



# **LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

## **AGENDA**

### **REGULAR MEETING**

Wednesday, August 15, 2018 – 1:00 p.m.

Administration Building

16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 938-3281

CALL TO ORDER: 1:00 p.m.

LSCSD Board Roll Call: Directors: Cupp \_\_\_\_\_ Lewis \_\_\_\_\_ MacIntosh \_\_\_\_\_ Mitchell \_\_\_\_\_ Thompson \_\_\_\_\_

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction, whether or not on the agenda for this meeting. Each individual comment will be limited to three minutes. The public comment portion of the meeting will be limited to thirty minutes (total time). For items that are on this agenda, speakers may request that their comments be heard instead at the time the item appears on the agenda prior to the Board addressing the agenda item. The Board may ask questions but may not act during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place the item on a future agenda.

CONSENT CALENDAR: Items on the Consent Calendar are considered routine, not requiring separate discussion. However, if discussion is wanted, the item may be removed from the Consent Calendar and considered separately. Board members may ask questions of clarification without removing an item from the Calendar. Individual items are approved by the vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

1. A. Approval of Minutes: Regular Meeting July18, 2018
- B. Ratification of Disbursements: July 1 through July 31, 2018
- C. Budget Comparison: YTD 2018/19
- D. LAIF Quarterly Report

DEPARTMENT REPORTS / UPDATES: NO ACTION ITEMS:

2. Fire Department Monthly Report (FC Pappas)
3. Police Department Monthly Report (PC Wilson)
4. Sewer Department Monthly Report (PWS Moser)
  - A. Notice of Availability of Draft Initial Study/Mitigated Negative Declaration for proposed facility upgrade for the LSCD Wastewater Improvement Project (Information Only)
5. Water Department Monthly Report (PWS Moser)

COMMITTEE REPORTS:

6. APPROVED COMMITTEE MINUTES / REPORTS / VERBAL UPDATES, if applicable.  
(Pres. Cupp may make committee appointments/changes as necessary.)
  - A. Budget / Finance Committee
  - B. Fire Department Advisory Committee
  - C. Police Department Advisory Committee
  - D. Policy Committee
  - E. Sewer and Water Systems Oversight Committee

DISCUSSION / REPORTS: ACTION ITEMS:

7. Authorization to participate in CAL-Card Program (GM Wilson)
8. Consideration of purchasing two Type 3 Wildland Fire Engines (GM Wilson)
9. Consideration of Credit Card Policy (GM Wilson)
10. Consideration of agreement with Mt. Shasta IT Services Inc. to establish managed Cloud System and IT Service (GM Wilson)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. Conference with Labor Negotiator (Gov. Code § 54957.6), District Negotiator: GM Wilson, Units: LSCSD Police Department
- B. Personnel (Gov. Code Section 54957) Consider Public Employee Performance Evaluation: Fire Chief

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on September 19, 2018, 1:00 p.m. at the Administration Building.

Supplementary documents and other materials distributed to the District board after their agenda packets have been distributed to the members may be viewed at the District office and obtained at the meeting.



## LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting  
Wednesday, July 18, 2018, 1:00 p.m.  
Administration Building  
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

### **Unapproved MINUTES**

CALL TO ORDER AND ROLL CALL: 1:04 p.m.

LSCSD Board Roll Call: Cupp ✓ Lewis ✓ MacIntosh ✓ Mitchell absent Thompson ✓

Also present: GM Wilson, SAC Nelle, FC Pappas and AA Charvez. There were approximately 15 people in the audience.

PLEDGE OF ALLEGIANCE: Pres Cupp. led the Pledge of Allegiance.

PUBLIC COMMENTS: Comments received.

CONSENT CALENDAR: (All items accepted/approved by the Board unless otherwise noted.)

1. A. Approval of Minutes: Regular Meeting June 20, 2018
- B. Ratification of Disbursements: June 1 through June 30, 2018
- C. Budget Comparison / Variance Report: FY 2017/18 YTD
- D. Accounts Receivable Aging Analysis: FY 2017/2018
- E. Approval of transfer from LAIF Reserves to CSD Operating Account: No report; item not required.
- F. Acceptance of California Fire Foundation's grant award of \$6,100 to the LS Fire Department

**Motion by Dir. Thompson second Dir. Lewis to approve Consent Calendar, excluding Item 1.E.**

**Ayes: Directors Cupp, Lewis, MacIntosh and Thompson**

**Noes: None**

**Absent: Director Mitchell**

### DEPARTMENT REPORTS

2. Fire Department Monthly Report: FC Pappas reported.
3. Police Department Monthly Report: PC Wilson reported.
4. Sewer Department Monthly Report: GM Wilson reported.
5. Water Department Monthly Report: GM Wilson reported.

### COMMITTEE REPORTS:

6. APPROVED COMMITTEE MINUTES / REPORTS / VERBAL UPDATES, if applicable:
  - A. Budget / Finance Committee: Nothing to report.
  - B. Fire Department Advisory Committee: Nothing to report.
  - C. Police Department Advisory Committee: Nothing to report.
  - D. Policy Committee: SAC Nelle reported that the committee met prior to the meeting to discuss policies presented on the agenda.
  - E. Sewer and Water Systems Oversight Committee: Nothing to report

### DISCUSSION / REPORTS: ACTION ITEMS:

7. Public Hearing: Delinquent Charges [Government Code §61115(b)] to be sent to 2018 Tax Roll: Public Hearing to hear and consider all objections or protests to CSD's Impending Delinquency Report of taxes, assessment and other charges levied for the fiscal year 2017-2018, being delinquent, shall be declared tax-defaulted pursuant to Government Code §61115(b) and shall direct the General Manager to file with the Siskiyou County Auditor/Tax Collector a copy of the final report, on or before August 10, 2018.

Pres. Cupp opened the Public Hearing at 1:35 p.m. Staff reported. Comments were received from the audience.

Pres. Cupp closed the Public Hearing at 1:40 p.m. The Board discussed.

**Motion by Dir. Thompson second Dir. Lewis to declare said delinquencies tax-defaulted pursuant to Government Code §61115(b) and direct the General Manager to file the final report with the Siskiyou County Auditor on or before August 10, 2018.**

**Ayes: Directors Cupp, Lewis, MacIntosh and Thompson**

**Noes: None**

**Absent: Director Mitchell**

8. Consideration of declaring two vehicles as surplus and authorize selling the vehicles: GM Wilson reported. The Board discussed.

**Motion by Dir. MacIntosh second Dir. Lewis to declare Vehicle #13 VIN / 1FTRF14W45NA81928 2005 F-150 Pick-Up and Vehicle #16 VIN / 1FTSX21505EB87440 2005 F-250 Super Cab as surplus and authorize the General Manager to sell these two vehicles through public auction, utilizing BidCal Auctions, and place the proceeds from that auction into an account for future vehicle replacement.**

**Ayes: Directors Cupp, Lewis, MacIntosh and Thompson**

**Noes: None**

**Absent: Director Mitchell**

9. Personnel Policy; proposed changes to Fire Department job descriptions: SAC Nelle reviewed a few Policy Committee recommended changes to the drafts provided in the Board packet. The Board discussed.

