



# LAKE SHASTINA COMMUNITY SERVICES DISTRICT

## AGENDA

Wednesday, August 18, 2021

Closed Session: 12:30 p.m. / Open Session: 1:00 p.m.

Administration Building

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

### CALL TO ORDER:

LSCSD Board Roll Call: Directors: Beck \_\_\_\_\_ Cupp \_\_\_\_\_ MacIntosh \_\_\_\_\_ Mitchell \_\_\_\_\_ Thompson \_\_\_\_\_

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: General Manager
- B. Conference with Legal Counsel – Significant Exposure to Litigation (Gov. Code Section 54956.9(b)).

#### RETURN TO OPEN SESSION:

LSCSD Board Roll Call: Directors: Beck \_\_\_\_\_ 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. 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.*

*Those who wish to speak on an item on the agenda, may do so by completing a Speaker's Card identifying the item(s) and return it to the Board Secretary. All above guidelines apply.*

### 1. CONSENT ITEMS:

- A. Approval of Minutes: Regular Meeting July 21, 2021
- B. Ratification of Disbursements: July 1 through July 31, 2021
- C. LAIF Quarterly Report
- D. Department Written Reports
  - 1. Fire Department
  - 2. Police Department
  - 3. Sewer Department
  - 4. Water Department

### DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Authorization to sell Police Department Unit #8
- 3. Approval of Budget for FY 2021-2022 (GM)
- 4. Fire Department update (Chief Pappas)
- 5. Approval of contract for Administrative Office Staff Agreement between LSPOA and LSCSD (GM)
- 6. Water Planning Grant update (GM)
- 7. COVID update (Legal Counsel Long)

### STAFF COMMENTS:

### BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Special Meeting is scheduled to be held on September 22, 2021, 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, July 21, 2021  
Closed Session 12:00 p.m.  
Open Session by Teleconference: 1:00 p.m.  
**UNAPPROVED MINUTES**

CALL TO ORDER AND ROLL CALL: 12:04 PM

LSCSD Board Roll Call: Beck \* Cupp  MacIntosh absent Mitchell  Thompson   
Also present: GM Moser, and District Counsel Margaret Long. There were 0 people in the audience.  
\*Director Beck teleconferenced into the meeting by phone.

ADJOURN TO CLOSED SESSION: 12:05 PM

CLOSED SESSION:

- A. Conference with Legal Counsel – Initiation of Litigation (Gov. Code Section 54956.9(d)(4))  
With no objections by the Board, Pres. Mitchell adjourned Closed Session at 12:45 p.m.

RETURN TO OPEN SESSION: 12:36 PM

LSCSD Board Roll Call: Beck  Cupp  MacIntosh absent Mitchell  Thompson

Also present: GM Moser, AP DeBon, AOA Phonepaseuth, PC Bullington, FC Pappas, and District Counsel Long.  
There were approximately 5 people in the audience.

REPORT ON CLOSED SESSION: Direction given to staff.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: Comments received.

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

1. A. Approval of Minutes: Regular Meeting 06/16/21 and Special Meeting 06/17/21
- B. Ratification of Disbursements: June 1 through June 30, 2021
- C. Budget Comparison: FY 2020/21
- D. Department Written Reports
  1. Fire Department
  2. Police Department
  3. Sewer Department
  4. Water Department

**Motion by Dir. Thompson, second by Dir. Cupp, to approve Consent Calendar.**

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

DISCUSSION / REPORTS / ACTION ITEMS:

2. Resolution \*-21 for amended GM/Public Works Director Agreement with Robert Moser, term date June 28, 2021 through June 30, 2027

**Motion by Dir. Cupp, second by Dir. Thompson. to approve amended appointment of GM/Public Works Director and Employment Agreement for Robert Moser, term date June 28, 2021 through June 30, 2027.**

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

**Director Beck is precluded from participating in this matter as it relates to District employees.**

3. 2021 Tax Roll Public Hearing

**Motion by Dir. Cupp, second by Dir. Thompson, to approve 2021 Tax Roll Public Hearing.**

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

**Noes: None**

**Absent: MacIntosh**

4. Lava Fire -Discussed

5. Strike Team Pay and Station Coverage Policies

**Motion by Dir. Thompson, second by Dir. Mitchell, to approve Strike Team Policy and Station Coverage Policy.**

**Ayes: Directors Cupp, Mitchell, and Thompson**

**Noes: None**

**Absent: MacIntosh**

**Director Beck is precluded from participating in this matter as it relates to District employees.**

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Mitchell adjourned the meeting at 2:06 PM. The next LSCSD Regular Board Meeting to be held on August 18, 2021, 1:00 p.m. at the Administration Building.

Approval Date: August 18, 2021

\_\_\_\_\_  
Paula Mitchell, President

ATTEST:

\_\_\_\_\_  
Robert Moser, General Manager/Secretary

LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
ACCOUNTS PAYABLE - MECHANICS BANK

Item 1B

Date	JE or CV #	Payee	Total Expenses	Regular Expenses	Payroll Expenses	General	Sewer	Water	Police	COPS Grant	Fire	SAFER
7/1/2021	1300	FIRST NATIONAL BANK-RV	1,000.55		1,000.55	33.25	853.23	821.97				
	1301	FIRST NATIONAL BANK-AD	1,940.70		1,940.70	802.15	244.28	244.27			550.00	
	1302	FIRST NATIONAL BANK-RM	22.57		22.57	(504.76)	253.66	253.67				
	1303	FIRST NATIONAL BANK-SP	155.44		155.44						155.44	
	1304	FIRST NATIONAL BANK-WB	2,548.58		2,548.58					2,548.58		
		Payroll Checks (Live Checks)-MIR	1,915.14		1,915.14		1,915.14					
	24823	Payroll Checks (Live Checks)-BB	422.99		422.99						422.99	
	24824	Payroll Checks (Live Checks)-HW	576.12		576.12						576.12	
	24825	Payroll Checks (Live Checks)-HW	1,434.63		1,434.63							1,434.63
	24826	Payroll Checks (Live Checks)-HW	1,960.30		1,960.30	497.22	663.06		245.75	203.50	185.57	63.99
	505470	EDD EFT	4,352.97		4,352.97	308.62	1,474.21		844.85	426.55	485.98	211.95
	505471	EFTPS EFT	1,007.60		1,007.60						520.23	473.37
	505472	CalPERS Pop Fire EFT	1,837.93		1,837.93	400.59	1,597.34					
	505473	CalPERS Classic EFT	1,222.41		1,222.41	756.43	485.98		1,000.55			
	505474	CalPERS PEPR EFT	1,000.59		1,000.59							
	505475	CalPERS Cir Safety EFT	1,038.41		1,038.41				504.94	533.47		
	505476	CalPERS Pop Safety EFT	774.43		774.43	60.00	390.00		200.00	114.43	20.00	
	505477	CalPERS 457 Plan	23,892.55		23,892.55	6,615.28	7,399.43		4,994.13	2,437.65	2,445.06	
	505478	MB EFT - Payroll Checks (Direct Deposits)										
7/8/2021	1280	Pacific Power	16,602.59	16,602.59		547.36	5,235.02	10,884.68	105.51	120.02		
	1281	Quill Corp	333.97	333.97		265.39			34.31		34.31	
	1282	Utility Telephone	581.00	581.00		536.60				168.30	56.10	
	1283	Verizon Wireless	38.01	38.01							38.01	
	24827	Alanna DeBon	183.12	183.12								
	24828	Bryan Bohling	275.00	275.00			24.50	24.50		48.02	48.02	
	24829	Capital Research & Management	196.06	196.06								
	24830	Coral Lublin	225.00	225.00					225.00			
	24831	David Lindén	89.00	89.00				376.35				
	24832	Ferguson Waterworks	789.44	789.44		25.73						
	24833	Fischer's Siskiyou Bookstore	25.73	25.73								
	24834	Harvest Printing	866.59	866.59		866.59						
	24835	Juan Alvarez Jr.	89.00	89.00							89.00	
	24836	Kellie Power	400.00	400.00		400.00						
	24837											
	24838	Michael Yates	538.18	538.18						538.18		
	24839	Mtn. Air Heating, Cooling	485.88	485.88					243.44		243.44	
	24840	Municipal Emergency Services	857.95	857.95							857.95	
	24841	Nov-Cal Rewinding	1,450.02	1,450.02			1,450.02					
	24842	Peterson Cat	1,626.52	1,626.52			813.36	813.36				
	24843	Shasta Valley Tire Service	60.00	60.00							60.00	
	24844	Siskiyou Disposal	325.00	325.00		115.50	56.25	56.25	50.00		50.00	
	24845	Skinner's Roadside Truck Repair	226.09	226.09					5.00		226.09	
	24846	Suburban Propane	10.00	10.00							10.00	
	24847	Trenton Merrill	89.00	89.00							89.00	
	24848	US Bank	64.33	64.33							64.33	
	24849	Yreka Motors	2,075.00	2,075.00							2,075.00	
	24850	Kevin Williams	275.00	275.00								275.00
7/15/2021	505479	EDD EFT	49.79	49.79							49.79	
	505480	EFTPS EFT	184.03	184.03							184.03	
	505481	MB EFT - Payroll Checks (Direct Deposits)	1,912.23	1,912.23								1,912.23



LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
ACCOUNTS PAYABLE - MECHANICS BANK

Date	JE or CN #	Payee	Total Expenses	Regular Expenses	Payroll Expenses	General	15	20	25	26	30	31
							Sewer	Water	Police	COPS Grant	Fire	SAFER
7/29/2021	24891	Payroll Checks (Live Checks)-AA	273.45	273.45							273.45	
	24892	Payroll Checks (Live Checks)-LB	21.87	21.87							21.87	
	24893	Payroll Checks (Live Checks)-BB	551.50	551.50							551.50	
	24894	Payroll Checks (Live Checks)-MGA	153.12	153.12							153.12	
	24895	Payroll Checks (Live Checks)-DL	327.90	327.90							327.90	
	24896	Payroll Checks (Live Checks)-LM	1,186.61	1,186.61							1,186.61	
	24897	Payroll Checks (Live Checks)-AP	503.47	503.47							503.47	
	24898	Payroll Checks (Live Checks)-FP	393.78	393.78							393.78	
	24899	Payroll Checks (Live Checks)-KS	916.95	916.95							916.95	
	24900	Payroll Checks (Live Checks)-HS	21.87	21.87							21.87	
	24901	Payroll Checks (Live Checks)-CS	153.12	153.12							153.12	
	24902	Payroll Checks (Live Checks)-TW	10.95	10.95							10.95	
	24903	Payroll Checks (Live Checks)-KW	153.12	153.12							153.12	
	505522	EDD EFT	623.66	623.66							623.66	
	505523	EFTPS EFT	1,825.88	1,825.88							1,825.88	
	505524	MB EFT - Payroll Checks (Direct Deposits)	2,613.38	2,613.38							2,613.38	
	24894	Payroll Checks (Live Checks)-MR	1,898.87	1,898.87			1,898.87					
	24895	Payroll Checks (Live Checks)-MW	305.95	305.95								305.95
	505536	EDD EFT	1,570.14	1,570.14	472.99				338.39		43.32	4.33
	505537	EFTPS EFT	3,619.84	3,619.84	901.58				802.25		148.78	10.46
	505538	CalPERS Pop Fire EFT	620.49	620.49							520.05	90.44
	505539	CalPERS Classic EFT	2,111.34	2,111.34	401.85		1,709.49					
	505540	CalPERS PEPRRA EFT	1,219.22	1,219.22	753.94		465.28					
	505541	CalPERS Ck Safety EFT	1,005.67	1,005.67					1,005.67			
	505542	CalPERS Pop Safety EFT	518.32	518.32					518.32			
	505543	AF AC	129.02	129.02			112.46				20.00	
	505544	CalPERS 457 Plan	660.00	660.00			660.00					
	505545	MB EFT - Payroll Checks (Direct Deposits)	21,276.56	21,276.56	8,706.99		8,194.00		4,771.18		1,667.39	
	24896	Payroll Checks (Live Checks)-JA	5,599.20	5,599.20							5,599.20	
	24897	Payroll Checks (Live Checks)-BB	1,354.57	1,354.57							1,354.57	
	24898	Payroll Checks (Live Checks)-DL	3,140.78	3,140.78							3,140.78	
	24899	Payroll Checks (Live Checks)-PP	3,705.33	3,705.33							3,705.33	
	24900	Payroll Checks (Live Checks)-TW	5,255.45	5,255.45							5,255.45	
	24901	Payroll Checks (Live Checks)-KW	1,623.73	1,623.73							1,623.73	
	24902	Payroll Checks (Live Checks)-MW	5,644.37	5,644.37							5,644.37	
	505548	EDD EFT	5,312.87	5,312.87							5,312.87	
	505549	EFTPS EFT	9,291.30	9,291.30							9,291.30	
	505550	MB EFT - Payroll Checks (Direct Deposits)	8,333.81	8,333.81							8,333.81	
	1290	CA State Board of Equalization	2,875.00	2,875.00	(19.93)		39.93		16.82		96.29	
	1291	CA State Board of Equalization	709.00	709.00	(6.84)		15.65		23.45		3.44	
	1292	CalPERS Financial & Acct Services	81,791.00	81,791.00	44,167.14		37,623.86				574.74	92.35
	1293	CalPERS Financial & Acct Services	1,323.00	1,323.00	714.42		608.58					
	1295	Quill Corp	230.52	230.52	37.52						163.69	
	1296	US Cellular	134.79	134.79						134.79		
	1297	Utility Telephone	564.09	564.09	336.46					168.23		
	1298	Williams Scotsman	503.07	503.07			251.53				56.40	
	1299	XVO, Inc	864.00	864.00			864.00					
	24903	Associated Pension Consultants	170.00	170.00					95.00		75.00	
	24904	Basic Lab	1,412.40	1,412.40	1,259.80		153.60					
	24905	Coral Luquin	300.00	300.00					300.00			
	24906	Garhouse Media	117.50	117.50	117.50							
	24907	Hue & City	38.00	38.00	38.00							
	24908	Isaac Maize	26.11	26.11							26.11	
	24909	Mt Shasta Area Newspaper	117.50	117.50	117.50							
	24910	Municipal Emergency Services	172.94	172.94								172.94
	24911	N.C.G.T. Security Fund	17,219.00	17,219.00	4,390.50		3,996.81		2,947.00		1,716.00	764.00
	24912	Reinhold Hawkins	408.12	408.12	408.12							
	24913	Shave Pappas	7.69	7.69							7.69	
	24914	Suburban Propane	175.00	175.00	175.00							
	24915	Underground Service Alert	150.00	150.00			75.00					
	24916	Western AG Enterprises	3,140.28	3,140.28			3,140.28					
	24917	Will Bullington	101.06	101.06					101.06			
	24918	Will Johnson Electric	3,265.00	3,265.00	3,265.00							
	24919	Woods Pest Control	170.00	170.00					42.50		42.50	
			392,762.47	174,811.60	217,990.87		93,622.14	100,608.64	33,280.72	27,526.01	23,869.13	108,330.44
												5,525.29

QUARTERLY REPORT TO THE BOARD

Meeting Date: 07/21/21

April 2021 - June 2021

<u>LAIF ACCOUNT</u>		Interest Effective	Interest total	Current Rate	
Fund Balance Acct # 0015		6/30/2021	1,486.85	0.300%	
	6/30/21 (after transaction activity)	Calculation of Interest (% of total)	Interest Earned on 6/30/21	Ending Balance at 6/30/21	
10	General	84,494.87	4.691%	69.75	84,564.63
15	Sewer	333,241.74	18.501%	275.08	333,516.83
20	Water	597,400.84	33.167%	493.14	597,893.96
25	Police	354,554.22	19.684%	292.67	354,846.89
30	Fire	431,516.55	23.957%	356.21	431,872.76
26	COPS	-	0.000%	-	-
		1,801,208.23	100.000%	1,486.85	1,802,695.07

**Transaction activity: April 2021**

Board Resolution 3-15 on 4/18/2015 for \$500,000 owed from General Fund to Water Fund for Clinic building, transfer was made in LAIF for payment of \$11,000 which includes interest posted quarterly. April 2021 payment posted on 4/15/2021. Amounts and ending balance shown below:

	Beginning Balance 4/1/2021	Interfund LAIF transfer posted 4/15/2021	4/30/2021	% of total	
10	General	95,494.87	(11,000.00)	84,494.87	4.691%
15	Sewer	483,241.74		483,241.74	26.829%
20	Water	586,400.84	11,000.00	597,400.84	33.167%
25	Police	354,554.22		354,554.22	19.684%
30	Fire	281,516.55		281,516.55	15.629%
26	COPS	-		-	0.000%
		1,801,208.23	-	1,801,208.23	100.000%

**Transaction activity: May 2021** NO ACTIVITY

**Transaction activity: June 2021**

6/18 \$150,000 from LSCSD Mechanics Bank checking account for the Fire Dept. 6/30 \$150,000 from LAIF into LSCSD Mechanics bank part of the Sewer Loan payoff. Amounts and ending balance shown below

	6/1/2021	Transfer to LAIF posted on 6/18/2021	Transfer to LAIF posted on 6/30/2021	6/30/2021	% of total	
10	General	84,494.87		84,494.87	4.691%	
15	Sewer	483,241.74		(150,000.00)	33.167%	
20	Water	597,400.84		597,400.84	33.167%	
25	Police	354,554.22		354,554.22	19.684%	
30	Fire	281,516.55	150,000.00	431,516.55	23.957%	
26	COPS	-		-	0.000%	
		1,801,208.23	150,000.00	(150,000.00)	1,801,208.23	100.000%

NO REPORT  
FOR  
FIRE DEPARTMENT





## **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: Will Bullington, Chief of Police

SUBJECT: July 2021 Police Monthly Board Report

**POLICE ACTIVITY:** LSPD had 50 calls for service in July.

**SUMMARY:**

Misdemeanor Arrests: 1

Felony Arrests: 1

Traffic Warnings: 8

Traffic Citations: 3

Animal Control Cites: 0

Animal Related Calls: 7

Parking Cites: 0

House Watch: 420+-

Misc. Police Calls (Non-Criminal): 30

**NOTABLE ACTIVITY:**

7-1-21: A routine traffic stop led to the investigation of marijuana for sale. A 26-year-old Sacramento, CA resident was turned over to the county narcotic investigation team. \$55,295.00 in cash was seized for possible forfeiture.

7-8-21: A 28-year-old L.S. resident was arrested for false display of registration, possession of marijuana for sales, and transportation of same.

7-29-21: A 41-year-old Yreka, CA resident was arrested for five outstanding warrants, possession of a meth pipe, and driving on a suspended DL.

## Lake Shastina Sewer Department

To: Lake Shastina CSD Board  
From: Rodney Villa, Maintenance Leadman  
Meeting Date: August 18, 2021  
Subject: Board Report – July 2021

### Notable Activity:

- I collected semi-annual WWTP samples.
- We sorted and placed 50 more feet of riprap on the edge of pond #2 to mitigate erosion.
- I ordered the liner for the temporary drying bed.
- We did a USA on Rossberg Dr. and unplugged the check valves in B-115.
- Hector Ramirez has started his WWTP certification.

## Lake Shastina Water Department

To: Lake Shastina CSD Board  
From: Rodney Villa, Maintenance Leadman  
Meeting Date: August 18, 2021  
Subject: Board Report – July 2021

### Notable Activity:

- We responded to the extra water demand during the Lava fire.
- We collected monthly water samples.
- We replaced a few water meters and their boxes.
- We made a repair to a lateral on Stag Mountain Rd which involved cutting out a section of the road. We also replaced a curb stop on Antler Rd.
- Tim Barnett has signed up for his water distribution certification.



Item 2

*LAKE SHASTINA COMMUNITY SERVICES DISTRICT*

**TO:** LSCSD BOARD OF DIRECTORS  
**MEETING DATE:** Aug. 18, 2021  
**FROM:** Will Bullington, Chief of Police  
**SUBJECT:** Authorization to sell PD vehicle #8.

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**BACKGROUND:**

The past police chief purchased unit #8, 2004 Ford Expedition from Marysville PD for \$2,500.00 in 2014. We have invested \$3,078.53 in maintenance and tires in the last 7 years, and it has mainly been used by our volunteer for house watch.

**FINDINGS:**

Unit 8 went to Yreka Motors to diagnose a front wheel noise. The cost of repair for this problem and others far exceeds the value of the vehicle. The mechanic suggested "putting it out to pasture." Ben mentioned this issue to his mechanic in Mt. Shasta and the mechanic has offered to buy the vehicle for \$500.00 and take care of any mechanical work, removing decals and light bar and any smog certificate.

**RECOMMENDATION:**

By motion, authorize the Police Chief to sell PD unit #8 to a private party for \$500.00.



Lake Shastina Community Services District  
 FY 2021/2022 Budget Worksheet - Sewer Fund

Proposed Budget

Revenues	Approved 5/20/20		Approved 6/17/20		Notes
	2019-2020 YTD Actuals	Amended Budget	2020-2021 Approved Budget	2021-2022 Proposed Budget	
4001.100 Assmt/Revenue-Residential	535,334	535,334	554,618	666,033	
4001.200 Assmt/Revenue-Strandy	65,935	65,494	65,232	65,088	
4001.300 Assmt/Revenue-Commercial	12,799	14,000	14,000	9,026	Based on usage & type of hook up
4003.000 Late Payment Revenue	2,765	2,800	3,000	6,000	
5004.000 Sewer Hook-Up Fee	14,467	15,000	20,000	44,000	6 sewer hook ups
5900.000 Gain on Sale of Equipment	4,500	4,500	-	2,500	Auction F-250 truck #1
5981.000 Interest Earned-RS/7 (Savings)	1,426	1,800	1,155	2,000	LAF interest rates increasing monthly
<b>Total Revenues</b>	<b>647,766</b>	<b>668,455</b>	<b>668,005</b>	<b>814,647</b>	
<b>Expenditures</b>					
7001.000 Accounting Audit/Review	2,800	2,800	2,800	2,825	25% Sewer Pay agreement for 2021
7002.000 Admin Overhead Alloc	95,595	103,504	128,410	146,010	Approved 5/20 - Derived from General Fund
7010.000 Capital Improvement/LAF Sew. Exp.	60,195	70,000	140,000	267,000	
7020.000 IT Contract Services/Sewer	3,300	4,200	3,950	3,950	New GL IM Shasta IT
7026.000 Contract Services	8,656	18,000	15,800	14,000	Based Lab for Sales Testing Requirements (every 3 yrs add \$15K - hours 200/200)
7034.000 Licenses, Permits, Fees	317	8,700	8,700	12,000	SW/DCI Fees
7039.000 Dues & Subscriptions	-	500	500	400	USA & CA Hard Water Assoc
7053.000 Advertising	-	250	100	200	
7040.000 Insurance (Liability)	13,860	14,000	14,000	14,000	Per new rates with GSRMA 3 yrs no increase in 18/22
7041.000 Legal	1,238	1,400	1,000	500	
7050.100 Off Exp-Supplies	34	100	100	200	Shared w/Water
7050.200 Off Exp-Foodage	5	100	250	50	
7055.000 Safety Equipment	-	1,000	1,000	2,000	
7061.000 Rental Equipment	-	500	500	1,000	
7062.000 Repair & Maintenance	27,462	26,000	29,000	20,000	
7063.000 Fuel	6,913	7,500	7,500	5,500	
7064.000 Materials/Supplies/Small Tools	7,865	8,500	8,500	6,000	
7065.000 Vehicle Repair/Maintenance	1,753	3,000	3,000	5,000	
7080.000 Interest Expense (Sewer Pond Loan)	18,719	18,719	16,164	7,076	Loan payed 4/2/22
7085.000 Municipal Finance (Principle)	42,307	42,307	44,862	23,457	Loan payed 4/2/22
7100.000 Lease/Rent Expense	1,423	1,775	1,750	3,000	Waters Southern lease option (10/30/22) - Shared w/Water
7105.100 Util-Telephone	446	480	500	700	Shared w/Water
7105.200 Util-Electric	33,600	32,000	30,000	40,000	Shared w/Water
7105.300 Util-Waste	383	510	510	675	Shared w/Water
7105.500 Utilities-Internet	629	750	700	840	
7501.000 Payroll Expense	129,203	171,024	145,000	205,000	Includes 5 full time employees
7513.000 Payroll-TAXES	2,731	3,807	13,000	4,500	
7514.000 Payroll-Benefits	29,921	35,941	30,000	55,000	
7516.200 Pension (CalPERS)	5,912	12,457	15,000	17,500	
7516.400 CalPERS Fees	195	200	200	200	
7516.500 CalPERS JAL Expense	18,755	18,755	21,152	24,124	46% Pw and 6% water \$1,989 per year and \$34,605 classic 21/22
7516.800 Pension Plan Fees (MPPF)	202	202	202	-	
7518.000 Workers Comp	14,573	13,000	13,000	17,500	Per new rates with GSRMA which is below
7530.000 Travel & Training	107	500	500	500	
7551.000 Meals	26	500	500	200	
7552.000 Employee Physical Exams-Shop	55	100	100	200	
7555.000 Personal Protective Equipment (PPE)	627	1,000	1,000	1,000	New GL
7556.000 Uniforms	518	1,200	2,000	2,000	Add safety equipment (G... - Shared w/Water
<b>Total Expenditures</b>	<b>922,561</b>	<b>851,488</b>	<b>741,669</b>	<b>895,697</b>	
Reimbursement from LAF Savings	60,195	70,000	140,000	257,000	
<b>Profit / Loss</b>	<b>145,300</b>	<b>56,967</b>	<b>81,336</b>	<b>175,951</b>	
Sewer Pond principle applied to Liability paydown	42,307	42,307	44,862	23,457	
<b>NET:</b>	<b>227,627</b>	<b>99,274</b>	<b>126,197</b>	<b>159,338</b>	

