	PERS Retirement	10% ER CON...	164	20.12	
Bill	10/28/2022	PERS 457 Contributi...	10%	164	8.46	
Deposit	10/31/2022	JUNIPER DRIVE FE...	J6013020 NO...	164		196.84
Deposit	10/31/2022	JUNIPER DRIVE FE...	J6013015 NO...	164		85.10
Deposit	10/31/2022	JUNIPER DRIVE FE...	J6013016 NO...	164		85.10
Deposit	10/31/2022	JUNIPER DRIVE FE...	J6016004 SHI...	164		196.84

11:09 AM

11/02/22

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
Juniper Drive Clearing Account Monthly Detail Report
October 2022

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Debit</u>	<u>Credit</u>
Deposit	10/31/2022	JUNIPER DRIVE FE...	J6017017 GIL...	164		196.84
TOTAL					<u>1,428.28</u>	<u>3,323.20</u>

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Balance Sheet

11/02/22

As of October 31, 2022

Accrual Basis

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	102,349.53
102 - LAIF	4,674.56
Mono County Treasury Inv. Pool	<u>311,460.71</u>
Total Checking/Savings	418,484.80
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
121 - FINANCE CHARGES	874.51
122 - MAINTENANCE FEES	<u>1,504.74</u>
Total 120 - ACCOUNTS RECEIVABLE	<u>2,379.25</u>
Total Accounts Receivable	2,379.25
Other Current Assets	
JDSZB Wash Account	<u>405.03</u>
Total Other Current Assets	<u>405.03</u>
Total Current Assets	<u>421,269.08</u>
TOTAL ASSETS	<u>421,269.08</u>
LIABILITIES & EQUITY	
Equity	
32000 · 304 - Retained Earnings	413,350.63
Net Income	<u>7,918.45</u>
Total Equity	<u>421,269.08</u>
TOTAL LIABILITIES & EQUITY	<u>421,269.08</u>

11:52 AM

11/02/22

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Transactions By Month
October 2022

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Clr</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
Oct 22							
Deposit	10/13/2022	Deposit	101 - Checking - B o...	X	-SPLIT-	281.94	
Deposit	10/19/2022	Deposit	101 - Checking - B o...	X	-SPLIT-	590.52	
Deposit	10/21/2022	Deposit	101 - Checking - B o...	X	12000 · Undep...	196.84	
Oct 22						<u>1,069.30</u>	<u>0.00</u>

11:51 AM

11/02/22

Accrual Basis

JUNIPER DRIVE WASH ACCCOUNT Transactions By Month October 2022

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Oct 22									
General Journal	10/11/2022	LB FY...		Infosend - Cu...	JDSZB Wash Account		64900 · 507 - ...		34.19
General Journal	10/11/2022	LB FY...		10% CA Gros...	JDSZB Wash Account		-SPLIT-		28.33
General Journal	10/11/2022	LB FY...		10% IC Gross...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	10/11/2022	LB FY...		10% WC Gro...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	10/11/2022	LB FY...		10% GH Gros...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	10/11/2022	LB FY...		10% SS Gros...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	10/11/2022	LB FY...		CC Fuel	JDSZB Wash Account		-SPLIT-		32.89
General Journal	10/11/2022	LB FY...		CC Office Exp...	JDSZB Wash Account		JDSZB Wash ...		24.80
Deposit	10/13/2022			Deposit	JDSZB Wash Account		-SPLIT-	1,815.08	
Deposit	10/13/2022			Deposit	JDSZB Wash Account		12000 · Undep...	85.10	
General Journal	10/13/2022	LB FY...		REFUND ES...	JDSZB Wash Account		122 - MAINTEN...		42.55
Deposit	10/13/2022			Deposit	JDSZB Wash Account		-SPLIT-	85.10	
Deposit	10/13/2022			Deposit	JDSZB Wash Account		-SPLIT-	196.84	
General Journal	10/14/2022	LB FY...		10% Gross L...	JDSZB Wash Account		-SPLIT-		146.30
General Journal	10/14/2022	LB FY...		10% ADD CO...	JDSZB Wash Account		JDSZB Wash ...		8.46
General Journal	10/14/2022	LB FY...		10% GROSS ...	JDSZB Wash Account		-SPLIT-		231.04
General Journal	10/14/2022	LB FY...		10% ADD RE...	JDSZB Wash Account		JDSZB Wash ...		46.24
General Journal	10/14/2022	LB FY...		100% JUNIP...	JDSZB Wash Account		JDSZB Wash ...	0.00	
General Journal	10/14/2022	LB FY...		10% 457 EM...	JDSZB Wash Account		JDSZB Wash ...	0.00	
General Journal	10/14/2022	LB FY...		10% ER CON...	JDSZB Wash Account		JDSZB Wash ...	0.00	
General Journal	10/14/2022	LB FY...		10% Retireme...	JDSZB Wash Account		-SPLIT-		20.12
General Journal	10/14/2022	LB FY...		10% 457 PPE...	JDSZB Wash Account		JDSZB Wash ...		8.46
General Journal	10/19/2022	LB FY...		Verizon	JDSZB Wash Account		68100 · 515 - T...		17.83
Deposit	10/21/2022			Deposit	JDSZB Wash Account		-SPLIT-	281.94	
Deposit	10/24/2022			Deposit	JDSZB Wash Account		12000 · Undep...	98.42	
General Journal	10/26/2022	LB FY...		Health Insura...	JDSZB Wash Account		-SPLIT-		182.92
General Journal	10/26/2022	LB FY...		Health Insura...	JDSZB Wash Account		JDSZB Wash ...		30.21
General Journal	10/28/2022	LB FY...		10% Gross L...	JDSZB Wash Account		-SPLIT-		146.30
General Journal	10/28/2022	LB FY...		10% ADD CO...	JDSZB Wash Account		JDSZB Wash ...		8.46
General Journal	10/28/2022	LB FY...		10% GROSS ...	JDSZB Wash Account		-SPLIT-		231.04
General Journal	10/28/2022	LB FY...		10% ADD RE...	JDSZB Wash Account		JDSZB Wash ...		46.24
General Journal	10/28/2022	LB FY...		100% JUNIP...	JDSZB Wash Account		JDSZB Wash ...	0.00	
General Journal	10/28/2022	LB FY...		10% 457 EM...	JDSZB Wash Account		JDSZB Wash ...	0.00	
General Journal	10/28/2022	LB FY...		10% ER CON...	JDSZB Wash Account		JDSZB Wash ...	0.00	
General Journal	10/28/2022	LB FY...		10% Retireme...	JDSZB Wash Account		-SPLIT-		20.12
General Journal	10/28/2022	LB FY...		10% 457 PPE...	JDSZB Wash Account		JDSZB Wash ...		8.46
Deposit	10/31/2022			Deposit	JDSZB Wash Account		-SPLIT-	760.72	
Oct 22								3,323.20	1,428.28

