



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Wednesday, December 20, 2023

Closed Session: 12:00 p.m. / 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 ____

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction.

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. Personnel (Gov. Code Section 54957) Public Employee Performance Evaluation
- B. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.0(b). (case :23SC12267, Vrable VS LSCSD)

RETURN TO OPEN SESSION:

LSCSD Roll Call: Directors: Chandler ____ Cupp ____ MacIntosh ____ Mitchell ____ Thompson ____

PLEDGE OF ALLEGIANCE:

REPORT ON CLOSED SESSION:

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. State your name and address your comments to the Board. Each individual 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: November 15, 2023
- B. Ratification of Disbursements: November 1 through 30, 2023
- C. Budget Comparison: FY 2023/24
- D. Department Written Reports
 - 1. Fire Department
 - 2. Police Department
 - 3. Sewer Department
 - 4. Water Department

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Update on Board Policies (PM)
- 3. Funding Water Planning (PM)
- 4. Information on Medical Building Contract (PM)
- 5. GM Search update (CC)
- 6. Election of LSCSD Board Officers for 2024 (PM)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Meeting is scheduled to be held on January 17, 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.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, November 15, 2023
Closed Session/Open Session
UNAPPROVED MINUTES

CALL TO ORDER: 12:31PM

LSCSD Board Roll Call: Chandler Cupp MacIntosh Mitchell Thompson

PUBLIC COMMENTS: None received.

ADJOURN TO CLOSED SESSION: 12:32 PM

CLOSED SESSION:

A. Personnel (Gov. Code Section 54957)

RETURN TO OPEN SESSION: 1:05 PM

LSCSD Board Roll Call: Chandler Cupp MacIntosh Mitchell Thompson
Also present: SAC DeBon, Sgt. Erickson, FC Pappas and AA Phonepaseuth. There were approximately 7 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

REPORT ON CLOSED SESSION: Closed session to reconvene after open session.

PUBLIC COMMENTS:

Lee Proctor: Board Processes, Police, Appreciation for FD, Push Ads -Recruiting co.

Noa Mohlabane: Open house appreciation gathering of FD, Are there any associations or conferences coming up for GM professionals that we could have someone go to

David Tucker: How much time do we have before we make a decision on loan/grant/project for the sewer project, How long does the COPS funding last

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

1. 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

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

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

Noes: None

Absent: None

DISCUSSION / REPORTS / ACTION ITEMS:

2. COPS Budget Amendment

Motion by Dir. Chandler, second by Dir. Thompson, to approve the COPS Budget Amendment.

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

Noes: None

Absent: None

3. Wastewater Improvement Priorities and Funding -Discussed.

4. Appointing Secretary for the District

Motion by Dir. Mitchell, second by Dir. Cupp, to temporarily appoint Karla Chandler as Secretary for the District.

Ayes: Directors Chandler, Cupp, MacIntosh, Mitchell, Thompson
Noes: None
Absent: None

5. Update on GM search

Motion by Dir. Mitchell, second by Dir. Chandler, authorize the GM search committee budget for advertising at or less than \$2500.

Ayes: Directors Chandler, Cupp, MacIntosh, Mitchell, Thompson
Noes: None
Absent: None

6. Christmas Events -Discussed.

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Mitchell adjourned the meeting at 2:53 PM. Board decided not to reconvene closed session. The next LSCSD Regular Board Meeting to be held on December 20, 2023 1:00 p.m. at the Administration Building.

Approval Date: December 20, 2023

Paula Mitchell, President

ATTEST:

Karla Chandler, 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 November 1-30,2023 for a total of: " \$ 247,145.30

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

Submitted for 'November 2023	\$ 247,145.30
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Expenses - Regular Checks Mechanics Bank Account	\$ 109,754.94
Expenses - Payroll & Liability Checks Mechanics Bank Account	\$ 137,390.36
<u>Subtotal</u>	<u>\$ 247,145.30</u>
<u>Total CSD Expenses</u>	<u>\$ 247,145.30</u>

						10	15	20	25	26	27	30	31
Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	General	Sewer	Water	Police	COPS	Wellness Grant	Fire	SAFER
11/2/2023	26176	Clair Hill	277.80	277.80			217.41		34.96			25.43	
	26177	CNOA Region VIII	45.00	45.00						45.00			
	26179	KELLIE POWER	400.00	400.00		400.00							
	26180	Lloyd & Deborah Peters	290.55	290.55			228.47		35.94			26.14	
	26181	OFFICE TECHNOLOGIES, INC.	49.16	49.16					49.16				
	26182	SHN CONSULTING ENGINEERS &	15,612.75	15,612.75			10,698.75	4,914.00					
	26183	SISKIYOU DISPOSAL	355.00	355.00		125.00	62.50	62.50	26.25			78.75	
	26184	SOLANO'S INC.	361.90	361.90			113.33	28.06	40.39			180.12	
	26185	STEVE PAPPAS	3,086.88	3,086.88								3,086.88	
	26186	SUBURBAN PROPANE-1638	415.33	415.33					103.84			311.49	
	26187	TURNERS CARPETS ECT.	7,935.40	7,935.40								7,935.40	
	26188	Payroll Checks (Live Checks)	2,124.86		2,124.86		1,675.81	424.90	24.15				
	231102012	CalPERS	6,881.41		6,881.41	1,035.52	1,060.80	487.54	2,463.90	652.06		679.89	501.70
	231102013	EDD EFT	1,130.22		1,130.22	263.84	133.90	76.77	302.68	268.28		50.26	34.49
	231102014	EFTPS EFT	2,511.81		2,511.81	640.60	509.91	276.32	538.42	204.93		190.29	151.34
	231102001-011	MB EFT - Payroll Checks (Direct Deposits)	22,934.91		22,934.91	5310.37	2193.77	1679.02	6875.01	3385.73		1976.81	1514.20
11/5/2023	1740	Xpress Bill Pay	114.94	114.94		114.94							
11/6/2023	1727	FIRST NATIONAL BANK OMAHA	30.00	30.00		30.00							
	1728	FIRST NATIONAL BANK OMAHA	1,319.37	1,319.37		27.45	203.46	1,074.74	6.86			6.86	
	1729	FIRST NATIONAL BANK OMAHA	580.31	580.31					214.50			365.81	
	1730	FIRST NATIONAL BANK OMAHA	3,705.48	3,705.48		601.22	3,064.03		40.23				
	1731	FIRST NATIONAL BANK OMAHA	2,967.31	2,967.31					1,068.65	1,898.66			
	1732	PACIFIC POWER	12,970.20	12,970.20		570.39	3,076.64	9,323.17					
11/13/2023	1739	VERIZON WIRELESS	38.01	38.01		38.01							
11/16/2023	1737	QUILL CORP	34.30	34.30		17.15				17.15			
	1738	DEPARTMENT OF MOTOR VEHICLES	489.00	489.00			244.50	244.50					
	1741	PITNEY BOWES INC	500.00	500.00		500.00							
	26191	All-N-One Furniture & Floors	7,872.33	7,872.33					7,872.33				
	26192	CAL ORE TELEPHONE CO	698.31	698.31		192.21	71.82	71.83	341.09			21.36	
	26193	CHRIS PAPPAS	133.90	133.90								133.90	
	26194	CORAL LUQUIN	525.00	525.00					525.00				

