

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, FEBRUARY 13, 2024
5:00 P.M.
CROWLEY LAKE COMMUNITY CENTER
58 PEARSON 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. 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 – January, 2024
 3. District Fund Transfers – January, 2024
 4. Southern California Edison Report
 5. Equipment Use Hours Report
 - C. Approval of Minutes
 1. Minutes of the Regular Board Meeting of January 9, 2024

- 5. SEWER FACILITIES UPDATE - GENERAL UPDATE**
 - A. General Report on Status of Facilities, Operational Stability
 1. Plant Automation
 2. Clarifier #1
 3. Blower / DO Controller
 4. Wells
 5. Easements, Manholes and Sewer Lines
 6. Drying Beds
 7. Testing and Flows
 8. Miscellaneous Projects

- 6. NEW BUSINESS**
 - A. Records Retention - Discussion
 1. Policy
 2. Per Diem Assistant
 3. Digital Storage

B. FY 2024/2025 Budget – Discussion

7. OLD BUSINESS

- A. Studio Apartment Definition
- B. So Cal Ren /Incentives Update

8. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

9. BOARD MEMBER COMMENTS/REPORTS

10. ANNOUNCEMENTS

- A. Regular Board Meeting: March 12, 2024 at 5 p.m.
Crowley Lake Community Center

11. 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 three minutes.

HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS January 10 through February 13, 2024

Type	Date	Num	Name	Memo	Amount
Jan 10 - 13, 24					
Jan 10 - 13, 24					
Week of Jan 14, 24					
Bill Pmt -...	01/16/2024		SCE Plant	12/01/2023 TO 1/02/2024	-2,113.98
Bill Pmt -...	01/16/2024		SCE Pump Station	12/1/23 to 1/2/24	-857.79
Bill Pmt -...	01/18/2024		Intuit	AUTOPAYMENT PROCESSING FEE - ...	-351.00
Week of Jan 14, 24					-3,322.77
Week of Jan 21, 24					
Liability C...	01/22/2024	E-pay	United States Treasury	94-2834850 QB Tracking # -867135398	-9.70
Bill Pmt -...	01/23/2024		Intuit	NEW ACH	-3.00
Bill Pmt -...	01/26/2024		Intuit	NEW ACH	-3.00
Week of Jan 21, 24					-15.70
Week of Jan 28, 24					
Paycheck	01/31/2024	DD13...	ADAMSON, CYNTHIA R	Direct Deposit	0.00
Paycheck	01/31/2024	DD13...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	01/31/2024	DD13...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	01/31/2024	DD13...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	01/31/2024	DD13...	PRESTON, DEVIN M	Direct Deposit	0.00
Paycheck	01/31/2024	DD13...	SHIPLEY, STEVE H	Direct Deposit	0.00
Liability C...	01/31/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/31/2024	-4,191.33
Paycheck	01/31/2024	8516	Hatter, Jason T		-912.50
Bill Pmt -...	01/31/2024		PERS 457 Contributions	PAYROLL - 2024 JANUARY	-183.33
Bill Pmt -...	01/31/2024		PERS Retirement	PAYROLL 2024 JANUARY	-949.04
Paycheck	01/31/2024	DD13...	CZESCHIN, WILLIAM	Direct Deposit	0.00
Paycheck	01/31/2024	DD13...	HAFNER, KEITH	Direct Deposit	0.00
Liability C...	01/31/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/01/2024	-11,229.55
Bill Pmt -...	01/31/2024		AT&T	District Phones - DEC 9 2023 TO JAN 8...	-221.63
Bill Pmt -...	02/01/2024		PERS Health Insurance	2024 FEBRUARY	-2,705.24
Week of Jan 28, 24					-20,392.62
Week of Feb 4, 24					
Bill Pmt -...	02/07/2024		AT&T	VOID: District Phones - DEC 9 2023 TO...	0.00
Bill Pmt -...	02/07/2024		Bank of America	ACH Processing Fee	-15.00
Bill Pmt -...	02/07/2024		FRONTIER COMMUNICATIONS	Pump Station Alarm System 1/22/2024 t...	-42.74
Bill Pmt -...	02/07/2024		MAMMOTH DISPOSAL	January 2024	-218.04
Bill Pmt -...	02/07/2024		MCWD	Lab Testing 02466	-90.00
Bill Pmt -...	02/07/2024		SCE Plant	01/03 to 01/31 2024	-2,103.84
Bill Pmt -...	02/07/2024		SCE Pump Station	01/03 to 01/31 2024	-809.08
Liability C...	02/10/2024	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 1125390406	-310.30
Liability C...	02/10/2024	E-pay	EFTPS	94-2834850 QB Tracking # 1125433406	-2,908.24
Liability C...	02/10/2024	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 1125440406	-905.95
Week of Feb 4, 24					-7,403.19

1:45 PM

02/10/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
CHECKS WRITTEN - ALL FUNDS
January 10 through February 13, 2024

Type	Date	Num	Name	Memo	Amount
Feb 11 - 13, 24					
Bill Pmt -...	02/13/2024	8517	BABCOCK LABORATORIES, I...	ACCOUNT 4807	-110.26
Bill Pmt -...	02/13/2024	8518	CARMICHAEL BUSINESS TEC...	Auditor Access FY 2022 2023 Audit	-175.00
Bill Pmt -...	02/13/2024	8519	CYNTHIA ADAMSON_	REIMBURSEMENT - MEDICAL	-767.34
Bill Pmt -...	02/13/2024	8520	INFOSEND, INC	CUSTOMER BILLING January 2024 & ...	-549.19
Bill Pmt -...	02/13/2024	8521	Inyo County Waste Managment	00379	-194.50
Bill Pmt -...	02/13/2024	8522	ROBERT W. JOHNSON, CPA	Audit FY 22/23 - State Controller Finan...	-500.00
Bill Pmt -...	02/13/2024		UMPQUA BANK	January 2024 - PAID ONLINE	-11,705.76
Feb 11 - 13, 24					-14,002.05
TOTAL					-45,136.33

Hilton Creek Community Services District					
Sewer Funds Account Balances					
As Of					
January 31, 2024					
	Previous				1/31/2024
Account	Balance	Credits	Debits	Adjustments	Balance
**Bank of America *	(10,522.00)	71,353.16	(45,857.98)	-	14,973.18
Sewer Fund Use Fees & Expenses		34,329.41	(21,324.40)		
Cancelled / Return/ Fin. Chg Other		357.29			
County Inv. Pool Transfer		-			
LAIF Transfers					
Capital Reserve Transfer		10,396.00	(10,396.00)		Blwer
Connection Fees					
County Loan Transfer					
Availability Fees		10.00			
Juniper Deposits/Expenses		15,010.46	(14,137.58)		
Juniper Drive Transfers		11,250.00	-		Snow Rem. Contract
Admin / Late Fees		-			
Capital Reserve	159,825.75	1.29	(10,936.00)	-	148,891.04
Connection & Availability Fees					
Transfers			(10,936.00)		
Interest		1.29			
LAIF	5,148.71	51.72	-	-	5,200.43
Checking Transfers					
Interest		51.72			
Other					
Other					
County Investment Pool	452,654.58	98,855.24	-	-	551,509.82
Checking Transfers			-		
LAIF Transfers					
Interest					
Unsec. Property Tax		264.83			
Secure Property Tax		94,475.33			
Other					
Unitary Property Tax		2,375.74			
Delinquent Accounts Collection		1,739.34			
Total**	607,107.04	170,261.41	(56,793.98)	-	720,574.47

** Balance Owed to Juniper Fund (7,061.87)
Total with Juniper Drive Oweing 713,512.60

COUNTY INVESTMENT POOL HOLDINGS - REMAINS WITHIN INVEMENT POOL					
HOLDINGS	35,092.80	125,000.00	-	-	160,092.80
Emergency Reserves Holdings	17,546.40	25,000.00			Net Prop Tax 2023-2024
Capital Reserves Holdings	17,546.40	25,000.00			
Operation Reserves Holdings		25,000.00			
PERS UAL Holdings		25,000.00			
Personnel Leave Liability Holdings		25,000.00			

Juniper Drive Special Zone of Benefit Funds

**As Of
January 31, 2024**

	Previous	Credits	Debits	Adjustments	1/31/2024 Balance
Bank of America	121,173.18	6,814.66	(11,364.00)	-	116,623.84
Juniper Drive Fees Collected		6,814.66			
Juniper Drive Expenses			(11,364.00)		
LAIF	4,810.79	48.33	-	-	4,859.12
Interest		48.33			
Other					
County Investment Pool	321,467.19	-	-	-	321,467.19
Checking Transfers					
Interest					
Other					
Total**	447,451.16	6,862.99	(11,364.00)	-	442,950.15

** Balance Owed to Juniper Fund 7,061.87

Total with Balance Owed to Sewer Fund 450,012.02

Juniper Drive Wash						
Fwd		JD Fees Coll	JD Checks	Adjust	SF Paid	SF Owes JD
	6,188.99	15,010.46	(14,137.58)			7,061.87

Funds collected / paid in Sewer Fund

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of January 31, 2024

02/02/24

Accrual Basis

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · 1 Bank of America-Checking	14,973.18
12000 · 3 B of America-Capital Reserve	148,891.04
13000 · 4 Mono Co Treasury Inv. Pool	551,509.82
14000 · 5 LAIF	
General Sewer Fund	4,957.36
14000 · 5 LAIF - Other	243.07
Total 14000 · 5 LAIF	5,200.43
Total Checking/Savings	720,574.47
Accounts Receivable	
Accounts receivable	
ADMIN FEE - DELINQUENT ACCOUNTS	-30.00
AVAILABILITY FEES	1,995.00
Non Customer	-211.60
SEWER USE FEES	
Finance Charge	2,394.96
SEWER USE FEES - Other	62,398.36
Total SEWER USE FEES	64,793.32
Accounts receivable - Other	-92,301.54
Total Accounts receivable	-25,754.82
SEWER CONNECTION FEE	-110.62
Total Accounts Receivable	-25,865.44
Other Current Assets	
Allowance for uncollectibles	-254.45
1499 · Undeposited Funds	-221.24
Total Other Current Assets	-475.69
Total Current Assets	694,233.34
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	3,274,426.12
Total Fixed Assets	3,274,426.12
Other Assets	
Accumulated depreciation	-2,936,143.35
Total Other Assets	-2,936,143.35
TOTAL ASSETS	1,032,516.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	-90.00
Total Accounts Payable	-90.00

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of January 31, 2024

02/02/24

Accrual Basis

	Jan 31, 24
Other Current Liabilities	
Accounts payable	2,877.10
17000 · Juniper Dr SZB Clearing Acct	6,880.22
2100 · Payroll Liabilities	
457 Employee Cont	2,590.00
457 Employer Contributions	338.44
B Retirement - EE Cont	15,055.30
Retirement - Employer	1,719.15
2100 · Payroll Liabilities - Other	977.39
Total 2100 · Payroll Liabilities	20,680.28
2110 · Direct Deposit Liabilities	156.05
Total Other Current Liabilities	30,593.65
Total Current Liabilities	30,503.65
Long Term Liabilities	
PENSION LIABILITIES	
Def inflows of resources-actuar	127,851.00
Def outflows of resources-actua	-26,206.00
Deferred outflows-contributions	-6,103.00
Net Pension Liability	147,505.00
Total PENSION LIABILITIES	243,047.00
Total Long Term Liabilities	243,047.00
Total Liabilities	273,550.65
Equity	
Capital Improvement Reserve	52,898.82
1110 · Retained Earnings	687,591.40
Net Income	18,475.24
Total Equity	758,965.46
TOTAL LIABILITIES & EQUITY	1,032,516.11

