

**BOARD OF DIRECTORS  
HILTON CREEK COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, MARCH 9, 2021  
5:00 P.M.  
TELECONFERENCE (ZOOM)  
AGENDA**

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

- 1. CALL MEETING TO ORDER**
  - A. Roll Call
  
- 2. ADDITIONS TO AGENDA**
  - A. Items added to the agenda must be approved by the Board pursuant to Government Code Section 54954.2
  
- 3. PUBLIC COMMENT**
  - A. The public may make a statement or pose questions on Items NOT on the agenda\*\* (see note above)
  
- 4. CONSENT AGENDA**
  - A. Financial Reports**
    1. Consideration & Approval of Disbursements List
    2. Disbursements and Checks Numbered 8151-8157
    3. One-signor Checks Numbered 8158-8162
  - B. Review & Acceptance of Monthly Financial Reports**
    1. Account Balances – All Funds
    2. Revised Budget Report: YTD Actual to Budget Report
    3. Southern California Edison Report
  - C. Approval of Minutes**
    - A. Minutes of the Regular Board Meeting of February 9, 2021
  
- 5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
  - A. General Manager Report on Status of Facilities, Operational Stability
  
- 6. NEW BUSINESS**
  - A. Request for Relief
  - B. Single Unit Accessory Dwelling Unit Connection Fee
  - C. Project List
  - D. SDRMA – Insurance
  - E. Elderberry Spill

7. **OLD BUSINESS**
  - A. Sierra Springs Spill Updates
  - B. Sierra Springs Easements
8. **NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**
9. **BOARD MEMBER COMMENTS/REPORTS**
10. **ANNOUNCEMENTS**
  - A. Regular Board Meeting: April 13, 2021 at 5:00 p.m.
11. **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](mailto: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](mailto: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](mailto: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.

4:03 PM

# HILTON CREEK COMMUNITY SERVICES DISTRICT

## CHECKS WRITTEN - ALL FUNDS

03/05/21

Accrual Basis

February 10 through April 1, 2021

Type	Date	Num	Name	Memo	Amount
<b>Feb 10 - 13, 21</b>					
Feb 10 - 13, 21					
<b>Week of Feb 14, 21</b>					
Check	02/16/2021	Auto	FRONTIER COMMUNICATIONS	Alarm System	-42.22
Bill Pmt -...	02/17/2021	Auto	SCE	Pump	-2,279.52
Bill Pmt -...	02/17/2021	Auto	MAMMOTH DISPOSAL	Auto Pay January 2021	-165.38
Check	02/17/2021		Bank of America	Payment - Reprocess Returned Payme...	-3.00
Liability C...	02/18/2021		QuickBooks Payroll Service	Created by Payroll Service on 02/16/2021	-2,820.97
Bill Pmt -...	02/18/2021	8146	DOI/BLM	Hilton Creek Sewer Treatment Plant - C...	-45.00
Bill Pmt -...	02/18/2021	8147	INFOSEND, INC		-631.15
Bill Pmt -...	02/18/2021	8148	Mono County Clerk-Recorder	Release of Liens - 5 Accounts	-50.00
Paycheck	02/19/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	02/19/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Week of Feb 14, 21					-6,037.24
<b>Week of Feb 21, 21</b>					
Check	02/23/2021	Auto	PERS Retirement	PPE 2/05/2021	-446.53
Check	02/23/2021	Auto	PERS 457 Contributions	PPE 2/5/2021	-329.41
Check	02/23/2021	Auto	PERS Retirement	PPE 2/19/2021	-446.53
Check	02/23/2021	Auto	PERS 457 Contributions	PPE 2/19/2021	-329.41
Bill Pmt -...	02/23/2021	Auto	PERS Health Insurance	March Health Insurance	-857.12
Week of Feb 21, 21					-2,409.00
<b>Week of Feb 28, 21</b>					
Bill Pmt -...	03/01/2021	8135	J.T. HATTER ELECTRIC	March 2021 Standby	-750.00
Liability C...	03/02/2021	E-pay	EFTPS	94-2834850 QB Tracking # -453855042	-1,894.02
Liability C...	03/02/2021	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # -453765042	-464.46
Liability C...	03/02/2021	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # -453664042	-70.16
Liability C...	03/04/2021		QuickBooks Payroll Service	Created by Payroll Service on 03/03/2021	-2,866.00
Paycheck	03/05/2021	DD10...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	03/05/2021	DD10...	BURNETT, KYLE	Direct Deposit	0.00
Week of Feb 28, 21					-6,044.64
<b>Week of Mar 7, 21</b>					
Liability C...	03/08/2021		QuickBooks Payroll Service	Created by Payroll Service on 03/03/2021	-1,040.04
Paycheck	03/09/2021	DD10...	ADAMSON, CYNTHIA R	Direct Deposit	0.00
Paycheck	03/09/2021	DD10...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	03/09/2021	DD10...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	03/09/2021	DD10...	HIGERD, GARRETT	Direct Deposit	0.00
Paycheck	03/09/2021	8149	SHIPLEY, STEVE H		-167.11
Bill Pmt -...	03/09/2021	8150	BABCOCK LABORATORIES, INC.	Invoice CB10374-4807	-133.00
Bill Pmt -...	03/09/2021	Auto	FRONTIER COMMUNICATIONS	3-18-2021 Auto Payment	-42.28
Bill Pmt -...	03/09/2021	8151	Lorinda Beatty	Employee Medical Reimbursement	-289.36
Bill Pmt -...	03/09/2021	8152	MAMMOTH COMMUNITY WATER ...		-3,077.50
Bill Pmt -...	03/09/2021	Auto	MAMMOTH DISPOSAL	Auto Pay 3-2-2021	-165.38
Bill Pmt -...	03/09/2021	8153	MONO COUNTY DEPT. OF PUBLI...	Invoice 0121 Ticket 9323 & 9352 - Spill...	-387.15
Bill Pmt -...	03/09/2021	8154	UMPQUA BANK	February 2021	-2,950.56
Bill Pmt -...	03/09/2021	8155	USA BLUE BOOK	Invoices 42415, 453821 & 484439	-753.44
Bill Pmt -...	03/09/2021	8156	CHUCK VILLAR CONSTRUCTION,...	Invoice 19747 - Elderberry Spill	-1,143.31
Week of Mar 7, 21					-10,149.13
<b>Week of Mar 14, 21</b>					
Bill Pmt -...	03/19/2021	Auto	VERIZON WIRELESS	Jan - Feb	-125.41
Week of Mar 14, 21					-125.41
<b>Week of Mar 21, 21</b>					
Week of Mar 21, 21					
<b>Mar 28 - Apr 1, 21</b>					
Bill Pmt -...	04/01/2021	8157	J.T. HATTER ELECTRIC	Contract Services - April 2021	-750.00
Mar 28 - Apr 1, 21					-750.00
<b>TOTAL</b>					<b>-25,515.42</b>

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**HILTON CREEK COMMUNITY SERVICES DISTRICT  
MEMORANDUM**

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**TO:** THE BOARD OF DIRECTORS  
**FROM:** LORINDA BEATTY  
**SUBJECT:** ACCOUNT BALANCES REPORT  
**DATE:** MARCH 9, 2021

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**Notable changes to Account Balances**

**Sewer Fund Checking – Bank of America** **\$53,535.17**

A transfer of \$3,080.20 from the Mono County Investment Pool for collection of delinquent accounts placed on the tax roll in August 2020.

**Capital Reserve** **\$29,055.78**

No significant changes to the Capital Reserve.

**County Investment Pool -Combined** **\$604,341.52**

Property tax of \$64,667.76 and funds collected for delinquent accounts of \$3,080.20 were received. Interest Revenue is still pending and that information may be available after March. Other adjustments were made to recognize the new interest distribution procedure.

\$3,080.20 was transferred and distributed as payment to the appropriate delinquent accounts.

**LAIF – Combined** **\$9,589.36**

No Change

**Juniper Drive Checking** **\$38,059.54**

No Significant changes to the Juniper Drive Checking Account

REQUESTED ACTION: Information Only.

# Sewer Financial Reports

## February 2021

**Hilton Creek Community Services District  
Sewer Funds Account Balances  
As Of  
February 28, 2021**

Account	Previous				2/28/2021
	Balance	Credits	Debits	Adjustments	Balance
<b>**Bank of America</b>	<b>70,715.44</b>	<b>20,893.46</b>	<b>(38,073.73)</b>		<b>53,535.17</b>
Sewer Fund Use Fees & Expenses		18,761.56	(36,765.72)		
Cancelled / Return/ Other					
County Inv. Pool Transfer					
LAIF Transfers					
Capital Reserve Transfer		-	-		
County Loan Transfer					
Expense Recovery Payments					
Juniper Deposits/Expenses		2,131.90	(1,308.01)		
Juniper Drive Transfers					
<b>Capital Reserve</b>	<b>29,055.56</b>	<b>0.22</b>	<b>-</b>	<b>-</b>	<b>29,055.78</b>
Connection Fees					
Transfers			-		
Interest		0.22			
<b>LAIF</b>	<b>4,957.36</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,957.36</b>
Checking Transfers					
Interest					
Other					
Other					
<b>County Investment Pool</b>	<b>231,205.73</b>	<b>71,041.39</b>	<b>(3,080.20)</b>	<b>-</b>	<b>299,166.92</b>
Checking Transfers			(3,080.20)	Transfer Del. Collected	
LAIF Transfers					
Interest		125.08			9/30/2020
Unsec. Property Tax		188.55			12/31/2020
Secure Property Tax		64,667.76			12/31/2020
Other		1,074.80		Adjustment 6/30/2020	
Unitary Property Tax		1,905.00			12/31/2020
Delinquent Accounts Collection		3,080.20			12/31/2020
<b>County Loan</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest					
Payment					
Other					
<b>Total**</b>	<b>335,934.09</b>	<b>91,935.07</b>	<b>(41,153.93)</b>	<b>-</b>	<b>386,715.23</b>

\*\* Balance Owed to Sewer Fund 3,829.94

Total with Juniper Drive Oweing 390,545.17

*County Investment Pool Earned Period Adjustments for 09/30/2020 and 12/31/2020  
Interest Revenue Report Pending from Mono County*

## HILTON CREEK COMMUNITY SERVICES DISTRICT

## Balance Sheet

As of February 28, 2021

03/04/21

Accrual Basis

	Feb 28, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1 Bank of America-Checking	53,535.17
Bank of America-Capital Reserve	29,055.78
<b>LAIF</b>	
General Sewer Fund	4,957.36
<b>Total LAIF</b>	4,957.36
Mono Co Treasury Inv. Pool	299,166.92
<b>Total Checking/Savings</b>	386,715.23
<b>Accounts Receivable</b>	
<b>Accounts receivable</b>	
<b>AVAILABILITY FEES</b>	408.50
<b>SEWER USE FEES</b>	
Finance Charge	-467.12
LIEN FEE	200.00
<b>SEWER USE FEES - Other</b>	4,229.34
<b>Total SEWER USE FEES</b>	3,962.22
Accounts receivable - Other	12.00
<b>Total Accounts receivable</b>	4,382.72
<b>Total Accounts Receivable</b>	4,382.72
<b>Other Current Assets</b>	
Allowance for uncollectibles	0.05
Undeposited Funds	-321.92
<b>Total Other Current Assets</b>	-321.87
<b>Total Current Assets</b>	390,776.08
<b>Fixed Assets</b>	
<b>Property, Plant &amp; Equipment</b>	
Equipment	3,104,881.53
Facilities Improvements	78,028.37
Other Equipment	21,391.22
Vehicles	16,500.00
<b>Total Property, Plant &amp; Equipment</b>	3,220,801.12
<b>Total Fixed Assets</b>	3,220,801.12
<b>Other Assets</b>	
Accumulated depreciation	-2,650,639.35
<b>Total Other Assets</b>	-2,650,639.35
<b>TOTAL ASSETS</b>	<b>960,937.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Accounts payable	-207.78
Juniper Drive SZB Clearing Acct	-3,829.94
Payroll Liabilities	6,276.06
<b>Total Other Current Liabilities</b>	2,238.34
<b>Total Current Liabilities</b>	2,238.34



