

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
DECEMBER 10, 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 5:05 p.m.**

A. ROLL CALL

Members Present: Steve Shipley, Devin Preston, Windsor Czeschin and Mark Fiore

Members Absent: Isabel Connolly

Staff Present: Lorinda Beatty, Billy Czeschin and Keith Hafner

Guests: David Richman

2. **ADDITIONS TO AGENDA – None**

3. **PUBLIC COMMENT**

Public Comment – items not on the agenda.

There were no public comments

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 November, 2024

3. District Fund Transfers – November, 2024

3. Southern California Edison Report – Not Ready

4. Equipment Use Hours

C. Approval of Minutes

1. Minutes of the Regular Board Meeting – November 12, 2024

Agneda stated “Special Board Meeting” this was a Regular Board Meeting.

Motion: To accept the Consent Agenda as presented.

Moved by Ms. Czeschin, Second by Mr. Preston

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

5. **SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE**
 - A. **General Manager Report on Status of Facilities and Operational**
 1. **Plant Automation update** – Mr. Hafner reported that the power outage alert system functioned well during the last PSPS power outage.
 2. **Clarifiers** – Flights and chains have been removed from Clarifier #1 The metal has to be pulled but it is too icy to work safely.
 3. **Blower** – DO Controller is working well. Adjustments continue to be made to optimize plant operation. The blower brought the plant back to optimum operation after the power outage.
 4. **Wells** – Sampling will be delayed due to snow.
 5. **Easements, Manholes and Sewer Lines** – Staff is researching easements and main line extensions, main lines and laterals between Elderberry and South Landing. There was a blockage at 105 S Landing Road that was in the lateral. However, the plumber that responded told the owner that it was the main sewer line. District staff went out and routed the line, but it was not part of the District’s line. The plumber (T. Trainer) stated that he patched the district’s line some time ago, but camera footage shows otherwise. Staff continues to research. Discussion continued regarding the responsibility of the property owners for their lines.
 6. **Drying Beds** – Staff cleaned and scraped two beds this month.
 7. **Testing and Flows** – There were a few high flows but nothing worrisome. Affluent BOD 24.4 CPOD was 3.48 which indicates the ammonia is decreasing but there is some lingering nitrate.
 8. **Juniper Drive Maintenance** – Mr. Czeschin advised that during snow removal a race line was damaged. The line was placed very shallow. Race contacted staff and advised that their line was 12” under the ground, which it was at most 4” or less. Mr. Czeschin took pictures of the damaged line.
 9. **Miscellaneous Projects** – Generator was fueled up.
6. **SECRETARY / ADMINISTRATIVE UPDATE**
 - A. **General Update** – Ms. Beatty advised that she has had a quite a few power outages at her home office which has resulted in work slowing. Ms. Beatty has purchased a solar generator for her office with her personal business funds.
 - B. **Budget Adjustments Discussion** – Ms. Beatty inquired about any budget questions or discussion. Ms. Beatty advised that the SWRCB annual permits will be approximately \$33,000. IRS issues from the past are slowly being resolved.

7. NEW BUSINESS

A. Mono County Services Questionnaire - Ms. Beatty presented a questionnaire from the County Offices and gave a brief history of why the County is polling Special Districts regarding administrative needs. The Board reviewed and document and after some discussion requested Ms. Beatty develop a response based on the discussion and bring it back to the Board in January.

B. District Property – Juniper Drive – Ms. Beatty advised that the District property at the top of Juniper Drive is nearly a half-acre and a tenant of a nearby lot stated that it was a county property on a county road and that they county had a community garden there. Mr. Czeschin stated there is not a community garden at that location, it is not on a county road, and it is not a community property. Ms. Beatty verified via county software that it does in fact belong to the District. The Board directed staff to post private property signs as soon as the snow clears. Mr. Czeschin asked the board to consider that location for future employee housing.

8. OLD BUSINESS

A. Availability Fee – Public and Quasi Public Properties – Ms. Beatty provided lot information for undeveloped properties within the District that are Public and Quasi Public Properties, Commercial, Open Land and other lots that are not zoned for residential. The Board reviewed the lots and discussed the availability fee study in relation to the specialized lots.

B. Connection and Availability Fee Study Update – The Board considered the discussion from Item A and the properties with an average lot of 5 acres or less verses large lots with potential to develop into dense housing or subdivide into many individual lots. The Board would like to review the data and schedule a special meeting with the consultant after the January 14th, 2025 meeting.

C. Juniper Drive Speed Limit Update – No Updates

9. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS – Mr. Shipley requested that the current and future sewer use fees be placed on the January agenda for discussion.

10. BOARD MEMBER COMMENTS/REPORTS –

11. ANNOUNCEMENTS

A. Regular Board Meeting January 14, 2025 at 5 p.m. at the Crowley Lake Community Center

12. ADJOURNMENT

Motion: To Adjourn the December 10, 2024 Regular Board Meeting at 7:03 p.m.

Moved by Mr. Preston, Second by Ms. Czeschin

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

The meeting was adjourned at 8:05 pm.