HILTON CREEK COMMUNITY SERVICES DISTRICT

Juniper Drive Clearing Account Monthly Detail Report

January 2024

Type	Date	Name	Memo	Class	Debit	Credit
General Journal	01/01/2024		10% GROSS ...	164	551.72	
General Journal	01/01/2024		10% GROSS ...	164	105.32	
General Journal	01/01/2024		10% GROSS ...	164		
General Journal	01/01/2024		10% GROSS ...	164	336.90	
General Journal	01/01/2024		10% GROSS ...	164	18.33	
Bill	01/02/2024	PERS Health Insura...	10% Health Ins	164	238.62	
Bill	01/02/2024	PERS Health Insura...	10% Health Ins	164	31.91	
Bill	01/03/2024	AT&T	10%	164	22.16	
Deposit	01/08/2024	JUNIPER DRIVE FE...	J6019007 HA...	164		196.84
Deposit	01/08/2024	JUNIPER DRIVE FE...	J6017017 GIL...	164		196.84
Transfer	01/09/2024		SNOW REM...			11,250.00
Bill	01/09/2024	UMPQUA BANK	10% OFFICE	164	37.40	
Bill	01/09/2024	UMPQUA BANK	10% FUEL	164	50.28	
Bill	01/09/2024	W D Czeschin	Juniper Drive	164	15.00	
Bill	01/12/2024	BILLY CZESCHIN	FY 2023/2024...	164	6,750.00	
Bill	01/12/2024	BILLY CZESCHIN	FY 2023/2024...	164	4,500.00	
Deposit	01/24/2024	JUNIPER DRIVE FE...	J6014008 MIL...	164		98.42
Deposit	01/24/2024	JUNIPER DRIVE FE...	J6015014-001...	164		85.10
Deposit	01/24/2024	JUNIPER DRIVE FE...	J6012001 RO...	164		196.84
Deposit	01/24/2024	JUNIPER DRIVE FE...	J6019007 HA...	164		196.84
Deposit	01/24/2024	JUNIPER DRIVE FE...	J6016005 SO...	164		196.84
Deposit	01/24/2024	JUNIPER DRIVE FE...	J6017027 LK...	164		196.84
Deposit	01/24/2024	JUNIPER DRIVE FE...	J6017026 LK...	164		85.10
Deposit	01/29/2024	JUNIPER DRIVE FE...	J6020018-001...	164		393.68
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6020010-001...	164		198.84
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6013006 HA...	164		196.84
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6017004 JO...	164		196.84
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6017005 JO...	164		85.10
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6020003 FO...	164		196.84
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6020006 FO...	164		85.10
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6016017 CZ...	164		196.84
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6016015 CZ...	164		85.10
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6020017 DA...	164		196.84
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6020016-001...	164		85.10
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6017015 FIO...	164		196.84
Deposit	01/30/2024	JUNIPER DRIVE FE...	J6017017 GIL...	164		196.84
General Journal	01/31/2024		10% GROSS ...	164	336.90	
General Journal	01/31/2024		10% GROSS ...	164	18.33	
General Journal	01/31/2024		Total 10% CA...	164	28.33	
General Journal	01/31/2024		Total 10% IC ...	164	28.33	
General Journal	01/31/2024		Total 10% W...	164	28.33	
General Journal	01/31/2024		Total 10% DP...	164	28.33	
General Journal	01/31/2024		Total 10% SS...	164	28.33	
Bill	01/31/2024	PERS Retirement	10% ER CON...	164	56.28	
Bill	01/31/2024	PERS 457 Contributi...	10%	164	18.33	
General Journal	01/31/2024		10% GROSS ...	164	551.72	
General Journal	01/31/2024		10% GROSS ...	164	105.32	
General Journal	01/31/2024		10% GROSS ...	164	229.24	

4:45 PM

02/02/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
Juniper Drive Clearing Account Monthly Detail Report
January 2024

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Debit</u>	<u>Credit</u>
Bill	01/31/2024	AT&T	10%	164	22.17	
TOTAL					<u>14,137.58</u>	<u>15,010.46</u>

HILTON CREEK COMMUNITY SERVICES DISTRICT All Sewer Fund Transaction Detail Report January 2024

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Liability Check	01/02/2024	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		51.75
Liability Check	01/02/2024	E-pay	EFTPS	94-2834850 Q...	10000 · 1 Bank o...		-SPLIT-		5,886.34
Liability Check	01/02/2024	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		1,868.46
Bill Pmt -Check	01/02/2024		AT&T	District Phone...	10000 · 1 Bank o...		20000 · *Accou...		221.60
Bill Pmt -Check	01/03/2024		FRONTIER COMM...	Pump Station ...	10000 · 1 Bank o...		20000 · *Accou...		42.60
Bill Pmt -Check	01/04/2024		MAMMOTH DISPO...	December 2023	10000 · 1 Bank o...		20000 · *Accou...		207.66
Deposit	01/08/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	393.68	
Deposit	01/08/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	292.60	
Deposit	01/08/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	2,741.78	
Deposit	01/08/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	01/08/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	10.00	
Deposit	01/08/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	01/08/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	438.90	
Deposit	01/08/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Bill Pmt -Check	01/08/2024		Bank of America	ACH Processi...	10000 · 1 Bank o...		20000 · *Accou...		15.00
Transfer	01/09/2024			SNOW REM...	10000 · 1 Bank o...		17000 · Junipe...	11,250.00	
Bill Pmt -Check	01/09/2024		MCWD	Lab Testing	10000 · 1 Bank o...		20000 · *Accou...		114.00
Paycheck	01/09/2024	8514	Hatter, Jason T	Premium Sta...	10000 · 1 Bank o...	162	-SPLIT-		912.50
Bill Pmt -Check	01/09/2024	8510	BABCOCK LABOR...	ACCOUNT 48...	10000 · 1 Bank o...		20000 · *Accou...		104.98
Bill Pmt -Check	01/09/2024	8511	BILLY CZESCHIN	Equipment Us...	10000 · 1 Bank o...		20000 · *Accou...		12,500.00
Bill Pmt -Check	01/09/2024	8512	MOUNTAIN MEAD...	WATER - PU...	10000 · 1 Bank o...		20000 · *Accou...		300.00
Bill Pmt -Check	01/09/2024	8513	Windsor Czeschin_	Medical Reim...	10000 · 1 Bank o...		20000 · *Accou...		736.30
Bill Pmt -Check	01/09/2024		UMPQUA BANK	December 20...	10000 · 1 Bank o...		20000 · *Accou...		1,720.94
Bill Pmt -Check	01/09/2024	8515	W D Czeschin	Clothing Reim...	10000 · 1 Bank o...		20000 · *Accou...		150.00
Transfer	01/10/2024			Funds Transf...	10000 · 1 Bank o...	162	12000 · 3 B of ...	10,936.00	
Deposit	01/15/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	219.45	
Deposit	01/16/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	22,812.01	
Bill Pmt -Check	01/16/2024		SCE Plant	12/01/2023 T...	10000 · 1 Bank o...		20000 · *Accou...		2,113.98
Bill Pmt -Check	01/16/2024		SCE Pump Station	12/1/23 to 1/2...	10000 · 1 Bank o...		20000 · *Accou...		857.79
Bill Pmt -Check	01/18/2024		Intuit	AUTOPAYME...	10000 · 1 Bank o...		20000 · *Accou...		351.00
Liability Check	01/22/2024	E-pay	United States Treas...	94-2834850 Q...	10000 · 1 Bank o...		2100 · Payroll ...		9.70
Deposit	01/23/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	1,614.43	
Deposit	01/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	01/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	327.60	
Deposit	01/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	01/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	01/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	01/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	292.60	
Deposit	01/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	01/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	200.00	
Deposit	01/23/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	162.35	
Bill Pmt -Check	01/23/2024		Intuit	NEW ACH	10000 · 1 Bank o...		20000 · *Accou...		3.00
Deposit	01/24/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	98.42	
Deposit	01/24/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	01/24/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	01/24/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	957.56	
Deposit	01/25/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	731.50	
Deposit	01/25/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	5,605.74	
Deposit	01/26/2024		UMPQUA BANK	REBATE 2023	10000 · 1 Bank o...		7030 · Other In...	357.29	

HILTON CREEK COMMUNITY SERVICES DISTRICT All Sewer Fund Transaction Detail Report January 2024

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Bill Pmt -Check	01/26/2024		Intuit	NEW ACH	10000 · 1 Bank o...		20000 · *Accou...		3.00
Deposit	01/29/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	393.68	
Deposit	01/29/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	660.14	
Deposit	01/29/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	110.62	
Deposit	01/29/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	01/30/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	1,917.12	
Deposit	01/30/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	1,170.40	
Deposit	01/30/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	5,742.28	
Paycheck	01/31/2024	DD1373	ADAMSON, CYNTH...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	01/31/2024	DD1374	BEATTY, LORINDA A	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	01/31/2024	DD1375	CONNOLLY, ISABE...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	01/31/2024	DD1376	CZESCHIN, WINDS...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	01/31/2024	DD1377	PRESTON, DEVIN M	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	01/31/2024	DD1378	SHIPLEY, STEVE H	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Liability Check	01/31/2024		QuickBooks Payroll ...	Created by P...	10000 · 1 Bank o...		2110 · Direct D...		4,191.33
Paycheck	01/31/2024	8516	Hatter, Jason T		10000 · 1 Bank o...	162	-SPLIT-		912.50
Bill Pmt -Check	01/31/2024		PERS 457 Contributi...	PAYROLL - 2...	10000 · 1 Bank o...		20000 · *Accou...		183.33
Bill Pmt -Check	01/31/2024		PERS Retirement	PAYROLL 20...	10000 · 1 Bank o...		20000 · *Accou...		949.04
Paycheck	01/31/2024	DD1379	CZESCHIN, WILLIAM	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	01/31/2024	DD1380	HAFNER, KEITH	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Liability Check	01/31/2024		QuickBooks Payroll ...	Created by P...	10000 · 1 Bank o...		2110 · Direct D...		11,229.55
Deposit	01/31/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	580.68	
Bill Pmt -Check	01/31/2024		AT&T	District Phone...	10000 · 1 Bank o...		20000 · *Accou...		221.63
TOTAL								71,353.16	45,857.98

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Balance Sheet

02/02/24

As of January 31, 2024

Accrual Basis

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	116,623.84
102 - LAIF	4,859.12
Mono County Treasury Inv. Pool	321,467.19
Total Checking/Savings	442,950.15
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
121 - FINANCE CHARGES	801.59
122 - MAINTENANCE FEES	9,173.30
Total 120 - ACCOUNTS RECEIVABLE	9,974.89
Total Accounts Receivable	9,974.89
Other Current Assets	
JDSZB Wash Account	6,880.22
Total Other Current Assets	6,880.22
Total Current Assets	459,805.26
TOTAL ASSETS	459,805.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202 - ACCOUNTS PAYABLE	108.00
Total Accounts Payable	108.00
Total Current Liabilities	108.00
Total Liabilities	108.00
Equity	
32000 · 304 - Retained Earnings	435,650.34
Net Income	24,046.92
Total Equity	459,697.26
TOTAL LIABILITIES & EQUITY	459,805.26

