

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, November 10, 2020
5:00 P.M.
TELECONFERENCE (ZOOM)
AGENDA**

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

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

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

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

- 4. FINANCIAL OFFICER/SECRETARY OF THE BOARD REPORTS**
 - A. Consideration & Approval of Disbursements List for October 2020
 1. Disbursements and Checks 8079-8091
 2. One-signor Checks 8092-8096
 - B. Review & Acceptance of Monthly Financial Reports
 1. Account Balances – All Funds
 2. Budget Report: YTD Actual to Budget Report
 3. Southern California Edison Report

- 5. APPROVAL OF MINUTES**
 - A. Minutes of the Regular Board Meeting of October 13, 2020

- 6. ADOPT RESOLUTION 2020-10 ADDITIONAL COMPENSATION BENEFIT TO MEMBERS OF THE BOARD OF DIRECTORS**

- 7. ADOPT RESOLUTION 2020-11 AMENDMENT TO THE GENERAL MANAGER'S EMPLOYMENT AGREEMENT**

- 8. NEW BUSINESS**
 - A. Board Vacancies - Discussion
 - B. General Manager Paging - Discussion
 - C. General manager Uniform Policy - Discussion

9. **OLD BUSINESS**
 - A. Planning Issues, RPAC, Community Center

10. **SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
 - A. General Manager Report on Status of Facilities, Operational Stability
 1. Update on Treatment Plant
 - a. New Monitoring Well and Regional Water Quality Inspector
 - b. Vactoring and TVing System
 - c. Hidden Lateral – 44 Hidden Canyon Court
 - d. Lift Station Pump Rebuild

11. **NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**

12. **BOARD MEMBER COMMENTS/REPORTS**

13. **ANNOUNCEMENTS**
 - A. Regular Board Meeting: December 8, 2020 at 5:00 p.m.

14. **ADJOURNMENT**

TELECONFERENCE INFORMATION

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

Important Notice to the Public Regarding COVID-19

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

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

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

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

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

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

**HILTON CREEK COMMUNITY SERVICES DISTRICT
CHECKS WRITTEN - ALL FUNDS**

November 2 through December 1, 2020

Checks 8079 to 8091

Date	Num	Name	Memo	Amount
11/02/2020	Autopay	PERS 457 Contributions	Employee Contributions	-200.00
11/02/2020	Autopay	PERS	Retirement	-446.53
11/04/2020	Autopay	Mammoth Disposal	October Disposal	-165.38
11/05/2020	Autopay	PERS	Retirement	-446.53
11/10/2020	8079	Babcock Laboratories, Inc.	Water Sample Tests	-472.00
11/10/2020	8080	Barendt Consulting	New Monitoring Well	-1,000.00
11/10/2020	8081	Beatty, Lorinda	Reimbursement	-581.51
11/10/2020	8082	Burnett, Kyle	Reimbursement	-51.71
11/10/2020	8083	Carmichael Business Technologies	Computer Maintenance	-321.50
11/10/2020	8084	Chuck Villar Construction, Inc.	Vactoring & Tving	-8,071.20
11/10/2020	8085	CSDA	Member Subscription	-1,586.00
11/10/2020	8086	Mammoth Community Water District	Lab Tests	-120.00
11/10/2020	8087	Mountain Madows Mutual Water Co.	Vactoring	-200.00
11/10/2020	8088	Spiess Construction Co., Inc.	Juniper Drive Asphalt Project	-9,104.77
11/10/2020	8089	The Sheet	Public Notices	-288.00
11/10/2020	8090	Umpqua Bank	Visa	-1,887.63
11/14/2020	Autopay	SCE	Plant & Pump Electric	-1,666.31
11/16/2020	Autopay	Frontier Communications	Alarm System	-41.60
12/01/2020	8091	J.T. Hatte Electric	Stand By Contract	-750.00
				-27,400.67

HILTON CREEK COMMUNITY SERVICES DISTRICT
CHECKS WRITTEN - ALL FUNDS

October 15 - 31, 2020

Electronic Payments

Date	Num	Name	Memo	Amount
10/15/2020		QuickBooks Payroll Service	Payroll	-3,486.55
10/16/2020	DD1023	Beatty, Lorinda		0.00
10/16/2020	DD1024	Burnett, Kyle		0.00
10/19/2020	Autopay	PERS 457 Contributions	Employee Contributions	-200.00
10/21/2020	Autopay	Verizon Wireless	August to September	-125.31
10/27/2020	TXFR	Transfer to Capital Reserve Acct	Transfer to Repay Loans	-20,000.00
10/27/2020	Autopay	PERS Health Insurance	Employee Health Insurance	-805.74
10/27/2020	Autopay	PERS	Retirement	-468.07
10/27/2020	Autopay	PERS	Retirement	-1,071.30
10/27/2020	Autopay	PERS	Retirement	-446.53
10/28/2020	E-pay	EFTPS	Payroll Taxes	-3,504.14
10/28/2020	E-pay	Emp. Dev. Cept.	Payroll Taxes	-867.39
10/28/2020	E-pay	Emp. Dev. Cept.	Payroll Taxes	-77.37
10/29/2020		QuickBooks Payroll Service	Payroll	-3,049.67
10/30/2020	DD1025	Beatty, Lorinda		0.00
10/30/2020	DD1026	Burnett, Kyle		0.00
				<u>-34,102.07</u>

Hilton Creek Community Services District

One Signor Checks – November 10, 2020

Bank of America Checking – Sewer Fund

8092-8096

HILTON CREEK COMMUNITY SERVICES DISTRICT
CHECKS WRITTEN - ALL FUNDS

October 15 - 31, 2020

Electronic Payments

Date	Num	Name	Memo	Amount
10/15/2020		QuickBooks Payroll Service	Payroll	-3,486.55
10/16/2020	DD1023	Beatty, Lorinda		0.00
10/16/2020	DD1024	Burnett, Kyle		0.00
10/19/2020	Autopay	PERS 457 Contributions	Employee Contributions	-200.00
10/21/2020	Autopay	Verizon Wireless	August to September	-125.31
10/27/2020	TXFR	Transfer to Capital Reserve Acct	Transfer to Repay Loans	-20,000.00
10/27/2020	Autopay	PERS Health Insurance	Employee Health Insurance	-805.74
10/27/2020	Autopay	PERS	Retirement	-468.07
10/27/2020	Autopay	PERS	Retirement	-1,071.30
10/27/2020	Autopay	PERS	Retirement	-446.53
10/28/2020	E-pay	EFTPS	Payroll Taxes	-3,504.14
10/28/2020	E-pay	Emp. Dev. Cept.	Payroll Taxes	-867.39
10/28/2020	E-pay	Emp. Dev. Cept.	Payroll Taxes	-77.37
10/29/2020		QuickBooks Payroll Service	Payroll	-3,049.67
10/30/2020	DD1025	Beatty, Lorinda		0.00
10/30/2020	DD1026	Burnett, Kyle		0.00
				<u>-34,102.07</u>

Hilton Creek Community Services District

One Signor Checks – November 10, 2020

Bank of America Checking – Sewer Fund

8092-8096

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS
FROM: LORINDA BEATTY
SUBJECT: ACCOUNT BALANCES REPORT
DATE: NOVEMBER 10, 2020

Notable changes to Account Balances

Sewer Fund Checking – Bank of America - \$50,450.58

A transfer was received from the Juniper Drive Checking account to cover the payment for the Juniper Drive Snow Removal of \$25,000. \$12,000 was returned to Juniper Drive as this amount will be paid in January 2021.

A transfer was requested and received from the County Investment Pool of \$40,000, which \$20,000 was transferred to the Capital Reserve Account to repay loans taken from the Capital Reserve Account in July of this year.

A settlement amount of \$124.75 was received for a second payment to a class action lawsuit regarding Computer Share.

Capital Reserve - \$45,105.88

\$20,000 transfer from the Sewer Fund checking account to reconcile outstanding loans made to the Sewer Fund in July 2020.

County Investment Pool – \$596,750.28 Combined

A transfer of \$40,000 was made on October 27, 2020; \$20,000 was transferred to the Capital Reserve Account to repay a loan made to the Sewer Fund in July 2020. The remaining \$20,000 was kept in the Sewer fund to cover anticipated Vector and maintenance expenses.

Interest earned for the third quarter was \$8,059.92 and deposited on October 21, 2020. 52% allocated to the Sewer Fund portion and 48% to the Juniper Drive portion.

LAIF - \$9,574.22 Combined

Interest Received \$20.29; 52% allocated to the Sewer Fund portion; 48% allocated to the Juniper Drive Portion.

County Loan - \$61,936.49

No Change; next payment will be due in January. \$10,922.04

Juniper Drive / Sewer Fund Adjustments

As mentioned above, an amount of \$25,000 was transferred to the Sewer Fund checking for Snow Removal, \$12,000 was returned to the Juniper Drive Fund as the second payment will not be due until January 2021.

