

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, JUNE 8, 2021
5:00 P.M.
TELECONFERENCE (ZOOM)
AGENDA**

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

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

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

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

- 4. CONSENT AGENDA**
 - A. Financial Reports**
 1. Consideration & Approval of Disbursements List
 2. Disbursements and Checks Numbered 8176-8188
 3. One-signor Checks Numbered 8189-8193
 - B. Review & Acceptance of Monthly Financial Reports**
 1. Account Balances – All Funds
 2. Budget Report: YTD Actual to Budget Report
 3. Delinquent Accounts Report
 4. Southern California Edison Report
 - C. Approval of Minutes**
 1. Minutes of the Regular Board Meeting of May 11, 2021
 2. Minutes of the Special Board Meeting of June 2, 2021

- 5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
 - A. General Manager Report on Status of Facilities, Operational Stability
 1. SoCalRen Update

6. **NEW BUSINESS**
 - A. Delinquent Accounts Letter
7. **OLD BUSINESS**
 - A. Sierra Springs Easement Access Update
 - B. Request for Proposal – Sewer Rate Study
8. **NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**
9. **BOARD MEMBER COMMENTS/REPORTS**
10. **ANNOUNCEMENTS**
 - A. Regular Board Meeting: July 13, 2021 at 5:00 p.m. at the Crowley Lake Community Center – Subject to change if COVID-19 public gathering restrictions remain in place.
11. **CLOSED SESSION:**
 - A. Consider Legal Advice Presented in a Written Legal Opinion [1 Matter]
 - B. Conference Lagor Negotiations
(Gov Code Section 54957.6) *Unrepresented Employees:*
 1. General Manager
 2. Secretary of the Board / Finance Officer
12. **ADJOURNMENT**

TELECONFERENCE INFORMATION

As authorized by Governor Newsom’s Executive Order, N-29-20, dated March 17, 2020, the meeting will be held via teleconferencing with members of the Board attending from separate remote locations. This altered format is in observance of recent recommendations by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

Important Notice to the Public Regarding COVID-19

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

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

If you wish to make a comment on a specific agenda item before the meeting, please submit your comment via email by 5:00 p.m. on the day prior to the Board meeting. Please submit your comment to info@hiltoncreekcsd.com. All comments will be made a part of the

record. Please make sure to submit a separate email for each item that you wish to comment upon.

If you are watching the live stream of the Board meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, please submit your comment to info@hiltoncreekcsd.com. All comments will be made a part of the record. Please make sure to submit a separate email for each item that you wish to comment upon.

Documents and materials relating to an open session agenda item that are provided to the Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District Office, by arrangement, by calling the District Secretary at (760) 965-9696

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, then please contact Lorinda Beatty at (760) 965-9696. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

HILTON CREEK COMMUNITY SERVICES DISTRICT

CHECKS WRITTEN - ALL FUNDS

06/04/21

May 12 through June 8, 2021

Accrual Basis

Type	Date	Num	Name	Memo	Amount
May 12 - 15, 21					
Liability C...	05/13/2021		QuickBooks Payroll Service	Created by Payroll Service on 05/12/2021	-2,775.92
Paycheck	05/14/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	05/14/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
May 12 - 15, 21					-2,775.92
Week of May 16, 21					
Check	05/17/2021	Auto	FRONTIER COMMUNICATIONS	Alarm System	-42.32
Check	05/17/2021	Auto	SCE	04/05/2021 to 05/03/2021	-564.52
Check	05/17/2021	Auto	SCE	04/05/2021 to 05/03/2021	-1,205.59
Check	05/17/2021	Auto	PERS Health Insurance	May 2021	-857.12
Check	05/17/2021	Auto	PERS Retirement	PPE 05/14/2021	-446.53
Check	05/17/2021	Auto	PERS 457 Contributions	PPE 5/14/2021	-329.41
Check	05/17/2021	Enc	Encumbrance	Earmarked for SDRMA INSURANCE	-8,000.00
Check	05/18/2021	Auto	Intuit	ACH Payment Processing Fees	-267.00
Check	05/21/2021	Auto	VERIZON WIRELESS	District Phones	-125.47
Liability C...	05/21/2021	E-pay	EFTPS	94-2834850 QB Tracking # 1828229958	-2,780.00
Liability C...	05/21/2021	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 1828284958	-695.04
Liability C...	05/21/2021	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 1828315958	-26.17
Week of May 16, 21					-15,339.17
Week of May 23, 21					
Liability C...	05/26/2021	E-pay	EFTPS	94-2834850 QB Tracking # 2050229958	-3.76
Liability C...	05/27/2021		QuickBooks Payroll Service	Created by Payroll Service on 05/26/2021	-2,562.62
Paycheck	05/28/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	05/28/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Check	05/28/2021	Auto	PERS 457 Contributions	PPE 5/28/2021	-329.41
Check	05/28/2021	Auto	PERS Retirement	PPE 05/28/2021	-446.53
Week of May 23, 21					-3,342.32
Week of May 30, 21					
Bill Pmt -...	06/01/2021	8173	J.T. HATTER ELECTRIC	Contract Services Stand by - June 2021	-750.00
Check	06/03/2021	8184	6023035	6023035	-1,041.70
Check	06/04/2021	Auto	MAMMOTH DISPOSAL	Waste Connections	-165.38
Bill Pmt -...	06/04/2021	8176	BABCOCK LABORATORIES, INC.		-459.00
Bill Pmt -...	06/04/2021	8177	BARTKIEWICZ, KRONICK & SHAN...	File No. 8532.001	-140.00
Bill Pmt -...	06/04/2021	8178	BILLY CZESCHIN	Invoice 1210524157	-377.50
Bill Pmt -...	06/04/2021	8179	INFOSEND, INC	MAY 2021 Billing	-337.45
Bill Pmt -...	06/04/2021	8180	J.T. HATTER ELECTRIC	INVOICE 4629 MAY 7 & 8, 2021	-120.00
Bill Pmt -...	06/04/2021	8181	MAMMOTH COMMUNITY WATER ...	0010536	-151.74
Bill Pmt -...	06/04/2021	8182	The Grasshopper	Invoice 7258 - Sierra Springs Spill	-975.00
Bill Pmt -...	06/04/2021	8183	UMPQUA BANK	May 2021	-1,809.74
Week of May 30, 21					-6,327.51
Jun 6 - 8, 21					
Liability C...	06/07/2021		QuickBooks Payroll Service	Created by Payroll Service on 06/04/2021	-2,471.20
Paycheck	06/08/2021	DD10...	ADAMSON, CYNTHIA R	Direct Deposit	0.00
Paycheck	06/08/2021	DD10...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	06/08/2021	DD10...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	06/08/2021	DD10...	HIGERD, GARRETT	Direct Deposit	0.00
Paycheck	06/08/2021	DD10...	SHIPLEY, STEVE H	Direct Deposit	0.00
Check	06/08/2021	8185	6023005	6023005	-70.37
Check	06/08/2021	8186	6033003	6033003	-110.62
Jun 6 - 8, 21					-2,652.19
TOTAL					-30,437.11