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Transactions By Month

January 2024

Type	Date	Memo	Account	Clr	Split	Debit	Credit
Jan 24							
Transfer	01/07/2024	SNOW REM...	101 - Checking - B o...	X	JDSZB Wash ...		11,250.00
Deposit	01/08/2024	Deposit	101 - Checking - B o...	X	12000 · Undep...	196.84	
Deposit	01/16/2024	Deposit	101 - Checking - B o...	X	-SPLIT-	6,362.52	
Check	01/18/2024	Auto Payment...	101 - Checking - B o...	X	68110 · Bank ...		111.00
Check	01/23/2024	Auto Payment...	101 - Checking - B o...	X	68110 · Bank ...		3.00
Deposit	01/25/2024	Deposit	101 - Checking - B o...	X	-SPLIT-	255.30	
Jan 24						6,814.66	11,364.00

JUNIPER DRIVE WASH ACCCOUNT

Transactions By Month

January 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Jan 24									
General Journal	01/01/2024	LB FY...		10% GROSS ...	JDSZB Wash Account		-SPLIT-		551.72
General Journal	01/01/2024	LB FY...		10% ADD RE...	JDSZB Wash Account		JDSZB Wash ...		105.32
General Journal	01/01/2024	LB FY...		100% JUNIP...	JDSZB Wash Account		JDSZB Wash ...	0.00	
General Journal	01/01/2024	LB FY...		10% Gross L...	JDSZB Wash Account		-SPLIT-		336.90
General Journal	01/01/2024	LB FY...		10% ADD CO...	JDSZB Wash Account		JDSZB Wash ...		18.33
General Journal	01/02/2024	LB FY...		Health Insura...	JDSZB Wash Account		-SPLIT-		238.62
General Journal	01/02/2024	LB FY...		Health Insura...	JDSZB Wash Account		JDSZB Wash ...		31.91
General Journal	01/03/2024	LB FY...		ATT	JDSZB Wash Account		68100 · 515 - T...		22.16
Transfer	01/07/2024			SNOW REM...	JDSZB Wash Account		101 - Checking...	11,250.00	
Deposit	01/08/2024			Deposit	JDSZB Wash Account		-SPLIT-	393.68	
General Journal	01/09/2024	LB FY...		CONTRACT ...	JDSZB Wash Account		512 - SNOW R...		11,250.00
General Journal	01/09/2024	LB FY...		ATT	JDSZB Wash Account		Employee Clot...		15.00
General Journal	01/09/2024	LB FY...		CC Fuel	JDSZB Wash Account		-SPLIT-		50.28
General Journal	01/09/2024	LB FY...		CC Office Exp...	JDSZB Wash Account		JDSZB Wash ...		37.40
Deposit	01/25/2024			Deposit	JDSZB Wash Account		12000 · Undep...	98.42	
Deposit	01/25/2024			Deposit	JDSZB Wash Account		-SPLIT-	957.56	
Deposit	01/29/2024			Deposit	JDSZB Wash Account		12000 · Undep...	393.68	
Deposit	01/30/2024			Deposit	JDSZB Wash Account		-SPLIT-	1,917.12	
General Journal	01/31/2024	LB FY...		10% CA Gros...	JDSZB Wash Account		-SPLIT-		28.33
General Journal	01/31/2024	LB FY...		10% IC Gross...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	01/31/2024	LB FY...		10% WC Gro...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	01/31/2024	LB FY...		10% DP Gros...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	01/31/2024	LB FY...		10% SS Gros...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	01/31/2024	LB FY...		10% Gross L...	JDSZB Wash Account		-SPLIT-		336.90
General Journal	01/31/2024	LB FY...		10% ADD CO...	JDSZB Wash Account		JDSZB Wash ...		18.33
General Journal	01/31/2024	LB FY...		10% Retireme...	JDSZB Wash Account		-SPLIT-		56.28
General Journal	01/31/2024	LB FY...		10% 457 BC	JDSZB Wash Account		JDSZB Wash ...		18.33
General Journal	01/31/2024	LB FY...		10% GROSS ...	JDSZB Wash Account		-SPLIT-		551.72
General Journal	01/31/2024	LB FY...		10% ADD RE...	JDSZB Wash Account		JDSZB Wash ...		105.32
General Journal	01/31/2024	LB FY...		100% JUNIP...	JDSZB Wash Account		JDSZB Wash ...		229.24
General Journal	01/31/2024	LB FY...		ATT	JDSZB Wash Account		68100 · 515 - T...		22.17
								15,010.46	14,137.58
Jan 24									

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

January 2024

02/02/24

Accrual Basis

	Jan 24
Ordinary Income/Expense	
Income	
Mono County Tax Revenue	97,115.90
4010 · Fees	
Use Fees	70,515.04
Total 4010 · Fees	70,515.04
4020 · Other Income	
DELINQUENT ACCOUNT PMT RECEIVED	1,739.34
Total 4020 · Other Income	1,739.34
Total Income	169,370.28
Gross Profit	169,370.28
Expense	
Supplies - Misc	
Clothing Reimbursement	135.00
Total Supplies - Misc	135.00
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	2,147.52
6105 · D Health Insurance - Retired	287.19
Total B Health Insurance	2,434.71
C Retirement	
B Retirement - EE Contributions	
6111 · Retirment EE Cont - OIT	386.20
Total B Retirement - EE Contributions	386.20
6108 · Retirement ER Cont - OIT	506.56
Total C Retirement	892.76
F Additional Compensation	
6116 · Add Compensation - Director	825.00
6117 · Add Compensation - Secretary	146.67
Total F Additional Compensation	971.67
6113 · E 457 Employee Contributions	0.00

HILTON CREEK COMMUNITY SERVICES DISTRICT
Profit & Loss
January 2024

	Jan 24
Total 6100 · Employee Benefits	4,299.14
6200 · Payroll Expenses	
6201 · Gross Payroll-Board of Director	450.00
6203 · Gross Payroll OIT/Maint Tech	
Additional Duties - OIT	1,159.08
Overtime 1.5 OIT Tech	580.12
Weekly Standby Stipend - OIT	500.00
6203 · Gross Payroll OIT/Maint Tech - Other	4,203.12
Total 6203 · Gross Payroll OIT/Maint Tech	6,442.32
6204 · Gross Payroll - Chief Plant Op	
Weekly Standby Stipend - CPO	0.00
6204 · Gross Payroll - Chief Plant Op - Other	5,425.00
Total 6204 · Gross Payroll - Chief Plant Op	5,425.00
6205 · Gross Payroll - Per Diem	2,000.00
6206 · Gross Payroll-Secretary	2,695.23
6210 · Payroll Taxes	1,453.93
6200 · Payroll Expenses - Other	0.00
Total 6200 · Payroll Expenses	18,466.48
6500 · Operations Administration	
6557 · Telephone	
6557B · Telephone - Cell	398.90
6557C · Telephone - Fire Alarm	42.60
Total 6557 · Telephone	441.50
Total 6500 · Operations Administration	441.50
6550 · Office Expenses	
6550A · Bank Service Charges	372.00
6550C · Website / Advert./ Pub Notice	210.60
6550E · Postage/Shipping - Lab Testing	80.45
6550G · Office Communication- Not Phone	36.00
6550J · Office General / Misc	89.99
Total 6550 · Office Expenses	789.04
6556 · Education	239.84
6600 · Repairs & Maintenance	
6601 · A Automobile Expense	
6601A · Fuel	452.54
Total 6601 · A Automobile Expense	452.54
6603 · Lab Testing	266.14

HILTON CREEK COMMUNITY SERVICES DISTRICT
Profit & Loss
January 2024

	Jan 24
6604 · Plant - General / Misc	207.66
6605 · Tools & Equipment - Non Capital	303.01
6609 · Sewer Lines- General Maint	173.67
6611 · U Utilities	
6611 A · Water	300.00
6611 B · SCE - Plant	2,113.98
6611 C · SCE - Pump Station	857.79
Total 6611 · U Utilities	3,271.77
6621 · Blower Project	32,808.00
Total 6600 · Repairs & Maintenance	37,482.79
6615 · Equipment Rental	
Equip. Use - Avail/Standby Fee	750.00
Equip. Use - Guaranteed Hours	500.00
Total 6615 · Equipment Rental	1,250.00
Total Expense	70,603.79
Net Ordinary Income	98,766.49
Other Income/Expense	
Other Income	
Interest Income	53.01
7030 · Other Income z	357.29
Total Other Income	410.30
Net Other Income	410.30
Net Income	99,176.79

HILTON CREEK COMMUNITY SERVICES District
Budget to Actual
January 31, 2024

REVENUE	Proposed SEWER Budget	Year To Date		Year To Date	Over (Under)	% used of Budget	Goal 0.5833	Over
		December 0.5000	January 0.5833					
General Operating Revenue:								
Property Taxes <u>Transferred</u> to Operations	231,000.00			106,000.00	(125,000.00)	46%	-12%	
Sewer Operation & Maintenance Revenue:								
Sewer Use Fees	446,900.00	20,005.73	34,329.41	221,498.51	(225,401.49)	50%	-9%	
Sewer Capital Improvement Revenue: Moved								
Investment Revenue								
Interest on Investments	0.00				(0.00)			
Transfer From Reserves	0.00				(0.00)			
Transfer From Other Funds	0.00				(0.00)			
Other Revenue	0.00	80.00	357.29		(0.00)			
Late Charges	0.00	252.63			(0.00)			
TOTAL REVENUES								
	677,900.00	20,005.73	34,329.41	327,498.51	(350,401.49)	0.95	(0.21)	-
EXPENSES								
ADMINISTRATION EXPENSES								
Administration Fee				80.00	80.00			
Trasfer out to Emergency Reserves				-				
Transfer out to Capital Improvement Projects				-				
Mono County Admin Fee (Book Entry)	4,500.00			-	(4,500.00)	0%	-58%	
***Depreciation Expense (Book Entry Only)	90,000.00	7,500.00	7,500.00	52,500.00	(37,500.00)	58%	0%	
SUBTOTAL								
	94,500.00	7,500.00	7,500.00	52,580.00	(41,920.00)	0.58	(0.58)	-