**HILTON CREEK COMMUNITY SERVICES DISTRICT****Balance Sheet**

03/04/21

As of February 28, 2021

Accrual Basis

	<u>Feb 28, 21</u>
<b>Long Term Liabilities</b>	
<b>PENSION LIABILITIES</b>	
Def inflows of resources-actuar	33,770.00
Def outflows of resources-actua	-34,290.00
Deferred outflows-contributions	-8,233.03
Net Pension Liability	<u>237,045.00</u>
<b>Total PENSION LIABILITIES</b>	<u>228,291.97</u>
<b>Total Long Term Liabilities</b>	<u>228,291.97</u>
<b>Total Liabilities</b>	230,530.31
<b>Equity</b>	
Capital Improvement Reserve	33,533.07
Retained Earnings	735,189.65
Net Income	<u>-38,315.18</u>
<b>Total Equity</b>	<u>730,407.54</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>960,937.85</u></u></b>

Juniper Drive Financial Reports  
February 2021

**Juniper Drive Special Zone of Benefit Funds**

**As Of  
February 28, 2021**

	Previous	Credits	Debits	Adjustments	2/28/2021 Balance
<b>Bank of America</b>	<b>36,274.64</b>	<b>1,787.90</b>	<b>(3.00)</b>	-	<b>38,059.54</b>
Juniper Drive Fees Collected		1,787.90			
Juniper Drive Expenses			(3.00)		
<b>LAIF</b>	<b>4,632.00</b>	-	-	-	<b>4,632.00</b>
Interest		-			
Other					
<b>County Investment Pool</b>	<b>305,294.78</b>	<b>38.50</b>	<b>(158.68)</b>	-	<b>305,174.60</b>
Checking Transfers					
Interest			(158.68)	Int. Adj. 9/30/2020	
Other		38.50		Adj. Sept Report	
<b>Total**</b>	<b>346,201.42</b>	<b>1,826.40</b>	<b>(161.68)</b>	-	<b>347,866.14</b>
				** Balance Owed to Sewer Fund	(3,829.94)
				Total with Balance Owing to Sewer Fund	344,036.20

<b>Juniper Drive Wash</b>						
Fwd	JD Fees Coll	JD Checks	JD JES	TXF	JD Owes SF	
(4,653.83)	2,131.90	(1,308.01)	-			(3,829.94)
<b>Funds collected / paid in Sewer Fund</b>						

*County Investment Pool Earned Period Adjustments for 09/30/2020 and 12/31/2020  
Interest Revenue Report Pending from Mono County*

## JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

## Balance Sheet

As of February 28, 2021

03/04/21

Accrual Basis

	Feb 28, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101 - Checking - B of A	38,059.54
102 - LAIF	4,632.00
Mono County Treasury Inv. Pool	305,174.50
Total Checking/Savings	347,866.04
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
122 - MAINTENANCE FEES	3,026.58
Total 120 - ACCOUNTS RECEIVABLE	3,026.58
Total Accounts Receivable	3,026.58
Other Current Assets	
JDSZB Wash Account	-3,829.94
Total Other Current Assets	-3,829.94
Total Current Assets	347,062.68
<b>TOTAL ASSETS</b>	<b>347,062.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 · 304 - Retained Earnings	405,179.97
Net Income	-58,117.29
Total Equity	347,062.68
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>347,062.68</b>

# Budget Reports Year to Date Actual to Budget February 2021

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

**HILTON CREEK COMMUNITY SERVICES DISTRICT  
SEWER FUND  
2/28/2021**

**Rolling 2 Month View**

REVENUES	BUDGET	January Month 7	February Month 8	2/28/2021 Year to Date	Budget Adj 1/31/2021	Over (Under) {+ or -}	% Used
<b>General Operating Revenue:</b>							
Property Taxes	122,000.00		73,996.51	101,978.04		20,021.96	84%
<b>Sewer Operation &amp; Maintenance Revenue:</b>							
Sewer Use Fees Collected	302,000.00	37,033.36	18,761.56	223,115.99		78,884.01	74%
Sewer connection inspection fees	100.00			-		100.00	0%
<b>Sewer Capital Improvement Revenue:</b>							
Sewer Connection Fees	14,586.00			-		14,586.00	0%
Sewer Availability Fees	500.00			-		500.00	0%
Interest on Investments	4,000.00	8.08	125.08	1,474.35		2,525.65	37%
Investment Returns				-		-	
Transfer From Reserves				36,054.19		(36,054.19)	
Transfer From Other Funds	-	30,000.00		145,000.00		(145,000.00)	
<b>TOTAL REVENUES</b>	<b>443,186.00</b>	<b>67,041.44</b>	<b>92,883.15</b>	<b>507,622.57</b>	<b>-</b>	<b>(64,436.57)</b>	<b>115%</b>
<b>EXPENSES</b>							
<b>ADMINISTRATION EXPENSES</b>							
Administration Fee	2,000.00	411.45	50.00	461.45		1,538.55	23%
***Mono Invest. Pool Wash - Delinquent Accts.			3,080.20	3,080.20		(3,080.20)	
***Depreciation Expense (Book Entry Only)	90,000.00	7,500.00		60,000.00		30,000.00	
<b>SUBTOTAL</b>	<b>92,000.00</b>	<b>7,911.45</b>	<b>10,630.20</b>	<b>63,541.65</b>	<b>-</b>	<b>119,583.30</b>	
<b>EMPLOYEE BENEFITS</b>							
Medical Reimbursement - Director	20,000.00		1,616.17	5,205.77	(11,000.00)	3,794.23	58%
Medical Reimbursement - Employee	3,600.00			486.00		3,114.00	14%
Health Insurance	8,203.00	511.23	511.23	9,262.08	4,000.00	2,940.92	76%
Health Insurance - Retired		260.19	260.19	1,416.54	2,600.00	1,183.46	54%
Long Term Care Insurance	422.00			492.03	70.03	-	100%
Retirement Benefits - Employer Contributions	6,762.00	644.88	644.88	5,976.52	3,400.00	4,185.48	59%
*** Retirement Benefits - Employee Contributions		623.07	623.07	3,406.12		-	
***457 - Employee Contributions		400.00	600.00			-	
457 Employer Contributions		232.94	349.41	931.76	2,200.00	1,268.24	42%
***457 Employer Contributions (Less Adj)						-	
<b>SUBTOTAL:</b>	<b>38,987.00</b>	<b>2,672.31</b>	<b>4,604.95</b>	<b>27,176.82</b>	<b>1,270.03</b>	<b>16,486.33</b>	
<b>PAYROLL</b>							
<b>Salaries &amp; Employee Benefits:</b>							
Director's Gross Salary	6,000.00	1,275.00	1,316.65	11,051.60	11,000.00	5,948.40	65%
Manager Gross Salary	72,000.00	5,538.46	6,153.84	47,692.29		24,307.71	66%
Manager Gross Salary ( Now Retired)				18,987.84	18,987.84	-	100%
Secretarial Gross Salary	29,487.00	2,052.00	2,220.00	18,340.27		11,146.73	62%
Secretarial Gross Salary (Now Retired)				10,626.52	10,626.52	-	100%
Payroll Taxes	3,000.00	580.24	452.07	4,150.71	3,500.00	2,349.29	64%
Payroll Processing Fee Expense		8.75	377.85	439.10	112.00	61.25	392%
<b>SUBTOTAL</b>	<b>110,487.00</b>	<b>9,454.45</b>	<b>10,520.41</b>	<b>111,288.33</b>	<b>44,226.36</b>	<b>43,813.38</b>	
<b>OPERATIONS</b>							
Liability Insurance	9,350.00			9,286.20	(63.80)	(0.00)	100%
Worker's Comp Insurance				5,461.60	5,461.60	-	100%
Accounting	6,500.00		7,380.00	7,380.00		(880.00)	114%
Legal	10,000.00			14,921.16	16,000.00	11,078.84	57%
Dues & Subscriptions	1,700.00		409.00	2,977.50	3,000.00	1,722.50	63%
Travel -Non Litigation				-		200.00	0%
License and Fees	22,500.00		240.43	23,450.43	710.00	(240.43)	101%
Loan Interest (County Loan)	2,187.00	1,665.66		2,838.87	651.87	-	100%
Office Expenses	6,000.00	871.63		6,845.48	6,000.00	5,154.52	57%
Educational Expenses	800.00		787.28	962.28		(162.28)	120%
Telephone	1,500.00	154.63	155.09	1,162.54	250.00	587.46	66%
Contingency	5,000.00			-		5,000.00	0%
Miscellaneous	395.00			-		395.00	0%
<b>SUBTOTAL</b>	<b>66,132.00</b>	<b>2,691.92</b>	<b>8,971.80</b>	<b>75,286.06</b>	<b>32,009.67</b>	<b>22,855.61</b>	
<b>REPAIRS &amp; MAINTENANCE</b>							
Auto Expenses	3,000.00	183.91	153.54	1,188.91		1,811.09	40%
Contract Services	26,000.00	750.00	750.00	6,775.00		19,225.00	26%
Lab Testing		287.00	864.76	3,431.94	5,167.20	1,735.26	66%
Monitoring Well - Equipment & Consultation				2,250.61	3,000.00	749.39	75%
Plant - General Repairs & Maintenance		328.11	316.70	7,792.72	6,500.00	(1,292.72)	120%
Plant - Sewer Equipment		340.00		2,731.01	7,000.00	4,268.99	39%
Plant - Sludge Removal		1,301.25	171.68	3,675.75	4,300.00	624.25	85%
Sewer Lines - General Maintenance		651.68	4,696.57	37,234.25	40,000.00	2,765.75	93%
Spills			4,149.49			-	
Snow Removal	7,500.00			-		7,500.00	0%
Supplies	2,000.00	129.06		180.77		1,819.23	9%
Water				195.00	390.00	195.00	50%
SCE - Plant	16,000.00	1,644.73	1,418.22	10,457.09		5,542.91	65%
SCE - Pump Station	7,000.00	598.86	861.30	4,267.30		2,732.70	61%
Repairs & Maintenance - Other				82.62	500.00	417.38	17%
<b>SUBTOTAL:</b>	<b>61,500.00</b>	<b>6,214.60</b>	<b>13,382.26</b>	<b>80,262.97</b>	<b>66,857.20</b>	<b>48,094.23</b>	
<b>SUBTOTAL ALL OPERATING EXPENSES</b>	<b>369,106.00</b>	<b>28,944.73</b>	<b>48,109.62</b>	<b>357,555.83</b>	<b>144,363.26</b>	<b>250,832.85</b>	<b>-</b>
<b>Sewer Capital Improvement Expenses:</b>							
Capital Purchases/Improvements	67,000.00			-		67,000.00	0%
Engineering and Consulting Fees	10,000.00			-		10,000.00	0%
Lateral Extensions	5,000.00			-		5,000.00	0%
<b>Debt Service:</b>							
Loan Principal	19,658.00	61,936.49		71,685.32	52,027.32	-	100%
PERS Unfunded Liability	20,000.00			15,246.90		4,753.10	76%
<b>SUBTOTAL:</b>	<b>121,658.00</b>	<b>61,936.49</b>	<b>-</b>	<b>86,932.22</b>	<b>52,027.32</b>	<b>86,753.10</b>	<b>50%</b>
<b>TOTAL EXPENSES</b>	<b>490,764.00</b>	<b>90,881.22</b>	<b>48,109.62</b>	<b>444,488.05</b>	<b>196,390.58</b>	<b>337,585.95</b>	<b>65%</b>
***Less Non Budget Items		8,523.07	5,642.87	62,325.92		30,000.00	
<b>Adjusted Total Expenses</b>		<b>82,358.15</b>	<b>42,466.75</b>	<b>388,311.62</b>	<b>196,390.58</b>	<b>307,585.95</b>	
				Projected Expenses 7/1/20	490,764.00		
				Adjusted Expenses 01/31/21	196,390.58		
				New Adjusted Budget Exp.	687,154.58		

