



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Wednesday, May 15, 2019, 1:00 p.m.

Administration Building

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

CALL TO ORDER:

LSCSD Board Roll Call: Directors: Beck _____ Cupp _____ 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. 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 April 17, 2019
- B. Ratification of Disbursements: April 1 through April 30, 2019
- C. Budget Comparison: FY 2018/19 YTD
- D. LAIF Quarterly Report
- E. Ratification of transfer of CSD Operating funds to LAIF Savings
- F. Approval of transfer of LAIF Savings to CSD Operating Account

MONTHLY REPORTS: NO ACTION ITEMS:

2. Department Written Reports
 - A. Fire Department
 - B. Police Department
 - C. Sewer Department
 - D. Water Department
3. Committee Written Reports / Approved Minutes
(Pres. Thompson may make committee appointments/changes as necessary.)
 - A. Budget / Finance Committee
 - B. Fire Department Advisory Committee
 - C. General Manager Search/Recruitment Committee
 - D. Police Department Advisory Committee
 - E. Policy Committee
 - F. Safety Committee
 - G. Sewer and Water Systems Oversight Committee

DISCUSSION / REPORTS: ACTION ITEMS:

4. Consideration of declaring two vehicles as surplus and authorize selling the vehicles (APC Bullington)
5. Consideration of amendments to FY 2018/19 Operating Budget (IGM Moser/SAC Nelle)
6. Consideration of rescinding Board action regarding request to waive past charges – APN 020-071-480-000, due to Siskiyou County Auditor's request for specific wording (IGM Moser)
7. Consideration of correction to assessments submitted in error to Siskiyou County – APN 020-071-480-000 (IGM Moser)
8. Consideration of refund to property owner \$7,826.69 received from the Siskiyou County which paid amounts assessed in error – APN 020-071-480-000 (IGM Moser)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. Conference with Labor Negotiator - Pursuant to Government Code Section 54957.6 District Negotiator:
Interim General Manager Robert Moser
- B. Personnel (Gov. Code Section 54957) Public Employee Performance Evaluation: Interim General Manager

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on June 19, 2019 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.

*Review*

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, April 17, 2019, 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: Beck ☒ Cupp ☒ MacIntosh ☒ Mitchell ☒ Thompson ☒

Also present: IGM/PWS Moser, SAC Nelle, APC Bullington, FC Pappas and AA Charvez.

There were approximately 24 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 March 20, 2019, Special Meeting March 27, 2019 and Special Meeting April 4, 2019
- B. Ratification of Disbursements: March 1 through March 31, 2019
- C. Budget Comparison: FY 2018/19 YTD
- D. Accounts Receivable Aging Analysis: FY 2018/19 YTD

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

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

Noes: None

Absent: None

MONTHLY REPORTS: NO ACTION ITEMS:

2. Department Written Reports
 - A. Fire Department: FC Pappas reported.
 - B. Police Department: APC Bullington reported.
 - C. Sewer Department: IGM Moser reported.
 - D. Water Department: IGM Moser reported.
3. Committee Written Reports / Approved Minutes
(Pres. Thompson may make committee appointments/changes as necessary.)
 - A. Budget / Finance Committee: Dir. Mitchell reported.
 - B. Fire Department Advisory Committee: Dir. Mitchell reported.
 - C. General Manager Search/Recruitment Committee: Dir. Cupp reported.
 - D. Police Department Advisory Committee: Dir. Cupp reported.
 - E. Policy Committee: Nothing to report.
 - F. Safety Committee: Nothing to report.
 - G. Sewer and Water Systems Oversight Committee: Nothing to report.

DISCUSSION / REPORTS: ACTION ITEMS:

4. Consideration of amendments to FY 2018/19 Operating Budget: IGM Moser and SAC Nelle reported. The Board discussed.

Motion by Dir. Cupp second Dir. MacIntosh to approve amendments to the FY 2018/19 Operating Budget, as presented

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

Noes: None

Absent: None

STAFF COMMENTS: None

BOARD MEMBER COMMENTS: Comments received.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres Thompson adjourned to Closed Session at 2:03 p.m.

CLOSED SESSION: 2:13 p.m.

Also present: IGM Moser, and SAC Nelle for Item A. Pres. Thompson recused himself from Closed Session, and the remainder of the meeting, at 3:15 p.m. during Item B discussion. Vice Pres. Mitchell chaired the remainder of the meeting.

A. Conference with Labor Negotiator - Pursuant to Government Code Section 54957.6 District Negotiator: Interim General Manager Robert Moser: Employee Organization: CalPERS

B. Personnel (Gov. Code Section 54957) Public Employee Performance Evaluation: Interim General Manager
With no objections by the Board, Vice Pres. Mitchell adjourned Closed Session at 3:24 p.m.

RETURN TO OPEN SESSION: 3:25 p.m. Vice Pres. Mitchell chaired the rest of the meeting.

Also present: IGM Moser. There were no people in the audience.

REPORT ON CLOSED SESSION: Vice Pres. Mitchell reported that direction was given to staff.

ADJOURNMENT: With no objections by the Board, Vice Pres. Mitchell adjourned the meeting at 3:27 p.m.

The next LSCSD Regular Board Meeting is on Wednesday, May 15, 2019, 1:00 p.m. at the Administration Building.