**Motion by Dir. Lewis second Dir. Thompson to approve the Fire Department Job Descriptions (Policy 1600 Fire Chief, Policy 1605 Volunteer Fire-Fighter, Policy 1610 Volunteer Fire Cadet, Policy 1615 Assistant Fire Chief and Policy 1620 Extra Help / Seasonal Fire-Fighter) changes to the Personnel Policy, as presented by the Policy Committee.**

**Ayes: Directors Cupp, Lewis, MacIntosh and Thompson**

**Noes: None**

**Absent: Director Mitchell**

10. Rancho Hills Community Association: action to vote Ballot for Election of Directors: The Board discussed.

**Motion by Dir. Thompson second Dir. Lewis to authorize Pres. Cupp to sign the RHCA ballot envelope so that it can count for the quorum requirement and take no action on voting the ballot.**

**Ayes: Directors Cupp, Lewis, MacIntosh and Thompson**

**Noes: None**

**Absent: Director Mitchell**

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres Cupp adjourned to Closed Session at 2:06p.m.

CLOSED SESSION: 2:08 p.m.

Also present: GM Wilson

- A. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION LSPOA vs. LSCSD arbitration (4) of subdivision (d) of Section 59456.9.

With no objections by the Board, Pres. Cupp adjourned Closed Session at 2:33 p.m.

RETURN TO OPEN SESSION: 2:35 p.m.

Also present: GM Wilson, SAC Nelle and AA Charvez. There were approximately 4 people in the audience.

REPORT ON CLOSED SESSION: GM Wilson reported that direction was given to staff.

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 2:36 p.m.

The next LSCSD Regular Board Meeting is on Wednesday, August 15, 2018, 1:00 p.m. at the Administration Building.

Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Carol Cupp, President

ATTEST:

\_\_\_\_\_  
Mike Wilson, Secretary

## Items 1B - D

- 1.B. Ratification of Disbursements: July 1 through July 31, 2018
- 1.C. Budget Comparison: FY 2018/19 YTD
- 1.D. LAIF Quarterly Report

There were no documents available for packet delivery.

If documents are received prior to the meeting, they will be forwarded to the Board via email (with a hardcopy provided at the meeting).

## Item 2

Item 2: Fire Department Monthly Report (FC Pappas)

There was no document available for packet delivery.

If document is received prior to the meeting, it will be forwarded to the Board.

***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

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**TO:** LSCSD BOARD OF DIRECTORS  
**MEETING DATE:** August 15, 2018  
**FROM:** Mike Wilson, Police Chief / General Manager  
**SUBJECT:** Police Monthly Board Report

**POLICE ACTIVITY:****CRIMINAL CALLS:**

DISTURBANCE – 5	SUSPICIOUS CIRC – 3	SUSPICIOUS VEHICLE – 1
SUSPICIOUS PERSON – 1	VANDALISM – 1	FIREARMS OFFENSE – 1
ILLEGAL CAMPING – 2	TRESPASSING – 2	PUBLIC NUISANCE – 3
CHILD CUSTODY DISPUTE – 1	ILLEGAL GROW – 1	NOISE COMPLAINT – 2
WARRANT ARREST – 3	ANIMAL CRUELTY – 1	

**ASSIST OTHER AGENCIES:**

SCSO – 7	CHP – 1	WEED PD – 1
MSPD – 2	JACKSON CO. – 1	SHASTA CO. – 1

**NON-CRIMIAL CALLS:**

MISSING PERSON – 1	ASSIST CITIZEN – 3	FOUND PROPERTY – 2
PATROL CHECK – 21	MEDICAL AID – 10	INFO TO CITIZEN – 7
PUBLIC ACCESS CHECK – 9	HOUSE WATCH – 7	CASE FU – 6
WELFARE CHECK – 1	CIVIL STAND BY – 2	ALARM – 2

**TRAFFIC RELATED:**

TRAFFIC WARNINGS – 5	TRAFFIC CITATIONS – 2	TRAFFIC COMPLAINT – 3
ABANDON VEHICLE – 2	PARKING CITATIONS – 1	TRAFFIC CONTROL – 1
ROAD HAZARD – 3	REPO – 1	

**ANIMAL RELATED:**

DOGS AT LARGE – 2	DOG BITE – 1	WILDLIFE PROBLEM – 1
BARKING DOG – 4	LOST DOG – 4	FOUND DOG – 5
LOST CAT – 1	DEAD ANIMAL – 2	KENNEL CARE – 1

**NOTABLE EVENTS:**

During the month of July, Officer had to respond to three separate law enforcement mutual aid requests. Those requests were the result of the Klamathon Fire, a fire in the Big Springs area and the Carr Fire in Shasta County. During those assignments, officers were required to conduct evacuations and provide patrols to prevent looting.

## **Lake Shastina Sewer Department**

To: Lake Shastina CSD Board  
From: Robert Moser, Public Works Supervisor  
Meeting Date: August 15, 2018  
Subject: Board Report – August 2018 (Sewer)

The Lake Shastina Public Works Department (PW) conducted approximately 275 station checks and daily sewer pond readings and reporting for the month.

Removed and replaced a pump at B-111 at the end of Lake Shore Dr. One of the pumps had a failure and we replaced it with a pump that we pulled from another station that had been upgraded.

B-107 on Rainbow Dr. upgrades are complete and the station is running great.

We are still awaiting the return of the pump from B-114 in Rancho Hills. The pump company is working on it at this time.



**PUBLICATION DATE: August 10, 2018**

**Lake Shastina Community Services District**

**NOTICE OF AVAILABILITY OF  
DRAFT INITIAL STUDY/MITIGATED NEGATIVE DECLARATION**

The Lake Shastina Community Services District has prepared a Draft Initial Study/Mitigated Negative Declaration (Draft-IS/MND) for the proposed facility upgrades for the Lake Shastina Community Services District Wastewater Improvement Project, which is being developed under a grant from the State Water Resources Control Board Proposition 1-Small Community Wastewater Grant Program. The Project will make upgrades to the wastewater collection and treatment facility to provide modernization, improved treatment of wastewater and production of higher quality effluent. Work will generally be conducted within the existing roads, lift stations and wastewater treatment facility footprints. Mitigating measures have been developed to reduce potential impacts to a less than significant level.

A copy of the Draft-IS/MND is available for review at the Lake Shastina Community Services District office, 16320 Everhart Drive, Weed, California, weekdays 8:00 A.M. to 4:30 P.M. An electronic copy can be viewed online at the Lake Shastina Community Services District website at [www.lakeshastina.com](http://www.lakeshastina.com).

The public comment period begins on August 13, 2018 and will end on September 11, 2018 at 3:00 PM. Written comments can be mailed to the attention of Michael Wilson, General Manager, Lake Shastina Community Services District, 16320 Everhart Drive, Weed, CA 96094,

## **Lake Shastina Water Department**

To: Lake Shastina CSD Board  
From: Robert Moser, Public Works Supervisor  
Meeting Date: August 15, 2018  
Subject: Board Report – July 2018 (Water)

The Lake Shastina Public Works Department (PW) conducted approximately 110 booster station checks and 95 well checks for the month, along with our monthly testing of the system.