1:43 PM

HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS

06/04/21

July 1, 2021

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill Pmt -...	07/01/2021	8187	SDRMA	Invoice 69882 Workers' Comp Insurance	-3,813.83
Bill Pmt -...	07/01/2021	8188	SDRMA	Invoice 70340	-12,529.37
Check	07/01/2021	TXF	Transfer	Liability and Workers Comp Ins FY 202...	16,343.20
TOTAL					0.00

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: LORINDA BEATTY
SUBJECT: ACCOUNT BALANCES REPORT
DATE: JUNE 8, 2021

Notable changes to Account Balances

Sewer Fund Checking – Bank of America **\$90,525.55**

Included in this amount is \$68,000 that remains in the checking account but earmarked in an Encumbrance Account (on the books) for specific future expenses. Eventually this money will be moved to an investment account or disbursed.

Capital Reserve **\$44,222.70**

No significant changes to the Capital Reserve Account

County Investment Pool – Combined **\$652,922.93**

Third Quarter Interest received was \$1,783.12: 53% or \$949.18 distributed to the Sewer Fund and 47% or \$833.94 distributed to the Juniper Drive Fund. Distribution is in accordance with current Investment Fund Allocation Policy. The funds were received on 3/31/2021; however not reported to HCCSD Until May 31, 2021

Third Quarter Tax Fund Interest received was 23.20: 100% distributed to Sewer Fund. Distribution in accordance with current Investment Fund Allocation Policy. The funds were received on 3/31/2021; however not reported to HCCSD Until May 31, 2021

Delinquent Accounts Tax Collection Total \$3,808.65 will be distributed in May

LAIF – Combined **\$9,599.84**

No change to the LAIF Fund

Juniper Drive Checking **\$51,717.57**

No significant changes to the Juniper Drive Checking Account,

REQUESTED ACTION: Information Only

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

	Previous				5/31/2021
Account	Balance	Credits	Debits	Adjustments	Balance
**Bank of America	72,820.72	44,463.78	(34,758.95)	(60,000.00)	22,525.55
Sewer Fund Use Fees & Expenses		40,005.00	(25,464.86)		
Cancelled / Return/ Other		90.00			
County Inv. Pool Transfer					
LAIF Transfers					
Capital Reserve Transfer		-			
Connection Fees		-	-		
County Loan Transfer					
Availability Fees		20.00	-		
Juniper Deposits/Expenses		4,348.78	(1,294.09)		
Juniper Drive Transfers					
Encumbrance			(8,000.00)	(60,000.00)	68,000.00
Capital Reserve	44,222.32	0.38	-	-	44,222.70
Connection & Availability Fees		-			
Transfers			-		
Interest		0.38			
LAIF	4,962.78	-	-	-	4,962.78
Checking Transfers					No Change
Interest					
Other					
Other					
County Investment Pool	348,626.26	972.38	(3,808.65)	-	345,789.99
Checking Transfers					
LAIF Transfers					
Interest		949.18			3Q Interest
Unsec. Property Tax					
Secure Property Tax					
Other		23.20			Tax Fund Interest
Unitary Property Tax					
Delinquent Accounts Collection			(3,808.65)		TXF to SF/JD Del Accts
ENCUMBRANCE (In Checking)	60,000.00	8,000.00	-		68,000.00
Benefit Liabilities					
Vactor					
Operations			-		
Administrative Operations		8,000.00			
Total**	470,632.08	45,436.54	(38,567.60)	(60,000.00)	485,501.02