Approval Date: _____

Rick Thompson, President

ATTEST:

Robert Moser, Interim General Manager/Secretary

P

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 April 1 thru April 30, 2019 for a total of: " \$ 224,466.72

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

Submitted for April 2019	\$ 224,466.72
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Expenses - Regular Checks Mechanics Bank Account	\$ 154,495.02
Expenses - Payroll & Liability Checks Mechanics Bank Account	\$ 69,971.70
<u>Subtotal</u>	<u>\$ 224,466.72</u>
<u>Total CSD Expenses</u>	<u>\$ 224,466.72</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - MECHANICS 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
4/4/2019	857	First Ntl Bank-WB	232.16	232.16						232.16	
4/4/2019	858	First Ntl Bank-RM	1,031.72	1,031.72			166.51	866.21			
4/4/2019	859	First Ntl Bank-DN	1,633.43	1,633.43		1,503.63	10.72	10.72		83.12	25.24
4/4/2019	860	First Ntl Bank-SP	811.26	811.26						67.80	743.46
4/4/2019	861	Pacific Power	10,042.13	10,042.13		1,510.88	3,194.55	4,723.44	299.98		313.28
4/4/2019	862	US Bank Equipment Finance	147.45	147.45						147.45	
4/4/2019	863	Verizon Wireless	61.26	61.26							61.26
4/4/2019	864	Verizon Wireless	98.10	98.10					55.30		42.80
4/4/2019	865	Williams Scotsman	293.33	293.33			146.66	146.67			
4/4/2019	23185	Alanna DeBon	194.59	194.59		157.51				37.08	
4/4/2019	23186	Basic Lab	1,135.40	1,135.40			1,135.40				
4/4/2019	23187	Brett or Jill Letendre	207.32	207.32		207.32					
4/4/2019	23188	Cal Ore Telephone	420.56	420.56		192.21	60.78	60.78	85.43		21.36
4/4/2019	23189	California Rural Water Association	777.00	777.00				777.00			
4/4/2019	23190	Capital Research & Management	9.92	9.92			0.62	0.62	6.20	1.24	1.24
4/4/2019	23191	City National Bank	30,512.72	30,512.72			30,512.72				
4/4/2019	23192	City of Fremont	5,000.00	5,000.00							5,000.00
4/4/2019	23193	Ferguson Waterworks	447.07	447.07				447.07			
4/4/2019	23194	Harvest Printing	144.79	144.79		144.79					
4/4/2019	23195	LSCSD Utilities	127.97	127.97		53.77			28.85		45.35
4/4/2019	23196	LSPOA	451.10	451.10							451.10
4/4/2019	23197	Municipal Emergency Services	21.45	21.45							21.45
4/4/2019	23198	Personnel Preference	65.00	65.00			32.50	32.50			
4/4/2019	23199	Quill Corp	143.68	143.68		143.68					
4/4/2019	23200	Robert Moser	162.40	162.40		162.40					
4/4/2019	23201	Shasta Auto Supply	39.20	39.20						11.59	27.61
4/4/2019	23202	Siskiyou Laser Products	37.71	37.71						37.71	
4/4/2019	23203	Solano's Inc.	42.80	42.80		17.80	3.11	21.89			
4/4/2019	23204	The Radar Shop	87.50	87.50					87.50		
4/4/2019	23205	The Sign Dude	420.07	420.07							420.07
4/4/2019	23206	US Postal Services	770.90	770.90		770.90					
4/4/2019	23207	Valley Pump & Motor Works	44,997.14	44,997.14			44,997.14				
4/4/2019	23208	Wal-Mart	143.25	143.25			71.62	71.63			
4/4/2019	23209	Western Business Products	253.48	253.48		253.48					
4/4/2019	23210	Woods Pest Control	164.00	164.00		82.00			41.00		41.00
4/4/2019	23211	XIO, Inc.	382.00	382.00				382.00			
4/8/2019	873	First Ntl Bank-DN (ck date s/b 5/2/19)	1,496.47	1,496.47		285.65	615.59	615.60			(20.37)
4/10/2019	23212	Craig Patton	1,579.00	1,579.00						1,579.00	
4/10/2019	23213	Mt.Shasta IT Services	3,600.00	3,600.00		1,680.00	120.00	120.00		1,200.00	480.00
4/10/2019	23214	N.C.G.T. Security Funds	15,335.00	15,335.00		4,966.00	2,089.50	2,089.50	2,860.00	1,665.00	1,665.00
4/11/2019	23215-23219	Payroll Checks (Live Checks)	2,894.72	2,894.72			2,495.97				398.75
4/11/2019	504020	EDD EFT	1,229.24	1,229.24		458.83	451.17		114.61	85.48	119.15
4/11/2019	504021	EFTPS EFT	4,345.42	4,345.42		931.76	1,329.76		1,090.97	488.78	504.15
4/11/2019	504022	American Funds EFT	426.47	426.47					207.23	92.32	126.92
4/11/2019	504023	CalPERS Classic EFT	2,021.27	2,021.27		985.76	1,035.51				
4/11/2019	504024	CalPERS PEPRA EFT	463.63	463.63		195.53	268.10				
4/11/2019	504025	CalPERS 457 EFT	806.30	806.30		230.00	243.62		235.79	96.89	
4/11/2019	504026	MB EFT - Payroll Checks (Direct Deposits)	21,861.91	21,861.91		7,376.21	5,515.85		4,222.37	2,365.90	2,381.58

