

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, JUNE 14, 2022
5:00 P.M.
CROWLEY LAKE COMMUNITY CENTER
58 PEARSON ROAD, CROWLEY LAKE, CALIFORNIA
TELECONFERENCE - ZOOM**

AGENDA

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

1. CALL MEETING TO ORDER

A. Roll Call

2. 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 above)

4. CONSENT AGENDA

A. Financial Reports

1. Consideration & Approval of Disbursements List
a. Disbursements and Checks

B. Review & Acceptance of Monthly Financial Reports

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

C. Approval of Minutes

1. Minutes of the Regular Board Meeting of May 10, 2022

5. SEWER FACILITIES UPDATE - GENERAL UPDATE

A. General Report on Status of Facilities, Operational Stability

6. NEW BUSINESS

A. Employment Contract Extension – Jason Hatter

B. Employment Contract Extension – Keith Hafner

C. Equipment Use Reimbursement Contract Extension & Amendment – Billy's Snow Removal

D. Customer Billing Period

7. OLD BUSINESS

- A. SoCalRen
- B. RDN – Rate Study Update
- C. Employee Handbook – Update
- D. Budget Review Discussion
- E. Sierra Springs Easement

8. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

9. BOARD MEMBER COMMENTS/REPORTS

10. ANNOUNCEMENTS

- A. Regular Board Meeting: July 12, 2022, at 5:00 p.m.

11. CLOSED SESSION

- A. Conference with Labor Negotiators – Unrepresented Employee – Secretary of the Board - Government Code §54957.6

- B. Conference with Labor Negotiators – Unrepresented Employee – Operator in Training - Government Code §54957.6

12. ADJOURNMENT

TELECONFERENCE INFORMATION

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

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89827321698>

Or One tap mobile :

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HILTON CREEK COMMUNITY SERVICES DISTRICT

CHECKS WRITTEN - ALL FUNDS

06/12/22

Accrual Basis

May 11 through June 14, 2022

| Type | Date | Num | Name | Memo | Amount |
|---------------------------|------------|---------|-----------------------------------|--|-------------------|
| May 11 - 14, 22 | | | | | |
| Bill Pmt -... | 05/11/2022 | | PERS 457 Contributions | 457 PPE 05/13/2022 | -129.41 |
| Bill Pmt -... | 05/11/2022 | | PERS Retirement | PPE 5/13/2022 Partial | -128.53 |
| Liability C... | 05/12/2022 | | QuickBooks Payroll Service | Created by Payroll Service on 05/11/2022 | -4,341.48 |
| Paycheck | 05/13/2022 | DD11... | BEATTY, LORINDA A | Direct Deposit | 0.00 |
| Paycheck | 05/13/2022 | DD11... | CZESCHIN, WILLIAM | Direct Deposit | 0.00 |
| May 11 - 14, 22 | | | | | -4,599.42 |
| Week of May 15, 22 | | | | | |
| Week of May 15, 22 | | | | | |
| Week of May 22, 22 | | | | | |
| Bill Pmt -... | 05/24/2022 | | SCE | 2022 - 04/04 to 05/03 Pump Station | -632.47 |
| Bill Pmt -... | 05/24/2022 | | SCE | 2022 - 04/04 to 05/03 Plant | -1,826.94 |
| Liability C... | 05/26/2022 | | QuickBooks Payroll Service | Created by Payroll Service on 05/24/2022 | -4,311.48 |
| Paycheck | 05/27/2022 | DD11... | BEATTY, LORINDA A | Direct Deposit | 0.00 |
| Paycheck | 05/27/2022 | DD11... | CZESCHIN, WILLIAM | Direct Deposit | 0.00 |
| Week of May 22, 22 | | | | | -6,770.89 |
| Week of May 29, 22 | | | | | |
| Check | 06/02/2022 | Txf | Transfer from Capital Reserve ... | Clarifier Purchase | 46,606.80 |
| Liability C... | 06/03/2022 | E-pay | Emp. Dev. Dept. | 499-0247-1 QB Tracking # -601646326 | -45.07 |
| Liability C... | 06/03/2022 | E-pay | Emp. Dev. Dept. | 499-0247-1 QB Tracking # -601602326 | -659.61 |
| Liability C... | 06/03/2022 | E-pay | EFTPS | 94-2834850 QB Tracking # -601580326 | -2,054.06 |
| Bill Pmt -... | 06/03/2022 | | PERS Retirement | PPE 5/13/2022 Partial | -154.00 |
| Week of May 29, 22 | | | | | 43,694.06 |
| Week of Jun 5, 22 | | | | | |
| Bill Pmt -... | 06/05/2022 | 8320 | BRENTWOOD INDUSTRIES, I... | INVOICE 7721-MB RDGWHSE | -46,606.80 |
| Liability C... | 06/09/2022 | | QuickBooks Payroll Service | Created by Payroll Service on 06/08/2022 | -3,953.37 |
| Bill Pmt -... | 06/09/2022 | | PERS 457 Contributions | 457 PPE 05/27/2022 | -129.41 |
| Bill Pmt -... | 06/09/2022 | | PERS Retirement | PPE 5/27/2022 | -345.23 |
| Paycheck | 06/10/2022 | DD11... | CZESCHIN, WILLIAM | Direct Deposit | 0.00 |
| Paycheck | 06/10/2022 | DD11... | BEATTY, LORINDA A | Direct Deposit | 0.00 |
| Week of Jun 5, 22 | | | | | -51,034.81 |
| Jun 12 - 14, 22 | | | | | |
| Bill Pmt -... | 06/12/2022 | | MAMMOTH DISPOSAL | Auto Pay 6/2/2022 | -173.65 |
| Bill Pmt -... | 06/13/2022 | | PERS 457 Contributions | 457 PPE 06/10/2022 | -129.41 |
| Bill Pmt -... | 06/13/2022 | | PERS Retirement | PPE 6/10/2022 | -345.23 |
| Paycheck | 06/14/2022 | 8322 | Hatter, Jason T | | -1,602.45 |
| Paycheck | 06/14/2022 | 8321 | HAFNER, KEITH | | -2,847.37 |
| Bill Pmt -... | 06/14/2022 | | PERS Health Insurance | June 2022 | -2,128.83 |
| Bill Pmt -... | 06/14/2022 | | VERIZON WIRELESS | | -207.08 |
| Bill Pmt -... | 06/14/2022 | 8323 | BABCOCK LABORATORIES, I... | | -254.67 |
| Bill Pmt -... | 06/14/2022 | 8324 | BILLY CZESCHIN | Hourly Equipment Use - May 2022 | -977.81 |
| Bill Pmt -... | 06/14/2022 | 8325 | INFOSEND, INC | May Billing (March & April 2022) | -348.50 |
| Bill Pmt -... | 06/14/2022 | 8326 | MAMMOTH COMMUNITY WA... | Customer 000038 Invoice 00631 & 0706 | -180.00 |
| Bill Pmt -... | 06/14/2022 | 8327 | MAMMOTH DISPOSAL | VOID: Auto Pay 6/2/2022 | 0.00 |
| Bill Pmt -... | 06/14/2022 | 8328 | MONO COUNTY DEPT. OF PU... | Ticket 41395 | -185.00 |
| Bill Pmt -... | 06/14/2022 | 8329 | Robert D Niehaus, Inc. | RATE STUDY - Invoice 8974 | -6,590.00 |
| Bill Pmt -... | 06/14/2022 | 8330 | SDRMA | Invoice 71644 2021/2022 - Workers' C... | -6,200.91 |
| Bill Pmt -... | 06/14/2022 | 8331 | UMPQUA BANK | MAY 2022 | -10,308.14 |
| Paycheck | 06/14/2022 | DD11... | ADAMSON, CYNTHIA R | Direct Deposit | 0.00 |
| Paycheck | 06/14/2022 | DD12... | CONNOLLY, ISABEL S | Direct Deposit | 0.00 |
| Paycheck | 06/14/2022 | DD12... | CZESCHIN, WINDSOR | Direct Deposit | 0.00 |
| Paycheck | 06/14/2022 | DD12... | HIGERD, GARRETT | Direct Deposit | 0.00 |
| Paycheck | 06/14/2022 | DD12... | SHIPLEY, STEVE H | Direct Deposit | 0.00 |
| Liability C... | 06/14/2022 | | QuickBooks Payroll Service | Created by Payroll Service on 06/12/2022 | -1,292.65 |
| Jun 12 - 14, 22 | | | | | -33,771.70 |
| TOTAL | | | | | -52,482.76 |

Hilton Creek Community Services District
Sewer Funds Account Balances
As Of
May 31, 2022

| | Previous | | | | 5/31/2022 |
|------------------------------------|-------------------|------------------|--------------------|-------------|-------------------|
| Account | Balance | Credits | Debits | Adjustments | Balance |
| **Bank of America | 44,185.30 | 35,293.49 | (25,916.74) | - | 53,562.05 |
| Sewer Fund Use Fees & Expenses | | 33,069.67 | (24,807.82) | | |
| Cancelled / Return/ Fin. Chg Other | | 77.42 | | | |
| County Inv. Pool Transfer | | - | - | | |
| LAIF Transfers | | | | | |
| Capital Reserve Transfer | | - | - | | |
| Connection Fees | | - | | | |
| County Loan Transfer | | | | | |
| Availability Fees | | - | | | |
| Juniper Deposits/Expenses | | 2,146.40 | (1,108.92) | | |
| Juniper Drive Transfers | | - | - | | |
| Encumbrance | | | | | |
| Capital Reserve | 58,227.04 | 0.49 | - | - | 58,227.53 |
| Connection & Availability Fees | | | | | |
| Transfers | | | - | | |
| Interest | | 0.49 | | | |
| LAIF | 4,976.63 | - | - | - | 4,976.63 |
| Checking Transfers | | | | | No Change |
| Interest | | | | | |
| Other | | | | | |
| Other | | | | | |
| County Investment Pool | 382,527.92 | 50,048.33 | - | - | 432,576.25 |
| Checking Transfers | | | | | |
| LAIF Transfers | | | | | |
| Interest | | 1,014.87 | | | 12/31/2021 |
| Unsec. Property Tax | | 83.50 | | | 4/30/2022 |
| Secure Property Tax | | 47,251.26 | | | 4/30/2022 |
| Other | | | | | |
| Unitary Property Tax | | 1,698.70 | | | 4/30/2022 |
| Delinquent Accounts Collection | | | | | |
| Total** | 489,916.89 | 85,342.31 | (25,916.74) | - | 549,342.46 |

** Balance Owed to Juniper Fund (4,401.03)
Total with Juniper Drive Oweing 544,941.43

Juniper Drive Special Zone of Benefit Funds

**As Of
May 31, 2022**

| | Previous | Credits | Debits | Adjustments | 5/31/2022 Balance |
|-------------------------------|-------------------|-----------------|-----------------|-------------|----------------------|
| Bank of America | 81,357.75 | 7,534.62 | (108.00) | - | 88,784.37 |
| Juniper Drive Fees Collected | | 7,534.62 | | | |
| Juniper Drive Expenses | | | (108.00) | | |
| LAIF | 4,650.01 | - | - | - | 4,650.01 |
| Interest | | | | | No Change |
| Other | | | | | |
| County Investment Pool | 308,750.23 | 831.25 | - | - | 309,581.48 |
| Checking Transfers | | | | | |
| Interest | | 831.25 | | | 12/31/2021 |
| Other | | | | | |
| Total** | 394,757.99 | 8,365.87 | (108.00) | - | 403,015.86 |

** Balance Owed to Juniper Fund 4,401.03
Total with Balance Owing to Sewer Fund 407,416.89

| Juniper Drive Wash | | | | | |
|---------------------------|--------------|-----------|------------|---------|------------|
| Fwd | JD Fees Coll | JD Checks | JD Paid | SF Paid | SF Owes JD |
| | 3,363.55 | 2,146.40 | (1,108.92) | | 4,401.03 |

Funds collected / paid in Sewer Fund

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of May 31, 2022

06/09/22

Accrual Basis

| | May 31, 22 |
|--|--------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1 Bank of America-Checking | 53,562.05 |
| 3 B of America-Capital Reserve | 58,227.53 |
| 4 Mono Co Treasury Inv. Pool | 432,576.25 |
| 5 LAIF | |
| General Sewer Fund | 4,957.36 |
| 5 LAIF - Other | 19.27 |
| Total 5 LAIF | 4,976.63 |
| Total Checking/Savings | 549,342.46 |
| Accounts Receivable | |
| Accounts receivable | |
| AVAILABILITY FEES | 510.00 |
| SEWER USE FEES | |
| Finance Charge | 634.84 |
| SEWER USE FEES - Other | 21,217.90 |
| Total SEWER USE FEES | 21,852.74 |
| Accounts receivable - Other | 7,343.00 |
| Total Accounts receivable | 29,705.74 |
| SEWER CONNECTION FEE | -7,564.24 |
| Total Accounts Receivable | 22,141.50 |
| Other Current Assets | |
| Allowance for uncollectibles | -255.07 |
| Total Other Current Assets | -255.07 |
| Total Current Assets | 571,228.89 |
| 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 |

HILTON CREEK COMMUNITY SERVICES DISTRICT
Balance Sheet
As of May 31, 2022

| | May 31, 22 |
|---|----------------------|
| Other Assets | |
| Accumulated depreciation | -2,770,165.35 |
| Total Other Assets | -2,770,165.35 |
| TOTAL ASSETS | 1,021,864.66 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · *Accounts Payable | -90.00 |
| Total Accounts Payable | -90.00 |
| Other Current Liabilities | |
| 6 Juniper Dr SZB Clearing Acct | 4,401.03 |
| Accounts payable | 876.86 |
| 2100 · Payroll Liabilities | |
| 457 Employee Cont | 4,020.00 |
| 457 Employer Contributions | 3,181.11 |
| Retirement - Employee Cont | 1,455.58 |
| Retirement - Employer | 1,145.46 |
| 2100 · Payroll Liabilities - Other | 2,733.71 |
| Total 2100 · Payroll Liabilities | 12,535.86 |
| 2110 · Direct Deposit Liabilities | 156.05 |
| Total Other Current Liabilities | 17,969.80 |
| Total Current Liabilities | 17,879.80 |
| Long Term Liabilities | |
| PENSION LIABILITIES | |
| Def inflows of resources-actuar | 27,747.00 |
| Def outflows of resources-actua | -33,679.00 |
| Deferred outflows-contributions | -7,176.00 |
| Net Pension Liability | 259,339.00 |
| Total PENSION LIABILITIES | 246,231.00 |
| Total Long Term Liabilities | 246,231.00 |
| Total Liabilities | 264,110.80 |

