



**LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

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**RESOLUTION 9-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT REGARDING ADOPTING A DISTRICT PUBLIC RECORDS ACT DOCUMENT REQUEST POLICY.**

**WHEREAS**, Government Code § 6250-6270 stipulates members of the public may be granted access to public records if the records are subject to disclosure; and

**WHEREAS**, the Lake Shastina Community Services District (LSCSD) is endeavoring to adhere to the Special District Leadership Foundation’s District Transparency Certificate of Excellence requirements; and

**WHEREAS**, to achieve compliance with Transparency requirements it is incumbent upon the District to have a public records act document request policy; and

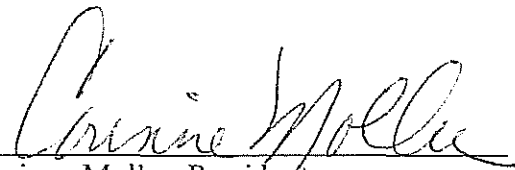
**WHEREAS**, the LSCSD has declared that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person and has prepared a policy to ensure that members of the public fully understand and are afforded the opportunity to use their right to inspect public records.

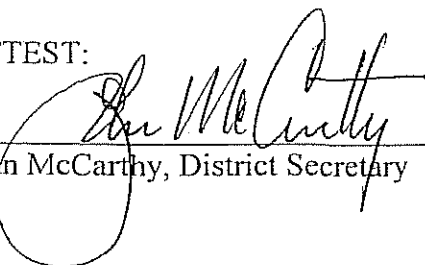
**NOW, THEREFORE, BE IT RESOLVED:** The Public Records Act Document Request Policy of the Lake Shastina Community Services District, attached hereto as Exhibit A, is hereby approved and adopted.

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I hereby certify that the forgoing is a full, true and correct copy of Resolution 9-14 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 18th day of June, 2014, by the following vote:

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

  
Corinne Moller, President

ATTEST:  
  
John McCarthy, District Secretary

**Exhibit A to Resolution 9-14**

**Lake Shastina Community Services District Policies**

**Approved: 6/18/14**

**POLICY TITLE: Public Records Act Document Request**

**POLICY NUMBER:**

Per Government Code § 6250-6270, members of the public will be granted access to public records if the records are subject to disclosure. Individuals requesting copies of public documents will submit a Public Records Act Copy Request Form and shall be charged a reasonable fee based upon the cost to produce the copy to defray expenses associated with the copying process, per the District's current Board-approved schedule of fees. The District shall respond to the request within 10 days of receipt. Requests for records may be extended by written notice to the requestor setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would be greater than 14 days. See Government Code § 6253 (c).

Customer records of the District, per government code, are protected by privacy laws and are not considered public records. The District is under no obligation to create new documents to respond to a records request, fill out checklists, answer questions, or put a record into a different format, such as converting information into an electronic format. Government Code § 6254 addresses exemption of particular records.

Copies of agendas and supporting documents (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of agendas based on normal audience attendance shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of agendas prior to the Board meeting will be charged per sheet according to the schedule of fees. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings. Copies of the agenda shall also be available on the District's web site.



# LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting  
Wednesday, June 18, 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 absent Wetter

\*Dir. Cupp was absent from 5:00 p.m. – 5:10 p.m.

PUBLIC COMMENTS BEFORE CLOSED SESSION: None

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

Also present: GM McCarthy

1. A. Personnel (Gov. Code Section 54957): Consider staffing modifications - Department of Public Safety – Police

With no objections by the Board, Pres. Moller adjourned Closed Session at 4:55 p.m.

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

Also present: GM McCarthy, PWS Moser, SAC Nelle, CPS Wilson, AFC Bullington, AA Charvez  
There were approximately 28 people in the audience.

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

REPORT ON CLOSED SESSION:

Items 1.A.: The Board discussed with the General Manager modifications to positions within the Police Department.

PUBLIC COMMENTS: None

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

2. A. Approval of Minutes: Regular Meeting May 21, 2014
- B. Ratification of Disbursements: May 1 to May 31, 2014
- C. Budget Comparison: FY 2013/2014 YTD
- D. Approval of Transfer of LAIF funds to CSD Operating Account

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

**Ayes: Directors Mitchell, Moller and Wetter**

**Noes: None**

**Absent: Directors Cupp and Roths**

PUBLIC HEARING

3. FY 2014/15 Operating Budget: public hearing and consideration of approval: Pres. Moller opened the Public Hearing at 5:04 p.m. GM McCarthy gave a PowerPoint presentation overview of proposed budget. Comments were received from the audience. Pres. Moller closed the Public Hearing at 5:58 p.m. The Board discussed.