** Balance Owed to Juniper Fund (1,155.46)
Total with Juniper Drive Oweing 484,345.56

Sewer Financial Reports

May 2021

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of May 31, 2021

06/02/21

Accrual Basis

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1 Bank of America-Checking	22,525.55
2 Encumbrance Account	68,000.00
3 B of America-Capital Reserve	44,222.70
4 Mono Co Treasury Inv. Pool	345,789.99
5 LAIF	
General Sewer Fund	4,957.36
5 LAIF - Other	5.42
Total 5 LAIF	4,962.78
Total Checking/Savings	485,501.02
Accounts Receivable	
Accounts receivable	
AVAILABILITY FEES	740.00
SEWER USE FEES	
Finance Charge	-467.12
LIEN FEE	200.00
SEWER USE FEES - Other	17,986.88
Total SEWER USE FEES	17,719.76
Accounts receivable - Other	12.00
Total Accounts receivable	18,471.76
Total Accounts Receivable	18,471.76
Other Current Assets	
Allowance for uncollectibles	0.05
Total Other Current Assets	0.05
Total Current Assets	503,972.83
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	-2,673,139.35
Total Other Assets	-2,673,139.35
TOTAL ASSETS	1,051,634.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	-90.00
Total Accounts Payable	-90.00

HILTON CREEK COMMUNITY SERVICES DISTRICT

06/02/21

Balance Sheet

Accrual Basis

As of May 31, 2021

	<u>May 31, 21</u>
Other Current Liabilities	
6 Juniper Dr SZB Clearing Acct	1,155.46
Accounts payable	-1,113.65
Direct Deposit Liabilities	-1.88
Payroll Liabilities	7,480.94
Total Other Current Liabilities	<u>7,520.87</u>
Total Current Liabilities	7,430.87
Long Term Liabilities	
PENSION LIABILITIES	
Def inflows of resources-actuar	33,770.00
Def outflows of resources-actua	-34,290.00
Deferred outflows-contributions	-5,927.16
Net Pension Liability	<u>237,045.00</u>
Total PENSION LIABILITIES	<u>230,597.84</u>
Total Long Term Liabilities	<u>230,597.84</u>
Total Liabilities	238,028.71
Equity	
Capital Improvement Reserve	33,533.07
Retained Earnings	735,189.65
Net Income	44,883.17
Total Equity	<u>813,605.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,051,634.60</u></u>

Juniper Drive Financial Reports

May 2021

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Balance Sheet

As of May 31, 2021

06/02/21

Accrual Basis

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	51,717.57
102 - LAIF	4,637.06
Mono County Treasury Inv. Pool	<u>307,132.94</u>
Total Checking/Savings	363,487.57
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
122 - MAINTENANCE FEES	<u>7,410.54</u>
Total 120 - ACCOUNTS RECEIVABLE	<u>7,410.54</u>
Total Accounts Receivable	7,410.54
Other Current Assets	
JDSZB Wash Account	<u>1,155.46</u>
Total Other Current Assets	<u>1,155.46</u>
Total Current Assets	<u>372,053.57</u>
TOTAL ASSETS	<u>372,053.57</u>
LIABILITIES & EQUITY	
Equity	
32000 · 304 - Retained Earnings	405,179.97
Net Income	<u>-33,126.40</u>
Total Equity	<u>372,053.57</u>
TOTAL LIABILITIES & EQUITY	<u>372,053.57</u>

Budget Reports Year to Date Actual to Budget May 2021

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

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: FINANCE OVERSIGHT COMMITTEE

FROM: LORINDA BEATTY

SUBJECT: MAY 31, 2021 BUDGET

DATE: JUNE 8, 2021

SEWER FUND

Revenue Budget items for the middle of the fourth quarter should be at 92% or higher.

Revenue Notes:

- Delinquent Tax Roll Collections Sewer Fund \$2,457.61(transferred in May)
- Sewer Use Fees collected are at 107% or 15% higher than anticipated. This in part may be due to the credit card payment system and delinquent fees collected from the Mono County tax roll.
- Sewer Connection Fees are at \$0.00 collected in May and are now at 8% over budgeted anticipation.

Current revenue accounts are stabilizing and providing a good foundation for next year's budget. Capital Expenditure & Emergency funds will need to be increased over time.

Expense Budget items for the end of the third quarter should be at 92% or lower.

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

No adjustments were made in the month of May. Accounts over budget are not expected to exceed budget unreasonably.

NOTE: EBHRA – Remaining balances are subject to carryover in the next fiscal year according to the Hilton Creek Community Services District Excepted Benefit Health Reimbursement Arrangement Section 4.03 (E). Attached

JUNIPER DRIVE FUND

Revenue Budget items for the middle of the fourth quarter should be at 92% or higher.

Revenue Notes:

- Combined Maintenance Fees Collected are at 111% or 19% higher than anticipated.
- Delinquent Tax Roll Collections Juniper Drive \$1,351.04 (Transferred in May)

Expense Budget items for the end of the third quarter should be at 92% or lower.

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

No adjustments were made in the month of May. Accounts over budget are not expected to exceed budget unreasonably.

