



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Wednesday, February 21, 2024

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 ____

PLEDGE OF ALLEGIANCE:

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

Those who wish to speak on a matter that does not appear on the agenda, may do so during this Public Comment period. 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: Regular Meeting January 17, 2024 and Special Meeting January 31, 2024
- B. Ratification of Disbursements: January 1-31, 2024
- C. Budget Comparison: FY 2023/24
- D. LAIF Quarterly Report
- E. Department Written Reports
 - 1. Fire Department
 - 2. Police Department
 - 3. Sewer Department
 - 4. Water Department

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Approval and Ratification of General Manager Contract (Pres. Cupp)
- 3. Treasurer Appointment (Pres. Cupp)
- 4. Board Member Vacancy (Pres. Cupp)
- 5. Open Nominations for CSDA Board of Directors (GM)
- 6. Rate Study Workshop Schedule (GM)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Meeting is scheduled to be held on March 20, 2024 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, January 17, 2024
Closed Session: 12:00 p.m./Open Session: 1:00 p.m
UNAPPROVED MINUTES

CALL TO ORDER: 12:00 PM

LSCSD Board Roll Call: Chandler Cupp MacIntosh Mitchell Thompson

PUBLIC COMMENTS: None.

CLOSED SESSION:

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

Director Thompson excused 12:04 PM-12:13 PM

RETURN TO OPEN SESSION: 1:01 PM

LSCSD Board Roll Call: Chandler Cupp MacIntosh Mitchell Thompson

Also present: FC Pappas, Sgt. Erickson, SAC Clerk DeBon and AA Phonepaseuth. There were approximately 5 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

REPORT ON CLOSED SESSION: Direction given to staff.

PUBLIC COMMENTS: None.

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

1. A. Approval of Minutes: Regular Meeting December 20, 2023
- B. Ratification of Disbursements: December 1 through 31, 2023
- C. Budget Comparison: FY 2023/24
- D. Accounts Receivable Aging Report
- E. Department Written Reports
 1. Fire Department
 2. Police Department
 3. Sewer Department
 4. Water Department

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

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

DISCUSSION / REPORTS / ACTION ITEMS:

2. Public Works Trailer Lease (RT)

Motion by Dir. Mitchell, second by Dir. Chandler, to give Williams Scotsman 30 days written notice, as required by the lease agreement, to remove the trailer.

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

3. Board Committees and Assignments (CC)

Pres. Cupp appointed the following Committees:

Budget Committee: Dir. Mitchell and Dir. MacIntosh
Policy Committee: Dir. Chandler and Dir. Thompson
Interview Committee: Still finding candidates

4. Review of 2023 Goals and Establish 2024 Goals (CC) -Discussed.

5. Rate Study Workshop (RT) -Direction to staff to schedule workshop with SHN.

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Mitchell adjourned the meeting at 2:08 PM. The next LSCSD Regular Board Meeting to be February 21, 2024 1:00 p.m. at the Administration Building.

Approval Date: February 21, 2024

Carol Cupp, President

ATTEST:

Karla Chandler, Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
Wednesday, January 31, 2024 – 4:00 PM
Closed Session/Open Session
UNAPPROVED MINUTES

CALL TO ORDER: 4:00 PM

LSCSD Board Roll Call: Chandler √ Cupp √ MacIntosh √ Mitchell √

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: None.

ADJOURN TO CLOSED SESSION: 4:02 PM

CLOSED SESSION:

A. Personnel (Gov. Code Section 54957) Public Employee Performance Evaluation: General Manager

RETURN TO OPEN SESSION: 5:00 PM

REPORT ON CLOSED SESSION: Direction given to staff.

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Mitchell adjourned the meeting at 5:01 PM. The next LSCSD Regular Board Meeting to be held on February 21, 2024 1:00 p.m. at the Administration Building.

Approval Date: February 21, 2024

Carol Cupp, 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 January 1-31,2024 for a total of: " \$ 281,674.64

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

Submitted for 'January 2024	\$ 281,674.64
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Expenses - Regular Checks Mechanics Bank Account	\$ 163,547.07
Expenses - Payroll & Liability Checks Mechanics Bank Account	\$ 118,127.57
<u>Subtotal</u>	<u>\$ 281,674.64</u>
<u>Total CSD Expenses</u>	<u>\$ 281,674.64</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - MECHANICS BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	General	Sewer	Water	Police	COPS	Wellness Grant	Fire	SAFER
1/5/2024	1758	Pacific Power	10,149.71	10,149.71		1,486.83	3,178.41	4,717.55	191.73			575.19	
	1764	Xpress Bill Pay	74.50	74.50		74.50							
1/6/2024	1759	First National Bank Omaha	4,821.62	4,821.62		2,061.78	11.80	31.09	2,716.95				
	1760	First National Bank Omaha	642.82	642.82		225.21	208.80	208.81					
	1761	First National Bank Omaha	383.24	383.24								383.24	
	1762	First National Bank Omaha	3,616.78	3,616.78					118.05	1,764.61	1,734.12		
1/9/2024	1763	Pitney Bowes, Inc	202.70	202.70		202.70							
	1765	Xio, Inc.	11,190.00	11,190.00				11,190.00					
1/11/2024	26287	Payroll Checks (Live Checks)	2,232.95	2,232.95			1,445.83	787.12					
	240107013	CalPERS	7,124.16	7,124.16		1,050.95	940.46	841.55	2,457.55	652.06		679.89	501.70
	240107014	EDD EFT	3,459.93	3,459.93		699.62	398.44	489.37	977.88	526.04		211.52	157.06
	240107015	EFTPS EFT	3,066.97	3,066.97		647.10	446.25	533.38	900.37	198.24		190.29	151.34
	240107001-012	MB EFT - Payroll Checks (Direct Deposits)	25,444.11	25,444.11		5,332.24	1,895.85	3,367.48	8,021.13	3,344.30		1,972.45	1,510.86
	26288	Belisto Communication	450.00	450.00									450.00
	26289	Ca Assoc. Management	124.42	124.42		124.42							
	26290	Cal Ore Telephone	436.20	436.20		192.21	68.60	68.60	85.43			21.36	
	26291	Caselle, Inc	2,799.00	2,799.00		2,799.00							
	26292	Ferguson Waterworks	593.93	593.93				593.93					
	26293	Gold Nugget Printing	758.57	758.57						758.57			
	26294	High Performance Drywall	19,504.00	19,504.00								19,504.00	
	26295	Kellie Power	500.00	500.00		500.00							
	26296	LSCSD	95.00	95.00		95.00							
	26297	Naa Auto Parts	54.77	54.77						54.77			
	26298	North Valley EAC	50.00	50.00		50.00							
	26299	Office Technologies, Inc	68.78	68.78					68.78				
	26300	Siskiyou Disposal	355.00	355.00		125.00	62.50	62.50	26.25			78.75	
	26301	Solano's, Inc	266.10	266.10		94.06	12.46	30.07		40.27		89.24	
	26302	US Postal Services	2,025.45	2,025.45		2,025.45							
	26303	Veritone, Inc	300.00	300.00					300.00				
	26304	Will Bullington	111.22	111.22						111.22			
1/23/2024	1769	Williams Scotsman, Inc	568.04	568.04			284.02	284.02					
1/24/2024	1766	Pitney Bowes, Inc	500.00	500.00		500.00							
	1767	Quill Corp	365.98	365.98		336.96				29.02			
	1768	US Cellular	305.80	305.80					305.80				

