



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

SPECIAL MEETING

Monday, November 19, 2018, 1:00 p.m.

Administration Building

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

CALL TO ORDER:

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 October 17, 2018
- B. Ratification of Disbursements: October 1 through October 31, 2018
- C. Budget Comparison: YTD FY 2018/19
- D. LAIF Quarterly Report

DEPARTMENT REPORTS / UPDATES: NO ACTION ITEMS:

2. Fire Department Monthly Report (FC Pappas)
3. Police Department Monthly Report (PC Wilson)
4. Sewer Department Monthly Report (PWS Moser)
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. Consideration of contract with SHN Engineers & Geologists for oversight of Water Supply Well Installation and Water Supply Permitting, LSCSD Water System #CA4710013 (GM Wilson)
8. Consideration of amendments to FY 2018/19 Operating Budget (SAC Nelle)
9. Consideration of authorizing staff to conduct a recruitment process and hire seasonal firefighters for hazardous fuel abatement projects (FC Pappas)
10. Consideration of selling surplus vehicle (PWS Moser)
11. Discussion regarding Lake Shastina Bible Church Property (5826 Jackson Ranch Road) being annexed into the District's Boundary (Pres. Cupp)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

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

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION:

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

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



1A

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, October 17, 2018, 1:00 p.m.
Administration Building
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 1:00 p.m.

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

Also present: GM Wilson, PWS Moser, SAC Nelle and AA Charvez.

There were approximately 21 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: Comments received.

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

1. A. Approval of Minutes: Regular Meeting September 19, 2018
- B. Ratification of Disbursements: September 1 through September 30, 2018
- C. Budget Comparison / Variance Report: YTD 2018/19
- D. Accounts Receivables Aging Analysis: FY 2018/19

Motion by Dir. Thompson second Dir. MacIntosh to approve Consent Calendar.

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

Noes: None

Absent: None

DEPARTMENT REPORTS

2. Fire Department Monthly Report: GM Wilson reported.
3. Police Department Monthly Report: GM/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: Committee plans to meet in October.
 - B. Fire Department Advisory Committee: Committee plans to meet early November.
 - C. Police Department Advisory Committee: Committee plans to meet early November.
 - D. Policy Committee: Nothing to report. Committee plans to meet in October.
 - E. Sewer and Water Systems Oversight Committee: Committee plans to meet in October.

DISCUSSION / REPORTS: ACTION ITEMS:

7. Wastewater Improvement Project: CEQA Document - Draft Initial Study/Mitigated Negative Declaration (Draft- IS/MND): GM Wilson and Mark Chaney with SHN reported.
 - A. Public Hearing to receive final comments of Draft IS/MND: Pres. Cupp opened the Public Hearing at 2:27 p.m. Comments were received from the audience. Pres. Cupp closed the Public Hearing at 2:34 p.m. The Board discussed.
 - B. Consideration of approval of Draft IS/MND (Approval by Resolution): Dir. Mitchell read title and resolve/decision section of proposed resolution.

Motion by Dir. Mitchell second Dir. Thompson to adopt Resolution 6-18 certifying compliance with CEQA and adopting the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program for the Wastewater Improvement SWRCB Project No. C-06-8303-110, State Clearinghouse No. 2018082022, as presented.

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

Noes: None

Absent: None

8. Consideration of proposals received from the Request for Proposals (RFP) for Well Drilling Services for New Water Well No. 10: GM Wilson reported that PWS Moser negotiated the low bidder to reduce bid amount to \$115,655. The Board discussed. Staff to research CEQA requirements.

Motion by Dir. Thompson second Dir. Lewis to award the Well Drilling Services for New Water Well No. 10 project to Well Industries Inc. per negotiated amount of \$115,655.

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

Noes: None

Absent: None

9. Consideration of setting date and time for Holiday Tree Lighting Event: GM Wilson reported. The Board discussed.

Motion by Dir. Lewis second Dir. MacIntosh to set December 7, 2018 for the Holiday Tree Lighting Event.

Ayes: Directors Cupp, Lewis, MacIntosh, Mitchell and Thompson
Noes: None
Absent: None

10. Consideration of setting date and time for a Special Meeting in December 2018 to replace the Regular Board Meeting scheduled for December 19, 2018: GM Wilson reported. The Board discussed. No action taken.

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres Cupp adjourned to Closed Session at 3:17 p.m.

CLOSED SESSION: 3:20 p.m.

Also present: GM Wilson for a portion of Closed Session.

- A. Conference with Legal Counsel – Significant Exposure to Litigation (Gov. Code Section 54956.9(b). Number of Cases: 1.
- B. Personnel (Gov. Code Section 54957) Consider Public Employee Performance Evaluation: General Manager
- C. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code Section 54957.6 Agency Negotiators: Mike Wilson, General Manager; Employee Organization: Teamsters Local 137

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

RETURN TO OPEN SESSION: 4:12 p.m.

Also present: GM Wilson, PWS Moser and SAC Nelle.

There were 6 people in the audience.

REPORT ON CLOSED SESSION: Pres. Cupp reported:

- A. No action taken.
- B. Dirs. Mitchell and Thompson were appointed as a committee for this item.
- C. To be addressed in Item 11.

DISCUSSION / REPORTS: ACTION ITEMS:

11. Consideration of LOU related to Article 11 Exhibit A of MOU between LSCSD and General Teamsters 137: GM Wilson reported.

Motion by Dir. Thompson second Dir. Lewis to approve LOU related to Article 11 Exhibit A of MOU, as presented.

Ayes: Directors Cupp, Lewis, MacIntosh, Mitchell and Thompson
Noes: None
Absent: None

12. Personnel Policy: proposed changes to Police Officer job description: GM Wilson reported. The Board discussed.

Motion by Dir. Lewis second Dir. Thompson to approve changes to Police Officer Job Description Policy Number 1510.

Ayes: Directors Cupp, Lewis, MacIntosh, Mitchell and Thompson
Noes: None
Absent: None

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 4:18 p.m.

The November LSCSD Regular Board Meeting was cancelled; in its place, a Special Meeting is set for Monday, November 19, 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 October 1 thru October 31, 2018 for a total of: " **\$ 177,929.98**

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

Submitted for October 2018	\$ 177,929.98
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Expenses - Regular Checks SVB Account	\$ 106,754.54
Expenses - Payroll & Liability Checks SVB Account	\$ 71,175.44
<u>Subtotal</u>	<u>\$ 177,929.98</u>
<u>Total CSD Expenses</u>	<u>\$ 177,929.98</u>