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

11/02/22

October 2022

Accrual Basis

	Oct 22
Ordinary Income/Expense	
Income	
4010 · Fees	
Availability Fees	350.00
Use Fees	6,783.21
Total 4010 · Fees	7,133.21
Total Income	7,133.21
Gross Profit	7,133.21
Expense	
6003 · Depreciation Expense	7,500.00
6100 · Employee Benefits	
A Medical Reimb - Board	0.00
A Medical Reimb - Employee	0.00
B Health Insurance	
6104 · C Health Insurance - OIT	1,646.30
6105 · D Health Insurance - Retired	271.85
Total B Health Insurance	1,918.15
C Retirement	
A Retirement - ER Contribution	0.00
B Retirement - EE Contributions	
6111 · Retirement EE Cont - OIT	323.46
Total B Retirement - EE Contributions	323.46
6108 · Retirement ER Cont - OIT	362.24
Total C Retirement	685.70
E 457 Employer Cont	
6115 · 457 Employer Cont - OIT	152.30
Total E 457 Employer Cont	152.30
F Additional Compensation	
6116 · Add Compensation - Director	825.00
6117 · Add Compensation - Secretary	152.30
Total F Additional Compensation	977.30
Total 6100 · Employee Benefits	3,733.45
6200 · Payroll Expenses	
6201 · Gross Payroll-Board of Director	450.00
6203 · Gross Payroll OIT/Maint Tech	
Overtime 1.5 OIT Tech	1,299.76
6203 · Gross Payroll OIT/Maint Tech - Other	5,391.04
Total 6203 · Gross Payroll OIT/Maint Tech	6,690.80
6204 · Gross Payroll - Chief Plant Op	3,412.50
6205 · Gross Payroll - Per Diem	1,085.00
6206 · Gross Payroll-Secretary	2,633.40
6210 · Payroll Taxes	626.65
Total 6200 · Payroll Expenses	14,898.35
6500 · Operations Administration	
6557 · Telephone	
6557B · Telephone - Cell	160.43
6557C · Telephone - Fire Alarm	43.01
Total 6557 · Telephone	203.44
Total 6500 · Operations Administration	203.44

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

11/02/22

October 2022

Accrual Basis

	Oct 22
6550 · Office Expenses	
6550A · Bank Service Charges	15.00
6550C · Website / Advert./ Pub Notice	187.20
6550D · Statement Production - AR	307.69
6550E · Postage/Shipping - Lab Testing	163.47
6550G · Office Communication- Not Phone	36.00
6550 · Office Expenses - Other	0.00
Total 6550 · Office Expenses	709.36
6600 · Repairs & Maintenance	
6601 · A Automobile Expense	
6601A · Fuel	296.01
Total 6601 · A Automobile Expense	296.01
6603 · Lab Testing	808.17
6604 · Plant - General / Misc	328.09
6605 · Tools & Equipment - Non Capital	1,157.61
6609 · Sewer Lines- General Maint	
6609B · Vactor and TV Sewer Lines	11,740.00
Total 6609 · Sewer Lines- General Maint	11,740.00
6611 · U Utilities	
6611 A · Water	195.00
6611 B · SCE - Plant	2,563.23
6611 C · SCE - Pump Station	822.66
Total 6611 · U Utilities	3,580.89
Total 6600 · Repairs & Maintenance	17,910.77
Total Expense	44,955.37
Net Ordinary Income	-37,822.16
Other Income/Expense	
Other Income	
Interest Income	17.42
Total Other Income	17.42
Other Expense	
8010 · Other Expenses	0.00
Total Other Expense	0.00
Net Other Income	17.42
Net Income	-37,804.74

HILTON CREEK COMMUNITY SERVICES District
Proposed Preliminary Budget FY 2022 2023
October 31, 2022

REVENUE	SEWER Budget	September	October	Year To Date	Over (Under)	% used of Budget	Goal 0.3333	Over
		0.2500	0.3333					
General Operating Revenue:								
Property Taxes Transferred to Operations	155,000.00			-	(155,000.00)	0%	-33%	
Sewer Operation & Maintenance Revenue:								
Sewer Use Fees Collected	340,000.00	37,529.70	21,343.91	125,279.41	(214,720.59)	37%	4% OVER	
Sewer Capital Improvement Revenue: Moved								
Investment Revenue								
Interest on Investments	0.00		16.97	26.29	26.29			
Transfer From Reserves	0.00			-	(0.00)			
Transfer From Other Funds	0.00			-	(0.00)			
Other Revenu	0.00		193.33		(0.00)			
Late Charges	0.00		66.36	623.48	623.48			
<i>Carry Over Rate Study Funds FY 2021-2023</i>	<i>16,827.44</i>							
TOTAL REVENUES	511,827.44	37,529.70	21,360.88	125,929.18	(369,694.30)	0.37	(0.30)	-
EXPENSES								
ADMINISTRATION EXPENSES								
Administration Fee	500.00			-	(500.00)	0%	-33%	
***Mono Invest. Pool Wash - Delinquent Accts.	0.00			-	(0.00)	0%	-33%	
***Depreciation Expense (Book Entry Only)	90,000.00	7,500.00	7,500.00	30,000.00	(60,000.00)	33%	0%	
SUBTOTAL	90,500.00	7,500.00	7,500.00	30,000.00	(60,500.00)	0.33	(0.67)	-

