

**BOARD OF DIRECTORS  
HILTON CREEK COMMUNITY SERVICES DISTRICT  
SPECIAL BOARD MEETING  
WEDNESDAY, JULY 7, 2021  
5:00 P.M.  
ZOOM**

**AGENDA**

**\*\*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 five minutes.

- 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 Section 54954.2
  
- 3. PUBLIC COMMENT**
  - A. The public may make a statement or pose questions on Items NOT on the agenda\*\* (see note above)
  
- 4. BUDGET WORKSHOP**
  
- 5. ADJOURNMENT**

**TELECONFERENCE INFORMATION**

As authorized by Governor Newsom's Executive Order, N-29-20, dated March 17, 2020, the meeting will be held via teleconferencing with members of the Board attending from separate remote locations. This altered format is in observance of recent recommendations by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

**Important Notice to the Public Regarding COVID-19**

Based on guidance from the California Department of Public Health and the California Governor's Officer, in order to minimize the spread of the COVID-19 virus, please note the following:

There is no physical location of the meeting open to the public. If you wish to participate in the meeting via teleconferencing, please email your request to [info@hiltoncreekcsd.com](mailto:info@hiltoncreekcsd.com)

If you wish to make a comment on a specific agenda item before the meeting, please submit your comment via email by 5:00 p.m. on the day prior to the Board meeting. Please submit your comment to [info@hiltoncreekcsd.com](mailto:info@hiltoncreekcsd.com). All comments will be made a part of the record. Please make sure to submit a separate email for each item that you wish to comment upon.

If you are watching the live stream of the Board meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, please submit your comment to [info@hiltoncreekcsd.com](mailto:info@hiltoncreekcsd.com). All comments will be made a part of the record. Please make sure to submit a separate email for each item that you wish to comment upon.

Documents and materials relating to an open session agenda item that are provided to the Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District Office, by arrangement, by calling the District Secretary at (760) 965-9696

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, then please contact Lorinda Beatty at (760) 965-9696. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

**ORIGINAL BUDGET PRESENTED JUNE 2020  
FISCAL YEAR 2020 / 2021**

<b>HILTON CREEK COMMUNITY SERVICES DISTRICT</b>	
<b>BUDGET 2020/2021</b>	
<b>COMBINED SEWER FUNDS</b>	
<b>REVENUES</b>	<b>BUDGET</b>
<b>General Operating Revenue:</b>	
Property Taxes	122,000
<b>Sewer Operation &amp; Maintenance Revenue:</b>	
Sewer Use Fees	302,000
Sewer connection inspection fees	100
<b>Sewer Capital Improvement Revenue:</b>	
Sewer Connection Fees	14,586
Sewer Availability Fees	500
Interest on Investments	4,000
Transfer From Reserves	
Transfer From Other Funds	-
<b>TOTAL REVENUES</b>	<b>443,186</b>
<b>EXPENSES</b>	
<b>General Operating Expenses:</b>	
Administration Fee	2,000
Depreciation Expense (Book Entry Only)	
Director's Fees	6,000
Director's Medical Expense Reimb. Plan	20,000
Dues & Subscriptions	1,700
Office Rent	
Travel - other than litigation	200
<b>SUBTOTAL:</b>	<b>29,900</b>
<b>Sewer Operation &amp; Maint. Expenses:</b>	
<b>Salaries &amp; Employee Benefits:</b>	
Manager Salary	72,000
Secretarial Services	29,487
Employee Health Insurance	8,203
Employee Long-Term Care Insurance	422
Employee Med. Exp. Reimb. Plan	6,800
Employee Retirement Benefits	6,762
Payroll Taxes & W/C Insurance	3,000
Services and Supplies:	