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
10/1/2018	JE #73674	Bank Service Charge - Sep Cash Handling Fee	2.93	2.93		2.93					
10/4/2018	774	First Ntl Bank-WB	180.12	180.12					156.02	24.10	
10/4/2018	775	First Ntl Bank-MW	602.90	602.90					332.90	270.00	
10/4/2018	776	First Ntl Bank-SP	1,048.42	1,048.42							1,048.42
10/4/2018	778	First Ntl Bank-DN	409.32	409.32		309.75	4.00	4.00	20.00	67.57	4.00
10/4/2018	779	Pacific Power	4,815.08	4,815.08			900.50	3,398.54	251.37		264.67
10/4/2018	22840	Gabriel Garcia	200.00	200.00							200.00
10/4/2018	22841	Kellie Power	530.00	530.00		400.00			65.00		65.00
10/4/2018	22842	Talon Baldwin	464.65	464.65							464.65
10/9/2018	780	Utility Telephone	546.01	546.01		327.60			163.80		54.61
10/10/2018	782	Pitney Bowes	500.00	500.00		500.00					
10/11/2018	22843	Payroll Checks (Live Checks)	1,637.09		1,637.09		1,637.09				
10/11/2018	503718	EDD EFT	1,031.05		1,031.05	381.36	303.66		226.51	73.13	46.39
10/11/2018	503719	EFTPS EFT	5,005.82		5,005.82	1,242.58	987.95		2,022.42	421.73	331.14
10/11/2018	503720	American Funds EFT	438.94		438.94				404.63	34.31	
10/11/2018	503721	CalPERS Classic EFT	1,863.37		1,863.37	951.18	912.19				
10/11/2018	503722	CalPERS PEPRA EFT	616.46		616.46	456.85	159.61				
10/11/2018	503723	CalPERS 457 EFT	1,111.42		1,111.42	655.00	243.62		135.79	77.01	
10/11/2018	503724	SVB EFT - Payroll Checks (Direct Deposits)	24125.14		24125.14	7,730.20	4,658.36		7,672.14	2,164.77	1,899.67
10/18/2018	22696	Void Ck Lost & Reissued - The Counseling Tea	(199.00)	(199.00)					(199.00)		
10/18/2018	781	AT&T	73.27	73.27			36.63	36.64			
10/18/2018	783	US Bank Equipment Finance	205.93	205.93					205.93		
10/18/2018	784	Verizon Wireless	255.72	255.72					170.48	42.62	42.62
10/18/2018	785	Verizon Wireless	181.26	181.26							181.26
10/18/2018	786	First Ntl Bank-RM	3,340.21	3,340.21			1,670.10	1,670.11			
10/18/2018	788	CalPERS Financial	300.00	300.00					240.00	60.00	
10/18/2018	22844	Alanna DeBon	255.57	255.57		221.23	12.21	12.21	9.92		
10/18/2018	22845	Basic Lab	815.00	815.00				815.00			
10/18/2018	22846	Buds Police Supply	1,070.00	1,070.00					1,070.00		
10/18/2018	22847	Cal Ore Telephone	299.00	299.00		192.21			85.43		21.36
10/18/2018	22848	Capital Research & Management	9.81	9.81			0.70	0.70	8.41		
10/18/2018	22849	Carol Cupp	53.41	53.41		53.41					
10/18/2018	22850	City National Bank	30,512.72	30,512.72			30,512.72				
10/18/2018	22851	Consolidated Electrical Dist.	210.21	210.21				210.21			
10/18/2018	22852	Debbie Nelle	204.10	204.10		204.10					
10/18/2018	22853	Don R. Erickson Oil	2,081.57	2,081.57		275.61	313.46	313.46	743.23	199.28	236.53
10/18/2018	22854	Dooley Enterprises Inc.	452.00	452.00					452.00		
10/18/2018	22855	Ferguson Waterworks	59.24	59.24				59.24			
10/18/2018	22856	Gold Nugget Printing	552.05	552.05							552.05
10/18/2018	22857	Harvest Printing	558.77	558.77		558.77					
10/18/2018	22858	Kenneth Fickett	235.95	235.95			117.97	117.98			
10/18/2018	22859	Lake Shastina Golf Resort	30.79	30.79							30.79
10/18/2018	22860	LSCSD Utilities	424.91	424.91		255.12			76.65		93.14

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
10/18/2018	22861	Michael Wilson	49.43	49.43		49.43					
10/18/2018	22862	Morgan Barr	37.34	37.34						37.34	
10/18/2018	22863	Mtn. Air Heating, Cooling	266.26	266.26			133.13	133.13			
10/18/2018	22864	Munson Pump Services	3,275.60	3,275.60			3,275.60				
10/18/2018	22865	N.C.G.T. Security Fund	18,118.00	18,118.00		5,239.00	2,634.00	2,634.00	4,347.00	1,632.00	1,632.00
10/18/2018	22866	Nick Grafton	25.82	25.82							25.82
10/18/2018	22867	Paula Mitchell	29.48	29.48		29.48					
10/18/2018	22868	Petty Cash	102.77	102.77		21.64	9.72	9.72	61.69		
10/18/2018	22869	Prentice, Long & Epperson	2,520.00	2,520.00		1,697.50					822.50
10/18/2018	22870	Quill Corp	319.37	319.37		225.44	1.50	1.50	16.35		74.58
10/18/2018	22871	Robert Moser	660.84	660.84			333.42	327.42			
10/18/2018	22872	Rusty Owens	21.60	21.60					21.60		
10/18/2018	22873	Shasta Auto Supply	362.27	362.27							362.27
10/18/2018	22874	Shasta Forest Products	24.79	24.79				24.79			
10/18/2018	22875	SHN Consulting Engineers	2,092.20	2,092.20				2,092.20			
10/18/2018	22876	Siskiyou Co. Fire Chief Association	50.00	50.00							50.00
10/18/2018	22877	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
10/18/2018	22878	Skinner's Roadside Truck Repair	2,097.64	2,097.64							2,097.64
10/18/2018	22879	Solano's Inc	396.13	396.13			79.23	28.98			287.92
10/18/2018	22880	The Counseling Team	199.00	199.00					199.00		
10/18/2018	22881	The Sign Dude	3,865.59	3,865.59							3,865.59
10/18/2018	22882	Tim Louie Construction	10,004.10	10,004.10			10,004.10				
10/18/2018	22883	US Postal Services	790.07	790.07		790.07					
10/18/2018	22884	USA Blue Book	2,082.02	2,082.02			1,686.69	395.33			
10/18/2018	22885	Valley Industrial Comm.	4,823.51	4,823.51					4,823.51		
10/18/2018	22886	Wal-Mart	103.77	103.77			51.88	51.89			
10/18/2018	22887	Western Business Products	121.08	121.08		121.08					
10/18/2018	22888	Woods Pest Control	164.00	164.00		82.00			41.00		41.00
10/18/2018	22889	World Telecom & Surveillance	2,509.94	2,509.94			1,254.97	1,254.97			
10/22/2018	JE #73675	Bank Service Charge - Online Stop Pymt Fee	25.00	25.00					25.00		
10/25/2018	22890	Payroll Checks (Live Checks)	1,492.39		1,492.39		1,492.39				
10/25/2018	22891	Union Dues	688.96		688.96	229.00	217.00		189.72	53.24	
10/25/2018	503740	EDD EFT	985.73		985.73	342.80	282.26		238.71	75.57	46.39
10/25/2018	503741	EFTPS EFT	4,828.85		4,828.85	1,174.12	910.96		1,979.33	433.30	331.14
10/25/2018	503742	American Funds EFT	437.48		437.48				349.27	88.21	
10/25/2018	503743	CalPERS Classic EFT	1,863.37		1,863.37	951.18	912.19				
10/25/2018	503744	CalPERS PEPRA EFT	616.46		616.46	456.85	159.61				
10/25/2018	503745	Afiac EFT	234.00		234.00	93.78	79.56		60.66		
10/25/2018	503746	CalPERS 457 EFT	1,112.81		1,112.81	655.00	243.62		135.79	78.40	
10/25/2018	503747	SVB EFT - Payroll Checks (Direct Deposits)	23,086.10		23,086.10	7,380.94	4,433.60		7,172.63	2,199.26	1,899.67
10/29/2018	JE #73676	Returned Item Charge	10.00	10.00		10.00					
10/31/2018	JE #73677	ACH Returned Item Charge	4.00	4.00		4.00					
10/31/2018	JE #73677	Bank Service Charge - Online ACH Item Fee	71.00	71.00		71.00					
			177,929.98	106,754.54	71,175.44	34,427.21	70,708.70	13,634.52	34,014.89	8,031.84	17,112.82

Item 1.C

1.C. Budget Comparison: FY 2018/19 YTD

There was no document available for packet delivery.