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HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of May 31, 2022

06/09/22

Accrual Basis

| | <u>May 31, 22</u> |
|---------------------------------------|---------------------|
| Equity | |
| Capital Improvement Reserve | 44,223.06 |
| 1110 - Retained Earnings | 715,269.96 |
| Net Income | -1,739.16 |
| | <hr/> |
| Total Equity | 757,753.86 |
| | <hr/> |
| TOTAL LIABILITIES & EQUITY | 1,021,864.66 |
| | <hr/> <hr/> |

HILTON CREEK COMMUNITY SERVICES DISTRICT

All Sewer Fund Transaction Detail Report

May 2022

| Type | Date | Num | Name | Memo | Account | Class | Split | Debit | Credit |
|-----------------|------------|--------|------------------------|-------------------|----------------------|-------|--------------------|-----------|----------|
| Paycheck | 05/01/2022 | 8313 | HAFNER, KEITH | | 1 Bank of America... | 162 | -SPLIT- | | 2,650.73 |
| Paycheck | 05/01/2022 | 8314 | Hatter, Jason T | | 1 Bank of America... | 162 | -SPLIT- | | 1,142.96 |
| Bill Pmt -Check | 05/01/2022 | | SCE | 2022 - 04/04 t... | 1 Bank of America... | | 20000 · *Accou... | | 632.47 |
| Bill Pmt -Check | 05/01/2022 | | SCE | 2022 - 04/04 t... | 1 Bank of America... | | 20000 · *Accou... | | 1,826.94 |
| Liability Check | 05/02/2022 | E-pay | EFTPS | 94-2834850 Q... | 1 Bank of America... | | -SPLIT- | | 2,307.76 |
| Liability Check | 05/02/2022 | E-pay | Emp. Dev. Dept. | 499-0247-1 Q... | 1 Bank of America... | | -SPLIT- | | 41.13 |
| Liability Check | 05/02/2022 | E-pay | Emp. Dev. Dept. | 499-0247-1 Q... | 1 Bank of America... | | -SPLIT- | | 777.26 |
| Deposit | 05/03/2022 | | | Deposit | 1 Bank of America... | | 1499 · Undepo... | 663.72 | |
| Bill Pmt -Check | 05/06/2022 | | Bank of America | Remote Depo... | 1 Bank of America... | | 20000 · *Accou... | | 15.00 |
| Bill Pmt -Check | 05/06/2022 | | Intuit | Transaction F... | 1 Bank of America... | | 20000 · *Accou... | | 285.00 |
| Bill Pmt -Check | 05/06/2022 | | PERS 457 Contributi... | 457 PPE 05/1... | 1 Bank of America... | | 20000 · *Accou... | | 129.41 |
| Bill Pmt -Check | 05/06/2022 | | PERS Retirement | PPE 5/13/202... | 1 Bank of America... | | 20000 · *Accou... | | 128.53 |
| Deposit | 05/09/2022 | | | Deposit | 1 Bank of America... | | -SPLIT- | 2,565.00 | |
| Paycheck | 05/09/2022 | DD1191 | HIGERD, GARRETT | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 05/09/2022 | DD1192 | SHIPLEY, STEVE H | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 05/09/2022 | DD1188 | ADAMSON, CYNTH... | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 05/09/2022 | DD1189 | CONNOLLY, ISABE... | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 05/09/2022 | DD1190 | CZESCHIN, WINDS... | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Liability Check | 05/10/2022 | | QuickBooks Payroll ... | Created by P... | 1 Bank of America... | | 2110 · Direct D... | | 1,384.00 |
| Bill Pmt -Check | 05/10/2022 | | FRONTIER COMM... | Auto Payment... | 1 Bank of America... | | 20000 · *Accou... | | 42.15 |
| Bill Pmt -Check | 05/10/2022 | | MAMMOTH DISPO... | Auto Pay 5/5/... | 1 Bank of America... | | 20000 · *Accou... | | 173.65 |
| Bill Pmt -Check | 05/10/2022 | 8315 | BILLY CZESCHIN | Hourly Equip... | 1 Bank of America... | | 20000 · *Accou... | | 136.50 |
| Bill Pmt -Check | 05/10/2022 | 8316 | MONO COUNTY D... | Ticket 31679 | 1 Bank of America... | | 20000 · *Accou... | | 227.18 |
| Bill Pmt -Check | 05/10/2022 | 8317 | MOUNTAIN PLUMB... | INVOICE 429... | 1 Bank of America... | | 20000 · *Accou... | | 195.00 |
| Bill Pmt -Check | 05/10/2022 | 8318 | Robert D Niehaus, I... | RATE STUDY... | 1 Bank of America... | | 20000 · *Accou... | | 1,820.00 |
| Bill Pmt -Check | 05/10/2022 | 8319 | UMPQUA BANK | APRIL 2022 | 1 Bank of America... | | 20000 · *Accou... | | 3,348.11 |
| Deposit | 05/10/2022 | | | Deposit | 1 Bank of America... | | 1499 · Undepo... | 221.24 | |
| Deposit | 05/10/2022 | | | Deposit | 1 Bank of America... | | 1499 · Undepo... | 110.62 | |
| Liability Check | 05/12/2022 | | QuickBooks Payroll ... | Created by P... | 1 Bank of America... | | 2110 · Direct D... | | 4,341.48 |
| Paycheck | 05/13/2022 | DD1193 | BEATTY, LORINDA A | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 05/13/2022 | DD1194 | CZESCHIN, WILLIAM | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Deposit | 05/13/2022 | | | Deposit | 1 Bank of America... | | -SPLIT- | 13,219.09 | |
| Liability Check | 05/26/2022 | | QuickBooks Payroll ... | Created by P... | 1 Bank of America... | | 2110 · Direct D... | | 4,311.48 |
| Paycheck | 05/27/2022 | DD1195 | BEATTY, LORINDA A | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Paycheck | 05/27/2022 | DD1196 | CZESCHIN, WILLIAM | Direct Deposit | 1 Bank of America... | 162 | -SPLIT- | 0.00 | |
| Deposit | 05/27/2022 | | JD MAINTENANCE ... | Deposit | 1 Bank of America... | | 6 Juniper Dr S... | 98.42 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | -SPLIT- | 4,343.09 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | -SPLIT- | 995.58 | |
| Deposit | 05/31/2022 | | JUNIPER DRIVE FE... | Deposit | 1 Bank of America... | | -SPLIT- | 2,047.98 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | 1499 · Undepo... | 110.62 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | 1499 · Undepo... | 553.05 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | -SPLIT- | 165.93 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | 1499 · Undepo... | 110.62 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | -SPLIT- | 442.48 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | -SPLIT- | 121.68 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | -SPLIT- | 276.55 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | 1499 · Undepo... | 110.62 | |
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | -SPLIT- | 398.22 | |

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06/09/22

Accrual Basis

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

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Account</u> | <u>Class</u> | <u>Split</u> | <u>Debit</u> | <u>Credit</u> |
|--------------|-------------|------------|-------------|-------------|----------------------|--------------|--------------|------------------|------------------|
| Deposit | 05/31/2022 | | | Deposit | 1 Bank of America... | | -SPLIT- | 8,738.98 | |
| TOTAL | | | | | | | | 35,293.49 | 25,916.74 |

HILTON CREEK COMMUNITY SERVICES DISTRICT

Juniper Drive Clearing Account Monthly Detail Report

May 2022

| Type | Date | Name | Memo | Class | Debit | Credit |
|-----------------|------------|------------------------|------------------|-------|-----------------|-----------------|
| Bill | 05/10/2022 | UMPQUA BANK | 10% Fuel | 164 | 54.26 | |
| Bill | 05/10/2022 | UMPQUA BANK | 10% Office Ex... | 164 | 45.59 | |
| General Journal | 05/13/2022 | | 10% CA Gros... | 164 | 28.33 | |
| General Journal | 05/13/2022 | | 10% IC Gross... | 164 | 28.33 | |
| General Journal | 05/13/2022 | | 10% WC Gro... | 164 | 28.33 | |
| General Journal | 05/13/2022 | | 10% GH Gros... | 164 | 38.33 | |
| General Journal | 05/13/2022 | | 10% SS Gros... | 164 | 28.33 | |
| General Journal | 05/13/2022 | | 10% of Gross ... | 164 | 220.00 | |
| General Journal | 05/13/2022 | | 10% of Gross ... | 164 | 133.00 | |
| General Journal | 05/13/2022 | | 10% of Gross ... | 164 | 8.46 | |
| General Journal | 05/13/2022 | | 10% of Gross ... | 164 | 44.00 | |
| Bill | 05/17/2022 | PERS 457 Contributi... | 10% ER | 164 | 12.94 | |
| Bill | 05/17/2022 | PERS Retirement | 10% Credit R... | 164 | 12.85 | |
| Bill | 05/19/2022 | VERIZON WIRELESS | 10% Phone | 164 | 20.71 | |
| Deposit | 05/27/2022 | JD MAINTENANCE ... | J6014008 MIL... | 164 | | 98.42 |
| General Journal | 05/27/2022 | | 10% of Gross ... | 164 | 220.00 | |
| General Journal | 05/27/2022 | | 10% of Gross ... | 164 | 133.00 | |
| General Journal | 05/27/2022 | | 10% of Gross ... | 164 | 8.46 | |
| General Journal | 05/27/2022 | | 10% of Gross ... | 164 | 44.00 | |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6017004 CA... | 164 | | 196.84 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6017005 CA... | 164 | | 95.10 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6016005 SO... | 164 | | 196.84 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6012001 RO... | 164 | | 196.84 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6012014 MC... | 164 | | 196.84 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6013006 HA... | 164 | | 196.84 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6019005 GO... | 164 | | 196.84 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6012002 CA... | 164 | | 196.84 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6017031 CA... | 164 | | 86.62 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6017017 GIL... | 164 | | 206.44 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6017026 LK... | 164 | | 85.10 |
| Deposit | 05/31/2022 | JUNIPER DRIVE FE... | J6017027 LK... | | | 196.84 |
| TOTAL | | | | | 1,108.92 | 2,146.40 |

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

06/09/22

Balance Sheet

Accrual Basis

As of May 31, 2022

| | <u>May 31, 22</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 101 - Checking - B of A | 88,784.37 |
| 102 - LAIF | 4,650.01 |
| Mono County Treasury Inv. Pool | 309,581.48 |
| Total Checking/Savings | <u>403,015.86</u> |
| Accounts Receivable | |
| 120 - ACCOUNTS RECEIVABLE | |
| 121 - FINANCE CHARGES | 629.84 |
| 122 - MAINTENANCE FEES | 5,177.16 |
| Total 120 - ACCOUNTS RECEIVABLE | <u>5,807.00</u> |
| Total Accounts Receivable | 5,807.00 |
| Other Current Assets | |
| JDSZB Wash Account | 4,401.03 |
| Total Other Current Assets | <u>4,401.03</u> |
| Total Current Assets | <u>413,223.89</u> |
| TOTAL ASSETS | <u>413,223.89</u> |
| LIABILITIES & EQUITY | |
| Equity | |
| 32000 · 304 - Retained Earnings | 372,661.19 |
| Net Income | 40,562.70 |
| Total Equity | <u>413,223.89</u> |
| TOTAL LIABILITIES & EQUITY | <u>413,223.89</u> |

4:14 PM

06/09/22

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Transactions By Month
May 2022

| <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Account</u> | <u>Clr</u> | <u>Split</u> | <u>Debit</u> | <u>Credit</u> |
|---------------|-------------|----------------|-------------------------|------------|-------------------|-----------------|---------------|
| May 22 | | | | | | | |
| Deposit | 05/13/2022 | Deposit | 101 - Checking - B o... | X | -SPLIT- | 6,080.58 | |
| Check | 05/16/2022 | ACH Fees Ma... | 101 - Checking - B o... | X | 60400 · 502 - ... | | 108.00 |
| Deposit | 05/31/2022 | Deposit | 101 - Checking - B o... | X | -SPLIT- | 1,454.04 | |
| May 22 | | | | | | 7,534.62 | 108.00 |