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - MECHANICS 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
4/15/2019	868	CA State Board of Equalization	1,934.00	1,934.00		55.69	271.52	305.51	114.72	161.71	1,024.85
4/18/2019	866	AT&T	97.38	97.38			48.69	48.69			
4/18/2019	867	Utility Telephone	542.71	542.71		325.62				162.81	54.28
4/18/2019	23220	Basic Lab	134.40	134.40				134.40			
4/18/2019	23221	Carol Cupp	48.78	48.78		48.78					
4/18/2019	23222	City of Medford	3,657.55	3,657.55							3,657.55
4/18/2019	23223	Cowley D&L Inc.	116.63	116.63			58.31	58.32			
4/18/2019	23224	Don R. Erickson Oil, Inc.	4,014.34	4,014.34		1,454.28	517.45	513.85		932.85	595.91
4/18/2019	23225	Harvest Printing	514.80	514.80		514.80					
4/18/2019	23226	Heckers Power Equipment	45.96	45.96							45.96
4/18/2019	23227	Hue & Cry	38.00	38.00		38.00					
4/18/2019	23228	Lake Shastina Golf Resort	27.89	27.89							27.89
4/18/2019	23229	MRJC Inc.	25.00	25.00			25.00				
4/18/2019	23230	Mt.Shasta IT Services	2,200.00	2,200.00		660.00	330.00	330.00	660.00		220.00
4/18/2019	23231	Mtn. Air Heating, Cooling	231.81	231.81			115.90	115.91			
4/18/2019	23232	Munson Pump Services	1,772.16	1,772.16			1,772.16				
4/18/2019	23233	Paulis Taslim-North Valley Business Systems	3,871.26	3,871.26		3,871.26					
4/18/2019	23234	Prentice, Long & Epperson	8,353.70	8,353.70		1,260.00			7,093.70		
4/18/2019	23235	Quill Corp	187.38	187.38		187.38					
4/18/2019	23236	Robert Moser	25.00	25.00		25.00					
4/18/2019	23237	Roto Rooter Plumbers	637.50	637.50					318.75		318.75
4/18/2019	23238	Shasta Valley Tire Service	724.82	724.82		724.82					
4/18/2019	23239	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
4/18/2019	23240	Stateline Auto Parts Yreka	67.89	67.89							67.89
4/18/2019	23241	Steve Pappas	173.98	173.98							173.98
4/18/2019	23242	Suds City Auto Spa	23.00	23.00						23.00	
4/18/2019	23243	US Postal Services	539.50	539.50			539.50				
4/18/2019	23244	Weed Press	53.00	53.00		53.00					
4/18/2019	23245	Yreka Machine Works, Inc.	323.25	323.25						323.25	
4/25/2019	23246-23250	Payroll Checks (Live Checks)	4,089.28		4,089.28		2,698.15				1,391.13
4/25/2019	23251	Union Dues	641.72		641.72		240.00		135.48	56.24	
4/25/2019	504040	EDD EFT	1,339.13		1,339.13		361.55		150.99	104.26	233.46
4/25/2019	504041	EFTPS EFT	4,749.10		4,749.10		975.75	1,348.12	1,053.75	570.39	801.09
4/25/2019	504042	American Funds EFT	490.71		490.71				258.29	105.50	126.92
4/25/2019	504022	American Funds EFT - to process in next PR	(113.47)		(113.47)				(113.47)		
4/25/2019	504043	CalPERS Classic EFT	2,021.27		2,021.27		985.76	1,035.51			
4/25/2019	504044	CalPERS PEPR EFT	549.52		549.52		195.53	353.99			
4/25/2019	504045	Aflac EFT	112.68		112.68		33.12	79.56			
4/25/2019	504046	CalPERS 457 EFT	815.87		815.87		230.00	243.62	235.79	106.46	
4/25/2019	504047	MB EFT - Payroll Checks (Direct Deposits)	21,201.61		21,201.61		6,689.46	5,436.04	3,883.70	2,599.33	2,593.08
4/25/2019	870	State of Ca. EDD	25.32		25.32				25.32		
4/29/2019	869	Ca. State Board of Equalization	270.00	270.00		7.25	17.94	17.93	4.89	24.65	197.34
4/30/2019	JE #77465	Online ACH Item Fee	73.00	73.00		73.00					
			224,466.72	154,495.02	69,971.70	41,405.16	110,129.23	11,932.74	23,197.14	13,361.97	24,440.48

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

Document was not available for packet delivery; it will be forwarded to the Board prior to the meeting.

QUARTERLY REPORT TO THE BOARD

Meeting Date: 5/15/19

January 2019 - March 2019

LAIF ACCOUNT

Fund Balance Acct # 0015

Interest Effective 3/31/2019	Interest total 9,222.71	Current Rate 2.550%
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	Balance 3/31/19 (after transaction activity)	Calculation of Interest (% of total)	Interest Earned on 3/31/19	Ending Balance at 3/31/19
10 General	3,958.37	0.269%	24.83	3,983.20
15 Sewer	153,872.16	10.465%	965.13	154,837.29
20 Water	953,447.99	64.843%	5,980.31	959,428.30
25 Police	308,571.73	20.986%	1,935.45	310,507.18
30 Fire	50,537.70	3.437%	316.99	50,854.69
26 COPS	-	0.000%	-	-
	1,470,387.95	100.000%	9,222.71	1,479,610.66

Transaction activity: January 2019

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. January 2019 payment posted on 1/15/2019. Amounts and ending balance shown below:

	Beginning Balance 1/1/19	Interfund LAIF transfer posted 1/15/19	Balance after transfers 1/31/19	% of total
10 General	14,958.37	(11,000.00)	3,958.37	0.269%
15 Sewer	153,872.16		153,872.16	10.465%
20 Water	942,447.99	11,000.00	953,447.99	64.843%
25 Police	308,571.73		308,571.73	20.986%
30 Fire	50,537.70	-	50,537.70	3.437%
26 COPS	-	-	-	0.000%
	1,470,387.95	-	1,470,387.95	100.000%

Transaction activity: February 2019

No Activity

Transaction activity: March 2019

No Activity



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1E

MEMORANDUM

To: LSCSD Board of Directors

From: Debbie Nelle, Senior Accounting Clerk

Meeting Date: May 15, 2019

Re: Ratification for Transfer of CSD Operating funds to LAIF Savings

This is a request to ratify transfer of funds to LSCSD Reserve Savings in LAIF from the CSD Operating bank account at Mechanics Bank. This is to move excess funds in the Operating fund checking account to savings. This transfer includes Fire Department funds from Strike Team reimbursements received to date. This will replenish funds used to cover these payrolls previously withdrawn from LAIF and from the sale of Engine 3110 last year. The Fire Chief has requested to have the \$85,000 from the sale be assigned to equipment purchases only. This transfer from Mechanics Bank will serve to keep the account within FDIC limits.

This transfer will help build Reserve funds for future improvements and capital expenditures. Interim General Manager Moser approved the transfer which was called in by President Thompson to LAIF. The wire transfer sent from Mechanics Bank account was completed on May 2, 2019.

