



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

REGULAR MEETING

Wednesday, June 21, 2017

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

Administration Building

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

CALL TO ORDER: 1:00 p.m.

LSCSD Board Roll Call: Directors: Cupp _____ Layne _____ Thomsson _____ Two Vacant Seats

APPOINT A TEMPORARY CHAIRPERSON

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.
- B. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION One Potential Case (Gov. Code § 54956.9(c)) Initiation of Litigation – Significant Exposure
- C. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION One Potential Case (Gov. Code § 54956.9(c)) Initiation of Litigation – Significant Exposure

RETURN TO OPEN SESSION: 1:30 p.m.

PLEDGE OF ALLEGIANCE:

REPORT ON CLOSED SESSION:

CORRESPONDENCE: This is for correspondence directed to the District or the Board of Directors to be reviewed. No action necessary.

- Donald Charles Letter
- Donald Charles Small Claims Court Subpoena
- Letter to the Board – Lee Deckard
- Anonymous letter presented by Dir. Cupp
- SWRCB Water System Inspection Report

DISCUSSION / ACTION ITEMS:

- A. Consideration of Appointment(s) to fill Unscheduled Vacant Board Member Seat(s) (Board)
 - a. Administer the Oath of Office and Seat new Appointed Member(s)
- B. Election of President and Vice President – remainder of 2017 Calendar Year (Board)
- C. Consideration of bypassing the appointment process by the Board of Directors and Board of Supervisors and call a Special Election for the November 2017 ballot. Review and adopt or decline Resolution *-17 to have the County call a Special Election (GM Drexel)

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 May 17, 2017 and Special Meeting May 22, 2017
- B. Ratification of Disbursements: May 1 through May 31, 2017
- C. Budget Comparison: FY 2016/2017 YTD

- D. District legal costs related to Moller lawsuit: September 2015 to date \$116,430.07 and FY 16/17 year to date \$83,088.69

COMMITTEE REPORTS: This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for consideration.

- A. Policy Committee
 - 1. Report on Status and Submit Approved Minutes for Board Review
- B. Police Advisory Committee
 - 1. Report on Status and Submit Approved Minutes for Board Review
- C. Fire Department Advisory Committee
 - 1. Report on Status and Submit Approved Minutes for Board Review
- D. Water Well Advisory Committee
 - 1. Report on Status and Submit Approved Minutes for Board Review

DISCUSSION / REPORTS: NO ACTION ITEMS:

- 2. Fire Department Monthly Report (FC Pappas)
- 3. Police Department Monthly Report (PC Wilson)

DISCUSSION / REPORTS: ACTION ITEMS:

- 4. FY 2017/18 Operating Budget: Public Hearing and Consideration of Approval of Committee Budget and Consideration of Approval of Management Budget
(Open Public Hearing / Staff Report / Public Comments / Close Public Hearing / Board Comments/Vote (Chairperson))
- 5. Contract with KD Management Services LLC for General Manager Services – Discuss and approve Renewal or Termination (Chairperson)
- 6. Insurance proposal from Golden State Risk Management Authority for Property, Liability and Workers Comp – approval by resolution (GM Drexel)
- 7. Review and Discuss neutral third party counsel proposals and authorize General Manager to negotiate with POA GM and to contract with one (GM Drexel)
- 8. US Cellular lease agreement for antenna's on Water Tank 4 at 5300 Tennis Ct. – (GM Drexel)
- 9. Discuss and approve Installation of Little Free Library at Administration Building – (GM Drexel and Bruce Batchelder)
- 10. Special District Risk Management Authority (SDRMA) Board of Directors 2017 Election Ballot (GM Drexel)
- 11. California Special Districts Associations (CSDA) Board of Directors 2017 Election Ballot (GM Drexel)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

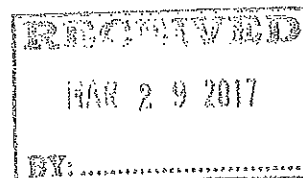
ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on July 19, 2017, 1:00 p.m. Closed Session, 1:30 pm Open Session, at the Administration Building.

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.

CORRESPONDENCE

Mar. 28, 2017

MR. KARL DREXEL
GEN. MGR.
LSCSD
16320 EVERHART DR.
WEED, CA.
96094



Mr. Drexel,

We have a problem. On or about Jan. 4, 2017 the alarm for my lift pump started going off because my pump was unable to function properly. This caused a backup in the tank. The pump motor was running but it wasn't pumping anything. That caused the float switch to get tangled among the other lines in the tank. This required an electrician to correct the situation. However the situation was not corrected. The alarm repeatedly sounded for a few days then it would stop for a few days depending on what I now believe was how cold it got overnight.

On or about Feb. 23, 2017 the electrician attempted to fix this situation again by installing a new float and a rubber coupling. He was able to pump liquid from the tank and we thought the problem was fixed. But again it hadn't fixed the problem. The alarm started going off again the very next day.

When I talked to Emily at Siskiyou Plumbing and Electric she told me to call CSD. I did. On or about Feb. 24, 2017 (I don't know the exact date) CSD was dispatched to my house because of a blocked sewer line. The issue turned out to be a valve at the top of the hill that was "¾ closed" according to CSD for some reason. The new guy (I don't know his name) discovered the valve was closed. But that didn't fix the problem either because that valve being closed had set off a chain reaction. The damage had already been done by that time.

What was happening was the line from the pump to the valve would freeze at night because the valve was ¾ closed and then thaw enough to pump when the electrician would get here in the afternoon. Until the big freeze. The big freeze caused the line from the pump to the valve to freeze which caused the liquid in the tank to freeze which caused the new float to freeze which caused the casing on the float to deform which caused the pump to not function which caused the ABS from the cleanout to the

pump to freeze which caused a break in the ABS. I didn't notice the ABS was broken and raw sewage was running on the ground until on or about Feb. 23 because the ground was saturated from all the rain. I only noticed it when I went to trip the circuit breaker for the electrician. On Mar. 2 the electrician installed a new float for the 2nd time in less than two weeks.

That valve is clearly the genesis. I have lived in my house for 26½ years and that valve has never been a problem until now. I didn't even know there was a valve for the sewer. I thought that box was for water because WATER is imprinted into the concrete lid.

I'm going to give you some options: you can send me a check for \$719.75 or we can go to court. Your deadline is 30 days from today's date. If I have not received reimbursement NLT April 28, 2017 I assure you legal action will be forthcoming. You may be thinking court is your best choice but you would be very wrong. All I have to do is say one word--NEGLIGENCE! That valve being closed is clearly the proximate cause. That valve is CSD's responsibility not mine. If you choose to go to court be assured that in addition to actual damages (plus interest) I will seek punitive damages and legal fees. I hope it doesn't come to that.

Donald Charles

DONALD CHARLES
15301 LAKE SHORE DR.
WEED, CA.
96094

CA Contractors License #: 431882

(530) 842-4585

Siskiyou Plumbing Electric Inc.

P.O. Box 1101

Yreka, CA 96097

CUSTOMER #: SHA08

INVOICE #: 185120

INVOICE DATE: 01/31/17

DUE DATE: 03/02/17

Donald Charles
15301 Lakeshore
PO Box 214
Weed, CA 96094

LOCATION:

15301 Lakeshore Dr

PO Box 214

WORK ORDER NUMBER: 147057

DESCRIPTION	QUANTITY	PRICE	AMOUNT	TAX
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REQUEST: The sewer pump keeps running and alarming

RESOLUTION: Float switch was hung up - corrected - tested OK.

N

LABOR

01/09/17 KIRK

1.5 HRS	75.0000	112.50
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TOTAL LABOR:	112.50
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TOTAL:	112.50
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CA Contractors License #: 431882
(530) 842-4585

Siskiyou Plumbing Electric Inc.
P.O. Box 1101
Yreka, CA 96097

CUSTOMER #: SHA08
INVOICE #: 185367
INVOICE DATE: 03/10/17
DUE DATE: 04/09/17

Donald Charles
15301 Lakeshore
PO Box 214
Weed, CA 96094

LOCATION:
15301 Lakeshore Dr
PO Box 214

WORK ORDER NUMBER: 147427

DESCRIPTION	QUANTITY	PRICE	AMOUNT	TAX
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REQUEST: The septic pump alarm is tangled up, so he is running the pump manually

RESOLUTION: On/off float switch had come untethered. Installed float switch - weight test fluid was not being pumped out of pit correctly. Found split in rubber coupling - replaced and tested OK. Rigid pipe should be replaced next time we go. N

LABOR

02/23/17 KIRK	1.5 HRS	75.0000	112.50
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TOTAL LABOR:			112.50
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MATERIAL

1-1/4" PL & CI FERNCO	1.0 E	9.8700	9.87 Y
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TOTAL MATERIAL:			9.87
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PUMP MAT

FLOAT WEIGHT	1.0 E	12.0000	12.00 Y
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TOTAL PUMP MAT:			12.00
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SUBTOTAL:			134.37
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7.25% SALES TAX:			1.59
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TOTAL:			135.96
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Ben's Plumbing
833 Douglas Ln. Mt. Shasta Ca. 96067
Phone - 530-926-2200
Lic. # 999825

135672

JOB WORK ORDER

BILL TO: <u>Donald Charles</u>		DATE: <u>3/1/17</u>
ADDRESS: <u>15301 Lakeshore Drive</u>		START DATE:
CITY, STATE, ZIP: <u>Weed, CA 96094</u>		<input checked="" type="radio"/> DAY WORK
PHONE:		<input type="radio"/> CONTRACT
JOB NAME:		<input type="radio"/> EXTRA ADD-ON
LOCATION:	PHONE: <u>938-3698</u>	
CUSTOMER ORDER NO.	ORDER TAKEN BY:	MECHANIC: <u>Ben</u>
		HELPER:

DESCRIPTION OF WORK	
<u>Cut out 3" ABS split drain tubing going to lift station pump. Installed new 2 way cleanout tee and fitting to reconnect drain.</u>	
<u>1- 3" ABS Male w/plug</u>	<u>9.99</u>
<u>1- 3" ABS 2way cleanout tee</u>	<u>24.58</u>
<u>1- 3" ABS St. 45°</u>	<u>8.99</u>
<u>1- 3" Fernco Coupling</u>	<u>8.14</u>
<u>1- 3" ABS tubing</u>	<u>2.87</u>
<u>Labor 1 Hour @ 75.00</u>	TOTAL MATERIALS: <u>54.57</u>
	TOTAL LABOR: <u>75.00</u>
	TAX: <u>4.09</u>
DATE COMPLETED:	WORK ORDERED BY:
	TOTAL AMOUNT: <u>\$133.66</u>

☐ NO ONE HOME ☐ TOTAL AMOUNT DUE ☐ BILLING TO BE MAILED

I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION OF WORK DESCRIBED ABOVE.

SIGNATURE: _____

CA Contractors License #: 431882

(530) 842-4585

Siskiyou Plumbing Electric Inc.

P.O. Box 1101

Yreka, CA 96097

CUSTOMER #: SHA08

INVOICE #: 185425

INVOICE DATE: 03/31/17

DUE DATE: 04/30/17

Donald Charles
15301 Lakeshore
PO Box 214
Weed, CA 96094

LOCATION:

15301 Lakeshore Dr

PO Box 214

WORK ORDER NUMBER: 147468

DESCRIPTION	QUANTITY	PRICE	AMOUNT	TAX
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REQUEST: The septic system is still alarming, the pump won't pump out, so he is plugged up

RESOLUTION: 3/2/17: Bad float switch. It had froze - replaced and tested OK.

N

3/9/17: Replaced discharge pipe - tested OK.

LABOR

03/02/17 KIRK	1.5 HRS	75.0000	112.50
03/09/17 KIRK	2.0 HRS	75.0000	150.00 N

TOTAL LABOR: 262.50

MATERIAL

FLOAT SWITCH	1.0 E	59.0000	59.00 Y
1-1/4"S40 PIPE P/FT	2.0 E	2.0900	4.18 Y
1-1/4 CPLG S40	2.0 E	1.1900	2.38 Y
1-1/4 X 8" MIP S80	1.0 E	4.4900	4.49 Y

TOTAL MATERIAL: 70.05

SUBTOTAL: 332.55

7.25% SALES TAX: 5.08

TOTAL: 337.63

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): DONALD CHARLES 15301 LAKE SHORE DR. WEED, CA. 96094 TELEPHONE NO.: 530.938.3648 FAX NO.: E-MAIL ADDRESS: dc2010@cot.net ATTORNEY FOR (Name):	FOR COURT USE ONLY
NAME OF COURT: SUPERIOR COURT OF CALIF. COUNTY OF SISKIYOU STREET ADDRESS: 311 4th St. MAILING ADDRESS: CITY AND ZIP CODE: YREKA, CA 96097 BRANCH NAME:	
PLAINTIFF/PETITIONER: DONALD CHARLES	
DEFENDANT/RESPONDENT: LAKE SHASTINA COMMUNITY SERVICES DIST.	
CIVIL SUBPOENA (DUCES TECUM) for Personal Appearance and Production of Documents, Electronically Stored Information, and Things at Trial or Hearing and DECLARATION	CASE NUMBER: SC CV 05 17 - 0530

THE PEOPLE OF THE STATE OF CALIFORNIA, TO (name, address, and telephone number of witness, if known):

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
16320 EVERETT DR. WEED CA 96094 530.938.3201

1. YOU ARE ORDERED TO APPEAR AS A WITNESS in this action at the date, time, and place shown in the box below UNLESS your appearance is excused as indicated in box 3b below or you make an agreement with the person named in Item 4 below.

a. Date: **6.14.17** Time: **8:30a** ☒ Dept.: **9** ☐ Div.: ☐ Room:
 b. Address: **311 Fourth St, Yreka, CA-96097**

2. IF YOU HAVE BEEN SERVED WITH THIS SUBPOENA AS A CUSTODIAN OF CONSUMER OR EMPLOYEE RECORDS UNDER CODE OF CIVIL PROCEDURE SECTION 1985.3 OR 1985.6 AND A MOTION TO QUASH OR AN OBJECTION HAS BEEN SERVED ON YOU, A COURT ORDER OR AGREEMENT OF THE PARTIES, WITNESSES, AND CONSUMER OR EMPLOYEE AFFECTED MUST BE OBTAINED BEFORE YOU ARE REQUIRED TO PRODUCE CONSUMER OR EMPLOYEE RECORDS.
3. YOU ARE (item a or b must be checked):
- a. ☒ Ordered to appear in person and to produce the records described in the declaration on page two or the attached declaration or affidavit. The personal attendance of the custodian or other qualified witness and the production of the original records are required by this subpoena. The procedure authorized by Evidence Code sections 1560(b), 1561, and 1562 will not be deemed sufficient compliance with this subpoena.
- b. ☐ Not required to appear in person if you produce (i) the records described in the declaration on page two or the attached declaration or affidavit and (ii) a completed declaration of custodian of records in compliance with Evidence Code sections 1560, 1561, 1562, and 1271. (1) Place a copy of the records in an envelope (or other wrapper). Enclose the original declaration of the custodian with the records. Seal the envelope. (2) Attach a copy of this subpoena to the envelope or write on the envelope the case name and number; your name; and the date, time, and place from item 1 in the box above. (3) Place this first envelope in an outer envelope, seal it, and mail it to the clerk of the court at the address in item 1. (4) Mail a copy of your declaration to the attorney or party listed at the top of this form.
4. IF YOU HAVE ANY QUESTIONS ABOUT THE TIME OR DATE YOU ARE TO APPEAR, OR IF YOU WANT TO BE CERTAIN THAT YOUR PRESENCE IS REQUIRED, CONTACT THE FOLLOWING PERSON BEFORE THE DATE ON WHICH YOU ARE TO APPEAR:
- a. Name of subpoenaing party or attorney: **DONALD CHARLES** b. Telephone number: **530.938.3648**
5. **Witness Fees:** You are entitled to witness fees and mileage actually traveled both ways, as provided by law, if you request them at the time of service. You may request them before your scheduled appearance from the person named in item 4.

DISOBEDIENCE OF THIS SUBPOENA MAY BE PUNISHED AS CONTEMPT BY THIS COURT. YOU WILL ALSO BE LIABLE FOR THE SUM OF FIVE HUNDRED DOLLARS AND ALL DAMAGES RESULTING FROM YOUR FAILURE TO OBEY.

Date issued:

05/12/17

(TYPE OR PRINT NAME)

E. Archer **EFF**
 DEPUTY CLERK OF PERSON ISSUING SUBPOENA
Deputy Court Clerk III
 (TITLE)

(Declaration in support of subpoena on reverse)

Page 1 of 3

PLAINTIFF/PETITIONER: <u>DONALD CHARLES</u>	CASE NUMBER:
DEFENDANT/RESPONDENT: <u>LAKE SHASTINA COMMUNITY SERV. DIST.</u>	

The production of the documents, electronically stored information, or other things sought by the subpoena on page one is supported by (check one):

☐ the attached affidavit or ☒ the following declaration:

DECLARATION IN SUPPORT OF CIVIL SUBPOENA (DUCES TECUM) FOR PERSONAL APPEARANCE AND PRODUCTION OF DOCUMENTS, ELECTRONICALLY STORED INFORMATION, AND THINGS AT TRIAL OR HEARING
(Code Civ. Proc., §§ 1985, 1987.5)

1. I, the undersigned, declare I am the ☒ plaintiff ☐ defendant ☐ petitioner ☐ respondent
☐ attorney for (specify): ☐ other (specify):
 in the above-entitled action.