JUNIPER DRIVE WASH ACCCOUNT

Transactions By Month

May 2022

| Type | Date | Num | Name | Memo | Account | Clr | Split | Debit | Credit |
|-----------------|------------|----------|------|------------------|--------------------|-----|--------------------|-----------------|-----------------|
| May 22 | | | | | | | | | |
| General Journal | 05/10/2022 | LB FY... | | CC Fuel | JDSZB Wash Account | | -SPLIT- | | 54.26 |
| General Journal | 05/10/2022 | LB FY... | | CC Office Exp... | JDSZB Wash Account | | JDSZB Wash ... | | 45.59 |
| General Journal | 05/11/2022 | LB FY... | | 10% CA Gros... | JDSZB Wash Account | | -SPLIT- | | 28.33 |
| General Journal | 05/11/2022 | LB FY... | | 10% IC Gross... | JDSZB Wash Account | | JDSZB Wash ... | | 28.33 |
| General Journal | 05/11/2022 | LB FY... | | 10% WC Gro... | JDSZB Wash Account | | JDSZB Wash ... | | 28.33 |
| General Journal | 05/11/2022 | LB FY... | | 10% GH Gros... | JDSZB Wash Account | | JDSZB Wash ... | | 38.33 |
| General Journal | 05/11/2022 | LB FY... | | 10% SS Gros... | JDSZB Wash Account | | JDSZB Wash ... | | 28.33 |
| General Journal | 05/13/2022 | LB FY... | | 10% Gross BC | JDSZB Wash Account | | -SPLIT- | | 220.00 |
| General Journal | 05/13/2022 | LB FY... | | 10% Gross LB | JDSZB Wash Account | | JDSZB Wash ... | | 133.00 |
| General Journal | 05/13/2022 | LB FY... | | BC Add Resp.... | JDSZB Wash Account | | JDSZB Wash ... | | 44.00 |
| General Journal | 05/17/2022 | LB FY... | | 10% 457 ER ... | JDSZB Wash Account | | -SPLIT- | | 12.94 |
| General Journal | 05/17/2022 | LB FY... | | 10% 457 ER ... | JDSZB Wash Account | | JDSZB Wash ... | | 8.46 |
| General Journal | 05/17/2022 | LB FY... | | 10% Retireme... | JDSZB Wash Account | | 504-A - Retire... | | 12.85 |
| General Journal | 05/19/2022 | LB FY... | | VERIZON | JDSZB Wash Account | | 68100 · 515 - T... | | 20.71 |
| General Journal | 05/27/2022 | LB FY... | | 10% Gross BC | JDSZB Wash Account | | -SPLIT- | | 220.00 |
| General Journal | 05/27/2022 | LB FY... | | 10% Gross LB | JDSZB Wash Account | | JDSZB Wash ... | | 133.00 |
| General Journal | 05/27/2022 | LB FY... | | BC Add Resp.... | JDSZB Wash Account | | JDSZB Wash ... | | 44.00 |
| General Journal | 05/27/2022 | LB FY... | | 10% 457 ER ... | JDSZB Wash Account | | | | 8.46 |
| Deposit | 05/31/2022 | | | Deposit | JDSZB Wash Account | | -SPLIT- | 2,047.98 | |
| Deposit | 05/31/2022 | | | Deposit | JDSZB Wash Account | | 12000 · Undep... | 98.42 | |
| | | | | | | | | 2,146.40 | 1,108.92 |

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

May 2022

06/09/22

Accrual Basis

| | <u>May 22</u> |
|--|------------------|
| Ordinary Income/Expense | |
| Income | |
| 4010 · Fees | |
| Use Fees | 47,710.58 |
| Total 4010 · Fees | <u>47,710.58</u> |
| Total Income | <u>47,710.58</u> |
| Gross Profit | 47,710.58 |
| Expense | |
| Employee Benefits | |
| Additional Compensation - Sec | 152.32 |
| Employer 457 Cont or Add Compen | 116.47 |
| Medical Reimb - Board | 0.00 |
| Medical Reimb. - Employee | 0.00 |
| Retirement | |
| Retirement - EE Contributions | 0.00 |
| Retirement - ER Contribution | 115.68 |
| Total Retirement | <u>115.68</u> |
| Total Employee Benefits | 384.47 |
| Operations Administration | |
| 6340 · Telephone | |
| Telephone - Cell | 186.37 |
| Telephone - Fire Alarm | 42.15 |
| Total 6340 · Telephone | <u>228.52</u> |
| Total Operations Administration | 228.52 |
| Repairs & Maintenance | |
| Lab Testing | 232.14 |
| Plant - General / Misc | 2,303.82 |
| Sludge Removal | 227.18 |
| 6110 · Automobile Expense | |
| Maintenance | 488.39 |
| Total 6110 · Automobile Expense | <u>488.39</u> |
| 6390 · Utilities | |
| SCE - Plant | 1,826.94 |
| SCE - Pump Station | 632.47 |
| Total 6390 · Utilities | <u>2,459.41</u> |
| Total Repairs & Maintenance | 5,710.94 |

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

May 2022

06/09/22

Accrual Basis

| | May 22 |
|---------------------------------------|------------------|
| 6150 · Depreciation Expense | 7,500.00 |
| 6170 · Equipment Rental | |
| Equipment Use - Plant Projects | 136.50 |
| Total 6170 · Equipment Rental | 136.50 |
| 6270 · Professional Fees | |
| Sewer Use Rate Study | 1,820.00 |
| Total 6270 · Professional Fees | 1,820.00 |
| 6550 · Office Expenses | |
| Office Communication- Not Phone | 170.91 |
| Office General / Misc | 97.20 |
| Postage / Shipping General | 52.20 |
| Postage/Shipping - Lab Testing | 182.25 |
| Website / Advert./ Pub Notice | 90.00 |
| 6120 · Bank Service Charges | 300.00 |
| Total 6550 · Office Expenses | 892.56 |
| 6560 · Payroll Expenses | |
| Gross Payroll-Board of Director | 1,365.00 |
| Gross Payroll-Secretary | 2,394.00 |
| Gross Payroll - Chief Plant Op | 3,150.00 |
| Gross Payroll - Per Diem | 1,297.50 |
| OIT/MAINT TECH | 6,594.40 |
| Payroll Taxes | 835.38 |
| Total 6560 · Payroll Expenses | 15,636.28 |
| Total Expense | 32,309.27 |
| Net Ordinary Income | 15,401.31 |
| Other Income/Expense | |
| Other Income | |
| 7010 · Interest Income | 0.49 |
| 7030 · Other Income | |
| Late Fee Charges | 712.26 |
| Total 7030 · Other Income | 712.26 |
| Total Other Income | 712.75 |
| Net Other Income | 712.75 |
| Net Income | 16,114.06 |

HILTON CREEK COMMUNITY SERVICES District
ACTUAL TO BUDGET
April 30, 2022

| REVENUE | Budget Sewer Fund | April 0.8333 | May 0.9167 | Year To Date | Over (Under) | % used of Budget | Goal 0.9167 | Over |
|---|----------------------|------------------|------------------|-------------------|--------------------|---------------------|----------------|----------------|
| General Operating Revenue: | | | | | | | | |
| Property Taxes | 140,000.00 | | 49,033.46 | 155,962.35 | 15,962.35 | 111% | | 20% OVER |
| Sewer Operation & Maintenance Revenue: | | | | | | | | |
| Sewer Use Fees Collected | 340,000.00 | 15,449.88 | 33,147.09 | 308,685.64 | (31,314.36) | 91% | | -1% |
| Sewer Capital Improvement Revenue: | | | | | | | | |
| Sewer Connection Fees | - | | | 7,343.00 | 7,343.00 | | | -92% |
| Availability Fees | - | 70.00 | | 630.00 | 630.00 | | | -92% |
| Sewer Connection Inspection Fees | - | | | - | - | | | -92% |
| <i>Subtotal Operations & Capital Revenue</i> | | 15,519.88 | 33,147.09 | 316,658.64 | (23,341.36) | 91% | | (2.76) |
| Investment Revenue | | | | | | | | |
| Interest on Investments | - | 3.92 | | 2,118.18 | 2,118.18 | | | |
| Transfer From Reserves | 14,781.00 | | | - | (14,781.00) | 0% | | -92% |
| Transfer From Other Funds | - | | | 145.95 | 145.95 | | | |
| <i>Other</i> | | | | | | | | |
| TOTAL REVENUES | 494,781.00 | 15,523.80 | 82,180.55 | 474,885.12 | (19,895.88) | 96% | | 4% OVER |
| EXPENSES | | | | | | | | |
| ADMINISTRATION EXPENSES | | | | | | | | |
| Administration Fee | 525.00 | | | 3,108.00 | 2,583.00 | 592% | | 500% OVER |
| ***Mono Invest. Pool Wash - Delinquent Accts. | | | | - | - | | | |
| ***Depreciation Expense (Book Entry Only) | | 7,500.00 | 7,500.00 | 82,500.00 | 82,500.00 | | | |
| SUBTOTAL | 525.00 | 7,500.00 | 7,500.00 | 85,608.00 | 85,083.00 | | | |
| Estimated EMPLOYEE BENEFITS | | | | | | | | |
| Medical Reimbursement - Director (5) | 9,493.39 | 2,229.53 | | 8,495.23 | (998.16) | 89% | | -2% |
| Medical Reimbursement - Employees (2) | 5,733.58 | | | 3,728.15 | (2,005.43) | 65% | | -27% |
| Health Insurance (1) Base Rate | 6,426.04 | | | 3,189.72 | (3,236.32) | 50% | | -42% |
| Health Insurance - Retired (2) | 3,402.00 | 270.96 | | 2,657.69 | (744.31) | 78% | | -14% |
| Retirement Benefits - Employer Contributions GM | 6,283.80 | | | 2,767.39 | (3,516.41) | 44% | | -48% |
| *** Retirement Benefits - Employee Contributions | - | 462.00 | | 4,485.26 | 4,485.26 | | | |
| ***457 - Employee Contributions | - | | | 3,705.44 | 3,705.44 | | | |
| 457 Employer Contributions / Add Compensation (2) | 3,960.00 | 228.48 | 152.32 | 4,324.69 | 364.69 | 109% | | 18% OVER |
| SUBTOTAL | 35,298.80 | 3,190.97 | 152.32 | 33,353.57 | (1,945.23) | 94% | | 3% OVER |

| | Budget | April | May | Year To Date | Over | % used | Goal |
|--|-------------------|------------------|-----------------|-------------------|--------------------|------------|----------------|
| PAYROLL | | | | | | | |
| Salaries & Employee Benefits: | | | | | | | |
| Director's Gross Salary <i>(\$100 Per Meeting x 5) x 12 + (\$2,200 Add. Comp.)x5 + \$3,000 Special Meetings if they occur</i> | 18,000.00 | 1,185.00 | 1,365.00 | 16,520.25 | (1,479.75) | 92% | 0% OVER |
| Manager Gross Salary | 77,400.00 | | | 40,750.20 | (36,649.80) | 53% | -39% |
| Chief Plant Operator - Part Time | | 2,887.50 | 3,150.00 | 16,271.25 | 16,271.25 | | |
| Perdiem | 15,750.00 | 1,255.00 | 1,297.50 | 21,933.75 | 6,183.75 | 139% | 48% OVER |
| Secretarial Gross Salary Part Time | 31,500.00 | 3,591.00 | 2,394.00 | 28,499.69 | (3,000.31) | 90% | -1% |
| Payroll Taxes | 8,400.00 | 931.54 | 835.38 | 9,991.79 | 1,591.79 | 119% | 27% OVER |
| Payroll Processing Fee Expense | 552.21 | | | - | (552.21) | 0% | -92% |
| SUBTOTAL | 151,602.21 | 9,850.04 | 9,041.88 | 133,966.93 | (17,635.28) | 88% | -3% |
| PROPOSED OPERATIONS POSITION - ESTIMATE | | | | | | | |
| Salary | 54,337.50 | 8,902.91 | 6,594.40 | 41,191.33 | (13,146.17) | 76% | -16% |
| Employer 457 | 2,079.00 | 349.41 | 116.47 | 1,549.98 | (529.02) | 75% | -17% |
| Insurance | 6,426.00 | 1,644.98 | | 9,553.58 | 3,127.58 | 149% | 57% OVER |
| Medical | 1,701.00 | | | - | (1,701.00) | 0% | -92% |
| Retirement | 4,725.00 | | 115.68 | 2,691.38 | (2,033.62) | 57% | -35% |
| Workers' Comp Estimated Increase | 2,362.50 | | | - | (2,362.50) | 0% | -92% |
| SUBTOTAL | 71,631.00 | 10,897.30 | 6,826.55 | 54,986.27 | (16,644.73) | 77% | -15% |
| OPERATIONS | | | | | | | |
| Liability Insurance | 12,285.00 | (3,155.16) | | 8,624.03 | (3,660.97) | 70% | -21% |
| Worker's Comp Insurance | 3,780.00 | | | 3,594.50 | (185.50) | 95% | 3% OVER |
| Accounting | 8,505.00 | 7,470.00 | | 7,920.00 | (585.00) | 93% | 1% OVER |
| Dues & Subscriptions | 2,835.00 | | | 2,542.20 | (292.80) | 90% | -2% |
| Travel -Non Litigation | 472.50 | | | - | (472.50) | 0% | -92% |
| License and Fees | 26,250.00 | | | 27,421.25 | 1,171.25 | 104% | 13% OVER |
| Office Expenses | 5,670.00 | 651.16 | 892.56 | 9,851.89 | 4,181.89 | 174% | 82% OVER |
| Educational Expenses | 1,417.50 | | | 432.18 | (985.32) | 30% | -61% |
| Telephone | 1,890.00 | 186.43 | 228.52 | 2,349.67 | 459.67 | 124% | 33% OVER |
| Snow Removal (10%) | 3,150.00 | | | - | (3,150.00) | 0% | -92% |
| SUBTOTAL | 66,255.00 | 5,152.43 | 1,121.08 | 62,735.72 | -3519.28 | 95% | 3% OVER |

| | Budget | April | May | Year To Date | Over | % used | Goal |
|--|-------------------|------------------|------------------|-------------------|---------------------|------------|-------------|
| REPAIRS & MAINTENANCE | | | | | | | |
| Auto Expenses | 4,725.00 | 237.01 | 488.39 | 3,357.72 | (1,367.28) | 71% | -21% |
| Contract Services | 5,250.00 | | | 2,655.00 | (2,595.00) | 51% | -41% |
| Lab Testing | 6,300.00 | 43.00 | 232.14 | 5,383.39 | (916.61) | 85% | -6% |
| Plant - General Repairs & Maintenance | 10,500.00 | 1,745.37 | 2,440.32 | 14,559.73 | 4,059.73 | 139% | 47% OVER |
| Plant - Pond Maintenance 1 | 21,000.00 | | | 16,868.41 | (4,131.59) | 80% | -11% |
| Plant - Sludge Removal | 11,550.00 | | 227.18 | 10,696.49 | (853.51) | 93% | 1% OVER |
| Sewer Lines - General Maintenance | 63,000.00 | | | 7,807.70 | (55,192.30) | 12% | -79% |
| Supplies | 649.99 | | | 652.96 | 2.97 | 100% | 9% OVER |
| Water | 819.00 | | | 585.00 | (234.00) | 71% | -20% |
| SCE - Plant | 15,750.00 | 2,124.45 | 1,826.94 | 17,918.99 | 2,168.99 | 114% | 22% OVER |
| SCE - Pump Station | 6,300.00 | 686.59 | 632.47 | 7,134.87 | 834.87 | 113% | 22% OVER |
| SUBTOTAL | 145,843.99 | 4,836.42 | 5,847.44 | 87,620.26 | (58,223.73) | 60% | -32% |
| SUBTOTAL ALL OPERATING EXPENSES 471,156.00 41,427.16 30,489.27 403,284.48 (55,453.87) 86% -6% | | | | | | | |
| Debt Service: | | | | | | | |
| PERS Unfunded Liability | 23,625.00 | | | 20,928.60 | | | |
| SUBTOTAL: | 23,625.00 | - | - | 20,928.60 | - | | |
| Non-Budget Items Expense | | 2,340.00 | 1,820.00 | 16,013.84 | | | |
| Subtotal All Expenses | 494,781.00 | 43,767.16 | 32,309.27 | 440,226.92 | | 89% | -3% |
| Less Non Budget Items | | 7,962.00 | 7,500.00 | 90,690.70 | 181,381.40 | | |
| TOTAL ADJUSTED EXPENSES | | 35,805.16 | 24,809.27 | 349,536.22 | (181,381.40) | | |