Recommend ratification of transfer from Mechanics Bank Operating account to LAIF savings account a total of **\$150,000** from the Fire Department Fund, with assignment of \$85,000 to be for equipment purchases only.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1F

MEMORANDUM

To: LSCSD Board of Directors

From: Debbie Nelle, Senior Accounting Clerk

Meeting Date: May 15, 2019

Re: Transfer from LAIF Savings to CSD Operating account

This is a request to transfer funds from LSCSD Savings in LAIF to the CSD Operating bank account at Mechanics Bank (formerly Scott Valley Bank). The Water Fund has had numerous capital expenditures this fiscal year including SCADA electrical upgrades to Booster stations B-50, B-51 (from prior fiscal year finished after 7/1/18), Well 9 Rehab, Well 10 CIP (construction in progress), Public Works replacement vehicle, trailer and used Bobcat loader purchases. These items were approved in the budget to be paid from LAIF savings.

Staff recommends approval of transfer from LAIF to Mechanics Bank Operating account **\$150,000** from the Water Fund Reserves Savings. The total transfer to approve will be for **\$150,000.00**. Interim General Manager Moser will contact LAIF to process the transfer after approval.



Item 2.A

Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the month of February LSFD responded to a total of 27 calls. This included

- 18 Medical Aids
- 5 Public Assists
- 1 Control Burn
- 1 Hazmat
- 1 Commercial Fire alarm
- 1 Traffic Collision

LSFD News:

For the next two weeks LSFD firefighters will be taking part in the required annual wildland fire training. Once completed the entire LSFD roster will be qualified to participate in wildland fire fighting for the next 12 months.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

FROM: Will Bullington, Acting Chief of Police

MEETING DATE: May 15, 2019

SUBJECT: **April 2019 Police Monthly Board Report**

POLICE ACTIVITY: LSPD HAD 146 CALLS FOR SERVICE IN MARCH, COMPARED TO 147 REPORTED IN APRIL OF 2018, WHILE ONLY WORKING WITH TWO OFFICERS FOR A MAJORITY OF THE MONTH.

SUMMARY:

MISDEMEANOR ARRESTS: 1

FELONY ARRESTS: 0

TRAFFIC WARNINGS: 10

TRAFFIC CITATIONS: 1

ANIMAL RELATED: 11

PARKING CITES: 1

MISC. POLICE CALLS, INCLUDING NON-CRIMINAL: 122

TRAINING:

Officers Barr attended drug expert recognition for identifying persons under the influence of drugs. The next day he made an arrest on a local suspect for being under the influence of opiates. This is on a house both Officer Barr and I have concentrated pro-active patrol netting warrant arrests, abandoned vehicles, etc. Online training for "Emergency Lighting Awareness," "Street Encounters" and weekly EMT/fire training including medical evaluations and pump operations. Both Officer Barr and I are current EMTs and respond to all medical calls while we are on and sometimes off duty.

EVACUATION PLANNING:

Supplied a list of needed "this way out signs" to LSPOA. 30 signs have been purchased and will be put up for evacuation routes to Big Springs Road and Jackson Ranch Road. We are working on trying for a grant to purchase sirens for emergency evacuations.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: May 15, 2019
Subject: Board Report – April 2019 (Sewer)

B-114 has a pump that has been sent in for repairs.

B-106 on Rainbow Dr has failing check valves. We will need to look at rebuilding this station in the next fiscal year.

Work continues on the Wastewater Planning Grant; we are in the final stages of this grant. I am working with SHN on getting the SRF funding package together to submit to the state. This would be a 5-million-dollar funding package if accepted.

Repaired a sewer lateral that had a root intrusion in the line.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: May 15, 2019
Subject: Board Report – April 2019 (Water)

We continue to flush hydrants throughout the District. This will take another month or so. We work on this as we have time.

Will Russell is a new addition to the Public Works Department. He comes to us with a great work ethic and a drive to learn and succeed. He is a great addition to the Department.

I have heard that we may have some good news on the Water Planning Grant. Funding may be in place within the next month. I am working closely with the grant administrator on this and to make sure things are in place correctly and moving forward.

We have put out an RFP for engineering services for the Water Planning Grant. This is to have a firm secured and ready to go when the funding of this grant comes through.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

MINUTES

Budget/Finance Committee Meeting

Thursday, April 18, 2019 – 3:00 p.m.

Administration Building

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

CALL TO ORDER: 3:00 p.m.

Budget Committee Roll Call:

Director MacIntosh ✓ Director Mitchell ✓
Staff: APC Bullington ✓ AP/PC DeBon ✓ IGM/PWS Moser ✓
SAC Nelle ✓ FC Pappas ✓

There were no people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: None

COMMITTEE MEMBER COMMENTS: None

BUSINESS ITEM:

1. Approval of Minutes: April 3, 2019: Approved.
2. FY 2019/20 Draft Budget Review: Reviewed Fire, General, Police/COPS.
3. Next committee meeting: April 30, 2019, 2:00 p.m.

ADJOURN: 4:15 p.m.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

MINUTES

Fire Department Advisory Standing Committee Meeting

Friday, March 15, 2019, 10:00 a.m.

Administration Building

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

CALL TO ORDER: 10:05 a.m.

Committee Roll Call:

Director Cupp ✓ Director Mitchell ✓ FC Pappas ✓ Charlene French ✓

Ex-Officio Member IGM Moser ✓ Staff: SAC Nelle ✓

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: Two people present in audience – no comments received.

COMMITTEE MEMBER COMMENTS: Comments received.

BUSINESS ITEMS:

1. Appoint person to take meeting minutes: SAC Nelle was appointed to take minutes.
2. Approval of Minutes: December 17, 2018: Approved.
3. Budget update: SAC Nelle reported. The committee agreed that log books need to be in FD vehicles for mileage posting.
4. Hazardous Vegetation Abatement Ordinance update: FC Pappas reported. Committee agreed: Golf Course is a high priority and Rancho Hills needs to be addressed. Member French to research goats as a fuel reduction option.
5. Fire Department development: FC Pappas reported a metal building with 3 bays and meeting room would cost \$150,000.
 - A) equipment needs: FC Pappas reported on current status of equipment and grant opportunity for Type 3 engine and other FD equipment.
 - B) other issues: FC Pappas reported on possible CDBG opportunity regarding Bible Church to be used for a Fire Station.
6. Plan to develop income: Discussion (ballot measure March 2020 or November 2020). FC Pappas reported on the history of the fire fee. The committee discussed fee increases and impact on revenue. It was agreed that a committee of citizens to assist ballot effort is needed
7. Set next committee meeting date and time: Friday, April 12, 2019, 1:00 p.m.