	Proposed SEWER Budget	December	January	Year To Date	Over	% used	Goal
Estimated EMPLOYEE BENEFITS							
Medical Reimbursement - Director (5)	11,696.00	662.67		2,374.47	(9,321.53)	20%	-38%
Medical Reimbursement - GM	1,800.00			-	(1,800.00)	0%	-58%
Medical Reimbursement - OIT	4,496.00			-			
Medical Reimbursement - Secretary	3,200.00			1,705.18			
Health Insurance (1) General Manager	25,000.00				(25,000.00)	0%	-58%
Health Insurance (1) Base Rate OIT	25,000.00	1,938.12	2,147.52	13,776.42	(11,223.58)	55%	-3%
Health Insurance - Retired (2)	3,300.00	275.91	287.19	1,942.77	(1,357.23)	59%	1%
Retirement Benefits - Employer Contributions GM	9,233.35			-	(9,233.35)	0%	-58%
Retirement Benefits - Employer Contributions OIT (10.1%)	6,100.00	1,013.12	506.56	3,545.92	(2,554.08)	58%	0%
*** Retirement Benefits - Employee Contributions GM	7,000.00			-			
*** Retirement Benefits - Employee Contributions OIT	4,700.00	772.40	386.20	2,703.40			
***457 - Employee Contributions	0.00			330.03	330.03		
457 Employer Contributions GM	1,980.00			-	(1,980.00)	0%	-58%
457 Employer Contributions OIT	1,980.00			165.00	(1,815.00)	8%	-50%
Add Compensation - Directors	9,900.00	1,741.65	825.00	5,826.80	(4,073.20)	59%	1%
Add Compensation - Secretary	1,980.00	348.33	146.67	1,155.03	(824.97)	58%	0% OVER
SUBTOTAL	117,365.35	6,752.20	4,299.14	33,525.02	(68,852.91)	29%	-30% -
PAYROLL							
Salaries & Employee Benefits:							
Director's Gross Salary							
+ \$3,000 Special Meetings if they occur	8,100.00	1,350.00	450.00	4,270.00	(3,830.00)	53%	-6%
General Manager Salary	91,419.30			-	(91,419.30)	0%	-58%
OIT	61,000.00	10,979.01	4,203.12	34,918.18	(26,081.82)	57%	-1%
OIT Overtime	10,000.00	2,005.50	580.12	7,177.58	(2,822.42)	72%	13%
OIT Additional Duties Pay	13,500.00	2,609.74	1,159.08	9,104.60	(4,395.40)	67%	9%
OIT Operations Stand by Time	7,000.00	750.00	500.00	2,862.50	(4,137.50)	41%	-17%
Chief Plant Operator - Part Time	55,000.00	9,712.50	5,425.00	44,656.25	(10,343.75)	81%	23% OVER
CPO Operations Stand by Time	7,000.00	62.50		231.25			
Perdiem	25,000.00	3,137.50	2,000.00	14,507.50	(10,492.50)	58%	0%
Secretarial Gross Salary Part Time	36,000.00	6,401.16	2,695.23	23,006.57	(12,993.43)	64%	6% OVER
Payroll Taxes	26,000.00	2,275.81	1,453.93	9,092.51	(16,907.49)	35%	-23%
SUBTOTAL	340,019.30	39,283.72	18,466.48	149,826.94	(183,423.61)	5.28	(0.55) -

	Proposed SEWER Budget	December	January	Year To Date	Over	% used	Goal
OPERATIONS							
Liability Insurance	9,000.00			8,396.08	(603.92)	93%	35%
Worker's Comp Insurance	8,100.00			6,099.14	(2,000.86)	75%	17%
Accounting	10,800.00	900.00		900.00	(9,900.00)	8%	-50%
Legal Fees	5,000.00			551.45			
Rate Study Avail Fees & Connection Fees	36,000.00			-			
Dues & Subscriptions	2,610.00			3,117.38	507.38	119%	61% OVER
Travel -Non Litigation	900.00			1,563.84	663.84	174%	115% OVER
License and Fees	30,000.00	30,531.00		30,607.37	607.37	102%	44% OVER
Educational Expenses	8,100.00	110.00	239.84	1,144.84	(6,955.16)	14%	-44%
Telephone	3,240.00	242.10	441.50	1,551.93	(1,688.07)	48%	-10%
Office Expenses	9,000.00	854.81	789.04	6,206.26	(2,793.74)	69%	11% OVER
Rent/Property Lease	500.00			-			
Contingency Admin Operations	10,000.00			-	(10,000.00)	0%	-58%
SUBTOTAL	133,250.00	32,637.91	1,470.38	60,138.29	(32,163.16)	7.03	1.20 -
REPAIRS & MAINTENANCE							
Auto Expenses	4,500.00	505.86	452.54	2,262.93	(2,237.07)	50%	-8%
Contract Services	5,000.00			-	(5,000.00)	0%	-58%
Lab Testing	6,500.00	1,041.00	266.14	3,021.82	(3,478.18)	46%	-12%
Plant - General Repairs & Maintenance	15,000.00	207.66	207.66	4,050.64	(10,949.36)	27%	-31%
Tools & Equipment - Non Capital	20,000.00	854.66	303.01	6,619.02	(13,380.98)	33%	-25%
SCADA	15,000.00			-	(15,000.00)	0%	-58%
Plant - Pond Maintenance	5,350.00			-	(5,350.00)	0%	-58%
Plant - Sludge Removal	9,000.00	152.00		442.50	(8,557.50)	5%	-53%
Sewer Lines - Vactor & General Maintenance	25,000.00	1,412.67	173.67	37,346.34	12,346.34	149%	91% OVER
Supplies	900.00	427.50	135.00	562.50	(337.50)	63%	4% OVER
Water	1,200.00		300.00	900.00	(300.00)	75%	17% OVER
SCE- Plant	30,000.00	1,819.99	2,113.98	13,629.08	(16,370.92)	45%	-13%
SCE - Pump Station	11,000.00	823.17	857.79	5,751.18	(5,248.82)	52%	-6%
Heavy Equipment & Snow Removal Plant	15,000.00		1,250.00	2,500.00	(12,500.00)	17%	-42%
Repairs & Maintenance Contingency	10,198.00	236.66	32,808.00	33,238.02	23,040.02	326%	268% OVER
SUBTOTAL	173,648.00	7,481.17	38,867.79	110,324.03	(63,323.97)	64%	5% OVER

	Proposed SEWER Budget	December	January	Year To Date	Over	% used	Goal
LONG TERM LIABILITY							
Debt - So Cal Ren - In Capital	16,600.00			-	(16,600.00)		
CalPERS Unfunded Liability	21,150.00			19,142.10			
Leave Payout (Vac & SL)	17,000.00			-			
SUBTOTAL	54,750.00	-	-	19,142.10	(16,600.00)		
SUBTOTAL ALL EXPENSES	913,532.65	93,655.00	70,603.79	425,536.38	(406,283.65)	47%	-12%
LESS ADJUSTMENTS							
***Non-Budget Items Expense	106,200.00	8,272.40	7,886.20	55,533.43	(50,666.57)	52%	-6%
**** Vacant GM Position	129,432.65	-	-	-	(129,432.65)	0%	-58%
TOTAL ADJUSTED EXPENSES	677,900.00	85,382.60	62,717.59	370,002.95	(307,897.05)	55%	-4%
Year to Date Available Revenue (Include. Prop. Tax Rec)				327,498.51			
Year to Date Expenses				370,002.95			
Net Available Revenue				(42,504.44)			

Budget to Actual Notes

10% Juniper Drive Cost Share has been calculated out of SewerC Budget

Blower & Clarifier Expense Project	
Transfer Pending from Capital	
Pending Adjustments : Move to Vactoring (10,760 Deficit)	
Liab Ins.	600.00
WC Inc	2,000.00
Sludge	6,000.00
Repairs & Maint Cont	2,160.00
Total Adj to Vactor	10,760.00

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Profit & Loss

January 2024

02/02/24

Accrual Basis

	Jan 24
Ordinary Income/Expense	
Income	
400 - REVENUE	
401 - Maintenance Fees	14,555.06
Total 400 - REVENUE	14,555.06
Total Income	14,555.06
Gross Profit	14,555.06
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-A - Retirement	56.28
504-AA-457 Employer Contributio	18.33
504-B - Health Insurance	270.53
Total 504 - Employee Benefits	345.14
512 - SNOW REMOVAL	11,250.00
Employee Clothing Reimb	15.00
64900 · 507 - Office Expense	
60400 · 502 - Bank Service Charges	225.00
64900 · 507 - Office Expense - Other	37.40
Total 64900 · 507 - Office Expense	262.40
66000 · 508 - Payroll Expenses	
508-B - Gross Payroll - Sec.	673.80
508 D - 10% Director Gross	141.65
Additional Compensation	36.66
Gross Salary - OIT/Maint Tech	1,314.08
OIT OVERTIME	229.24
Total 66000 · 508 - Payroll Expenses	2,395.43
67200 · 511 - Repairs and Maintenance	
60200 · 514- Automobile Expense	50.28
Total 67200 · 511 - Repairs and Maintenance	50.28
68100 · 515 - Telephone Expense	44.33
Total 500- OPERATING EXPENSES	14,362.58
Total Expense	14,362.58
Net Ordinary Income	192.48
Other Income/Expense	
Other Income	
600 - OTHER INCOME	
601- Interest Income	48.33
Total 600 - OTHER INCOME	48.33
Total Other Income	48.33
Net Other Income	48.33
Net Income	240.81

**JUNIPER DRIVE
Budget to Actual
January 31, 2024**

REVENUE	BUDGET	December	January	Year to Date	Over (Under)	Goal %
		Month 6	Month 7		{+ or -}	
Road Maintenance Revenue:						0.58333
Maintenance Fees Collected	50,000.00	478.78	6,814.66	32,544.44	(17,455.56)	7% OVER
Maintenance Fees Collected Through Sewer Fund	35,000.00	2,942.08	3,760.46	20,737.07	(14,262.93)	1% OVER
Combined Maintenance Fees Collected	85,000.00	3,420.86	10,575.12	53,281.51	(31,718.49)	4% OVER
Interest - LAIF	-	-	-	74.74	74.74	
Interest - County Investment Pool	-	-	-	4,866.54	4,866.54	
Transfer	-	-	11,250.00	11,250.00	11,250.00	
Late Fees	-	-	-	-	-	
TOTAL REVENUES	170,000.00	3,420.86	21,825.12	69,472.79	(47,245.70)	41% OVER
EXPENSES						
ADMINISTRATION EXPENSES						
Administration Fee	-	-	-	-	-	
SUBTOTAL	-	-	-	-	-	
EMPLOYEE BENEFITS						
Medical Reimbursement - Director	1,300.00	73.63	-	263.83	(1,036.17)	-38%
Medical Reimbursement - Employee	851.00	-	-	189.47	(661.53)	-36%
Health Insurance - Base	3,000.00	215.34	238.62	1,530.69	(1,469.31)	-7%
Health Insurance - Retired	400.00	30.65	31.91	215.83	(184.17)	-4%
Retirement Benefits - Employer Contributions	700.00	112.56	56.28	427.76	(272.24)	3% OVER
457 Employer Contributions	220.00	36.66	18.33	128.32	(91.68)	0%
Sec Additional Compensation	220.00	18.33	36.66	128.32	(91.68)	0%
SUBTOTAL:	6,691.00	487.17	381.80	2,884.22	(3,806.78)	-15%
PAYROLL						
Salaries & Employee Benefits:						
Director's Gross Salary	1,500.00	141.65	141.65	919.95	(580.05)	3% OVER
Manager Gross Salary	0.00	-	-	-	(0.00)	-58%
OIT Gross Salary + Add Duties Pay	8,500.00	657.04	1,314.08 229.24	4,609.47 229.24	(3,890.53)	-4%
OIT Overtime (JD OT Only)	7,000.00	-	-	-	-	
Leave Buy Out	1,900.00	-	-	-	-	
Secretarial Gross Salary	4,000.00	336.90	673.80	2,576.64	(1,423.36)	6% OVER
SUBTOTAL	22,900.00	1,135.59	2,358.77	8,335.30	(14,564.70)	
OPERATIONS						
Liability Insurance	1,000.00	-	-	932.90	(67.10)	35% OVER
Worker's Comp Insurance	900.00	-	-	677.68	(222.32)	17% OVER
PERS Unfunded Liability	2,350.00	-	-	2,093.10	(256.90)	31% OVER
Accounting	1,200.00	100.00	-	100.00	(1,100.00)	-50%
Legal	-	-	-	-	-	
Dues & Subscriptions	290.00	-	-	70.00	(220.00)	-34%
Travel -Non Litigation	100.00	-	-	-	(100.00)	-58%
License and Fees	0.00	-	-	-	(0.00)	-58%
Office Expenses	2,000.00	73.42	262.40	930.14	(1,069.86)	-12%
Educational Expenses	810.00	-	-	-	(810.00)	-58%
Telephone	360.00	22.16	44.33	139.42	(220.58)	-20%
Contingency	10,000.00	-	-	-	(10,000.00)	-58%
SUBTOTAL	19,010.00	195.58	306.73	4,943.24	(14,066.76)	-32%
REPAIRS & MAINTENANCE						
Auto Expenses	800.00	56.20	50.28	251.42	(548.58)	-27%
Contract Services	-	-	-	-	-	
Snow Removal Contract	25,000.00	-	11,250.00	22,500.00	(2,500.00)	32% OVER
Snow Removal Beyond Contract	20,000.00	-	-	-	(20,000.00)	-58%
Supplies	0.00	47.50	15.00	62.50	62.50	
Repairs & Maintenance	50,000.00	-	-	-	(50,000.00)	-58%
Transfer to Juniper Drive Investment Account	74,200.00	-	-	-	(74,200.00)	-58%
SUBTOTAL:	170,000.00	103.70	11,315.28	22,813.92	(147,186.08)	13% OVER
Debt Service:						
TOTAL EXPENSES	218,601.00	1,922.04	14,362.58	38,976.68	(165,059.62)	18% OVER
Year to Date Available Revenue				69,472.79		
Year to Date Expenses				38,976.68		
Net Available Revenue				30,496.11		

