

**BOARD OF DIRECTORS  
HILTON CREEK COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
TUESDAY, July 9, 2024  
5:00 P.M.  
Crowley Lake Community Center  
58 Pearson Road  
Crowley Lake, CA 93546**

**AGENDA**

**1. CALL MEETING TO ORDER**

A. Roll Call

**2. ADDITIONS TO AGENDA**

A. Items added to the agenda must be approved by the Board pursuant to Government Code §54954.2

**3. PUBLIC COMMENT**

A. The public may make a statement or pose questions on Items **NOT** on the agenda\*\* (see note at end of agenda)

**4. PUBLIC HEARINGS**

A. DELINQUENT ACCOUNTS REPORT JUNE 30, 2024 – PUBLIC HEARING AND COMMENT – ADOPT RESOLUTION 2024-01

B. AVAILABILITY FEE ACCOUNTS REPORT – JUNE 30, 2024 – PUBLIC HEARING AND COMMENT – ADOPT RESOLUTION 2024-02

C. ADOPTION OF PRELIMINARY BUDGET FISCAL YEAR 2024-2025 - PUBLIC HEARING AND COMMENT – ADOPT RESOLUTION 2024-03

**5. CONSENT AGENDA**

A. Financial Reports

1. Consideration & Approval of Disbursements List

B. Review & Acceptance of Monthly Financial Reports

1. Account Balances – All Funds

2. Budget Report: YTD Actual to Budget Report – June 2024

3. District Fund Transfers – June, 2024

4. Southern California Edison Report

5. Equipment Use Hours Report

C. Approval of Minutes

1. Minutes of the Regular Board Meeting of June 11, 2024

**6. SEWER FACILITIES UPDATE - GENERAL UPDATE**

A. General Report on Status of Facilities, Operational Stability

1. Plant Automation

2. Clarifiers

3. Blower / DO Controller

4. Wells

5. Easements, Manholes and Sewer Lines

6. Drying Beds

- 7. Testing and Flows
- 8. Miscellaneous Projects

**7. SECRETARY /ADMINISTRATIVE UPDATE**

- a. FY 2023-2024 Budget Update
- b. Digitalization Project
- c. Audit Scope and Objectives Fiscal Year 2024-2025

**8. NEW BUSINESS**

- A. Availability and Connection Fee Rate Study Proposal
- B. Adopt Resolution 2024-04 Ordering Election, Requesting County Elections to Conduct the Election, Requesting Consolidation of the Election, and Specifications of the Election Order
- C. FY 2024/2025 Employee Contracts
  - a. Keith Hafner – Chief Plant Operator
  - b. Jason Hatter – Operator I, Electrician
  - c. Dena Kirwan – Project Assistant
- D. FY 2024/2025 Equipment Use Agreement

**9. OLD BUSINESS**

- A. Board Vacancy Update
- B. Plant Generator – Discussion regarding engineer
- C. Drying Bed – Discussion regarding engineer and expansion

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

**11. BOARD MEMBER COMMENTS/REPORTS**

**12. ANNOUNCEMENTS**

- A. Regular Board Meeting: August 13, 2024 at 5 p.m.  
Crowley Lake Community Center

**13. CLOSED SESSION**

- A. Personnel Matters – Wastewater Operator II, Board Secretary, Chief Plant Operator, Operator in Training, Perd Diem Employees (Government Code §54957)

**14. ADJOURNMENT**

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

## NOTICE OF PUBLIC HEARING HILTON CREEK COMMUNITY SERVICES DISTRICT

NOTICE, a Public Hearing is set for **Tuesday, July 9, 2024 at 5:00 p.m.** at the Crowley Lake Community Center, South Landing Road, Crowley Lake, California, on the Delinquent Accounts Report as of June 30, 2024 for Sewer Use Fees and Juniper Drive Road Maintenance Fees. A copy of said report is included in this Notice.

At said public hearing, the Board of Directors will hear and consider all objections and protests to said written report. If the Board of Directors adopts said report, or revises, changes, reduces, or modifies any change thereon, the delinquent charges, together with penalties and interest thereon, as stated in the adopted report, shall constitute a lien against the respective parcels of real property described in the adopted report, and shall be included by the County tax collector bills for taxes levied against the respective parcels of real property and be collected in the same manner, at the same time, and by the same person as taxes for the Hilton Creek Community Services District.

The Secretary of the Board of Directors is directed to publish this Notice in a newspaper of general circulation within the boundaries of the District. Such publication shall be for not less than once a week for two weeks prior to the date set for the hearing. This Notice of Public Hearing shall be sent to each person listed on the Report.

HILTON CREEK COMMUNITY SERVICES DISTRICT

By: Lorinda Beatty, Secretary of the Board

**Hilton Creek Community Services District  
Delinquency Report June 30, 2022  
Updated: 6/30/2024  
DELINQUENCY**

ACCT	NAME	<u>Sewer</u>	<u>Late Fees</u>	<u>Total Sewer</u>	<u>Juniper</u>	<u>Late Fees</u>	<u>Total JD</u>	<u>Admin Costs</u>	<u>Grand Total</u>
6014007	Lonsdale	1,209.66	476.81	1,686.47	1,771.56	737.80	2,509.36	50.00	4,245.83
6014012	Perry	438.90	43.90	482.80	590.52	59.04	649.56	50.00	1,182.36
6019006	McMillian	968.62	287.70	1,256.32	1,050.58	524.10	1,574.68	50.00	2,881.00
6023029	Cherry Moore	976.10	285.91	1,262.01			-	50.00	1,312.01
6023031	Yzaguirre	434.31	42.99	477.30			-	50.00	527.30
6032001	Ronci	534.88	72.70	607.58			-	50.00	657.58
6033009	Orozco	731.50	146.36	877.86			-	50.00	877.86
		<b>5,293.97</b>	<b>1,356.37</b>	<b>6,650.34</b>	<b>3,412.66</b>	<b>1,320.94</b>	<b>4,733.60</b>	<b>350.00</b>	<b>11,683.94</b>

\*Administrative Costs subject to change dependent upon publishing costs

**RESOLUTION 2024-01**  
**HILTON CREEK COMMUNITY SERVICES DISTRICT**

**NOTICE**, a Public Hearing was held on Tuesday, July 09, 2024 at 5:00 p.m. at the Crowley Lake Community Center, 58 Pearson Road, Crowley Lake, California, on the Delinquent Accounts Report as of June 30, 2024 for Sewer Use Fees and Juniper Drive Road Maintenance Fees. A copy of said report is included in this Notice as Exhibit "A".

**BE IT RESOLVED**, at said Public Hearing, the Board of Directors heard all objections and protests to said written report. The Board of Directors revised said report, and the delinquent charges, together with penalties, legal fees, publish fees and other associated fees and interest thereon, as stated in the attached adopted report, shall constitute a lien against the respective parcels of real property described in the adopted report, and shall be included by the County Tax Collector bills for taxes levied against the respective parcels of real property and be collected in the same manner, at the same time, and by the same person as taxes for the Hilton Creek Community Services District.

The Secretary of the Board of Directors is directed to convey this Resolution and the attached report to the County Tax Collector.

Adopted this 9<sup>th</sup> day of July, 2024

HILTON CREEK COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_  
Steven Shipley, President of the Board

Attest:

By: \_\_\_\_\_  
Lorinda Beatty, Secretary

Ayes:

Noes:

Abstained:



# EXHIBIT A

**Hilton Creek Community Services District  
Delinquency Report June 30, 2022  
Updated: 6/30/2024**

**DELINQUENCY**

ACCT	NAME	<u>Sewer</u>	<u>Late Fees</u>	<u>Total Sewer</u>	<u>Juniper</u>	<u>Late Fees</u>	<u>Total JD</u>	<u>Admin Costs</u>	<u>Grand Total</u>
6014007	Lonsdale	1,209.66	476.81	1,686.47	1,771.56	737.80	2,509.36	50.00	4,245.83
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6019006	McMillian	968.62	287.70	1,256.32	1,050.58	524.10	1,574.68	50.00	2,881.00
6023029	Cherry Moore	976.10	285.91	1,262.01			-	50.00	1,312.01
6023031	Yzaguirre	434.31	42.99	477.30			-	50.00	527.30
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		<b>5,293.97</b>	<b>1,356.37</b>	<b>6,650.34</b>	<b>3,412.66</b>	<b>1,320.94</b>	<b>4,733.60</b>	<b>350.00</b>	<b>11,683.94</b>

\*Administrative Costs subject to change dependent upon publishing costs

**NOTICE OF PUBLIC HEARING  
HILTON CREEK COMMUNITY SERVICES DISTRICT**

NOTICE, a Public Hearing is set for **Tuesday, July 9, 2024 at 5:00 p.m.** at the Crowley Lake Community Center, South Landing Road, Crowley Lake, California, on the Standby Fees (Availability Fees) Report as of June 30, 2024 for Sewer Standby Fees (Availability Fees). A copy of said report is included in this Notice as “Exhibit A”

At said public hearing, the Board of Directors will hear and consider all objections and protests to said written report. If the Board of Directors adopts said report, or revises, changes, reduces, or modifies any change thereon, the delinquent charges, together with penalties and interest thereon, as stated in the adopted report, shall constitute a lien against the respective parcels of real property described in the adopted report, and shall be included by the County tax collector bills for taxes levied against the respective parcels of real property and be collected in the same manner, at the same time, and by the same person as taxes for the Hilton Creek Community Services District.

The Secretary of the Board of Directors is directed to publish this Notice in a newspaper of general circulation within the boundaries of the District. Such publication shall be for not less than once a week for two weeks prior to the date set for the hearing. This Notice of Public Hearing shall be sent to each person listed on the Report.

HILTON CREEK COMMUNITY SERVICES DISTRICT

By: Lorinda Beatty, Secretary of the Board

HILTON CREEK COMMUNITY SERVICES DISTRICT

EXHIBIT A

JUNE 30, 2024

APN	UNITS	Acres	Balance	APN	UNITS	Acres	Balance
060-120-004-000	VACANT	0.32	10.00	060-280-005-000	VACANT	3.79	40.00
060-120-010-000	VACANT	1.80	20.00	060-280-006-000	VACANT	4.79	50.00
060-120-011-000	VACANT	1.82	40.00	060-280-007-000	VACANT	3.37	0.00
060-120-012-000	VACANT	1.71	20.00	060-280-009-000	VACANT	1.68	20.00
060-120-015-000	VACANT	5.02	60.00	060-290-006-000	VACANT	0.87	20.00
060-120-017-000	VACANT	1.67	20.00	060-300-005-000	VACANT	0.56	10.00
060-130-003-000	VACANT	0.46	10.00	060-300-011-000	VACANT	0.50	10.00
060-130-013-000	VACANT	1.26	40.00	060-300-012-000	VACANT	0.54	20.00
060-130-014-000	VACANT	1.74	20.00	060-300-015-000	VACANT	0.59	10.00
060-130-015-000	VACANT	0.33	10.00	060-310-004-000	VACANT	0.53	45.00
060-130-016-000	VACANT	0.22	10.00	060-310-011-000	VACANT	0.37	10.00
060-130-018-000	VACANT	1.57	40.00	060-310-013-000	VACANT	0.41	10.00
060-140-003-000	VACANT	0.15	0.00	060-310-014-000	VACANT	1.81	40.00
060-140-004-000	VACANT	1.52	20.00	060-320-007-000	VACANT	0.45	10.00
060-150-004-000	VACANT	1.04	40.00	060-330-014-000	VACANT	0.55	10.00
060-150-005-000	VACANT	1.00	20.00	060-330-021-000	VACANT	0.46	10.00
060-150-007-000	VACANT	0.94	10.00	060-340-012-000	VACANT	0.35	10.00
060-150-008-000	VACANT	0.98	10.00	060-340-016-000	VACANT	0.20	10.00
060-150-014-000	VACANT	0.17	10.00	060-340-030-000	VACANT	0.82	10.00
060-150-021-000	VACANT	0.49	20.00	060-340-034-000	VACANT	0.34	10.00
060-150-022-000	VACANT	0.32	20.00	060-340-035-000	VACANT	0.34	10.00
060-150-024-000	VACANT	0.59	10.00	060-340-036-000	VACANT	0.40	10.00
060-160-015-000	VACANT	0.69	10.00	060-340-037-000	VACANT	0.34	20.00
060-170-001-000	VACANT	0.97	10.00	060-360-002-000	VACANT	0.38	20.00
060-170-005-000	VACANT	0.69	10.00	060-360-004-000	VACANT	0.45	10.00
060-170-012-000	VACANT	1.04	20.00	060-360-005-000	VACANT	0.42	20.00
060-170-024-000	VACANT	1.03	20.00	060-360-006-000	VACANT	0.42	20.00
060-170-025-000	VACANT	0.20	10.00	060-360-007-000	VACANT	0.45	20.00
060-170-028-000	VACANT	0.32	10.00	060-360-008-000	VACANT	0.61	20.00
060-170-031-000	VACANT	0.47	10.00	060-360-009-000	VACANT	0.57	20.00
060-180-001-000	VACANT	1.09	20.00	060-360-010-000	VACANT	0.65	20.00
060-180-005-000	VACANT	1.31	40.00	060-360-011-000	VACANT	0.74	20.00
060-180-013-000	VACANT	1.09	20.00	060-360-014-000	VACANT	0.34	10.00
060-180-022-000	VACANT	0.36	10.00	060-360-015-000	VACANT	0.36	20.00
060-200-006-000	VACANT	1.85	20.00	060-360-016-000	VACANT	0.40	20.00
060-200-016-000	VACANT	0.28	10.00	060-360-017-000	VACANT	0.35	10.00
060-210-008-000	VACANT	1.31	40.00	060-360-018-000	VACANT	0.36	10.00
060-210-025-000	VACANT	1.10	20.00	060-360-021-000	VACANT	0.52	10.00
060-210-026-000	VACANT	0.91	10.00	060-360-022-000	VACANT	0.52	20.00
060-210-027-000	VACANT	1.24	20.00	060-360-023-000	VACANT	0.57	10.00
060-210-031-000	VACANT	8.95	0.00	060-360-024-000	VACANT	0.39	20.00
060-210-043-000	VACANT	0.42	10.00	060-360-025-000	VACANT	0.35	20.00
060-210-045-000	VACANT	0.43	20.00	060-360-026-000	VACANT	0.44	20.00
060-210-052-000	VACANT	0.38	10.00	060-360-027-000	VACANT	0.36	10.00
060-210-057-000	VACANT	2.11	30.00	060-360-028-000	VACANT	0.37	20.00
060-210-058-000	VACANT	1.99	20.00	060-360-029-000	VACANT	0.35	10.00
060-210-066-000	VACANT	0.82	10.00	060-360-030-000	VACANT	0.42	10.00
060-220-006-000	VACANT	11.69	240.00	060-360-031-000	VACANT	0.41	20.00
060-220-008-000	VACANT	59.42	1,200.00	060-360-032-000	VACANT	0.38	20.00
060-230-033-000	VACANT	0.23	10.00	060-370-001-000	VACANT	1.55	20.00
060-240-001-000	VACANT	1.96	40.00	060-370-002-000	VACANT	2.93	30.00
060-250-012-000	VACANT	2.00	20.00	060-370-003-000	VACANT	6.49	70.00
060-280-002-000	VACANT	2.64	30.00				

**RESOLUTION 2024-02**

**RESOLUTION OF THE BORD OF DIRECTORS OF THE  
HILTON CREEK COMMUNITY SERVICES DISTRICT  
ADOPTING THE ANNUAL SEWER AVAILABILITY FEE (STANBY CHARGE)  
AND DIRECTING THE SECRETARY OF THE DISTRICT TO FILE SAID  
REPORT WITH THE MONO COUNTY AUDITOR AND REQUEST THE  
AUDITOR PLACE THE FISCAL YEAR 2023-2024 SEWER AVAILABILITY FEE  
ON THE TAX ROLL**

**WHEREAS**, on March 19, 1981, the District imposed a Sewer Availability Fee (Standby Charge) pursuant to California Health and Safety Code Section 5471; and

**WHEREAS**, the Sewer Availability Fee (Standby Charge) was imposed on certain properties within the District at a rate of \$10.00 per year, per acre; and

**WHEREAS**, a report ("Exhibit A"), a copy of which is available in the District office, has been filed by the Hilton Creek Community Services District Board of Directors describing each parcel of real property subject to the Sewer Availability Fee (Standby Charge) and the amount of the Sewer Availability Fee (Standby Charge) to be imposed thereon for Fiscal year 2023-2024; and

**WHEREAS**, the Secretary of the District has caused notice of the filing of the Exhibit A proposing to have such charges for the forthcoming fiscal year collected on the tax roll and the time and date of hearing to consider Exhibit A to be published in a newspaper in accordance with the California Health and Safety Code Section 5473.1; and

**WHEREAS**, the Board of Directors has heard and considered all objections and protest to Exhibit A and has determined and hereby finds that protests have not been made by the owners of a majority of the separate parcels or property described in Exhibit A and

**WHEREAS**, the District has determined to adopt Exhibit A and collect the Sewer Availability Fee (Standby Charge), any delinquent sewer availability fees and any penalties on the tax roll, which sewer availability fees shall constitute a lien again the parcel or parcels of land described in Exhibit A, all in accordance with the California Health and Safety section 5473; et. seq.;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILTON CREEK COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

**Section 1.** The Board of Directors hereby finds and determines that the Recitals are true and correct and are incorporated herein.

**Section 2.** The Board of Directors hereby adopts Exhibit A. On or before the 10<sup>th</sup> day of August 2024 the Secretary is hereby directed to file a copy of Exhibit A with the Mono County Auditor, together with a statement endorsed thereon over his/her signature that Exhibit A has been adopted by the Board of Directors and shall request that the Sewer Availability Fee (Standby Charge) be collected on the tax bills for the taxable parcels in the District identified in the Exhibit A. Such Sewer Availability Fee (Standby Charge) shall be collected at the same time and in the same manner and by the same person as, together with and not separately from the general taxes for the District and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties which shall be levied on and collected from the owners of said parcels as permitted by the Health and Safety Code section 5473.7.

**PASSED AND ADOPTED BY** the Board of Directors of the Hilton Creek Community Services District, Crowley Lake, California, after a public hearing held at a regular meeting on July 9<sup>th</sup>, by the following vote:

Steve Shipley, Chair	Yes___	No___
Isabel Connolly, Vice Chair	Yes___	No___
Windsor Czeschin	Yes___	No___
Devin Preston	Yes___	No___
1 Vacant Position		

HILTON CREEK COMMUNITY SERVICES DISTRICT

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Steve Shipley, Chair of the Board of Directors

ATTEST:

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Lorinda Beatty, Secretary of the Board of Directors

# NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING

PRELIMINARY BUDGET ADOPTION

July 9, 2024 at 5 p.m.