ADJOURN: 11:45 a.m.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

MINUTES

Police Advisory Standing Committee Meeting

Thursday, November 8, 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, Police Chief Mike Wilson, Dwayne Chandler, Karla Chandler, SAC Nelle, Police Sergeant Bullington

Public present in the audience: Stan Beck

Pledge of Allegiance: Carried out

Public Comments: None

Committee Member Comments: None

Business Items:

1. Approval of Minutes - Meeting of April 12, 2018: Approved.

2. COPS Funding Update: SAC Nelle explained the COPS grant is allowed to be used department-wide, not just in connection with a specific officer funded under the grant. She further noted that budget adjustments relative to the COPS grant are a work in progress.

3. Current Budget Flow / Expenses: Discussion took place regarding the allocation of administrative overhead, and potential future adjustment.

4. Animal Control Ordinance: Ordinance updates are pending, but they are low priority at this time. The District Attorney's office is currently prosecuting cases as presented. The ordinance is not yet ready for presentation to attorney Lang.

5. Future Regulatory Requirements: The new regulations for reporting racial and gender statistics to the State of California were again discussed. There may be software costs or other expenses associated with this requirement.

6. Discuss Future Meeting Date: The next meeting should take place in early March 2019.

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.



Adm

ITEM 4

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: May 8, 2019
FROM: Will Bullington, Acting Chief of Police
SUBJECT: Authorization to sell surplus vehicles & transfer a vehicle to Admin.

BACKGROUND:

The past police chief purchased three vehicles from Marysville Police Dept. for \$5,500.00. All the vehicles are well maintained and serviceable police cars. Currently, I am recommending we sell two vehicles and transfer one to Administration for employees to use for company business.

These three vehicles are described as follows:

1. VEHICLE #9 VIN / 2B3KA43T49OH641908 2009 DODGE CHARGER(SELL).
2. VIN / 2FAHP71V28X148820 2008 FORD CROWN VICTORIA (SELL).
3. VEHICLE #2 VIN / 2B3LA43G38H157489 2008 DODGE CHARGER (TRANSFER).

I recommend selling the first two vehicles to the COS Police Academy, they are in desperate need of training vehicles. I would sell them for \$2,000.00 apiece.

By selling these two vehicles, the District would be able to recuperate some funds that can be used for future vehicle replacement.

FINDINGS:

Sale of these two vehicles will reduce our current fleet and put some money aside for future purchases. The transfer of the vehicle above in #3 will benefit the whole CSD.

RECOMMENDATION:

By motion, authorize the Acting Police Chief to sell these two vehicles, transfer the third to Admin. and place the proceeds from that auction into an account for future vehicle replacement.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

5.

STAFF REPORT MEMO

To: LSCSD Board of Directors

From: Robert Moser Interim General Manager
Debbie Nelle, Senior Accounting Clerk

Meeting Date: May 15, 2019

Re: Budget Amendment Recommendations

After additional review of the year to date LSCSD Budget, staff is 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 should result a net 0 balance.
- Office Expense is increased for new folding machine to replace broken one.
- Fuel GL is added for Admin vehicle for costs through 6/30/19.
- Materials/Supplies/Small Tools increased closer to actual mostly for IT equipment upgrades.
- Vehicle Repair/Maintenance is added for Admin vehicle for tires and other costs through 6/30/19.
- Events is increased closer to actual costs.

Sewer Department

- Admin Overhead Allocation adjusted per updated General Fund expenditures.
- Postage is increased for costs of mailing notices of proposed rate changes.
- Materials/Supplies/Small Tools increased closer to actual.

Water Department

- Admin Overhead Allocation adjusted per updated General Fund expenditures.
- Materials/Supplies/Small Tools increased closer to actual costs including new water meters.

Police Department

- Admin Overhead Allocation adjusted per updated General Fund expenditures.
- Legal is increased closer to anticipated costs through 6/30/19.

Fire Department

- Fire Fuels Removal Misc. Operational Income and Fines for Ordinance violations increased closer to actual amounts billed.
- Admin Overhead Allocation adjusted per updated General Fund expenditures.
- Public Safety Supplies and Mandatory Safety Equipment reduced to reclassify items to Uniform GL.
- Uniforms GL increased closer to actual after reclassifications from above GLs.
- Fire Fuel Removal and Strike Team increased payroll expenses closer to actual costs. (This includes Taxes and Workers Comp GLs)