HILTON CREEK COMMUNITY SERVICES DISTRICT
Capital Reserve Transaction Detail Report
 July 2023 through January 2024

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
Transfer	07/05/2023	Connection F...	12000 · 3 B of Ameri...	10000 · 1 Bank...	7,343.00	
Deposit	07/31/2023	July 2023	12000 · 3 B of Ameri...	Interest Income	1.35	
Transfer	08/23/2023	Funds Transf...	12000 · 3 B of Ameri...	10000 · 1 Bank...	420.00	
Deposit	08/31/2023	August 2023	12000 · 3 B of Ameri...	Interest Income	1.35	
Deposit	09/29/2023	Deposit	12000 · 3 B of Ameri...	Interest Income	1.31	
Deposit	10/31/2023	October 2023	12000 · 3 B of Ameri...	Interest Income	1.36	
Deposit	11/30/2023	NOVEMBER ...	12000 · 3 B of Ameri...	Interest Income	1.31	
Deposit	12/29/2023	DECEMBER ...	12000 · 3 B of Ameri...	Interest Income	1.36	
Transfer	01/10/2024	Funds Transf...	12000 · 3 B of Ameri...	10000 · 1 Bank...		10,936.00
Deposit	01/31/2024	January 2024	12000 · 3 B of Ameri...	Interest Income	1.29	
TOTAL					<u>7,772.33</u>	<u>10,936.00</u>

HILTON CREEK COMMUNITY SERVICES District
Capital Improvement Budget FY 2023 2024
Wednesday, January 31, 2024

REVENUE	July	August	September	October	November	December	January	February	Year To Date	Budget Remaining	
	0.0833	0.1667	0.2500	0.3333	0.4167	0.5000	0.5833	0.6667			
General Capital Reserve Funds											
Balance FWD	67,593.06	0.00							0.00	67,593.06	
Sewer Connection Fees	14,686.00								0.00	14,686.00	
Availability Fees	1,050.00		350.00	407.00			10.00		767.00	283.00	
Sewer Connection Inspection Fees	100.00								0.00	100.00	
Investment Interest	12.00	1.35	1.31	1.36	1.31	1.36	1.29		7.98	4.02	
Potential Reserves Allocation	42,456.40	42,456.40							42,456.40	0.00	
So Cal Ren Loan	91,806.00									91,806.00	
Transfer from Other Funds	0.00								0.00	0.00	
TOTAL REVENUES	217,703.46	42,456.40	1.35	351.31	408.36	1.31	1.36	11.29	0.00	43,231.38	174,472.08
EXPENSES											
Capital Improvement Projects - 5 Year Plan											
Clarifier 2 Parts (Paid in FY 2021/2022 Budget)										0.00	
Clarifier 2 - Labor & Heavy Equipment	20,000.00	1,887.30	525.00	3,160.00	6,546.80	496.60	729.20	0.00	0.00	13,344.90	6,655.10
Clarifier 1 Parts	50,000.00									0.00	50,000.00
Clarifier 1 Labor & Heavy Equipment	22,000.00									0.00	22,000.00
Aeration Blowers = Oxygen ** / SCR Loan	91,806.00	0.00	0.00	367.70	38.20	38.20	0.00	11,548.50	736.00	12,728.60	79,077.40
Drying Beds / Sludge Dewatering	150,000.00										150,000.00
Emergency Generator - Plant	150,000.00										150,000.00
Sewer Lines Camera	15,000.00								0.00	0.00	15,000.00
District Vehicle	75,000.00								0.00	0.00	75,000.00
Capital Purchases - Failed Equipment	0.00								0.00	0.00	0.00
Capital Off Road Vehicle - Manhole Access	0.00								0.00	0.00	0.00
*Blower Controls - Not covered by So Cal Ren									8,871.45	8,871.45	-8,871.45
SUBTOTAL	573,806.00	1,887.30	525.00	3,527.70	6,585.00	534.80	729.20	11,548.50	9,607.45	34,944.95	538,861.05
DEFICIT	-356,102.54										
<i>*Pendng TXF from General Fund</i>											
<i>Pending TXF Out for Payment</i>											
<i>Board Approved Adjustment</i>											
Funds TXF to General Fund for Payment											
	Balance Owing	July	August	September	October	November	December	January	February	Year to Date	Owed
So Cal Ren Funds Held in Capital Reserves	12,728.60							10,936.00	736.00	11,672.00	1,056.60
Blower Parts Not Covered by So Cal Ren									8,871.45		
General Capital - No Funding from Other Sources											
Clarifier 2 - Labor & Heavy Equipment	13,344.90										
Clarifier 1 Parts	-										
Clarifier 1 Labor & Heavy Equipment	-										
Drying Beds / Sludge Dewatering	-										
Emergency Generator - Plant	-										
Sewer Lines Camera	-										
District Vehicle	-										
Capital Purchases - Failed Equipment	-										
Capital Off Road Vehicle - Manhole Access	-										
Total of all transfers to GF for payment	26,073.50	-	-	-	-	-	-	10,936.00	736.00	11,672.00	1,056.60

Labor Hours Per Capital Project

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Year to Date
Clarifier #2 Hours									
Billy	1.50			36.50	13.00	6.00			57.00
Keith	4.50	3.00	11.00	17.50		1.50			37.50
Jason	9.00		13.00	22.00		2.50			46.50
Other	187.50								187.50
Total Clarifier 2	202.50	3.00	24.00	76.00	13.00	10.00	-	-	328.50

Blower Hours									
Billy			1.00	1.00	1.00				3.00
Keith							3.50		3.50
Jason			2.00						2.00
Other									-
Total Blower	-	-	3.00	1.00	1.00	-	3.50	-	8.50

Hourly Rates Clarifier										
Billy	38.20	57.30	-	-	1,394.30	496.60	229.20	-	-	2,177.40
Keith	175.00	787.50	525.00	1,925.00	3,062.50	-	262.50	-	-	6,562.50
Jason	95.00	855.00	-	1,235.00	2,090.00	-	237.50	-	-	4,417.50
Other	187.50	-	-	-	-	-	-	-	-	187.50
Total Labor Costs - Clarifier 2	1,887.30	525.00	3,160.00	6,546.80	496.60	729.20	-	-	-	13,344.90

Hourly Rates Blower										
Billy	38.20	-	-	38.20	38.20	38.20	-	-	-	114.60
Keith	175.00	-	-	-	-	-	-	612.50	-	612.50
Jason	95.00	-	-	190.00	-	-	-	-	-	190.00
Other	-	-	-	-	-	-	-	-	-	-
Total Labor Costs - Blower	-	-	-	228.20	38.20	38.20	-	612.50	-	917.10

Part Costs									
Clarifier 2									
Blower									
			139.50					10,936.00	9,607.45

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Year to Date
Total Clarifier 2 Costs	1,887.30	525.00	3,160.00	6,546.80	496.60	729.20	-	-	13,344.90
Total Blower Costs	-	-	367.70	38.20	38.20	-	11,548.50	9,607.45	21,600.05

HILTON CREEK COMMUNITY SERVICES DISTRICT
Investment Accounts Report FY 2023 2024
January 31, 2024

	<u>December</u>	<u>January</u>	<u>Year To Date</u>
Mono County & LAIF REVENUE	0.5000	0.5833	
Investment Pool Revenue			
Property Taxes Recorded in County Investment Pool			
Secure Property Tax		94,475.33	94,475.33
Unsecure Property Tax		264.83	9,582.27
Excess ERAF			35,606.29
Unitary		2,375.74	2,375.74
LAIF			-
Total Property Tax Received	-	97,115.90	142,039.63
Fund Interest - Sewer Fund			3,863.93
Fund Interest - Juniper Drive			2,521.29
Tax Fund Interest 100% Sewer Fund			-
Other Tax Fund Interest 100% Sewer Fund			-
LAIF Interest - Sewer Fund		51.72	97.73
LAIF Interest - Juniper Drive		48.33	91.33
Total Interest	-	100.05	6,574.28
Delinquent Accounts Payments		1,739.34	1,739.34
Miscellaneous			-
Total Miscellaneous	-	1,739.34	1,739.34
Total Investment Pool Revenue	-	98,955.29	150,353.25
Investment Transferred			
Funds Transferred from Hilton Creek - Mono			
			-
Funds Transferred from Juniper Drive - Mono			
			-
Funds Transferred From Capital - Mono			
			-
Funds Transferred from Hilton Creek - LAIF			
			-
Funds Transferred from Juniper Drive - LAIF			
			-
Funds Transferred From Capital - LAIF			
			-
Total Investments Transferred	-	-	-
Transfers and Expenses			
Property Tax Admin Fee			-
Property Taxes Transferred to Operations			106,000.00
Property Taxes Transferred to Capital			-
Property Taxes Transferred to Juniper			-
Delinquent Account Payments TXF to Operations			-
Miscellaneous Adjustments			-
Total Outgoing	-	-	106,000.00
Net Investment Pool Revenue	-	-	(106,000.00)
Funds Earmarked for Reserves, Capital and Operating			
Emergency Reserves			42,456.40
Capital Reserves			42,456.40
Operation Reserves			25,000.00
PERS UAL			25,000.00
Personnel Leave Liabilities			25,000.00
Total Earmarked Funds	-	-	159,912.80
Net Investment Funds	-	-	(265,912.80)

