



# **LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

## **AGENDA**

Regular Meeting

Wednesday, October 19, 2016 – 1:00 p.m.

Administration Building

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

### **CALL TO ORDER:**

LSCSD Board Roll Call: Directors: French \_\_\_\_\_ Hoke \_\_\_\_\_ Layne \_\_\_\_\_ Mitchell \_\_\_\_\_ Thomsson \_\_\_\_\_

### **PLEDGE OF ALLEGIANCE:**

### **PUBLIC COMMENTS ON CLOSED SESSION:**

### **ADJOURN TO CLOSED SESSION:**

### **CLOSED SESSION:**

- A. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code Section 54957.6 Agency Negotiators: Patrick Clark, Patrick Clark Consulting, Karl Drexel, General Manager; Employee Organization: Teamsters Local 137
- B. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION Review of Arbitration proceedings with LSPOA regarding recovery of a portion of termination compensation paid to John McCarthy by District pursuant to paragraph (4) of subdivision (d) of Section 59456.9.
- C. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.

### **REPORT ON CLOSED SESSION:**

**PUBLIC COMMENTS:** This is an opportunity for members of the public to address the Board on subjects within its jurisdiction, whether or not on the agenda for this meeting. Each individual comment will be limited to three minutes. The public comment portion of the meeting will be limited to thirty minutes (total time). For items that are on this agenda, speakers may request that their comments be heard instead at the time the item appears on the agenda prior to the Board addressing the agenda 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.

**CONSENT CALENDAR:** Items on the Consent Calendar are considered routine, not requiring separate discussion. However, if discussion is wanted, the item may be removed from the Consent Calendar and considered separately. Board members may ask questions of clarification without removing an item from the Calendar. Individual items are approved by the vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

1. A. Approval of Minutes: Regular Meeting September 21, 2016
- B. Ratification of Disbursements: September 1 through September 30, 2016
- C. Budget Comparison / Variance Report: FY 2016/2017 YTD
- D. Accounts Receivables Aging Analysis: FY 2016/2017 YTD

### **DISCUSSION / ACTION ITEMS:**

2. Fire Department Monthly Report (FC Pappas)
3. Police Department Monthly Report (PO Beck)
4. Employment agreement with Mike Wilson for Police Chief (GM Drexel)
5. Proposed business relationship between LSPOA and LSCSD (GM Drexel)
6. Review Lake Shastina Dog Ordinance – Consider violations changed from Misdemeanor to Infraction (Dir. Mitchell)
7. Budget 1<sup>st</sup> Quarter Review – Review and revise 2016-2017 Annual Budget (GM Drexel)
8. Public Records Act #1 and #2 – Moller Attorney request for information (GM Drexel)
9. Drinking Water Wells – Establish a committee to review new well sites – Thomsson, Drexel, Moore (GM Drexel)

### **STAFF COMMENTS:**

### **BOARD MEMBER COMMENTS:**

**ADJOURNMENT:** The next LSCSD Regular Board Meeting is scheduled to be held on November 16, 2016, 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.

1A



## LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting  
 Wednesday, September 21, 2016 – 1:00 p.m.  
 Administration Building  
 16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

### **Unapproved MINUTES**

CALL TO ORDER AND ROLL CALL: 1:00 p.m.

LSCSD Board Roll Call: French ✓ Hoke absent Layne ✓ Mitchell ✓ Thomsson ✓

Also present: GM Drexel, SAC Nelle, AA Charvez, PO Beck, FC Pappas and District Counsel Winston. There were approximately 27 people in the audience.

PLEDGE OF ALLEGIANCE: Dir. French led the Pledge of Allegiance.

PUBLIC COMMENTS: Four (4) speakers.

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

1. A. Approval of Minutes: Regular Meeting August 17, 2016
- B. Ratification of Disbursements: August 1 through August 31, 2016
- C. Budget Comparison FY 2016/2017 YTD
- D. Approval of transfer of funds from LAIF Account to CSD Operating Account

**Motion by Dir. Layne second by Dir. French to approve Consent Calendar.**

**Ayes: Directors French, Layne, Mitchell and Thomsson**

**Noes: None**

**Absent: Director Hoke**

### DISCUSSION / ACTION ITEMS:

2. Fire Department Monthly Report: FC Pappas updated the Board.
3. Police Department Monthly Report: PO Beck updated the Board
4. Employment agreement with Mike Wilson for Police Chief: GM Drexel reported that he and Mike Wilson are still in negotiations regarding the position of full-time Police Chief. The Board discussed.

**Motion by Dir. Thomsson second by Dir. Mitchell to commit to an offer in the amount of \$75,000 annually for Mike Wilson to be the full-time Police Chief (to include patrol officer duties).**

**Ayes: Directors French, Layne, Mitchell and Thomsson**

**Noes: None**

**Absent: Director Hoke**

5. Review and consideration to repeal Burn Site Ordinance 1-00: GM Drexel updated the Board. The Board discussed and directed staff to re-open the Burn Site for the remaining 4 scheduled 2016 dates. The Board directed staff to work with the Greater Lake Shastina Fire Safe Council and the Lake Shastina associations on an extensive review of options for green waste disposal, prior to consideration of repealing the Burn Site Ordinance.
6. Status of B-114 Lift Station Retrofit: GM Drexel updated the Board. The Board discussed.
7. Well #4 Retrofit: GM Drexel updated the Board. The Board discussed.
8. Proposed business relationship between LSPOA and LSCSD: GM Drexel reported that, since his written report, the LSPOA Board has requested that the CSD staff continue handling LSPOA's accounting functions for billing, payables and financial reporting, with CSD billing the LSPOA actual staff hours worked. The Board discussed and directed GM to work with LSPOA to implement a yard rental agreement by November 1, 2016.
9. CEQA Documentation for New Wells: GM Drexel reported that an engineering firm was hired, prior to him becoming the GM, to do CEQA documentation for the proposed Well 10 and Well 5 sites; this documentation has been completed. If needed, it will be submitted as part of the grant to the Water Board. Supervisor Kobseff has stated that County staff does not think CEQA documents are required for municipal wells; GM Drexel is checking with the State on this item. At the October 2015 Board meeting an agreement with the owners of Unit 4 Lot 96 was approved; agreement states that if a test well produces good results, the District would purchase the property for \$15,000. No action on this proposed new well site has taken place since the October 2015 meeting (no test well or transfer of property); GM Drexel is researching this project.

10. Director Hoke Residency: GM Drexel reported that it was brought to his attention that Dir. Hoke's residency may be in question. Dir. Hoke informed GM Drexel that she has temporarily moved out of her Lake Shastina home so that interior repairs/painting can be done and that she is still the legal renter of the Lake Shastina home, still receives mail there and is still a registered voter within the Lake Shastina CSD. The County Clerk's office has confirmed that these specifics meet the requirements for residency within the District.
11. Public Records Act Requests (PRAR) for information from Moller attorney: GM Drexel reported that the attorney representing the Moller lawsuit has submitted two PRARs. The first was for documents going back to 2003; staff collected the documents and attorney Deckard reviewed for confidentiality. The second was for all emails from all Board members, staff and anyone affiliated with the District going back to 2014; staff is in the process of separating emails, based on non-confidential and what is believed to be confidential, attorney Deckard will review the confidential emails for attorney/client confidentiality. To date, legal fees regarding the DECO lawsuit are at \$79,000, the Moller lawsuit legal fees are at \$45,000 and the first PRAR legal fees are at \$13,000 not including any staff time.

**STAFF COMMENTS:** GM Drexel reported the District received a letter from SDRMA acknowledging and crediting the District for the dedicated effort of the governing body, management and staff toward proactive management and loss prevention training resulting in no paid property liability claims 2015/2016. Dir. Layne asked staff to forward her a loss report from SDRMA. SAC Nelle reported that staff is preparing for the upcoming audit.

**BOARD MEMBER COMMENTS:** None

**PUBLIC COMMENTS ON CLOSED SESSION:** None

**ADJOURN TO CLOSED SESSION:** With no objections by the Board, Pres. Thomsson adjourned to Closed Session at 2:35 p.m.

**CLOSED SESSION:** 2:38 p.m.

Also present: GM Drexel and District Counsel Winston

- A. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION Review of Arbitration proceedings with LSPOA regarding recovery of a portion of termination compensation paid to John McCarthy by District pursuant to paragraph (4) of subdivision (d) of Section 59456.9.
- B. CONFERENCE WITH LABOR NEGOTIATOR – Pursuant to Government Code Section 54957.6 Agency Negotiator: Karl Drexel, General Manager Employee Organization: Teamsters Local 137
- C. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.

With no objections by the Board, Pres. Thomsson adjourned Closed Session at 3:11 p.m.

**REPORT ON CLOSED SESSION:** 3:11 p.m.

Also present: GM Drexel and District Counsel Winston. There were no people in the audience.

Item A: Pres. Thomsson reported the Board conferred with Counsel Winston.

Item B:

**Motion by Dir. Layne second by Dir. French to contract with a labor negotiator for future Union negotiations**

**Ayes: Directors French, Layne, Mitchell and Thomsson**

**Noes: None**

**Absent: Director Hoke**

Item C: Nothing to report.

**ADJOURNMENT:**

With no objections by the Board, Pres. Thomsson adjourned the meeting at 3:13 p.m. to the next LSCSD Regular Board Meeting on Wednesday, October 19, 2016, 1:00 p.m. at the Administration Building.

Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Barbara Thomsson, President

ATTEST:

\_\_\_\_\_  
Karl Drexel, Secretary

TREASURER'S REPORT - RATIFICATION OF DISBURSEMENTS  
LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1B

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Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of September 1 thru September 30, 2016 for a total of: " \$ 284,169.50

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

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Submitted for September 2016	\$ 284,169.50
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Expenses - Regular Checks SVB Account	\$ 169,521.37
Expenses - Payroll & Liability Checks SVB Account	\$ 114,648.13
<u>Subtotal</u>	<u>\$ 284,169.50</u>
<u>Total CSD Expenses</u>	<u>\$ 284,169.50</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	Total Expense	LSPOA Shared Invoices *							
				Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
9/1/2016	JE #64214	Bank Fees	17.70	17.70		17.70					
9/1/2016	21395-21401	Payroll Checks (Live Checks)	11,774.23		11,774.23		1,169.24				10,604.99
9/1/2016	21402	Edward Jones	93.35	93.35					59.99	33.36	
9/1/2016	502589	EDD EFT	4,228.11	4,228.11		192.49	147.10		20.09	414.69	3,453.74
9/1/2016	502590	EFTPS EFT	17,229.57	17,229.57		795.19	618.76		245.24	1,933.70	13,636.68
9/1/2016	502591	CalPERS EFT	1,788.90	1,788.90		1,035.22	753.68				
9/1/2016	502592	CalPERS 457 EFT	788.62	788.62		530.00	208.62			50.00	
9/1/2016	502593	SVB EFT - Payroll Checks (Direct Deposits)	26,357.95	26,357.95		5,014.51	2,471.52		2,727.44	4,167.09	11,977.39
9/8/2016	486	Verizon Wireless	215.16	215.16		53.79			161.37		
9/8/2016	21403	Computer Logistics, Inc.	48.00	48.00		48.00					
9/8/2016	21404	Crater Lake Ford	2,364.79	2,364.79			1,182.39	1,182.40			
9/8/2016	21405	Ferguson Enterprises, Inc.	1,252.76	1,252.76				1,252.76			
9/8/2016	21406	KD Management	1,302.00	1,302.00		1,302.00					
9/8/2016	21407	Kellie Power	465.00	465.00		400.00			32.50		32.50
9/8/2016	21408	Mountain Air	630.15	630.15		630.15					
9/8/2016	21409	N.C.G.T. Security Fund	10,263.00	10,263.00		4,179.00	3,435.00		1,107.00	1,542.00	
9/8/2016	21410	Northwood Backflow	1,440.00	1,440.00				1,440.00			
9/8/2016	21411	Quality Auto and Tire	459.37	459.37					459.37		
9/8/2016	21412	Ray Morgan Company	53.14	53.14		53.14					
9/8/2016	21413	SDRMA	250.00	250.00							250.00
9/8/2016	21414	Shasta Auto Supply	23.84	23.84			11.92	11.92			
9/8/2016	21415	Siskiyou County Fire Chiefs Association	50.00	50.00							50.00
9/8/2016	21416	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
9/8/2016	21417	Solano's Inc.	289.63	289.63			104.14	185.49			
9/8/2016	21418	Stan Beck	19.98	19.98					19.98		
9/8/2016	21419	Steve Pappas	201.00	201.00							201.00
9/8/2016	21420	TQV ATV	664.94	664.94							664.94
9/8/2016	21421	Uline	393.42	393.42			286.46	106.96			
9/8/2016	21422	USA Blue Book	1,112.78	1,112.78			1,112.78				
9/8/2016	21423	Wal-Mart	110.33	110.33			37.90	72.43			
9/8/2016	21424	Weed Press	38.00	38.00		38.00					
9/12/2016	21425	Scott Valley Bank (for cashier ck )	29,819.00	29,819.00							29,819.00
9/12/2016	Void 21425	Void - Scott Valley Bank (cashier ck)	(29,819.00)	(29,819.00)							(29,819.00)
9/14/2016	21434	Southern Oregon Mitsubishi	28,145.00	28,145.00							28,145.00
9/15/2016	21426-21431	Payroll Checks (Live Checks)	4,164.35		4,164.35		1,265.78				2,898.57
9/15/2016	21432	Edward Jones	247.46	247.46					75.74	171.72	
9/15/2016	21433	Union Dues Payable - Monthly Check Issued	458.48	458.48		197.00	152.00		56.24	53.24	
9/15/2016	502606	EDD EFT	836.87	836.87		192.49	166.18		32.26	255.65	190.29
9/15/2016	502607	EFTPS EFT	4,374.14	4,374.14		795.19	693.51		336.59	1,357.82	1,191.03
9/15/2016	502608	CalPERS EFT	1,788.90	1,788.90		1,035.22	753.68				

LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	Total Expense	LSPOA Shared Invoices *							
				Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
9/15/2016	502609	CalPERS 457 EFT	788.62		788.62	530.00	208.62			50.00	
9/15/2016	502610	SVB EFT - Payroll Checks (Direct Deposits)	15,519.23		15,519.23	5,014.51	2,646.38		2,655.69	3,363.75	1,838.90
9/16/2016	63996	Transfer to LAIF	66,000.00	66,000.00		26,000.00			40,000.00		
9/16/2016	63997	Wire fee for LAIF transfer	25.00	25.00		25.00					
9/19/2016	Void 21387	Void Pacific Power - Lost in mail	(20,247.78)	(20,247.78)		(810.60)	(4,788.35)	(14,127.29)	(254.25)		(267.29)
9/22/2016	487	AT&T	81.72	81.72			40.86	40.86			
9/22/2016	488	First Natl. Bank of Omaha Visa SP	377.66	377.66							377.66
9/22/2016	489	First Natl. Bank of Omaha Visa RM	618.90	618.90			290.46	328.44			
9/22/2016	490	First Natl. Bank of Omaha Visa DN	68.00	68.00		48.00	2.00	2.00	12.00		4.00
9/22/2016	491	First Natl. Bank of Omaha Visa MW	6.00	6.00							6.00
9/22/2016	21435	AT&T	199.74	199.74				199.74			
9/22/2016	21436	Basic Lab	128.00	128.00				128.00			
9/22/2016	21437	Deepwoods Embroidery & Design	178.56	178.56			89.28	89.28			
9/22/2016	21438	Dell Computer	503.81	503.81		251.91			251.90		
9/22/2016	21439	Diane Deckard Law Firm	13,940.00	13,940.00		13,940.00					
9/22/2016	21440	Don Erickson Shell	2,228.45	2,228.45		472.70	528.91	369.33	284.47		573.04
9/22/2016	21441	Hue & Cry	38.00	38.00		38.00					
9/22/2016	21442	Jeffrey Candido	83.00	83.00		83.00					
9/22/2016	21443	Jim Wilson Motors	142.50	142.50							142.50
9/22/2016	21444	Kanopy Kountry	2,229.00	2,229.00							2,229.00
9/22/2016	21445	KD Management	4,734.00	4,734.00		4,734.00					
9/22/2016	21446	Kirsher, Winston, & Boston	719.25	719.25		719.25					
9/22/2016	21447	Lexipol LLC	2,038.00	2,038.00					2,038.00		
9/22/2016	21448	LSCSD Utilitites	349.76	349.76		147.38			92.94		109.44
9/22/2016	21449	Pacific Power	40,470.29	40,470.29		1,592.50	9,547.00	28,356.48	474.11		500.20
9/22/2016	21450	Quill Corp	335.75	335.75		143.74			175.91		16.10
9/22/2016	21451	Scott Valley Respiratory	150.00	150.00							150.00
9/22/2016	21452	South Bay Regional Public	250.00	250.00					250.00		
9/22/2016	21453	Talon Baldwin	93.96	93.96							93.96
9/22/2016	21454	US Bank Equipment Finance	130.17	130.17					130.17		
9/22/2016	21455	Utility Telephone	533.00	533.00		319.80			159.90		53.30
9/22/2016	21456	Willoghby, Stuart, Bening & Cook	1,840.00	1,840.00		1,840.00					
9/28/2016	21459	Stan Beck	1,216.64	1,216.64					1,216.64		
9/29/2016	21457	Payroll Checks (Live Checks)	1,192.24		1,192.24		1,192.24				
9/29/2016	21458	Edward Jones	130.29		130.29				90.76	39.53	
9/29/2016	502622	EDD EFT	803.98		803.98	192.49	151.01		36.43	406.74	17.31
9/29/2016	502623	EFTPS EFT	3,880.47		3,880.47	795.19	630.02		365.61	1,904.89	184.76
9/29/2016	502624	CalPERS EFT	1,788.90		1,788.90	1,035.22	753.68				
9/29/2016	502625	CalPERS 457 EFT	788.62		788.62	530.00	208.62			50.00	
9/29/2016	502626	SVB EFT - Payroll Checks (Direct Deposits)	15,624.85		15,624.85	5,113.01	2,550.28		2,710.23	4,153.52	1,097.81
			284,169.50	169,521.37	114,648.13	79,349.19	28,664.17	19,681.30	56,064.32	19,947.70	80,462.82

## Ratification of Disbursements - September 2016

Vendors	Check Date	Total Invoice Amount	LSCSD Check Amount	Amount Paid by POA
Verizon	9/8/2016	215.16	215.16	26.89
Computer Logistics	9/8/2016	48.00	48.00	24.00
Kellie Power	9/8/2016	465.00	465.00	200.00
Ray Morgan	9/8/2016	53.14	53.14	26.57
Siskiyou Disposal	9/8/2016	250.00	250.00	85.00
Weed Press	9/8/2016	38.00	38.00	19.00
First National Bank Visa-DN	9/22/2016	68.00	68.00	18.00
Don Erickson Oil	9/22/2016	2,228.45	2,228.45	472.70
Hue & Cry	9/22/2016	38.00	38.00	19.00
LSCSD Utilities	9/22/2016	349.76	349.76	73.69
Pacific Power	9/22/2016	40,470.29	40,470.29	927.44
Quill Corp	9/22/2016	335.75	335.75	71.87
Utility Telephone	9/22/2016	533.00	533.00	159.90

LAKE SHASTINA COMMUNITY SERVICES DISTRICT										
SCOTT VALLEY BANK ACCOUNT										
September 2016			Fund-#	10	15	20	25	26	30	
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	
9/1/2016		Balance Forward	155,042.15	84,736.32	44,217.70	16,762.99	94,589.95	(10,473.61)	(74,791.20)	-
		BEGINNING BALANCE								-
9/8/2016	JE #63839	Deposit Transfer - Cash Receipts	25,217.31	6,251.32	5,921.41	4,739.37	4,654.65		3,650.56	-
9/8/2016	JE #63867	LAIF xfer Deposit	69,000.00		21,853.97	7,146.03			40,000.00	-
9/1/2016	JE #63998	Water/Sewer PR Transfer PPE 8/28/16			4,760.54	(4,760.54)				-
9/15/2016	JE #63999	Water/Sewer PR Transfer PPE 9/11/16			4,657.50	(4,657.50)				-
9/21/2016	JE #64000	POA Payroll Transfer PPE 8/28/16	2,962.16	2,962.16						-
9/21/2016	JE #64001	POA AP Reimbursement	1,665.70	1,665.70						-
9/22/2016	JE #64059	Deposit Transfer - Cash Receipts	20,218.80	3,403.95	10,400.97	6,330.22	5,269.00	(980.88)	(4,204.46)	-
9/22/2016	JE #64068	LAIF xfer Deposit	83,000.00						83,000.00	-
9/29/2016	JE #64216	Water/Sewer PR Transfer PPE 9/25/16			6,287.89	(6,287.89)				-
9/30/2016	JE #64215	Interest	8.05	8.05						-
		TOTAL Income	202,072.02	14,291.18	53,882.28	2,509.69	9,923.65	(980.88)	122,446.10	-
Date	JE # or Ck #	Vendor	TOTAL	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	
9/1/2016	JE #64214	Bank Fees	17.70	17.70						-
9/1/2016	21395-21401	Payroll Checks (Live Checks)	11,774.23		1,169.24				10,604.99	-
9/1/2016	21402	Edward Jones	93.35				59.99	33.36		-
9/1/2016	502589	EDD EFT	4,228.11	192.49	147.10		20.09	414.69	3,453.74	-
9/1/2016	502590	EFTPS EFT	17,229.57	795.19	618.76		245.24	1,933.70	13,636.68	-
9/1/2016	502591	CalPERS EFT	1,788.90	1,035.22	753.68					-
9/1/2016	502592	CalPERS 457 EFT	788.62	530.00	208.62			50.00		-
9/1/2016	502593	SVB EFT - Payroll Checks (Direct Deposits)	26,357.95	5,014.51	2,471.52		2,727.44	4,167.09	11,977.39	-
9/8/2016	486	Verizon Wireless	215.16	53.79			161.37			-
9/8/2016	21403	Computer Logistics, Inc.	48.00	48.00						-
9/8/2016	21404	Crater Lake Ford	2,364.79		1,182.39	1,182.40				-
9/8/2016	21405	Ferguson Enterprises, Inc.	1,252.76			1,252.76				-
9/8/2016	21406	KD Management	1,302.00	1,302.00						-
9/8/2016	21407	Kellie Power	465.00	400.00			32.50		32.50	-
9/8/2016	21408	Mountain Air	630.15	630.15						-
9/8/2016	21409	N.C.G.T. Security Fund	10,263.00	4,179.00	3,435.00		1,107.00	1,542.00		-
9/8/2016	21410	Northwood Backflow	1,440.00			1,440.00				-
9/8/2016	21411	Quality Auto and Tire	459.37				459.37			-
9/8/2016	21412	Ray Morgan Company	53.14	53.14						-
9/8/2016	21413	SDRMA	250.00						250.00	-
9/8/2016	21414	Shasta Auto Supply	23.84		11.92	11.92				-
9/8/2016	21415	Siskiyou County Fire Chiefs Association	50.00						50.00	-
9/8/2016	21416	Siskiyou Disposal	250.00	85.00	42.50	42.50	40.00		40.00	-
9/8/2016	21417	Solano's Inc.	289.63		104.14	185.49				-
9/8/2016	21418	Stan Beck	19.98				19.98			-
9/8/2016	21419	Steve Pappas	201.00						201.00	-
9/8/2016	21420	TQV ATV	664.94						664.94	-
9/8/2016	21421	Uline	393.42		286.46	106.96				-
9/8/2016	21422	USA Blue Book	1,112.78		1,112.78					-
9/8/2016	21423	Wal-Mart	110.33		37.90	72.43				-
9/8/2016	21424	Weed Press	38.00	38.00						-
9/12/2016	21425	Scott Valley Bank (for cashier ck )	29,819.00						29,819.00	-
9/12/2016	Void 21425	Void - Scott Valley Bank (cashier ck)	(29,819.00)						(29,819.00)	-
9/14/2016	21434	Southern Oregon Mitsubishi	28,145.00						28,145.00	-
9/15/2016	21426-21431	Payroll Checks (Live Checks)	4,164.35		1,265.78				2,898.57	-
9/15/2016	21432	Edward Jones	247.46				75.74	171.72		-
9/15/2016	21433	Union Dues Payable - Monthly Check Issued	458.48	197.00	152.00		56.24	53.24		-
9/15/2016	502606	EDD EFT	836.87	192.49	166.18		32.26	255.65	190.29	-
9/15/2016	502607	EFTPS EFT	4,374.14	795.19	693.51		336.59	1,357.82	1,191.03	-
9/15/2016	502608	CalPERS EFT	1,788.90	1,035.22	753.68					-
9/15/2016	502609	CalPERS 457 EFT	788.62	530.00	208.62			50.00		-
9/15/2016	502610	SVB EFT - Payroll Checks (Direct Deposits)	15,519.23	5,014.51	2,646.38		2,655.69	3,363.75	1,838.90	-
9/16/2016	63996	Transfer to LAIF	66,000.00	26,000.00			40,000.00			-
9/16/2016	63997	Wire fee for LAIF transfer	25.00	25.00						-
9/19/2016	Void 21387	Void Pacific Power - Lost in mail	(20,247.78)	(810.60)	(4,788.35)	(14,127.29)	(254.25)		(267.29)	-
9/22/2016	487	AT&T	81.72		40.86	40.86				-
9/22/2016	488	First Natl. Bank of Omaha Visa SP	377.66						377.66	-
9/22/2016	489	First Natl. Bank of Omaha Visa RM	618.90		290.46	328.44				-
9/22/2016	490	First Natl. Bank of Omaha Visa DN	68.00	48.00	2.00	2.00	12.00		4.00	-
9/22/2016	491	First Natl. Bank of Omaha Visa MW	6.00						6.00	-
9/22/2016	21435	AT&T	199.74			199.74				-
9/22/2016	21436	Basic Lab	128.00			128.00				-
9/22/2016	21437	Deepwoods Embroidery & Design	178.56		89.28	89.28				-
9/22/2016	21438	Dell Computer	603.81	251.91			251.90			-
9/22/2016	21439	Diane Deckard Law Firm	13,940.00	13,940.00						-
9/22/2016	21440	Don Erickson Shell	2,228.45	472.70	528.91	369.33	284.47		573.04	-
9/22/2016	21441	Hue & Cry	38.00	38.00						-
9/22/2016	21442	Jeffrey Candido	83.00	83.00						-
9/22/2016	21443	Jim Wilson Motors	142.50						142.50	-
9/22/2016	21444	Kanopy Kountry	2,229.00						2,229.00	-
9/22/2016	21445	KD Management	4,734.00	4,734.00						-
9/22/2016	21446	Kirsher, Winston, & Boston	719.25	719.25						-
9/22/2016	21447	Lexipol LLC	2,038.00				2,038.00			-
9/22/2016	21448	LSCSD Utilities	349.78	147.38			92.94		109.44	-
9/22/2016	21449	Pacific Power	40,470.29	1,592.50	9,547.00	28,356.48	474.11		500.20	-
9/22/2016	21450	Quill Corp	335.76	143.74			175.91		16.10	-
9/22/2016	21451	Scott Valley Respiratory	150.00						150.00	-



LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
September 2016			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
9/22/2016	21452	South Bay Regional Public	250.00				250.00		-
9/22/2016	21453	Talon Baldwin	93.96						93.96
9/22/2016	21454	US Bank Equipment Finance	130.17				130.17		-
9/22/2016	21455	Utility Telephone	533.00	319.80			159.90		53.30
9/22/2016	21456	Willoughby, Stuart, Bening & Cook	1,840.00	1,840.00					-
9/28/2016	21459	Stan Beck	1,216.64						1,216.64
9/29/2016	21457	Payroll Checks (Live Checks)	1,192.24		1,192.24				-
9/29/2016	21458	Edward Jones	130.29				90.76	39.53	-
9/29/2016	502622	EDD EFT	803.98	192.49	151.01		36.43	406.74	17.31
9/29/2016	502623	EFTPS EFT	3,880.47	795.19	630.02		365.61	1,904.69	184.76
9/29/2016	502624	CalPERS EFT	1,788.90	1,035.22	753.68				-
9/29/2016	502625	CalPERS 457 EFT	788.62	530.00	208.62			50.00	-
9/29/2016	502626	SVB EFT - Payroll Checks (Direct Deposits)	15,624.85	5,113.01	2,550.28		2,710.23	4,153.52	1,097.81
		TOTAL DISTRIBUTION	284,169.50	79,349.19	28,664.17	19,681.30	54,847.68	19,947.70	81,679.46
9/1/2016		BEGINNING BALANCE	165,042.15	84,736.32	44,217.70	16,762.99	94,589.95	(10,473.61)	(74,791.20)
		DEPOSITS/TRANSFERS	202,072.02	14,291.18	53,882.28	2,509.69	9,923.65	(980.88)	122,446.10
		DISBURSEMENTS	(284,169.50)	(79,349.19)	(28,664.17)	(19,681.30)	(54,847.68)	(19,947.70)	(81,679.46)
9/30/2016		ENDING BALANCE	72,944.67	19,678.31	69,435.81	(408.62)	48,665.92	(31,402.19)	(34,024.56)
9/28/2016	JE #64136	Reclassified Items posted GL error Ck #21459					(1,216.64)		1,216.64
		TOTAL	72,944.67	19,678.31	69,435.81	(408.62)	48,449.28	(31,402.19)	(32,807.92)
9/30/2016	JE #64217	Overhead Allocation - September 2016		20,843.86	(8,754.42)	(8,754.42)	(1,667.51)		(1,667.51)
9/30/2016		FINAL BALANCE	72,944.67	40,522.17	60,681.39	(9,163.04)	46,781.77	(31,402.19)	(34,475.43)

## LAKE SHASTINA COMMUNITY SERVICES DISTRICT

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## September 2016 Detailed Budget Comparison 2016/2017 YTD

10/13/2016

For the Period: 7/1/2016 to 9/30/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
<b>Fund: 10 - LSCSD General Fund</b>						
Revenues						
Dept: 00						
Acct Class: 4055 Operational Income						
4055.000 Misc Operational Income	0.00	0.00	15.16	0.00	-15.16	0.0
5050.000 Transfer Fees	3,000.00	3,000.00	960.00	100.00	2,040.00	32.0
Acct Class: 4060 Interest						
5080.000 Interest Earned-OPS	200.00	200.00	117.14	9.28	82.86	58.6
5081.000 Interest Earned-RSV	395.00	395.00	0.00	0.00	395.00	0.0
Acct Class: 4070 Rents						
4070.000 Antenna Lease Revenue	22,067.00	22,067.00	3,409.77	434.09	18,657.23	15.5
Dept: 22 Medical Clinic						
Acct Class: 4070 Rents						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	10,044.00	0.00	50,220.00	16.7
<b>Revenues</b>	<b>85,926.00</b>	<b>85,926.00</b>	<b>14,546.07</b>	<b>543.37</b>	<b>71,379.93</b>	<b>16.9</b>
Expenditures						
Dept: 01 General Admin						
Acct Class: 5000 General Operating Expense						
7032.000 Filing Fees	250.00	250.00	40.00	0.00	210.00	16.0
7033.000 Licenses, Permits, Fees	3,000.00	3,000.00	1,449.55	348.61	1,550.45	48.3
7034.000 Dues & Subscriptions	4,000.00	4,000.00	84.00	19.00	3,916.00	2.1
7062.000 Repair & Maintenance	3,500.00	3,500.00	0.00	0.00	3,500.00	0.0
7064.000 Materials/Supplies/Small Tools	500.00	500.00	0.00	0.00	500.00	0.0
7101.000 Property Taxes	150.00	150.00	0.00	0.00	150.00	0.0
7204.000 Events	750.00	750.00	0.00	0.00	750.00	0.0
7245.000 Election	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	3,500.00	3,500.00	260.92	87.98	3,239.08	7.5
7050.200 Off Exp-Postage	4,000.00	4,000.00	1,263.25	0.00	2,736.75	31.6
7050.400 Off Exp-Maint	3,500.00	3,500.00	1,773.89	26.57	1,726.11	50.7
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	280,749.62	280,749.62	42,409.76	21,029.76	238,339.86	15.1
7513.000 Payroll-TAXES	6,674.87	6,674.87	981.45	304.95	5,693.42	14.7
7514.000 Payroll-Benefits	74,485.80	74,485.80	18,062.85	4,179.00	56,422.95	24.3
7516.200 Pension Cost (CalPERS)	41,927.14	41,927.14	30,460.17	1,663.02	11,466.97	72.7
7518.000 Workers Comp	5,182.81	5,182.81	5,338.88	0.00	-156.07	103.0
7530.100 PR Reimbursement Admin	-140,669.09	-140,669.09	-19,847.68	-2,962.16	-120,821.41	14.1
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7551.000 Meals	750.00	750.00	0.00	0.00	750.00	0.0
Acct Class: 5024 Professional Services						
7035.000 Advertising	500.00	500.00	238.00	0.00	262.00	47.6
7041.000 Legal	60,000.00	60,000.00	31,325.25	15,415.00	28,674.75	52.2
Acct Class: 5025 Contractual						
7026.000 Contract Services	6,000.00	6,000.00	23,126.52	6,255.00	-17,126.52	385.4
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	600.00	600.00	380.86	0.00	219.14	63.5
Acct Class: 5055 Utilities						
7105.000 Utilities - CSD	1,000.00	1,000.00	159.97	73.69	840.03	16.0
7105.100 Util-Telephone	2,200.00	2,200.00	533.58	186.80	1,666.42	24.3
7105.200 Util-Electric	4,000.00	4,000.00	665.06	321.90	3,334.94	16.6
7105.400 Utilities-Propane	500.00	500.00	87.50	0.00	412.50	17.5
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	-339,370.00	-339,370.00	-125,092.93	-20,843.86	-214,277.07	36.9
Dept: 22 Medical Clinic						
Acct Class: 5000 General Operating Expense						
7053.000 Medical Building Contract	41,804.00	41,804.00	10,284.07	0.00	31,519.93	24.6
7062.000 Repair & Maintenance	5,000.00	5,000.00	630.15	630.15	4,369.85	12.6
7080.000 Interest Expense	2,196.00	2,196.00	715.93	0.00	1,480.07	32.6
Acct Class: 5010 Payroll						
7530.000 Payroll Reimbursement	4,250.00	4,250.00	8.00	0.00	4,242.00	0.2
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	600.00	600.00	556.08	0.00	43.92	92.7
<b>Expenditures</b>	<b>85,531.15</b>	<b>85,531.15</b>	<b>25,895.08</b>	<b>26,735.41</b>	<b>59,636.07</b>	<b>30.3</b>

For the Period: 7/1/2016 to 9/30/2016

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

**Fund: 15 - LSCSD Sewer Dept**

## Revenues

Acct Class: 4001 Assessments & Revenues						
4001.100 Assmt/Revenue-Residential	470,207.00	470,207.00	117,671.40	0.00	352,535.60	25.0
4001.200 Assmt/Revenue-Standby	66,204.00	66,204.00	33,084.00	0.00	33,120.00	50.0
4001.300 Assmt/Revenue-Commercial	4,909.00	4,909.00	2,333.88	742.32	2,575.12	47.5
4003.000 Late Payment Revenue	4,250.00	4,250.00	1,343.80	1,330.64	2,906.20	31.6
Acct Class: 4055 Operational Income						
4055.000 Misc Operational Income	2,000.00	2,000.00	372.75	0.00	1,627.25	18.6
5004.000 Sewer Hook Up Fee	14,498.00	14,498.00	0.00	0.00	14,498.00	0.0
Acct Class: 4055 Operational Income						
5005.000 Sewer Payment Contracts	252.00	252.00	63.00	0.00	189.00	25.0
Acct Class: 4060 Interest						
5081.000 Interest Earned-RSV	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
<b>Revenues</b>	<b>563,820.00</b>	<b>563,820.00</b>	<b>154,868.83</b>	<b>2,072.96</b>	<b>408,951.17</b>	<b>27.5</b>

