

**BOARD OF DIRECTORS
HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
TUESDAY, DECEMBER 10, 2024
5:00 P.M.
Crowley Lake Community Center
58 Pearson Road
Crowley Lake, CA 93546**

AGENDA

All items on this agenda are subject to discussion and direction.

- 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. CONSENT AGENDA**
 - A. Financial Reports**
 1. Consideration & Approval of Disbursements List
 - B. Review & Acceptance of Monthly Financial Reports**
 1. Account Summary / Balances – All Funds
 2. Budget Report: YTD Actual to Budget Report –November 2024
 3. District Fund Transfers – November, 2024
 4. Southern California Edison Report
 5. Equipment Use Hours Report
 - C. APPROVAL OF MINUTES**
 1. Minutes of the Special Board Meeting of November 12, 2024

- 6. OPERATIONS SEWER FACILITIES /JUNIPER DRIVE 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. Juniper Drive Maintenance
 9. Miscellaneous Projects

7. **SECRETARY /ADMINISTRATIVE UPDATE**
 - a. General Update
 - b. Budget Adjustments Discussion
8. **NEW BUSINESS**
 - A. Mono County Services Questionnaire
 - B. District Property – Juniper Drive
9. **OLD BUSINESS**
 - A. Availability Fee – Public and Quasi Public Properties
 - B. Connection and Availability Fee Study Update
 - C. Juniper Drive Speed Limit Update
10. **NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS**
11. **BOARD MEMBER COMMENTS/REPORTS**
12. **ANNOUNCEMENTS**
 - A. Regular Board Meeting: January 14, 2025 at 5 p.m.
Crowley Lake Community Center
13. **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.

All items on this agenda are subject to discussion and direction.

HILTON CREEK COMMUNITY SERVICES DISTRICT CHECKS WRITTEN - ALL FUNDS November 13 through December 10, 2024

Type	Date	Num	Name	Memo	Amount
Nov 13 - 16, 24					
Bill Pmt -...	11/13/2024		SCE Pump Station	10/02/2024 TO 10/30/2024	-686.40
Bill Pmt -...	11/13/2024		SCE Plant	10/02/2024 TO 10/30/2024	-1,724.32
Bill Pmt -...	11/13/2024		Bank of America	FEE - REMOTE DEPOSIT	-15.00
Bill Pmt -...	11/15/2024		UMPQUA BANK	OCT 2024	-1,202.58
Nov 13 - 16, 24					-3,628.30
Week of Nov 17, 24					
Bill Pmt -...	11/18/2024		Intuit	ACH CUSTOMER PAYMENTS (SEPT ...	-354.00
Week of Nov 17, 24					-354.00
Week of Nov 24, 24					
Paycheck	11/30/2024	DD14...	BEATTY, LORINDA A	Direct Deposit	0.00
Paycheck	11/30/2024	DD14...	CONNOLLY, ISABEL S	Direct Deposit	0.00
Paycheck	11/30/2024	DD14...	CZESCHIN, WINDSOR	Direct Deposit	0.00
Paycheck	11/30/2024	8613	FIORE, MARK		-258.55
Paycheck	11/30/2024	DD14...	HAFNER, KEITH	Direct Deposit	0.00
Paycheck	11/30/2024	8614	Hatter, Jason T		-173.37
Paycheck	11/30/2024	DD14...	Kirwan, Dena	Direct Deposit	0.00
Paycheck	11/30/2024	DD14...	PRESTON, DEVIN M	Direct Deposit	0.00
Paycheck	11/30/2024	8615	SHIPLEY, STEVE H		-258.55
Week of Nov 24, 24					-690.47
Week of Dec 1, 24					
Paycheck	12/01/2024	8616	Hatter, Jason T		-912.50
Liability C...	12/02/2024		QuickBooks Payroll Service	Created by Payroll Service on 11/29/2024	-7,957.19
Liability C...	12/02/2024	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 311398714	-22.70
Liability C...	12/02/2024	E-pay	Emp. Dev. Dept.	499-0247-1 QB Tracking # 311431714	-339.29
Liability C...	12/02/2024	E-pay	EFTPS	94-2834850 QB Tracking # 311446714	-2,368.62
Liability C...	12/03/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/02/2024	-7,914.91
Paycheck	12/04/2024	DD14...	CZESCHIN, WILLIAM	Direct Deposit	0.00
Liability C...	12/05/2024		PERS 457 Contributions	3320645013	-183.33
Liability C...	12/05/2024		PERS Retirement	3320645013	-446.24
Liability C...	12/05/2024		EFTPS	VOID: 94-2834850 Sept 30 2023	0.00
Liability C...	12/05/2024		EFTPS	94-2834850	-463.69
Bill Pmt -...	12/06/2024		AT&T	Nov 2024	-257.32
Bill Pmt -...	12/06/2024		FRONTIER COMMUNICATIONS	Pump Station Alarm System 11/22/ to 1...	-54.89
Bill Pmt -...	12/06/2024		MAMMOTH DISPOSAL	NOV 2024	-218.04
Bill Pmt -...	12/06/2024		MCWD	Lab Testing December - PAID ONLINE	-90.00
Bill Pmt -...	12/06/2024		PERS Health Insurance	2024 December	-2,702.07
Bill Pmt -...	12/06/2024		PERS Retirement	November EMPLOYER CONTRIBUTION	-652.49
Bill Pmt -...	12/06/2024		United States Treasury	EIN FORM 941 94-2834850 First Quart...	-7.60
Week of Dec 1, 24					-24,590.88
Dec 8 - 10, 24					
Bill Pmt -...	12/08/2024		United States Treasury	EIN FORM 941 94-2834850 Q2 2021	-3,457.32

2:47 PM

12/09/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
CHECKS WRITTEN - ALL FUNDS
November 13 through December 10, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -...	12/08/2024		United States Treasury	EIN FORM 941 94-2834850 First Quart...	-3.78
Bill Pmt -...	12/08/2024	8617	BABCOCK LABORATORIES, I...	VOID: Lab Testing NOV 2024	0.00
Bill Pmt -...	12/08/2024	8618	Emp. Dev. Dept.	VOID: Letter ID L1823339216	0.00
Bill Pmt -...	12/08/2024	8619	INFOSEND, INC	VOID: CUSTOMER BILLING SEPTEMB...	0.00
Bill Pmt -...	12/08/2024	8620	Inyo County Waste Managment	VOID: 00379	0.00
Bill Pmt -...	12/08/2024	8621	STEVE SHIPLEY	VOID: Medical Reimbursment	0.00
Bill Pmt -...	12/08/2024		Bank of America	FEE - REMOTE DEPOSIT	-15.00
Bill Pmt -...	12/08/2024	8622	BABCOCK LABORATORIES, I...	Lab Testing NOV 2024	-120.26
Bill Pmt -...	12/08/2024	8623	Emp. Dev. Dept.	Letter ID L1823339216	-57.66
Bill Pmt -...	12/08/2024	8624	INFOSEND, INC	CUSTOMER BILLING SEPTEMBER & ...	-410.27
Bill Pmt -...	12/08/2024	8625	Inyo County Waste Managment	00379	-145.50
Bill Pmt -...	12/08/2024	8626	STEVE SHIPLEY	Medical Reimbursment	-514.92
Dec 8 - 10, 24					-4,724.71
TOTAL					-33,988.36

Hilton Creek Community Services District					
Sewer Funds Account Balances					
Preliminary Year End Report As Of					
November 30, 2024					
	Previous				11/30/2024
Account	Balance	Credits	Debits	Adjustments	Balance
**Bank of America *	44,596.63	92,253.04	(61,299.42)	-	75,550.25
Sewer Fund Use Fees & Expenses Cancelled / Return/ Fin. Chg Other		56,954.20	(27,345.46)		
County Inv. Pool Transfer		-	-		
LAIF Transfers					
Capital Reserve Transfer		32,963.48	(32,963.48)		
Connection Fees		-	-		
County Loan Transfer					
Availability Fees					
Juniper Deposits/Expenses		2,335.36	(990.48)		
Juniper Drive Transfers		-	-		
Admin / Late Fees		-	-		
Capital Reserve	81,191.28	0.49	(32,963.48)	-	48,228.29
Connection & Availability Fees					
Transfers			(32,963.48)		
Interest		0.49			
LAIF	5,378.32	-	-	-	5,378.32
Checking Transfers					
Interest					No Change
Other					
Other					
County Investment Pool	646,456.40	-	-	-	646,456.40
Checking Transfers					No Change
LAIF Transfers					
Interest					
Unsec. Property Tax					
Secure Property Tax					
Other					
Unitary Property Tax					
Delinquent Accounts Collection					
Total**	777,622.63	92,253.53	(94,262.90)	-	775,613.26

** Balance Owed to Juniper Fund (1,995.47)
Total with Juniper Drive Oweing 773,617.79

COUNTY INVESTMENT POOL HOLDINGS - REMAINS WITHIN INVEMENT POOL					
HOLDINGS	380,092.80	-	-	-	380,092.80
Emergency Reserves Holdings	67,546.40				67,546.40
Capital Reserves Holdings	67,546.40				67,546.40
Operation Reserves Holdings	50,000.00				50,000.00
Capital Generator Holdings	75,000.00				75,000.00
Clarifier Replacement Holdings	70,000.00				70,000.00
PERS UAL Holdings	25,000.00				25,000.00
Personnel Leave Liability Holdings	25,000.00				25,000.00
Vehicle Replacement Holdings					-

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

	Previous	Credits	Debits	Adjustments	11/30/2024 Balance
Bank of America	94,090.17	7,349.51	(120.00)	-	101,319.68
Juniper Drive Fees Collected		7,349.51			
Juniper Drive Expenses			(120.00)		
LAIF	5,025.35	-	-	-	5,025.35
Interest					No Change
Other					
County Investment Pool	379,561.56	-	-	-	379,561.56
Checking Transfers					No Change
Interest					
Other					
Total**	478,677.08	7,349.51	(120.00)	-	485,906.59

** Balance Owed to Juniper Fund 1,995.47

Total with Balance Owed to Sewer Fund 487,902.06

Juniper Drive Wash					
Fwd		JD Fees Coll	JD Checks	*Adjust	Pmt to SF SF Owes JD
	650.59	2,335.36	(990.48)		-