HCCSD Mono County Investment Pool

02/01/24

Balance Sheet

Accrual Basis

As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
000 Mono County Investment Pool	
100 Hilton Creek Funds Holdings	288,697.85
101 Emergency Reserves Holdings	42,546.40
102 Capital Reserves Holdings	42,546.40
103 Operation Reserves Holdings	25,000.00
104 PERS UAL Holdings	25,000.00
105 Personnel Leave Liability	25,000.00
200 Juniper Drive Funds Holding	318,945.90
000 Mono County Investment Pool - Other	105,240.46
Total 000 Mono County Investment Pool	<u>872,977.01</u>
Total Checking/Savings	<u>872,977.01</u>
Total Current Assets	<u>872,977.01</u>
TOTAL ASSETS	<u>872,977.01</u>
LIABILITIES & EQUITY	
Equity	
Owners Equity	828,812.82
Net Income	44,164.19
Total Equity	<u>872,977.01</u>
TOTAL LIABILITIES & EQUITY	<u>872,977.01</u>

HCCSD Mono County Investment Pool

Profit & Loss

January 2024

	<u>Jan 24</u>
Ordinary Income/Expense	
Income	
DELINQUENT ACCOUNT PAYMENTS	1,739.34
TAX REVENUE	
Secure Property Tax	94,475.33
Unitary	2,375.74
Unsecure Property Tax	264.83
	<hr/>
Total TAX REVENUE	97,115.90
	<hr/>
Total Income	98,855.24
	<hr/>
Net Ordinary Income	98,855.24
	<hr/>
Net Income	<u><u>98,855.24</u></u>

HILTON CREEK COMMUNITY SERVICES DISTRICT

County Investment Pool Activity Detail Report

July 2023 through January 2024

Type	Date	Name	Memo	Split	Debit	Credit
Jul 23						
Transfer	07/10/2023		Funds Transf...	10000 · 1 Bank...		31,000.00
Deposit	07/31/2023		FY 2022 2023...	Mono County T...	2,105.21	
Jul 23					2,105.21	31,000.00
Aug 23						
Check	08/31/2023		FY 2022 2023...	Interest Income		1.32
Deposit	08/31/2023		FY 2022 2023...	Interest Income	3,601.03	
Deposit	08/31/2023		HOPTR Intere...	Interest Income	2.38	
Deposit	08/31/2023		ERAF 2022	Mono County T...	35,606.29	
Deposit	08/31/2023		Tax Fund Intr...	Interest Income	116.39	
Aug 23					39,326.09	1.32
Sep 23						
Transfer	09/01/2023		Funds Transf...	10000 · 1 Bank...		35,000.00
Deposit	09/30/2023		Total Amount ...	Interest Income	3,863.93	
Sep 23					3,863.93	35,000.00
Oct 23						
Deposit	10/01/2023		Current Unse...	Mono County T...	9,317.44	
Oct 23					9,317.44	0.00
Nov 23						
Transfer	11/16/2023		Funds Transf...	10000 · 1 Bank...		40,000.00
Nov 23					0.00	40,000.00
Dec 23						
Dec 23						
Jan 24						
Deposit	01/01/2024		UNITARY	Mono County T...	2,375.74	
Deposit	01/01/2024		UNSECURE ...	Mono County T...	264.83	
Deposit	01/01/2024		DELINQUEN...	DELINQUENT ...	1,739.34	
Deposit	01/01/2024		SECURE PR...	Mono County T...	94,475.33	
Jan 24					98,855.24	0.00
TOTAL					153,467.91	106,001.32

11:30 AM

02/02/24

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Mono County Inv. Pool Transactions
 July 2023 through June 2024

	Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Jul 23 Jul 23										
Aug 23 Aug 23	Deposit	08/31/2023			FY 2022 2023...	Mono County Treas...		601- Interest In...	2,345.25	
Aug 23									2,345.25	0.00
Sep 23 Sep 23	Deposit	09/30/2023			FY 2023-2024...	Mono County Treas...		601- Interest In...	2,521.29	
Sep 23									2,521.29	0.00
Oct 23 Oct 23										
Nov 23 Nov 23										
Dec 23 Dec 23										
Jan 24 Jan 24										
Feb 24 Feb 24										
Mar 24 Mar 24										
Apr 24 Apr 24										
May 24 May 24										
Jun 24 Jun 24										
TOTAL									<u>4,866.54</u>	<u>0.00</u>

COUNTY OF MONO
G/L TRANSACTION DETAIL

From Date: 07/01/2023
 To Date: 06/30/2024
 From Account:
 To Account:
 Include Accounts With No Activity
 Run Date: 02/01/2024
 User: slegrand

G/L#	EFFECTIVE DATE	DESCRIPTION	STP	SOURCE	JE#	DEPOSIT	CHECK	VENDOR	VENDOR INVOICE#	DEBIT	CREDIT	BALANCE
380-00-000		CASH - HILTON CREEK COMM SVC DISTRICT								Balance	Forward	828,812.82
	07/07/2023	District Draw Request 7/3/2023	SYS	AP	591940		14267	HILTON CREEK COMMUNITY SERVICES DISTRICT	70323		31,000.00	797,812.82
	08/01/2023	PC-Excess ERAF	AJ	GL	602363					35,606.29		833,419.11
	08/31/2023	District Draw Request 8/23/2023	SYS	AP	602288		14740	HILTON CREEK COMMUNITY SERVICES DISTRICT	082323		35,000.00	798,419.11
	09/30/2023	PC-Sept. 2023 Cur Unsecured FY 2023-24	AJ	GL	608460					9,317.44		807,736.55
	09/30/2023	PC-1Q 23-24 Interest Appt	AJ	GL	612885					6,385.22		814,121.77
	11/16/2023	District Draw Request 11/13/2023	SYS	AP	615013		15330	HILTON CREEK COMMUNITY SERVICES DISTRICT	111323		40,000.00	774,121.77
	12/31/2023	PC-Dec 2023 Cur Unsec FY 2023/24	AJ	GL	623468					156.50		774,278.27
	12/31/2023	PC-Dec 2023 Unitary FY 2023/24	AJ	GL	623467					2,375.74		776,654.01
	12/31/2023	PC-Dec 2023 Del Unsec FY 2023/24	AJ	GL	623470					30.34		776,684.35
	12/31/2023	PC-Dec. 2023 Cur Sec FY 2023/24	AJ	GL	623466	1,739.34 Delinquent Account Payments			Prop Tax Adj 92,146.11	93,885.45		870,569.80
	12/31/2023	PC-Dec 2023 Del Sec FY 2023/24	AJ	GL	623480					881.98		871,451.78
	12/31/2023	PC-Dec 2023 Supp Sec FY 2023/24	AJ	GL	623936					1,447.24		872,899.02
	12/31/2023	PC-Dec 2023 Supp UnSec FY 2023/24	AJ	GL	623472					77.99		872,977.01
		TOTAL								150,164.19	106,000.00	872,977.01
380-00-000		ACCOUNTS PAYABLE								Balance	Forward	0.00
	07/05/2023	District Draw Request 7/3/2023	SYS	AP	591937		14267	HILTON CREEK COMMUNITY SERVICES DISTRICT	70323		31,000.00	31,000.00 CR
	07/07/2023	District Draw Request 7/3/2023	SYS	AP	591940		14267	HILTON CREEK COMMUNITY SERVICES DISTRICT	70323	31,000.00		0.00

G/L#	EFFECTIVE DATE	DESCRIPTION	STP	SOURCE	JE#	DEPOSIT	CHECK	VENDOR	VENDOR INVOICE#	DEBIT	CREDIT	BALANCE
	08/23/2023	District Draw Request 8/23/2023	SYS	AP	602282		14740	HILTON CREEK COMMUNITY SERVICES DISTRICT	082323		35,000.00	35,000.00 CR
	08/31/2023	District Draw Request 8/23/2023	SYS	AP	602288		14740	HILTON CREEK COMMUNITY SERVICES DISTRICT	082323	35,000.00		0.00
	11/13/2023	District Draw Request 11/13/2023	SYS	AP	615001		15330	HILTON CREEK COMMUNITY SERVICES DISTRICT	111323		40,000.00	40,000.00 CR
	11/16/2023	District Draw Request 11/13/2023	SYS	AP	615013		15330	HILTON CREEK COMMUNITY SERVICES DISTRICT	111323	40,000.00		0.00
		TOTAL								106,000.00	106,000.00	0.00
380-00-000-		Long-Term Debt Payable								Balance	Forward	0.00
380-00-000-		FUND BALANCE AVAILABLE								Balance	Forward	694,101.47 CR
380-00-000-		INTEREST INCOME								Balance	Forward	0.00
	09/30/2023	1Q 23-24 Interest Appt	AJ	GL	612885						6,385.22	6,385.22 CR
		TOTAL								0.00	6,385.22	6,385.22 CR
380-00-000-		MISCELLANEOUS REVENUE								Balance	Forward	0.00
	08/01/2023	FY 2022 Excess ERAF Allocation	AJ	GL	602363						35,606.29	35,606.29 CR
	09/30/2023	Sept. 2023 Cur Unsecured FY 2023-24	AJ	GL	608460						9,317.44	44,923.73 CR
	12/31/2023	Dec. 2023 Cur Sec FY 2023/24	AJ	GL	623466						92,145.12	137,068.85 CR
	12/31/2023	Dec. 2023 Cur Sec FY 2023/24	AJ	GL	623466						1,740.33	138,809.18 CR
	12/31/2023	Dec 2023 Unitary FY 2023/24	AJ	GL	623467						2,375.74	141,184.92 CR
	12/31/2023	Dec 2023 Cur Unsec FY 2023/24	AJ	GL	623468						156.50	141,341.42 CR
	12/31/2023	Dec 2023 Del Unsec FY 2023/24	AJ	GL	623470						30.34	141,371.76 CR
	12/31/2023	Dec 2023 Supp UnSec FY 2023/24	AJ	GL	623472						77.99	141,449.75 CR
	12/31/2023	Dec 2023 Del Sec FY 2023/24	AJ	GL	623480						881.98	142,331.73 CR
	12/31/2023	Dec 2023 Supp Sec FY 2023/24	AJ	GL	623936						1,447.24	143,778.97 CR
		TOTAL								0.00	143,778.97	143,778.97 CR
380-00-000		EXPENDITURES								Balance	Forward	0.00
	07/05/2023	District Draw Request 7/3/2023	SYS	AP	591937		14267	HILTON CREEK COMMUNITY SERVICES DISTRICT	70323	31,000.00		31,000.00
	08/23/2023	District Draw Request 8/23/2023	SYS	AP	602282		14740	HILTON CREEK COMMUNITY SERVICES	082323	35,000.00		66,000.00

G/L#	EFFECTIVE DATE	DESCRIPTION	STP SOURCE	JE#	DEPOSIT	CHECK	VENDOR	VENDOR INVOICE#	DEBIT	CREDIT	BALANCE
	11/13/2023	District Draw Request 11/13/2023	SYS AP	615001		15330	DISTRICT HILTON CREEK COMMUNITY SERVICES DISTRICT	111323	40,000.00		106,000.00
		TOTAL							106,000.00	0.00	106,000.00
		GRAND TOTAL							362,164.19	362,164.19	134,711.35