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

AMENDED BUDGET APPROVED: 11/19/2018	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
PROPOSED AMENDMENTS: 5/15/2019							
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						474	474
4080.0 - Emerg Resp Payroll Reimb				5,306			5,306
4085.0 - Emerg Resp Travel/Meals				926			926
5004.0 - Sewer Hook Up Fee		36,243					36,243
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		5,350	5,850
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	5,700		1,100	25,700
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
4054.0 - Loan Principle Revenue			35,500				35,500
5081.0 - Interest Earned - Rsv (Savings)			8,500				8,500
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						40,000	40,000
5026.0 - Fines/Violations						15,000	15,000
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						355,000	355,000
4081.0 - Strike Team Revenues Engine Reimb						65,000	65,000
4082.0 - Strike Team Revenues Admin OH Reimb						67,000	67,000
TOTAL INCOME 2018-2019 projected	90,120	832,580	531,243	456,392	148,747	671,729	2,730,810
EXPENSES							
7001.0 - Accounting Audit		2,800	2,800	2,800		2,800	11,200
7002.0 - Admin Overhead Allocation	(426,352)	136,433	153,487	72,480		63,953	-
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.	-	379,500	459,500	-	22,500	25,000	886,500
7020.0 - IT Contract Services/Server	12,500	4,200	4,200	12,750	2,200	3,200	39,050
7026.0 - Contract Services	20,000	18,000	24,000	2,500		2,000	66,500
7032.0 - Filing Fees	150						150
7033.0 - Licenses, Permits & Fees	3,000	8,000	6,000	-	5,000	450	22,450
7034.0 - Dues & Subscriptions	7,200	500	1,300	3,000		925	12,925
7035.0 - Advertising	2,750	250	250	250			3,500
7040.0 - Insurance (property & liability)	650	14,000	20,500	5,050		6,300	46,500
7041.0 - Legal	15,000	1,000	5,000	9,000		2,000	32,000
7050.1 - Office Exp Supplies	8,500	400	650	-	1,300	650	11,500
7050.2 - Office Exp Postage	6,000	600	800	-	400	100	7,900
7050.4 - Office Exp Maintenance	7,750			-	2,000		9,750
7051.0 - Public Safety Supplies						2,500	2,500
7051.1 - Mandatory Safety Equipment						8,000	8,000
7055.0 - Safety Equipment		1,000	1,000				2,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	16,000	33,000	-	1,600	2,000	56,100
7063.0 - Fuel	300	6,500	6,500	-	10,500	5,000	28,800
7064.0 - Materials, Supplies & Small Tools	4,500	7,000	25,000	-	8,000	3,000	47,500
7065.0 - Vehicle Repair/Maintenance	1,000	3,000	3,000	-	18,000	20,000	45,000
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	1,000	-	5,150	2,000	10,940
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		1,200	2,700
7105.6 - Utilities - Internet	1,550	450	450	1,800		300	4,550
7204.0 - Events	625			-		500	1,125
7245.0 - Election	-						-
7501.0 - Payroll Expense	239,317	151,419	114,704	204,431	64,667	51,827	826,365
7513.0 - Payroll Taxes	5,737	3,356	2,655	17,431	5,381	4,256	38,816
7514.0 - Payroll Benefits	67,507	38,203	32,411	48,292	20,563	20,563	227,539
7516.1 - Pension (MPPP)				9,675	2,676	3,300	15,651
7516.2 - Pension (CalPERS)	17,503	10,121	8,587				36,211
7516.4 - CalPERS Fees				750	200		950
7516.5 - CalPERS UAL Expense	32,662	16,706	14,814				64,182
7516.6 - Pension Plan Fees (MPPP)		100	100	1,000	200	1,000	2,400
7518.0 - Workers Comp	23,730	11,570	9,816	17,721	5,561	10,907	79,305
7530.0 - Payroll Reimbursement (Sewer)		(49,641)		1,200		500	(47,941)
7530.1 - Payroll Reimbursement (Admin)	(87,922)						(87,922)
7530.3 - P/R Reimbursement Maintenance	47,241						47,241
7549.0 - Volunteer FF Stipend						14,000	14,000
7550.0 - Travel & Training	5,000	8,500	8,500	-	9,000	2,000	33,000
7551.0 - Meals	1,000	1,000	1,000	-	2,000	1,500	6,500
7552.0 - Employee Physical Exams/Shots		500		1,000	300	600	2,400
7555.0 - Personal Protective Equipment (PPE)		1,500	1,500		500		3,500
7556.0 - Uniforms		1,200	1,200	-	3,000	6,000	11,400

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2018-2019

AMENDED BUDGET APPROVED: 11/19/2018 BUDGET AMENDED: 4/17/2019	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
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	670						670
7062.0 - Repair & Maintenance (Med Clinic)	3,000						3,000
7080.0 - Interest Expense (Med Bldg)	8,500						8,500
7084.0 - Loan Principle Expense	35,500						35,500
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.							-
7050.2 - Office Exp Postage						200	200
7061.0 - Rental equipment						3,000	3,000
7062.0 - Repair & Maintenance						500	500
7501.0 - Payroll Expense						22,000	22,000
7513.0 - Payroll Taxes						3,000	3,000
7518.0 - Workers Comp						1,200	1,200
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						255,000	255,000
7513.0 - Payroll Taxes						23,100	23,100
7518.0 - Workers Comp						22,700	22,700
COPS Grant Shortfall (to Dept 25 Police)				-	-		-
TOTAL EXPENSE 2018-2019 projected	90,120	1,149,195	1,043,009	416,070	190,699	604,011	3,493,103
Reimbursement for Cap. Exp. from Reserves	-	379,500	459,500	-	22,500	25,000	886,500
Net Expense	90,120	769,695	583,509	416,070	168,199	579,011	2,606,603
Prior FY remaining Fund Balance					38,709		38,709
Sewer Pond principle applied to Liability paydown		39,898					39,898
NET PROFIT (LOSS) 2018-2019 projected	0	102,782	(52,266)	40,322	19,257	92,718	202,814