2. The witness has possession or control of the documents, electronically stored information, or other things listed below, and shall produce them at the time and place specified in the Civil Subpoena for Personal Appearance and Production of Records at Trial or Hearing on page one of this form (specify the exact documents or other things to be produced; if electronically stored information is demanded, the form or forms in which each type of information is to be produced may be specified):

All materials pertaining to maintenance/service records regarding the lift pump, sewer line and sewer line shut off valve located at 15301 LAKE SHORE DR. WEED, CA 96094 from 10/1/90 - 05/12/17

☐ Continued on Attachment 2.

3. Good cause exists for the production of the documents, electronically stored information, or other things described in paragraph 2 for the following reasons: These records will show that LSCSD installed new components pertaining to the shut off valve at some time during the indicated time frame. However, they failed to ensure the valve was properly open. This negligence is the proximate cause of the ensuing damages.

☐ Continued on Attachment 3.

4. The documents, electronically stored information, or other things described in paragraph 2 are material to the issues involved in this case for the following reasons: LSCSD has the only existing records regarding the maintenance/service of the Community's Sewer lines

☐ Continued on Attachment 4.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: 05/12/17

DONALD CHARLES
(TYPE OR PRINT NAME)

Donald Charles
(SIGNATURE OF ☒ SUBPOENAING PARTY ☐ ATTORNEY FOR SUBPOENAING PARTY)

Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the date on which you are to appear. Contact the clerk's office or go to www.courts.ca.gov/forms for Request for Accommodations by Persons With Disabilities and Response (form MC-410). (Civil Code, § 54.8.)



(Proof of service on page 3)

PLAINTIFF/PETITIONER: <u>DONALD CHARLES</u>	CASE NUMBER:
DEFENDANT/RESPONDENT: <u>LAKE SHASTINA COMMUNITY SERVS. DIST.</u>	

PROOF OF SERVICE OF CIVIL SUBPOENA (DUCES TECUM) for Personal Appearance and Production of Documents, Electronically Stored Information, and Things at Trial or Hearing and DECLARATION

1. I served this *Civil Subpoena (Duces Tecum) for Personal Appearance and Production of Documents, Electronically Stored Information, and Things at Trial or Hearing and Declaration* by personally delivering a copy to the person served as follows:

a. Person served (name):

b. Address where served:

c. Date of delivery:

d. Time of delivery:

e. Witness fees (check one):

(1) ☐ were offered or demanded
and paid. Amount: \$ _____

(2) ☐ were not demanded or paid.

f. Fee for service: \$ _____

2. I received this subpoena for service on (date):

3. Person serving:

a. ☐ Not a registered California process server.

b. ☐ California sheriff or marshal.

c. ☐ Registered California process server.

d. ☐ Employee or independent contractor of a registered California process server.

e. ☐ Exempt from registration under Business and Professions Code section 22350(b).

f. ☐ Registered professional photocopier.

g. ☐ Exempt from registration under Business and Professions Code section 22451.

h. Name, address, telephone number, and, if applicable, county of registration and number:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:



(SIGNATURE)

(For California sheriff or marshal use only)
I certify that the foregoing is true and correct.

Date:



(SIGNATURE)

SC-100**Plaintiff's Claim and ORDER
to Go to Small Claims Court****Notice to the person being sued:**

- You are the defendant if your name is listed in (2) on page 2 of this form. The person suing you is the plaintiff, listed in (1) on page 2.
- You and the plaintiff must go to court on the trial date listed below. If you do not go to court, you may lose the case.
- If you lose, the court can order that your wages, money, or property be taken to pay this claim.
- Bring witnesses, receipts, and any evidence you need to prove your case.
- Read this form and all pages attached to understand the claim against you and to protect your rights.

Aviso al Demandado:

- Usted es el Demandado si su nombre figura en (2) de la página 2 de este formulario. La persona que lo demanda es el Demandante, la que figura en (1) de la página 2.
- Usted y el Demandante tienen que presentarse en la corte en la fecha del juicio indicada a continuación. Si no se presenta, puede perder el caso.
- Si pierde el caso la corte podría ordenar que le quiten de su sueldo, dinero u otros bienes para pagar este reclamo.
- Lleve testigos, recibos y cualquier otra prueba que necesite para probar su caso.
- Lea este formulario y todas las páginas adjuntas para entender la demanda en su contra y para proteger sus derechos.

Order to Go to Court

The people in (1) and (2) must go to court: (Clerk fills out section below.)

Trial Date	Date	Time	Department	Name and address of court, if different from above
1.	6-14-17	8:30 a.m.	9	311 Fourth Street
2.				Yreka, CA 96097
3.				Reneé McCanna Crane
Date: MAY 12 2017		Clerk, by E. Ashur, Deputy		

Instructions for the person suing:

- You are the plaintiff. The person you are suing is the defendant.
- Before you fill out this form, read form SC-100-INFO, *Information for the Plaintiff*, to know your rights. Get SC-100-INFO at any courthouse or county law library, or go to www.courts.ca.gov/smallclaims/forms.
- Fill out pages 2 and 3 of this form. Then make copies of all pages of this form. (Make one copy for each party named in this case and an extra copy for yourself.) Take or mail the original and these copies to the court clerk's office and pay the filing fee. The clerk will write the date of your trial in the box above.
- You must have someone at least 18—not you or anyone else listed in this case—give each defendant a court-stamped copy of all five pages of this form and any pages this form tells you to attach. There are special rules for “serving,” or delivering, this form to public entities, associations, and some businesses. See forms SC-104, SC-104B, and SC-104C.
- Go to court on your trial date listed above. Bring witnesses, receipts, and any evidence you need to prove your case.

Clerk stamps date here when form is filed.

FILED
SUPERIOR COURT OF CALIFORNIA
COUNTY OF SISKIYOU
YREKA BRANCH

MAY 12 2017

BY: E. Ashur
DEPUTY CLERK

Fill in court name and street address:

Superior Court of California, County of
Siskiyou - Yreka Branch
311 Fourth Street, Room 206
Yreka, CA 96097
Civil/Family Law/Juvenile Division

Court fills in case number when form is filed.

Case Number:

SC CV 05 17 - 0530

Case Name: CHARLES V.
LAKE SHASTIN COMMUNITY
SERVICES DISTRICT



Plaintiff (list names):

Case Number:

① The plaintiff (the person, business, or public entity that is suing) is:

Name: DONALD CHARLES Phone: 530.938.3648
Street address: 15301 LAKE SHORE DR WEED CA 96094
Street City State Zip
Mailing address (if different): POB 214 WEED CA 96094
Street City State Zip

If more than one plaintiff, list next plaintiff here:

Name: _____ Phone: _____
Street address: _____
Street City State Zip
Mailing address (if different): _____
Street City State Zip

- ☐ Check here if more than two plaintiffs and attach form SC-100A.
☐ Check here if either plaintiff listed above is doing business under a fictitious name. If so, attach form SC-103.
☐ Check here if any plaintiff is a "licensee" or "deferred deposit originator" (payday lender) under Financial Code sections 23000 et seq.

② The defendant (the person, business, or public entity being sued) is:

Name: LALU SHASTINA COMMUNITY SERVICES DISTRICT Phone: 530.938.3281
Street address: 16320 EVERHART DR WEED CA 96094
Street City State Zip
Mailing address (if different): _____
Street City State Zip

If the defendant is a corporation, limited liability company, or public entity, list the person or agent authorized for service of process here:

Name: KARL DREXEL Job title, if known: GEN. MGR.
Address: 16320 EVERHART DR WEED CA 96094
Street City State Zip

- ☐ Check here if your case is against more than one defendant, and attach form SC-100A.
☐ Check here if any defendant is on active military duty, and write his or her name here: _____

③ The plaintiff claims the defendant owes \$ 2,995.20. (Explain below):

a. Why does the defendant owe the plaintiff money?

NEGLIGENCE

When did this happen? (Date): _____

b. If no specific date, give the time period: Date started: 01/04/17 Through: 03/01/17

c. How did you calculate the money owed to you? (Do not include court costs or fees for service.)

ACTUAL DAMAGES = ~~619~~ \$719.75
PUNITIVE DAMAGES = \$2,157.25

- ☒ Check here if you need more space. Attach one sheet of paper or form MC-031 and write "SC-100, Item 3" at the top.



Plaintiff (list names):

Case Number:

- ④ You must ask the defendant (in person, in writing, or by phone) to pay you before you sue. If your claim is for possession of property, you must ask the defendant to give you the property. Have you done this?

☒ Yes ☐ No If no, explain why not:

- ⑤ Why are you filing your claim at this courthouse?

This courthouse covers the area (check the one that applies):

- a. ☒ (1) Where the defendant lives or does business. (4) Where a contract (written or spoken) was made, signed, performed, or broken by the defendant or where the defendant lived or did business when the defendant made the contract.
(2) Where the plaintiff's property was damaged.
(3) Where the plaintiff was injured.
- b. ☐ Where the buyer or lessee signed the contract, lives now, or lived when the contract was made, if this claim, is about an offer or contract for personal, family, or household goods, services, or loans. (Code Civ. Proc., § 395(b).)
- c. ☐ Where the buyer signed the contract, lives now, or lived when the contract was made, if this claim is about a retail installment contract (like a credit card). (Civ Code, § 1812.10.)
- d. ☐ Where the buyer signed the contract, lives now, or lived when the contract was made, or where the vehicle is permanently garaged, if this claim is about a vehicle finance sale. (Civ Code, § 2984.4.)
- e. ☐ Other (specify):

- ⑥ List the zip code of the place checked in ⑤ above (if you know): 96094

- ⑦ Is your claim about an attorney-client fee dispute? ☐ Yes ☒ No

If yes, and if you have had arbitration, fill out form SC-101, attach it to this form, and check here: ☐

- ⑧ Are you suing a public entity? ☒ Yes ☐ No

If yes, you must file a written claim with the entity first. ☐ A claim was filed on (date): 03/28/17

If the public entity denies your claim or does not answer within the time allowed by law, you can file this form.

- ⑨ Have you filed more than 12 other small claims within the last 12 months in California?

☐ Yes ☒ No If yes, the filing fee for this case will be higher.

- ⑩ Is your claim for more than \$2,500? ☒ Yes ☐ No

If yes, I have not filed, and understand that I cannot file, more than two small claims cases for more than \$2,500 in California during this calendar year.

- ⑪ I understand that by filing a claim in small claims court, I have no right to appeal this claim.

I declare, under penalty of perjury under California State law, that the information above and on any attachments to this form is true and correct.

Date: 05/12/17 DONALD CHARLES
Plaintiff types or prints name here

Date: _____
Second plaintiff types or prints name here

Donald Charles
Plaintiff signs here

Second plaintiff signs here



Requests for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the trial. Contact the clerk's office for form MC-410, Request for Accommodations by Persons With Disabilities and Response. (Civ. Code, § 54.8.)



"Small claims court" is a special court where claims for \$10,000 or less are decided. Individuals, including "natural persons" and sole proprietors, may claim up to \$10,000. Corporations, partnerships, public entities, and other businesses are limited to claims of \$5,000. (See below for exceptions.*) The process is quick and cheap. The rules are simple and informal. You are the *defendant*—the person being sued. The person who is suing you is the *plaintiff*.

Do I need a lawyer? You may talk to a lawyer before or after the case. But you *may not* have a lawyer represent you in court (unless this is an appeal from a small claims case).

How do I get ready for court? You don't have to file any papers before your trial, unless you think this is the wrong court for your case. But bring to your trial any witnesses, receipts, and evidence that supports your case. And read "Be Prepared for Your Trial" at www.courts.ca.gov/smallclaims/prepare.

What if I need an accommodation? If you have a disability or are hearing impaired, fill out form MC-410, *Request for Accommodations*. Give the form to your court clerk or the ADA/Access Coordinator.

What if I don't speak English well? Ask the court clerk as soon as possible if your court has a court-provided interpreter available and how to request one. A court-provided interpreter may not be available. Alternatively, you may bring an adult who is not a witness or an attorney to interpret for you or ask the court for a list of interpreters for hire.

Where can I get the court forms I need? Go to any courthouse or your county law library, or print forms at www.courts.ca.gov/smallclaims/forms.

What happens at the trial? The judge will listen to both sides. The judge may make a decision at your trial or mail the decision to you later.

What if I lose the case? If you lose, you may appeal. You'll have to pay a fee. (Plaintiffs cannot appeal their own claims.)

- If you were at the trial, file form SC-140, *Notice of Appeal*. You must file within 30 days after the clerk hands or mails you the judge's decision (judgment) on form SC-200 or form SC-130, *Notice of Entry of Judgment*.
- If you were *not* at the trial, fill out and file form SC-135, *Notice of Motion to Vacate Judgment and Declaration*, to ask the judge to cancel the judgment (decision). If the judge does not give you a new trial, you have 10 days to appeal the decision. File form SC-140.

For more information on appeals, see www.courts.ca.gov/smallclaims/appeals.

Do I have options?

Yes. If you are being sued, you can:

- **Settle your case before the trial.** If you and the plaintiff agree on how to settle the case, the plaintiff must file form CIV-110, *Request for Dismissal*, with the clerk. Ask the Small Claims Advisor for help.

- **Prove this is the wrong court.** Send a letter to the court *before* your trial explaining why you think this is the wrong court. Ask the court to dismiss the claim. You must serve (give) a copy of your letter (by mail or in person) to all parties. (Your letter to the court must say you have done so.)
- **Go to the trial and try to win your case.** Bring witnesses, receipts, and any evidence you need to prove your case. To have the court order a witness to go to the trial, fill out form SC-107 (*Small Claims Subpoena*) and have it served on the witness.
- **Sue the person who is suing you.** If you have a claim against the plaintiff, and the claim is appropriate for small claims court as described on this form, you may file *Defendant's Claim* (form SC-120) and bring the claim in this action. If your claim is for *more* than allowed in small claims court, you may still file it in small claims court if you give up the amount over the small claims value amount, or you may file a claim for the full value of the claim in the appropriate court. If your claim is for more than allowed in small claims court *and* relates to the same contract, transaction, matter, or event that is the subject of the plaintiff's claim, you may file your claim in the appropriate court and file a motion to transfer the plaintiff's claim to that court to resolve both matters together. You can see a description of the amounts allowed in the paragraph above titled "Small Claims Court."
- **Agree with the plaintiff's claim and pay the money.** Or, if you can't pay the money now, go to your trial and say you want to make payments.
- **Let the case "default."** If you don't settle and do not go to the trial (default), the judge may give the plaintiff what he or she is asking for plus court costs. If this happens, the plaintiff can legally take your money, wages, and property to pay the judgment.

What if I need more time?

You can change the trial date if:

- You cannot go to court on the scheduled date (you will have to pay a fee to postpone the trial), *or*
- You did not get served (receive this order to go to court) at least 15 days before the trial (or 20 days if you live outside the county), *or*
- You need more time to get an interpreter. One postponement is allowed, and you will not have to pay a fee to delay the trial.

Ask the Small Claims Clerk about the rules and fees for postponing a trial. Or fill out form SC-150 (or write a letter) and mail it to the court *and* to all other people listed on your court papers before the deadline. Enclose a check for your court fees, unless a fee waiver was granted.



Need help?

Your county's Small Claims Advisor can help for free.

Or go to www.courts.ca.gov/smallclaims/advisor.

* Exceptions: Different limits apply in an action against a defendant who is a guarantor. (See Code Civ. Proc., § 116.220(c).)



La "Corte de reclamos menores" es una corte especial donde se deciden casos por \$10,000 o menos. Los individuos, o sea las "personas físicas" y los propietarios por cuenta propia, pueden reclamar hasta \$10,000. Las corporaciones, asociaciones, entidades públicas y otras empresas solo pueden reclamar hasta \$5,000. (Vea abajo para las excepciones.*) El proceso es rápido y barato. Las reglas son sencillas e informales. Usted es el Demandado—la persona que se está demandando. La persona que lo está demandando es el Demandante.

¿Necesito un abogado? Puede hablar con un abogado antes o después del caso. Pero no puede tener a un abogado que lo represente ante la corte (a menos que se trate de una apelación de un caso de reclamos menores).

¿Cómo me preparo para ir a la corte? No tiene que presentar ningunos papeles antes del juicio, a menos que piense que ésta es la corte equivocada para su caso. Pero lleve al juicio cualquier testigos, recibos y pruebas que apoyan su caso. Y lea "Esté preparado para su juicio" en www.courts.ca.gov/reclamosmenores/preparesse.

¿Qué hago si necesito una adaptación? Si tiene una discapacidad o tiene impedimentos de audición, llene el formulario MC-410, Request for Accommodations. Entregue el formulario al secretario de la corte o al Coordinador de Acceso/ADA de su corte.

¿Qué pasa si no hablo bien Inglés? Pregúntele al secretario de la corte lo más pronto posible si en el juzgado habrá un intérprete disponible y cómo solicitarlo. No siempre están disponibles los intérpretes de la corte. Otra opción es llevar a un adulto que pueda interpretar para usted siempre que esa persona no sea un testigo ni un abogado. O puede pedir a la corte una lista de intérpretes particulares disponibles para contratar.