NOTE: EBHRA – Remaining balances are subject to carryover in the next fiscal year according to the Hilton Creek Community Services District Excepted Benefit Health Reimbursement Arrangement Section 4.03 (E). Attached

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

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

06/04/21

May 2021

Accrual Basis

	May 21
Ordinary Income/Expense	
Income	
Fees	
Availability Fees	20.00
Use Fees	52,500.03
Total Fees	52,520.03
Mono County Tax Revenue	4,781.03
Total Income	57,301.06
Gross Profit	57,301.06
Expense	
Depreciation Expense	7,500.00
Employee Benefits	
Employee 457 Contributions	400.00
Employer 457 Contributions	232.94
Health Insurance	771.41
Medical Reimb - Board	1,012.91
Retirement	
Retirement - EE Contributions	415.38
Retirement - Other	429.92
Total Retirement	845.30
Total Employee Benefits	3,262.56
Mono Inv Pool Clearing	3,808.65
Office Expenses	
Bank Service Charges	282.00
Office Communication- Not Phone	170.91
Office General / Misc	97.20
Postage / Shipping General	55.00
Website / Advert./ Pub Notice	221.64
Total Office Expenses	826.75
Operations Administration	
Licenses and Permits	153.45
Telephone	
Telephone - Cell	112.92
Telephone - Fire Alarm	42.32
Total Telephone	155.24
Total Operations Administration	308.69
Payroll Expenses	
Gross Payroll-Board of Director	1,185.00
Gross Payroll-District Manager	5,538.46
Gross Payroll-Secretary	1,593.00
Payroll Taxes	353.95
Payroll Expenses - Other	15.75
Total Payroll Expenses	8,686.16
Repairs & Maintenance	
Automobile Expense	
Fuel	132.87
Maintenance	617.50
Automobile Expense - Other	125.36
Total Automobile Expense	875.73

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

06/04/21

May 2021

Accrual Basis

	<u>May 21</u>
Contract Services	1,015.00
Lab Testing	731.22
Plant - General / Misc	471.30
Plant - Sewer Equipment	5,693.96
Sewer Lines- General Maint	712.50
Sewer Lines - Spills	488.66
Utilities	
SCE - Plant	1,205.59
SCE - Pump Station	564.52
	<u>1,770.11</u>
Total Utilities	
Total Repairs & Maintenance	<u>11,758.48</u>
Total Expense	<u>36,151.29</u>
Net Ordinary Income	21,149.77
Other Income/Expense	
Other Income	
Interest Income	0.38
Total Other Income	<u>0.38</u>
Net Other Income	<u>0.38</u>
Net Income	<u><u>21,150.15</u></u>