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS	27 Wellness Grant	30 Fire	31 SAFER
	26195	FERGUSON WATERWORKS	857.53	857.53				857.53					
	26196	HARVEST PRINTING	83.66	83.66						83.66			
	26197	HUE & CRY	44.42	44.42		44.42							
	26198	NAPA AUTO PARTS	803.47	803.47		294.75	67.66			376.53		64.53	
	26199	PACE ANALYTICAL SERVICES LLC	4,293.58	4,293.58			857.26	3,436.32					
	26200	PRENTICE LONG, PC	480.00	480.00		480.00							
	26201	SHASTA VALLEY TIRE SERVICE	2,496.11	2,496.11			1,248.05	1,248.06					
	26202	SHN CONSULTING ENGINEERS &	22,428.97	22,428.97			12,602.96	9,826.01					
	26203	SISKIYOU DISPOSAL	380.00	380.00		130.00	67.50	67.50		31.25		83.75	
	26204	SISKIYOU TECHNOLOGY CONSULTANT	2,591.00	2,591.00		2,591.00							
	26205	STEVE PAPPAS	2,122.98	2,122.98								2,122.98	
	26206	WEDDLE PLUMBING	2,596.98	2,596.98								2,596.98	
	26207	WESTERN BUSINESS PRODUCTS	138.78	138.78		138.78							
	26189	Payroll Checks (Live Checks)	1,942.05		1,942.05	48.55	1,699.28	194.22					
	26190	N.C.G. T. Security Fund	15,050.00		15,050.00	3,850.00	1,705.86	1,158.00	3,515.14	1,750.00		1,750.00	1,321.00
	26208	UNION DUES	599.60		599.60	209.96	138.95	84.98	97.8	66.24		1.67	
	231112012	CalPERS	6,871.19		6,871.19	1052.08	916.24	596.87	2443.47	652.06		708.77	501.70
	231112013	EDD EFT	1,170.20		1,170.20	264.06	112.34	87.73	401.94	216.53		53.11	34.49
	231112014	EFTPS EFT	2,701.45		2,701.45	645.94	433.81	315.08	818.00	135.66		201.62	151.34
	231112001-011	MB EFT - Payroll Checks (Direct Deposits)	23,607.87		23,607.87	5310.72	1659.47	2185.44	7842.46	3035.06		2060.51	1514.21
11/29/2023	1742	QUILL CORP	84.46	84.46		32.99				51.47			
	1745	WILLIAMS SCOTSMAN INC.	568.04	568.04			284.02	284.02					
11/30/2023	1743	US CELLULAR	305.80	305.80						305.80			
	26210	AMERICAN WATER WORKS	501.00	501.00				501.00					
	26211	BONNIE GRAHAM	112.00	112.00					88.00			24.00	
	26212	CASCADE GLASS CO	620.85	620.85		620.85							
	26213	CASELLE, INC	2,799.00	2,799.00		2,799.00							
	26214	CHRIS PAPPAS	72.07	72.07								72.07	
	26215	DEEPWOODS EMBROIDERY & DESIGN	194.35	194.35						194.35			
	26216	HUE & CRY	44.42	44.42		44.42							
	26217	KELLIE POWER	400.00	400.00		400.00							
	26218	L N CURTIS & SONS	45.11	45.11						45.11			
	26219	OFFICE TECHNOLOGIES, INC.	51.55	51.55					51.55				
	26220	SISKIYOU CO. TAX COLLECTOR	126.00	126.00		126.00							
	26221	SISKIYOU TECHNOLOGY CONSULTANT	2,584.00	2,584.00		2,584.00							
	26222	SOLANO'S INC.	939.71	939.71		25.72	68.36	133.18	73.26	639.19			
	26223	STEVE PAPPAS	180.87	180.87								180.87	
	26209	Payroll Checks (Live Checks)	1,201.91		1,201.91		600.95	600.96					
	26225	Payroll Checks (Live Checks)	2,767.68		2,767.68		1870.06	897.62					
	26226	Payroll Checks (Live Checks)	218.02		218.02							218.02	
	26227	Payroll Checks (Live Checks)	218.02		218.02							218.02	
	231126023	Aflac	226.08	226.08		0.30	28.66	7.38	189.74				
	231126024	CalPERS	6,864.30	6,864.30		1050.96	1084.25	470.44	2457.55	619.51		679.89	501.70
	231126025	EDD EFT	1,573.39	1,573.39		465.73	217.07	160.96	318.85	261.98		103.14	45.66
	231126026	EFTPS EFT	3,812.50	3,812.50		1064.62	766.36	549.00	841.64	195.52		190.29	205.07
	231126001-022	MB EFT - Payroll Checks (Direct Deposits)	32,982.89		32,982.89	9556.79	3708.63	3149.48	8279.77	3373.50		3099.61	1815.11
			247,145.30	109,754.94	137,390.36	43,698.34	53,692.84	45,475.13	48,435.42	18,052.34	-	29,499.22	8,292.01

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1C

November 2023 Detailed Budget Comparison 2023/2024 YTD

12/14/2023

REVENUE/EXPENDITURE REPORT

For the Period: 7/1/2023 to 11/30/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 10 - LSCSD General Fund						
Revenues						
10-00-4055.000	Misc Operational Income	315.00	315.00	145.00	0.00	170.00 46%
10-00-4056.000	Misc-Non Operating Income	105.00	105.00	0.00	0.00	105.00 0%
10-00-4070.000	Antenna Lease Revenue	26,250.00	26,250.00	12,234.58	3,514.34	14,015.42 47%
10-00-5050.000	Transfer Fees	5250.00	5250.00	1260.00	120.00	3990.00 24%
10-00-5080.000	Interest Earned-OPS	52.50	52.50	0.00	0.00	52.50 0%
10-00-5081.000	Interest Earned-RSV	525.00	525.00	0.86	0.00	524.14 0%
Dept: 22 Medical Clinic						
10-22-4053.000	Medical Clinic Revenue	60,264.00	60,264.00	25,110.00	10,044.00	35,154.00 42%
Dept: 23 Green Waste Site						
10-23-4055.000	Misc Operational Income	2,100.00	2,100.00	240.00	0.00	1,860.00 11%
Revenues		94,861.50	94,861.50	38,990.44	13,678.34	55,871.06 41%