Notes:
Administrative Overhead Allocation Calculation updated after 6 month time study of Admin staff hours (previously S=35%, W=45%, P=12%, F=8%)
Administrative Overhead Allocation Calculation for this budget period: Sewer 32%, Water 36%, Police 17%, Fire 15%.
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 5/8/2019	
General Fund:		Current Balance in LAIF Reserves:	\$ 47,983
Capital Improvements from Reserves-	\$ -	New desktop computers/monitors - 2 new (estimate including installation) New technology - Thin Clients for \$1000 expensed to GL 7064 Materials, Supplies	\$ -
Sewer Department:		Current Balance in LAIF Reserves:	\$ 299,837
Capital Improvements from Reserves-	\$ 379,500	Sewer Lift Station B-108 Refit/Refurbishment Sewer Lift Station B-104 Refit/Refurbishment New PW Vehicle (shared w/Water Dept.) Vac Tank Sludge Drying Beds Headworks Contanment Trash Pump Security Fencing at Sewer Ponds (2 yr project?) Bobcat (used) Implements for Bobcat Sewer Lift Station B-115 Emergency Repairs	\$ 40,000 \$ 40,000 \$ 18,500 \$ 25,000 \$ 100,000 \$ 50,000 \$ 15,000 \$ 20,000 \$ 17,500 \$ 8,500 \$ 45,000
Water Department:		Current Balance in LAIF Reserves:	\$ 970,428
Capital Improvements from Reserves-	\$ 459,500	Hydrant Replacement (4 per year) - not capital expense, operating Meter Replacement (150 per year) - not capital expense, operating New PW Vehicle (shared w/Sewer Dept.) Water Rate Study - to complete in Drinking Water Grant B56 Stonecrest Refurbish Well #9 Rehab Bobcat (used) Implements for Bobcat New Well (estimate only)	\$ - \$ - \$ 18,500 \$ - \$ 25,000 \$ 140,000 \$ 17,500 \$ 8,500 \$ 250,000
Police Department:		Current Balance in LAIF Reserves:	\$ 310,507
Capital Improvements from Reserves-	\$ 22,500	All items charged to COPS Budget Building Improvements Replacement vehicles Computer - Thin Clients for \$1200 expensed to Materials, Supplies in COPS Budget New DOJ compliant Server - Amazon Server part of IT Contract Svc	\$ 7,500 \$ 15,000 \$ - \$ -
Fire Department:		Current Balance in LAIF Reserves:	\$ 200,855
Capital Improvements from Reserves-	\$ 25,000	Used Type 3 Engine Used Type 1 Engine	\$ 15,000 \$ 10,000

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2018-2019

AMENDED BUDGET APPROVED: 11/19/2018 BUDGET AMENDED: 4/17/2019	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						474	474
4080.0 - Emerg Resp Payroll Reimb				5,306			5,306
4085.0 - Emerg Resp Travel/Meals				926			926
5004.0 - Sewer Hook Up Fee		36,243					36,243
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		5,350	5,850
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	5,700		1,100	25,700
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
4054.0 - Loan Principle Revenue			35,500				35,500
5081.0 - Interest Earned - Rsv (Savings)			8,500				8,500
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						11,000	11,000
5026.0 - Fines/Violations						-	-
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						355,000	355,000
4081.0 - Strike Team Revenues Engine Reimb						65,000	65,000
4082.0 - Strike Team Revenues Admin OH Reimb						67,000	67,000
TOTAL INCOME 2018-2019 projected	90,120	832,580	531,243	456,392	148,747	627,729	2,686,810
EXPENSES							
7001.0 - Accounting Audit		2,800	2,800	2,800		2,800	11,200
7002.0 - Admin Overhead Allocation	(419,927)	134,377	151,174	71,388		62,989	(0)
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.	-	379,500	459,500	-	22,500	25,000	886,500
7020.0 - IT Contract Services/Server	12,500	4,200	4,200	12,750	2,200	3,200	39,050
7026.0 - Contract Services	20,000	18,000	24,000	2,500		2,000	66,500
7032.0 - Filing Fees	150						150
7033.0 - Licenses, Permits & Fees	3,000	8,000	6,000	-	5,000	450	22,450
7034.0 - Dues & Subscriptions	7,200	500	1,300	3,000		925	12,925
7035.0 - Advertising	2,750	250	250	250			3,500
7040.0 - Insurance (property & liability)	650	14,000	20,500	5,050		6,300	46,500
7041.0 - Legal	15,000	1,000	5,000	5,000		2,000	28,000
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						4,500	4,500
7051.1 - Mandatory Safety Equipment						10,000	10,000
7055.0 - Safety Equipment		1,000	1,000				2,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	16,000	33,000	-	1,600	2,000	56,100
7063.0 - Fuel		6,500	6,500	-	10,500	5,000	28,500
7064.0 - Materials, Supplies & Small Tools	3,000	5,000	10,000	-	8,000	3,000	29,000
7065.0 - Vehicle Repair/Maintenance		3,000	3,000	-	18,000	20,000	44,000
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	1,000	-	5,150	2,000	10,940
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		1,200	2,700
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	239,317	151,419	114,704	204,431	64,667	51,827	826,365
7513.0 - Payroll Taxes	5,737	3,356	2,655	17,431	5,381	4,256	38,816
7514.0 - Payroll Benefits	67,507	38,203	32,411	48,292	20,563	20,563	227,539
7516.1 - Pension (MPPP)				9,675	2,676	3,300	15,651
7516.2 - Pension (CalPERS)	17,503	10,121	8,587				36,211
7516.4 - CalPERS Fees				750	200		950
7516.5 - CalPERS UAL Expense	32,662	16,706	14,814				64,182
7516.6 - Pension Plan Fees (MPPP)		100	100	1,000	200	1,000	2,400
7518.0 - Workers Comp	23,730	11,570	9,816	17,721	5,561	10,907	79,305
7530.0 - Payroll Reimbursement (Sewer)		(49,641)		1,200		500	(47,941)
7530.1 - Payroll Reimbursement (Admin)	(87,922)						(87,922)
7530.3 - P/R Reimbursement Maintenance	47,241						47,241
7549.0 - Volunteer FF Stipend						14,000	14,000
7550.0 - Travel & Training	5,000	8,500	8,500	-	9,000	2,000	33,000
7551.0 - Meals	1,000	1,000	1,000	-	2,000	1,500	6,500
7552.0 - Employee Physical Exams/Shots		500		1,000	300	600	2,400
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

AMENDED BUDGET APPROVED: 11/19/2018 BUDGET AMENDED: 4/17/2019	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
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	670						670
7062.0 - Repair & Maintenance (Med Clinic)	3,000						3,000
7080.0 - Interest Expense (Med Bldg)	8,500						8,500
7084.0 - Loan Principle Expense	35,500						35,500
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.							-
7050.2 - Office Exp Postage						200	200
7061.0 - Rental equipment						3,000	3,000
7062.0 - Repair & Maintenance						500	500
7501.0 - Payroll Expense						10,000	10,000
7513.0 - Payroll Taxes						1,400	1,400
7518.0 - Workers Comp						850	850
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 2018-2019 projected	90,120	1,144,639	1,025,696	410,977	190,699	529,297	3,391,428
Reimbursement for Cap. Exp. from Reserves	-	379,500	459,500	-	22,500	25,000	886,500
Net Expense	90,120	765,139	566,196	410,977	168,199	504,297	2,504,928
Prior FY remaining Fund Balance					38,709		38,709
Sewer Pond principle applied to Liability paydown		39,898					39,898
NET PROFIT (LOSS) 2018-2019 projected	0	107,338	(34,953)	45,415	19,257	123,432	260,489

