



# **LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

## **AGENDA**

### **REGULAR MEETING**

Wednesday, July 18, 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 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
- F. Acceptance of California Fire Foundation's grant award of \$6,100 to the LS Fire Department

### 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)
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. 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)  
[Public Hearing / Staff Report / Public Comments / Close Public Hearing / Board Comments / Vote]
8. Consideration of declaring two vehicles as surplus and authorize selling the vehicles (GM Wilson)
9. Personnel Policy: proposed changes to Fire Department job descriptions (GM Wilson)
10. Rancho Hills Community Association: action to vote Ballot for Election of Directors (Pres. Cupp)

### STAFF COMMENTS:

### BOARD MEMBER COMMENTS:

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

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

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on August 15, 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, June 20, 2018  
Closed Session: 12:00 p.m. / Open Session: 1:00 p.m.  
Administration Building  
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

### **Unapproved MINUTES**

CALL TO ORDER AND ROLL CALL: 12:02 p.m.

LSCSD Board Roll Call: Cupp ☒ Lewis ☒ MacIntosh ☒ Mitchell ☒ Thompson ☒

Also present: GM Wilson, PWS Moser, SAC Nelle, AA Charvez and District Counsel Margaret Long. There were no people in the audience.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres Cupp adjourned to Closed Session at 12:03 p.m.

CLOSED SESSION: 12:04 p.m.

Also present: GM Wilson and District Counsel Long

A. Personnel (Gov. Code Section 54957) Consider Public Employee Performance Evaluation: General Manager

B. Personnel (Gov. Code Section 54957) Consider Public Employee Performance Evaluation: Fire Chief

With no objections by the Board, Pres. Cupp adjourned Closed Session at 1:14 p.m.

RETURN TO OPEN SESSION: 1:20 p.m.

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

PLEDGE OF ALLEGIANCE: FC Pappas led the Pledge of Allegiance.

REPORT ON CLOSED SESSION: District Counsel Long reported that due to time constraints Closed Session Items A and B will continue to the end of Open Session.

PUBLIC COMMENTS: Comments received.

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

1. A. Approval of Minutes: Regular Meeting May 16, 2018 and Special Meeting/Workshop May 17, 2018
- B. Ratification of Disbursements: May 1 through May 31, 2018
- C. Budget Comparison: FY 2017/18 YTD
- D. Approval of transfer from LAIF Reserves to CSD Operating Account
- E. Approval of agreement accepting Cal OES Type 3 Fire Engine

**Motion by Dir. MacIntosh second Dir. Lewis to approve Consent Calendar.**

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

**Noes: None**

**Absent: None**

### DEPARTMENT REPORTS

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

### COMMITTEE REPORTS:

6. APPROVED COMMITTEE MINUTES / REPORTS / VERBAL UPDATES, if applicable:
  - A. Budget / Finance Committee: Dir. Mitchell reported.
  - B. Fire Department Advisory Committee: Dir. Mitchell reported that Lorene Miller resigned from the committee.
  - C. Police Department Advisory Committee: Pres. Cupp reported that Lorene Miller resigned from the committee.
  - D. Policy Committee: Nothing to report.
  - E. Sewer and Water Systems Oversight Committee: Dir. Thompson postponed report until Item 9.

### DISCUSSION / REPORTS: ACTION ITEMS:

7. Consideration of amendments to FY 2017/18 Operating Budget: SAC Nelle reported. The Board discussed and agreed to increase Fire Department Vehicle Repair/Maintenance (7065.0) to \$35,000.

**Motion by Dir. Mitchell second Dir. Thompson to approve amendments to FY 2017/18 Operating Budget, as amended.**

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

**Noes: None**

**Absent: None**

8. FY 2018/19 Operating Budget: Public Hearing and Consideration of Approval by Resolution: Pres. Cupp opened the Public Hearing at 2:18 p.m. Paula Mitchell gave an overview on behalf of the Budget Committee. Comments were received from the audience. Pres. Cupp closed the Public Hearing at 2:28 p.m. The Board discussed.

**Motion by Dir. MacIntosh second Dir. Lewis to adopt Resolution 4-18 approving FY 2018/19 Operating Budget, as presented.**

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

**Noes: None**

**Absent: None**

9. Sustainable Groundwater Management Act: consideration of resolution regarding the District being including in the Shasta Valley Groundwater Basin Plan: GM Wilson reported. The Board discussed.

**Motion by Dir. MacIntosh second Dir. Lewis to approve Resolution 5-18 supporting inclusion into the Shasta Valley Groundwater Basin newly proposed boundaries.**

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

**Noes: None**

**Absent: None**

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres Cupp adjourned to Closed Session at 3:14 p.m. Also present: GM Wilson and District Counsel Long.

RETURN TO OPEN SESSION: 4:10 p.m.

Also present: GM Wilson, SAC Nelle and District Counsel Long. There were no people in the audience.

REPORT ON CLOSED SESSION: District Counsel Long reported that direction was given to staff for Items A and B.

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 4:11 p.m.

The next LSCSD Regular Board Meeting is on Wednesday, July 18, 2018, 1:00 p.m. at the Administration Building.

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

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

ATTEST:

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

TREASURER'S REPORT - RATIFICATION OF DISBURSEMENTS  
LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1B

---

Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of June 1 thru June 30, 2018 for a total of: " \$ 281,678.86

---

Each check has been signed by two directors with documentation attached to each check.

---

Submitted for June 2018	\$ 281,678.86
-------------------------	---------------

Expenses - Regular Checks SVB Account	\$ 206,499.41
Expenses - Payroll & Liability Checks SVB Account	\$ 75,179.45
<u>Subtotal</u>	<u>\$ 281,678.86</u>
<u>Total CSD Expenses</u>	<u>\$ 281,678.86</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
6/1/2018	JE #71822	Bank Service Charge	18.90	18.90		18.90					
6/7/2018	22565	Payroll Checks (Live Checks)	1,537.14		1,537.14		1,537.14				
6/7/2018	503478	EDD EFT	1,003.25		1,003.25	285.70	388.86		249.53	52.82	28.34
6/7/2018	503479	EFTPS EFT	4,772.47		4,772.47	1,055.91	1,053.10		2,082.42	333.74	237.30
6/7/2018	503480	American Funds EFT	470.09		470.09				384.42	85.67	
6/7/2018	503481	CalPERS EFT	2,574.16		2,574.16	1,337.20	1,236.96				
6/7/2018	503482	CalPERS 457 EFT	1,124.85		1,124.85	655.00	268.62		135.79	65.44	
6/7/2018	503483	SVB EFT - Payroll Checks (Direct Deposits)	22,962.92		22,962.92	6,674.53	5,269.75		7,744.52	1,870.11	1,404.01
6/14/2018	718	AT&T	72.86	72.86			36.43	36.43			
6/14/2018	719	Pitney Bowes	202.70	202.70		202.70					
6/14/2018	720	US Bank Equipment Finance	167.02	167.02					167.02		
6/14/2018	721	Dell Computer	416.56	416.56		416.56					
6/14/2018	22566	Alanna DeBon	481.75	481.75			240.87	240.88			
6/14/2018	22567	Basic Lab	128.00	128.00				128.00			
6/14/2018	22568	Cal Ore Telephone	299.00	299.00		192.21			85.43		21.36
6/14/2018	22569	California Police Chief's Association	348.00	348.00					348.00		
6/14/2018	22570	Consolidated Electrical Dist.	236.25	236.25				236.25			
6/14/2018	22571	CRWA	125.00	125.00				125.00			
6/14/2018	22572	Dakota Wilson	107.74	107.74			53.87	53.87			
6/14/2018	22573	Don R. Erickson Oil	3,731.59	3,731.59		654.12	767.27	767.27	851.45	330.41	361.07
6/14/2018	22574	Ferguson Waterworks	97.78	97.78				97.78			
6/14/2018	22575	Les Schwab Tire Center	79.95	79.95					79.95		
6/14/2018	22576	LSCSD Utilities	270.64	270.64		133.03			60.56		77.05
6/14/2018	22577	Mtn.Air Heating & Cooling	1,311.06	1,311.06		1,311.06					
6/14/2018	22578	N.C.G.T. Security Fund	18,845.00	18,845.00		5,239.00	2,997.50	2,997.50	4,347.00	1,632.00	1,632.00
6/14/2018	22579	Prentice, Long, & Epperson	2,467.50	2,467.50		2,310.00	78.75	78.75			
6/14/2018	22580	RF Enterprises, Inc.	725.20	725.20		362.60			181.30		181.30
6/14/2018	22581	Robert Moser	636.29	636.29			318.15	318.14			
6/14/2018	22582	Shasta Auto Supply	136.07	136.07			60.24	60.25			15.58
6/14/2018	22583	Shasta Valley Chainsaw	373.30	373.30			186.65	186.65			
6/14/2018	22584	Siskiyou Co. Arson Team	75.00	75.00							75.00
6/14/2018	22585	Siskiyou County	441.00	441.00					320.75	60.13	60.12
6/14/2018	22586	Siskiyou Daily News	136.00	136.00		136.00					
6/14/2018	22587	Siskiyou Diesel Performance	7,941.91	7,941.91							7,941.91
6/14/2018	22588	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
6/14/2018	22589	Skinner's Roadside Truck Repair	517.23	517.23							517.23
6/14/2018	22590	Solano's Inc.	214.08	214.08		16.71	78.18	97.09	22.10		
6/14/2018	22591	Steve Pappas	49.53	49.53							49.53
6/14/2018	22592	Tyler Technologies, Inc.	3,763.56	3,763.56		3,763.56					
6/14/2018	22593	Western Business Products	112.12	112.12		112.12					
6/14/2018	22594	Woods Pest Control	164.00	164.00		82.00			41.00		41.00
6/14/2018	22595	XIO, Inc.	2,918.54	2,918.54				2,918.54			
6/15/2018	21192	Void - Tim Louie Construction - paid, never cleared	(300.00)	(300.00)			(300.00)				
6/15/2018	21866	Void - Jon Lopey - staledated, never cleared balance	(55.00)	(55.00)					(55.00)		

LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
6/21/2018	22596-22599	Payroll Checks (Live Checks)	1,984.62		1,984.62		1,495.47				489.15
6/21/2018	22600	Union Dues	701.96		701.96	223.00	244.00		182.72	52.24	
6/21/2018	503500	EDD EFT	986.75		986.75	283.79	351.00		224.62	54.95	72.39
6/21/2018	503501	EFTPS EFT	4,583.23		4,583.23	1,057.64	955.78		1,915.07	339.90	314.86
6/21/2018	503502	American Funds EFT	462.31		462.31				367.13	95.18	
6/21/2018	503503	CalPERS Classic EFT	1,759.11		1,759.11	897.96	861.15				
6/21/2018	503504	CalPERS Pepra EFT	695.43		695.43	439.24	256.19				
6/21/2018	503505	CalPERS 457 EFT	1,126.06		1,126.06	655.00	268.62		135.79	66.65	
6/21/2018	503506	Aflac	262.68		262.68	93.78	108.24		60.66		
6/21/2018	503507	SVB EFT - Payroll Checks (Direct Deposits)	21,917.26		21,917.26	6,646.70	4,878.18		7,130.93	1,903.95	1,357.50
6/22/2018	22601-22617	Payroll Checks (Live Checks)	4,934.30		4,934.30						4,934.30
6/22/2018	503508	EDD EFT	344.82		344.82						344.82
6/22/2018	503509	EFTPS EFT	976.04		976.04						976.04
6/28/2018	722	First Ntl Bank-SP	120.35	120.35							120.35
6/28/2018	723	First Ntl Bank-WB	646.50	646.50					575.71	70.79	
6/28/2018	724	First Ntl Bank-MW	1,100.00	1,100.00					1,066.86	33.14	
6/28/2018	725	First Ntl Bank-DN	827.23	827.23		783.13	4.00	12.10	20.00	4.00	4.00
6/28/2018	726	First Ntl Bank-RM	1,149.61	1,149.61		11.39	230.21	908.01			
6/28/2018	727	Utility Telephone	533.09	533.09		319.86			159.93		53.30
6/28/2018	728	Williams Scottsman	293.50	293.50			146.75	146.75			
6/28/2018	729	Pacific Power	14,664.36	14,664.36		693.83	4,150.82	9,443.54	181.44		194.73
6/28/2018	22618	AT&T	198.72	198.72				198.72			
6/28/2018	22619	Capital Research & Management	9.35	9.35			0.78	0.78	7.79		
6/28/2018	22620	Deepwoods Embroidery & Design	98.32	98.32			49.16	49.16			
6/28/2018	22621	Golden State Risk Management-VOID for continuing									
6/28/2018	22622	Golden State Risk Management	134,037.00	134,037.00		23,402.30	26,021.83	30,802.03	24,840.27	5,496.69	23,473.88
6/28/2018	22623	Hue & Cry	38.00	38.00		38.00					
6/28/2018	22624	JB Automotive Repairs	672.44	672.44						672.44	
6/28/2018	22625	John E. McCarthy Jr.	314.00	314.00		70.00	122.00	122.00			
6/28/2018	22626	Kellie Power	530.00	530.00		400.00			65.00		85.00
6/28/2018	22627	Michael Canoy	832.32	832.32		832.32					
6/28/2018	22628	Mt.Shasta IT Services Inc.	431.25	431.25		316.25			115.00		
6/28/2018	22629	Norman MacIntosh	290.49	290.49		290.49					
6/28/2018	22630	Personnel Preference	56.00	56.00					56.00		
6/28/2018	22631	Premier Oil Change	174.02	174.02					174.02		
6/28/2018	22632	Quill Corp	115.81	115.81		115.81					
6/28/2018	22633	Siskiyou Daily News	26.00	26.00		26.00					
6/28/2018	22634	Steve Pappas	89.94	89.94							89.94
6/28/2018	22635	Wal-Mart	98.97	98.97			49.48	49.49			
6/21/2018	EFT	Pitney Bowes Postage refill	500.00	500.00		500.00					
6/25/2018	EFT	Pitney Bowes Postage refill	500.00	500.00		500.00					
6/27/2018	EFT	Pitney Bowes Postage refill	500.00	500.00		500.00					
6/6/2018	JE #71896	Returned Item Fee	10.00	10.00		10.00					
6/11/2018	JE #71897	Returned ACH Item	121.01	121.01				79.66	30.32		11.03
6/22/2018	JE #71896	Wire In Fee	15.00	15.00		15.00					
			281,678.86	206,499.41	75,179.45	64,175.40	54,506.48	50,197.14	54,395.50	13,220.25	45,184.09