**ORIGINAL BUDGET PRESENTED JUNE 2020  
FISCAL YEAR 2020 / 2021**

Accounting	6,500
Legal	10,000
Auto	3,000
Contingency	5,000
Insurance	9,350
License and Fees	22,500
Loan Interest (County Loan)	2,187
Miscellaneous	395
Office, Postage, Copies	6,000
Outside Labor (to run plant-JT Hatter)	26,000
Repairs and Maintenance	30,222
SCE - Plant	16,000
SCE - Pump Station	7,000
Snow Removal	7,500
Supplies	2,000
Educational Expenses	800
Telephone	1,500
<b>SUBTOTAL:</b>	<b>282,628</b>
<b>Sewer Capital Improvement Expenses:</b>	
Capital Purchases/Improvements	67,000
Engineering and Consulting Fees	10,000
Lateral Extensions	5,000
<b>Debt Service:</b>	
Loan Principal	19,658
PERS Unfunded Liability	20,000
<b>SUBTOTAL:</b>	<b>121,658</b>
<b>TOTAL EXPENSES</b>	<b>434,186</b>

**HILTON CREEK COMMUNITY SERVICES DISTRICT  
SEWER FUND  
6/30/2021**

REVENUE	BUDGET	Year End	Adjustments	Adj	Over (Under)	% Used	Goal
		Actual	3/31/2021	Budget	{+ or -}		June 2021
<b>General Operating Revenue:</b>							100%
Property Taxes	122,000.00	142,371.37		122,000.00	20,371.37	86%	-14%
<b>Sewer Operation &amp; Maintenance Revenue:</b>							
Sewer Use Fees Collected	302,000.00	342,269.12		302,000.00	40,269.12	88%	-12%
<b>Sewer Capital Improvement Revenue:</b>							
Sewer Connection Fees	14,586.00	14,586.00		14,586.00	-	100%	0%
Availability Fees		530.00		-	530.00	100%	
Sewer Connection Inspection Fees	100.00	100.00		100.00	-	100%	0%
<b>Investment Revenue</b>							
Interest on Investments	4,000.00	3,554.51		4,000.00	(445.49)	113%	13% OVER
Transfer From Reserves		36,054.19		-	36,054.19	100%	100% OVER
Transfer From Other Funds	-	145,000.00		-	145,000.00	100%	100% OVER
<b>TOTAL REVENUES</b>	<b>442,686.00</b>	<b>684,465.19</b>	<b>-</b>	<b>442,686.00</b>	<b>241,779.19</b>	<b>155%</b>	<b>55% OVER</b>
<b>EXPENSES</b>							
<b>ADMINISTRATION EXPENSES</b>							
Administration Fee	2,000.00	461.45		2,000.00	(1,538.55)	23%	-77%
***Mono Invest. Pool Wash - Delinquent Accts.		6,888.85		-	6,888.85	100%	
***Depreciation Expense (Book Entry Only)	90,000.00	90,000.00		90,000.00	-	100%	0%
<b>SUBTOTAL</b>	<b>92,000.00</b>	<b>97,350.30</b>	<b>-</b>	<b>92,000.00</b>	<b>187,200.60</b>	<b>106%</b>	<b>6% OVER</b>
<b>EMPLOYEE BENEFITS</b>							
Medical Reimbursement - Director	20,000.00	6,736.76	(11,000.00)	9,000.00	(2,263.24)	75%	-25%
Medical Reimbursement - Employee	3,600.00	746.42		3,600.00	(2,853.58)	21%	-79%
Health Insurance	8,203.00	11,307.00	3,500.00	11,703.00	(396.00)	97%	-3%
Health Insurance - Retired		2,457.26	2,600.00	2,600.00	(142.74)	95%	-5%
Long Term Care Insurance		492.03	70.03	70.03	422.00	703%	603% OVER
Retirement Benefits - Employer Contributions	6,762.00	7,911.16	3,400.00	10,162.00	(2,250.84)	78%	-22%