The Hilton Creek Community Services District Board of Directors has prepared a preliminary budget for the fiscal year July 1, 24 to June 30, 2024. The proposed preliminary budget is available for inspection with the District Secretary at the District office located at the Sewer Treatment Plant on Crowley Lake Drive, Crowley Lake, California during normal business hours by appointment only (760) 965-9696 or on our website [hiltoncreekcsd.com](http://hiltoncreekcsd.com). The Board of Directors will meet to adopt the preliminary budget on Tuesday, July 9, 2024 at 5:00 p.m. at the Crowley Lake Community Center, Crowley Lake, CA. Any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

**HILTON CREEK COMMUNITY SERVICES District**  
**Proposed FY 2024-2025**

**2024/2025**  
**Proposed**  
**SEWER Budget**

**REVENUE**

<b>General Operating Revenue:</b>		
1	Property Taxes <u>Transferred</u> to Operations	313,490.88
<b>Sewer Operation &amp; Maintenance Revenue:</b>		
2	Sewer Use Fees	536,280.00
<b>Sewer Capital Improvement Revenue: Moved</b>		
<b>Investment Revenue</b>		
3	Interest on Investments	-
4	Transfer From Reserves	-
5	Transfer From Other Funds	-
6	Other Revenue	-
7	Late Charges	-
<b>TOTAL REVENUES</b>		<b>849,770.88</b>

**EXPENSES**

<b>ADMINISTRATION EXPENSES</b>		
8	Administration Fees	500.00
9	Trasfer out to Emergency Reserves	-
10	Transfer out to Capital Improvement Projects	-
11	***Depreciation Expense (Book Entry Only)	50,000.00
<b>SUBTOTAL</b>		<b>50,500.00</b>

**2024/2025  
Proposed  
SEWER Budget**

<b>Estimated EMPLOYEE BENEFITS</b>		
12	Medical Reimbursement - Director (5)	14,893.36
13	Medical Reimbursement - GM	1,620.00
14	Medical Reimbursement - Oper II	6,115.50
15	Medical Reimbursement - OIT	1,620.00
16	Medical Reimbursement - Secretary	1,784.85
17	Health Insurance (1) General Manager	25,200.00
18	Health Insurance (1) Base Rate Oper II	25,200.00
19	Health Insurance OIT (Currently Unfilled)	25,200.00
20	Health Insurance - Retired (2)	3,240.00
21	Retirement Benefits - Employer Contributions GM	9,900.00
22	Retirement Benefits - Employer Contributions Oper II (10.15%)	7,390.44
23	Retirement Benefits - Employer Contributions OIT (Pepra 7.87%)	4,051.48
24	Additional Compensation - GM	1,980.00
25	Additional Compensation - Oper II	1,980.00
26	Additional Compensation - OIT	1,980.00
27	Add Compensation - Directors	9,900.00
28	Add Compensation - Secretary	1,980.00
<b>SUBTOTAL</b>		<b>144,035.63</b>
<b>PAYROLL</b>		
<b>Salaries &amp; Employee Benefits:</b>		
Director's Gross Salary		
29	+ \$3,000 Special Meetings if they occur	8,100.00
30	General Manager Salary	95,990.27
31	Operator II	72,812.25
32	Operator II Overtime	12,000.00
33	Operator II Additional Duties Pay	14,940.00
34	Operator II Operations Stand by Time	3,000.00
35	OIT	51,480.00
36	OIT Overtime (100 Hours)	4,125.00
37	OIT Operations Stand by Time	1,000.00
38	Chief Plant Operator - Part Time	80,000.00
39	CPO Operations Stand by Time	1,000.00
40	Perdiem Operations	20,000.00



**2024/2025  
Proposed  
SEWER Budget**

41	Secretarial Gross Salary Part Time	45,540.00
42	Per Diem Project Assistant	19,800.00
43	Per Diem Assistant Secretary	19,800.00
44	Payroll Taxes	18,900.00
<b>SUBTOTAL</b>		<b>468,487.52</b>

**2024/2025  
Proposed  
SEWER Budget**

<b>OPERATIONS</b>		
45	Liability Insurance	9,450.00
36	Worker's Comp Insurance	10,800.00
47	Auditor / Accounting	11,340.00
48	Legal Fees	4,770.00
49	Rate Study Avail Fees & Connection Fees	17,000.00
50	Dues & Subscriptions	3,240.00
51	Travel -Non Litigation	1,800.00
52	License & Permits	35,000.00
53	Educational Expenses	8,100.00
54	Telephone	3,240.00
55	Office Expenses	9,000.00
56	Rent/Property Lease	500.00
57	Contingency Admin Operations	10,000.00
<b>SUBTOTAL</b>		<b>124,240.00</b>
<b>REPAIRS &amp; MAINTENANCE</b>		
58	Auto Expenses	4,500.00
59	Contract Services	5,000.00
60	Lab Testing	6,500.00
61	Plant - General Repairs & Maintenance	15,000.00
62	Tools & Equipment - Non Capital	10,000.00
63	SCADA	15,000.00
64	Plant - Pond Maintenance	2,000.00
65	Plant - Sludge Removal	2,000.00
66	Sewer Lines - Vactor, Replace, Lining & General Maint.	60,000.00
67	Supplies & Uniform/Clothing Allowance	900.00
68	Water	1,200.00
69	SCE- Plant	30,000.00
70	SCE - Pump Station	11,000.00
71	Heavy Equipment & Snow Removal Plant	15,000.00
72	Repairs & Maintenance Contingency	10,198.00
<b>SUBTOTAL</b>		<b>188,298.00</b>

**2024/2025  
Proposed  
SEWER Budget**

<b>LONG TERM LIABILITY</b>		
73	<b>Debt - So Cal Ren - In Capital</b>	16,600.00
74	<b>CalPERS Unfunded Liability -</b>	25,200.00
75	<b>Leave Payout (Vac &amp; SL) - Inv. Fund Alloc.</b>	17,100.00
	<b>SUBTOTAL</b>	<b>58,900.00</b>
<hr/>		
	<b>SUBTOTAL ALL EXPENSES</b>	<b>1,034,461.15</b>
<hr/>		
<b>LESS ADJUSTMENTS</b>		
76	<i>Depreciation Expense (Book Entry Only)</i>	50,000.00
76	<i>**** Vacant GM Position</i>	134,690.27
	<b>TOTAL ADJUSTED EXPENSES</b>	<b>849,770.88</b>

**Budget to Actual Notes**

10% Juniper Drive Cost Share has been calculated out of Sewer Budget  
 Operator II Position Created to match current staffing  
 OIT Position created to back fill and succession

**RESOLUTION 2024-03**

**RESOLUTION OF THE BORD OF DIRECTORS OF THE  
HILTON CREEK COMMUNITY SERVICES DISTRICT**

**ADOPTING THE PRELIMINARY BUDGET FOR FISCAL YEAR 2024-2025**

**WHEREAS**, the Secretary of the District has caused notice of the hearing of the Preliminary Budget for Fiscal Year 2024-2025 to be published in a newspaper on June 22 and June 29, 2024; and,

**WHEREAS**, the Board of Directors has heard and considered all objections and protest to the Preliminary Budget for Fiscal Year 2024-2025; and,

**WHEREAS**, the District has determined to adopt the Preliminary Budget for Fiscal Year 2024-2025, attached hereto,

**PASSED AND ADOPTED BY** the Board of Directors of the Hilton Creek Community Services District, Crowley Lake, California, after a public hearing held at a regular meeting on July 9<sup>th</sup>, by the following vote:

Steve Shipley, Chair	Yes___	No___
Isabel Connolly, Vice Chair	Yes___	No___
Windsor Czeschin	Yes___	No___
Devin Preston	Yes___	No___
1 Vacant Position		

HILTON CREEK COMMUNITY SERVICES DISTRICT

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Steve Shipley, Chair of the Board of Directors

ATTEST:

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Lorinda Beatty, Secretary of the Board of Directors

## HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS June 12 - 30, 2024

Type	Date	Num	Name	Memo	Amount
<b>Jun 12 - 15, 24</b>					
Bill Pmt -...	06/14/2024		SCE Plant	05/02 to 06/02 2024	-2,395.00
Bill Pmt -...	06/14/2024		SCE Pump Station	05/02 to 05/31 2024	-767.11
Jun 12 - 15, 24					-3,162.11
<b>Week of Jun 16, 24</b>					
Week of Jun 16, 24					
<b>Week of Jun 23, 24</b>					
Week of Jun 23, 24					
<b>Jun 30, 24</b>					
Paycheck	06/30/2024	DD14...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	06/30/2024	DD14...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	06/30/2024	DD14...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	06/30/2024	8552	SHIPLEY, STEVE H		-524.28
Paycheck	06/30/2024	DD14...	PRESTON, DEVIN M	Direct Deposit	0.00
Paycheck	06/30/2024	DD14...	HAFNER, KEITH	Direct Deposit	0.00
Paycheck	06/30/2024	DD14...	Kirwan, Dena	Direct Deposit	0.00
Paycheck	06/30/2024	DD14...	CZESCHIN, WILLIAM	Direct Deposit	0.00
Liability C...	06/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 06/29/2024	-19,238.77
Paycheck	06/30/2024	DD14...	CZESCHIN, WILLIAM	VACATION CASH OUT FY 2023 2024	0.00
Liability C...	06/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 07/01/2024	-1,481.76
Liability C...	06/30/2024	8552	PERS 457 Contributions	3320645013	-183.33
Liability C...	06/30/2024		PERS Retirement	EE CONT JUNE 2024	-405.62
Bill Pmt -...	06/30/2024		PERS Retirement	JUNE EMPLOYER CONT	-590.85
Bill Pmt -...	06/30/2024		UMPQUA BANK	June 2024 - PAID ONLINE	-884.70
Bill Pmt -...	06/30/2024		AT&T	June 2024	-365.85
Liability C...	06/30/2024	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 652517306	-54.79
Liability C...	06/30/2024	E-pay	EFTPS	94-2834850 QB Tracking # 652836306	-3,896.50
Liability C...	06/30/2024	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 653125306	-1,278.38
Liability C...	06/30/2024	E-pay	United States Treasury	94-2834850 QB Tracking # 653462306	-42.25
Bill Pmt -...	06/30/2024		FRONTIER COMMUNICATIONS	Pump Station Alarm System 6/22/24 to ...	-42.96
Bill Pmt -...	06/30/2024		MAMMOTH DISPOSAL	June 2024	-218.04
Check	06/30/2024			LABOR FY 2022/2023 RESIDUAL	1,402.98
Check	06/30/2024			LABOR FY 2023/2024	14,336.02
Check	06/30/2024			MISC PARTS & SUPPLIES	94.80
Check	06/30/2024			BLOWER MISC PARTS	171.90
Check	06/30/2024			BLOWER LABOR	2,345.50
Bill Pmt -...	06/30/2024		SCE Plant	06/03 to 07/01 2024	-2,518.34
Bill Pmt -...	06/30/2024		SCE Pump Station	06/03 to 07/01 2024	-898.71
Bill Pmt -...	06/30/2024	8554	BABCOCK LABORATORIES, I...	Lab Testing June 2024	-175.91
Bill Pmt -...	06/30/2024	8559	BILLY CZESCHIN	VOID: JUNE 2024	0.00
Bill Pmt -...	06/30/2024	8560	BILLY CZESCHIN	JUNE 2024	-258.75
Jun 30, 24					-14,708.59
<b>TOTAL</b>					<b>-17,870.70</b>

**HILTON CREEK COMMUNITY SERVICES DISTRICT**  
**CHECKS WRITTEN - ALL FUNDS**  
 July 1 - 9, 2024

Type	Date	Num	Name	Memo	Amount
<b>Jul 1 - 6, 24</b>					
Bill Pmt -...	07/01/2024		PERS Health Insurance	2024 JULY	-2,705.24
Bill Pmt -...	07/01/2024		PERS Unfunded Accrued Liability	FY 2024 2025 UAL	-25,582.00
Paycheck	07/05/2024	8553	Hatter, Jason T	Premium Standby Pay - July 2024	-912.50
Jul 1 - 6, 24					-29,199.74
<b>Jul 7 - 9, 24</b>					
Bill Pmt -...	07/09/2024	8555	MOUNTAIN MEADOWS MUTU...	WATER - PUMP STATION - July, Augu...	-300.00
Bill Pmt -...	07/09/2024	8556	RELIABLE TRANSLATIONS, I...	INVOICE 28195 REIMBURSABLE BY ...	-80.00
Bill Pmt -...	07/09/2024	8557	SDRMA	Invoice 75336 LIABILITY INSURANCE ...	-10,030.44
Bill Pmt -...	07/09/2024	8558	SDRMA	Workers' Comp Insurance FY 2024 202...	-9,365.04
Jul 7 - 9, 24					-19,775.48
<b>TOTAL</b>					<b>-48,975.22</b>



**Juniper Drive Special Zone of Benefit Funds**  
**Preliminary Year End Report As Of**  
**June 30, 2024**

	Previous	Credits	Debits	Adjustments	6/30/2024 Balance
<b>Bank of America</b>	<b>132,855.70</b>	<b>1,067.30</b>	<b>-</b>	<b>7,002.97</b>	<b>140,925.97</b>
Juniper Drive Fees Collected		1,067.30		7,002.97	Wash Account TXF
Juniper Drive Expenses					
<b>LAIF</b>	<b>4,911.04</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,911.04</b>
Interest					<b>No Change</b>
Other					
<b>County Investment Pool</b>	<b>326,823.77</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>326,823.77</b>
Checking Transfers					<b>No Change</b>
Interest					
Other					
<b>Total**</b>	<b>464,590.51</b>	<b>1,067.30</b>	<b>-</b>	<b>7,002.97</b>	<b>472,660.78</b>

\*\* Balance Owed to Sewer Fund (0.00)  
Total with Balance Owed to Sewer Fund 472,660.78

<b>Juniper Drive Wash</b>					
Fwd	JD Fees Coll	JD Checks	*Adjust	SF Paid	JD Owes SF
<b>6,043.67</b>	3,818.29	(2,858.99)		<b>(7,002.97)</b>	(0.00)

**Funds collected / paid in Sewer Fund**

\*Prior month adjustments



## HILTON CREEK COMMUNITY SERVICES DISTRICT

07/08/24

## Balance Sheet

Accrual Basis

As of June 30, 2024

	Jun 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · 1 Bank of America-Checking	57,497.57
12000 · 3 B of America-Capital Reserve	114,931.71
13000 · 4 Mono Co Treasury Inv. Pool	599,494.53
14000 · 5 LAIF	
General Sewer Fund	4,957.36
14000 · 5 LAIF - Other	298.63
<b>Total 14000 · 5 LAIF</b>	<b>5,255.99</b>
<b>Total Checking/Savings</b>	<b>777,179.80</b>
<b>Accounts Receivable</b>	
10100 · Accounts receivable	
10101 · SEWER USE FEES	
10105 · Finance Charge	3,715.60
10109 · LIEN FEE	-100.00
10101 · SEWER USE FEES - Other	127,756.22
<b>Total 10101 · SEWER USE FEES</b>	<b>131,371.82</b>
10102 · AVAILABILITY FEES	4,325.00
10107 · Non Customer	-211.60
10108 · ADMIN FEE - DELINQUENT ACCOUNTS	-141.37
10100 · Accounts receivable - Other	-495.54
<b>Total 10100 · Accounts receivable</b>	<b>134,848.31</b>
10103 · SEWER CONNECTION FEE	-110.62
<b>Total Accounts Receivable</b>	<b>134,737.69</b>
<b>Other Current Assets</b>	
10202 · Allowance for uncollectibles	-254.45
1499 · Undeposited Funds	-698.46
<b>Total Other Current Assets</b>	<b>-952.91</b>
<b>Total Current Assets</b>	<b>910,964.58</b>
<b>Fixed Assets</b>	
10300 · Property, Plant & Equipment	
10301 · Equipment	3,104,881.53
10302 · Facilities Improvements	78,028.37
10303 · Other Equipment	21,391.22
10304 · Vehicles	16,500.00
10300 · Property, Plant & Equipment - Other	53,625.00
<b>Total 10300 · Property, Plant &amp; Equipment</b>	<b>3,274,426.12</b>
<b>Total Fixed Assets</b>	<b>3,274,426.12</b>
<b>Other Assets</b>	
10305 · Accumulated depreciation	-2,885,382.35
<b>Total Other Assets</b>	<b>-2,885,382.35</b>
<b>TOTAL ASSETS</b>	<b>1,300,008.35</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · *Accounts Payable	-572.63
<b>Total Accounts Payable</b>	<b>-572.63</b>

## HILTON CREEK COMMUNITY SERVICES DISTRICT

07/08/24

## Balance Sheet

Accrual Basis

As of June 30, 2024

	<u>Jun 30, 24</u>
<b>Other Current Liabilities</b>	
10400 · Accounts payable	2,693.77
2100 · Payroll Liabilities	-3,224.11
2110 · Direct Deposit Liabilities	156.05
<b>Total Other Current Liabilities</b>	<u>-374.29</u>
<b>Total Current Liabilities</b>	-946.92
<b>Long Term Liabilities</b>	
10502 · PENSION LIABILITIES	
10503 · Def inflows of resources-actuar	49,993.00
10504 · Def outflows of resources-actua	-100,283.00
10506 · Net Pension Liability	310,167.00
<b>Total 10502 · PENSION LIABILITIES</b>	<u>259,877.00</u>
2500 · Loan - LA County	91,806.00
<b>Total Long Term Liabilities</b>	<u>351,683.00</u>
<b>Total Liabilities</b>	350,736.08
<b>Equity</b>	
1110 · Retained Earnings	633,636.00
1112 · Capital Improvement Reserve	152,054.71
Net Income	163,581.56
<b>Total Equity</b>	<u>949,272.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,300,008.35</u></u>