## Expenditures

Acct Class: 5000 General Operating Expense						
7003.000 Bad Debt	0.00	0.00	4.01	0.00	-4.01	0.0
7033.000 Licenses, Permits, Fees	7,500.00	7,500.00	718.21	2.00	6,781.79	9.6
7034.000 Dues & Subscriptions	500.00	500.00	80.60	0.00	419.40	16.1
7062.000 Repair & Maintenance	20,000.00	20,000.00	3,032.99	1,481.63	16,967.01	15.2
7064.000 Materials/Supplies/Small Tools	5,000.00	5,000.00	630.52	326.93	4,369.48	12.6
7080.000 Interest Expense	25,542.52	25,542.52	0.00	0.00	25,542.52	0.0
7085.000 Municipal Finance Principle	35,482.92	35,482.92	0.00	0.00	35,482.92	0.0
7100.000 Lease/Rent Expense	1,800.00	1,800.00	441.39	0.00	1,358.61	24.5
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	400.00	400.00	0.00	0.00	400.00	0.0
7050.200 Off Exp-Postage	100.00	100.00	0.00	0.00	100.00	0.0
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	262,956.33	262,956.33	35,531.84	15,291.96	227,424.49	13.5
7513.000 Payroll-TAXES	6,416.87	6,416.87	564.46	221.75	5,852.41	8.8
7514.000 Payroll-Benefits	89,359.20	89,359.20	16,325.25	3,435.00	73,033.95	18.3
7516.200 Pension Cost (CalPERS)	35,820.54	35,820.54	21,448.80	1,227.21	14,371.74	59.9
7518.000 Workers Comp	32,060.28	32,060.28	29,693.71	0.00	2,366.57	92.6
7530.000 Payroll Reimbursement	-187,095.30	-187,095.30	-30,512.44	-15,705.93	-156,582.86	16.3
7552.000 Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7556.000 Uniforms	1,200.00	1,200.00	578.24	89.28	621.76	48.2
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
7551.000 Meals	400.00	400.00	23.18	23.18	376.82	5.8
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	4,200.00	4,200.00	0.00	0.00	4,200.00	0.0
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	10,000.00	10,000.00	0.00	0.00	10,000.00	0.0
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	21,000.00	21,000.00	18,000.78	0.00	2,999.22	85.7
Acct Class: 5055 Utilities						
7105.100 Util-Telephone	250.00	250.00	102.05	40.86	147.95	40.8
7105.200 Util-Electric	49,325.00	49,325.00	9,086.01	4,509.57	40,238.99	18.4
7105.300 Util-Waste	510.00	510.00	85.00	42.50	425.00	16.7
Acct Class: 5075 Equipment						
7061.000 Rental Equipment	500.00	500.00	0.00	0.00	500.00	0.0
7063.000 Fuel	6,500.00	6,500.00	641.53	528.91	5,858.47	9.9
7065.000 Vehicle Repair/Maintenance	3,500.00	3,500.00	1,194.31	1,194.31	2,305.69	34.1
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	142,535.40	142,535.40	52,539.03	8,754.42	89,996.37	36.9
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	277,000.00	277,000.00	460.99	249.08	276,539.01	0.2
Less Reimbursement due from LAIF Savings	-277,000.00	-277,000.00	-460.99	-249.08	-276,539.01	-0.2
<b>Expenditures</b>	<b>578,763.76</b>	<b>578,763.76</b>	<b>160,209.47</b>	<b>21,463.58</b>	<b>418,554.29</b>	<b>27.7</b>

For the Period: 7/1/2016 to 9/30/2016

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

**Fund: 20 - LSCSD Water Dept**

## Revenues

Acct Class: 4001 Assessments &amp; Revenues

4001.100 Assmt/Revenue-Residential	325,220.30	325,220.30	82,092.10	0.00	243,128.20	25.2
4001.200 Assmt/Revenue-Standby	104,320.00	104,320.00	52,100.00	0.00	52,220.00	49.9
4001.300 Assmt/Revenue-Commercial	14,260.95	14,260.95	5,204.96	1,607.47	9,055.99	36.5
4003.000 Late Payment Revenue	8,700.00	8,700.00	1,775.94	1,652.45	6,924.06	20.4

Acct Class: 4020 Construction-New Home

4075.000 Water Capacity Expansion Fee	640.00	640.00	0.00	0.00	640.00	0.0
5006.000 Water Hook Up Fee	530.00	530.00	0.00	0.00	530.00	0.0

Acct Class: 4050 Other Operating Revenues

5040.000 Gain on Sale of Equipment	750.00	750.00	0.00	0.00	750.00	0.0
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Acct Class: 4055 Operational Income

4056.000 Misc-Non Operating Income	0.00	0.00	86.00	0.00	-86.00	0.0
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Acct Class: 4060 Interest

5081.000 Interest Earned-RSV	5,800.00	5,800.00	715.93	0.00	5,084.07	12.3
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<b>Revenues</b>	<b>460,221.25</b>	<b>460,221.25</b>	<b>141,974.93</b>	<b>3,259.92</b>	<b>318,246.32</b>	<b>30.8</b>
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## Expenditures

Acct Class: 5000 General Operating Expense

7033.000 Licenses, Permits, Fees	6,000.00	6,000.00	186.69	3.49	5,813.31	3.1
7034.000 Dues & Subscriptions	1,300.00	1,300.00	330.60	0.00	969.40	25.4
7062.000 Repair & Maintenance	25,000.00	25,000.00	2,942.08	2,942.08	22,057.92	11.8
7064.000 Materials/Supplies/Small Tools	4,000.00	4,000.00	684.94	381.35	3,315.06	17.1
7100.000 Lease/Rent Expense	1,800.00	1,800.00	441.39	0.00	1,358.61	24.5

Acct Class: 5005 Office Expense

7050.100 Off Exp-Supplies	650.00	650.00	0.00	0.00	650.00	0.0
7050.200 Off Exp-Postage	800.00	800.00	0.00	0.00	800.00	0.0

Acct Class: 5010 Payroll

7530.000 Payroll Reimbursement	140,509.14	140,509.14	27,727.92	15,705.93	112,781.22	19.7
7556.000 Uniforms	1,200.00	1,200.00	428.24	89.28	771.76	35.7

Acct Class: 5015 Travel/Training/meals

7550.000 Travel & Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7551.000 Meals	350.00	350.00	23.17	23.17	326.83	6.6

Acct Class: 5024 Professional Services

7001.000 Accounting Audit/Review	3,960.00	3,960.00	0.00	0.00	3,960.00	0.0
7041.000 Legal	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0

Acct Class: 5025 Contractual

7026.000 Contract Services	12,000.00	12,000.00	512.00	128.00	11,488.00	4.3
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Acct Class: 5030 Insurance, Liability

7040.000 Insurance (Liability)	23,000.00	23,000.00	19,663.38	0.00	3,336.62	85.5
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Acct Class: 5055 Utilities

7105.100 Util-Telephone	2,650.00	2,650.00	701.29	240.60	1,948.71	26.5
7105.200 Util-Electric	97,000.00	97,000.00	28,356.48	14,229.19	68,643.52	29.2
7105.300 Util-Waste	510.00	510.00	85.00	42.50	425.00	16.7

Acct Class: 5075 Equipment

7063.000 Fuel	6,500.00	6,500.00	481.94	369.33	6,018.06	7.4
7065.000 Vehicle Repair/Maintenance	3,000.00	3,000.00	1,232.31	1,232.31	1,767.69	41.1

Acct Class: 6000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	142,535.40	142,535.40	52,539.02	8,754.42	89,996.38	36.9
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Acct Class: 6010 Capital Expenditures

7010.000 Capital Improvement	310,000.00	310,000.00	0.00	0.00	310,000.00	0.0
Less Reimbursement due from LAIF Savings	-310,000.00	-310,000.00	0.00	0.00	-310,000.00	0.0

<b>Expenditures</b>	<b>479,764.54</b>	<b>479,764.54</b>	<b>136,336.45</b>	<b>44,141.65</b>	<b>343,428.09</b>	<b>28.4</b>
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**Fund: 25 - LSCSD Police Department**

## Revenues

Acct Class: 4001 Assessments &amp; Revenues

4001.100 Assmt/Revenue-Residential	80,210.00	80,210.00	20,085.00	0.00	60,125.00	25.0
4001.200 Assmt/Revenue-Standby	169,390.00	169,390.00	84,565.00	0.00	84,825.00	49.9
4001.300 Assmt/Revenue-Commercial	2,015.00	2,015.00	1,007.50	0.00	1,007.50	50.0
4003.000 Late Payment Revenue	5,700.00	5,700.00	2,138.62	2,124.67	3,561.38	37.5

Acct Class: 4050 Other Operating Revenues

5040.000 Gain on Sale of Equipment	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
5054.000 Animal Control Fees - Other	300.00	300.00	0.00	0.00	300.00	0.0
5055.000 Animal License Fee	4,000.00	4,000.00	65.00	10.00	3,935.00	1.6
5056.000 Warrant	2,500.00	2,500.00	218.24	13.99	2,281.76	8.7
5062.000 Event Donations	500.00	500.00	150.00	0.00	350.00	30.0

Acct Class: 4055 Operational Income

4056.000 Misc-Non Operating Income	3,200.00	3,200.00	25.00	0.00	3,175.00	0.8
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Acct Class: 4060 Interest

5081.000 Interest Earned-RSV	625.00	625.00	0.00	0.00	625.00	0.0
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<b>Revenues</b>	<b>269,940.00</b>	<b>269,940.00</b>	<b>108,254.36</b>	<b>2,148.66</b>	<b>161,685.64</b>	<b>40.1</b>
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For the Period: 7/1/2016 to 9/30/2016

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

**Fund: 25 - LSCSD Police Department**

## Expenditures

Acct Class: 5000 General Operating Expense

7003.000 Bad Debt	0.00	0.00	25.64	0.00	-25.64	0.0
7033.000 Licenses, Permits, Fees	1,600.00	1,600.00	275.77	263.90	1,324.23	17.2
7034.000 Dues & Subscriptions	2,600.00	2,600.00	2,369.00	2,038.00	231.00	91.1
7062.000 Repair & Maintenance	1,300.00	1,300.00	0.00	0.00	1,300.00	0.0
7064.000 Materials/Supplies/Small Tools	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0

Acct Class: 5005 Office Expense

7050.100 Off Exp-Supplies	1,000.00	1,000.00	288.74	195.89	711.26	28.9
7050.200 Off Exp-Postage	400.00	400.00	10.23	0.00	389.77	2.6
7050.400 Off Exp-Maint	1,850.00	1,850.00	364.69	130.17	1,485.31	19.7

Acct Class: 5010 Payroll

7501.000 Payroll Expense	112,325.78	112,325.78	17,138.73	7,903.64	95,187.05	15.3
7513.000 Payroll-TAXES	9,604.14	9,604.14	1,496.74	345.02	8,107.40	15.6
7514.000 Payroll-Benefits	14,666.64	14,666.64	5,391.81	1,107.00	9,274.83	36.8
7516.100 Pension Cost (EJ)	5,344.81	5,344.81	568.88	226.49	4,775.93	10.6
7518.000 Workers Comp	10,708.94	10,708.94	14,068.93	0.00	-3,359.99	131.4
7530.000 Payroll Reimbursement	1,200.00	1,200.00	11.84	0.00	1,188.16	1.0
7552.000 Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7556.000 Uniforms	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0

Acct Class: 5015 Travel/training/meals

7550.000 Travel & Training	3,000.00	3,000.00	960.64	960.64	2,039.36	32.0
7551.000 Meals	500.00	500.00	506.00	506.00	-6.00	101.2

Acct Class: 5024 Professional Services

7001.000 Accounting Audit/Review	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
7035.000 Advertising	500.00	500.00	0.00	0.00	500.00	0.0
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5025 Contractual

7026.000 Contract Services	3,000.00	3,000.00	106.00	32.50	2,894.00	3.5
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Acct Class: 5030 Insurance, Liability

7040.000 Insurance (Liability)	10,000.00	10,000.00	8,089.31	0.00	1,910.69	80.9
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Acct Class: 5055 Utilities

7105.000 Utilities - CSD	600.00	600.00	178.74	92.94	421.26	29.8
7105.100 Util-Telephone	5,000.00	5,000.00	788.25	321.27	4,211.75	15.8
7105.200 Util-Electric	2,860.00	2,860.00	474.11	219.86	2,385.89	16.6
7105.300 Util-Waste	480.00	480.00	80.00	40.00	400.00	16.7
7105.400 Utilities-Propane	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5075 Equipment

7063.000 Fuel	10,000.00	10,000.00	364.05	284.47	9,635.95	3.6
7065.000 Vehicle Repair/Maintenance	4,500.00	4,500.00	459.37	459.37	4,040.63	10.2

Acct Class: 6000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	27,149.60	27,149.60	10,007.44	1,667.51	17,142.16	36.9
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Acct Class: 6010 Capital Expenditures

7010.000 Capital Improvement	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
Less Reimbursement due from LAIF Savings	-3,000.00	-3,000.00	0.00	0.00	-3,000.00	0.0