*** Retirement Benefits - Employee Contributions		5,275.33		-	5,275.33		-100%
***457 - Employee Contributions		3,800.00		-	3,800.00		-100%
457 Employer Contributions		1,980.02	2,200.00	2,200.00	(219.98)		
<b>SUBTOTAL:</b>	<b>38,565.00</b>	<b>40,705.98</b>	<b>770.03</b>	<b>39,335.03</b>	<b>1,370.95</b>	<b>103%</b>	<b>3% OVER</b>
<b>PAYROLL</b>							
<b>Salaries &amp; Employee Benefits:</b>							
Director's Gross Salary	6,000.00	17,141.60	11,000.00	17,000.00	141.60	101%	1% OVER
Manager Gross Salary	72,000.00	72,615.36		72,000.00	615.36	101%	1% OVER
Manager Gross Salary ( Now Retired)		18,987.84	18,987.84	18,987.84	-	100%	0%
Secretarial Gross Salary	29,487.00	28,393.27		29,487.00	(1,093.73)	96%	-4%
Secretarial Gross Salary (Now Retired)		10,626.52	10,626.52	10,626.52	-	100%	0%
Payroll Taxes	3,000.00	6,106.42	3,500.00	6,500.00	(393.58)	94%	-6%
Payroll Processing Fee Expense		488.10	112.00	112.00	376.10	436%	100% OVER
<b>SUBTOTAL</b>	<b>110,487.00</b>	<b>154,359.11</b>	<b>44,226.36</b>	<b>154,713.36</b>	<b>(354.25)</b>	<b>100%</b>	<b>200% OVER</b>
<b>OPERATIONS</b>							
Liability Insurance	9,350.00	9,286.20	(63.80)	9,286.20	-	100%	0%
Worker's Comp Insurance		5,461.60	5,461.60	5,461.60	-	100%	0%
Accounting	6,500.00	7,380.00		6,500.00	880.00	114%	14% OVER
Legal	10,000.00	19,555.51	16,000.00	26,000.00	(6,444.49)	75%	-25%
Dues & Subscriptions	1,700.00	2,977.50	3,000.00	4,700.00	(1,722.50)	63%	-37%
Travel -Non Litigation	200.00	-		200.00	(200.00)	0%	-100%
License and Fees	22,500.00	23,603.88	710.00	23,210.00	393.88	102%	2% OVER
Loan Interest (County Loan)	2,187.00	2,838.87	651.87	2,838.87	-	100%	0%
Office Expenses	6,000.00	11,508.92	6,000.00	12,000.00	(491.08)	96%	-4%
Educational Expenses	800.00	1,367.28		800.00	567.28	171%	71% OVER
Telephone	1,500.00	1,938.47	250.00	1,750.00	188.47	111%	11% OVER
Contingency	5,000.00	-		5,000.00	(5,000.00)	0%	-100%
Miscellaneous	395.00	-		395.00	(395.00)	0%	-100%
<b>SUBTOTAL</b>	<b>66,132.00</b>	<b>85,918.23</b>	<b>32,009.67</b>	<b>98,141.67</b>	<b>(12,223.44)</b>	<b>88%</b>	<b>-12%</b>
<b>REPAIRS &amp; MAINTENANCE</b>							
Auto Expenses	3,000.00	3,249.75		3,000.00	249.75	108%	8% OVER
Contract Services	26,000.00	10,535.00	(15,000.00)	11,000.00	(465.00)	96%	-4%
Lab Testing		5,634.30	5,167.20	5,167.20	467.10	109%	9% OVER
Monitoring Well - Equipment & Consultation		2,250.61	3,000.00	3,000.00	(749.39)	75%	-25%
Plant - General Repairs & Maintenance		9,259.93	7,400.00	7,400.00	1,859.93	125%	25% OVER
Plant - Sewer Equipment		8,931.03	7,000.00	7,000.00	1,931.03	128%	28% OVER
Plant - Sludge Removal		4,735.21	4,300.00	4,300.00	435.21	110%	10% OVER
Sewer Lines - General Maintenance		41,924.32	55,000.00	55,000.00	(13,075.68)	76%	-24%
Spills		9,181.36		-	9,181.36	100%	0%
Snow Removal	7,500.00	2,500.00		7,500.00	(5,000.00)	33%	-67%
Supplies	2,000.00	180.77		2,000.00	(1,819.23)	9%	-91%