Expenditures

Dept: 01 General Admin

10-01-7002.000	Admin Overhead Alloc	-387,633.060	-387,633.060	-121,733.51	-9,136.94	-265,899.55 31%
10-01-7010.000	Capital Improvement	20,000.00	20,000.00	14,928.72	0.00	5,071.28 75%
Less Reimbursement due from LAIF Savings		-20,000.00	-20,000.00	-14,928.72	0.00	-5,071.28 75%
10-01-7026.000	Contract Services	76,020.00	76,020.00	22,803.00	2,003.13	53,217.00 30%
10-01-7033.000	Licenses, Permits, Fees	5,250.00	5,250.00	2,568.52	599.26	2,681.48 49%
10-01-7034.000	Dues & Subscriptions	5,250.00	5,250.00	44.38	0.00	5,205.62 1%
10-01-7035.000	Advertising	184.80	184.80	489.00	0.00	-304.20 265%
10-01-7040.000	Insurance (Liability)	3,437.11	3,437.11	0.00	0.00	3,437.11 0%
10-01-7041.000	Legal	6,300.00	6,300.00	6,190.00	525.00	110.00 98%
10-01-7050.100	Off Exp-Supplies	8,400.00	8,400.00	1,330.43	988.85	7,069.57 16%
10-01-7050.200	Off Exp-Postage	6,825.00	6,825.00	2,797.40	0.00	4,027.60 41%
10-01-7050.400	Off Exp-Maint	840.00	840.00	149.91	5.82	690.09 18%
10-01-7062.000	Repair & Maintenance	525.00	525.00	7.74	0.00	517.26 1%
10-01-7063.000	Fuel	157.50	157.50	33.86	0.00	123.64 21%
10-01-7064.000	Materials/Supplies/Small Tools	5,250.00	5,250.00	1,015.91	25.72	4,234.09 19%
10-01-7065.000	Vehicle Repair/Maintenance	63.00	63.00	419.90	30.00	-356.90 667%
10-01-7101.000	Property Taxes	126.00	126.00	0.00	0.00	126.00 0%
10-01-7105.000	Utilities - CSD	95.00	95.00	303.78	128.14	-208.78 320%
10-01-7105.200	Util-Electric	5,250.00	5,250.00	1,067.99	263.81	4,182.01 20%
10-01-7105.400	Utilities-Propane	87.50	87.50	87.50	0.00	0.00 100%
10-01-7105.600	Utility - Internet	1,365.00	1,365.00	384.42	0.00	980.58 28%
10-01-7204.000	Events	2,000.00	2,000.00	0.00	0.00	2,000.00 0%
10-01-7501.000	Payroll Expense	262,500.00	262,500.00	95,209.96	15,320.42	167,290.04 36%
10-01-7513.000	Payroll-TAXES	3,150.00	3,150.00	1,545.88	222.15	1,604.12 49%
10-01-7514.000	Payroll-Benefits	57,750.00	57,750.00	17,649.73	0.00	40,100.27 31%
10-01-7516.200	Pension Cost (CalPERS)	23,100.00	23,100.00	6,966.14	865.89	16,133.86 30%
10-01-7516.400	CalPERS Fees	122.40	122.40	122.40	0.00	0.00 100%

10-01-7516.500	CalPERS UAL Expense	15,578.48	15,578.00	15,578.00	0.00	0.00	100%
10-01-7518.000	Workers Comp	30,000.00	30,000.00	7,174.54	1,303.30	22,825.46	24%
10-00-1104.000	Due from LSPOA	-105,000.00	-105,000.00	-27,889.26	-2,685.85	-77,110.74	27%
10-01-7550.000	Travel & Training	5,250.00	5,250.00	0.00	0.00	5,250.00	0%
10-01-7551.000	Meals	1,260.00	1,260.00	64.03	0.00	1,195.97	5%
Dept: 22 Medical Clinic							
10-22-7026.000	Contract Services	13,000.00	13,000.00	4,606.11	0.00	8,393.89	35%
10-22-7040.000	Insurance (Liability)	840.00	840.00	0.00	0.00	840.00	0%
10-22-7062.000	Repair & Maintenance	210.00	210.00	74.47	0.00	135.53	35%
10-22-7080.000	Interest Expense	2,625.00	2,625.00	0.00	0.00	2,625.00	0%
10-22-7084.000	Loan Principle Expense	36,500.00	36,500.00	0.00	0.00	36,500.00	0%
10-22-7501.000	Payroll Expense	800.00	800.00	113.26	61.98	686.74	14%
10-22-7513.000	Payroll-TAXES	15.75	15.75	1.64	0.90	14.11	10%
10-22-7514.000	Payroll-Benefits	86.25	86.25	0.00	0.00	86.25	0%
10-22-7516.200	Pension Cost (CalPERS)	68.25	68.25	11.28	7.34	56.97	17%
10-22-7518.000	Workers Comp	68.25	68.25	9.74	5.33	58.51	14%
Dept: 23 Green Waste							
10-23-7026.000	Contract Services	105.00	105.00	0.00	0.00	105.00	0%
10-23-7063.000	Fuel	52.50	52.50	0.00	0.00	52.50	0%
10-23-7064.000	Materials/Supplies/Small Tools	105.00	105.00	0.00	0.00	105.00	0%
10-23-7501.000	Payroll Expense	630.00	630.00	0.00	0.00	630.00	0%
10-23-7513.000	Payroll-TAXES	26.25	26.25	0.00	0.00	26.25	0%
10-23-7516.200	Pension Cost (CalPERS)	52.50	52.50	0.00	0.00	52.50	0%
10-23-7518.000	Workers Comp	63.00	63.00	0.00	0.00	63.00	0%
Expenditures		88,811.48	88,811.00	39,198.15	10,534.25	49,612.85	44%

For the Period: 7/1/2023 to 11/30/2023		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 15 - LSCSD Sewer Dept							
Revenues							
Dept: 00							
15-00-4001.100	Assmt/Revenue-Residential	780,000.00	780,000.00	200,249.61	0.00	579,750.39	26%
15-00-4001.200	Assmt/Revenue-Standby	66,250.00	66,250.00	788.12	0.00	65,461.88	1%
15-00-4001.300	Assmt/Revenue-Commercial	15,000.00	15,000.00	4,702.06	703.71	10,297.94	31%
15-00-4003.000	Late Payment Revenue	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
15-00-4056.000	Misc-Non Operating Income	300.00	300.00	395.00	0.00	-95.00	132%
15-00-5004.000	Sewer Hook Up Fee	25,000.00	25,000.00	0.00	0.00	25,000.00	0%
15-00-5081.000	Interest Earned-RSV	4,000.00	4,000.00	188.27	0.00	3,811.73	5%
Revenues		895,550.00	895,550.00	206,323.06	703.71	689,226.94	23%