¿Dónde puedo obtener los formularios de la corte que necesito? Vaya a cualquier edificio de la corte, la biblioteca legal de su condado, o imprima los formularios en www.courts.ca.gov/smallclaims/forms (página está en inglés).

¿Qué pasa en el juicio? El juez escuchará a ambas partes. El juez puede tomar su decisión durante la audiencia o enviársela por correo después.

¿Qué pasa si pierdo el caso? Si pierde, puede apelar. Tendrá que pagar una cuota. (El Demandante no puede apelar su propio reclamo.)

- Si estuvo presente en el juicio, llene el formulario SC-140, *Aviso de apelación* (Notice of Appeal). Tiene que presentarlo dentro de 30 días después de que el secretario le entregue o envíe la decisión (fallo) del juez en el formulario SC-200 o SC-130, *Aviso de publicación del fallo* (Notice of Entry of Judgment).
- Si no estuvo en el juicio, llene y presente el formulario SC-135, *Aviso de petición para anular el fallo y Declaración*, para pedirle al juez que anule el fallo (decisión). Si la corte no le otorga un nuevo juicio, tiene 10 días para apelar la decisión. Presente el formulario SC-140.

Para obtener más información sobre las apelaciones, vea www.courts.ca.gov/reclamosmenores/apelaciones.

¿Tengo otras opciones? Sí. Si lo están demandando, puede:

- Resolver su caso antes del juicio. Si usted y el Demandante se ponen de acuerdo en cómo resolver el caso, el Demandante tiene que presentar el formulario CIV-110, *Solicitud de desestimación* (Request for Dismissal) ante el secretario de la corte. Pídale al Asesor de Reclamos Menores que lo ayude.

- Probar que es la corte equivocada. Envíe una carta a la corte antes del juicio explicando por qué cree que es la corte equivocada. Pídale a la corte que despidan el reclamo. Tiene que entregar (dar) una copia de su carta (por correo o en persona) a todas las partes. (Su carta a la corte tiene que decir que hizo la entrega.)
- Ir al juicio y tratar de ganar el caso. Lleve testigos, recibos y cualquier prueba que necesite para probar su caso. Si desea que la corte emita una orden de comparecencia para que los testigos vayan al juicio, llene el formulario SC-107, *Citaforio de reclamos menores* (Small Claims Subpoena) y entrégueselo legalmente al testigo.
- Demandar a la persona que lo demandó. Si tiene un reclamo contra el Demandante, y el reclamo se puede presentar en la corte de reclamos menores, tal como se describe en este formulario, puede presentar el formulario SC-120, *Reclamo del demandado* (Defendant's Claim) y presentarlo en este mismo caso. Si su reclamo excede el límite permitido en la corte de reclamos menores, puede igualmente presentarlo en la corte de reclamos menores si está dispuesto a limitar su reclamo al máximo permitido, o puede presentar un reclamo por el monto total en la corte apropiada. Si su reclamo excede el límite permitido en la corte de reclamos menores y está relacionado con el mismo contrato, transacción, asunto o acontecimiento que el reclamo del Demandante, puede presentar su reclamo en la corte apropiada y presentar una moción para transferir el reclamo del Demandante a dicha corte, para poder resolver los dos reclamos juntos. Puede ver una descripción de los montos permitidos en el párrafo anterior titulado "Corte de reclamos menores".
- Aceptar el reclamo del Demandante y pagar el dinero. O, si no puede pagar en ese momento, vaya al juicio y diga que quiere hacer los pagos.
- No ir al juicio y aceptar el fallo por falta de comparecencia. Si no llega a un acuerdo con el Demandante y no va al juicio (fallo por falta de comparecencia), el juez le puede otorgar al Demandante lo que está reclamando más los costos de la corte. En ese caso, el Demandante legalmente puede tomar su dinero, su sueldo o sus bienes para cobrar el fallo.

¿Qué hago si necesito más tiempo? Puede cambiar la fecha del juicio si:

- No puede ir a la corte en la fecha programada (tendrá que pagar una cuota para aplazar el juicio), o
- No le entregaron los documentos legalmente (no recibió la orden para ir a la corte) por lo menos 15 días antes del juicio (ó 20 días si vive fuera del condado), o
- Necesita más tiempo para conseguir intérprete. (Se permite un solo aplazamiento sin tener que pagar cuota para aplazar el juicio).

Pregúntele al secretario de reclamos menores sobre las reglas y las cuotas para aplazar un juicio. O llene el formulario SC-150 (o escriba una carta) y envíelo antes del plazo a la corte y a todas las otras personas que figuran en sus papeles de la corte. Adjunte un cheque para pagar los costos de la corte, a menos que le hayan dado una exención.



¿Necesita ayuda? El Asesor de Reclamos Menores de su condado le puede ayudar sin cargo.

O visite www.courts.ca.gov/reclamosmenores/asesores.

* Excepciones: Existen diferentes límites en un reclamo contra un garante. (Vea el Código de Procedimiento Civil, sección 116.220 (c).)

TRAVEL EXPENSES

\$116.20

280 miles X 41.5/mi (based on what VA pays me for travel)

4 trips to-from Court House

1. Obtain forms
2. File forms
3. Court
4. Appeal (I'm assuming they will)

EXBT. 1

Board of Directors
Lake Shastina Community Services District
Weed, California – 96904

May 26, 2017

Re: Chicanery

Greetings,

The members of your community, including myself, witnessed the attempt by trusted members of your Board to remove their manager, Karl Drexel, by claiming, according to Vice President Rita McIntosh, that former Board President Mike Graves talked with SDRMA about District Manager Karl Drexel's contract now being on a month to month basis and claiming that SDRMA told Mr. Graves that this now required the Board to approve the contract on a month to month basis. Vice President McIntosh read the section of the contract that stated that when the initial term of the contract expired it would then become a month to month contract requiring monthly approval by the Board. Director Thomsson, believing her fellow Board members, made a motion to extend Karl's contract one month. This motion was defeated by a 2 to 2 vote and Karl was given to the end of the month to finish up.

What is wrong with this picture? Let's start with what the contract actually provides, as opposed to how it was presented by McIntosh, and follow-up with what I have learned.

The Independent Contractor Agreement date 6/16/16.states:

1.3 Term. This appointment and the term of this agreement are for a period of six (6) months, commencing on June 16, 2016 and expiring at midnight on December 16, 2016.

1.4 Extension. If neither party gives thirty (30) days' written notice to the other of its intention to terminate this Agreement, **it shall continue from month-to-month after its expiration.** This appointment and the term of this Agreement may not (sic) otherwise be extended only by action of the DISTRICT's Board of Directors and CONTRACTOR's consent thereto.

This Agreement gives the District two options at the end of the initial six-month contract period: The contract could be extended by agreement with Karl and the contract could be terminated. If the Board exercises neither of the options, the contract would continue month to month.

The first question is: What can possibly be misunderstood about these terms?

Next, does a contract that automatically goes to a month to month at the end of its initial term require approval of the Board each month to be a month to month contract? Clearly not; it is already a month to month contract.

Next, if a motion is made to exercise either the option to extend the contract beyond 30 days or to terminate the contract what happens if that motion fails?

Let's start with a motion to terminate a contract that fails. The question is, has the Board acted to exercise the option to terminate the contract? The answer is no, the motion failed. The next question; what happens to the contract? Answer, it continues as a month to month contract.

What about a failed motion to extend the contract? Again, has the Board taken any action to extend the contract? The answer again is no and the contract continues month to month; it does not mean that the contract is terminated just because a motion to extend fails. It takes a specific motion to terminate the contract that must be approved by the Board; it is not automatic.

Now as to what I learned later.

I do not often go to these meetings so I did not know that SDRMA was the District's insurance carrier. Vice President McIntosh stated that this "was our information source." Really? Why in the world would anyone go to their insurance carrier for legal advice about an employment contract?

After listening to a recording of this meeting, Vice President McIntosh appeared to be reading from the contract stating, "in his contract, it was stated that his contract was good for six months which expired Dec. 31st, 16 and that it **was to continue, um**, (talk in the background) and it could be extended only by the action of the District's Board of Directors and contractors consent thereto." Note the "**was to continue, um**" above. What is notably omitted is the continuation of

what the contract states: **"it shall continue from month to month"**. The omission of this key part of the contract by Vice President McIntosh was apparently intended to hide the truth from her fellow Board members and the community.

The following day SDRMA was contacted to determine who had contacted them and what was the substance of that conversation. The conversation was with a woman, ironically named Debbie, who told them that she was the one who took the call and that she talked with a woman, **not** the former President Mike Graves. She further stated that when asked about the contract she told them that they needed to pose their questions to the District's legal counsel.

If what I know and have learned proves true, it appears that Vice President McIntosh had every intention of deceiving the remaining members of the Board and the community regarding the meaning of a month to month contract for the purpose of firing the Manager. Pure chicanery! Vice President McIntosh even had the unmitigated gall to use former President Mike Graves' name to add credibility to her total fabrication of facts.

What is particularly disturbing is the actions of Director Cupp. What part did she play in this deception? Given her sanctimonious speech the end of the session about some people who cannot be professional, one would think that she would be the picture of professionalism. If you recall, at the end of the meeting Karl told the Board that according to CAL PERS, the way CSD is claiming time worked for LSPOA as time worked for CSD is fraudulent. Remember Director Cupp demanding that the information come directly from CAL PERS. She apparently wasn't going to take anyone's word for it, she wanted to review those documents herself.

Director Cupp evidently prides herself in her professionalism; review the document before making a decision.

Perhaps then she can answer the following questions. Did you read the Independent Contractors Agreement the District had with Karl? If so, did you understand the Agreement? If you did read and understood the contract, why would you allow the charade that Vice-President McIntosh was performing to go unchallenged? We know from her demand for information, as cited above, that she is a dedicated professional and that If she did not read and or understand the contract, she surely would not have voted on something she knew nothing about.

There are only two conclusions one can come to: She was either part of the deception or she was voting on something she knew nothing about. Either way, her professionalism is out the door.

Further, Director Cupp has been, and is on several other Boards. One would think that with all this expertise she would know the rules for the making and passing motions. Is it credible to believe that with all of her experience she does not know the rules? If she does know the rules and just let a failed motion to extend the contract by one month convert to a motion to terminate without so much as a comment, when she knew full well this action was wrong, what is the community to think of her integrity, her professionalism?

Once again there are only two conclusions one can come to: She was either part of the deception or even with all of her experience, unbelievably she still does not know the rules. Either way, her professionalism is out the door.

Vice President McIntosh has resigned. Now it is time for Director Cupp to follow her own professionalism out the door. If she knew the truth; by her silence, she was part of the deception. She has completely lost any credibility she may have had. If she does go willingly then the Board has an obligation to itself and the community to clean up its own mess. The community is waiting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lee M. Deckard', with a stylized, cursive script.

Lee M. Deckard

President, Spearpoint Community Association
Past President, Rancho Hill Community Association

cc: Michael Kobseff, District 3 Supervisor
Siskiyou County Board of Supervisors

Proposed by a concerned citizen who cannot attend the meeting

At the April CSD Board Meeting, the public was notified that GM Drexel sent a letter to SDRMA advising them of a possible cancellation of our insurance with SDRMA. Director Cupp stated that the board should have been notified before the letter was sent to SDRMA.

Then, there was a presentation to The CSD Board by an insurance company, making a bid to provide services to the Lake Shastina CSD. The insurance company was prepared to make the presentation and clearly had the bid proposal completed prior to the CSD Board Meeting.

My questions are simple.

1. Does the company that was providing the bid to The District have a previous working relationship with GM Drexel? Do they provide insurance for other communities that GM Drexel administrates?
2. Were any other insurance companies contacted to provide a bid for services?
3. Was the selection of the insurance company discussed with any Board Members before the presentation was made? If so, which board member(s) and why? *Roxanna Layne*
4. If there is a prior working relationship between the insurance company and GM Drexel, was this information disclosed to The Board? If not, does this qualify as a "Conflict of Interest"?

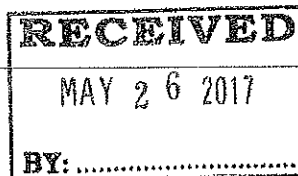


EDMUND G. BROWN JR.
GOVERNOR



MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

State Water Resources Control Board
Division of Drinking Water



May 24, 2017

Lake Shastina CSD
16320 Everhart Drive
Weed, CA 96094

Attention: Karl Drexell, General Manager,
Robert Moser, Public Works Supervisor

**Subject: Inspection of Lake Shastina C.S.D., PWS No. 4710013,
Weed, Siskiyou County, CA**

On May 4, 2017, Ian McFadden, and Craig Bunas of my staff, accompanied by Robert Moser, Rodney Villa, and yourself, conducted an inspection of the of the public water treatment and distribution facilities owned and operated by Lake Shastina CSD (hereafter District). The *Water System Deficiency Record*, *Chemical Monitoring Schedules* and *Distribution Monitoring Schedule*, and other documents are enclosed for your review and action.

During the inspection and file review, the following system deficiencies, issues, or concerns were noted:

1. Tank Apex Vent Screen – The tank apex vent screen on Zen Mountain Tank 4 has a gap in the screen and should be repaired in a similar manner as the repair made to the Tank 2 apex vent.
2. Bacteriological Sample Siting Plan (BSSP) - A Routine Bacteriological Sample Siting Plan is required to be updated every 10 years or at any time the plan no longer ensures representative monitoring of the system. Please update your Routine Bacteriological Sample Siting Plan and return a copy to this office. A template has been emailed to you for your use.
3. Source Water Chemical Monitoring Schedules - Source Water Monitoring Schedule is has been emailed to you for your use.
4. Backflow Prevention Device Testing – Please contact this office when the "Wetzel main" double check valve has been replaced or repaired. Also, please send copies to this office of the results of the 2015 and 2016 device testing.
5. Data Sheets for Pump Improvements - Please complete and return data sheets (sent in email) for the new well 3 and 4 pumps, new booster pumps, and new pressure tanks at booster station 51. Also, please complete data sheet for the District's emergency chlorination equipment and include a copy of the District's Emergency Disinfection Plan.

FELICIA MARGUS, CHAIR | THOMAS HOWARD, EXECUTIVE DIRECTOR

364 Knollcrest Drive, Suite 101, Redding, CA 96002 | www.waterboards.ca.gov

6. Planning Grant Application Status – Division of Drinking Water staff are currently working with Division of Finance staff and Lake Shastina CSD management to review and clarify the scope of work.
7. Residential Fire Sprinklers: Changes to State building codes effective January 1, 2011, made fire sprinklers mandatory in all newly constructed one- and two-family dwelling units and townhouses in California. During the inspection, Mr. Moser inquired as to whether a backflow prevention device (BPD) will be required for any new water service connection that must install fire sprinklers. In general, this office will not require a BPD in any system that includes these features:
 - o Only one service connection (with a single water meter) to the water main is needed for the entire premises, including the fire sprinkler flow;
 - o The fire sprinkler system is constructed of NSF/ANSI Std 61 approved piping materials;
 - o The fire sprinkler piping system is looped within the structure and is connected to one routinely used fixture (such as a water closet);
 - o The fire sprinkler system does not use antifreeze or additives of any kind, and;
 - o No use of booster pumps or water storage tanks are used on the premises.

Please note the designer of a fire sprinkler system needs to know the lowest normally expected water pressure at a service connection. This is the starting point for the hydraulic calculations prepared to ensure that the fire sprinkler system heads, when activated, function as intended.

If you have any questions about this letter, please contact Craig Bunas at (530) 224-4887 or me at (530) 224-4875.



Barry S. Sutter, P. E.
Klamath District Engineer
Division of Drinking Water
STATE WATER RESOURCES CONTROL BOARD

CB

Enclosures (6):

Water System Record, Source and Distribution Monitoring Schedules, Data Sheets, BSSP Template, Inspection Report

System No. 4710013

WATER SYSTEM RECORD

Name of System: Lake Shastina C.S.D. System Number 4710013

Date Noted	Description of Needed Correction	Time Line	Reported Corrected	Confirmed Corrected
10/14/14	Review pump test and initial sampling requirements for new wells.	Recommended		
10/14/14	Submit pump test, water quality, well construction and boring log information for Well 10.	Before activating Well 10	On hold	5/3/17
10/14/14	Ensure that Wetzel Main double check valve is repaired or replaced.	11/21/14	Not corrected	
10/14/14	Submit the 2013 electronic Annual Report.	11/21/14	3/16/15	5/3/17
10/14/14	Submit the 2014 electronic Annual Report.	5/30/15	4/6/15	5/3/17
10/14/14	Sample Wells 3, 4 and 9 for hexavalent chromium.	12/31/14	11/4/14	5/3/17
10/14/14	From each well individually: Quarterly composite sampling for radionuclides	12/31/15	6/1/15	5/3/17
10/14/14	Notify resident of 15039 Lake Shore Drive of their elevated lead result (11.2 ug/L on 10/2/14).	Immediately	2014	5/3/17
10/14/14	Reminder: backflow prevention device testing must be performed annually.	Reminder	2015	5/3/17
5/22/17	Reminder: lead and copper sampling is to be performed between June 1 and September 30 this year.	Reminder		
5/22/17	Mesh on Zen Mountain Tank 4 apex vent should be repaired to prevent gaps.	8/31/17		
5/22/17	Ensure that Wetzel Main double check valve is repaired or replaced.	8/31/17		
5/22/17	Update Bacteriological Sampling Site Plan	8/31/17		

STATE WATER RESOURCES CONTROL BOARD

DIVISION OF DRINKING WATER (DDW)
364 KNOLLCREST DRIVE, SUITE 101
REDDING, CA 96002



Distribution System Monitoring Schedule

Lake Shastina C.S.D.