| | Budget | April | May | Year To Date | Over | % used | Goal |
|--|-------------------|-----------------|-----------------|-----------------|---------------------|--------|------|
| Special Projects / Non-Budget Items | | | | | | | |
| Sewer Capital Improvement Expenses: | | | | | | | |
| Capital Purchases/Improvements | | | | | | | |
| Capital Purchases/Improvements | 70,350.00 | | | - | (70,350.00) | 0% | -92% |
| Engineering and Consulting Fees | 10,500.00 | | | - | (10,500.00) | 0% | -92% |
| Lateral Extensions | 5,250.00 | | | - | (5,250.00) | 0% | -92% |
| Monitoring Well - Equipment & Consultation | 2,100.00 | | | - | (2,100.00) | 0% | -92% |
| Plant - Sewer Equipment | 31,500.00 | | | - | (31,500.00) | 0% | -92% |
| Totals | 119,700.00 | | | - | (119,700.00) | 0% | -92% |
| Contingency | | | | | | | |
| Contingency General | | | | | | | |
| Spills | 15,750.00 | | | - | (15,750.00) | 0% | -92% |
| Legal | 9,450.00 | | | 5,776.40 | (3,673.60) | 61% | -31% |
| Rate Study | 31,500.00 | 2,340.00 | 1,820.00 | 10,237.44 | (21,262.56) | 32% | -59% |
| Total | 56,700.00 | 2,340.00 | 1,820.00 | 16,013.84 | (40,686.16) | 28% | -63% |
| Total Non-Budget Special Projects | 176,400.00 | 2,340.00 | 1,820.00 | 16,013.84 | (160,386.16) | 9% | -83% |

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Profit & Loss

May 2022

06/09/22

Accrual Basis

| | <u>May 22</u> |
|---|-------------------------|
| Ordinary Income/Expense | |
| Income | |
| 400 - REVENUE | |
| 401 - Finance Charges | 255.84 |
| 401 - Maintenance Fees | 14,360.22 |
| Total 400 - REVENUE | <u>14,616.06</u> |
| Total Income | <u>14,616.06</u> |
| Gross Profit | 14,616.06 |
| Expense | |
| 500- OPERATING EXPENSES | |
| 504 - Employee Benefits | |
| 504-A - Retirement | 12.85 |
| 504-AA-457 Employer Contributio | 29.86 |
| Total 504 - Employee Benefits | 42.71 |
| 64900 · 507 - Office Expense | |
| 60400 · 502 - Bank Service Charges | 108.00 |
| 64900 · 507 - Office Expense - Other | 45.59 |
| Total 64900 · 507 - Office Expense | 153.59 |
| 66000 · 508 - Payroll Expenses | |
| 508-B - Gross Payroll - Sec. | 266.00 |
| 508 D - 10% Director Gross | 151.65 |
| Gross Salary - OIT/Maint Tech | 528.00 |
| Total 66000 · 508 - Payroll Expenses | 945.65 |
| 67200 · 511 - Repairs and Maintenance | |
| 60200 · 514- Automobile Expense | 54.26 |
| Total 67200 · 511 - Repairs and Maintenance | 54.26 |
| 68100 · 515 - Telephone Expense | 20.71 |
| Total 500- OPERATING EXPENSES | <u>1,216.92</u> |
| Total Expense | <u>1,216.92</u> |
| Net Ordinary Income | <u>13,399.14</u> |
| Net Income | <u><u>13,399.14</u></u> |

**JUNIPER DRIVE
ACTUAL TO BUDGET FISCAL YEAR 2021/2022**

April 30, 2022

| REVENUE | BUDGET | April | May | 2021/2022 | Over (Under) | % | Goal % |
|--|-------------------|-----------------|------------------|------------------|--------------------|------------|-------------|
| | | Month 10 | Month 11 | Year to Date | {+ or -} | Used | |
| Road Maintenance Revenue: | | | | | | | |
| Maintenance Fees Collected | 55,000.00 | 1,266.12 | 7,534.62 | 50,534.62 | - | - | 0.916667 |
| Maintenance Fees Collected Through Sewer Fund | 35,000.00 | 2,788.27 | 2,146.40 | 28,768.23 | | | |
| Combined Maintenance Fees Collected | 90,000.00 | 4,054.39 | 9,681.02 | 79,302.85 | (10,697.15) | 88% | -4% |
| Interest - LAIF | | 3.66 | | 13.14 | 13.14 | | |
| Interest - County Investment Pool | 3,000.00 | | 831.25 | 2,448.54 | (551.46) | 82% | -10% |
| Transfer From Reserves | | | | - | - | | |
| Transfer From Other Funds | 2,000.00 | | | - | (2,000.00) | | |
| TOTAL REVENUES | 185,000.00 | 4,058.05 | 10,512.27 | 81,764.53 | (13,235.47) | 44% | -47% |
| EXPENSES | | | | | | | |
| ADMINISTRATION EXPENSES | | | | | | | |
| Administration Fee | 50.00 | | | - | 50.00 | 0% | -92% |
| SUBTOTAL | 50.00 | - | - | - | 50.00 | 0% | -92% |
| EMPLOYEE BENEFITS | | | | | | | |
| Medical Reimbursement - Director | 1,500.00 | 247.73 | | 988.83 | (511.17) | 66% | -26% |
| Medical Reimbursement - Employee | 650.00 | | | 130.26 | (519.74) | 20% | -72% |
| Health Insurance - Base | 750.00 | | | 353.17 | (396.83) | 47% | -45% |
| Health Insurance - Retired | 400.00 | 30.11 | | 296.54 | | 74% | -18% |
| Retirement Benefits - Employer Contributions | 700.00 | | | 577.97 | (122.03) | 83% | -9% |
| Addition Comp /457 Employer Contributions | 2,500.00 | 25.38 | 29.86 | 385.23 | (2,114.77) | 15% | -76% |
| SUBTOTAL: | 6,500.00 | 303.22 | 29.86 | 2,732.00 | (3,664.54) | 42% | -50% |
| PAYROLL | | | | | | | |
| Salaries & Employee Benefits: | | | | | | | |
| Director's Gross Salary | 2,000.00 | 131.65 | 151.65 | 1,818.20 | (181.80) | 91% | -1% |
| Manager Gross Salary | 8,600.00 | | | 4,481.98 | (4,118.02) | 52% | -40% |
| Perdiem | 1,600.00 | | | - | (1,600.00) | | -92% |
| Secretarial Gross Salary | 3,500.00 | 399.00 | 266.00 | 3,377.96 | (122.04) | 97% | 5% OVER |
| SUBTOTAL | 15,700.00 | 530.65 | 417.65 | 9,678.14 | (6,021.86) | 62% | -30% |
| PROPOSED OPERATIONS POSITION - ESTIMATE | | | | | | | |
| Salary | 6,040.00 | 792.00 | 528.00 | 4,938.91 | (1,101.09) | 82% | -10% |
| 457 Employer Contributions | 235.00 | 38.82 | | 181.17 | (53.83) | 77% | -15% |
| Insurance | 720.00 | 182.78 | | 1,061.54 | 341.54 | 147% | 56% OVER |
| Medical Reimbursement | 190.00 | | | - | (190.00) | 0% | -92% |
| Retirement | 525.00 | | 12.85 | 210.81 | (314.19) | 40% | -52% |
| Workers' Comp Estimated Increase | 265.00 | | | - | (265.00) | 0% | -92% |
| SUBTOTAL | 7,975.00 | 1,013.60 | 540.85 | 6,392.43 | (1,582.57) | 80% | -12% |
| OPERATIONS | | | | | | | |
| Liability Insurance | 1,365.00 | | | 750.18 | (614.82) | 55% | -37% |
| Worker's Comp Insurance | 420.00 | | | 399.38 | (20.62) | 95% | |
| Accounting | 945.00 | 830.00 | | 880.00 | (65.00) | 93% | 1% OVER |
| Legal | 1,050.00 | | | 1,151.60 | 101.60 | 110% | 18% OVER |
| Dues & Subscriptions | 315.00 | | | 10.80 | (304.20) | 3% | -88% |
| Travel -Non Litigation | 55.00 | | | - | (55.00) | 0% | -92% |
| License and Fees | | | | - | - | | -92% |
| Office Expenses | 630.00 | 63.75 | 153.59 | 1,332.78 | 702.78 | 212% | 120% OVER |
| Educational Expenses | 160.00 | | | 31.34 | (128.66) | 20% | -72% |
| Telephone | 210.00 | 20.71 | 20.71 | 182.50 | (27.50) | 87% | -5% |
| Contingency | 500.00 | | | - | (500.00) | 0% | -92% |
| SUBTOTAL | 5,650.00 | 914.46 | 174.30 | 4,738.58 | (911.42) | 84% | -8% |
| REPAIRS & MAINTENANCE | | | | | | | |
| Auto Expenses | 525.00 | 26.34 | 54.26 | 357.23 | (167.77) | 68% | -24% |
| Contract Services | | | | - | - | | -92% |
| Snow Removal | 28,350.00 | | | 22,047.50 | (6,302.50) | 78% | -14% |
| Supplies | | | | - | - | | -92% |
| Repairs & Maintenance | 20,000.00 | | | - | (20,000.00) | 0% | -92% |
| Transfer to Juniper Drive Investment Account | 100,250.00 | | | - | - | 0% | |
| SUBTOTAL: | 149,125.00 | 26.34 | 54.26 | 22,404.73 | (26,470.27) | 15% | -77% |
| Debt Service: | | | | | | | |
| PERS Unfunded Liability | | | | | | | |
| TOTAL EXPENSES | 185,000.00 | 2,788.27 | 1,216.92 | 45,945.88 | (37,018.09) | 25% | -67% |

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06/09/22

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT Capital Reserve Transaction Detail Report July 2021 through May 2022

| Type | Date | Num | Name | Memo | Account | Class | Split | Debit | Credit |
|---------------|------------|-----|--------------------------|-------------------|------------------------|-------|---------------------|-----------|-----------|
| Jul 21 | | | | | | | | | |
| Deposit | 07/30/2021 | | | July 2021 Inte... | 3 B of America-Capi... | | 7010 · Interest ... | 0.38 | |
| Jul 21 | | | | | | | | 0.38 | 0.00 |
| Aug 21 | | | | | | | | | |
| Deposit | 08/31/2021 | | | August 2021 | 3 B of America-Capi... | | 7010 · Interest ... | 0.38 | |
| Aug 21 | | | | | | | | 0.38 | 0.00 |
| Sep 21 | | | | | | | | | |
| Deposit | 09/30/2021 | | | September 20... | 3 B of America-Capi... | | 7010 · Interest ... | 0.36 | |
| Sep 21 | | | | | | | | 0.36 | 0.00 |
| Oct 21 | | | | | | | | | |
| Deposit | 10/31/2021 | | | October 2021 | 3 B of America-Capi... | | 7010 · Interest ... | 0.38 | |
| Oct 21 | | | | | | | | 0.38 | 0.00 |
| Nov 21 | | | | | | | | | |
| Deposit | 11/30/2021 | | | November 2021 | 3 B of America-Capi... | | 7010 · Interest ... | 0.36 | |
| Nov 21 | | | | | | | | 0.36 | 0.00 |
| Dec 21 | | | | | | | | | |
| Check | 12/03/2021 | | Transfer to Capital R... | Transfer to cl... | 3 B of America-Capi... | 162 | 1 Bank of Ame... | 26,656.80 | |
| Deposit | 12/31/2021 | | | dECEMBER 2... | 3 B of America-Capi... | | 7010 · Interest ... | 0.59 | |
| Dec 21 | | | | | | | | 26,657.39 | 0.00 |
| Jan 22 | | | | | | | | | |
| Check | 01/10/2022 | | Transfer | SWRCB Lice... | 3 B of America-Capi... | | 6230 · License... | | 20,000.00 |
| Check | 01/27/2022 | | Transfer | To ensure cov... | 3 B of America-Capi... | | Operations Ad... | | 10,000.00 |
| Check | 01/31/2022 | | Transfer to Capital R... | A6015004 Me... | 3 B of America-Capi... | 162 | 1 Bank of Ame... | 7,343.00 | |
| Deposit | 01/31/2022 | | | January 2022 | 3 B of America-Capi... | | 7010 · Interest ... | 0.47 | |
| Jan 22 | | | | | | | | 7,343.47 | 30,000.00 |
| Feb 22 | | | | | | | | | |
| Deposit | 02/28/2022 | | | February 2022 | 3 B of America-Capi... | | 7010 · Interest ... | 0.37 | |
| Feb 22 | | | | | | | | 0.37 | 0.00 |
| Mar 22 | | | | | | | | | |
| Check | 03/17/2022 | | Transfer from Capita... | Cover Payroll | 3 B of America-Capi... | | Operations Ad... | | 10,000.00 |
| Check | 03/25/2022 | Txf | Transfer to Capital R... | Transfer Loan... | 3 B of America-Capi... | 162 | 1 Bank of Ame... | 20,000.00 | |
| Deposit | 03/31/2022 | | | Deposit | 3 B of America-Capi... | | 7010 · Interest ... | 0.41 | |
| Mar 22 | | | | | | | | 20,000.41 | 10,000.00 |
| Apr 22 | | | | | | | | | |