1.C. Budget Comparison / Variance Report: FY 2017/18 YTD

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 Quarterly

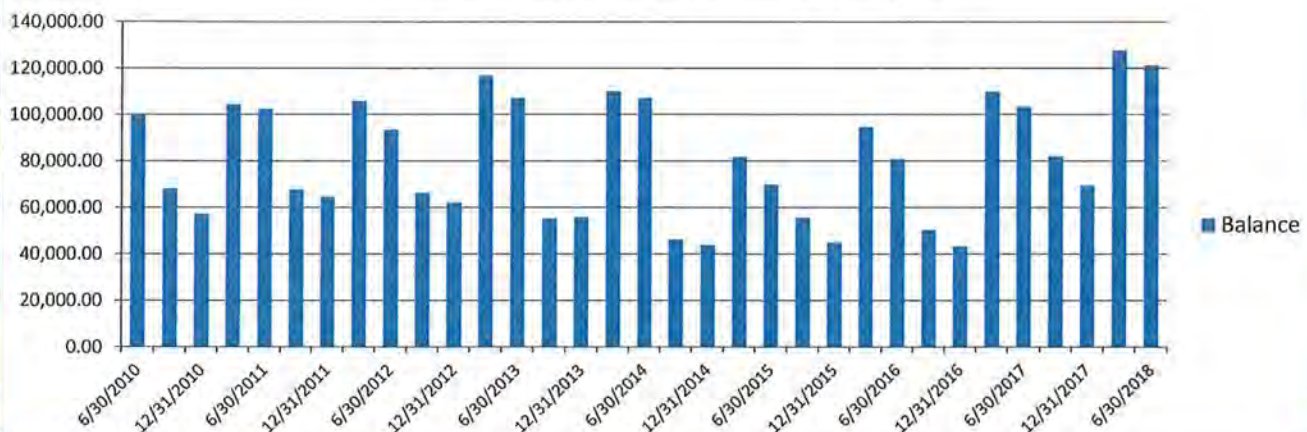
Accounts Receivable Analysis 2017/2018 YTD  
June 30, 2010 to June 30, 2018

Date	<30 Days	30-60 Days	60-90 Days	>90 Days	Balance	Balance of Tax Rolls Receivable	Total Tax Rolls & A/R
6/30/2010	3,818.24	572.82	444.31	95,336.02	100,171.39		
9/30/2010	7,627.17	589.19	172.63	59,775.28	68,164.27	122,414.84	190,579.11
12/31/2010	2,511.51	1,166.60	243.00	53,366.06	57,287.17		
3/31/2011	1,451.65	8,707.07	49,643.23	44,717.88	104,519.83		
6/30/2011	3,742.66	2,543.75	155.42	95,950.10	102,391.93		
9/30/2011	8717.23	164.48	128.73	58,775.90	67,786.34	175,202.41	242,988.75
12/31/2011	1,544.52	3,041.72	333.00	59,626.85	64,546.09		
3/31/2012	7,516.60	1,118.76	62.89	97,012.76	105,711.01		
6/30/2012	2,148.52	321.90	160.10	90,977.93	93,608.45		
9/30/2012	7,203.09	288.50	16.50	58,859.23	66,367.32	196,649.49	263,016.81
12/31/2012	2,236.28	148.34	111.26	59,728.50	62,224.38		
3/31/2013	8,240.48	282.06	53,663.99	54,515.14	116,701.67		
6/30/2013	3,047.85	56.00	521.55	103,570.95	107,196.35		
9/30/2013	6,493.34	20.00	31.50	48,871.39	55,416.23	248,515.30	303,931.53
12/31/2013	2,653.17	92.58	33.30	53,340.80	56,119.85		
3/31/2014	8,360.90	65.99	52,413.07	49,243.31	110,083.27		
6/30/2014	3,156.77	30.00	317.76	103,631.03	107,135.56		
9/30/2014	5,475.68	1,131.57	0.77	39,772.05	46,380.07	245,334.21	291,714.28
12/31/2014	854.19	1,010.20	50.00	41,956.34	43,870.73		
3/31/2015	6,457.83	841.30	40,425.31	34,158.64	81,883.08		
6/30/2015	2,036.06	50.00	632.03	67,320.96	70,039.05		
9/30/2015	7,481.65	15.00	163.00	48,095.75	55,755.40	249,946.12	305,701.52
12/31/2015	928.60	1,504.10	429.37	42,257.93	45,120.00		
3/31/2016	419.41	7,981.59	103.78	86,213.68	94,718.46		
6/30/2016	2,371.53	67.41	237.21	78,228.48	80,904.63		
9/30/2016	7,400.59	183.89	31.09	42,908.53	50,524.10	302,614.41	353,138.51
12/31/2016	1,054.74	729.49	0.00	41,547.90	43,332.13		
3/31/2017	9,490.48	470.19	64,303.28	35,641.63	109,905.58		
6/30/2017	2,705.90	206.46	59.94	100,580.03	103,552.33		
9/30/2017	9,927.46	731.59	335.68	71,124.61	82,119.34	343,676.42	425,795.76
12/31/2017	245.76	2,007.73	240.05	67,129.23	69,622.77		
3/31/2018	665.99	9,083.79	65,631.73	52,348.93	127,730.44		
6/30/2018	3,005.61	216.94	1,998.22	116,055.47	121,276.24		

Note: 1) This report does not consider accounts that have been prepaid. 2) Police, Fire, Sewer and Water have been combined.

Analysis: Past Due / Outstanding accounts have increased 17.12% since the same period last year 6/30/17.  
(This does not include past due assessments sent to tax rolls)

### Lake Shastina Community Services District Accounts Receivable Analysis



1.E. Approval of transfer from LAIF Reserves to CSD Operating Account

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***

---

**TO:** LSCSD BOARD OF DIRECTORS  
**MEETING DATE:** July 18, 2018  
**FROM:** Mike Wilson, General Manager  
**SUBJECT:** Acceptance of California Fire Foundation Grant

**BACKGROUND:**

The California Fire Foundation in partnership with Pacific Gas and Electric accepted grant proposals for funding opportunities to local government fire agencies for a variety of potential fire related projects. The Lake Shastina Fire Department presented a proposal for a public awareness campaign including installation of fire prevention signs on the roadways near each of the entrances to Lake Shastina.

**SUMMARY:**

On July 6, 2018 the District received a letter indicated the Fire Department was awarded the grant for the public awareness campaign in the amount of \$6100.00. There is no matching fund requirement, only an in-kind match of time for fire personnel to work on the installation of the signs.

**RECOMMENDATION:**

Accept grant award as an approved consent agenda item or remove from consent and provide staff direction to accept the grant funds.

**ATTACHMENTS:**

Grant award documents.



July 6, 2018  
Michael Wilson  
Lake Shastina Fire Department  
16320 Everhart Dr.,  
Weed, CA 96094

Dear Michael:

It is a pleasure to inform you that the California Fire Foundation, a non-profit 501(c)(3) organization, has approved a grant in the amount of \$6,100.00 to the Lake Shastina Fire Department. This grant is to support a public awareness campaign as described in your application, and project budget received April 3, 2018.

Attached please find the Grant Agreement, Fund Disbursement, and W-9 forms. The Grant Agreement contains the terms and conditions governing your use of our grant funds. The Grant Agreement must be signed and dated by an officer or director. Please email the signed Grant Agreement and subsequent forms to [showard@cpf.org](mailto:showard@cpf.org).

The Foundation will not disburse payment on this grant until we receive the signed Grant Agreement, W-9 and complete Fund Disbursement forms.

If you have any questions about this grant, or your circumstances have changed since applying for funding, please contact our office as soon as possible. In all correspondence with us, please include your department or association name and contact information.

Details regarding publicizing your grant award on social media and within your community will be sent at a later date. When making any public announcement about this grant, we would appreciate it if you let us know in advance of recognizing support from the California Fire Foundation and PG&E.

Thank you for the care you took in filling out the grant proposal, the California Fire Foundation is honored to support your project and we wish you much success!

Sincerely,

A handwritten signature in black ink that reads "Brian K. Rice". The signature is written in a cursive, flowing style.

Brian K. Rice,  
Chair, California Fire Foundation; President California Professional Firefighters

## Grant Agreement for Lake Shastina Fire Department

### GRANT AGREEMENT

This Grant Agreement contains the terms and conditions for your grant in the amount of \$6100 from the California Fire Foundation (the "Foundation") to Lake Shastina Fire Department (the "Grantee"), dated July 6, 2018. By signing this Grant Agreement and accepting grant funds, an officer or director of the Grantee makes the representations and agrees to the obligations and conditions set forth.

Our offer of this grant is subject to your agreement to:

#### **Conditions:**

1. Grant funds must be used in accordance with the budget included with your proposal.
2. Grantee shall not engage in any activity that is inconsistent with the terms of this Agreement, including using these funds in a fashion inconsistent with the Foundation's status as an organization exempt from taxation under Internal Revenue Code section 501(c)(3), related IRS regulations and rulings. In particular, no funds will be used for lobbying purposes or to aid in the election of a public official.
3. Grantee will furnish to the Foundation any information concerning a major change in the proposal.
4. If funds are not used for the purposes described in your proposal the Foundation reserves the right to have all remaining grant funds immediately returned.
5. Until the Grantee receives approval from the Foundation, use of the name, logo or any of its licensed marks is prohibited.
6. The Grantee agrees to defend and hold harmless the Foundation and its officers and employees from and against any claim, including the expenses of investigation and defense of such claim, arising out of or in any way connected with this grant or the expenditure of grant funds.
7. Grantee must provide a written Final Report within 45 days of the project completion date describing conclusions, progress, and/or status of objectives including how funds were expended to attain objectives
8. If you are not able to utilize all or part of the grant funds for the proposed project, please contact Hedi Jalon at the California Fire Foundation at 916-641-1707 or [hjalon@cpf.org](mailto:hjalon@cpf.org).

**Please acknowledge your agreement with the terms of this contract by signing and returning a copy of this letter by email to [showard@cpf.org](mailto:showard@cpf.org) on or before July 18, 2018.**

Sincerely,



Brian K. Rice,  
Chair, California Fire Foundation; President California Professional Firefighters

ACCEPTED BY: \_\_\_\_\_  
Name/Title Date



## California Fire Foundation

### *Fund Disbursement Form*

California Fire Foundation prefers to issue grant funds via check. We ask that you kindly send a W9 for your organization as well as complete the fields below.