We had a few water shut offs for the month for various reasons.

Water lateral break on Mountain Wood Dr in Rancho Hills across from the marina. Also, another leak on Pawnee Rock Rd in Rancho Hills. These incidents were not related.

All the wiring for Tank #1, Tank #2, Well #3 and Well #4 is completed for the SCADA system. We are coordinating with XIO and Mitchells to turn on the SCADA and programming the VFD drives in the wells.

We had a customer complaint at B-53 on Palmer Dr about the noise level when the fans and pumps are running. Public Works constructed an enclosure to help block some of the noise.

Item 6

No Documents




***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

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**TO:** LSCSD BOARD OF DIRECTORS

**MEETING DATE:** August 15, 2018

**FROM:** Mike Wilson, General Manager 

**SUBJECT:** Authorization to participate in CAL-Card Program

**BACKGROUND:**

The District has relied on the use of credit cards for management to purchase items for each department that each manager is tied to. The credit cards are assigned to the name of the person managing each of the departments including Mike Wilson, Debbie Nelle, Robert Moser and Steve Pappas. Pursuant to our credit card policy, only the persons named on the card can utilize that card.

It has become problematic for fire personnel assigned to Strike Teams to utilize their department Manager Steve Pappas' credit card while assigned to incidents that each engine of a Strike Team might be assigned to during fire season. In addition, police vehicles assigned to incidents as part of the Mutual Aid plan suffer the same difficulties. For a company officer or police officer to use the card, they must violate the District's credit card policy and often must show identification which is impossible unless Chief Pappas or myself are present.

**SUMMARY:**

Use of a CAL-Card by personnel assigned to a fire engine or police vehicle would eliminate the policy violation and would allow for personnel to make emergency purchases including fuel, repairs, meals or hotels if necessary. The CAL-Card would be assigned to each engine or vehicle versus the person and will create a better tracking mechanism for costs associated with an assignment for each piece of equipment.

**RECOMMENDATION:**

Have attorney review the CAL-Card Request to Participate Form/packet and direct the Senior Accounting Clerk to complete the Form to obtain CAL-Cards for each of the fire and police vehicles.

**ATTACHMENTS:**

CAL-Card Request to Participate Form/packet.

# CAL-Card®

## Request to Participate Form

### AGENCY INFORMATION:

Legal Name of California Tax Funded Agency Lake Shastina Community Services District	Tax ID Number 94-2623194
Name of Contact Person at Agency Debbie Nelle	Date 7/5/2018
Mailing Address 16320 Everhart Drive	Phone 530.938.3281
City, State, Zip Code Weed, CA 96094	Email Address debbie@lakeshastina.com
Estimated number of Cards 7	Estimated monthly spend \$2500.00

### REQUIRED DOCUMENTS:

#### **State agencies:**

Complete and submit the following to U.S. Bank:

- This Request to Participate form
- Completed State Agency Subscription Agreement (formatted Std. 213)
- A signed W9 for your agency

#### **Local agencies (cities, counties, special districts, schools districts and other non-state agencies):**

Complete and submit the following to U.S. Bank:

- This Request to Participate form
- Signed Local Agency Subscription Agreement; Include signed Certificate of Authority (if applicable)
- Three years of audited financial statements; check one box to indicate how financials will be provided
  - Paper copy mailed with original documents
  - PDF copy emailed to [cpsmidmarketsalescoordinator@usbank.com](mailto:cpsmidmarketsalescoordinator@usbank.com)
  - Documents available online at: *provide web address* \_\_\_\_\_

#### **To ensure all documents are completed properly, please check for the following:**

- Legal names must be used; documents with abbreviated legal names cannot be processed.
- All documents must be dated and titles must be consistent throughout.

### SUBMITTAL INSTRUCTIONS:

Please send required documentation (listed above) to the CAL-Card Sales Coordinator at:

Email (preferred): [cpsmidmarketsalescoordinator@usbank.com](mailto:cpsmidmarketsalescoordinator@usbank.com)

U.S. Mail (optional): U.S. Bank  
901 Marquette Avenue, EP-MN-A17S  
Minneapolis, MN 55402

U.S. Bank will contact you to confirm receipt of this Request to Participate Form. After U.S. Bank's review is complete, an implementation manager will contact you to set up your program.

**QUESTIONS?** Email us at: [cpsmidmarketsalescoordinator@usbank.com](mailto:cpsmidmarketsalescoordinator@usbank.com)

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#### **For U.S. Bank Internal Use Only**

Date Submitted _____	Circle one: <input type="checkbox"/> <\$5MM <input type="checkbox"/> >\$5MM
Banker's Employee ID _____	Treasury Management Employee ID _____
IPM _____	RM _____
	AM _____

**State of California Participating Addendum No. 7-14-99-22  
Local Agency Subscription Agreement**

This Local Agency Subscription Agreement ("Local Agency Subscription Agreement") constitutes an agreement to participate under the terms and conditions of the Purchase Card Services Participating Addendum No. 7-14-99-22 ("Participating Addendum") signed September 29, 2014 and entered into by U.S. Bank National Association ("U.S. Bank") and the State of California, Department of General Services ("State"). This Local Agency Subscription Agreement is entered into by U.S. Bank and the "Local Governmental Agency" identified herein, and shall become effective upon signing by U.S. Bank ("Effective Date").

**RECITALS**

- A. The State has entered into the Participating Addendum for the purpose of making available a Purchase Card Program as described in the Participating Addendum for use by State of California state agencies and local governmental agencies;
- B. The State is willing to permit Local Governmental Agency to participate in the Purchase Card Program provided that Local Governmental Agency assumes all responsibility and liability for Local Governmental Agency's performance of the terms and conditions of the Participating Addendum as if Local Governmental Agency was the entity signing the Participating Addendum, but Local Governmental Agency shall not be liable for the acts and omissions of the State under the Participating Addendum or this Local Agency Subscription Agreement. The State shall not bear liability or responsibility for Local Governmental Agency under the Participating Addendum or this Local Agency Subscription Agreement; and
- C. Local Governmental Agency has received a copy of the Participating Addendum from the State, and after a thorough review of the Participating Addendum, desires to participate as a Local Governmental Agency under the Participating Addendum. Participating Addendum No. 7-14-99-22 is incorporated into this Local Agency Subscription Agreement in its entirety and all terms and conditions of the Participating Addendum apply to the Local Governmental Agency.