<b>Expenditures</b>	<b>239,689.91</b>	<b>239,689.91</b>	<b>64,024.91</b>	<b>16,794.67</b>	<b>175,665.00</b>	<b>26.7</b>
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For the Period: 7/1/2016 to 9/30/2016

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

**Fund: 26 - COPS Grant**

## Revenues

Acct Class: 4001 Assessments &amp; Revenues

5075.000 Grant Income	115,000.00	115,000.00	0.00	0.00	115,000.00	0.0
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<b>Revenues</b>	<b>115,000.00</b>	<b>115,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>115,000.00</b>	<b>0.0</b>
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## Expenditures

Acct Class: 5010 Payroll

7501.000 Payroll Expense	60,641.58	60,641.58	30,720.13	16,870.50	29,921.45	50.7
7513.000 Payroll-TAXES	5,012.64	5,012.64	2,674.09	1,290.59	2,338.55	53.3
7514.000 Payroll-Benefits	19,429.20	19,429.20	6,696.81	1,642.00	12,732.39	34.5
7516.100 Pension Cost (EJ)	2,569.63	2,569.63	660.95	244.61	1,908.68	25.7
7518.000 Workers Comp	5,287.95	5,287.95	5,241.79	0.00	46.16	99.1
7552.000 Employee Physical Exams-Shots	300.00	300.00	0.00	0.00	300.00	0.0
7556.000 Uniforms	500.00	500.00	0.00	0.00	500.00	0.0

Acct Class: 5015 Travel/training/meals

7550.000 Travel & Training	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
7551.000 Meals	500.00	500.00	0.00	0.00	500.00	0.0

<b>Expenditures</b>	<b>98,241.00</b>	<b>98,241.00</b>	<b>45,993.77</b>	<b>19,947.70</b>	<b>52,247.23</b>	<b>46.8</b>
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For the Period: 7/1/2016 to 9/30/2016

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

**Fund: 30 - LSCSD Fire Department**

## Revenues

Acct Class: 4001 Assessments &amp; Revenues

4001.100 Assmt/Revenue-Residential	49,360.00	49,360.00	12,360.00	0.00	37,000.00	25.0
4001.200 Assmt/Revenue-Standby	65,150.00	65,150.00	32,525.00	0.00	32,625.00	49.9
4001.300 Assmt/Revenue-Commercial	1,060.00	1,060.00	530.00	0.00	530.00	50.0
4003.000 Late Payment Revenue	2,500.00	2,500.00	860.20	839.00	1,639.80	34.4
5075.000 Grant Income	7,500.00	7,500.00	0.00	0.00	7,500.00	0.0

Acct Class: 4050 Other Operating Revenues

4076.000 Fire Suppression Expansion Fee	316.00	316.00	0.00	0.00	316.00	0.0
5040.000 Gain on Sale of Equipment	38,000.00	38,000.00	0.00	0.00	38,000.00	0.0
5056.000 Warrant	5,000.00	5,000.00	267.62	0.00	4,732.38	5.4
5062.000 Event Donations	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 4055 Operational Income

4056.000 Misc-Non Operating Income	90,000.00	90,000.00	0.00	0.00	90,000.00	0.0
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Acct Class: 4060 Interest

5081.000 Interest Earned-RSV	400.00	400.00	0.00	0.00	400.00	0.0
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<b>Revenues</b>	<b>260,286.00</b>	<b>260,286.00</b>	<b>46,542.82</b>	<b>839.00</b>	<b>213,743.18</b>	<b>17.9</b>
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## Expenditures

Acct Class: 5000 General Operating Expense

7003.000 Bad Debt	0.00	0.00	6.30	0.00	-6.30	0.0
7033.000 Licenses, Permits, Fees	350.00	350.00	11.00	-35.00	339.00	3.1
7034.000 Dues & Subscriptions	925.00	925.00	125.00	50.00	800.00	13.5
7051.000 Public Safety Supplies	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
7051.100 Mandatory Safety Equipment	10,000.00	10,000.00	0.00	0.00	10,000.00	0.0
7062.000 Repair & Maintenance	6,000.00	6,000.00	27.89	27.89	5,972.11	0.5
7064.000 Materials/Supplies/Small Tools	3,500.00	3,500.00	209.03	0.00	3,290.97	6.0
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0

Acct Class: 5005 Office Expense

7050.100 Off Exp-Supplies	650.00	650.00	158.63	16.10	491.37	24.4
7050.200 Off Exp-Postage	100.00	100.00	0.00	0.00	100.00	0.0

Acct Class: 5010 Payroll

7501.000 Payroll Expense	100,705.60	100,705.60	71,456.35	43,465.81	29,249.25	71.0
7513.000 Payroll-TAXES	8,862.76	8,862.76	6,574.42	3,625.66	2,288.34	74.2
7518.000 Workers Comp	18,817.49	18,817.49	17,667.63	0.00	1,149.86	93.9
7530.000 Payroll Reimbursement	-33,107.21	-33,107.21	11.84	0.00	-33,119.05	0.0
7552.000 Employee Physical Exams-Shots	1,200.00	1,200.00	0.00	0.00	1,200.00	0.0
7556.000 Uniforms	4,000.00	4,000.00	136.84	0.00	3,863.16	3.4

Acct Class: 5015 Travel/training/meals

7549.000 Vounteer FF Stipend	14,000.00	14,000.00	0.00	0.00	14,000.00	0.0
7550.000 Travel & Training	7,000.00	7,000.00	219.06	59.06	6,780.94	3.1
7551.000 Meals	1,500.00	1,500.00	128.55	0.00	1,371.45	8.6

Acct Class: 5024 Professional Services

7001.000 Accounting Audit/Review	840.00	840.00	0.00	0.00	840.00	0.0
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5025 Contractual

7026.000 Contract Services	2,000.00	2,000.00	256.00	182.50	1,744.00	12.8
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Acct Class: 5030 Insurance, Liability

7040.000 Insurance (Liability)	7,500.00	7,500.00	6,786.61	0.00	713.39	90.5
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Acct Class: 5055 Utilities

7105.000 Utilities - CSD	850.00	850.00	211.74	109.44	638.26	24.9
7105.100 Util-Telephone	650.00	650.00	159.92	53.30	490.08	24.6
7105.200 Util-Electric	4,400.00	4,400.00	500.20	232.91	3,899.80	11.4
7105.300 Util-Waste	480.00	480.00	80.00	40.00	400.00	16.7
7105.400 Utilities-Propane	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5075 Equipment

7063.000 Fuel	8,000.00	8,000.00	1,219.34	893.35	6,780.66	15.2
7065.000 Vehicle Repair/Maintenance	15,000.00	15,000.00	15,988.01	1,362.42	-988.01	106.6
7075.000 VFA Grant Equipment	15,000.00	15,000.00	0.00	0.00	15,000.00	0.0

Acct Class: 6000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	27,149.60	27,149.60	10,007.44	1,667.51	17,142.16	36.9
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Acct Class: 6010 Capital Expenditures

7010.000 Capital Improvement	113,000.00	113,000.00	30,374.00	30,374.00	82,626.00	26.9
Less Reimbursement due from LAIF Savings	-113,000.00	-113,000.00	-30,374.00	-30,374.00	-82,626.00	-26.9

<b>Expenditures</b>	<b>233,873.24</b>	<b>233,873.24</b>	<b>131,941.80</b>	<b>51,750.95</b>	<b>101,931.44</b>	<b>56.4</b>
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<b>Grand Total Net Effect:</b>	<b>39,329.65</b>	<b>39,329.65</b>	<b>-98,214.47</b>	<b>-171,970.05</b>	<b>137,544.12</b>
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**Lake Shastina Community Services District**

Updated for period ending 9/30/16

**Variance Report - Explanations for line items over budget \*****Fiscal Year 2016/2017****Budget Approved 6/15/2016**

\* Expenses within 105% of budget not included in this report

**Fund 10 - LSCSD General Fund****Account Class Code: 5025 Contractual****Contract Services****YTD Budget \$6,000.00****YTD Spending \$23,126.52**

Explanation: New General Manager hired as contract consultant not as an employee as part of payroll

**Fund 25- LSCSD Police Department****Account Class Code: 5010 Payroll****Workers Comp****YTD Budget \$10,708.94****YTD Spending \$14,068.93**

Explanation: Payroll budget estimates for Police staffing were different upon submission to SDRMA months prior to final budget approval. Billing is based on original estimates and any difference will be refunded during year end reconciliation based on actual hours worked.

**Fund 30- LSCSD Fire Department****Account Class Code: 5075 Equipment****Vehicle Repair/Maintenance****YTD Budget \$15,000.00****YTD Spending \$15,988.01**

Explanation: Remaining major repairs for Engine #3112 were completed during this fiscal year. Revenues for the engine use for Mutual Aid activities will assist in the cost of these repairs.



**Lake Shastina Community Services District**  
**Quarterly**

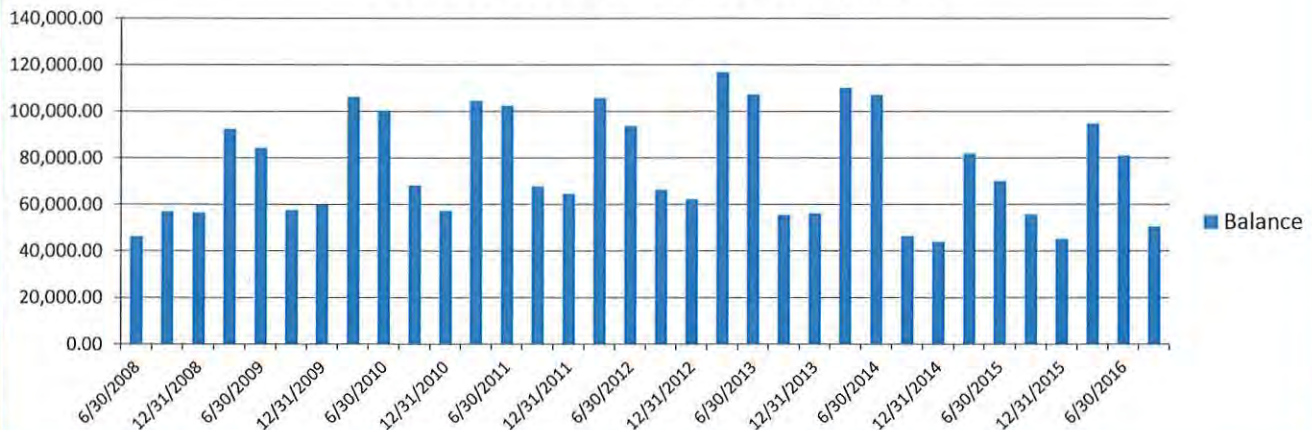
Accounts Receivable Analysis 2016/2017 YTD  
 June 30, 2008 to September 30, 2016

Date	<30 Days	30-60 Days	60-90 Days	>90 Days	Balance	Balance of Tax Rolls Receivable	Total Tax Rolls & A/R
6/30/2008	3,149.76	84.00	50.04	42,954.10	46,237.90		
9/30/2008	8,594.92	255.06	477.30	47,727.94	57,055.22	52,844.78	109,900.00
12/31/2008	2,938.40	341.14	22,977.43	30,241.30	56,498.27		
3/31/2009	8,789.82	436.46	44,780.36	38,423.20	92,429.84		
6/30/2009	3,852.09	281.53	246.74	79,862.68	84,243.04		
9/30/2009	7,787.88	437.01	214.87	49,144.03	57,581.79	81,479.81	139,061.60
12/31/2009	4,218.45	760.59	163.37	54,604.52	59,746.93		
3/31/2010	9,075.41	510.49	54,483.83	42,010.18	106,079.91		
6/30/2010	3,818.24	572.82	444.31	95,336.02	100,171.39		
9/30/2010	7,627.17	589.19	172.63	59,775.28	68,164.27	122,414.84	190,579.11
12/31/2010	2,511.51	1,166.60	243.00	53,366.06	57,287.17		
3/31/2011	1,451.65	8,707.07	49,643.23	44,717.88	104,519.83		
6/30/2011	3,742.66	2,543.75	155.42	95,950.10	102,391.93		
9/30/2011	8717.23	164.48	128.73	58,775.90	67,786.34	175,202.41	242,988.75
12/31/2011	1,544.52	3,041.72	333.00	59,626.85	64,546.09		
3/31/2012	7,516.60	1,118.76	62.89	97,012.76	105,711.01		
6/30/2012	2,148.52	321.90	160.10	90,977.93	93,608.45		
9/30/2012	7,203.09	288.50	16.50	58,859.23	66,367.32	196,649.49	263,016.81
12/31/2012	2,236.28	148.34	111.26	59,728.50	62,224.38		
3/31/2013	8,240.48	282.06	53,663.99	54,515.14	116,701.67		
6/30/2013	3,047.85	56.00	521.55	103,570.95	107,196.35		
9/30/2013	6,493.34	20.00	31.50	48,871.39	55,416.23	248,515.30	303,931.53
12/31/2013	2,653.17	92.58	33.30	53,340.80	56,119.85		
3/31/2014	8,360.90	65.99	52,413.07	49,243.31	110,083.27		
6/30/2014	3,156.77	30.00	317.76	103,631.03	107,135.56		
9/30/2014	5,475.68	1,131.57	0.77	39,772.05	46,380.07	245,334.21	291,714.28
12/31/2014	854.19	1,010.20	50.00	41,956.34	43,870.73		
3/31/2015	6,457.83	841.30	40,425.31	34,158.64	81,883.08		
6/30/2015	2,036.06	50.00	632.03	67,320.96	70,039.05		
9/30/2015	7,481.65	15.00	163.00	48,095.75	55,755.40	249,946.12	305,701.52
12/31/2015	928.60	1,504.10	429.37	42,257.93	45,120.00		
3/31/2016	419.41	7,981.59	103.78	86,213.68	94,718.46		
6/30/2016	2,371.53	67.41	237.21	78,228.48	80,904.63		
9/30/2016	7,400.59	183.89	31.09	42,908.53	50,524.10	302,614.41	353,138.51