Assumptions:

- Admin Overhead Allocation is based on calculation of 52%
- 2021/2022 Audit - L. Baker, CPA \$11,700
- Payroll for 2021/2022 includes:
  - Workers Comp EMOID rates for 2021/2022 with GSRMA not expected to change
  - Medical Insurance costs are increased 2% from 2022 for Teamsters Plan per notice
  - Current staff includes PW Director and 5 Full time Maintenance Workers
  - 2% COLA increase per HOU

2021/2022 Capital Expenditures from LAF Savings:

Sewer Pond Funding	\$ 45,000
New Trash Pump at Sewer Ponds	\$ 7,000
New Truck-split with Water Dept.	\$ 20,000
Repairs to B106 & B100	\$ 45,000
Backhoes	\$ 70,000
<b>Total:</b>	<b>\$ 257,000</b>

Current Balance in LAF as of June 2021: \$ 333,517

Amount to transfer from LAF for Expenditures already completed:

\$ -

Net Balance in LAF Savings: \$ 333,517

Lake Shastina Community Services District  
 FY 2021-2022 Budget Worksheet - Water Fund

Account	Approved 5/0/20		Approved 5/17/20		Notes
	2019-2020 YTD Actual	2019-2020 Approved Budget	2020-2021 Approved Budget	2021-2022 Proposed Budget	
<b>Revenues</b>					
4501.000 Assessments/fees	14,573	34,000	34,000	34,000	
4502.000 Administrative/Utility	12,426	12,426	12,426	12,426	
4503.000 Administrative/Commod	14,136	13,000	13,000	13,000	
4504.000 Line Payment Revenue	9,849	9,000	9,000	9,000	
4505.000 Water Capacity Expense Fee	370	1,500	1,500	1,500	
4506.000 Water Hook Up Fee	200	1,000	1,000	2,500	
4507.000 Capital Cost of Equipment	-	-	-	2,000	
4508.000 Interest Expense (Interest)	3,449	13,000	6,000	3,000	
<b>Dept 24 Planning Grants</b>					
5001.000 Grant Income	-	-	-	50,000	
5002.000 Grant Income	-	-	-	35,000	
5003.000 Grant Income	35,462	35,462	35,462	35,462	
5004.000 Loan Interest Revenue	9,518	9,000	9,000	9,000	
5005.000 Interest Expense (Interest)	517,937	254,000	254,000	570,200	
<b>Total Revenues</b>					
<b>Expenditures</b>					
7001.000 Accuracy Audit/Review	2,600	2,600	2,600	2,600	
7002.000 Accuracy Audit/Review	27,857	17,857	17,857	17,857	
7003.000 Capital Improvement/Inf. Exp	25,225	19,000	19,000	19,000	
7004.000 IT Control Software/Server	3,400	4,200	4,200	3,600	
7005.000 Contract Services	12,775	24,000	24,000	24,000	
7006.000 Fuel Fee	-	-	-	-	
7007.000 Interest Expense	3,148	3,000	3,000	3,000	
7008.000 Interest Expense	1,104	1,300	1,300	1,300	
7009.000 Debt Amortization	256	165	165	200	
7010.000 Insurance (Health)	20,500	20,000	20,000	20,000	
7011.000 Legal	1,258	2,000	2,000	800	
7012.000 Off Exp-Printing	34	500	500	200	
7013.000 Off Exp-Printing	800	500	500	500	
7014.000 Salary/Employee	200	1,000	1,000	1,000	
7015.000 Salary/Employee	14,070	20,000	20,000	15,000	
7016.000 Repair & Maintenance	8,600	7,500	7,500	5,500	
7017.000 Fuel	13,657	20,000	20,000	3,000	
7018.000 Utility/Depreciation Fee	448	1,500	1,500	3,000	
7019.000 Utility/Depreciation Fee	1,475	1,775	1,775	3,000	
7020.000 Utility/Depreciation Expense	448	1,000	500	700	
7021.000 Utility/Depreciation	23,804	27,000	27,000	25,000	
7022.000 Utility/Depreciation	305	510	510	675	
7023.000 Utility/Depreciation	800	700	700	800	
7024.000 Capital Expense	4,074	10,000	10,000	13,000	
7025.000 Travel/Travels	2,107	2,400	2,400	2,700	
7026.000 Travel/Travels	25,438	25,000	25,000	25,000	
7027.000 Travel/Travels	9,870	9,000	9,000	12,500	
7028.000 Water Capacity Expense	9,101	9,101	9,101	11,500	
7029.000 Water Capacity Expense	140	200	200	200	
7030.000 Water Capacity Expense	11,913	20,000	12,207	15,204	
7031.000 Water Capacity Expense	200	200	200	200	
7032.000 Water Capacity Expense	300	1,000	1,000	800	
7033.000 Water Capacity Expense	60	200	200	200	
7034.000 Water Capacity Expense	60	200	200	200	
7035.000 Water Capacity Expense	507	1,500	1,500	1,000	
7036.000 Water Capacity Expense	518	1,000	1,000	2,000	
<b>Dept 26 Planning Grants</b>					
7037.000 Grant Income	-	-	-	40,000	
7038.000 Grant Income	-	-	-	1,000	
<b>Total Expenditures</b>					
Retirement from LAF Savings	150,000	150,000	150,000	150,000	
Profit/Loss	114,800	54,800	49,800	28,800	
Other Line Items applied to Utility Expenses	35,425	35,425	35,425	35,425	
<b>NET</b>	150,225	65,225	65,225	7,500	

**AMENDMENTS:**  
 Admin Overhead Allocation is based on a calculation of 30%  
 2021/2022 Health - L. Blair, CPA, \$11,770  
 Payroll for 2021/2022 includes:  
 • Health Care 1500 added for 2021/2022 with 0.25% on 0.25% change  
 • Dental Staff Incentive Pay Increase and 5% for Insurance Increase  
 • Medical Insurance costs are increased 2% from 2021 for Insurance Plan per auto  
 2% COA Increase per MOU

2021/2022 Capital Expenditures from LAF Savings	
Final Full Production	\$ 15,000
New Truck/Off with Sewer Dept	\$ 20,000
Subtotal	\$ 70,000

Current Balance in LAF as of June 2021:  
 Amount to transfer from LAF for Expenditures already completed: \$ 697,884

Net Balance in LAF Savings:  
 \$ 697,884

Lake Shastina Community Services Dist.  
FY 2021/2022 Budget Worksheet - Police D