	SEWER Budget	September	October	Year To Date	Over	% used	Goal
Estimated EMPLOYEE BENEFITS							
Medical Reimbursement - Director (5)	10,109.05			1,468.31	(8,640.74)	15%	-19%
Medical Reimbursement - GM	1,800.00			-	(1,800.00)	0%	-33%
Medical Reimbursement - OIT	3,600.00						
Medical Reimbursement - Secretary	3,641.76	416.90					
Health Insurance (1) General Manager	22,000.00				(22,000.00)	0%	-33%
Health Insurance (1) Base Rate OIT	22,000.00	1,646.30	1,646.30	8,230.18	(13,769.82)	37%	4% OVER
Health Insurance - Retired (2)	3,700.00	271.85	271.85	1,358.36	(2,341.64)	37%	3% OVER
Retirement Benefits - Employer Contributions GM	7,300.00			-	(7,300.00)	0%	-33%
Retirement Benefits - Employer Contributions OIT	6,000.00	543.36	362.24	1,701.36	(4,298.64)	28%	-5%
*** Retirement Benefits - Employee Contributions GM	7,000.00			-			
***Retirement Benefits - Employee Contributions OIT	4,600.00	485.19	323.46	1,519.07			
***457 - Employee Contributions	0.00			-	(0.00)	0%	-33%
457 Employer Contributions GM	2,200.00			-	(2,200.00)	0%	-33%
457 Employer Contributions OIT	2,200.00	313.06	152.30	770.08	(1,429.92)	35%	2%
Add Compensation - Directors	11,000.00	825.00	825.00	3,300.15	(7,699.85)	30%	-3%
Add Compensation - Secretary	2,200.00	228.45	152.30	685.47	(1,514.53)	31%	-2%
SUBTOTAL	109,350.81	4,730.11	3,733.45	19,032.98	(72,995.14)	2.13	(1.87) -
PAYROLL							
Salaries & Employee Benefits:							
Director's Gross Salary							
+ \$3,000 Special Meetings if they occur	9,000.00	270.00	450.00	1,170.00	(7,830.00)	13%	-20%
General Manager Salary	96,740.00			-	(96,740.00)	0%	-33%
OIT	64,800.00	9,843.15	6,690.80	29,067.47	(35,732.53)	45%	12% OVER
Chief Plant Operator - Part Time	30,000.00	4,550.00	3,412.50	11,375.00	(18,625.00)	38%	5% OVER
Perdiem	25,000.00	1,000.00	1,085.00	4,085.00	(20,915.00)	16%	-17%
Secretarial Gross Salary Part Time	40,500.00	3,950.10	2,633.40	13,854.15	(26,645.85)	34%	1% OVER
Payroll Taxes	25,680.00	1,053.39	626.65	3,477.24	(22,202.76)	14%	-20%
SUBTOTAL	291,720.00	20,666.64	14,898.35	63,028.86	(228,691.14)	1.60	(0.73) -

	SEWER Budget	September	October	Year To Date	Over	% used	Goal
OPERATIONS							
Liability Insurance	8,400.00			7,553.49	(846.51)	90%	57%
Worker's Comp Insurance	6,300.00	1,928.93		7,509.75	1,209.75	119%	86%
PERS Unfunded Liability	23,000.00			19,798.20	(3,201.80)	86%	53%
Accounting	8,500.00			-	(8,500.00)	0%	-33%
Rate Study (Carry - Over FY 2021-2022)	16,827.54	2,380.00		2,380.00	(14,447.54)	14%	-19%
Dues & Subscriptions	2,889.00			930.00	(1,959.00)	32%	-1%
Travel -Non Litigation	963.00			-	(963.00)	0%	-33%
License and Fees	30,000.00			-	(30,000.00)	0%	-33%
Educational Expenses	9,000.00			-	(9,000.00)	0%	-33%
Telephone	2,800.00	229.64	203.44	662.72	(2,137.28)	24%	-10%
Office Expenses	8,667.00	1,187.63	709.36	2,853.61	(5,813.39)	33%	0%
Contingency	14,671.92			-	(14,671.92)	0%	-33%
SUBTOTAL	132,018.46	5,726.20	912.80	41,687.77	(90,330.69)	3.98	(0.02) -
REPAIRS & MAINTENANCE							
Auto Expenses	5,000.00	365.54	296.01	1,153.27	(3,846.73)	23%	-10%
Contract Services	5,000.00			-	(5,000.00)	0%	-33%
Lab Testing	6,420.00	276.55	808.17	1,872.54	(4,547.46)	29%	-4%
Plant - General Repairs & Maintenance	15,000.00	184.62	328.09	686.36	(14,313.64)	5%	-29%
Tools & Equipment - Non Capital	20,000.00		1,157.61		(20,000.00)	0%	-33%
SCADA	15,000.00				(15,000.00)	0%	-33%
Plant - Pond Maintenance	5,350.00			-	(5,350.00)	0%	-33%
Plant - Sludge Removal	11,000.00	189.44		505.42	(10,494.58)	5%	-29%
Sewer Lines - General Maintenance	25,000.00		11,740.00	11,740.00	(13,260.00)	47%	14% OVER
Supplies	900.00			-	(900.00)	0%	-33%
Water	780.00		195.00	195.00	(585.00)	25%	-8%
SCE - Plant	18,190.00	2,525.43	2,563.23	7,213.74	(10,976.26)	40%	6% OVER
SCE - Pump Station	7,490.00	758.52	822.66	2,319.13	(5,170.87)	31%	-2%
Snow Removal (10%)	2,500.00	1,250.00		1,250.00	(1,250.00)	50%	17% OVER
Heavy Equipment - Snow Removal Plant	5,000.00				(5,000.00)	0%	-33%
Heavy Equipment - Non-snow Removal	5,000.00			-	(5,000.00)	0%	-33%
Repairs & Maintenance Contingency	318.05				(318.05)	0%	-33%
SUBTOTAL	147,948.05	5,550.10	17,910.77	26,935.46	(121,012.59)	18%	-15%
Debt - So Cal Ren - In Capital							
SUBTOTAL ALL EXPENSES	771,537.32	44,173.05	44,955.37	180,685.07	(573,529.56)	23%	-10%
LESS ADJUSTMENTS							
***Non-Budget Items Expense	101,600.00	7,985.19	7,823.46	31,519.07	(70,080.93)	31%	-2%
**** Vacant GM Position	130,040.00	-	-	-	(130,040.00)	0%	-33%
*****10% Juniper Drive Cost Sharing	28,069.78			-	(28,069.78)	0%	-33%
TOTAL ADJUSTED EXPENSES	511,827.54	36,187.86	37,131.91	150,740.51	(345,338.85)	29%	-4%
Year to Date Available Revenue				125,929.18			
Year to Date Expenses				150,740.51			
Net Available Revenue				(24,811.33)			