Department/Association Name:	
------------------------------	--

#### **Check Disbursement Information:**

Department/Association Contact Name:	
Department/Association Finance Contact Name:	
Contact Email Address:	
Contact Phone Number:	
Organization name that check is made payable to:	
Address the check should be sent to:	



Item 2

## Lake Shastina Fire Department

16309 Everhart Drive  
Weed CA 96094

---

For the Month of June Lake Shastina Fire Department responded to a total of 34 calls. These calls included:

- 23 Medical Aids
- 2 Traffic Collisions
- 1 Illegal burning in the district
- 2 Vehicle Fire
- 3 Wildland Fires
- 1 Fire Alarm

The Lake Shastina Fire Department has been very busy since our last monthly meeting. Fire season has begun as well as strike team assignments. In the last month we have had engines out on fires for a total of 21 days. Engine 3112 and OES Engine 8331 spent time at the Lane Fire in Tehama County as well as the Klamathon Fire in Siskiyou. In addition Engine 3112 helped fight the County Fire in Yolo County.

The OES engine acquisition is proving to be a huge asset to our community already. OES Engine 8331 was available in our district while Engine 3112 was out of county. Additionally OES Engine 8331 was available for initial attack on the Klamathon and helped protect numerous homes as the fire passed through.

We have 2 sleepers moving in this week who will be trained as fast as possible. Both will be attending the fall COS Fire academy.



***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

---

**TO:** LSCSD BOARD OF DIRECTORS  
**MEETING DATE:** July 18, 2018  
**FROM:** Mike Wilson, Police Chief / General Manager  
**SUBJECT:** Police Monthly Board Report

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

DISTURBANCE – 1	SUSPICIOUS CIRC – 6	SUSPICIOUS VEHICLE – 1
SUSPICIOUS PERSON – 2	NOISE COMPLAINT – 1	THEFT – 1
ILLEGAL BURNING – 1	SUICIDE – 1	DOMESTIC VIOLENCE – 1
SHOTS FIRED – 1	WANTED PERSON – 1	WARRANT ARREST – 1

**ASSIST OTHER AGENCIES:**

SCSO – 1	CONCORD PD – 1	WEED PD- 4
YREKA PD – 3	ACO – 1	PW – 1
RHPOA – 1		

**NON-CRIMIAL CALLS:**

RUNAWAY – 1	ASSIST CITIZEN – 1	FOUND PROPERTY – 4
PATROL CHECK – 6	MEDICAL AID – 19	INFO TO CITIZEN – 8
PUBLIC ACCESS CHECK – 8	HOUSE WATCH – 2	CASE FU – 3
WELFARE CHECK – 8	CIVIL STAND BY – 2	DEATH NOTIFICATION – 1
EXTRA PATROL REQ – 1	LOST PROP – 1	CIVIL ISSUE – 2
MENTAL HEALTH EVAL – 1	ALARM – 1	YANA – 1

**TRAFFIC RELATED:**

TRAFFIC WARNINGS – 12	TRAFFIC CITATIONS – 5	TRAFFIC COMPLAINT - 2
PARKING VIOLATION – 2	PARKING PROB – 1	SPEED COMPLAINT – 1
ROAD HAZARD – 4	VEHICLE LOCK OUT – 1	TRAFFIC CONTROL – 1

**ANIMAL RELATED:**

DOGS AT LARGE – 12	BARKING DOG – 7	WF CHECK DOG – 2
FOUND DOG – 1	DEAD ANIMAL – 2	LOST CAT – 2
DOG BITE – 2		



**NOTABLE EVENTS:**

- Sergeant Bullington completed advanced ICS training.

On 6-28-18 officers from the Lake Shastina PD investigated a report of a caregiver leaving an elderly dependent adult alone. An alert neighbor saw the caregiver leave and alerted the dependent adult's son at work, who then called LSPD. During the investigation officers discovered that an 85-year-old subject who has Parkinson's disease, dementia, is bedridden and completely dependent on others for all care was left alone by the caregiver.

Police arrested 32-year-old Brittani L. Robinson of Lake Shastina for felony elder abuse/endangerment and booked her into the county jail. LSPD wants to remind everyone how important it is to hire competent trained caregivers for your loved ones. An elderly citizen suffering from dementia, Parkinson's and other ailments are like a young child, and cannot be left alone. There are organizations in our county such as the Madrone Hospice and the area agency on aging that can help you find a competent person. Some organizations have background checks completed on caregivers.

## **Lake Shastina Sewer Department**

To: Lake Shastina CSD Board  
From: Robert Moser, Public Works Supervisor  
Meeting Date: July 18, 2018  
Subject: Board Report – June 2018 (Sewer)

The Lake Shastina Public Works Department (PW) conducted approximately 280 station checks and daily sewer pond readings and reporting for the month.

Removed and replaced a pump at B-115 in Rancho Hills off of Valley View 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 is undergoing a complete upgrade with new pumps, liner, and VFD drives.

The motor that we pulled last month from B-114 was sent back to the factory for warranty repair. Preliminary findings found the motor to have water in it again.

Conducted some clean up of the Sewer plant. Mowing and extensive weed eating at the ponds. Mowing is usually done once a year and weed eating is all summer long.

## **Lake Shastina Water Department**

To: Lake Shastina CSD Board  
From: Robert Moser, Public Works Supervisor  
Meeting Date: July 18, 2018  
Subject: Board Report – June 2018 (Water)

The Lake Shastina Public Works Department (PW) conducted approximately 100 booster station checks and 85 well checks for the month, along with our monthly testing of the system.

Meter reads for the entire District for the quarter was done last month.

We had a few water shut offs for the month per customer request, so they could do some repairs.

Work on the SCADA system didn't get as far as I had hoped. Due to some personnel issues and some work that had to be completed at the sewer ponds and stations we didn't have much time this last month.

I had an employee turn in his 2 week notice as well.



## LAKE SHASTINA COMMUNITY SERVICES DISTRICT

---

TO: LSCSD Board of Directors  
FROM: Sharon Lang, Accounts Receivable  
DATE: July 1, 2018  
RE: 2018 Tax Roll

Public Hearing: Delinquent Charges (Government Code §61115 (b) to be sent to the Siskiyou County Auditor to be included on the 2018 Tax Roll

1. 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 county auditor a copy of the final report, on or before August 10, 2018.

**Motion 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.**

Encl: Report of Delinquent Charges, Notice of Public Hearing

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Lake Shastina Community Services District Board will hold a Public Hearing at the regularly scheduled meeting on July 18, 2018, at 1:00 p.m. in the Administration Building, 16320 Everhart Drive, Weed, CA 96094.

The purpose of the Public Hearing is for IMPENDING DELINQUENCY REPORTING TO THE TAX COLLECTOR, SISKIYOU COUNTY at which time the Board of Directors shall hear and consider any objections or protests to the 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) on or before August 10, 2018.

The owner may avoid DELINQUENT AMOUNT BEING TAX ROLLED TO THE SISKIYOU COUNTY TAX COLLECTOR through payment of all unpaid amounts prior to the date when the tax collector obtains the DELINQUENT TAX REPORT.

Information concerning the initiation of an installment plan of delinquent amounts will be furnished upon request, by Michael Wilson, General Manager of the Lake Shastina Community Services District at 16320 Everhart Drive, Weed, CA 96094, or telephone 530-938-3281. The right to an installment payment plan terminates on July 17, 2018 and after that date the entire balance due must be paid in full to prevent the delinquent amounts being tax rolled to the tax collector.

# CSD TAX ROLLS ESTIMATE

	Police	Fire	Sewer	Water	Total
585 Accounts would go to tax rolls as of 7/6/2018 2:31:39 PM	64,590.72	14,411.55	15,006.56	22,141.88	\$116,150.71

ID	APN	Police	Fire	Sewer	Water	Total
6602	106-010-120	61.96	14.09	20.28	22.53	\$118.86
6589	106-010-160	124.83	28.37	40.85	45.39	\$239.44
4910	106-010-420	132.13	30.04	43.25	48.07	\$253.49
4418	106-010-500	124.83	28.37	40.85	45.39	\$239.44
1270	106-020-020	124.83	28.37	40.85	45.39	\$239.44
1267	106-020-050	124.83	28.37	40.85	45.39	\$239.44
1266	106-020-060	124.83	28.37	40.85	45.39	\$239.44
4712	106-020-080	125.74	28.58	41.15	45.72	\$241.19
5388	106-020-090	61.96	14.09	20.28	0.00	\$96.33
5609	106-020-110	124.83	28.37	40.85	45.39	\$239.44
4793	106-020-260	61.96	14.09	20.28	22.53	\$118.86
1261	106-020-280	124.83	28.37	40.85	45.39	\$239.44
4100	106-020-380	124.83	28.37	40.85	45.39	\$239.44
6175	106-020-470	31.87	7.24	10.43	11.59	\$61.13
1175	106-030-080	124.83	28.37	40.85	45.39	\$239.44
6078	106-030-180	125.74	28.58	41.15	45.72	\$241.19
7228	106-030-370	33.60	12.20	135.22	125.78	\$306.80
4729	106-040-130	124.83	28.37	40.85	45.39	\$239.44
4557	106-040-140	68.39	20.52	26.71	28.96	\$144.58
4622	106-040-230	61.96	14.09	20.28	0.00	\$96.33
4700	106-040-280	61.96	14.09	20.28	22.53	\$118.86
1150	106-040-290	125.74	28.58	41.15	45.72	\$241.19
5357	106-040-350	124.83	28.37	40.85	45.39	\$239.44
4121	106-040-370	124.83	28.37	40.85	45.39	\$239.44
3449	106-050-250	124.83	28.37	40.85	45.39	\$239.44
3122	106-060-070	124.83	28.37	40.85	45.39	\$239.44
6966	106-060-080	124.83	28.37	40.85	45.39	\$239.44
4084	106-070-010	124.83	28.37	40.85	45.39	\$239.44
7360	106-070-060	124.83	28.37	40.85	45.39	\$239.44
6410	106-080-260	124.83	28.37	40.85	45.39	\$239.44
4250	106-080-340	132.35	35.21	47.77	52.33	\$267.66
7129	106-080-350	125.74	28.58	41.15	45.72	\$241.19
1115	106-080-360	125.74	28.58	41.15	45.72	\$241.19
5925	106-080-450	4.30	1.56	17.29	21.27	\$44.42
1361	106-090-110	61.96	14.09	20.28	22.53	\$118.86
3520	106-090-160	61.96	14.09	20.28	22.53	\$118.86
4297	106-090-200	124.83	28.37	40.85	45.39	\$239.44
1391	106-090-250	124.83	28.37	40.85	45.39	\$239.44
72	106-100-200	124.83	28.37	40.85	45.39	\$239.44
1319	106-100-240	125.74	28.58	41.15	45.72	\$241.19
7191	106-110-050	125.74	28.58	41.15	45.72	\$241.19
4187	106-110-130	124.83	28.37	40.85	45.39	\$239.44
4260	106-110-150	124.83	28.37	40.85	45.39	\$239.44
1694	106-110-160	61.96	14.09	20.28	22.53	\$118.86
2158	106-110-170	124.83	28.37	40.85	45.39	\$239.44
6954	106-110-190	125.74	28.58	41.15	45.72	\$241.19
3559	106-110-220	133.68	28.58	43.38	0.00	\$205.64
3559	106-110-230	133.68	28.58	43.38	0.00	\$205.64
1385	106-110-260	124.83	28.37	40.85	45.39	\$239.44
6991	106-110-310	125.74	28.58	41.15	45.72	\$241.19
4250	106-120-020	132.35	35.21	47.77	52.33	\$267.66
74	106-120-100	124.83	28.37	40.85	45.39	\$239.44