## HILTON CREEK COMMUNITY SERVICES DISTRICT

## Profit &amp; Loss

February 2021

03/04/21

Accrual Basis

	<u>Feb 21</u>
Ordinary Income/Expense	
Income	
Fees	
Use Fees	1,058.52
Total Fees	1,058.52
Mono County Tax Revenue	1,074.80
Total Income	2,133.32
Gross Profit	2,133.32
Expense	
Administration fee	50.00
Depreciation Expense	7,500.00
Employee Benefits	
Employee 457 Contributions	600.00
Employer 457 Contributions	349.41
Health Insurance	771.42
Medical Reimb - Board	1,616.17
Retirement	
Retirement - EE Contributions	623.07
Retirement - Other	644.88
Total Retirement	1,267.95
Total Employee Benefits	4,604.95
Mono Inv Pool Clearing	3,080.20
Office Expenses	
Bank Service Charges	18.00
Office Communication- Not Phone	36.00
Postage / Shipping General	122.53
Statement Production - AR	445.50
Website / Advert./ Pub Notice	165.25
Total Office Expenses	787.28
Operations Administration	
Dues and Subscriptions	409.00
Licenses and Permits	240.43
Telephone	
Telephone - Cell	112.87
Telephone - Fire Alarm	42.22
Total Telephone	155.09
Total Operations Administration	804.52
Payroll Expenses	
Gross Payroll-Board of Director	1,316.65
Gross Payroll-District Manager	6,153.84
Gross Payroll-Secretary	2,220.00
Payroll Taxes	452.07
Payroll Expenses - Other	377.85
Total Payroll Expenses	10,520.41
Professional Fees	
Audit	7,380.00
Total Professional Fees	7,380.00
Repairs & Maintenance	
Automobile Expense	
Fuel	153.54
Total Automobile Expense	153.54

## HILTON CREEK COMMUNITY SERVICES DISTRICT

## Profit &amp; Loss

February 2021

03/04/21

Accrual Basis

	<u>Feb 21</u>
Contract Services	750.00
Lab Testing	864.76
Plant - General / Misc	316.70
Sewer Lines- General Maint	4,696.57
Sewer Lines - Spills	4,149.49
Sludge Removal	171.68
Utilities	
SCE - Plant	1,418.22
SCE - Pump Station	861.30
	<u>2,279.52</u>
Total Utilities	
Total Repairs & Maintenance	13,382.26
Total Expense	<u>48,109.62</u>
Net Ordinary Income	-45,976.30
Other Income/Expense	
Other Income	
Interest Income	0.22
Total Other Income	<u>0.22</u>
Net Other Income	<u>0.22</u>
Net Income	<u><u>-45,976.08</u></u>



**JUNIPER DRIVE  
 QUARTERLY ACTUAL TO BUDGET 2020/2021  
 COMBINED SEWER FUNDS  
 2/28/2021**

REVENUES	BUDGET	Rolling 3 Month View			2/28/2012 Year to Date	Budget Adj 12/31/2020	Over (Under) {+ or -}
		December Month 6	January Month 7	February Month 8			
<b>Road Maintenance Revenue:</b>							-
Maintenance Fees Collected		1,529.70	6,444.16	1,787.90	43,606.65		
Maintenance Fees Collected Through Sewer Fund		3,364.30	2,417.40	2,131.90	24,943.85		
Combined Maintenance Fees Collected	83,806.00	4,894.00	8,861.56	3,919.80	68,550.50		15,255.50
Interest - LAIF			7.31		33.89		(33.89)
Interest - County Investment Pool	6,500.00			(120.28)	1,203.43		5,296.57
Transfer From Reserves	90,000.00				-		90,000.00
Transfer From Other Funds					-		-
<b>TOTAL REVENUES</b>	<b>180,306.00</b>	<b>9,788.00</b>	<b>17,730.43</b>	<b>7,719.32</b>	<b>138,338.32</b>	<b>-</b>	<b>110,518.18</b>
<b>EXPENSES</b>							
<b>ADMINISTRATION EXPENSES</b>							
Administration Fee	1,500.00		45.72		45.72		1,454.28
<b>SUBTOTAL</b>	<b>1,500.00</b>	<b>-</b>	<b>45.72</b>	<b>-</b>	<b>45.72</b>	<b>-</b>	<b>1,454.28</b>
<b>EMPLOYEE BENEFITS</b>							
Medical Reimbursement - Director		142.04		179.57	344.91	900.00	555.09
Medical Reimbursement - Employee		54.00			54.00	360.00	306.00
Health Insurance		85.47	85.70	56.80	1,157.58	1,500.00	342.42
Retirement Benefits - Employer Contributions	619.00	49.76	97.52	139.36	2,632.46	3,000.00	986.54
457 Employer Contributions					-		-
<b>SUBTOTAL:</b>	<b>619.00</b>	<b>331.27</b>	<b>183.22</b>	<b>375.73</b>	<b>4,188.95</b>	<b>5,760.00</b>	<b>2,190.05</b>
<b>PAYROLL</b>							
<b>Salaries &amp; Employee Benefits:</b>							
Director's Gross Salary		141.65	141.65		1,081.60	1,840.00	758.40
Manager Gross Salary	8,000.00	615.38	615.38		4,639.24	7,950.00	11,310.76
Secretarial Gross Salary	3,388.00	313.50	228.00		2,924.26	5,020.00	5,483.74
Payroll Taxes	350.00				-		350.00
Payroll Processing Fee Expense					-		-
<b>SUBTOTAL</b>	<b>11,738.00</b>	<b>1,070.53</b>	<b>985.03</b>	<b>-</b>	<b>8,645.10</b>	<b>14,810.00</b>	<b>17,902.90</b>
<b>OPERATIONS</b>							
Liability Insurance	1,050.00				1,638.64	588.64	-
Worker's Comp Insurance					-		-
Accounting	750.00			820.00	820.00		(70.00)
Legal	750.00				1,566.24	816.24	-
Dues & Subscriptions		22.50			22.50		(22.50)
Travel -Non Litigation					-		-
License and Fees					-		-
Loan Interest (County Loan)					-		-
Office Expenses	1,000.00	97.43	165.74	88.48	1,036.74	1,650.00	1,613.26
Educational Expenses					-		-
Telephone		12.52	12.52	12.54	123.02	175.00	51.98
Contingency					-		-
Miscellaneous					-		-
<b>SUBTOTAL</b>	<b>3,550.00</b>	<b>132.45</b>	<b>178.26</b>	<b>921.02</b>	<b>5,207.14</b>	<b>3,229.88</b>	<b>1,572.74</b>
<b>REPAIRS &amp; MAINTENANCE</b>							
Auto Expenses		20.02	20.44	14.26	164.03		(164.03)
Contract Services					-		-
Snow Removal	20,000.00		12,000.00		25,000.00	15,000.00	10,000.00
Supplies					-		-
Repairs & Maintenance	90,000.00	3,135.00	24.47		70,703.87		19,296.13
<b>SUBTOTAL:</b>	<b>110,000.00</b>	<b>3,155.02</b>	<b>12,044.91</b>	<b>14.26</b>	<b>95,867.90</b>	<b>15,000.00</b>	<b>29,132.10</b>
<b>TOTAL EXPENSES</b>	<b>127,407.00</b>	<b>4,689.27</b>	<b>13,437.14</b>	<b>1,311.01</b>	<b>113,954.81</b>	<b>38,799.88</b>	<b>52,252.07</b>

Projected Expenses 7/1/20      127,407.00  
 Adjusted Expenses 01/31/21      38,799.88  
 New Adjusted Budget Exp.      166,206.88

## JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

## Profit &amp; Loss

February 2021

03/04/21

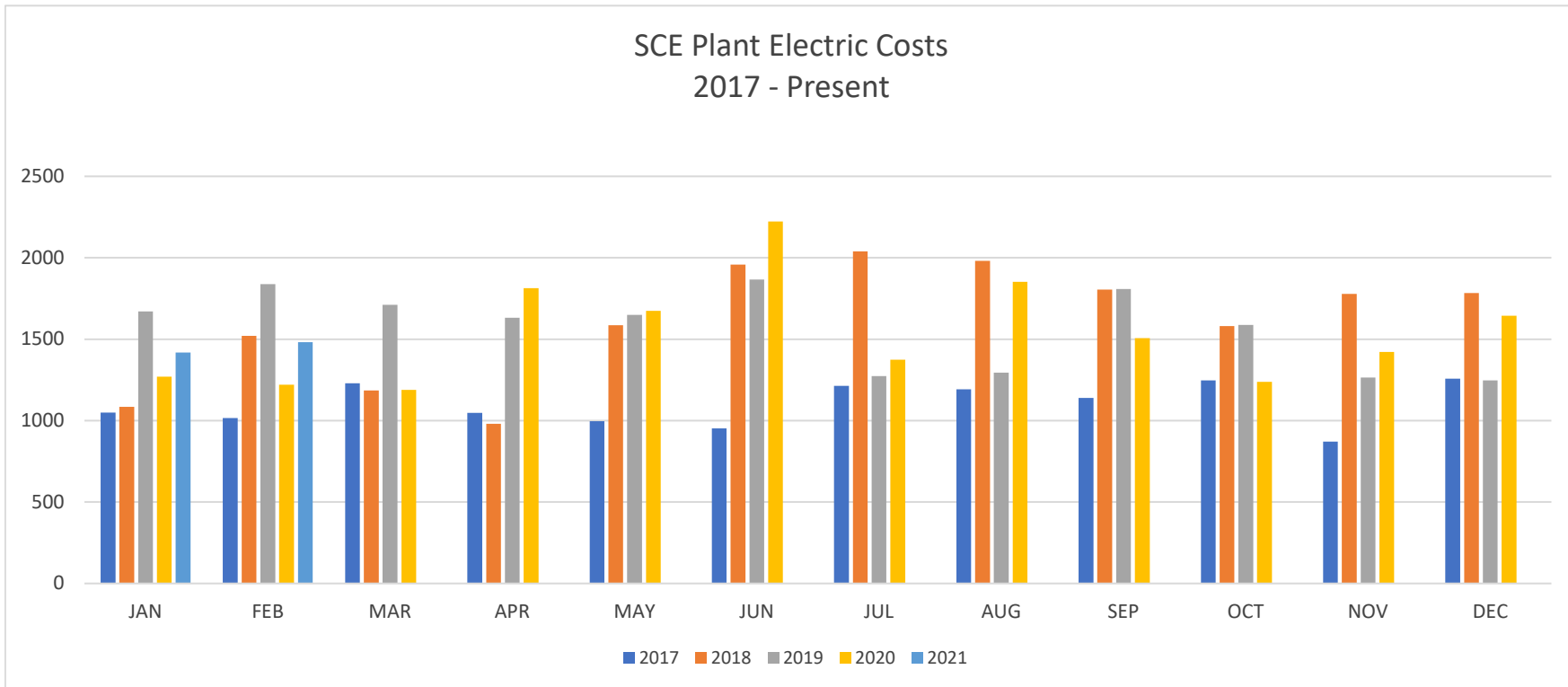
Accrual Basis

	<u>Feb 21</u>
Ordinary Income/Expense	
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-A - Retirement	139.36
504-B - Health Insurance	56.80
504 D 10% Dir Med Reimb.	<u>179.57</u>
Total 504 - Employee Benefits	375.73
64900 · 507 - Office Expense	
60400 · 502 - Bank Service Charges	3.00
64900 · 507 - Office Expense - Other	<u>85.48</u>
Total 64900 · 507 - Office Expense	88.48
66700 · 509 - Professional Fees	
509-A - Audit	<u>820.00</u>
Total 66700 · 509 - Professional Fees	820.00
67200 · 511 - Repairs and Maintenance	
60200 · 514- Automobile Expense	<u>14.26</u>
Total 67200 · 511 - Repairs and Maintenance	14.26
68100 · 515 - Telephone Expense	<u>12.54</u>
Total 500- OPERATING EXPENSES	<u>1,311.01</u>
Total Expense	<u>1,311.01</u>
Net Ordinary Income	-1,311.01
Other Income/Expense	
Other Income	
600 - OTHER INCOME	
601- Interest Income	<u>-158.68</u>
Total 600 - OTHER INCOME	-158.68
Total Other Income	<u>-158.68</u>
Net Other Income	-158.68
Net Income	<u><u>-1,469.69</u></u>

## HILTON CREEK CSD PLANT SCE ELECTRIC BILLS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>2013</b>	1807.29	1522.48	1680.87	1335.15	1621.01	2317.05	2169.45	1661.44	1871.4	1061.05	1300.27	1215.51
<b>2014</b>	1159.4	1105.89	1105.96	998.57	1180.62	1015.24	1274.09	1992.96	1882.55	1337.29	1241.11	1345.37
<b>2015</b>	1344.08	1117.86	1296.95	1198.81	1551.49	2063.42	1699.59	1394.97	1471.93	1344.89	1026.53	1204.75
<b>2016</b>	1330.52	995.19	1543.03	1563.37	998.18	1029.09	1211.52	1040.58	1065.69	1140.95	830.92	978.51
<b>2017</b>	1049.12	1015.01	1229.32	1046.69	995.55	952.91	1212.89	1192.97	1139.88	1247.67	870.98	1257.64
<b>2018</b>	1084.24	1519.62	1185.24	980.79	1585.18	1958.72	2039.38	1980.39	1804.35	1579.83	1778.21	1782.52
<b>2019</b>	1671.33	1837.85	1711.43	1632.48	1649.44	1867.1	1273.14	1294.31	1807.81	1587.41	1264.56	1246.17
<b>2020</b>	1269.72	1220.72	1189.09	1813.11	1673.46	2222.14	1374.75	1852.97	1506.67	1237.67	1,422.08	1,644.73
<b>2021</b>	1418.22	1481.29										

SCE Plant Electric Costs  
2017 - 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	11274	1422.08	-1219	157.52
December	12119	1264.17	13470	1644.73	1351	380.56
January	12056	1269.72	11356	1418.22	-700	148.50
February	11327	1220.72	11370	1481.29	43	260.57
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	3518	494.93	-248	28.49
December	3758	481.99	3840	598.86	82	116.87
January	3679	468.13	3425	861.30	-254	393.17
February	3506	438.24	3534	531.24	28	93.00
March	3616	476.56				
April	4059	521.06				
May	3694	584.88				
June	3662	668.09				

**HILTON CREEK COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
February 9, 2021  
5:00 P.M.**

**Minutes**

**1. Steve Shipley called the meeting to order at 5:05 p.m.**

**A. ROLL CALL**

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

**Members Absent:** Steve Shipley

**Staff Present:** Kyle Burnett, Lorinda Beatty

**2. ADDITIONS TO AGENDA**

None

**3. PUBLIC COMMENT**

There were no public comments.