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - MECHANICS BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	General	Sewer	Water	Police	COPS	Wellness Grant	Fire	SAFER
1/25/2024	26307	Payroll Checks (Live Checks)	2,079.38		2,079.38			554.76					
	26308	N.C.G.T. Security Fund	35,825.00		35,825.00	7,777.00	3,441.18	4,263.82	10,605.00	3,535.00		3,535.00	
	26309	UNION DUES	632.72		632.72	209.00	118.95	108.05	130.48	66.24			
	240121015	Aflac	150.72		150.72		15.89	8.43		126.40			
	240121016	CalPERS	7,116.23		7,116.23	1,050.95	967.12	814.89	2,449.62	652.06		679.89	501.70
	240121017	EDD EFT	3,255.35		3,255.35	707.66	440.99	379.13	905.26	453.73		211.52	157.06
	240121018	EFTPS EFT	2,866.97		2,866.97	654.55	489.45	410.04	767.73	203.57		190.29	151.34
	240121001-014	MB EFT - Payroll Checks (Direct Deposits)	24,873.08		24,873.08	5,370.53	2,299.36	2,686.16	7,662.54	3,371.17		1,972.45	1,510.87
	26310	Cal Ore Communications	251.88	251.88					251.88				
	26311	Caselle, Inc	2,799.00	2,799.00		2,799.00							
	26312	City of Medford	7,715.57	7,715.57								7,715.57	
	26313	David Michael or Charlene French	4.00	4.00					4.00				
	26314	Don R. Erickson Oil, Inc	7,939.33	7,939.33		2,433.94	1,094.43	1,094.43	1,665.57			1,650.96	
	26315	Eduardo & Emma Ang	240.18	240.18				47.78	120.94			71.46	
	26316	Grainger	1,816.27	1,816.27		454.07	227.03	227.03		454.07		454.07	
	26317	Hue & City	44.42	44.42		44.42							
	26318	Jonathon Adams	270.82	270.82				52.3	20			27.5	
	26319	Municipal Emergency Services	160.52	160.52								160.52	
	26320	Pace Analytical Services	226.44	226.44				226.44					
	26321	Paula Mitchell	50.00	50.00		50.00							
	26322	Pitney Bowes, Inc	500.00	500.00		500.00							
	26323	Prentice Long, PC	752.50	752.50		752.50							
	26325	Shasta Valley Tire	534.88	534.88						534.88			
	26326	SHN Consulting Engineers	51,739.77	51,739.77				51,739.77					
	26327	Siskiyou Technology Consultants	2,647.40	2,647.40		2,647.40							
	26328	State Water Resources Co	60.00	60.00				60.00					
	26330	Weddle Plumbing	841.57	841.57								841.57	
	26331	Western Business Products	515.71	515.71		515.71							
	26332	Will Johnson Electric	6,559.92	6,559.92			6,559.92						
	26333	Williams Scotsman, Inc	568.04	568.04				284.02					
	26334	NorCAL EVI	15,860.22	15,860.22					15,860.22				
1/29/2024	1770	Ca Dept of Tax & Fee Admin	135.00	135.00		0.58	16.79	103.54		14.09			
			281,674.64	163,547.07	118,127.57	44,590.34	26,603.99	86,266.06	56,613.16	16,890.31	1,734.12	41,216.73	7,759.93

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1C

January 2024 Detailed Budget Comparison 2023/2024 YTD

2/14/2024

REVENUE/EXPENDITURE REPORT

For the Period: 7/1/2023 to 1/31/2024

	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	170.00	25.00	145.00	54%
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	15,317.87	2,199.21	10,932.13	58%
10-00-5050.000	Transfer Fees	5250.00	5250.00	1760.00	340.00	3490.00	34%
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	30,132.00	5,022.00	30,132.00	50%
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	47,620.73	7,586.21	47,240.77	50%

Expenditures

Dept: 01 General Admin

10-01-7002.000	Admin Overhead Alloc	-387,633.060	-387,633.060	-163,167.68	-18,762.95	-224,465.38	42%
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	30,276.19	4,370.96	45,743.81	40%
10-01-7033.000	Licenses, Permits, Fees	5,250.00	5,250.00	3,194.10	337.50	2,055.90	61%
10-01-7034.000	Dues & Subscriptions	5,250.00	5,250.00	4,384.99	222.11	865.01	84%
10-01-7035.000	Advertising	184.80	184.80	749.00	0.00	-564.20	405%
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	6,942.50	752.50	-642.50	110%
10-01-7050.100	Off Exp-Supplies	8,400.00	8,400.00	1,985.78	0.00	6,414.22	24%
10-01-7050.200	Off Exp-Postage	6,825.00	6,825.00	4,822.85	2,025.45	2,002.15	71%
10-01-7050.400	Off Exp-Maint	840.00	840.00	314.21	59.00	525.79	37%
10-01-7062.000	Repair & Maintenance	525.00	525.00	167.37	0.00	357.63	32%
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	1,053.09	37.18	4,196.91	20%
10-01-7065.000	Vehicle Repair/Maintenance	63.00	63.00	424.72	4.82	-361.72	674%
10-01-7101.000	Property Taxes	126.00	126.00	126.00	0.00	0.00	100%
10-01-7105.000	Utilities - CSD	95.00	95.00	95.00	47.50	0.00	100%
10-01-7105.200	Util-Electric	5,250.00	5,250.00	1,852.55	394.05	3,397.45	35%
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	896.98	128.14	468.02	66%
10-01-7204.000	Events	2,000.00	2,000.00	613.76	93.76	1,386.24	31%
10-01-7501.000	Payroll Expense	262,500.00	262,500.00	116,572.92	10,515.48	145,927.08	44%
10-01-7513.000	Payroll-TAXES	3,150.00	3,150.00	2,739.08	804.44	410.92	87%
10-01-7514.000	Payroll-Benefits	57,750.00	57,750.00	23,587.86	3,052.86	34,162.14	41%
10-01-7516.200	Pension Cost (CalPERS)	23,100.00	23,100.00	8,547.36	807.59	14,552.64	37%
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	8,994.91	896.04	21,005.09	30%
10-00-1104.000	Due from LSPOA	-105,000.00	-105,000.00	-41,793.52	6,331.23	-63,206.48	40%
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	114.20	39.73	95.80	54%
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	0.00	686.74	14%
10-22-7513.000	Payroll-TAXES	15.75	15.75	1.64	0.00	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	0.00	56.97	17%
10-22-7518.000	Workers Comp	68.25	68.25	9.74	0.00	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	34,122.04	12,157.39	54,688.96	38%