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

February 01, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

HILTON CREEK COMMUNITY SERVICES DISTRICT

SECRETARY OF THE BOARD
3222 CROWLEY LAKE DR.
CROWLEY LAKE, CA 93546

[Tran Type Definitions](#)

//

January 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/12/2024	1/11/2024	QRD	1745133	N/A	SYSTEM	100.05

Account Summary

Total Deposit:	100.05	Beginning Balance:	9,959.50
Total Withdrawal:	0.00	Ending Balance:	10,059.55

1.004569% Increase

Allocation

HC - 52 % 51.72

Jun - 48% 48.33

HILTON CREEK COMMUNITY SERVICES DISTRICT LAIF Fiscal Year Transaction Detail Report July 2023 through June 2024

Type	Date	Num	Memo	Account	Split	Debit	Credit
Jul 23 Deposit	07/14/2023		April to June	14000 · 5 LAIF	Interest Income	39.75	
Jul 23						39.75	0.00
Aug 23 Aug 23							
Sep 23 Sep 23							
Oct 23 Deposit	10/31/2023		July - Sept	14000 · 5 LAIF	Interest Income	46.01	
Oct 23						46.01	0.00
Nov 23 Nov 23							
Dec 23 Dec 23							
Jan 24 Deposit	01/31/2024		Oct - Dec	14000 · 5 LAIF	Interest Income	51.72	
Jan 24						51.72	0.00
Feb 24 Feb 24							
Mar 24 Mar 24							
Apr 24 Apr 24							
May 24 May 24							
Jun 24 Jun 24							
TOTAL						<u>137.48</u>	<u>0.00</u>

**JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
LAIF Transactions Fiscal Year 2020/2021
July 2023 through June 2024**

Type	Date	Num	Memo	Account	Split	Debit	Credit
Jul 23 Deposit	07/14/2023		FY 2022 2023...	102 - LAIF	601- Interest In...	37.14	
Jul 23						37.14	0.00
Aug 23 Aug 23							
Sep 23 Sep 23							
Oct 23 Deposit	10/31/2023		FY 2023-2024...	102 - LAIF	601- Interest In...	43.00	
Oct 23						43.00	0.00
Nov 23 Nov 23							
Dec 23 Dec 23							
Jan 24 Deposit	01/31/2024		FY 2023-2024	102 - LAIF	601- Interest In...	48.33	
Jan 24						48.33	0.00
Feb 24 Feb 24							
Mar 24 Mar 24							
Apr 24 Apr 24							
May 24 May 24							
Jun 24 Jun 24							
TOTAL						<u>128.47</u>	<u>0.00</u>

HILTON CREEK COMMUNITY SERVICES DISTRICT
Revenue Report FY 2023 2024
January 31, 2024

	<u>December</u>	<u>January</u>	<u>Year To</u>
	<u>Sep & Oct</u>	<u>Nov & Dec</u>	<u>Date</u>
Sewer Operation & Maintenance Revenue:			
Previous Month's Outstanding (Even Month's Only)	30,106.83		
Sewer Use Fees Billed	146.30	70,650.68	291,006.19
Late& Admin Fees Charges Billed			285.34
Availability Fees Charged	75.00		
Other Charges Billed			-
Total Charged	30,328.13	70,650.68	420,580.56
Sewer Fees Collected	19,188.75	45,185.05	230,494.89
Late & Admin Fees Collected	252.63		505.95
Availability Fees Collected	10.00		
Other Collections			80.01
*Total Collected	19,451.38	45,185.05	232,240.85
Less Prepaid	(3,891.27)	(2,015.96)	(20,113.16)
Total Net Collections	15,560.11	43,169.09	212,127.69
Outstanding Collections Sewer Use Fees	(19,042.45)	25,465.63	95,364.07
Outstanding Collections - Late & Admin Fees	(252.63)	-	
Percent Collected	51%	61%	50%
<i>*Payment associated with Invoice Date</i>			

	<u>December</u>	<u>January</u>	<u>Year To</u>
	<u>Sep & Oct</u>	<u>Nov & Dec</u>	<u>Date</u>
Juniper Drive Revenue			
Previous Month's Outstanding (Even Month's Only)	3,680.36		
Road Maintenance Fees Billed	196.84	14,555.06	58,417.08
Late Fees Charges		-	-
Other Charges			-
Total Charged	3,877.20	14,555.06	87,177.53
Road Maintenance Fees Collected	3,342.14	10,575.12	52,577.54
Late Fees Collected	78.72	549.59	1,099.18
Other Collections			-
*Total Collected	3,420.86	11,124.71	53,676.72
Less Prepaid	(268.62)	(87.10)	(1,483.48)
Total Net Collections	3,152.24	11,037.61	52,193.24
Juniper Outstanding Road Maintenance Fees	(3,145.30)	14,555.06	16,414.66
Outstanding Collections - Late & Admin Fees	(78.72)	(549.59)	
Percent Collected	81%	76%	60%
<i>*Payment associated with Invoice Date</i>			

HILTON CREEK COMMUNITY SERVICES District
Emergency Reserves
Preliminary FY 2023-2024
January 31, 2024

				Year To Date
	July	November	December	
REVENUE	0.0833	0.4167	0.5000	
Emergency Reserves				
Earmarked Property Tax				-
Transfers				-
% Collected with billing				-
Other				-
Earmarked Reserves (FY 2023 2024)	42,456.40			42,456.40
				-
				-
TOTAL REVENUES	42,456.40	-	-	42,456.40
EXPENSES				
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
SUBTOTAL	-	-	-	-

DEFICIT

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02/02/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT

District Funds Transfer Transactions

July 2023 through June 2024

Type	Date	Memo	Account	Debit	Credit
Jul 23					
Transfer	07/05/2023	Connection Fee - Adkins A6033015 - Sierra Springs	10000 · 1 Bank of America-Che...		7,343.00
Transfer	07/05/2023	Connection Fee - Adkins A6033015 - Sierra Springs	12000 · 3 B of America-Capital ...	7,343.00	
Transfer	07/10/2023	Funds Transfer - Operating Expenses - FY 2023 PERS UAL - SDRMA Liability I...	10000 · 1 Bank of America-Che...	31,000.00	
Transfer	07/10/2023	Funds Transfer - Operating Expenses - FY 2023 PERS UAL - SDRMA Liability I...	13000 · 4 Mono Co Treasury Inv...		31,000.00
Jul 23				38,343.00	38,343.00
Aug 23					
Transfer	08/07/2023	Funds Transfer Snow Removal	10000 · 1 Bank of America-Che...	11,250.00	
Transfer	08/07/2023	Funds Transfer Snow Removal	17000 · Juniper Dr SZB Clearin...		11,250.00
Transfer	08/23/2023	Funds Transfer Clear Account Including Snow Removal	10000 · 1 Bank of America-Che...	10,552.66	
Transfer	08/23/2023	Funds Transfer Availability Fees FY 2022 2023	10000 · 1 Bank of America-Che...		420.00
Transfer	08/23/2023	Funds Transfer Avail Fees FY 2022 2023	12000 · 3 B of America-Capital ...	420.00	
Transfer	08/23/2023	Funds Transfer Clear Account Including Snow Removal	17000 · Juniper Dr SZB Clearin...		10,552.66
Aug 23				22,222.66	22,222.66
Sep 23					
Transfer	09/01/2023	Funds Transfer Operating Expenses - Payroll and Vactoring	10000 · 1 Bank of America-Che...	35,000.00	
Transfer	09/01/2023	Funds Transfer Operating Expenses - Payroll and Vactoring	13000 · 4 Mono Co Treasury Inv...		35,000.00
Sep 23				35,000.00	35,000.00
Oct 23					
Oct 23					
Nov 23					
Transfer	11/16/2023	Funds Transfer - Operations & Payroll	10000 · 1 Bank of America-Che...	40,000.00	
Transfer	11/16/2023	Funds Transfer - Operations & Payroll	13000 · 4 Mono Co Treasury Inv...		40,000.00
Nov 23				40,000.00	40,000.00
Dec 23					
Dec 23					
Jan 24					
Transfer	01/09/2024	SNOW REMOVAL CONTRACT SECOND INSTALLMENT	10000 · 1 Bank of America-Che...	11,250.00	
Transfer	01/09/2024	SNOW REMOVAL CONTRACT SECOND INSTALLMENT	17000 · Juniper Dr SZB Clearin...		11,250.00
Transfer	01/10/2024	Funds Transfer - Blower Project - APGN Checks 8503 and 8502 5468.00 Each	10000 · 1 Bank of America-Che...	10,936.00	
Transfer	01/10/2024	Funds Transfer - Blower Project - APGN Checks 8503 and 8502 5468.00 Each	12000 · 3 B of America-Capital ...		10,936.00
Jan 24				22,186.00	22,186.00
Feb 24					
Feb 24					
Mar 24					
Mar 24					
Apr 24					

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HILTON CREEK COMMUNITY SERVICES DISTRICT
District Funds Transfer Transactions
July 2023 through June 2024

02/02/24

Accrual Basis

Type	Date	Memo	Account	Debit	Credit
Apr 24					
May 24					
May 24					
Jun 24					
Jun 24					
TOTAL				<u>157,751.66</u>	<u>157,751.66</u>

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02/02/24

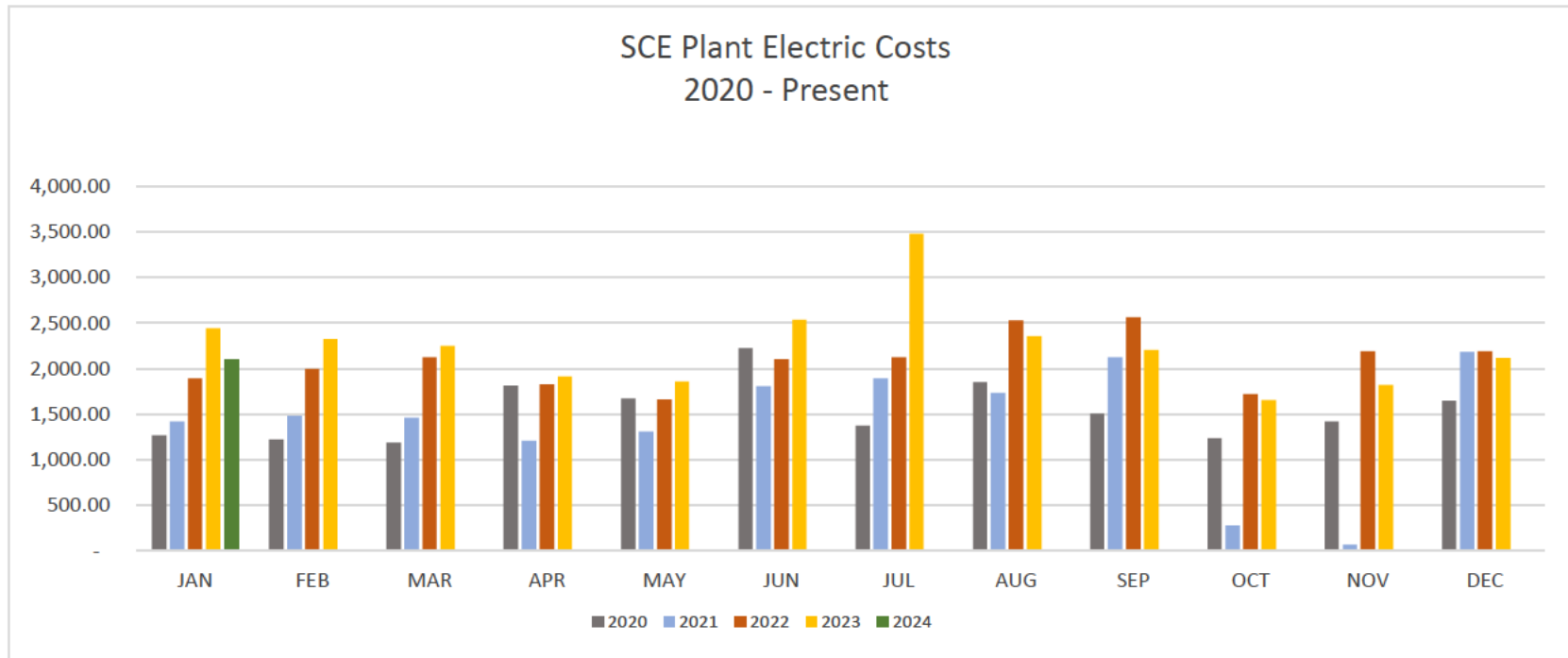
Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Fund Transfer Transactions
July 2023 through June 2024