Proposed Budget  
Fund: 25 - LSCSD Police Department

Revenue	Approved 5/20/20		Approved 6/17/20		Notes
	2019-2020 YTD Actuals	Amended Budget	2020-2021 Approved Budget	2021-2022 Proposed Budget	
6001.100 Asstn/Revenue-Residential	137,755	137,755	137,755	138,710	18% X 51,000
6001.200 Asstn/Revenue-Standby	281,585	282,289	280,720	279,940	25% X 51,000
6001.300 Asstn/Revenue-Commercial	3,080	3,520	3,520	3,410	3% X 51,000
6003.000 Late Payment Revenue	7,442	10,000	10,000	10,000	
6005.000 Misc-Non-Operating Income	6,208	6,500	7,000	3,000	Prep 30 Funds 20000000, Paying fines, court expenses, justice fees, safety reimbursement
6040.000 Gain on Sale of Equipment	295	300	300	300	Sell Price vs
6055.000 Animal Control Fee - Other	4,160	4,800	4,800	3,500	Imposed & other fees from lawsuits
6056.000 Animal License Fee	707	1,500	700	1,000	Upper annual
6052.000 Donations	0	100	200	200	Priority Event Donations
6075.000 Grant Income	0	0	870	0	Wsp
6081.000 Interest Earned-RSN (Savings)	1,560	5,700	6,000	3,000	Higher interest rates on LAIF
<b>Total Revenues</b>	<b>442,782</b>	<b>462,435</b>	<b>454,765</b>	<b>445,990</b>	
<b>Expenditures</b>					
7051.000 Accounting Audit/Review	2,800	2,800	2,800	2,925	25% of \$1,200 per agreement for FY 18/17, FY 17/18 TBD
7002.000 Admin. Overhead Alloc	50,838	61,549	65,218	76,690	Approved 17% - Derived from General Fund
7010.000 Capital Improvement/LAIF Sav. Exp.	0	0	0	32,000	LAIF Savings Expenditures
7020.000 IT Contract Services/Server	4,400	6,000	5,280	5,280	MS/Shop IT Services
7028.000 Contract Services	3,875	5,000	4,000	4,000	Rest Center, Mar. Ar. Cleaning Services
7033.000 Licenses, Permits, Fees	0	0	1,500	1,500	Annual Report Program Licenses, Other, ABS fees
7034.000 Dues & Subscriptions	3,312	4,000	4,000	4,000	Annual Report Program Licenses, Other, ABS fees
7035.000 Advertising	850	850	700	800	Critical Reach, Local, Post Card, CA Peace Officer Assoc.
7040.000 Insurance (Liability)	7,386	7,500	7,500	7,500	For new make-ups (CS&PA) legal liability
7041.000 Legal	10,054	12,000	5,500	2,000	
7050.100 Office Expense-Supplies	0	0	0	1,500	Priority on COPS budget
7050.200 Office Expense-Postage	0	0	0	150	Priority on COPS budget
7050.400 Office Expense-Maintenance	0	0	0	5,000	Priority on COPS budget
7051.000 Public Safety Supplies	0	0	0	0	Priority on COPS budget
7051.100 Mandatory Safety Equipment	0	0	0	0	Priority on COPS budget
7052.000 Repair & Maintenance	0	0	0	0	Priority on COPS budget
7053.000 Fuel	0	0	0	500	Priority on COPS budget
7054.000 Materials/Supplies/Small Tools	0	0	0	3,840	Priority on COPS budget
7055.000 Vehicle Repair/Maintenance	0	0	0	5,500	Priority on COPS budget
7105.100 Utilities (CSU)	774	1,000	900	8,000	Priority on COPS budget
7105.200 Utilities - Telephone	329	300	2,500	500	25% Split with Fire
7105.300 Utilities - Waste	1,685	3,000	1,125	1,125	25% Split with Fire
7105.400 Utilities - Propane	1,269	3,000	2,500	300	25% Split with Fire
7105.500 Utilities - Internet	854	1,025	1,025	1,025	25% Split with Fire
7204.000 Events	0	0	250	0	Events
7501.000 Payroll Expense	77,884	105,992	173,622	186,000	Includes increases in minimum wage, steps and cost of living
7513.000 Payroll-TAXES	2,620	3,378	3,820	7,000	Includes increase in minimum wage, steps and cost of living
7514.000 Payroll-Benefits	12,015	17,793	57,995	36,000	Includes increase in minimum wage, steps and cost of living
7516.100 Pension (MPPF)	547	547	0	0	Includes increase in minimum wage, steps and cost of living
7516.200 Pension (CalPERS)	5,859	7,488	17,225	16,000	Includes increase in minimum wage, steps and cost of living
7518.000 Workers Comp	1,409	200	500	500	Includes increase in minimum wage, steps and cost of living
7550.000 Travel & Training	0	0	15,365	12,000	Includes increase in minimum wage, steps and cost of living
7551.000 Meals	0	0	0	2,000	Includes increase in minimum wage, steps and cost of living
7552.000 Employee Physical Exams-Shots	400	400	400	0	Includes increase in minimum wage, steps and cost of living
7556.000 Personal Protective Equipment (PPE)	0	0	0	8,000	Includes increase in minimum wage, steps and cost of living
7556.000 Uniforms	0	0	0	3,000	Includes increase in minimum wage, steps and cost of living
Cops Short fall	75,298	48,526	42,520	0	
<b>Total Expenditures</b>	<b>285,619</b>	<b>337,538</b>	<b>425,686</b>	<b>438,575</b>	
Reimbursement from LAIF Savings			29,062	32,000	
<b>Profit/Loss</b>	<b>157,173</b>	<b>114,897</b>	<b>29,062</b>	<b>36,385</b>	

**2021/2022 Assumptions:**  
Admin Overhead Allocation is based on calculation of 17%  
2021/2022 Audit - 1, Ben, CPA \$17,700  
The Copr Grant should be fully utilized.  
Payroll for 2021/2022 includes:  
• Anticipated current staffing level Step increases  
• Worker's Comp EMCO rates for 2021/2022 with CS&PA not expected to change  
• Medical Insurance costs are increased 2% from 2021 for Teamsters Plan  
• New Minimum Wage increases implemented for On Call hours effective 1/1/2022 (\$1 Hour)  
2% rate increase per MOU  
Police Patrol Includes:  
1 Police Officer - 1 Full time @ 40 hours, 1 CSD @ under 20 hours

2021/2022 Capital Expenditures from LAIF Savings:		
California Law Enforcement Telecom System	\$	10,000
Required encypted notes	\$	12,000
Printing	\$	10,000
Windows	\$	10,000
New Vehicles	\$	47,000
<b>Total</b>	<b>\$</b>	<b>89,000</b>

Current balance in LAIF (after add in June): \$ 35,147  
Amount to transfer from LAIF for \$  
Net Balance in LAIF Savings: \$ 35,147



Lake Shastina Community Services Dist.  
 FY 2021/2022 Budget Worksheet - COPS

Proposed Budget Fund: 26 - LSCSD COPS	Approved 5/20/20		Approved 8/17/20		Approved 3/17/21		Notes
	2019-2020 Amended Budget	2020-2021 Approved Budget	2020-2021 Amended Budget	2021-2022 Proposed Budget	2020-2021 Amended Budget	2021-2022 Proposed Budget	
Revenues							
5075.000 Grant Income	155,948	140,000	140,000	140,000	140,000	140,000	Includes estimated Growth Allocation (Using lowest)
Total Revenues	155,948	140,000	140,000	140,000	140,000	140,000	
Expenditures							
7010.000 Capital Improvement	0	0	0	0	0	0	
7020.000 IT Contract Services/Server	2,640	2,640	2,640	2,640	2,640	2,640	
7033.000 Licenses, Permits, Fees	8,000	3,500	3,500	1,000	4,000	1,000	
7050.100 Office Expense-Supplies	1,300	1,500	1,500	2,000	2,000	500	
7050.200 Office Expense-Postage	400	400	400	400	400	50	
7050.400 Office Expense-Maintenance	2,000	2,000	2,000	2,000	2,000	500	
7051.000 Public Safety Supplies	8,300	5,000	5,000	5,000	5,000	500	
7051.100 Mandatory Safety Equipment	1,740	5,000	5,000	5,000	5,000	500	
7062.000 Repair & Maintenance	1,600	1,500	1,500	1,500	1,500	500	
7063.000 Fuel	10,500	10,000	10,000	10,000	10,000	1,710	
7064.000 Materials/Supplies/Small Tools	11,400	8,000	8,000	8,000	8,000	500	
7065.000 Vehicle Repair/Maintenance	10,000	10,000	10,000	10,000	10,000	1,000	
7105.100 Utilities - Telephone	5,150	5,000	5,000	5,000	5,000	1,000	
7601.000 Payroll Expense	85,357	77,312	77,312	77,312	77,312	90,000	Includes increases on minimum wage, steps and cbs
7513.000 Payroll-TAXES	5,931	1,555	1,555	1,555	1,555	1,700	Includes increases on minimum wage, steps and cbs
7514.000 Payroll-Benefits	20,979	21,193	21,193	21,193	21,193	21,000	Includes increases on minimum wage, steps and cbs
7516.200 Pension (OP)	6,450	6,932	6,932	6,932	6,932	7,000	Includes increases on minimum wage, steps and cbs
7516.600 Pension Plan Fees (MPPF)	604	600	600	600	600	100	
7518.000 Workers Comp	7,273	8,588	8,588	8,588	8,588	5,000	
7550.000 Travel & Training	5,000	3,000	3,000	1,500	1,500	2,000	
7551.000 Meals	1,000	1,000	1,000	500	500	500	
7552.000 Employee Physicals	300	300	300	300	300	300	
7555.000 Personal Protective Equipment (PPE)	4,500	5,500	5,500	5,500	5,500	1,000	See notes and benefits
7556.000 Uniforms	3,600	4,000	4,000	4,000	4,000	1,000	
Total Expenditures	204,674	182,520	182,520	181,520	181,520	140,000	
Net Profit / Loss	(48,926)	(42,520)	(42,520)	(41,520)	(41,520)	-	