Note: 1) This report does not consider accounts that have been prepaid 2) Police, Fire, Sewer and Water have been combined

**Analysis: Past Due / Outstanding accounts have decreased 9.4% since the same period last year 9/30/15.**  
 (This does not include past due assessments sent to tax rolls)

**Lake Shastina Community Services  
 District Accounts Receivable Analysis**







## Lake Shastina Fire Department

16309 Everhart Drive  
Weed CA 96094

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For the Month of September LSFD had another busy month with a total of 27 calls. These calls included

- 4 Public Assists
- 1 Structure Fire
- 4 Vegetation Fires
- 1 Traffic Collision
- 17 Medical Aids

The trend of running about 50% more calls than the previous years continued throughout the month. For most of the month we experienced hot dry breezy days which put our vegetation fire watch on high alert. All 4 of the vegetation fires we responded to were within our district and the public access campground. Thankfully the station was staffed with personnel at the time of dispatch on all 4 of the fires allowing LSFD to be at scene in minutes. All 4 fires were suppressed before the loss of any structures.

I would also like to note that LSFD responded to a water rescue on October 3<sup>rd</sup>. 2 patients were in a canoe that tipped over when the afternoon winds picked up. Both patients were stranded in the water for 90 minutes one of them without any flotation device. Once the wind finally pushed the patients to the dam both were transported by ambulance and treated for hypothermia

**Lake Shastina Police Department Monthly Board report  
September of 2016**

<u>DATE</u>	<u>ACTIVITY</u>
1 -	House Watch (H/W)
2 -	Request for welfare check
3 -	Traffic stop, verbal warning for speed
4 -	Welfare check on child and mother
5 -	Possible stolen rental vehicle out of Arkansas under investigation
6 -	Another Agency Department (AOD) County Public Works regarding public access evictions
7 -	Barking dog left notice
8 -	No Activity
9 -	Citizen assist, DMV Vin verification Campground still same campers
10 -	Citizen assist, civil matter
11 -	AOD Sheriff's department
12 -	AOD Sheriff's department robbery alarm mini mart employee error
13 -	Parking issue
14 -	AOD LSPOA regarding marijuana grow houses
15 -	Traffic stop, verbal warning for speed
16 -	Dog vs dog information only no human injuries
17 -	Custody issue, might request civil standby later this week
18 -	Suspicious vehicle contacted driver only using porta potty at construction site
19 -	Littering, office chair left on street corner, chair removed
20 -	Custody issue, advised of options
21 -	Traffic stop, stop sign verbal warning
22 -	Traffic stop, verbal warning for riders in back of truck
23 -	Citizen Assist, foreclosure house check
24 -	H/W
25 -	AOD WPD, stolen vehicle recovered AOD WPD, burglary in progress, unfounded
26 -	Citizen assist, children might have gotten on wrong bus, located at school Attempted suicide, transported by ambulance, voluntary 5150 H&S evaluation
27 -	Threats, unfounded referred to YPD and courts
28 -	Dog at large, unable to locate
29 -	Neighbor whistling at reporting party's dog, ongoing issue,
30 -	Contacted neighbor for above issue, said he would not do it anymore Citizen assist, DMV Vin verification

As always the Lake Shastina Police Department is here for our citizens 24/7, with a reduced staff and patrol hours.

RRO

Item 4

# Verbal Report

Employment agreement with Mike Wilson for Police Chief (GM Drexel)

# Verbal Report

Proposed business relationship between LSPOA and LSCSD (GM Drexel)

Item 6

# Verbal Report

Review Lake Shastina Dog Ordinance – Consider violations changed from Misdemeanor to Infraction (Dir. Mitchell)

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
2016-2017**

7.

BUDGET AMENDMENTS PROPOSED: 10/19/2016	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
<b>REVENUES</b>							
4001.1 - Assmt/Revenue - Residential		470,207	325,220	80,210		49,360	924,997
4001.2 - Assmt/Revenue - Standby		66,204	104,320	169,390		65,150	405,064
4001.3 - Assmt/Revenue - Commercial		4,909	14,261	2,015		1,060	22,245
4003.0 - Late Payment Revenue		4,250	8,700	5,700		2,500	21,150
4055.0 - Misc. Operational Rev		2,000					2,000
4056.0 - Misc. Non-Op. Inc				3,200		-	3,200
4070.0 - Antenna Lease Revenue	22,067						22,067
4075.0 - Water Capacity Expansion Fee			640				640
4076.0 - Fire Suppression Expansion Fee						316	316
5004.0 - Sewer Hook Up Fee		14,498					14,498
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			530				530
5040.0 - Gain on Sale of Equipment			750	1,500		38,000	40,250
5050.0 - Transfer Fees	3,000						3,000
5054.0 - Animal Control Fee - Other				300			300
5055.0 - Animal Control Fee				4,000			4,000
5056.0 - Warrant				2,500		5,000	7,500
5062.0 - Event - Donations				500		1,000	1,500
5075.0 - Grant Revenue					115,000	7,500	122,500
5080.0 - Interest earned - Ops	200						200
5081.0 - Interest Earned - Rsv (Savings)	395	1,500	5,800	625		400	8,720
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
Dept. 45 - Mutual Aid Strike Team							-
4080.0 - Strike Team Revenues						115,165	115,165
Less Rsv Int, Water Expans & Sewer Hookup	(395)	(15,998)	(6,970)	(625)		(400)	(24,388)
<b>TOTAL INCOME 2016-2017 projected</b>	<b>85,531</b>	<b>547,822</b>	<b>453,251</b>	<b>269,315</b>	<b>115,000</b>	<b>285,051</b>	<b>1,755,970</b>
<b>EXPENSES</b>							
7001.0 - Accounting Audit		4,200	3,960	3,000		840	12,000
7002.0 - Admin Overhead Allocation	(349,379)	146,739	146,739	27,950		27,950	(1)
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.		277,000	310,000	3,000		113,000	703,000
7026.0 - Contract Services	96,500	10,000	12,000	3,000		2,000	123,500
7032.0 - Filing Fees	250						250
7033.0 - Licenses & Permits & Fees	3,000	7,500	6,000	1,600		350	18,450
7034.0 - Dues & Subscriptions	4,000	500	1,300	2,600		925	9,325
7035.0 - Advertising	500			500			1,000
7040.0 - Insurance (property & liability)	600	21,000	23,000	10,000		7,500	62,100
7041.0 - Legal	60,000	1,000	5,000	1,000		1,000	68,000
7050.1 - Office Exp Supplies	6,500	400	650	1,000		650	9,200
7050.2 - Office Exp Postage	6,400	100	800	400		100	7,800
7050.4 - Office Exp Maintenance	3,500			1,850			5,350
7051.0 - Public Safety Supplies (PD/Fire)						5,000	5,000
7051.1 - Mandatory Safety Equipment						10,000	10,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	20,000	25,000	1,300		6,000	55,800
7063.0 - Fuel		6,500	6,500	10,000		8,000	31,000
7064.0 - Materials, Supplies & Small Tools	500	5,000	4,000	1,500		3,500	14,500
7065.0 - Vehicle Repair/Maintenance		3,500	3,000	4,500		15,000	26,000
7075.0 - VFA Grant Equipment						15,000	15,000
7080.0 - Interest Expense (Sewer Pond Loan)		25,543					25,543
7085.0 - Municipal Finance (Principle)		35,483					35,483
7100.0 - Lease/Rent Expense		1,800	1,800				3,600
7101.0 - Property Taxes	150						150
7105.0 - Utilities - CSD	1,000			600		850	2,450
7105.1 - Utilities - Telephone	2,200	490	2,900	5,000		650	11,240
7105.2 - Utilities - Electric	4,000	49,325	97,000	2,860		4,400	157,585
7105.3 - Utilities - Waste		510	510	480		480	1,980
7105.4 - Utilities - Propane	500			1,000		1,000	2,500
7204.0 - Events	750			500		500	1,750
7245.0 - Election	2,000						2,000
7501.0 - Payroll Expense	189,978	166,638		94,428	60,642	27,300	538,985
7513.0 - Payroll Taxes	4,925	4,152		8,235	5,013	2,379	24,704
7514.0 - Payroll Benefits	55,982	66,755		27,619	19,429		169,785
7516.1 - Pension (EJ)				5,652	2,570		8,222
7516.2 - Pension (CalPERS)	26,351	22,962					49,313
7518.0 - Workers Comp	1,757	20,329		9,148	5,288	11,271	47,793
7530.0 - Payroll Reimbursement (to Sewer/Fire)		(112,334)	112,334	1,200		-	1,200
7530.1 - Payroll Reimbursement (to Admin)	(114,297)						(114,297)
7549.0 - Volunteer FF Stipend						14,000	14,000
7550.0 - Travel & Training	2,000	1,500	2,000	3,000	4,000	7,000	19,500
7551.0 - Meals	750	400	350	500	500	1,500	4,000
7552.0 - Employee Physical Exams/Shots		500		500	300	1,200	2,500
7556.0 - Uniforms		1,200	1,200	2,000	500	4,000	8,900
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
7040.0 - Insurance (Property/Liability)-Med Clinic	600						600
7053.0 - Medical Bldg Loan (Principle)	41,804						41,804
7062.0 - Repair & Maintenance (Med Clinic)	6,500						6,500
7080.0 - Interest Expense (Med Bldg)	2,196						2,196
7530.0 - Payroll Services Billed (Med Clinic)	4,250						4,250
Medical Clinic Reserves	16,264						16,264
Dept. 45 - Mutual Aid Strike Team							-
7501.0 - Payroll Expense						80,285	80,285
7513.0 - Payroll Taxes						7,010	7,010
7518.0 - Workers Comp						8,253	8,253
<b>TOTAL EXPENSE 2016-2017 projected</b>	<b>85,531</b>	<b>789,191</b>	<b>766,043</b>	<b>235,922</b>	<b>98,241</b>	<b>388,894</b>	<b>2,363,821</b>
Reimbursement for Cap. Exp. from Reserves		277,000	310,000	3,000		113,000	703,000
Net Expense	85,531	512,191	456,043	232,922	98,241	275,894	1,660,821
Sewer Pond principle applied to Liability paydown		35,483					35,483
<b>NET PROFIT (LOSS) 2016-2017 projected</b>	<b>0</b>	<b>71,114</b>	<b>(2,792)</b>	<b>36,393</b>	<b>16,759</b>	<b>9,157</b>	<b>130,632</b>

**Notes:**

Administrative Overhead Allocation Calculation used for this budget period: Sewer 42%, Water 42%, Police 8%, Fire 8%.

Worker's Comp includes the Board coverage.