**4. FINANCIAL OFFICER/SECRETARY OF THE BOARD REPORTS**

**A. Consideration & Approval of Disbursements List for December 2020**

1. Disbursements and Checks
2. One-signor Checks 8146-8150

**Motion:** To approve the checks as written and one-signor checks 8146-8150.

**Moved** by Ms. Czeschin, Second by Ms. Adamson

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

**B. Review & Acceptance of Monthly Financial Reports**

1. Account Balances – All Funds
2. Revised Budget Report: YTD Actual to Budget Report

**Motion:** To approve the revised budget as presented.

**Moved** by Ms. Adamson, Second by Ms. Connolly

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

**3. Southern California Edison Report**  
No Comments

**5. APPROVL OF MINUTES**

**A. Minutes of the Regular Board Meeting of January 12, 2021**

**Motion:** To approve the minutes of the Regular Board Meeting of January 12, 2021

**Moved** by Ms. Adamson, Second by Ms. Connolly

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

**7. NEW BUSINESS**

**A. Investment Fund Interest Allocation Policy**

Ms. Beatty presented an Investment Fund Interest Allocation Policy to the Board.

**Motion:** To approve the Investment Fund Interest Allocation Policy as presented.

**Moved** by Ms. Connolly, Second by Ms. Adamson

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

**B. Audit Report Fiscal Year 2019/2020**

The annual audit report was presented to the Board for Fiscal Year 2019/2020. There were no questions.

**Motion:** To accept the Annual Audit Report for Fiscal Year 2019/2020 as presented.

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

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

**C. Sierra Springs Spill**

Mr. Burnett provided a report on the spill that took place on January 13, 2021 in the Sierra Springs Tract.

**D. Sierra Springs Easements**

Mr. Burnett summarized the difficulties surrounding the public utility easements in the Sierra Springs Tract that runs along the properties and the open wet lands, which is owned by the Sierra Springs Homeowners

Association. Mr. Burnett has begun discussions with Mono County and the Sierra Springs Homeowners Association. Mr. Higerd suggested that the District develop a concise plan to address the situation and begin important discussions with all parties involved. He noted that this project will more than likely take quite a long time to resolve. There were some public comments and questions about the cause of the spill and challenges with the Sierra Springs Homeowners Association as a collective. Supervisor Duggan was present and would like to be kept informed of developments and offer help if possible.

**8. OLD BUSINESS**

None

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

**A. General Manager Report on Status of Facilities, Operational Stability**

**1. Update on Treatment Plant**

Wastewater Treatment plant is stable and treating well.

Mr. Burnett met with The Energy Coalition after they had analyzed the data he provided. They have some ideas on energy savings and will be moving forward with their ideas.

Ms. Czeschin asked about the cost to service the generator and Mr. Burnett advised that there will be more services expenses in the future but should not be as expensive as the recent costs as it had been a while since the generator was serviced.

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

No Comments

**11. BOARD MEMBER COMMENTS/REPORTS**

No Comments

**12. ANNOUNCEMENTS**

A. Regular Board Meeting March 9, 2021 at 5:00 p.m.

**14. ADJOURNMENT**

**Motion:** To Adjourn the February 9, 2021 Regular Board Meeting at 6:04 p.m.

**Moved** by Ms. Connolly, Second by Ms. Adamson

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

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**HILTON CREEK COMMUNITY SERVICES DISTRICT  
MEMORANDUM**

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**TO:** THE BOARD OF DIRECTORS

**FROM:** KYLE BURNETT

**SUBJECT:** GENERAL MANAGER UPDATE

**DATE:** MARCH 9, 2021

The wastewater treatment plant is stable and treating well. March is the final month of the first quarter of regulatory reporting. Expect to see a regulatory report during the April board meeting.

SoCalRen is tentatively scheduling a site visit for the treatment plant in March, weather permitting. As a reminder, some projects that are being considered are as follows:

Energy efficient pumps and controls

SCADA system with probes and smart monitoring

Variable frequency drives for select equipment

Battery backup and solar (This is a new development in 2021 they can now provide engineering services)

We are also continuing to provide additional Total Nitrogen tests for Lahontan. This will likely continue for the remainder of 2021. These additional tests will help determine where an additional groundwater sampling well will be located.

**REQUESTED ACTION:**

Informational. Open for discussion.



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**HILTON CREEK COMMUNITY SERVICES DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS

**FROM:** LORINDA BEATTY

**SUBJECT:** REQUEST FOR RELIEF

**DATE:** MARCH 9, 2021

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On March 1, 2021 the District received a request for relief of service fees due to the death of a tenant and probate considerations.

Research of the landlord/deceased tenant situation can be quite difficult to navigate and there are specific rules the landlord must follow until the estate is settled. One of which is that the landlord must keep the property secure and initially untouched unless necessary to protect the property.

I have asked the landlord to provide answers to the following questions:

- What is the lease agreement between you and the tenant?
- Will the estate continue to pay you rent until probate is settled?
- Have you received advanced payments for the lease?
- Is there a deposit of any kind that you will retain?
- Can you provide a copy of the death certificate?
- Are any other people occupying the leased property?

At the writing of this memorandum, I have not received an answer from the landlord. If the landlord responds I will provide the answers during the March 9, 2021 regular meeting. An invitation to the meeting has been extended to the landlord.

**REQUEST ACTION:**

Review the attached email from the landlord (redacted to protect privacy of the landlord and deceased) and determine if relief is approved or denied.

**From:** [REDACTED]  
**Subject:** New form submission received: Contact Us  
**Date:** Monday, March 1, 2021 5:42:34 PM

## Contact Us

<b>Your name:</b>	Abe & Jessica [REDACTED]
<b>Your email:</b>	[REDACTED]
<b>Subject:</b>	Request to waive Sewer Use Fee for vacant rental unit.
<b>Message:</b>	<p>Hi Lorinda, We have a rental unit on our property at 70 &amp; 66 [REDACTED] Drive here in Crowley Lake (the rental unit is the 66 address), Or [REDACTED] our tenant had a brain aneurysm and died two days later at Renown Hospital in Reno. [REDACTED] name was [REDACTED]. Unfortunately [REDACTED] passed away without a will and so her estate may have to be settled by probate court which can take from 9 to 18 months to settle. In the meantime we will have to leave her belongings in the apartment and we will not be able to rent it. Since the apartment may have to be vacant to for up to 18 months we are asking for the Sewer Use Fee to be waived for that period of time (starting with March of 2021. Of course we will notify the HCCSD when the apartment is rented again so the fee can be reinstated. Please do not hesitate to contact us if you have any questions. Email: [REDACTED] : 760-[REDACTED] J [REDACTED] : 760-[REDACTED] Thank you for your time and attention.</p>
<b>Attachment:</b>	

[Reply / Manage](#)

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**HILTON CREEK COMMUNITY SERVICES DISTRICT  
MEMORANDUM**

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**TO:** THE BOARD OF DIRECTORS

**FROM:** KYLE BURNETT

**SUBJECT:** SINGLE RESIDENCE ACCESSORY DWELLING UNIT CONNECTION FEE

**DATE:** MARCH 9, 2021

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It has come to my attention that the existing ordinance for connection fees on accessory dwelling units might not be historically followed. The following excerpt from Ordinance 95-01 reads:

*Section 7.02 Sewer Connection Charges (As amended by Ord 95-01)*

*The following system of sewer connection charges shall apply to the connection of all properties within the District to the District sewer system which have been improved or developed after the effective date of this ordinance.*

*(A) Sewer Connection Charges (As mended by Ordinance No. 95-01 Historically Ord 82-01)*

*Each and every sewer connection of an individual residential private premises to a public sewer line or facility of the District shall be charges on a lateral sewer connection charge of \$3,500.00. Whenever the District shall allow connections of more than one privately owned residential premises to a single lateral sewer line, each premises so connected shall be charged \$3,500.00. If connection of a residential premises requires the construction of a main line sewer or other facility which is to be dedicated to the District, each structure or residence connected to such dedicated sewer facility shall be charged \$3,500.00*

Our financial records dating back from 2005 suggest that private properties with an accessory dwelling unit have not been charged the connection fee (base cost of \$3500.00 + construction cost inflation index found in the Means Building Construction Cost Data – current fee of \$7,293.00)

It appears the historical practice of Hilton Creek Community Services District has been to charge the additional connection fee if an existing sewer lateral cannot be used.

REQUESTED ACTION:

To provide fair treatment to all Hilton Creek CSD customers, which is based on historical precedent, I recommend the following actions are considered by the board:

Update Ordinance 95-01, section 7.02, part (A), to remove the following:

*Whenever the District shall allow connections of more than one privately owned residential premises to a single lateral sewer line, each premises so connected shall be charged \$3,500.00.*

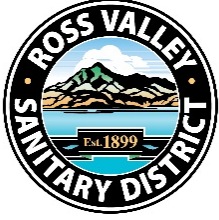
In order to comply with California Government Code 65852.2, I would also advise the board to consider a reduced capacity fee for one additional accessory dwelling unit (ADU) per private property. A reduced capacity fee for an additional ADU would promote the creation of affordable housing within the Hilton Creek area and ensure the capital improvement fund for the wastewater treatment plant can handle the increased demand that additional housing creates.

An example of an ADU capacity fee from Ross Valley Sanitation is attached for you to review. I have also reached out to Mono County to see if there are resources or best practices for ADU capacity charges we can follow.

I believe it would be pertinent to have our legal counsel review an updated ADU capacity fee policy/ordinance before we formally adopt it.

Until a new formal ordinance is created, I believe it is the best practice not to charge a connection fee for an additional ADU to keep consistent with past historical practices, unless a connection requires a new lateral and main sewer connection.

If the demand from accessory dwelling units increases beyond expectations, this ordinance can be revisited and updated in the future.



# Fee Schedule

## Effective July 1, 2020 per RVSD Ordinance 92

The following fee schedule includes Ross Valley Sanitary District Sewer Capacity Charges and Permit Fees. Fees increase annually each year on July 1. All permit fees and capacity charges are non-refundable. In addition to these fees, the District collects fees for Central Marin Sanitation Agency (CMSA) treatment plant capacity charges and passes these charges through to CMSA (please see CMSA fee schedule).

- **Lateral Permit** = \$226
  - One inspection included. Additional inspections = \$191.
- **New Connections Permit** = \$618
  - Capacity Charge = \$6,227 per EDU\* (a minimum of one EDU shall be charged).
  - Additional fixtures greater than 23 DFUs\*\*\* = \$270 per DFU.
  - Two inspections included. Additional inspections = \$191.
- **Remodels – Major Projects** (with value of \$75K or greater) = \$618
  - \$270 per added DFU\*\*.
  - Two inspections included. Additional inspections = \$191.
- **Remodels – Minor Projects** (with value under \$75K) = \$356
  - \$270 per added DFU\*\*.
  - One inspection included. Additional inspections = \$191.
- **Accessory Dwelling Units (ADU)**. Permit fees are assessed based on “Major” or “Minor” remodel project values.
  - Capacity Charge for Type 1 and Type 3 ADUs = No charge.
  - Capacity Charges for Type 2 and Type 4 ADUs are based on number of new DFUs\*\*. Credit is given for existing DFUs on the same parcel. Additional DFUs = \$270 per DFU. To receive credit, the number of pre-ADU DFUs on the parcel must be verified by District staff.
- **Discharge Permit or Pool Drain** = \$351
- **Public Sewer Extensions (PSX)** = \$8,951. Refer to the PSX Application for full description.
- **Special Projects** = Based on time and materials. Please ask for more information.
- **Service Resumption Fee** = 50% of missed annual Sewer Service Charges. If Sewer Service Charge payments to the District are discontinued for longer than a 12-month period, a Sewer Resumption Fee will be charged in order to resume sewer services.