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
1334	106-120-140	125.74	28.58	41.15	45.72	\$241.19
7259	106-140-060	124.83	28.37	40.85	45.39	\$239.44
7138	106-140-090	132.19	30.05	43.26	48.07	\$253.57
7048	106-140-100	125.74	28.58	41.15	45.72	\$241.19
4901	106-140-110	125.74	28.58	41.15	45.72	\$241.19
1425	106-140-130	61.96	14.09	20.28	22.53	\$118.86
5413	106-150-030	61.96	14.09	20.28	22.53	\$118.86
6904	106-150-050	125.74	28.58	41.15	45.72	\$241.19
4597	106-150-060	125.74	28.58	41.15	0.00	\$195.47
5103	106-150-080	108.33	14.51	9.17	9.51	\$141.52
5103	106-150-090	97.78	14.51	19.42	9.51	\$141.22
6527	106-150-100	124.83	28.37	40.85	0.00	\$194.05
5790	106-150-140	124.83	28.37	40.85	0.00	\$194.05
5411	106-160-090	61.96	14.09	20.28	22.53	\$118.86
3584	106-160-100	124.83	28.37	40.85	45.39	\$239.44
7194	106-160-160	61.96	14.09	20.28	22.53	\$118.86
7194	106-160-170	61.96	14.09	20.28	22.53	\$118.86
2739	106-160-220	125.74	28.58	41.15	45.72	\$241.19
4627	106-170-020	124.83	28.37	40.85	45.39	\$239.44
6991	106-180-020	125.74	28.58	41.15	45.72	\$241.19
7048	106-180-070	125.74	28.58	41.15	0.00	\$195.47
5136	106-180-080	124.83	28.37	40.85	45.39	\$239.44
4937	106-180-170	61.96	14.09	20.28	22.53	\$118.86
5504	106-180-210	124.83	28.37	40.85	45.39	\$239.44
596	106-190-030	125.74	28.58	41.15	45.72	\$241.19
1514	106-190-060	124.83	28.37	40.85	45.39	\$239.44
6991	106-190-130	125.74	28.58	41.15	45.72	\$241.19
658	106-190-140	62.96	14.09	20.53	23.03	\$120.61
4488	106-200-040	125.74	28.58	41.15	45.72	\$241.19
7045	106-200-050	125.74	28.58	41.15	45.72	\$241.19
5267	106-200-070	124.83	28.37	40.85	45.39	\$239.44
6399	106-200-090	61.85	12.85	18.51	0.00	\$93.21
5283	106-200-100	124.83	28.37	40.85	45.39	\$239.44
7048	106-200-141	125.74	28.58	41.15	45.72	\$241.19
4519	106-200-230	124.83	28.37	40.85	45.39	\$239.44
1459	106-210-080	61.96	14.09	20.28	22.53	\$118.86
6271	106-210-130	124.83	28.37	40.85	45.39	\$239.44
1556	106-210-170	125.74	28.58	41.15	45.72	\$241.19
4563	106-220-110	62.87	14.30	20.58	0.00	\$97.75
4668	106-230-050	124.83	28.37	40.85	45.39	\$239.44
4232	106-230-070	124.83	28.37	40.85	45.39	\$239.44
2768	106-230-080	61.96	14.09	20.28	22.53	\$118.86
5186	106-230-100	124.83	28.37	40.85	45.39	\$239.44
2013	106-230-110	124.83	28.37	40.85	45.39	\$239.44
7261	106-230-130	124.83	28.37	40.85	45.39	\$239.44
3134	106-230-170	124.83	28.37	40.85	45.39	\$239.44
7054	106-230-230	61.96	14.09	20.28	22.53	\$118.86
7091	106-230-240	61.96	14.09	20.28	22.53	\$118.86
6308	106-230-310	125.74	28.58	41.15	45.72	\$241.19
6048	106-230-320	124.83	28.37	40.85	45.39	\$239.44
4052	106-230-480	124.83	28.37	40.85	45.39	\$239.44
2002	106-230-490	124.83	28.37	40.85	45.39	\$239.44
793	106-230-580	61.51	22.37	247.58	143.69	\$475.15
6673	106-240-080	125.74	28.58	41.15	45.72	\$241.19
7210	106-240-150	61.96	14.09	20.28	22.53	\$118.86
4521	106-240-180	61.96	14.09	20.28	22.53	\$118.86

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
4917	106-240-200	124.83	28.37	40.85	45.39	\$239.44
7099	106-240-230	125.74	28.58	41.15	45.72	\$241.19
5827	106-240-250	61.96	14.09	20.28	22.53	\$118.86
2059	106-240-260	124.83	28.37	40.85	45.39	\$239.44
2068	106-240-330	124.83	28.37	40.85	45.39	\$239.44
7373	106-250-060	125.74	28.58	41.15	45.72	\$241.19
7191	106-250-100	125.74	28.58	41.15	45.72	\$241.19
2075	106-250-110	125.74	28.58	41.15	45.72	\$241.19
1543	106-250-120	124.83	28.37	40.85	45.39	\$239.44
1547	106-250-180	124.83	28.37	40.85	45.39	\$239.44
6258	106-250-230	125.74	28.58	41.15	45.72	\$241.19
4367	106-250-260	124.83	28.37	40.85	45.39	\$239.44
6698	106-260-340	61.96	14.09	20.28	22.53	\$118.86
6801	106-260-370	19.30	4.31	6.31	7.02	\$36.94
6152	106-260-420	125.74	28.58	41.15	45.72	\$241.19
4966	106-270-010	125.74	28.58	41.15	45.72	\$241.19
5118	106-270-110	61.96	14.59	20.28	22.53	\$119.36
1967	106-270-330	124.83	28.37	40.85	45.39	\$239.44
3966	106-270-340	124.83	28.37	40.85	45.39	\$239.44
4091	106-270-360	124.83	28.37	40.85	45.39	\$239.44
4221	106-280-050	124.83	28.37	40.85	45.39	\$239.44
1699	106-280-070	61.96	14.09	20.28	22.53	\$118.86
1952	106-280-110	124.83	28.37	40.85	45.39	\$239.44
4234	106-280-120	125.74	28.58	41.15	45.72	\$241.19
4669	106-280-130	124.83	28.37	40.85	45.39	\$239.44
81	106-280-150	125.74	28.58	41.15	45.72	\$241.19
4655	106-280-160	55.00	12.50	18.00	0.00	\$85.50
1952	106-280-170	124.83	28.37	40.85	45.39	\$239.44
1494	106-280-200	125.74	28.58	41.15	45.72	\$241.19
4333	106-280-210	124.83	28.37	40.85	45.39	\$239.44
1915	106-280-300	124.83	28.37	40.85	45.39	\$239.44
4706	106-280-370	124.83	28.37	40.85	0.00	\$194.05
4689	106-280-390	124.83	28.37	40.85	45.39	\$239.44
1564	106-280-430	124.83	28.37	40.85	45.39	\$239.44
5206	106-280-460	124.83	28.37	40.85	45.39	\$239.44
5158	106-290-120	0.00	0.00	40.85	45.39	\$86.24
6152	106-290-130	124.83	28.37	40.85	45.39	\$239.44
4092	106-290-160	124.83	28.37	40.85	45.39	\$239.44
1571	106-290-180	124.83	28.37	40.85	45.39	\$239.44
1443	106-290-300	124.83	28.37	40.85	45.39	\$239.44
1931	106-290-410	124.83	28.37	40.85	45.39	\$239.44
4228	106-290-440	61.96	14.09	20.28	0.00	\$96.33
1931	106-290-460	124.83	28.37	40.85	45.39	\$239.44
5068	106-300-150	124.83	28.37	40.85	45.39	\$239.44
5679	106-300-170	124.83	28.37	40.85	45.39	\$239.44
4070	106-300-200	125.74	28.58	41.15	45.72	\$241.19
3351	106-300-240	124.83	28.37	40.85	45.39	\$239.44
2990	106-310-020	55.00	12.50	18.00	0.00	\$85.50
4624	106-310-110	124.83	28.37	40.85	45.39	\$239.44
3694	106-310-130	68.23	15.50	22.33	24.82	\$130.88
80	106-310-210	124.83	28.37	40.85	0.00	\$194.05
6185	106-310-240	125.74	28.58	41.15	45.72	\$241.19
596	106-310-300	125.74	28.58	41.15	45.72	\$241.19
4201	106-320-140	125.74	28.58	41.15	45.72	\$241.19
6901	106-320-310	124.83	28.37	40.85	45.39	\$239.44
5740	106-320-380	124.83	28.37	40.85	45.39	\$239.44



<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
1578	106-320-400	125.74	28.58	41.15	45.72	\$241.19
4420	106-330-050	125.74	28.58	41.15	45.72	\$241.19
1582	106-330-150	125.74	28.58	41.15	45.72	\$241.19
7185	106-330-170	124.83	28.37	40.85	0.00	\$194.05
4919	106-350-220	61.96	14.09	20.28	22.53	\$118.86
1714	106-370-090	124.83	28.37	40.85	45.39	\$239.44
1724	106-380-150	124.83	28.37	40.85	45.39	\$239.44
4902	106-380-160	124.83	28.37	40.85	45.39	\$239.44
1731	106-380-230	125.74	28.58	41.15	45.72	\$241.19
3143	106-390-060	125.74	28.58	41.15	45.72	\$241.19
2886	106-400-020	124.83	28.37	40.85	45.39	\$239.44
4104	106-400-030	124.83	28.37	40.85	45.39	\$239.44
1765	106-400-090	125.74	28.58	41.15	45.72	\$241.19
5356	106-410-020	124.83	28.37	40.85	45.39	\$239.44
5668	106-410-050	124.83	45.40	0.00	241.64	\$411.87
4887	106-410-060	125.74	28.58	41.15	45.72	\$241.19
7337	106-410-100	125.74	28.58	41.15	45.72	\$241.19
7196	106-410-190	61.96	14.09	20.28	22.53	\$118.86
1737	106-420-130	125.74	28.58	41.15	45.72	\$241.19
5211	106-420-220	61.96	14.09	20.28	22.53	\$118.86
6700	106-430-030	125.74	28.58	41.15	45.72	\$241.19
5393	106-430-090	124.83	28.37	40.85	45.39	\$239.44
5239	106-430-110	125.74	28.58	41.15	45.72	\$241.19
7243	106-430-130	61.96	14.09	20.28	22.53	\$118.86
1672	106-430-180	124.83	28.37	40.85	45.39	\$239.44
2910	106-430-220	124.83	28.37	40.85	0.00	\$194.05
1765	106-430-370	125.74	28.58	41.15	45.72	\$241.19
7114	106-470-010	125.74	28.58	41.15	45.72	\$241.19
7114	106-470-020	125.74	28.58	41.15	45.72	\$241.19
7191	106-470-030	125.74	28.58	41.15	45.72	\$241.19
7191	106-470-040	125.74	28.58	41.15	45.72	\$241.19
6808	106-470-050	125.74	28.58	41.15	45.72	\$241.19
6808	106-470-060	125.74	28.58	41.15	45.72	\$241.19
6808	106-470-070	125.74	28.58	41.15	45.72	\$241.19
6808	106-470-080	125.74	28.58	41.15	45.72	\$241.19
4576	106-480-070	61.96	14.09	20.28	0.00	\$96.33
4576	106-480-080	61.96	14.09	20.28	0.00	\$96.33
4576	106-480-090	61.96	14.09	20.28	0.00	\$96.33
4576	106-480-100	61.96	14.09	20.28	0.00	\$96.33
3849	106-480-110	125.74	28.58	41.15	45.72	\$241.19
3849	106-480-120	125.74	28.58	41.15	45.72	\$241.19
3849	106-480-130	125.74	28.58	41.15	45.72	\$241.19
3849	106-480-140	125.74	28.58	41.15	45.72	\$241.19
35	106-480-160	125.74	28.58	41.15	45.72	\$241.19
35	106-480-170	125.74	28.58	41.15	45.72	\$241.19
35	106-480-180	125.74	28.58	41.15	45.72	\$241.19
35	106-480-190	125.74	28.58	41.15	45.72	\$241.19
5962	106-480-260	125.74	28.58	41.15	45.72	\$241.19
5962	106-480-270	125.74	28.58	41.15	45.72	\$241.19
5962	106-480-280	125.74	28.58	41.15	45.72	\$241.19
5962	106-480-290	125.74	28.58	41.15	45.72	\$241.19
5587	106-490-050	125.74	28.58	41.15	45.72	\$241.19
5587	106-490-060	125.74	28.58	41.15	45.72	\$241.19
5587	106-490-070	125.74	28.58	41.15	45.72	\$241.19
5587	106-490-080	125.74	28.58	41.15	45.72	\$241.19
5833	106-490-090	125.74	28.58	41.15	45.72	\$241.19