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

QUARTERLY REPORT TO THE BOARD

Prepared 11/15/2018

July 2018 - September 2018

LAIF ACCOUNT

Fund Balance Acct # 0015

Interest Effective 9/30/2018	Interest total 9,212.64	Current Rate 2.160%
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	Balance 9/30/18 (after transaction activity)	Calculation of Interest (% of total)	Interest Earned on 9/30/18	Ending Balance at 9/30/18
10 General	25,715.24	1.576%	145.20	25,860.44
15 Sewer	271,332.74	16.630%	1,532.10	272,864.84
20 Water	964,830.29	59.136%	5,447.97	970,278.26
25 Police	304,830.43	18.683%	1,721.24	306,551.67
30 Fire	64,840.72	3.974%	366.13	65,206.85
26 COPS	-	0.000%	-	-
	1,631,549.42	100.000%	9,212.64	1,640,762.06

Transaction activity: July 2018

Board Resolution 3-15 on 4/15/2015 for \$500,000 owed from General Fund to Water Fund for Clinic building, transfer was made in LAIF for payment of \$11,000 which includes interest posted quarterly. July 2018 payment posted on 7/15/2018. Amounts and ending balance shown below:

	Beginning Balance 7/1/18	Interfund LAIF transfer posted 7/15/18	Balance after transfers 7/31/18	% of total
10 General	136,715.24	(11,000.00)	125,715.24	7.260%
15 Sewer	271,332.74		271,332.74	15.670%
20 Water	953,830.29	11,000.00	964,830.29	55.721%
25 Police	304,830.43		304,830.43	17.604%
30 Fire	64,840.72	-	64,840.72	3.745%
26 COPS	-	-	-	0.000%
	1,731,549.42	-	1,731,549.42	100.000%

Transaction activity: August 2018

GM transferred \$100,000 from LAIF to LSCSD Mechanics Bank checking account on 8/29/18 which was ratified by the Board on 9/19/18. Amounts and ending balance shown below:

	Beginning Balance 8/1/18	Transfer from LAIF posted on 8/29/18	Balance after transfer on 8/31/18	% of total
10 General	125,715.24	(100,000.00)	25,715.24	1.576%
15 Sewer	271,332.74		271,332.74	16.630%
20 Water	964,830.29		964,830.29	59.136%
25 Police	304,830.43		304,830.43	18.683%
30 Fire	64,840.72		64,840.72	3.974%
26 COPS	-		-	0.000%
	1,731,549.42	-	1,631,549.42	100.000%

Transaction activity: September 2018

No Activity



Item 2

Lake Shastina Fire Department

16309 Everhart Drive

Weed CA 96094

For the Month of October Lake Shastina Fire Department responded to a total of 23 calls. These calls included:

- 13 Medical Aids
- 1 Traffic Collision (extrication of multiple patients)
- 6 Public Assists
- 1 Vehicle Fire
- 2 Structure Fires

Notable calls for the Month of December:

On October 12th LSFD responded to a Traffic Collision on Big Springs RD. Upon arrival fire crews noticed 2 vehicles that had been in a head on collision. Lake Shastina Fire fighters used the jaws of life to extricate two patients from a hybrid sedan. 3 patients were transported to the hospital by ambulance with moderate injuries.

On October 27th LSFD was dispatched to a man down in the 5900 block of Palmer Dr. Upon arrival fire crews found a man passed out half way up Zen Mt. Lake Shastina firefighters packaged the patient into a stokes basket and utilized rope rescue techniques to safely get him down to the road. The patient was transported by ambulance to the hospital.

LSFD News:

Thanks to the hazardous fuel ordinance property clearing has begun. Approximately 20 citations have been issued to property owners. Some owners had an immediate response and nearly 5 of these lots are already near full compliance. More citations and 10 more lots are scheduled to be cleared in the coming week pending the return of our out of county strike team.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: November 19, 2018

FROM: Mike Wilson, Police Chief / General Manager

SUBJECT: Police Monthly Board Report

POLICE ACTIVITY:

CRIMINAL CALLS:

SUSPICIOUS CIRC – 1	SUSPICIOUS VEHICLE – 1	SUSPICIOUS PERSON – 4
DOMESTIC DISTURB – 4	TRESPASS – 1	RESTRAIN ORDER VIOL – 1
LOUD NOISE – 1	WARRANT ARR I.S. MIS – 1	SEARCH WARRANT – 1
FRESH ARREST MIS – 2	PROBATION SEARCH – 1	FRESH ARREST FEL – 2
HUNTING – 4	VANDALISM – 1	THEFT – 1
FIR – 2		

ASSIST OTHER AGENCIES:

SCSO – 8	CHP – 1	REDDING PD – 1
LSPOA – 1	SCDA – 1	SUMIT – 1

NON-CRIMIAL CALLS:

DECEASED PERSON – 1	ASSIST CITIZEN – 5	PATROL REQUEST – 1
PATROL CHECK – 17	MEDICAL AID – 5	INFO TO CITIZEN – 3
HOUSE WATCH – 6	CASE FU – 2	WELFARE CHECK – 3
PROPERTY RETURN – 1	CIVIL ISSUE – 3	CIVIL STAND BY – 1
ALARM – 3	SEARCH WARRANT – 1	OTHER – 2
COMMUNITY SERVICE – 1	SCHOOL PATROL – 1	TRAINING – 2

TRAFFIC RELATED:

TRAFFIC WARNINGS – 15	TRAFFIC CITATIONS – 6	TRAFFIC COMPLAINT – 1
PARKING CITE – 2	VIN VERIFICATIONS – 3	VEHICLE TOW – 2
TRAFFIC PATROL – 10	VEHICLE MAINTENANCE – 1	VEHICLE LOCKOUT – 2

ANIMAL RELATED:

DOGS AT LARGE – 7	LOST DOG – 2	ANIMAL ABUSE – 1
DOG REGISTRATION – 3	LOST CAT – 2	

ARRESTS:

10/04/2018 – Garret Williams was arrested for felony dangerous weapons possession.

On 10/18/2018 – Adam Marasco was arrested for misdemeanor warrant out of Siskiyou County.

On 10/20/2018 – A case against Mercedes Harris has been filed with the Siskiyou County District Attorney's Office for felony inflicting Corporal Injury to a Spouse.

On 10/23/2018 – Adam Marasco was arrested for misdemeanor violation of a Restraining Order.

On 10/27/2018 – Bret Toms was cited for misdemeanor Vandalism.

On 10/27/2018 – A Juvenile was cited for misdemeanor Vandalism.

The case on the 27th was related to vandalism at Hoy Park and Yreka High School.

On 10/26/2018, at approximately 7:02 am, the Lake Shastina Police Department as a participating agency of the Siskiyou Unified Major Investigations Team (SUMIT), conducted a Search Warrant at 16717 Doe Way in Lake Shastina. Present were members of the SUMIT Task Force, the Lake Shastina Police Department and the California Highway Patrol.

During the service of the search warrant, agents located a total of 16,277 rounds of ammunition (including 1,098 .223 caliber armor piecing rounds), 9 high capacity (30 round) AR-15 magazines, 16 firearms (including 2 unregistered AR-15 style assault weapons), 421.4 grams net weight of suspected cannabis oil, 498.4 grams net weight of kief, 214.4 grams net weight of pressed cannabis, 2.20 pounds gross suspected cannabis infused butter, 8.36 pounds of cannabis infused rice crispy treat style edibles, .99 pounds gross weight of cannabis bud, 5.97 pounds gross weight of cannabis shake, two live marijuana plants with a combined net weight of 35.15 pounds, 69.19 pounds of unprocessed marijuana, butane hash oil lab equipment, packaging, cannabis strain labels, a scale, paraphernalia, pay-owe sheets, multiple boxes containing hundreds of new and unopened vaporizer pen (vape pen) products (pens, cartridges, chargers), and \$23,816 U.S. currency.

The butane hash oil lab equipment was in the garage adjacent to the children's play/homeschool room in the downstairs area of the residence. It should be noted that 11.79 pounds net weight unprocessed marijuana, 5 jars of cannabis extract, 1 jar of suspected cannabis infused butter, 3 bags of marijuana shake, and 5 bags of cannabis infused edibles were found located within reach of children present within the home.

Steven Robert MORRILL (DOB 03/17/1987) and Crystal Jean MORRILL (DOB 02/18/1991) were located at the residence and arrested. There were three children located at the residence who were later turned over to CPS.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: November 19, 2018
Subject: Board Report – October 2018 (Sewer)

The Lake Shastina Public Works Department (PW) conducted approximately 235 station checks and daily sewer pond readings and reporting for the month.

Cleaned the remaining tulies from the ponds.

Cleaned the sump at B-120 that is located on Fairway Dr.

Repaired a railing on pond #4 dock at the sewer plant.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: November 19, 2018
Subject: Board Report – October 2018 (Water)

The Lake Shastina Public Works Department (PW) conducted approximately 45 booster station checks and 45 well checks for the month, along with our monthly testing of the system.

Several water shutoffs due to winterizing customers home for the winter.

Continue to work on the SCADA system. We are almost complete with battery back up and final wiring for the system. Still working on a few technical bugs in the system with XIO.