For the Period: 7/1/2023 to 1/31/2024		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	400,178.85	-33.66	379,821.15	51%
15-00-4001.200	Assmt/Revenue-Standby	66,250.00	66,250.00	33,152.12	-18.00	33,097.88	50%
15-00-4001.300	Assmt/Revenue-Commercial	15,000.00	15,000.00	6,009.73	670.08	8,990.27	40%
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	7,920.64	7,920.64	17,079.36	32%
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	447,844.61	8,539.06	447,705.39	50%

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	52,213.66	6,004.15	71,828.92	42%
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	41,895.33	7,978.44	-21,895.33	209%
15-01-7033.000	Licenses, Permits, Fees	12,600.00	12,600.00	15,315.81	15.55	-2,715.81	122%
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	28.81	0.00	-2.56	110%
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	2,725.74	2,506.80	37,274.26	7%
15-01-7063.000	Fuel	12,600.00	12,600.00	3,509.26	0.00	9,090.74	28%
15-01-7064.000	Materials/Supplies/Small Tools	10,500.00	10,500.00	5,922.05	195.65	4,577.95	56%
15-01-7065.000	Vehicle Repair/Maintenance	6,000.00	6,000.00	2,945.37	124.33	3,054.63	49%
15-01-7100.000	Lease/Rent Expense	4,000.00	4,000.00	1,988.14	284.02	2,011.86	50%
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	23,201.20	4,055.40	26,798.80	46%
15-01-7105.300	Util-Waste	800.00	800.00	442.50	62.50	357.50	55%
15-01-7105.600	Utility - Internet	700.00	700.00	334.94	68.60	365.06	48%
15-01-7501.000	Payroll Expense	171,453.14	171,453.14	80,427.81	9,208.99	91,025.33	47%
15-01-7513.000	Payroll-TAXES	3,198.57	3,198.57	1,805.05	712.14	1,393.52	56%
15-01-7514.000	Payroll-Benefits	38,742.92	38,742.92	14,966.27	2,027.79	23,776.65	39%
15-01-7516.200	Pension Cost (CalPERS)	17,231.38	17,231.38	7,569.86	973.39	9,661.52	44%
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	6,511.77	791.96	7,970.40	45%
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	591.07	0.00	1,408.93	30%
Expenditures		605,052.52	605,052.52	299,940.54	35,009.71	305,111.98	50%

For the Period: 7/1/2023 to 1/31/2024		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	185,607.39	-662.97	159,392.61	54%
20-00-4001.200	Assmt/Revenue-Standby	102,200.00	102,200.00	50,522.44	-80.00	51,677.56	49%
20-00-4001.300	Assmt/Revenue-Commercial	8,000.00	8,000.00	7,861.02	754.24	138.98	98%
20-00-4003.000	Late Payment Revenue	7,000.00	7,000.00	900.00	0.00	6,100.00	13%
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	265.00	265.00	735.00	27%
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%
Revenues		538,200.00	538,200.00	255,984.34	276.27	282,215.66	48%

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	58,740.37	6,754.66	80,807.53	42%
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	29,190.12	226.44	-9,190.12	146%

20-01-7033.000	Licenses, Permits, Fees	10,000.00	10,000.00	159.31	76.59	9,840.69	2%
20-01-7034.000	Dues & Subscriptions	2,000.00	2,000.00	400.50	0.00	1,599.50	20%
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	10,631.83	227.03	9,368.17	53%
20-01-7063.000	Fuel	14,000.00	14,000.00	3,509.26	0.00	10,490.74	25%
20-01-7064.000	Materials/Supplies/Small Tools	10,000.00	10,000.00	4,094.27	177.80	5,905.73	41%
20-01-7065.000	Vehicle Repair/Maintenance	7,000.00	7,000.00	2,945.42	124.33	4,054.58	42%
20-01-7100.000	Lease/Rent Expense	3,000.00	3,000.00	1,988.14	284.02	1,011.86	66%
20-01-7105.200	Util-Electric	85,000.00	85,000.00	54,300.52	4,771.27	30,699.48	64%
20-01-7105.300	Util-Waste	750.00	750.00	442.50	62.50	307.50	59%
20-01-7105.600	Utility - Internet	700.00	700.00	334.95	68.60	365.05	48%
20-01-7501.000	Payroll Expense	130,000.00	130,000.00	64,071.96	9,335.71	65,928.04	49%
20-01-7513.000	Payroll-TAXES	2,579.72	2,579.72	1,607.69	721.81	972.03	62%
20-01-7514.000	Payroll-Benefits	27,000.00	27,000.00	12,354.90	2,456.21	14,645.10	46%
20-01-7516.200	Pension Cost (CalPERS)	13,897.51	13,897.51	5,110.79	828.95	8,786.72	37%
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	5,097.17	802.87	6,583.04	44%
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	591.07	0.00	408.93	59%
Dept: 36 Planning Grants							
20-36-7026.000	Contract Services	25,000.00	25,000.00	128,563.79	0.00	-103,563.79	514%
Expenditures		604,129.34	604,129.34	421,610.19	26,918.79	182,519.15	70%

For the Period: 7/1/2023 to 1/31/2024		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 25 - LSCSD Police Department							
Revenues							
25-00-4001.100	Assmt/Revenue-Residential	140,000.00	140,000.00	68,018.44	-4.97	71,981.56	49%
25-00-4001.200	Assmt/Revenue-Standby	280,000.00	280,000.00	138,922.28	-55.00	141,077.72	50%
25-00-4001.300	Assmt/Revenue-Commercial	3,080.00	3,080.00	1,540.00	0.00	1,540.00	50%
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	6,295.40	0.00	3,704.60	63%
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	1,246.00	1,070.00	1,254.00	50%
25-00-5056.000	Warrant	4,000.00	4,000.00	1,890.27	249.74	2,109.73	47%
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	218,079.37	1,259.77	239,803.77	48%