**HILTON CREEK COMMUNITY SERVICES DISTRICT
SEWER FUND
5/31/2021**

REVENUE	BUDGET	Rolling 2 Month View			Budget Adj 3/31/2021	Over (Under) {+ or -}	% Used	Goal May 2021 92%
		April Month 10	May Month 11	5/31/2021 Year to Date				
General Operating Revenue:								
Property Taxes	122,000.00	44,548.33		142,371.37		(20,371.37)	117%	25% OVER
Sewer Operation & Maintenance Revenue:								
Sewer Use Fees Collected	302,000.00	12,748.95	40,005.00	322,481.68		(20,481.68)	107%	15% OVER
Sewer Capital Improvement Revenue:								
Sewer Connection Fees	14,586.00	14,586.00		14,586.00		-	100%	8% OVER
Availability Fees		90.00	20.00	500.00		(500.00)		
Sewer Connection Inspection Fees	100.00	100.00		100.00		-	100%	8% OVER
Investment Revenue								
Interest on Investments	4,000.00	5.42	972.38	3,554.51		445.49	89%	-3%
Transfer From Reserves				36,054.19		(36,054.19)		100% OVER
Transfer From Other Funds				145,000.00		(145,000.00)		100% OVER
TOTAL REVENUES	442,686.00	72,078.70	40,997.38	664,647.75	-	(221,961.75)	150%	58% OVER
EXPENSES								
ADMINISTRATION EXPENSES								
Administration Fee	2,000.00			461.45		1,538.55	23%	-69%
***Mono Invest. Pool Wash - Delinquent Accts.			3,808.65	6,888.85		(6,888.85)		
***Depreciation Expense (Book Entry Only)	90,000.00	7,500.00	7,500.00	82,500.00		7,500.00	92%	0%
SUBTOTAL	92,000.00	7,500.00	11,308.65	89,850.30	-	172,200.60	98%	6% OVER
EMPLOYEE BENEFITS								
Medical Reimbursement - Director	20,000.00	698.08	1,012.91	6,916.76	(11,000.00)	2,083.24	77%	-15%
Medical Reimbursement - Employee	3,600.00			775.36		2,824.64	22%	-70%
Health Insurance	8,203.00	511.23	511.23	10,795.77	3,500.00	907.23	92%	0% OVER
Health Insurance - Retired		260.18	260.18	2,197.08	2,600.00	402.92	85%	-7%
Long Term Care Insurance	422.00			492.03	70.03	-	100%	8% OVER
Retirement Benefits - Employer Contributions	6,762.00	644.88	429.92	7,481.24	3,400.00	2,680.76	74%	-18%
*** Retirement Benefits - Employee Contributions		623.07	415.38	4,859.95				-92%
***457 - Employee Contributions		600.00	400.00					-92%
457 Employer Contributions		349.41	232.94	1,747.05	2,200.00	452.95	79%	-13%
SUBTOTAL:	38,987.00	3,686.85	3,262.56	35,265.24	770.03	9,351.74	89%	-3%
PAYROLL								
Salaries & Employee Benefits:								
Director's Gross Salary	6,000.00	1,275.00	1,185.00	14,696.60	11,000.00	2,303.40	86%	-6%
Manager Gross Salary	72,000.00	8,307.69	5,538.46	67,076.90		4,923.10	93%	1% OVER
Manager Gross Salary (Now Retired)				18,987.84	18,987.84	-	100%	8% OVER
Secretarial Gross Salary	29,487.00	3,078.00	1,593.00	25,063.27		4,423.73	85%	-7%
Secretarial Gross Salary (Now Retired)				10,626.52	10,626.52	-	100%	8% OVER
Payroll Taxes	3,000.00	536.99	353.95	5,480.97	3,500.00	1,019.03	84%	-8%
Payroll Processing Fee Expense		19.25	15.75	488.10	112.00	(376.10)	100%	100% OVER
SUBTOTAL	110,487.00	13,216.93	8,686.16	142,420.20	44,226.36	12,293.16	92%	200% OVER
OPERATIONS								
Liability Insurance	9,350.00			9,286.20	(63.80)	(0.00)	100%	8% OVER
Worker's Comp Insurance				5,461.60	5,461.60	-	100%	8% OVER
Accounting	6,500.00			7,380.00		(880.00)	114%	22% OVER
Legal	10,000.00			14,921.16	16,000.00	11,078.84	57%	-35%
Dues & Subscriptions	1,700.00			2,977.50	3,000.00	1,722.50	63%	-29%
Travel -Non Litigation	200.00			-		200.00	0%	-92%
License and Fees	22,500.00		153.45	23,603.88	710.00	(393.88)	102%	10% OVER
Loan Interest (County Loan)	2,187.00			2,838.87	651.87	-	100%	8% OVER
Office Expenses	6,000.00	1,066.15	826.75	9,815.63	6,000.00	2,184.37	82%	-10%
Educational Expenses	800.00	405.00		1,367.28		(567.28)	171%	79% OVER
Telephone	1,500.00	155.06	155.24	1,627.99	250.00	122.01	93%	1% OVER
Contingency	5,000.00			-		5,000.00	0%	-92%
Miscellaneous	395.00			-		395.00	0%	-92%
SUBTOTAL	66,132.00	1,626.21	1,135.44	79,280.11	32,009.67	18,861.56	81%	-11%
REPAIRS & MAINTENANCE								
Auto Expenses	3,000.00	71.08	875.73	2,186.95		813.05	73%	-19%
Contract Services	26,000.00	1,125.00	1,015.00	9,665.00	(15,000.00)	1,335.00	88%	-4%
Lab Testing		302.53	731.22	4,868.69		5,167.20	94%	2% OVER
Monitoring Well - Equipment & Consultation				2,250.61	3,000.00	749.39	75%	-17%
Plant - General Repairs & Maintenance		296.26	471.30	8,910.37	7,400.00	(1,510.37)	120%	28% OVER
Plant - Sewer Equipment			5,693.96	8,424.97	7,000.00	(1,424.97)	120%	28% OVER
Plant - Sludge Removal				3,675.75	4,300.00	624.25	85%	-7%
Sewer Lines - General Maintenance		195.00	712.50	41,607.98	55,000.00	13,392.02	76%	-16%
Spills			488.66	8,206.36		(8,206.36)	100%	8% OVER
Snow Removal	7,500.00			-		7,500.00	0%	-92%
Supplies	2,000.00			180.77		1,819.23	9%	-83%
Water				195.00	390.00	195.00	50%	-42%
SCE - Plant	16,000.00	1,462.87	1,205.59	14,606.84		1,393.16	91%	-1%
SCE - Pump Station	7,000.00	530.02	564.52	5,893.08		1,106.92	84%	-8%
Repairs & Maintenance - Other				82.62	100.00	17.38	83%	-9%
SUBTOTAL:	61,500.00	3,982.76	11,758.48	110,754.99	67,357.20	18,102.21	86%	-6%
SUBTOTAL ALL OPERATING EXPENSES	369,106.00	30,012.75	36,151.29	460,970.84	144,363.26	230,809.27	4.45	353% OVER
Sewer Capital Improvement Expenses:								
Capital Purchases/Improvements	67,000.00			-		67,000.00	0%	-92%
Engineering and Consulting Fees	10,000.00			-		10,000.00	0%	-92%
Lateral Extensions	5,000.00			-		5,000.00	0%	-92%
Debt Service:								
Loan Principal	19,658.00			71,685.32	52,027.32	-	100%	8% OVER
PERS Unfunded Liability	20,000.00			15,246.90		4,753.10	76%	-16%
SUBTOTAL:	121,658.00	-	-	86,932.22	52,027.32	86,753.10	50%	-42%
TOTAL EXPENSES	490,764.00	30,012.75	36,151.29	544,503.06	196,390.58	317,562.37	79%	-13%
***Less Non Budget Items		8,723.07	8,315.38	87,679.75	-	14,388.85		
Adjusted Total Expenses		21,289.68	27,835.91	460,223.31	196,390.58	303,173.52		
				Projected Expenses 7/1/20	490,764.00			
				Adjusted Expenses 04/30/21	196,390.58	Act Exp		
EBHRA - Remaining balance subject to carryover in next Fiscal Year				New Adjusted Budget Exp.	687,154.58	460,223.31	67%	-25%