Air Release flushing was completed over the past couple of months. Along with we have started flushing some hydrants as well. This is a function that we perform every year.

Started changing some of our older water meters out. We have been working on this program for several years and will continue as needed.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

MINUTES

Budget/Finance Committee Meeting

Tuesday, May 29, 2018 – 10:00 a.m.

Administration Building

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

CALL TO ORDER: 10:20 a.m.

Budget Committee Roll Call:

Director MacIntosh ✓ Director Mitchell ✓

Ex-Officio Member GM Wilson ✓

Staff: SAC Nelle ✓ AP/PC DeBon ✓ PWS Moser ✓ FC Pappas ✓

There were two people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: None

COMMITTEE MEMBER COMMENTS: None

BUSINESS ITEM:

1. Approval of Minutes: May 15, 2018: Approved.
2. Quarterly review of FY 2017/18 Budget: Reviewed.
3. Review of Draft FY 2018/19 Budget: Reviewed. Committee draft ready for Board consideration.
4. Set next committee meeting date and time: No future meeting date set.

ADJOURN: 11:42 a.m.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

MINUTES

Police Advisory Standing Committee Meeting

Thursday, April 12, 2018 – 3:00 p.m.

Administration Building

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

Call to Order: 3:00 p.m.

Committee members present: Dir. Carol Cupp (for a portion of the meeting), Police Chief Mike Wilson, Dwayne Chandler, Karla Chandler, Lorene Miller, SAC Nelle

Public present in the audience: Stan Beck

Pledge of Allegiance: Yes

Public Comments: Stan Beck inquired about budget issues including the revised allocation of District administrative expenses to all departments, and requested information on the number of court cases.

Committee Member Comments: Lorene Miller inquired about marijuana issues, tabled at the prior meeting awaiting upcoming information. The subject remains tabled awaiting information.

Business Items:

1. **Approval of Minutes - Meeting of January 11, 2018:** Approved.
2. **Proposed Budget Items FY 2018/2019**
 - A. Chief Wilson reports that a police vehicle replacement can be accomplished by utilizing the COPS grant overage instead of expending the required \$34,000 to \$38,000 from budget reserves. All patrol vehicle features would be included in the stated price.
 - B. Chief Wilson reports that the windows and other long-overdue building repairs and improvements must be performed by contractors who possess special licensing to work on government buildings, and that he is conducting a search for such contractors.
 - C. Chief Wilson reports that certain of the department's firearms are suffering from wear and tear which takes place even when the firearms are not in use. A specialist should be located.
3. **Animal Control Ordinance:** The draft animal control ordinance is in the hands of the District's attorney for review.
4. **Discuss Current Budget Flow / Expenses:** SAC Nelle indicates the department's budget is on positive ground at this point in time. Budget adjustments need to be made for certain one-time purchases relative to the new hires. She indicates possibly the sum of \$100,000 was transferred to reserves recently, but did not have the figure available. She suggested we check with her after the meeting. Chief Wilson predicts that the LSPD budget including Measure B revenue may be more favorable than the 10-year projection due to certain positive factors.
5. **Future Regulatory Requirements:** New regulations for reporting racial and gender statistics to the State of California will affect LSPD beginning in 2022. Larger departments will have this reporting requirement earlier. There may be software or other costs associated with this requirement.
6. **Discuss Future Meeting Date:** Next meeting date to be determined

Update to Minutes: Later communication with SAC Nelle as follows:

\$80,000 was transferred into LAIF savings/reserves for current fiscal year

\$70,000 was transferred into LAIF savings/reserves for prior fiscal year

Mission of Committee:

Examine and evaluate details regarding fiscally prudent priorities and goals related to salaries, staff, equipment, overhead expenses, and reserve fund. Assess Measure B funds, and the police budget in general, relative to the 10-year projection prepared by CSD Accounting Staff.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: November 19, 2018

FROM: Mike Wilson, General Manager

SUBJECT: Consideration of contract with SHN Engineers and Geologists for oversight of Water Supply Well Installation and Water Supply Permitting, LSCSD Water System CA47100113

BACKGROUND:

LSCSD plans to install a backup water supply well (Well No. 10) in case of emergency and has recently approved a contract with a well drilling contractor. SHN Engineers and Geologists provided a thorough and detailed Technical Memorandum from Robert Hess, a certified State of California Professional Geologist #7403 supporting the location site of Well No. 10.

SUMMARY:

In order to provide continuity and consistency of oversight of this project, the District General Manager would like to enlist the assistance of SHN Engineers and Geologists for oversight of Water Supply Well Installation and Water Supply Permitting.

The time and expenses not-to-exceed estimate for SHN to provide the required professional services is \$16,517.00.

RECOMMENDATION:

By motion, authorize the GM to enter into an agreement with SHN Engineers and Geologists for oversight of Water Supply Well No. 10 Installation and Water Supply Permitting. With said agreement, SHN will provide the following services:

- provide oversight for all aspects of the well drilling, well construction, and well development,
- prepare the permitting documents for the DDW drinking water permit amendment.

ATTACHMENTS:

Letter from SHN related to the project.



803 Main St., Ste. 401, Klamath Falls, OR 97601 541-827-7855

Civil Engineering, Environmental Services, Geosciences, Planning & Permitting, Surveying

Reference: _____

October 23, 2018

Mr. Michael Wilson
General Manager
Lake Shastina Community Services District
16309 Everhart Drive
Weed, CA 96094

Subject: Scope and Cost Estimate for Oversight of Water Supply Well Installation and Water Supply Permitting, Lake Shastina Community Services District, Siskiyou County, California- Water System # CA4710013

Dear Mr. Wilson:

Thank you for asking SHN Consulting Engineers & Geologists, Inc. to provide this scope and cost estimate to the Lake Shastina Community Services District (LSCSD) for engineering services.

Background

LSCSD plans to install a backup water supply well (Well No. 10) in case of emergency and has recently approved a contract with a well drilling contractor.

SHN will provide the following services:

- provide oversight for all aspects of the well drilling, well construction, and well development,
- prepare the permitting documents for the DDW drinking water permit amendment

Scope of Work

Task 1. Well Installation Oversight

SHN will oversee the installation of the new water supply wells by the selected well drilling contractor. Oversight costs are based on the drilling and installation of one 230-foot-deep well. SHN will supervise the drilling and construction of the well at the location selected by LSCSD.

No sooner than 72 hours after the placement of the sanitary seal, SHN will provide oversight and documentation during the development of the well. The well will be developed to ensure proper hydraulic connection with the aquifer. The removal of material (fines) associated with drilling operations and consolidation of the sand pack around the well screen interval will improve uniform inflow. Development activities will be conducted by the selected drilling subcontractor. Methods for development may include purging, air lifting, or mechanical surging.

Mr. Michael Wilson

Subject Line Well 10 Installation Oversight Proposal

October 23, 2018

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Task 2. Drinking Water Permit Amendment

This task involves the preparation of one report which will include:

- A summary of the well drilling and construction
- A summary of the well development
- Tabulate water quality analysis and recommendations for a treatment system (if needed)
- Water System Permit Amendment

The report will be submitted to the California Division of Drinking Water (DDW) and LSCSD.

Assumptions

This cost estimate assumes the following:

- LSCSD will clear and grade the well locations as needed to allow access for the drilling equipment.
- LSCSD will select a drilling contractor and contract directly with them
- LSCSD will provide a containment basin for water generated during drilling and development. The basin should be of adequate size such that no water is discharged to a surface water body.
- LSCSD will collect samples for water quality analysis and submit for laboratory analysis.
- LSCSD will be responsible for laboratory analysis fee.
- SHN will be responsible for payment of the DDW Water System Permit Amendment fee.

Cost Estimate and Schedule

The time and expenses not to exceed estimate for SHN to provide the required professional services is \$16,517.00

SHN will initiate project activities after receipt of a signed contract and in conjunction with the driller's scheduled activities. It is our understanding that drilling will take place in December 2018.

Thank you for this opportunity to continue to provide engineering services to LSCSD. SHN believes that the estimated cost is reasonable and that the outlined services will be cost effective. SHN is committed to our ongoing partnership with LSCSD to ensure high quality, cost effective engineering services.