**AGREEMENT**

Now therefore, in consideration of the foregoing Recitals, the mutual premises and covenants set forth in the Participating Addendum, which are incorporated herein by reference, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, all parties agree as follows:

1. **Local Governmental Agency Responsibility.** Local Governmental Agency agrees to accept and perform all duties, responsibilities and obligations required of Participating Agencies as set forth in the Participating Addendum.
2. **Authority.** The representations, warranties and recitals of Local Governmental Agency set forth in this Local Agency Subscription Agreement and the Participating Addendum constitute valid, binding and enforceable agreements of Local Governmental Agency. All extensions of credit made to Local Governmental Agency pursuant to this Local Agency Subscription Agreement and the Participating Addendum will be valid and enforceable obligations of Local Governmental Agency and Local Governmental Agency shall pay to U.S. Bank all Debts incurred by Local Governmental Agency in accordance with the terms of the Participating Addendum and this Local Agency Subscription Agreement. The execution of this Local Agency Subscription Agreement and the performance of the obligations hereunder and under the Participating Addendum are within the power of Local Governmental Agency, have been authorized by all necessary action and do not constitute a breach of any contract to which Local Governmental Agency is a party or is bound.
3. **Purpose of Card Use.** Local Governmental Agency declares that cards shall be used for official Local Governmental Agency purchases only, and shall not be used for individual consumer purchases or to incur consumer debt. Local Governmental Agency warrants that it possesses the financial capacity to perform all of its obligations under the Participating Addendum and this Local Agency Subscription Agreement.
4. The notice address for Local Governmental Agency is:  
  
\_\_\_\_\_  
Lake Shastina Community Services District  
\_\_\_\_\_  
16320 Everhart Drive  
\_\_\_\_\_  
Weed, CA 96094  
\_\_\_\_\_  
Attn: Mike Wilson, General Manager
5. **Rebate Payment.** To receive payment, Local Governmental Agency must register in the manner prescribed by U.S. Bank. U.S. Bank will not make any payments until Local Governmental Agency has registered. If Local Governmental Agency fails to register by the end of the first Addendum Year, Local Governmental Agency forfeits any payments for that Addendum Year and any subsequent Addendum Years in which Local Governmental Agency fails to register. Local Governmental Agency designates the following person to register Local Governmental Agency.  
Authorized Person's Name                      Debbie Nelle  
Authorized Person's Email Address            debbie@lakeshastina.com

6. **Billing Statements.** Local Governmental Agency may choose to have Statements for all Accounts with Central Billing (1) delivered by U.S. mail ("Paper Statements"); (2) made available electronically ("Electronic Statement(s)") for Local Governmental Agency to access on its own through the account management system or (3) both delivered as Paper Statements and made available as Electronic Statements. If Local Governmental Agency chooses Electronic Statements only, that is, option (2) herein, U.S. Bank will suppress delivery of Paper Statements.
7. **Authorization.** Local Governmental Agency certifies to U.S. Bank that the person executing this Local Agency Subscription Agreement is authorized by Local Governmental Agency in accordance with its organization rules and applicable law to bind Local Governmental Agency to the terms and conditions of this Local Agency Subscription Agreement, including the authority to incur Debt in the name of Local Governmental Agency.
8. **Execution.** By signing below, the individual(s) signing this Local Agency Subscription Agreement is/are acting in his or her capacity as an authorized signing officer of Local Governmental Agency and not in his or her personal capacity, and certifies and warrants that (1) all action required by Local Governmental Agency organizational documents to authorize the signer(s) to act on behalf of Local Governmental Agency in all actions taken under this Local Agency Subscription Agreement, including but not limited to, the authority to incur Debt on behalf of Local Governmental Agency, has been taken, (2) each signer is empowered in the name of and on behalf of Local Governmental Agency to enter into all transactions contemplated in this Local Agency Subscription Agreement, and (3) the signatures appearing on all supporting documents of authority, if any, are authentic.
9. **Reliance.** Local Governmental Agency has read, understands and agrees to all terms and conditions in this Local Agency Subscription Agreement and the Participating Addendum, and U.S. Bank is entitled to act in reliance upon the authorizations and certifications set forth herein.

IN WITNESS WHEREOF, the parties have, by their authorized representatives, executed this Local Agency Subscription Agreement.

Dated this _____ day of _____, 20__	Dated this _____ day of _____, 20__
<b>By Local Governmental Agency:</b>	<b>By U.S. Bank:</b>
<u>Lake Shastina Community Services District</u> (Name)	<u>U.S. Bank National Association</u>
_____ (Signature of Authorized Signer)	_____ (Signature of Authorized Signer)
<u>Mike Wilson</u> (Printed Name of Authorized Signer)	<u>Michael C. Leppones</u> (Printed Name of Authorized Signer)
<u>General Manager</u> (Printed Title of Authorized Signer)	<u>Vice President</u> (Printed Title of Authorized Signer)

Approved as to form:

\_\_\_\_\_  
(Signature of Attorney for Local Governmental Agency)  
Margaret Long  
(Printed Name of Attorney)



**CERTIFICATE OF AUTHORITY**  
**\*\*\*INSTRUCTIONS\*\*\***

Before completing the Certificate of Authority, please read:

- If the Local Agency Subscription Agreement being signed was "approved as to form" by an attorney, it is not necessary to complete the attached Certificate of Authority (C of A).
- If the Local Agency Subscription Agreement was not "approved as to form" by an attorney, please complete the attached C of A (page 7).
- Be sure to date all documents upon signing. Undated documents cannot be accepted and will be returned for dating.

**Signing Instructions for  
Certificate of Authority**

Note that three (3) different individuals must sign and date the C of A. If the Local Governmental Agency does not have three individuals who are authorized to sign on behalf of the Local Governmental Agency, please refer to page 6.

- Section 1    Organizational Information-** Enter the legal Local Governmental Agency name and the tax ID number on the C of A. Note: The legal name of the Local Governmental Agency name is required. The legal name is usually the name on the Local Governmental Agency's financial statements.
- Section 2    Authorized Persons -** The individual who signed the Local Agency Subscription Agreement must complete and sign in Section 2.
- Section 3    Execution Requirement -** Check only one box in Section 3 to indicate how many individuals (either 1 or 2) that the Local Governmental Agency requires to sign legal documents on behalf of the Local Governmental Agency.
- Section 4    Execution -** No action required.
- Section 5    Certification -** Two (2) individuals must sign and date Section 5 as well as insert their names and titles. Note: The individual(s) who signed in Section 2 cannot sign in Section 5 or this document is invalid.
- An officer of the Local Governmental Agency ("Officer One") is required to sign the top area of Section 5 attesting to the signatures in Section 2.
  - One other officer of the Local Governmental Agency ("Officer Two") must sign the bottom area of Section 5 attesting to the signature of Officer One.

Please see examples below:

5. **Certification.** I certify that I am the Secretary and I am acting in my official capacity as an authorized officer who has been given the authority by the Local Governmental Agency to certify that the Authorized Person(s) has/have the full power and authority under applicable law and the governance rules relating to the Local Governmental Agency to execute and deliver to U.S. Bank, on behalf of the Local Governmental Agency, and to bind the Local Governmental Agency under, the Documents for the purpose of establishing and extending the Services. I also certify that the name(s) and title(s) of the Authorized Person(s) set forth above are correct and that the signature appearing beside each name is a true and genuine specimen of his/her signature.