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	27,738.50	3,189.70	38,158.63	42%
25-01-7026.000	Contract Services	4,700.00	4,700.00	2,261.21	58.48	2,438.79	48%
25-01-7033.000	Licenses, Permits, Fees	250.00	250.00	285.51	84.62	-35.51	114%

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	811.54	0.00	-211.54	135%
25-01-7051.000	Public Safety Supplies	700.00	700.00	789.15	0.00	-89.15	113%
25-01-7051.100	Public Safety Equipment	2,400.00	2,400.00	8268.11	0.00	-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	8694.49	0.00	2,305.51	79%
25-01-7064.000	Materials/Supplies/Small Tools	2,600.00	2,600.00	1676.05	0.00	923.95	64%
25-01-7065.000	Vehicle Repair/Maintenance	5,000.00	5,000.00	729.84	4.84	4,270.16	15%
25-01-7105.100	Util-Telephone	1,445.00	1,445.00	1222.60	0.00	222.40	85%
25-01-7105.200	Util-Electric	900.00	900.00	669.40	194.59	230.60	74%
25-01-7105.300	Util-Waste	288.45	288.45	188.75	26.25	99.70	65%
25-01-7105.400	Utilities-Propane	1,000.00	1,000.00	297.20	0.00	702.80	30%
25-01-7105.600	Utility - Internet	3,000.00	3,000.00	1690.33	85.43	1,309.67	56%
25-01-7204.000	Events	250.00	250.00	86.47	0.00	163.53	35%
25-01-7501.000	Payroll Expense	235,000.00	235,000.00	159978.37	20789.87	75,021.63	68%
25-01-7513.000	Payroll-TAXES	4,435.98	4,435.98	4139.26	1585.11	296.72	93%
25-01-7514.000	Payroll-Benefits	60,000.00	60,000.00	36870.14	5355.00	23,129.86	61%
25-01-7516.200	Pension Cost (CalPERS)	25,000.00	25,000.00	14973.57	2023.97	10,026.43	60%
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	13840.21	1787.92	17,159.79	45%
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	299,496.49	35,437.66	190,667.47	61%

For the Period: 7/1/2023 to 1/31/2024

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

Fund: 26 - COPS Grant

Revenues		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
26-00-5075.000	Grant Income	156,000.00	186,158.95	138059.64	12297.39	48,099.31	74%
Revenues		156,000.00	186,158.95	138,059.64	12,297.39	48,099.31	74%

Expenditures		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
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	0.00	4,669.23	7%
26-01-7051.100	Public Safety Equipment	3,500.00	5,000.00	1134.13	-273.78	3,865.87	23%
26-01-7062.000	Repair & Maintenance	500.00	3,500.00	626.10	494.46	2,873.90	18%
26-01-7063.000	Fuel	3,000.00	3,000.00	326.42	0.00	2,673.58	11%
26-01-7064.000	Materials/Supplies/Small Tools	4,000.00	4,000.00	3527.34	199.44	472.66	88%
26-01-7065.000	Vehicle Repair/Maintenance	6,000.00	6,000.00	4263.39	90.00	1,736.61	71%
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	67457.54	8267.41	24,542.46	73%
26-01-7513.000	Payroll-TAXES	2,000.00	2,000.00	1396.90	553.88	603.10	70%
26-01-7514.000	Payroll-Benefits	20,000.00	20,000.00	12285.00	1785.00	7,715.00	61%
26-01-7516.200	Pension Cost (CalPERS)	7,500.00	10,000.00	5102.22	646.12	4,897.78	51%
26-01-7518.000	Workers Comp	7,500.00	7,500.00	5801.36	711.00	1,698.64	77%

26-01-7550.000	Travel & Training	2,000.00	5,000.00	2096.08	0.00	2,903.92	42%
26-01-7551.000	Meals	250.00	1,000.00	513.13	43.26	486.87	51%
26-01-7556.000	Uniforms	750.00	4,000.00	1276.36	0.00	2,723.64	32%
Expenditures		156,000.00	186,158.95	108,805.86	12,516.79	77353.09	58%

For the Period: 7/1/2023 to 1/31/2024 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%
Revenues		13,000.00	13,000.00	13,000.00	0.00	0.00	100%

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	4913.45	309.94	6,086.55	45%
Expenditures		13,000.00	13,000.00	6,645.20	309.94	6,354.80	51%

For the Period: 7/1/2023 to 1/31/2024 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	49394.62	-3.62	52,605.38	48%
30-00-4001.200	Assmt/Revenue-Standby	165,000.00	165,000.00	82576.77	-32.50	82,423.23	50%
30-00-4001.300	Assmt/Revenue-Commercial	2,315.00	2,315.00	720.00	0.00	1,595.00	31%
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	0.00	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	3578.33	20.48	2,421.67	60%
30-00-5061.000	Donations	5,000.00	5,000.00	7100.00	0.00	-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%
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	185,399.58	-15.64	372365.42	33%