2021/2022 Assumptions:

- Payroll for 2021/2022 includes:
  - Worker's Comp EMCOI rates for 2021/2022 with GSRMA not expected to change
  - Medical Insurance costs are increased 2% from 2021 for Teamsters Plan per notice
  - New Minimum Wage increase implemented for On Call hours effective 1/1/2022 (\$14/hr)
  - Rates with 2% COLA increase for 2021/2022 (Union members only)
  - Equipment and supplies costs in COPS Budget as allowed

Lake Shastina Community Services District  
FY 2021/2022 Budget Worksheet - Fire Dep

Proposed Budget

Fund: 30 - LSCSD Fire Department

Approved 5/26/20

Approved 9/17/20

Revenues	2019-2020 Amended Budget	2020-2021 Approved Budget	2021-2022 Proposed Budget	Notes
4001.100 Assm/Revenue-Resident/Bl	50,153	50,150	100,855	125 x \$80 of 11/20/20
4001.200 Assm/Revenue-Standby	84,150	63,750	165,300	24 x \$56 of 11/20/20
4001.300 Assm/Revenue-Commercial	1,100	1,100	2,315	11 x \$20 and 20 x \$40 of 11/20/20
4003.000 Late Payment Revenue	2,500	2,500	5,000	
4095.000 Misc Operational Income	2,444	2,000	2,000	Response recovery reimbursements
4095.000 Misc Operational Income	2,000	1,500	0	OSRM Salary increase
4076.000 Gain on Sale of Equipment	948	632	632	vt 4 new items - \$198 each
5045.000 Fire Suppression Expansion Fee	0	15,000	15,000	2021 bid request R311
5065.000 Warrant (Sas Co Dier Funds)	5,200	5,000	2,100	
5065.000 Warrant (Sas Co Dier Funds)	5,350	5,000	5,000	
5062.000 Donations	22,901	9,915	9,915	7/22 - VFA Grant 8565 (8565 match)
5081.000 Grant Income	1,271	1,200	1,800	LAF Interest rates increasing monthly
Dept. 34 - Fire Fuels Removal	61,275	70,000	28,125	New Department for Fire Ordinance
4065.000 Misc Operating Income	40,245	30,000	0	New Cl. for Fire Ordinance violation fines
5025.000 fines/visitors	259,271	258,657	396,323	
<b>Total Revenues</b>				
<b>Expenditures</b>				
7001.000 Accounting Audit/Review	2,800	2,800	2,925	25% increase 7/20 Fee. Per agreement for 10/17 & 10/18
7002.000 Admin Overhead Alloc	71,910	60,192	63,380	Approved 1/18 increase. Admin Overhead (Current Fund)
7010.000 Capital Improvement/LAF Str. Exp.	17,495	0	400,000	Capital Expenditure from LAF Savings
7020.000 IT Contract Services/Savior	2,840	2,840	2,540	New Cl.
7025.000 Contract Services	2,133	1,500	2,000	Min At. Per contract, Original
7035.000 Licenses, Permits, Fees	209	50	100	
7034.000 Dues & Subscriptions	1,573	2,000	2,000	CSFA, CFA & Firewise Annual subscription - pro rates applied from 2021
7035.000 Advertising	1,145	200	0	Variable increase/reduce to 50% of grant budget
7040.000 Insurance (Liability)	10,747	10,000	10,000	Per minutes with OSRM, subject to reset
7041.000 Legal	2,096	1,000	1,000	
7055.100 Office Expense-Supplies	1,000	1,000	1,500	
7055.200 Office Expense-Postage	100	100	100	
7051.000 Public Safety Supplies	1,000	1,500	1,500	
7051.000 Mandatory Safety Equipment	0	10,000	5,000	
7062.000 Repair & Maintenance	2,000	1,000	12,900	Used more for for PFR
7065.000 Fuel	43,000	3,000	4,000	
7065.000 Materials/Supplies/Small Tools	15,000	15,000	40,000	
7065.000 Vehicle Repair/Maintenance	14,357	19,630	18,710	VFA Grant Expense (9500 match)
7075.000 VFA Grant Equipment	1,200	1,200	1,500	New Department for Fire Ordinance
7105.100 Utilities-Telephone	2,000	2,000	515	Split 75% with Police
7105.200 Utilities-Electric	3,300	2,500	3,375	Split 75% with Police
7105.300 Utilities-Waste	480	480	900	Split 75% with Police
7105.400 Utilities-Propane	1,239	1,200	3,000	Split 75% with Police
7105.600 Utilities-Internet	260	260	260	
7204.000 Events	0	0	0	
7245.000 Election	0	600	0	
7501.000 Payroll Expense	60,000	66,229	52,000	
7513.000 Payroll-Taxes	4,175	6,593	5,000	
7514.000 Payroll-Benefits	20,082	21,193	21,000	increase 2% 11/20/22
7516.100 Pension (MPP)	2,957	3,300	0	MPP plan closed 01/20/21
7516.200 Pension (CalPERS)	0	950	7,000	CalPERS Fee limited raised 9/20
7516.500 Pension (CalPERS UAL)	0	0	0	
7516.600 Pension Plan Fees (MPP)	329	300	300	
7518.000 Workers Comp	14,950	12,249	5,000	New rates with OSRM, will adjust as year end to actual (includes Volunteer PFR)
7545.000 Volunteer FF-Silver PR Expense	12,000	14,000	12,000	Run through payroll beginning 2018
7546.100 VFA Payroll-Taxes	2,500	3,000	4,000	
7550.000 Travel & Training	200	900	2,000	
7551.000 Meals	700	900	500	Fit Test, Meet Expenses
7552.000 Physical Exams/Shifts	300	600	600	
7555.000 Uniforms	1,000	2,000	1,000	
Dept. 34 - Fire Fuels Removal	200	100	150	New Department for Fire Ordinance
7025.000 Contract Services	200	100	50	
7035.200 Dues & Subscriptions	200	100	0	
7035.200 Office Expense-Postage	3,500	3,000	1,425	
7052.000 Repair & Maintenance	3,000	3,000	1,000	
7054.000 Materials/Supplies/Small Tools	43,950	45,000	22,000	
7501.000 Payroll Expense	5,486	6,000	1,500	
7513.000 Payroll-TAXES	2,800	4,000	2,000	
7518.000 Workers Comp	17,495	17,495	400,000	
Reimbursement from LAF- Savings	(245,736)	(218,530)	13,383	
<b>Profit / Loss</b>				

2021/2022 Assumptions

- Admin Overhead Allocation is based on calculation of 4%
- 2021/2022 Auto - L. Ben, CPA \$11,700
- Payroll for 2021/2022 include:
- Workers Comp EMCOI rates for 2021/2022 with OSRM as approved to change
- Medical Insurance costs are increased 2% from 2022 on Transfers Plan

Fire Fuels Removal

- Full Time Chief Salary/Assessable (non hours)
- Part time Fire Fighters for Fire Fuels Removal using 2000 total hrs
- Part time Fire Fighters for Fire Fuels Removal using 1000 total hrs

2021/2022 Capital Expenditure from LAF Savings:	
New Bay Building	\$ 50,228
Construction of Bay	\$ 340,774
<b>Total:</b>	<b>\$ 400,000</b>