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06/09/22

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
Capital Reserve Transaction Detail Report
July 2021 through May 2022

| Type | Date | Num | Name | Memo | Account | Class | Split | Debit | Credit |
|---------------|------------|-----|------|------------|------------------------|-------|---------------------|------------------|------------------|
| Deposit | 04/29/2022 | | | April 2022 | 3 B of America-Capi... | | 7010 · Interest ... | 0.48 | |
| Apr 22 | | | | | | | | 0.48 | 0.00 |
| May 22 | | | | | | | | | |
| Deposit | 05/31/2022 | | | May 2022 | 3 B of America-Capi... | | 7010 · Interest ... | 0.49 | |
| May 22 | | | | | | | | 0.49 | 0.00 |
| TOTAL | | | | | | | | 54,004.47 | 40,000.00 |

HILTON CREEK COMMUNITY SERVICES DISTRICT County Investment Pool Activity Detail Report July 2021 through May 2022

| Type | Date | Name | Memo | Split | Debit | Credit |
|---------------|------------|-------------------|--------------------|---------------------|-----------|-----------|
| Jul 21 | | | | | | |
| Deposit | 07/09/2021 | | 6023031 - Not... | 1 Bank of Ame... | | 145.95 |
| Jul 21 | | | | | 0.00 | 145.95 |
| Aug 21 | | | | | | |
| Aug 21 | | | | | | |
| Sep 21 | | | | | | |
| Deposit | 09/13/2021 | DEPOSIT | FY 2020/2021... | Mono County T... | 6.06 | |
| Deposit | 09/13/2021 | DEPOSIT | FY 2020/2021... | Mono County T... | 196.54 | |
| Deposit | 09/13/2021 | DEPOSIT | FY 2020/2021... | Mono County T... | 171.18 | |
| Deposit | 09/13/2021 | DEPOSIT | FY 2020/2021... | Mono County T... | 21.56 | |
| Deposit | 09/13/2021 | DEPOSIT | FY2020/2021 ... | Mono County T... | 1,065.38 | |
| Deposit | 09/13/2021 | DEPOSIT | FY 2020/2021... | Mono County T... | 207.73 | |
| Deposit | 09/30/2021 | | Total 1639.63... | 7010 · Interest ... | 868.35 | |
| Deposit | 09/30/2021 | | TAX INTERE... | 7010 · Interest ... | 38.53 | |
| Deposit | 09/30/2021 | | Unsec Proper... | Mono County T... | 7,624.71 | |
| Deposit | 09/30/2021 | | Total 2011.84... | 7010 · Interest ... | 1,165.83 | |
| Sep 21 | | | | | 11,365.87 | 0.00 |
| Oct 21 | | | | | | |
| Oct 21 | | | | | | |
| Nov 21 | | | | | | |
| Check | 11/01/2021 | MONO COUNTY TR... | FY 2020 21 P... | Administration ... | | 1,554.00 |
| Deposit | 11/30/2021 | | HOPTER 6/3... | Mono County T... | 0.72 | |
| Deposit | 11/30/2021 | | Excess ERAF... | Mono County T... | 20,110.28 | |
| Nov 21 | | | | | 20,111.00 | 1,554.00 |
| Dec 21 | | | | | | |
| Check | 12/10/2021 | Transfer | Transfer - Pro... | 1 Bank of Ame... | | 27,735.00 |
| Deposit | 12/31/2021 | | Unitary Tax F... | Mono County T... | 2,081.36 | |
| Deposit | 12/31/2021 | | Current Unse... | Mono County T... | 68.36 | |
| Deposit | 12/31/2021 | | Del. Secured ... | Mono County T... | 830.07 | |
| Deposit | 12/31/2021 | | Del Unsec 21-... | Mono County T... | 17.47 | |
| Deposit | 12/31/2021 | | Supplemental... | Mono County T... | 1,805.30 | |
| Deposit | 12/31/2021 | | Supplemental Un... | Mono County T... | 31.34 | |
| Deposit | 12/31/2021 | | Current Secur... | Mono County T... | 74,359.11 | |
| Check | 12/31/2021 | MONO COUNTY TR... | FY 2020 21 P... | Administration ... | | 1,554.00 |
| Deposit | 12/31/2021 | | December 31,... | 7010 · Interest ... | 1,014.87 | |
| Dec 21 | | | | | 80,207.88 | 29,289.00 |
| Jan 22 | | | | | | |
| Jan 22 | | | | | | |
| Feb 22 | | | | | | |

HILTON CREEK COMMUNITY SERVICES DISTRICT
County Investment Pool Activity Detail Report
 July 2021 through May 2022

| Type | Date | Name | Memo | Split | Debit | Credit |
|---------------|------------|------|------------------|--------------------|-------------------|------------------|
| Feb 22 | | | | | | |
| Mar 22 | | | | | | |
| Transfer | 03/22/2022 | | Transfer Prop... | 1 Bank of Ame... | | 40,000.00 |
| Mar 22 | | | | | 0.00 | 40,000.00 |
| Apr 22 | | | | | | |
| Check | 04/29/2022 | | FY 2021 - 202... | Administration ... | | 2,943.00 |
| Deposit | 04/30/2022 | | FY 2021-2022... | Mono County T... | 1,698.70 | |
| Deposit | 04/30/2022 | | FY 2021-2022... | Mono County T... | 44,956.91 | |
| Deposit | 04/30/2022 | | FY 2021 2022... | Mono County T... | 48.05 | |
| Deposit | 04/30/2022 | | FY 2021 2022... | Mono County T... | 213.62 | |
| Deposit | 04/30/2022 | | FY 2021-2022... | Mono County T... | 2.12 | |
| Deposit | 04/30/2022 | | FY 2021-2022... | Mono County T... | 2,080.73 | |
| Deposit | 04/30/2022 | | FY 2021-2022... | Mono County T... | 33.33 | |
| Apr 22 | | | | | 49,033.46 | 2,943.00 |
| May 22 | | | | | | |
| May 22 | | | | | | |
| TOTAL | | | | | 160,718.21 | 73,931.95 |

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06/09/22

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Mono Country Inv. Pool Transactions
July 2021 through June 2022

| Type | Date | Num | Name | Memo | Account | Clr | Split | Debit | Credit |
|-------------------------|------------|-----|------|------------------|----------------------|-----|---------------------|-----------------|-------------|
| Jul '21 - Jun 22 | | | | | | | | | |
| Deposit | 09/30/2021 | | | Total 1639.63... | Mono County Treas... | | 601- Interest In... | 771.28 | |
| Deposit | 09/30/2021 | | | Total 2011.84... | Mono County Treas... | | 600 - OTHER I... | 846.01 | |
| Deposit | 12/31/2021 | | | December 31/... | Mono County Treas... | | 601- Interest In... | 831.25 | |
| Jul '21 - Jun 22 | | | | | | | | 2,448.54 | 0.00 |

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06/09/22

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
LAIF Fiscal Year Transaction Detail Report
 July 2021 through June 2022

| Type | Date | Num | Name | Memo | Account | Class | Split | Debit | Credit |
|--------------------------|------------|-----|------|-------------------|---------|-------|---------------------|--------------|-------------|
| Jul 21 Deposit | 07/30/2021 | | | Deposit | 5 LAIF | | 7010 · Interest ... | 4.05 | |
| Jul 21 | | | | | | | | 4.05 | 0.00 |
| Aug 21 Aug 21 | | | | | | | | | |
| Sep 21 Sep 21 | | | | | | | | | |
| Oct 21 Deposit | 10/31/2021 | | | Deposit | 5 LAIF | | 7010 · Interest ... | 3.02 | |
| Oct 21 | | | | | | | | 3.02 | 0.00 |
| Nov 21 Nov 21 | | | | | | | | | |
| Dec 21 Dec 21 | | | | | | | | | |
| Jan 22 Deposit | 01/14/2022 | | | Deposit | 5 LAIF | | 7010 · Interest ... | 2.86 | |
| Jan 22 | | | | | | | | 2.86 | 0.00 |
| Feb 22 Feb 22 | | | | | | | | | |
| Mar 22 Mar 22 | | | | | | | | | |
| Apr 22 Deposit | 04/30/2022 | | | First Quarter ... | 5 LAIF | | 7010 · Interest ... | 3.92 | |
| Apr 22 | | | | | | | | 3.92 | 0.00 |
| May 22 May 22 | | | | | | | | | |
| Jun 22 Jun 22 | | | | | | | | | |
| TOTAL | | | | | | | | 13.85 | 0.00 |

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06/09/22

Accrual Basis

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

| Type | Date | Num | Name | Memo | Account | Clr | Split | Debit | Credit |
|-------------------------|------------|-----|------|-------------------|------------|-----|---------------------|--------------|-------------|
| Jul '21 - Jun 22 | | | | | | | | | |
| Deposit | 07/30/2021 | | | Deposit | 102 - LAIF | | 601- Interest In... | 3.79 | |
| Deposit | 10/31/2021 | | | Deposit | 102 - LAIF | | 600 - OTHER I... | 2.83 | |
| Deposit | 01/14/2022 | | | | 102 - LAIF | | 600 - OTHER I... | 2.67 | |
| Deposit | 04/30/2022 | | | First Quarter ... | 102 - LAIF | | 601- Interest In... | 3.66 | |
| Jul '21 - Jun 22 | | | | | | | | 12.95 | 0.00 |

Delinquent Accounts

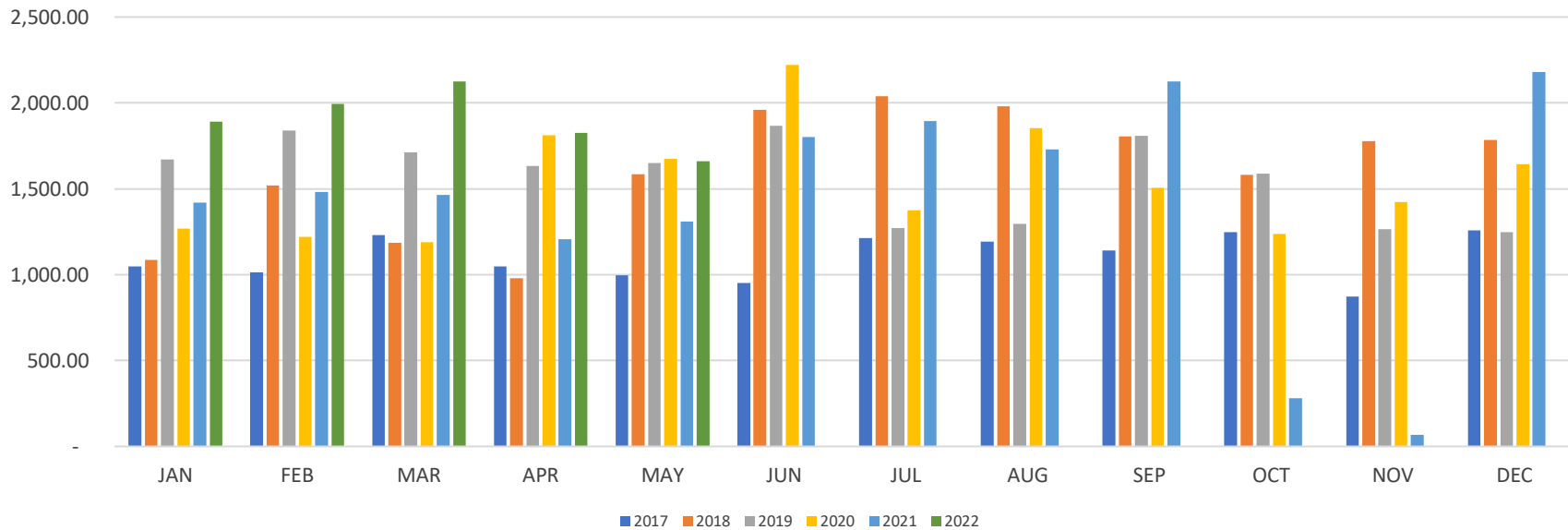
As of 6/13/2022

| Account | Last Name | Sewer | | Juniper | | Total Due |
|--------------|-----------------------|-----------------|---------------|-----------------|---------------|-----------------|
| | | Base Fees | Late Fees | Base Fee | Late Fees | Total |
| 6015001 | Power | 331.86 | 44.24 | - | - | 376.10 |
| 6017022 | Black | 553.04 | 116.13 | 787.36 | 147.60 | 1,604.13 |
| 6019006 | McMillian | 553.10 | 116.13 | 984.20 | 206.64 | 1,860.07 |
| 6023005 | Payne | 392.39 | 25.66 | - | - | 418.05 |
| 6023009 | Preston | 110.62 | - | - | - | 110.62 |
| 6023025 | Da Costa | 110.62 | 22.12 | - | - | 132.74 |
| 6023028 | Cherry / Moore | 331.86 | 44.24 | - | - | 376.10 |
| 6026005 | Mc Daniel, A. | 442.48 | 82.95 | - | - | 525.43 |
| 6032012 | Delfelice / Schneider | 110.62 | 38.71 | - | - | 149.33 |
| 6033009 | Orozco | 221.24 | 16.59 | - | - | 237.83 |
| 6033016 | Somers | 110.62 | 11.06 | - | - | 121.68 |
| 6034006-001 | Lewis | 110.62 | - | - | - | 110.62 |
| 6034027 | Borges | 442.48 | 82.95 | - | - | 525.43 |
| Total | | 3,821.55 | 600.78 | 1,771.56 | 354.24 | 6,548.13 |