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	24475.15	2814.44	33,670.21	42%
30-01-7010.000	Capital Improvement	65,000.00	65,000.00	98181.43	0.00	-33,181.43	151%
	Less Reimbursement due from LAIF Savings	-65,000.00	-65,000.00	-98,181.43	0.00	33,181.43	151%
30-01-7026.000	Contract Services	8,400.00	8,400.00	4443.85	0.00	3,956.15	53%
30-01-7033.000	Licenses, Permits, Fees	105.12	105.12	1378.84	25.91	-1,273.72	1312%
30-01-7034.000	Dues & Subscriptions	1,050.00	1,050.00	29.99	29.99	1,020.01	3%
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	3747.04	614.59	-1,247.04	150%
30-01-7063.000	Fuel	21,000.00	21,000.00	6643.36	0.00	14,356.64	32%
30-01-7064.000	Materials/Supplies/Small Tools	11,550.00	11,550.00	6089.42	294.63	5,460.58	53%
30-01-7065.000	Vehicle Repair/Maintenance	23,100.00	23,100.00	9318.08	2370.45	13,781.92	40%
30-01-7075.000	VFA Grant Equipment	18,900.00	18,900.00	21476.74	0.00	-2,576.74	114%
30-01-7105.100	Util-Telephone	525.00	525.00	178.62	0.00	346.38	34%
30-01-7105.200	Util-Electric	3,360.00	3,360.00	2008.21	583.77	1,351.79	60%
30-01-7105.300	Util-Waste	945.00	945.00	593.85	78.75	351.15	63%
30-01-7105.400	Utilities-Propane	500.00	500.00	891.57	0.00	-391.57	178%
30-01-7105.600	Utility - Internet	1,500.00	1,500.00	106.80	21.36	1,393.20	7%
30-01-7204.000	Events	262.50	262.50	245.50	0.00	17.00	94%
30-01-7501.000	Payroll Expense	65,794.80	65,794.80	55109.22	5061.14	10,685.58	84%
30-01-7513.000	Payroll-TAXES	2,000.00	2,000.00	2055.25	387.18	-55.25	103%
30-01-7514.000	Payroll-Benefits	22,000.00	22,000.00	14596.75	1785.00	7,403.25	66%
30-01-7516.200	Pension Cost (CalPERS)	8,600.00	8,600.00	5909.27	659.98	2,690.73	69%
30-01-7518.000	Workers Comp	6,000.00	6,000.00	4657.87	435.26	1,342.13	78%
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	160.11	0.00	364.89	30%
30-01-7556.000	Uniforms	1,000.00	1,000.00	1603.46	0.00	-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	0.00	41,197.50	70%
30-45-7513.000	Payroll-TAXES	2,500.00	2,500.00	910.61	0.00	1,589.39	36%
30-45-7518.000	Workers Comp	10,000.00	10,000.00	7031.88	0.00	2,968.12	70%
Expenditures		464,820.16	464,820.16	287,740.45	15,162.45	177,079.71	62%
Total Net Effect:		291,282.18	291,282.66	-152,372.50	-107,569.67	443,655.16	

QUARTERLY REPORT TO THE BOARD

Meeting Date: 2/21/2024

October-December 2023

<u>LAIF ACCOUNT</u>		Interest Effective	Interest total	Current Rate	
Fund Balance Acct # 0015		12/31/2023	19,626.42	4.000%	
	Balance	Calculation of	Interest	Ending Balance	
	12/31/2023	Interest	Earned on	at 12/31/2023	
	(after transaction	(% of total)	12/31/2023		
	activity)				
10	General	(20,039.05)	-0.930%	(182.60)	(20,221.65)
15	Sewer	428,411.17	19.891%	3,903.83	432,315.00
20	Water	735,476.90	34.147%	6,701.91	742,178.81
25	Police	334,568.91	15.534%	3,048.70	337,617.61
30	Fire	675,412.06	31.359%	6,154.58	681,566.64
		2,153,829.99	100.000%	19,626.42	2,173,456.41
Transaction activity: October 2023					
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. July 2023 payment posted on 7/15/2023. Amounts and ending balance shown below:					
	Beginning	Interfund LAIF	interest		
	Balance	transfer posted	rounding		
	10/1/2023	10/15/2023	adjustment	10/31/2023 % of total	
10	General	(9,039.05)	(11,000.00)	(20,039.05)	-0.930%
15	Sewer	428,411.17		428,411.17	19.891%
20	Water	724,476.90	11,000.00	735,476.90	34.147%
25	Police	334,568.91		334,568.91	15.534%
30	Fire	675,412.06		675,412.06	31.359%
		2,153,829.99	-	2,153,829.99	100.000%
Transaction activity: November 2023					
No Activity					
Transaction activity: December 2023					
No Activity					



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of January Lake Shastina Fire Department responded to a total of 25 calls for service. These calls included:

- 15 Medical Aids
- 1 Electrical Hazmat
- 1 Structure Fire
- 1 Fire alarm
- 2 Traffic Collision
- 5 Public Assists

Monthly News:

The AFG Grant writing period is currently open. LSFD will be applying for two grants through FEMA AFG. One will be a regional grant for SCBA's and the other will be for an extractor and dryer for our structure gear. The FEMA AFG Grants are extremely lengthy with 17 narratives needing to be written for each along with statistical and budget data input for the previous three years.

The burn site is currently closed due to issues with illegal dumping and low turnout. I would like to discuss options with the board on a new re-opening schedule.

LSFD completed its annual CPR First Aid training during the month of January. This training is good for 2 years and provides our volunteers with a refresher on basic life-saving measures. Approximately 9 volunteers attended the training.



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: January 2024 Police Monthly Board Report

POLICE ACTIVITY: LSPD had 228 calls for service in January.

SUMMARY:

Misdemeanor Arrests: 8

Felony Arrests: 1

Traffic Warnings: 54

Traffic Citations: 15

Animal Control Cites: 0

Animal Related Calls: 8

Parking Cites: 0

House Watch: 140+-

Misc. Police Calls (Non-Criminal): 142

NOTABLE ACTIVITY:

1/5/24 – Subject arrested for driving on a suspended license for DUI.

1/6/24- Subject arrested for driving on a suspended license. Passenger of vehicle arrested for felony warrant.

1/7/2024- Subject arrested for driving on a suspended license for DUI.

1/10/24- Subject arrested for warrants.

1/20/24- Subject arrested for driving on a suspended license.

1/21/24- Subject arrested for warrants.

1/21/24- Subject arrested for violation of a domestic violence restraining order.

1/27/24- Subject arrested for warrants.

OTHER:

PD#6- 2023 Ram 1500. Was fully outfitted by Kyle at NOR CAL EVI. Vehicle has been put into service. Old Dodge Charger PD # 4, is now a backup vehicle.

TRAINING:

NONE

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: RODNEY VILLA, Maintenance Leadman
Meeting Date: February 21, 2024
Subject: Board Report for January, 2024

Notable Activity:

- The WWTP semi-annual samples were collected and delivered to the PACE Lab in Redding.
- We installed eight more transponders and pump controls in lift stations. As a result, we removed three floats from each station, eliminating the time it takes to clean them each week. And it only takes one minute to adjust levels.
- At station B-120 the frequency drive #2 failed and was replaced.
- At station B-111 we cleaned the sump to the bottom to remove the sand and other debris.
- At Rossberg Ct. we did a locate and sewer hookup for a new construction.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: RODNEY VILLA : Maintenance Leadman
Meeting Date: February 21,2024
Subject: Board Report for January, 2024

Notable Activity:

- We did a 98% water hookup on Rossberg Ct. for a new construction.
- There were six USA's in different parts of the district.
- Water samples were taken to the Pace Lab in Redding.
- We flushed some of the fire hydrants in low usage areas.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 21, 2024

FROM: Carol Cupp, President BOD

SUBJECT: Approval and Ratification of General Manager Employment Agreement

BACKGROUND:

Approve and ratify the General Managers Agreement dated February 21, 2024, for a three-year term with a salary of \$90,000.00 per year.

