

**HILTON CREEK COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
Tuesday, October 21, 2025  
5:00 P.M.  
CROWLEY LAKE COMMUNITY CENTER  
58 PEARSON ROAD, CROWLEY LAKE, CA, 93546  
Minutes**

1. **Mr. Steve Shipley called the meeting to order at 5:05 p.m.**
  - A. **ROLL CALL**
    - Members Present:** Ms. Windsor Czeschin, Mr. Mark Fiore, Mr. Steve Shipley, and Mr. Devin Preston.
    - Members Absent:** Ms. Isabel Conolly
    - Staff Present:** Ms. Lorinda Beatty, Ms. Chandler Sornoso, and Mr. Billy Czeschin
    - Guests:** Mr. John Pack and Mr. Dave Richman
2. **ADDITIONS TO AGENDA**
  - A. No additions to agenda
3. **PUBLIC COMMENT**
  - A. No public comment
4. **PRESENTATIONS**
  - A. There were no presentations
5. **PUBLIC HEARINGS**
  - A. There was no public hearings
6. **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 – September 2025
    3. District Fund Transfers – September 2025
    3. Southern California Edison Report
    4. Equipment Use Hours Report
  - C. **Approval of Minutes**
    1. Minutes of the Regular Board Meeting of September 16, 2025

**Motion:** To accept the Consent Agenda as presented  
**Moved** by Ms. Czeschin, Second by Mr. Devin Preston

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

**7. NEW BUISNESS**

**A. Operator in Training**

Public Comments from Mr. Richman stated the Board should not consider an additional position because he feels payroll would be impacted and he would like to see how the increases are affecting the reserve funds as it relates to the initial rate fee study.

It was noted that the OIT position was included in the rate study and is on the current budget.

Mr. Czeschin stated that an Operator II would be a better consideration than an OIT as the Operator II could assume more responsibility with a greater level of experience.

**B. Snow Removal Bid-** Ms. Beatty provided a draft for the snow removal bid and asked for a deadline and permission to run the advertisement. It was a consensus of the Board to post the bid with a November 15, 2025 deadline and approved by board consensus.

**C. Audit Agreement- Fiscal Years 2025, 2026, 2027**

**Motion:** To accept audit agreement as presented with Robert W. Johnson, an accountancy corporation.

<b>Moved</b> by Ms. Czeschin, Second by Mr. Devin Preston				
Ms. Connolly	Ms. Czeschin	Mr. Fiore	Mr. Preston	Mr. Shipley
Absent	Aye	Aye	Aye	Aye

**D. Parcel Number 060-180-005-000**

Prior to the meeting Mr. John Pack presented to the Board a second page of a deed, which was a legal description of the property a letter stating his intentions and is attached to the minutes. Mr. Pack would not allow the originals to be left with the Board Secretary. Ms. Beatty took a picture of the documents with her phone, which have been printed and are attached to the minutes.

Ms. Beatty provided the Board with a deed of the property in which Mr. Pack gifted the property to Katherine Virginia Hunter-Smith and is dated December 18, 1987.

Ms. Beatty stated that the easement was granted under a Municipal Improvement Act and approved by the Mono County Board of Supervisors by Resolution.

At the time of the Resolution the parcel number was an 23-440-01 which was later converted to 60-180-05 and again converted to 060-

180-005-000 which is the current parcel number and was owned by E.L. Brown and P.M. Brown.

Mr. Pack, at an earlier meeting provided the original deed when he purchased the property which is signed by Elroy L. Brown, Betty Mae Brown, Roger W. Randall and Hellen Randall on June 20, 1979.

Mr. Pack continues to state that agreements made with Triad and/or other parties regarding the easement were done verbally and he has no signed contract with the district stating otherwise.

Mr. Pack feels the District should provide a copy of the easement. Ms. Czeschin stated that the District staff has spent a significant amount of time to research the information presented and Ms. Czeschin advised Mr. Pack that he should work with the county on the matter.