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Profit & Loss

May 2021

06/02/21

Accrual Basis

	May 21
Ordinary Income/Expense	
Income	
400 - REVENUE	
401 - Maintenance Fees	14,273.12
Total 400 - REVENUE	14,273.12
Total Income	14,273.12
Gross Profit	14,273.12
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-A - Retirement	47.76
504-AA-457 Employer Contributio	25.88
504-B - Health Insurance	85.71
504 D 10% Dir Med Reimb.	112.55
Total 504 - Employee Benefits	271.90
64900 · 507 - Office Expense	150.42
66000 · 508 - Payroll Expenses	
508-A - Gross Payroll Gen. Mgr.	615.38
508-B - Gross Payroll - Sec.	177.00
508 D - 10% Director Gross	131.65
Total 66000 · 508 - Payroll Expenses	924.03
67200 · 511 - Repairs and Maintenance	
60200 · 514- Automobile Expense	31.19
Total 67200 · 511 - Repairs and Maintenance	31.19
68100 · 515 - Telephone Expense	12.55
Total 500- OPERATING EXPENSES	1,390.09
Total Expense	1,390.09
Net Ordinary Income	12,883.03
Other Income/Expense	
Other Income	
600 - OTHER INCOME	
601- Interest Income	839.00
Total 600 - OTHER INCOME	839.00
Total Other Income	839.00
Net Other Income	839.00
Net Income	13,722.03

**JUNIPER DRIVE
ACTUAL TO BUDGET 2020/2021
5/31/2021**

REVENUE	BUDGET	Rolling 2 Month View			Budget Adj 4/30/2021	Over (Under) {+ or -}	% Used	Goal % May 2021
		April Month 10	May Month 11	5/31/2021 Year to Date				
Road Maintenance Revenue:								92%
Maintenance Fees Collected	-	1,181.04	5,900.65	57,450.68				
Maintenance Fees Collected Through Sewer Fund		648.98	4,348.78	35,262.10				
Combined Maintenance Fees Collected	83,806.00	1,830.02	10,249.43	92,712.78		(8,906.78)	111%	19% OVER
Interest - LAIF		5.06		38.95		(38.95)		
Interest - County Investment Pool	6,500.00		833.94	3,161.87		3,338.13	49%	-43%
Transfer From Reserves	90,000.00			-		90,000.00		
Transfer From Other Funds				-		-		
TOTAL REVENUES	180,306.00	3,665.10	21,332.80	188,626.38	-	84,392.40	105%	13% OVER
EXPENSES								
ADMINISTRATION EXPENSES								
Administration Fee	1,500.00			45.72		1,454.28	3%	-89%
SUBTOTAL	1,500.00	-	-	45.72	-	1,454.28	3%	-89%
EMPLOYEE BENEFITS								
Medical Reimbursement - Director		77.57	112.55	535.03	900.00	364.97	59%	-33%
Medical Reimbursement - Employee				54.00	360.00	306.00	15%	-77%
Health Insurance		85.71	85.71	1,443.62	1,530.00	86.38	94%	2% OVER
Retirement Benefits - Employer Contributions	619.00	71.64	47.76	2,696.10	2,750.00	672.90	80%	-12%
457 Employer Contributions		38.82	25.88	194.10	220.00	25.90	88%	-4%
SUBTOTAL:	619.00	273.74	271.90	4,922.85	5,760.00	1,456.15	77%	-15%
PAYROLL								
Salaries & Employee Benefits:								
Director's Gross Salary		141.65	131.65	1,618.20	1,840.00	221.80	88%	-4%
Manager Gross Salary	8,000.00	923.07	615.38	9,210.52	7,950.00	6,739.48	58%	-34%
Secretarial Gross Salary	3,388.00	342.00	177.00	3,785.26	5,020.00	4,622.74	45%	-47%
Payroll Taxes	350.00			-		350.00	0%	-100%
Payroll Processing Fee Expense				-		-		
SUBTOTAL	11,738.00	1,406.72	924.03	14,613.98	14,810.00	11,934.02	55%	-37%
OPERATIONS								
Liability Insurance	1,050.00			1,638.64	588.64	-	100%	8% OVER
Worker's Comp Insurance				-		-		
Accounting	750.00			820.00	70.00	-	100%	8% OVER
Legal	750.00			1,566.24	816.24	-	100%	8% OVER
Dues & Subscriptions				22.50		(22.50)	100%	8% OVER
Travel -Non Litigation				-		-	100%	8% OVER
License and Fees				-		-	100%	8% OVER
Loan Interest (County Loan)				-		-	100%	8% OVER
Office Expenses	1,000.00	104.57	150.42	1,442.37	1,650.00	1,207.63	54%	-38%
Educational Expenses		45.00		45.00		(45.00)	100%	8% OVER
Telephone		12.54	12.55	160.65	175.00	14.35	92%	0%
Contingency				-		-	100%	8% OVER
Miscellaneous				-		-	100%	8% OVER
SUBTOTAL	3,550.00	162.11	162.97	5,695.40	3,299.88	1,154.48	83%	-9%
REPAIRS & MAINTENANCE								
Auto Expenses		7.90	31.19	208.81	70.00	(138.81)	100%	8% OVER
Contract Services				-		-	100%	8% OVER
Snow Removal	20,000.00			25,000.00	15,000.00	10,000.00	71%	-21%
Supplies				-		-	100%	8% OVER
Repairs & Maintenance	90,000.00			70,703.87	(70.00)	19,226.13	79%	-13%
SUBTOTAL:	110,000.00	7.90	31.19	95,912.68	15,000.00	29,087.32	77%	-15%
TOTAL EXPENSES	127,407.00	1,850.47	1,390.09	121,190.63	38,869.88	45,086.25	73%	-19%
Depreciation Expense (Book Entry Only)								
				Projected Expenses 7/1/20	127,407.00			
				Adjusted Expenses 04/30/21	38,869.88			
				Adjusted Budget Exp.	166,276.88	121,190.63	73%	-19%