Please call me at 541-827-7855 or email me at arasmussen@shn-engr.com if you have any questions or require additional clarification regarding this scope and cost estimate. Please let me know that this is acceptable, and I will prepare a contract for your approval and signature.

Mr. Michael Wilson

Subject Line Well 10 Installation Oversight Proposal

October 23, 2018

Page 3

Sincerely,

SHN Engineers & Geologists



Anders H. Rasmussen, PE

Senior Civil Engineer

AHR:ahr

c: Robert Moser, LSCSD



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

8.

STAFF REPORT MEMO

To: LSCSD Board of Directors

From: Debbie Nelle, Senior Accounting Clerk

Meeting Date: November 19, 2018

Re: Quarterly Budget Amendment Recommendations

After review of the year to date LSCSD Budget, the Finance Committee, staff and department heads are recommending the following changes to the various budgets for Fiscal Year 2018/2019. The proposed amendments are highlighted in yellow on the Proposed Budget report.

General Fund

- Admin Overhead Allocation is adjusted to account for the expenditures over the revenues in the General Fund. This overhead is spread to all other CSD Departments per time tracking for a full 6 months. The new percentages are at 27% Sewer, 28% Water, 23% Police, and 22% Fire. All Admin staff will continue to track their time. We will evaluate again after 9 months and again at 12 months.
- New GL to separate IT Contract Services and Cloud Server as approved by the Board in August.
- Contract Services lowered to reclass IT costs already expensed year to date to the new GL for IT Contract Services.
- Dues and Subscription increased with higher invoice from CSDA this year.
- Materials/Supplies/Small Tools increased due to failure of server battery backup in July unexpected expense.
- Election was not needed this year, so GL lowered to zero.
- Travel & Training and Meals both increased to meet goals of management to provide better training and succession planning for staff.

Sewer Department

- Waste Water Planning Grant added back in for remaining amounts not completed in 17/18 Fiscal Year for both Revenues and Expenses.
- Admin Overhead Allocation new percentage (27%) per General Fund expenditures.
- New GL to separate IT Contract Services and Cloud Server as approved by the Board in August.
- Contract Services lowered and added to Travel & Training and Meals expenses.
- Advertising added for vacant positions in Public Works.
- Insurance is slightly increased closer to actual costs.
- Repair & Maintenance lowered and added to Travel & Training and Meals expenses.
- New GL for Utilities – Internet for install of DSL to accommodate SCADA and new server access.
- New GL for Pension Plan Fees to separate these from Licenses, Permits & Fees GL
- Travel & Training and Meals both increased to meet goals of management to provide better training and succession planning for staff.

Water Department

- Admin Overhead Allocation new percentage (28%) per General Fund expenditures.
- New GL to separate IT Contract Services and Cloud Server as approved by the Board in August.
- Contract Services lowered and added to Travel & Training and Meals expenses.
- Advertising added for vacant positions in Public Works.
- Insurance is increased closer to actual costs.
- Repair & Maintenance lowered and added to Travel & Training and Meals expenses.
- New GL for Utilities – Internet for install of DSL to accommodate SCADA and new server access.
- New GL for Pension Plan Fees to separate these from Licenses, Permits & Fees GL.
- Travel & Training and Meals both increased to meet goals of management to provide better training and succession planning for staff.

Police Department

- Admin Overhead Allocation new percentage (23%) per General Fund expenditures.
- Capital Expenditures moved to COPS Grant Fund for new equipment.
- New GL to separate IT Contract Services and Cloud Server as approved by the Board in August.
- Contract Services lowered to reclass IT costs already expensed year to date to the new GL for IT Contract Services.
- Licenses, Permits & Fees expenditures allocated to COPS budget.
- Advertising reduced to zero.
- Insurance is increased closer to actual costs.
- Office Expense Supplies, Postage and Maintenance allocated to COPS budget.
- Repair & Maintenance allocated to COPS budget.
- Fuel allocated to COPS budget.
- Materials, Supplies & Tools allocated to COPS budget.
- Vehicle Repair /Maintenance allocated to COPS budget.
- Utilities Telephone allocated to COPS budget.
- Events reduced to zero.
- New GL for Pension Plan Fees to separate these from Licenses, Permits & Fees GL.
- New GL for CalPERS Fees to separate from other CalPERS payroll costs.
- Workers Comp expense increased closer to actual costs per payroll budget.
- Travel & Training, Meals and Uniforms expenses allocated to COPS budget.
- Removed Shortfall allocated to Police from COPS budget.

COPS Grant

- Per notification from the County on 9/11/18, 17/18 Growth Allocation is \$48,746.54 and must be added to Budget and approved before funds can be disbursed to agencies.
- Capital Improvement/Reserve Expense for equipment allocated from Police budget.
- Contract Services lowered to reclass IT costs already expensed year to date to the new GL for IT Contract Services.
- Licenses, Permits & Fees, Office Expense Supplies, Postage, Maintenance, Repair & Maintenance, Fuel, Materials, Supplies & Small Tools, Vehicle Repair/Maintenance, Utilities Telephone, Travel & Training, Meals and Uniforms expenses allocated from Police budget.
- New GL for Pension Plan Fees to separate these from Licenses, Permits & Fees GL.
- New GL for CalPERS Fees to separate from other CalPERS payroll costs.
- Removed Shortfall allocated to Police due to no shortfall with Growth Allocation.

Fire Department

- New Sub Department for Fire Fuels Removal added to invoice owners for lot clearing and Ordinance violations. Includes Revenues and Expenses to hire staff (estimate at 90 hours total), rental of necessary equipment and repair/maintenance of equipment to perform fuel removal.
- Separated Strike Team revenues to allocate Payroll, Engine and Admin Reimbursements as paid by the State (per recommendation from Auditors).
- Admin Overhead Allocation new percentage (22%) per General Fund expenditures.
- New GL to separate IT Contract Services and Cloud Server as approved by the Board in August.
- Insurance is slightly increased closer to actual costs.
- Legal expense increased with new Fire Ordinance activity anticipated.
- Mandatory Safety Equipment decreased per Fire Chief.
- Payroll Expense, Taxes, Pension and Workers Comp increased with approval of new Fire Chief contract.
- New GL for Pension Plan Fees with approval of new Fire Chief contract.
- Uniforms expense increased slightly per Fire Chief.
- Strike Team Fuel costs lowered per Fire Chief.
- Strike Team Payroll Expense, Taxes and Workers Comp increased closer to actual.

At the time this report was prepared, staff has determined these revenue and expenditure adjustments are represented accurately for the anticipated needs and activities of the District.

The Board may approve these Budget Amendments as presented or they may make individual line item adjustments or changes as desired for the 2018/2019 LSCSD Budget.

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2018-2019**

8.