REQUESTED ACTION:

Motion to approve the Account Balances Financial Reports for October 2020 as presented.

Sewer Financial Reports

October 2020

Hilton Creek Community Services District
Sewer Funds Account Balances
As Of
October 31, 2020

Account	Previous Balance	Credits	Debits	Adjustments	10/31/2020 Balance
**Bank of America	38,676.91	91,366.29	(79,482.00)	(110.62)	50,450.58
Sewer Fund Use Fees & Expenses		22,649.02	(31,994.08)		
Cancelled Check / Return Payment		1,176.35	(301.60)	(110.62)	
County Inv. Pool Transfer		40,000.00			
LAIF Transfers					
Capital Reserve Transfer			(20,000.00)		
County Loan Transfer		-			
Expense Recovery Payments					
Debit All Checks Fund 164			(13,518.07)		
Adj. JD Deposits / Checks in SF Reg.		2,540.92	(1,668.25)		
Juniper Drive Transfers		25,000.00	(12,000.00)		
Capital Reserve	25,108.64	20,000.24	-	-	45,108.88
Connection Fees					
Transfers		20,000.00			
Interest		0.24			
LAIF	4,939.15	10.55	-	-	4,949.70
Checking Transfers					
Interest		10.55			
Other					
Other					
County Investment Pool	283,557.78	4,191.16	(40,000.00)	-	247,748.94
Checking Transfers			(40,000.00)		
LAIF Transfers					
Interest		4,191.16			
ERAF Excess 2019/2020 Dist.					
County Loan	61,936.49	-	-		61,936.49
Interest					
Payment					
Other					
Total**	414,218.97	115,568.24	(119,482.00)	(110.62)	410,194.59

** Juniper Drive Fund Owes Sewer Fund (2,737.14)
Total with Juniper Drive Oweing 407,457.45

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

11/04/20

As of October 31, 2020

Accrual Basis

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Bank of America-Capital Reserve	45,108.88
Bank of America-Checking	50,450.58
LAIF	
General Sewer Fund	4,939.15
LAIF - Other	10.55
Total LAIF	4,949.70
Mono Co Treasury Inv. Pool	309,685.43
Total Checking/Savings	410,194.59
Accounts Receivable	
Accounts receivable	
AVAILABILITY FEES	408.50
SEWER USE FEES	
Finance Charge	76.07
LIEN FEE	200.00
SEWER USE FEES - Other	6,429.47
Total SEWER USE FEES	6,705.54
Total Accounts receivable	7,114.04
Total Accounts Receivable	7,114.04
Other Current Assets	
Allowance for uncollectibles	0.05
Total Other Current Assets	0.05
Total Current Assets	417,308.68
Fixed Assets	
Property, Plant & Equipment	
Equipment	3,104,881.53
Facilities Improvements	80,348.37
Other Equipment	20,088.94
Vehicles	16,500.00
Total Property, Plant & Equipment	3,221,818.84
Total Fixed Assets	3,221,818.84
Other Assets	
Accumulated depreciation	-2,608,152.35
Total Other Assets	-2,608,152.35
TOTAL ASSETS	1,030,975.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts payable	-77,616.76
Accrued Vacation Payable	5,330.00
Juniper Drive SZB Clearing Acct	-20,505.12
Payroll Liabilities	2,341.81
Total Other Current Liabilities	-90,450.07
Total Current Liabilities	-90,450.07
Long Term Liabilities	
LOAN - Mono County Invest. Pool	61,936.49
PENSION LIABILITIES	
Def inflows of resources-actuar	26,114.00

HILTON CREEK COMMUNITY SERVICES DISTRICT

11/04/20

Balance Sheet

Accrual Basis

As of October 31, 2020

	Oct 31, 20
Def outflows of resources-actua	-32,391.00
Deferred outflows-contributions	-9,387.00
Net Pension Liability	211,843.00
Total PENSION LIABILITIES	196,179.00
Total Long Term Liabilities	258,115.49
Total Liabilities	167,665.42
Equity	
Capital Improvement Reserve	26,981.29
Retained Earnings	860,742.95
Net Income	-24,414.49
Total Equity	863,309.75
TOTAL LIABILITIES & EQUITY	1,030,975.17

HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS

11/03/20

October 2020

Accrual Basis

Type	Date	Num	Name	Amount
Oct 20				
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	-2,552.91
Check	10/01/2020	8059	CalPERS Long-Term Care Program	-70.29
Check	10/01/2020	8060	J.T. HATTER ELECTRIC	-750.00
Check	10/01/2020		PERS Health Insurance	-2,389.10
Liability C...	10/01/2020		QuickBooks Payroll Service	-3,005.53
Liability C...	10/01/2020	E-pay	EFTPS	-2,650.36
Liability C...	10/01/2020	E-pay	Emp. Dev. Dept.	-651.75
Liability C...	10/01/2020	E-pay	Emp. Dev. Dept.	-79.68
Paycheck	10/02/2020	DD10...	BEATTY, LORINDA A	0.00
Paycheck	10/02/2020	DD10...	BURNETT, KYLE	0.00
Check	10/06/2020	Trans...	Transfer to JD Account	-12,000.00
Check	10/07/2020	Autop...	Intuit	-3.00
Check	10/07/2020	Autop...	Bank of America	-15.00
Check	10/13/2020	8061	BARTKIEWICZ, KRONICK & SHANA...	-825.00
Check	10/13/2020	8062	Lorinda Beatty	-336.93
Check	10/13/2020	8063	BILLY CZESCHIN	-13,000.00
Check	10/13/2020	8064	EMPLOYEE BENEFITS LAW GROUP	-230.00
Check	10/13/2020	8065	FRONTIER COMMUNICATIONS	-41.72
Check	10/13/2020	8066	MOUNTAIN MEADOWS MUTUAL W...	-195.00
Check	10/13/2020	8067	RCIC, LLC	-750.00
Check	10/13/2020	8068	SCE	-2,153.81
Check	10/13/2020	8069	UMPQUA BANK	-1,131.01
Check	10/13/2020	8070	USA BLUE BOOK	-117.51
Check	10/13/2020	8075	HIGERD, GARRETT	0.00
Check	10/13/2020	8077	HIGERD, GARRETT	-301.60
Liability C...	10/13/2020	E-pay	United States Treasury	-29.86
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	-258.82
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	-258.82
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	-761.24
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	-258.82
Liability C...	10/14/2020		QuickBooks Payroll Service	-260.57
Paycheck	10/15/2020	DD10...	HIGERD, GARRETT	0.00
Liability C...	10/15/2020		QuickBooks Payroll Service	-3,486.55
Paycheck	10/16/2020	DD10...	BEATTY, LORINDA A	0.00
Paycheck	10/16/2020	DD10...	BURNETT, KYLE	0.00
Check	10/19/2020	Autop...	PERS 457 Contributions	-200.00
Check	10/21/2020	Autop...	VERIZON WIRELESS	-125.31
Check	10/27/2020	TXFR	Transfer to Capital Reserve Acct	-20,000.00
Check	10/27/2020	Autop...	PERS Health Insurance	-805.74
Check	10/27/2020	Autop...	PERS	-468.07
Check	10/27/2020	Autop...	PERS	-1,071.30
Check	10/27/2020	Autop...	PERS	-446.53
Liability C...	10/28/2020	E-pay	EFTPS	-3,504.14
Liability C...	10/28/2020	E-pay	Emp. Dev. Dept.	-867.39
Liability C...	10/28/2020	E-pay	Emp. Dev. Dept.	-77.37
Liability C...	10/29/2020		QuickBooks Payroll Service	-3,049.67
Paycheck	10/30/2020	DD10...	BEATTY, LORINDA A	0.00
Paycheck	10/30/2020	DD10...	BURNETT, KYLE	0.00
				-79,180.40