Expenditures							
Dept: 01 General Admin							
15-01-7001.000	Accounting Audit/Review	4,000.00	4,000.00	0.00	0.00	4,000.00	0%
15-01-7002.000	Admin Overhead Alloc	124,042.58	124,042.58	38,954.72	2,923.82	85,087.86	31%
15-01-7010.000	Capital Improvement	110,000.00	110,000.00	0.00	0.00	110,000.00	0%
Less Reimbursement due from LAIF Savings		-110,000.00	-110,000.00	0.00	0.00	-110,000.00	0%
15-01-7026.000	Contract Services	20,000.00	20,000.00	32,299.68	0.00	-12,299.68	161%
15-01-7033.000	Licenses, Permits, Fees	12,600.00	12,600.00	15,300.26	12,195.72	-2,700.26	121%
15-01-7034.000	Dues & Subscriptions	150.00	150.00	150.00	0.00	0.00	100%
15-01-7035.000	Advertising	1,000.00	1,000.00	321.90	0.00	678.10	32%
15-01-7040.000	Insurance (Liability)	25,000.00	25,000.00	0.00	0.00	25,000.00	0%
15-01-7041.000	Legal	2,500.00	2,500.00	0.00	0.00	2,500.00	0%

15-01-7050.200	Off Exp-Postage	26.25	26.25	26.86	26.86	-0.61	102%
15-01-7055.000	Safety Equipment	2,000.00	2,000.00	0.00	0.00	2,000.00	0%
15-01-7062.000	Repair & Maintenance	40,000.00	40,000.00	218.94	44.24	39,781.06	1%
15-01-7063.000	Fuel	12,600.00	12,600.00	1,884.42	0.00	10,715.58	15%
15-01-7064.000	Materials/Supplies/Small Tools	10,500.00	10,500.00	5,585.32	241.06	4,914.68	53%
15-01-7065.000	Vehicle Repair/Maintenance	6,000.00	6,000.00	2,821.04	863.40	3,178.96	47%
15-01-7100.000	Lease/Rent Expense	4,000.00	4,000.00	1,420.10	284.02	2,579.90	36%
15-01-7105.100	Util-Telephone	550.00	550.00	0.00	0.00	550.00	0%
15-01-7105.200	Util-Electric	50,000.00	50,000.00	15,967.39	2,877.12	34,032.61	32%
15-01-7105.300	Util-Waste	800.00	800.00	317.50	67.50	482.50	40%
15-01-7105.600	Utility - Internet	700.00	700.00	197.79	0.00	502.21	28%
15-01-7501.000	Payroll Expense	171,453.14	171,453.14	60,165.26	11,955.90	111,287.88	35%
15-01-7513.000	Payroll-TAXES	3,198.57	3,198.57	894.18	173.38	2,304.39	28%
15-01-7514.000	Payroll-Benefits	38,742.92	38,742.92	10,546.09	0.00	28,196.83	27%
15-01-7516.200	Pension Cost (CalPERS)	17,231.38	17,231.38	5,677.20	1,037.54	11,554.18	33%
15-01-7516.400	CalPERS Fees	55.51	55.51	54.00	0.00	1.51	97%
15-01-7516.500	CalPERS UAL Expense	37,020.00	37,020.00	37,020.00	0.00	0.00	100%
15-01-7518.000	Workers Comp	14,482.17	14,482.17	4,769.19	1,028.21	9,712.98	33%
15-01-7550.000	Travel & Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0%
15-01-7551.000	Meals	500.00	500.00	0.00	0.00	500.00	0%
15-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0%
15-01-7555.000	Personal Protective Equip PPE	400.00	400.00	0.00	0.00	400.00	0%
15-01-7556.000	Uniforms	2,000.00	2,000.00	467.44	0.00	1,532.56	23%

Expenditures	605,052.52	605,052.52	235,059.28	33,718.77	369,993.24	39%
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For the Period: 7/1/2023 to 11/30/2023 Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 20 - LSCSD Water Dept

Revenues

Dept: 00

20-00-4001.100	Assmt/Revenue-Residential	345,000.00	345,000.00	107,359.30	0.00	237,640.70	31%
20-00-4001.200	Assmt/Revenue-Standby	102,200.00	102,200.00	2.44	0.00	102,197.56	0%
20-00-4001.300	Assmt/Revenue-Commercial	8,000.00	8,000.00	6,345.14	861.48	1,654.86	79%
20-00-4003.000	Late Payment Revenue	7,000.00	7,000.00	1,020.00	1,020.00	5,980.00	15%
20-00-4075.000	Water Capacity Expansion Fee	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
20-00-5006.000	Water Hook Up Fee	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
20-00-5081.000	Interest Earned-RSV	10,000.00	10,000.00	313.49	0.00	9,686.51	3%

Dept: 22 Medical Clinic

20-22-4054.000	Loan Principle Revenue	36,500.00	36,500.00	0.00	0.00	36,500.00	0%
20-22-5081.000	Interest Earned-RSV	2,500.00	2,500.00	0.00	0.00	2,500.00	0%

Dept: 36 Planning Grant

20-36-5075.000	Grant Income	25,000.00	25,000.00	10,515.00	0.00	14,485.00	42%
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Revenues	538,200.00	538,200.00	125,555.37	0.00	412,644.63	23%
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Expenditures

20-01-7001.000	Accounting Audit/Review	4,000.00	4,000.00	0.00	0.00	4,000.00	0%
20-01-7002.000	Admin Overhead Alloc	139,547.90	139,547.90	43,824.07	3,289.30	95,723.83	31%
20-01-7010.000	Capital Improvement	30,000.00	30,000.00	0.00	0.00	30,000.00	0%
Less Reimbursement due from LAIF Savings		-30,000.00	-30,000.00	0.00	0.00	-30,000.00	0%
20-01-7026.000	Contract Services	20,000.00	20,000.00	17,518.05	691.88	2,481.95	88%
20-01-7033.000	Licenses, Permits, Fees	10,000.00	10,000.00	82.72	18.72	9,917.28	1%
20-01-7034.000	Dues & Subscriptions	2,000.00	2,000.00	150.00	0.00	1,850.00	8%