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

11/02/22

Profit & Loss

Accrual Basis

October 2022

	Oct 22
Ordinary Income/Expense	
Income	
400 - REVENUE	
401 - Maintenance Fees	409.59
Total 400 - REVENUE	409.59
Total Income	409.59
Gross Profit	409.59
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-A - Retirement	40.24
504-AA-457 Employer Contributio	16.92
504-B - Health Insurance	213.13
Total 504 - Employee Benefits	270.29
64900 · 507 - Office Expense	58.99
66000 · 508 - Payroll Expenses	
508-B - Gross Payroll - Sec.	292.60
508 D - 10% Director Gross	141.65
Additional Compensation	16.92
Gross Salary - OIT/Maint Tech	554.56
OIT OVERTIME	0.00
Total 66000 · 508 - Payroll Expenses	1,005.73
67200 · 511 - Repairs and Maintenance	
60200 · 514- Automobile Expense	32.89
Total 67200 · 511 - Repairs and Maintenance	32.89
68100 · 515 - Telephone Expense	17.83
Total 500- OPERATING EXPENSES	1,385.73
Total Expense	1,385.73
Net Ordinary Income	-976.14
Other Income/Expense	
Other Income	
600 - OTHER INCOME	
601- Interest Income	15.85
Total 600 - OTHER INCOME	15.85
Total Other Income	15.85
Net Other Income	15.85
Net Income	-960.29

**JUNIPER DRIVE
PROPOSED BUDGET FISCAL YEAR 2022/2023
October 31, 2022**

REVENUE	BUDGET	September	October	2022/2023	Over (Under)	%	Goal %
		Month 3	Month 4	Year to Date	{+ or -}	Rec	0.33333
Road Maintenance Revenue:							
Maintenance Fees Collected	50,000.00	7,772.22	1,069.30	18,123.00	(31,877.00)	36%	3% OVER
Maintenance Fees Collected Through Sewer Fund	35,000.00	2,125.28	3,323.20	10,805.64	(24,194.36)	31%	-2%
Combined Maintenance Fees Collected	85,000.00	9,897.50	4,392.50	28,928.64	(56,071.36)	34%	1% OVER
Interest - LAIF	15.00		15.85	24.55	9.55	164%	130% OVER
Interest - County Investment Pool	3,300.00			-	(3,300.00)	0%	-33%
Transfer From Reserves	0.00			-	(0.00)	0%	-33%
Late Fees	0.00			-	(0.00)	0%	-33%
TOTAL REVENUES	173,315.00	9,897.50	4,408.35	28,953.19	(115,433.17)	17%	17% OVER
EXPENSES							
ADMINISTRATION EXPENSES							
Administration Fee	50.00			-	(50.00)	0%	-33%
SUBTOTAL	50.00	-	-	-	(50.00)	0%	0%
EMPLOYEE BENEFITS							
Medical Reimbursement - Director	1,010.91			163.14	(847.77)	16%	-17%
Medical Reimbursement - Employee	180.00	46.32		46.32	(133.68)	26%	-8%
Health Insurance - Base	2,200.00	182.92	182.92	914.46	(1,285.54)	42%	8% OVER
Health Insurance - Retired	370.00	30.21	30.21	150.95	(219.05)	41%	7% OVER
Retirement Benefits - Employer Contributions	600.00	60.36	40.24	189.01	(410.99)	32%	-2%
457 Employer Contributions	220.00	25.38	16.92	76.16	(143.84)	35%	1% OVER
Sec Additional Compensation	220.00	25.38	16.92	76.16	(143.84)	35%	1% OVER
SUBTOTAL:	4,800.91	370.57	287.21	1,616.20	(3,184.71)	34%	0% OVER
PAYROLL							
Salaries & Employee Benefits:							
Director's Gross Salary	900.00	121.65	141.65	548.32	(351.68)	61%	28% OVER
Manager Gross Salary	0.00			-	(0.00)	0%	-33%
OIT Gross Salary	6,480.00	831.84	554.56	2,367.27	(4,112.73)	37%	3% OVER
Secretarial Gross Salary	4,050.00	438.90	292.60	1,274.35	(2,775.65)	31%	-2%
SUBTOTAL	11,430.00	1,392.39	988.81	4,189.94	(7,240.06)	37%	37% OVER
OPERATIONS							
Liability Insurance	840.00			839.28	(0.72)	100%	67% OVER
Worker's Comp Insurance	630.00	214.33		834.42	204.42	132%	99% OVER
PERS Unfunded Liability	2,300.00			2,199.80	(100.20)	96%	62% OVER
Accounting	850.00			-	(850.00)	0%	-33%
Dues & Subscriptions	288.90			70.00	(218.90)	24%	-9%
Travel -Non Litigation	96.30			-	(96.30)	0%	-33%
License and Fees	0.00			-	(0.00)	0%	-33%
Office Expenses	8,667.00	207.20	58.99	458.32	(8,208.68)	5%	-28%
Educational Expenses	900.00			-	(900.00)	0%	-33%
Telephone	280.00	20.75	17.83	80.04	(199.96)	29%	-5%
Contingency	21,117.99			-	(21,117.99)	0%	-33%
SUBTOTAL	35,970.19	442.28	76.82	4,481.86	(31,488.33)	12%	-21%
REPAIRS & MAINTENANCE							
Auto Expenses	500.00	40.61	32.89	168.13	(331.87)	34%	0% OVER
Contract Services	500.00			-	(500.00)	0%	-33%
Snow Removal Contract	22,500.00			-	(22,500.00)	0%	-33%
Snow Removal Beyond Contract	10,000.00	11,250.00		11,250.00	1,250.00	113%	79% OVER
Supplies	0.00			-	(0.00)	0%	-33%
Repairs & Maintenance	50,000.00			-	(50,000.00)	0%	-33%
Transfer to Juniper Drive Investment Account	45,000.00			-	(45,000.00)	0%	-33%
SUBTOTAL:	128,500.00	11,290.61	32.89	11,418.13	(117,081.87)	9%	9% OVER
Debt Service:							
TOTAL EXPENSES	180,751.10	13,495.85	1,385.73	21,706.13	(159,044.97)	12%	12% OVER
Year to Date Available Revenue				28,953.19			
Year to Date Expenses				21,706.13			
Net Available Revenue				7,247.06			