Funds collected / paid in Sewer Fund

*Prior month adjustments

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

12/09/24

As of November 30, 2024

Accrual Basis

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · 1 Bank of America-Checking	75,550.25
12000 · 3 B of America-Capital Reserve	48,228.29
13000 · 4 Mono Co Treasury Inv. Pool	646,456.40
14000 · 5 LAIF	
General Sewer Fund	4,957.36
14000 · 5 LAIF - Other	420.96
Total 14000 · 5 LAIF	5,378.32
Total Checking/Savings	775,613.26
Accounts Receivable	
10100 · Accounts receivable	
10101 · SEWER USE FEES	
10105 · Finance Charge	1,706.30
10109 · LIEN FEE	-100.00
10101 · SEWER USE FEES - Other	83,579.99
Total 10101 · SEWER USE FEES	85,186.29
10102 · AVAILABILITY FEES	4,295.00
10107 · Non Customer	-211.60
10108 · ADMIN FEE - DELINQUENT ACCOUNTS	2,408.80
10100 · Accounts receivable - Other	-495.54
Total 10100 · Accounts receivable	91,182.95
10103 · SEWER CONNECTION FEE	-110.62
Total Accounts Receivable	91,072.33
Other Current Assets	
10202 · Allowance for uncollectibles	-254.45
1499 · Undeposited Funds	702.24
Total Other Current Assets	447.79
Total Current Assets	867,133.38
Fixed Assets	
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
Total 10300 · Property, Plant & Equipment	3,274,426.12
Total Fixed Assets	3,274,426.12
Other Assets	
10305 · Accumulated depreciation	-2,893,782.35
Total Other Assets	-2,893,782.35
TOTAL ASSETS	1,247,777.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	-90.00
Total Accounts Payable	-90.00

HILTON CREEK COMMUNITY SERVICES DISTRICT

Balance Sheet

As of November 30, 2024

12/09/24

Accrual Basis

	Nov 30, 24
Other Current Liabilities	
10400 · Accounts payable	2,877.10
17000 · Juniper Dr SZB Clearing Acct	1,995.47
2100 · Payroll Liabilities	-495.25
2110 · Direct Deposit Liabilities	6,059.51
Total Other Current Liabilities	10,436.83
Total Current Liabilities	10,346.83
Long Term Liabilities	
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
Total 10502 · PENSION LIABILITIES	259,877.00
2500 · Loan - LA County	54,111.55
Total Long Term Liabilities	313,988.55
Total Liabilities	324,335.38
Equity	
1110 · Retained Earnings	789,173.07
1112 · Capital Improvement Reserve	152,054.71
Net Income	-17,786.01
Total Equity	923,441.77
TOTAL LIABILITIES & EQUITY	1,247,777.15

HILTON CREEK COMMUNITY SERVICES DISTRICT

All Sewer Fund Transaction Detail Report

November 2024

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Liability Check	11/01/2024		PERS 457 Contributi...	3320645013	10000 · 1 Bank o...		2101 · 457 Em...		183.33
Paycheck	11/01/2024	8603	Hatter, Jason T		10000 · 1 Bank o...	162	-SPLIT-		912.50
Deposit	11/04/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	11/04/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	74.00	
Deposit	11/04/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	90.00	
Deposit	11/04/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	590.52	
Deposit	11/04/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	497.42	
Deposit	11/04/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	1,404.48	
Bill Pmt -Check	11/04/2024		AT&T	Oct 2024	10000 · 1 Bank o...		20000 · *Accou...		257.32
Bill Pmt -Check	11/04/2024		FRONTIER COMM...	Pump Station ...	10000 · 1 Bank o...		20000 · *Accou...		54.73
Bill Pmt -Check	11/04/2024		PERS Health Insura...	2024 NOVEM...	10000 · 1 Bank o...		20000 · *Accou...		2,702.07
Bill Pmt -Check	11/04/2024		PERS Retirement	OCTOBER E...	10000 · 1 Bank o...		20000 · *Accou...		652.49
Deposit	11/07/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	11/07/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	73.15	
Deposit	11/07/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	2,130.16	
Deposit	11/10/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	468.16	
Transfer	11/11/2024			Funds Transfer	10000 · 1 Bank o...	162	12000 · 3 B of ...	32,963.48	
Bill Pmt -Check	11/11/2024		MAMMOTH DISPO...	OCT 2024	10000 · 1 Bank o...		20000 · *Accou...		218.04
Bill Pmt -Check	11/11/2024		MCWD	Lab Testing N...	10000 · 1 Bank o...		20000 · *Accou...		90.00
Bill Pmt -Check	11/11/2024		AT&T	VOID: DUPLI...	10000 · 1 Bank o...		20000 · *Accou...	0.00	
Bill Pmt -Check	11/11/2024	8604	BABCOCK LABOR...	Lab Testing O...	10000 · 1 Bank o...		20000 · *Accou...		443.44
Bill Pmt -Check	11/11/2024	8605	BILLY CZESCHIN	FUEL REIMB...	10000 · 1 Bank o...		20000 · *Accou...		40.16
Bill Pmt -Check	11/11/2024	8606	CSDA	Membership - ...	10000 · 1 Bank o...		20000 · *Accou...		3,578.00
Bill Pmt -Check	11/11/2024	8607	MAMMOTH BUSIN...	INVOICE 11032	10000 · 1 Bank o...		20000 · *Accou...		84.75
Bill Pmt -Check	11/11/2024	8608	Robert D Niehaus, I...	AVAILABILIT...	10000 · 1 Bank o...		20000 · *Accou...		4,080.00
Bill Pmt -Check	11/11/2024	8609	United States Treas...	EIN FORM 94...	10000 · 1 Bank o...		20000 · *Accou...		1,181.00
Bill Pmt -Check	11/11/2024	8610	USA BLUE BOOK	930099 INVOI...	10000 · 1 Bank o...		20000 · *Accou...		124.05
Deposit	11/11/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	321.86	
Liability Check	11/11/2024	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		25.85
Liability Check	11/11/2024	E-pay	EFTPS	94-2834850 Q...	10000 · 1 Bank o...		-SPLIT-		3,214.56
Liability Check	11/11/2024	E-pay	Emp. Dev. Dept.	499-0247-1 Q...	10000 · 1 Bank o...		-SPLIT-		1,011.55
Bill Pmt -Check	11/12/2024	8611	Los Angeles County	RSF-HCCSD ...	10000 · 1 Bank o...		20000 · *Accou...		32,963.48
Bill Pmt -Check	11/12/2024	8612	Los Angeles County	RSF-HCCSD ...	10000 · 1 Bank o...		20000 · *Accou...		4,730.97
Bill Pmt -Check	11/12/2024		USDA FOREST SE...	Hilton Cr. Co...	10000 · 1 Bank o...		20000 · *Accou...		78.36
Bill Pmt -Check	11/13/2024		SCE Pump Station	10/02/2024 T...	10000 · 1 Bank o...		20000 · *Accou...		686.40
Bill Pmt -Check	11/13/2024		SCE Plant	10/02/2024 T...	10000 · 1 Bank o...		20000 · *Accou...		1,724.32
Bill Pmt -Check	11/13/2024		Bank of America	FEE - REMO...	10000 · 1 Bank o...		20000 · *Accou...		15.00
Deposit	11/14/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	351.12	
Deposit	11/14/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	11/14/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	931.94	
Deposit	11/14/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	27,214.34	
Bill Pmt -Check	11/15/2024		UMPQUA BANK	OCT 2024	10000 · 1 Bank o...		20000 · *Accou...		1,202.58
Bill Pmt -Check	11/18/2024		Intuit	ACH CUSTO...	10000 · 1 Bank o...		20000 · *Accou...		354.00
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	87.78	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	73.15	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	146.30	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	443.72	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	351.12	

HILTON CREEK COMMUNITY SERVICES DISTRICT

All Sewer Fund Transaction Detail Report

November 2024

Type	Date	Num	Name	Memo	Account	Class	Split	Debit	Credit
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	55.31	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	316.82	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	400.00	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	210.56	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	6,965.63	
Deposit	11/25/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	526.68	
Deposit	11/25/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	675.54	
Deposit	11/27/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Deposit	11/29/2024		JUNIPER DRIVE FE...	Deposit	10000 · 1 Bank o...		-SPLIT-	1,069.30	
Deposit	11/29/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	877.80	
Deposit	11/29/2024			Deposit	10000 · 1 Bank o...		-SPLIT-	11,482.91	
Deposit	11/29/2024			Deposit	10000 · 1 Bank o...		1499 · Undepo...	175.56	
Paycheck	11/30/2024	DD1438	BEATTY, LORINDA A	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	11/30/2024	DD1439	CONNOLLY, ISABE...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	11/30/2024	DD1440	CZESCHIN, WINDS...	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	11/30/2024	8613	FIORE, MARK		10000 · 1 Bank o...	162	-SPLIT-		258.55
Paycheck	11/30/2024	DD1441	HAFNER, KEITH	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	11/30/2024	8614	Hatter, Jason T		10000 · 1 Bank o...	162	-SPLIT-		173.37
Paycheck	11/30/2024	DD1442	Kirwan, Dena	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	11/30/2024	DD1443	PRESTON, DEVIN M	Direct Deposit	10000 · 1 Bank o...	162	-SPLIT-	0.00	
Paycheck	11/30/2024	8615	SHIPLEY, STEVE H		10000 · 1 Bank o...	162	-SPLIT-		258.55
TOTAL								92,253.04	61,299.42

11:52 AM

12/09/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
Juniper Drive Clearing Account Monthly Detail Report
November 2024