HILTON CREEK CSD PLANT SCE ELECTRIC BILLS

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 2013 | 1,807.29 | 1,522.48 | 1,680.87 | 1,335.15 | 1,621.01 | 2,317.05 | 2,169.45 | 1,661.44 | 1,871.40 | 1,061.05 | 1,300.27 | 1,215.51 |
| 2014 | 1,159.40 | 1,105.89 | 1,105.96 | 998.57 | 1,180.62 | 1,015.24 | 1,274.09 | 1,992.96 | 1,882.55 | 1,337.29 | 1,241.11 | 1,345.37 |
| 2015 | 1,344.08 | 1,117.86 | 1,296.95 | 1,198.81 | 1,551.49 | 2,063.42 | 1,699.59 | 1,394.97 | 1,471.93 | 1,344.89 | 1,026.53 | 1,204.75 |
| 2016 | 1,330.52 | 995.19 | 1,543.03 | 1,563.37 | 998.18 | 1,029.09 | 1,211.52 | 1,040.58 | 1,065.69 | 1,140.95 | 830.92 | 978.51 |
| 2017 | 1,049.12 | 1,015.01 | 1,229.32 | 1,046.69 | 995.55 | 952.91 | 1,212.89 | 1,192.97 | 1,139.88 | 1,247.67 | 870.98 | 1,257.64 |
| 2018 | 1,084.24 | 1,519.62 | 1,185.24 | 980.79 | 1,585.18 | 1,958.72 | 2,039.38 | 1,980.39 | 1,804.35 | 1,579.83 | 1,778.21 | 1,782.52 |
| 2019 | 1,671.33 | 1,837.85 | 1,711.43 | 1,632.48 | 1,649.44 | 1,867.10 | 1,273.14 | 1,294.31 | 1,807.81 | 1,587.41 | 1,264.56 | 1,246.17 |
| 2020 | 1,269.72 | 1,220.72 | 1,189.09 | 1,813.11 | 1,673.46 | 2,222.14 | 1,374.75 | 1,852.97 | 1,506.67 | 1,237.67 | 1,422.08 | 1,644.73 |
| 2021 | 1,418.22 | 1,481.29 | 1,462.87 | 1,205.59 | 1,308.92 | 1,802.50 | 1,893.58 | 1,730.03 | 2,126.50 | 279.15 | 68.30 | 2,181.00 |
| 2022 | 1,891.71 | 1,994.83 | 2,124.45 | 1,826.94 | 1,662.05 | | | | | | | |

SCE Plant Electric Costs
2017 - Present



Plant Electric Use Comparison

| | FY 2020/2021 | | FY 2021/2022 | | Difference | |
|-----------|--------------|---------|--------------|---------|------------|----------|
| | Kwh | Cost | Kwh | Cost | Kwh | Cost |
| July | 9591 | 1374.75 | 12273 | 1893.58 | 2682 | 518.83 |
| August | 11875 | 1852.97 | 10795 | 1730.03 | -1080 | -122.94 |
| September | 10822 | 1506.67 | 13723 | 2126.50 | 2901 | 619.83 |
| October | 9597 | 1237.67 | 147 | 279.15 | -9450 | -958.52 |
| November | 11274 | 1422.08 | 0 | 68.30 | -11274 | -1353.78 |
| December | 13470 | 1644.73 | 15856 | 2181.00 | 2386 | 536.27 |
| January | 11356 | 1418.22 | 13176 | 1891.71 | 1820 | 473.49 |
| February | 11370 | 1481.29 | 13468 | 1994.83 | 2098 | 513.54 |
| March | 11768 | 1462.87 | 13261 | 2124.45 | 1493 | 661.58 |
| April | 9369 | 1205.59 | 11343 | 1826.94 | 1974 | 621.35 |
| May | 9696 | 1308.92 | 10910 | 1662.05 | 1214 | 353.13 |
| June | 10419 | 1802.50 | | | -10419 | -1802.50 |

Pump Station Use Comparison

| | FY 2020/2021 | | FY 2021/2022 | | Difference | |
|-----------|--------------|--------|--------------|--------|------------|---------|
| | Kwh | Cost | Kwh | Cost | Kwh | Cost |
| July | 2863 | 585.25 | 2981 | 711.62 | 118 | 126.37 |
| August | 2815 | 651.18 | 2564 | 648.03 | -251 | -3.15 |
| September | 2958 | 647.14 | 2996 | 648.56 | 38 | 1.42 |
| October | 2812 | 428.64 | 3025 | 527.98 | 213 | 99.34 |
| November | 3518 | 494.93 | 3504 | 676.60 | -14 | 181.67 |
| December | 3840 | 598.86 | 3930 | 647.94 | 90 | 49.08 |
| January | 3425 | 861.30 | 3580 | 739.73 | 155 | -121.57 |
| February | 3534 | 531.24 | 3543 | 609.58 | 9 | 78.34 |
| March | 3527 | 530.02 | 3555 | 686.59 | 28 | 156.57 |
| April | 3123 | 564.52 | 3382 | 632.47 | 259 | 67.95 |
| May | 3003 | 490.72 | 3156 | 754.20 | 153 | 263.48 |
| June | | 605.77 | | | | -605.77 |

**Fiscal Year Summary
FY 2021-2022
Equipment Use**

| | Sewer | | Juniper | | Total | |
|--------------------------|--------------|-----------------|--------------|-----------------|---------------|------------------|
| | Hours | Cost | Hours | Cost | Hours | Cost |
| Contract | | | | | | 25,000.00 |
| July | - | - | - | - | - | - |
| August | - | - | - | - | - | - |
| September | - | - | - | - | - | - |
| October | - | - | - | - | - | - |
| November | - | - | - | - | - | - |
| December* | 15.50 | 687.50 | 63.50 | 1,417.50 | 79.00 | 2,105.00 |
| January | 3.00 | 375.00 | 5.00 | 505.00 | 8.00 | 880.00 |
| February | 1.00 | 125.00 | 1.00 | 125.00 | 2.00 | 250.00 |
| March | 3.00 | 262.50 | - | - | 3.00 | 262.50 |
| April | 2.00 | 136.50 | - | - | 2.00 | 136.50 |
| May | 7.75 | 977.81 | - | - | 7.75 | 977.81 |
| June | - | - | - | - | - | - |
| Fiscal Year Total | 32.25 | 2,564.31 | 69.50 | 2,047.50 | 101.75 | 29,611.81 |

Notes:

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

Snow Activity

2 large storms in December, mild snow activity for the remainder of the fiscal year.

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

May 10, 2022

5:00 P.M.

**Crowley Lake Community Center
58 Pearson Road, Crowley Lake, California
& Teleconference - ZOOM**

Minutes

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

A. ROLL CALL

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

Members Absent:

Staff Present: William Czeschin, Keith Hafner, Lorinda Beatty

Guests: David Richman

- 2. ADDITIONS TO AGENDA – None**

- 3. PUBLIC COMMENT- None**

- 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 April 2022
3. Southern California Edison Report

C. Approval of Minutes

1. Minutes of the Regular Board Meeting of April 12, 2022

Motion: To accept the Consent Agenda Items as presented.

Moved by Ms. Adamson, Second by Ms. Connolly

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

- 5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**

A. General Manager Report on Status of Facilities and Operational

Mr. Hafner reported that all samples for the month have been submitted, all went well and there were no violations for process. Mr. Czeschin reported that a RAS pump failed a new pump has been ordered. Once the replacement pump is installed, we will rebuild one of the out of service pumps that are at the plant.

The secondary clarifier parts will be shipped in two parts. The first shipment will be shipped out this week and the second in June,

Mr. Motley came out and suggested a finer bar screen grate to catch debris before it gets into the plant and enable both sides of the flow.

The cleaning of the drying beds continues and there will be one that we can waste to as it gets warmer.

6. NEW BUSINESS - No New Business

6. OLD BUSINESS

A. SoCalRen

Ms. Beatty reported that we had a brief meeting with SoCalRen last week. There is still some discussion about a second blower, but it doesn't appear that it will be an option. Mr. Czeschin reported that the engineers would like to put an automated screen in the headworks; however, Mr. Hafner added that, in his experience, the automated screens do not work well in our climate during the winter. There is some concern about the blower ammonia probe verses a DL probe.

B. RDN Rate Study Update

Ms. Beatty stated that we will need to establish our reserve goal and there was discussion about the actual properties, potential users and availability fees. It was the consensus of the Board to set the Reserve Goal to \$150,000 which is equal to three months of historical expenses.

C. Employee Handbook- Update

Ms. Beatty reported that discussion continues on some items, but it very nearly completed. Ms. Adamson added that she feels it will be ready for Board approval by the June meeting.

D. Budget Review

Ms. Beatty stated that the Board will need to begin looking at the proposed budget and there may be a need for workshops in June to work on the preliminary budget.

7. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

Sierra Springs easement and lines

8. BOARD MEMBER COMMENTS/REPORTS

None

10. ANNOUNCEMENTS

A. Regular Board Meeting June 14, 2022, at 5:00 p.m. at the Crowley Lake Community Center – Covid restricts allowing.

11. CLOSED SESSION

A. Conference with Labor Negotiators – Unrepresented Employee – Secretary of the Board Government Code §54957.6

Motion: To Adjourn into Closed Session at 6:46 p.m.

Moved by Ms. Czeschin, Second by Ms. Isabel Connolly

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

Motion: To Adjourn into Open Session at 8:05 p.m.

Moved by Ms. Czeschin, Second by Ms. Connolly

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

There was no action taken and nothing to report during closed session.

11. ADJOURNMENT

-

Motion: To Adjourn to the May 10, 022 Regular Board Meeting at 8:05 p.m.

Moved by Ms. Czeschin, Second by Ms. Connolly

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

**MUTUAL AGREEMENT TO EXTEND PERIOD OF AGREEMENT
BETWEEN THE HILTON CREEK COMMUNITY SERVICES
DISTRICT AND JASON HATTER FOR THE PROVISION OF
ELECTRICIAN/DISTRICT EMERGENCY CONTACT PER DIEM
EMPLOYMENT AGREEMENT**

This Agreement entered into by and between the Hilton Creek Community Services District (hereinafter, "District"), a special district of the State of California, and Jason Hatter (hereinafter, "Per Diem Employee"), for the purposes of amending that certain Agreement between the District and Per Diem Employee and signed by Per Diem Employee on June 28, 2021, providing for the provision of Electrician/District Emergency Contact Per Diem Employment Agreement ("Agreement"). The District and Per Diem Employee are sometimes referred to herein collectively as "the parties".

WHEREAS the period of the Contract is from July 1, 2021 to June 30, 2022.

WHEREAS the parties desire to extend the period of the Contract.

NOW, THEREFORE, the parties agree as follows:

1. The Contract period set forth in Paragraph 7 of the Agreement is hereby extended to June 30, 2023
2. All other terms and conditions of the Agreement not expressly amended shall remain in full force and effect.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEAS AS SET FORTH BELOW.

HILTON CREEK COMMUNITY SERVICES DISTRICT

Steve Shipley, Board President

Date

CONTRACT

Jason Hatter

Date

ATTEST

Lorinda Beatty, Board Secretary

Date

**AMENDMENT TO
HILTON CREEK COMMUNITY SERVICES DISTRICT
ELECTRICIAN/DISTRICT EMERGENCY CONTRACT PER DIEM
EMPLOYMENT AGREEMENT**

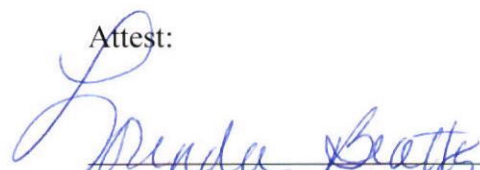
The Board of Directors of the Hilton Creek Community Services District agrees to amend the agreement between the Hilton Creek Community Services District (District) and Per Diem Employee Jason Hatter to allow Jason Hatter the immediate option to invalidate the Per Diem Employment Agreement in the event that the District does not staff a full time General Manager.

Agreed, this 9th day of November, 2021.

AYES: 5 - Adamson (telephonic) Connolly, Egleschin, Nigend & Shipley.
NOES: ~~0~~
ABSENT: ~~0~~
ABSTAIN: ~~0~~



Steve Shipley, President of the Board
Hilton Creek Community Services District

Attest:


Lorinda Beatty, Board Secretary
Hilton Creek Community Services District

HILTON CREEK COMMUNITY SERVICES DISTRICT
ELECTRICIAN/DISTRICT EMERGENCY CONTACT PER DIEM EMPLOYMENT
AGREEMENT

This Agreement is made effective as of July 1, 2021 (the "Effective Date") by and between the Hilton Creek Community Services District (hereinafter referred to as "District") and Jason Hatter (hereinafter referred to as "Per Diem Employee").

WHEREAS, the District desires to employ Electrician/District Emergency Contact and Response on the terms set forth herein; and

WHEREAS, Per Diem Employee desires to be employed by the District as Electrician/District Emergency Contact and Response on the terms set forth herein; and

WHEREAS, it is the desire of the Board of Directors of the District (the "Board") and Per Diem Employee to set forth the terms and conditions of Employee's Per Diem employment by the District; and

NOW, THEREFORE, in consideration of the following mutual promises, the foregoing recitals, and the covenants, conditions and agreements contained herein, the parties agree as follows:

1. Employment.
The District hereby employs Per Diem Employee to serve as its Electrician/District Emergency Contact Response upon the terms and conditions as hereinafter set forth. Employee accepts such per diem employment upon the terms and conditions as hereinafter set forth.
2. Term.
This Agreement shall be effective July 1, 2021 and shall terminate June 30, 2022, unless terminated earlier under Section 9 or extended by mutual agreement of the parties. This Agreement may be amended by mutual agreement of the parties. This Agreement supersedes any and all prior agreements between the District and Employee.
3. Schedule / Time at Work.
Per Diem Employee does not have a set schedule and there are no minimum work hours promised by the District. Likewise, the Per Diem Employee has the right to refuse work hours offered by the District. Per Diem Employee's may not work 1,000 or more hours per contractual/fiscal year nor **average** more than 19 hours per week.
4. Compensation.
 - A) For Employee's services rendered to the District on a Per Diem basis, the District shall pay the following:
 - I. The Per Diem Employee shall be entitled to a response flat fee of \$1,000 per month to be due and payable on the first day of each month. The response flat fee is to ensure that the District receives a priority response and the Per Diem Employee will respond to the electrical and emergency needs of the District above all other obligations to other employer's or contracted services.

