



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Wednesday, May 17, 2023

Open Session: 1:00 p.m.

Administration Building

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

CALL TO ORDER:

LSCSD Roll Call: Directors: Chandler ____ 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.

Those who wish to speak on a matter that does not appear on the agenda, may do so during this Public Comment period. Each individual comment will be limited to three minutes. The Public Comment portion of the meeting will be limited to thirty minutes (total time). If needed, time limits may be extended with concurrence of the Board. No person may speak twice to the same 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.

1. CONSENT ITEMS:

- A. Approval of Minutes: Regular Meeting April 19, 2023
- B. Ratification of Disbursements: April 1 through 30, 2023
- C. Budget Comparison: FY 2022/23
- D. Department Written Reports
 - 1. Fire Department
 - 2. Police Department
 - 3. Sewer Department
 - 4. Water Department

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Collection Policy

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Meeting is scheduled to be held on June 21, 2023 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.

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LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, April 19, 2023
Open Session 1:00 p.m.
UNAPPROVED MINUTES

CALL TO ORDER AND ROLL CALL: 1:00 P.M

LSCSD Board Roll Call: Chandler Cupp MacIntosh Mitchell Thompson

Also present: GM Moser, AOA Phonepaseuth, PC Bullington. There were approximately 16 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: None received.

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

- 1. A. Approval of Minutes: Regular Meeting March 15, 2023 and Special Meeting March 29, 2023
- B. Ratification of Disbursements: March 1 through 31, 2023
- C. Budget Comparison: FY 2022/23
- D. Department Written Reports
 - 1. Fire Department
 - 2. Police Department
 - 3. Sewer Department
 - 4. Water Department

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

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

Noes: None

Absent: None

DISCUSSION / REPORTS / ACTION ITEMS:

2. Public Information Specialist -Discussed.

3. CSD News -Discussed.

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Mitchell adjourned the meeting at 2:40 PM. The next LSCSD Regular Board Meeting to be held on May 17, 2023 1:00 p.m. at the Administration Building.

Approval Date: May 17, 2023

Paula Mitchell, President

ATTEST:

Robert Moser, General Manager/Secretary

NO REPORT
AVAILABLE DUE TO
ACCOUNTING
SOFTWARE

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Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of April Lake Shastina Fire Department responded to a total of 37 calls for service. These calls included:

- 21 Medical Aids
- 8 Public Assists
- 1 Vehicle Fire
- 3 Traffic Collisions
- 1 Illegal campfire
- 3 Structure Fires

Monthly News:

Lake Shastina Fire responded to 2 “working” structure fires during the month of April. Fortunately, due to a quick response, and quick reaction from someone passing by, one of the fires was quickly knocked down; however, the home was a total loss. The second fire was a fatal fire, and the home was fully involved upon arrival.

Academy 44 at College of the Siskiyous graduated 24 cadets on May 5th. Lake Shastina was proud to have four cadets representing our department at the graduation.



LAKE SHASTINA POLICE DEPARTMENT

William N. Bullington

Chief of Police

16309 Everhart Dr., Weed, CA 96094

(530) 938-2226

TO: LSCSD Board of Directors

FROM: Chief Bullington

SUBJECT: April 2023 Police Monthly Board Report, **ITEM 2.A.2**

POLICE ACTIVITY: LSPD had 203 calls for service in April.

SUMMARY:

Misdemeanor Arrests: 2

Felony Arrests: 1

Traffic Warnings: 88

Traffic Citations: 15

Animal Control Cites: 0

Animal Related Calls: 8

Parking Cites: 0

House Watch: 140+-

Misc. Police Calls (Non-Criminal): 89

NOTABLE ACTIVITY:

4/10/2023- Subject arrested for felony warrant.

4/17/2023- Subject arrested for misdemeanor warrant.

4/18/2023- Subject arrested for misdemeanor warrant.

TRAINING:

Officer safety and procedure in Domestic Violence calls for service. This training was 2 hours long and hosted through Lexipol and Police One Academy.

Sgt. Yates completed an online Cybercrimes training as well as online Arson investigation training.

Officer Sadler completed a 40-hour Interview/ Interrogation school, hosted at the Yreka Police Department.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: RODNEY VILLA, Maintenance Leadman
Meeting Date: May 17, 2023
Subject: Board Report April, 2023

Notable Activity:

- We removed a mop head from the #2 pump in B-101 on 4/3/23. As well as mop heads from both pumps in B-102 on 4/25/23.
- We serviced both of the "Apexes" this month.
- We got started on the weed abatement at the WWTP.
- Both of the pumps in B-107 malfunctioned on 4/10/23. It took 2 days to trouble-shoot; but we got it worked out.
- The quarterlies at the WWTP were delivered to Basic Lab.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: RODNEY VILLA : Maintenance Leadman
Meeting Date: May 17, 2023
Subject: Board Report for April, 2023 (Water)

Notable Activity:

- We have refreshed 19 U.S.A's in the burn area.
- The monthly water samples were delivered to Basic Lab in Redding.
- The owner at 5224 Tennis Road broke the meter shut off, so we had to dig the service up to the "curb stop" in order to replace it.
- We have changed 20 water meters this month.