Type	Date	Name	Memo	Class	Debit	Credit
Bill	11/01/2024	PERS Health Insura...	10% Health Ins	164	238.43	
Bill	11/01/2024	PERS Health Insura...	10% Health Ins	164	31.79	
Bill	11/01/2024	AT&T	10%	164	25.74	
Deposit	11/04/2024	JUNIPER DRIVE FE...	J6012002 CA...	164		196.84
Deposit	11/04/2024	JUNIPER DRIVE FE...	J6016016-001...	164		393.68
Bill	11/15/2024	UMPQUA BANK	10% FUEL	164	44.56	
Bill	11/15/2024	UMPQUA BANK	10% OFFICE	164	17.10	
Deposit	11/25/2024	JUNIPER DRIVE FE...	J6012001 RO...	164		196.84
Deposit	11/25/2024	JUNIPER DRIVE FE...	J6017015 FIO...	164		196.84
Deposit	11/25/2024	JUNIPER DRIVE FE...	J6017004 CA...	164		196.76
Deposit	11/25/2024	JUNIPER DRIVE FE...	J6017005 CA...	164		85.10
Deposit	11/29/2024	JUNIPER DRIVE FE...	J6020003 FO...	164		196.84
Deposit	11/29/2024	JUNIPER DRIVE FE...	J6020006 FO...	164		85.10
Deposit	11/29/2024	JUNIPER DRIVE FE...	J6016005 SO...	164		196.84
Deposit	11/29/2024	JUNIPER DRIVE FE...	J6013006 HA...	164		196.84
Deposit	11/29/2024	JUNIPER DRIVE FE...	J6020010-001...	164		196.84
Deposit	11/29/2024	JUNIPER DRIVE FE...	J6016004 SHI...	164		196.84
General Journal	11/30/2024		Total 10% IC ...	164	28.33	
General Journal	11/30/2024		Total 10% W...	164	28.33	
General Journal	11/30/2024		Total 10% MF...	164	28.33	
General Journal	11/30/2024		Total 10% DP...	164	28.33	
General Journal	11/30/2024		Total 10% SS...	164	28.33	
General Journal	11/30/2024		10% GROSS ...	164	389.98	
General Journal	11/30/2024		10% GROSS ...	164	18.33	
General Journal	11/30/2024		10% GROSS ...	164	82.90	
TOTAL					990.48	2,335.36

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Balance Sheet

As of November 30, 2024

12/09/24

Accrual Basis

	<u>Nov 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
101 - Checking - B of A	101,319.68
102 - LAIF	5,025.35
Mono County Treasury Inv. Pool	379,561.56
Total Checking/Savings	<u>485,906.59</u>
Accounts Receivable	
120 - ACCOUNTS RECEIVABLE	
121 - FINANCE CHARGES	1,320.94
122 - MAINTENANCE FEES	9,708.50
Total 120 - ACCOUNTS RECEIVABLE	<u>11,029.44</u>
Total Accounts Receivable	11,029.44
Other Current Assets	
JDSZB Wash Account	1,995.47
Total Other Current Assets	<u>1,995.47</u>
Total Current Assets	<u>498,931.50</u>
TOTAL ASSETS	<u>498,931.50</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202 - ACCOUNTS PAYABLE	108.00
Total Accounts Payable	<u>108.00</u>
Total Current Liabilities	<u>108.00</u>
Total Liabilities	108.00
Equity	
32000 · 304 - Retained Earnings	492,797.95
Net Income	6,025.55
Total Equity	<u>498,823.50</u>
TOTAL LIABILITIES & EQUITY	<u>498,931.50</u>

11:39 AM

12/09/24

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Transactions By Month
November 2024

Type	Date	Memo	Account	Clr	Split	Debit	Credit
Nov 24							
Deposit	11/14/2024	Deposit	101 - Checking - B o...	X	-SPLIT-	6,506.69	
Check	11/18/2024	ACH TRANS...	101 - Checking - B o...	X	64900 · 507 - ...		120.00
Deposit	11/29/2024	Deposit	101 - Checking - B o...	X	-SPLIT-	842.82	
Nov 24						7,349.51	120.00

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12/09/24

Accrual Basis

JUNIPER DRIVE WASH ACCCOUNT

Transactions By Month

November 2024

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Nov 24									
General Journal	11/01/2024	LB FY...		Health Insura...	JDSZB Wash Account		-SPLIT-		238.43
General Journal	11/01/2024	LB FY...		Health Insura...	JDSZB Wash Account		JDSZB Wash ...		31.79
General Journal	11/01/2024	LB FY...		ATT	JDSZB Wash Account		68100 · 515 - T...		25.74
Deposit	11/04/2024			Deposit	JDSZB Wash Account		-SPLIT-	590.52	
General Journal	11/15/2024	LB FY...		CC Fuel	JDSZB Wash Account		-SPLIT-		44.56
General Journal	11/15/2024	LB FY...		CC Office Exp...	JDSZB Wash Account		JDSZB Wash ...		17.10
Deposit	11/25/2024			Deposit	JDSZB Wash Account		-SPLIT-	675.54	
Deposit	11/29/2024			Deposit	JDSZB Wash Account		-SPLIT-	1,069.30	
General Journal	11/30/2024	LB FY...		10% IC Gross...	JDSZB Wash Account		-SPLIT-		28.33
General Journal	11/30/2024	LB FY...		10% WC Gro...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	11/30/2024	LB FY...		10% MF Gros...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	11/30/2024	LB FY...		10% DP Gros...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	11/30/2024	LB FY...		10% SS Gros...	JDSZB Wash Account		JDSZB Wash ...		28.33
General Journal	11/30/2024	LB FY...		10% Gross L...	JDSZB Wash Account		-SPLIT-		389.98
General Journal	11/30/2024	LB FY...		10% ADD CO...	JDSZB Wash Account		JDSZB Wash ...		18.33
General Journal	11/30/2024	LB FY...		10% ADD CO...	JDSZB Wash Account		JDSZB Wash ...		82.90
Nov 24								2,335.36	990.48

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

November 2024

12/09/24

Accrual Basis

	Nov 24
Ordinary Income/Expense	
Income	
4015 · Fees	
4010 · Use Fees	833.91
Total 4015 · Fees	833.91
Total Income	833.91
Gross Profit	833.91
Expense	
6100 · Employee Benefits	
6101 · Health Insurance	
6103B · Health Insurance - OIT	2,145.81
6104 · D Health Insurance - Retired	286.04
Total 6101 · Health Insurance	2,431.85
6117 · Add Compensation - Director	641.67
6120 · Add Compensation - Secretary	165.00
6121 · A Medical Reimb - Board	0.00
6122 · A Medical Reimb - Employee	0.00
Total 6100 · Employee Benefits	3,238.52
6200 · Payroll Expenses	
6201 · Gross Payroll-Board of Director	633.33
6207 · Gross Payroll - Chief Plant Op	
6208 · Weekly Standby Stipend - CPO	0.00
6207 · Gross Payroll - Chief Plant Op - Other	3,877.50
Total 6207 · Gross Payroll - Chief Plant Op	3,877.50
6211 · Gross Payroll - Per Diem Ops	1,190.00
6212 · Gross Payroll-Secretary	3,509.86
6213 · Per Diem - Project Assistant	746.04
6215 · Payroll Taxes	2,075.51
6200 · Payroll Expenses - Other	0.00
Total 6200 · Payroll Expenses	12,032.24
6280 · Professional Fees	
6286 · Rate Study	4,080.00
Total 6280 · Professional Fees	4,080.00
6500 · Operations Administration	
6307 · Licenses and Permits	78.36
6505 · Dues and Subscriptions	3,578.00
6557 · Telephone	
6557B · Telephone - Cell	231.58
6557C · Telephone - Fire Alarm	54.73
Total 6557 · Telephone	286.31
Total 6500 · Operations Administration	3,942.67
6550 · Office Expenses	
6550A · Bank Service Charges	369.00
6550C · Website / Advert./ Pub Notice	113.40
6550E · Postage/Shipping - Lab Testing	84.75
6550G · Office Communication- Not Phone	36.00
6550J · Office General / Misc	4.49
Total 6550 · Office Expenses	607.64
6600 · Repairs & Maintenance	
6601 · A Automobile Expense	
6601A · Fuel	401.06

HILTON CREEK COMMUNITY SERVICES DISTRICT

Profit & Loss

November 2024

	<u>Nov 24</u>
Total 6601 · A Automobile Expense	401.06
6603 · Lab Testing	533.44
6604 · Plant - General / Misc	343.49
6605 · Tools & Equipment - Non Capital	64.34
6608 · Sludge Removal	40.16
6609 · Sewer Lines- General Maint	396.18
6611 · U Utilities	
6611 B · SCE - Plant	1,724.32
6611 C · SCE - Pump Station	<u>686.40</u>
Total 6611 · U Utilities	<u>2,410.72</u>
Total 6600 · Repairs & Maintenance	<u>4,189.39</u>
Total Expense	<u>28,090.46</u>
Net Ordinary Income	-27,256.55
Other Income/Expense	
Other Income	
7031 · Interest Income	<u>0.49</u>
Total Other Income	<u>0.49</u>
Net Other Income	<u>0.49</u>
Net Income	<u><u>-27,256.06</u></u>

**HILTON CREEK COMMUNITY SERVICES DISTRICT
ACTUAL TO BUDGET FY 2024-2025
Saturday, November 30, 2024**

		2024/2025 Proposed SEWER Budget	October	November	Year To Date	Goal	Over
REVENUE			0.3333	0.4167		0.4167	
General Operating Revenue:							
1	Property Taxes <u>Transferred</u> to Operations	313,490.88			-	-42%	
Sewer Operation & Maintenance Revenue:							
2	Sewer Use Fees	536,280.00	35,307.09	56,954.20	206,769.42	-3%	
Sewer Capital Improvement Revenue: Moved Investment Revenue							
3	Interest on Investments	-			-		
4	Transfer From Reserves	-			25,000.00		
5	Transfer From Other Funds	-			-		
6	Other Revenue	-			-		
7	Late Charges	-			-		
	<i>Juniper Drive Funds Collected or (Transferred)</i>				3,010.44		
TOTAL REVENUES		849,770.88	35,307.09	56,954.20	234,779.86	(0.45)	
EXPENSES							
ADMINISTRATION EXPENSES							
8	Administration Fees	500.00			-		
9	Transfer out to Emergency Reserves	-			-		
10	Transfer out to Capital Improvement Projects	-			-		
11	***Depreciation Expense (Book Entry Only)	50,000.00	4,200.00		16,800.00	-8%	
SUBTOTAL		50,500.00	4,200.00	-	16,800.00	(0.08)	-