RECOMMENDATION:

A. By Motion approve and ratify Richard Thompson's Employment Agreement dated February 21, 2024, with a fixed salary of \$90,000 per year.

B. Amend or modify the option above.

ATTACHMENTS:

1. General Manager's Employment Agreement

**AMENDED APPOINTMENT OF GENERAL MANAGER/PUBLIC WORKS
DIRECTOR AND EMPLOYMENT AGREEMENT**

This Agreement is made this February 12, 2024, between Lake Shastina Community Service District ("District"), a political subdivision of the State of California, and Rick Thompson ("Employee" or "General Manager/Public Works Director").

By this Agreement the District appoints Richard Thompson as General Manager/Public Works Director for the District and Employee accepts such employment on the terms and conditions set forth herein.

RECITALS

WHEREAS, the District requires the services of a General Manager/Public Works Director; and

WHEREAS, Employee has the necessary education, experience, skills and expertise to serve as General Manager/Public Works Director; and

WHEREAS, the Board of the District ("Board") desires Employee to serve as the General Manager/Public Works Director of the District; and

WHEREAS, Employee desires to accept said appointment; and

WHEREAS, the Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of Government Code Section 53260 et seq.; and

THEREFORE, the District hereby appoints Employee as its General Manager/Public Works Director, and Employee hereby accepts such employment under the terms and conditions set forth herein.

DUTIES AND RESPONSIBILITIES

1. Employee agrees to observe and comply with the rules and regulations of the District, as adopted by the District's Board, respecting performance of duties, and to carry out and perform orders, directions, and policies stated by the District from time to time, either orally or in writing. The District Board shall conduct annual performance evaluations of the General Manager/Public Works Director and may conduct additional evaluations at regular or irregular intervals if the Board so elects.

2. The duties of the General Manager/Public Works Director are as set forth in Attachment A and B of, which is expressly incorporated in this Agreement by this reference, and which may be changed by the Board during the term of this agreement.

3. Employee agrees not to engage in any other business activities, duties, or pursuits and to devote all his productive time, ability, and attention to District business. Employee may seek the prior, written consent of the Board to engage in either outside employment or to render services to any other person or organization. Activities that do not materially interfere with the services required under this Agreement do not require prior written consent of District.

4. Employee agrees that, to the best of his ability, he will at all times loyally and conscientiously perform all of his duties and obligations required of him either expressly or implicitly by this Agreement.

EMPLOYEE'S ETHICAL OBLIGATIONS

5. Employee acknowledges and understands that public employment, especially the position of General Manager/Public Works Director, carries with it great public trust and responsibility. Employee agrees to perform his duties in accordance with the laws and rules governing public employment and will undertake those duties in a matter which avoids acts of an inappropriate or illegal nature and avoids those acts which may give rise to even the appearance of impropriety. In accordance with that goal, Employee agrees to make full disclosure to, and obtain the approval of, the Board before entering into any negotiation or contract with any individual related to Employee by blood or marriage or from any entity in which such an individual has a business interest. Employee further agrees that failure to make such disclosures may result in immediate termination and referral to the appropriate law enforcement authority.

DISTRICT AUTHORITY

6. The District's authority is exercised by the District Board acting as a body, as set forth by State law. No individual member of the Board has the authority to direct or give orders to the Employee.

SALARY

7. As compensation for services provided as General Manager/Public Works Director, the District shall pay Employee a fixed salary at \$90,000 per annum, payable in accordance with District policy. General Manager/Public Works Director is an exempt employee and shall work approximately 40 hours a week for the District. Unless sooner conducted as provided in Paragraph (1), an initial performance review of Employee shall be conducted by the Board on or about the one-year anniversary date of the date of appointment stated in section 11 of this Agreement.

OTHER COMPENSATION AND BENEFITS

8. Commencing on February 12, 2024, Employee shall receive the following benefits:

a. The General Manager/Public Works Director shall waive benefits for medical dental and vision coverage as the other employees of the District and shall instead receive compensation according to Lake Shastina Personnel Policies for opting out of benefits.

b. PTO accruing at the rate of 300 hours per year. Accrual of PTO time is capped at 600 hours of accrual. General Manager/Public Works Director shall be immediately given 120 hours of PTO upon hire, exclusive of accrual. General Manager/Public Works Director shall notify the Board prior to taking more than 3 PTO days off at a time and shall ensure that all matters are covered in his absence.

c. CalPERS retirement benefits. Employee shall pay the entire employee contribution.

d. Reimbursement of travel expenses pursuant to the District per diem policy and in accordance with departmental travel budget and \$50.00 a month compensation for cellular phone and data plan in accordance with District policy.

e. General Manager/Public Works Director shall have use of a District vehicle, which shall only be used for District businesses and commuting and may be removed at any time by a majority vote of the Board.

f. General Manager/Public Works Director may remote work from time-to-time with preapproval of the Board President.

SUPPORT SERVICES

10. The District shall provide funds, space, equipment, and personnel for Employee's performance of his duties, as allowed by the Board of Directors.

a. The General Manager/Public Works Director shall obtain a minimum of 20 hours of training per year, at the District's expense, designed to develop the skills necessary to perform the job of General Manager/Public Works Director, specifically focusing on, but not limited to, budget, supervision/management, grants, special District operations, and human resources.

TERM

11. The effective date of appointment as General Manager/Public Works Director for Employee shall be February 12, 2024. The term of this Agreement shall be from February 12, 2024 through February 11, 2027, subject to the following conditions:

a. This Agreement may be terminated at any time with or without cause.

b. District will negotiate with Employee a renewal of Employee's contractual relationship with District or provide written notice of District's intent not to renew, no later than 120 days prior to expiration date. In no event shall Employee's contract expire sooner than 120 days after District's written notice to Employee that it does not intend to renew the contract.

c. Employee shall have the absolute right to unilaterally terminate this Agreement by written notice to the Board. Employee shall make every effort to provide at least 120 days' written notice prior to terminating performing the duties of General Manager/Public Works Director.

TERMINATION OF EMPLOYMENT

12. Regardless of whether Employee is terminated for cause or without cause under this Agreement, Employee shall, upon termination, be compensated for the accrued PTO he had accrued as a District employee.

13. The General Manager/Public Works Director shall not be terminated or removed during the first one hundred eighty (180) days following any change in the membership of the Board of Directors or without a four fifths (4/5) vote of the Board of Directors.