System Number 4710013

Samples To Be Collected in the Water Distribution System

CHEMICAL		MCL (mg/L) (u.n.o.)	SUBMITTED DATA ON FILE @ DDW			SAMPLING SCHEDULE								
						2017	2018	2019	2020	2021	2022	2023	2024	2025
Lead and Copper (Section 64685)														
Lead	number of samples date 90th percentile, mg/L	0.015 (a)	10 sites 9/2008 0.0	10 sites 9/2011 0.0	10 sites 10/2014 0.0095	10 sites required; take June- Sept.			10 sites required; take June- Sept.			10 sites required; take June- Sept.		
Copper	number of samples date 90th percentile, mg/L	1.3 (a)	10 sites 9/2008 0.312	10 sites 10/2011 1.048	10 sites 10/2014 0.50	10 sites required; take June- Sept.			10 sites required; take June- Sept.			10 sites required; take June- Sept.		
Total Trihalomethanes, Haloacetic Acids, and Disinfectant Residual (Section 64439 and/or Stage 1 D/DBP Rule)														
Total Trihalomethanes (TTHMs)	0.08					Not Required - No Disinfection Conducted								
Haloacetic Acids (HAA5)	0.06					Not Required - No Disinfection Conducted								
Disinfectant Residual (Free Chlorine)						Monitored during Coliform Bacteria sampling events.								
Asbestos (Section 64432.2, Table 64432-A)														
Asbestos - Distribution (e)	7 MFL		Well 3 5/2007 ND (f)	Lot 194 6/2016 ND										1 site required

Footnotes:

- (a)...90th percentile action level instead of MCL.
 (b)...After two six-month sampling periods with no exceedance of action levels, frequency can be reduced to once/year.
 Sample sites must be chosen from those used in initial two rounds & samples must be taken Jun., Jul., Aug., or Sep.
 (c)...After 2 one-year sampling periods with no exceedance of action levels, frequency can be reduced to once every 3
 years. Sites must be chosen from those in initial two rounds & samples must be taken in Jun., Jul., Aug. or Sep.
 (d)...Not required for systems with populations less than 10,000 persons.
 (e)...Also shown on source chemical monitoring schedule.
 (f)...Sample must be taken in month of warmest water in zone with maximum residence time.

Abbreviations:

DDW Division of Drinking Water
 MCL Maximum Contaminant Level
 mg/L milligrams per liter
 MFL million fibers per liter
 N/A Not applicable
 ND None Detected
 u.n.o. unless noted otherwise

NOTE: THIS SCHEDULE ASSUMES THAT FUTURE LEAD AND COPPER 90th PERCENTILE RESULTS CONTINUE TO FALL BELOW THE ACTION LEVELS

LAST SAMPLE DATE AND MONITORING SCHEDULE

SYSTEM NO: 4710013

NAME: LAKE SHASTINA C.S.D

COUNTY: SISKIYOU

SOURCE NO: 001

NAME: WELL 03

CLASS: CLGP

STATUS: Active

PSCODE	GROUP/CONSTITUENT IDENTIFICATION	LAST RESULT	UNITS	MCL	DLR	LAST SAMPLE	COUNT	FREQ MON THS	MOD	NEXT SAMPLE DUE	NOTES
4710013 - 001	LAKE SHASTINA C.S.D	001	WELL 03								
	GP SECONDARY/GP										
	82383 AGGRSSIVE INDEX (CORROSIVITY)	11.6000				2014/09/03	2	108		2023/09	
	00440 BICARBONATE ALKALINITY	207.0000	MG/L			2014/09/03	6	108		2023/09	
	00916 CALCIUM	19.0000	MG/L			2014/09/03	6	108		2023/09	
	00445 CARBONATE ALKALINITY	< .0000	MG/L			2014/09/03	5	108		2023/09	
	00940 CHLORIDE	10.4000	MG/L	500		2014/09/03	6	108	M	2023/09	
	00081 COLOR	< .0000	UNITS	15		2014/09/03	4	108	M	2023/09	
	01042 COPPER	< .0000	UG/L	1000	50	2014/09/03	6	108	M	2023/09	
	38260 FOAMING AGENTS (MBAS)	< .0000	MG/L	.5		2014/09/03	6	108	M	2023/09	
	00900 HARDNESS (TOTAL) AS CaCO3	132.0000	MG/L			2014/09/03	6	108		2023/09	
	71830 HYDROXIDE ALKALINITY	< .0000	MG/L			2014/09/03	5	108		2023/09	
	01045 IRON	< .0000	UG/L	300	100	2014/09/03	6	108	M	2023/09	
	00927 MAGNESIUM	24.0000	MG/L			2014/09/03	6	108		2023/09	
	01055 MANGANESE	< .0000	UG/L	50	20	2014/09/03	6	108	M	2023/09	
	00086 ODOR THRESHOLD @ 60 C	< .0000	TON	3	1	2014/09/03	4	108	M	2023/09	
	00403 PH, LABORATORY	7.7100				2014/09/03	6	108	M	2023/09	
	01077 SILVER	< .0000	UG/L	100	10	2014/09/03	6	108	M	2023/09	
	00929 SODIUM	23.0000	MG/L			2014/09/03	6	108		2023/09	
	00095 SPECIFIC CONDUCTANCE	360.0000	US	1600		2014/09/03	6	108	M	2023/09	
	00945 SULFATE	7.0400	MG/L	500	.5	2014/09/03	6	108	M	2023/09	
	70300 TOTAL DISSOLVED SOLIDS	224.0000	MG/L	1000		2014/09/03	6	108	M	2023/09	
	82079 TURBIDITY, LABORATORY	< .0000	NTU	5	.1	2014/09/03	4	108	M	2023/09	
	01092 ZINC	< .0000	UG/L	5000	50	2014/09/03	6	108	M	2023/09	
	IO INORGANIC										
	01105 ALUMINUM	< .0000	UG/L	1000	50	2014/09/03	6	108	M	2023/09	

LAST SAMPLE DATE AND MONITORING SCHEDULE

SYSTEM NO: 4710013

NAME: LAKE SHASTINA C.S.D

COUNTY: SISKIYOU

SOURCE NO:

NAME: WELL 03

CLASS: CLGP

STATUS: Active

PSCODE	GROUP/CONSTITUENT IDENTIFICATION	LAST RESULT	UNITS	MCL	DLR	LAST SAMPLE	COUNT	FREQ MON THS	MOD	NEXT SAMPLE DUE	NOTES
4710013 - 001	IO INORGANIC										
	01097	ANTIMONY	<	.0000 UG/L	6	6	2014/09/03	4	108		2023/09
	01002	ARSENIC		3.0000 UG/L	10	2	2014/09/03	6	108	M	2023/09
	01007	BARIUM	<	.0000 UG/L	1000	100	2014/09/03	6	108	M	2023/09
	01012	BERYLLIUM	<	.0000 UG/L	4	1	2014/09/03	4	108		2023/09
	01027	CADMIUM	<	.0000 UG/L	5	1	2014/09/03	6	108	M	2023/09
	01034	CHROMIUM (TOTAL)	<	.0000 UG/L	50	10	2014/09/03	6	108	M	2023/09
	01032	CHROMIUM, HEXAVALENT	<	.0000 UG/L	10	1	2014/11/04	1	36		2017/11
	00951	FLUORIDE (F) (NATURAL-SOURCE)		.3000 MG/L	2	.1	2014/09/03	6	108	M	2023/09
	71900	MERCURY	<	.0000 UG/L	2	1	2014/09/03	6	108	M	2023/09
	01067	NICKEL	<	.0000 UG/L	100	10	2014/09/03	4	108		2023/09
	A-031	PERCHLORATE	<	4.0000 UG/L	6	4	2014/09/03	4	36	M	2017/09
	01147	SELENIUM	<	.0000 UG/L	50	5	2014/09/03	6	108	M	2023/09
	01059	THALLIUM	<	.0000 UG/L	2	1	2014/09/03	4	108		2023/09
NY	NITRATE/NITRITE										
	00618	NITRATE (as N)		0.45 mg/L	10	.4	2016/11/01	18	12		2017/11
	00620	NITRITE (AS N)	<	.0000 UG/L	1000	400	2014/09/03	7	36		2017/09
RA	RADIOLOGICAL										
	01501	GROSS ALPHA	<	3 PCI/L	15	3	2015/10/05	12	108	M	2024/10
S1	REGULATED VOC										
	34506	1,1,1-TRICHLOROETHANE	<	.0000 UG/L	200	.5	2012/08/15	8	72		2018/08
	34516	1,1,2,2-TETRACHLOROETHANE	<	.0000 UG/L	1	.5	2012/08/15	8	72		2018/08
	34511	1,1,2-TRICHLOROETHANE	<	.0000 UG/L	5	.5	2012/08/15	8	72		2018/08
	34496	1,1-DICHLOROETHANE	<	.0000 UG/L	5	.5	2012/08/15	7	72		2018/08
	34501	1,1-DICHLOROETHYLENE	<	.0000 UG/L	6	.5	2012/08/15	8	72		2018/08
	34551	1,2,4-TRICHLOROBENZENE	<	.0000 UG/L	5	.5	2012/08/15	5	72		2018/08

LAST SAMPLE DATE AND MONITORING SCHEDULE

SYSTEM NO:

NAME:

COUNTY:

SOURCE NO:

NAME:

CLASS:

STATUS:

PSCODE	GROUP/CONSTITUENT IDENTIFICATION	LAST RESULT	UNITS	MCL	DLR	LAST SAMPLE	COUNT	FREQ MON THS	MOD	NEXT SAMPLE DUE	NOTES
4710013 - S1 001	34536 1,2-DICHLOROBENZENE	<	.0000 UG/L	600	.5	2012/08/15	8	72		2018/08	
	34531 1,2-DICHLOROETHANE	<	.0000 UG/L	.5	.5	2012/08/15	8	72		2018/08	
	34541 1,2-DICHLOROPROPANE	<	.0000 UG/L	5	.5	2012/08/15	8	72		2018/08	
	34561 1,3-DICHLOROPROPENE (TOTAL)	<	.0000 UG/L	.5	.5	2012/08/15	6	72		2018/08	
	34571 1,4-DICHLOROBENZENE	<	.0000 UG/L	5	.5	2012/08/15	8	72		2018/08	
	34030 BENZENE	<	.0000 UG/L	1	.5	2012/08/15	8	72		2018/08	
	32102 CARBON TETRACHLORIDE	<	.0000 UG/L	.5	.5	2012/08/15	8	72		2018/08	
	77093 CIS-1,2-DICHLOROETHYLENE	<	.0000 UG/L	6	.5	2012/08/15	5	72		2018/08	
	34423 DICHLOROMETHANE	<	.0000 UG/L	5	.5	2012/08/15	8	72		2018/08	
	34371 ETHYLBENZENE	<	.0000 UG/L	300	.5	2012/08/15	8	72		2018/08	
	46491 METHYL-TERT-BUTYL-ETHER (MTBE)	<	.0000 UG/L	13	3	2012/08/15	4	72		2018/08	
	34301 MONOCHLOROBENZENE	<	.0000 UG/L	70	.5	2012/08/15	8	72		2018/08	
	77128 STYRENE	<	.0000 UG/L	100	.5	2012/08/15	7	72		2018/08	
	34475 TETRACHLOROETHYLENE	<	.0000 UG/L	5	.5	2012/08/15	8	72		2018/08	
	34010 TOLUENE	<	.0000 UG/L	150	.5	2012/08/15	8	72		2018/08	
	34546 TRANS-1,2-DICHLOROETHYLENE	<	.0000 UG/L	10	.5	2012/08/15	8	72		2018/08	
	39180 TRICHLOROETHYLENE	<	.0000 UG/L	5	.5	2012/08/15	8	72		2018/08	
	34488 TRICHLOROFLUOROMETHANE	<	.0000 UG/L	150	5	2012/08/15	8	72		2018/08	
	81611 TRICHLOROTRIFLUOROETHANE (FREON 113)	<	.0000 UG/L	1200	10	2012/08/15	5	72		2018/08	
	39175 VINYL CHLORIDE	<	.0000 UG/L	.5	.5	2012/08/15	8	72		2018/08	
	81551 XYLENES (TOTAL)	<	.0000 UG/L	1750	0.5	2012/08/15	7	72		2018/08	

LAST SAMPLE DATE AND MONITORING SCHEDULE

SYSTEM NO: 4710013

NAME: LAKE SHASTINA C.S.D

COUNTY: SISKIYOU

SOURCE NO: 002

NAME: WELL 04

CLASS: CLGP

STATUS: Active

PSCODE	GROUP/CONSTITUENT IDENTIFICATION	LAST RESULT	UNITS	MCL	DLR	LAST SAMPLE	COUNT	FREQ MON THS	MOD	NEXT SAMPLE DUE	NOTES
4710013 - 002	LAKE SHASTINA C.S.D	002	WELL 04								
	GP SECONDARY/GP										
	82383 AGGRSSIVE INDEX (CORROSIVITY)	11.6000				2014/09/03	2	108		2023/09	
	00440 BICARBONATE ALKALINITY	179.0000	MG/L			2014/09/03	6	108		2023/09	
	00916 CALCIUM	15.0000	MG/L			2014/09/03	6	108		2023/09	
	00445 CARBONATE ALKALINITY	< .0000	MG/L			2014/09/03	5	108		2023/09	
	00940 CHLORIDE	6.2000	MG/L	500		2014/09/03	6	108	M	2023/09	
	00081 COLOR	< .0000	UNITS	15		2014/09/03	4	108	M	2023/09	
	01042 COPPER	< .0000	UG/L	1000	50	2014/09/03	6	108	M	2023/09	
	38260 FOAMING AGENTS (MBAS)	< .0000	MG/L	.5		2014/09/03	6	108	M	2023/09	
	00900 HARDNESS (TOTAL) AS CaCO3	113.0000	MG/L			2014/09/03	6	108		2023/09	
	71830 HYDROXIDE ALKALINITY	< .0000	MG/L			2014/09/03	5	108		2023/09	
	01045 IRON	< .0000	UG/L	300	100	2014/09/03	6	108	M	2023/09	
	00927 MAGNESIUM	20.0000	MG/L			2014/09/03	6	108		2023/09	
	01055 MANGANESE	< .0000	UG/L	50	20	2014/09/03	6	108	M	2023/09	
	00086 ODOR THRESHOLD @ 60 C	< .0000	TON	3	1	2014/09/03	4	108	M	2023/09	
	00403 PH, LABORATORY	7.8600				2014/09/03	6	108	M	2023/09	
	01077 SILVER	< .0000	UG/L	100	10	2014/09/03	6	108	M	2023/09	
	00929 SODIUM	19.0000	MG/L			2014/09/03	6	108		2023/09	
	00095 SPECIFIC CONDUCTANCE	296.0000	US	1600		2014/09/03	6	108	M	2023/09	
	00945 SULFATE	6.2100	MG/L	500	.5	2014/09/03	6	108	M	2023/09	
	70300 TOTAL DISSOLVED SOLIDS	205.0000	MG/L	1000		2014/09/03	6	108	M	2023/09	
	82079 TURBIDITY, LABORATORY	< .0000	NTU	5	.1	2014/09/03	4	108	M	2023/09	
	01092 ZINC	< .0000	UG/L	5000	50	2014/09/03	6	108	M	2023/09	
	IO INORGANIC										
	01105 ALUMINUM	< .0000	UG/L	1000	50	2014/09/03	5	108	M	2023/09	

LAST SAMPLE DATE AND MONITORING SCHEDULE

SYSTEM NO: 4710013

NAME: LAKE SHASTINA C.S.D

COUNTY: SISKIYOU

SOURCE NO:

NAME: WELL 04

CLASS: CLGP

STATUS: Active

PSCODE	GROUP/CONSTITUENT IDENTIFICATION	LAST RESULT	UNITS	MCL	DLR	LAST SAMPLE	COUNT	FREQ MON THS	MOD	NEXT SAMPLE DUE	NOTES
4710013 - 002	IO INORGANIC										
	01097	ANTIMONY	<	.0000 UG/L	6	6	2014/09/03	4	108		2023/09
	01002	ARSENIC		3.0000 UG/L	10	2	2014/09/03	6	108	M	2023/09
	01007	BARIUM	<	.0000 UG/L	1000	100	2014/09/03	6	108	M	2023/09
	01012	BERYLLIUM	<	.0000 UG/L	4	1	2014/09/03	4	108		2023/09
	01027	CADMIUM	<	.0000 UG/L	5	1	2014/09/03	6	108	M	2023/09
	01034	CHROMIUM (TOTAL)	<	.0000 UG/L	50	10	2014/09/03	6	108	M	2023/09
	01032	CHROMIUM, HEXAVALENT	<	.0000 UG/L	10	1	2014/11/04	1	36		2017/11
	00951	FLUORIDE (F) (NATURAL-SOURCE)		.3100 MG/L	2	.1	2014/09/03	6	108	M	2023/09
	71900	MERCURY	<	.0000 UG/L	2	1	2014/09/03	6	108	M	2023/09
	01067	NICKEL	<	.0000 UG/L	100	10	2014/09/03	4	108		2023/09
	A-031	PERCHLORATE	<	4.0000 UG/L	6	4	2014/09/03	4	36	M	2017/09
	01147	SELENIUM	<	.0000 UG/L	50	5	2014/09/03	6	108	M	2023/09
	01059	THALLIUM	<	.0000 UG/L	2	1	2014/09/03	4	108		2023/09
	NI NITRATE/NITRITE										
	00618	NITRATE (as N)	<	ND, mg/L	10	.4	2015/09/08	17	12		2016/09 DUE NOW
	00620	NITRITE (AS N)	<	.0000 UG/L	1000	400	2014/09/03	7	36		2017/09
	RA RADIOLOGICAL										
	01501	GROSS ALPHA	<	3 PCI/L	15	3	2015/10/05	12	108	M	2024/10
	S1 REGULATED VOC										
	34506	1,1,1-TRICHLOROETHANE	<	.0000 UG/L	200	.5	2012/08/15	7	72		2018/08
	34516	1,1,2,2-TETRACHLOROETHANE	<	.0000 UG/L	1	.5	2012/08/15	7	72		2018/08
	34511	1,1,2-TRICHLOROETHANE	<	.0000 UG/L	5	.5	2012/08/15	7	72		2018/08
	34496	1,1-DICHLOROETHANE	<	.0000 UG/L	5	.5	2012/08/15	7	72		2018/08
	34501	1,1-DICHLOROETHYLENE	<	.0000 UG/L	6	.5	2012/08/15	7	72		2018/08
	34551	1,2,4-TRICHLOROBENZENE	<	.0000 UG/L	5	.5	2012/08/15	5	72		2018/08

LAST SAMPLE DATE AND MONITORING SCHEDULE

SYSTEM NO:

NAME:

COUNTY:

SOURCE NO:

NAME:

CLASS:

STATUS:

PSCODE	GROUP/CONSTITUENT IDENTIFICATION		LAST RESULT	UNITS	MCL	DLR	LAST SAMPLE	COUNT	FREQ MON THS	MOD	NEXT SAMPLE DUE	NOTES
4710013 - S1 002	34536	1,2-DICHLOROBENZENE	<	.0000 UG/L	600	.5	2012/08/15	7	72		2018/08	
	34531	1,2-DICHLOROETHANE	<	.0000 UG/L	.5	.5	2012/08/15	7	72		2018/08	
	34541	1,2-DICHLOROPROPANE	<	.0000 UG/L	5	.5	2012/08/15	7	72		2018/08	
	34561	1,3-DICHLOROPROPENE (TOTAL)	<	.0000 UG/L	.5	.5	2012/08/15	5	72		2018/08	
	34571	1,4-DICHLOROBENZENE	<	.0000 UG/L	5	.5	2012/08/15	7	72		2018/08	
	34030	BENZENE	<	.0000 UG/L	1	.5	2012/08/15	7	72		2018/08	
	32102	CARBON TETRACHLORIDE	<	.0000 UG/L	.5	.5	2012/08/15	7	72		2018/08	
	77093	CIS-1,2-DICHLOROETHYLENE	<	.0000 UG/L	6	.5	2012/08/15	5	72		2018/08	
	34423	DICHLOROMETHANE	<	.0000 UG/L	5	.5	2012/08/15	7	72		2018/08	
	34371	ETHYLBENZENE	<	.0000 UG/L	300	.5	2012/08/15	7	72		2018/08	
	46491	METHYL-TERT-BUTYL-ETHER (MTBE)	<	.0000 UG/L	.13	3	2012/08/15	4	72		2018/08	
	34301	MONOCHLOROBENZENE	<	.0000 UG/L	70	.5	2012/08/15	7	72		2018/08	
	77128	STYRENE	<	.0000 UG/L	100	.5	2012/08/15	7	72		2018/08	
	34475	TETRACHLOROETHYLENE	<	.0000 UG/L	5	.5	2012/08/15	7	72		2018/08	
	34010	TOLUENE	<	.0000 UG/L	150	.5	2012/08/15	7	72		2018/08	
	34546	TRANS-1,2-DICHLOROETHYLENE	<	.0000 UG/L	10	.5	2012/08/15	7	72		2018/08	
	39180	TRICHLOROETHYLENE	<	.0000 UG/L	5	.5	2012/08/15	7	72		2018/08	
	34488	TRICHLOROFLUOROMETHANE	<	.0000 UG/L	150	.5	2012/08/15	7	72		2018/08	
	81611	TRICHLOROTRIFLUOROETHANE (FREON 113)	<	.0000 UG/L	1200	10	2012/08/15	5	72		2018/08	
	39175	VINYL CHLORIDE	<	.0000 UG/L	.5	.5	2012/08/15	7	72		2018/08	
	81551	XYLENES (TOTAL)	<	.0000 UG/L	1750	0.5	2012/08/15	7	72		2018/08	

LAST SAMPLE DATE AND MONITORING SCHEDULE

SYSTEM NO: 4710013

NAME: LAKE SHASTINA C.S.D

COUNTY: SISKIYOU

SOURCE NO: 004

NAME: WELL 09

CLASS: CLGP

STATUS: Active

PSCODE	GROUP/CONSTITUENT IDENTIFICATION	LAST RESULT	UNITS	MCL	DLR	LAST SAMPLE	COUNT	FREQ MON THS	MOD	NEXT SAMPLE DUE	NOTES
4710013 - 004	LAKE SHASTINA C.S.D	004	WELL 09								
	GP: SECONDARY/GP										
	82383 AGGRSSIVE INDEX (CORROSIVITY)	11.6000		-----	-----	2014/09/03	2	108		2023/09	
	00440 BICARBONATE ALKALINITY	170.0000	MG/L	-----	-----	2014/09/03	5	108		2023/09	
	00916 CALCIUM	13.0000	MG/L	-----	-----	2014/09/03	5	108		2023/09	
	00445 CARBONATE ALKALINITY	< .0000	MG/L	-----	-----	2014/09/03	5	108		2023/09	
	00940 CHLORIDE	6.0000	MG/L	500	-----	2014/09/03	5	108	M	2023/09	
	00081 COLOR	< .0000	UNITS	15	-----	2014/09/03	5	108	M	2023/09	
	01042 COPPER	< .0000	UG/L	1000	50	2014/09/03	5	108	M	2023/09	
	38260 FOAMING AGENTS (MBAS)	< .0000	MG/L	.5	-----	2014/09/03	5	108	M	2023/09	
	00900 HARDNESS (TOTAL) AS CaCO3	115.0000	MG/L	-----	-----	2014/09/03	5	108		2023/09	
	71830 HYDROXIDE ALKALINITY	< .0000	MG/L	-----	-----	2014/09/03	2	108		2023/09	
	01045 IRON	< .0000	UG/L	300	100	2014/09/03	5	108	M	2023/09	
	00927 MAGNESIUM	22.0000	MG/L	-----	-----	2014/09/03	5	108		2023/09	
	01055 MANGANESE	< .0000	UG/L	50	20	2014/09/03	5	108	M	2023/09	
	00086 ODOR THRESHOLD @ 60 C	< .0000	TON	3	1	2014/09/03	5	108	M	2023/09	
	00403 PH, LABORATORY	7.9700		-----	-----	2014/09/03	5	108	M	2023/09	
	01077 SILVER	< .0000	UG/L	100	10	2014/09/03	5	108	M	2023/09	
	00929 SODIUM	14.0000	MG/L	-----	-----	2014/09/03	5	108		2023/09	
	00095 SPECIFIC CONDUCTANCE	280.0000	US	1600	-----	2014/09/03	5	108	M	2023/09	
	00945 SULFATE	4.8100	MG/L	500	.5	2014/09/03	5	108	M	2023/09	
	70300 TOTAL DISSOLVED SOLIDS	185.0000	MG/L	1000	-----	2014/09/03	5	108	M	2023/09	
	82079 TURBIDITY, LABORATORY	< .0000	NTU	5	.1	2014/09/03	5	108	M	2023/09	
	01092 ZINC	< .0000	UG/L	5000	50	2014/09/03	5	108	M	2023/09	
	IO INORGANIC										
	01105 ALUMINUM	< .0000	UG/L	1000	50	2014/09/03	6	108	M	2023/09	

LAST SAMPLE DATE AND MONITORING SCHEDULE

SYSTEM NO: 4710013

NAME: LAKE SHASTINA C.S.D

COUNTY: SISKIYOU

SOURCE NO:

NAME: WELL 09

CLASS: CLGP

STATUS: Active

PCODE	GROUP/CONSTITUENT IDENTIFICATION	LAST RESULT	UNITS	MCL	DLR	LAST SAMPLE	COUNT	FREQ MON THS	MOD	NEXT SAMPLE DUE	NOTES
4710013 - 004	IO INORGANIC										
	01097	ANTIMONY	<	.0000 UG/L	6	6	2014/09/03	5	108		2023/09
	01002	ARSENIC		2.0000 UG/L	10	2	2014/09/03	5	108	M	2023/09
	01007	BARIUM	<	.0000 UG/L	1000	100	2014/09/03	5	108	M	2023/09
	01012	BERYLLIUM	<	.0000 UG/L	4	1	2014/09/03	5	108		2023/09
	01027	CADMIUM	<	.0000 UG/L	5	1	2014/09/03	5	108	M	2023/09
	01034	CHROMIUM (TOTAL)	<	.0000 UG/L	50	10	2014/09/03	5	108	M	2023/09
	01032	CHROMIUM, HEXAVALENT	<	.0000 UG/L	10	1	2014/11/04	1	36		2017/11
	00951	FLUORIDE (F) (NATURAL-SOURCE)		.1200 MG/L	2	.1	2014/09/03	5	108	M	2023/09
	71900	MERCURY	<	.0000 UG/L	2	1	2014/09/03	5	108	M	2023/09
	01067	NICKEL	<	.0000 UG/L	100	10	2014/09/03	5	108		2023/09
	A-031	PERCHLORATE	<	4.0000 UG/L	6	4	2014/09/03	4	36	M	2017/09
	01147	SELENIUM	<	.0000 UG/L	50	5	2014/09/03	5	108	M	2023/09
	01059	THALLIUM	<	.0000 UG/L	2	1	2014/09/03	5	108		2023/09
	NI NITRATE/NITRITE										
	00618	NITRATE (as N)	<	ND mg/L	10	.4	2016/11/01	17	12		2017/11
	00620	NITRITE (AS N)	<	.0000 UG/L	1000	400	2014/09/03	8	36		2017/09
	RA RADIOLOGICAL										
	01501	GROSS ALPHA	<	3 PCI/L	15	3	2015/10/05	12	108	M	2024/10
	S1 REGULATED VOC										
	34506	1,1,1-TRICHLOROETHANE	<	.0000 UG/L	200	.5	2012/08/15	6	72		2018/08
	34516	1,1,2,2-TETRACHLOROETHANE	<	.0000 UG/L	1	.5	2012/08/15	6	72		2018/08
	34511	1,1,2-TRICHLOROETHANE	<	.0000 UG/L	5	.5	2012/08/15	6	72		2018/08
	34496	1,1-DICHLOROETHANE	<	.0000 UG/L	5	.5	2012/08/15	6	72		2018/08
	34501	1,1-DICHLOROETHYLENE	<	.0000 UG/L	6	.5	2012/08/15	6	72		2018/08
	34551	1,2,4-TRICHLOROBENZENE	<	.0000 UG/L	5	.5	2012/08/15	5	72		2018/08

LAST SAMPLE DATE AND MONITORING SCHEDULE

SYSTEM NO:

NAME:

COUNTY:

SOURCE NO:

NAME:

CLASS:

STATUS:

PCODE	GROUP/CONSTITUENT IDENTIFICATION	LAST RESULT	UNITS	MCL	DLR	LAST SAMPLE	COUNT	FREQ MONTHS	MOD	NEXT SAMPLE DUE	NOTES
4710013 - S1 004	34536 1,2-DICHLOROBENZENE	<	.0000 UG/L	600	.5	2012/08/15	6	72		2018/08	
	34531 1,2-DICHLOROETHANE	<	.0000 UG/L	.5	.5	2012/08/15	6	72		2018/08	
	34541 1,2-DICHLOROPROPANE	<	.0000 UG/L	5	.5	2012/08/15	6	72		2018/08	
	34561 1,3-DICHLOROPROPENE (TOTAL)	<	.0000 UG/L	.5	.5	2012/08/15	5	72		2018/08	
	34571 1,4-DICHLOROBENZENE	<	.0000 UG/L	5	.5	2012/08/15	6	72		2018/08	
	34030 BENZENE	<	.0000 UG/L	1	.5	2012/08/15	6	72		2018/08	
	32102 CARBON TETRACHLORIDE	<	.0000 UG/L	.5	.5	2012/08/15	6	72		2018/08	
	77093 CIS-1,2-DICHLOROETHYLENE	<	.0000 UG/L	6	.5	2012/08/15	5	72		2018/08	
	34423 DICHLOROMETHANE	<	.0000 UG/L	5	.5	2012/08/15	6	72		2018/08	
	34371 ETHYLBENZENE	<	.0000 UG/L	300	.5	2012/08/15	6	72		2018/08	
	46491 METHYL-TERT-BUTYL-ETHER (MTBE)	<	.0000 UG/L	13	3	2012/08/15	4	72		2018/08	
	34301 MONOCHLOROBENZENE	<	.0000 UG/L	70	.5	2012/08/15	6	72		2018/08	
	77128 STYRENE	<	.0000 UG/L	100	.5	2012/08/15	6	72		2018/08	
	34475 TETRACHLOROETHYLENE	<	.0000 UG/L	5	.5	2012/08/15	6	72		2018/08	
	34010 TOLUENE	<	.0000 UG/L	150	.5	2012/08/15	6	72		2018/08	
	34546 TRANS-1,2-DICHLOROETHYLENE	<	.0000 UG/L	10	.5	2012/08/15	6	72		2018/08	
	39180 TRICHLOROETHYLENE	<	.0000 UG/L	5	.5	2012/08/15	6	72		2018/08	
	34488 TRICHLOROFLUOROMETHANE	<	.0000 UG/L	150	.5	2012/08/15	6	72		2018/08	
	81611 TRICHLOROTRIFLUOROETHANE (FREON 113)	<	.0000 UG/L	1200	10	2012/08/15	4	72		2018/08	
	39175 VINYL CHLORIDE	<	.0000 UG/L	.5	.5	2012/08/15	6	72		2018/08	
	81551 XYLENES (TOTAL)	<	.0000 UG/L	1750	0.5	2012/08/15	6	72		2018/08	

Booster Pump Station Data Sheet

State of California		Department of Public Health			
Booster Pump Stations					
System Name:		Lake Shastina CSD			
System Number:		4710013			
Collected By: _____		Date: _____			
Source of Information:					
Number or Name:	50 (Juniper)	51 (Stag)	53 (Zen Mtn)	56 (Unit 9)	57
Date Constructed:					
Purpose:					
Location:	Northeast portion of Service Area, adj. to Tank 1. Between Juniper Peak Road and Windmill Drive.	Central portion of Service Area, adj. to Tank 2. On Stag Mountain Road.	Southern portion of Service Area below Tank 4 at base of Zen Mountain.	Northwest portion of Service Area, adj. to Tank 3. At corner of Stonecrest Drive and Eagle Rest Ct.	
Housing:	Wood Frame	Wood Frame	Wood Frame.	Wood Frame	Large Concrete Block Building.
Insulation:					
Heating:					
Pit Depth (if any):					
Drainage					
Relation to System:					
Receives From:	Main Zone	Main Zone	Main Zone	Main Zone	Main Zone
Delivers To:	Zone 50	Zone 51	Tank 4	Zone 56	Tank 4 (and secondary booster to BPS 53)
Inlet Pressure:					
Outlet Pressure:					
Maximum Capacity:					
Flood Hazard:					
Pumping Units:	3	4	2	3	1
Make:					
Type:					
Capacity (gpm):	640	120	560	570	100
Lubrication:					
Power:	Two 5-hp; One 25-hp fire pump	Two 3-hp; One 7.5-hp	One 15-hp; One 25-hp	Two 15-hp; One 1.5-hp; One 40-hp fire pump	One 20-hp

Booster Pump Station Data Sheet

Number or Name:	50 (Juniper)	51 (Stag)	53 (Zen Mtn)	56 (Unit 9)	57
Auxiliary Power:	Quick connect for portable generator.	Quick connect for portable generator.	Quick connect for portable generator.	Quick connect for portable generator.	Quick connect for portable generator.
Control:					Timer
Frequency of Use:					Summer only.
Hydropneumatic Tank	Yes	Yes	?	Yes	?
Total Volume (gal):					
Water Volume (gal):					
Dimensions:					
Site Glass? (Y/N)					
Air Vent? (Y/N)					
Pressure Gage? (Y/N)					
Pressure on (psi):					
Pressure off (psi):					
Defects and Remarks:					