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

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Bill Pmt -Check	06/01/2024		PERS Health Insura...	2024 June	10000 · 1 Bank o...		20000 · *Accou...		2,705.24
Deposit	06/01/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	74.00	
Deposit	06/01/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/02/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/03/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	110.62	
Deposit	06/05/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	85.10	
Deposit	06/05/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/05/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	7,600.69	
Deposit	06/05/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/05/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	73.15	
Deposit	06/05/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Bill Pmt -Check	06/06/2024		FRONTIER COMM...	Pump Station ...	10000 · 1 Bank o...		20000 · *Accou...		42.99
Bill Pmt -Check	06/06/2024		MAMMOTH DISPO...	MAY 2024	10000 · 1 Bank o...		20000 · *Accou...		218.04
Bill Pmt -Check	06/06/2024		MCWD	Lab Testing J...	10000 · 1 Bank o...		20000 · *Accou...		90.00
Deposit	06/06/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	5,256.89	
Bill Pmt -Check	06/07/2024		Bank of America	REMOTE DE...	10000 · 1 Bank o...		20000 · *Accou...		15.00
Deposit	06/10/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	988.42	
Deposit	06/10/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	1,352.61	
Bill Pmt -Check	06/11/2024	8547	BABCOCK LABOR...	ACCOUNT 48...	10000 · 1 Bank o...		20000 · *Accou...		594.53
Bill Pmt -Check	06/11/2024	8548	BILLY CZESCHIN	MAY 2024	10000 · 1 Bank o...		20000 · *Accou...		477.50
Bill Pmt -Check	06/11/2024	8549	Emp. Dev. Dept.	Letter ID L149...	10000 · 1 Bank o...		20000 · *Accou...		271.36
Bill Pmt -Check	06/11/2024	8550	INFOSEND, INC	CUSTOMER ...	10000 · 1 Bank o...		20000 · *Accou...		1,612.11
Bill Pmt -Check	06/11/2024	8551	USA BLUE BOOK	930099	10000 · 1 Bank o...		20000 · *Accou...		186.24
Bill Pmt -Check	06/11/2024		UMPQUA BANK	May 2024 - P...	10000 · 1 Bank o...		20000 · *Accou...		6,684.30
Deposit	06/11/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	1,494.80	
Deposit	06/11/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	1,873.22	
Deposit	06/11/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	2,333.48	
Deposit	06/11/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	683.20	
Deposit	06/11/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	580.68	
Bill Pmt -Check	06/14/2024		SCE Plant	05/02 to 06/0...	10000 · 1 Bank o...		20000 · *Accou...		2,395.00
Bill Pmt -Check	06/14/2024		SCE Pump Station	05/02 to 05/3...	10000 · 1 Bank o...		20000 · *Accou...		767.11
Deposit	06/17/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	7,343.00	
Deposit	06/18/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	590.52	
Deposit	06/18/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	438.90	
Deposit	06/18/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	4,788.88	
Transfer	06/18/2024			CONNECTIO...	10000 · 1 Bank o...		12000 · 3 B of ...		7,343.00
Deposit	06/18/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	196.84	
Deposit	06/20/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	73.15	
Deposit	06/24/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		17000 · Junipe...	98.42	
Deposit	06/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	200.00	
Paycheck	06/30/2024	DD1416	BEATTY, LORINDA A	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	06/30/2024	DD1417	CONNOLLY, ISABE...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	06/30/2024	DD1419	CZESCHIN, WINDS...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	06/30/2024	8552	SHIPLEY, STEVE H		10000 · 1 Bank o...	162	-SPLIT-		524.28
Paycheck	06/30/2024	DD1422	PRESTON, DEVIN M	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	06/30/2024	DD1420	HAFNER, KEITH	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	06/30/2024	DD1421	Kirwan, Dena	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	06/30/2024	DD1418	CZESCHIN, WILLIAM	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Liability Check	06/30/2024		QuickBooks Payroll ...	Created by P...	10000 · 1 Bank o...		2110 · Direct D...		19,238.77

## HILTON CREEK COMMUNITY SERVICES DISTRICT

### All Sewer Fund Transaction Detail Report

June 2024

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Paycheck	06/30/2024	DD1423	CZESCHIN, WILLIAM	VACATION C...	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Liability Check	06/30/2024		QuickBooks Payroll ...	Created by P...	10000 · 1 Bank o...		2110 · Direct D...		1,481.76
Liability Check	06/30/2024	8552	PERS 457 Contributi...	3320645013	10000 · 1 Bank o...		2101 · 457 Em...		183.33
Liability Check	06/30/2024		PERS Retirement	EE CONT JU...	10000 · 1 Bank o...		2103 · B Retire...		405.62
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	620.88	
Bill Pmt -Check	06/30/2024		PERS Retirement	JUNE EMPL...	10000 · 1 Bank o...		20000 · *Accou...		590.85
Bill Pmt -Check	06/30/2024		UMPQUA BANK	June 2024 - ...	10000 · 1 Bank o...		20000 · *Accou...		884.70
Bill Pmt -Check	06/30/2024		AT&T	June 2024	10000 · 1 Bank o...		20000 · *Accou...		365.85
Liability Check	06/30/2024	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		54.79
Liability Check	06/30/2024	E-pay	EFTPS	94-2834850 Q...	10000 · 1 Bank o...		-SPLIT-		3,896.50
Liability Check	06/30/2024	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		1,278.38
Liability Check	06/30/2024	E-pay	United States Treas...	94-2834850 Q...	10000 · 1 Bank o...		2100 · Payroll ...		42.25
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	143.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	149.59	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	300.00	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	138.90	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	74.00	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	06/30/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	110.62	
Bill Pmt -Check	06/30/2024		FRONTIER COMM...	Pump Station ...	10000 · 1 Bank o...		20000 · *Accou...		42.96
Bill Pmt -Check	06/30/2024		MAMMOTH DISPO...	June 2024	10000 · 1 Bank o...		20000 · *Accou...		218.04
Transfer	06/30/2024			Reconcile Wa...	10000 · 1 Bank o...		17000 · Junipe...		7,002.97
Transfer	06/30/2024			Reconcile Av...	10000 · 1 Bank o...		12000 · 3 B of ...		1,180.00
Check	06/30/2024			LABOR FY 20...	10000 · 1 Bank o...	162	12000 · 3 B of ...	1,402.98	
Check	06/30/2024			LABOR FY 20...	10000 · 1 Bank o...	162	12000 · 3 B of ...	14,336.02	
Check	06/30/2024			MISC PARTS...	10000 · 1 Bank o...	162	12000 · 3 B of ...	94.80	
Check	06/30/2024			BLOWER MI...	10000 · 1 Bank o...	162	12000 · 3 B of ...	171.90	
Check	06/30/2024			BLOWER LA...	10000 · 1 Bank o...	162	12000 · 3 B of ...	2,345.50	
Bill Pmt -Check	06/30/2024		SCE Plant	06/03 to 07/0...	10000 · 1 Bank o...		20000 · *Accou...		2,518.34
Bill Pmt -Check	06/30/2024		SCE Pump Station	06/03 to 07/0...	10000 · 1 Bank o...		20000 · *Accou...		898.71
Bill Pmt -Check	06/30/2024	8554	BABCOCK LABOR...	Lab Testing J...	10000 · 1 Bank o...		20000 · *Accou...		175.91
Bill Pmt -Check	06/30/2024	8559	BILLY CZESCHIN	VOID: JUNE ...	10000 · 1 Bank o...		20000 · *Accou...	0.00	
Bill Pmt -Check	06/30/2024	8560	BILLY CZESCHIN	JUNE 2024	10000 · 1 Bank o...		20000 · *Accou...		258.75
<b>TOTAL</b>								<b>58,046.59</b>	<b>64,645.18</b>

## HILTON CREEK COMMUNITY SERVICES DISTRICT

### Juniper Drive Clearing Account Monthly Detail Report

June 2024

Type	Date	Name	Memo	Class	Debit	Credit
Bill	06/01/2024	PERS Health Insura...	10% Health Ins	164	238.62	
Bill	06/01/2024	PERS Health Insura...	10% Health Ins	164	31.91	
Deposit	06/05/2024	JUNIPER DRIVE FE...	J65015014-00...	164		85.10
Deposit	06/10/2024	JUNIPER DRIVE FE...	J6017022 BL...	164		1,082.62
Deposit	06/10/2024	JUNIPER DRIVE FE...	J6017022 BL...	164		171.57
Deposit	06/10/2024	JUNIPER DRIVE FE...	J6017022-001...	164		98.42
Bill	06/11/2024	INFOSEND, INC	10% CUSTO...	164	40.15	
Bill	06/11/2024	INFOSEND, INC	10% CUSTO...	164	41.50	
Bill	06/11/2024	UMPQUA BANK	10% OFFICE	164	148.96	
Bill	06/11/2024	UMPQUA BANK	10% FUEL & ...	164	460.71	
Deposit	06/11/2024	JUNIPER DRIVE FE...	J6020010-001...	164		196.84
Deposit	06/11/2024	JUNIPER DRIVE FE...	J6013015 NO...	164		85.10
Deposit	06/11/2024	JUNIPER DRIVE FE...	J6013016 NO...	164		85.10
Deposit	06/11/2024	JUNIPER DRIVE FE...	J6013007 NO...	164		196.84
Deposit	06/11/2024	JUNIPER DRIVE FE...	J6016017 CZ...	164		196.84
Deposit	06/11/2024	JUNIPER DRIVE FE...	J6016015 CZ...	164		85.10
Deposit	06/11/2024	JUNIPER DRIVE FE...	J6012014 MC...	164		196.84
Deposit	06/11/2024	JUNIPER DRIVE FE...	J6013006 HA...	164		196.84
Deposit	06/11/2024	JUNIPER DRIVE FE...	J6014001 MU...	164		255.30
Deposit	06/18/2024	JUNIPER DRIVE FE...	J6012003 HA...	164		196.84
Deposit	06/18/2024	JUNIPER DRIVE FE...	J6016004 SHI...	164		196.84
Deposit	06/18/2024	JUNIPER DRIVE FE...	J6019005-001...	164		196.84
Deposit	06/18/2024	JUNIPER DRIVE FE...	J6013019-001...	164		196.84
Deposit	06/24/2024	JUNIPER DRIVE FE...	J6014008 MIL...	164		98.42
Bill	06/30/2024	PERS Retirement	10%	164	59.09	
General Journal	06/30/2024		10% GROSS ...	164	579.45	
General Journal	06/30/2024		10% GROSS ...	164	117.86	
General Journal	06/30/2024		10% GROSS ...	164	0.00	
General Journal	06/30/2024		10% GROSS ...	164	18.33	
Bill	06/30/2024	UMPQUA BANK	10% OFFICE	164	27.95	
Bill	06/30/2024	UMPQUA BANK	10% FUEL & ...	164	31.39	
Bill	06/30/2024	AT&T	10%	164	36.59	
General Journal	06/30/2024		10% GROSS ...	164	336.90	
General Journal	06/30/2024		10% GROSS ...	164	18.33	
General Journal	06/30/2024		10% GROSS ...	164	156.30	
General Journal	06/30/2024		10% GROSS ...	164	199.58	
General Journal	06/30/2024		10% GROSS ...	164	152.05	
General Journal	06/30/2024			164	0.00	
General Journal	06/30/2024		Total 10% IC ...	164	58.33	
General Journal	06/30/2024		Total 10% W...	164	28.33	
General Journal	06/30/2024		Total 10% DP...	164	18.33	
General Journal	06/30/2024		Total 10% SS...	164	58.33	
Transfer	06/30/2024		Reconcile Wa...	164	7,002.97	
<b>TOTAL</b>					<b>9,861.96</b>	<b>3,818.29</b>

## JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

07/07/24

## Balance Sheet

Accrual Basis

As of June 30, 2024

	<u>Jun 30, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 - Checking - B of A	140,925.97
102 - LAIF	4,911.04
Mono County Treasury Inv. Pool	<u>326,823.77</u>
<b>Total Checking/Savings</b>	472,660.78
<b>Accounts Receivable</b>	
120 - ACCOUNTS RECEIVABLE	
121 - FINANCE CHARGES	1,271.74
122 - MAINTENANCE FEES	<u>19,213.28</u>
<b>Total 120 - ACCOUNTS RECEIVABLE</b>	<u>20,485.02</u>
<b>Total Accounts Receivable</b>	<u>20,485.02</u>
<b>Total Current Assets</b>	<u>493,145.80</u>
<b>TOTAL ASSETS</b>	<b><u>493,145.80</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
202 - ACCOUNTS PAYABLE	<u>108.00</u>
<b>Total Accounts Payable</b>	<u>108.00</u>
<b>Total Current Liabilities</b>	<u>108.00</u>
<b>Total Liabilities</b>	<u>108.00</u>
<b>Equity</b>	
32000 · 304 - Retained Earnings	435,059.82
Net Income	<u>57,977.98</u>
<b>Total Equity</b>	<u>493,037.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>493,145.80</u></b>

5:00 PM

07/07/24

Accrual Basis

**JUNIPER DRIVE SPECIAL ZONE OF BENEFIT**  
**Transactions By Month**  
**June 2024**

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Clr</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
<b>Jun 24</b>							
Deposit	06/04/2024	Deposit	101 - Checking - B o...	X	12000 · Undep...	196.84	
Deposit	06/11/2024	Deposit	101 - Checking - B o...	X	-SPLIT-	391.68	
Deposit	06/18/2024	Deposit	101 - Checking - B o...	X	-SPLIT-	478.78	
Transfer	06/30/2024	Reconcile Wa...	101 - Checking - B o...		JDSZB Wash ...	7,002.97	
<b>Jun 24</b>						<b>8,070.27</b>	<b>0.00</b>

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## JUNIPER DRIVE WASH ACCCOUNT Transactions By Month June 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
<b>Jun 24</b>									
General Journal	06/01/2024	LB FY...		Health Insura...	JDSZB Wash Account		-SPLIT-		238.62
General Journal	06/01/2024	LB FY...		Health Insura...	JDSZB Wash Account		JDSZB Wash ...		31.91
Deposit	06/04/2024			Deposit	JDSZB Wash Account		12000 · Undep...	85.10	
Deposit	06/10/2024			Deposit	JDSZB Wash Account		-SPLIT-	1,352.61	
General Journal	06/11/2024	LB FY...		INFOSEND M...	JDSZB Wash Account		-SPLIT-		40.15
General Journal	06/11/2024	LB FY...		INFOSEND M...	JDSZB Wash Account		JDSZB Wash ...		41.50
General Journal	06/11/2024	LB FY...		CC Fuel & Ve...	JDSZB Wash Account		-SPLIT-		460.71
General Journal	06/11/2024	LB FY...		CC Office Exp...	JDSZB Wash Account		JDSZB Wash ...		148.96
Deposit	06/11/2024			Deposit	JDSZB Wash Account		-SPLIT-	1,494.80	
Deposit	06/18/2024			Deposit	JDSZB Wash Account		-SPLIT-	590.52	
General Journal	06/30/2024	LB FY...		10% Retireme...	JDSZB Wash Account		-SPLIT-		59.09
General Journal	06/30/2024	LB FY...		CC Fuel	JDSZB Wash Account		-SPLIT-		31.39
General Journal	06/30/2024	LB FY...		CC Office Exp...	JDSZB Wash Account		JDSZB Wash ...		27.95
General Journal	06/30/2024	LB FY...		ATT	JDSZB Wash Account		68100 · 515 - T...		36.59
Deposit	06/30/2024			Deposit	JDSZB Wash Account		12000 · Undep...	196.84	
Deposit	06/30/2024			Deposit	JDSZB Wash Account		12000 · Undep...	98.42	
General Journal	06/30/2024	LB FY...		10% GROSS ...	JDSZB Wash Account		-SPLIT-		579.45
General Journal	06/30/2024	LB FY...		10% ADD RE...	JDSZB Wash Account		JDSZB Wash ...		117.86
General Journal	06/30/2024	LB FY...		100% JUNIP...	JDSZB Wash Account		JDSZB Wash ...	0.00	
General Journal	06/30/2024	LB FY...		10% Vacation...	JDSZB Wash Account		JDSZB Wash ...		152.05
General Journal	06/30/2024	LB FY...		10% Vacation...	JDSZB Wash Account		JDSZB Wash ...		18.33
General Journal	06/30/2024	LB FY...		10% Gross L...	JDSZB Wash Account		-SPLIT-		336.90
General Journal	06/30/2024	LB FY...		10% ADD CO...	JDSZB Wash Account		JDSZB Wash ...		18.33
General Journal	06/30/2024	LB FY...		10% Gross P...	JDSZB Wash Account		JDSZB Wash ...		156.30
General Journal	06/30/2024	LB FY...		10% Gross R...	JDSZB Wash Account		JDSZB Wash ...		199.58
General Journal	06/30/2024	LB FY...		10% IC Gross...	JDSZB Wash Account				58.33
General Journal	06/30/2024	LB FY...		10% WC Gro...	JDSZB Wash Account				28.33
General Journal	06/30/2024	LB FY...		10% DP Gros...	JDSZB Wash Account				18.33
General Journal	06/30/2024	LB FY...		10% SS Gros...	JDSZB Wash Account				58.33
Transfer	06/30/2024			Reconcile Wa...	JDSZB Wash Account		101 - Checking...		7,002.97
								<b>3,818.29</b>	<b>9,861.96</b>
<b>Jun 24</b>									



## HILTON CREEK COMMUNITY SERVICES DISTRICT

## Profit &amp; Loss

June 2024

07/08/24

Accrual Basis

	Jun 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4015 · Fees</b>	
4010 · Use Fees	77,258.34
4011 · Availability Fees	2,330.00
4012 · Connection Fee	7,293.00
4013 · Inspection Fee	50.00
4014 · Returned /Rejected Payments	25.00
4015 · Fees - Other	479.28
<b>Total 4015 · Fees</b>	87,435.62
<b>4020 · Other Income</b>	
4018 · Late Fee Charges	529.74
<b>Total 4020 · Other Income</b>	529.74
<b>4030 · Reimbursed Expenses</b>	252.72
<b>Total Income</b>	88,218.08
<b>Gross Profit</b>	88,218.08
<b>Expense</b>	
<b>6100 · Employee Benefits</b>	
6101 · Health Insurance	
6103B · Health Insurance - OIT	2,147.52
6104 · D Health Insurance - Retired	287.19
<b>Total 6101 · Health Insurance</b>	2,434.71
6106 · Retirement	
6109 · Retirement ER Cont - OIT	531.76
<b>Total 6106 · Retirement</b>	531.76
6117 · Add Compensation - Director	660.00
6119B · Add Compensation OIT	165.00
6120 · Add Compensation - Secretary	165.00
6121 · A Medical Reimb - Board	0.00
6122 · A Medical Reimb - Employee	0.00
<b>Total 6100 · Employee Benefits</b>	3,956.47
<b>6200 · Payroll Expenses</b>	
6201 · Gross Payroll-Board of Director	810.00
6202 · Gross Payroll-District Manager	0.00
6203B · Gross Payroll OIT/Maint Tech	
6204B · Additional Duties - OIT	-810.11
6205B · Overtime 1.5 OIT Tech	3,664.18
6206B · Weekly Standby Stipend - OIT	475.00
6203B · Gross Payroll OIT/Maint Tech - Other	6,282.37
<b>Total 6203B · Gross Payroll OIT/Maint Tech</b>	9,611.44
6207 · Gross Payroll - Chief Plant Op	
6208 · Weekly Standby Stipend - CPO	50.00
6207 · Gross Payroll - Chief Plant Op - Other	5,862.50
<b>Total 6207 · Gross Payroll - Chief Plant Op</b>	5,912.50
6212 · Gross Payroll-Secretary	4,828.31
6213 · Per Diem - Project Assistant	1,635.19
6215 · Payroll Taxes	1,633.75
<b>Total 6200 · Payroll Expenses</b>	24,431.19