2015-2016 Audit - Aiello, Goodrich & Teuscher \$12,000

**Payroll for 2016-2017 includes:**

- Anticipated current staffing level Step increases
- No COLA
- CalPERS increase 0.374 % per Actuarial
- Increase WC per notification, Decrease Ins Benefits due to lower premiums with Teamsters Plan



LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
2016-2017

As of  
March 31, 2016

Capital Improvements/Expenditures:

<u>General Fund:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	166,755
Capital Improvements from Reserves-	\$ -	No Recommendation at this time		
<u>Sewer Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	438,248
Capital Improvements from Reserves-	\$ 277,000	Sewer Pond Containment/Drying Beds Design/Engineering	\$	35,000
		Sewer Lift Station B-107 Refit/Refurbishment	\$	45,000
		Sewer Lift Station B-113 Refit/Refurbishment	\$	45,000
		Sewer Lift Station B-114 Refit/Refurbishment	\$	100,000
		Sewer Rate Study	\$	23,000
		New Sewer Camera (delivered)	\$	14,000
		Planning Grants - construction	\$	15,000
<u>Water Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	1,110,223
Capital Improvements from Reserves-	\$ 310,000	Water Rate Study	\$	23,000
		New Well (test wells)	\$	100,000
		Well #4 Rehab	\$	100,000
		Hydrant Replacement (4 per year)	\$	20,000
		Meter Replacement (150 per year)	\$	21,000
		Tank Lining Planning - Bypass #3	\$	15,000
		B-50 Juniper Peak & B56 Stonecrest Tank/Pumps Engineering design and specs	\$	10,000
		Tank Diving Inspection - 4 tanks	\$	6,000
		Planning Grants - construction	\$	15,000
<u>Police Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	192,780
Capital Improvements from Reserves-	\$ 3,000	New insulated windows	\$	3,000
<u>Fire Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	156,932
Capital Improvements from Reserves-	\$ 113,000	New insulated windows	\$	3,000
		Replacement Type 1 Fire Enging	\$	50,000
		Garage/Bay Improvements	\$	25,000
		Replacement Chief Truck	\$	35,000

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
2016-2017**

BUDGET APPROVED: 6/15/2016

	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
<b>REVENUES</b>							
4001.1 - Assmt/Revenue - Residential		470,207	325,220	80,210		49,360	924,997
4001.2 - Assmt/Revenue - Standby		66,204	104,320	169,390		65,150	405,064
4001.3 - Assmt/Revenue - Commercial		4,909	14,261	2,015		1,060	22,245
4003.0 - Late Payment Revenue		4,250	8,700	5,700		2,500	21,150
4055.0 - Misc. Operational Rev		2,000					2,000
4056.0 - Misc. Non-Op. Inc				3,200		90,000	93,200
4070.0 - Antenna Lease Revenue	22,067						22,067
4075.0 - Water Capacity Expansion Fee			640				640
4076.0 - Fire Suppression Expansion Fee						316	316
5004.0 - Sewer Hook Up Fee		14,498					14,498
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			530				530
5040.0 - Gain on Sale of Equipment			750	1,500		38,000	40,250
5050.0 - Transfer Fees	3,000						3,000
5054.0 - Animal Control Fee - Other				300			300
5055.0 - Animal Control Fee				4,000			4,000
5056.0 - Warrant				2,500		5,000	7,500
5062.0 - Event - Donations				500		1,000	1,500
5075.0 - Grant Revenue					115,000	7,500	122,500
5080.0 - Interest earned - Ops	200						200
5081.0 - Interest Earned - Rsv (Savings)	395	1,500	5,800	625		400	8,720
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
Less Rsv Int, Water Expans & Sewer Hookup	(395)	(15,998)	(6,970)	(625)		(400)	(24,388)
<b>TOTAL INCOME 2016-2017 projected</b>	<b>85,531</b>	<b>547,822</b>	<b>453,251</b>	<b>269,315</b>	<b>115,000</b>	<b>259,886</b>	<b>1,730,805</b>
<b>EXPENSES</b>							
7001.0 - Accounting Audit		4,200	3,960	3,000		840	12,000
7002.0 - Admin Overhead Allocation	(339,370)	142,535	142,535	27,150		27,150	-
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.		277,000	310,000	3,000		113,000	703,000
7026.0 - Contract Services	6,000	10,000	12,000	3,000		2,000	33,000
7032.0 - Filing Fees	250						250
7033.0 - Licenses & Permits & Fees	3,000	7,500	6,000	1,600		350	18,450
7034.0 - Dues & Subscriptions	4,000	500	1,300	2,600		925	9,325
7035.0 - Advertising	500			500			1,000
7040.0 - Insurance (property & liability)	600	21,000	23,000	10,000		7,500	62,100
7041.0 - Legal	60,000	1,000	5,000	1,000		1,000	68,000
7050.1 - Office Exp Supplies	3,500	400	650	1,000		650	6,200
7050.2 - Office Exp Postage	4,000	100	800	400		100	5,400
7050.4 - Office Exp Maintenance	3,500			1,850			5,350
7051.0 - Public Safety Supplies (PD/Fire)						5,000	5,000
7051.1 - Mandatory Safety Equipment						10,000	10,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	20,000	25,000	1,300		6,000	55,800
7063.0 - Fuel		6,500	6,500	10,000		8,000	31,000
7064.0 - Materials, Supplies & Small Tools	500	5,000	4,000	1,500		3,500	14,500
7065.0 - Vehicle Repair/Maintenance		3,500	3,000	4,500		15,000	26,000
7075.0 - VFA Grant Equipment						15,000	15,000
7080.0 - Interest Expense (Sewer Pond Loan)		25,543					25,543
7085.0 - Municipal Finance (Principle)		35,483					35,483
7100.0 - Lease/Rent Expense		1,800	1,800				3,600
7101.0 - Property Taxes	150						150
7105.0 - Utilities - CSD	1,000			600		850	2,450
7105.1 - Utilities - Telephone	2,200	250	2,650	5,000		650	10,750
7105.2 - Utilities - Electric	4,000	49,325	97,000	2,860		4,400	157,585
7105.3 - Utilities - Waste		510	510	480		480	1,980
7105.4 - Utilities - Propane	500			1,000		1,000	2,500
7204.0 - Events	750			500		500	1,750
7245.0 - Election	2,000						2,000
7501.0 - Payroll Expense	280,750	262,956		112,326	60,642	100,706	817,379
7513.0 - Payroll Taxes	6,675	6,417		9,604	5,013	8,863	36,571
7514.0 - Payroll Benefits	74,486	89,359		14,667	19,429		197,941
7516.1 - Pension (EJ)				5,345	2,570		7,914
7516.2 - Pension (CalPERS)	41,927	35,821					77,748
7518.0 - Workers Comp	5,183	32,060		10,709	5,288	18,817	72,057
7530.0 - Payroll Reimbursement (to Sewer/Fire)		(187,095)	140,509	1,200		(33,107)	(78,493)
7530.1 - Payroll Reimbursement (to Admin)	(140,669)						(140,669)
7549.0 - Volunteer FF Stipend						14,000	14,000
7550.0 - Travel & Training	2,000	1,500	2,000	3,000	4,000	7,000	19,500
7551.0 - Meals	750	400	350	500	500	1,500	4,000
7552.0 - Employee Physical Exams/Shots		500		500	300	1,200	2,500
7556.0 - Uniforms		1,200	1,200	2,000	500	4,000	8,900
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
7040.0 - Insurance (Property/Liability)-Med Clinic	600						600
7053.0 - Medical Bldg Loan (Principle)	41,804						41,804
7062.0 - Repair & Maintenance (Med Clinic)	5,000						5,000
7080.0 - Interest Expense (Med Bldg)	2,196						2,196
7530.0 - Payroll Services Billed (Med Clinic)	4,250						4,250
<b>TOTAL EXPENSE 2016-2017 projected</b>	<b>85,531</b>	<b>855,764</b>	<b>789,765</b>	<b>242,690</b>	<b>98,241</b>	<b>346,873</b>	<b>2,418,864</b>
Reimbursement for Cap. Exp. from Reserves		277,000	310,000	3,000		113,000	703,000
Net Expense	85,531	578,764	479,765	239,690	98,241	233,873	1,715,864
Sewer Pond principle applied to Liability payoffdown		35,483					35,483
<b>NET PROFIT (LOSS) 2016-2017 projected</b>	<b>0</b>	<b>4,541</b>	<b>(26,513)</b>	<b>29,625</b>	<b>16,759</b>	<b>26,013</b>	<b>50,425</b>

**Notes:**

Administrative Overhead Allocation Calculation used for this budget period: Sewer 42%, Water 42%, Police 8%, Fire 8%.

Worker's Comp includes the Board coverage.

2015-2016 Audit - Aiello, Goodrich & Teuscher \$12,000

**Payroll for 2016-2017 includes:**

- Anticipated current staffing level Step increases
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LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
2016-2017

As of  
March 31, 2016

Capital Improvements/Expenditures:

<u>General Fund:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	166,755
Capital Improvements from Reserves-	\$ -	No Recommendation at this time		
<u>Sewer Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	438,248
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		Sewer Lift Station B-114 Refit/Refurbishment	\$	100,000
		Sewer Rate Study	\$	23,000
		New Sewer Camera (delivered)	\$	14,000
		Planning Grants - construction	\$	15,000
<u>Water Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	1,110,223
Capital Improvements from Reserves-	\$ 310,000	Water Rate Study	\$	23,000
		New Well (test wells)	\$	100,000
		Well #4 Rehab	\$	100,000
		Hydrant Replacement (4 per year)	\$	20,000
		Meter Replacement (150 per year)	\$	21,000
		Tank Lining Planning - Bypass #3	\$	15,000
		B-50 Juniper Peak & B56 Stonecrest Tank/Pumps Engineering design and specs	\$	10,000
		Tank Diving Inspection - 4 tanks	\$	6,000
		Planning Grants - construction	\$	15,000
<u>Police Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	192,780
Capital Improvements from Reserves-	\$ 3,000	New insulated windows	\$	3,000
<u>Fire Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	156,932
Capital Improvements from Reserves-	\$ 113,000	New insulated windows	\$	3,000
		Replacement Type 1 Fire Enging	\$	50,000
		Garage/Bay Improvements	\$	25,000
		Replacement Chief Truck	\$	35,000

Churchwell White<sup>LLP</sup>

churchwellwhite.com

1414 K Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814  
T 916.468.0950 | F 916.468.0951

RECEIVED  
APR 27 2016

Karl A. Schweikert  
T 916.458.4932  
Karl@churchwellwhite.com

BY: .....

April 25, 2016

Mike Colombo, Interim General Manager  
Lake Shastina Community Services District  
16320 Everhart Dr.  
Weed, CA 96094

**Re: California Public Records Act Request**

Dear Mr. Colombo:

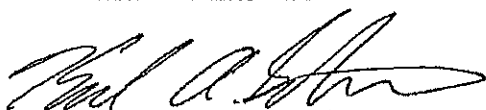
I am writing to submit a California Public Records Act (Gov. Code § 6250 *et seq.*) request for public records and writings as defined by Government Code sections 6252(e) & (g) ("Writings"). We seek the following Writings:

- 1) Dating back to January 1, 2003, all Writings associated with the need for, negotiations regarding, and construction of the medical clinic building currently located at 16337 Everhart Drive. Such Writings include any written or email correspondence between Lake Shastina Community Services District ("District") staff, board members, and external parties.
- 2) Dating back to January 1, 2003, all Writings associated with DECO Industries, Bill Duchi, Fred Duchi, or Harold Duchi, or representatives of any of the foregoing parties. Such Writings include any written or email correspondence with the foregoing parties as well as any contracts, amendments, or other considered actions.
- 3) All Writings associated with payments to DECO Industries, Bill Duchi, Fred Duchi, or Harold Duchi made by the District for any reason and associated invoices.
- 4) All Writings associated with payments received by the District from Catholic Healthcare West, Inc. or its successors, including contract(s) and associated invoices.
- 5) All permits, grants, licenses, or other governmental actions by the District related to 16337 Everhart Drive.
- 6) All Writings associated with the 2014 District board election.
- 7) All Writings associated with activities at 16337 Everhart Drive since March 1, 2015, including all staff reports, staff communication, board communication, written estimates and expenses associated with repairs and maintenance of the facility.

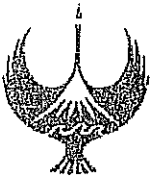
To the extent the materials are available in digital format, preferably Adobe .pdf, we would appreciate production in that manner. Please review your files and let me know the costs associated with this production. We look forward to your response within the guidelines set out by Government Code section 6253.

Kind regards,

Churchwell White LLP

A handwritten signature in black ink, appearing to read 'Karl A. Schweikert', with a stylized flourish at the end.