\*EDU is Equivalent Dwelling Unit meaning a residential Single-Family Dwelling Unit that includes up to 23 DFUs.

\*\*DFU is Drainage Fixture Unit meaning the units of measure of wastewater generation from plumbing fixtures defined in the California Plumbing Code.

**TABLE P3004.1****DRAINAGE FIXTURE UNIT (d.f.u.) VALUES FOR VARIOUS PLUMBING FIXTURES**

TYPE OF FIXTURE OR GROUP OF FIXTURES	DRAINAGE FIXTURE UNIT VALUE (d.f.u.) <sup>a</sup>
Bar sink	1
Bathtub (with or without shower head and/or whirlpool attachments)	2
Bidet	1
Clothes washer standpipe	2
Dishwasher	2
<a href="#">Floor drain</a> <sup>b</sup>	0
<a href="#">Kitchen</a> sink	2
Lavatory	1
Laundry tub	2
Shower stall	2
Water <a href="#">closet</a> (1.6 gallons per flush)	3
Water <a href="#">closet</a> (greater than 1.6 gallons per flush)	4
Full-bath group with bathtub (with 1.6 gallon per flush water <a href="#">closet</a> , and with or without shower head and/or whirlpool attachment on the bathtub or shower stall)	5
Full-bath group with bathtub (water <a href="#">closet</a> greater than 1.6 gallon per flush, and with or without shower head and/or whirlpool attachment on the bathtub or shower stall)	6
Half-bath group (1.6 gallon per flush water <a href="#">closet</a> plus lavatory)	4

Half-bath group (water <a href="#">closet</a> greater than 1.6 gallon per flush plus lavatory)	5
<a href="#">Kitchen</a> group (dishwasher and sink with or without garbage grinder)	2
Laundry group (clothes washer standpipe and laundry tub)	3
Multiple-bath groups <sup>c</sup> :	
1.5 baths	7
2 baths	8
2.5 baths	9
3 baths	10
3.5 baths	11

For SI: 1 gallon = 3.785 L.

- a. For a continuous or semicontinuous flow into a drainage system, such as from a pump or similar device, 1.5 fixture units shall be allowed per gpm of flow. For a fixture not listed, use the highest d.f.u. [value](#) for a similar listed fixture.
- b. A [floor drain](#) itself adds no hydraulic load. However, where used as a [receptor](#), the fixture unit [value](#) of the fixture discharging into the [receptor](#) shall be applicable.
- c. Add 2 d.f.u. for each additional full bath.

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**HILTON CREEK COMMUNITY SERVICES DISTRICT  
MEMORANDUM**

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**TO:** THE BOARD OF DIRECTORS

**FROM:** KYLE BURNETT

**SUBJECT:** FUTURE PROJECT PLANNING

**DATE:** MARCH 9, 2021

To help with financial planning, several projects have been identified for HCCSD. Many of these projects can be done in conjunction with SoCalRen because they have energy efficiency components to them. These projects also have the benefit of replacing aging infrastructure that needs to be replaced anyway. This is not an exhaustive list, but a beginning step in identifying the needs of the agency.

Please review the attached list. The new fiscal year is beginning soon, and this will help us create a reasonable and balanced budget for the future. In addition, long term projects will help provide HCCSD with data for a future rate study.

**REQUESTED ACTION:**

Informational. Open for discussion.



## Hilton Creek CSD Upcoming Projects

### 1. Percolation Pond Cleaning

- a. Removal of settled sludge and debris in the 4 effluent percolation ponds and slope maintenance where needed.
  - i. Estimated cost- \$20,000 per pond (\$80,000 total)

### 2. Vactor/Cleaning and TV inspection of the sewer collections system

- a. Clean and inspect the collections system. Ideally complete 1/3 of the system every year so each section of line is cleaned on a regular schedule
  - i. Estimated cost- \$20,000 per year (every single year)

### 3. Emergency backup generator – Treatment plant

- a. Install an emergency backup generator at the treatment plant for power outages
  - i. Estimated cost - \$100,000 +
  - ii. SoCalRen is also auditing if battery backup is a reasonable alternative

### 4. Emergency backup generator – Lift Station

- a. Install a replacement emergency backup generator at the Sierra Springs Lift Station for power outages. The generator currently installed was put in 1999 and parts are becoming difficult to find. I am worried that a major parts failure on the generator could be catastrophic in the event of a power outage. The lift station and treatment plant generator could potentially be identical generators to make having spare parts “on the shelf” more practical.
  - i. Estimated cost - \$100,000

### 5. SCADA system – Treatment Plant and Lift Station

- a. This is currently under review from SoCalRen because it could potentially have money saving features (power efficiency versus treatment). This could also have the benefit of showing the lift station and basic control of the treatment plant remotely. Combined with the possibility of installing a backup generator at the treatment plant (or battery backup) and having pumps on VFD’s, this can be a very complicated project.
  - i. Estimated cost – To Be Determined) potential 0% financing on energy efficiency aspects from SoCalRen)

### 6. Easement and road access in the Sierra Springs “meadow” area

- a. There are several manholes located in the sierra springs meadow that do not have road access. I believe some of these manholes have never been cleaned since the collection system has been installed. According to easements on file from Mono County, there should be sufficient access to the manholes once roads are created
  - i. Estimated cost – To be Determined

### 7. Sludge Hauling starting 2023

- a. The Benton Crossing Landfill will stop accepting waste December 31, 2022. This is where we currently haul our sludge from the treatment plant drying beds. It appears the best option for sludge removal, starting in 2023, will be Fallon Nevada. This is roughly 6.5-7 hours of driving and approximately a 350 mile round trip. Options need to be considered for creating a sludge hauling contract for an outside contractor.

Consideration should also be given to HCCSD purchasing equipment to do this in house. Equipment needing purchasing would be a vehicle, trailer, loader.

- i. Estimated Cost – To Be Determined

**8. New agency Truck/Vehicle**

- a. The district vehicle currently has over 100,000 miles. I estimate it will need replacement within a 3-year period. Consideration on the proper vehicle will depend on if the agency decides to haul our own sludge to Fallon Nevada. At a minimum, the vehicle needs to be able to tow the emergency sewer jetter.

- i. Estimated cost - \$50,000 - \$75,000

**9. Skid Steer**

- a. With different attachments, this could be useful in a few ways for additional snow removal capabilities around the treatment plant and the ability to keep access roads clear from sagebrush

- i. Snow Blower attachment

- 1. \$7,000

- ii. Weed eater attachment

- 1. \$7,000

- b. Skid Steer cost

- i. \$35,000 to \$55,000 depending on the number of hours and size

**10. Emergency containment basin at Sierra Springs Lift Station**

- a. An emergency containment basin at the sierra springs lift station could be useful in an emergency to extend the amount of time it takes before a spill enters Whiskey Creek. This might be a project that is bundled with the easement developments

- i. Cost and practicality – To be determined

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**HILTON CREEK COMMUNITY SERVICES DISTRICT  
MEMORANDUM**

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**TO:** THE BOARD OF DIRECTORS

**FROM:** KYLE BURNETT

**SUBJECT:** SDRMA INSURANCE

**DATE:** MARCH 9, 2021

I believe our agency assets are not adequately covered by our insurance. Please review the attached insurance documents.

I have reached out to SDRMA's preferred appraisal company, Alliant Appraisal Services, to request a site visit and appraisal of our buildings, treatment tanks, and lift station. I would like to consider the following actions:

Increase coverage on the Sierra Springs lift station

Cover the aeration basins

Reappraise (and likely increase) the cost of replacement for the office/garage and the electrical building

Consider earthquake coverage (This appears to be a \$25,000 or 5% deductible – whichever greater)

An appraisal date has not been set yet, and due to COVID-19, I have been advised this process might take several months to complete.

**REQUESTED ACTION:**

Informational. Open for discussion.

- RENEWAL QUESTIONNAIRE
- NOTIFICATIONS
- QUICK LINKS
- COVERAGE DOCS
- REPORT A CLAIM
- REPORTS/FORMS/ARCHIVES
- DOCUMENT LIBRARY

- Home
- Member Information
- Lines of Coverage

## 2020-21 LINES OF COVERAGE

Print this Page

Sub-limits may apply. See Coverage Documents for more information.

<b>Property</b>	<a href="#">3</a>	<a href="#">771,032</a>		
Property			1,000	800,00
Boiler & Machinery			1,000	100,00
Flood (excluding A and V)			500,000	800,00
Flood (A and V)			500,000	800,00
Pollution			150,000	2,00
Cyber			50,000	2,00
Catastrophic Loss			500,000	800,00
<b>Mobile Equipment</b>	<a href="#">1</a>	<a href="#">200,000</a>		
Mobile/Contractors Equipment			1,000	800,00
<b>General Liability</b>				
Bodily Injury			0	2,50
Property Damage			500	2,50
Public Officials Personal			500	50
Employment Benefits			0	2,50
Employee/Public Officials E & O			0	2,50
Employment Practices Liability			0	2,50
Employee/Public Officials Dishonesty (Crime)			0	1,00
<b>Auto Liability</b>	<a href="#">1</a>	<a href="#">28,831</a>		
Auto Bodily Injury			0	2,50
Auto Property Damage			1,000	2,50
Non-Owned Auto Bodily Injury			0	2,50
Non-Owned Auto Property Damage			1,000	2,50
Uninsured Motorist			0	1,00
<b>Auto Physical Damage</b>	<a href="#">1</a>	<a href="#">28,831</a>		
Auto PD - Comp				10
Auto PD - Collision				10
High Dollar Vehicles				800,00

## MEMBER'S CERTIFICATE OF COVERAGE

Issue Date  
7/1/2020

**Provider** Special District Risk Management Authority  
1112 'I' Street, Suite 300  
Sacramento, California 95814  
800.537.7790 www.sdrma.org



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

Member Number: 6966

This is to certify that coverages listed below have been issued to the Member named above for the period indicated. This certificate is not an insurance policy or an agreement of coverage and does not amend, extend or alter the coverage afforded by the agreements listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage described herein is subject to all the terms, exclusions, and conditions of the specific coverage document. This certificate of coverage evidences the limits of liability in effect at the inception of the agreements shown; limits shown may have been reduced by paid claims. This certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits
<b>Property</b>		7/1/2020	7/1/2021	Per Occurrence
Property				\$ 800,000,000
Boiler & Machinery				\$ 100,000,000
Pollution	PPC-SDRMA-202021			\$ 2,000,000
Cyber				Limits on File
Catastrophic Loss				\$ 800,000,000 Replacement cost for Scheduled Property
<b>Mobile Equipment</b>	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Mobile/Contractors Equipment				\$ 800,000,000 Actual cash value for Scheduled Property
<b>General Liability</b>	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Bodily Injury				\$ 2,500,000
Property Damage				\$ 2,500,000
Public Officials Personal				\$ 500,000
Employment Benefits				\$ 2,500,000
Employee/Public Officials E & O				\$ 2,500,000
Employment Practices Liability				\$ 2,500,000
Employee/Public Officials Dishonesty (Crime)	EDC-SDRMA-202021			\$ 1,000,000
<b>Auto Liability</b>	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Auto Bodily Injury				\$ 2,500,000
Auto Property Damage				\$ 2,500,000
Non-Owned Auto Bodily Injury				\$ 2,500,000
Non-Owned Auto Property Damage				\$ 2,500,000
Uninsured Motorist	UMI-SDRMA-202021			Limits on File
<b>Auto Physical Damage</b>	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Auto PD - Comp				Limits on File
Auto PD - Collision				Limits on File
High Dollar Vehicles				Limits on File
<b>Trailer</b>	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Trailer				Limits on File
<b>Workers' Compensation</b>	WCP-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence
Employers Liability				\$ 5,000,000
Workers' Compensation				Statutory

Laura S. Gill - Chief Executive Officer

Description: All listed coverage is in effect only for the time period specified.