JOHN DOE

⌈ PRINTED NAME OF THE SECRETARY OF THE LOCAL GOVERNMENTAL AGENCY ⌈ (CANNOT BE AN AUTHORIZED PERSON LISTED IN SECTION 2)

⌈ Signature of the Secretary of the Local Governmental Agency ⌈

DATE

I certify that I am an officer of the Local Governmental Agency, and as such, I certify that the above-named Secretary is acting in such capacity on behalf of the Local Governmental Agency, the signature below is my genuine signature and the signature above is the genuine signature of such Secretary.

JANE SMITH, TREASURER

⌈ PRINTED NAME & TITLE OF INDIVIDUAL SIGNING BELOW ⌈ (CANNOT BE AN AUTHORIZED PERSON LISTED IN SECTION 2)

⌈ Signature ⌈ Attested by One (1) Other Individual of the Local Governmental Agency

DATE



**EXAMPLES TO Signing Instructions  
for  
Certificate of Authority (C Of A)**

**EXAMPLE 1:**

1. One (1) person is required to sign legal documents, and
2. Local Governmental Agency has more than two (2) authorized signatories who can attest to signatures of other signatories.

Local Agency Subscription Agreement: Person A signs.

C of A Section 2: Person A completes and signs.

C of A Section 3: First box is checked.

C of A Section 5: Person B (preferably the Secretary) signs attesting to the signature of Person A  
**AND**

Person C signs attesting to Person B's authority and signature.

**EXAMPLE 2:**

1. Two (2) people are required to sign legal documents, and
2. Local Governmental Agency has more than two (2) authorized signatories who can attest to signatures of other signatories.

Local Agency Subscription Agreement: Persons A and B sign.

C of A Section 2: Persons A and B complete and sign.

C of A Section 3: Second box is checked.

C of A Section 5: Person C (preferably the Secretary) signs attesting to the signatures of Persons A and B

**AND**

Person D signs attesting to Person C's authority and signature.

**EXAMPLE 3:**

1. One (1) person is required to sign legal documents, and
2. Local Governmental Agency has only one (1) other authorized signatory who can attest to signatures of other signatories.

Local Agency Subscription Agreement: Person A signs.

C of A Section 2: Person A completes and signs.

C of A Section 3: First box is checked.

C of A Section 5: Person B (preferably the Secretary) signs attesting to the signature of Person A.  
**NOTE:** If the Secretary can sign the C of A, than they cannot be Person A; they must be Person B.

**AND**

Person A signs attesting to Person B's authority and signature.

**EXAMPLE 4:**

1. Two (2) people are required to sign legal documents, and
2. Local Governmental Agency has only one (1) other authorized signatory who can attest to signatures of other signatories.

Local Agency Subscription Agreement: Persons A and B sign.

C of A Section 2: Persons A and B complete and sign.

C of A Section 3: Second box is checked.

C of A Section 5: Either Person A or B (preferably the Secretary) signs attesting to the signature of Persons A and B.

**NOTE:** If the Secretary can sign the C of A, than they must sign in Section 4 and the other person must sign in Section 5 **AND** the Person who did not sign Section 4 signs attesting to the signing authority and signature of the person who did sign in Section 4, subject to the note above.

## CERTIFICATE OF AUTHORITY

1. **Organizational Information.** This Certificate of Authority has been completed on behalf of the following Local Governmental Agency (the "Local Governmental Agency"):

Local Governmental Agency Legal Name: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

2. **Authorized Persons.** In accordance with the governance rules relating to the Local Governmental Agency, the following individuals (the "Authorized Person(s)") are authorized, on behalf of the Local Governmental Agency, to execute and deliver to U.S. Bank National Association ("U.S. Bank") and/or its affiliates the applicable contract(s), any applicable addenda and/or amendments thereto and any other documents or writings required by U.S. Bank (collectively, the "Documents") for the purpose of establishing one (1) or more card programs, extending credit and providing related services to the Local Governmental Agency with U.S. Bank in the United States (collectively, the "Services"):

Name	Title	Signature

3. **Execution Requirements.** The governance rules relating to the Local Governmental Agency require the following number of Authorized Persons to sign the Documents for the Services (choose only one box):

- ☐ One (1) Authorized Person  
☐ Two (2) Authorized Persons

4. **Execution.** By signing the Documents, each individual signing in his or her capacity as an authorized signing officer of the Local Governmental Agency and not in his or her personal capacity, certifies and warrants that (a) all action required by Local Governmental Agency's organizational documents to authorize the signer(s) to act on behalf of the Local Governmental Agency in all actions taken under the Documents, including but not limited to, the authority to incur debt on behalf of the Local Governmental Agency, has been taken, (b) each signer is empowered in the name of and on behalf of the Local Governmental Agency to enter into all transactions and Services contemplated in the Documents, and (c) the signatures appearing on all supporting documents of authority are authentic.

5. **Certification.** I certify that I am the \_\_\_\_\_ and I am acting in my official capacity as an authorized officer who has been given the authority by the Local Governmental Agency to certify that the Authorized Person(s) has/have the full power and authority under applicable law and the governance rules relating to the Local Governmental Agency to execute and deliver to U.S. Bank, on behalf of the Local Governmental Agency, and to bind the Local Governmental Agency under, the Documents for the purpose of establishing and extending the Services. I also certify that the name(s) and title(s) of the Authorized Person(s) set forth above are correct and that the signature appearing beside each name is a true and genuine specimen of his/her signature.

\_\_\_\_\_  
↑ Printed Name of the \_\_\_\_\_ of the Local Governmental Agency↑ (Cannot be an Authorized Person listed in Section 2)

\_\_\_\_\_  
↑ Signature of the \_\_\_\_\_ of the Local Governmental Agency↑

\_\_\_\_\_  
Date

I certify that I am an officer of the Local Governmental Agency, and as such, I certify that the above-named \_\_\_\_\_ is acting in such capacity on behalf of the Local Governmental Agency, the signature below is my genuine signature and the signature above is the genuine signature of such \_\_\_\_\_.

\_\_\_\_\_  
↑ Printed Name & Title of Individual Signing Below ↑ (Cannot be an Authorized Person listed in Section 2)

\_\_\_\_\_  
↑ Signature ↑ Attested by One (1) Other Individual of the Local Governmental Agency

\_\_\_\_\_  
Date




***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

---

**TO:** LSCSD BOARD OF DIRECTORS

**MEETING DATE:** August 15, 2018

**FROM:** Mike Wilson, General Manager 

**SUBJECT:** Authorization to Purchase Two Type 3 Wildland Fire Engines

**BACKGROUND:**

The operation of the Lake Shastina Fire Department relies significantly on revenues generated from participation in the California Fire Assistance Agreement (CFAA) program. During the past few years, the Department has not only participated, but refined our participation allowing the Department to staff a local government Type 3 wildland fire engine and an OES Type 3 fire engine. These engines are used to deploy mutual aid fire apparatus throughout the state during major state and federal fires.

Lake Shastina Engine 3113 was the first Type 3 wildland fire engine to be purchased for use on local government strike teams. After receiving significant revenue from its use, the Department was able to purchase Engine 3112, a newer used Type 3 fire engine. Shortly after that purchase, Engine 3113 was damaged during a fire and placed out-of-service to be sold at auction.