14. Termination for Cause:

a. The General Manager/Public Works Director may be terminated for cause. Examples of "cause" shall, include, but are not limited to, any of the following: (a) conviction of a misdemeanor of moral turpitude or any felony; (b) continued abuse of drugs or alcohol that materially affects the performance of the Employee's duties; (c) repeated and protracted unexcused absences from the General Manager's office and duties; and (d) material breach of this Agreement which is not cured after reasonable notice.

b. In the event the District terminates the Employee for cause, then District may terminate this Agreement immediately, and the Employee shall be entitled to only the compensation accrued up to the date of termination, and any other termination benefits and payments as may be required by law. The Employee shall not be entitled to any severance benefits if terminated under this section.

c. In the event the District terminates the Employee for cause, the District and the Employee agree that neither Party shall make any written or oral statements to members of the public or the press concerning the Employee's termination except in the form of a joint press release which is mutually agreeable to both Parties. The joint press release shall not contain any text or information that would be disparaging to either Party. The Parties further agree that, if they are unable to mutually agree on the contents of a joint press release within 72 hours after notice of termination, the District may state solely that the Employee is no longer employed by the District and the former Employee may state solely that he is no longer employed by the District.

15. Termination without Cause:

a. The Employee may resign at any time and agrees to give the District at least 120 days' advance written notice of the effective date of the Employee's resignation unless the Parties otherwise agree in writing. If the Employee retires from full time public service with the District, the Employee may provide six months' advance notice, but shall provide a minimum of 120 days' notice. The Employee's actual retirement date will be mutually established.

b. The General Manager/Public Works Director serves at the pleasure of the Board upon the terms and conditions described in the agreement, in the sole discretion of the Board. **This is an at-will employment position.** The Board's discretion may be exercised without cause and at any time during the term of this Agreement, upon 30 days' written notice of removal by majority vote of the Board.

Notice of termination shall be provided to the Employee in writing. "Termination" as used in this section shall also include any request that the Employee resign, agree to a reduction in salary or other financial benefits of the Employee (excluding a general District Management salary reduction), a material reduction in the powers and authority of the General Manager/Public Works Director, or the elimination of the General Manager's position. Any such notice of termination or act constituting termination shall be presented at or effectuated at a duly noticed regular or special meeting of the Board of Directors.

c. EMPLOYEE ACKNOWLEDGES AND UNDERSTANDS THAT THIS POSITION IS AT-WILL AND IS NOT COVERED BY THE LAKE SHASTINA DISTRICT POLICY OR MEMORANUM OF UNDERSTANDING. EMPLOYEE MAY BE TERMINATED AT ANY TIME, FOR ANY LEGAL REASON.

d. This Agreement shall also terminate on the death of Employee and all accrued salary and leave benefits per policy shall be paid to Employee's estate as required by applicable law.

16. Severance Pay:

a. For any termination of employment by the Board not for cause, Employee shall be entitled to severance pay consisting of 6 months' salary. Total severance pay shall be paid in monthly installments or lump sum, at choice of the District. Severance payments will be made to Employee regardless of employee's post-employment job status. Employee shall not receive severance pay if Employee's employment is terminated for any of the causes for discipline. Nor shall Employee receive severance pay if Employee elects to terminate this Agreement.

b. If Employee accepts any of the severance payments described herein, to the extent not prohibited by law, such acceptance shall constitute a full release and discharge of the County and its officers, directors, employees, agents, and related corporations and their successors and assigns, both individually and collectively and in their official capacities, from any and all liability arising out of his employment and/or the cessation of said employment. Nothing contained in this paragraph shall prevent Employee from bringing an action to enforce the terms of this Agreement.

INDEMNITY

17. District shall indemnify Employee to the full extent of the law as provided by the California Torts Claims Act (Government Code Section 810 et seq.) and the indemnity provisions of this Agreement, whichever shall provide the greatest protection to Employee.

a. The District shall defend and indemnify the Employee against and for all losses sustained by Employee in direct consequences of the discharge of the Employee's duties on the District's behalf.

b. The District shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as General Manager/Public Works Director. The District may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

c. Whenever Employee shall be sued for damages arising out of the performance of the Employee's official duties, the District shall provide defense counsel for the Employee in such suit and indemnify Employee from any judgment rendered against the Employee; provided that such indemnity shall not extend to any judgment for damages arising out of any willful wrongdoing. This indemnification shall extend beyond termination of employment and the otherwise expiration of this Agreement to provide protection for any such acts undertaken or committed in Employee's official capacity,

regardless of whether the notice of filing of a lawsuit occurs during or following employment with the District. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies that Employee may have under the law.

d. The District and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against Employee, while acting within the scope of the General Manager's duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the District or any party affiliated with or otherwise claiming under or through it, regardless of any prior, concurrent, or subsequent active or passive negligence by Employee.

NOTICES

18. All notices required under this Agreement shall be in writing and shall be deemed to have been given at the time they are personally delivered to the party to whom given or mailed in any general or branch United States Post Office enclosed in a registered or certified postage-paid envelope addressed to the address of the respective parties stated below, or to any changed address either party may have designated by notice:

Employee's Address: On file with Payroll Clerk	DISTRICT BOARD Attn: President of the Board 16320 Everhart Dr. Weed, CA 96094
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Any notice of change of address shall be effective only upon receipt.

WAIVER

19. Failure to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power for all or any other times.

REMEDY FOR BREACH

20. If Employee breaches any provision of this Agreement, the District shall be entitled if it so elects, to institute and prosecute proceedings in a court of competent jurisdiction to obtain damages for breach of this Agreement or for any other legal or equitable relief to which it may be entitled by law. The prevailing party in any action to enforce or interpret the terms of this Agreement shall be entitled to recover from the other party reasonable attorney's fees, court costs and other necessary expenses incident to the action in addition to any other relief to which that party is entitled. Venue for any litigation shall be in Siskiyou County, California.

PARTIAL INVALIDITY

21. The invalidity or unenforceability of any term or provision or any clause of this Agreement shall in no way impair or affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

NON-ASSIGNMENT

22. This Agreement is personal in nature, and neither of the parties shall, without the consent of the other, assign or transfer this Agreement or any rights or obligations under this Agreement.

ENTIRE AGREEMENT

23. This Contract represents the entire Agreement of the Parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by a written, fully executed Agreement of the Parties.