**Motion by Dir. Cupp second by Dir. Mitchell to adopt Resolution 6-14, approving FY 2014/15 Operating Budget, as presented.**

**Ayes: Directors Cupp, Mitchell, Moller and Wetter**

**Noes: None**

**Absent: Director Roths**

DISCUSSION / ACTION ITEMS:

4. Department of Public Safety Monthly Report: CPS Wilson updated the Board on Fire and Police activities.
5. 2013/14 Grand Jury Report of the Lake Shastina Police Department: review and response: GM McCarthy reported that the Grand Jury performed a watchdog investigation of the Police Department; the report came out well for the Department. GM McCarthy read the findings and recommendations.

**Motion by Dir. Wetter second by Dir. Cupp to approve the CSD Board's letter responding to the 2013/14 Grand Jury Report, as presented.**

**Ayes: Directors Cupp, Mitchell, Moller and Wetter**

**Noes: None**

**Absent: Director Roths**

6. Approval of "Combined Agencies of Siskiyou County Automated Data Exchange" (CASCADE) Memorandum of Understanding (MOU): CPS Wilson reported that the proposed CASCADE MOU would give the DPS the ability to share information and data with eight other law enforcement agencies in Siskiyou County. There is no upfront cost related to the program.

**Motion by Dir. Mitchell second by Dir. Wetter to authorize the DPS Chief to enter into the CASCADE MOU, as presented.**

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

7. Request from property owner for DPS statistical information to be used for property owner's Petition for Redetermination to challenge the CalFire State Responsibility Area Fee: The Board and staff discussed the options for responding to the request for a compilation of information relevant to Lake Shastina's ability to suppress/fight fire within the District. Dir. Cupp made a motion, second by Dir. Mitchell, to direct the General Manager to prepare a fact sheet based on the information provided in the DPS Chief's report, available to those who request it at \$0.15 per copy. Dir. Cupp amended the motion, second by Dir. Wetter to have the General Manager prepare a fact sheet based on the information provided in the DPS Chief's report, available to the public of Lake Shastina and on the website. The motion was amended as follows:

**Motion by Dir. Cupp second by Dir. Wetter to direct the General Manager to prepare a fact sheet based on the information provided in the DPS Chief's report dated June 12, 2014, eliminating all statements that could put the District in a position of liability, and make it available to the Lake Shastina public.**

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

**8. Special District Leadership Foundation's District Transparency Certificate Program:**

- A. Consideration of Resolution re: District Mission Statement: The Board discussed proposed mission statements.

**Motion by Dir. Moller second by Dir. Cupp to approve the District Mission Statement to read: "To protect the public health, safety, and environment of our constituents by providing high quality water, wastewater, and public safety services in a safe, efficient, and financially responsible manner."**

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

Pres. Moller read proposed Resolution 7-14 to establish a Mission Statement.

**Motion by Dir. Cupp second by Dir. Wetter to adopt Resolution 7-14, establishing a District Mission Statement.**

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

- B. Consideration of Resolution re: Compliance with the Ralph M. Brown Act: Pres. Moller read proposed Resolution 8-14 regarding compliance with the Ralph M. Brown Act.

**Motion by Dir. Cupp second by Dir. Wetter to adopt Resolution 8-14, adopting a policy outlining District compliance with the Ralph M. Brown Act.**

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

- C. Consideration of Resolution re: Public Records Act Document Request Policy: Pres. Moller read proposed Resolution 9-14 regarding Public Records Act document requests.**

**Motion by Dir. Wetter second by Dir. Cupp to adopt Resolution 9-14, adopting a District Public Records Act Document Request Policy.**

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

9. Water Wells: update on drilling new well: GM McCarthy reported that all test results from the test well look good and the District will be moving forward with a production well.


10. Update on emergency repairs to Well 3: GM McCarthy reported that Well 3 is expected to be back in service the first week of July.

BOARD MEMBER COMMENTS: Dir. Wetter (water issues), Dir. Mitchell (acknowledged Chief Wilson's efforts), Dir. Cupp (Hoy Park concerts), Pres. Moller (acknowledged Chief Wilson's efforts, Hoy Park concerts)

ADJOURNMENT:

With no objections by the Board, Pres. Moller adjourned the meeting at 7:02 p.m. to the next regular Meeting July 16, 2014 (Open Session at 5:00 p.m.).

Approval Date: 7/16/14

  
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Corinne Moller, President

ATTEST:  
  
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John McCarthy, District Secretary