20-01-7035.000	Advertising	200.00	200.00	321.90	0.00	-121.90	161%
20-01-7040.000	Insurance (Liability)	35,000.00	35,000.00	0.00	0.00	35,000.00	0%
20-01-7041.000	Legal	500.00	500.00	0.00	0.00	500.00	0%
20-01-7055.000	Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
20-01-7062.000	Repair & Maintenance	20,000.00	20,000.00	9,767.93	701.29	10,232.07	49%
20-01-7063.000	Fuel	14,000.00	14,000.00	1,884.42	0.00	12,115.58	13%
20-01-7064.000	Materials/Supplies/Small Tools	10,000.00	10,000.00	3,692.72	241.06	6,307.28	37%
20-01-7065.000	Vehicle Repair/Maintenance	7,000.00	7,000.00	2,821.09	863.42	4,178.91	40%
20-01-7100.000	Lease/Rent Expense	3,000.00	3,000.00	1,420.10	284.02	1,579.90	47%
20-01-7105.200	Util-Electric	85,000.00	85,000.00	44,811.70	5,834.62	40,188.30	53%
20-01-7105.300	Util-Waste	750.00	750.00	317.50	67.50	432.50	42%
20-01-7105.600	Utility - Internet	700.00	700.00	197.79	0.00	502.21	28%
20-01-7501.000	Payroll Expense	130,000.00	130,000.00	45,084.59	8,618.10	84,915.41	35%
20-01-7513.000	Payroll-TAXES	2,579.72	2,579.72	670.35	124.95	1,909.37	26%
20-01-7514.000	Payroll-Benefits	27,000.00	27,000.00	7,891.08	0.00	19,108.92	29%
20-01-7516.200	Pension Cost (CalPERS)	13,897.51	13,897.51	3,455.11	518.68	10,442.40	25%
20-01-7516.400	CalPERS Fees	54.00	54.00	54.00	0.00	0.00	100%
20-01-7516.500	CalPERS UAL Expense	37,020.00	37,020.00	37,020.00	0.00	0.00	100%
20-01-7518.000	Workers Comp	11,680.21	11,680.21	3,464.27	741.16	8,215.94	30%
20-01-7550.000	Travel & Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0%
20-01-7551.000	Meals	500.00	500.00	0.00	0.00	500.00	0%
20-01-7555.000	Personal Protective Equip PPE	500.00	500.00	0.00	0.00	500.00	0%
20-01-7556.000	Uniforms	1,000.00	1,000.00	467.44	0.00	532.56	47%

Dept: 36 Planning Grants

20-36-7026.000	Contract Services	25,000.00	25,000.00	76,824.02	0.00	-51,824.02	307%
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Expenditures		604,129.34	604,129.34	301,820.58	21,994.70	302,308.76	50%
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For the Period: 7/1/2023 to 11/30/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
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Fund: 25 - LSCSD Police Department

Revenues

25-00-4001.100	Assmt/Revenue-Residential	140,000.00	140,000.00	34,033.41	-9.17	105,966.59	24%
25-00-4001.200	Assmt/Revenue-Standby	280,000.00	280,000.00	157.28	0.00	279,842.72	0%
25-00-4001.300	Assmt/Revenue-Commercial	3,080.00	3,080.00	0.00	0.00	3,080.00	0%
25-00-4003.000	Late Payment Revenue	4,203.14	4,203.14	0.00	0.00	4,203.14	0%
25-00-4056.000	Misc-Non Operating Income	10,000.00	10,000.00	5,566.96	3,509.93	4,433.04	56%
25-00-5040.000	Gain on Sale of Equipment	6,600.00	6,600.00	0.00	0.00	6,600.00	0%
25-00-5054.000	Animal Control Fees - Other	500.00	500.00	0.00	0.00	500.00	0%
25-00-5055.000	Animal License Fee	2,500.00	2,500.00	170.00	0.00	2,330.00	7%
25-00-5056.000	Warrant	4,000.00	4,000.00	1,330.57	205.54	2,669.43	33%
25-00-5061.000	Donations	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
25-00-5081.000	Interest Earned-RSV	6,000.00	6,000.00	166.98	0.00	5,833.02	3%

Revenues		457,883.14	457,883.14	41,425.20	3,706.30	416,457.94	9%
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Expenditures

25-01-7001.000	Accounting Audit/Review	4,000.00	4,000.00	0.00	0.00	4,000.00	0%
25-01-7002.000	Admin Overhead Alloc	65,897.13	65,897.13	20694.69	1553.28	45,202.44	31%
25-01-7026.000	Contract Services	4,700.00	4,700.00	1558.95	139.55	3,141.05	33%
25-01-7033.000	Licenses, Permits, Fees	250.00	250.00	200.89	8.90	49.11	80%
25-01-7034.000	Dues & Subscriptions	9,000.00	9,000.00	10954.19	0.00	-1,954.19	122%
25-01-7035.000	Advertising	700.00	700.00	33.00	0.00	667.00	5%
25-01-7040.000	Insurance (Liability)	12,908.40	12,908.40	0.00	0.00	12,908.40	0%

25-01-7041.000	Legal	2,200.00	2,200.00	0.00	0.00	2,200.00	0%
25-01-7050.200	Off Exp-Postage	600.00	600.00	794.59	11.82	-194.59	132%
25-01-7051.000	Public Safety Supplies	700.00	700.00	789.15	45.11	-89.15	113%
25-01-7051.100	Public Safety Equipment	2,400.00	2,400.00	8268.11	2048.24	-5,868.11	345%
25-01-7062.000	Repair & Maintenance	600.00	600.00	7.74	0.00	592.26	1%
25-01-7063.000	Fuel	11,000.00	11,000.00	5207.28	0.00	5,792.72	47%
25-01-7064.000	Materials/Supplies/Small Tools	2,600.00	2,600.00	1076.05	13.60	1,523.95	41%
25-01-7065.000	Vehicle Repair/Maintenance	5,000.00	5,000.00	665.01	120.00	4,334.99	13%
25-01-7105.100	Util-Telephone	1,445.00	1,445.00	611.00	0.00	834.00	42%
25-01-7105.200	Util-Electric	900.00	900.00	283.08	19.00	616.92	31%
25-01-7105.300	Util-Waste	288.45	288.45	136.25	31.25	152.20	47%
25-01-7105.400	Utilities-Propane	1,000.00	1,000.00	103.84	0.00	896.16	10%
25-01-7105.600	Utility - Internet	3,000.00	3,000.00	1267.59	255.66	1,732.41	42%
25-01-7204.000	Events	250.00	250.00	86.47	86.47	163.53	35%
25-01-7501.000	Payroll Expense	235,000.00	235,000.00	115341.49	20154.42	119,658.51	49%
25-01-7513.000	Payroll-TAXES	4,435.98	4,435.98	2208.36	688.68	2,227.62	50%
25-01-7514.000	Payroll-Benefits	60,000.00	60,000.00	26265.14	0.00	33,734.86	44%
25-01-7516.200	Pension Cost (CalPERS)	25,000.00	25,000.00	10944.39	1737.18	14,055.61	44%
25-01-7516.400	CalPERS Fees	200.00	200.00	183.60	0.00	16.40	92%
25-01-7516.500	CalPERS UAL Expense	239.00	239.00	0.00	0.00	239.00	0%
25-01-7518.000	Workers Comp	31,000.00	31,000.00	10001.45	1815.36	20,998.55	32%
25-01-7550.000	Travel & Training	3,500.00	3,500.00	589.62	0.00	2,910.38	17%
25-01-7551.000	Meals	700.00	700.00	490.62	0.00	209.38	70%
25-01-7552.000	Employee Physical Exams-Shots	50.00	50.00	666.00	0.00	-616.00	1332%
25-01-7556.000	Uniforms	600.00	600.00	686.40	0.00	-86.40	114%
Expenditures		490,163.96	490,163.96	220,537.69	28,813.95	269,626.27	45%