Karl A. Schweikert  
KAS/mf



*LAKE SHASTINA COMMUNITY SERVICES DISTRICT*

---

May 2, 2016

Karl A. Schweikert  
Churchwell White LLP  
1414 K Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814

RE: Your letter dated April 25, 2016 – Public Records Request

Dear Mr. Schweikert:

We are in receipt of your Public Records Request as of April 25, 2016. Due to the vast amount of documentation in this request and current litigation on the subject matter, we are researching with legal counsel the availability of the requested documents as a Public Records. We anticipate a reply to you within the next 90 days or less.

Please feel free to contact the office with any further questions.

Sincerely,

Michael Colombo,  
Interim General Manager

Copy: LSCSD Board Members  
Diane Deckard - Attorney  
File

## Sylvia Charvez

---

**From:** Sylvia Charvez  
**Sent:** Monday, May 02, 2016 10:53 AM  
**To:** 'info@deckardlaw.com'  
**Cc:** General Manager  
**Subject:** Public Records Request - Moller v LSCSD  
**Attachments:** Moller\_v\_LSCSD\_ChurchwellPRR.pdf

Diane,

The attached if from IGM Mike Colombo.

He would like your legal review/input on this matter prior to staff processing the request.

Thank you.

***Sylvia Charvez***

Administrative Assistant  
Lake Shastina Community Services District  
16320 Everhart Drive  
Weed CA 96094  
530.938.3281 Ext. 100  
530.938.4739 Fax  
[info@lakeshastina.com](mailto:info@lakeshastina.com)

Churchwell White<sup>LLP</sup>

churchwellwhite.com

1414 K Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814  
T 916.468.0950 | F 916.468.0951

Karl A. Schweikert  
T 916.458.4932  
Karl@churchwellwhite.com

June 10, 2016

Debbie, Senior Accounting Clerk  
Lake Shastina Community Services District  
16320 Everhart Dr.  
Weed, CA 96094

**Re: California Public Records Act Request**

Dear Debbie:

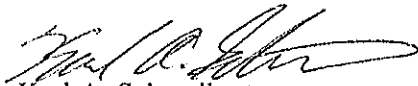
I am writing to you because I understand Lake Shastina CSD is currently without a general manager. This is a California Public Records Act (Gov. Code § 6250 *et seq.*) request for email records. We seek the following emails:

- 1) Dating back to November 1, 2014, all emails from any source (internal or external) to any board member, employee, contractor, subcontractor, or temporary worker of the District. Such emails should include, but are not limited to, emails to or from Roxanna Layne, Barbara Thomsson, Yatang Hoke, Mike French, Paula Mitchell, Janie Lea, Gary Fitzgerald, Mike Colombo, Mike Wilson, Don Moore, and emails: debbie@lakeshastina.com; sharon@lakeshastina.com; robert@lakeshastina.com; and info@lakeshastina.com.

We request electronic production as .pst, .ost, or .pdf files. Please review your files and let me know the costs associated with this production. We look forward to your response within 10 days. (Government Code § 6253.)

Kind regards,

Churchwell White LLP

  
Karl A. Schweikert  
KAS/

June 20, 2016

**Via e-mail and U. S. Mail**

Karl A. Schweikert  
Churchwell White, LLP  
1414 K Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814

Re: California Public Records Act Request  
Lake Shastina Community Services District

Dear Mr. Schweikert:

I am counsel for Lake Shastina Community Services District and have been requested to respond to your request for Public Records directed to Debbie, Senior Accounting Clerk dated June 10, 2016 and received on June 13, 2016.

Responding Party objects to the request on the following grounds: This request is vague, ambiguous and overbroad. The request is also exempt from disclosure pursuant to Government Code section 6254(a), (b), (c) and (k) (including attorney-client and work product privileges) and section 6255. As stated by the California Supreme Court in *Roberts v. City of Palmdale* (1993) 5 Cal.4<sup>th</sup> 363, 370, "the Public Records Act has made the attorney-client privilege applicable to public records." In *Roberts v. City of Palmdale*, the court held that the attorney-client privilege precluded the disclosure of a letter written to a public entity by its attorney. Indeed the court pointed out that "ample authority acknowledges that the right of public entities to assert the attorney-client privilege."

A fourteen (14) day extension for serving a response is required to research and/or determine which records will be produced as you have requested voluminous records covering all emails going back to November 1, 2014. In order to process this request it is necessary to search and collect records other than those in the accounting clerk's department of Lake Shastina Community Services District. Furthermore, it is necessary to examine the records to determine which are disclosable, as well as the need for consultation with counsel and potentially other agencies having a substantial interest in your request. Lake Shastina Community Services District will not be able to respond to your records requirement within the ten (10) day time limit pursuant to Government Code §6253(c).

June 20, 2016

Page 2

Responding Party also needs to determine which emails are privileged and protected from disclosure because of the need to preserve confidentiality which outweighs the necessity of disclosure; which emails were prepared for use in anticipated and pending litigation; which emails contain information relevant to settlement and subject to non-disclosure; which emails contain personal contact information and not subject to disclosure, which emails are such that they are subject to the public interest exemption; which emails are subject to the deliberative process privilege and which emails are subject to any other exemption under the California Public Records Act.

Lake Shastina Community Services District is in the process of preparing a written response and gathering documents in order to respond. A further response will be made by July 1, 2016 regarding the request for records outlining the work involved in obtaining the records as well as the estimated date when the emails will be produced for inspection and/or copying, if any.

At this time it is unknown what the costs will be for the production.

Thank you for your attention.

Best Regards,

THE DECKARD LAW FIRM

By:

Diane C. Deckard

DCD: jm

Cc: client



# THE DECKARD

96 NORTH THIRD STREET, SUITE 350

SAN JOSE, CA 95112

TEL: (408) 971-4359

FAX: (408) 971-4357

Via e-mail and U. S. Mail

Karl@churchwellwhite.com

Karl A. Schweikert

Churchwell White, LLP

1414 K Street, 3<sup>rd</sup> Floor

Sacramento, CA 95814

August 10, 2016

www.deckardlaw.com

e-mail: info@deckardlaw.com

Re: Moller v. Lake Shastina Community Services Dist.  
California Public Records Act Request – April 25, 2016

Dear Mr. Schweikert:

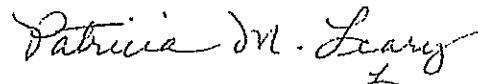
I am working with Diane Deckard on this matter. Our office has now received from the Lake Shastina Community Services District records that its employees have spent many hours compiling, which I am given to believe consists of between 7,000 to 10,000 documents. These documents now need to be reviewed by this office for both (a) responsiveness and (b) privilege before they can be forwarded to you. This is going to take some considerable time and I would anticipate that it will take approximately 30 days to review and produce 500 documents. As such, production would need to be on a "rolling" basis until the exercise is completed.

I am sure you can appreciate that the cost of responding will be highly detrimental to the District that does not have discretionary funds to pay attorneys for this type of work. As such, I would propose that you please pare down the "writings" that you have requested in your April 25, 2016, request as that may make the production more manageable.

I will be speaking with the client further on the status of locating the documents requested in your June 10, 2016, request and will be back in touch when I have heard. In the meantime, would you please consider the request above and get back to me to discuss limiting the production. Thank you.

Very truly yours,

THE DECKARD LAW FIRM



PATRICIA M. LEARY

PML:lkp

cc: Mr. Karl Drexel, SDA

October 7, 2016

**VIA US MAIL & EMAIL**

Diane C. Deckard, Esq.  
The Deckard Law Firm  
96 North 3rd Street, Suite 350  
San Jose, CA 95112  
E: diane@deckardlaw.com

Robert Winston, Esq.  
Kirsher, Winston & Boston, LC  
PO Box 177  
Mt. Shasta, CA 96067  
E: rwinston@kwb-law.net

**Re: April 25, 2016 California Public Records Act Request**

Dear Ms. Deckard & Mr. Winston:

I am writing to both of you, as Ms. Deckard's office is responding on behalf of the Lake Shastina Community Services District ("District") to Corinne Moller's California Public Records Act ("CPRA") request, and Mr. Winston remains District Counsel for the District. I do hope we can amicably resolve the problem that has arisen related to Ms. Moller's request. If we are unable to do so, I will pursue legal options to require the District to comply with the CPRA. (Gov. Code § 6259.)

On April 25, 2016, I submitted a CPRA request, on behalf of Ms. Moller, to the District. Therein I requested seven (7) categories of public documents. I also specifically requested any digital files be provided in digital format, noting a preference for .pdf files. (Gov. Code § 6253.9.) Through correspondence, Ms. Deckard's firm has requested a series of extensions of time to produce the requested public documents. Although unspecified in the correspondence, Government Code section 6253 provides statutory support for appropriate extensions. It has, however, been five (5) months. That same statute admonishes public agencies that they cannot use extensions solely to delay or obstruct the inspection or copying of records. (Gov. Code § 6253(d).)

Contrary to Government Code section 6253.9, the District, through Ms. Deckard's firm, has refused to produce the electronic documents in electronic form, asserting the total cost of \$2,675.00, charged at \$0.25 per page plus \$125 per hour for paralegal time is "a mere fraction of the staff time/attorney time/clerk time incurred in this project." As you may be aware, this firm represents municipalities and special districts and is well aware of the unrecoverable costs borne by public agencies due to CPRA compliance. That cost is not to be borne by the requesting party.

Diane C. Deckard, Esq.  
Robert Winston, Esq.  
October 7, 2016  
Page 2 of 2

Further, while this may be the cost Ms. Deckard's firm charges the District, the District has resolved and publicly posted the cost per copy at \$0.15.<sup>1</sup>

Regardless of the price to copy non-exempt documents, outside counsel's response violates Government Code section 6253.9. When requested and available in an electronic format, public agencies must produce electronic records in that format at the cost of making an electronic copy of the record. On September 20, 2016, I reminded outside counsel of this statute and they acknowledged the availability of the documents in electronic format, but they claimed the electronic format prohibited redaction. Redacting portions of a document is improper under the CPRA.

At this time, we formally request the District's compliance with the statutory CPRA obligation to provide the electronic documents in electronic format, as requested. If you assert there are documents not in electronic format, we request that you identify those non-electronic versions and provide a page count. Please note, if the District scanned paper documents for review by the attorneys, an electronic copy of that document now exists, which must be provided in electronic format. We demand you comply with our request to provide the estimate for the cost to create the DVD or USB key with the relevant non-exempt documents.

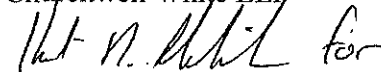
If the District continues to refuse to comply with its statutory duty to produce electronic records in electronic format, we will file a lawsuit to challenge the improper withholding of the public records and for our attorney fees. (Gov. Code § 6259.)

Please also note, the subsequent CPRA request submitted on June 10, 2016, requests email records in .ost, .pst, or .pdf electronic format. Please confirm the District's intent to produce those documents in electronic format. Refusal to produce them in electronic format will result in the lawsuit encompassing both open CPRA requests with the District.

We appreciate your prompt attention to this letter. Please provide a response by October 15, 2016. Failure to respond will be deemed an effort to further delay or obstruct the inspection or copying of records under the CPRA as noted above.

Kind regards,

Churchwell White LLP



Karl A. Schweikert  
KAS/ddg

cc: Patricia Leary, Esq. (*via email only*: trish@deckardlaw.com)

---

<sup>1</sup> [http://www.lakeshastina.com/Docs\\_PDFs/PublicRecordsAct.pdf](http://www.lakeshastina.com/Docs_PDFs/PublicRecordsAct.pdf)

Lake Shastina Community Services District  
LEGAL EXPENSES  
DECO - Moller, et al

	Winston	Dan Smith	Cooke	Deckard	Churchwell Request	Total
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Deco Lawsuit 2011 - Present	5,667	73,367				79,034
Moller vs LSCSD 12/2015 - Present	17,027		1,800	26,512		45,339
PRA #1 - Moller 04/2016 - Present				23,255		23,255
PRA #2 - Moller 06/2016 - Present				5,138		5,138
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	22,694	73,367	1,800	54,905		152,766
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
General Legal POA Liens, contracts, Bd. Meetings, IGMs POA Arbitration	154,680					
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL LEGAL	177,374	73,367	1,800	54,905		307,446

Item 9

# Verbal Report

Drinking Water Wells – Establish a committee to review new well sites – Thomsson, Drexel, Moore (GM Drexel)