Emergency Disinfection Data Sheet

System Name: Lake Shastina CSD

System No: 4710013

Collected by: _____

Date: _____

Source of Information: _____

Situations that emergency disinfection is performed:	
Location equipment and supplies are stored:	Wellhouse for Well 3
Type of Disinfectant Used:	Sodium Hypochlorite (NaOCl)
Location of Application:	
Water Treated: (raw, filtered, etc.)	Raw groundwater
Oxidant Demand Character:	Unknown
Point of Application:	
Water Flow Variation:	
Average Daily:	
Maximum Daily:	
Peak Hourly Flow:	
Machine:	Peristaltic(?) or diaphragm(?) Hypochlorinator
Make:	Wallace and Tiernan
Type:	Model 45 (?)
Capacity:	1 GPH at ___ Max psi
Condition:	Unused (?)
Housing: (type)	Wellhouse for Well 3
Insulation:	Yes
Heating:	
Chemical Added:	Sodium Hypochlorite (NaOCl)
Disinfectant Neat %	
Mixing ratio for chemical: water	
Volume of Stock on Hand (gallon):	
Source of additional chemical:	
Safety Features: (Locks, Lighting, Ventilation, Alarms, Etc)	
Operation and Maintenance:	
Spare Parts on Hand:	
Ability to Make Repairs:	
Equipment Inspection Frequency:	
Residual Tests:	
Test Made: (DPD, etc.)	
Type of Instrumentation:	
Continuous/Grab:	
Where Test Made:	
Type: (Total, Free, Combined, Other)	
Records:	
Reliability Features:	
Auxiliary Power:	
Automatic Switch-over:	
Condition of Scales: (if any)	
Alarms: (if any)	
Defects or Remarks:	

WELL DATA SHEET (Page 1 of 2)

System Name	Lake Shastina CSD			
System Number	4710013			
Source of Information (well log, CDPH/County files, system, etc)	System, CDPH files			
Organization Collecting Information (CDPH, County, System, other)	System, & CDPH			
Date Information Collected/Updated	1977 & 2014			
WELL IDENTIFICATION				
<u>Well Number or Name</u>	<u>Well #3</u>	<u>Well #4</u>	<u>Well #9</u>	<u>Well #5</u>
* DHS Source Identification Number (FRDS ID No.)	4710013-001	4710013-002	4710013-004	4710013-003
DWR Well Log on File? ("YES" or "NO")	NO	NO	NO	NO
State Well Number (from DWR)	Unknown	Unknown	Unknown	Unknown
Well Status (Active, Standby, Inactive)	Active	Active	Active	Inactive
WELL LOCATION				
Latitude				
Longitude				
Ground Surface Elevation (ft above Mean Sea Level)	unknown	Unknown	Unknown	Unknown
Street Address	Juniper Peak Rd	Big Springs Rd	Seldom Seen Ranch	Big Springs Rd
Nearest Cross Street	In Maintenance Yard	East Side of Big Springs Road, just below Dwinel Dam	Northwest side of the Lake	Northeast corner of Riverside Dr and Shasta River
City	Weed	Weed	Weed	Weed
County	Siskiyou	Siskiyou	Siskiyou	Siskiyou
Neighborhood/Surrounding Area	Mu	Ru/Re	Ru/Re	Ru
Site plan on file? ("YES" or "NO")	YES	YES	YES	YES
DWR Ground Water Basin				
DWR Ground Water Sub-basin				
SANITARY CONDITIONS				
Distance to closest Sewer Line, Sewage Disposal, Septic Tank (ft)	300 Yards	N/A	N/A	N/A
Distance to Active Wells (ft)	1 Mile	2600 Ft	150 ft to Irrigation well	700Ft
Distance to Abandoned Wells (ft)	Unknown	Unknown	Unknown	Unknown
Distance to Surface Water (ft)	~1,000 ft to unnamed pond ~2,000 ft to Lake Shastina	~110 ft to Montague Irrigation Canal	~2,400 ft to Shasta River	N/A
Size of controlled area around well (square feet)	60,030 sq ft	27,400 sq ft	8,400 sq ft	42,000 sq ft
Type of access control to well site (fencing, building, etc)	Fenced pumphouse	Fenced pumphouse	Fenced pumphouse	
Surface Seal? (Concrete slab)("YES", "NO" or "Unknown")	YES	Yes	Yes	
Dimensions of concrete slab: Length(ft)/ Width(ft)/ Thick(in)	Unknown	Unknown	Unknown	Unknown
Within 100 year flood plain? ("YES", "NO" or "Unknown")	No	No	No	No
Drainage away from well? ("YES" or "NO")	YES	YES	YES	YES
ENCLOSURE/HOUSING				
Enclosure Type (building, vault, none, etc.)	Building	Building	Building	Building
Floor material	Concrete	Concrete	Concrete	Concrete
Located in Pit? ("YES" or "NO")	NO	NO	NO	NO
Pit depth (feet) (if applicable)	N.A.	N.A.	N.A.	N/A
WELL CONSTRUCTION				
Date drilled	1967-68	1950 (modified in 1972)	1947	Unknown
Drilling Method	Cable Drilled	Unknown	Unknown	Unknown
Depth of Bore Hole (feet below ground surface)	322 ft	220 ft	220 ft	96 ft
Casing Beginning Depth/Ending Depth(ft below surface);	Ending Depth 309 ft	Ending Depth 220 ft	Ending depth 92 ft	Ending depth 96 ft
Casing Diameter (inches); 2nd Casing Diameter; 3rd Casing, etc.	10,14	16,12	16,12	12
Casing Material; 2nd Casing Material; 3rd Casing, etc.	Steel	Steel	Steel	Steel
Conductor casing used? ("YES", "NO" or "Unknown") (See Note 2)	Unknown	Unknown	Unknown	Unknown
Conductor casing removed? ("YES", "NO" or "Unknown")	Unknown	Unknown	Unknown	Unknown
* Depth to highest perforations/screens (ft below surface) (or "Unknown")	132 ft	Unknown	Unknown	Unknown
Screened Interval Beginning Depth/Ending Depth (ft below surface); 2nd Screened Interval Beg. Depth/Ending Depth; 3rd Screened Interval, etc.	Unknown	Unknown	Unknown	Unknown
* Total length of screened interval (ft) (default = 10% pump capacity in gpm) (or "Unknown")	Unknown	Unknown	Unknown	Unknown
* Annular Seal?("YES", "NO" or "Unknown") (See Note 3)	Yes	Yes	Unknown	Unknown
Depth of Annular Seal (ft)	48 ft	52 ft	60 ft	Unknown
Material of Annular Seal (cement grout, bentonite, etc.)	Cement	Unknown	Unknown	Unknown
Gravel pack, Depth to top (ft below ground surface)	Yes	No	No	Unknown
Total length of gravel pack (ft)	Unknown	Unknown	Unknown	Unknown

WELL DATA SHEET (Page 2 of 2)

Well Number or Name	Well #3	Well #4	Well #9	Well #5
System Name	Lake Shastina CSD			
System Number	4710013			
AQUIFER				
* Aquifer Materials (list all that apply: sand, silt, clay, gravel, rock, fractured rock)	Unknown	Unknown	Unknown	Unknown
* Effective porosity (decimal percent) (default = 0.2) (or "Unknown")	Unknown	Unknown	Unknown	Unknown
* Confining layer (Impervious Strata) above aquifer? ("YES", "NO" or "Unknown")	Unknown	Unknown	Unknown	Unknown
Thickness of confining layer, if known (ft)	Unknown	Unknown	Unknown	Unknown
Depth to confining layer, if known (ft below ground)	Unknown	Unknown	Unknown	Unknown
* Static water level (ft below ground surface)	93 ft	52 ft	32 ft	35 ft
Static water level measurement: Date/Method	Unknown	Unknown	Unknown	Unknown
Pumping water level (ft below ground surface)	Unknown	Unknown	Unknown	Unknown
Pumping water level measurement: Date/Method	Unknown	Unknown	Unknown	Unknown
WELL PRODUCTION				
Well Yield (gpm)	650	1,150 (reported to be 2,600 gpm in 1984)	300 (reported to be 600 gpm in 1984)	N/A
Well Yield Based On (i.e., pump test, etc.)	2010 Production	2010 Production	2010 Production	2010 Production
Date measured	2010	2010	2010	N/A
Is the well metered? ("YES" or "NO")	Yes	Yes	Yes	N/A
Production (gallons per year)	76,181 MG	176,771 MG	2,091 MG	N/A
Frequency of Use (hours/year)	N/A	N/A	N/A	N/A
Typical pumping duration (hours/day)	N/A	N/A	N/A	N/A
Operation in Summer:	Secondary well	Main well	called 3rd after Well 3	N/A
Operation in Winter:	Main well	Secondary well	Off	N/A
Controlled by:	Tank 2	Tank 2	Tank 3	N/A
Pumps to:	Tank 1, 2, and 3	Tank 1, 2, and 3	Tank 1 and 2	N/A
PUMP				
Make	Layne & Bowler	Layne & Bowler	Layne & Bowler	N/A
Type	Turbine	Turbine	Turbine	N/A
Size (hp)	75	150	100	N/A
* Capacity (gpm)	650	1150	450	N/A
Depth to suction intake (ft below ground surface)	Unknown	Unknown	Unknown	Unknown
Lubrication Type	Oil lubed	Water lubed	Oil Lubed	N/A
Type of Power: (i.e., electric, diesel, etc.)	Electric	Electric	Electric	N/A
Auxiliary power available? ("YES" or "NO")	YES			N/A
Operation controlled by: (i.e., level in tank, pressure, etc.)	Tank 1 & Tank 2	Tank 2	Tank 3	N/A
Pump to Waste capability? ("YES" or "NO")	NO	NO	NO	N/A
Discharges to: (i.e., distribution system, storage, etc.)	Distribution System	Distribution System	Distribution System	N/A
OTHER				
Raw Water Quality concerns? (Yes or No)				
If Microbiological (coliform) concern, "YES", otherwise "NO"				
List Chemicals of concern				
Other (list)				
** Continuous Chlorination provided? (Yes or No)	No	No	No	
Condition of enclosure or housing	Very Good	Very Good	Very Good	
Pit Drained? (if applicable)				
Pitless Adaptor? Make and Model				
Height of pump base (Inches)				
Casing Vent? (yes or no)				
Air/Vacuum Release? (yes or no)				
Sampling Taps? (yes or no)	Yes	Yes	Yes	
Location of sampling taps				
Wellhead Riser? (yes or no); height above well				
Other	1984 Dept Health Services Report state annual seal is 16 ft into "solid lava rock".			

Bacteriological Sampling Plan – Ground Water System

System Number: 4710013

Lake Shastina Community Services District

(Number of residences and/or buildings served by the system)

(Number of individuals served each day by system during busiest month)

(List all water supply sources wells, springs, lakes, etc.)

Indicate the original system source that supplies each pressure zone. If all system sources supply a pressure zone, indicate, "all sources".

[illegible]

Water System Name: Lake Shastina CSD

Water System Number: 4710013

For each pressure zone indicate

Pressure Zone	Receives Water From	Supplies Water To	No of Storage Tanks & Capacity of Each (gal)

III. Routine Sampling Frequency

The water system must collect 4 routine samples at a frequency of once every week.

A routine sample site must be designated for each pressure zone or separate area served by the water system. Sampling from the routine sample sites must be rotated such that they are all sampled on a regular basis in proportion to the population served in each pressure zone

Complete the attached Annual Sampling Schedule if each routine sample site is not sampled an equal number of times each month.

IV. Routine and Repeat Sampling Sites (Do Not Disinfect Before Repeat Sampling)

Routine Distribution Sample Site No. 1: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 1:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Water System Name: Lake Shastina CSD Water System Number: 4710013

Routine Distribution Sample Site No. 2: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 2:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 3: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 3:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 4: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 4:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 5: _____

Pressure Zone: _____

Water System Name: Lake Shastina CSD Water System Number: 4710013

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 5:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 6: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 6:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 7: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 7:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 8: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 8:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Water System Name: Lake Shastina CSD Water System Number: 4710013

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 9: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 9:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 10: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 10:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 11: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 11:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Water System Name: Lake Shastina CSD Water System Number: 4710013

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 12: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 12:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 13: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 13:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 14: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 14:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 15: _____

Pressure Zone: _____

Water System Name: Lake Shastina CSD Water System Number: 4710013

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 15:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

Routine Distribution Sample Site No. 16: _____

Pressure Zone: _____

If this routine sample (or any routine sample) contains coliform bacteria, the water system must collect a set of repeat distribution samples within 24 hours of being notified of the result.

Repeat Sample Set No. 16:

Repeat sample site No. 1: _____
(Collect one sample at the original routine sample site)

Repeat sample site No. 2: _____
(Collect one sample within five connections upstream)

Repeat sample site No. 3: _____
(Collect one sample within five connections downstream)

Source Sample Sites: _____
(Collect one sample from each source that supplies Routine Sample Site No. 1)

A routine sample site must be designated for each pressure zone or separate area served by the water system. Sampling from the routine sample sites must be rotated such that they are all sampled on a regular basis in proportion to the population served in each pressure zone. If this water system must designate more than two routine sample sites, please do so on the following page. Copy and include as many pages as necessary to specify each routine site.

V. Raw Water Monitoring, if required by the Groundwater Rule

During normal operations, each source shall be sampled at the frequency in the table below. All raw water samples shall be collected prior to any treatment.

Source Name	Activity Status	Frequency	Number of Samples
Well #3	Year-round	Not required	
Well #4	Year-round	Not required	
Well #9	Year-round	Not required	

All raw water bacteriological monitoring shall be analyzed for both total coliform and *E. coli* bacteria using an approved method that enumerates bacteria density up to 2,400 organisms per 100 milliliters of sample and shall be submitted to the Division of Drinking Water, Klamath District by the 10th day of the month following the monitoring period.

VI. Map or Diagram

Attach a map or diagram showing the location of the well source(s), all pressure zones, all routine and repeat sample sites, and the entry point(s) of water into the distribution system.

VII. Personnel and Laboratory Notification

Sampler:

(Sample collection must be performed by a person trained in sample collection. Provide name of sampler.)

Sampler:

(Sample collection must be performed by a person trained in sample collection. Provide name of sampler.)

Laboratory:

(Provide the name and phone number of the certified lab doing your water analysis. Arrangement must be made for weekend and holiday analysis if needed.)

Notification:

Laboratory to notify persons designated below within 24 hours whenever a sample is found to contain coliform bacteria:

- | | | |
|--------|-------------------|-------------------|
| (Name) | (Daytime Phone #) | (Evening Phone #) |
|--------|-------------------|-------------------|
- | | | |
|--------|-------------------|-------------------|
| (Name) | (Daytime Phone #) | (Evening Phone #) |
|--------|-------------------|-------------------|

VIII. Notification of the Division: The water system will notify the State Water Resources Control Board, Division of Drinking Water, Klamath District, within 24 hours whenever a sample contains *E. coli* bacteria or whenever a follow-up distribution sample for an *E. coli* positive is positive for total coliform bacteria.

Craig Bunas, Associate Engineer	530-224-4887 (evening; 530-222-3931)
Barry Sutter, District Engineer:	530-224-4875 (evening; 530-949-1127)
Klamath District Office:	530-224-4800 (day or night, leave message)

Water System Name: Lake Shastina CSD Water System Number: 4710013

VII. Need for Additional Monitoring:

According to section 64421(b) of the California Code of Regulations (CCR), the water system shall perform additional bacteriological monitoring as follows:

- (1) After construction or repair of wells
- (2) After main installation or repair
- (3) After construction, repair, or maintenance of storage facilities
- (4) After any system pressure loss to less than five psi. Samples collected shall represent the water quality in the affected portions of the system.

According to section 64583 of the CCR, the water system shall also perform bacteriological monitoring of a well that has not been in operation for more than three months prior to use.

According to section 64423(b) of the CCR, all systems that either operate a surface water treatment plant or treat surface water or groundwater under the direct influence of surface water shall collect ONE sample before or at the first service connection each day during which the turbidity level of the water delivered to the system exceeds 1 NTU. The sample shall be collected within 24 hours of the exceedance and shall be analyzed for total coliforms and *E. coli*.

Submitted by: _____ Date _____

KEEP A COPY OF THIS FORM FOR YOUR REFERENCE AND USE

When responding to a laboratory report of bacterial contamination, keep in mind the following:

- Coliform bacteria should not be present in drinking water and the presence of coliform indicates a potentially serious problem. Appropriate investigation should be performed immediately.
- Check water system components such as water sources, filtration and/or chlorination equipment and storage tanks for indications of unusual conditions or problems.
- Correct problems immediately, do not wait for results of follow-up samples to take action.
- **If the repeat bacteriological sample in the distribution system is *E. coli* positive, repeat samples for an *E. coli* positive are total coliform positive, or the water system does not test for *E. coli* in the repeat sample, the system must conduct Tier 1 public notification and immediately notify the Division.**

List all routine sample sites and indicate the number of times each site will be sampled in each month.

[illegible]

**State Water Resources Control Board – Division of Drinking Water
Drinking Water Field Operations Branch – Klamath District – Redding Office
Public Water System Inspection Report**

Purveyor Lake Shastina Community Services CSD (CSD) System Number 4710013
 Person Contacted & Position Karl Drexel (General Manager), Robert Moser (Director of Public Works),
 Rodney Villa (Operator)
 Phone Number (530) 938-3281
 Date of Inspection 5/04/2017 Reviewing Engineer J. Moffadden, C. Bunas
 Last Inspection Date 10/14/2014 by M. Bunte District Engineer Barry Sutter

A. INTRODUCTION

1. **Permit Status:** Full 02-06-78
 Amendments None Are the permit provisions complied with? N/A
 Is the permit up to date? No. There have been several modifications. Permit to be updated when workload allows.
 List Data Sheets on file (permit, files, etc.) See permit folder in file.
 System Classification: Community.