Oct 20

301.60 Lev. Check
79482.00

October 2020 Fund 162 Checks Written Worksheet

Type	Date	Num	Name	Account	Amount	Adj. Amount	10%	Txfr Out
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	Bank of America-Checking	(2,552.91)	2,552.91		
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	Gross Payroll-Secretary	2,951.81		295.18	
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	Payroll Liabilities	(2.50)			
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	Payroll Taxes	-			
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	Payroll Liabilities	-			
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	Payroll Liabilities	(300.00)			
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	Payroll Liabilities	(66.88)			
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	Payroll Liabilities	(29.52)			
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	Payroll Taxes	-			
Paycheck	10/01/2020	8058	O'CONNOR, MARIANNE K	Payroll Liabilities	-			
Check	10/01/2020	8059	CalPERS Long-Term Care Program	Long Term Care	70.29	70.29		
Check	10/01/2020	8060	J.T. HATTER ELECTRIC	Repairs & Maintenance	750.00	750.00		
Check	10/01/2020		PERS Health Insurance	Health Insurance	2,150.19	2,150.19		
Liability Check	10/01/2020		QuickBooks Payroll Service	Payroll Expenses	3.50	3.50		
Liability Check	10/01/2020	E-pay	EFTPS	Payroll Liabilities	1,710.00	1,710.00		
Liability Check	10/01/2020	E-pay	EFTPS	Payroll Liabilities	308.76	308.76		
Liability Check	10/01/2020	E-pay	EFTPS	Payroll Liabilities	308.76	308.76		
Liability Check	10/01/2020	E-pay	EFTPS	Payroll Liabilities	161.42	161.42		
Liability Check	10/01/2020	E-pay	EFTPS	Payroll Liabilities	161.42	161.42		
Liability Check	10/01/2020	E-pay	Emp. Dev. Dept.	Payroll Liabilities	140.85	140.85		
Liability Check	10/01/2020	E-pay	Emp. Dev. Dept.	Payroll Liabilities	510.90	510.90		
Liability Check	10/01/2020	E-pay	Emp. Dev. Dept.	Payroll Liabilities	74.70	74.70		
Liability Check	10/01/2020	E-pay	Emp. Dev. Dept.	Payroll Liabilities	4.98	4.98		
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Bank of America-Checking	-			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Gross Payroll-Secretary	-			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Gross Payroll - Part Time Opt	1,140.00		114.00	
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Expenses	-			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Gross Payroll-District Manage	-			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Taxes	1.14			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	(1.14)			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	-			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	(72.00)			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Taxes	70.68			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	(70.68)			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	(70.68)			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Taxes	16.53			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	(16.53)			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	(16.53)			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Taxes	6.84			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	(6.84)			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	(21.09)			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	(11.40)			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Taxes	17.10			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Payroll Liabilities	(17.10)			
Paycheck	10/02/2020	DD1016	BEATTY, LORINDA A	Direct Deposit Liabilities	(948.30)	948.30		
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Bank of America-Checking	-			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Gross Payroll-District Manage	3,076.92		307.69	
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Liabilities	(207.69)			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Taxes	-			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Liabilities	(563.00)			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Taxes	44.62			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Liabilities	(44.62)			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Liabilities	(44.62)			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Taxes	-			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Liabilities	(177.11)			

Type	Date	Num	Name	Account	Amount	Adj. Amount	10%	Txfr Out
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Liabilities	(30.77)			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Taxes	-			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/02/2020	DD1017	BURNETT, KYLE	Direct Deposit Liabilities	(2,053.73)	2,053.73		
Check	10/06/2020	Transfer	Transfer to JD Account	Bank of America - JD Checkir	12,000.00			12,000.00
Check	10/07/2020	Autopay	Intuit	Bank Service Charges	3.00	3.00		
Check	10/07/2020	Autopay	Bank of America	Bank Service Charges	15.00	15.00		
Check	10/13/2020	8061	BARTKIEWICZ, KRONICK & SHANAHAN	Legal Fees	825.00	825.00		
Check	10/13/2020	8062	Lorinda Beatty	Office, Postage, Xerox	1.60	1.60		
Check	10/13/2020	8062	Lorinda Beatty	Office Supplies	141.53	141.53		
Check	10/13/2020	8062	Lorinda Beatty	Office, Postage, Xerox	18.80	18.80		
Check	10/13/2020	8062	Lorinda Beatty	Education	175.00	175.00		
Check	10/13/2020	8064	EMPLOYEE BENEFITS LAW GROUP	Legal Fees	230.00	230.00		
Check	10/13/2020	8065	FRONTIER COMMUNICATIONS	Telephone	41.72	41.72		
Check	10/13/2020	8066	MOUNTAIN MEADOWS MUTUAL WATER CO.	Water	195.00	195.00		
Check	10/13/2020	8067	RCIC, LLC	Repairs & Maintenance	750.00	750.00		
Check	10/13/2020	8068	SCE	SCE - Plant	1,506.67	1,506.67		
Check	10/13/2020	8068	SCE	SCE - Pump Station	647.14	647.14		
Check	10/13/2020	8069	UMPQUA BANK	Office, Postage, Xerox	40.00	40.00		
Check	10/13/2020	8069	UMPQUA BANK	Repairs & Maintenance	165.38	165.38		
Check	10/13/2020	8069	UMPQUA BANK	Office, Postage, Xerox	220.00	220.00		
Check	10/13/2020	8069	UMPQUA BANK	Office Supplies	213.74	213.74		
Check	10/13/2020	8069	UMPQUA BANK	Office, Postage, Xerox	100.00	100.00		
Check	10/13/2020	8069	UMPQUA BANK	Repairs & Maintenance	38.07	38.07		
Check	10/13/2020	8069	UMPQUA BANK	Automobile Expense	51.40	51.40		
Check	10/13/2020	8069	UMPQUA BANK	Automobile Expense	58.95	58.95		
Check	10/13/2020	8069	UMPQUA BANK	Automobile Expense	44.24	44.24		
Check	10/13/2020	8069	UMPQUA BANK	Repairs & Maintenance	100.16	100.16		
Check	10/13/2020	8069	UMPQUA BANK	Automobile Expense	39.07	39.07		
Check	10/13/2020	8069	UMPQUA BANK	Office, Postage, Xerox	60.00	60.00		
Check	10/13/2020	8070	USA BLUE BOOK	Repairs & Maintenance	41.27	41.27		
Check	10/13/2020	8070	USA BLUE BOOK	Repairs & Maintenance	76.24	76.24		
Check	10/13/2020	8075	HIGERD, GARRETT	Board Member Medical Exper	-			
Check	10/13/2020	8077	HIGERD, GARRETT	Board Member Medical Exper	301.60	301.60		
Liability Check	10/13/2020	E-pay	United States Treasury	Payroll Liabilities	29.86	29.86		
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Bank of America-Checking	(258.82)	258.82		
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Gross Payroll-Board of Direct	100.00			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Gross Payroll-Board of Direct	183.33			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Taxes	0.28			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Liabilities	(0.28)			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Liabilities	-			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Liabilities	-			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Taxes	17.57			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Liabilities	(17.57)			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Liabilities	(17.57)			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Taxes	4.11			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Liabilities	(4.11)			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Liabilities	(4.11)			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Liabilities	-			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Liabilities	(2.83)			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Taxes	4.25			
Paycheck	10/14/2020	8071	ADAMSON, CYNTHIA R	Payroll Liabilities	(4.25)			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Bank of America-Checking	(258.82)	258.82		
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Gross Payroll-Board of Direct	100.00			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Gross Payroll-Board of Direct	183.33			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Taxes	0.28			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Liabilities	(0.28)			

Type	Date	Num	Name	Account	Amount	Adj. Amount	10%	Txfr Out
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Liabilities	-			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Liabilities	-			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Taxes	17.57			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Liabilities	(17.57)			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Liabilities	(17.57)			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Taxes	4.11			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Liabilities	(4.11)			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Liabilities	(4.11)			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Liabilities	-			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Liabilities	(2.83)			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Taxes	4.25			
Paycheck	10/14/2020	8072	CONNOLLY, ISABEL S	Payroll Liabilities	(4.25)			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Bank of America-Checking	(761.24)	761.24		
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Gross Payroll-Board of Direct	100.00			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Gross Payroll-Board of Direct	183.33			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Gross Payroll-Board of Direct	549.99			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Taxes	0.83			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Liabilities	(0.83)			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Liabilities	-			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Liabilities	-			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Taxes	51.67			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Liabilities	(51.67)			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Liabilities	(51.67)			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Taxes	12.08			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Liabilities	(12.08)			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Liabilities	(12.08)			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Liabilities	-			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Liabilities	(8.33)			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Taxes	12.50			
Paycheck	10/14/2020	8073	CZESCHIN, WINDSOR	Payroll Liabilities	(12.50)			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Bank of America-Checking	(258.82)	258.82		
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Gross Payroll-Board of Direct	100.00			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Gross Payroll-Board of Direct	183.33			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Taxes	0.28			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Liabilities	(0.28)			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Liabilities	-			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Liabilities	-			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Taxes	17.57			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Liabilities	(17.57)			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Liabilities	(17.57)			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Taxes	4.11			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Liabilities	(4.11)			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Liabilities	(4.11)			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Liabilities	-			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Liabilities	(2.83)			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Taxes	4.25			
Paycheck	10/14/2020	8074	SHIPLEY, STEVE H	Payroll Liabilities	(4.25)			
Liability Check	10/14/2020		QuickBooks Payroll Service	Payroll Expenses	1.75	1.75		
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Bank of America-Checking	-			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Gross Payroll-Board of Direct	100.00			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Gross Payroll-Board of Direct	183.33			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Taxes	0.28			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Liabilities	(0.28)			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Liabilities	-			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Liabilities	-			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Taxes	17.57			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Liabilities	(17.57)			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Liabilities	(17.57)			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Taxes	4.11			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Liabilities	(4.11)			