For the Period: 7/1/2023 to 11/30/2023

Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 26 - COPS Grant

Revenues							
26-00-5075.000	Grant Income	156,000.00	186,158.95	0.00	0.00	186,158.95	0%
Revenues		156,000.00	186,158.95	0.00	0.00	186,158.95	0%

Expenditures							
26-01-7033.000	Licenses, Permits, Fees	1,000.00	7,000.00	529.17	0.00	6,470.83	8%
26-01-7050.400	Off Exp-Maint	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
26-01-7051.000	Public Safety Supplies	500.00	5,000.00	330.77	103.83	4,669.23	7%
26-01-7051.100	Public Safety Equipment	3,500.00	5,000.00	580.62	174.43	4,419.38	12%
26-01-7062.000	Repair & Maintenance	500.00	3,500.00	0.00	0.00	3,500.00	0%
26-01-7063.000	Fuel	3,000.00	3,000.00	215.20	0.00	2,784.80	7%
26-01-7064.000	Materials/Supplies/Small Tools	4,000.00	4,000.00	1996.04	1290.54	2,003.96	50%
26-01-7065.000	Vehicle Repair/Maintenance	6,000.00	6,000.00	3493.74	140.53	2,506.26	58%
26-01-7105.100	Util-Telephone	4,000.00	4,000.00	2065.95	0.00	1,934.05	52%
26-01-7501.000	Payroll Expense	92,000.00	92,000.00	52263.51	7780.16	39,736.49	57%
26-01-7513.000	Payroll-TAXES	2,000.00	2,000.00	742.59	112.81	1,257.41	37%
26-01-7514.000	Payroll-Benefits	20,000.00	20,000.00	8750.00	0.00	11,250.00	44%
26-01-7516.200	Pension Cost (CalPERS)	7,500.00	10,000.00	3809.98	629.97	6,190.02	38%
26-01-7518.000	Workers Comp	7,500.00	7,500.00	4494.67	669.10	3,005.33	60%
26-01-7550.000	Travel & Training	2,000.00	5,000.00	1571.08	0.00	3,428.92	31%
26-01-7551.000	Meals	250.00	1,000.00	358.35	174.38	641.65	36%
26-01-7556.000	Uniforms	750.00	4,000.00	1162.11	820.80	2,837.89	29%

Expenditures	156,000.00	186,158.95	82,437.78	11,896.55	103721.17	44%
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For the Period: 7/1/2023 to 11/30/2023 Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 27 - Wellness Grant

Revenues

27-00-5075.000	Grant Income	13,000.00	13,000.00	13000.00	0.00	0.00	100%
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Revenues		13,000.00	13,000.00	13,000.00	0.00	0.00	100%
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Expenditures

27-01-7034.000	Dues & Subscriptions	2,000.00	2,000.00	1731.75	0.00	268.25	87%
27-01-7064.000	Materials/Supplies/Small Tools	11,000.00	11,000.00	2869.39	0.00	8,130.61	26%

Expenditures		13,000.00	13,000.00	4,601.14	0.00	8,398.86	35%
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For the Period: 7/1/2023 to 11/30/2023 Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 30 - LSCSD Fire Department

Revenues

Dept: 00

30-00-4001.100	Assmt/Revenue-Residential	102,000.00	102,000.00	24698.24	0.00	77,301.76	24%
30-00-4001.200	Assmt/Revenue-Standby	165,000.00	165,000.00	221.77	-10.84	164,778.23	0%
30-00-4001.300	Assmt/Revenue-Commercial	2,315.00	2,315.00	0.00	0.00	2,315.00	0%
30-00-4003.000	Late Payment Revenue	5,500.00	5,500.00	0.00	0.00	5,500.00	0%
30-00-4055.000	Misc Operational Income	12,000.00	12,000.00	2565.28	1037.42	9,434.72	21%
30-00-4076.000	Fire Suppression Expansion Fee	500.00	500.00	0.00	0.00	500.00	0%
30-00-5056.000	Warrant	6,000.00	6,000.00	661.77	0.00	5,338.23	11%
30-00-5061.000	Donations	5,000.00	5,000.00	7100.00	2000.00	-2,100.00	142%
30-00-5075.000	Grant Income	9,450.00	9,450.00	9324.06	0.00	125.94	99%
30-00-5081.000	Interest Earned-RSV	10,000.00	10,000.00	365.52	0.00	9,634.48	4%

Dept: 34 Fire Fuels Removal

30-34-4055.000	Misc Operational Income	40,000.00	40,000.00	29775.00	0.00	10,225.00	74%
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Dept: 45 Mutual Aid Strike Team

30-45-4080.000	Strike Team Rev Payroll Reimb	150,000.00	150,000.00	0.00	0.00	150,000.00	0%
30-45-4081.000	Strike Team Rev Engine Reimb	25,000.00	25,000.00	0.00	0.00	25,000.00	0%
30-45-4082.000	Strike Team Rev Admin OH Reimb	25,000.00	25,000.00	0.00	0.00	25,000.00	0%

Revenues		557,765.00	557,765.00	74,711.64	3,026.58	483053.36	13%
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Expenditures

Dept: 01 General Admin

30-01-7001.000	Accounting Audit/Review	4,000.00	4,000.00	0.00	0.00	4,000.00	0%
30-01-7002.000	Admin Overhead Alloc	58,145.36	58,145.36	18260.03	1370.54	39,885.33	31%
30-01-7010.000	Capital Improvement	65,000.00	65,000.00	78677.43	429.15	-13,677.43	121%
	Less Reimbursement due from LAIF Savings	-65,000.00	-65,000.00	-78,677.43	-429.15	13,677.43	121%
30-01-7026.000	Contract Services	8,400.00	8,400.00	3563.85	24.00	4,836.15	42%
30-01-7033.000	Licenses, Permits, Fees	105.12	105.12	350.00	0.00	-244.88	333%
30-01-7034.000	Dues & Subscriptions	1,050.00	1,050.00	0.00	0.00	1,050.00	0%
30-01-7040.000	Insurance (Liability)	19,324.88	19,324.88	0.00	0.00	19,324.88	0%
30-01-7041.000	Legal	315.00	315.00	1337.50	0.00	-1,022.50	425%
30-01-7050.200	Off Exp-Postage	367.50	367.50	0.00	0.00	367.50	0%
30-01-7050.400	Off Exp-Maint	315.00	315.00	0.00	0.00	315.00	0%
30-01-7051.000	Public Safety Supplies	2,100.00	2,100.00	314.43	0.00	1,785.57	15%
30-01-7051.100	Public Safety Equipment	525.00	525.00	0.00	0.00	525.00	0%