ORIGINAL BUDGET APPROVED: 6/20/2018

PROPOSED AMENDMENTS: 11/19/2018

	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
REVENUES							
4001.1 - Assmt/Revenue - Residential		476,669	342,792	136,730		49,720	1,005,910
4001.2 - Assmt/Revenue - Standby		65,844	103,440	284,020		64,525	517,829
4001.3 - Assmt/Revenue - Commercial		4,939	14,256	3,410		1,060	23,665
4003.0 - Late Payment Revenue		2,800	9,000	10,000		2,500	24,300
4055.0 - Misc. Operational Income	500						500
4056.0 - Misc. Non-Op. Income				3,200			3,200
4070.0 - Antenna Lease Revenue	23,156						23,156
4075.0 - Water Capacity Expansion Fee			960				960
4076.0 - Fire Suppression Expansion Fee						316	316
5004.0 - Sewer Hook Up Fee		21,746					21,746
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			795				795
5040.0 - Gain on Sale of Equipment		2,500	2,500				5,000
5050.0 - Transfer Fees	4,000						4,000
5054.0 - Animal Control Fee - Other				300			300
5055.0 - Animal License Fee				4,800			4,800
5056.0 - Warrant				1,500		5,000	6,500
5062.0 - Donations				500		5,000	5,500
5075.0 - Grant Revenue					148,747		148,747
5080.0 - Interest earned - Ops	200						200
5081.0 - Interest Earned - Rsv (Savings)	2,000	3,400	13,500	3,000		1,100	23,000
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
4054.0 - Loan Principle Revenue			39,250				39,250
5081.0 - Interest Earned - Rsv (Savings)			4,750				4,750
Dept. 23 - Green Waste Site - Sewer Fund Sub Dept.							-
4055.0 - Misc. Operational Income		3,000					3,000
Dept. 34 - Fire Fuels Removal Sub Dept.							-
4055.0 - Misc. Operational Income						9,000	9,000
5026.0 - Fines/Violations						500	500
Dept. 36 - Plannig Grants - Sewer Fund Sub Dept.							-
5075.0 - Grant Revenue		236,933					236,933
Dept. 45 - Mutual Aid Strike Team - Fire Sub Dept.							-
4080.0 - Strike Team Revenues Payroll Reimb						322,000	322,000
4081.0 - Strike Team Revenues Engine Reimb						52,000	52,000
4082.0 - Strike Team Revenues Admin OH Reimb						57,000	57,000
TOTAL INCOME 2017-2018 projected	90,120	818,083	531,243	447,460	148,747	569,721	2,605,373
EXPENSES							
7001.0 - Accounting Audit		2,800	2,800	2,800		2,800	11,200
7002.0 - Admin Overhead Allocation	(400,207)	108,056	112,058	92,048		88,045	-
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.	6,000	334,500	545,500	-	25,800		911,800
7020.0 - IT Contract Services/Server	12,500	3,000	3,000	10,500	2,200	2,000	33,200
7026.0 - Contract Services	20,000	18,000	14,100	2,500		2,000	56,600
7032.0 - Filing Fees	150						150
7033.0 - Licenses, Permits & Fees	3,000	8,000	6,000	-	3,450	450	20,900
7034.0 - Dues & Subscriptions	7,200	500	1,300	3,000		925	12,925
7035.0 - Advertising	250	250	250	-			750
7040.0 - Insurance (property & liability)	500	14,000	20,500	5,050		6,300	46,350
7041.0 - Legal	25,000	1,000	5,000	1,000		1,500	33,500
7050.1 - Office Exp Supplies	5,000	400	650	-	1,300	650	8,000
7050.2 - Office Exp Postage	6,000	100	800	-	400	100	7,400
7050.4 - Office Exp Maintenance	7,750			-	2,000		9,750
7051.0 - Public Safety Supplies						2,000	2,000
7051.1 - Mandatory Safety Equipment						10,000	10,000
7055.0 - Safety Equipment		2,000	2,000				4,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	18,000	43,000	-	1,600	2,000	68,100
7063.0 - Fuel		6,500	6,500	-	10,500	5,000	28,500
7064.0 - Materials, Supplies & Small Tools	1,500	5,000	8,000	-	4,500	2,500	21,500
7065.0 - Vehicle Repair/Maintenance		5,000	5,000	-	7,000	20,000	37,000
7067.0 - Vehicle Replacement							-
7075.0 - VFA Grant Equipment							-
7080.0 - Interest Expense (Sewer Pond Loan)		21,128					21,128
7085.0 - Municipal Finance (Principle)		39,898					39,898
7100.0 - Lease/Rent Expense		1,775	1,775				3,550
7101.0 - Property Taxes	140						140
7105.0 - Utilities - CSD	1,000			600		850	2,450
7105.1 - Utilities - Telephone	2,300	490	2,900	-	5,150	2,000	12,840
7105.2 - Utilities - Electric	5,500	52,000	97,000	2,860		3,300	160,660
7105.3 - Utilities - Waste		510	510	480		480	1,980
7105.4 - Utilities - Propane	500			1,000		1,000	2,500
7105.6 - Utilities - Internet	1,550	450	450	1,800		300	4,550
7204.0 - Events	500			-		500	1,000
7245.0 - Election	-						-
7501.0 - Payroll Expense	254,137	141,417	122,412	231,243	64,667	51,827	865,703
7513.0 - Payroll Taxes	6,289	3,209	2,778	19,426	5,381	4,256	41,338
7514.0 - Payroll Benefits	66,011	40,489	35,048	54,772	20,563	20,563	237,447
7516.1 - Pension (EJ)				11,284	2,676	3,300	17,259
7516.2 - Pension (CalPERS)	20,114	10,834	9,378				40,325
7516.4 - CalPERS Fees				400	100		500
7516.5 - CalPERS UAL Expense	32,662	14,913	12,910				60,485
7516.6 - Pension Plan Fees (MPPP)		100	100	1,000	200	1,000	2,400
7518.0 - Workers Comp	21,931	12,105	10,478	20,000	5,561	10,907	80,983
7530.0 - Payroll Reimbursement (Sewer)		(9,400)		1,200		500	(7,700)
7530.1 - Payroll Reimbursement (Admin)	(87,922)						(87,922)
7530.3 - P/R Reimbursement Maintenance	7,000						7,000
7549.0 - Volunteer FF Stipend						14,000	14,000
7550.0 - Travel & Training	5,000	6,500	6,500	-	9,000	2,000	29,000
7551.0 - Meals	1,000	1,000	1,000	-	2,000	1,500	6,500
7552.0 - Employee Physical Exams/Shots		500		500	300	600	1,900
7555.0 - Personal Protective Equipment (PPE)		1,500	1,500		500		3,500
7556.0 - Uniforms		1,200	1,200	-	3,000	2,000	7,400

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2018-2019

ORIGINAL BUDGET APPROVED: 6/20/2018	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
PROPOSED AMENDMENTS: 11/19/2018							
EXPENSES (Continued)							
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
7026.0 - Contract Services	3,000						3,000
7040.0 - Insurance (Property/Liability)-Med Clinic	650						650
7062.0 - Repair & Maintenance (Med Clinic)	3,000						3,000
7080.0 - Interest Expense (Med Bldg)	4,750						4,750
7084.0 - Loan Principle Expense	39,250						39,250
7530.0 - Payroll Reimbursement (Med Clinic)	2,500						2,500
Medical Clinic Reserves	7,114						7,114
Dept. 23 - Green Waste Site - Sewer Fund Sub Dept.							-
7026.0 - Contract Services		800					800
7063.0 - Fuel		50					50
7064.0 - Materials, Supplies & Small Tools		200					200
7530.0 - Payroll Reimbursement (GWS)		1,000					1,000
Dept. 34 - Fire Fuels Removal Sub Dept.							-
7061.0 - Rental equipment						3,000	3,000
7062.0 - Repair & Maintenance						500	500
7501.0 - Payroll Expense						1,301	1,301
7513.0 - Payroll Taxes						180	180
7518.0 - Workers Comp						81	81
Dept. 36 - Plannig Grants - Sewer Fund Sub Dept.							-
7026.0 - Contract Services		166,838					166,838
7041.0 - Legal		30,000					30,000
7530.0 - Payroll Reimbursement (PG)		39,838					39,838
Dept. 45 - Mutual Aid Strike Team - Fire Sub Dept.							-
7063.0 - Fuel						350	350
7065.0 - Vehicle Repair/Maintenance							-
7501.0 - Payroll Expense						205,000	205,000
7513.0 - Payroll Taxes						19,500	19,500
7518.0 - Workers Comp						16,500	16,500
COPS Grant Shortfall (to Dept 25 Police)				-	-		-
TOTAL EXPENSE 2017-2018 projected	96,120	1,106,950	1,082,396	463,462	177,849	513,564	3,440,341
Reimbursement for Cap. Exp. from Reserves	6,000	334,500	545,500	-			886,000
Net Expense	90,120	772,450	536,896	463,462	177,849	513,564	2,554,341
Prior FY remaining Fund Balance					38,709		38,709
Sewer Pond principle applied to Liability paydown		39,898					39,898
NET PROFIT (LOSS) 2017-2018 projected	0	85,530	(5,654)	(16,002)	9,607	56,157	129,638

Notes:
Administrative Overhead Allocation Calculation updated after 6 month time study of Admin staff hours (previously S=35%, W=45%, P=12%, F=6%)
Administrative Overhead Allocation Calculation for this budget period: Sewer 27%, Water 28%, Police 23%, Fire 22%.
Worker's Comp includes the Board coverage.
2017-2018 Audit - L Bain CPA \$11,200