Item 2

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: May 17, 2023
FROM: Robert Moser, General Manager
SUBJECT: Collection Policy

BACKGROUND:

Due to changes in the law and our recent change to the interest and late charges we needed to update the collection policy. Although not much has changed, we just needed to make sure we were following proper federal and local guidelines.

RECOMMENDATION:

- A. Approve the collection policy as written.

LAKE SHASTINA COMMUNITY SERVICES DISTRICT (LSCSD)
COLLECTION POLICY

1. **INTEREST AND LATE CHARGES:** The LSCSD charges a 10% late penalty sixty (60) days after billing date with a subsequent interest charge of no more than 1% per month, booked quarterly on all unpaid amounts. Gov Code §61115.(a)(3)(C)
2. **DISPUTE OF CHARGES:** If the owner questions the accuracy of the calculation of an account, or the amount charged to the account, a written objection to the specific charges must be made to the General Manager within thirty (30) days of the date notice is sent to the Owner of the charge or balance, or the account shall be deemed to be correct. A telephone call will not reserve any rights. Incorrect meter readings that lead to errors in billing can be handled by staff. The disputed amount may remain unpaid during the investigation, but undisputed portions of the account must be paid before the delinquency date to avoid collection charges. Ordinance 1-03
3. **PAYMENT PLAN:** An owner may request a payment plan agreement, not to exceed 12 months, by contacting the administration office as soon as possible after the initial billing. Gov Code §60372.(c)
4. **CONSIDERED DELINQUENT FOR TERMINATION:** A district may provide that charges for any services or facilities shall be collected together with and not separately from the charges for other revenues or facilities rendered by it, and that all charges shall be billed upon the same bill and collected as one item. If all or part of a bill is not paid, the district may discontinue any or all services or facilities for which the bill is rendered. To provide that if all or part of a bill is not paid, the district may discontinue any or all services. Gov Code §61115.(a)(3)(A)(B)
5. **NOTICE OF DELINQUENT - TERMINATION OF SERVICES:** When the account is in arrears, the district shall make every good faith effort to inform the actual users of the services, by means of written notice, that service will be terminated in 15 days from the mailing date of the notice by first class mail. Gov Code §60371.(a),60373.(a)
6. **CONTEST OR APPEAL:** Per above, owner may be given notice to pay balance due within fifteen (15) days from date of delinquent notice mailing. Any disputes regarding a two week turn off notice (Notice of Delinquent) shall be made in writing to the District within 13 days of mailing date of said notice. Owner will have the right to appear before a committee of the General Manager and Public Works Superintendent to dispute the bill. Decision of the committee will be considered final resolution of the matter. Request a hearing by contacting the LSCSD office Monday-Thursday 8:00 a.m. to 5:00 p.m. (except holidays) either by calling (530) 938-3281 or by mail giving date and time you will be able to attend hearing during normal working hours. If adequate (three days) notice is given, arrangements can be made for a hearing after normal working hours. Gov Code §60372.(c-e)
7. **TERMINATION OF SERVICES:** The district shall make a reasonable, good faith effort to contact an adult person residing at the premises for delivery of the termination notice. Whenever contact cannot be accomplished, the termination notice shall be posted in a conspicuous location at the premises 48 hours prior to termination. Gov Code §60373.(b)
8. **DELINQUENT WATER FEES:** By Ordinance 1-03, administrative costs associated with personal notification and visits to improved parcels to post notices, shut-off, and turn-on water services are recovered as follows:

- a. \$15 charged to the account at the time personal notice is delivered to the residence
 - b. \$15 when water service line is shut off or locked shut
 - c. \$15 to turn water service back on, assessed at the time of shut off.
9. **RETURNED CHECK FEE:** A Charge of Twenty-five Dollars (\$25.00) shall be imposed for all dishonored checks. Ordinance 4-09
10. **TAX ROLLING OF DELINQUENT FEES:** Once a year, on or prior to August 10th, all delinquent water/sewer/police/fire fees and special taxes are submitted to the Siskiyou County Tax Collector (as authorized by California CSD law) to be added to the forthcoming year's property tax rolls as "Lake Shastina Delinquent" special assessments to be collected with and not separately from annual property taxes. Gov Code §61115.(c)
11. **OWNER RESPONSIBILITIES:**
- a. **Change of Address:** Owners change of mailing address must be made online thru the owners portal _____ or received in writing, fax, on the remittance or by email. accountsreceivable@lakeshastina.com
 - b. **Receipt of Billing:** Owner must notify the district when they do not receive their bill. Not receiving the statement does not relieve the owner's obligation to pay on time.

CONTACT INFORMATION:

Address: Lake Shastina Community Services District
16320 Everhart Drive
Weed Ca 96094

Hours: 8:00 a.m.– 5:00 p.m. open during lunch hours

Phone: 530-938-3281 Billing ext. 107