HILTON CREEK COMMUNITY SERVICES DISTRICT

Capital Reserve Transaction Detail Report

July through October 2022

Type	Date	Memo	Account	Split	Debit	Credit
Jul 22						
Deposit	07/31/2022	July 2022	12000 · 3 B of Ameri...	Interest Receiv...	0.45	
Jul 22					0.45	0.00
Aug 22						
Deposit	08/31/2022	August 2022	12000 · 3 B of Ameri...	Interest Income	0.45	
Aug 22					0.45	0.00
Sep 22						
Deposit	09/30/2022	September 20...	12000 · 3 B of Ameri...	Interest Income	0.43	
Sep 22					0.43	0.00
Oct 22						
Deposit	10/31/2022	October 2022	12000 · 3 B of Ameri...	Interest Income	0.45	
Oct 22					0.45	0.00
TOTAL					1.78	0.00

HILTON CREEK COMMUNITY SERVICES District
Capital Improvement Budget FY 2022 2023
Monday, October 31, 2022

REVENUE	October 0.3333	Year To Date
General Capital Reserve Funds		
Balance FWD	52,898.82	-
Sewer Connection Fees	14,686.00	-
Availability Fees	1,050.00	380.00
Sewer Connection Inspection Fees	100.00	-
Investment Interest	0.45	1.78
<i>Potential Reserves Allocation</i>	-	17,456.40
<i>Transfer from Other Funds</i>	0.00	-
TOTAL REVENUES	68,734.82	17,838.18
EXPENSES		
Capital Improvement Projects - 5 Year Plan		
Clarifier 2 Parts (Paid in FY 2021/2022 Budget)		
Clarifier 2 - Labor	20,000.00	-
Clarifier 1 Parts	50,000.00	-
Clarifier 1 Labor	22,000.00	-
Aeration Blowers = Oxygen **	91,806.00	-
Drying Beds / Sludge Dewatering	150,000.00	
Emergency Generator - Plant	150,000.00	
Sewer Lines Camera	15,000.00	-
District Vehicle	75,000.00	-
Capital Purchases - Failed Equipment	0.00	-
Capital Off Road Vehicle - Manhole Access	0.00	-
	0.00	-
	0.00	-
	0.00	-
	0.00	-
	0.00	-
	0.00	-
	0.00	-
SUBTOTAL	573,806.00	-

DEFICIT (505,071.18)

**Pendng TXF from General Fund*

***Updated 10/14/2022*

HCCSD Mono County Investment Pool

Profit & Loss

July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Ordinary Income/Expense	
Income	
TAX REVENUE	
Unsecure Property Tax	9,091.58
Total TAX REVENUE	<u>9,091.58</u>
Total Income	9,091.58
Expense	
Transfer	
Pension Transfer	21,998.00
Total Transfer	<u>21,998.00</u>
Total Expense	<u>21,998.00</u>
Net Ordinary Income	<u>-12,906.42</u>
Net Income	<u><u>-12,906.42</u></u>

HCCSD Mono County Investment Pool

Balance Sheet

As of November 2, 2022

	Nov 2, 22
ASSETS	
Current Assets	
Checking/Savings	
Mono County Investment Pool	681,195.05
Total Checking/Savings	681,195.05
Total Current Assets	681,195.05
TOTAL ASSETS	681,195.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
LOANS	
MONO COUNTY LOAN	-96,368.27
Total LOANS	-96,368.27
Total Other Current Liabilities	-96,368.27
Total Current Liabilities	-96,368.27
Total Liabilities	-96,368.27
Equity	
Owners Equity	790,469.74
Net Income	-12,906.42
Total Equity	777,563.32
TOTAL LIABILITIES & EQUITY	681,195.05

HILTON CREEK COMMUNITY SERVICES DISTRICT
County Investment Pool Activity Detail Report
 July through October 2022

Type	Date	Name	Memo	Split	Debit	Credit
Jul 22						
Transfer	07/20/2022		Funds Transf...	10000 · 1 Bank...		21,998.00
Check	07/31/2022			8010 · Other E...		145.95
Jul 22					0.00	22,143.95
Aug 22						
Aug 22						
Sep 22						
Deposit	09/30/2022		Unsecured F...	Mono County T...	9,091.58	
Sep 22					9,091.58	0.00
Oct 22						
Oct 22						
TOTAL					9,091.58	22,143.95

12:10 PM

11/02/22

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
LAIF Fiscal Year Transaction Detail Report
July 2022 through June 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
Deposit	07/31/2022		June 2022	14000 · 5 LAIF	Interest Income	9.32	
Deposit	10/31/2022		September 20...	14000 · 5 LAIF	Interest Income	16.97	
TOTAL						26.29	0.00

11:57 AM

11/02/22

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
LAIF Transactions Fiscal Year 2020/2021
July 2022 through June 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
Jul '22 - Jun 23							
Deposit	07/31/2022		Fourth Quart...	102 - LAIF	601- Interest In...	8.70	
Deposit	10/31/2022		First Quarter ...	102 - LAIF	601- Interest In...	15.85	
Jul '22 - Jun 23						<u>24.55</u>	<u>0.00</u>