Current Balance in LAF as of June  
Amount to transfer to LAF for  
Expenditure and/or Reserves  
Net Balance in LAF Savings:  
NOTE

Assigned Reserve - Fire Equipment

Lake Shastina Community Services Dist.  
 FY 2020/2021 Budget Worksheet

Fire Safer Grant

Draft Budget

	Approved 6/19/19	Thu 4/27/2020	Approved 5/20/20	Approved 6/17/20	Notes
	2019-2020 Approved Budget	2019-2020 YTD Actuals	2019-2020 Amended Budget	2020-2021 Approved Budget	2021-2022 Draft Budget
<b>Revenues</b>					
5075.000 Grant Income		30,934	41,369	95,914	67,006
<b>Total Ops Revenues</b>	0	30,934	41,369	95,914	67,006
<b>Total Revenues</b>	0	30,934	41,369	95,914	67,006
<b>Expenditures</b>					
7026.000 Contract Services		890	890	0	0
7035.000 Advertising		970	970	1,500	1,000
7501.000 Payroll Expense		21,154	28,846	46,154	46,154
7513.000 Payroll-TAXES		2,088	2,676	3,965	3,965
7514.000 Payroll-Benefits		3,738	5,236	12,363	5,455
7518.000 Workers Comp		1,803	2,458	3,933	3,933
7550.000 Travel & Training		292	292	4,500	1,000
7550.200 Training - Instructor		0	0	1,500	1,000
7555.000 Personal Protective Equipment (PPE)		0	0	17,500	4,500
7555.100 Personal Protective Equipment (WL)		0	0	4,500	4,500
<b>Total Expenditures</b>	0	30,934	41,369	95,914	67,006
<b>Profit/Loss</b>	0	0	0	0	0

2021/2022 Assumptions:

- Payroll for 2021/2022 includes:
- Medical Insurance costs are increased 2% from 2021 for Teamsters Plan per notice
- Equipment, training and advertising costs in SAFER Budget as allowed/required for first 12 months

Lake Shastina Community Services District  
 FY 2021/2022 Budget Worksheet - Fire Dept.

Proposed Budget

Fund: 30-45 - LSCSD Strike Team					Approved 6/17/20
Revenues	2017-2018 Actual	2018-2019 Actual	2020-2021 Approved Budget	2021-2022 Proposed Budget	Notes
<b>Dept. 45 - Mutual Aid Strike Team</b>					
4080.000 Strike Team Revenues Payroll Reimb	233,171	357,358	155,000	400,000	New Sub Dept. to track Mutual Aid Strike Team revenues
4081.000 Strike Team Revenue Engine Reimb		66,001	15,000	100,000	Mutual Aid Fire Reimbursements
4082.000 Strike Team Revenue Admin OH Reimb		66,884	34,000	100,000	Used the OES engine
4085.000 Emerg Resp Reimb Travel/Meals			1,000	3,000	
<b>Total Revenues</b>	<b>476,804</b>	<b>683,681</b>	<b>462,657</b>	<b>603,000</b>	
<b>Expenditures</b>					
<b>Dept. 45 - Mutual Aid Strike Team</b>					
7063.000 Fuel	1,020	299	300	0	Sub Dept. to track Mutual Aid Strike Team costs
7501.000 Payroll Expense	102,715	254,120	115,927	350,000	
7513.000 Payroll-TAXES	10,924	23,062	4,926	20,000	
7518.000 Workers Comp	7,781	21,600	9,867	30,000	This will adjust at year end to actual
7550.000 Travel & Training			500	1,500	
7551.000 Meals			500	1,500	
<b>Total Expenditures</b>	<b>122,439</b>	<b>299,081</b>	<b>132,020</b>	<b>403,000</b>	
Reimbursement from LAIF Savings					
<b>Profit / Loss</b>	<b>354,365</b>	<b>384,600</b>	<b>330,637</b>	<b>200,000</b>	

# VERBAL ONLY

**ADMINISTRATIVE OFFICE STAFF AGREEMENT**  
**BETWEEN**  
**LAKE SHASTINA PROPERTY OWNERS ASSOCIATION**  
**AND**  
**LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

This Agreement is made at Lake Shastina, Siskiyou County, California, on the last date written below, by and between LAKE SHASTINA PROPERTY OWNERS ASSOCIATION ("LSPOA"), a California nonprofit corporation, and LAKE SHASTINA COMMUNITY SERVICES DISTRICT ("DISTRICT"), a California Public agency.

**Recitals:**

1. LSPOA is required, pursuant to its recorded CC&Rs, Bylaws, and Articles of Incorporation, to provide to its members and does so provide: maintenance of its roads, open space, drainage, green belts and community recreational facilities as a portion of the Lake Shastina common interest development. DISTRICT is authorized by law to provide municipal services including, water, sewer, Police and Fire to the properties within the DISTRICT, which includes the LSPOA.
2. The LSPOA and DISTRICT are separate and individual entities, who serve the same or similar residents of Siskiyou County.
3. The LSPOA and DISTRICT desire to enter into this agreement to best utilize services and reduce costs to the members of their respective entities.

**NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

**1. OFFICE AND STAFF:**

A. The DISTRICT, as directed by the LSPOA and on a contracted hourly basis as detailed in Exhibit A, shall provide administrative and bookkeeping services, including, but not limited to:

- a. LSPOA accounts receivable.
- b. LSPOA accounts payable.
- c. LSPOA payroll.
- d. Preparation, using appropriate professionals, of periodic financial reports and reviews for LSPOA.
- e. Prepare publications, including financial and other corporate records and legally required information.
- f. LSPOA transfers of Membership.
- g. Assistance to appropriate professionals in the preparation of LSPOA tax-returns and related filings.
- h. LSPOA filings and reports to government agencies insofar as related to the other obligations covered by this agreement.
- i. Provide bookkeeping and accounting services for LSPOA bank accounts.
- j. Upon request of the LSPOA Board, provide such assistance as may be needed to conduct and certify annual and special elections.

k. LSPOA agrees to Exhibit A for division of all expenses.

B. The DISTRICT shall not enjoy exclusive rights to perform this work. Further, this agreement shall not prohibit the LSPOA from performing any or all described work with its own staff or from contracting with other consultants and licensed professionals and contracts to perform the same. Any work done under this agreement shall be at the direction and discretion of the LSPOA.

**2. PREVIOUS AGREEMENT SUPERSEDED**

This agreement supersedes, cancels, and replaces all previous Agreements between the parties on the same subject.

**3. TERM OF AGREEMENT**

This Agreement shall commence on October 13, 2021, and shall terminate on June 30, 2031. Either party hereto may terminate this agreement for any reason by giving one hundred eighty (180) calendar days written notice to the other party. Notice of termination shall be sent by registered mail.

**4. FAILURE TO PERFORM**

In the event the DISTRICT substantially fails to perform any of the obligations covered by this AGREEMENT, which it is legally and financially capable of performing, LSPOA may, at its option, undertake the obligation not being performed. The remedy for said failure will be that the DISTRICT will be liable to LSPOA for the reasonable costs incurred by LSPOA to perform or complete an obligation that is in excess of costs that LSPOA would otherwise be required to pay for said services. No action will be taken by LSPOA, and no liability will arise, until LSPOA has notified DISTRICT in writing and allowed at least 30 days for DISTRICT to make appropriate corrections.

**5. FACILITIES, EQUIPMENT AND SUPPLIES**

The DISTRICT, in accordance with normal business practices, shall procure, provide and maintain all facilities, equipment and supplies necessary to fulfill its obligation under this agreement for the full enjoyment of both DISTRICT and LSPOA.

**6. ASSUMPTION OF LIABILITY; INDEMNITY; INSURANCE.**

- a. DISTRICT shall indemnify, defend, and hold LSPOA and its employees, agents, representatives, officers, directors harmless from and against any and all claims, demands, actions, liabilities, losses, damages, injuries, costs and expenses (including and without limitation, actual attorney's fees and defense costs) arising directly or indirectly out of, or in connection with or related to, this Agreement or for any act or omission alleged to have been committed by any officer, agent, or employee of DISTRICT during DISTRICT's performance under this AGREEMENT, except to the extent any such liability is due to the sole willful misconduct or gross negligence of LSPOA and/or its employees.
- b. LSPOA shall indemnify, defend, and hold DISTRICT and its employees, agents, representatives, officers, directors harmless from and against any and all claims, demands, actions, liabilities, losses, damages, injuries, costs and expenses (including and without limitation, actual attorney's fees and defense costs) arising directly or indirectly out of, or in

connection with or related to, this Agreement or for any act or omission alleged to have been committed by any officer, agent, or employee of LSPOA in the course of LSPOA's performance under this AGREEMENT, except to the extent any such liability is due to the sole willful misconduct or gross negligence of the DISTRICT and/or its employees.