	Year End	Adjustments	Adj	Over (Under)	%	Goal	
Water	195.00	390.00	390.00	(195.00)	50%	-50%	
SCE - Plant	16,000.00	15,915.76	16,000.00	(84.24)	99%	-1%	
SCE - Pump Station	7,000.00	6,383.80	7,000.00	(616.20)	91%	-9%	
Repairs & Maintenance - Other	82.62	100.00	100.00	(17.38)	83%	-17%	
<b>SUBTOTAL:</b>	<b>61,500.00</b>	<b>120,959.46</b>	<b>67,357.20</b>	<b>128,857.20</b>	<b>(7,897.74)</b>	<b>94%</b>	<b>-6%</b>
<b>SUBTOTAL ALL OPERATING EXPENSES</b>	<b>368,684.00</b>	<b>499,293.08</b>	<b>144,363.26</b>	<b>513,047.26</b>	<b>168,096.12</b>	<b>97%</b>	<b>-3%</b>
<b>Sewer Capital Improvement Expenses:</b>							<b>-100%</b>
Capital Purchases/Improvements	67,000.00	-	67,000.00	67,000.00	0%		
Engineering and Consulting Fees	10,000.00	-	10,000.00	10,000.00	0%		
Lateral Extensions	5,000.00	-	5,000.00	5,000.00	0%		
<b>Debt Service:</b>							
Loan Principal	19,658.00	71,685.32	52,027.32	71,685.32	-	100%	0%
PERS Unfunded Liability	20,000.00	15,246.90	20,000.00	4,753.10	76%	-24%	
<b>SUBTOTAL:</b>	<b>121,658.00</b>	<b>86,932.22</b>	<b>52,027.32</b>	<b>173,685.32</b>	<b>86,753.10</b>	<b>50%</b>	<b>-50%</b>
<b>TOTAL EXPENSES</b>	<b>490,342.00</b>	<b>586,225.30</b>	<b>196,390.58</b>	<b>686,732.58</b>	<b>254,849.22</b>	<b>85%</b>	<b>-15%</b>
***Less Non Budget Items	92,186.48	-	-	2,186.48			
<b>Adjusted Total Expenses</b>	<b>494,038.82</b>	196,390.58	686,732.58	252,662.74	72%	-28%	

**HILTON CREEK COMMUNITY SERVICES DISTRICT  
SEWER FUND  
PROPOSED BUDGET FISCAL YEAR 2021/2022 Version 3  
2020/2021 Final Budget Outcome Analysis to 2021/2022 Projected**