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
5833	106-490-100	125.74	28.58	41.15	45.72	\$241.19
5833	106-490-110	125.74	28.58	41.15	45.72	\$241.19
5833	106-490-120	125.74	28.58	41.15	45.72	\$241.19
2174	107-010-280	61.96	14.09	20.28	0.00	\$96.33
4097	107-020-100	124.83	28.37	40.85	45.39	\$239.44
7259	107-020-120	124.83	28.37	40.85	45.39	\$239.44
2244	107-040-230	124.83	28.37	40.85	45.39	\$239.44
5114	107-040-240	124.83	28.37	40.85	45.39	\$239.44
2238	107-040-290	61.96	14.09	20.28	22.53	\$118.86
1593	107-050-030	125.74	28.58	41.15	45.72	\$241.19
5174	107-050-170	124.83	28.37	40.85	45.39	\$239.44
6151	107-050-290	125.74	28.58	41.15	45.72	\$241.19
4753	107-070-050	125.74	28.58	41.15	45.72	\$241.19
2137	107-070-170	125.74	28.58	41.15	45.72	\$241.19
7238	107-070-270	124.83	28.37	40.85	45.39	\$239.44
6521	107-090-100	125.74	28.58	41.15	45.72	\$241.19
7076	107-090-200	61.96	14.09	20.28	22.53	\$118.86
2330	107-100-080	61.96	14.09	20.28	22.53	\$118.86
2328	107-100-100	124.83	28.37	40.85	45.39	\$239.44
6006	107-110-150	73.33	16.01	22.31	24.79	\$136.44
2311	107-110-180	124.83	28.37	40.85	45.39	\$239.44
2352	107-110-260	125.74	28.58	41.15	45.72	\$241.19
6595	107-110-330	125.74	28.58	41.15	45.72	\$241.19
2361	107-110-360	124.83	28.37	40.85	0.00	\$194.05
2060	107-110-370	44.03	0.00	-6.40	0.00	\$37.63
5153	107-110-420	61.96	14.59	20.28	22.53	\$119.36
6930	107-110-500	125.74	28.58	41.15	45.72	\$241.19
6822	107-110-520	125.74	28.58	41.15	45.72	\$241.19
3402	107-110-570	124.83	28.37	40.85	45.39	\$239.44
7366	107-110-650	125.74	28.58	41.15	45.72	\$241.19
4887	107-120-050	125.74	28.58	41.15	45.72	\$241.19
2254	107-120-060	125.74	28.58	41.15	0.00	\$195.47
6934	107-120-300	125.74	28.58	41.15	45.72	\$241.19
661	107-120-350	124.83	28.37	40.85	45.39	\$239.44
4758	107-120-360	124.83	28.37	40.85	45.39	\$239.44
6092	107-120-400	83.23	14.09	20.28	0.00	\$117.60
2333	107-130-280	124.83	28.37	0.00	45.39	\$198.59
7240	107-130-310	124.83	28.37	0.00	0.00	\$153.20
7240	107-130-320	124.83	28.37	0.00	0.00	\$153.20
1609	107-140-260	124.83	28.37	0.00	45.39	\$198.59
3682	107-150-050	132.19	30.05	0.00	48.07	\$210.31
2940	107-150-060	124.83	28.37	0.00	45.39	\$198.59
3949	107-150-120	124.83	28.37	0.00	45.39	\$198.59
2961	107-150-290	125.74	28.58	0.00	45.72	\$200.04
6790	107-150-300	61.96	14.09	0.00	22.53	\$98.58
5960	107-150-310	124.83	28.37	0.00	45.39	\$198.59
6013	107-150-320	22.95	0.00	0.00	0.00	\$22.95
6206	107-150-330	124.83	28.37	0.00	45.39	\$198.59
5744	107-160-070	125.74	28.58	0.00	45.72	\$200.04
2969	107-170-070	124.83	28.37	0.00	45.39	\$198.59
4180	107-170-150	61.96	14.09	0.00	22.53	\$98.58
6384	107-170-310	4.75	1.73	19.11	11.68	\$37.27
3019	107-170-370	125.74	28.58	0.00	45.72	\$200.04
4332	107-180-030	124.83	28.37	0.00	45.39	\$198.59
6674	107-180-070	61.87	14.06	0.00	22.49	\$98.42
4590	107-180-110	124.83	28.37	0.00	45.39	\$198.59

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
2993	107-180-250	125.74	28.58	0.00	45.72	\$200.04
2645	107-190-070	61.96	14.09	20.28	22.53	\$118.86
1876	107-210-060	61.96	14.09	20.28	22.53	\$118.86
2174	107-210-300	61.96	14.09	20.28	0.00	\$96.33
4672	107-220-100	61.96	14.09	20.28	22.53	\$118.86
2468	107-220-160	125.74	28.58	41.15	45.72	\$241.19
4324	107-220-390	125.74	28.58	41.15	45.72	\$241.19
3355	107-230-260	124.83	28.37	40.85	45.39	\$239.44
2479	107-230-340	61.96	14.09	20.28	22.53	\$118.86
2527	107-250-090	61.96	14.09	20.28	22.53	\$118.86
6081	107-260-200	125.74	28.58	41.15	45.72	\$241.19
5391	107-260-210	124.38	45.23	500.65	223.88	\$894.14
4451	107-260-230	124.83	28.37	40.85	45.39	\$239.44
6090	107-260-240	124.83	28.37	40.85	45.39	\$239.44
6090	107-260-250	124.83	28.37	40.85	45.39	\$239.44
6689	107-260-260	15.63	5.68	62.92	37.09	\$121.32
2577	107-270-150	125.74	28.58	41.15	45.72	\$241.19
4673	107-270-180	124.83	28.37	40.85	45.39	\$239.44
3224	107-280-010	124.83	28.37	0.00	45.39	\$198.59
6091	107-280-050	124.83	28.37	0.00	45.39	\$198.59
2370	107-290-010	124.83	28.37	0.00	45.39	\$198.59
6374	107-290-290	61.96	14.09	0.00	22.53	\$98.58
7303	107-290-330	124.83	28.37	0.00	45.39	\$198.59
4707	107-290-380	124.83	28.37	0.00	45.39	\$198.59
6800	107-300-240	124.83	28.37	0.00	45.39	\$198.59
4281	107-300-340	124.83	28.37	0.00	45.39	\$198.59
6804	107-310-070	124.83	28.37	0.00	45.39	\$198.59
3312	107-310-240	124.83	28.37	0.00	45.39	\$198.59
6557	107-320-070	124.83	28.37	0.00	45.39	\$198.59
6379	107-320-100	124.83	28.37	0.00	45.39	\$198.59
5613	107-320-200	124.83	28.37	0.00	0.00	\$153.20
3363	107-330-060	124.83	28.37	0.00	45.39	\$198.59
45	107-330-220	124.83	28.37	0.00	45.39	\$198.59
4844	107-340-320	125.74	28.58	0.00	45.72	\$200.04
2555	107-340-430	61.96	14.09	0.00	22.53	\$98.58
3414	107-340-440	61.96	14.59	0.00	22.53	\$99.08
6750	107-350-010	124.83	28.37	40.85	45.39	\$239.44
6175	107-350-110	31.87	7.24	10.43	11.59	\$61.13
6175	107-350-120	31.87	7.24	10.43	11.59	\$61.13
2688	107-350-130	61.96	14.09	20.28	22.53	\$118.86
7257	107-360-070	61.96	14.09	20.28	22.53	\$118.86
2718	107-360-100	4.79	1.74	19.26	10.97	\$36.76
3679	107-360-140	124.83	28.37	40.85	0.00	\$194.05
3994	107-360-190	61.96	14.09	20.28	22.53	\$118.86
7191	107-360-380	125.74	28.58	41.15	45.72	\$241.19
2730	107-360-400	125.74	28.58	41.15	45.72	\$241.19
4857	107-360-410	68.17	15.50	22.31	0.00	\$105.98
3029	107-370-010	135.24	28.58	41.15	49.96	\$254.93
5524	107-370-020	61.96	14.43	20.30	22.53	\$119.22
2807	107-380-010	125.74	28.58	41.15	45.72	\$241.19
4497	107-380-160	124.83	28.37	40.85	45.39	\$239.44
4926	107-380-190	61.96	14.09	20.28	22.53	\$118.86
6851	107-380-200	124.83	28.37	40.85	45.39	\$239.44
6826	107-380-240	4.72	1.72	19.00	12.19	\$37.63
4796	107-390-010	61.96	14.09	20.28	22.53	\$118.86
6991	107-390-060	125.74	28.58	41.15	45.72	\$241.19

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
2727	107-390-070	124.83	28.37	40.85	45.39	\$239.44
4443	107-390-150	124.83	28.37	40.85	45.39	\$239.44
7305	107-390-160	61.96	14.09	20.28	22.53	\$118.86
670	107-400-070	124.83	28.37	40.85	45.39	\$239.44
2820	107-400-080	124.83	28.37	40.85	45.39	\$239.44
2784	107-400-130	124.83	28.37	40.85	45.39	\$239.44
5962	107-400-150	124.83	28.37	40.85	45.39	\$239.44
2788	107-400-170	124.83	28.37	40.85	45.39	\$239.44
6299	107-420-070	124.83	28.37	40.85	45.39	\$239.44
4084	107-420-080	124.83	28.37	40.85	45.39	\$239.44
6539	107-430-100	61.96	14.09	0.00	0.00	\$76.05
3028	107-430-110	61.96	14.09	0.00	22.53	\$98.58
3039	107-430-240	124.83	28.37	0.00	45.39	\$198.59
3044	107-430-300	61.96	14.09	0.00	22.53	\$98.58
3047	107-430-330	61.96	14.09	0.00	22.53	\$98.58
6025	107-440-060	131.12	29.81	0.00	47.68	\$208.61
5000	107-440-110	61.96	14.09	0.00	22.53	\$98.58
4896	107-440-170	53.40	-22.50	0.00	0.00	\$30.90
311	107-440-180	125.74	28.58	0.00	45.72	\$200.04
6411	107-440-270	124.83	28.37	0.00	0.00	\$153.20
6779	107-440-280	124.83	28.37	0.00	45.39	\$198.59
3196	107-440-290	124.83	28.37	0.00	45.39	\$198.59
4251	107-440-320	61.02	13.86	0.00	22.20	\$97.08
1894	107-450-010	61.96	14.09	0.00	22.53	\$98.58
5041	107-450-080	81.07	44.97	0.00	37.00	\$163.04
5866	107-450-200	124.83	28.37	0.00	45.39	\$198.59
678	107-450-320	61.96	14.09	0.00	22.53	\$98.58
5267	107-450-340	125.74	28.58	0.00	45.72	\$200.04
6266	107-450-390	125.74	28.58	0.00	45.72	\$200.04
5111	107-450-400	125.74	28.58	0.00	45.72	\$200.04
6705	107-450-470	124.83	28.37	0.00	45.39	\$198.59
5958	107-460-050	125.74	28.58	0.00	45.72	\$200.04
6142	107-460-130	124.83	28.37	0.00	45.39	\$198.59
4181	107-460-210	125.74	28.58	0.00	45.72	\$200.04
2839	107-460-400	124.83	28.37	0.00	45.39	\$198.59
4938	107-460-410	53.40	-22.50	0.00	0.00	\$30.90
2550	107-460-440	125.74	28.58	0.00	45.72	\$200.04
4975	107-460-470	124.83	28.37	0.00	45.39	\$198.59
2632	107-470-010	124.83	28.37	0.00	45.39	\$198.59
4314	107-470-190	124.83	28.37	0.00	45.39	\$198.59
1170	107-470-220	125.74	28.58	0.00	45.72	\$200.04
3116	107-470-230	125.74	28.58	0.00	0.00	\$154.32
6377	107-470-240	124.83	28.37	0.00	45.39	\$198.59
7359	107-470-280	124.83	28.37	0.00	45.39	\$198.59
4176	107-470-320	125.74	28.58	0.00	45.72	\$200.04
7103	107-470-370	61.96	14.09	0.00	22.53	\$98.58
5431	107-470-380	124.83	28.37	0.00	45.39	\$198.59
3099	107-470-400	125.74	28.58	0.00	45.72	\$200.04
5101	108-010-040	125.74	28.58	41.15	45.72	\$241.19
3688	108-010-070	124.83	28.37	0.00	45.39	\$198.59
3648	108-010-130	125.74	28.58	0.00	45.72	\$200.04
4018	108-010-140	124.83	28.37	0.00	45.39	\$198.59
3646	108-010-150	61.96	14.09	0.00	22.53	\$98.58
2810	108-010-260	125.74	28.26	0.00	45.72	\$199.72
4244	108-020-080	125.74	28.58	0.00	45.72	\$200.04
3627	108-020-090	124.83	28.37	0.00	45.39	\$198.59