Payroll for 2018-2019 includes:
• Anticipated current staffing level Step increases
• 3% COLA for Teamsters Union member employees
• CalPERS ER costs increase 0.474% for Classic members and 0.309% for PEPRA members per Actuarial
• Workers Comp EMOD rates remain level with GSRMA
• Public Works Payroll expenses charge directly to Sewer or Water per CPA

Capital Improvements/Expenditures:		As of 10/15/2018	
General Fund:		Current Balance in LAIF Reserves:	\$ 14,860
Capital Improvements from Reserves-	\$ 6,000	New desktop computers/monitors - 2 new (estimate including installation)	\$ 6,000
Sewer Department:		Current Balance in LAIF Reserves:	\$ 272,865
Capital Improvements from Reserves-	\$ 334,500	Sewer Lift Station B-108 Refit/Refurbishment	\$ 40,000
		Sewer Lift Station B-104 Refit/Refurbishment	\$ 40,000
		New PW Vehicle (shared w/Water Dept.)	\$ 18,500
		Vac Tank	\$ 25,000
		Sludge Drying Beds	\$ 100,000
		Headworks Containment	\$ 50,000
		Trash Pump	\$ 15,000
		Security Fencing at Sewer Ponds (2 yr project?)	\$ 20,000
		Bobcat (used)	\$ 17,500
		Implements for Bobcat	\$ 8,500
Water Department:		Current Balance in LAIF Reserves:	\$ 981,278
Capital Improvements from Reserves-	\$ 545,500	Hydrant Replacement (4 per year)	\$ 20,000
		Meter Replacement (150 per year)	\$ 21,000
		New PW Vehicle (shared w/Sewer Dept.)	\$ 18,500
		Water Rate Study - to complete immediately	\$ 45,000
		B56 Stonecrest Refurbish	\$ 25,000
		Well #9 Rehab	\$ 140,000
		Bobcat (used)	\$ 17,500
		Implements for Bobcat	\$ 8,500
		New Well (estimate only)	\$ 250,000
Police Department:		Current Balance in LAIF Reserves:	\$ 306,552
Capital Improvements from Reserves-	\$ 25,800	Building Improvements	\$ 7,500
		Replacement vehicles	\$ 15,000
		New desktop computer/monitors & installation	\$ 3,300
		New DOJ compliant Server	TBD
Fire Department:		Current Balance in LAIF Reserves:	\$ 65,207
Capital Improvements from Reserves-	\$ -	None at this time	\$ -

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2018-2019**

BUDGET APPROVED: 6/20/2018

	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
REVENUES							
4001.1 - Assmt/Revenue - Residential		476,669	342,792	136,730		49,720	1,005,910
4001.2 - Assmt/Revenue - Standby		65,844	103,440	284,020		64,525	517,829
4001.3 - Assmt/Revenue - Commercial		4,939	14,256	3,410		1,060	23,665
4003.0 - Late Payment Revenue		2,800	9,000	10,000		2,500	24,300
4055.0 - Misc. Operational Income	500						500
4056.0 - Misc. Non-Op. Income				3,200			3,200
4070.0 - Antenna Lease Revenue	23,156						23,156
4075.0 - Water Capacity Expansion Fee			960				960
4076.0 - Fire Suppression Expansion Fee						316	316
5004.0 - Sewer Hook Up Fee		21,746					21,746
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			795				795
5040.0 - Gain on Sale of Equipment		2,500	2,500				5,000
5050.0 - Transfer Fees	4,000						4,000
5054.0 - Animal Control Fee - Other				300			300
5055.0 - Animal License Fee				4,800			4,800
5056.0 - Warrant				1,500		5,000	6,500
5062.0 - Donations				500		5,000	5,500
5075.0 - Grant Revenue					100,000		100,000
5080.0 - Interest earned - Ops	200						200
5081.0 - Interest Earned - Rsv (Savings)	2,000	3,400	13,500	3,000		1,100	23,000
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
4054.0 - Loan Principle Revenue			39,250				39,250
5081.0 - Interest Earned - Rsv (Savings)			4,750				4,750
Dept. 23 - Green Waste Site - Sewer Fund Sub Dept.							-
4055.0 - Misc. Operational Income		3,000					3,000
Dept. 45 - Mutual Aid Strike Team - Fire Sub Dept.							-
4080.0 - Strike Team Revenues						150,000	150,000
TOTAL INCOME 2018-2019 projected	90,120	581,150	531,243	447,460	100,000	279,221	2,029,193
EXPENSES							
7001.0 - Accounting Audit		2,800	2,800	2,800		2,800	11,200
7002.0 - Admin Overhead Allocation	(388,357)	135,925	174,760	46,603		31,069	-
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.	6,000	334,500	545,500	25,800			911,800
7026.0 - Contract Services	25,000	20,000	16,100	6,000		2,000	69,100
7032.0 - Filing Fees	150						150
7033.0 - Licenses, Permits & Fees	3,000	8,000	6,000	4,000	450	450	21,900
7034.0 - Dues & Subscriptions	6,100	500	1,300	3,000		925	11,825
7035.0 - Advertising	250			100			350
7040.0 - Insurance (property & liability)	500	13,261	16,242	3,000		5,687	38,690
7041.0 - Legal	25,000	1,000	5,000	1,000		1,000	33,000
7041.001 - Special Legal - Moller	-						-
7050.1 - Office Exp Supplies	5,000	400	650	1,000	300	650	8,000
7050.2 - Office Exp Postage	6,000	100	800	400		100	7,400
7050.4 - Office Exp Maintenance	7,750			2,200			9,950
7051.0 - Public Safety Supplies						2,000	2,000
7051.1 - Mandatory Safety Equipment						12,000	12,000
7055.0 - Safety Equipment		2,000	2,000				4,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	20,000	45,000	1,300	300	2,000	72,100
7063.0 - Fuel		6,500	6,500	8,000	2,500	5,000	28,500
7064.0 - Materials, Supplies & Small Tools	500	5,000	8,000	4,000	500	2,500	20,500
7065.0 - Vehicle Repair/Maintenance		5,000	5,000	6,500	500	20,000	37,000
7067.0 - Vehicle Replacement							-
7075.0 - VFA Grant Equipment							-
7080.0 - Interest Expense (Sewer Pond Loan)		21,128					21,128
7085.0 - Municipal Finance (Principle)		39,898					39,898
7100.0 - Lease/Rent Expense		1,775	1,775				3,550
7101.0 - Property Taxes	140						140
7105.0 - Utilities - CSD	1,000			600		850	2,450
7105.1 - Utilities - Telephone	2,300	490	2,900	4,500	650	2,000	12,840
7105.2 - Utilities - Electric	5,500	52,000	97,000	2,860		3,300	160,660
7105.3 - Utilities - Waste		510	510	480		480	1,980
7105.4 - Utilities - Propane	500			1,000		1,000	2,500
7105.6 - Utilities - Internet	1,550			1,800		300	3,650
7204.0 - Events	500			500		500	1,500
7245.0 - Election	1,500						1,500
7501.0 - Payroll Expense	254,137	141,417	122,412	231,243	64,667	33,120	846,996
7513.0 - Payroll Taxes	6,289	3,209	2,778	19,426	5,381	2,824	39,907
7514.0 - Payroll Benefits	66,011	40,489	35,048	54,772	20,563	20,563	237,447
7516.1 - Pension (EJ)				11,284	2,676		13,959
7516.2 - Pension (CalPERS)	20,114	10,834	9,378				40,325
7516.5 - CalPERS UAL Expense	32,662	14,913	12,910				60,485
7518.0 - Workers Comp	21,931	12,105	10,478	17,143	5,561	9,298	76,518
7530.0 - Payroll Reimbursement (Sewer)		(9,400)		1,200		500	(7,700)
7530.1 - Payroll Reimbursement (Admin)	(87,922)						(87,922)
7530.3 - P/R Reimbursement Maintenance	7,000						7,000
7549.0 - Volunteer FF Stipend						14,000	14,000
7550.0 - Travel & Training	1,500	2,500	2,500	5,000	4,000	2,000	17,500
7551.0 - Meals	750	400	350	1,500	500	1,500	5,000
7552.0 - Employee Physical Exams/Shots		500		500	300	600	1,900
7555.0 - Personal Protective Equipment (PPE)		1,500	1,500		500		3,500
7556.0 - Uniforms		1,200	1,200	2,500	500	1,000	6,400
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
7026.0 - Contract Services	3,000						3,000
7040.0 - Insurance (Property/Liability)-Med Clinic	650						650
7062.0 - Repair & Maintenance (Med Clinic)	3,000						3,000
7080.0 - Interest Expense (Med Bldg)	4,750						4,750
7084.0 - Loan Principle Expense	39,250						39,250
7530.0 - Payroll Reimbursement (Med Clinic)	2,500						2,500
Medical Clinic Reserves	7,114						7,114
Dept. 23 - Green Waste Site - Sewer Fund Sub Dept.							-
7026.0 - Contract Services		800					800
7063.0 - Fuel		50					50
7064.0 - Materials, Supplies & Small Tools		200					200
7530.0 - Payroll Reimbursement (GWS)		1,000					1,000
Dept. 45 - Mutual Aid Strike Team - Fire Sub Dept.							-
7063.0 - Fuel						1,200	1,200
7065.0 - Vehicle Repair/Maintenance							-
7501.0 - Payroll Expense						94,584	94,584
7513.0 - Payroll Taxes						8,104	8,104
7518.0 - Workers Comp						8,134	8,134
COPS Grant Shortfall (to Dept 25 Police)				9,849	(9,849)		-
TOTAL EXPENSE 2018-2019 projected	96,120	893,003	1,136,391	481,859	100,000	294,038	3,001,411
Reimbursement for Cap. Exp. from Reserves	6,000	334,500	545,500	25,800			911,800
Net Expense	90,120	558,503	590,891	456,059	100,000	294,038	2,089,611
Sewer Pond principle applied to Liability paydown		39,898					39,898
NET PROFIT (LOSS) 2018-2019 projected	0	62,544	(59,648)	(8,599)	-	(14,817)	(20,521)