EBHRA - Remaining Balance subject to carryover in next Fiscal Year

Financial Reports
Outstanding Customer
Payments

2:47 PM
06/04/21

HILTON CREEK COMMUNITY SERVICES DISTRICT
Customer Outstanding Balance Summary
6/4/2021

6024023	201.70	
6012014	221.24	
6019006	221.24	
6023018	221.24	
6023025	221.24	
6029017	221.24	
6030018	221.24	
6033004	221.24	
6036020	221.24	
6016007	331.86	
6021041	331.86	
6033018	331.86	
6023031	475.05	Tax Pmt Pending
6023028	553.10	
Total	<u>3,995.35</u>	

3:06 PM
06/04/21

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Customer Outstanding
Balance Summary
6/4/2021

J6012014	393.68
J6015014	255.30
J6016007	590.52
J6019006	<u>1,211.37</u>
Total	<u><u>2,450.87</u></u>

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING**

May 11, 2021

5:00 P.M.

Minutes

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

A. ROLL CALL

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

Members Absent: None

Staff Present: Kyle Burnett, Lorinda Beatty

2. ADDITIONS TO AGENDA

None

3. PUBLIC COMMENT

Mr. Dane Wadle of CSDA provided a brief summary of legislative advocacy for Special Districts including COVID-19 financial assistance, meeting/agenda requirements, legislative days and other training events. Mr. Wadle lost his connection and there were no other public comments. Public Comments closed at 5:08 p.m. and reopened at 5:11 p.m. when Mr. Wadle re-established his connection.

Public Comments closed at 5:12 p.m.

4. CONSENT AGENDA

A. Financial Reports

1. Consideration & Approval of Disbursements List 8166-8175
2. One-signor Checks 8176-8180

B. Review Acceptance of Monthly Financial Reports

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

C. Approval of Minutes

1. Minutes of the Regular Board Meeting of April 13, 2021

Motion: To accept the Consent Agenda Items as presented.

Moved by Mr. Higerd, Second by Ms. Connolly

Ms. Adamson	Ms. Connolly	Ms. Czeschin	Mr. Higerd	Mr. Shipley
Aye	Aye	Aye/Abstain from Item C	Aye	Aye

5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE

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

Mr. Burnett reported aeration blower 2 was replaced. A power pole next to the electrical room will be replaced soon and Mr. Burnett has been coordinating that project with SCE.

1. Vactoring / TV Update

Currently MCWD cannot accept vactor debris. Therefore, the District will have to limit vactoring time to drying bed availability, which may begin next week.

6. NEW BUSINESS

A. Request for Proposal – Sewer Rate Study

Mr. Burnett provided a draft of a Request for Proposal (RFP) for Board review and suggested that an outside firm provide the service due to special district utility rate laws.

A Public comment was stated that they wanted to point out they prefer a local preference for the RFP in accordance with previous RFP. Additionally, they would like to see an expansion on the Accessory Dwelling Unit (ADU) and revise the rate structure to include a variety of items one could consider such as square footage on a house /ADU or use Drainage Fixture Units (DFU).

Mr. Higerd pointed out this could be a potentially very expensive project and would like to add the District demographics, annual budget and current system so the analysis companies would have an appropriate idea of the size and budget of the District. In this case local preference may not be appropriate due to this type of specialty. Mr. Shipley added that if the local company is qualified and has no conflict they should be included in the request and we should put it out and see who can qualify and have the time.

Mr. Higerd also suggested that the Board consider the need for a capital improvement plan engineering study, which should be included in the RFP.

Mr. Burnett requested to send to legal counsel before publishing.

Mr. Higerd and Mr. Shipley were appointed as the Request for Proposal Committee to review the submitted proposals and return to the Board with a recommendation.

B. Legal Review – Contract Services

Mr. Burnett requested that legal counsel review future contracts with independent contractors.