## HILTON CREEK COMMUNITY SERVICES DISTRICT

## Profit &amp; Loss

June 2024

07/08/24

Accrual Basis

	<u>Jun 24</u>
6500 · Operations Administration	
6557 · Telephone	
6557B · Telephone - Cell	329.26
6557C · Telephone - Fire Alarm	42.99
Total 6557 · Telephone	<u>372.25</u>
Total 6500 · Operations Administration	372.25
6550 · Office Expenses	
6550A · Bank Service Charges	15.00
6550C · Website / Advert./ Pub Notice	1,520.21
6550D · Statement Production - AR	999.98
6550E · Postage/Shipping - Lab Testing	314.37
6550G · Office Communication- Not Phone	72.00
Total 6550 · Office Expenses	<u>2,921.56</u>
6600 · Repairs & Maintenance	
6601 · A Automobile Expense	
6601A · Fuel	4,428.90
Total 6601 · A Automobile Expense	4,428.90
6603 · Lab Testing	860.44
6604 · Plant - General / Misc	750.29
6605 · Tools & Equipment - Non Capital	218.50
6611 · U Utilities	
6611 B · SCE - Plant	4,913.34
6611 C · SCE - Pump Station	1,665.82
Total 6611 · U Utilities	<u>6,579.16</u>
Total 6600 · Repairs & Maintenance	12,837.29
6615 · Equipment Rental	
6615 A · Equipment Use - Plant Projects	736.25
Total 6615 · Equipment Rental	<u>736.25</u>
Total Expense	<u>45,255.01</u>
Net Ordinary Income	42,963.07
Other Income/Expense	
Other Income	
7031 · Interest Income	1.05
Total Other Income	<u>1.05</u>
Net Other Income	1.05
Net Income	<u><u>42,964.12</u></u>

HILTON CREEK COMMUNITY SERVICES District  
 Budget to Actual  
 June 30, 2024 Preliminary Year End Report

REVENUE		Proposed SEWER Budget	Fiscal Year			Fiscal Year End 6/30/2024	Over (Under)
			May	June	Year End Adj.		
			0.9167	1.0000			
<b>General Operating Revenue:</b>							
1	Property Taxes <u>Transferred</u> to Operations	231,000.00				126,000.00	(105,000.00)
<b>Sewer Operation &amp; Maintenance Revenue:</b>							
2	Sewer Use Fees	446,900.00	57,589.98	28,534.10		407,329.23	(39,570.77)
<b>Sewer Capital Improvement Revenue: Moved</b>							
<b>Investment Revenue</b>							
3	Interest on Investments	0.00				421.87	421.87
4	Transfer From Reserves	0.00		18,351.20		40,223.20	40,223.20
5	Transfer From Other Funds	0.00				-	(0.00)
6	Other Revenue	0.00				453.91	453.91
7	Late Charges	0.00				313.46	313.46
<b>TOTAL REVENUES</b>		<b>677,900.00</b>	<b>57,589.98</b>	<b>46,885.30</b>		<b>574,741.67</b>	<b>(103,925.70)</b>
<b>EXPENSES</b>							
<b>ADMINISTRATION EXPENSES</b>							
8	Administration Fee					80.00	80.00
9	Trasfer out to Emergency Reserves					-	
10	Transfer out to Capital Improvement Projects					-	
11	Mono County Admin Fee (Book Entry) <i>Moved to Inv. Report</i>	4,500.00				-	(4,500.00)
12	***Depreciation Expense (Book Entry Only)	90,000.00	4,200.00			46,200.00	(43,800.00)
<b>SUBTOTAL</b>		<b>94,500.00</b>	<b>4,200.00</b>	<b>-</b>		<b>46,280.00</b>	<b>(48,220.00)</b>

		Proposed SEWER Budget				Fiscal Year End 6/30/2024	Over
			May	June	Year End Adj.		
<b>Estimated EMPLOYEE BENEFITS</b>							
13	Medical Reimbursement - Director (5)	11,696.00	1,836.70			4,901.78	(6,794.22)
14	Medical Reimbursement - GM	1,800.00				-	(1,800.00)
15	Medical Reimbursement - OIT	4,496.00				308.21	(4,187.79)
16	Medical Reimbursement - Secretary	3,200.00	1,288.76			2,993.94	(206.06)
17	Health Insurance (1) General Manager	25,000.00					(25,000.00)
18	Health Insurance (1) Base Rate OIT	25,000.00	2,147.52	2,147.52		24,514.02	(485.98)
19	Health Insurance - Retired (2)	3,300.00	287.19	287.19		3,378.72	78.72
20	Retirement Benefits - Employer Contributions GM	9,233.35				-	(9,233.35)
21	Retirement Benefits - Employer Contributions OIT (10.1%)	6,100.00	531.76	531.76		6,179.52	79.52
22	*** Retirement Benefits - Employee Contributions GM	7,000.00				-	
23	***Retirement Benefits - Employee Contributions OIT	4,700.00				2,703.40	
24	***457 - Employee Contributions	0.00				330.03	330.03
25	457 Employer Contributions GM	1,980.00				-	(1,980.00)
26	457 Employer Contributions OIT / Add Comp	1,980.00	165.00	165.00		990.00	(990.00)
27	Add Compensation - Directors	9,900.00	989.99	660.00		9,951.79	51.79
28	Add Compensation - Secretary	1,980.00	165.00	165.00		1,980.03	0.03
<b>SUBTOTAL</b>		<b>117,365.35</b>	<b>7,411.92</b>	<b>3,956.47</b>		<b>58,231.44</b>	<b>(50,137.31)</b>
<b>PAYROLL</b>							
<b>Salaries &amp; Employee Benefits:</b>							
Director's Gross Salary							-
29	+ \$3,000 Special Meetings if they occur	8,100.00	540.00	810.00		7,150.00	(950.00)
30	General Manager Salary	91,419.30				-	(91,419.30)
31	OIT	61,000.00	5,097.22	6,282.37		61,472.13	472.13
32	OIT Overtime	10,000.00	1,414.47	3,664.18	Adjusted 1969.69	13,975.20	3,975.20
33	OIT Additional Duties Pay	13,500.00	1,159.58	(810.11)	Adjusted (-1969.69)	13,355.24	(144.76)
	OIT Operations Stand by Time	7,000.00	368.75	475.00		4,862.50	(2,137.50)
34	Chief Plant Operator - Part Time	55,000.00	8,575.00	5,862.50		74,152.50	19,152.50
	CPO Operations Stand by Time	7,000.00	37.50	50.00		472.66	(6,527.34)
35	Perdiem	25,000.00	2,522.50			19,030.00	(5,970.00)
37	Secretarial Gross Salary Part Time	36,000.00	3,032.13	4,828.31		39,963.40	3,963.40
	Per Diem - Project Assistant		945.29	1,635.19		3,871.97	
38	Payroll Taxes	26,000.00	1,448.46	1,633.75		15,388.10	(10,611.90)
<b>SUBTOTAL</b>		<b>340,019.30</b>	<b>25,140.90</b>	<b>24,431.19</b>		<b>253,693.70</b>	<b>(90,197.57)</b>

		Proposed SEWER Budget	May	June	Year End Adj.	Fiscal Year End 6/30/2024	Over
<b>OPERATIONS</b>							
39	Liability Insurance	9,000.00				8,396.08	(603.92)
40	Worker's Comp Insurance	8,100.00				6,099.14	(2,000.86)
41	Accounting	10,800.00				9,585.00	(1,215.00)
42	Legal Fees	5,000.00				551.45	
43	Rate Study Avail Fees & Connection Fees	36,000.00				-	
44	Dues & Subscriptions	2,610.00				3,338.38	728.38
45	Travel -Non Litigation	900.00				1,840.04	940.04
46	License and Fees	30,000.00				30,777.37	777.37
47	Educational Expenses	8,100.00				1,243.84	(6,856.16)
48	Telephone	3,240.00	242.26	372.25		2,891.55	(348.45)
49	Office Expenses	9,000.00	965.21	2,921.56		12,816.14	3,816.14
50	Rent/Property Lease	500.00				678.54	
51	Contingency Admin Operations	10,000.00				603.28	(9,396.72)
<b>SUBTOTAL</b>		<b>133,250.00</b>	<b>1,207.47</b>	<b>3,293.81</b>		<b>78,820.81</b>	<b>(14,159.18)</b>
<b>REPAIRS &amp; MAINTENANCE</b>							
52	Auto Expenses	4,500.00	228.79	4,428.90		7,756.44	3,256.44
53	Contract Services	5,000.00				-	(5,000.00)
54	Lab Testing	6,500.00	535.91	860.44		5,874.71	(625.29)
55	Plant - General Repairs & Maintenance	15,000.00	570.03	750.29		9,061.46	(5,938.54)
56	Tools & Equipment - Non Capital	20,000.00	768.98	218.50		8,024.36	(11,975.64)
57	SCADA	15,000.00				-	(15,000.00)
58	Plant - Pond Maintenance	5,350.00				-	(5,350.00)
59	Plant - Sludge Removal	9,000.00				637.00	(8,363.00)
60	Sewer Lines - Vactor & General Maintenance	25,000.00				37,346.34	12,346.34
61	Supplies	900.00				562.50	(337.50)
62	Water	1,200.00				1,200.00	-
63	SCE- Plant	30,000.00	2,220.73	4,913.34		27,652.32	(2,347.68)
64	SCE - Pump Station	11,000.00	755.64	1,665.82		10,590.79	(409.21)
65	Heavy Equipment & Snow Removal Plant	15,000.00	125.00	736.25	May & June	3,511.25	(11,488.75)
66	Repairs & Maintenance Contingency	10,198.00	32.40		(64,319.85)	430.02	(9,767.98)
<b>SUBTOTAL</b>		<b>173,648.00</b>	<b>5,237.48</b>	<b>13,573.54</b>		<b>112,647.19</b>	<b>(61,000.81)</b>

		Proposed SEWER Budget	May	June	Year End Adj.	Fiscal Year End 6/30/2024	Over
<b>LONG TERM LIABILITY</b>							
67	Debt - So Cal Ren - In Capital	16,600.00				-	(16,600.00)
68	CalPERS Unfunded Liability	21,150.00				19,142.10	
69	Leave Payout (Vac & SL)	17,000.00				-	
	<b>SUBTOTAL</b>	<b>54,750.00</b>	-	-		19,142.10	<b>(16,600.00)</b>
	<b>SUBTOTAL ALL EXPENSES</b>	<b>913,532.65</b>	<b>43,197.77</b>	<b>45,255.01</b>		<b>568,815.24</b>	<b>(280,314.87)</b>
<b>LESS ADJUSTMENTS</b>							
70	***Non-Budget Items Expense	106,200.00	4,200.00	-		49,233.43	(56,966.57)
71	**** Vacant GM Position	129,432.65	-	-		-	(129,432.65)
	<b>TOTAL ADJUSTED EXPENSES</b>	<b>677,900.00</b>	<b>38,997.77</b>	<b>45,255.01</b>		<b>519,581.81</b>	<b>(158,318.19)</b>
	Year to Date Available Revenue (Include. Prop. Tax Rec)					574,741.67	
	Year to Date Expenses					519,581.81	
	Net Available Revenue					55,159.86	

**Budget to Actual Notes**

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

## JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

## Profit &amp; Loss

June 2024

07/07/24

Accrual Basis

	Jun 24
Ordinary Income/Expense	
Income	
400 - REVENUE	
401 - Finance Charges	196.80
401 - Maintenance Fees	14,653.48
<b>Total 400 - REVENUE</b>	<b>14,850.28</b>
<b>Total Income</b>	<b>14,850.28</b>
<b>Gross Profit</b>	<b>14,850.28</b>
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-A - Retirement	59.09
504-AA-457 Employer Contributio	18.33
504-B - Health Insurance	270.53
<b>Total 504 - Employee Benefits</b>	<b>347.95</b>
64900 · 507 - Office Expense	258.56
66000 · 508 - Payroll Expenses	
508-B - Gross Payroll - Sec.	692.78
508 D - 10% Director Gross	163.32
Additional Compensation	18.33
Gross Salary - OIT/Maint Tech	849.36
OIT OVERTIME	0.00
<b>Total 66000 · 508 - Payroll Expenses</b>	<b>1,723.79</b>
67200 · 511 - Repairs and Maintenance	
60200 · 514- Automobile Expense	492.10
<b>Total 67200 · 511 - Repairs and Maintenance</b>	<b>492.10</b>
68100 · 515 - Telephone Expense	36.59
<b>Total 500- OPERATING EXPENSES</b>	<b>2,858.99</b>
<b>Total Expense</b>	<b>2,858.99</b>
<b>Net Ordinary Income</b>	<b>11,991.29</b>
Other Income/Expense	
Other Expense	
80000 · UNCOLLECTABLE FINANCE CHARGES	25.27
<b>Total Other Expense</b>	<b>25.27</b>
<b>Net Other Income</b>	<b>-25.27</b>
<b>Net Income</b>	<b>11,966.02</b>

**JUNIPER DRIVE**  
**Budget to Actual**  
**June 30, 2024 Preliminary Year End Report**

REVENUE	BUDGET	May	June	Year to Date	Over (Under)	Goal %
		Month 11	Month 12		{+ or -}	1.00
<b>Road Maintenance Revenue:</b>						
Maintenance Fees Collected	50,000.00	6,716.24	1,067.30	50,068.60	68.60	0% OVER
Maintenance Fees Collected Through Sewer Fund	35,000.00	3,507.91	3,818.29	35,397.67	397.67	1% OVER
<b>Combined Maintenance Fees Collected</b>	<b>85,000.00</b>	<b>10,224.15</b>	<b>4,885.59</b>	<b>85,466.27</b>	<b>466.27</b>	<b>1% OVER</b>
Interest - LAIF	-	-	-	123.07	123.07	
Interest - County Investment Pool	-	-	-	7,312.56	7,312.56	
Transfer	-	-	-	11,250.00	11,250.00	
Late Fees	-	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>170,000.00</b>	<b>10,224.15</b>	<b>4,885.59</b>	<b>104,151.90</b>	<b>19,618.17</b>	<b>61% OVER</b>
<b>EXPENSES</b>						
<b>ADMINISTRATION EXPENSES</b>						
Administration Fee	-	-	-	-	-	
<b>SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>EMPLOYEE BENEFITS</b>						
Medical Reimbursement - Director	1,300.00	204.09	-	544.65	(755.35)	-58%
Medical Reimbursement - Employee	851.00	143.20	-	366.92	(484.08)	-57%
Health Insurance - Base	3,000.00	238.62	238.62	2,723.79	(276.21)	-9%
Health Insurance - Retired	400.00	31.91	31.91	375.38	(24.62)	-6%
Retirement Benefits - Employer Contributions	700.00	59.09	59.09	720.40	20.40	3% OVER
457 Employer Contributions / Add Compensation	220.00	18.33	18.33	219.97	(0.03)	0%
Sec Additional Compensation	220.00	18.33	18.33	219.97	(0.03)	0%
<b>SUBTOTAL:</b>	<b>6,691.00</b>	<b>713.57</b>	<b>366.28</b>	<b>5,171.08</b>	<b>(1,519.92)</b>	<b>-23%</b>
<b>PAYROLL</b>						
<b>Salaries &amp; Employee Benefits:</b>						
Director's Gross Salary	1,500.00	169.99	163.32	1,698.21	198.21	13% OVER
Manager Gross Salary	0.00	-	-	-	(0.00)	-100%
OIT Gross Salary + Add Duties Pay	8,500.00	697.31	697.31	8,051.95	(448.05)	-5%
OIT Overtime (JD OT Only)	7,000.00	-	-	2,154.70	-	
Leave Buy Out	1,900.00	-	152.05	152.05	-	
Secretarial Gross Salary	4,000.00	336.90	536.48	4,460.72	460.72	12% OVER
Per Diem - Project Assistant	-	105.02	156.30	-	-	
<b>SUBTOTAL</b>	<b>22,900.00</b>	<b>1,309.22</b>	<b>1,705.46</b>	<b>16,517.63</b>	<b>(6,382.37)</b>	
<b>OPERATIONS</b>						
Liability Insurance	1,000.00	-	-	932.90	(67.10)	-7%
Worker's Comp Insurance	900.00	-	-	677.68	(222.32)	-25%
PERS Unfunded Liability	2,350.00	-	-	2,093.10	(256.90)	-11%
Accounting	1,200.00	-	-	1,065.00	(135.00)	-11%
Legal	-	-	-	-	-	
Dues & Subscriptions	290.00	-	-	70.00	(220.00)	-76%
Travel -Non Litigation	100.00	-	-	-	(100.00)	-100%
License and Fees	0.00	-	-	-	(0.00)	-100%
Office Expenses	2,000.00	162.92	258.56	1,755.70	(244.30)	-12%
Educational Expenses	810.00	-	-	-	(810.00)	-100%
Telephone	360.00	22.15	36.59	264.48	(95.52)	-27%
Contingency	10,000.00	-	-	-	(10,000.00)	-100%
<b>SUBTOTAL</b>	<b>19,010.00</b>	<b>185.07</b>	<b>295.15</b>	<b>6,858.86</b>	<b>(12,151.14)</b>	<b>-64%</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
Auto Expenses	800.00	25.42	492.10	861.81	61.81	8% OVER
Contract Services	-	-	-	-	-	
Snow Removal Contract	25,000.00	-	-	22,500.00	(2,500.00)	-10%
Snow Removal Beyond Contract	20,000.00	-	-	981.25	(19,018.75)	-95%
Supplies	0.00	-	-	62.50	62.50	
Repairs & Maintenance	50,000.00	-	-	454.60	(49,545.40)	-99%
Transfer to Juniper Drive Investment Account	74,200.00	-	-	-	(74,200.00)	-100%
<b>SUBTOTAL:</b>	<b>170,000.00</b>	<b>25.42</b>	<b>492.10</b>	<b>24,860.16</b>	<b>(145,139.84)</b>	<b>15% OVER</b>
<b>Debt Service:</b>						
<b>TOTAL EXPENSES</b>	<b>218,601.00</b>	<b>2,233.28</b>	<b>2,858.99</b>	<b>53,407.73</b>	<b>(158,810.90)</b>	<b>24% OVER</b>
Year to Date Available Revenue				104,151.90		
Year to Date Expenses				53,407.73		
Net Available Revenue				50,744.17		