		2024/2025 Proposed SEWER Budget			Year To Date	Goal
			October	November		
Estimated EMPLOYEE BENEFITS						
12	Medical Reimbursement - Director (5)	14,893.36			2,628.00	-24%
13	Medical Reimbursement - GM	1,620.00			-	-42%
14	Medical Reimbursement - Oper II	6,115.50			-	
15	Medical Reimbursement - OIT	1,620.00				
16	Medical Reimbursement - Secretary	1,784.85	813.60		1,641.16	
17	Health Insurance (1) General Manager	25,200.00				-42%
18	Health Insurance (1) Base Rate Oper II	25,200.00	2,145.81	2,145.81	10,730.76	1% OVER
19	Health Insurance OIT (Currently Unfilled)	25,200.00				-42%
20	Health Insurance - Retired (2)	3,240.00	286.04	286.04	1,431.35	3%
21	Retirement Benefits - Employer Contributions GM	9,900.00			-	-42%
22	Retirement Benefits - Employer Contributions Oper II (10.15%)	7,390.44	587.23		2,349.20	-10%
23	Retirement Benefits - Employer Contributions OIT (Pepra 7.87%)	4,051.48				
24	Additional Compensation - GM	1,980.00			-	-42%
25	Additional Compensation - Oper II	1,980.00	164.99			
26	Additional Compensation - OIT	1,980.00			-	-42%
27	Add Compensation - Directors	9,900.00	641.67	641.67	3,263.46	-9%
28	Add Compensation - Secretary	1,980.00	165.00	165.00	825.03	0% OVER
SUBTOTAL		144,035.63	4,804.34	3,238.52	22,868.96	(2.89)

		2024/2025 Proposed SEWER Budget	October	November	Year To Date	Goal
PAYROLL						
Salaries & Employee Benefits:					-	
29	Director's Gross Salary + \$3,000 Special Meetings if they occur	8,100.00	813.33	633.33	2,256.66	-14%
30	General Manager Salary	95,990.27			-	-42%
31	Operator II	72,812.25	5,736.01		22,945.35	-10%
32	Operator II Overtime	12,000.00	182.02		5,370.98	3%
33	Operator II Additional Duties Pay	14,940.00	1,146.58		4,586.18	-11%
34	Operator II Operations Stand by Time	3,000.00	337.50		1,518.75	9%
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	5,775.00	3,877.50	26,977.50	-8%
39	CPO Operations Stand by Time	1,000.00	150.00		250.00	
40	Perdiem Operations	20,000.00	1,000.00	1,190.00	7,280.00	-5%
41	Secretarial Gross Salary Part Time	45,540.00	3,509.86	3,509.86	19,482.38	1% OVER
42	Per Diem Project Assistant	19,800.00	540.39	746.04		
43	Per Diem Assistant Secretary	19,800.00				
44	Payroll Taxes	18,900.00	1,158.63	2,075.51	7,148.29	-4%
SUBTOTAL		468,487.52	20,349.32	12,032.24	97,816.09	(0.80)

		2024/2025 Proposed SEWER Budget	October	November	Year To Date	Goal	
OPERATIONS							
45	Liability Insurance	9,450.00			9,027.39	54%	
46	Worker's Comp Insurance	10,800.00	1,945.31		10,373.84	54%	
47	Auditor / Accounting	11,340.00	900.00		1,530.00	-28%	
48	Legal Fees	4,770.00			-	-42%	
49	Rate Study Avail Fees & Connection Fees	17,000.00		4,080.00	4,080.00	-18%	
50	Dues & Subscriptions	3,240.00		3,578.00	3,878.00	78% OVER	
51	Travel -Non Litigation	1,800.00			-	-42%	
52	License & Permits	35,000.00		78.36	78.36	-41%	
53	Educational Expenses	8,100.00			-	-42%	
54	Telephone	3,240.00	54.61	286.31	1,164.69	-6%	
55	Office Expenses	12,000.00	1,321.84	607.64	3,969.72	-9%	
56	Rent/Property Lease	500.00			-		
57	Contingency Admin Operations	10,000.00	742.50		4,205.82	0% OVER	
		SUBTOTAL	127,240.00	4,964.26	8,630.31	38,307.82	(0.40) -
REPAIRS & MAINTENANCE							
58	Auto Expenses	4,500.00	260.99	401.06	1,141.44	-16%	
59	Contract Services	5,000.00			-	-42%	
60	Lab Testing	6,500.00	285.72	533.44	1,309.68	-22%	
61	Plant - General Repairs & Maintenance	15,000.00	1,923.67	343.49	3,870.54	-16%	
62	Tools & Equipment - Non Capital	10,000.00		64.34	69.55	-41%	
63	SCADA	15,000.00			-	-42%	
64	Plant - Pond Maintenance	2,000.00			-	-42%	
65	Plant - Sludge Removal	2,000.00	65.00	40.16	366.04	-23%	
66	Sewer Lines - Vactor, Replace, Lining & General Maint.	60,000.00	30,238.70	396.18	30,634.88	9% OVER	
67	Supplies & Uniform/Clothing Allowance	900.00			-	-42%	
68	Water	1,200.00	300.00		600.00	8%	
69	SCE- Plant	30,000.00	2,427.26	1,724.32	9,778.21	-9%	
70	SCE - Pump Station	11,000.00	791.26	686.40	3,245.03	-12%	
71	Heavy Equipment & Snow Removal Plant	15,000.00			1,250.00	-33%	
72	Repairs & Maintenance Contingency	10,198.00	3,096.30		27,596.59	229% OVER	
		SUBTOTAL	188,298.00	39,388.90	4,189.39	79,861.96	(0.93) -

		2024/2025 Proposed SEWER Budget	October	November	Year To Date	Goal
LONG TERM LIABILITY						
73	Debt - So Cal Ren - In Capital	16,600.00			-	
74	CalPERS Unfunded Liability -	25,200.00			23,023.80	
75	Leave Payout (Vac & SL) - Inv. Fund Alloc.	17,100.00			-	
	SUBTOTAL	58,900.00	-	-	23,023.80	
	SUBTOTAL ALL EXPENSES	1,037,461.15	73,706.82	28,090.46	278,678.63	-15%

LESS ADJUSTMENTS						
76	Depreciation Expense (Book Entry Only)	50,000.00	4,200.00	-	16,800.00	-8%
76	**** Vacant GM /OIT Positions	224,146.74	-	-	-	-42%
	Long Term Liabilities (Not LA County)	58,900.00	-	-	23,023.80	
	***Less Non Budget Items				-	
	Adjusted Total Expenses	333,046.74	4,200.00	-	39,823.80	
	TOTAL ADJUSTED EXPENSES	704,414.41	69,506.82	28,090.46	261,878.63	-4%

Year to Date Available Revenue (Include. Prop. Tax TXF)	234,779.86
Year to Date Expenses	261,878.63
Net Available Revenue	(27,098.77)
CAPITAL EXPENSE	
Adjusted At Boards Request/Approval	

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

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT

Profit & Loss

November 2024

12/09/24

Accrual Basis

	<u>Nov 24</u>
Ordinary Income/Expense	
Expense	
500- OPERATING EXPENSES	
504 - Employee Benefits	
504-B - Health Insurance	270.22
Total 504 - Employee Benefits	270.22
64900 · 507 - Office Expense	137.10
66000 · 508 - Payroll Expenses	
508-B - Gross Payroll - Sec.	472.88
508 D - 10% Director Gross	141.65
Additional Compensation	18.33
Total 66000 · 508 - Payroll Expenses	632.86
67200 · 511 - Repairs and Maintenance	
60200 · 514- Automobile Expense	44.56
Total 67200 · 511 - Repairs and Maintenance	44.56
68100 · 515 - Telephone Expense	25.74
Total 500- OPERATING EXPENSES	1,110.48
Total Expense	1,110.48
Net Ordinary Income	-1,110.48
Net Income	<u><u>-1,110.48</u></u>

JUNIPER DRIVE
ACTUAL TO BUDGET FY 2024-2025
Saturday, November 30, 2024

REVENUE	BUDGET	October	November	Year to Date	Goal %
		Month 4	Month 5		0.41667
Road Maintenance Revenue:					
Maintenance Fees Collected	49,000.00	1,633.18	7,349.51	24,690.55	9% OVER
Maintenance Fees Collected Through Sewer Fund	31,000.00	3,695.18	2,335.36	13,309.89	1% OVER
Combined Maintenance Fees Collected	80,000.00	5,328.36	9,684.87	38,000.44	6% OVER
Interest - LAIF	100.00	58.90		58.90	
Interest - County Investment Pool	7,000.00			-	
Transfer From Wash Account	20,000.00			13,945.84	
Late Fees	-			-	
TOTAL REVENUES	107,100.00	5,387.26	9,684.87	52,005.18	49% OVER
EXPENSES					
ADMINISTRATION EXPENSES					
Administration Fee	50.00			-	
SUBTOTAL	50.00	-	-	-	
EMPLOYEE BENEFITS					
Medical Reimbursement - Director	1,654.82			292.00	-24%
Medical Reimbursement - Employee	1,237.82	90.40		182.36	-27%
Health Insurance - Base	8,400.00	238.43	238.43	1,192.34	-27%
Health Insurance - Retired	360.00	31.79	31.79	159.07	3% OVER
Retirement Benefits - Employer Contributions	2,371.32	65.26		261.05	-31%
Additional Compensation All Positions	1,980.00	36.67	18.33	220.61	-31%
	-			-	#DIV/0! #DIV/0!
SUBTOTAL:	16,003.96	462.55	288.55	2,307.43	-27%
PAYROLL					
Salaries & Employee Benefits:					
Director's Gross Salary	900.00	161.65	141.65	613.30	26% OVER
Manager Gross Salary	10,665.59			-	-42%
Oper II Gross Salary	8,090.25	764.73		3,059.51	-4%
OIT Gross Salary	5,720.00			-	
Oper II Overtime	1,200.00			-	
OIT Overtime	412.50			-	
Leave Buy Out	1,900.00			-	
Secretarial Gross Salary	5,060.00	389.98	389.98	2,016.82	-2%
ADMIN PERDIEMS	4,400.00	60.04	82.90	446.68	
SUBTOTAL	38,348.34	1,376.40	614.53	6,136.31	
OPERATIONS					
Liability Insurance	1,050.00			1,003.05	54% OVER
Worker's Comp Insurance	1,200.00	216.15		1,152.66	54% OVER
PERS Unfunded Liability	2,800.00			2,502.60	-11%
Accounting	1,260.00	100.00		170.00	-28%
Legal	530.00			-	
Dues & Subscriptions	360.00			-	-42%
Travel -Non Litigation	200.00			-	-42%
License and Fees	3,500.00			-	-42%
Office Expenses	1,333.33	113.25	137.10	1,046.95	37% OVER
Educational Expenses	900.00			-	-42%
Telephone	360.00		25.74	102.93	-13%
Contingency	-			-	#DIV/0! #DIV/0!
SUBTOTAL	13,493.33	429.40	162.84	5,978.19	3% OVER
REPAIRS & MAINTENANCE					
Auto Expenses	800.00	29.00	44.56	126.83	-26%
Contract Services				-	
Snow Removal Contract	25,000.00			11,250.00	3% OVER
Snow Removal Beyond Contract	10,000.00			-	-42%
Supplies	0.00			-	
Repairs & Maintenance	30,000.00	82.50		82.50	-41%
Transfer to Juniper Drive Investment Account				-	#DIV/0!
SUBTOTAL:	65,800.00	111.50	44.56	11,459.33	17% OVER
Debt Service:					
TOTAL EXPENSES	133,695.63	2,379.85	1,110.48	25,881.26	19% OVER