7. OLD BUSINESS

A. Letter to Sierra Springs Residents – Easement Access

Mr. Burnett advised that legal counsel has approved the letter as presented and the letter will be sent out next week with easement maps attached.

Motion: To the approve the letter to the Sierra Springs Residents

Moved by Ms. Connolly, Second by Ms. Adamson

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

8. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

None

9. BOARD MEMBER COMMENTS/REPORTS

Some of the Board Members would like to receive the packets digitally in whole or in part.

10. ANNOUNCEMENTS

A. Regular Board Meeting June 8, 2021 at 5:00 p.m. on Zoom

11. CLOSED SESSION

A. CONFERENCE LABOR NEGOTIATIONS (Gov Code Section 54957.6)

Unpresented Employees:

1. General Manager
2. Secretary of the Board / Finance Officer

Motion: To adjourn into Closed Session at 6:05 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 6:21 p.m.

Moved by Ms. Adamson, Second by Ms. Connolly

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

Announcement of Closed Session: A Human Resource Committee was formed. Ms. Connolly and Ms. Adamson were appointed to work with employees regarding annual evaluations, contracts and to check in with the employees periodically during the year.

12. ADJOURNMENT

Motion: To Adjourn the May 11, 2021 Regular Board Meeting at 6:23 p.m.

Moved by Ms. Czeschin, Second by Ms. Adamson

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

**HILTON CREEK COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING
JUNE 2, 2021
5:00 P.M.**

Minutes

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

A. ROLL CALL

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

Members Absent: None **Staff Present:** None

2. ADDITIONS TO AGENDA: None

3. PUBLIC COMMENT: There were no public comments

4. CLOSED SESSION

- A. Public Employee Performance Evaluation
(Gov Code Section 54957.6) Unpresented Employees:
1. General Manager
 2. Secretary of the Board / Finance Officer

Motion: To adjourn into Closed Session at 5:11 p.m.

Moved by Ms. Czeschin, Second by Ms. Adamson

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

Motion: To adjourn into Open Session at 8:32 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

Announcement of Closed Session: No Action Taken

12. ADJOURNMENT

Motion: To Adjourn the June 2, 2021 Special Board Meeting at 8:32 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

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: GENERAL MANAGER UPDATE

DATE: JUNE 8, 2021

The power pole near the electrical building has been replaced by Southern California Edison without incident or interruption to treatment.

The new aeration blower is working well.

June is the last month of the second quarter for regulatory reporting. Expect a regulatory report at the July 13th board meeting.

REQUESTED ACTION:

Informational and open for discussion

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: SOCALREN - UPDATE

DATE: JUNE 8, 2021

Analysis of the energy logging data was completed by SoCalRen and AESC. Lorinda and I attended a meeting with SoCalRen and AESC to discuss their findings and proposed energy saving measures. Several items were identified to be included in the project application which will be completed by AESC by the June deadline.

Future action by The Board of Directors will be needed to select and approve these projects after our application has been approved. Hilton Creek CSD will have 1 year to begin construction if we choose to follow through with these projects. I will keep the board informed of any additional progress during our monthly board meetings.

REQUESTED ACTION:

Informational and open for discussion

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: DELINQUENT ACCOUNT LETTERS

DATE: JUNE 2, 2021

At the regular meeting of July 13, 2021, staff will request that the Board approve the Delinquent Accounts Report as of June 30, 2021. Subsequently a Notice of Public Hearing will be published and a meeting will be set for August. A special meeting may be required if the deadline for submittal to the Mono County Tax Collector is before the regular meeting.

The attached letter will be sent to customers with Delinquent accounts pending Board approval or edit suggestions in hope that we can reduce the amount of delinquent accounts reported to the Mono County Tax Collector.

REQUESTED ACTION: Review and provide suggestions and approve the letter to be sent to delinquent account customers.

HILTON CREEK COMMUNITY SERVICES DISTRICT
3222 CROWLEY LAKE DRIVE
CROWLEY LAKE, CA 93546
(760) 965-9696

June 9, 2021

Account 7012598
Mr. John Doe
1234 Someplace Drive
Crowley Lake, CA 93546

Dear Mr. Doe

Your Sewer Fund account has remained unpaid with a balance due of \$575.00 from the date of the last billing statement on May 10, 2021. Therefore, your past due amount will be submitted to the Mono County Tax Collector and added to the property tax roll for collection of delinquent payments.

Please pay the current amount due of \$575.00 to be received by our office on or before June 30, 2021 to avoid further action. The credit/debit card payment portal may be utilized at our website: hiltoncreekcsd.com.

You may contact our office at (760) 965-9696 with any questions.

Sincerely,

Hilton Creek Community Services District
Board of Directors

3222 Crowley Lake Drive
Crowley Lake, CA 93638
(760) 965-9696
Info@hiltoncreekcsd.com

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: SIERRA SPRINGS EASEMENT – LETTER TO RESIDENTS UPDATE

DATE: JUNE 8, 2021

The letter to Sierra Springs residents regarding easement access has been sent and I have received several phone calls from property owners. The response has been positive and property owners are willing to work with the District. Owners that do not respond by mid-June will either be sent an additional copy of the letter in the mail or attempted to be contacted by phone.

REQUESTED ACTION:

Informational and open for discussion