Engine 3112 continued to be deployed throughout the next three years, creating revenue to pay for its purchase and make money to be placed in the Department's budget to improve operations and equipment.

This year, with the arrival of OES Engine 8331, the Department continues to staff the two engines, which have deployed to multiple fires throughout the state, increasing Fire Department revenues. To provide better coverage for the District during fire season, the Department has found a way to backfill our Fire Department with paid seasonal firefighters when our engines are deployed.

As this fire season has shown, the continued destructive fire behavior, which has increased significantly on an annual basis, increases the need for additional assistance from local government agencies throughout the state as state resources are over committed. Cal Fire has relied on local government fire departments as their resources from the Siskiyou Unit have been sent to the various fires statewide.

Fire Chief Pappas continues to build our Department resources and staffing to address these shortages as the rest of the state suffers.

Through Fire Chief Pappas' network of fire professionals, he has located a resource that is able to replace its fleet of equipment on a regular basis and offer its current out-going fleet to other local government agencies like ours.

**SUMMARY:**

The City of Fremont is currently replacing three of its Type 3 fire engines with new Type 3 fire engines. The City of Fremont is offering these three fire engines at a price of \$14,000 each. The City of Dunsmuir is interested in purchasing one of these three fire engines as well.

The engines are described as follows:

2001 WestMark Type 3 Wildland Engine-Veh. #21061 (Engine 352)  
2001 WestMark Type 3 Wildland Engine-Veh. #21060 (Engine 354)  
1999 WestMark Type 3 Wildland Engine-Veh. #9911 (Engine 360)

To get first pick on these engines, we are requesting the Board's approval to purchase two of these engines for \$14,000 each. The Department has enough funds in the vehicle replacement account to cover this expense and believes the Department will be able to recover the cost this fiscal year through CFAA deployments and rental of equipment to CAL Fire when their resources are depleted through rental agreements.

**RECOMMENDATION:**

By motion, authorize the Fire Chief to purchase two of the three fire engines listed above from the City of Fremont.

**ATTACHMENTS:**

Photographs of available Fremont Type 3 fire engine









## CREDIT CARD USE POLICY

### INDEX

Article 1	Title and Scope .....	2
Section 1.01	Title .....	2
Section 1.02	Application and Scope .....	2
Article 2	Credit Card Issuance .....	2
Section 2.01	Issuance of Credit Card .....	2
Section 2.02	General Guidelines for Credit Cards .....	2
Section 2.03	Credit Card Authorization .....	3
Article 3	Credit Card Purchases .....	3
Section 3.01	General Purchase Procedure .....	3
Article 4	Replacing Bank Cards .....	3
Section 4.01	Replacing a Cardholder .....	3
Section 4.02	Replacement of a Worn-Out or Defective Card .....	3
Article 5	One-Time Adjustment to Credit Card Limit .....	3
Article 6	Gasoline Credit Cards .....	4
Article 7	Vendor Specific Credit Cards .....	4
Article 8	Disputes .....	4
Article 9	Request for Additional Cards .....	4
Article 10	Lost/Stolen Credit Cards .....	4
Article 11	Separation of Employment .....	4
Article 12	Card Restrictions / Prohibited Uses .....	4
Article 13	Misuse of Card .....	5
Article 14	Employee Agreement Regarding Use of District-Issued Credit Cards ...	5
Attachment A	Employee Agreement Regarding Use of District-Issued Credit Cards ...	6

**CREDIT CARD USE POLICY**  
**A POLICY OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT**  
**REGARDING CREDIT CARD USE AND PROCEDURES**

**Article 1: Title and Scope**

Section 1.01. Title

This policy shall be known as the Lake Shastina Community Services District (LSCSD) Credit Card Use Policy.

Section 1.02. Application and Scope

The provisions of this policy shall apply to all persons who use or maintain the LSCSD Credit Card. The purpose of this policy is to provide direction and instructions on the proper use of LSCSD purchase/credit cards for purchases of supplies, materials, equipment, travel, and all other District expenses, not to exceed individual limits, defined by position, as established by the LSCSD's General Manager and within the Board approved LSCSD budget.

**Article 2: Credit Card Issuance**

Section 2.01. Issuance of Credit Card

A purchasing credit card may be issued to LSCSD staff for the purpose of conducting LSCSD business, based on functional needs, as authorized by the General Manager or his/her designee.

Section 2.02. General Guidelines for Credit Cards

- A. The credit card will have the employee's name and LSCSD's name on the card.
- B. Authorization to use LSCSD credit cards is restricted to the individual card holder. It may not be delegated to another employee.
- C. The card is to be used for official business and may not be used for personal purchases at any time.
- D. When receiving a credit card, the employee will receive a copy of the certification and receipt of credit card which indicates the maximum dollar amount of each single purchase and a total for all purchases made with the credit card within a given month (i.e. credit limit). The single purchase limit is the expenditure authorization limit for that employee. The monthly credit limit, in most cases, will be at or below the expenditure authorization limit.
- E. The General Manager will establish the card holders and credit limits.
- F. Each single purchase may be comprised of multiple items, but the total, including tax, cannot exceed the employee's purchasing authority, as outlined in the Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing policy.
- G. One-time purchases exceeding the cardholder's limit must be approved by the Supervisor/Manager, up to \$10,000, via an email or other written request. One-time expenditures exceeding \$10,000 must be approved by the General Manager. Approvals will be forwarded to accounts payable clerk for processing.
- H. The issuance of a credit card in the employee's name shall not allow the credit card company to perform any credit check on the employee's personal credit. The credit card company shall not request any personal information from the employee, nor should any personal information be furnished.
- I. No LSCSD credit cards shall be issued to temporary employees or individual members of the LSCSD's Board of Directors.



### Section 2.03. Credit Card Authorization

The General Manager shall determine which staff classifications are issued a LSCSD credit card and the credit limit for the card. The Finance Division will maintain the list of approved cardholders and their card limits. Requests for additional cards must be submitted by the Supervisor/Manager and forwarded to the General Manager or his/her designee for approval.

## **Article 3: Credit Card Purchases**

### Section 3.01. General Purchase Procedure

Cardholders will complete the following steps with each purchase:

- A. Obtain a receipt from the vendor that includes the vendor name, date, item(s) purchased, and total sale (including tax and shipping).
- B. Upon receipt of monthly credit card account statement, complete the Cal Card Expense Log form.
- C. Submit statement, CAL Card Expense Log form and receipts to Supervisor/Manager for approval.
- D. Supervisor/Manager shall review and initial the statement and submit approved statement, CAL Card Expense Log form and receipts to the accounts payable clerk for payment.

## **Article 4: Replacing Bank Cards**

There will be instances where replacement of bank cards will be needed or a new card will need to be issued. It will be the Supervisor/Manager's responsibility to initiate this process following the instructions that apply below:

### Section 4.01. Replacing a Cardholder

When a cardholder leaves the program, a memorandum from the Supervisor/Manager will be submitted along with the cardholder's bank card to the accounts payable clerk. DO NOT FOLD, SPINDLE OR MUTILATE BANK CARDS.