Capital Improvement Budget FY 2024 2025
Saturday, November 30, 2024

REVENUE	October		November		Year To Date	Budget Remaining
	0.3333		0.4167			
General Capital Reserve Funds						
Balance FWD					0.00	0.00
Sewer Connection Fees	14,686.00				0.00	14,686.00
Availability Fees	1,050.00				0.00	1,050.00
Sewer Connection Inspection Fees	100.00				0.00	100.00
Investment Interest	12.00	0.79		0.49	4.00	8.00
<i>Potential Reserves Allocation - Earmarked Funds</i>	<i>67,546.40</i>				0.00	<i>67,546.40</i>
<i>So Cal Ren Loan</i>	<i>91,806.00</i>			<i>-32,936.48</i>	<i>-32,936.48</i>	<i>58,869.52</i>
<i>Transfer from Other Funds</i>	<i>0.00</i>				0.00	0.00
TOTAL REVENUES	175,200.40	0.79	-32,935.99	-32,932.48	-32,932.48	208,132.88
EXPENSES						
Capital Improvement Projects - 5 Year Plan						
					0.00	0.00
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	58,998.00	14,605.94			45,615.88	13,382.12
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
Sewer Line Replacement						
Sewer Pipe Lining						
*Blower Controls - Not covered by So Cal Ren					0.00	0.00
SUBTOTAL	520,998.00	14,605.94	0.00	45,615.88	45,615.88	475,382.12
DEFICIT	-345,797.60					-267,249.24

November: Unused So Cal Funds Returned to LA County

HILTON CREEK COMMUNITY SERVICES DISTRICT

Capital Reserve Transaction Detail Report

July through November 2024

Type	Date	Memo	Account	Split	Debit	Credit
Deposit	07/31/2024	July 2024	12000 · 3 B of Ameri...	7031 · Interest ...	1.01	
Transfer	08/22/2024	Blower - Invoi...	12000 · 3 B of Ameri...	10000 · 1 Bank...		16,404.00
Transfer	08/22/2024	Blower - Invoi...	12000 · 3 B of Ameri...	10000 · 1 Bank...		2,734.00
Deposit	08/31/2024	August 2024	12000 · 3 B of Ameri...	7031 · Interest ...	0.92	
Deposit	09/30/2024	September 20...	12000 · 3 B of Ameri...	7031 · Interest ...	0.79	
Transfer	10/21/2024	Blower 5% co...	12000 · 3 B of Ameri...	10000 · 1 Bank...		2,734.00
Transfer	10/28/2024	Labor, Mis Pa...	12000 · 3 B of Ameri...	10000 · 1 Bank...		11,871.94
Deposit	10/31/2024	October 2024	12000 · 3 B of Ameri...	7031 · Interest ...	0.79	
Transfer	11/11/2024	Funds Transfer	12000 · 3 B of Ameri...	10000 · 1 Bank...		32,963.48
Deposit	11/29/2024	November 2024	12000 · 3 B of Ameri...	7031 · Interest ...	0.49	
TOTAL					4.00	66,707.42

Mono County Investment Pool
Current Holdings All Accounts
As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
000 Mono County Investment Pool	
100 HC Community Serv District	226,224.13
200 Juniper Drive Funds Holding	373,913.21
SEWER FUND	
101 SF Emergency Reserves	67,546.40
102 SF Capital Reserves	
107 SF Emergency Plant Gen	75,000.00
108 SF Clarifier #1	70,000.00
102 SF Capital Reserves - Other	67,546.40
Total 102 SF Capital Reserves	212,546.40
103 SF Operation Reserves	50,000.00
104 SF PERS UAL Holdings	25,000.00
105 SF Personnel Leave Liab	25,000.00
Total SEWER FUND	380,092.80
000 Mono County Investment Pool - Other	45,787.82
Total 000 Mono County Investment Pool	1,026,017.96
LAIF	10,403.67
Total Checking/Savings	1,036,421.63
Total Current Assets	1,036,421.63
TOTAL ASSETS	1,036,421.63
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	9,870.49
Owners Equity	955,641.39
Net Income	70,909.75
Total Equity	1,036,421.63
TOTAL LIABILITIES & EQUITY	1,036,421.63

HILTON CREEK COMMUNITY SERVICES DISTRICT
Investment Accounts Report FY 2024-2025
Saturday, November 30, 2024

Mono County & LAIF REVENUE	Estimate	October 0.3333	November 0.4167	Year To Date
Investment Pool Revenue	249,930.00			
Property Taxes Recorded in County Investment Pool	172,669.00			-
Secure Property Tax	140,000.00			-
Unsecure Property Tax	9,000.00	9,336.66		9,336.66
Excess ERAF	15,000.00	36,451.16		54,115.06
Unitary	4,000.00			-
LAIF		121.93		121.93
Total Property Tax Received	168,000.00	45,787.82	-	63,451.72
Fund Interest - Sewer Fund				5,047.56
Fund Interest - Juniper Drive				2,737.79
Tax Fund Interest 100% Sewer Fund				156.57
Other Tax Fund Interest 100% Sewer Fund				-
LAIF Interest - Sewer Fund				-
LAIF Interest - Juniper Drive				-
Total Interest	-	-	-	7,941.92
HOPTR Adj				-
Delinquent Accounts Payments				-
Miscellaneous				-
Total Miscellaneous	-	-	-	-
Total Investment Pool Revenue	168,000.00	45,787.82	-	71,393.64
Investment Transferred				
Funds Transferred from Hilton Creek - Mono				-
Funds Transferred from Juniper Drive - Mono		50,000.00		50,000.00
Funds Transferred From Capital - Mono				-
Funds Transferred from Hilton Creek - LAIF				-
Funds Transferred from Juniper Drive - LAIF				-
Funds Transferred From Capital - LAIF				-
Total Investments Transferred	-	50,000.00	-	50,000.00
Transfers and Expenses				
Property Tax Admin Fee				-
Property Taxes Transferred to Operations				-
Property Taxes Transferred to Capital				-
Property Taxes Transferred to Juniper				-
Delinquent Account Payments TXF to Operations				-
Miscellaneous Adjustments				-
Total Outgoing		-	-	-
Funds Carried Forward	-	50,000.00	-	50,000.00
Funds Carried Forward - Mono				
Funds Carried Forward - LAIF				
Funds Earmarked for Reserves, Capital and Operating				
	Prev Year FWD			Balance
Emergency Reserves	42,546.40			67,546.40
Capital Reserves	42,546.40			67,546.40
Operation Reserves	25,000.00			50,000.00
Capital- Generator	-			75,000.00
Capital Clarifier 1				70,000.00
Capital - Vehicle Replacement	-			-
PERS UAL	25,000.00			25,000.00
Personnel Leave Liabilities	25,000.00			25,000.00
Total Earmarked Funds	160,092.80	-	-	380,092.80

11:55 AM

12/09/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
County Investment Pool Activity Detail Report
July through November 2024

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
Transfer	07/12/2024		Funds Transf...	10000 · 1 Bank...		25,000.00
Deposit	08/31/2024		FUNDS INTE...	7031 · Interest ...	5,047.56	
Deposit	08/31/2024		TAX FUND IN...	7031 · Interest ...	156.47	
Deposit	08/31/2024		HOPTR 6/30/...	7033 · Mono C...	247.31	
Deposit	09/30/2024		ERAF 6/30/20...	7033 · Mono C...	17,663.90	
Deposit	10/15/2024		Current Unse...	7033 · Mono C...	9,336.66	
Deposit	10/15/2024		Excess ERAF	7033 · Mono C...	36,451.16	
TOTAL					68,903.06	25,000.00

11:54 AM

12/09/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
LAIF Fiscal Year Transaction Detail Report
July 2024 through June 2025

<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	10/01/2024		July Aug & Se...	14000 · 5 LAIF	7031 · Interest ...	63.03	
TOTAL						63.03	0.00

11:41 AM

12/09/24

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Mono Country Inv. Pool Transactions
July 2024 through June 2025

Type	Date	Num	Name	Memo	Account	Clr	Split	Debit	Credit
Jul '24 - Jun 25									
Deposit	08/31/2024			FY 2023-2024...	Mono County Treas...		601- Interest In...	2,737.79	
Transfer	10/01/2024			Funds Transf...	Mono County Treas...		101 - Checking...	50,000.00	
Jul '24 - Jun 25								52,737.79	0.00

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12/09/24

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
LAIF Transactions Fiscal Year 2020/2021
July 2024 through June 2025

<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	10/01/2024		July August &...	102 - LAIF	601- Interest In...	58.90	
TOTAL						58.90	0.00