**NON-MEMBER'S CERTIFICATE OF COVERAGE**

Issue Date  
7/1/2020

**Provider** Special District Risk Management Authority  
1112 'I' Street, Suite 300  
Sacramento, California 95814  
800.537.7790 www.sdrma.org



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

*Member Number:* 6966  
*Certificate Number:* 19

This is to certify that coverages listed below have been issued to the Member named above for the period indicated. This certificate is not an insurance policy or an agreement of coverage and does not amend, extend or alter the coverage afforded by the agreements listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage described herein is subject to all the terms, exclusions, and conditions of the specific coverage document. This certificate of coverage evidences the limits of liability in effect at the inception of the agreements shown; limits shown may have been reduced by paid claims. This certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits
<b>General Liability</b> Bodily Injury Property Damage	LCA-SDRMA-202021	7/1/2020	7/1/2021	Per Occurrence \$1,000,000 \$1,000,000

Mono County is named as an additional covered party in respect to the Hilton Creek North Entry Traffic Island improvement project agreement.

Cancellation: Should any of the above-described policies be cancelled before the expiration dates thereof, the issuing company will endeavor to mail 30 days written notice to the above-named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company.

Certificate Dates:	Effective Date 7/1/2020	Expiration Date 7/1/2021	Certificate Type: <input checked="" type="checkbox"/> Additional Covered Party <input type="checkbox"/> Loss Payee <input type="checkbox"/> Evidence of Coverage
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**Certificate Holder**  
Mono County; Attn: Risk Management  
Post Office Box 696  
Bridgeport, CA 93517

*Laura S. Gill*  
Laura S. Gill - Chief Executive Officer



1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141 or 800.537.7790 \*F 916.231.4111

Maximizing Protection. Minimizing Risk. \*[www.sdrma.org](http://www.sdrma.org)

*This endorsement changes the Liability Coverage Agreement. Please read it carefully.*

COVERAGE PERIOD: **7/1/2020 through 7/1/2021**

**MEMBER AGENCY**

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

**ADDITIONAL COVERED PARTY**

Mono County; Attn: Risk Management  
Post Office Box 696  
Bridgeport, CA 93517

**This endorsement modifies the Liability Coverage Agreement provided under the following:**

General Liability - Bodily Injury - LCA-SDRMA-202021 - Per Occurrence - \$1,000,000

General Liability - Property Damage - LCA-SDRMA-202021 - Per Occurrence - \$1,000,000

It is hereby agreed that this endorsement is added to the Liability Coverage Agreement issued to **Hilton Creek Community Services District** by Special District Risk Management Authority ("SDRMA") adding the following as an **Additional Covered Party**.

*Mono County is named as an additional covered party in respect to the Hilton Creek North Entry Traffic Island improvement project agreement.*

Unless required by a contract between **Hilton Creek Community Services District** and **Mono County; Attn: Risk Management**, coverage afforded by this **ENDORSEMENT** shall be excess and non-contributory with respect to any other valid and collectible insurance or risk financing providing coverage to **Mono County; Attn: Risk Management**, including any self-insured retention the **Mono County; Attn: Risk Management** may have, and any other insurance or risk financing providing coverage to the **Mono County; Attn: Risk Management** shall be considered primary to this coverage. If required by a contract between **Hilton Creek Community Services District** and **Mono County; Attn: Risk Management**, the coverage afforded by this **ENDORSEMENT** shall be primary with respect to any other valid and collectible insurance or risk financing providing coverage to the **Mono County; Attn: Risk Management** including any self-insured retention the **Mono County; Attn: Risk Management** may have, and any other insurance or risk financing providing coverage to the **Mono County; Attn: Risk Management** shall be considered excess to this coverage. The coverage afforded by this **ENDORSEMENT** is afforded only with respect to liability arising out of the ongoing operations of the SDRMA Member named above and provided further that this coverage does not apply to the sole negligence of the additional covered party named above. Coverage shall not be extended for the active negligence of the **Mono County; Attn: Risk Management** in any case where an agreement to indemnify the additional named party would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

All other terms and conditions remained unchanged.

Coverage provided by this endorsement, under the terms, conditions and exclusions contained in the Liability Coverage Agreement issued by SDRMA to **Hilton Creek Community Services District** shall not be reduced or canceled without 30 days written notice given to the **Mono County; Attn: Risk Management** via certified mail.

**THIS ENDORSEMENT CHANGES THE LIABILITY COVERAGE AGREEMENT. PLEASE READ IT CAREFULLY.**

The inclusion of more than one **Covered Party** shall not operate to impair the rights of one Covered Party against another Covered Party and the coverages afforded shall apply as though separate policies have been issued to each Covered Party except that the inclusion of more than one covered party shall not increase the limit of liability of SDRMA.

Effective date of this endorsement is: 7/1/2020

Signed by: \_\_\_\_\_

Laura S. Gill - Chief Executive Officer

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**HILTON CREEK COMMUNITY SERVICES DISTRICT  
MEMORANDUM**

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**TO:** THE BOARD OF DIRECTORS

**FROM:** KYLE BURNETT

**SUBJECT:** 29 ELDERBERRY - SPILL

**DATE:** MARCH 9, 2021

On March 4<sup>th</sup> 2021, I received a report of a spill at 29 Elderberry, Crowley Lake CA.

Please see attached for a report of the spill. I did not see any sewage release from the cleanout or our sewer system. However, due to the description from the homeowner and the presence of wet dirt surrounding the sewer lateral cleanout, I have reported this as a spill to Mono County Department of Health and to Lahontan.

The blockage has been cleared and all cleanup completed.

**REQUESTED ACTION:**

Due to the lack of past collection system maintenance, I am requesting authorization to have the entire collection system cleaned this year, starting as soon as possible, (except the locations where easements have not been developed to allow proper access and maintenance). The cost of an unplanned spill will quickly overcome the cost of proper maintenance.



Hilton Creek Community Services District

29 Elderberry – Lateral Cleanout Spill

**Date of Spill:** 3/4/2021

**Location:** 29 Elderberry, Crowley Lake CA 93546

**Description of Spill:** There was a gravity sewer blockage between two manholes on Elderberry, causing the above manhole and sewer lateral for 29 elderberry to back up. The likely point of blockage is at or below where the private lateral for 29 Elderberry taps into the mainline sewer. I did not observe any sewage spill from the collection system or lateral cleanout. The homeowner stated that there was some sewage released from his lateral cleanout. I believe every time he would flush his toilet or use a fixture in his house it would release from his cleanout, since it was the lowest point. The homeowner stated that no sewage backed up or released into his house. Due to the owner's description of the problem and wet ground near the cleanout, I am reporting this as a sewer spill. I am unable to accurately estimate the total spill amount, but a guess based on the amount of wet dirt around the lateral would be less than 20 gallons.

**Estimated Spill Amount:** Less than 20 gallons

**Timeline:**

**Approximately 1:00PM** – Receive a phone call from the Secretary to the Board (Hilton Creek CSD) that the homeowner at 29 Elderberry called her and reported a spill.

**Approximately 1:20PM** – I responded to 29 Elderberry with our emergency Spartan Water Jetter. I immediately see there is not an active spill in process. I inspect the lateral cleanout and the manholes above and below. I use the Spartan Sewer Jetter to try to remove the blockage located upstream. I feel the blockage and am unable to remove the obstruction.

**2:24PM** – Call Jason Villar Construction to get their more powerful vector truck to help me clear the obstruction, and the three manholes for the entire street of Elderberry.

**Approximately 4:00PM** – Rake and dispose of leaves from around the sewer lateral cleanout the owner said had overflowed. Apply dilute bleach/water to the wet dirt.

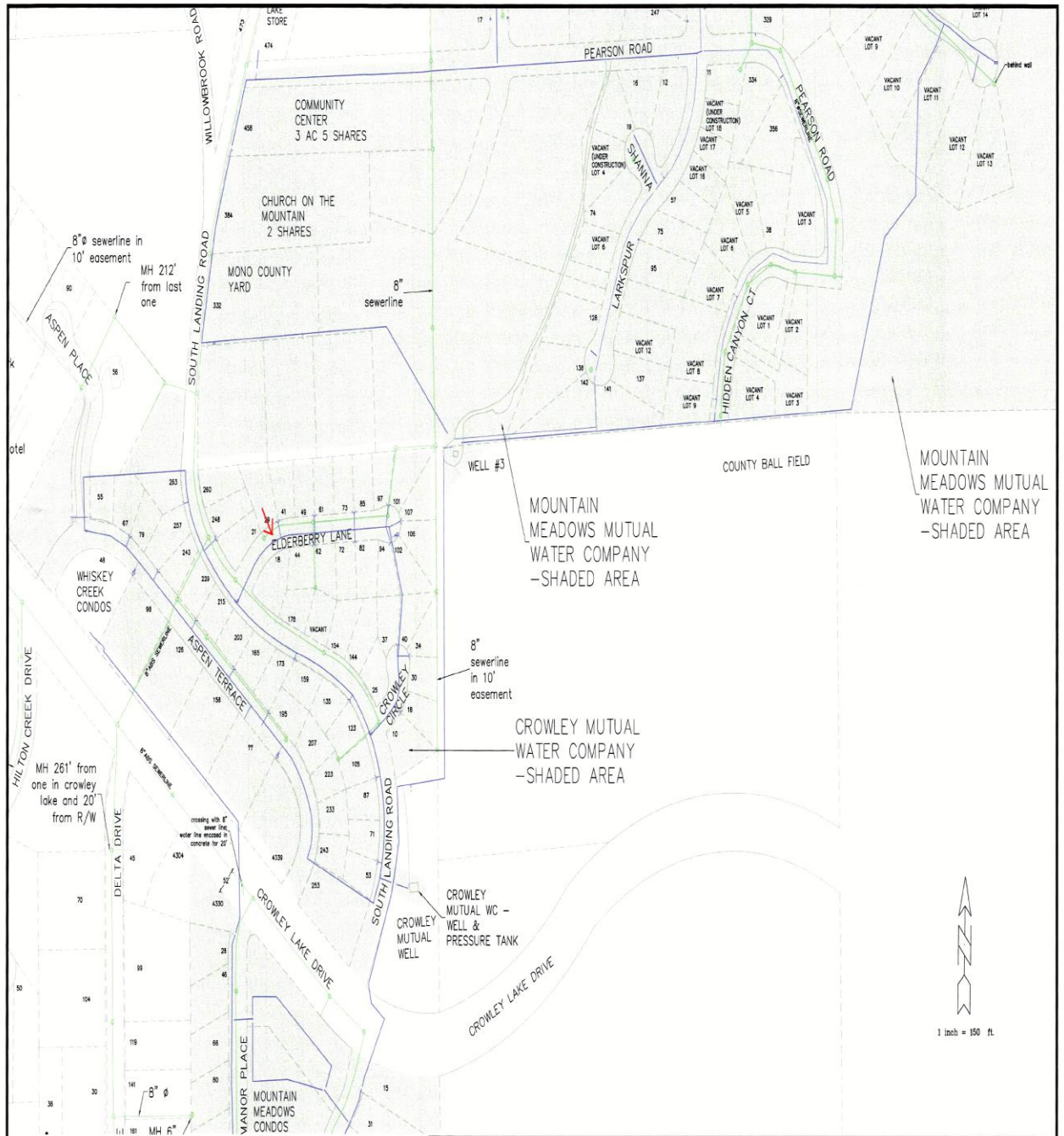
**5:25PM** – Call Luis Molina (Mono County Department of Health) and inform him of the spill.

**5:30PM** - Call TJ (Lahontan) and left a message reporting the spill.

**5:40PM** – Call Steve Shipley (President of the Hilton Creek CSD Board) and left a message informing him of the spill.

**Next Day (3/5/2021)** – Prepare this report and email to Luis and TJ and I will report it on CIWQS immediately after.

**Spill Location Map:**



<p>PINYON ENGINEERING          115 EAGLE VISTA BISHOP CA. 93514          TEL. (760) 387-2800          PINYONENGINEERING@HUGHES.NET</p>	<p>HILTON CREEK COMMUNITY SERVICES DISTRICT          DISTRICT SEWER MAP          CROWLEY LAKE, CA</p>	<p>NOV 15, 2008  <span style="font-size: 2em; font-weight: bold;">3</span>          OF 8 SHEETS</p>
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The following pictures are after raking up the homeowner's leaves.