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2018-2019

Notes:

Administrative Overhead Allocation Calculation for this budget period: Sewer 35%, Water 45%, Police 12%, Fire 8%.
Worker's Comp includes the Board coverage.
2017-2018 Audit - L Bain CPA \$11,200

Payroll for 2018-2019 includes:

- Anticipated current staffing level Step increases
- 3% COLA for Teamsters Union member employees
- CalPERS ER costs increase 0.474% for Classic members and 0.309% for PEPRA members per Actuarial
- Workers Comp EMOD rates remain level with GSRMA
- Public Works Payroll expenses charge directly to Sewer or Water per CPA

Capital Improvements/Expenditures:

As of
5/31/2018

<u>General Fund:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	158,017
Capital Improvements from Reserves-	\$ 6,000	New desktop computers/monitors - 2 new (estimate including installation)	\$	6,000
<u>Sewer Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	286,847
Capital Improvements from Reserves-	\$ 334,500	Sewer Lift Station B-108 Refit/Refurbishment	\$	40,000
		Sewer Lift Station B-104 Refit/Refurbishment	\$	40,000
		New PW Vehicle (shared w/Water Dept.)	\$	18,500
		Vac Tank	\$	25,000
		Sludge Drying Beds	\$	100,000
		Headworks Containment	\$	50,000
		Trash Pump	\$	15,000
		Security Fencing at Sewer Ponds (2 yr project?)	\$	20,000
		Bobcat (used)	\$	17,500
		Implements for Bobcat	\$	8,500
<u>Water Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	979,958
Capital Improvements from Reserves-	\$ 545,500	Hydrant Replacement (4 per year)	\$	20,000
		Meter Replacement (150 per year)	\$	21,000
		New PW Vehicle (shared w/Sewer Dept.)	\$	18,500
		Water Rate Study - to complete immediately	\$	45,000
		B56 Stonecrest Refurbish	\$	25,000
		Well #9 Rehab	\$	140,000
		Bobcat (used)	\$	17,500
		Implements for Bobcat	\$	8,500
		New Well (estimate only)	\$	250,000
<u>Police Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	337,273
Capital Improvements from Reserves-	\$ 25,800	Building Improvements	\$	7,500
		Replacement vehicles	\$	15,000
		New desktop computer/monitors & installation	\$	3,300
		New DOJ compliant Server		TBD
<u>Fire Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	65,509
Capital Improvements from Reserves-	\$ -	None at this time	\$	-



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: Lake Shastina Community Services District Board
 FROM: Steven Pappas, Fire Chief
 MEETING DATE: November 19, 2018
 SUBJECT: Request authorization to conduct recruitment process for seasonal firefighters for hazardous fuel abatement projects.

SUMMARY:

The Lake Shastina Fire Department has utilized seasonal firefighters to staff Lake Shastina fire equipment since 2013. Seasonal Firefighters conduct a variety of hazardous vegetation / fire fuel abatement projects while employed as firefighters for the District.

One of the most significant benefits of having seasonal firefighters employed is having the ability to staff CSD fire equipment with trained, certified fire personnel who are also trained emergency medical responders. These personnel are ready and available to respond to fires, medical aids, traffic collisions, hazardous material calls and public service calls, while actively engaged in fire prevention projects in our community.

The new hazardous vegetation ordinance has increased the demand for property owners to clear their vacant lots. Many property owners upon receiving a notice of violation have looked to the fire department to help them get in compliance. After discussions with POA staff, research on previous fuel abatement projects and grant work, the Fire Chief has determined that on average approximately 3 hours of work will be needed per vacant parcel. Each property owner will be charged at an hourly rate of \$100 upon completion in order to recover costs to the fire department. Costs to the fire department include: wages, maintenance of equipment, and chipper rental. At the recovery reimbursement of \$100 per hour there should be no additional costs or out of pocket expenses to the fire department for this project.

Seasonal Firefighters are paid at the equivalent of bottom step *Seasonal Firefighter* and are available to operate District owned equipment to mow and clear lots in the District while on duty. This process provides for the recovery of the salary of the employees by means of billing property owners for the time devoted to clearing brush and hazardous fire fuels from their lots in order to come into compliance with the new Hazardous Vegetation Abatement Ordinance. The Seasonal Firefighters will only be on duty when there is work requested by property owners and they agree to the rate of \$100 per hour.

RECOMMENDATIONS:

Authorize the Fire Chief to conduct a recruitment process to for seasonal firefighters and upon approval of the FY 2018/2019 budget if the funding is sufficient, allow the chief to hire seasonal firefighters from the eligibility list for current fuel abatement projects.

OPTIONS:

- The Board may choose to direct staff to conduct a recruitment process for seasonal firefighters and if approved, the Board may also authorize the chief to hire seasonal firefighters contingent upon the FY 2018/2019 budget.
- The Board may choose to direct staff not to hire any additional help.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: November 19, 2018
FROM: Robert Moser, Public Works Supervisor
SUBJECT: Authorization to sell surplus vehicle

BACKGROUND:

The District maintains a fleet of vehicles that are currently used by Public Works.

A survey of the fleet concludes one of our vehicles is in such a condition that costs to repair and maintain it would be higher than the actual value of the vehicle.

This vehicle is described as follows:

1. VEHICLE #1 VIN / 1FTNF21518EB90299 2008 F-250 PICK UP.

The District currently uses BidCal Public Auctions to sell surplus equipment.

By sending this vehicle to public auction, the District would be able to recuperate some funds that can be used for future vehicle replacement.

FINDINGS:

Sale of this vehicle by means of public auction through BidCal will allow the Lake Shastina CSD to recuperate a portion of the initial cost invested into the original purchase of this vehicle. Those funds can be invested into the replacement of future Public Works vehicles.

RECOMMENDATION:

By motion, authorize the General Manager to sell this vehicle through public auction, utilizing BidCal Auctions and place the proceeds from that auction into an account for future vehicle replacement.

Verbal Report

- Item 11. Discussion regarding Lake Shastina Bible Church Property (5826 Jackson Ranch Road) being annexed into the District's Boundary (Pres. Cupp)