Type	Date	Memo	Account	Debit	Credit
Jul '23 - Jun 24					
Transfer	08/07/2023	Funds Transfer Clear Wash Account Including Snow Removal	101 - Checking - B of A		11,250.00
Transfer	08/07/2023	Funds Transfer Clear Wash Account Including Snow Removal	JDSZB Wash Account	11,250.00	
Transfer	08/23/2023	Funds Transfer Clear Wash Account Including Snow Removal	101 - Checking - B of A		10,552.66
Transfer	08/23/2023	Funds Transfer Clear Wash Account Including Snow Removal	JDSZB Wash Account	10,552.66	
Transfer	08/28/2023	Reverse 8/23/2023 Transaction	JDSZB Wash Account		10,552.66
Transfer	08/28/2023	Reverse 8/23/2023 Transaction	101 - Checking - B of A	10,552.66	
Transfer	01/07/2024	SNOW REMOVAL ANNUAL CONTRACT - SECOND INSTALLMENT	101 - Checking - B of A		11,250.00
Transfer	01/07/2024	SNOW REMOVAL ANNUAL CONTRACT - SECOND INSTALLMENT	JDSZB Wash Account	11,250.00	
Jul '23 - Jun 24				43,605.32	43,605.32

HILTON CREEK CSD PLANT SCE ELECTRIC BILLS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Annual Average
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	1659.69
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	1,357.93
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	1,440.79
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	1,211.04
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	1,171.36
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	1,638.19
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	1,604.77
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	1,572.85
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	1,459.92
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	1,719.03	2,193.01	2,193.11	2,072.79
2023	2,441.54	2,322.66	2,252.72	1,913.41	1,859.59	2,532.82	3,477.21	2,358.34	2,206.05	1,653.51	1,819.99	2,113.98	2,228.83
2024	2,103.84												
Mo. Avg	1,547.58	1,466.67	1,525.63	1,410.45	1,462.32	1,806.03	1,795.52	1,729.49	1,767.82	1,289.86	1,256.00	1,560.30	1,583.47
19-23 Avg	1,738.50	1,771.47	1,748.11	1,678.31	1,630.69	2,105.98	2,028.75	1,952.22	2,042.05	1,295.35	1,353.59	1,875.80	1,787.83



Plant Electric Use Comparison 23-24							PEAK HOURS PLANT			
	FY 2022-2023		FY 2023-2024		Difference		ON PEAK	MID PEAK	OFF PEAK	SPR OFF
	Kwh	Cost	Kwh	Cost	Kwh	Cost				
JUL	10406	2125.08	15030	3477.21	4624	1352.13	2118	1108	11804	
AUG	13062	2525.43	10174	2358.34	-2888	-167.09	1551	575	8048	
SEP	13448	2563.23	10029	2206.05	-3419	-357.18	1399	679	7845	106
OCT	10413	1719.03	8694	1653.51	-1719	-65.52		1834	3966	2894
NOV	13501	2193.01	9972	1819.99	-3529	-373.02		2048	4668	3256
DEC	13020	2193.11	10985	2113.98	-2035	-79.13		2260	5095	3630
JAN	13245	2441.54	11088	2103.84	-2157	-337.70		2268	5269	3551
FEB	12718	2322.66			-12718	-2322.66				
MAR	12910	2252.72			-12910	-2252.72				
APR	10437	1913.41			-10437	-1913.41				
MAY	10298	1859.59			-10298	-1859.59				
JUN	10452	2532.82			-10452	-2532.82				
AVG YTD	12,308	\$ 2,219.82	10,853	\$ 2,247.56	(1,494)	\$ 51.70	1,689	1,539	6,671	2,687

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	2751	737.95	4943	1307.68	2192	569.73	751	377	3815	
AUG	2762	758.52	3348	996.18	586	237.66	574	230	2544	
SEP	3098	822.66	3818	1016.42	720	193.76	596	317	2854	54
OCT	3069	618.61	3357	749.94	288	131.33		833	1324	1200
NOV	3840	711.44	3863	823.17	23	111.73		946	1533	1384
DEC	4175	853.36	4098	857.79	-77	4.43		1026	1552	1520
JAN	4095	928.76	3696	809.08	-399	-119.68		951	1430	1315
FEB	3899	740.11			-3899	-740.11				
MAR	4254	830.09			-4254	-830.09				
APR	5594	1171.26			-5594	-1171.26				
MAY	5192	1046.49			-5192	-1046.49				
JUN	4356	1216.66			-4356	-1216.66				
AVG YTD	3283	\$ 750.42	3875	\$ 937.18	622	\$ 208.11	640	669	2150	1095

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	7.50	897.50	-	22,500.00	7.50	25,000.00
August	5.50	387.50	-	-	5.50	387.50
September - No Charges	-	-	-	-	-	-
October - No Charges	-	-	-	-	-	-
November	7.50	-	-	-	7.50	-
December	1.00	-	-	-	-	-
January	8.50	602.50	4.00	300.00	12.50	902.50
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
Fiscal Year Total	30.00	1,887.50	4.00	22,800.00	33.00	26,290.00

Total Reimbursement

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 sewer costs over \$2,500 within the 60 hour limit

Snow Activity

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
JANUARY 9, 2024
5:00 P.M.
CROWLEY LAKE COMMUNITY CENTER
58 PEARSON ROAD, CROWLEY LAKE, CALIFORNIA
Minutes**

1. **Steve Shipley called the meeting to order at 5:03 p.m.**

A. ROLL CALL

Members Present: Cindy Adamson, Isabel Connolly, Windsor Czeschin, Devin Preston and Steve Shipley

Members Absent: None

Staff Present: Lorinda Beatty, Billy Czeschin and Keith Hafner

Guests: David Richman

2. **ADDITIONS TO AGENDA – None**

3. **PUBLIC COMMENT**

A. Public Comment – items not on the agenda. Mr. Richman suggested the District look into a new rate structure with SCE to reduce electric utility charges.

4. **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 December, 2023

3. District Fund Transfers – December, 2023

3. Southern California Edison Report

4. Equipment Use Hours

C. Approval of Minutes

1. Minutes of the Regular Board meeting of December 12, 2023

2. Minutes of the Special Board meeting of December 18, 2023

Motion: To accept the Consent Agenda as presented.

Moved by Ms. Connolly, Second by Ms. Adamson

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

5. **SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
 - A. **General Manager Report on Status of Facilities and Operational**
 1. **Plant Automation update**

No Updates
 2. **Clarifier #2**

Clarifier #2 has been online for about a week and is running smoothly.
 3. **Blower**

Blower fabrication is in process.
 4. **Wells**

No Updates - Quarterly sample to be done next week.
 5. **Easements, Manholes and Sewer Lines**

15 Meadow View Drive continues to have problems with their private lateral. The pump station noise complaint received earlier this year has been resolved.
 6. **Drying Beds**

Working as best as they can in freezing weather.
 7. **Testing and Flows.**

Samples will be taken on January 10, 2024. Currently, flows are steady at approximately 80,000 Gallons per day.
 8. **Miscellaneous Projects**

Public comment noted the increase in electrical use and suggested the Board look into rate changes.
6. **NEW BUSINESS**
 - A. **Juniper Drive – Potholes / Road Maintenance**

Mr. Czeschin ordered some patch material to temporarily repair the potholes. Concerns regarding a pothole near the end of Juniper Drive on the East side of the loop were discussed. Mr. Czeschin will continue to monitor it during the winter and make suggestions for the summer.
7. **OLD BUSINESS**
 - A. **Studio Apartment Definition**

Ms. Beatty provided memo outlining the discussion at the December 12, 2023 meeting. Public comment stated that the square footage was too high. The Board would like to have storage/closet space defined, reduce the square footage to 400 Sq. Ft. and add language regarding items considered as separate space. Ms. Beatty will provide an update at the next meeting.
8. **NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS - None**

9. **BOARD MEMBER COMMENTS/REPORTS** – Ms. Beatty reported that she was awarded the 2023 Mono County Community Spirit Award.

10. **ANNOUNCEMENTS**

A. Regular Board Meeting February 13, 2024 at 5 pm

11. **CLOSED SESSION**

Public Employees Performance Evaluation – Board Secretary/Finance Officer Unrepresented (Government Code §54957)

There was no closed session.

12. **ADJOURNMENT**

Motion: To Adjourn the January 9, 2024 Regular Board Meeting at 5:47 p.m.

Moved by Ms. Connolly, Second by Ms. Adamson

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

The meeting was adjourned at 5:47 pm.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: STUDIO APARTMENT – DETERMINING GUIDELINES

DATE: FEBRUARY 13, 2024

At the December 12, 2023 meeting it was brought to the Board’s attention the need to standardize the determination of a “Studio” dwelling unit.

The Board discussed the following items as determinations:

- Capacity: The maximum capacity of a studio is 2 people.
- Square Footage: 400 square feet or less with 1 bathroom.
- The living, sleeping, kitchen and eating space are one space.
 - Lofts, rooms, or multi-level spaces for any purpose are considered a separate space. The removing of doors does not qualify the space as a studio.
- Separate Kitchen Space: No separate kitchen spaces.
 - Kitchens with alcoves, walls, half walls, rooms, or loft space would be considered separate kitchen space. The removing of doors does not qualify the space as a studio.
- The bathroom may have a door.
- Separate Sleeping space. No separate sleeping space.
 - Dwellings with walls, rooms, half walls or lofts would be considered separate sleeping spaces. The removing of doors does not qualify the space as a studio.
- Storage Space/closet/pantry may have a door provided the space is no larger than 150 square feet and cannot accommodate a mattress of any size. Otherwise, the storage space/closet/panty will be considered a sperate space.

All of the above qualifications must be met to qualify as a studio dwelling unit.

REQUESTED ACTION: Review and discuss the determining guidelines and provide staff with direction.