11:56 AM

12/09/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT

District Funds Transfer Transactions

July 2024 through June 2025

Type	Date	Memo	Account	Debit	Credit
Jul 24					
Transfer	07/12/2024	Funds Transfer PERS UAL	10000 · 1 Bank of America-Chec...	25,000.00	
Transfer	07/12/2024	Funds Transfer PERS UAL	13000 · 4 Mono Co Treasury Inv....		25,000.00
Jul 24				25,000.00	25,000.00
Aug 24					
Transfer	08/22/2024	Blower - Invoice 19984	10000 · 1 Bank of America-Chec...	16,404.00	
Transfer	08/22/2024	Blower - Invoice 19986	10000 · 1 Bank of America-Chec...	2,734.00	
Transfer	08/22/2024	Blower - Invoice 19984	12000 · 3 B of America-Capital ...		16,404.00
Transfer	08/22/2024	Blower - Invoice 19986	12000 · 3 B of America-Capital ...		2,734.00
Aug 24				19,138.00	19,138.00
Sep 24					
Transfer	09/11/2024	TRANSFER JUNIPER DRIVE FUNDS OWED TO HILTON CR...	10000 · 1 Bank of America-Chec...	13,945.84	
Transfer	09/11/2024	TRANSFER JUNIPER DRIVE FUNDS OWED TO HILTON CR...	17000 · Juniper Dr SZB Clearing...		13,945.84
Sep 24				13,945.84	13,945.84
Oct 24					
Transfer	10/21/2024	Blower 5% completion - Final	10000 · 1 Bank of America-Chec...	2,734.00	
Transfer	10/21/2024	Blower 5% completion - Final	12000 · 3 B of America-Capital ...		2,734.00
Transfer	10/28/2024	Labor, Mis Parts, Sales Tax & Heavey Equipment = Blower Exp...	10000 · 1 Bank of America-Chec...	11,871.94	
Transfer	10/28/2024	Labor, Mis Parts, Sales Tax & Heavey Equipment = Blower Exp...	12000 · 3 B of America-Capital ...		11,871.94
Oct 24				14,605.94	14,605.94
Nov 24					
Transfer	11/11/2024	Funds Transfer	10000 · 1 Bank of America-Chec...	32,963.48	
Transfer	11/11/2024	Funds Transfer	12000 · 3 B of America-Capital ...		32,963.48
Nov 24				32,963.48	32,963.48
Dec 24					
Dec 24					
Jan 25					
Jan 25					
Feb 25					
Feb 25					
Mar 25					
Mar 25					
Apr 25					
Apr 25					
May 25					
May 25					

11:56 AM

12/09/24

Accrual Basis

HILTON CREEK COMMUNITY SERVICES DISTRICT
District Funds Transfer Transactions
July 2024 through June 2025

Type	Date	Memo	Account	Debit	Credit
Jun 25	Jun 25				
TOTAL				<u>105,653.26</u>	<u>105,653.26</u>

11:40 AM

12/09/24

Accrual Basis

JUNIPER DRIVE SPECIAL ZONE OF BENEFIT
Fund Transfer Transactions
July 2024 through June 2025

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
Jul '24 - Jun 25					
Transfer	09/11/2024	Funds Transfer	101 - Checking - B o...		13,945.84
Transfer	09/11/2024	Funds Transfer	JDSZB Wash Account	13,945.84	
Transfer	10/01/2024	Funds Transf...	101 - Checking - B o...		50,000.00
Transfer	10/01/2024	Funds Transf...	Mono County Treas...	50,000.00	
Jul '24 - Jun 25				<u>63,945.84</u>	<u>63,945.84</u>

**HILTON CREEK COMMUNITY SERVICES District
Connection Fee and Availability Fee Rate Study
Saturday, November 30, 2024**

REVENUE

General Capital Reserve Funds	
Rate Study - Connection Fees & Avail Fees	17,000.00
<hr/>	
Total Budget Available FY 2024-2025	17,000.00
<hr/>	
EXPENSES	
11/12/2024	4,080.00

<hr/>	
SUBTOTAL	4,080.00
<hr/>	
Remaining Balance	12,920.00

HILTON CREEK COMMUNITY SERVICES DISTRICT

Revenue Report FY 2024-2025

Saturday, November 30, 2024

	<u>Billed</u> <u>10/31/2024</u>	Year To Date
Sewer Operation & Maintenance Revenue:		
Previous Month's Outstanding	28,589.30	
Sewer Use Fees Billed	92,131.01	186,893.64
Late & Admin Fees Charges Billed		-
Availability Fees Charged		-
Other Charges Billed		-
Total Charged	120,720.31	303,823.51
Sewer Fees Collected	57,480.88	148,808.78
Late & Admin Fees Collected		290.61
Availability Fees Collected		20.00
Other Collections		-
*Total Collected	57,480.88	149,119.39
Less Prepaid	(4,071.25)	(19,099.22)
Total Net Collections	53,409.63	130,020.17
Outstanding Collections Sewer Use Fees	34,650.13	126,425.43
Outstanding Collections - Late & Admin Fees	-	(290.61)
Percent Collected	44%	
<i>*Payment associated with Invoice Date</i>		-

	<u>October</u> <u>10/31/2024</u>	Year To Date
Juniper Drive Revenue		
Previous Month's Outstanding	4,583.08	
Road Maintenance Fees Billed	14,555.06	43,369.92
Late Fees Charges		-
Other Charges		-
Total Charged	19,138.14	62,824.44
Road Maintenance Fees Collected	10,570.65	30,112.43
Late Fees Collected		-
Other Collections		-
*Total Collected	10,570.65	30,112.43
Less Prepaid	(170.20)	(1,015.48)
Total Net Collections	10,400.45	29,096.95
Juniper Outstanding Road Maintenance Fees	3,984.41	23,438.93
Outstanding Collections - Late & Admin Fees	-	
Percent Collected	54%	46%
<i>*Payment associated with Invoice Date</i>		

Fiscal Year Summary
July 1, 2024 to June 30, 2025
Equipment Use

	Sewer		Juniper		Total		Capital	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
July	6.50	1,006.50	-	-	6.50	-	1.00	1,006.50
August	5.50	998.25	-	-	5.50	998.25	5.00	715.00
September	7.00	1,097.25	-	-	7.00	-	-	-
October	1.00	143.00	-	-	1.00	-	-	-
November	6.50	-	8.50	-	15.00	-	-	-
December	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-
Year End Total Prepaid	26.50	3,245.00	8.50	-	35.00	998.25		
February Over Hours	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-
Over Prepaid Totals	-	-	-	-	-	-	-	1,721.50
Total Fiscal Year Costs	26.50	3,245.00	8.50	-	35.00	998.25	-	1,721.50

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

Capital paid directly from capital upon completion of project of FYE

Sewer Fund Owes Juniper Drive	745.00
--------------------------------------	---------------

Snow Activity Notes

November Early Snow

Equipment Use Hours
 Billy's Snow Removal
 November 2024

Totals	Plant	Juniper	Total Due
Hours	6.50	8.50	15.00
Pmt			-

November 2024

		Sewer							Juniper									
Total Charged Hours		-	4.00	-	-	-	2.50	-	-	8.50	-	-	-	-	-			
Equipment Charge		429.00	181.50	247.50	110.00	132.00	132.00	143.00	429.00	181.50	247.50	110.00	132.00	132.00	143.00			
Subtotal		-	726.00	-	-	-	330.00	-	-	1,542.75	-	-	-	-	-			
		Skid			Truck				621									
Date	Plant Time	Capita l	Juniper Time	Running Balance	621 Loader + Blower	621 Loader	Skid Steer + blower	Skid Steer	Truck with Cinder	Truck with Trailer	Truck with Backhoe	621 Loader + Blower	621 Loader	Skid Steer + lower	Skid Steer	Truck with Cinder	Truck with Trailer	Truck with Backhoe
Bal FWD				41.00	300.00	125.00	200.00	75.00	65.00	65.00	100.00	300.00	125.00	200.00	75.00	65.00	65.00	100.00
11/19/2024	2.50			38.50						2.50								
11/26/2024	1.00			37.50														
11/26/2024			6.00	31.50		1.00							6.00					
11/26/2024	1.00			30.50		1.00												
11/27/2024	2.00			28.50		2.00												
11/27/2024			2.50	26.00									2.50					

**No Capital Charges

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
NOVEMBER 12 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 5:06 p.m.**

A. ROLL CALL

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

Members Absent: None

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 October, 2024

3. District Fund Transfers – October, 2024

3. Southern California Edison Report

4. Equipment Use Hours

C. Approval of Minutes

1. Minutes of the Regular Board Meeting – October 8, 2024

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

Motion: To accept the Consent Agenda as presented.

Moved by Ms. Connolly, Second by Mr. Preston

Ms. Connolly	Ms. Czeschin	Mr. Fiore	Mr. Preston	Mr. Shipley
Aye	Aye	Aye	Aye	Aye
	Items A & B			
	Abstain			
	Item C			

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 a device was installed to notify staff when the power shuts down at the plant and it is working well.
2. **Clarifiers** – The replacement parts for Clarifier #1 have been ordered; however, delivery date is yet to be determined.
3. **Blower** – DO Controller is working well, data loggers have been returned to SoCalRen. Adjustments continue to be made to optimize plant operation.
4. **Wells** – Results from the last test samples were good. Ms. Czeschin inquired about “Well A” being dry. Staff explained that the wells are quite shallow and late in the year, especially when it is a dry year the wells will get low. Wells B and C were used for the samples. Mr. Czeschin asked about a “Meadow well” and why staff discontinued sampling from that well. Mr. Hafner recalled that at some point Lahonton did not want samples from that well.
5. **Easements, Manholes and Sewer Lines** – Staff reported that a missing manhole in one of the meadows was located under a giant willow tree that had considerable roots over the manhole. Staff is trying to locate the lateral between the houses on South Landing and Elderberry. A survey was completed on the line for the community center and stops at the county yard about 15’ into the asphalt. The sewer line that the District is responsible for does not go into the County Yard. However, someone, at some point in time, added a line which extended it to other properties, but it is not a legal connection and is a liability. Staff is determining the best avenue to terminate the illegal connection indefinitely. The plant boundaries were also surveyed.
6. **Drying Beds** – Staff continues to research the drying bed design and drainage. The line has been rodded and is clear.
7. **Testing and Flows** – Flows averaged 60,000 gallons per day.
8. **Juniper Drive Maintenance** – The pothole repair needs more patchwork, and staff will continue to monitor.
9. **Miscellaneous Projects** – Rags removed from aeration tank 1, which is now the digester and is online.