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**HILTON CREEK COMMUNITY SERVICES DISTRICT  
MEMORANDUM**

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**TO:** THE BOARD OF DIRECTORS

**FROM:** KYLE BURNETT

**SUBJECT:** SIERRA SPRINGS SPILL UPDATE

**DATE:** MARCH 9, 2021

There are no updates or new contacts from regulatory agencies on the Sierra Springs sewer overflow.

When weather permits, the garden beds and soil will be replaced.

REQUESTED ACTION:

Informational. Open for discussion.



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**HILTON CREEK COMMUNITY SERVICES DISTRICT  
MEMORANDUM**

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**TO:** THE BOARD OF DIRECTORS

**FROM:** KYLE BURNETT

**SUBJECT:** SIERRA SPRINGS SEWER EASEMENTS

**DATE:** MARCH 9, 2021

Several regulatory agencies have been contacted regarding the development of the Sierra Springs easements. They are as follows:

Lahontan

Department of Fish and Wildlife

Army Corp of Engineers (no response yet)

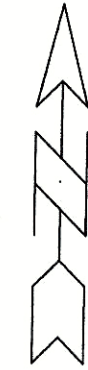
Mono County

We will be required to obtain permits from each of these agencies, as well as develop an engineered plan of our easement development. At this time, I believe we will need culverts for stream crossing, and possibly fill dirt and a containment wall for an access road from Larkspur Drive.

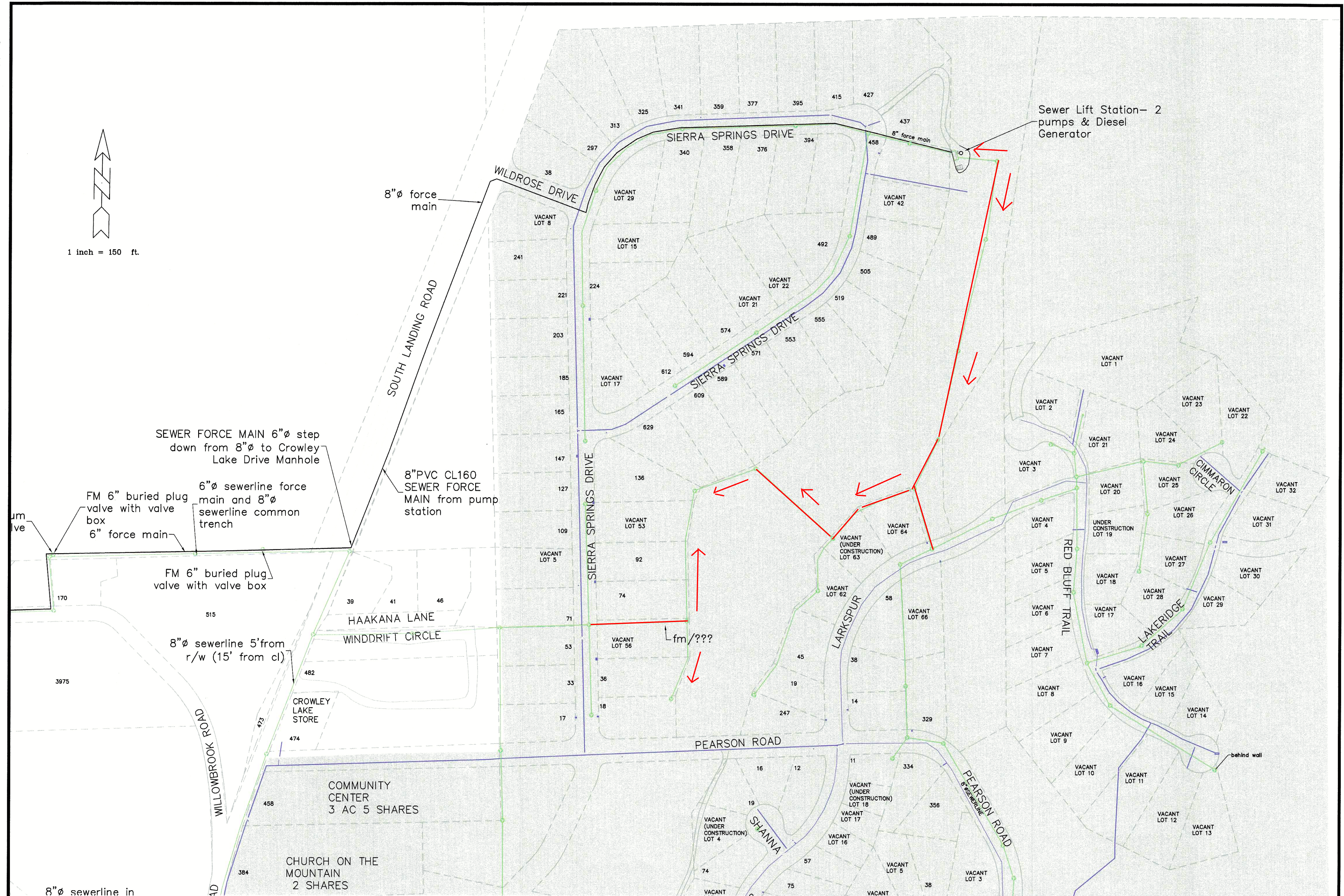
I would like to hire a contractor to obtain all of the required permits and to develop the engineering plans.

**REQUESTED ACTION:**

Discuss the possibility of hiring a contractor to obtain all the required permits and develop the engineering plans.



1 inch = 150 ft.



PINYON ENGINEERING  
115 EAGLE VISTA BISHOP CA. 93514  
TEL (760) 387-2800  
PINYONENGINEERING@HUGHES.NET

HILTON CREEK COMMUNITY SERVICES DISTRICT  
DISTRICT SEWER MAP  
CROWLEY LAKE, CA

NOV 15, 2008

2

OF 8 SHEETS

SHEET 2 OF 6 SHEETS  
SCALE: 1" = 60'

# FINAL MAP TRACT NO. 37-39

COUNTY OF MONO, CALIFORNIA.

MAY 1980 GERALD F. OLDENBURG, L.S. 324G  
WILLIAMSON AND SCHMID, CIVIL ENGINEERS  
70 LOTS AND LOTS A, B AND C 58.505 ACRES GROSS  
8.689 ACRES/STREET AREA

**BASIS OF BEARINGS:**

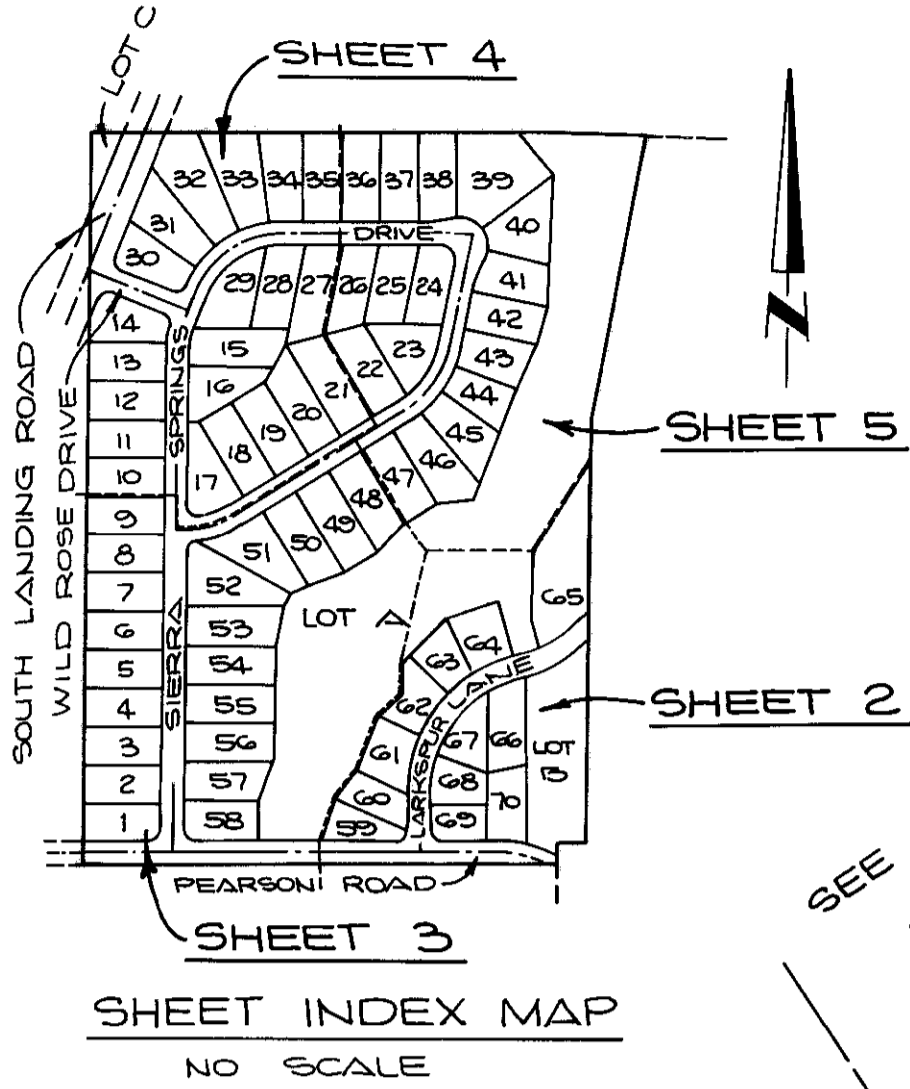
BEARINGS SHOWN HEREON ARE BASED ON THE W/LY LINE OF PARCEL 1 OF P.M. NO. 37-65 BEING N.0°25'05"W. PER P.M. NO. 37-65, VOL. 2, P.M. PG'S 7, 7A AND 7B, RECORDS OF MONO COUNTY, CALIFORNIA.

**NOTE:**

INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP.

**MONUMENT NOTES:**

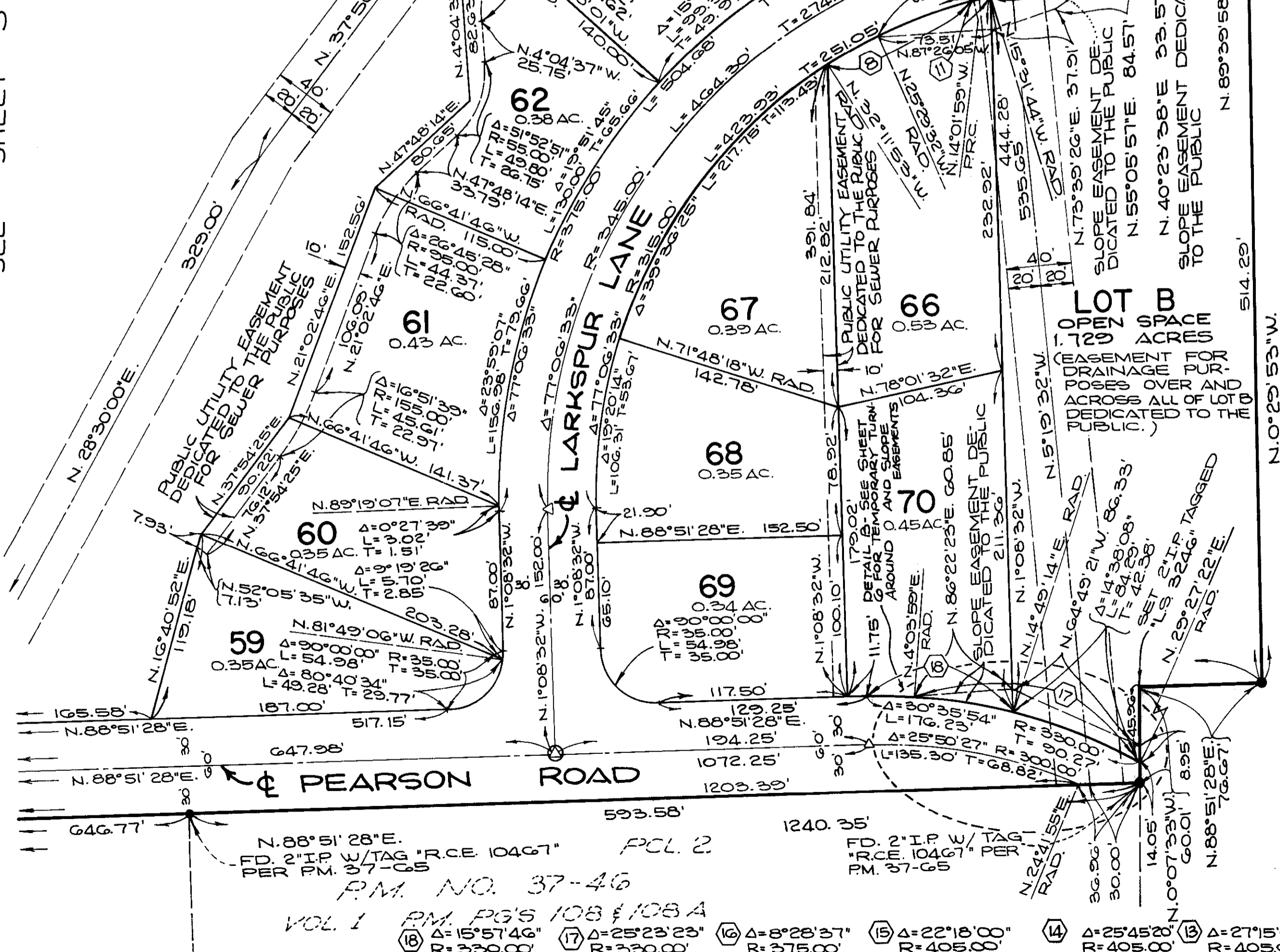
- INDICATES FOUND 2" I.P. W/TAG "L.S. 324G" PER P.M. NO. 37-65, UNLESS OTHERWISE NOTED.
- ⊙ INDICATES WELL MON. W/ 2" I.P. TAGGED "L.S. 324G" TO BE SET.
- 1" I.P. W/TAG "L.S. 324G" TO BE SET AT ALL LOT CORNERS, UNLESS OTHERWISE NOTED.
- △ INDICATES 1" I.P. W/TAG "L.S. 324G" TO BE SET 12" BELOW SURFACE W/ 8" SPIKE & WASHER STAMPED "L.S. 324G" TO BE SET ON SURFACE.