REVENUE		2021 BUDGET	2022 Est Totals Est . Inflation 5%	10% Juniper Drive	Total Est. Budget Sewer Fund	FY 2020/2021 Outcome
<b>General Operating Revenue:</b>						
1	Property Taxes	140,000.00				142,371.37
<b>Sewer Operation &amp; Maintenance Revenue:</b>						
2	Sewer Use Fees Collected	350,000.00				342,269.12
<b>Sewer Capital Improvement Revenue:</b>						
3	Sewer Connection Fees	14,586.00				14,586.00
4	Availability Fees	500.00				530.00
5	Sewer Connection Inspection Fees	100.00				100.00
<b>Investment Revenue</b>						
6	Interest on Investments	3,500.00				3,554.51
7	Transfer From Reserves	50,000.00				36,054.19
8	Transfer From Other Funds	137,909.21				145,000.00
	<i>Encumbrance Forward</i>	68,000.00				
	<i>Checking Forward</i>	18,404.79				
	<i>Investment Account</i>	51,504.42				<i>(Legal, Contingency Spills, Misc, Rate Study, etc.)</i>
<b>TOTAL REVENUES</b>		<b>696,595.21</b>			<b>696,595.21</b>	<b>684,465.19</b>
<b>EXPENSES</b>						
<b>ADMINISTRATION EXPENSES</b>						
9	Administration Fee	500.00	25.00		525.00	461.45
10	***Mono Invest. Pool Wash - Delinquent Accts.					6,888.85
11	***Depreciation Expense (Book Entry Only)					90,000.00
<b>SUBTOTAL</b>		<b>500.00</b>	<b>25.00</b>		<b>525.00</b>	<b>97,350.30</b>
<b>Estimated EMPLOYEE BENEFITS</b>						
12	Medical Reimbursement - Director (5)	10,548.21		1,054.82	9,493.39	6,736.76
13	Medical Reimbursement - Employees (3)	8,170.64		817.06	7,353.58	746.42
14	Health Insurance (3) Base Rate	20,410.00	1,020.50	2,143.05	19,287.45	11,307.00
15	Health Insurance - Retired (2)	3,600.00	180.00	378.00	3,402.00	2,457.26
16	Retirement Benefits - Employer Contributions GM	6,649.52	332.48	698.20	6,283.80	7,911.16
17	Retirement Benefits - Employer Contributions Pos Avg	5,000.00	250.00	525.00	4,725.00	
18						
19	*** Retirement Benefits - Employee Contributions					-
20	***457 - Employee Contributions					-
21	457 Employer Contributions / Add Compensation (3)	6,600.00		660.00	5,940.00	1,980.02
<b>SUBTOTAL:</b>		<b>60,978.37</b>	<b>1,782.98</b>	<b>6,276.13</b>	<b>56,485.21</b>	<b>31,138.62</b>
<b>PAYROLL</b>						

	2021	2022 Est	Totals Est .	Inflation	10% Juniper Drive	Total Est. Budget	FY 2020/2021
<b>Salaries &amp; Employee Benefits:</b>							
22	Director's Gross Salary (\$100 Per Meeting x 5) x 12 + (\$2,200 Add. Comp.)x5 + \$3,000 Special Meetings if they occur	20,000.00			2,000.00	18,000.00	17,141.60
23	Manager Gross Salary	86,000.00			8,600.00	77,400.00	72,615.36
24	Operations Position A	57,500.00				57,500.00	
25	Perdiem	15,000.00	750.00			15,750.00	
26	Secretarial Gross Salary Part Time	35,000.00			3,500.00	31,500.00	28,393.27
27	Payroll Taxes	8,000.00	400.00			8,400.00	6,106.42
28	Payroll Processing Fee Expense	550.00	27.50			577.50	488.10
	<b>SUBTOTAL</b>	<b>222,050.00</b>	<b>1,177.50</b>		<b>14,100.00</b>	<b>209,127.50</b>	<b>124,744.75</b>
<b>OPERATIONS</b>							
29	Liability Insurance	13,000.00	650.00		1,365.00	12,285.00	9,286.20
30	Worker's Comp Insurance	4,000.00	200.00		420.00	3,780.00	5,461.60
31	Accounting	9,000.00	450.00		945.00	8,505.00	7,380.00
32	Legal	10,000.00	500.00		1,050.00	9,450.00	19,555.51
33	Rate Study	30,000.00				30,000.00	
34	Dues & Subscriptions	3,000.00	150.00		315.00	2,835.00	2,977.50
35	Travel -Non Litigation	500.00	25.00		52.50	472.50	-
36	License and Fees	25,000.00	1,250.00			26,250.00	23,603.88
37	Loan Interest	-	-		-	-	2,838.87
38	Office Expenses	6,000.00	300.00		630.00	5,670.00	11,508.92
39	Educational Expenses	1,500.00	75.00		157.50	1,417.50	1,367.28
40	Telephone	2,000.00	100.00		210.00	1,890.00	1,938.47
41	Contingency	10,000.00	500.00		1,050.00	9,450.00	-
42	Miscellaneous	500.00	25.00		52.50	472.50	-
	<b>SUBTOTAL</b>	<b>114,500.00</b>	<b>4,225.00</b>		<b>6,247.50</b>	<b>112,477.50</b>	<b>85,918.23</b>
<b>REPAIRS &amp; MAINTENANCE</b>							
43	Auto Expenses	5,000.00	250.00		525.00	4,725.00	3,429.75
44	Contract Services	5,000.00	250.00			5,250.00	10,535.00
45	Lab Testing	6,000.00	300.00			6,300.00	5,634.30
46	Monitoring Well - Equipment & Consultation	2,000.00	100.00			2,100.00	2,250.61
47	Plant - General Repairs & Maintenance	10,000.00	500.00			10,500.00	9,259.93
48	Plant - Pond Maintenance 1	20,000.00	1,000.00			21,000.00	
49	Plant - Sewer Equipment	30,000.00	1,500.00			31,500.00	8,931.03
50	Plant - Sludge Removal (Fallon)	7,800.00	390.00			8,190.00	4,735.21
51	Sewer Lines - General Maintenance	50,000.00	2,500.00			52,500.00	41,924.32
52	Spills	15,000.00	750.00			15,750.00	9,181.36
53	Snow Removal (10%)	30,000.00	1,500.00		28,350.00	3,150.00	-