Type	Date	Num	Name	Account	Amount	Adj. Amount	10%	Txfr Out
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Liabilities	(4.11)			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Liabilities	-			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Liabilities	(2.83)			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Taxes	4.25			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Payroll Liabilities	(4.25)			
Paycheck	10/15/2020	DD1022	HIGERD, GARRETT	Direct Deposit Liabilities	(258.82)	258.82		
Liability Check	10/15/2020		QuickBooks Payroll Service	Payroll Expenses	3.50	3.50		
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Bank of America-Checking	-			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Gross Payroll - Part Time Op	1,980.00		198.00	
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Taxes	1.73			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	(1.73)			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	-			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	(173.00)			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Taxes	122.76			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	(122.76)			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	(122.76)			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Taxes	28.71			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	(28.71)			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	(28.71)			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Taxes	10.38			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	(10.38)			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	(70.88)			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	(19.80)			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Taxes	25.95			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Payroll Liabilities	(25.95)			
Paycheck	10/16/2020	DD1023	BEATTY, LORINDA A	Direct Deposit Liabilities	(1,564.85)	1,564.85		
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Bank of America-Checking	-			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Gross Payroll-District Manage	3,076.92		307.69	
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Liabilities	(207.69)			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Deferred outflows-contributor	(200.00)			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Taxes	-			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Liabilities	(519.00)			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Taxes	44.61			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Liabilities	(44.61)			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Liabilities	(44.61)			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Taxes	-			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Liabilities	(156.65)			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Liabilities	(30.77)			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Taxes	-			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/16/2020	DD1024	BURNETT, KYLE	Direct Deposit Liabilities	(1,918.20)	1,918.20		
Check	10/19/2020	Autopay	PERS 457 Contributions	457 Employee Elective	200.00	200.00		
Check	10/21/2020	Autopay	VERIZON WIRELESS	Telephone	125.31	125.31		
Check	10/27/2020	TXFR	Transfer to Capital Reserve Acct	Bank of America-Capital Res	20,000.00			20,000.00
Check	10/27/2020	Autopay	PERS Health Insurance	Health Insurance	725.17	725.17		
Check	10/27/2020	Autopay	PERS	Health Insurance	421.26	421.26		
Check	10/27/2020	Autopay	PERS	Health Insurance	964.17	964.17		
Check	10/27/2020	Autopay	PERS	Health Insurance	401.88	401.88		
Liability Check	10/28/2020	E-pay	EFTPS	Payroll Liabilities	2,247.00	2,247.00		
Liability Check	10/28/2020	E-pay	EFTPS	Payroll Liabilities	400.95	400.95		
Liability Check	10/28/2020	E-pay	EFTPS	Payroll Liabilities	400.95	400.95		
Liability Check	10/28/2020	E-pay	EFTPS	Payroll Liabilities	227.62	227.62		
Liability Check	10/28/2020	E-pay	EFTPS	Payroll Liabilities	227.62	227.62		
Liability Check	10/28/2020	E-pay	Emp. Dev. Dept.	Payroll Liabilities	186.48	186.48		
Liability Check	10/28/2020	E-pay	Emp. Dev. Dept.	Payroll Liabilities	680.91	680.91		
Liability Check	10/28/2020	E-pay	Emp. Dev. Dept.	Payroll Liabilities	72.55	72.55		

Type	Date	Num	Name	Account	Amount	Adj. Amount	10%	Txfr Out
Liability Check	10/28/2020	E-pay	Emp. Dev. Dept.	Payroll Liabilities	4.82	4.82		
Liability Check	10/29/2020		QuickBooks Payroll Service	Payroll Expenses	3.50	3.50		
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Bank of America-Checking	-			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Gross Payroll-Secretary	-			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Gross Payroll - Part Time Op	1,350.00		135.00	
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Expenses	-			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Gross Payroll-District Manage	30.00		3.00	
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Taxes	-			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	-			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	-			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	(101.00)			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Taxes	85.56			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	(85.56)			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	(85.56)			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Taxes	20.01			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	(20.01)			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	(20.01)			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Taxes	-			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	-			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	(31.65)			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	(13.80)			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Taxes	-			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Payroll Liabilities	-			
Paycheck	10/30/2020	DD1025	BEATTY, LORINDA A	Direct Deposit Liabilities	(1,127.98)	1,127.98		
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Bank of America-Checking	-			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Gross Payroll-District Manage	3,076.92		307.69	
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Liabilities	(207.69)			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Deferred outflows-contributor	(200.00)			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Taxes	-			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Liabilities	(519.00)			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Taxes	44.62			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Liabilities	(44.62)			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Liabilities	(44.62)			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Taxes	-			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Liabilities	(156.65)			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Liabilities	(30.77)			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Taxes	-			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Payroll Liabilities	-			
Paycheck	10/30/2020	DD1026	BURNETT, KYLE	Direct Deposit Liabilities	(1,918.19)	1,918.19		
					51,781.65	33,662.33	1,668.25	32,000.00
					Checks Written with Sewer Fund 162	13,518.07		
					Transfers Out	32,000.00		
					Voided	301.60		
					<u>Total</u>	<u>79,482.00</u>		
					Quick Books All Checks	79,482.00		
					Difference	-		

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11/03/20

HILTON CREEK COMMUNITY SERVICES DISTRICT
CPA Journal Entries
October 2020

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
74484	General Journal	10/01/2020	LB 2020-14	MO Salary	Juniper Drive SZB ...	295.18	
						295.18	0.00
74485	General Journal	10/02/2020	LB 2020-15	LB Salary KB Salary	Juniper Drive SZB ... Juniper Drive SZB ...	114.00 307.69	
						421.69	0.00
74621	General Journal	10/16/2020	LB 2020-21	LB Salary LB Salary	Juniper Drive SZB ... Juniper Drive SZB ...	198.00 307.69	
						505.69	0.00
74657	General Journal	10/30/2020	LB 2020-22	LB Salary LB Salary	Juniper Drive SZB ... Juniper Drive SZB ...	138.00 307.69	
						445.69	0.00
TOTAL						1,668.25	0.00

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HILTON CREEK COMMUNITY SERVICES DISTRICT FUND 164 - CHECKS WRITTEN

11/02/20

Accrual Basis

October 2020

Type	Date	Num	Name	Account	Amount
Oct 20					
Check	10/01/2020		PERS Health Insur...	Juniper Drive SZB ...	238.91
Check	10/13/2020	8063	BILLY CZESCHIN	Juniper Drive SZB ...	13,000.00
Check	10/27/2020	Autop...	PERS Health Insur...	Juniper Drive SZB ...	80.57
Check	10/27/2020	Autop...	PERS	Juniper Drive SZB ...	46.81
Check	10/27/2020	Autop...	PERS	Juniper Drive SZB ...	107.13
Check	10/27/2020	Autop...	PERS	Juniper Drive SZB ...	44.65
Oct 20					<u>13,518.07</u>

Juniper Drive Financial Reports October 2020

Juniper Drive Special Zone of Benefit Funds

As Of
October 31, 2020

	Previous	Credits	Debits	Adjustments	10/31/2020 Balance
Bank of America	46,208.35	13,516.55	(25,003.00)	-	34,721.90
Juniper Drive Fees Collected		1,516.55	(3.00)		
Juniper Drive Expenses		12,000.00	(25,000.00)		
LAIF	4,614.78	9.74	-	-	4,624.52
Interest		9.74			
Other					
County Investment Pool	313,192.50	3,868.76	-	-	317,061.26
Checking Transfers					
Interest		3,868.76			
Other					
Total**	364,015.63	30,921.34	(50,006.00)	-	356,407.68

** Balance Owed to Sewer Fund				2,737.14
Total with Balance Owing to Sewer Fund				359,144.82

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Balance Sheet

11/04/20

As of October 31, 2020

Accrual Basis

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	34,721.90
102 - LAIF	4,624.52
Mono County Treasury Inv. Pool	317,061.26
Total Checking/Savings	356,407.68
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
122 - MAINTENANCE FEES	2,018.15
Total 120 - ACCOUNTS RECEIVABLE	2,018.15
Total Accounts Receivable	2,018.15
Other Current Assets	
JDSZB Wash Account	6,617.26
Total Other Current Assets	6,617.26
Total Current Assets	365,043.09
TOTAL ASSETS	365,043.09
LIABILITIES & EQUITY	
Equity	
32000 · 304 - Retained Earnings	405,179.97
Net Income	-40,136.88
Total Equity	365,043.09
TOTAL LIABILITIES & EQUITY	365,043.09

Shared
Investment Financial Reports
October 2020

County of Mono

PO Box 556
Bridgeport, CA 93517
760-932-5490

EFT PAYMENT NOTIFICATION

PAY TO:

HILTON CREEK COMMUNITY SERVICES DISTRICT
3222 CROWLEY LAKE DR.
CROWLEY LAKE, CA 93546

DATE	EFT PAYMENT NO	PAYMENT TOTAL
10/23/2020	7523	\$40,000.00

DATE	INVOICE	DESCRIPTION	AMOUNT
<i>LINE DETAILS</i>			
10/23/2020	10/23/20 Draw	Hilton Creek CSD 10/23/2020 Draw Request <i>Line #1 Hilton Creek CSD 10/23/2020 Draw Request \$40,000.00</i>	\$40,000.00



COUNTY OF MONO
G/L TRANSACTION DETAIL

From Date: 07/01/2020
To Date: 10/31/2020
From Account: [REDACTED]
To Account: [REDACTED]
Exclude Accounts With No Activity
Run Date: 11/03/2020
User: [REDACTED]

G/L#	EFFECTIVE DATE	DESCRIPTION	STP SOURCE	JE#	DEPOSIT	CHECK	VENDOR	VENDOR INVOICE#	DEBIT	CREDIT	BALANCE
[REDACTED]		CASH - HILTON CREEK COMM SVC DISTRICT							Balance	Forward	725,397.50
	07/15/2020	HCCSD Treasury Loan Payment 4 7/15/2020	AJ GL	433201						10,922.04	714,475.46
	07/17/2020	Hilton Creek CSD 7/17/2020 Draw Request	SYS AP	431667		6997	HILTON CREEK COMMUNITY SERVICES DISTRICT	071720	30,000.00		684,475.46
	08/21/2020	Hilton Creek CSD 8/21/2020 Draw Request	SYS AP	436208		7152	HILTON CREEK COMMUNITY SERVICES DISTRICT	08/21/2020 Draw		15,000.00	669,475.46
	09/09/2020	PC-2019-20 Excess ERAF Redistribution	AJ GL	438605					19,211.31		688,686.77
	09/11/2020	Hilton Creek CSD 9/11/2020 Draw Request	SYS AP	438930		7290	HILTON CREEK COMMUNITY SERVICES DISTRICT	9/11/20 Draw		30,000.00	658,686.77
	10/21/2020	PC-APPT - October 2020 Cur Unsec	AJ GL	444257					8,059.92		666,746.69
	10/23/2020	Hilton Creek CSD 10/23/2020 Draw Request	SYS AP	443993		7523	HILTON CREEK COMMUNITY SERVICES DISTRICT	10/23/20 Draw		40,000.00	626,746.69
		TOTAL ACCOUNTS PAYABLE							27,271.23	125,922.04	626,746.69
[REDACTED]	07/16/2020	Hilton Creek CSD 7/17/2020 Draw Request	SYS AP	431598		6997	HILTON CREEK COMMUNITY SERVICES DISTRICT	071720	Balance	Forward	0.00
	07/17/2020	Hilton Creek CSD 7/17/2020 Draw Request	SYS AP	431667		6997	HILTON CREEK COMMUNITY SERVICES DISTRICT	071720	30,000.00		0.00
	08/21/2020	Hilton Creek CSD 8/21/2020 Draw Request	SYS AP	436188		7152	HILTON CREEK COMMUNITY SERVICES DISTRICT	08/21/2020 Draw		15,000.00	15,000.00
	08/21/2020	Hilton Creek CSD 8/21/2020 Draw Request	SYS AP	436208		7152	HILTON CREEK COMMUNITY SERVICES DISTRICT	08/21/2020 Draw	15,000.00		0.00

G/L#	EFFECTIVE DATE	DESCRIPTION	STP SOURCE	JE#	DEPOSIT	CHECK	VENDOR	VENDOR INVOICE#	DEBIT	CREDIT	BALANCE
	09/11/2020	Hilton Creek CSD 9/11/2020 Draw Request	SYS AP	438883		7290	COMMUNITY SERVICES DISTRICT HILTON CREEK	9/11/20 Draw		30,000.00	30,000.00 CR
	09/11/2020	Hilton Creek CSD 9/11/2020 Draw Request	SYS AP	438930		7290	COMMUNITY SERVICES DISTRICT HILTON CREEK	9/11/20 Draw	30,000.00		0.00
	10/23/2020	Hilton Creek CSD 10/23/2020 Draw Request	SYS AP	443954		7523	COMMUNITY SERVICES DISTRICT HILTON CREEK	10/23/20 Draw		40,000.00	40,000.00 CR
	10/23/2020	Hilton Creek CSD 10/23/2020 Draw Request	SYS AP	443993		7523	COMMUNITY SERVICES DISTRICT HILTON CREEK	10/23/20 Draw	40,000.00		0.00
		TOTAL							115,000.00	115,000.00	0.00
	07/15/2020	Long-Term Debt Payable HCCSD Treasury Loan Payment 4 7/15/2020	AJ GL	433201					Balance 9,748.83	Forward	71,685.32 CR 61,936.49 CR
		TOTAL							9,748.83	0.00	61,936.49 CR
	09/09/2020	MISCELLANEOUS REVENUE 2019-20 Excess ERAF Redistribution	AJ GL	438605					Balance	Forward	0.00 19,211.31 CR
	10/21/2020	October 2020 Cur Unsec FY 2020/21	AJ GL	444257						8,059.92	27,271.23 CR
		TOTAL							0.00	27,271.23	27,271.23 CR
	07/15/2020	EXPENDITURES HCCSD Treasury Loan Payment 4 7/15/2020	AJ GL	433201					Balance 1,173.21	Forward	0.00 1,173.21
	07/16/2020	Hilton Creek CSD 7/17/2020 Draw Request	SYS AP	431598		6997	HILTON CREEK COMMUNITY SERVICES DISTRICT	071720	30,000.00		31,173.21
	08/21/2020	Hilton Creek CSD 8/21/2020 Draw Request	SYS AP	436188		7152	HILTON CREEK COMMUNITY SERVICES DISTRICT	08/21/2020 Draw	15,000.00		46,173.21
	09/11/2020	Hilton Creek CSD 9/11/2020 Draw Request	SYS AP	438883		7290	HILTON CREEK COMMUNITY SERVICES DISTRICT	9/11/20 Draw	30,000.00		76,173.21
	10/23/2020	Hilton Creek CSD 10/23/2020 Draw Request	SYS AP	443954		7523	HILTON CREEK COMMUNITY SERVICES DISTRICT	10/23/20 Draw	40,000.00		116,173.21
		TOTAL							116,173.21	0.00	116,173.21

G/L#	EFFECTIVE DATE	DESCRIPTION	STP SOURCE	JE#	DEPOSIT	CHECK	VENDOR	VENDOR INVOICE#	DEBIT	CREDIT	BALANCE
		GRAND TOTAL							268,193.27	268,193.27	653,712.18

California State Treasurer
Fiona Ma, CPA



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

November 02, 2020

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

HILTON CREEK COMMUNITY SERVICES DISTRICT

██████████ ██████████
 3222 CROWLEY LAKE DR.
 CROWLEY LAKE, CA 93546

[Tran Type Definitions](#)

Account Number: ██████████

October 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/15/2020	10/14/2020	QRD	1656253	N/A	SYSTEM	20.29

Account Summary

Total Deposit:	20.29	Beginning Balance:	9,553.93
Total Withdrawal:	0.00	Ending Balance:	9,574.22

Budget Reports Year to Date Actual to Budget October 2020

- Sewer YTD Actual to Budget - 3 Month Review
- Juniper YTD Actual to Budget – 3 Month Review