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
4609	108-020-100	124.83	28.37	0.00	0.00	\$153.20
7095	108-020-380	204.70	46.65	0.00	74.66	\$326.01
3558	108-030-040	10.74	15.37	0.00	25.97	\$52.08
6913	108-030-110	125.74	28.58	0.00	45.72	\$200.04
7138	108-030-210	132.19	30.05	0.00	48.07	\$210.31
1254	108-030-230	124.83	28.37	0.00	45.39	\$198.59
4335	108-030-250	124.83	28.37	0.00	45.39	\$198.59
4951	108-030-410	124.83	28.37	0.00	45.39	\$198.59
6380	108-030-500	124.83	28.37	0.00	45.39	\$198.59
4499	108-040-070	125.74	28.58	0.00	45.72	\$200.04
4496	108-040-080	125.74	28.58	0.00	45.72	\$200.04
3659	108-040-120	124.83	28.37	0.00	45.39	\$198.59
3856	108-050-020	124.83	28.37	0.00	45.39	\$198.59
6449	108-050-040	124.83	28.37	0.00	45.39	\$198.59
2373	108-050-060	124.83	28.37	0.00	45.39	\$198.59
4160	108-050-130	124.83	28.37	0.00	45.39	\$198.59
3645	108-050-140	124.83	28.37	0.00	45.39	\$198.59
5278	108-050-230	17.37	15.47	0.00	24.74	\$57.58
4869	108-050-240	124.83	28.37	0.00	45.39	\$198.59
4262	108-050-300	61.96	14.09	0.00	22.53	\$98.58
1487	108-050-320	124.83	28.37	0.00	45.39	\$198.59
1487	108-050-330	124.83	28.37	0.00	45.39	\$198.59
4227	108-050-410	125.74	28.58	0.00	45.72	\$200.04
3647	108-050-520	124.83	28.37	0.00	45.39	\$198.59
1804	108-060-040	68.17	15.50	22.31	24.79	\$130.77
3431	108-060-100	124.83	28.37	0.00	45.39	\$198.59
3595	108-060-150	125.74	28.58	0.00	45.72	\$200.04
5701	108-060-220	54.05	12.29	0.00	19.65	\$85.99
7366	108-060-290	124.83	28.37	0.00	45.39	\$198.59
4335	108-070-070	124.83	28.37	0.00	45.39	\$198.59
5024	108-070-110	124.83	28.37	0.00	45.39	\$198.59
5005	108-070-130	61.96	13.06	0.00	22.53	\$97.55
4007	108-070-160	124.83	28.37	0.00	45.39	\$198.59
1411	108-070-190	61.96	14.09	0.00	22.53	\$98.58
3439	108-070-310	125.74	28.58	0.00	45.72	\$200.04
3443	108-070-350	61.96	14.09	0.00	22.53	\$98.58
4337	108-080-030	124.83	28.37	0.00	45.39	\$198.59
7270	108-080-080	125.74	28.58	0.00	45.72	\$200.04
6380	108-080-110	124.83	28.37	0.00	45.39	\$198.59
4678	108-080-170	61.96	14.09	0.00	22.53	\$98.58
5283	108-080-250	124.83	28.37	0.00	45.39	\$198.59
5283	108-080-260	124.83	28.37	0.00	45.39	\$198.59
4254	108-080-300	125.74	28.58	0.00	45.72	\$200.04
4061	108-080-360	124.83	28.37	0.00	45.39	\$198.59
161	108-090-010	110.27	12.24	17.63	19.60	\$159.74
161	108-090-020	110.27	12.24	17.63	19.60	\$159.74
3698	108-090-200	125.74	28.58	41.15	45.72	\$241.19
4010	108-090-240	125.74	28.58	41.15	45.72	\$241.19
2418	108-090-280	61.96	14.09	20.28	22.53	\$118.86
6360	108-090-360	61.96	14.09	20.28	22.53	\$118.86
4572	108-090-400	61.96	14.09	20.28	22.53	\$118.86
149	108-090-430	125.74	28.58	41.15	45.72	\$241.19
7191	108-100-100	125.74	28.58	41.15	45.72	\$241.19
5708	108-100-150	125.74	28.58	41.15	45.72	\$241.19
2736	108-100-160	125.74	28.58	41.15	45.72	\$241.19
202	108-100-180	125.74	28.58	41.15	45.72	\$241.19

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
7171	108-100-210	61.96	14.09	20.28	22.53	\$118.86
4573	108-100-270	125.74	28.58	41.15	0.00	\$195.47
6730	108-100-280	125.74	28.58	41.15	0.00	\$195.47
4255	108-100-290	125.74	29.10	41.15	45.72	\$241.71
1301	108-100-330	125.74	28.58	41.15	45.72	\$241.19
223	108-100-420	125.74	28.58	41.15	45.72	\$241.19
1496	108-110-020	125.74	28.58	41.15	45.72	\$241.19
4357	108-110-090	61.96	14.09	20.28	22.53	\$118.86
4043	108-110-140	61.96	14.09	20.28	22.53	\$118.86
5480	108-110-200	61.96	14.09	0.00	22.53	\$98.58
4050	108-120-050	61.96	14.09	20.28	22.53	\$118.86
2646	108-120-080	125.74	28.58	41.15	45.72	\$241.19
4448	108-120-110	125.74	28.58	41.15	45.72	\$241.19
6057	108-120-230	125.74	28.58	41.15	45.72	\$241.19
3825	108-120-240	125.74	28.58	41.15	45.72	\$241.19
6730	108-120-250	125.74	28.58	41.15	45.72	\$241.19
4047	108-120-330	125.74	28.58	0.00	45.72	\$200.04
3476	108-120-450	125.74	28.58	41.15	45.72	\$241.19
6170	108-120-470	125.74	28.58	41.15	45.72	\$241.19
381	108-130-100	125.74	28.58	41.15	45.72	\$241.19
378	108-130-130	125.74	28.58	41.15	0.00	\$195.47
5382	108-130-190	125.74	28.58	0.00	45.72	\$200.04
5700	108-130-210	125.74	28.58	0.00	45.72	\$200.04
303	108-130-220	125.74	28.58	0.00	45.72	\$200.04
2855	108-130-230	125.74	28.58	0.00	45.72	\$200.04
6698	108-130-340	61.96	14.09	20.28	0.00	\$96.33
6893	108-130-350	125.74	28.58	41.15	45.72	\$241.19
289	108-130-360	61.96	14.09	20.28	22.53	\$118.86
5167	108-130-370	125.74	28.58	41.15	45.72	\$241.19
2183	108-130-400	125.74	28.58	41.15	45.72	\$241.19
6730	108-130-410	125.74	28.58	41.15	45.72	\$241.19
283	108-130-420	125.74	28.58	41.15	0.00	\$195.47
6730	108-140-010	125.74	28.58	41.15	45.72	\$241.19
4910	108-150-020	132.21	30.05	0.00	48.10	\$210.36
6843	108-150-040	125.74	28.58	0.00	45.72	\$200.04
6843	108-150-060	125.74	28.58	0.00	45.72	\$200.04
6843	108-150-070	125.74	28.58	0.00	45.72	\$200.04
5961	108-150-080	125.74	28.58	0.00	45.72	\$200.04
307	108-150-120	61.96	14.09	0.00	22.53	\$98.58
4845	108-150-130	125.74	28.58	0.00	45.72	\$200.04
311	108-150-170	125.74	28.58	0.00	45.72	\$200.04
6698	108-150-200	61.96	14.09	20.28	22.53	\$118.86
4725	108-150-270	125.74	28.58	41.15	45.72	\$241.19
4729	108-150-340	126.41	26.47	37.52	46.01	\$236.41
5189	108-150-360	125.74	28.58	41.15	45.72	\$241.19
4682	108-160-020	125.74	28.58	41.15	45.72	\$241.19
400	108-160-130	125.74	28.58	41.15	45.72	\$241.19
4833	108-160-140	125.74	28.58	41.15	45.72	\$241.19
5236	108-160-170	125.74	28.58	41.15	45.72	\$241.19
5236	108-160-180	125.74	28.58	41.15	45.72	\$241.19
393	108-160-200	125.74	28.58	41.15	45.72	\$241.19
4164	108-160-210	68.17	15.50	22.31	24.79	\$130.77
3690	108-170-070	125.74	28.58	41.15	17.92	\$213.39
5737	108-170-170	61.96	14.09	20.28	22.53	\$118.86
412	108-170-240	61.96	14.09	20.28	22.53	\$118.86
5187	108-170-370	125.74	28.58	41.15	45.72	\$241.19

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
4444	108-170-420	125.74	28.58	41.15	45.72	\$241.19
7291	108-170-550	61.96	14.09	20.28	22.53	\$118.86
4452	108-180-030	125.74	28.58	41.15	45.72	\$241.19
4438	108-180-100	125.74	28.58	41.15	45.72	\$241.19
3992	108-180-300	125.74	28.58	41.15	45.72	\$241.19
624	108-180-310	125.74	28.58	41.15	45.72	\$241.19
6894	108-180-360	125.74	28.58	41.15	45.72	\$241.19
5796	108-180-430	125.74	28.58	41.15	45.72	\$241.19
438	108-180-490	125.74	28.58	41.15	0.00	\$195.47
6345	108-180-500	125.74	28.58	41.15	45.72	\$241.19
2478	108-180-570	61.96	14.09	20.28	22.53	\$118.86
1633	108-190-030	125.74	28.58	41.15	45.72	\$241.19
3617	108-200-060	125.74	28.58	41.15	0.00	\$195.47
6409	108-200-110	125.74	28.58	41.15	45.72	\$241.19
6546	108-200-230	69.57	-25.00	10.03	22.53	\$77.13
3990	108-200-330	61.96	14.09	20.28	22.53	\$118.86
5624	108-200-480	125.74	28.58	41.15	45.72	\$241.19
2722	108-210-020	61.96	14.09	20.28	22.53	\$118.86
2722	108-210-160	61.96	14.09	20.28	22.53	\$118.86
7221	108-210-200	68.17	15.50	22.31	24.79	\$130.77
4366	108-220-260	125.74	28.58	41.15	45.72	\$241.19
4275	108-220-340	125.74	28.58	41.15	45.72	\$241.19
4915	108-230-020	61.96	14.09	20.28	22.53	\$118.86
6348	108-230-080	61.96	14.09	20.28	22.53	\$118.86
500	108-230-160	61.96	14.09	20.28	22.53	\$118.86
1827	108-230-170	125.74	28.58	41.15	45.72	\$241.19
4683	108-240-010	125.74	28.58	41.15	45.72	\$241.19
661	108-240-040	125.74	28.58	41.15	45.72	\$241.19
524	108-240-220	13.74	3.23	4.50	4.99	\$26.46
5043	108-260-010	61.96	14.09	20.28	0.00	\$96.33
5376	108-260-140	61.96	14.09	0.00	22.53	\$98.58
4685	108-260-150	61.96	14.09	0.00	22.53	\$98.58
4331	108-260-280	124.83	28.37	0.00	45.39	\$198.59
927	108-260-320	124.83	28.37	0.00	0.00	\$153.20
940	108-260-330	124.83	28.37	0.00	0.00	\$153.20
705	108-260-390	124.83	28.37	0.00	45.39	\$198.59
4729	108-270-020	125.74	28.58	0.00	45.72	\$200.04
6273	108-270-040	61.96	14.09	0.00	0.00	\$76.05
3826	108-270-180	61.96	14.09	0.00	22.53	\$98.58
3828	108-270-200	124.83	28.37	0.00	45.39	\$198.59
4137	108-270-220	128.14	35.85	0.00	52.16	\$216.15
4261	108-270-270	124.83	28.37	0.00	45.39	\$198.59
4810	108-270-280	124.83	28.37	0.00	45.39	\$198.59
881	108-270-370	124.83	28.37	0.00	45.39	\$198.59
879	108-270-380	124.83	28.37	0.00	45.39	\$198.59
6820	108-270-430	61.51	22.37	247.58	227.28	\$558.74
3902	108-280-070	61.96	14.09	0.00	22.53	\$98.58
6650	108-280-090	124.83	28.37	0.00	45.39	\$198.59
4246	108-280-120	125.74	28.58	0.00	45.72	\$200.04
3896	108-280-130	125.74	28.58	0.00	45.72	\$200.04
3894	108-280-150	125.74	28.58	0.00	45.72	\$200.04
1944	108-280-220	124.83	28.37	0.00	45.39	\$198.59
5190	108-280-270	61.96	14.09	0.00	22.53	\$98.58
3810	108-290-110	124.83	28.37	0.00	45.39	\$198.59
1346	108-290-120	125.74	28.58	0.00	45.72	\$200.04
7339	108-290-170	61.96	14.09	0.00	22.53	\$98.58

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sever</i>	<i>Water</i>	<i>Total</i>
6190	108-300-020	124.83	28.37	0.00	45.39	\$198.59
6266	108-300-030	125.74	28.58	0.00	45.72	\$200.04
3748	108-300-110	125.74	28.58	0.00	45.72	\$200.04
1616	108-300-120	124.83	28.37	0.00	45.39	\$198.59
3753	108-300-170	148.66	28.23	0.00	45.14	\$222.03
7359	108-300-190	124.83	28.37	0.00	45.39	\$198.59
5013	108-300-200	61.96	14.09	0.00	22.53	\$98.58
3692	108-300-500	125.74	28.58	0.00	45.72	\$200.04
4204	108-310-140	126.69	28.85	0.00	47.26	\$202.80
588	108-310-150	61.96	14.09	0.00	22.53	\$98.58
4951	108-310-170	124.83	28.37	0.00	45.39	\$198.59
3710	108-310-190	124.83	28.37	0.00	45.39	\$198.59
3712	108-310-210	124.83	28.37	0.00	0.00	\$153.20
4473	108-310-270	61.96	14.09	0.00	22.53	\$98.58
3761	108-310-290	61.96	14.09	0.00	22.53	\$98.58
4313	108-310-340	1,572.71	142.97	0.00	0.00	\$1,715.68
5037	108-320-020	124.83	28.37	0.00	45.39	\$198.59
5037	108-320-030	124.83	28.37	0.00	45.39	\$198.59
7260	108-320-040	125.74	28.58	0.00	45.72	\$200.04
3843	108-320-130	124.83	28.37	0.00	45.39	\$198.59
3850	108-320-250	124.83	28.37	0.00	45.39	\$198.59
5016	108-320-260	124.83	28.37	0.00	45.39	\$198.59
3872	108-320-430	125.74	28.58	0.00	45.72	\$200.04
3887	108-320-480	125.74	28.58	0.00	0.00	\$154.32
3957	20-071-160	0.00	0.00	36.90	37.62	\$74.52
3957	20-071-240	0.00	0.00	36.90	33.78	\$70.68
3957	20-071-280	0.00	0.00	36.90	34.37	\$71.27
3957	20-071-490	0.00	0.00	36.90	33.84	\$70.74
3957	20-520-380	0.00	0.00	34.07	39.85	\$73.92



8. Consideration of declaring two vehicles as surplus and authorize selling the vehicles

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**

---

**9.**

### **MEMORANDUM**

TO: LSCSD Board of Directors

FROM: Debbie Nelle, Senior Accounting Clerk

MEETING DATE: July 18, 2018

RE: Fire Department Personnel Policy Job Descriptions

---

Lake Shastina Personnel Policy job descriptions for the Fire Department have been reviewed by the General Manager, Fire Chief and Senior Accounting Clerk to update these to more accurately reflect Fire Fighter requirements and current laws. The other main update is to change Policy 1610 from EMT Trainer to Volunteer Fire Cadet position.