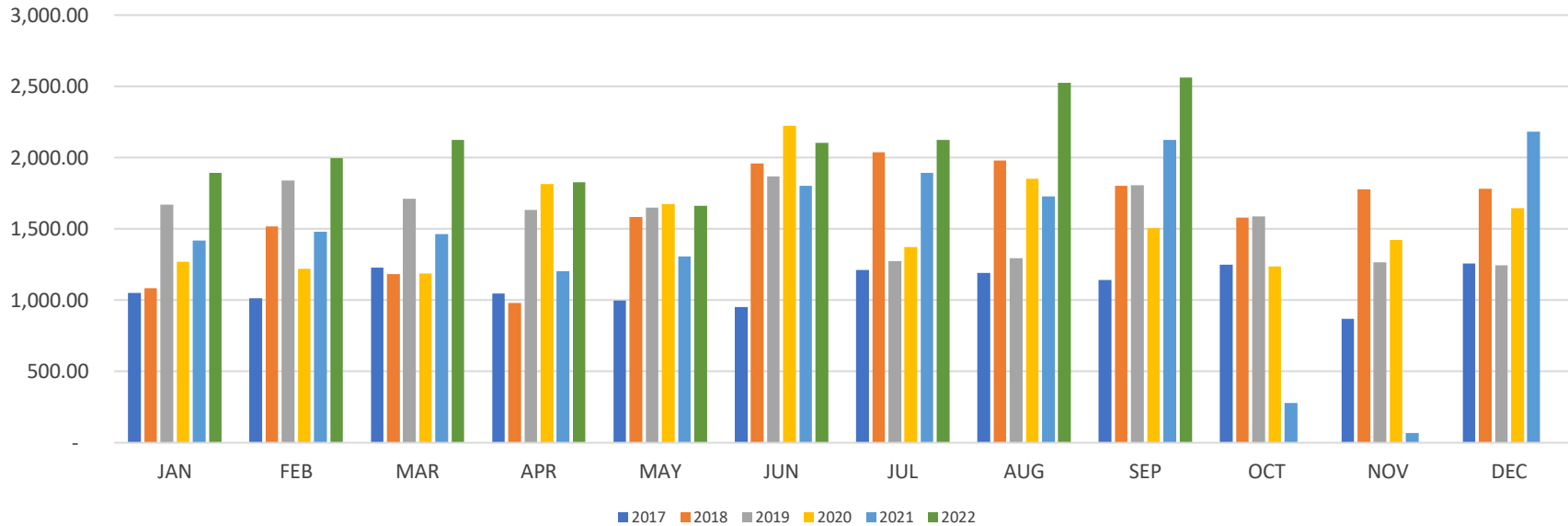
HILTON CREEK COMMUNITY SERVICES DISTRICT
Revenue Report FY 2022 2023
September 30, 2022

REVENUE	September	October	Year To Date
	Jul & Aug	Jul & Aug	
	0.2500	0.3333	
Investment Pool Revenue			
Property Taxes Recorded in County Investment Pool	9,091.58		9,355.43
Interest Received - Hilton Creek			1,386.04
Interest Received - Juniper Drive			
Funds Transferred from Hilton Creek			
Funds Transferred from Juniper Drive			
Funds Transferred From Capital			
Total Property Tax Revenue	9,091.58	-	10,741.47
Property Tax Admin Fee			-
Property Taxes Transferred to Operations			-
Property Taxes Transferred to Capital			-
Property Taxes Transferred to Juniper			-
Delinquent Account Payments TXF to Operations			
Total Outgoing	-	-	-
Net Investment Pool Revenue	9,091.58	-	10,741.47
Sewer Operation & Maintenance Revenue:			
Previous Month's Outstanding (Even Month's Only)		10,630.93	
Sewer Use Fees Billed	48,957.97	6,783.21	121,916.18
Late & Admin Fees Charges Billed	315.71	241.21	1,026.80
Other Charges Billed	-		0.00
Total Charged	49,273.68	17,655.35	152,472.33
Sewer Fees Collected	38,327.04	21,399.22	125,965.79
Late & Admin Fees Collected	74.50	66.36	320.07
Other Collections		543.33	543.33
*Total Collected	38,401.54	22,008.91	126,829.19
Less Prepaid	(3,740.82)	(5,928.52)	(15,859.15)
Total Net Collections	34,660.72	16,080.39	110,970.04
Outstanding Collections Sewer Use Fees	10,630.93	(14,616.01)	(4,049.61)
Outstanding Collections - Late & Admin Fees	241.21	174.85	
Percent Collected	70%	91%	73%
<i>*Payment associated with Invoice Date</i>			
Juniper Drive Revenue			
Previous Month's Outstanding (Even Month's Only)		4,462.52	
Road Maintenance Fees Billed	14,360.02	452.14	29,268.80
Late Fees Charges	185.63	185.63	587.74
Other Charges			0.00
Total Charged	14,545.65	5,100.29	39,992.60
Road Maintenance Fees Collected	9,897.50	4,392.50	28,790.86
Late Fees Collected		-	19.68
Other Collections			-
*Total Collected	9,897.50	4,392.50	28,810.54
Less Prepaid	-	(537.24)	(1,064.40)
Total Net Collections	9,897.50	3,855.26	27,746.14
Juniper Outstanding Road Maintenance Fees	4,462.52	(3,940.36)	477.94
Outstanding Collections - Late & Admin Fees	185.63	185.63	
Percent Collected	68%	76%	69%
<i>*Payment associated with Invoice Date</i>			

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	279.15	68.30	2,181.00
2022	1,891.71	1,994.83	2,124.45	1,826.94	1,662.05	2,105.34	2,125.08	2,525.43	2,563.23			