- II. Emergencies requiring a physical response will be 2 hours minimum, actual time will be paid portal to portal.
 - B) Hourly Rates.
 - I. Monday through Friday 8 a.m. to 5 p.m. \$85 Per Hour
 - II. Monday through Friday 5:01 p.m. to 7:59 a.m. \$127.50 Per Hour
 - III. Saturday and Sunday – All Day \$127.50 Per Hour
 - IV. Standby Services - Scheduled \$75 Per Day
5. Benefits.
The District shall not provide the Per Diem Employee with health, retirement, paid time off benefits or any other benefit paid to full time employees unless otherwise required by law.
6. Reimbursement.
The District shall reimburse Per Diem Employee for documented actual and necessary expenses incurred within the scope of Per Diem Employee’s employment (e.g., lodging, meals, parking, tolls, hotels, etc.). For reimbursement, Per Diem Employee shall submit an expense claim in writing supported by appropriate written documentation on the first day of the month following the month the expenses are incurred. Reimbursement shall only be allowed for expenses permitted by District policy or incurred with prior approval of the Board and not otherwise reimbursed.
7. Professional Reimbursement.
To the extent deemed appropriate by the Board of Directors, the District shall pay the professional dues, subscriptions, and other educational expenses necessary for Per Diem Employee’s full participation in applicable professional associations, for their continued professional growth and for the good of the District.
8. Duties and Responsibilities of Employee.
Per Diem Employee shall respond to emergency alarms from the District’s wastewater treatment system and pump station as requested by the General Manager or dictated by the emergency phone tree contact list.
- A) Per Diem Employee shall provide or arrange for emergency electrical maintenance and/or repair to the District facilities.
 - B) Per Diem Employee agrees to perform scheduled electrical services as mutually agreed by the District Directors, General Manager or Consultant.
 - C) Per Diem Employee agrees to perform standby services as mutually agreed to between the Per Diem Employee and General Manager.
 - D) Per Diem Employee agrees to assist General Manager with District wastewater treatment system and pump station repairs and maintenance if available and willing.
 - E) Per Diem Employee does not have the authority to enter into any contract or incur indebtedness on behalf of the District.
9. Termination and Voluntary Resignation.
- A) Per Diem Employee is an at will employee and can be terminated without notice. Per Diem Employee is provided an Employee Handbook. Per Diem Employee’s termination is governed by the Employee Handbook. If Per Diem Employee is terminated, the District shall not pay Per Diem Employee any additional compensation after the date of termination; instead, Per Diem Employee shall only be entitled to the compensation earned up to the date of termination.

- B) In the event of a voluntary resignation of employment, Per Diem Employee should whenever possible, give the Board thirty (30) days advance written notice.
 - C) The Agreement may be terminated by mutual agreement of the parties at any time.
10. Entire Agreement.
This agreement is freely and voluntarily entered into by the parties. This agreement is the entire agreement between the parties relating to the subject matter hereof. Any prior agreements, promises, negotiations, or representations not expressly set forth in this agreement are of no force and effect. The parties do not rely on any inducements, promises, or representations made by each other, their representatives or any other person, other than those inducements, promises, and representations contained in this Agreement.
11. Waiver of Rights.
Any waiver at any time by either party hereto of its rights with respect to a breach or default or any other matter arising in connection with this agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.
12. Headings.
The paragraph headings used in this agreement are for reference only, and shall not in any way limit or amplify the terms and provisions hereof, nor shall they enter into the interpretation of this agreement.
13. Cooperation.
Each party to this agreement agrees to do all things that may be necessary, including, without limitation, the execution of all documents that may be required hereunder, in order to implement and effectuate this agreement.
14. Interpretation.
The parties acknowledge that each party has reviewed, negotiated and revised this agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.
15. Tax and Contributions.
Normal payroll Deductions shall be made for all applicable state, federal employee/employer obligations. Notwithstanding any other provision of this agreement, the District shall not be liable for any health insurance or retirement consequences as a result of this agreement.
16. Venue.
This agreement and the rights and obligations of the parties shall be construed and enforced in accordance with the laws of the State of California. The parties agree that, in the event of litigation, venue shall be the appropriate state court located in Mono County, California, or in Federal Court in the Eastern District of California.
17. Severability.

If any term or provision of this agreement is, to any extent, held by a court of competent jurisdiction to be invalid, or unenforceable, the remaining terms and provisions of this agreement shall continue in full force and effect.

18. Counterparts.

This agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

19. Modification.


Any amendment to this agreement shall be of no force and effect unless it is in writing and approved by the Board and Per Diem Employee.

WHEREFORE, the parties hereto have executed this Agreement as follows:

HILTON CREEK COMMUNITY SERVICES DISTRICT

By: 
President, Board of Directors

7/14/21
Date

Attest:
By: 
Secretary, Board of Directors

7/14/2021
Date

By: 
Per Diem Employee, Jason T. Hatter

6/28/21
Date

**MUTUAL AGREEMENT TO EXTEND PERIOD OF AGREEMENT
BETWEEN THE HILTON CREEK COMMUNITY SERVICES
DISTRICT AND KEITH HAFNER FOR THE PROVISION OF
GRADE III WASTEWATER TREATMENT PLANT OPERATOR
PART TIME EMPLOYMENT AGREEMENT**

This Agreement entered into by and between the Hilton Creek Community Services District (hereinafter, "District"), a special district of the State of California, and Keith Hafner (hereinafter, "Part Time Employee"), for the purposes of amending that certain Agreement between the District and Part Time Employee and signed by Part Time Employee on December 30, 2021, providing for the provision of Grade III Wastewater Treatment Plant Operator Part Time Employment Agreement ("Agreement"). The District and Part Time Employee are sometimes referred to herein collectively as "the parties".

WHEREAS the period of the Contract is from December 14, 2021 to June 30, 2022.

WHEREAS the parties desire to extend the period of the Contract.

NOW, THEREFORE, the parties agree as follows:

1. The Contract period set forth in Paragraph 7 of the Agreement is hereby extended to June 30, 2023
2. All other terms and conditions of the Agreement not expressly amended shall remain in full force and effect.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEAS AS SET FORTH BELOW.

HILTON CREEK COMMUNITY SERVICES DISTRICT

Steve Shipley, Board President

Date

CONTRACT

Keith Hafner

Date

ATTEST

Lorinda Beatty, Board Secretary

Date

HILTON CREEK COMMUNITY SERVICES DISTRICT
PART TIME EMPLOYMENT AGREEMENT

This Agreement is made effective as of December 14, 2021 (the “Effective Date”) by and between the Hilton Creek Community Services District (hereinafter referred to as “District”) and Keith Haffner (hereinafter referred to as “Part Time Employee”).

WHEREAS, the District desires to employ a part time California Grade III Wastewater Treatment Plant Operator on the terms set forth herein; and

WHEREAS, Part Time Employee desires to be employed by the District as California Grade III Wastewater Treatment Plant Operator on the terms set forth herein; and

WHEREAS, it is the desire of the Board of Directors of the District (the “Board”) and Part Time Employee to set forth the terms and conditions of Employee’s Part Time employment by the District; and

NOW, THEREFORE, in consideration of the following mutual promises, the foregoing recitals, and the covenants, conditions and agreements contained herein, the parties agree as follows:

1. Employment.
The District hereby employs Part Time Employee to serve as a California Grade III Wastewater Treatment Plant Operator upon the terms and conditions as hereinafter set forth. Employee accepts such part time employment upon the terms and conditions as hereinafter set forth.
2. Term.
This Agreement shall be effective December 14, 2021 and shall terminate June 30, 2022, unless terminated earlier under Section 9 or extended by mutual agreement of the parties. This Agreement may be amended by mutual agreement of the parties. This Agreement supersedes any and all prior agreements between the District and Employee.
3. Schedule / Time at Work.
Part Time Employee does not have a set schedule and there are a minimum of 2 work hours per week. Part Time Employee’s may not work 1,000 or more hours per contractual/fiscal year nor **average** more than 19 hours per week.
4. Compensation.
 - A) For Employee’s services rendered to the District on a Part Time basis, the District shall pay the following:
 - I. The Part Time Employee shall be entitled to \$175.00 per hour to be due and payable on the 15th day following the end of each month.
 - II. Call out for emergencies requiring a physical response will be 2 hours minimum, actual time will be paid portal to portal.

5. Benefits.
The District shall not provide the Part Time Employee with health, retirement, paid time off benefits or any other benefit paid to full time employees unless otherwise required by law.
6. Duties and Responsibilities of Employee.
Part Time Employee shall respond to emergency alarms from the District's wastewater treatment system and pump station as requested by the Board of Directors, Board Secretary or as dictated by the emergency phone tree contact list.
 - A) Part Time Employee shall provide or arrange for emergency maintenance and/or repair to the District facilities.
 - B) Part Time Employee agrees to perform scheduled services as listed in "Attachment A" or mutually agreed by the District Directors, General Manager or Consultant.
 - C) Part Time Employee agrees to perform standby services as mutually agreed to between the Part Time Employee and Board of Directors.
 - D) Part Time Employee agrees to perform necessary preventative maintenance with District wastewater treatment system and pump station repairs and maintenance.
 - E) Part Time Employee does not have the authority to enter into any contract or incur indebtedness on behalf of the District unless otherwise directed by the Board of Directors or Board Secretary.
7. Termination and Voluntary Resignation.
 - A) Part Time Employee is an at will employee and can be terminated without notice. Part Time Employee is provided an Employee Handbook. If Part Time Employee is terminated, the District shall not pay Part Time Employee any additional compensation after the date of termination. Part Time Employee shall only be entitled to the compensation earned up to the date of termination.
 - B) In the event of a voluntary resignation of employment, Part Time Employee should whenever possible, give the Board thirty (30) days advance written notice.
 - C) The Agreement may be terminated by mutual agreement of the parties at any time.
8. Entire Agreement.
This agreement is freely and voluntarily entered into by the parties. This agreement is the entire agreement between the parties relating to the subject matter hereof. Any prior agreements, promises, negotiations, or representations not expressly set forth in this agreement are of no force and effect. The parties do not rely on any inducements, promises, or representations made by each other, their representatives or any other person, other than those inducements, promises, and representations contained in this Agreement.
9. Waiver of Rights.
Any waiver at any time by either party hereto of its rights with respect to a breach or default or any other matter arising in connection with this agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

10. **Headings.**
The paragraph headings used in this agreement are for reference only, and shall not in any way limit or amplify the terms and provisions hereof, nor shall they enter into the interpretation of this agreement.
11. **Cooperation.**
Each party to this agreement agrees to do all things that may be necessary, including, without limitation, the execution of all documents that may be required hereunder, in order to implement and effectuate this agreement.
12. **Interpretation.**
The parties acknowledge that each party has reviewed, negotiated and revised this agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.
13. **Tax and Contributions.**
Normal payroll Deductions shall be made for all applicable state, federal employee/employer obligations. Notwithstanding any other provision of this agreement, the District shall not be liable for any health insurance or retirement consequences as a result of this agreement.
14. **Venue.**
This agreement and the rights and obligations of the parties shall be construed and enforced in accordance with the laws of the State of California. The parties agree that, in the event of litigation, venue shall be the appropriate state court located in Mono County, California, or in Federal Court in the Eastern District of California.
15. **Severability.**
If any term or provision of this agreement is, to any extent, held by a court of competent jurisdiction to be invalid, or unenforceable, the remaining terms and provisions of this agreement shall continue in full force and effect.
16. **Counterparts.**
This agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
17. **Modification.**
Any amendment to this agreement shall be of no force and effect unless it is in writing and approved by the Board and Part Time Employee.

WHEREFORE, the parties hereto have executed this Agreement as follows:

HILTON CREEK COMMUNITY SERVICES DISTRICT

By: _____
President, Board of Directors Date _____

Attest:
By: _____
Secretary, Board of Directors Date _____

By: _____
Part Time Employee, Keith Haffner Date _____

ATTACHMENT A

Part Time California Grade III Wastewater Treatment Operator Duties

1. Develop and Submit all Quarterly Reports on the Geotracker website and present reports to the Board of Directors as applicable during monthly board meetings
2. Follow all current and updated California Regional Water Quality Control Board – Lahontan Region discharge permits:
 - a. Board Order NO. R6V-2004-0018
 - b. WDID NO. 6B140109001
 - c. Any future updates mandated by Lahontan Region regulators
3. Check Underground Service Alerts (USAs)
4. General Plant Process Control
 - a. Ammonia
 - b. Nitrate/Nitrite
 - c. pH (process control)
 - d. Settleometer Test 30min
 - e. MLSS Suspended Solids Test
5. Groundwater Well Sampling (Well A + B + C)
6. Wastewater Treatment Plant Sampling (Effluent)
7. Check Influent Flowmeter
8. Collection System Maintenance
 - a. Gravity Sewer
 - b. Force Main
 - c. Cleaning the Collection System
 - d. Sierra Springs Lift Station Infrastructure Maintenance
9. New Construction Lateral Marking and Inspection
10. Respond to all emergencies and system alarms within 1 hour
11. Provide project management and oversight
 - a. Aeration blower upgrade
 - b. SoCalRen/AESC Ammonia based control system and monitoring system
 - c. Oversight on the regional bio solids feasibility study
 - d. Clarifier Rehab/Retrofit
12. Provide proper sludge disposal at the Benton Class III Landfill
 - a. Landfill closes end of 2022
 - b. Possible alternative site is Russell Pass Landfill, Fallon Nevada
 - c. Possible alternative site is Pumice Valley landfill if Mono County is granted the proper permits
13. Attend all board meetings and meet and confer with Board and Staff as needed throughout the operation of District facilities
14. Provide direction and training to Operator in Training, monitor Operator in Training progress.