**LOT A**  
OPEN SPACE  
11.809 ACRES

(EASEMENT FOR DRAINAGE PURPOSES OVER AND ACROSS ALL OF LOT A DEDICATED TO THE PUBLIC.)

PUBLIC UTILITY EASEMENT DEDICATED TO THE PUBLIC FOR SEWER PURPOSES



**CURVE DATA**

1	Δ = 0°28'51"
2	Δ = 0°05'55"
3	Δ = 0°05'55"
4	Δ = 0°05'55"
5	Δ = 0°05'55"
6	Δ = 0°05'55"
7	Δ = 0°05'55"
8	Δ = 0°05'55"
9	Δ = 0°05'55"
10	Δ = 0°05'55"
11	Δ = 0°05'55"
12	Δ = 0°05'55"

PCL 1

VOL 1 P.M. PG'S 108 & 108 A  
Δ = 15°57'46" R = 330.00 L = 91.94 T = 46.27  
Δ = 25°23'23" R = 330.00 L = 146.23 T = 74.34  
Δ = 8°28'37" R = 375.00 L = 55.48 T = 27.79  
Δ = 22°18'00" R = 405.00 L = 157.67 T = 79.82  
Δ = 25°45'20" R = 405.00 L = 182.06 T = 92.59  
Δ = 27°15'05" R = 405.00 L = 192.67 T = 98.17

J.N. 78 166.1

SEE CERTIFICATE OF CORRECTION REC'D IN DOC.# 2003011631

vol 10 page 19A

SHEET 3 OF 6 SHEETS  
SCALE: 1" = 60'

# FINAL MAP TRACT NO. 37-39

COUNTY OF MONO, CALIFORNIA.

MAY 1980

GERALD F. OLDENBURG, L.S. 3246

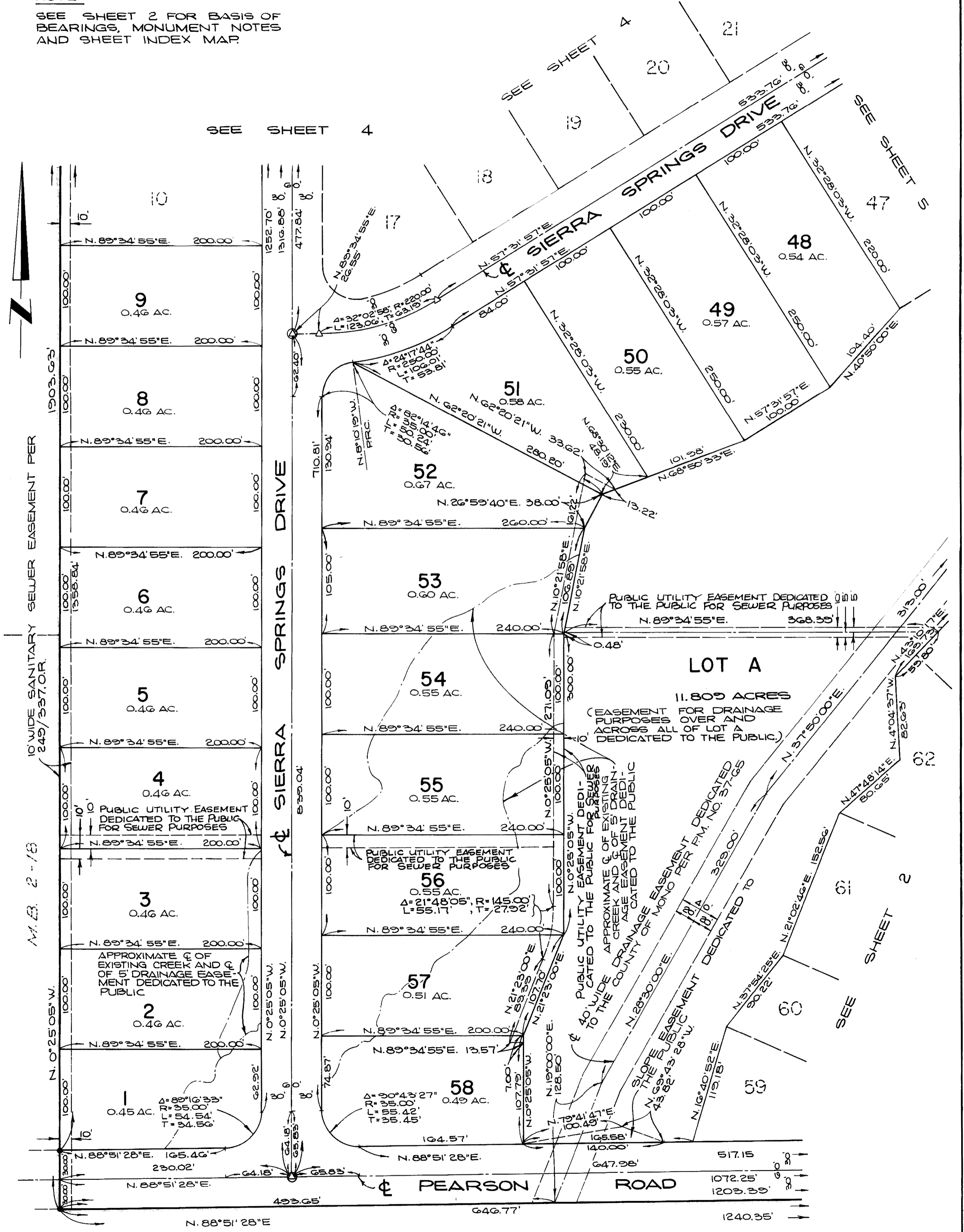
WILLIAMSON AND SCHMID, CIVIL ENGINEERS

70 LOTS AND LOTS A, B AND C

58.505 ACRES GROSS  
8.689 ACRES / STREET AREA

**NOTE:**

SEE SHEET 2 FOR BASIS OF BEARINGS, MONUMENT NOTES AND SHEET INDEX MAP.



P.M. NO. 37-46  
VOL. 1 P.M. PG'S 108 & 108 A  
PCL. 1

J.N. 781661

VOL. 10 PAGE 193

# FINAL MAP TRACT NO. 37-39

COUNTY OF MONO, CALIFORNIA.

MAY 1980

GERALD F. OLDENBURG, L.S. 324G

WILLIAMSON AND SCHMID, CIVIL ENGINEERS

70 LOTS AND LOTS A, B AND C

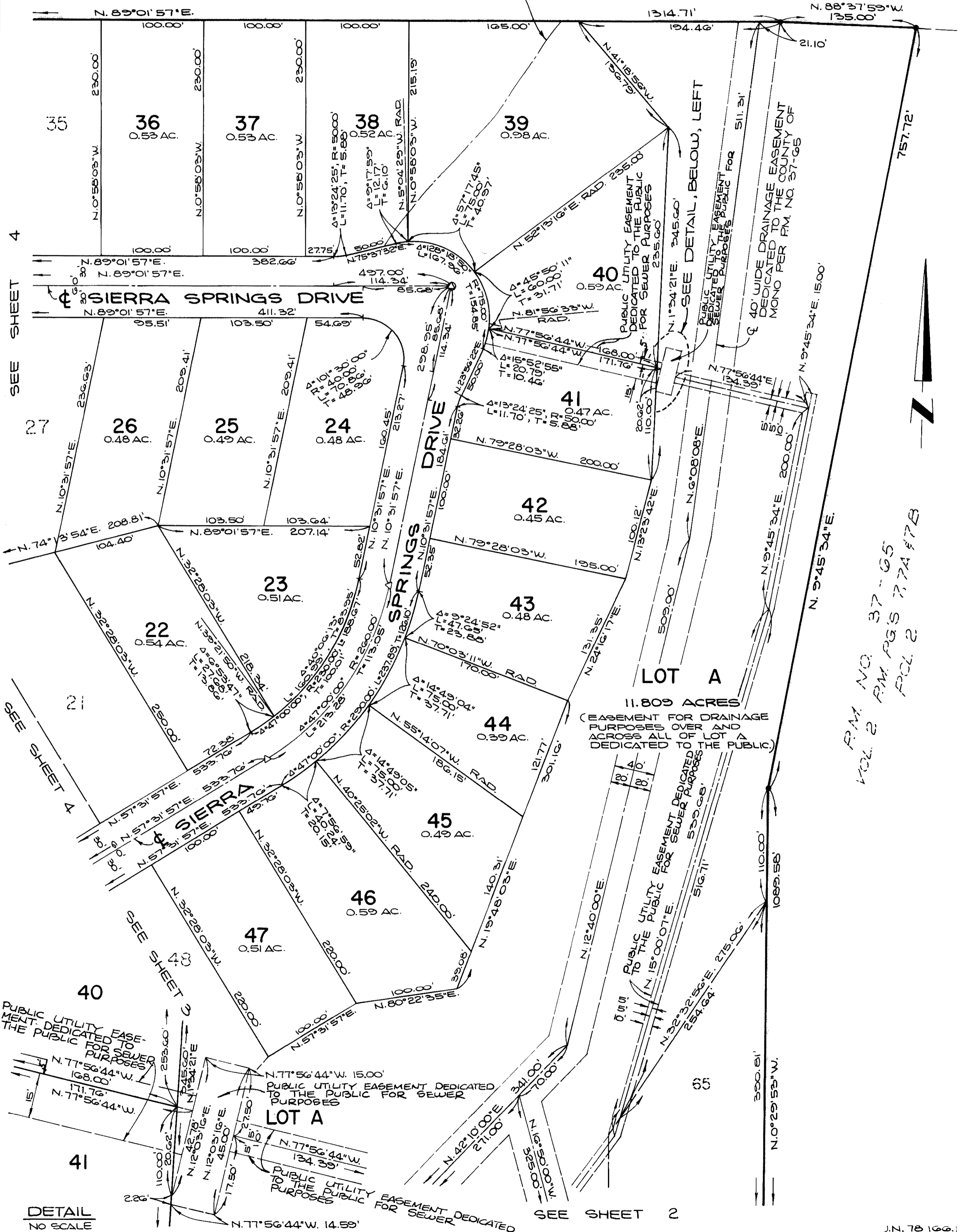
58.505 ACRES GROSS

8.689 ACRES STREET AREA

**NOTE:**

SEE SHEET 2 FOR BASIS OF BEARINGS,  
MONUMENT NOTES AND SHEET INDEX MAP.

APPROXIMATE  $\phi$  OF EXISTING CREEK AND  $\phi$  OF  
5' DRAINAGE EASEMENT DEDICATED TO THE  
PUBLIC



PLAN NO. 37-65  
VOL. 2  
PCL. 2

101  
380  
10  
190