



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 3 -14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT REGARDING A POLICY FOR THE RETENTION AND DESTRUCTION OF DISTRICT RECORDS, DOCUMENTS AND PAPERS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA .

WHEREAS, it is the responsibility of the Board to preserve and maintain the records of the Lake Shastina Community Services District; and

WHEREAS, the Board wishes to adopt and comply with a record retention schedule; and

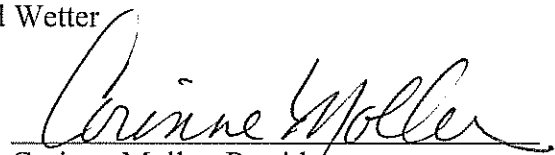
WHEREAS, Government code allows the Board to authorize at any time the destruction or disposition of any record, duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the district: and

WHEREAS, the board desires to authorize the destruction of records currently exceeding the required retention guidelines.

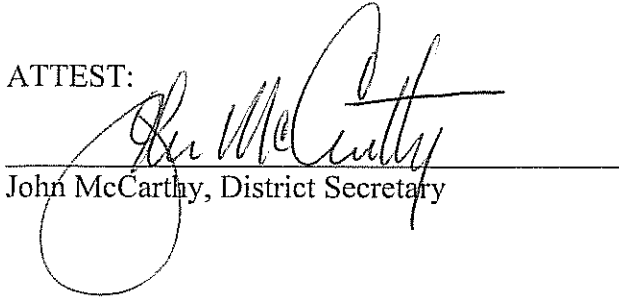
NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS: The Board shall adopt and comply with the Local Government Records Management Guidelines provided by the Secretary of State pursuant to Sections 60200, 12236. (Exhibit A: most current August 1999 attached) and shall authorize and allow the destruction of records following the same guidelines. The policy will be updated as needed upon recommendations received from legal counsel, CPA or Auditor, or per California code. The destruction of these files will be professionally shred.

I hereby certify that the forgoing is a full, true and correct copy of Resolution 3-14 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the **16th** day of **April, 2014** by the following vote:

AYES: Directors Cupp, Mitchell, Moller, Roths and Wetter
NOES: None
ABSENT: None


Corinne Moller, President

ATTEST:


John McCarthy, District Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, April 16, 2014 – 5:00 p.m.
Administration Building
MINUTES

CALL TO ORDER AND ROLL CALL: called to order at 4:30 p.m.

LSCSD Board Roll Call: Cupp Mitchell Moller Roths Wetter

PUBLIC COMMENTS BEFORE CLOSED SESSION: None

CLOSED SESSION: called to order at 4:31 p.m.

Also present: GM McCarthy

1. A. Conference with Legal Counsel: Existing Litigation (Gov. Code Section 54956.9)
James and Deborah Lea, APN 020-270-320, discussion regarding settlement

With no objections by the Board, Pres. Moller adjourned Closed Session at 4:50 p.m.

REGULAR MEETING: called to order at 5:00 p.m.

Also present: GM McCarthy, PWS Moser, SAC Nelle, CPS Wilson, AA Charvez
There were approximately 35 people in the audience.

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

REPORT ON CLOSED SESSION:

Items 1.A.: The Board received an update, no action taken.

PUBLIC COMMENTS: Jerry Bounds (SRA CalFire fee, Political Signs/CC&Rs, DPS monthly statistics)

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

2. A. Approval of Minutes: Regular Meeting March 19, 2014
- B. Ratification of Disbursements: March 1 to March 31, 2014
- C. Budget Comparison / Variance Report: FY 2013/2014 YTD
- D. Accounts Receivables Aging Analysis: FY 2013/2014 YTD
- E. Approval of CalPers Retirement Resolution 2-14
- F. General Manager Contract: third year option

With no objection by the Board, Pres. Moller moved to approve Consent Calendar.

Ayes: Directors Cupp, Mitchell, Moller, Roths and Wetter
Noes: None
Absent: None

PUBLIC HEARINGS:

3. Second Reading, Public Hearing and Adoption for proposed Ordinance 1-14 regarding special tax to fund Public Safety services and repealing existing special taxes for Police protection and Fire protection and emergency services and increasing the District's appropriations limit by the amount of the special taxes levied.

Pres. Moller opened the Public Hearing at 5:06 p.m. There were no comments from the audience. Public Hearing closed at 5:06 p.m.

Motion by Dir. Mitchell second by Dir. Wetter to adopt Ordinance 1-14 regarding a special tax to fund Public Safety services and repealing existing special taxes for Police protection and Fire Protection and emergency services and increasing the District's appropriations limit by the amount of the special taxes levied.

Ayes: Directors Cupp, Mitchell, Moller, Roths and Wetter
Noes: None
Absent: None

DISCUSSION / ACTION ITEMS:

4. Department of Public Safety Monthly Report: CPS Wilson updated the Board on Fire and Police activities.
5. Department of Public Safety – volunteer appreciation: CPS Wilson presented certificates to DPS volunteers; National Volunteer Week was April 6 – 12, 2014.
6. Wastewater Treatment Plant: GM McCarthy gave a PowerPoint presentation updated the Board on recent upgrades to the Wastewater Treatment Plant.

- 7. CSD Water Service – outside District Boundaries: The Board discussed that due to the current drought and water level of Lake Shastina, the city of Montague expects to run out of water this summer and is investigating options to resolve the situation, which includes buying water from the District. The District can lawfully sell water in bulk to customers outside the District on a contract basis.
- 8. Consideration of proposed resolution regarding retention and destruction of LSCSD records, documents and papers: GM McCarthy reviewed the proposed resolution.

Motion by Dir. Cupp second by Dir. Wetter to adopt Resolution 3-14 regarding retention and destruction of District records, documents and papers.

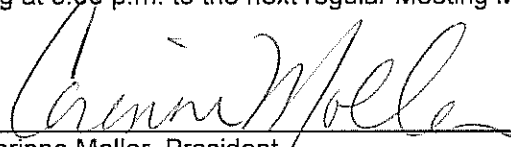
Ayes: Directors Cupp, Mitchell, Moller, Roths and Wetter
Noes: None
Absent: None

BOARD MEMBER COMMENTS: Dir. Roths (records retention), Dir. Cupp (College of the Siskiyous play "The Producers", LOLA meeting presentation, YMCA dinner), Dir. Mitchell (thanked all volunteers), Pres. Moller (thanked Supervisor Michael Kobseff for attending meeting), Dir. Wetter (LOLA meeting presentation, Foundation meeting, Easter Egg Hunt)


ADJOURNMENT:

With no objections by the Board, Pres. Moller adjourned the meeting at 5:55 p.m. to the next regular Meeting May 21, 2014 (Open Session at 5:00 p.m.).

Approval Date: 5/21/14



 Corinne Moller, President

ATTEST 

 John McCarthy, District Secretary