2. **Changes in System:**
2017 Inspection: 2017: Booster station B-51 has 2- new 2-HP Goulds e-SV booster pumps and 3- new Amtrol WellXTroll 119 gallon butyl rubber diaphragm hydropneumatic tanks (manufactured 4-2015, 7-year warranty). 2017: New VFD and new 200-HP turbine pump in Well 4. 2017: District does not plan to use Well 5.

2014 Inspection: 1) Altitude valves in Tanks 1, 2, 3 rebuilt in 2013. 2) Summer 2014, rehabbed Well 03 including new submersible pump. 3) Drilled Test Well 10 in northern part of service area. Water level reached at ~100 ft bgs (static ~80 ft bgs). 24-hr pump test, 300 gpm. Water quality sampling performed.

 Planned changes 1) Working on planning grant for 2-3 new test wells, System Telemetry, rate study 2) Rehab Well 09. 3) Install new master meter at Well 3.

3. **Consumer & Production Data (from e-Annual Reports)**
 Number of service connections 1,272 Number with meters 1,272
 Approximate population served 2,400
 Water production during recent 12 month period 2016: 204.2 MG
 Maximum month (amount/month) 35.4 MG/August Maximum day (amount/date) not available.

Year	MGA	Max. Month MG	Avg Day in Max. Month MG	Est. MDD (MG)	MDD gpm	Est. PHD gpm	Conx	MDD gal/conx	Pop
2016	204.2	35.4 Aug	1.1	1.7	1,190	1,785	1,272	1,347	4,191
2015	189.7	31.2 Aug	1.0	1.5	1,045	1,570	1,268	1,183	2,400
2014	236.9	44.1 Jul	1.4	2.1	1,485	2,225	1,268	1,682	2,400
2013	258.2	42.4 Aug	1.3	2.0	1,400	2,100	1,238	1,620	2,400
2012	252.2	37.6 Aug	1.2	1.8	1,250	1,875	1,238	1,450	2,400
2011	209.6	43.6 Sept	1.4	2.1	1,460	2,190	1,238	1,700	2,400
2010	134.6	48.8 Aug	1.5	2.3	1,600	2,400	1,256	1,830	2,804

Meters read quarterly.

Estimated MDD is 1.5 x Average Day in Max Month. PHD is estimated as MDD x 1.5

Growth in Lake Shastina is approximately ~1-2 new homes per year.

B. SOURCE DATA

Sources	Status	Pump Capacity	Comments
Well No.3 (PS Code 001)	Active Main well in winter. Secondary well in summer.	800 gpm after 2014 rehab (per R. Moser 10/2014)	Drilled 1968. 322' deep. Cement packed to 48 feet. Perforated from 132'-267'. Located in maintenance yard. Rehabbed in 2014: turbine pump replaced with submersible 100 hp pump (pump set at 120 ft bgs); new control panel; new VFD. 90 psi. Controlled by Tank 2. Emergency hypochlorinator drum stored at this well. Well does not have air vent.
Well No.4 (PS Code 002)	Active Main well in summer. Secondary well in winter.	1,150 GPM (per R. Moser 7/2010)	New 13" casing installed in 1972 to 52 feet. Cement sealed to 52 feet. 2017: New Water-lubed 200-hp turbine pump, 120 psi. Controlled by Tank 2. New VFD. In low end of system so has a high-pressure dump. Has screened air vent.
Well No. 9 (PS Code 004)	Active Used in summer only	300 GPM	H1-Oil-lubed 100-hp turbine pump. 180 psi. Controlled by Tank 3. Has startup low pressure dump and emergency high pressure dump. Has screened air vent.
Well No.5 (PS Code 003)	Inactive	--	Capped but not properly abandoned. Plan to abandon & destroy.
TOTAL		2,250 GPM	
Emergency Connections, connections with other systems, emergency sources: None			

Discussion: Summary of system operation is provided in the attached schematic. Source capacity meets Standards: As required by 22 CCR Section 64554(a), the total active source capacity of 2,250 gallons per minute (gpm), exceeds the highest estimated maximum day demand (MDD) of 1,482 gpm. As required by 22 CCR 64554(a)(2), the total source capacity (production and storage) should meet the peak hourly demand (PHD) for four hours. The PHD is 2,400 gpm. The demand for four hours equals 0.58 MG. More information is needed from the District to calculate demand and capacity for each pressure zone, but based on total system capacity, source capacity and storage is sufficient. Per current waterworks standards for new water systems, the community water system must be capable of meeting MDD with the highest source offline. LSCSD has insufficient capacity if either of main wells (3 or 4) were offline.

In 2014, R. Moser and J. McCarthy stated the CSD has not observed a significant decline in overall water levels and no decline in productivity. Rehab of Well 03 in 2014 increased production from 650 gpm to 800 gpm. During the winter when demand is lower, Well 3 is the primary well. During the summer when demand is higher, Wells 3 and 4 are the main wells. With the new VFDs, Well 3 and Well 4 can more efficiently cycle on and off. Both wells are controlled by primary on/off probes in Tank 2. Well 9, which is automatically controlled by probes in Tank 3, is used only in the summer to supplement Wells 3 and 4 when they cannot keep up with demand. Otherwise Well 9 is started once per week to freshen the water. A backup 300-hp (3,000 gpm) pump is stored offline in the Well 4 house (this is the old Well 4 pump). All wells are housed in locked wood-framed structures with chain-link fences and have sealed bases. Bacteriological sample taps and emergency chlorination injection points are at each well head. The facilities were neat and clean and no needed corrections were noted. Well 3 has a permanent 80 KVA backup generator.

In Summer 2014, the CSD installed a test boring in the northern portion of the service area along Big Springs Road, approximately 1,500 ft southeast of Well 04. Water was initially reached at 100 ft bgs, and static water was 80 ft bgs. A 24-hr pump test at 300 gpm was performed and initial water quality samples were collected. 2017: The District does not plan to use this well. The District has applied for a Planning grant that includes 3 new test wells in other locations.

C. TREATMENT

1. **Groundwater Sources:** Is continuous disinfection provided? None required and none provided.
What is date of last well re-charge area survey (DWSAP, or "SWAP")? All wells September 2002
Are provisions & connections for emergency chlorination provided per DDW guidelines? Yes. The CSD owns and emergency W & T hypo-chlorinator (Model 45 rated at 1 GPH). The liquid chlorine drum is stored in Well 3 house. The emergency chlorination equipment has yet to been used. 2017: did not verify equipment condition, requested data sheet.
Discussion: Requested copy of emergency disinfection plan.
2. **Other Treatment or Blending Facilities:** None

3. Describe Records Maintained of Treatment: N/A (no chlorination)

D. STORAGE DATA

Tank	Type	Year Built	Capacity (MG)	Size (ft)	Pressure Zone	Comments
1 (Juniper)	Steel	1985	0.5	56 Dia. 28½ H	Main	Filled by Wells 3, 4 and 9. Last Cleaned 2017. 2017: Water clear. Apex vent screen OK. Interior coating needs replacing. 7-9 feet of turnover daily.
2 (Stag)	Steel	1971	0.25	47 Dia. 24¼ H	Main	Filled by & controls Wells 3 & 4. Last cleaned 2017. 2012: Water clear. 3-4 feet of turnover 3x daily. Interior coating needs replacing.
3 (Unit 9 aka Rancho)	Steel	1974	0.3	47 Dia. 24 H	Main	Filled by Wells 3, 4 and 9. Controls Well 9. 2017: Water clear. Tank cleaned in 2017. 2 feet of turnover daily (10%). Interior coating needs replacing.
4 (Zen Mtn)	Steel	1977	0.25	38.2 Dia. 30.2 H	53 (Zen Mtn)	Filled by PS 53 (& PS 57). Last cleaned 2017. 2017: Water clear. Air vent screen needs repair. Interior coating needs replacing.
Total			1.3			2017 Inspection: Climbed all tanks.

Does storage capacity comply with Waterworks Standards?: Yes Are all data sheets completed & on file? Yes

Are DDW coating procedures adhered to?: Yes

Discussion: Water clear in all tanks. No plans to recoat exterior, exterior coatings are in good shape with the exception of some puddling on the roofs. All tanks are enclosed by locked chain link fences, and ladders on all tanks secured to prevent unauthorized climbing. The hatches on all tanks were locked. 2017: apex vent screens on Tanks 2, and 3 were repaired and Tank 4 needs similar repair to seal gaps. All tanks have cathodic protection and are adjusted by CorrPro approximately every two years. Tanks were cleaned in 2017. All tanks are checked daily by District personnel. Interior coatings of all tanks are deteriorated.

E. TRANSMISSION FACILITIES: The main is reported to be in good condition. Are there low head lines? No
Discussion As reported, the transmission main is in good condition.

F. DISTRIBUTION SYSTEM

1. Pressure Zones

Pressure Zone	Pressure Range (psi)	Water Sources	Capacity (gpm)	Storage Volume	Approximate Number of Active Connections (2008)
Main	>35	Wells 3, 4 & 9	2,100	1.1 MG (Tanks 1, 2 & 3)	693
50 (Juniper)	40-57	BPS 50	640	None	14
51 (Stag)	40-60	BPS 51	120	None	13
56 (Unit 9 Rancho)	50-70	BPS 56	570	None	17
53 * (Zen Mt)	60-120	BPS 53 & 57	560	Tank 4 0.25 MG	475
TOTAL					1212

* Operator stated that this is not a pressure zone, pump stations pump up to tank only.

2. Booster Pump Stations

Station	Capacity	Status	From Zone	To Zone	Comments
50 (Juniper)	640 GPM	Active	Main	50	One 5-hp pump as primary. One 5-hp and one-25 hp pump for fire. Pressure tank. 40-65 psi.
51 (Stag)	80 GPM	Active	Main	51	2017: Two new 2 hp Goulds pumps (80-gpm capacity). One- 7.5 hp pump for fire. 3 New 119 gallon Pressure tanks installed in 2016.
53 (Zen Mt)	560 GPM	Active	Main	Tank 4	One-15 hp and one-25 hp pump.
56 (Unit 9, Rancho)	570 GPM	Active	Main	56	One-15 hp as primary. One-1.5 hp, and one-40 hp pump for fire. Pressure tank. 40-75 psi.
57 (Zen Mt – summer only)	100 GPM	Active	Main	Tank 4	One 20 hp pump, operates on time 3 hr/day. Secondary booster to BPS 53. Archived files stored in this pump station.
Booster Stations 52, 54, and 55 are inactive					

Notes: Operating only in the summer, BSP57 runs on a timer from 6 to 10 am to fill Tank 4 (is not controlled by tank levels). In case of power outage, each booster pump station has a quick connect for an emergency generator. The CSD has two portable generators, 40 KVA and 70 KVA that are exercised monthly. Booster stations are checked daily, no external alarms.

3. Mains

Material	Length	Size	Condition
AC uncoated	46 miles	4" to 12"	Good. As discussed in Section G.5 below, asbestos sampling in distribution system is needed.
PVC	3 miles	8" to 12"	Good to new (small pipe was installed on cul-de-sacs).

4. Discuss leak history during past 12 months There were no significant leaks reported in 2016.
5. Are Distribution facilities constructed in accordance with Waterworks standards?
No, some pipes less than 4" diameter. New construction is AWWA C900 PVC, and of the size specified by the Waterworks Standards. Will add isolation valves as repairs/additions made.
6. Describe water main & sewer line separation practices.
Water main/sewer separation complies with the Waterworks Standards.
7. Extent of **lead** pipes, joints, or lead solder used in distribution system None, as reported.
8. Discussion Distribution system is in good condition.

G. WATER QUALITY & MONITORING

1. **Bacteriological** CSD Staff generally collects 4 samples per month on a rotating schedule. Samples are analyzed at Basic Laboratory in Redding.
Sampling plan approved & current (do we have a copy): Revised during 2010 inspection to include Groundwater Rule triggered raw water monitoring sites (Wells 3, 4, and 9 when operating). The CSD provided a copy of this plan and a map showing the location of routine sample locations. Division does not have updated Plan, requested updated BSSP.
Controlling Factor is Population or Service Connections?: Service connections. The Standards require four samples per month for a system with 1,181 to 1,460 service connections.
Number of Samples per Month or Week: The CSD generally collects four samples every month. Requested in BSSP template to be one sample per week.
MCL violations in past year?: With one exception, there have not been any Bacti MCL violations in 2016 to present (May 2017). In November 2016, total coliform was measured in 1 of the 4 samples collected. And coliform was measure in 1 of the 4 repeat samples. The CSD was required to perform Tier 2 public notice and a Level 1 assessment for this total coliform rule violation.
Discussion: Good compliance. Sampling plan should be updated.
2. **Groundwater Rule:** The federal Groundwater Rule went into effect Dec 2009. Because the CSD does not provide 4-log virus inactivation, per the GWR the CSD must sample each groundwater supply well following any routine positive bacteriological result. 2017: requested updated BSSP.
3. **Chemical Monitoring:** System classified as a community system, > 200 service connections, groundwater in a pristine area, (CLGP); chemical monitoring in accordance with class.
Chemical Monitoring Schedule: Attached sampling schedule based on results in wqi3 and in file. 2017: Well 4 Nitrate due.
Who collects samples? System personnel. Basic Lab in Redding does analysis.
Discussion The CSD is up-to-date on chemical sampling with the exception of nitrate on Well 4. The Gross Alpha result from Well 09 above DLRs triggered sampling every 6 years as discussed below:

Source	Sampling Frequency	Radium 228 (pCi/L)	Gross Alpha (pCi/L)	Gross Alpha Counting Error (pCi/L)	Gross Alpha Substitution [GA+0.84CE] (pCi/L)
Detection Levels for Reporting		1	3	--	--
Year of Sampling		2008	2015	2015	--
Well 3	9 Years	< 1	< 3	0.111	3.09
Well 4	9 Years	< 1	< 3	0.103	3.09
Well 9	6 Years	< 1	< 3	1.021	3.86

Because Gross Alpha Substitution was >5 in 2008, uranium analysis of Well 9 raw water was required. 5/11/2011 sample was ND (<1 pCi/L). The CSD collected quarterly composite samples from all wells in 2015. All results were greater than DLRs, Well 09 sampling frequency will remain 6 years.

3. **Trihalomethanes/Haloacetic Acids** N/A – no disinfection (chlorine) use.

4. **Lead and Copper**

Date	Number of Samples	Lead 90 th % (ug/L) [Action Level 15 ug/L]	Copper 90 th % Copper (mg/L) [Action Level 1.3 mg/L]
12/93-9/08	2@ 20 sites 4@ 10 sites	ND	<<AL
9/7/2011	13*	ND	<AL
10/2/2014	10	9.5	0.5
2017	10		

Discussion 2014 Cu and Pb 90th percentile results were less than action levels. However lead from 15039 Lake Shore Dr was 11.2 ug/L. Additional notes about 2011 sampling: Sample set 9/7/11 had one home, Lot 226 Unit 8-1 over the Copper MCL at 1.882 PPM, one at Lot 181 Unit 8-1 at 1.080 PPM. Lot 226, Unit 8-1 sample was deleted, as it did not meet USEPA sample site criteria.

5. **Additional Monitoring** Aggressive Index measured in 11/2005 from Wells 3, 4, and 9 was 10.8, 10.9, and 11.2, respectively. Since AI is consistently less than 11.9, the domestic water for this system is considered moderately aggressive and asbestos monitoring in the distribution system is required. In 9/2014 well 3 measured 11.6, well 4 was 11.6, well 9 was 11.6. The next asbestos sample, which was collected from the distribution system in the far "downstream" end of the main zone served by AC pipe, was completed in 2016 and was non-detect.
6. Is an approved water quality **monitoring plan** on file? N/A, <<10,000 customers.
7. Was the **Consumer Confidence report** sent to the customers? Yes, 3/22/2017
Is a copy of the report on file with DDW? Yes, 2016 also available online at CSD's website.
Are there needed additions or changes? No changes needed
9. Was the **Annual Report to the Drinking Water Program (ARDWP)** sent to DDW? Yes, Submitted May 5 2017.

H. **OPERATION & MAINTENANCE**

1. **Personnel & Planning:** Are system improvements made in accordance with the Waterworks Standards? Records show improvements meet Standards.
Does the utility have up-to-date distribution system maps? Yes
Is up-to-date copy of system schematic on file Yes
What is the minimum grade requirement? D2

Certified Personnel	Title	Distribution grade, Cert No. & exp. date
Robert Moser	Public Works Supervisor	None
Rodney Villa	Lead Person (Foreman)	D2 #36779, expires 10/1/2018

2. **Cross-Connection Control Program** inspector Robert Moser
Is there a copy of the Cross-Connection Control Ordinance on file? Yes, draft resolution 1987.
Discussion Don Woods of Northwoods Backflow Services tests the backflow prevention devices. Last testing was performed in 2016; requested copy of the results. There are 21 backflow assemblies in the system. In 2016 all reported passed. The "Wetzel Main" DC valve that failed in 2014 still needs to be repaired or replaced.
3. **Complaints Program** Secretary logs in complaints at office and contacts operator on duty.

Complaints in 2016	Number	Comments provided in 2016 Annual Report
Low/High pressure	7	Bad customer pressure regulators
High Pressure	0	--
Taste and Odor	0	--
Turbidity	0	--
Color	0	--

Discussion & Appraisal Program meets good waterworks practices.