## HILTON CREEK COMMUNITY SERVICES DISTRICT

### Capital Reserve Transaction Detail Report

July 2023 through June 2024

Type	Date	Memo	Account	Split	Debit	Credit
<b>Jul 23</b>						
Transfer	07/05/2023	Connection F...	12000 · 3 B of Ameri...	10000 · 1 Bank...	7,343.00	
Deposit	07/31/2023	July 2023	12000 · 3 B of Ameri...	7031 · Interest ...	1.35	
Jul 23					7,344.35	0.00
<b>Aug 23</b>						
Transfer	08/23/2023	Funds Transf...	12000 · 3 B of Ameri...	10000 · 1 Bank...	420.00	
Deposit	08/31/2023	August 2023	12000 · 3 B of Ameri...	7031 · Interest ...	1.35	
Aug 23					421.35	0.00
<b>Sep 23</b>						
Deposit	09/29/2023	Deposit	12000 · 3 B of Ameri...	7031 · Interest ...	1.31	
Sep 23					1.31	0.00
<b>Oct 23</b>						
Deposit	10/31/2023	October 2023	12000 · 3 B of Ameri...	7031 · Interest ...	1.36	
Oct 23					1.36	0.00
<b>Nov 23</b>						
Deposit	11/30/2023	NOVEMBER ...	12000 · 3 B of Ameri...	7031 · Interest ...	1.31	
Nov 23					1.31	0.00
<b>Dec 23</b>						
Deposit	12/29/2023	DECEMBER ...	12000 · 3 B of Ameri...	7031 · Interest ...	1.36	
Dec 23					1.36	0.00
<b>Jan 24</b>						
Transfer	01/10/2024	Funds Transf...	12000 · 3 B of Ameri...	10000 · 1 Bank...		10,936.00
Deposit	01/31/2024	January 2024	12000 · 3 B of Ameri...	7031 · Interest ...	1.29	
Jan 24					1.29	10,936.00
<b>Feb 24</b>						
Transfer	02/02/2024	DO CONTRO...	12000 · 3 B of Ameri...	10000 · 1 Bank...		736.00
Transfer	02/02/2024	DO CONTRO...	12000 · 3 B of Ameri...	10000 · 1 Bank...		8,871.45
Deposit	02/29/2024	February 2024	12000 · 3 B of Ameri...	7031 · Interest ...	1.11	
Feb 24					1.11	9,607.45
<b>Mar 24</b>						
Deposit	03/31/2024	March 2024	12000 · 3 B of Ameri...	7031 · Interest ...	1.18	
Mar 24					1.18	0.00
<b>Apr 24</b>						
Transfer	04/02/2024	Funds Transf...	12000 · 3 B of Ameri...	10000 · 1 Bank...		21,872.00

## HILTON CREEK COMMUNITY SERVICES DISTRICT

### Capital Reserve Transaction Detail Report

July 2023 through June 2024

Type	Date	Memo	Account	Split	Debit	Credit
Deposit	04/30/2024	April 2024	12000 · 3 B of Ameri...	7031 · Interest ...	0.97	
Apr 24					0.97	21,872.00
<b>May 24</b>						
Transfer	05/22/2024	Funds Transf...	12000 · 3 B of Ameri...	10000 · 1 Bank...	7,343.00	
Deposit	05/31/2024	May 2024	12000 · 3 B of Ameri...	7031 · Interest ...	1.01	
May 24					7,344.01	0.00
<b>Jun 24</b>						
Transfer	06/18/2024	CONNECTIO...	12000 · 3 B of Ameri...	10000 · 1 Bank...	7,343.00	
Deposit	06/28/2024	June 2024	12000 · 3 B of Ameri...	7031 · Interest ...	1.05	
Transfer	06/30/2024	Reconcile Av...	12000 · 3 B of Ameri...	10000 · 1 Bank...	1,180.00	
Check	06/30/2024	CLARIFIER 2 ...	12000 · 3 B of Ameri...	-SPLIT-		15,833.80
Check	06/30/2024	FY 2023/2024...	12000 · 3 B of Ameri...	-SPLIT-		2,517.40
Jun 24					8,524.05	18,351.20
<b>TOTAL</b>					<b>23,643.65</b>	<b>60,766.65</b>

HILTON CREEK COMMUNITY SERVICES District  
 Capital Improvement Budget FY 2023 2024  
 June 30, 2024 Preliminary Year End Report

		July	August	September	October	November	December	January	February	March	April	May	June	Year To Date	Budget Remaining
REVENUE		0.0833	0.1667	0.2500	0.3333	0.4167	0.5000	0.5833	0.6667	0.7500	0.8333	0.9167	1.0000		
<b>General Capital Reserve Funds</b>															
Balance FWD	67,593.06	0.00												0.00	67,593.06
Sewer Connection Fees	14,686.00											7,293.00	7,293.00	14,586.00	100.00
Availability Fees	1,050.00			350.00	490.00	330.00	10.00							1,180.00	-130.00
Sewer Connection Inspection Fees	100.00											50.00	50.00	100.00	0.00
Investment Interest	12.00		1.35	1.31	1.36	1.31	1.36	1.29	1.11	1.18	0.97	1.01	1.05	13.30	-1.30
Potential Reserves Allocation	42,456.40	42,456.40												42,456.40	0.00
So Cal Ren Loan	91,806.00														91,806.00
Transfer from Other Funds	0.00													0.00	0.00
<b>TOTAL REVENUES</b>	<b>217,703.46</b>	<b>42,456.40</b>	<b>1.35</b>	<b>351.31</b>	<b>491.36</b>	<b>331.31</b>	<b>11.36</b>	<b>1.29</b>	<b>1.11</b>	<b>1.18</b>	<b>0.97</b>	<b>7,344.01</b>	<b>7,344.05</b>	<b>58,335.70</b>	<b>159,367.76</b>
<b>EXPENSES</b>															
<b>Capital Improvement Projects - 5 Year Plan</b>															
Clarifier 2 Parts (Paid in FY 2021/2022 Budget)		0.00	0.00	0.00	0.00	94.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.80	-94.80
Clarifier 2 - Labor & Heavy Equipment	20,000.00	1,350.70	525.00	4,095.90	6,546.80	2,491.40	729.20	0.00	0.00	0.00	0.00	0.00	0.00	15,739.00	4,261.00
Clarifier 1 Parts	50,000.00													0.00	50,000.00
Clarifier 1 Labor & Heavy Equipment	22,000.00													0.00	22,000.00
Aeration Blowers = Oxygen ** / SCR Loan	91,806.00	0.00	0.00	139.50	0.00	0.00	0.00	10,936.00	9,607.45	0.00	21,872.00	32.40	0.00	42,587.35	49,218.65
Labor Aeration Blowers = Oxygen ** / SCR Loan		0.00	0.00	228.20	38.20	38.20	0.00	612.50	0.00	0.00	0.00	1,428.40	0.00	2,345.50	
Drying Beds / Sludge Dewatering	150,000.00														150,000.00
Emergency Generator - Plant	150,000.00														150,000.00
Sewer Lines Camera	15,000.00													0.00	15,000.00
District Vehicle	75,000.00													0.00	75,000.00
Capital Purchases - Failed Equipment	0.00													0.00	0.00
Capital Off Road Vehicle - Manhole Access	0.00													0.00	0.00
*Blower Controls - Not covered by So Cal Ren									8,871.45					8,871.45	-8,871.45
<b>SUBTOTAL</b>	<b>573,806.00</b>	<b>1,350.70</b>	<b>525.00</b>	<b>4,463.60</b>	<b>6,585.00</b>	<b>2,624.40</b>	<b>729.20</b>	<b>11,548.50</b>	<b>18,478.90</b>	<b>0.00</b>	<b>21,872.00</b>	<b>1,460.80</b>	<b>0.00</b>	<b>69,638.10</b>	<b>504,167.90</b>
<b>DEFICIT</b>	<b>-356,102.54</b>														
<i>*Pending TXF from General Fund</i>															
<i>Pending TXF Out for Payment</i>															
<i>Board Approved Adjustment</i>															
Funds TXF to or from General Fund for Payment															
<b>Transferred June 30, 2024</b>	Balance Owing	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Owed
<b>So Cal Ren Funds Held in Capital Reserves</b>	<b>42,587.35</b>							<b>10,936.00</b>	<b>736.00</b>		<b>21,872.00</b>			<b>33,544.00</b>	<b>9,043.35</b>
Blower Labor														<b>2,345.50</b>	
Blower Parts Not Covered by So Cal Ren									<b>8,871.45</b>					<b>171.90</b>	
<b>General Capital - No Funding from Other Sources</b>															
Clarifier 2 parts														94.80	
Clarifier 2 - Labor & Heavy Equipment	15,739.00													15,739.00	
Clarifier 1 Parts	-														
Clarifier 1 Labor & Heavy Equipment	-														
Drying Beds / Sludge Dewatering	-														
Emergency Generator - Plant	-														
Sewer Lines Camera	-														
District Vehicle	-														
Capital Purchases - Failed Equipment	-														
Capital Off Road Vehicle - Manhole Access	-														
<b>Total of all transfers to GF for payment</b>	<b>58,326.35</b>	-	-	-	-	-	-	<b>10,936.00</b>	<b>736.00</b>	-	<b>21,872.00</b>	-	-	<b>49,283.00</b>	<b>9,043.35</b>

Labor Hours Per Capital Project

2023-06	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year to Date
<b>Clarifier #2 Hours</b>													
Billy	1.5		24.50	36.50	13.00	6.00							80.00
Keith	4.5	3.00	11.00	17.50		1.50							33.00
Jason	6	9.00	13.00	22.00	20.00	2.50							66.50
Other	187.50												187.50
<b>Total Clarifier 2</b>	<b>196.50</b>	<b>3.00</b>	<b>48.50</b>	<b>76.00</b>	<b>33.00</b>	<b>10.00</b>	-	-	-	-	-	-	<b>367.00</b>

<b>Blower Hours</b>													
Billy			1.00	1.00	1.00						7.50		10.50
Keith							3.50				4.00		7.50
Jason			2.00								4.50		6.50
Other													-
<b>Total Blower</b>	-	-	<b>3.00</b>	<b>1.00</b>	<b>1.00</b>	-	<b>3.50</b>	-	-	-	<b>16.00</b>	-	<b>24.50</b>

\* New Hourly Rate Billy March 1 2024 40.12

<b>Hourly Rates Clarifier</b>													
													<b>40.12</b>
*Billy	38.20	-	-	935.90	1,394.30	496.60	229.20	-	-	-	-	-	3,056.00
Keith	175.00	-	525.00	1,925.00	3,062.50	-	262.50	-	-	-	-	-	5,775.00
Jason	95.00	855.00	-	1,235.00	2,090.00	1,900.00	237.50	-	-	-	-	-	6,317.50
Other	187.50	-	-	-	-	-	-	-	-	-	-	-	187.50
<b>Total Labor Costs - Clarifier 2</b>	<b>308.20</b>	<b>1,042.50</b>	<b>525.00</b>	<b>4,095.90</b>	<b>6,546.80</b>	<b>2,396.60</b>	<b>729.20</b>	-	-	-	-	-	<b>15,336.00</b>

<b>Hourly Rates Blower</b>													
													<b>40.12</b>
Billy	38.20	-	-	38.20	38.20	38.20	-	-	-	-	300.90	-	415.50
Keith	175.00	-	-	-	-	-	-	612.50	-	-	700.00	-	1,312.50
Jason	95.00	-	-	190.00	-	-	-	-	-	-	427.50	-	617.50
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Labor Costs - Blower</b>	-	-	228.20	38.20	38.20	-	612.50	-	-	-	1,428.40	-	2,345.50

<b>Part Costs</b>													
<b>Clarifier 2</b>													
<b>Blower</b>			139.50		94.80		10,936.00	9,607.45		21,872.00	32.40		42,587.35
	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Year to Date</b>
<b>Total Clarifier 2 Costs</b>	<b>1,042.50</b>	<b>525.00</b>	<b>4,095.90</b>	<b>6,546.80</b>	<b>2,491.40</b>	<b>729.20</b>	-	-	-	-	-	-	<b>15,430.80</b>
<b>Total Blower Costs</b>	-	-	<b>367.70</b>	<b>38.20</b>	<b>38.20</b>	-	<b>11,548.50</b>	<b>9,607.45</b>	-	<b>21,872.00</b>	<b>1,460.80</b>	-	<b>44,932.85</b>

FY 2022-2023 Labor Carry over

Clarifier 2	
Billy	45.48
Keith	787.50
Jason	570.00
	1,402.98

## HCCSD Mono County Investment Pool

07/07/24

## Balance Sheet

Accrual Basis

As of June 30, 2024

	<u>Jun 30, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
000 Mono County Investment Pool	
100 Hilton Creek Funds Holdings	288,697.85
101 Emergency Reserves Holdings	42,546.40
102 Capital Reserves Holdings	42,546.40
103 Operation Reserves Holdings	25,000.00
104 PERS UAL Holdings	25,000.00
105 Personnel Leave Liability	25,000.00
200 Juniper Drive Funds Holding	323,913.21
000 Mono County Investment Pool - Other	153,614.44
Total 000 Mono County Investment Pool	926,318.30
LAIF	10,167.03
Total Checking/Savings	936,485.33
Total Current Assets	936,485.33
<b>TOTAL ASSETS</b>	<b><u>936,485.33</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	9,870.49
Owners Equity	836,502.42
Net Income	90,112.42
Total Equity	936,485.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>936,485.33</u></b>

**HILTON CREEK COMMUNITY SERVICES DISTRICT**  
**Investment Accounts Report FY 2023 2024**  
**June 30, 2024 Preliminary Year End Report**

Mono County & LAIF REVENUE	May	June	Year To Date	Last Fiscal Year
	0.9167	1.0000		
<b>Investment Pool Revenue</b>				
Property Taxes Recorded in County Investment Pool				
Secure Property Tax	61,773.90		156,249.23	147,570.63
Unsecure Property Tax	130.07		9,712.34	9,330.14
Excess ERAF			35,606.29	40,124.36
Unitary	1,986.77		4,362.51	4,444.25
LAIF			-	
<b>Total Property Tax Received</b>	<b>63,890.74</b>	<b>-</b>	<b>205,930.37</b>	<b>201,469.38</b>
Fund Interest - Sewer Fund	4,779.04		12,839.38	10,292.15
Fund Interest - Juniper Drive	2,910.56		7,877.87	7,485.19
Tax Fund Interest 100% Sewer Fund			375.86	9,330.14
Other Tax Fund Interest 100% Sewer Fund			-	425.76
LAIF Interest - Sewer Fund			153.29	86.36
LAIF Interest - Juniper Drive			143.25	80.64
<b>Total Interest</b>	<b>7,689.60</b>	<b>-</b>	<b>21,389.65</b>	<b>27,700.24</b>
Delinquent Accounts Payments	2,487.31		4,226.65	2,354.96
Miscellaneous			-	
<b>Total Miscellaneous</b>	<b>2,487.31</b>	<b>-</b>	<b>4,226.65</b>	<b>2,354.96</b>
<b>Total Investment Pool Revenue</b>	<b>74,067.65</b>	<b>-</b>	<b>231,546.67</b>	<b>231,524.58</b>
<b>Investment Transferred</b>				
Funds Transferred from Hilton Creek - Mono			-	
Funds Transferred from Juniper Drive - Mono			-	
Funds Transferred From Capital - Mono			-	
Funds Transferred from Hilton Creek - LAIF			-	
Funds Transferred from Juniper Drive - LAIF			-	
Funds Transferred From Capital - LAIF			-	
<b>Total Investments Transferred</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers and Expenses</b>				
Property Tax Admin Fee	3,518.00		3,518.00	3,212.00
Property Taxes Transferred to Operations			126,000.00	81,998.00
Property Taxes Transferred to Capital			-	
Property Taxes Transferred to Juniper			-	
Delinquent Account Payments TXF to Operations			4,226.65	2,354.96
Miscellaneous Adjustments			-	248.87
<b>Total Outgoing</b>	<b>3,518.00</b>	<b>-</b>	<b>133,744.65</b>	<b>87,813.83</b>
<b>Net Investment Pool Revenue</b>	<b>70,549.65</b>	<b>-</b>	<b>97,802.02</b>	
Funds Carried Forward - Mono			828,812.82	
Funds Carried Forward - LAIF			9,870.49	
<b>Total Funds Carried Forward</b>			<b>838,683.31</b>	
<b>Funds Earmarked for Reserves, Capital and Operating</b>			Running Tot	
Emergency Reserves			42,456.40	17,456.40
Capital Reserves			42,456.40	17,456.40
Operation Reserves			25,000.00	
PERS UAL			25,000.00	
Personnel Leave Liabilities			25,000.00	
<b>Total Earmarked Funds</b>	<b>-</b>	<b>-</b>	<b>159,912.80</b>	<b>34,912.80</b>
<b>Net Investment Funds</b>			<b>-</b>	<b>936,485.33</b>
<b>Less Earmarks</b>			<b>159,912.80</b>	
<b>Available Funds</b>			<b>776,572.53</b>	<b>-</b>

## HILTON CREEK COMMUNITY SERVICES DISTRICT

### County Investment Pool Activity Detail Report

July 2023 through June 2024

Type	Date	Name	Memo	Split	Debit	Credit
<b>Jul 23</b>						
Transfer	07/10/2023		Funds Transf...	10000 · 1 Bank...		31,000.00
Deposit	07/31/2023		FY 2022 2023...	7033 · Mono C...	2,105.21	
Jul 23					2,105.21	31,000.00
<b>Aug 23</b>						
Check	08/31/2023		FY 2022 2023...	7031 · Interest ...		1.32
Deposit	08/31/2023		FY 2022 2023...	7031 · Interest ...	3,601.03	
Deposit	08/31/2023		HOPTR Intere...	7031 · Interest ...	2.38	
Deposit	08/31/2023		ERAF 2022	7033 · Mono C...	35,606.29	
Deposit	08/31/2023		Tax Fund Intr...	7031 · Interest ...	116.39	
Aug 23					39,326.09	1.32
<b>Sep 23</b>						
Transfer	09/01/2023		Funds Transf...	10000 · 1 Bank...		35,000.00
Deposit	09/30/2023		Total Amount ...	7031 · Interest ...	3,863.93	
Sep 23					3,863.93	35,000.00
<b>Oct 23</b>						
Deposit	10/01/2023		Current Unse...	7033 · Mono C...	9,317.44	
Oct 23					9,317.44	0.00
<b>Nov 23</b>						
Transfer	11/16/2023		Funds Transf...	10000 · 1 Bank...		40,000.00
Nov 23					0.00	40,000.00
<b>Dec 23</b>						
Dec 23						
<b>Jan 24</b>						
Deposit	01/01/2024		UNITARY	7033 · Mono C...	2,375.74	
Deposit	01/01/2024		UNSECURE ...	7033 · Mono C...	264.83	
Deposit	01/01/2024		DELINQUEN...	4016 · DELINQ...	1,739.34	
Deposit	01/01/2024		SECURE PR...	7033 · Mono C...	94,475.33	
Jan 24					98,855.24	0.00
<b>Feb 24</b>						
Transfer	02/28/2024		Funds Transf...	10000 · 1 Bank...		20,000.00
Deposit	02/29/2024		APPORTION...	7031 · Interest ...	4,196.41	
Feb 24					4,196.41	20,000.00
<b>Mar 24</b>						
Mar 24						
<b>Apr 24</b>						