### Section 4.02. Replacement of a worn-out or Defective card

If a bank card needs to be replaced because it is worn out or defective, the cardholder should call the 24-hour customer service number on the back of the card. If unable to contact customer service notify the Senior Accounting Clerk/Accounts Payable Clerk who will request a replacement card. Return the worn-out or defective card to the Senior Accounting Clerk/Accounts Payable Clerk.

## **Article 5. One-Time adjustments to credit card limit**

- A. Cardholder shall submit a written request to Supervisor/Manager to increase his/her monthly credit card limit on a one-time basis. The request must include:
  - a. The item to be purchased and its cost;
  - b. Justification for the purchase;
  - c. The amount by which the credit card limit is requested to be increased.
- B. If approved by Supervisor/Manager, the request is forwarded to the accounts payable clerk.
- C. The request is processed or, if the cost exceeds \$10,000, the request is forwarded to the General Manager.
- D. Senior Accounting Clerk/Accounts Payable Clerk will increase the cardholder's limit, on a one-time basis, via the credit card bank's online service portal.
- E. Senior Accounting Clerk/Accounts Payable Clerk will notify the cardholder once the credit limit has been increased.

#### **Article 6. Gasoline Credit Cards**

Any employee of the LSCSD may utilize LSCSD gasoline credit cards, for use only in LSCSD vehicles for LSCSD purposes. (If an employee is driving his/her personal vehicle for LSCSD business, he/she should submit a mileage reimbursement form.) For each gasoline purchase made on the credit card, the staff member shall obtain a receipt to be kept in the vehicle until the Division Supervisor/Manager reconciles and approves the monthly fuel charge report.

#### **Article 7. Vendor Specific Credit Cards**

The LSCSD maintains vendor specific credit cards with various vendors (e.g., Home Depot, Staples). Any employee of the LSCSD may utilize the LSCSD's vendor specific credit cards when authorized by their supervisor for purchases needed by the LSCSD for products and supplies. For each purchase made on the vendor specific credit card, the staff member shall obtain a receipt and complete a Purchase Request for any amount over \$150. Receipts for vendor specific credit cards shall be immediately submitted to the accounts payable clerk so that reconciliation and prompt payment can be made to the vendor.

#### **Article 8. Disputes**

When items purchased with the credit card are found to be defective, the cardholder has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in dispute and will not be paid for until resolved. A disputed item must be noted on the cardholder's Statement of Account so it will not be paid until the problem is resolved and the credit card bank should be notified immediately of such dispute.

#### **Article 9. Request for Additional Cards**

Requests for additional cards for new cardholders shall be submitted in writing, by the Division Supervisor/Manager and submitted to the General Manager or his/her designee and shall include justification for the additions.

#### **Article 10. Lost/Stolen Credit Cards**

The Cardholder is responsible for the security of the bank card. Should any employee lose or have his/her purchasing credit card stolen, it is his/her responsibility to contact the credit card company immediately. CAL-Card has a 24-hour Customer Service number (800) 344-5696. The employee must also notify the Senior Accounting Clerk/Accounts Payable Clerk and the Division Supervisor/Manager or his/her designee of the theft/loss within one (1) working day. The employee shall provide the credit card number, full name, the date reported to the police if stolen, date the credit card company was notified, and any purchases made the day the card was stolen or lost to the Senior Accounting Clerk/Accounts Payable Clerk.

#### **Article 11. Separation of Employment**

Employees that are separating from service with the LSCSD must turn in the LSCSD -issued credit card to the Administrative Services Manager prior to or on the last day of employment. The Administrative Services Manager will forward the card to the Senior Accounting Clerk/Accounts Payable Clerk who will notify the card company of the employee's separation of service and destroy the credit card.

#### **Article 12. Card Restrictions / Prohibited Uses**

- A. Cards shall not be used to receive any cash advances, wire transfers, money orders, etc.
- B. Cards may not be used to purchase any personal items, alcoholic beverages or any purchase which is not consistent with current District purchasing policies.

- C. Split purchases to circumvent the single purchase limit.
- D. Additional restrictions may be applied by the General Manager as appropriate.

**Article 13. Misuse of Card**

Misuse of the credit card or noncompliance with this policy as determined by the General Manager shall result in the immediate revocation of the credit card and all its privileges. Misuse may also result in employee discipline up to and including termination.

**Article 14. Employee Agreement Regarding Use of LSCSD-Issued Credit Cards**

Each employee who intends to use the LSCSD credit card for any purpose shall sign an agreement regarding use of District-Issued Credit Cards prior to obtaining any credit card. (See Attachment A).

## Attachment "A"

### Employee Agreement Regarding Use of District-Issued Credit Cards

The Lake Shastina Community Services District (the "District"), through \_\_\_\_\_, will issue credit cards to certain employees for use in their jobs. The *District-Issued Purchase/Credit Card Policy and Procedures* sets out the acceptable and unacceptable uses of such credit cards. Use of District-issued purchase/credit cards is a privilege, which the District may withdraw in the event of serious or repeated abuse.

I, \_\_\_\_\_, hereby certify that I have read, understand, and agree to adhere to the *Credit Card Policy and Procedures*. I agree to use the credit card for District business only. I agree that if I make any transactions in violation of the policy, i.e., incur financial liability on the District's part that is not within the scope of my duties, misuse my authorization to make business related purchases, or use the card for personal purchases, I am financially responsible for any such expenses and agree to reimburse the District for such amounts until the unauthorized amounts are fully repaid. I may reimburse the District with cash or check or I may elect to have that amount deducted from my next paycheck, and if there is a balance remaining after such deduction, the District may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.

I have read the *District-Issued Purchase/Credit Card Policy and Procedures Administrative Policy* and understand that misuse of the District-issued credit card may result in disciplinary action up to and including termination.

\_\_\_\_\_  
Cal-Card purchase card number

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Employee's Name - Printed



***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

---

**TO:** LSCSD BOARD OF DIRECTORS

**MEETING DATE:** August 15, 2018

**FROM:** Mike Wilson, General Manager

**SUBJECT:** Authorization to Enter into Agreement with Mt. Shasta IT Services Inc. to Establish Managed Cloud System and IT Service

**BACKGROUND:**

The District maintains a Windows Small Business Server 2003 as a network server for the entire District. Security Patches for this operating system stopped in July 2015. The shared file system is full and creates problems with the server crashing on a continuous basis. The system is inadequate for a government entity and creates a liability for the District.

Over the past several years, various IT service providers suggested we replace this inadequate server system.

Amazon Web Services Government Cloud is the current system a variety of government agency's use including the City of Mt. Shasta and the McCloud CSD.

Our current system is not currently compliant for Law Enforcement purposes and is not CJIS (Criminal Justice Information Services) compliant. Amazon Web Services Government Cloud is a CJIS compliant system. The District has relied on employees and contractors to keep our IT system working and we have had a variety of failures which took long periods of time to repairs as we did not have a local IT service vender.