30-01-7062.000	Repair & Maintenance	2,500.00	2,500.00	2290.88	0.00	209.12	92%
30-01-7063.000	Fuel	21,000.00	21,000.00	3817.80	158.53	17,182.20	18%
30-01-7064.000	Materials/Supplies/Small Tools	11,550.00	11,550.00	4875.61	3183.25	6,674.39	42%
30-01-7065.000	Vehicle Repair/Maintenance	23,100.00	23,100.00	-767.94	2190.48	23,867.94	-3%
30-01-7075.000	VFA Grant Equipment	18,900.00	18,900.00	6885.46	0.00	12,014.54	36%
30-01-7105.100	Util-Telephone	525.00	525.00	178.62	38.01	346.38	34%
30-01-7105.200	Util-Electric	3,360.00	3,360.00	849.25	57.02	2,510.75	25%
30-01-7105.300	Util-Waste	945.00	945.00	436.35	83.75	508.65	46%
30-01-7105.400	Utilities-Propane	500.00	500.00	311.49	0.00	188.51	62%
30-01-7105.600	Utility - Internet	1,500.00	1,500.00	64.08	0.00	1,435.92	4%
30-01-7204.000	Events	262.50	262.50	0.00	0.00	262.50	0%
30-01-7501.000	Payroll Expense	65,794.80	65,794.80	39394.94	5174.51	26,399.86	60%
30-01-7513.000	Payroll-TAXES	2,000.00	2,000.00	1060.26	75.02	939.74	53%
30-01-7514.000	Payroll-Benefits	22,000.00	22,000.00	11061.75	0.00	10,938.25	50%
30-01-7516.200	Pension Cost (CalPERS)	8,600.00	8,600.00	4589.31	673.40	4,010.69	53%
30-01-7518.000	Workers Comp	6,000.00	6,000.00	3378.67	445.01	2,621.33	56%
30-01-7550.000	Travel & Training	420.00	420.00	898.87	0.00	-478.87	214%
30-01-7551.000	Meals	525.00	525.00	50.19	0.00	474.81	10%
30-01-7556.000	Uniforms	1,000.00	1,000.00	1603.46	31.69	-603.46	160%
Dept: 34 Fire Fuels Removal		0.00		0.00			
30-34-7062.000	Repair & Maintenance	1,575.00	1,575.00	121.84	0.00	1,453.16	8%
30-34-7501.000	Payroll Expense	23,100.00	23,100.00	12728.00	0.00	10,372.00	55%
30-34-7513.000	Payroll-TAXES	2,625.00	2,625.00	1492.25	0.00	1,132.75	57%
30-34-7518.000	Workers Comp	1,890.00	1,890.00	750.61	0.00	1,139.39	40%
Dept: 45 Mutual Aid Strike Team							
30-45-7501.000	Payroll Expense	137,500.00	137,500.00	96302.50	1573.00	41,197.50	70%
30-45-7513.000	Payroll-TAXES	2,500.00	2,500.00	8221.30	38.72	-5,721.30	329%
30-45-7518.000	Workers Comp	10,000.00	10,000.00	7031.88	114.94	2,968.12	70%
Expenditures		464,820.16	464,820.16	231,586.25	15,325.30	233,233.91	50%
Total Net Effect:		291,282.18	291,282.66	-615,235.16	0.00	906,517.82	



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of November Lake Shastina Fire Department responded to a total of 29 calls of service. These calls included:

- 20 Medical Aids
- 2 Hazmat
- 2 Public Assists
- 2 Traffic Collisions
- 2 Structure Fires
- 1 Vehicle Fire

The Greenwaste site has officially opened. We plan to be open every first and third Saturday starting in January.

Engine 3119 was sent to Medford for repairs. We don't have a diagnosis on it yet but there are various leaks and issues that we need to get taken care of.



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

POLICE ACTIVITY: LSPD had 260 calls for service in November.

SUMMARY:

Misdemeanor Arrests: 6

Felony Arrests: 0

Traffic Warnings: 40

Traffic Citations: 26

Animal Control Cites: 0

Animal Related Calls: 6

Parking Cites: 0

House Watch: 140+-

Misc. Police Calls(Non-Criminal): 182

NOTABLE ACTIVITY:

11/3/23 – Subject arrested for driving on a suspended DL.

11/11/2023- 2 subjects arrested for warrants.

11/12/23- 2 subjects arrested for possession of drug paraphernalia and possession of methamphetamine.

11/22/23- Subject arrested for warrant.

OTHER:

Painting complete for PD remodel.

TRAINING:

NONE

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: RODNEY VILLA, Maintenance Leadman
Meeting Date: December 20, 2023
Subject: Board Report for November, 2023

Notable Activity:

- We have completed 2/3 of the rock work between ponds #2 and #3 and continue to sort more for future projects.
- The #2 pump in B-118 has a faulty motor starter. It has been ordered. While inspecting B-118 we also cleaned the lift station to the bottom and replaced two floats.
- One of the houses on Palmer Dr. that was burnt has been rebuilt and the sewer reconnected.
- The sewer cleanout on Lotz Ct. had to be relocated due to a new construction.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: RODNEY VILLA : Maintenance Leadman
Meeting Date: December 20,2023
Subject: Board Report for November, 2023

Notable Activity:

- We are working with XiO on the Acuity upgrade on the SCADA system.
- There were four USAs. We are also preparing to fix a water leak on Jackrabbit Rd.
- We interviewed and hired a new employee.
- We performed cleaning and disinfecting practices in the water stations and wells.



Item 2

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: December 20, 2023

FROM: Paula Mitchell

SUBJECT: Update on Board Policies

BACKGROUND:

It has been several years since the LSCSD board policies have been updated. The suggested changes reflect current practices, outside organizations, and business contracts. Attached are the sections that need revision.

4015.2.2 If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4020

4020.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

POLICY TITLE: Expenditure Reimbursement
POLICY NUMBER: 4025

4025.1 Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

4025.2 Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

4025.3 Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4025.4.1 ~~The Finance Division Manager or~~ The General Manager and Department Manager will review and approve reimbursement requests. Reimbursement requests by the Finance Division Manager will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the Finance Division Manager.