	2021	2022	Est Totals	Est . Inflation	10% Juniper Drive	Total Est. Budget	FY 2020/2021
54 Supplies			500.00	25.00		525.00	180.77
55 Water			300.00	15.00		315.00	195.00
56 SCE - Plant			15,000.00	750.00		15,750.00	15,915.76
57 SCE - Pump Station			6,000.00	300.00		6,300.00	6,383.80
58 Repairs & Maintenance - Other			500.00	25.00		525.00	82.62
	<b>SUBTOTAL:</b>		<b>203,100.00</b>	<b>10,155.00</b>	<b>28,875.00</b>	<b>184,380.00</b>	<b>115,954.99</b>
	<b>SUBTOTAL ALL OPERATING EXPENSES</b>		<b>601,128.37</b>	<b>17,365.48</b>	<b>55,498.63</b>	<b>562,995.21</b>	464,477.95
<b>Sewer Capital Improvement Expenses:</b>							
59 Capital Purchases/Improvements			67,000.00	3,350.00		70,350.00	-
60 Engineering and Consulting Fees			10,000.00	500.00		10,500.00	-
61 Lateral Extensions			5,000.00	250.00		5,250.00	-
<b>Debt Service:</b>							
62 Loan Principal							71,685.32
63 PERS Unfunded Liability			25,000.00	25,000.00	2,500.00	47,500.00	15,246.90
	<b>SUBTOTAL:</b>		<b>107,000.00</b>	<b>29,100.00</b>	<b>2,500.00</b>	<b>133,600.00</b>	<b>86,932.22</b>
	<b>TOTAL EXPENSES</b>		<b>708,128.37</b>	<b>46,465.48</b>	<b>57,998.63</b>	<b>696,595.21</b>	<b>542,039.11</b>

64 \*\*\*Less Non Budget Items  
65 **Adjusted Total Expenses**

	<b>Expenses</b>	<b>696,595.21</b>
	<b>Revenue</b>	<b>696,595.21</b>
		<b>0.00</b>
Transfers From Other Funds		
<i>Encumbrance</i>		(68,000.00)
<i>Bank of America Forward Balance</i>		(18,404.79)
	<i>Inv. Account</i>	(51,504.42)
		(Legal, Contingency Spills, Misc, Rate Study, etc.)