

HILTON CREEK COMMUNITY SERVICES DISTRICT
3222 CROWLEY LAKE DRIVE
CROWLEY LAKE, CA 93546
(760) 934-6299

September 24, 2019

Honorable Judge Mark Magit
Presiding Judge of the Superior court
100 Thompsons Way
P.O. Box 1037
Mammoth Lakes, California 93546

Re: Response to the Mono County Grand Jury 2018-2019 Final Report

Dear Judge Magit:

Please consider this letter as the official response to the Mono County Grand Jury 2018-2019 Final Report and place this document on file as the Hilton Creek Community Services District's response.

The Hilton Creek Community Services District has reviewed the findings and recommendations contained in the Final Report of the Hilton Creek Community Services Special District Committee and provides the following response:

Findings:

F1. The investigation found that the HCCSD has relied appropriately on advice and use of best practice from the Office of Mono County Counsel with regard to the bidding process. Additionally, HCCSD appears to be operating within an appropriate level of due diligence and oversight overall.

The Board agrees with this finding.

F2. The HCCSD has usually followed their own guidelines related to the dollar threshold or ceiling for third party contracts. However, they have been inconsistent in what available contracts have been offered for competitive bids and/or made as direct awards.

The Board agrees with this finding.

HILTON CREEK COMMUNITY SERVICES DISTRICT

3222 CROWLEY LAKE DRIVE

CROWLEY LAKE, CA 95746

(707) 934-8399

September 21, 2019

Honorable Judge Mark Magitt
Presiding Judge of the Superior Court
1001 ...

Marionette Lakes, California 95746

Re: Response to the Mono County Grand Jury 2018-2019 Final Report

Dear Judge Magitt:

Please consider this letter as the official response to the Mono County Grand Jury 2018-2019 Final Report and place this document on file as the Hilton Creek Community Services District's response.

The Hilton Creek Community Services District has reviewed the findings and recommendations contained in the final report of the Hilton Creek Community Services Special District Committee and provides the following response:

Findings

The Hilton Creek Community Services District has not responded to the findings and recommendations of the Grand Jury 2018-2019 Final Report.

Additionally, HCCSD appears to be operating within an appropriate level of diligence and oversight overall.

The Board agrees with this finding.

The HCCSD has usually followed their own guidelines related to the dollar threshold or ceiling for bid party contracts. However, they have been inconsistent in what available contracts have been offered for competitive bids and/or made as direct awards.

The Board agrees with this finding.

The Board agrees with this finding however, HCCSD has been inconsistent because we received new information from County Counsel regarding competitive bids and specifically snow removal contracts that effectively changed HCCSD's policy.

F3. The investigation discovered incomplete and/or out of date Policy and Procedure Documents.

The Board agrees with this finding.

F4. The investigation discovered inconsistent delivery of information and bidding documents to interested third-party vendors.

The Board agrees with this finding.

F5. The investigation discovered inconsistent posting of available contracts through various media sources i.e. the newspaper ads.

The Board agrees with this finding.

Recommendations

R1. None

None

R2. It is imperative that HCCSD administer their third-party contracts offerings in the same manner each and every time. Timeline: Beginning with next round of contract expirations and/or next competitive bid cycle.

The recommendation will not be implemented because it is not reasonable. It is not possible for HCCSD to administer all our third-party contract offerings in the same manner each and every time because of the broad range of projects HCCSD does.

R3. The Committee recommends the HCCSD review and restructure policies and procedures to ensure adequate information is communicated to allow a level of competition and fairness and to avoid any appearance of impropriety. Timeline: By January 1, 2020.

HCCSD has taken action to implement this recommendation. We have requested help from County Counsel to devise a "Quick-Reference Contracting and Purchasing Rules" chart and "Contract Thresholds and Requirements" guide for HCCSD. In addition, as per our Agenda's for nearly the last year, HCCSD has been trying to get more information about AB2249 in regards to its application to HCCSD's public contracts. Our goal is to implement this recommendation as soon as we receive this information from County Counsel.

R4. Create and provide consistent bidding documentation and the delivery process of said documents to interested third-party service providers. Timeline: Beginning with next round of contract expirations and/or next competitive bid cycle.

We are in the process of creating consistent bidding documents and procedures relevant to the varying types of HCCSD projects we do. Our goal is to meet all deadlines set by the Mono County Grand Jury.

R5. HCCSD needs to improve its communication process and notifications for all future bidding by developing a template for the broadest possible communication to the public for any future available contracts. Timeline: Beginning with next round of contract expirations and/or next competitive bid cycle.

HCCSD has taken action to implement this recommendation. See our response to R3.

The Hilton Creek Community Services District thanks the members of the Grand Jury for their public service.

Sincerely,



Steven H. Shipley
President of the Board