**HILTON CREEK COMMUNITY SERVICES DISTRICT
 QUARTERLY ACTUAL TO BUDGET 2020/2021
 COMBINED SEWER FUNDS**

Rolling 3 Month View

REVENUES	BUDGET	August Month 2	September Month 3	October Month 4	10/31/2020 Year to Date	Over (Under) {+ or -}
General Operating Revenue:						
Property Taxes	122,000.00				-	122,000.00
Sewer Operation & Maintenance Revenue:						
Sewer Use Fees	302,000.00	19,256.32	36,880.33	22,649.02	122,634.59	179,365.41
Sewer connection inspection fees	100.00				-	100.00
Sewer Capital Improvement Revenue:						
Sewer Connection Fees	14,586.00				-	14,586.00
Sewer Availability Fees	500.00				-	500.00
Interest on Investments	4,000.00	0.11	0.15	0.24	18.72	3,981.28
Investment Returns			9,605.66	4,201.71	13,807.37	(13,807.37)
Transfer From Reserves					50,000.00	(50,000.00)
Transfer From Other Funds	-	15,000.00	30,000.00	40,000.00	85,000.00	(85,000.00)
TOTAL REVENUES	443,186.00	34,256.43	76,486.14	66,850.97	271,460.68	171,725.32
EXPENSES						
General Operating Expenses:						
Administration Fee	2,000.00				-	2,000.00
Depreciation Expense (Book Entry Only)					-	-
Director's Fees	6,000.00	500.00	2,699.96	1,966.64	6,566.60	(566.60)
Director's Medical Expense Reimb. Plan	20,000.00	4,000.00	(5,605.00)	301.60	2,334.60	17,665.40
Dues & Subscriptions	1,700.00	150.00			150.00	1,550.00
Office Rent					-	-
Travel - other than litigation	200.00				-	200.00
SUBTOTAL:	29,900.00	4,650.00	(2,905.04)	2,268.24	9,051.20	20,848.80
Sewer Operation & Maint. Expenses:						
Salaries & Employee Benefits:						
Manager Salary	72,000.00	5,538.46	5,538.46	8,307.69	43,910.91	28,089.09
Secretarial Services	29,487.00	3,646.63	4,772.63	6,706.63	18,457.52	11,029.48
Employee Health Insurance	8,203.00	2,619.58	2,150.19	2,875.36	7,645.13	557.87
Employee Long-Term Care Insurance	422.00	140.58	140.58	70.29	492.03	(70.03)
Employee Med. Exp. Reimb. Plan	6,800.00	-	-		-	6,800.00
Employee Retirement Benefits	6,762.00	1,759.04	1,799.83	1,787.31	6,580.60	181.40
Employee 457 Contributions				200.00		
Employer 457 Contributions						
Payroll Taxes & Workers Comp Insurance	3,000.00	243.83	563.54	723.16	2,147.68	852.32
Services and Supplies:						
Accounting	6,500.00				-	6,500.00
Legal	10,000.00	12,097.40	3,335.00	1,055.00	16,487.40	(6,487.40)
Auto	3,000.00	201.43	251.53	193.66	251.53	2,748.47
Contingency	5,000.00				-	5,000.00
Insurance	9,350.00	4,616.05	845.55		14,747.80	(5,397.80)
License and Fees	22,500.00				-	22,500.00
Loan Interest (County Loan)	2,187.00	1,173.21			2,346.42	(159.42)
Miscellaneous	395.00				-	395.00
Office Supplies (Bank Charges, Zoom, Web site Postage, Other PR Exp)	6,000.00	23.75	1,522.14	701.17	2,519.31	3,480.69
Contract Services (JT Hatter - Pant Services)	26,000.00	750.00	750.00	750.00	3,000.00	23,000.00
Repairs and Maintenance	30,222.00	4,279.97	3,503.47	1,171.12	8,954.56	21,267.44
SCE - Plant	16,000.00	1,374.75	1,852.97	1,506.67	4,734.39	11,265.61
SCE - Pump Station	7,000.00	585.25	651.18	647.14	1,883.57	5,116.43
Snow Removal	7,500.00				-	7,500.00
Supplies	2,000.00	1,321.23	-		1,321.23	678.77
Educational Expenses	800.00	475.00		175.00	650.00	150.00
Telephone	1,500.00	107.98	568.96	167.03	885.37	614.63
Water				195.00	195.00	(195.00)
SUBTOTAL:	282,628.00	40,954.14	28,246.03	27,232.23	137,210.45	145,417.55
Sewer Capital Improvement Expenses:						
Capital Purchases/Improvements	67,000.00		3,424.85		3,424.85	63,575.15
Engineering and Consulting Fees	10,000.00				-	10,000.00
Lateral Extensions	5,000.00				-	5,000.00
Debt Service:						
Loan Principal	19,658.00				9,748.83	9,909.17
PERS Unfunded Liability	20,000.00				15,246.90	4,753.10
SUBTOTAL:	121,658.00	-	3,424.85	-	28,420.58	93,237.42
TOTAL EXPENSES	434,186.00	45,604.14	28,765.84	29,500.47	174,682.23	259,503.77

** July 2020 Totals changed due to 2019/2020 Adj. Journal Entries

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

October 2020

	Oct 20
Ordinary Income/Expense	
Income	
Fees	
Use Fees	5,155.32
Total Fees	5,155.32
Total Income	5,155.32
Gross Profit	5,155.32
Expense	
Automobile Expense	✓ 193.66
Bank Service Charges	✓ 18.00 — office
Board Member Medical Expense Be	✓ 301.60
Depreciation Expense	7,500.00 — Remove.
Education	✓ 175.00
Employee Benefits	
457 Employee Elective	✓ 200.00
Health Insurance	✓ 2,875.36
Long Term Care	✓ 70.29
Retirement	✓ 1,787.31
Total Employee Benefits	4,932.96
Office Supplies	✓ 355.27 — Office
Office, Postage, Xerox	✓ 315.65 — Office
Operation Labor	✓ 750.00
Payroll Expenses	
Gross Payroll-Board of Director	✓ 1,966.64
Gross Payroll-District Manager	✓ 8,307.69
Gross Payroll-Secretary	✓ 6,706.63
Gross Payroll - Part Time Oper.	0.00
Payroll Taxes	✓ 723.16
Payroll Expenses - Other	✓ 12.25 — office
Total Payroll Expenses	17,716.37
Professional Fees	
Legal Fees	✓ 1,055.00
Total Professional Fees	1,055.00
Repairs & Maintenance	✓ 1,171.12
SCE - Plant	✓ 1,506.67
SCE - Pump Station	✓ 647.14
Telephone	✓ 167.03
Utilities	
Water	195.00
Total Utilities	✓ 195.00
Total Expense	37,000.47 ✓ 37,000.47
Net Ordinary Income	-31,845.15 - 7500. -
Other Income/Expense	
Other Income	
Interest Income	4,201.95
Total Other Income	4,201.95
Net Other Income	4,201.95
Net Income	-27,643.20

HILTON CREEK COMMUNITY SERVICES DISTRICT

Actual to Budget FY 2020/2021

JUNIPER DRIVE FUND

Rolling 3 Month View

		Aug	Sept	Oct	Year	Over/Under
	Budget	Month 2	Month 3	Month 4	To Date	{ + or - }
REVENUES						
Due From Sewer Fund (Wash)		2,868.60	8,808.63	2,540.92	16,650.09	16,650.09
Maintenance Fees (Checking)		1,130.02	6,287.00	1,516.55	15,693.67	15,693.67
Interest on investments	6,500.00		9,221.43	3,878.50	13,116.10	6,616.10
Annual maintenance fees	83,806.00				-	(83,806.00)
Transfer From Reserves	90,000.00				-	(90,000.00)
OES Reimbursement Funds					-	-
Transfer From Other Funds					-	-
TOTAL REVENUES	180,306.00	-	9,221.43	3,878.50	13,116.10	(167,189.90)
EXPENSES						
Salaries & Employee Benefits:						
Manager Salary	8,000.00	615.38	615.38	923.07	4,878.97	3,121.03
Secretarial Services	3,388.00	405.18	459.18	745.18	1,979.72	2,502.00
Employee Health Ins.	624.00	291.06	238.91	325.91	855.88	624.00
Employee Med. Exp. Reimb.					-	
Payroll Taxes & W/C Ins	350.00				-	350.00
Employee Retirement Ben.	619.00	1,889.55	200.28	243.24	2,658.44	619.00
Services and Supplies:						
Accounting and Legal	1,500.00				-	1,500.00
Admin Fee - County	1,500.00				-	1,500.00
Insurance	1,050.00	512.89	93.95		1,638.64	1,050.00
Office, Postage, Xerox	1,000.00		157.00		244.00	1,000.00
Repairs and Maintenance	90,000.00		58,439.63		58,439.63	90,000.00
Snow Removal	20,000.00			13,000.00	13,000.00	20,000.00
TOTAL EXPENSES	128,031.00	3,714.06	60,204.33	15,237.40	83,695.28	122,266.03
RESERVES (bal.frwd.pr. year)						
Increase to Reserve Balance	52,275.00				-	(52,275.00)
Reserve Balance						