SCE Plant Electric Costs
2017 - Present



Plant Electric Use Comparison							PEAK HOURS PLANT			
	FY 2021-2022		FY 2022-2023		Difference		ON PEAK	MID PEAK	OFF PEAK	SPR OFF
	Kwh	Cost	Kwh	Cost	Kwh	Cost	0.17577	0.16564	0.09806	
JUL	12273	1893.58	10406	2125.08	-1867	231.50	1566	594	8246	
AUG	10795	1730.03	13062	2525.43	2267	795.40	1974	751	10337	
SEP	13723	2126.50	13448	2563.23	-275	436.73	1834	994	10311	309
OCT	147	279.15			-147	-279.15				
NOV	0	68.30			0	-68.30				
DEC	15856	2181.00			-15856	-2181.00				
JAN	13176	1891.71			-13176	-1891.71				
FEB	13468	1994.83			-13468	-1994.83				
MAR	13261	2124.45			-13261	-2124.45				
APR	11343	1826.94			-11343	-1826.94				
MAY	10910	1662.05			-10910	-1662.05				
JUN	11240	2105.34			-11240	-2105.34				

Pump Station Use Comparison							PEAK HOURS PUMP			
	FY 2021-2022		FY 2022-2023		Difference		ON PEAK	MID PEAK	OFF PEAK	SPR OFF
	Kwh	Cost	Kwh	Cost	Kwh	Cost				
JUL	2981	711.62	2751	737.95	-230	26.33	486	186	2079	
AUG	2564	648.03	2762	758.52	198	110.49	496	191	2075	
SEP	2996	648.56	3098	822.66	102	174.10	502	289	2232	75
OCT	3025	527.98			-3025	-527.98				
NOV	3504	676.60			-3504	-676.60				
DEC	3930	647.94			-3930	-647.94				
JAN	3580	739.73			-3580	-739.73				
FEB	3543	609.58			-3543	-609.58				
MAR	3555	686.59			-3555	-686.59				
APR	3382	632.47			-3382	-632.47				
MAY	3156	754.20			-3156	-754.20				
JUN	3306	822.91			-3306	-822.91				

SUMMER COST PERIODS (June 1 to Sept 30)

PEAK	WEEKDAYS	WEEKENDS & HOLIDAYS
ON	4-9 PM	
MID		4-9PM
OFF	12 AM - 4 PM 9 PM - 12 AM	12 AM TO 4 PM 9 PM - 12 AM

WINTER COST PERIODS (Oct 1 to May 31)

PEAK	WEEKDAYS	WEEKENDS & HOLIDAYS
MID	4-9 PM	4-9 PM
OFF	12 AM - 8 AM 9 PM - 12 AM	12 AM TO 8 AM 9 PM - 12 AM
SUPER OFF	8 AM-4PM	8 AM-4PM

Fiscal Year Summary
 July 1, 2022 to June 30, 2023
 Equipment Use

	Sewer		Juniper		Total	
	Hours	Cost	Hours	Cost	Hours	Cost
July	5.50	677.25	-	-	5.50	677.25
August	-	-	-	-	-	-
September	5.00	378.00	-	-	5.00	378.00
October	10.00	1,021.13	-	-	10.00	1,021.13
November	-	-	-	-	-	-
December*	-	-	-	-	-	-
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
Fiscal Year Total	20.50	2,076.38	-	-	20.50	2,076.38

Notes:

Contact Agreement = \$25,000 for 60 hours of work. After 60 hours, hourly rates apply
 60 hour criteria met in December

Juniper Drive to be reimbursed for any costs over \$2,500 within the 60 hour limit

Snow Activity

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

Minutes

- 1. Steve Shipley called the meeting to order at 5:00 p.m.**

A. ROLL CALL

Members Present:	Cindy Adamson, Isabel Connolly, Windsor Czeschin, and Garrett Higerd
Members Absent:	Steve Shipley
Staff Present:	Lorinda Beatty, Billy Czeschin and Keith Hafner
Guests:	David Richman, Devin Preston, Ken Gregory and Anthony Elowsky of RDN

- 2. ADDITIONS TO AGENDA – None**

- 3. PUBLIC COMMENT- None**

- 4. PRESENTATIONS**

A. RDN – Rate Study

Mr. Anthony Elowsky of RDN presented two different rate options for sewer use fees. The first option was an overall raise in rates and the second option was to include some debt financing to reduce the initial impact of the rate increase. Included in the presentation was a 10-year projection for account growth. Considering Operations and Maintenance, Capital Improvement Plan, Potential Debt Service and Revenue, the District will need to increase rates as there is not enough revenue to meet current demands.

RDN utilized industry standard data from the State Water Resources Control Board data to establish an average flow, strength of suspended solids and bio-oxygen and are within the ranges used by wastewater used across the state. RDN suggests a maximum rate increase of 65% over the next 5 years for either option.

It was the consensus of the Board that debt financing would be too much for current staff to manage. Mr. Higerd suggested instead that the Board consider a loan from the Mono County Investment Fund in lieu of issuing a bond if additional funds are needed.

Mr. Elowsky added that the options presented represent a maximum that the Board can raise rates and regardless of which option they choose the Board can continue to seek other options to reduce rates during the 5-year period.

Public Comments: Mr. Richman asked if the community center would be considered commercial? Additionally, Mr. Richman inquired about the operating budget and capital improvement project assumptions. There were no other public comments.

Mr. Higerd added that he would be interested in looking at scenarios that delay the capital improvement projects if possible. Additionally, Mr. Higerd stated that the figures also included three months of operating expenses and 20% of the current asset value into capital reserve. Respectively these amounts are approximately \$145,000 and \$644,000 for reserve targets.

Mr. Richman asked if the second position is necessary as the past employees did not need to be at the plant full time. Mr. Higerd added that maintenance had been deferred in the past and now needs full time attention. Mr. Hafner also added that in the past, many projects were deferred because the projects require two people.

5. CONSENT AGENDA

A. Financial Reports

1. Consideration & Approval of Disbursements List

B. Review Acceptance of Monthly Financial Reports

1. Account Balances – All Funds
2. Budget Report: YTD Actual to Budget Report August 2022
3. Southern California Edison Report
4. Equipment Use Hours

C. Approval of Minutes

1. Minutes of the Regular Board Meeting of August 9, 2022

Motion: To accept the Consent Agenda as presented.

Moved by Ms. Czeschin, Second by Ms. Adamson

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

6. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE

A. General Manager Report on Status of Facilities and Operational

Mr. Hafner reported samples have been submitted and the plant has met or exceeded state regulations. BOD reduction was 97% with no violations and the third quarter report was submitted last week. The flow meter was calibrated on October 3.