**HILTON CREEK COMMUNITY SERVICES DISTRICT**  
**County Investment Pool Activity Detail Report**  
 July 2023 through June 2024

Type	Date	Name	Memo	Split	Debit	Credit
Deposit	04/30/2024		Property Tax I...	4017 · Interest ...	39.72	
Deposit	04/30/2024		Property Tax I...	4017 · Interest ...	336.14	
Check	04/30/2024		HC 2450.34 ...	4016 · DELINQ...		4,226.65
Apr 24					375.86	4,226.65
<b>May 24</b>						
Deposit	05/01/2024		SECURE PR...	7033 · Mono C...	60,743.21	
Deposit	05/01/2024		UNSECURE	7033 · Mono C...	130.07	
Deposit	05/01/2024		UNITARY	7033 · Mono C...	1,986.77	
Deposit	05/31/2024		TAX APPORT...	7033 · Mono C...	4,779.04	
May 24					67,639.09	0.00
<b>Jun 24</b>						
Jun 24						
<b>TOTAL</b>					<b>225,679.27</b>	<b>130,227.97</b>



07/01/2023  
 06/30/2024  
 380  
 380  
 07/02/2024  
 rbolser

EFFECTIVE DATE	DESCRIPTION	STP	DEPOSIT	VENDOR	VENDOR INVOICE#	DEBIT	CREDIT	BALANCE
	CASH - HILTON CREEK COMM SVC DIST							828,812.82
				HILTON CREEK COMMUNITY SERVICES DISTRICT				Balance Forward
07/07/2023	District Draw Request 7/3/2023				70323		31,000.00	797,812.82
08/01/2023	PC-Excess ERAF	AJ				35,606.29		833,419.11
				HILTON CREEK COMMUNITY SERVICES DISTRICT				
08/31/2023	District Draw Request 8/23/2023				082323		35,000.00	798,419.11
09/30/2023	PC-Sept. 2023 Cur Unsecured	AJ				9,317.44		807,736.55
09/30/2023	PC-1Q 23-24 Interest Appt	AJ				6,385.22		814,121.77
09/30/2023	PC-Prop Tax Fund Interest Appt	AJ				39.72		814,161.49
				HILTON CREEK COMMUNITY SERVICES DISTRICT				
11/16/2023	District Draw Request 11/13/2023				111323		40,000.00	774,161.49
12/31/2023	PC-Dec 2023 Cur Unsec FY 2023	AJ				156.50		774,317.99
12/31/2023	PC-Dec 2023 Unitary FY 2023	AJ				2,375.74		776,693.73
12/31/2023	PC-Dec 2023 Del Unsec FY 2023	AJ				30.34		776,724.07
12/31/2023	PC-Dec. 2023 Cur Sec FY 2023	AJ				93,885.45		870,609.52
12/31/2023	PC-Dec 2023 Del Sec FY 2023	AJ				881.98		871,491.50
12/31/2023	PC-Dec 2023 Supp Sec FY 2023	AJ				1,447.24		872,938.74
12/31/2023	PC-Dec 2023 Supp UnSec FY 2023	AJ				77.99		873,016.73
12/31/2023	PC-2Q 23-24 Interest Appt	AJ				6,642.43		879,659.16
12/31/2023	PC-Prop Tax Fund Interest Appt	AJ				336.14		879,995.30

		HILTON CREEK COMMUNITY SERVICES DISTRICT	022224		20,000.00	859,995.30
02/27/2024	HiltonCreekCSD draw 2/22/24 SYS					
03/31/2024	PC-3Q 23-24 Interest Appt AJ			7,689.60		867,684.90
04/30/2024	PC-April 2024 Unitary FY 2023 AJ			1,986.77		869,671.67
04/30/2024	PC-Apr 2024 Cur Unsec FY 202 AJ			55.78		869,727.45
04/30/2024	PC-Apr 2024 Del Sec FY 2023/ AJ			353.74		870,081.19
04/30/2024	PC-Apr 2024 Supp Sec FY 2023 AJ			2,415.19		872,496.38
04/30/2024	PC-Apr 2024 Supp UnSec FY 2023 AJ			67.71		872,564.09
04/30/2024	PC-Apr. 2024 Cur Sec FY 2023, AJ			61,492.28		934,056.37
04/30/2024	PC-April 2024 Del Unsec FY 20 AJ			6.58		934,062.95
04/30/2024	PC-2024 PTA Fee Allocation AJ				3,518.00	930,544.95
		HILTON CREEK COMMUNITY SERVICES DISTRICT	4232024		4,226.65	926,318.30
05/01/2024	District Draw Request Direct / SYS					
	<b>TOTAL</b>			<b>231,250.13</b>	<b>133,744.65</b>	<b>926,318.30</b>
	ACCOUNTS PAYABLE		Balance Forward			0.00
		HILTON CREEK COMMUNITY SERVICES DISTRICT	70323		31,000.00	31,000.00
07/05/2023	District Draw Request 7/3/2023 SYS					
		HILTON CREEK COMMUNITY SERVICES DISTRICT	70323	31,000.00		0.00
07/07/2023	District Draw Request 7/3/2023 SYS					
		HILTON CREEK COMMUNITY SERVICES DISTRICT	082323		35,000.00	35,000.00
08/23/2023	District Draw Request 8/23/2023 SYS					
		HILTON CREEK COMMUNITY SERVICES DISTRICT	082323	35,000.00		0.00
08/31/2023	District Draw Request 8/23/2023 SYS					
		HILTON CREEK COMMUNITY SERVICES DISTRICT	111323		40,000.00	40,000.00
11/13/2023	District Draw Request 11/13/2023 SYS					
		HILTON CREEK COMMUNITY SERVICES DISTRICT	111323	40,000.00		0.00
11/16/2023	District Draw Request 11/13/2023 SYS					
		HILTON CREEK COMMUNITY SERVICES DISTRICT	022224		20,000.00	20,000.00
02/26/2024	HiltonCreekCSD draw 2/22/24 SYS					

02/27/2024	HiltonCreekCSD draw 2/22/24 SYS	HILTON CREEK COMMUNITY SERVICES DISTRICT	022224	20,000.00		0.00
04/23/2024	District Draw Request Direct / SYS	HILTON CREEK COMMUNITY SERVICES DISTRICT	4232024		4,226.65	4,226.65
05/01/2024	District Draw Request Direct / SYS	HILTON CREEK COMMUNITY SERVICES DISTRICT	4232024	4,226.65		0.00
	<b>TOTAL</b>			<b>130,226.65</b>	<b>130,226.65</b>	<b>0.00</b>
	Long-Term Debt Payable			Balance Forward		0.00
	<b>TOTAL</b>				<b>0.00</b>	<b>0.00</b>
	Fund Balance			Balance Forward		694,101.47
	<b>TOTAL</b>				<b>0.00</b>	<b>0.00</b>
	INTEREST INCOME			Balance Forward		0.00
09/30/2023	1Q 23-24 Interest Appt AJ				6,385.22	6,385.22
09/30/2023	2024 1Q Prop Tax Fund Intere AJ				39.72	6,424.94
12/31/2023	2Q 23-24 Interest Appt AJ				6,642.43	13,067.37
12/31/2023	2024 2Q Prop Tax Fund Intere AJ				336.14	13,403.51
03/31/2024	3Q 23-24 Interest Appt AJ				7,689.60	21,093.11
	<b>TOTAL</b>				<b>0.00</b>	<b>21,093.11</b>
	MISCELLANEOUS REVENUE			Balance Forward		0.00
08/01/2023	FY 2022 Excess ERAF Allocatio AJ				35,606.29	35,606.29
09/30/2023	Sept. 2023 Cur Unsecured FY / AJ				9,317.44	44,923.73
12/31/2023	Dec. 2023 Cur Sec FY 2023/24 AJ				92,145.12	137,068.85
12/31/2023	Dec. 2023 Cur Sec FY 2023/24 AJ				1,740.33	138,809.18
12/31/2023	Dec 2023 Unitary FY 2023/24 AJ				2,375.74	141,184.92
12/31/2023	Dec 2023 Cur Unsec FY 2023/24 AJ				156.50	141,341.42
12/31/2023	Dec 2023 Del Unsec FY 2023/24 AJ				30.34	141,371.76
12/31/2023	Dec 2023 Supp UnSec FY 2023 AJ				77.99	141,449.75
12/31/2023	Dec 2023 Del Sec FY 2023/24 AJ				881.98	142,331.73
12/31/2023	Dec 2023 Supp Sec FY 2023/24 AJ				1,447.24	143,778.97
04/30/2024	Apr. 2024 Cur Sec FY 2023/24 AJ				59,005.95	202,784.92

04/30/2024	Apr. 2024 Cur Sec FY 2023/24 AJ			2,486.33	205,271.25
04/30/2024	April 2024 Unitary FY 2023/24 AJ			1,986.77	207,258.02
04/30/2024	Apr 2024 Cur Unsec FY 2023/24 AJ			55.78	207,313.80
04/30/2024	Apr 2024 Del Sec FY 2023/24 AJ			353.74	207,667.54
04/30/2024	April 2024 Del Unsec FY 2023/24 AJ			6.58	207,674.12
04/30/2024	Apr 2024 Supp Sec FY 2023/24 AJ			2,415.19	210,089.31
04/30/2024	Apr 2024 Supp UnSec FY 2023 AJ			67.71	210,157.02
<b>TOTAL</b>				<b>0.00</b>	<b>210,157.02</b>
<b>EXPENDITURES</b>					
			Balance Forward		0.00
		HILTON CREEK COMMUNITY SERVICES			
07/05/2023	District Draw Request 7/3/2023 SYS	DISTRICT HILTON CREEK COMMUNITY SERVICES	70323	31,000.00	31,000.00
08/23/2023	District Draw Request 8/23/2023 SYS	DISTRICT HILTON CREEK COMMUNITY SERVICES	082323	35,000.00	66,000.00
11/13/2023	District Draw Request 11/13/2023 SYS	DISTRICT HILTON CREEK COMMUNITY SERVICES	111323	40,000.00	106,000.00
02/26/2024	HiltonCreekCSD draw 2/22/24 SYS	DISTRICT HILTON CREEK COMMUNITY SERVICES	022224	20,000.00	126,000.00
04/23/2024	District Draw Request Direct # SYS	DISTRICT	4232024	4,226.65	130,226.65
04/30/2024	2024 PTA Fee Allocation AJ			3,518.00	133,744.65
<b>TOTAL</b>				<b>133,744.65</b>	<b>0.00</b>
<b>GRAND TOTAL</b>				<b>495,221.43</b>	<b>495,221.43</b>
					<b>134,711.35</b>

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07/07/24

Accrual Basis

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

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
<b>Jul 23</b> Jul 23									
<b>Aug 23</b> Deposit	08/31/2023			FY 2022 2023...	Mono County Treas...		601- Interest In...	2,345.25	
Aug 23								2,345.25	0.00
<b>Sep 23</b> Deposit	09/30/2023			FY 2023-2024...	Mono County Treas...		601- Interest In...	2,521.29	
Sep 23								2,521.29	0.00
<b>Oct 23</b> Oct 23									
<b>Nov 23</b> Nov 23									
<b>Dec 23</b> Dec 23									
<b>Jan 24</b> Jan 24									
<b>Feb 24</b> Deposit	02/29/2024			FY 2023-2024...	Mono County Treas...		601- Interest In...	2,446.02	
Feb 24								2,446.02	0.00
<b>Mar 24</b> Mar 24									
<b>Apr 24</b> Apr 24									
<b>May 24</b> Deposit	05/31/2024			FY 2023-2024...	Mono County Treas...		601- Interest In...	2,910.56	
May 24								2,910.56	0.00
<b>Jun 24</b> Jun 24									
<b>TOTAL</b>								<b>10,223.12</b>	<b>0.00</b>

California State Treasurer  
**Fiona Ma, CPA**



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

July 08, 2024

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[PMIA Average Monthly Yields](#)

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HILTON CREEK COMMUNITY SERVICES DISTRICT

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

[Tran Type Definitions](#)



**Account Number:**

June 2024 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	10,167.03
Total Withdrawal:	0.00	Ending Balance:	10,167.03

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

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
Deposit	07/14/2023		April to June	14000 · 5 LAIF	7031 · Interest ...	39.75	
Deposit	10/31/2023		July - Sept	14000 · 5 LAIF	7031 · Interest ...	46.01	
Deposit	01/31/2024		Oct - Dec	14000 · 5 LAIF	7031 · Interest ...	51.72	
Deposit	04/30/2024		Jan - Feb & M...	14000 · 5 LAIF	7031 · Interest ...	55.56	
<b>TOTAL</b>						<b>193.04</b>	<b>0.00</b>

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07/07/24

Accrual Basis

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

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Type	Date	Num	Memo	Account	Split	Debit	Credit
Deposit	07/14/2023		FY 2022 2023...	102 - LAIF	601- Interest In...	37.14	
Deposit	10/31/2023		FY 2023-2024...	102 - LAIF	601- Interest In...	43.00	
Deposit	01/31/2024		FY 2023-2024	102 - LAIF	601- Interest In...	48.33	
Deposit	04/30/2024		Jan Feb & Ma...	102 - LAIF	601- Interest In...	51.92	
<b>TOTAL</b>						<b>180.39</b>	<b>0.00</b>



**HILTON CREEK COMMUNITY SERVICES DISTRICT**  
**Revenue Report FY 2023 2024**  
**June 30, 2024 Preliminary Year End Report**

	May	June	Billing	Year To Date
	Mar & Apr	Mar & Apr	June 30 2024 May June	
<b>Sewer Operation &amp; Maintenance Revenue:</b>				
<b>Previous Month's Outstanding (Even Month's Only)</b>		17,389.68		
Sewer Use Fees Billed	73,424.31	4,168.50	73,716.91	516,088.13
Late & Admin Fees Charges Billed	1,744.03	411.02		2,440.39
Availability Fees Charged		101.23	2,330.00	
Other Charges Billed			50.00	-
<b>Total Charged</b>	75,168.34	22,070.43	76,096.91	613,715.12
Sewer Fees Collected	56,034.63	26,797.04	620.88	405,263.79
Late & Admin Fees Collected	890.34			1,346.29
Availability Fees Collected				
Other Collections				80.01
<b>*Total Collected</b>	56,924.97	26,797.04		407,850.09
<b>Less Prepaid</b>		(2,572.40)		(27,207.37)
<b>Total Net Collections</b>	56,924.97	24,224.64		380,642.72
<b>Outstanding Collections Sewer Use Fees</b>	17,389.68	(22,628.54)	73,096.03	98,370.30
<b>Outstanding Collections - Late &amp; Admin Fees</b>				
<b>Percent Collected</b>	76%	110%	0%	62%

*\*Payment associated with Invoice Date*

	May	June	ing June 30 20	Year To Date
	Mar & Apr	Mar & Apr	May June	
<b>Juniper Drive Revenue</b>				
<b>Previous Month's Outstanding (Even Month's Only)</b>		5,157.49		
Road Maintenance Fees Billed	14,555.06	98.42	14,555.06	102,180.68
Late Fees Charges	728.16	196.80		924.96
Other Charges				-
<b>Total Charged</b>	15,283.22	5,452.71	14,555.06	127,099.44
Road Maintenance Fees Collected	9,906.96	4,812.44		84,371.96
Late Fees Collected	218.77	196.84		1,514.79
Other Collections				-
<b>*Total Collected</b>	10,125.73	5,009.28	-	85,886.75
<b>Less Prepaid</b>			(85.10)	(1,767.42)
<b>Total Net Collections</b>	10,125.73	5,009.28	(85.10)	84,119.33
<b>Juniper Outstanding Road Maintenance Fees</b>	4,648.10	(4,714.02)	14,555.06	13,828.78
<b>Outstanding Collections - Late &amp; Admin Fees</b>	509.39	(0.04)	-	
<b>Percent Collected</b>	66%	92%	-1%	66%