PERSONNEL RULES SUPERSEDED

24. The provisions of this Agreement shall control and supersede the provisions of the District Personnel Policy and District Code in the event that there is an inconsistency between this Agreement and the Personnel Policy or District Code as later amended.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first written above.

Employee

LAKE SHASTINA CSD

Richard Thompson

Carol Cupp, President of the
District Board

Approved as to form:

Margaret Long, District Counsel



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 21, 2024

FROM: Carol Cupp, President BOD

SUBJECT: Treasurer Appointment

BACKGROUND:

Pursuant to LSCSD Resolution 1-21, the General Manager of the District is authorized to be appointed Treasurer of the District. Board Policy Section 5010.5 also provides for the appointment of the General Manager as District Secretary. These appointments are regularly made annually, at the time of the Board's election of officers. The election of officers was held at the Regular Board of Directors meeting on December 20, 2023.

At that time, the District did not have a General Manager and Director Chandler was appointed Treasurer/Secretary of the District. Since the Board has now appointed and ratified the contract of a General Manager, it is appropriate to appoint the new General Manager Treasurer/Secretary.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 21, 2024

FROM: Carol Cupp, President BOD

SUBJECT: Board Member Vacancy

BACKGROUND:

Director Thompson resigned from the LSCSD Board of Directors effective **January 29, 2024**. There are three options available to fill the vacancy:

1. Advertise and make the appointment.
2. Defer the appointment to the County Board of Supervisors.
3. Call for a Special Election

Due to the expense of a Special Election, and the loss of control of the process by deferring to the Board of Supervisors, I recommend the District make an appointment pursuant to the requirements of CA Government Code § 1780 d (1). Under these provisions, the Board must make a replacement appointment no later than **March 29, 2024**. The District is required to post a "**Notice of Unscheduled Vacancy**" in three locations within the district and complete an Affidavit of Posting for submission to the Siskiyou County Clerk's office. The posting must be done at least **15 days** prior to the date the appointment is made.

If the Board wishes to make an appointment at the next Regular Meeting on **March 20, 2024**, the "**Notice of Unscheduled Vacancy**" must be posted no later than **March 5, 2024**. If the Board does not make an appointment by **March 29, 2024**, the Board of Supervisors may make the appointment no later than **April 16, 2024**. If the Board wants the Board of Supervisors to make the appointment, the District must notify the Clerk's office no later than **March 30, 2024**. If the Board of Supervisors is unable to make an appointment by **April 16, 2024**, the District must call a special election, at the District's expense, to fill the vacancy.

If the District Board of Directors makes an appointment to fill the vacancy, the appointee shall fill the position until the next General Election, when the provisions of CA Government Code § 1780 (d)(2) apply:

"If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office."



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 21, 2024

FROM: Rick Thompson, Interim General Manager

SUBJECT: Open Nominations for CSDA Board of Directors

BACKGROUND:

The California Special Districts Association has issued a call for nominations to fill Seat A of the CSDA Board of Directors in the Northern District. As a CSDA Regular Member in good standing, the LSCSD is eligible to nominate one person, a board member or managerial employee, to stand for election. This is for a two-year term.

Attached is a nomination form, a timeline of the process, and a description of the duties and expectations of the position. Nomination applications are due April 10.
I submit this for the board's consideration and discussion.



**California Special
Districts Association**
Districts Stronger Together

FEB 07 2024

Agenda Item: 4 - Establish 2024 Board Elections Timeline
Item Type: Discussion/Action
Submitted By: Amber Phelen, Management Analyst
Presented By: Neil McCormick, Chief Executive Officer
Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

The nomination process for the 2024 CSDA Board of Directors, Seat A election is quickly approaching. CSDA Bylaws direct that the Election & Bylaws Committee shall set the timeline for elections each year. Below is a staff recommended timeline for the nomination and election process that complies with the noticing periods outlined in the CSDA bylaws. The timeline works backwards from the CSDA Annual Conference start date which is September 9, 2024 this year.

- February 5** **Nomination applications mailed and emailed out**
125 days to election start on June 9; bylaws requirement = at least 120 days.

- April 10** **Nomination application deadline**
61 days to election start; bylaws requirement = at least 60 days prior to election.

- April 20** **Nomination application deadline – Coastal Network**
Per CSDA Bylaws, the deadline shall be extended by 10 days in a Network where there is no incumbent re-running.

- June 10** **Electronic ballot voting begins – current Regular Members**

- July 26** **Deadline to receive electronic ballots - current Regular Members**
45 days until conference; bylaws requirement = at least 45 days.

- July 29 or 30** **Count ballots and inform candidates of win/loss**

FISCAL IMPACT:
None at this time.

STAFF RECOMMENDATION:
Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A regular election timeline as presented.



**California Special
Districts Association**

Districts Stronger Together

Agenda Item: 5 – Review & Approve 2024 Election Materials

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

Attached is a draft of the nomination letter, form, and candidate information sheet which would be sent out to CSDA voting members in good standing for all six Networks as part of the 2024 CSDA Board of Directors, Seat A election.

Additionally, the background information that will be mailed with the ballots is included. A current list of Board Members and their terms are also attached. Seat A Board Members are up for re-election.

FISCAL IMPACT:

The annual CSDA Board election process is a 2024 budgeted item.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A election nomination letter, nomination form, candidate information sheet, and ballot letter to be sent to all voting Regular CSDA Members in good standing.



CSDA

**California Special
Districts Association**

Districts Stronger Together

DATE: February 5, 2024
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2024. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
Sierra Network	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
Central Network	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
Coastal Network	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 10, 2024.* All votes must be received through the system no later than 5:00 p.m. July 26, 2024.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 10, 2024** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2024 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2024 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csla.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2024 at 5:00 p.m.



**California Special
Districts Association**
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association
DISTRICT NETWORKS





LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 21, 2024

FROM: Rick Thompson, Interim General Manager

SUBJECT: Rate Study Workshop Schedule

BACKGROUND:

The District has received a Preliminary Water Rate Study for review by the Board. This study was commissioned as part of the District's Water System Planning Grant and was completed by SHN Engineering. It is the next step in securing funding to address the system deficiencies identified in the Water System Preliminary Engineering Report, also completed by SHN.

The Water Rate Study contains options for consideration by the Board. SHN representatives will conduct a workshop to review the study and answer any questions the District has. Below is a list of dates that appear to work for all parties.

February 26th and 27th
March 18th, 19th, and 20th

Note that March 20 is the date of the Board's regular meeting and is an available date.

RECOMMENDATION:

A. I recommend that the District schedule the Rate Study Workshop on March 20th to take place during the regularly scheduled Board meeting.