6. SECRETARY / ADMINISTRATIVE UPDATE

- A. General Update** – Ms. Beatty advised that administrative tasks and scanning has slowed a bit due to seasonal illnesses and scheduled and unscheduled power outages. Ms. Beatty also advised she attended a LAFCO meeting regarding the District’s MSR. Ms. Beatty will be addressing the issue of a public records request form on our website.
- B. Budget Adjustments Discussion** – Ms. Beatty inquired about any budget questions or discussion. There were no comments. Ms. Beatty

advised the Board that funds will be transferred from the earmarked investment fund for the purchase of the replacement clarifier parts Ms. Beatty would like to leave the funds in the investment pool as long as possible due to the potential for gain in interest. Ms. Beatty also advised that the remaining loan funds of approximately \$32,000 will be returned to Los Angeles County.

- C. Mutual Aid Potential** Ms. Beatty advised that she had attended LAFCO and CSDA meetings. Subsequently there were discussions regarding mutual aid with other attendees from surrounding public utility agencies. Development regarding a draft mutual aid policy would focus on formal reimbursement for expenses to the participating/assisting agencies.

7. NEW BUSINESS

- A. Availability Fee – Mountain Meadows Mutual Water Company –** Ms. Beatty stated that Mr. Richman of Mountain Meadows Mutual Water Company requested the item be placed on the agenda. Mr. Richman advised that the availability fee was placed on his property tax as a delinquent charge and that the property has a public or quasi-public land designation. Ms. Beatty explained that the ordinance specifically states that publicly owned properties are not exempt from the availability fee. Ms. Beatty also explained that the availability fee was applied under a different resolution and should not have read delinquent charges. Unfortunately, the two resolutions were not applied separately, and she cannot explain why the county did not separate them out. Ms. Czeschin asked for more information regarding the property designation, how many properties in the district have the public and quasi-public designation and the actual owners of the properties. Mr. Richman stated the water district does not pay property taxes on the land because the county feels it is worthless. Mr. Richman also expressed inconsistencies in the billing as there is another lot near the freeway that they did not receive a fee charge. Additionally, there were no fees applied last year to either of the public lots. Ms. Czeschin noted that since the availability fees have not been collected in this manner before it is serving as a point for discussion and analysis which will also be valuable to the availability fee study. Mr. Shipley stated that the Board can make exceptions to properties and Ms. Czeschin would like more research to be brought back to the Board at the next meeting before making a final decision.

B. Connection and Availability Fee Study Update

Ms. Beatty provided a draft of the capacity and standby fee report to the Board for discussion. The connection fee is portion of the study remains essentially the same. The availability fee report provided three scenarios. The discussion focused on the flat fee scenario, property classification, property variances and potential. The Board did not make a decision regarding the direction; however, they

requested additional information regarding undeveloped lots within the District.

8. OLD BUSINESS

A. Juniper Drive Speed Limit Update – Ms. Beatty reported that she has not heard from County Counsel on this matter but will follow up before the next meeting.

9. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS - None

10. BOARD MEMBER COMMENTS/REPORTS – Ms. Czeschin commented on the insurance crisis and that the California Fair plan is 10 times more than she was paying. Ms. Beatty advised that the Little Hoover Commission has had public hearings on the matter as well as the new Firewise program for this area and to contact former supervisor Fred Stump. Mr. Preston suggested contacting B. Jaegers who has been helping other citizens and businesses.

11. ANNOUNCEMENTS

A. Regular Board Meeting December 10, 2024 at 5 p.m. at the Crowley Lake Community Center

12. ADJOURNMENT

Motion: To Adjourn the November 12, 2024 Regular Board Meeting at 7:03 p.m.

Moved by Ms. Connolly, Second by Mr. Preston

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

The meeting was adjourned at 7:03 pm.

Special District survey

The Mono County Board of Supervisors, recognizing the critical services provided by the Special Districts, has asked staff to develop a workplan that will provide options for the Board to provide additional support to ensure the on-going success of the Special Districts. In order to best understand the needs of the Districts, we are asking District leadership to complete the attached. Each District Board member, as well as members of the District management team may respond. We are looking for your ideas about how the County can best support you, so please feel free to discuss your needs freely. Realistically, we may not be able to meet all of your needs, but we want to understand what those needs are.

We are asking for your name and district information in case we have follow-up questions, but information shared with the Board of Supervisors will be de-identified.

If you have any questions, please feel free to contact Mary Snyder at msnyder@mono.ca.gov.

Name:

District:

Title:

of years in this role?

Do you know if your district receives services from Mono County currently?

If yes, what County-provided services does your District currently use?

Would your district be interested in County assistance with the following? Please provide as much detail as possible.

Recruitment

Training (including mandated training such as sexual harassment and ethics, as well as training related to the administrative functions of the department)

Accounting support including day-to-day accounts payable, accounts receivable, payroll, financial reporting, budgeting, service billing, or debt financing

Human resources including labor compliance, grievances, etc.

Policy development and maintenance including conflict of interest policy, personnel policies, or other policies you may identify

Project management for periodic updates to required documents, such as fees schedules, mitigation fee nexus studies, large capital improvement projects; or other projects you may identify

The County believes that the greatest strength of our District's is their understanding of their operations and their ability to implement their operational plan on a daily basis. Are there operational areas that you feel you need additional support?

Currently, County Counsel can provide some services to Districts, but County Counsel's office has limited resources. There is no current written guidelines to clarify what County Counsel can and cannot do for the districts. If the County adopts a policy to provide 10 hours of County Counsel service to each District/year, how do you see this policy impacting your District?



Capacity and Standby Fee Study

Hilton Creek

ROBERT D. NIEHAUS, INC.

OCTOBER 15, 2024

Agenda

- **Discuss Capacity Fee Big Picture/Methodology**
- **Review Key Inputs**
 - **Asset Value**
 - **Unit Count**
 - **Repair and Replacement Capital Spending**
- **Present Buy-In Method Results**
- **Discuss Standby Fees**

Big Picture

- **What is a Capacity Charge?**

- One-time fee
- Paid by a new customer
- Paid for system capacity

- **The Ultimate Goal**

- Equity between the system's current customers and future customers

- **Method**

- Buy-in Method – new customers reimburse current customers

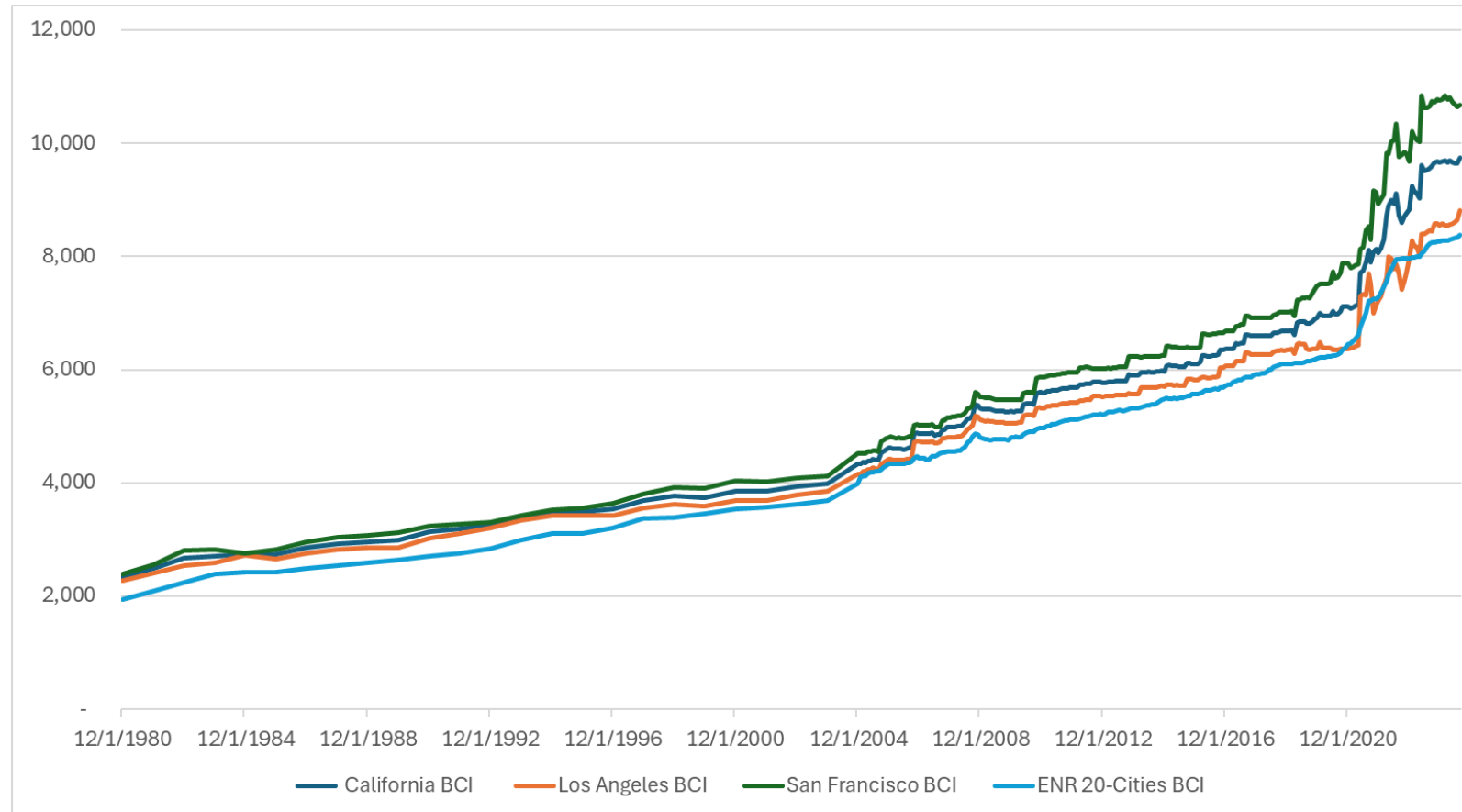


Methodology

$$\text{Fee for Buy – in} = \frac{\text{System Asset Value}}{\text{Current System Customer Count}}$$



Asset Value



Asset Value

- Filtered to only include backbone system assets
- Escalated replacement costs based on ENR Building Cost Index for CA