4025.4.2 All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

4025.4.3 The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

4025.4.4 Expenditures for food and lodging will be moderate and reasonable.

POLICY TITLE: Remuneration and Reimbursement
POLICY NUMBER: 4030

4030.1 Members of the Board of Directors shall receive a monthly "Director's Fee," the amount of which shall be established annually by the Board at its regular meeting in July and be consistent with applicable state law.

POLICY TITLE: Directors' Health Insurance
POLICY NUMBER: 4035

4035.1 Members of the Board of Directors of the Lake Shastina Community Services District may participate in the health benefits plan provided by the District ~~through SDRMA~~ on a self-pay basis.

4035.2 In accordance with Government Code §53208.5, the benefits provided to Directors by the health benefits plan may not be greater than the most generous schedule of benefits being received by any group of District employees. ~~Family members of the Director are also eligible for enrollment in the health benefits plan in accordance with the Act and Regulations of SDRMA.~~

4035.3 The health benefits plan for Directors will be available only to active members of the Board of Directors, and shall not be available after a Director is no longer an elected or appointed official of the District.

POLICY TITLE: Board President
POLICY NUMBER: 4040

4040.1 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4050

4050.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

4050.1.1 Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

4050.1.2 Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

4050.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

4050.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made (refer to attached Guidelines for Ad Hoc Board Committees).

4060.2 The following shall be standing committees of the Board:

4060.2.1 Finance Committee; and,

4060.2.2 Other committees as needed.

4060.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

4060.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

4060.5 The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

POLICY TITLE: Basis of Authority

POLICY NUMBER: 4070

4070.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

4070.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

POLICY TITLE: Membership in Associations
POLICY NUMBER: 4080

4080.1 The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

4080.2 The Board of Directors shall maintain membership in the California Special Districts Association and shall ensure that annual dues are paid when due.

4080.3 The Board of Directors shall maintain membership in the ~~Siskiyou County Chapter of the~~ California Special Districts Association and shall ensure that annual dues are paid when due.

~~**4080.3.1**—At the regular Board meeting in December, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff member shall at the same time be selected to serve as an alternate for the representation.~~

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 4090

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

4090.2.1 The Finance Division Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Finance Division Manager, together with validated receipts in accordance with State law.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Finance Division Manager and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

POLICY TITLE: Ethics Training
POLICY NUMBER: 4095

4095 All directors and designated executive staff of Lake Shastina Community Services District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

4095.1 This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

4095.2 All ethics training shall be provided by entities whose curricula has been approved by the California Attorney General and the Fair Political Practices Commission.

4095.3 Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

4095.3.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

4095.4 District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

4095.5 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

4095.6 Any director of Lake Shastina Community Services District that serves on the board of another agency is only required to take the training once every two years.

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at ~~5:00 p.m.~~ 1:00 p.m. in the Lake Shastina Administration Office Board Room, 16320 Everhart Drive, Weed, California. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

5010.2 Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

5010.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall

notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.5 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Clerk from among its members to serve during the coming calendar year, and will appoint the General Manager as the Board's Secretary and District's Treasurer.

5010.6 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 P.M. on the ~~Thursday~~ Wednesday prior to the closing of the agenda for the next meeting date (per Section 5020.4).

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

5020.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting

of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.2.4 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 5030

5030.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

5030.4.2 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

5030.5.1 After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

5030.5.2 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5040

5040.1 Actions by the Board of Directors include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors [five-member Board] represent a quorum for the conduct of business.

5040.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

5040.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

5040.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

5040.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

POLICY TITLE: Review of Administrative Decisions
POLICY NUMBER: 5050

5050.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.2 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.1 The Secretary or Deputy Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will

consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

5060.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board's deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets; and,
- Time of meeting's adjournment.

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied

flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rosenbuerg's Rules of Order.

~~5070.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order not requiring a second to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.~~

5070.2—Obtaining the Floor:

~~5070.2.1—Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.~~

5070.3—Motions:

~~5070.3.1—Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:~~

~~5070.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.~~

~~5070.3.2—Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.~~

~~5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.~~

~~5070.4—Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.~~

~~5070.4.1—Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.~~

~~5070.4.2—Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.~~

~~5070.4.3—Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.~~

~~5070.4.4—Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.~~

~~5070.4.5—Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.~~

~~5070.4.6—Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.~~

5070.5 Decorum.

5070.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

5070.5.2 The President may also declare a short recess during any meeting.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: December 20, 2023

FROM: Paula Mitchell

SUBJECT: Funding Water Planning

BACKGROUND:

The state of California has fallen from a budgetary surplus to a budget deficit. As a result, state grants for improvement of both water and sewer systems have been reduced. The state grant monies for the LSCSD water improvement projects will run out on 1 January 2024. The district has applied to the state for additional monies to complete the design and planning including a rate study. While the district waits for the decision on additional funding, the district will need to use the water department reserve funds if design work is to continue past the new year.

RECOMMENDATION:

- A. Vote to allow expenditures of up to \$50,000 of the water department reserves for the purpose of continuing engineering work on the design and planning of water system improvements.
- B. Allow work on the design and planning of water system improvements to stop on 1 January 2024.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: December 20, 2023

FROM: Paula Mitchell

SUBJECT: Information of Medical Building Contract

BACKGROUND:

The most recent and current lease agreement (Fourth Amendment To Lease dated 11/20/2014) on the Medical Building expires on 31 January 2025. There are many options the board will have to investigate. Some of these options include selling the building (including creating a land parcel for the property under the building), creating a totally new lease and finding interested parties, or adding a fifth amendment to the existing contract. All of these options will take time to develop.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: December 20, 2023

FROM: Carol Cupp

SUBJECT: Update on GM Search

BACKGROUND:

Since given direction by the Board, the committee has worked on details of posting our General Manager opening on the website of California Special District Association. Categories detailed in the posting are “The District and Area it Serves”, “The Position”, and the “Ideal Candidate.” The posting began on December 5. Jenny was helpful in getting the technical details worked out. We chose to be a “featured job”, meaning our posting was top-of-the-list and included our logo. The ad will run 45 days. Additionally, we made revisions to our Indeed employment website posting, for the purpose of consistency, as well as revisions to our website to allow potential applicants to easily find information about the District.

Next steps:

Review applicants to determine if they meet minimum qualifications
Respond to applicants
Set Up Interviews

VERBAL

Election of Officers for 202 Calendar Year: (Effective December 14, 2023)

- A. President
- B. Vice President
- C. Secretary/Treasurer/Clerk

INFORMATION:

Board Policy and Procedure Manual/Handbook

5010.5 Annual Organizational Meeting. *The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President, and Clerk from among its members to serve during the coming calendar year, and will appoint the General Manager as the Board's Secretary and District's Treasurer.*