MUTUAL AGREEMENT TO EXTEND PERIOD OF AGREEMENT AND FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE HILTON CREEK COMMUNITY SERVICES DISTRICT AND BILLY’S SNOW REMOVAL FOR THE PROVISION OF EQUIPMENT USE

This Agreement and First Amendment is entered into by and between the Hilton Creek Community Services District (hereinafter, “District”), a special district of the State of California, and William Czeschin (hereinafter, “Contractor”), for the purposes of amending that certain Agreement between the District and Contractor and signed by Contractor on November 24, 2021, providing for the provision of Equipment Use (the “Contract”). The District and Contractor are sometimes referred to herein collectively as “the parties”.

WHEREAS the period of the Contract is from November 12, 2021 to June 30, 2022.

WHEREAS the parties desire to extend the period of the Contract.

WHEREAS the Contractor is responsible for diesel for all rented equipment. If diesel prices at the Crowley Lake General Store Gas Station exceed \$5.50 per gallon on the day of equipment use, Hilton Creek Community Services District will provide a fuel reimbursement at a rate of +5% the base hourly rental rate.

WHEREAS the rising cost of fuel exceed the expectation of the Contract guidelines such that there is now a need to amend the contract based on an adjustable rate according to fuel reimbursement schedule as follows:

| <i>Fuel Cost</i> | <i>Reimbursement Rate</i> |
|---------------------|---------------------------|
| \$5.00 to \$5.49 | 5% |
| \$5.50 to \$6.49 | 6% |
| \$6.50 to \$7.49 | 7% |
| \$7.50 to \$8.49 | 8% |
| <i>And so on...</i> | |

WHEREAS the rising cost of repairs and maintenance of equipment exceed the expectation of the Contract hourly Equipment Rental rates as established in “EXHIBIT A” of the Contract, such that there is now a need to increase the rates by 10%.

NOW, THEREFORE, the parties agree as follows:

1. The Contract period set forth in Paragraph 1 of the Contract is hereby extended to June 30, 2023

2. The diesel fuel reimbursement rate as set forth in Paragraph 8 of the Contract shall be amended to an adjustable rate according to the amount of fuel costs on the day of the equipment use.
3. The hourly rates for Equipment Rentals set forth in Exhibit A of the Contract is hereby increased by 10% and attached as "Amended Exhibit A".
4. All other terms and conditions of the Contract Agreement not expressly amended shall remain in full force and effect.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS AS SET FORTH BELOW.

HILTON CREEK COMMUNITY SERVICES DISTRICT

Steve Shipley, Board President

Date

CONTRACT

William Czeschin

Date

ATTEST

Lorinda Beatty, Board Secretary

Date

**MUTUAL AGREEMENT TO EXTEND PERIOD OF AGREEMENT
AND FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE HILTON CREEK COMMUNITY SERVICES
DISTRICT AND BILLY'S SNOW REMOVAL FOR THE PROVISION OF EQUIPMENT USE**

AMENDED EXHIBIT A

EQUIPMENT RENTALS

July 1, 2022

| <i>EQUIPMENT</i> | <i>HOURLY RATE</i> |
|---|---|
| <i>WINTER SNOW REMOVAL</i> | |
| <i>621 Loader + Blower</i> | \$330.00 |
| <i>621 Loader</i> | \$137.50 |
| <i>Skid Steer + Blower</i> | \$220.00 |
| <i>Skid Steer</i> | \$ 82.50 |
| <i>Cinder + Truck</i> | \$ 71.50 |
| <i>NON-SNOW REMOVAL</i> | |
| <i>Backhoe</i> | \$110.00 |
| <i>621 Loader</i> | \$137.50 |
| <i>Skid Steer</i> | \$ 82.50 |
| <i>Truck + Trailer</i> | \$ 71.50 |
| <i>Truck + Trailer– Long Haul over 50 Miles</i> | <i>Hourly Rate + Fuel Reimbursement with Receipts</i> |

**MUTUAL AGREEMENT TO EXTEND PERIOD OF AGREEMENT
AND FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE HILTON CREEK COMMUNITY SERVICES
DISTRICT AND BILLY'S SNOW REMOVAL FOR THE PROVISION OF EQUIPMENT USE**

Equipment Use Reimbursement Agreement

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

Equipment Subject to Use Reimbursement

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

Payment Terms

Availability Fees

The District will provide BSR an availability and equipment standby fee of \$12,000 from the time of contract execution through June 30 2022. This payment will occur in two parts consisting of

1. First payment due 15 days after contract execution
2. Second payment due on January 12, 2022

The District will also provide BSR an \$8,000 fee for 60 guaranteed hours of equipment operation from the contract execution date through June 30, 2022. This payment will occur in two parts consisting of

1. First payment due 15 days after contract execution
2. Second payment due on January 12, 2022

If BSR is unable to supply 60 hours of equipment operation due to mechanical failure not caused by The District, The District will be reimbursed for the remaining hours on the equipment that was needed at a time of failure at a rate of \$133.33 per hour

Any equipment operation exceeding 60 hours will be billed at the rates listed in Exhibit "A".

Equipment Operator

William Czeschin and any District Employee, including Per Diem Employees of The District are authorized users of the equipment referenced in Exhibit "A" while working on HCCSD business.

Fuel Surcharge

BSR is responsible for diesel costs for all rented equipment. If diesel prices at the Crowley Lake General Store Gas Station exceed \$5.50 per gallon on the day of equipment use, Hilton Creek Community Services district will provide a fuel reimbursement at a rate of +5% the base hourly rental rate. This fuel reimbursement is applicable at any amount of hours, including within the 60 hours guaranteed by the availability fee.

If Diesel costs at the Crowley Lake General Store Gas Station fall below \$4.00 per gallon two scenarios apply:

1. If within the 60 guaranteed hours covered by the availability fee a -5% hourly cost will be applied in the form of additional guaranteed "Hours" based on the rate of \$133.33 per hour.
2. If rental hours exceed the 60 hours guaranteed by the availability fee, a -5% hourly cost decrease will be applied to the base hourly rental rate of the equipment being used.

Care and Operation of Equipment

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

Maintenance and Repair

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

Ownership and Status of Equipment

The equipment is the personal property of BSR.

Equipment Availability

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

Risk of Loss or Damage

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

Liability and Indemnity

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

Casualty Insurance

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

Notice

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

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

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

Assignment

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

Entire Agreement and Modification

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

Governing Law and Venue

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

Severability

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

Waiver

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

Dispute Resolution

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



William Czeschin
Owner Operator
Billy's Snow Removal

11-24-21

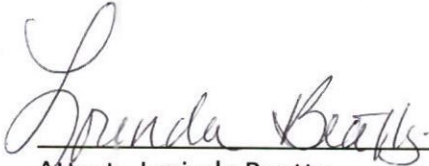
Date



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

11/9/21

Date



Attest: Lorinda Beatty
Board Secretary
Hilton Creek Community Services District

11/24/2021

Date

Exhibit "A"

Equipment Rentals:

WINTER SNOW REMOVAL

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

NON- SNOW REMOVAL

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

HILTON CREEK COMMUNITY SERVICES District
Proposed Preliminary Budget FY 2022 2023

| REVENUE | SEWER Budget Sewer Fund | Current Year AS Of 6/14/2022 | Notes |
|---|----------------------------|---------------------------------|---|
| General Operating Revenue: | | | |
| Property Taxes | 150,000.00 | 155,962.35 | Anticipated Property Taxes |
| Sewer Operation & Maintenance Revenue: | | | |
| Sewer Use Fees Collected | 340,000.00 | 323,124.36 | Without Rate Increase |
| Sewer Capital Improvement Revenue: | | | |
| Sewer Connection Fees | - | 7,343.00 | |
| Availability Fees | - | 630.00 | |
| Sewer Connection Inspection Fees | - | | |
| <i>Subtotal Operations & Capital Revenue</i> | | | |
| Investment Revenue | | | |
| Interest on Investments | - | 2,118.18 | |
| Transfer From Reserves | - | | |
| Transfer From Other Funds | 3,000.00 | | |
| <i>Other</i> | | | |
| TOTAL REVENUES | | 493,000.00 | 489,177.89 |
| EXPENSES | | | |
| ADMINISTRATION EXPENSES | | | |
| Administration Fee | 500.00 | 3,108.00 | |
| ***Mono Invest. Pool Wash - Delinquent Accts. | | | |
| ***Depreciation Expense (Book Entry Only) | | | |
| SUBTOTAL | | 500.00 | 3,108.00 |
| Estimated EMPLOYEE BENEFITS | | | |
| Medical Reimbursement - Director (5) | 10,109.05 | 9,000.00 | Carry Over 1109.05 + 9000 This Year |
| Medical Reimbursement - Employees (2) | 5,442.00 | 3,728.15 | Carryover 3641.76 + 3600 This year |
| Health Insurance (1) Base Rate OIT | 19,741.50 | | Assumption 2023 Rates Avail in July |
| Health Insurance - Retired (2) | 3,466.80 | | Assumption 2023 Rates Avail in July |
| Retirement Benefits - Employer Contributions OIT | 4,600.00 | 2,882.61 | To be adjusted with hourly rate changes |
| *** Retirement Benefits - Employee Contributions | - | | |
| ***457 - Employee Contributions | - | | |
| 457 Employer Contributions OIT | 2,118.60 | 2,200.00 | Employer Contributions to 457 |
| Add Compensation - Directors | 11,000.00 | 11,000.00 | \$2,200 x 5 |

| | SEWER Budget | Current Year | Notes |
|------------------------------|---------------------|---------------------|-------------|
| Add Compensation - Secretary | 2,200.00 | 2,200.00 | \$2,200 X 1 |
| SUBTOTAL | 58,677.95 | 31,010.76 | |

| | SEWER Budget | Current Year | Notes |
|--|-------------------|-------------------|---|
| PAYROLL | | | |
| Salaries & Employee Benefits: | | | |
| Director's Gross Salary | | | |
| + \$3,000 Special Meetings if they occur | 9,000.00 | 7,000.00 | (500 x 12) + \$3,000 |
| OIT | 64,800.00 | 47,785.73 | To be adjusted with hourly rate changes |
| Chief Plant Operator - Part Time | 30,000.00 | 19,421.25 | 6.5 months |
| Perdiem | 25,000.00 | 23,231.25 | 12000 ST. Bye + working |
| Secretarial Gross Salary Part Time | 33,075.00 | 30,893.69 | To be adjusted with hourly rate changes |
| Payroll Taxes | 25,680.00 | 10,718.96 | |
| SUBTOTAL | 187,555.00 | 139,050.88 | |
| OPERATIONS | | | |
| Liability Insurance | 8,400.00 | 8,624.03 | Amount accurate to current billing |
| Worker's Comp Insurance | 6,300.00 | 3,594.50 | Amount accurate to current billing |
| PERS Unfunded Liability | 28,500.00 | 20,928.60 | |
| Accounting | 8,000.00 | 7,920.00 | Auditor |
| Dues & Subscriptions | 2,889.00 | 2,542.20 | GASB, Underground Serv, ENR CSDA |
| Travel -Non Litigation | 963.00 | - | |
| License and Fees | 30,000.00 | 27,421.25 | Mostly SWRB |
| Office Expenses | 8,667.00 | 9,851.89 | web page, zoom, digital storage |
| Educational Expenses | 9,000.00 | 432.18 | Billy's Education |
| Telephone | 2,800.00 | 2,349.67 | Cell and Fire Alarm |
| SUBTOTAL | 105,519.00 | 83,664.32 | |

| | SEWER Budget | Current Year | Notes |
|---------------------------------------|--|-------------------|----------------------------|
| REPAIRS & MAINTENANCE | | | |
| Auto Expenses | 5,000.00 | 3,357.72 | |
| Contract Services | 5,000.00 | 2,655.00 | |
| Lab Testing | 6,420.00 | 5,383.39 | |
| Plant - General Repairs & Maintenance | 15,000.00 | 14,559.73 | Does not include Clarifyer |
| SCADA | 15,000.00 | - | |
| Plant - Pond Maintenance 1 | 5,350.00 | 16,868.41 | |
| Plant - Sludge Removal | 11,000.00 | 10,696.49 | |
| Sewer Lines - General Maintenance | 25,000.00 | 7,807.70 | Includes vactoring |
| Supplies | 900.00 | 652.96 | |
| Water | 780.00 | 585.00 | Pump Station |
| SCE - Plant | 18,190.00 | 17,918.99 | |
| SCE - Pump Station | 7,490.00 | 7,134.87 | |
| Snow Removal (10%) | 2,500.00 | 2,500.00 | |
| Heavy Equipment - Non-snow Removal | 5,000.00 | | |
| Repairs & Maintenance Contingency | 318.05 | - | |
| | SUBTOTAL | 122,948.05 | |
| | | 90,120.26 | |
| Debt - So Cal Ren | 17,800.00 | 17,800.00 | |
| | SUBTOTAL ALL OPERATING EXPENSES | 493,000.00 | |
| | | 364,754.22 | |
| Debt Service: | | | |
| | SUBTOTAL: | - | |
| | Non-Budget Items Expense | | |
| | Subtotal All Expenses | 493,000.00 | |
| | Less Non Budget Items | | |
| | TOTAL ADJUSTED EXPENSES | | |

| | SEWER Budget | Current Year | Notes |
|--|-------------------|--------------|-------------------|
| Special Projects / Non-Budget Items | | | |
| Sewer Capital Improvement Expenses: | | | |
| Capital Purchases/Improvements | | | |
| Capital Purchases/Improvements | 71,690.00 | | |
| Engineering and Consulting Fees | 10,700.00 | | |
| Lateral Extensions | 5,350.00 | | |
| Monitoring Well - Equipment & Consultation | 2,140.00 | | |
| Plant - Sewer Equipment | 32,100.00 | | |
| Totals | 121,980.00 | | |
| Contingency | | | |
| Contingency General | | | |
| Spills | 16,050.00 | - | |
| Legal | 9,630.00 | 5,776.40 | |
| Rate Study | | 10,237.44 | Carry over if any |
| Total | 25,680.00 | | |
| <hr/> | | | |
| Total Non-Budget Special Projects | 147,660.00 | | |