*\*Payment associated with Invoice Date*

## HILTON CREEK COMMUNITY SERVICES DISTRICT

### District Funds Transfer Transactions

July 2023 through June 2024

Type	Date	Memo	Account	Debit	Credit
<b>Jul 23</b>					
Transfer	07/05/2023	Connection Fee - Adkins A6033015 - Sierra Springs	10000 · 1 Bank of America-Chec...		7,343.00
Transfer	07/05/2023	Connection Fee - Adkins A6033015 - Sierra Springs	12000 · 3 B of America-Capital ...	7,343.00	
Transfer	07/10/2023	Funds Transfer - Operating Expenses - FY 2023 PERS UAL - S...	10000 · 1 Bank of America-Chec...	31,000.00	
Transfer	07/10/2023	Funds Transfer - Operating Expenses - FY 2023 PERS UAL - S...	13000 · 4 Mono Co Treasury Inv....		31,000.00
Jul 23				38,343.00	38,343.00
<b>Aug 23</b>					
Transfer	08/07/2023	Funds Transfer Snow Removal	10000 · 1 Bank of America-Chec...	11,250.00	
Transfer	08/07/2023	Funds Transfer Snow Removal	17000 · Juniper Dr SZB Clearing...		11,250.00
Transfer	08/23/2023	Funds Transfer Clear Account Including Snow Removal	10000 · 1 Bank of America-Chec...	10,552.66	
Transfer	08/23/2023	Funds Transfer Availability Fees FY 2022 2023	10000 · 1 Bank of America-Chec...		420.00
Transfer	08/23/2023	Funds Transfer Avail Fees FY 2022 2023	12000 · 3 B of America-Capital ...	420.00	
Transfer	08/23/2023	Funds Transfer Clear Account Including Snow Removal	17000 · Juniper Dr SZB Clearing...		10,552.66
Aug 23				22,222.66	22,222.66
<b>Sep 23</b>					
Transfer	09/01/2023	Funds Transfer Operating Expenses - Payroll and Vactoring	10000 · 1 Bank of America-Chec...	35,000.00	
Transfer	09/01/2023	Funds Transfer Operating Expenses - Payroll and Vactoring	13000 · 4 Mono Co Treasury Inv....		35,000.00
Sep 23				35,000.00	35,000.00
<b>Oct 23</b>					
Oct 23					
<b>Nov 23</b>					
Transfer	11/16/2023	Funds Transfer - Operations & Payroll	10000 · 1 Bank of America-Chec...	40,000.00	
Transfer	11/16/2023	Funds Transfer - Operations & Payroll	13000 · 4 Mono Co Treasury Inv....		40,000.00
Nov 23				40,000.00	40,000.00
<b>Dec 23</b>					
Dec 23					
<b>Jan 24</b>					
Transfer	01/09/2024	SNOW REMOVAL CONTRACT SECOND INSTALLMENT	10000 · 1 Bank of America-Chec...	11,250.00	
Transfer	01/09/2024	SNOW REMOVAL CONTRACT SECOND INSTALLMENT	17000 · Juniper Dr SZB Clearing...		11,250.00
Transfer	01/10/2024	Funds Transfer - Blower Project - APGN Checks 8503 and 850...	10000 · 1 Bank of America-Chec...	10,936.00	
Transfer	01/10/2024	Funds Transfer - Blower Project - APGN Checks 8503 and 850...	12000 · 3 B of America-Capital ...		10,936.00
Jan 24				22,186.00	22,186.00
<b>Feb 24</b>					
Transfer	02/02/2024	DO CONTROLLER - BLOWER - AMERICAN MADE PRODUCTS	10000 · 1 Bank of America-Chec...	736.00	
Transfer	02/02/2024	DO CONTROLLERS - GERMAN MADE	10000 · 1 Bank of America-Chec...	8,871.45	
Transfer	02/02/2024	DO CONTROLLER - BLOWER - AMERICAN MADE PRODUCTS	12000 · 3 B of America-Capital ...		736.00
Transfer	02/02/2024	DO CONTROLLERS - GERMAN MADE	12000 · 3 B of America-Capital ...		8,871.45
Transfer	02/28/2024	Funds Transfer - operating and payroll expenses	10000 · 1 Bank of America-Chec...	20,000.00	

## HILTON CREEK COMMUNITY SERVICES DISTRICT

### District Funds Transfer Transactions

July 2023 through June 2024

Type	Date	Memo	Account	Debit	Credit
Transfer	02/28/2024	Funds Transfer - operating and payroll expenses	13000 · 4 Mono Co Treasury Inv....		20,000.00
Feb 24				29,607.45	29,607.45
<b>Mar 24</b>					
Mar 24					
<b>Apr 24</b>					
Transfer	04/02/2024	Funds Transfer - APG Blower Purchase with SoCal Ren Loan	10000 · 1 Bank of America-Chec...	21,872.00	
Transfer	04/02/2024	Funds Transfer - APG Blower Purchase with SoCal Ren Loan	12000 · 3 B of America-Capital ...		21,872.00
Apr 24				21,872.00	21,872.00
<b>May 24</b>					
Transfer	05/22/2024	Funds Transfer - Connection Fee Zajada 6034017	10000 · 1 Bank of America-Chec...		7,343.00
Transfer	05/22/2024	Funds Transfer - Connection Fee Zajada 6034017	12000 · 3 B of America-Capital ...	7,343.00	
May 24				7,343.00	7,343.00
<b>Jun 24</b>					
Transfer	06/18/2024	CONNECTION FEE AND INSPECTIN FEE 60150001 ADU PO...	10000 · 1 Bank of America-Chec...		7,343.00
Transfer	06/18/2024	CONNECTION FEE AND INSPECTIN FEE 60150001 ADU PO...	12000 · 3 B of America-Capital ...	7,343.00	
Transfer	06/30/2024	Reconcile Wash Account FYE 2023 2024	10000 · 1 Bank of America-Chec...		7,002.97
Transfer	06/30/2024	Reconcile Availability Fees Received FY 2023 2024	10000 · 1 Bank of America-Chec...		1,180.00
Transfer	06/30/2024	Reconcile Availability Fees Received FY 2023 2024	12000 · 3 B of America-Capital ...	1,180.00	
Transfer	06/30/2024	Reconcile Wash Account FYE 2023 2024	17000 · Juniper Dr SZB Clearing...	7,002.97	
Jun 24				15,525.97	15,525.97
<b>TOTAL</b>				<b>232,100.08</b>	<b>232,100.08</b>

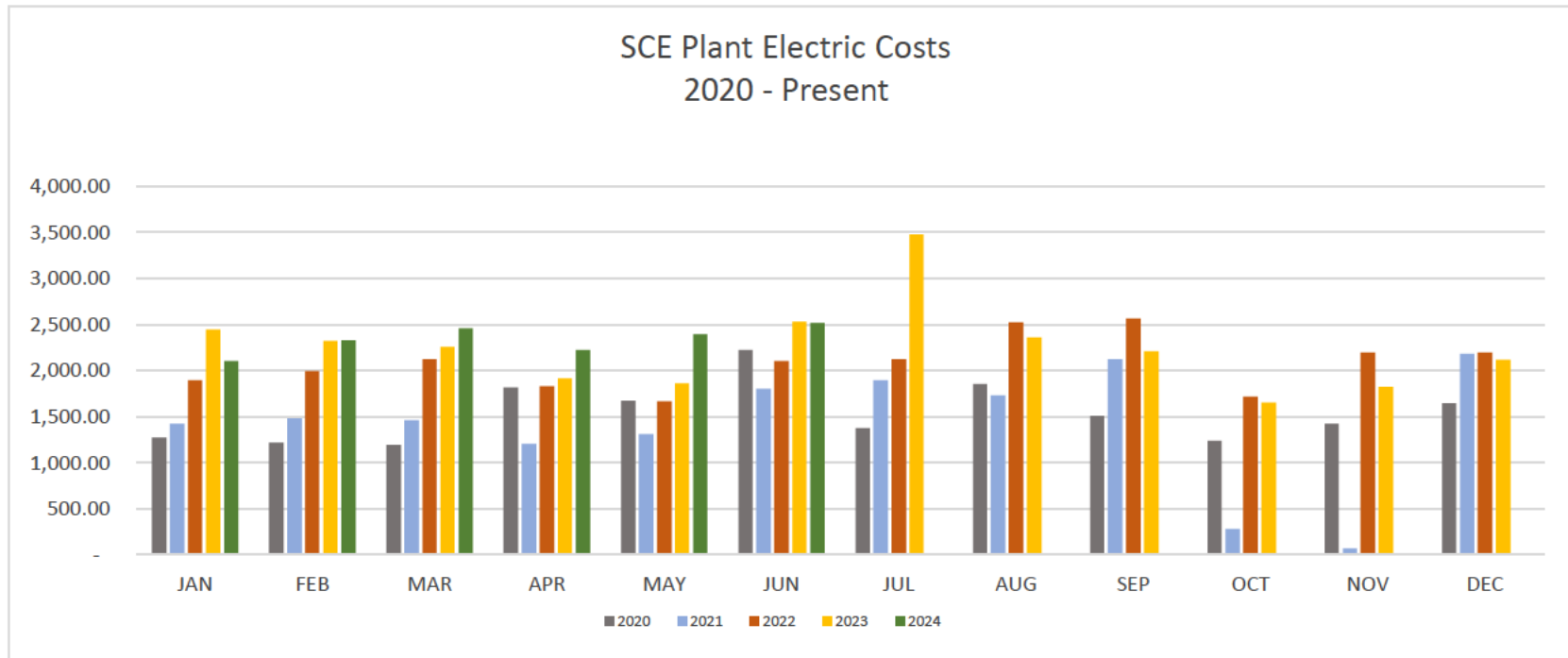
**JUNIPER DRIVE SPECIAL ZONE OF BENEFIT**  
**Fund Transfer Transactions**  
 July 2023 through June 2024

	Type	Date	Memo	Account	Debit	Credit
<b>Jul 23</b>						
Jul 23						
<b>Aug 23</b>						
	Transfer	08/07/2023	Funds Transf...	101 - Checking - B o...		11,250.00
	Transfer	08/07/2023	Funds Transf...	JDSZB Wash Account	11,250.00	
	Transfer	08/23/2023	Funds Transf...	101 - Checking - B o...		10,552.66
	Transfer	08/23/2023	Funds Transf...	JDSZB Wash Account	10,552.66	
	Transfer	08/28/2023	Reverse 8/23/...	101 - Checking - B o...	10,552.66	
	Transfer	08/28/2023	Reverse 8/23/...	JDSZB Wash Account		10,552.66
Aug 23					32,355.32	32,355.32
<b>Sep 23</b>						
Sep 23						
<b>Oct 23</b>						
Oct 23						
<b>Nov 23</b>						
Nov 23						
<b>Dec 23</b>						
Dec 23						
<b>Jan 24</b>						
	Transfer	01/07/2024	SNOW REM...	101 - Checking - B o...		11,250.00
	Transfer	01/07/2024	SNOW REM...	JDSZB Wash Account	11,250.00	
Jan 24					11,250.00	11,250.00
<b>Feb 24</b>						
Feb 24						
<b>Mar 24</b>						
Mar 24						
<b>Apr 24</b>						
Apr 24						
<b>May 24</b>						
May 24						
<b>Jun 24</b>						
	Transfer	06/30/2024	Reconcile Wa...	101 - Checking - B o...	7,002.97	
	Transfer	06/30/2024	Reconcile Wa...	JDSZB Wash Account		7,002.97
Jun 24					7,002.97	7,002.97
<b>TOTAL</b>					<b>50,608.29</b>	<b>50,608.29</b>



## HILTON CREEK CSD PLANT SCE ELECTRIC BILLS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Annual Average
<b>2013</b>	1,807.29	1,522.48	1,680.87	1,335.15	1,621.01	2,317.05	2,169.45	1,661.44	1,871.40	1,061.05	1,300.27	1,215.51	1659.69
<b>2014</b>	1,159.40	1,105.89	1,105.96	998.57	1,180.62	1,015.24	1,274.09	1,992.96	1,882.55	1,337.29	1,241.11	1,345.37	1,357.93
<b>2015</b>	1,344.08	1,117.86	1,296.95	1,198.81	1,551.49	2,063.42	1,699.59	1,394.97	1,471.93	1,344.89	1,026.53	1,204.75	1,440.79
<b>2016</b>	1,330.52	995.19	1,543.03	1,563.37	998.18	1,029.09	1,211.52	1,040.58	1,065.69	1,140.95	830.92	978.51	1,211.04
<b>2017</b>	1,049.12	1,015.01	1,229.32	1,046.69	995.55	952.91	1,212.89	1,192.97	1,139.88	1,247.67	870.98	1,257.64	1,171.36
<b>2018</b>	1,084.24	1,519.62	1,185.24	980.79	1,585.18	1,958.72	2,039.38	1,980.39	1,804.35	1,579.83	1,778.21	1,782.52	1,638.19
<b>2019</b>	1,671.33	1,837.85	1,711.43	1,632.48	1,649.44	1,867.10	1,273.14	1,294.31	1,807.81	1,587.41	1,264.56	1,246.17	1,604.77
<b>2020</b>	1,269.72	1,220.72	1,189.09	1,813.11	1,673.46	2,222.14	1,374.75	1,852.97	1,506.67	1,237.67	1,422.08	1,644.73	1,572.85
<b>2021</b>	1,418.22	1,481.29	1,462.87	1,205.59	1,308.92	1,802.50	1,893.58	1,730.03	2,126.50	279.15	68.30	2,181.00	1,459.92
<b>2022</b>	1,891.71	1,994.83	2,124.45	1,826.94	1,662.05	2,105.34	2,125.08	2,525.43	2,563.23	1,719.03	2,193.01	2,193.11	2,072.79
<b>2023</b>	2,441.54	2,322.66	2,252.72	1,913.41	1,859.59	2,532.82	3,477.21	2,358.34	2,206.05	1,653.51	1,819.99	2,113.98	2,228.83
<b>2024</b>	2,103.84	2,325.97	2,459.36	2,220.73	2,395.00	2,518.34							
<b>Mo. Avg</b>	1,547.58	1,538.28	1,603.44	1,477.97	1,540.04	1,865.39	1,795.52	1,729.49	1,767.82	1,289.86	1,256.00	1,560.30	1,583.47
<b>19-23 Avg</b>	1,738.50	1,771.47	1,748.11	1,678.31	1,630.69	2,105.98	2,028.75	1,952.22	2,042.05	1,295.35	1,353.59	1,875.80	1,787.83



Plant Electric Use Comparison 23-24							PEAK HOURS PLANT			
	FY 2022-2023		FY 2023-2024		Difference		ON PEAK	MID PEAK	OFF PEAK	SPR OFF
	Kwh	Cost	Kwh	Cost	Kwh	Cost				
JUL	10406	2125.08	15030	3477.21	4624	1352.13	2118	1108	11804	
AUG	13062	2525.43	10174	2358.34	-2888	-167.09	1551	575	8048	
SEP	13448	2563.23	10029	2206.05	-3419	-357.18	1399	679	7845	106
OCT	10413	1719.03	8694	1653.51	-1719	-65.52		1834	3966	2894
NOV	13501	2193.01	9972	1819.99	-3529	-373.02		2048	4668	3256
DEC	13020	2193.11	10985	2113.98	-2035	-79.13		2260	5095	3630
JAN	13245	2441.54	11088	2103.84	-2157	-337.70		2268	5269	3551
FEB	12718	2322.66	12367	2325.97	-351	3.31		2503	5836	4028
MAR	12910	2252.72	12880	2459.36	-30	206.64		2617	5948	4315
APR	10437	1913.41	11336	2220.73	899	307.32		2355	5255	3726
MAY	10298	1859.59	13109	2395.00	2811	535.41		2829	6140	4140
JUN	10452	2532.82	10913	2518.34	461	-14.48	1679	721	8495	
AVG YTD	12,477	\$ 2,260.39	11,381	\$ 2,304.36	(1,434)	\$ (3.02)	1,687	1,816	6,531	3,294

Pump Station Use Comparison							PEAK HOURS PUMP			
	FY 2022-2023		FY 2023-2024		Difference		ON PEAK	MID PEAK	OFF PEAK	SPR OFF
	Kwh	Cost	Kwh	Cost	Kwh	Cost				
JUL	2751	737.95	4943	1307.68	2192	569.73	751	377	3815	
AUG	2762	758.52	3348	996.18	586	237.66	574	230	2544	
SEP	3098	822.66	3818	1016.42	720	193.76	596	317	2854	54
OCT	3069	618.61	3357	749.94	288	131.33		833	1324	1200
NOV	3840	711.44	3863	823.17	23	111.73		946	1533	1384
DEC	4175	853.36	4098	857.79	-77	4.43		1026	1552	1520
JAN	4095	928.76	3696	809.08	-399	-119.68		951	1430	1315
FEB	3899	740.11	4270	889.90	371	149.79		1088	1636	1546
MAR	4254	830.09	3611	719.17	-643	-110.92		930	1397	1284
APR	5594	1171.26	3279	755.64	-2315	-415.62		810	1280	1189
MAY	5192	1046.49	3362	767.11	-1830	-279.38		815	1356	1191
JUN	4356	1216.66	3125	898.71	-1231	-317.95	498	247	2380	
AVG YTD	3461	\$ 771.43	3731	\$ 882.57	463	\$ 159.84	605	714	1925	1187

**SUMMER COST PERIODS (June 1 to Sept 30)**

PEAK	WEEKDAYS	WEEKENDS & HOLIDAYS
ON	4-9 PM	
MID		4-9PM
OFF	12 AM - 4 PM 9 PM - 12 AM	12 AM TO 4 PM 9 PM - 12 AM

**WINTER COST PERIODS (Oct 1 to May 31)**

PEAK	WEEKDAYS	WEEKENDS & HOLIDAYS
MID	4-9 PM	4-9 PM
OFF	12 AM - 8 AM 9 PM - 12 AM	12 AM TO 8 AM 9 PM - 12 AM
SUPER OFF	8 AM-4PM	8 AM-4PM

Fiscal Year Summary  
 July 1, 2023 to June 30, 2024  
 Equipment Use

	Sewer		Juniper		Total	
	Hours	Cost	Hours	Cost	Hours	Cost
July	7.50	897.50	-	22,500.00	7.50	25,000.00
August	5.50	387.50	-	-	5.50	387.50
September - No Charges	-		-	-	-	
October - No Charges	-		-	-	-	
November	7.50		-		7.50	
December	1.00					
January	8.50	602.50	4.00	300.00	12.50	902.50
February End Prepaid Hours	6.50	612.50	22.25	2,143.75	28.75	2,756.25
<b>Year End Total Prepaid</b>	<b>36.50</b>	<b>2,500.00</b>	<b>26.25</b>	<b>24,943.75</b>	<b>61.75</b>	<b>29,046.25</b>
February Over Hours	2.00	150.00	5.75	431.25	7.75	581.25
March	-	-	6.00	550.00	6.00	550.00
April	1.00	125.00	-	-	1.00	125.00
May	5.50	477.50	-	-	5.50	477.50
June	2.07	258.75	-	-	2.07	258.75
<b>Over Prepaid Totals</b>	<b>10.57</b>	<b>1,011.25</b>	<b>11.75</b>	<b>981.25</b>	<b>22.32</b>	<b>1,992.50</b>
<b>Total Fiscal Year Costs</b>	<b>47.07</b>	<b>3,511.25</b>	<b>38.00</b>	<b>25,925.00</b>	<b>84.07</b>	<b>31,038.75</b>

**Total Reimbursement**

Notes:

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

*Juniper Drive to be reimbursed for sewer costs over \$2,500 within the 60 hour limit*

Snow Activity





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

**June 11, 2024**

**5:00 P.M.**

**CROWLEY LAKE COMMUNITY CENTER  
58 PEARSON ROAD, CROWLEY LAKE, CALIFORNIA**

**Minutes**

**1. Steve Shipley called the meeting to order at 5:08 p.m.**

**A. ROLL CALL**

**Members Present:** Isabel Connolly, Windsor Czeschin and Steve Shipley

**Members Absent:** Devin Preston and 1 Vacancy

**Staff Present:** Lorinda Beatty, Billy Czeschin and Keith Hafner

**Guests:** None

**2. ADDITIONS TO AGENDA – None**

**3. PUBLIC COMMENT**

**A. Public Comment – items not on the agenda. None**

**4. CONSENT AGENDA**

**A. Financial Reports**

1. Consideration & Approval of Disbursements List

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

1. Account Balances – All Funds

2. Budget Report: YTD Actual to Budget Report May, 2024

3. District Fund Transfers – May, 2024

3. Southern California Edison Report

4. Equipment Use Hours

**C. Approval of Minutes**

1. Minutes of the Regular Board meeting of May 14, 2024

**Motion:** To accept the Consent Agenda as presented.

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

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Aye	Aye	Absent	Aye

5. **SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
  - A. **General Manager Report on Status of Facilities and Operational**
    1. **Plant Automation update** – SCADA equipment will need to be purchased to enhance the plant automation.
    2. **Clarifier #1** – Was taken out of service to evaluate and perform routine maintenance. Staff found that Clarifier 1 will need to be replaced. The main components (shafts and bearings) are no longer functional and are seizing. There was some speculation regarding the cause, but no actual determination was made other than it needs to be replaced.
    3. **Blower** – The DO probe has been installed and is working; however, additional hardware and software purchases may be required to optimize communication. The blower is in the testing phase and the District has received a request for shipping authorization.
    4. **Wells** – All recent test results were good.
    5. **Easements, Manholes and Sewer Lines** – A few dig alerts were received. There were some responses to the letter sent out with the billing. There was extensive discussion about concerns regarding encroached easements. Staff will continue to research and report back to the Board.
    6. **Drying Beds** – Full and drying as expected. Two loads have been trucked out since the last meeting.
    7. **Testing and Flows** – BOD was 13.9 and CBOD was 3.46. Treatment is good and plant is running well.
    8. **Miscellaneous Projects** – Plant clean up and weeding has been in progress.
6. **SECRETARY / ADMINISTRATIVE UPDATE**

Ms. Beatty reported digitization is going well. Storage of scanned documents is needed soon. Ms. Beatty also notified the Board that there was a possibility to possess a mobile classroom for an office for free; however, the district would have to pay for the expenses associated with moving the structure. Ms. Beatty suggested that this could be a good opportunity for the District, offering an office for staff, public access and meetings; however, the timeframe is delicate, and she feels the District could not logistically have everything ready by July 1. The Board was interested in future opportunities such as this, if they arise.
7. **NEW BUSINESS**
  - A. **Delinquent Account Report** - Ms. Beatty presented a list of delinquent accounts to the Board as of the meeting date. Ms. Beatty also presented a list of vacant properties to be placed on the tax roll for 2023/2024.