Notes:
Administrative Overhead Allocation Calculation updated after 6 month time study of Admin staff hours (previously S=35%, W=45%, P=12%, F=8%)
Administrative Overhead Allocation Calculation for this budget period: Sewer 32%, Water 36%, Police 17%, Fire 15%.
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 3/15/2019	
General Fund:		Current Balance in LAIF Reserves:	\$ 58,958
Capital Improvements from Reserves-	\$ -	New desktop computers/monitors - 2 new (estimate including installation) New technology - Thin Clients for \$1000 expensed to GL 7064 Materials, Supplies	\$ -
Sewer Department:		Current Balance in LAIF Reserves:	\$ 298,872
Capital Improvements from Reserves-	\$ 379,500	Sewer Lift Station B-108 Refit/Refurbishment Sewer Lift Station B-104 Refit/Refurbishment New PW Vehicle (shared w/Water Dept.) Vac Tank Sludge Drying Beds Headworks Containment Trash Pump Security Fencing at Sewer Ponds (2 yr project?) Bobcat (used) Implements for Bobcat Sewer Lift Station B-115 Emergency Repairs	\$ 40,000 \$ 40,000 \$ 18,500 \$ 25,000 \$ 100,000 \$ 50,000 \$ 15,000 \$ 20,000 \$ 17,500 \$ 8,500 \$ 45,000
Water Department:		Current Balance in LAIF Reserves:	\$ 953,448
Capital Improvements from Reserves-	\$ 459,500	Hydrant Replacement (4 per year) - not capital expense, operating Meter Replacement (150 per year) - not capital expense, operating New PW Vehicle (shared w/Sewer Dept.) Water Rate Study - to complete in Drinking Water Grant B56 Stonecrest Refurbish Well #9 Rehab Bobcat (used) Implements for Bobcat New Well (estimate only)	\$ - \$ - \$ 18,500 \$ - \$ 25,000 \$ 140,000 \$ 17,500 \$ 8,500 \$ 250,000
Police Department:		Current Balance in LAIF Reserves:	\$ 308,572
Capital Improvements from Reserves-	\$ 22,500	All items charged to COPS Budget Building Improvements Replacement vehicles Computer - Thin Clients for \$1200 expensed to Materials, Supplies in COPS Budget New DOJ compliant Server - Amazon Server part of IT Contract Svc	\$ 7,500 \$ 15,000 \$ - \$ -
Fire Department:		Current Balance in LAIF Reserves:	\$ 50,538
Capital Improvements from Reserves-	\$ 25,000	Used Type 3 Engine Used Type 1 Engine	\$ 15,000 \$ 10,000



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

To: LSCSD Board of Directors

From: Robert Moser, Interim General Manager

Meeting Date: May 15, 2019

SUBJECT: Correction for County Tax Roll 020 071 480 000

The County Auditor is requiring specific wording from the Board regarding the previously approved waiver of past charges in the March 20, 2019, Minutes, Item 4 (refer to enclosed spreadsheet provided with March 20, 2019 Board packet).

Board Action:

Motion to Rescind Item #4 (see below) of the March 20, 2019, minutes due to County required wording.

4. *Consideration of request to waive past charges - Tennis Village APN 020-071-480-000: IGM Moser, ARC Lang and Counsel Long reported. The Board discussed.*

Motion by Dir. Cupp second Dir. Mitchell to approve extinguishing the overcharge of \$21,850.97 on APN 020-071-480-000 (Forbis account) and remove lien from tax roll.

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

Motion by Dir. Mitchell second Dir. Cupp to take no action on remaining balance of \$16,220.92 on APN 020-071-480-000 (Forbis account) and allow it to continue to accrue interest and late charges.

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

NEW Item: Consideration of correction to assessments submitted in error to Siskiyou County.

Motion : to approve correcting the 2013 amount submitted to Siskiyou County from \$44,251.80 to \$22,400.83. \$21,850.97 was submitted in error.

NEW Item: Refund to property owner \$7,826.69 received from the County which paid amounts assessed in error.

Owner			water for							over charged			
at the time			Fire Service	Main Project	Duplex	CSD	County	Per County #	Over Charge	and paid	Not paid	Paid	
Mandel	2010			\$ 22,059.47		112					\$ 22,059.47		
Mandel	2010	paid	\$ 208.19			1						7/29/2014	
Forbis	2011	paid		\$ 22,506.93		112	86 + Duplex	\$ 17,962.00		\$ 4,544.93		7/29/2014	
	2011	paid	\$ 273.37			1						7/29/2014	
Forbis	2012	paid		\$ 21,243.76		112	86 + duplex	\$ 17,962.00		\$ 3,281.76		7/29/2014	
	2012	paid	\$ 225.67			1						7/29/2014	
Forbis	2013			\$ 21,625.30		112	0	\$ -	\$ 21,625.30				
	2013		\$ 225.67			1	0	\$ -	\$ 225.67				
duplex	2013				\$ 677.67	1*					\$ 667.67		
duplex	2014				\$ 1,320.47	1*					\$ 1,320.47		
							Totals		\$ 21,850.97	\$ 7,826.69	\$ 24,047.61		
*one water two sewer											\$ (7,826.69)		
			Option #1:	extinguish/forgive the over charge of \$21,850.97							\$ 16,220.92		
				Allow payment of 2011 & 2012 over charge to be applied to past amounts still due							\$ (3,459.47)	interest & late charge	
				Allow interest & late fee extinguish in 2010							\$ 12,761.45	Remaining Balance	