Mr. Czeschin reported that SanCom Technologies performed cleaning and video of some sewer lines. Expensive, but a lot of roots and large amounts sediment and rock were removed. Several areas were checked and there are some repairs that need to be made on Elderberry and Willow Brooke. During this process there were some easements that were blocked by tenants at the Crowley Lake RV park. A letter has been delivered to the trailer park and will be mailed to the tenants. It was noted that there are a few other easement locations that present potential access problems.

There was an alarm at the lift station, the problem was repaired and seems to be working for now.

7. NEW BUSINESS

A. LAFCO MSR Updates

Ms. Beatty advised the Board that the LAFCO MSR updates were submitted. Most of the information was obtained through our website.

B. Easement – Crowley Lake Drive

Mr. Czeschin advised the Board of a potential easement problem with power lines being installed along Crowley Lake Drive. There was some discrepancy between the planning department and an email that was sent to the parties involved. The Board and staff discussed the issue in depth. It was the consensus of the Board to permit SCE to move forward utilizing their survey.

Public comments included concerns about actual verification of the District's easement and if there are potential liabilities associated with that easement.

8. OLD BUSINESS

A. SoCalRen

Ms. Beatty presented the board with the loan documents and project commitment form to be signed. Ms. Beatty reminded the Board that signing the documents does not commit the District to the project and the District can change their minds if the project became something they would like to put off for now.

B. RDN Rate Study Update:

Questions and Discussion were addressed during the presentation.

C. Sierra Springs Easement – No Update

D. Audit – FY 2021-2022

Ms. Beatty provided the Board with the engagement letter for the fiscal year 2021-2022 audit.

E. Board Vacancy

Ms. Beatty updated the Board regarding information from the county Clerk Recorder stating that the Board can interview applicants and appoint a Board member. Ms. Beatty will be posting the Notice of Vacancy at the Crowley Lake General Store, Crowley Lake Library, Crowley Lake Community Center and the District Website on October 12, 2022 for a minimum of 15 days. The District would schedule a special meeting to interview applicants.

F. Board Meeting Dates – November and December 2022

Ms. Beatty advised the Board that the Regular Board Meeting for November 8, 2022 will conflict with election day. The Board decided to hold the meeting on November 7, 2022, location dependent upon the community center availability.

9. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS - None

10. BOARD MEMBER COMMENTS/REPORTS - None

11. ANNOUNCEMENTS

A. Special Board Meeting November 7, 2022, at 5:00 p.m. location to be announced.

12. ADJOURNMENT

Motion: To Adjourn to the October 11, 2022 Regular Board Meeting at 7:07 p.m.

Moved by Ms. Czeschin, Second by Ms. Adamson

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

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: LORINDA BEATTY
SUBJECT: AMEND WORKWEAR AND PPE POLICY
DATE: NOVEMBER 7, 2022

Attached is the current Workwear and Personal Protective Equipment District Policy.

Finance is requesting that reimbursement allowances be adjusted as follows due to inflation:

<u>Item</u>	<u>Current</u>	<u>Recommended</u>	<u>Frequency</u>
Work Shirt & Pants	\$100	\$150	Annually
Winter Accessories	\$ 50	\$100	Annually
Boots	\$200	\$275	Every Other Year
Winter	\$150	\$200	Every Other Year

REQUESTED ACTION: Approve amendments to the current Workwear and PPE Policy retroactive to July 1, 2022

Hilton Creek Community Services District

Workwear and PPE Policy

Purpose:

- A.) To define District-wide policy and practices for workwear to insure employees are safely equipped to work in a variety of environments and conditions.
- B.) To describe the responsibility and authority of all District employees involved in the procurement of workwear.

Policy:

- A.) Responsibility and Authority
 - 1.) HCCSD Board
 - a. Review expenditure reports
 - 2.) General Manger
 - a. Ensure District compliance with workwear and Personal Protective Equipment (PPE) policies
 - b. Determine proper workwear and PPE for district employees on a seasonal and per-job basis
 - c. Recommend and purchase workwear and PPE for district employees
 - d. Collect any agency property in the event of an employee leaving the agency
 - 3.) Secretary to the Board
 - a. Provide monthly expenditure reports to the HCCSD Board
 - b. Track and maintain records of receipts and invoices
 - c. Collect any agency property in the event of the General Manger leaving the agency
- B.) Ethics
 - 1.) Conflicts of interest – Employees, General Manager, and Board Members shall not participate in procurement decisions of workwear and PPE if:
 - a. The employee or member of the employee’s family has a financial interest in the purchase
 - b. A business or organization in which the employee or a member of the employee’s family has a financial interest is involved in the purchase
 - c. If it would appear to an objective outside observer a conflict exists
- C.) General Workwear
 - 1.) Work Boots
 - a. Requirements
 - i. Steel or composite safety toe
 - ii. Waterproof
 - b. Frequency of purchase and amount
 - i. Work boots will be purchased by the agency on an as needed basis, ideally not to exceed \$200 per year. Exceptions will be made for

abnormal wear due to unexpected work condition, (Ex. Contamination from chemicals or wastewater)

2.) Shirts and Pants

- a. Requirements
 - i. No excessive hazards posed by loose or improper fitted clothing, especially around moving machinery
- b. Frequency of purchase and amount
 - i. For a new employee, work shirts and pants will have a first-year allowance of \$500.00
 - ii. Following years allowance for work shirts and pants will be a maximum allowance of \$100.00 which is intended to replace worn items

3.) Winter Clothing

- a. Requirements
 - i. No excessive hazards posed by loose or improper fitted clothing, especially around moving machinery
- b. Frequency of purchase and amount
 - i. Winter Jacket
 - 1. A winter jacket will be purchased by the agency every other year and have a maximum allowance of \$150.00
 - ii. Winter accessories
 - 1. Winter accessories, which can be gloves, hats, etc., have an annual maximum allowance of \$50
 - iii. Rain Gear
 - 1. Class II or III reflective rain gear will be purchased as needed by the agency