8:32 AM

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

11/04/20

Profit & Loss - Lori

Accrual Basis

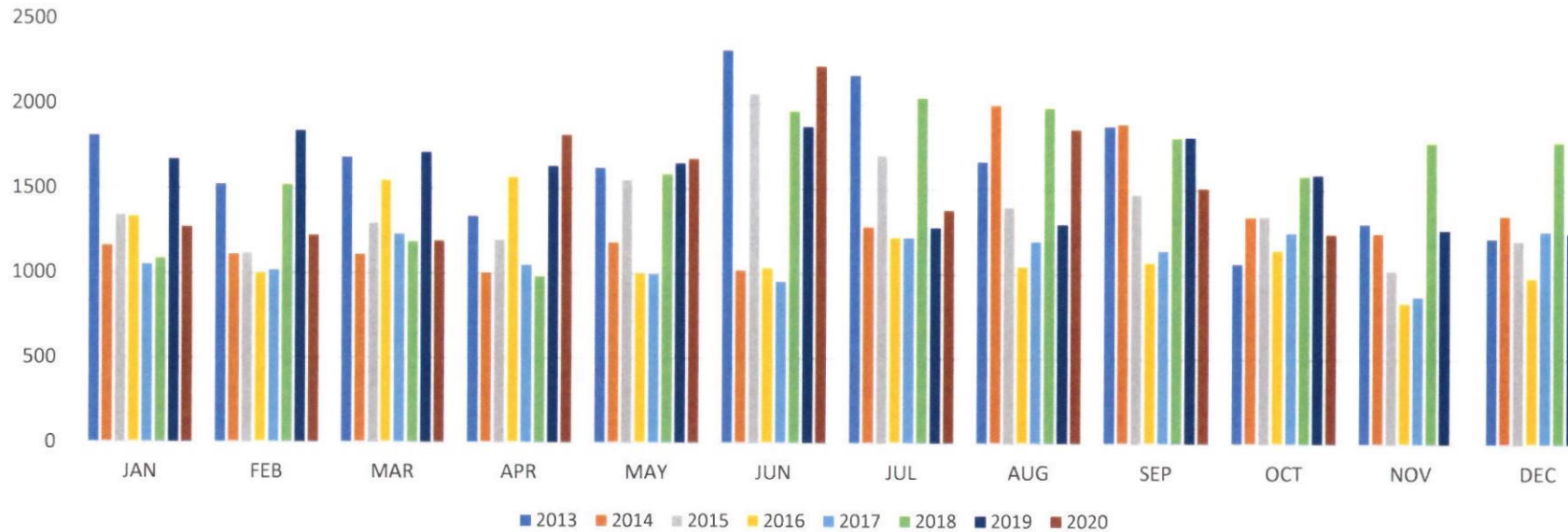
October 2020

	<u>Oct 20</u>
Ordinary Income/Expense	
Expense	
500- OPERATING EXPENSES	
512 - SNOW REMOVAL	13,000.00
60400 · 502 - Bank Service Charges	3.00
Total 500- OPERATING EXPENSES	<u>13,003.00</u>
Total Expense	<u>13,003.00</u>
Net Ordinary Income	-13,003.00
Other Income/Expense	
Other Income	
600 - OTHER INCOME	
601- Interest Income	3,878.50
Total 600 - OTHER INCOME	<u>3,878.50</u>
Total Other Income	<u>3,878.50</u>
Net Other Income	<u>3,878.50</u>
Net Income	<u><u>-9,124.50</u></u>

HILTON CREEK CSD PLANT SCE ELECTRIC BILLS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2013	1807.29	1522.48	1680.87	1335.15	1621.01	2317.05	2169.45	1661.44	1871.4	1061.05	1300.27	1215.51
2014	1159.4	1105.89	1105.96	998.57	1180.62	1015.24	1274.09	1992.96	1882.55	1337.29	1241.11	1345.37
2015	1344.08	1117.86	1296.95	1198.81	1551.49	2063.42	1699.59	1394.97	1471.93	1344.89	1026.53	1204.75
2016	1330.52	995.19	1543.03	1563.37	998.18	1029.09	1211.52	1040.58	1065.69	1140.95	830.92	978.51
2017	1049.12	1015.01	1229.32	1046.69	995.55	952.91	1212.89	1192.97	1139.88	1247.67	870.98	1257.64
2018	1084.24	1519.62	1185.24	980.79	1585.18	1958.72	2039.38	1980.39	1804.35	1579.83	1778.21	1782.52
2019	1671.33	1837.85	1711.43	1632.48	1649.44	1867.1	1273.14	1294.31	1807.81	1587.41	1264.56	1246.17
2020	1269.72	1220.72	1189.09	1813.11	1673.46	2222.14	1374.75	1852.97	1506.67	1237.67		

SCE Plant Electric Costs
2013 - Present



Plant Electric Use Comparison

	FY 20192020		FY 2020/2021		Difference	
	Kwh	Cost	Kwh	Cost	Kwh	Cost
July	9459	1273.14	9591	1374.75	132	101.61
August	10148	1294.31	11875	1852.97	1727	558.66
September	12883	1807.81	10822	1506.67	-2061	-301.14
October	15379	1587.41	9597	1237.67	-5782	-349.74
November	12493	1264.56				
December	12119	1264.17				
January	12056	1269.72				
February	11327	1220.72				
March	10809	1189.09				
April	16785	1813.11				
May	15195	1673.46				
June	16781	2222.14				

Pump Station Use Comparison

	FY 20192020		FY 2020/2021		Difference	
	Kwh	Cost	Kwh	Cost	Kwh	Cost
July	4034	891.29	2863	585.25	-1171	-306.04
August	3988	689.56	2815	651.18	-1173	-38.38
September	3256	837.08	2958	647.14	-298	-189.94
October	3296	491.09	2812	428.64	-484	-62.45
November	3766	466.44				
December	3758	481.99				
January	3679	468.13				
February	3506	438.24				
March	3616	476.56				
April	4059	521.06				
May	3694	584.88				
June	3662	668.09				

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
October 13, 2020
5 p.m.**

MINUTES

1. Steve Shipley called the meeting to order at 5:04 p.m.

A. ROLL CALL

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

2. ADDITIONS TO AGENDA

None

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

- A. Consideration & Approval of Disbursements List for September 2020
1. Disbursements Checks
 2. One Signor Checks

Motion: To approve the Disbursements of September 2020 and One-signor checks 8079-8083.

Moved by Ms. Adamson, Second by Ms. Connolly

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

B. Review and Acceptance of Monthly Financial Reports

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

Motion: To approve the Monthly Financial Reports of September 2020.

Moved by Ms. Adamson, Second by Ms. Connolly

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

C. Consideration of CalPERS Prefunding Trust Program.
Information Only – No Action Taken

5. **APPROVAL OF MINUTES – Regular Board Meeting September 8, 2020.**
There were no questions or comments.

Motion: To approve the minutes of the Regular Board Meeting of September 8, 2020.

Moved by Ms. Connolly, Second by Ms. Adamson

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

6. **NEW BUSINESS**

A. New Monitoring Well

If the plan is approved by Lahontan, drilling could begin as early as November, weather permitting an estimated completion could be by early next summer.

B. Lift Station Pump Rebuild Update

The pump has been sent out for rebuild. Estimated cost is \$15,000 and there is no date on when the pump will be ready.

C. General Manager Spending and Procurement Policy

Mr. Burnett presented the General Manager Spending and Procurement Policy that includes vendor locality.

Motion: To approve the General Manager Spending and Procurement Policy.

Moved by Ms. Connolly, Second by Ms. Adamson

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

D. Approval of snow removal contract with Billy’s Snow Removal for 2020/2021 Season

Motion: To approve the snow removal contract with Billy’s Snow Removal Contract for Season 2020/2021

Moved by Ms. Adamson, Second by Ms. Connolly

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

E. Juniper Drive / Sewer Fund – Shared Cost
Ms. Beatty provided an analysis of past shared expenses and suggested that the cost of legal fees should be tabled and the question is presented to the auditor then create a financial policy for the future shared expenses.

7. OLD BUSINESS

A. Planning Issues, RPAC, Community Center
Nothing to Report

B. Juniper Drive Special Zone of Benefit – Update on Speiss Schedule and Additional Repair Change Orders
The one manhole was finished this morning and asphalt will be completed this week.

8. SEWER FACILITIES UPDATE – GENERAL MANAGER UPDATE

A. General Manager Report on Status of Facilities, Operations Stability

1. Update on Treatment Plant

The third quarter reporting has been submitted to Lahontan Regional Water Board. A new ground water sampling pump became inoperable and a replacement was ordered.

2. Update on Vactoring and TVing System

Vactoring and TVing will begin on October 14, 15 and 16.

Motion: To Adjourn the meeting into closed session at 5:38 p.m.

Moved by Ms. Adamson, Second by Ms. Connolly

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

9. CLOSED SESSION

A. Consider Legal Advice Presented in a written Legal Opinion [1 Matter]

B. Personnel Matter – [General Manager]

C. Personnel Matter – [Secretary of the Board / Finance Officer]

Motion: To Adjourn the meeting into open session at 5:58 p.m.

Moved by Ms. Adamson, Second by Ms. Connolly

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

No action was taken during closed session.

10. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS
General Manager Paging and General Manager Uniform Allowance

11. BOARD MEMBER COMMENTS/REPORTS
Ms. Connolly suggested that the District commemorate Ms. O'Connor's retirement with a gift certificate. Ms. Adamson liked the new financial report format.

8F. ANNOUNCEMENTS
A. Next Regular Board Meeting: November 10, 2020 at 5:00 p.m.