These have been submitted to the Policy Committee as of 7/13/18 for their review. If there are additional changes recommended, these will be updated for the Board before the July 2018 Board meeting.

**POLICY TITLE:** Job Description – Fire Chief  
**POLICY NUMBER:** 1600 (Revised 7/18/18)

**1600.10 General Job Description:**

Under direction of the General Manager, the Fire Chief is responsible for managing the Volunteer Fire Department for the Lake Shastina Community Services District. The Fire Department may consist of (1) Assistant Chief, Captain(s), Lieutenant(s), Firefighters, Cadet(s) and (1) Chaplain.  
The Fire Chief's primary duties include:

Preparing written and oral reports for and attending the board meetings of the Lake Shastina Community Services District, and such other meetings as the board specifies from time to time, including the local Fire Safe Council.

Supervising firefighters in their tasks of responding to fires and medical emergencies, protecting life and property, maintaining vehicles as well as service logs, operating various communications systems, office dispatching, reception, preparing and writing reports.

Assuring that all required county, state, and federal records and reports are compiled and submitted.

Maintaining cordial relations with all persons entitled to the services of Lake Shastina Fire Department, and attempting to resolve all public and firefighter complaints.

Preparing the budgets and disposition of various grants for the Fire Department.

Representing Lake Shastina Fire Department to all outside fire fighting agencies and coordinating mutual aid and disaster support to the District.

Defining, administering, and maintaining records for a training program for all LSCSD fire fighters.

Defining, administering, and maintaining emergency response plans and procedures for the Lake Shastina Community.

Defining and maintaining a set of Fire Department Regulations and Standards for the conduct of Fire Department activities.

Effectively working as a member of a problem-solving team to resolve, within set time schedules, a variety of tasks in support of the Lake Shastina Community Services District and Board of Directors.

**1600.20 Prerequisite Qualifications:** He/she must possess an associates degree in fire science or a related field, or a bachelors degree from a 4 year university, and/or shall have five (5) years experience in an increasingly responsible fire fighting agency management position, a current Emergency Medical Technician Certificate and CPR Certification, a Hazardous Materials Operational Certification, Confined Space Awareness Certification, Firefighter Survival Certification and a Valid California Class B Commercial drivers license, and be of good moral character.

He/she must have knowledge of public safety administration, fire administration, emergency and disaster preparedness, fire investigation, hazardous materials management, LSCSD local roads and water system, model fire and building codes, and state and local fire codes and regulations.

**1600.25 Additional Desirable Qualifications:** California State Fire Training Instructor series and Certified Instructor.

**1600.30 Salary Range:** The Fire Chief's salary is determined by contract.

**1600.40 Essential Job Physical Demands:** Sitting; standing; stooping; bending; squatting; walking; driving vehicles (cars and fire-fighting equipment); lifting and carrying up to 25 lbs., close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of modern fire apparatus and fire-fighting equipment, medical equipment, telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities. He/she must be capable of passing a fit test on breathalyzer equipment and the Lake Shastina agility test for fire fighters,

**1600.50 Marginal Job Physical Demands:** Occasional running, lifting and carrying up to 100 lbs., climbing ladders, pushing and pulling.

**1600.60 Environmental Demands:**

Outside: Fights fires and performs training exercises out-of-office in a variety of weather conditions including rain and snow and is subjected to conditions of extreme heat. Responds to medical emergencies both indoors and outside.

Inside: Occasional training exercises indoors in temperature-controlled environment.

Fumes/Gases: Exposure to smoke and dust.

Noise/Vibration: Operation of large fire trucks and noise associate with fires.

**1600.70 Mental Requirements:**

Reading: Ability to read manuals and instructions for operation and maintenance of equipment, computer software and hardware, letters, reports, memos, messages, etc.

Writing: Ability to write reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn the latest versions of Microsoft Office Software.

Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn Excel Spreadsheet Software.

Attention to Detail: High level of concentration and attention to detail for extended periods of time.

Repetition: Not a particularly repetitive job.

Judgment: Ability to manage, prioritize work, and make decisions for the operation of the services to the Lake Shastina Community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

Social Skills: Ability to relate cooperatively with members of the public, Directors, and District personnel on a constant and face-to-face basis.

Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.



**POLICY TITLE:** Job Description – Volunteer Fire-Fighter  
**POLICY NUMBER:** 1605 (Revised 7/18/18)

**1605.10 General Job Description:**

Under direction of the Fire Chief, volunteer fire-fighters are responsible for responding to fires and medical emergencies, protecting life and property. Participating in fire prevention programs, defined fire-fighting training program, maintaining fire-fighting equipment and vehicles as well as service logs, operating various communications systems, office dispatching, reception, preparing and writing reports.

Maintaining cordial relations with all persons entitled to the services of Lake Shastina Fire Department, and attempting to resolve all public and fire-fighter complaints.

Effectively working as a member of a problem-solving team to resolve, within set time schedules, a variety of tasks in support of the Lake Shastina Community Services District.

**1605.20 Prerequisite Qualifications:** He/she must be a high school graduate or equivalent, possess a valid California Class C drivers license, and be of good moral character.

He/she must have knowledge of or be able to quickly learn modern fire-fighting methods, equipment operation and maintenance, accepted emergency medical service practices, emergency and disaster preparedness, fire investigation, hazardous materials management, LSCSD local roads and water system, model fire and building codes, and state and local fire codes and regulations.

**1605.25 Additional Desirable Qualifications:** Current Emergency Medical Responder or NREMT-B and CPR Certification are desirable. California Class A or B commercial or Class C with firefighter endorsement drivers license is desirable.

**1605.30 Salary Range:** Volunteer firefighters receive pay only during mutual aid “STRIKE TEAM” assignments or fires that are reimbursed by the CFAA agreement. Firefighters shall be paid at the current applicable payrate signed and agreed upon through the LSCD MOU for strike team assignments for the current fiscal year.

**1605.40 Essential Job Physical Demands:** Sitting; standing; stooping; bending; squatting; walking; driving vehicles (cars and fire-fighting equipment); lifting and carrying up to 25 lbs., close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of modern fire apparatus and fire-fighting equipment, medical equipment, telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities. They must be capable of passing a breathalyzer equipment fit test and the Lake Shastina fire fighters agility test.

**1605.50 Marginal Job Physical Demands:** Occasional running, lifting and carrying up to 100 lbs., climbing ladders, pushing and pulling.

**1605.60 Environmental Demands:**

Outside: Fights fires and performs training exercises out-of-office in a variety of weather conditions including rain and snow and is subjected to conditions of extreme heat. Respond to medical emergencies both indoors and outside.

Inside: Occasional training exercises indoors in temperature-controlled environment.

Fumes/Gases: Exposure to smoke and dust.

Noise/Vibration: Operation of large fire trucks and noise associate with fires.

**1605.70 Mental Requirements:**

- Reading: Ability to read manuals and instructions for operation and maintenance of equipment, computer software and hardware, letters, reports, memos, messages, etc.
- Writing: Ability to write reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn the latest versions of Microsoft Office Software.
- Math: Ability to work with mathematical concepts such as algebra
- Attention to Detail: High level of concentration and attention to detail for extended periods of time.
- Repetition: Not a particularly repetitive job.
- Judgment: Ability to manage, prioritize work, and make decisions for the operation of the services to the Lake Shastina community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals
- Social Skills: Ability to relate cooperatively with members of the Public, Directors, and District Personnel on a constant and face-to-face basis.
- Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.



**POLICY TITLE:** Job Description – Fire Department ~~EMT-Trainer~~ Volunteer Fire Cadet  
**POLICY NUMBER:** 1610 (Revised 7/18/18)

**1610.10 General Job Description:**

Under direction of the Fire Chief, volunteer fire-fighter cadets are responsible for responding to fires and medical emergencies protecting life and property if at the minimum age of 18. Participating in fire prevention programs and the defined fire-fighting training program, maintaining fire-fighting equipment and vehicles as well as service logs, operating various communications systems, office dispatching, reception, preparing and writing reports.

Maintaining cordial relations with all persons entitled to the services of Lake Shastina fire department, and attempting to resolve all public and fire-fighter complaints.

Effectively working as a member of a problem-solving team to resolve, within set time schedules, a variety of tasks in support of the Lake Shastina Community Services District.

**1610.20 Prerequisite Qualifications:** He/she must be of good moral character, at minimum of 17 years of age, possess a valid California Class C drivers license and able to acquire First Responder CPR / First Aid within 6 months of date of hire. Submission of a valid State of California Work Permit if under 18 years of age. In order to participate in CFAA and/or mutual aid strike team assignments he/she must be a minimum of 18 years of age, hold a valid red card and be in good physical health.

He/she must have knowledge of or be able to quickly learn modern fire-fighting methods, equipment operation and maintenance, accepted emergency medical service practices, emergency and disaster preparedness, fire investigation, hazardous materials management, LSCSD local roads and water system, model fire and building codes, and state and local fire codes and regulations.

**1610.25 Additional Desirable Qualifications:** Current Emergency Medical Responder and/or EMT-B and CPR Certification are desirable.

**1610.30 Salary Range:** Volunteer firefighter cadets receive pay only during mutual aid "STRIKE TEAM" assignments or fires that are reimbursed by the CFAA agreement if he/she is at the minimum age of 18. Firefighter cadets shall be paid the current applicable payrate signed and agreed upon through the LSFD MOU for strike team assignments for the current fiscal year.

**1610.40 Essential Job Physical Demands:** Sitting; standing; stooping; bending; squatting; walking; driving vehicles (cars and fire-fighting equipment); lifting and carrying up to 25 lbs., close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of modern fire apparatus and fire-fighting equipment, medical equipment, telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities. He/she must be capable of passing a breathalyzer equipment fit test and the Lake Shastina fire fighters agility test.

**1610.50 Marginal Job Physical Demands:** Occasional running, lifting and carrying up to 100 lbs., climbing ladders, pushing and pulling.

**1610.60 Environmental Demands:**

Outside: Fights fires and performs training exercises out-of-office in a variety of weather conditions including rain and snow and is subjected to conditions of extreme heat. Responds to medical emergencies both indoors and outside.

Inside: Occasional training exercises indoors in temperature-controlled environment.

Fumes/Gases: Exposure to smoke and dust.

Noise/Vibration: Operation of large fire trucks and noise associate with fires.

**1610.70 Mental Requirements:**

Reading: Ability to read manuals and instructions for operation and maintenance of equipment, computer software and hardware, letters, reports, memos, messages, etc.

Writing: Ability to write reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn the latest versions of Microsoft Office Software.

Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn Excel Spreadsheet Software.

Attention to Detail: High level of concentration and attention to detail for extended periods of time.

Repetition: Not a particularly repetitive job.

Judgment: Ability to manage, prioritize work, and make decisions for the operation of the services to the Lake Shastina community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

Social Skills: Ability to relate cooperatively with members of the public, Directors, and District Personnel on a constant and face-to-face basis.

Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.



