

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

**April 13, 2021**

**5:00 P.M.**

**Minutes**

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

**A. ROLL CALL**

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

**Members Absent:** Windsor Czeschin

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

- 2. ADDITIONS TO AGENDA**

None

- 3. PUBLIC COMMENT**

There were no public comments.

- 4. CONSENT AGENDA**

**A. Financial Reports**

1. Consideration & Approval of Disbursements List 8157-8165
2. One-signor Checks 8166-8170

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

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

**C. Approval of Minutes**

1. Minutes of the Regular Board Meeting of April 13, 2021

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

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

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

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

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

Mr. Burnett reported that he purchased a new aeration blower. The cost was over \$5,000 and he communicated with the Finance Oversight Committee

prior to the purchase. Mr. Shipley asked if the blowers are rebuildable? Mr. Burnett advised that the cost would be about the same.

**1. Regulatory Report – First Quarter**

Mr. Burnett presented the regulatory report from the first quarter of this year. There was a high BOD report in March but the results lowered as more testing was performed.

**2. Vactoring / TV Update**

There hasn't been any progress on this project because the drying beds are not ready. There may be some options by coordinating with MCWD and using their facility for a cost.

**6. NEW BUSINESS**

**A. Resolution 2021-01 Hilton Creek Community Services District Statement of Investment Policy.**

**Motion:** To accept Resolution 2021-01 Hilton Creek Community Services District Statement of Investment Policy as presented.

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

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

**B. Letter to Sierra Springs Residents – Easement Access**

Mr. Burnett presented a draft letter that will go to the Sierra Springs Residents regarding easement access. It was the consensus of the Board to have the letter reviewed by legal counsel for review prior to sending to the residents.

**C. SoCalRen – Site Visit**

Energy monitors were installed and will be logging energy usage data for approximately one month. The drying beds are a bottle neck for the efficiency of the plant and they are looking at more efficient drying beds and processes.

**D. Accessory Dwelling Unit – Capacity Fee**

It was the consensus of the Board to move forward with a rate study before any decisions are made regarding a capacity fee.

A public comment was provided via email that suggested a rate study before moving forward.

**7. OLD BUSINESS**

**A. SDRMA – Insurance**

Aeration tanks are not insured and the lift station is under insured. The District does not have earthquake insurance. Mr. Burnett continues to work on improving the District's insurance coverage and researching earthquake insurance.

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

None

**9. BOARD MEMBER COMMENTS/REPORTS**

No Comments

**10. ANNOUNCEMENTS**

A. Regular Board Meeting April 13, 2021 at 5:00 p.m.

**11. CLOSED SESSION**

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

**Motion:** To adjourn into Closed Session at 6:02 p.m.

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

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

**Motion:** To adjourn into Open Session at 6:05 p.m.

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

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

**Announcement of Closed Session:** Ms. Beatty's future service as a Board Secretary to Community Services Area 1 and Mosquito District will not cause a conflict of interest to the District and is approved by the Board.

**12. ADJOURNMENT**

**Motion:** To Adjourn the April 13, 2021 Regular Board Meeting at 6:05 p.m.

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

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