13. ADJOURNMENT

Motion: To Adjourn the meeting

Moved by Ms. Connolly, Second by Ms. Adamson

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

The meeting was adjourned at 6:00 p.m.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: RESOLUTION 2020-10

DATE: NOVEMBER 10, 2020

At the September 8, 2020 meeting the change to the Board Member Medical Reimbursement Amended and Additional Compensation was authorized. However, there was no vote for the resolution but a consensus of the board that the pay be authorized.

The attached resolution will ratify the Board's decision.

REQUESTED ACTION: - Adopt Resolution 2020-10 Amendment to Medical Reimbursement Amount and Provide Additional Compensation Benefit to Members of the Board of Directors.

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RESOLUTION 2020-10

**A RESOLUTION OF THE HILTON CREEK COMMUNITY SERVICES DISTRICT
ADOPTING
AMENDMENT TO MEDICAL REIMBURSEMENT AMOUNT AND PROVIDE
ADDITIONAL COMPENSATION BENEFIT TO MEMBERS OF THE
BOARD OF DIRECTORS**

WHEREAS, the Board of Directors of the Hilton Creek Community Services District has amended the Medical Reimbursement amount from \$4,000 per fiscal year to \$1,800 per fiscal year and the remaining \$2,200 to be distributed as Additional Compensation Benefit per fiscal year as it applies to all members of the Board of Directors;

WHEREAS, the Additional Compensation Benefit to members of the Board of Directors is available during their active status as a member of the Board of Directors and shall cease upon any termination as a member of the Board of Directors.

WHEREAS, the Additional Compensation Benefit to members of the Board of Directors results in an overpayment to a member of the Board of Directors, then reimbursement of the outstanding amount to the District shall be made in full upon termination.

WHEREAS, the Additional Compensation Benefit to members of the Board of Directors results in an overpayment to an active member of the Board of Directors, then repayment arrangements shall be made between the member and the District Finance Officer and repayment of the outstanding amount shall take no longer than six (6) months to resolve the overpayment. If said member is terminated during the repayment process, the outstanding amount will be due upon termination.

WHEREAS, the Additional Compensation Benefit to members of the Board of Directors is not transferable to another person, upon termination.

WHEREAS, the Additional Compensation Benefit to members of the Board of Directors is a compensation that is taxable as an income and all payroll tax laws and deductions shall apply.

WHEREAS, the Additional Compensation Benefit to members of the Board of Directors is effective September 1, 2020 in the amount of \$2,200 per year to be prorated on a 12- month basis and retroactive to July 1, 2020.

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**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: RESOLUTION 2020-11

DATE: NOVEMBER 10, 2020

Section B.3 of the General Manager Kyle Burnett's employment agreement states:

“The District shall reimburse Employee's out of pocket medical, dental, and vision expenses up to a maximum of \$4,000 each fiscal year in accordance with the District's reimbursement program...”

The District's reimbursement program has since changed and the reimbursement amount has been reduced to \$1,800 per fiscal year and the additional \$2,200 is distributed as a compensation amount; which, in Mr. Burnett's position, is pensionable and taxable.

After some discussion with Mr. Burnett, we find it beneficial to the District and Mr. Burnett if the District contributed this amount to Mr. Burnett's CalPERS 457 plan.

There would be no change to the amount originally provided to Mr. Burnett. The amendment to the agreement would further enhance the District's Benefit package, be a negotiable item with future contracts, and would not be pensionable or taxable.

REQUESTED ACTION: - Adopt Resolution 2020-11 Amendment to the General Manager's Employment Agreement.

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RESOLUTION 2020-11

**A RESOLUTION OF THE HILTON CREEK COMMUNITY SERVICES DISTRICT
ADOPTING
AMENDMENT TO THE GENERAL MANAGER'S EMPLOYMENT AGREEMENT**

WHEREAS, the Board of Directors of the Hilton Creek Community Services District amends Resolution 2020-03 Section B.3 of the employment agreement with General Manager, Kyle Burnett;

WHEREAS, Resolution 2020-03, Section B.3 is amended to change the amount of \$4,000 each fiscal year to \$1,800 each fiscal year.

WHEREAS, an addition to Resolution 2020-03 as Section B.3(a) will provide that \$2,200 per fiscal year shall be contributed by and on behalf of the District to the General Manager Kyle Burnett's CalPERS 457 plan as a negotiable benefit from year to year and pro-rated per pay period commencing with the November 13, 2020 pay period.

WHEREAS, the contribution benefit to the General Manager Kyle Burnett is not a monthly benefit and upon termination of employment for any reason the balance due the employee will be contributed in a lump sum to the employees CalPERS 457 Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Hilton Creek Community Services District adopts the Amendment to the General Manager's Employment Agreement, Effective September 1, 2020, as set forth above.

PASSED, APPROVED and ADOPTED this 10th day of November, 2020, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steve Shipley, President
HCCSD Board of Directors

ATTEST:

Lorinda Beatty, District Secretary

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: LORINDA BEATTY

SUBJECT: BOARD VACANCIES

DATE: NOVEMBER 10, 2020

Election results are not final until after the election has been certified, which will occur on Tuesday, November 24, 2020.

Per Election Code 10554, elective officers take office at noon on the first Friday in December. Prior to taking office, each elective officer shall execute any bond required by the principal act and shall take the official oath, which the Board Secretary can perform.

Mono County will provide a statement of the results of the election and will provide a certificate of election to each person elected.

REQUESTED ACTION: Information Only

ITEM 8 B

General Manager Paging – Discussion

ITEM 8 C

General Manager Uniform Policy – Discussion

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: GENERAL MANAGER UPDATE

DATE: NOVEMBER 10, 2020

The wastewater treatment plant is stable and treating well.

The warranty bond for the Juniper Drive maintenance project should arrive in the mail soon and the final retention payment will be released.

The work on the new groundwater monitoring well has been temporarily halted due to the new regulator's request for additional Total Nitrogen testing.

Vactor cleaning and TV inspection of the collections system has been completed for the year. Lines cleaned and inspected are in good condition. Currently, there are no areas requiring immediate maintenance.

REQUESTED ACTION:

Informational update. No further action is required.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: NEW CA REGIONAL WATER QUALITY CONTROL BOARD INSPECTOR
AND GROUNDWATER WELL UPDATE

DATE: NOVEMBER 10, 2020

A new California Regional Water Quality Control Board inspector has been issued to HCCSD's Treatment Plant.

He has reviewed the work plan for the potential new groundwater sampling well and has requested to temporarily halt work.

He would like to have more Total Nitrogen tests performed on the wells (monthly if possible, with an exception if the wells are inaccessible from high snow), to help determine if they would like an additional downstream well, or an upstream well to better determine the impact the percolation ponds are having on the groundwater.

Eventually this could potentially result in the reduction of downstream sampling wells, but with a more targeted approach to groundwater monitoring. It could also result in the rewrite of HCCSD's discharge permit.

We will comply with any testing requested from the new Lahontan inspector.

REQUESTED ACTION:

Informational update. No further action is required.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: VACTOR/TV – COLLECTIONS SYSTEM

DATE: NOVEMBER 10, 2020

Vactor cleaning and TV inspection of the collections system occurred on 10/14, 10/15, 10/16, and 10/20. Lines cleaned and inspected were as follows:

Hilton Creek Place

Hilton Creek Drive

Placer Drive

Delta Drive

Halfway up Lake Manor Place

Crowley Lake drive from Hilton Creek Place to Lake Manor Place

Sierra Springs Lift Station

RAS/WAS vault at treatment plant

Inspection Only: Hidden Canyon Court – Lateral Location

The following work cost \$8,071.21 + \$200 for water. It is recommended this work is continued every year at a budgeted amount of \$20,000 to keep the collections system clear of debris.

REQUESTED ACTION:

Informational update only.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: MISSING LATERAL 44 HIDDEN CANYON COURT

DATE: NOVEMBER 10, 2020

Earlier this summer a lateral for 44 Hidden Canyon Court appeared to be located on the neighboring lot, 56 Hidden Canyon Court. Due to the construction of a permanent wall on 56 Hidden Canyon Court it was important to determine whether the lateral in question needed to be immediately relocated to avoid property damage and future agency liability.

Using TV inspection of the main sewer line it was determined the surface marker was placed incorrectly, and the sewer lateral for 44 Hidden Canyon Court was placed on the correct property.

REQUESTED ACTION:

Lateral is located on the correct lot. No further action is required.

**HILTON CREEK COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: THE BOARD OF DIRECTORS

FROM: KYLE BURNETT

SUBJECT: LIFT STATION PUMP REBUILD

DATE: NOVEMBER 10, 2020

The Sierra Springs lift station pump is still in the process of being rebuilt by Western Nevada Mechanical Systems.

The cost of the rebuild is \$15,000 and has been approved by the General Manager.

Speaking with the head mechanic, it appears the seals failed which caused grease and moisture to enter the motor causing a phase loss.

REQUESTED ACTION: Informational update. No further action is required.