**POLICY TITLE:** Job Description – Assistant Fire Chief (part-time)  
**POLICY NUMBER:** 1615 (Added 7/20/11, Revised 10/21/15, 7/18/18)

**1615.10 General Job Description:**

Under General Direction of the Fire Chief:

Perform administrative duties regarding general Fire Department activities.

Keep medical supplies and equipment up to date and encourage EMT training for members/volunteers.

Perform administrative duties to insure purchase orders and invoices are processed in a timely manner for vendors.

Perform equipment checks on vehicles, keep an inventory of equipment and supplies.

Order supplies and equipment when authorized by the Chief.

Promote the department and its activities.

Work with the budget documents to keep the Chief informed of budget expenditures, etc.

Coordination and scheduling of training for volunteers in coordination with the Fire Chief.

Supervise Seasonal Firefighters assigned to daily operation or to special contract projects.

Coordinate with fire fighters in their tasks of responding to fires and medical emergencies.

**1615.20 Prerequisite Qualifications:** He/she shall have two (2) years experience in an increasingly responsible fire fighting agency position, a current Emergency Medical First Responder and CPR Certification, a valid California Class B drivers license, and be of good moral character.

He/she must have knowledge of public safety administration, fire administration, emergency and disaster preparedness, fire investigation, hazardous materials management, LSCSD local roads and water system, model fire and building codes, and state and local fire codes and regulations.

**1615.25 Additional Desirable Qualifications:** The ability to use or quickly learn business computer systems, Microsoft Office and other related business and training software.

**1615.30 Salary Range:** Salary Range Scale available at the accounting office.

**1615.40 Essential Job Physical Demands:** Sitting; standing; stooping; bending; squatting; walking; driving vehicles (cars and fire-fighting equipment); lifting and carrying up to 25 lbs., close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of modern fire apparatus and fire-fighting equipment, medical equipment, telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities.

**1615.50 Marginal Job Physical Demands:** Occasional running, lifting and carrying up to 100 lbs., climbing ladders, pushing and pulling.

**1615.60 Environmental Demands:**

Outside: Fights fires and performs training exercises out-of-office in a variety of weather conditions including rain and snow and is subjected to conditions of extreme heat. Responds to medical emergencies both indoors and outside.

- Inside: Occasional training exercises indoors in temperature-controlled environment.
- Fumes/Gases: Exposure to smoke and dust.
- Noise/Vibration: Operation of large fire trucks and noise associated with emergency activity including noise/vibration from equipment such as chainsaws, jaws equipment, sirens and air horns.

**1615.70 Mental Requirements:**

- Reading: Ability to read manuals and instructions for operation and maintenance of equipment, computer software and hardware, letters, reports, memos, messages, etc.
- Writing: Ability to write reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn the latest versions of Microsoft Office Software.
- Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn Excel Spreadsheet Software.
- Attention to Detail: High level of concentration and attention to detail for extended periods of time.
- Repetition: Not a particularly repetitive job.
- Judgment: Ability to manage, prioritize work, and make decisions for the operation of the services to the Lake Shastina community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals
- Social Skills: Ability to relate cooperatively with members of the public, Directors, and District Personnel on a constant and face-to-face basis.
- Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others, take messages and relay them accurately to other persons.



**POLICY TITLE:** Job Description – Extra Help / Seasonal Fire-Fighter  
**POLICY NUMBER:** 1620 (Added 5/15/13, Revised 7/18/18)

**1620.10 General Job Description:**

Under direction of the Fire Chief, Extra Help / Seasonal Fire-Fighters are responsible for responding to fires and medical emergencies, protecting life and property, participating in fire prevention programs and the defined fire-fighting training program, maintaining fire-fighting equipment and vehicles as well as service logs, operating various communications systems, office dispatching, reception, preparing and writing reports. Other non-firefighting duties as assigned.

Maintaining cordial relations with all persons entitled to the services of Lake Shastina Fire Department, and attempting to resolve all public and fire-fighter complaints.

Effectively working as a member of a problem-solving team to resolve, within set time schedules, a variety of tasks in support of the Lake Shastina Community Services District.

**1620.20 Prerequisite Qualifications:** He/she must be a high school graduate or equivalent, possess a valid California Class C drivers license, and be of good moral character. Completion of a certified Firefighter I or volunteer Firefighter I training program or equivalent.

He/she must have knowledge of or be able to quickly learn modern fire-fighting methods, equipment operation and maintenance, accepted emergency medical service practices, emergency and disaster preparedness, fire investigation, hazardous materials management, LSCSD local roads and water system, model fire and building codes, and state and local fire codes and regulations.

**1620.25 Additional Desirable Qualifications:** California Class B drivers license. Current Emergency Medical Technician Certificate and CPR Certification are very desirable. Possession of an S212 certificate. Possession of a class A, B, or C faller certificate. The ability to use or quickly learn business computer systems, Microsoft Office and other related business and training software.

**1620.30 Salary Range:** Salary Range Scale available at the accounting office.

Lake Shastina CSD participates in the statewide Mutual Aid System. When the Lake Shastina Fire-Fighters respond to fire emergencies, Company Officers and Fire-Fighters shall receive the amount agreed to by resolution of the CSD Board of Directors and identified in Policy #1150 "Compensation". (Revised 3/16/11)

**1620.40 Essential Job Physical Demands:** Sitting; standing; stooping; bending; squatting; walking; driving vehicles (cars and fire-fighting equipment); lifting and carrying up to 25 lbs., close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of modern fire apparatus and fire-fighting equipment, medical equipment, telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities. They must be capable of passing a self-contained breathing apparatus equipment fit test and the Lake Shastina fire fighters agility test.

**1620.50 Marginal Job Physical Demands:** Occasional running, lifting and carrying up to 100 lbs., climbing ladders, pushing and pulling.

**1620.60 Environmental Demands:**

Outside: Fights fires and performs training exercises out-of-office in a variety of weather conditions including rain and snow and is subjected to conditions of extreme heat. Respond to medical emergencies both indoors and outside. Operate chainsaws and other hand tools for long hours.

Inside: Occasional training exercises indoors in temperature-controlled environment.

Fumes/Gases: Exposure to smoke and dust.

Noise/Vibration: Operation of large fire trucks and noise associated with fires.

**1620.70 Mental Requirements:**

Reading: Ability to read manuals and instructions for operation and maintenance of equipment, computer software and hardware, letters, reports, memos, messages, etc.

Writing: Ability to write reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn the latest versions of Microsoft Office Software.

Math: Ability to work with mathematical concepts such as algebra.

Attention to Detail: High level of concentration and attention to detail for extended periods of time.

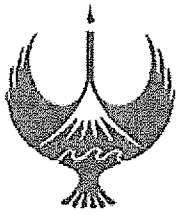
Repetition: Not a particularly repetitive job.

Judgment: Ability to manage, prioritize work, and make decisions for the operation of the services to the Lake Shastina community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, Directors, and District Personnel on a constant and face-to-face basis.

Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others. Ability to communicate all hand signals related to fire ground operations.

\*\*\*\*\*




***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

---

**TO: LSCSD BOARD OF DIRECTORS**

**MEETING DATE: July 18, 2018**

**FROM: Sylvia Charvez, Administrative Assistant** 

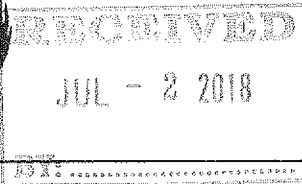
**SUBJECT: Rancho Hills Community Association (RHCA) Election of Directors**

---

Since the District owns a parcel in RHCA (Unit 9-2 Lot 238, APN: 108-200-120), the District has received RHCA's annual ballot for election of Directors.

Options:

- A. The Board may act on voting the ballot.
- B. The Board may authorize the President to sign the RHCA ballot envelope so that it can count for the quorum requirement and take no action on voting the ballot.
- C. Amend or modify one of the options above.



## ***Rancho Hills Community Association***

P.O. Box 276 • Weed, California 96094-0276

Phone 530.938.9569 • rhcamanager@gmail.com

### **NOTICE OF ANNUAL MEETING OF MEMBERS AND THE ELECTION OF DIRECTORS**

The 47th Annual Meeting of the members of the Rancho Hills Community Association will be held at 9:30 AM on Saturday, August 4, 2018, at the Lake Shastina Administration Building, 16320 Everhart Drive, Lake Shastina, Weed, California.

#### **ELECTION OF DIRECTORS**

Up to five (5) directors are to be elected to the Board of Directors at this meeting. Directors serve for one year and may stand for re-election without limits (By-Laws, Section 3.2B,C). Please vote for no more than five (5) directors from the list. Ballot tabulation will be conducted in open meeting on July 17, 2018 and be continued and completed at the annual meeting on August 4, 2018.

#### **VOTING AND QUORUM FOR ELECTION**

The voting power of the Association consists of 587 votes, one for each member. The presence at any meeting of members or ballots for members having 25% of the total eligible votes shall constitute a quorum (By-Laws Section 2.3C as amended 8/5/98). If a meeting cannot be held because a quorum is not present, the meeting may adjourn to a time not less than 48 hours nor more than 30 days from the time the original meeting was called (By-Laws Section 2.3D).

Each lot owner is entitled to one vote for up to five nominees for each lot owned and cumulative voting is not permitted (By-Laws Section 3.2B as Amended 8/5/98). In cases of multiple owners of a lot, only one vote may be cast for each of five nominees, representing the wishes of the majority of the co-owners.

#### **BALLOT INSTRUCTIONS**

The ballot itself is not signed by the voter. After voting, the ballot is inserted into the envelope marked "Secret Ballot Envelope" and is sealed. The Secret Ballot Envelope is placed in the envelope that is addressed to the Inspector of Election of the association. Verify the information on the label for the lot and unit number, the property owner's name, mailing address. Your signature is required for your vote to be counted. Sign and date when indicated, seal the envelope. Ownership involving more than one party requires the signature of only one of the owners.

#### **DO NO MAIL YOUR ASSESSMENT PAYMENT IN ANY OF THE ENVELOPES.**

Payment may not be promptly posted, and late fees could be charged.

RANCHO HILLS COMMUNITY ASSOCIATION  
CANDIDATE STATEMENTS FOR  
2018-2019 BOARD OF DIRECTORS

*This document contains the statements provided by the candidates.*

**Lee Deckard**

Greetings Fellow Rancho Hills Community Association Members,  
Rancho Hills is a great place to own property and have the privilege of being a member of a very high quality Association's Board of Directors. I have served on our Association's Board both as President and Director. The challenges that we have now require the attention of Board members who have had experience not only with this Association but experiences in different venues. I have had experience being the President of two home owner's association and a private startup corporation and I am the current President of Spearpoint Community Association. I ask once again for your trust and your vote to allow me to continue to service on our Association's Board of Directors.

Sincerely,

Lee M. Deckard

Director, Rancho Hills Community Association

**Connie Whitfield**

I am running for the Rancho Hills Board because volunteering to serve my community is rewarding and challenging. Rancho Hills has been my fulltime home since my semi-retirement in 2011. My background is in Accounting and Business Administration. I have served as a board and/or committee member off and on since 2012. In the past year I have been the Secretary/Treasurer.

I believe in addressing issues that affect the safety and value we place in our property as owners. I accept the challenges we face to keep our roads, Marina and other common areas well maintained. I feel that owner participation, whether by voicing concerns, offering suggestions, attending meetings or volunteering for special projects directly benefits the quality of our lives and value of our property.

Please VOTE!

Thank you, Connie Whitfield

**BALLOT**  
**RANCHO HILLS COMMUNITY ASSOCIATION**  
Election of Directors  
Saturday, August 4, 2018 9:30 AM  
Lake Shastina Administration Building  
16320 Everhart Drive, Lake Shastina, Weed, CA

**INSTRUCTIONS:**

On the lower portion cast your vote for up to five (5) candidates by marking the box next to their name. Names are listed in alphabetical order. Fold this ballot and insert in the "Secret Ballot" envelope, and follow the instructions on the Secret Ballot envelope. Do NOT sign your name on this form.

<u>CANDIDATE</u>	<u>FOR</u>	<u>WITHHOLD</u>
Lee Deckard	<input type="radio"/>	<input type="radio"/>
Connie Whitfield	<input type="radio"/>	<input type="radio"/>
#3	<input type="radio"/>	<input type="radio"/>
#4	<input type="radio"/>	<input type="radio"/>
#5	<input type="radio"/>	<input type="radio"/>
Write in Candidate:		
_____	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>

RANCHO HILLS COMMUNITY ASSOCIATION 2018 DIRECTORS BALLOT

**Association Member Information**

- 92238
- Lake Shastina Community Services District
- 16320 Everhart Dr
- WEED, CA 96094-9400
- 

I authorize the Inspector of Election to record my ballot and to count my ballot for the quorum requirements at the 2018 annual meeting.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature required for vote to be counted.