**E. Website- ADA Compliance Software-** Ms. Beatty advised the Board that new ADA compliances would cost the district a significant amount of money and employee hours to ensure the documents presented to the public are compliant. The cost is approximately \$150-\$200 per month, which would be less than staff hours. It was the board consensus to allow Ms. Beatty to add the ADA services provided by Streamline to the webpage expenses.

**F. County Counsel Services and Potential Agreement**

Ms. Beatty stated that Mono County Counsel will be establishing an agreement with special districts before they can provide service. Details of the agreement have not been presented to the District at the time of the meeting.

**8. OLD BUSINESS**

**A. Studio /1 Bedroom Apartment Guidelines Review – Square Footage**

Ms. Beatty provided a draft resolution and calculations. After some discussion the Board directed Ms. Beatty to revise the calculations to match the range and provide a further explanation for the measurements.

**B. Replacement Vehicle**

Mr. Czeschin stated the current vehicle is working and staff is trying to determine the best vehicle as what he feels is appropriate for his needs and the best vehicle for the district.

**C. District Property – Watterson Drive**

Mr. Shipley stated that Ms. Quinn contacted him regarding her carport, which is on the District's property on Watterson Drive and may not have been permitted by the County. The carport has been tagged by

the County. Ms. Quinn asked Mr. Shipley if district would consider a lot line adjustment. The Board did not believe that a lot line adjustment would currently solve the situation.

**D. Connection and Availability Fee Study Update**

The Board reviewed the draft public notice which must be mailed no later than November 1, 2025.

**E. Equipment Use Agreement FY 2025/2026 Discussion**

Pending advertisements for snow removal bids.

**F. Late Fee Charges**

No Updates.

**9. SECRETARY /ADMINISTRATIVE UPDATE**

**A. General Update**

**B. Administrative Assistant Training**

Ms. Beatty stated that the Administrative Assistant training continues to enter bills, applying payments and completes meeting minutes and QuickBooks training. Some training has been from home utilizing zoom.

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

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

Mr. Czeschin reported that a lift pump failed at the lift station. The electrician analyzed the problem and found that the pump needs to be replaced/rebuilt. MCWD assisted with vactoring. A crane will be hired to replace the pump. An old pump is being used as a back up for the moment. Mr. Czeschin will provide a cost estimate to the board for a rebuilt pump when one is ready.

Mr. Richman added that he provided notice that the lift station needs to have a check valve/backflow prevention at the lift station. Mr. Czeschin stated that he did receive the notice and that staff is working on a resolve.

Mr. Czeschin attended an activated sludge class at MCWD.

**1. Plant Automation Update-** No update

**2. Clarifiers-** The clarifier rebuild project has been delayed due to the lift pump failure and an aeration diffuser is in need of repair/replacement. Mr. Hatter is assisting with RAS meter replacements.

**2. Wells-** No updates.

**3. Drying Beds-** Staff is working to get sludge beds dried and hauled before snowfall

- 4. **Easements, Manholes and Sewer Lines-** Mr. Czeschin advised that the Town of Mammoth Lakes will be selling a vector truck via closed bids. The Board directed Mr. Czeschin to submit a proposal.
  - 5. **Testing and Flows-** Flows are between 55 and 60k gallons
  - 6. **Juniper Drive Maintenance-** No update
  - 7. **Miscellaneous Projects-** Larkspur modular home connection was inspected and has an ADU.
11. **NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS** – Ms. Czeschin stated that she would like an Easement Letter drafted for future board approval
12. **BOARD MEMBER COMMENTS/REPORTS** – None
13. **ANNOUNCEMENTS**
- A. Regular Board Meeting November 18<sup>th</sup>,2025 at 5 p.m. at the Crowley Lake Community Center
14. **CLOSED SESSION-** No closed session
15. **ADJOURNMENT**
- Motion:** To Adjourn the October 21, 2025
- Moved** by Ms. Czeschin, Second by Mr. Fiore
- |              |              |           |             |             |
|--------------|--------------|-----------|-------------|-------------|
| Ms. Connolly | Ms. Czeschin | Mr. Fiore | Mr. Preston | Mr. Shipley |
| Absent       | Aye          | Aye       | Aye         | Aye         |

**The meeting was adjourned at 6:34 p.m.**