- c. DISTRICT to procure and maintain insurance, including comprehensive liability insurance, workers' compensation insurance and errors and omissions coverage, with coverage of not less than \$1,000,000 per occurrence, for any claims related to its activities, including those required of it under this AGREEMENT, and shall name LSPOA as an additional insured. The DISTRICT shall provide annually evidence of the above insurance, including evidence of any and all exclusions, noting LSPOA as an additional insured.
- d. LSPOA shall maintain liability insurance in accordance with the requirements of Civil Code Sections 5800 and 5805. LSPOA to procure and maintain comprehensive public liability insurance, with coverage of not less than \$1,000,000 per occurrence, for any claims related to its activities, including those required of it under this AGREEMENT, and shall name DISTRICT as an additional insured. LSPOA shall provide annually evidence of the above insurance, including evidence of any and all exclusions, noting the DISTRICT as an additional insured.

#### **7. AMENDMENTS TO AGREEMENT**

No amendments to this AGREEMENT shall be effective and enforceable unless the same is in writing and approved by the respective governing Boards of both parties.

#### **8. LEGAL COUNSEL**

Each party to this AGREEMENT may retain their own legal counsel.

#### **9. ALTERNATIVE DISPUTE RESOLUTION**

- a. In the event of any controversy, claim or dispute arising out of or relating to this AGREEMENT, or the breach, termination, enforcement, interpretation or validity thereof, including determination of the scope or applicability of this agreement to arbitrate, ("dispute"), the parties hereto shall use their best efforts to resolve their differences. To this effect, they shall consult and negotiate with each other in good faith and recognize their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. In the event the dispute is not resolved by formal negotiation within 30 days, (or any mutually agreed extension of time), of the first meeting between the parties, the case shall be referred to mediation. The parties are free to select any mutually acceptable mediator. If the parties cannot agree, or have no particular choice of mediator, then a mediator will be chosen by the arbitration administrator of the Siskiyou County Superior Court. The mediation process shall continue until the dispute is resolved or until the mediator provides the participants with a writing signed by the mediator stating that the mediation is terminated, or words to that effect, or a party provides the mediator and the other parties with a similar writing. In the event that the dispute is not resolved by mediation as set forth above, then the parties will resort to arbitration before a sole arbitrator. If the parties cannot agree, or have no particular choice of arbitrator, then an arbitrator will be chosen by the arbitration administrator of the Siskiyou County Superior Court. The arbitrator's award



shall be binding on the parties. Judgment on the award rendered by the arbitrator may be entered in any court jurisdiction thereof.

The provisions of subpart (a) shall not apply to any controversy which is filed in the Small Claims Court, nor shall it prohibit any party from seeking temporary or permanent injunctive relief in any court.

- b. The fees and expenses of the mediator appointed, pursuant to this section, shall be shared equally between the parties. The fees and expenses of the arbitrator shall initially be paid by the parties in equal shares; provided, however, that the arbitrator shall award the same as recoverable costs to any party which the arbitrator determines to be the prevailing party.
- c. In any arbitration under this section, the parties shall be entitled to conduct discovery in the manner provided under the California Discovery Act.
- d. Any mediation and arbitration hearings, at which either of the parties is to make a personal appearance, shall be conducted within 100 miles of Lake Shastina, unless otherwise agreed to by both parties.

#### **10. ATTORNEY'S FEES**

The prevailing party in any action, including any arbitration, regarding or relating to this AGREEMENT, its enforcement, its breach, or its interpretation, shall recover its reasonable attorney's fees, expenses and costs. Said expenses and costs shall include the reasonable charges of any expert witnesses.

#### **11. RECORDS**

All correspondence, documents and other printed and electronic records of the LSPOA, or relating to the business of the LSPOA, to DISTRICT's services to LSPOA under this AGREEMENT, or to any service or material for which LSPOA shall be required to pay or to reimburse DISTRICT under this AGREEMENT, shall upon demand be made promptly available to inspection by any officer or agent of LSPOA, and copies thereof shall, within reasonable time after request, be provided without cost. Members of the LSPOA shall have access to its records in accordance with the requirements of Civil Code Section 5200 et seq.

#### **12. COMPLIANCE WITH LAW**

Each party shall comply with the provisions of the "Davis-Stirling Common Interest Development Act", (Civil Code Section 4000, et seq.), and with other applicable laws, ordinances and regulations, insofar as their obligations appear.

#### **13. DISTRICT NOT A MANAGING AGENT**

It has been agreed between the parties that the LSPOA will continue to exercise control over its assets, including all its financial accounts, and that the DISTRICT will not do so. The DISTRICT is not deemed to be a "managing agent" as that term is defined in Civil Code Section 4158.

#### **14. ACCESS TO LSPOA PROPERTIES**

LSPOA shall, during the term of this AGREEMENT, continue to maintain ownership and ultimate control over all its real and personal property, but the DISTRICT shall have access to, and use of

the same, insofar as reasonably necessary or appropriate to perform its obligations under this AGREEMENT.

**15. ACCOUNTS**

The funds of the LSPOA shall be deposited and held in the following manner:  
LSPOA and the DISTRICT shall have their own separate accounts for the purpose of day to day business. Payments shall be disbursed from checking accounts held separately by the DISTRICT and the LSPOA.

**APPROVAL BY LAKE SHASTINA PROPERTY OWNERS ASSOCIATION**

The foregoing was approved by the Board of Directors of the Lake Shastina Property Owners Association at a duly called meeting thereof held on October 13, 2021.

Dated: \_\_\_\_\_  
Dwayne Chandler, LSPOA President

Dated: \_\_\_\_\_  
Jon Uttech, LSPOA Secretary

**APPROVAL BY LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

The foregoing was approved by the Board of Directors of the Lake Shastina Community Services District at a duly called meeting therefore held on August 18, 2021

Dated: \_\_\_\_\_  
Paula Mitchell, LSCSD President

Dated: \_\_\_\_\_  
Robert Moser, LSCSD Secretary

## **EXHIBIT A**

### **PART 1. Administration Office**

#### **Materials and supplies.**

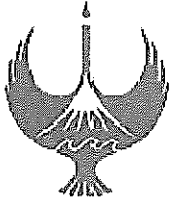
1. When used for the LSPOA, that entity shall pay 100% of the cost.
2. When used by LSCSD and LSPOA, each entity shall pay 50% of the cost.

#### **Equipment and Services**

1. When used by the LSPOA only, that entity shall pay 100% of the cost.
2. When used by the LSCSD and LSPOA, each entity shall pay 50% of the cost, including, Postage Machine, Folding Machine, Telephone, Garbage, Computers, etc.

### **PART 2. Staff Services**

1. When LSCSD Staff is utilized by the LSPOA, that entity shall pay 100% of the employee cost calculated to include hourly pay rate, employer taxes and workers comp costs, employee insurance and pension benefits and leave accruals. Employee benefits shall include CalPERS pension, medical, dental, vision and life insurance as approved the LSCSD and Teamsters MOU. The LSCSD will keep track of hours and will bill the LSPOA accordingly.



*LAKE SHASTINA COMMUNITY SERVICES DISTRICT*

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**TO:** LSCSD BOARD OF DIRECTORS  
**MEETING DATE:** August 18, 2021  
**FROM:** Robert Moser, General Manager  
**SUBJECT:** Water Planning Grant Update

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**BACKGROUND:**

Rodney and I met with the engineering firm last week to discuss the Water Planning Grant and get an update. They are working on different aspects and proceeding forward with the projects. We were originally looking at drilling some test wells towards the end of the month; however, upon hearing who they were contracting with, I requested they find someone else who can get the job done that is more reliable. They are working on finding a new drilling company to get the work done.

We are really only in the preliminary stages of getting this grant off the ground and moving forward with different aspects of it.

*Handwritten mark*

# VERBAL ONLY