**B. Amend Vacation Cashout/Buyout Policy-** Ms. Beatty requested that a change to this policy to reflect a vacation cashout can be taken once during any fiscal year instead of November every year.

**Motion:** To accept the changes to the Vacation Cashout Policy as presented.

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

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Aye	Aye	Absent	Aye

**C. Board Vacancy-** Ms. Beatty advised that the Board Vacancy has been posted and needs to remain posted for at least 15 days.

**D. Drying Bed – Discussion Engineer** – Staff is working on an RFP but is not ready to present to the Board.

**E. Generator – Discussion Engineer** - Staff is working on an RFP but is not ready to present to the Board.

**F. Discussion FY 2024/2025 Employee Contracts** – Ms. Beatty advised that the contract employees agreements need to be renewed and can be formalized in July.

**G. Discussion FY 2024/2025 Equipment Use Agreement** – Ms. Beatty advised that the contract needs to be revised and renewed and can be formalized in July.

**8. OLD BUSINESS**

**A. Rate Increase Discussion** - There was no updates or discussion

**B. Plant Generator – Discussion Regarding Engineer** – Discussed in New Business

**C. Drying Bed – Discussion Regarding and Expansion** – Discussed in New Business

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

None

**10. BOARD MEMBER COMMENTS/REPORTS** – None

**11. ANNOUNCEMENTS**

**A.** Regular Board Meeting July 9, 2024 at 5 p.m. at the Crowley Lake Community Center

**12. CLOSED SESSION**

- A. Personnel Matters – Wastewater Operator II, Board Secretary, Chief Plant Operator, Operator in Training, Per Diem Employees (Government Code §54957)

**Motion:** To Adjourn the June 11, 2024 Regular Board Meeting into closed session at 7:33 p.m.

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

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Aye	Aye	Absent	Aye

**Motion:** To Adjourn the June 11, 2024 Regular Board Meeting into open session at 9:00 p.m.

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

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Aye	Aye	Absent	Aye

**There were no announcements from closed session**

**13. ADJOURNMENT**

**Motion:** To Adjourn the June 11, 2024 Regular Board Meeting at 9:00 p.m.

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

Vacant	Ms. Connolly	Ms. Czeschin	Mr. Preston	Mr. Shipley
Vacant	Aye	Aye	Absent	Aye

**The meeting was adjourned at 9:00 pm.**





# Hilton Creek CSD

## Connection and Availability Fee Study

Robert D. Niehaus, Inc. | June 13, 2024  
Jack Lyon 805-618-1356 | [Jack@rdniehaus.com](mailto:Jack@rdniehaus.com)  
140 East Carrillo Street, Santa Barbara, CA 93101

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June 13, 2024

Hilton Creek Community Services District  
Ms. Lorinda Beatty  
Board Secretary/Finance Officer  
3222 Crowley Lake Drive  
Crowley Lake, CA 93546

Robert D. Niehaus, Inc.  
Jack Lyon, Director of Business Development  
140 E Carrillo Street  
Santa Barbara, CA 93101-2111  
Phone: (805) 618-1356  
Email: Jack@RDNiehaus.com

**Subject: Proposal for Wastewater Connection and Availability Fee Study**

Dear Ms. Beatty,

Robert D. Niehaus, Inc. (RDN) is pleased to submit our proposal to conduct a Connection and Availability Fee Study (Study) for the Hilton Creek Community Services District (District). RDN was retained by the District between December 2021 and June 2023 to assist with a Financial Planning, Revenue Requirements, Cost of Service, and Rate Setting Analysis (Wastewater Rate Study). Due to RDN's familiarity with the District's financial data, models, and existing rates and fees, it is in the District's best interest to retain RDN to assist with a Wastewater Connection and Availability Fee Study. In summary, RDN's Study will provide the following recommendations:

- **Connection Fee Recommendations:** We will review the District's current connection fee, growth projections, and system capacity to identify the most appropriate methodology to recommend connection fee adjustments.
- **Availability Fee Recommendations:** We will review the District's current availability fee and system costs to identify the most appropriate methodology to recommend availability fee adjustments.

We are proud of the team and resources we can offer the District on this important project. Please coordinate with Jack Lyon, Director of Business Development, (805) 618-1356, Jack@RDNiehaus.com, if you would like to discuss our proposal, which is valid for a 90-day period. We look forward to a successful, collaborative, and productive partnership.

Respectfully submitted,



Robert D. Niehaus, Ph.D.  
Managing Director, Principal Economist



Jack Lyon  
Director of Business Development



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# SCOPE OF WORK

## Task 1. Connection Fees/Availability Fees

**Objective:** RDN will review and update wastewater connection and availability fees in an Excel-based model that may include a “buy-in” to existing assets as well as a fair share of “incremental” capital improvements needed to serve new development. The recommended capacity charges will comply with the Mitigation Fee Act (Government Code § 66000 – 66023, codified in AB 1600), recent U.S. Supreme Court and California property case law (*Sheetz v. County of El Dorado*), and also consider developer concerns.

There are three methods generally used for calculating connection charges in California:

- 1) **Buy-In Method** – system has sufficient capacity to serve new development.
- 2) **Incremental Cost Method** – system requires additional capacity to serve new development.
- 3) **Combined Method** – system has some capacity but requires additional capacity during planning horizon.

RDN will carefully review the District’s CIPs, master plan, and other relevant data to ensure we use the method that best meets the District’s current and future financial goals. Whichever method is used, the basic formula for calculating connection charges is:

$$\text{Connection Charge} = \frac{\text{System Value (Task 1.1)}}{\text{System Capacity (Task 1.2)}} \times \text{New Customer Capacity Demands (Task 1.3)}$$

The following subtasks describe the computation methods of each component in this formula.

### Task 1.1. Calculate System Value

Based on District asset records, RDN will determine the value of the capacity-related infrastructure that must be recovered from new customers. Valuation methods may include original cost, replacement cost, replacement cost less depreciation (RCLD), present value cost of future infrastructure, or a combination of methods. RDN will work with District staff to select the most appropriate valuation approach, though we typically recommend RCLD. Adjustments will be made for debt, grants, donated assets, and other deductions to avoid double-charging new development through connection fees and again through wastewater rates. Future capacity costs will be estimated based on the percentage of CIP costs devoted to future system capacity.

### Task 1.2. Determine Existing and Future System Capacity

RDN will work with District staff to accurately measure existing system capacity to determine the share of capacity available to future customers. The District’s capital improvement plan will be reviewed to allocate each project between existing and future capacity needs.

### Task 1.3. Assess New Customer Capacity Demand

The final step in the connection fee calculation is to establish the level of future customer demand. System demand is defined on an Equivalent Dwelling Unit (EDU)-basis. An alternative method is to calculate single-family residential customers’ connection charges by multiplying the unit cost of the connection charge by average flow. Future EDU values will be based on sound and defensible methodologies, which may include linear regressions, Monte Carlo simulations, and/or deterministic models. ADU capacity demand will be evaluated relative to the full EDU values of residential properties. RDN will recommend the solution that is best able to meet the District’s objectives.

#### Task 1.4. Availability Fees/Proposition 218

RDN will provide an Availability (Standby) Fee report that complies with California Government Code § 54984. The charge may be imposed on an area, frontage, or parcel basis, or a combination thereof. RDN will calculate appropriate charges and fees for service provided by the District and produce a report which details:

- (a) A description of the charge and the method by which it will be imposed.
- (b) A compilation of the amount of the charge proposed for each parcel subject to the charge.
- (c) A description of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the charge is made.
- (d) A description of the lands upon which the charge is to be imposed. Assessor parcel numbers constitute sufficient description for this purpose.
- (e) The amount of the charge for each of the lands described.

RDN will attend the required Proposition 218 Hearing at the District's request.

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*Table 6. – Task 5. Connection Fee/Availability Fees Deliverables*

<b>Meetings</b>	<ul style="list-style-type: none"><li>▪ Progress meetings via teleconference</li><li>▪ Proposition 218 Hearing</li></ul>
<b>RDN Deliverables</b>	<ul style="list-style-type: none"><li>▪ Recommended Connection Fee adjustments</li><li>▪ Connection Fee model in Excel</li></ul>
<b>District Deliverables</b>	<ul style="list-style-type: none"><li>▪ Policy goals and objectives for Connection Fees</li><li>▪ Fee feedback</li></ul>

# COST PROPOSAL

The tables below present RDN's cost proposal and compensation schedule, respectively. Our firm-fixed-price proposal to provide professional consulting services to conduct the Hilton Creek Community Services District's Wastewater Connection and Availability Fee Study, including other direct costs and travel expenses, is \$17,120.

*Table 1. RDN Firm-Fixed-Price Cost Proposal*

Task	Description	Project Director	Project Manager	QA/QC	Consultants	Total Hours	Total Cost
<b>1</b>	<b>Connection Fees/Availability Fees</b>	<b>3</b>	<b>28</b>	<b>4</b>	<b>40</b>	<b>75</b>	<b>\$16,120</b>
1.1	Calculate System Value	1	4	0	8	13	\$2,800
1.2	Determine Existing and Future System Capacity	1	4	1	8	14	\$3,050
1.3	Assess New Customer Capacity Demand	1	4	1	8	14	\$3,050
1.4	Availability Fees/Proposition 218	0	16	2	16	34	\$7,220
	<b>Estimated Direct Expenses</b>						<b>\$1,000</b>
	<b>Total Hours</b>	<b>3</b>	<b>28</b>	<b>4</b>	<b>40</b>	<b>75</b>	
	<b>Hourly Rate</b>	<b>\$320</b>	<b>\$220</b>	<b>\$250</b>	<b>\$200</b>		
<b>Total Project Costs</b>		<b>\$960</b>	<b>\$6,160</b>	<b>\$1,000</b>	<b>\$8,000</b>	<b>\$17,120</b>	

*Table 2. RDN Labor Rates*

Name	Project Role	Hourly Rate
Robert Niehaus, Ph.D.	Project Director	\$320
Anthony Elowsky, M.A.	Project Manager	\$220
Ichiko Kido, M.B.A	QA/QC	\$250
Kallerud, Van Dinther, Etc.	Staff Consultants	\$200



**Resolution 2024-04**  
**Hilton Creek Community Services District**  
**Resolution Ordering Election,**  
**Requesting County Elections to Conduct the Election,**  
**Requesting Consolidation of the Election, and**  
**Specifications of the Election Order**

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**Hilton Creek Community Services District**

**WHEREAS**, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election and the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

**WHEREAS**, the resolution of the governing body of the city or district shall specify the services requested; and

**WHEREAS**, pursuant to Elections Code Section 10402.5, any state, county, municipal, district, and school district election held on a statewide election date pursuant to Section 1002 shall be consolidated with the statewide election pursuant to this part except that, in counties of the first class, the board of supervisors may deny any request for consolidation if it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled. The procedural requirements prescribed for that type of election shall be construed as if this section were specifically set forth in the provisions relating to that election; and

**WHEREAS**, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot, and acknowledging that the consolidated election will be held and conducted in the manner prescribed in Section 10418. Upon such request, the Board of Supervisors may order the consolidation; and

**WHEREAS**, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

**WHEREAS**, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

**WHEREAS**, various district, county, political subdivision, and statewide elections have been or may be called to be held on November 5, 2024; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT** the Governing Board/Board of Trustees of the Hilton Creek Community Services District hereby orders an election to be called and consolidated with any and all elections also called to be held on November 5, 2024 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of said District/City and requests the Board of Supervisors of the County of Mono order such consolidation under Elections Code Section 10400; and

**BE IT FURTHER RESOLVED AND ORDERED** that said Board hereby requests the Board of Supervisors to permit the Mono County Elections Department to provide any and all services necessary for conducting the election; and

[Check any of the following that apply]

**BE IT FURTHER RESOLVED AND ORDERED** that the Mono County Elections Department conduct the election for the following offices on the November 5, 2024 ballot:

<u># of Seats</u>	<u>Office Title</u>	<u>Term</u>	<u>District/Division (if app)</u>
2	Board of Directors	11/30/2024	
1	Board of Directors - Vacancy	11/30/2026	

*No election will be held if there are an insufficient number of nominees.*

The qualifications of a nominee of an elective officer of the Special District/City are as follows: (insert qualifications, i.e. a registered voter in the district, trustee area, etc.)

A Registered Voter, a rate paying resident of the Hilton Creek Community Services District
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The candidate is responsible for paying the cost of publishing the Candidate's Statement of Qualifications in the Voter's Information Guide at the time of filing his/her statement.

**CHECK ONE:** YES

NO  The District/City will pay the cost of publishing the Candidate's Statement of Qualifications.

A current map showing the boundaries of the district and the boundaries of the divisions of the district, if any, with a statement indicating in which divisions a director is to be elected and whether any officer is to be elected at large is attached.

**CHECK ONE:** YES

NO  No changes, map on file.

**BE IT FURTHER RESOLVED AND ORDERED** that the Mono County Elections Department shall conduct the election for the following MEASURE(S) to be voted on at the November 5, 2024 election:

**PASSED AND ADOPTED** this 9th day of July, 2024, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Chairperson of Board

Attested: \_\_\_\_\_  
Secretary



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

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

**WHEREAS**, the period of the Contract is from July 1, 2023 to June 30, 2024.

**WHEREAS**, the compensation for Employee's services rendered to the District on a part time basis, the District shall be the following:

- I. The Part Time Employee shall be entitled to \$175.00 per hour to be due and payable on the 15<sup>th</sup> day following the end of each month.

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

**WHEREAS**, the employee as requested a change in pay.

**NOW, THEREFORE**, the parties agree as follows:

1. The Contract period set forth in Paragraph 7 of the Agreement is hereby extended to June 30, 2025
2. The terms of compensation set forth in Paragraph 9 Section A) I. shall be reduced to \$165.00 per hour, per employee's request.
3. All other terms and conditions of the Agreement not expressly amended shall remain in full force and effect.

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

HILTON CREEK COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Steve Shipley, Board President

\_\_\_\_\_  
Date

CONTRACT

\_\_\_\_\_  
Keith Hafner

\_\_\_\_\_  
Date

ATTEST

\_\_\_\_\_  
Lorinda Beatty, Board Secretary

\_\_\_\_\_  
Date

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

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

**WHEREAS** the period of the Contract is from July 1, 2023 to June 30, 2024.

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

**NOW, THEREFORE**, the parties agree as follows:

1. The Contract period set forth in Paragraph 7 of the Agreement is hereby extended to June 30, 2025
2. All other terms and conditions of the Agreement not expressly amended shall remain in full force and effect.

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

HILTON CREEK COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Steve Shipley, Board President

\_\_\_\_\_  
Date

CONTRACT

\_\_\_\_\_  
Jason Hatter

\_\_\_\_\_  
Date

ATTEST

\_\_\_\_\_  
Lorinda Beatty, Board Secretary

\_\_\_\_\_  
Date

**MUTUAL AGREEMENT TO EXTEND PERIOD OF AGREEMENT  
BETWEEN THE HILTON CREEK COMMUNITY SERVICES  
DISTRICT AND DENA KIRWAN FOR THE PROVISION OF  
ADMINISTRATIVE ASSISTANT FOR SPECIAL PROJECTS  
CONTRACT PER DIEM EMPLOYMENT AGREEMENT**

This Agreement entered into by and between the Hilton Creek Community Services District (hereinafter, "District"), a special district of the State of California, and Dena Kirwan (hereinafter, "Per Diem Employee"), for the purposes of amending that certain Agreement between the District and Per Diem Employee and signed by Per Diem Employee on March 20, 2024, providing for the provision of Administrative Assistant for Special Projects Contract Per Diem Employment Agreement ("Agreement"). The District and Per Diem Employee are sometimes referred to herein collectively as "the parties".

**WHEREAS** the period of the Contract is from March 12, 2024 to June 30, 2024.

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

**NOW, THEREFORE**, the parties agree as follows:

1. The Contract period set forth in Paragraph 7 of the Agreement is hereby extended to June 30, 2025
2. All other terms and conditions of the Agreement not expressly amended shall remain in full force and effect.

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

HILTON CREEK COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Steve Shipley, Board President

\_\_\_\_\_  
Date

CONTRACT

\_\_\_\_\_  
Dena Kirwan

\_\_\_\_\_  
Date

ATTEST

\_\_\_\_\_  
Lorinda Beatty, Board Secretary

\_\_\_\_\_  
Date