The District has started using Mt. Shasta IT Services Inc. to make some emergency repairs to our system. I have asked Mt. Shasta IT Services Inc. to provide a proposal to manage our IT system on a 24/7 basis.

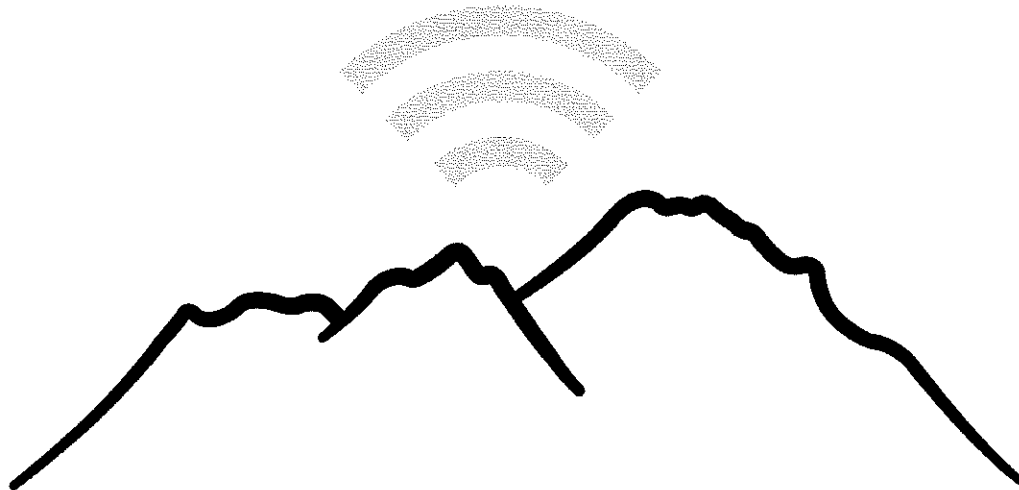
**SUMMARY:**

The attached proposal from Mt. Shasta IT Services Inc. describes the services to be provided and the cost for those services. Mt. Shasta IT Services Inc. requires a 3-year contract.

**RECOMMENDATION:**

Provide staff direction on the Board's desire for the District to enter into an agreement with Mt. Shasta IT Services Inc. for a period of 3-years. By motion, authorize the General Manager to enter into this agreement.

**ATTACHMENTS:** Mt. Shasta IT Services Inc. proposal.



# **Mt. Shasta IT Services Inc.**

**Business Technology Consulting and Cloud Solutions**

**Lake Shastina Community Services District  
Managed Cloud Systems and IT Services Proposal  
May 2018**

Mt. Shasta IT Services can provide the services listed for \$2,700.00/month with 3-year contract. Costs for Microsoft Office subscription is \$20.00 a user per month. A one time of to Microsoft for every concurrent users on the system is about \$150.00 per user. Mt. Shasta IT Services would charge a one-time migration fee of \$4,650.00 to be paid before system migration. Under this contract, Mt. Shasta IT Services will manage the network, camera system, future phone systems, credit card processing, and data needs of Lake Shastina CSD, Lake Shastina Fire Dept, and the Board. By handling all general IT needs, infrastructure costs, and help desk support, Mt. Shasta IT Services can provide value to the City and cut the costs associated the a traditional network and admin time. Services Included:

- 24/7 monitoring of network and computer systems
- Ticketing system for staff
- Security updates and security monitoring on all systems
- Website hosting
- Multiple servers and networks in AWS to facilitate security needs of CJIS
- Backup of all data that is owned by LSCSD, daily monthly, quarterly, yearly
- Virtual workstations in the cloud
- Protection against natural disasters and fire.
- High Availability of systems (redundancy built in for failures)
- Management of Office 365 and FOIA requests
- Support of future camera systems
- Support of future VOIP systems
- Support for board members to access needed technology
- Support for CLETS/Leaweb connections for Police Department
- Full Management of all Information Systems owned by LSCSD

## Current State of Lake Shastina CSD Network and Proposal of Solution

This spring, Mt. Shasta IT Services assessed the current state of Lake Shastina CSD's network. The current server/network which has been in use around 5 years has been evaluated to make sure it meets CJIS (Criminal Justice Information Services) compliances and other government compliances. Our evaluation has detected numerous issues the biggest being the following; the current server does not meet CJIS requirements. The server is still running Windows Small Business Server 2003. Security patches for this operating system stopped in July of 2015, and thus is a giant security hole on the network. CJIS has posted warning abouts

Because of the aging hardware and software and the lack of major compliances, Mt. Shasta IT Services recommends a systems/network upgrade. The cost of multiple traditional servers (needed for compliance and redundancy of systems) and installation and maintenance, plus the costs of licensing, hardware maintenance, electricity, off-site backup software, makes on-premise solutions expensive and cost-prohibited for small entities.

To cut costs, automate workflow, and bring value to the IT services provided, Mt. Shasta IT Services recommends a cloud-hosted solution hosted on Amazon Web Services GovCloud. Amazon Web Services GovCloud brings incredible performance and reliability to the workplace, 99.5% system uptime. With AWS GovCloud we can easily meet compliance and secure data more cost effectively than ever before. AWS GovCloud is used by multiple government agencies including the FBI and CIA.

Costs are saved from cheaper computers such as Chromebooks that can be used to connect to the cloud, processing power being done in Amazon. This also saves electricity and air conditioning costs. Because of the lack of traditional computer systems, a crashed computer can be easily replaced with a \$200 "thin client" of the shelf. To learn more about the cost savings and efficiency that the AWS Gov Cloud brings visit:

<https://aws.amazon.com/stateandlocal/>

<https://aws.amazon.com/stateandlocal/justice-and-public-safety/>



## About Us

Mt. Shasta IT Services is a local company dedicated to bringing business-grade network and computer services to the communities of Siskiyou County. CEO and Systems Engineer Kevin Allard, has been living in and providing IT services to the businesses, municipalities, and residents of Siskiyou County for almost 11 years. Mt. Shasta IT Services has existed in its current form since January of 2015. Our clients range from businesses that need reliable and secure high-performance networks to residential customers who need easy access to online content.

Mt. Shasta IT Services manages the computer networks and information systems of numerous entities in Siskiyou County. Our clients range from municipalities like City of Mt. Shasta, to large businesses such as Mount Shasta Resort. Mt. Shasta IT Services caters to the security and performance needs of networks of all sizes.

Our philosophy is simple: to meet the budgetary needs of organizations big and small, while providing the most secure and reliable services and solutions possible in Siskiyou County. To do this, Mt. Shasta IT Services works with different vendors to get the best pricing available on equipment. We are a member of Dell's Consulting Network and work with other IT hardware providers, such as CDW to provide competitive solutions for businesses.

Our contact information can be found in my bottom signature.

We thank Lake Shastina Community Services District for providing us this opportunity to show what many in our community know already: that Mt. Shasta IT Services stands behinds its honesty, professionalism, budgetary prowess, and technical knowledge, in an ever-changing world.

Kevin Allard  
CEO/Systems Engineer  
Mt. Shasta IT Services Inc  
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<https://www.shastait.com>