Fund	Original Cost (OC)	Book Value	Replacement Cost (RC)	RC less Depreciation
Sewer System	\$3,113,994	\$359,514	\$11,224,342	\$805,644
Sewer Total	\$3,113,994	\$359,514	\$11,224,342	\$805,644



Unit Counts

Land Use	Number of Parcels	Share of District
Developed	427	81.3%
Vacant	98	18.7%
Total	525	100%

Results of Buy-In Calculation

Sewer	
Sewer System Value	\$3,113,994
Units of Service	427
Base Capacity Fee	\$7,292.73



Standby Fee

- **Costs attributable to standby customers**
 - Based on Repair and Replacement (R&R) Capital Spending

- **Unit count of vacant lots**
 - Option 1: Benefit Units
 - Option 2: Per Acre
 - Option 3: Per Parcel

- **Resulting Fees**

R&R Capital Spending

	Capital Spending	R&R
Sewer System	\$102,009	\$39,061
	Acres	% of District
Developed	251	61%
Vacant	160	39%
Total	411	100%
Vacant Share of R&R		\$15,208



Unit Counts

Land Use	Acres	Parcels
SFR	116	87
MFR	61	2
COMMERCIAL	14	4
MUNICIPAL	5	5
Total	196	98

Benefit Units			
Land Use	Acres	Use Factor	Total Units
SFR	116.4	2.5	291.0
MFR	60.9	4.0	243.8
COMMERCIAL	13.5	3.0	40.5
MUNICIPAL	5.0	3.0	15.0
Total	195.8		590.2



Resulting Fees

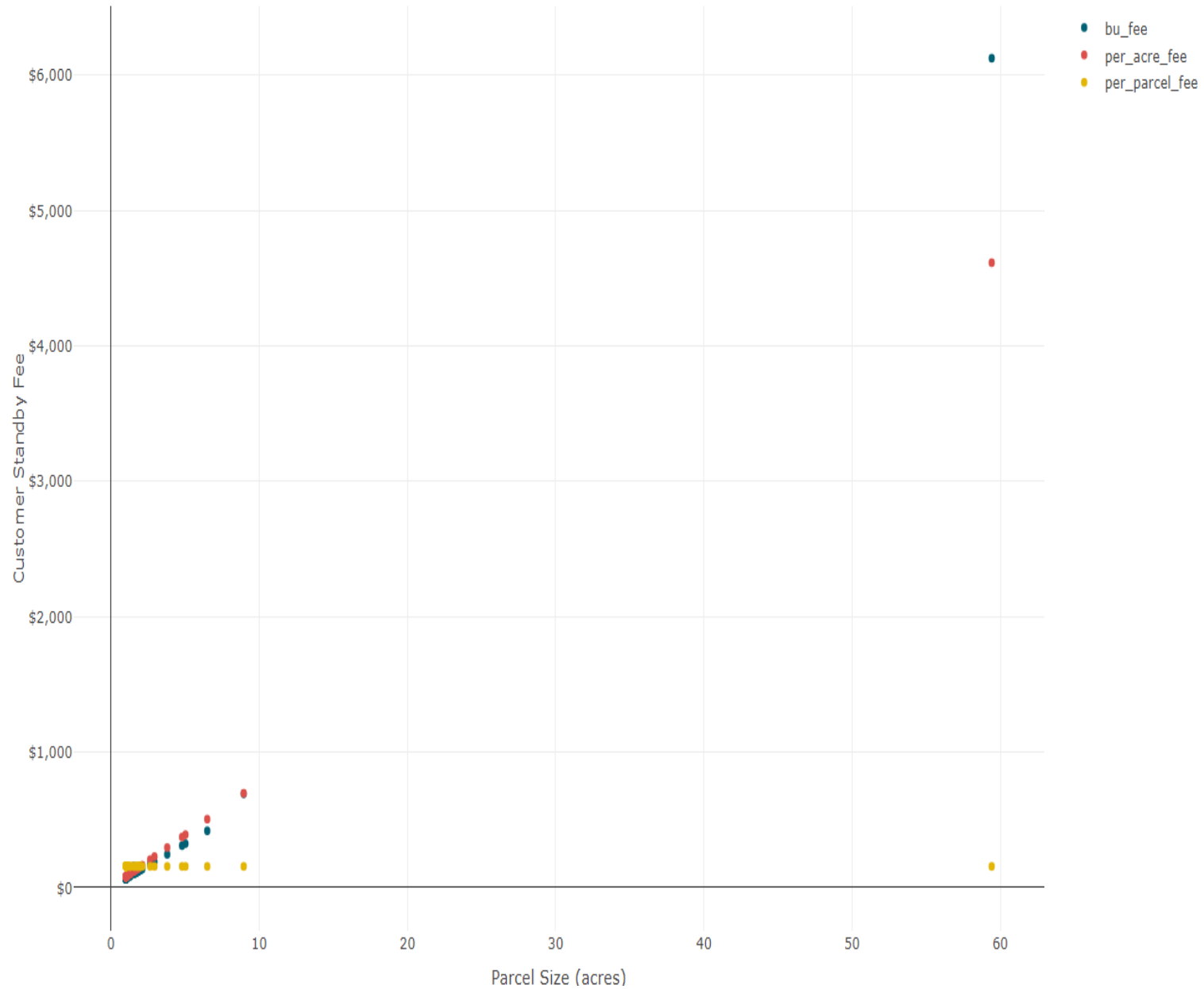
	Per Benefit Unit	Per Acre	Per Parcel
R&R Spending	\$15,208	\$15,208	\$15,208
Units	590.24	195.83	98.00
Annual Standby Fee	\$25.77	\$77.66	\$155.18



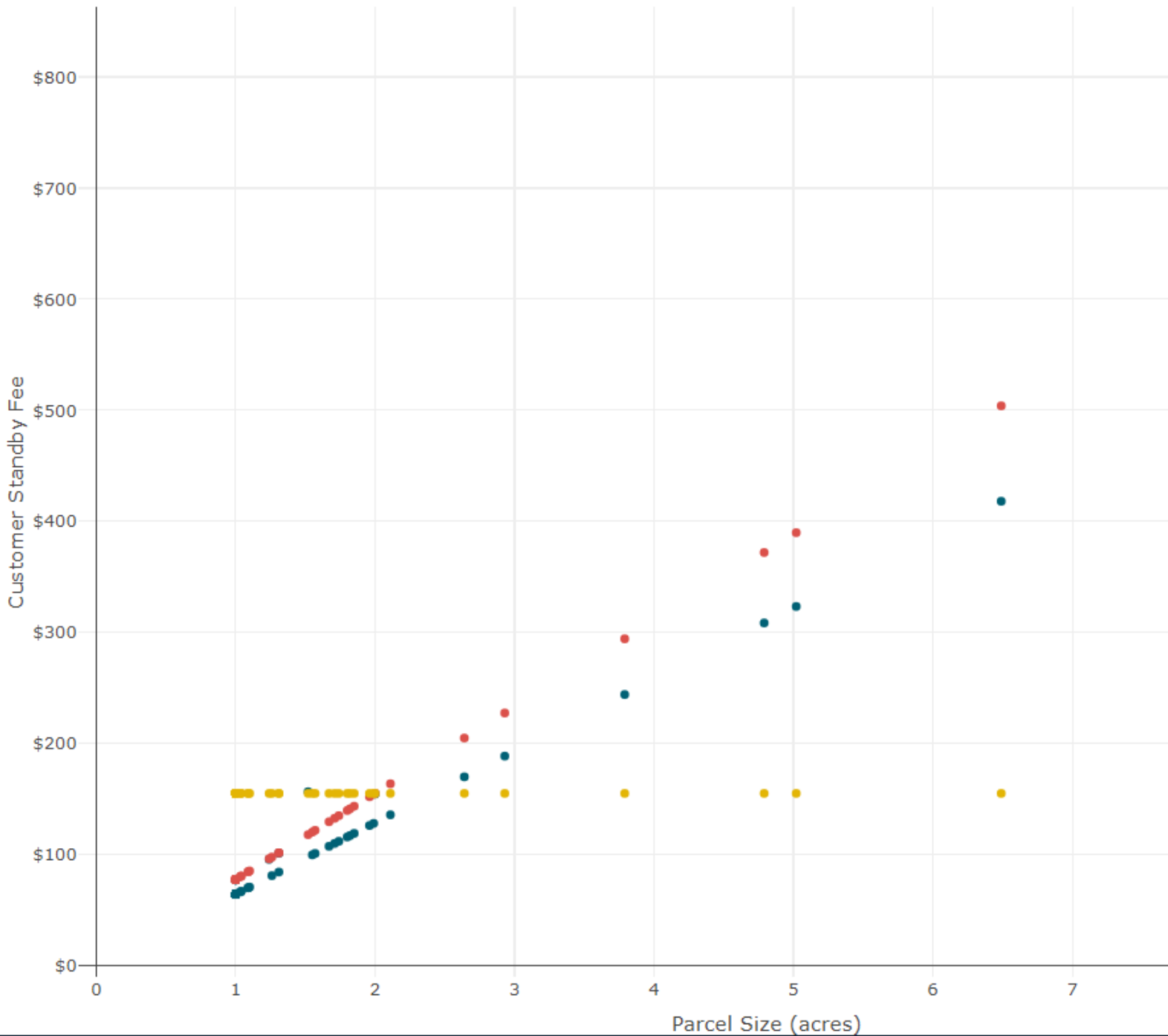
Customer Standby Fees - Example

Method	Land Use	Acres	Use Factor	Total Units	Per Unit Fee	Standby Fee
Benefit Units	SFR	2.0 x	2.5 =	5.0 x	\$25.77 =	\$128.85
Per Acre	SFR	2.0 x	- =	2.0 x	\$77.66 =	\$155.32
Per Parcel	SFR			1 Parcel x	\$155.18 =	\$155.18





Customer Standby Fees



Customer Standby Fees

Implications for User Fees

Revenue Adjustments	FY 2025-26	FY 2026-27	FY 2027-28
Proposed	15.0%	10.0%	5.3%
w/ Standby Fee	13.0%	9.0%	5.0%
Difference	-2.0%	-1.0%	-0.3%