4. Is up-to-date **emergency notification plan** on file? Yes, ENP updated at 2017 inspection .
Notification of DDW of significant system problems? Yes, operators are aware.
Emergency response plan Yes, dated 1998 and appears adequate.
Discussion & Appraisal ENP has good plan for notification.
5. **Main Disinfection Program**
Describe main disinfection program for new & repaired mains The CSD cleans new fittings with 5.25% household bleach. For new or repaired mains are disinfected with HTH tablets.
Does the main disinfection program comply with AWWA specifications? Yes
Discussion Disinfection program meets good waterworks practices.
6. **Valve Maintenance Program** Valves are turned manually, annually. 698 valves exercised in 2016.
Are number & location of valves satisfactory? 2017: not evaluated.
Discussion Yes, valves are located on as-built plans. They are all covered and raised to grade.
7. **Flushing:** CSD flushes all dead end air release valves, 312 fire hydrants, and dead end valves annually, 142 dead ends flushed in 2016.
Approximate number of dead ends: 142. Percent with flushing valves: 100%
Discussion Adequate program. Dead ends have either blow-offs or fire hydrants.
- I. **OVERALL SYSTEM APPRAISAL** The CSD's water system is in good condition and is operated in a professional manner. System personnel are knowledgeable of the Regulations and good waterworks practices.
- J. **APPENDIX:** Water System Record and system schematic

Report prepared by:

Signature

5/22/17

Date

WATER SYSTEM RECORD

Name of System: Lake Shastina C.S.D.

System Number 4710013

Date Noted	Description of Needed Correction	Time Line	Reported Corrected	Confirmed Corrected
10/14/14	Review pump test and initial sampling requirements for new wells.	Recommended		
10/14/14	Submit pump test, water quality, well construction and boring log information for Well 10.	Before activating Well 10	On hold	5/3/17
10/14/14	Ensure that Wetzel Main double check valve is repaired or replaced.	11/21/14	Not corrected	
10/14/14	Submit the 2013 electronic Annual Report.	11/21/14	3/16/15	5/3/17
10/14/14	Submit the 2014 electronic Annual Report.	5/30/15	4/6/15	5/3/17
10/14/14	Sample Wells 3, 4 and 9 for hexavalent chromium.	12/31/14	11/4/14	5/3/17
10/14/14	From each well individually: Quarterly composite sampling for radionuclides	12/31/15	6/1/15	5/3/17
10/14/14	Notify resident of 15039 Lake Shore Drive of their elevated lead result (11.2 ug/L on 10/2/14).	Immediately	2014	5/3/17
10/14/14	Reminder: backflow prevention device testing must be performed annually.	Reminder	2015	5/3/17
5/22/17	Reminder: lead and copper sampling is to be performed between June 1 and September 30 this year.	Reminder		
5/22/17	Mesh on Zen Mountain Tank 4 apex vent should be repaired to prevent gaps.	8/31/17		
5/22/17	Ensure that Wetzel Main double check valve is repaired or replaced.	8/31/17		
5/22/17	Update Bacteriological Sampling Site Plan	8/31/17		



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JUNE 21, 2017
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: BOARD MEMBER VACANCY

BACKGROUND:

Mike Graves resigned from the LSCSD Board of Directors effective May 16, 2017, leaving a vacancy on the Board. The district board may appoint a replacement board member no later than July 14, 2017. The district was required to post a Notice of Unscheduled Vacancy in three locations within the district and complete an Affidavit of Posting. That posting was done and a completed Affidavit of Posting was submitted to the County. The Notice of Vacancy requested applicants to submit their application by Thursday June 15, 2017 by 10:00AM so their letter of intent could be included in the Board Packet. The Notice also said the Board may appoint someone to that vacancy at the June 21st regular meeting. This was because there were no other scheduled meetings before July 14, 2017.

Rita MacIntosh also resigned from the LSCSD Board of Directors effective May 23, 2017, leaving another vacancy on the Board. The district board may appoint a replacement board member no later than July 21, 2017. The District posted a Notice of Vacancy as prescribed by the County requesting applicants submit their application by Thursday June 15, 2017 by 10:00 AM so their letter of intent could be included in the Board Packet. The Notice also said the Board may appoint someone to that vacancy at the June 21st regular meeting. If this vacancy is not filled by appointment at the June 21, 2017 regular meeting, it can be reposted for the July 19th meeting if the Board so desires.

The District received five (5) letters of interest for the vacant Board Member seat, (copies of letters enclosed).

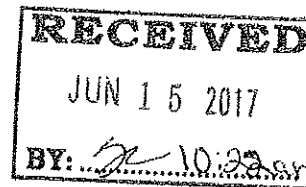
- Emory Hanlon
- Norman MacIntosh
- Rick Thompson
- Paula Mitchell
- Frankie B. Hayduk

Prior to the meeting, the County Clerk will verify each candidate's eligibility.

The candidates will have five minutes to make a presentation of their reasons wanting to be on the CSD Board. The Board will then consider an appointment.

If an appointment is made, the Oath of Office will be administered and the new appointed Member will be seated.

LSCSD
16320 Everhart Drive
Weed, CA 96094



usps
mail delivered
to mailbox
@ 10:22
office
picked up @
10:40am

Please enter my name as a candidate for a seat in the Lake Shastina Community Services
District Board of directors:

Emory Hanlon
6536 Pine Lane
Weed, CA 96094

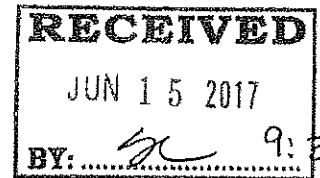
(530) 261-1868

E. J. Hanlon

E.J. HANLON

Office Sought: Lake Shastina Community Services District Board Member

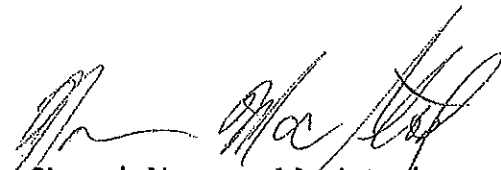
Name: Norman MacIntosh



Qualifications:

I have owned my home in Lake Shastina since 1987 and have lived here full time since 2009.

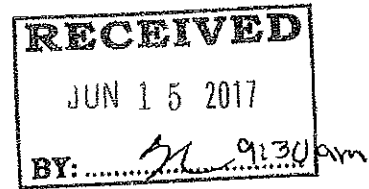
I am currently a board member of the Lake Shastina Property Owners Association.



Signed: Norman MacIntosh

June 15, 2017

LSCSD
Board of Directors
16320 Everhart Dr.
Weed, CA 96094



Greetings,

Please accept this expression of my interest in filling the unexpired LSCSD Director position vacated by Rita MacIntosh.

I have been retired for three years, after a 37 year career working in electrical utilities, the most recent 23 years as Operations Superintendent. I have experience managing power line construction and maintenance; warehouse and inventory control; and fleet management. I have managed utility employees, and contractors. I am a current member of the Environmental and Budget Committees of the Rancho Hills Homeowners Association.

I have considerable experience presenting to, and being accountable to elected utility boards. With this experience comes the understanding that, a Director's responsibility is not the nuts and bolts of running the utility, but ensuring that the management and the policies of the District are consistent with the goals and the interests of the community.

My experiences uniquely qualify me to serve as an LSCSD Director. I am excited at the prospect of serving the community by helping to maintain the excellence of the LSCSD, and helping to guide the District through the challenges that lie ahead. Thank you for your consideration.

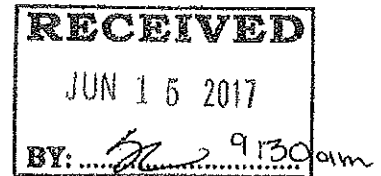
Respectfully,

A handwritten signature in cursive script that reads "Rick Thompson".

Rick Thompson
13825 Wildhorse Place
(360)980-1634

June 15, 2017

LSCSD
Board of Directors
16320 Everhart Dr.
Weed, CA 96094



Greetings,

Please accept this expression of my interest in filling the unexpired LSCSD Director position vacated by Michael Graves.

I have been retired for three years, after a 37 year career working in electrical utilities, the most recent 23 years as Operations Superintendent. I have experience managing power line construction and maintenance; warehouse and inventory control; and fleet management. I have managed utility employees, and contractors. I am a current member of the Environmental and Budget Committees of the Rancho Hills Homeowners Association.

I have considerable experience presenting to, and being accountable to elected utility boards. With this experience comes the understanding that, a Director's responsibility is not the nuts and bolts of running the utility, but ensuring that the management and the policies of the District are consistent with the goals and the interests of the community.

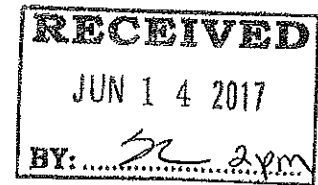
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Respectfully,

A handwritten signature in black ink that reads "Rick Thompson".

Rick Thompson
13825 Wildhorse Place
(360)980-1634

5438 Stag Mountain Road
Weed, CA 96094
14 June 2017



Lake Shastina Community Services District
16320 Everhart Dr.
Weed, CA 96094

RE: LSCSD Board Member Vacancy – Rita MacIntosh

To the Lake Shastina Community Services District:

I wish to be appointed to fill the vacancy on the CSD Board created by the resignation of Rita MacIntosh. I understand that the term of this position expires on December 7, 2018. My resume is attached.

A handwritten signature in cursive script that reads "Paula Mitchell".

Paula Mitchell

Paula Mitchell
5438 Stag Mountain Road
Weed, CA 96094

- **Lake Shastina Community Services District Experience**

I served one term from 2012-2016 as a board member of the Lake Shastina Community Services District. During this time I was appointed as Chair of the budget committee for 2 years.

In November 2016 I ran for re-election and came in 3rd for 2 open positions by a narrow margin.

I have continued to be involved in LSCSD since leaving office. I volunteered and was appointed to two very important CSD board committees, the budget committee and the water well development committee.

I have attended almost all the CSD board meetings for the past 5 years; therefore, I am very knowledgeable of the issues facing the district.

- **Business experience**

I spent 22 years in management in oil refineries and petrochemical plants. In my career, I managed and was responsible for 260 employees and 5 process units with an annual budget of \$70 million dollars. This experience included skill sets in budgeting, personnel management, emergency response and expense control.

- **Education**

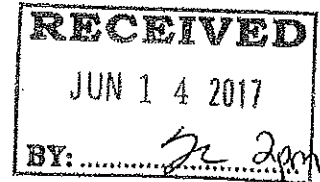
B.A. in Chemistry from Mills College

B.S. in Chemical Engineering from University of Washington

- **Values and Skills**

I believe the most important value a board member should have and practice is to represent, work for and vote on measures that benefit the entire district. I have a record of good business decision making and of compliance with the local, State and Federal laws. I have continuously demonstrated that I speak and act with honesty and integrity.

5438 Stag Mountain Road
Weed, CA 96094
14 June 2017



Lake Shastina Community Services District
16320 Everhart Dr.
Weed, CA 96094

RE: LSCSD Board Member Vacancy – Michael Graves

To the Lake Shastina Community Services District:

I wish to be appointed to fill the vacancy on the CSD Board created by the resignation of Michael Graves. I understand that the term of this position expires on December 4, 2020. My resume is attached.

A handwritten signature in cursive script that reads "Paula Mitchell".

Paula Mitchell

Paula Mitchell
5438 Stag Mountain Road
Weed, CA 96094

- **Lake Shastina Community Services District Experience**

I served one term from 2012-2016 as a board member of the Lake Shastina Community Services District. During this time I was appointed as Chair of the budget committee for 2 years.

In November 2016 I ran for re-election and came in 3rd for 2 open positions by a narrow margin.

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B.A. in Chemistry from Mills College

B.S. in Chemical Engineering from University of Washington

- **Values and Skills**

I believe the most important value a board member should have and practice is to represent, work for and vote on measures that benefit the entire district. I have a record of good business decision making and of compliance with the local, State and Federal laws. I have continuously demonstrated that I speak and act with honesty and integrity.

06/12/2017

Lake Shastina Community Services District
16320 Everhart Drive
Weed, CA 96094

Re: Letter of Intent

Dear Board Members:

I, Frankie B. Hayduk intend to run for the position of Director available on the Lake Shastina Community Services District, and I'll tell you why...

Our community is fractured.

It's been quite a while since this community has seen the leadership that it was promised, transparency that it was promised, truth that it was promised, working for a common goal that it was promised, making our community better like it was promised, and so many other promises that have never come to light for whatever reason.

It's time to get back on track.

I can write about my integrity, honesty, experience and so on, but the fact is, me writing about it is not going to assure you that the blatant problems we are all facing here within our community will be fixed since it will only be words on a paper...

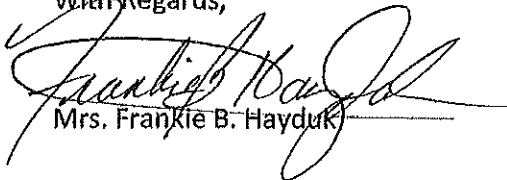
The only way I can assure you about it is to *show* you that I **WILL** use my integrity, honesty and experience to fight for this community to heal, to grow and prosper.

I am not one for secret meetings, get-togethers, or back-room deals. I never was and don't intend to start now. I don't need anyone to speak for me – I can do that myself. I don't need anyone to interpret what I meant – ask me, and I'll tell you myself.

There are only three things that I care deeply about: My family, *true* friends and the health of the community that my family and I worked very hard to be a part of for the past 20+ years.

Everything else...well, I'll pen a movie quote: "Frankly my dear...I don't give a damn."

With Regards,



Mrs. Frankie B. Hayduk

Frankie B. Hayduk

17442 Cottontail Drive, Lake Shastina, CA 96094
Cel: 530.230.7310 – Hm: 530.408.6311

2003 – 2015

**University of Southern California,
Los Angeles College of Letters, Arts & Sciences
Department of Linguistics
Senior Administrator**

- Organized and managed day-to-day departmental administrative and operational functions. Reviewed, prioritized, analyzed and responded to correspondence and incoming calls directed to department Chair. Researched requested information and took necessary action to address issues and resolved problems as appropriate.
- Advised department committees with implementation of new programs and changes. Coordinated paperwork and submitted to University committees for approval and implementation. Managed special projects for the department Chair.
- Directly supervised department staff, work-study students and casual workers. Recruited, interviewed, hired, and provided training and technical supervision. Evaluated employee performance, provided guidance and feedback to staff. Counseled and disciplined employees as required. Made recommendations for promotions, terminations and salary decisions to department Chair in accordance with University policies. Recommended and monitored the professional development opportunities for staff. Maintained confidential staff records.
- Developed and managed budgets. Authorized expenditures, monitored account reconciliation and status to ensure compliance with fiscal guidelines and regulations. Prepared financial reports as required. Analyzed data for trends or conclusions and presented results and recommendations to department Chair. Directed all ongoing purchasing activities. Served as central information resource and advised on departmental and University policies and procedures.
- Acted as liaison between department Chair and sensitive, confidential or high-profile contacts outside of the department

Reason for leaving: Relocated to my wonderful home in Lake Shastina, California

1996 – 2003

University of Southern California, Los Angeles
Marshall School of Business
Senior Administrative Coordinator
Administrator to The Vice Dean of Graduate Programs

Financial Responsibilities:

General Account (Dean's Account) -

- Managed the General Account by posting and balancing all expenditures, equating expenditure balance to the Account Status Report on the university NetTerm Financial system, monitoring expenditure variations of annual program events by comparing past and present disbursements, end-of-year budget forecasting.
- Monthly reconciling of General Account expenditure workbook and spreadsheets against the ASR.
- Paid all financial obligations via Requisitions, Internal Requisitions, Checks, Paperless Checks and Purchase Orders.
- Managed departmental Expenditure Card, Discretionary Card and Procurement Card (which was in my name).
- Established a "monthly overview" report of all program accounts from the Current Fund and All Fund Roll-ups. This allowed the Vice Dean to see the original allocated fiscal year budget amounts, year-to-date expenditures, and budget balances giving a quick overview of the "bottom line numbers" on each account.
- Supervised the students of, and managed the allocated funds for, five MBA student organizations.
- Mediated between the student organization boards and all vendors - university and off-campus

Program accounts -

- Supervised 10 current support staff (one per program) by overseeing that they adhere to their program's financial obligations.
- Advised the Vice Dean, departmental Associate Deans and departmental Directors on new Grade hires by interviewing prospective staff.
- Trained newly hired staff on the proper financial procedures between the Marshall School of Business and the University of Southern California (college), the relationship between the AIS-b financial system of the university and the financial system of the Marshall School of Business, understanding the intricacies of both systems and the application of this toward the financial obligations for their program.
- Daily contact with the Associate Deans, Directors and Assistant Directors of each program guaranteed them that their support staff was performing at the topmost level of their financial obligations, assuring smooth transactions between vendors, the university and the Marshall School of Business.
- Daily contact with - (Marshall): The Office of the Dean (Randolf W. Westerfield), the Office of Administration, the Office of Financial Affairs, Human Resource, (College): Disbursement Control, Financial Services, Facilities Management and Hospitality Services.

Reason for leaving: Since the contract of the Vice Dean had ended, I accepted the Senior Administrator position with the Linguistics Department within the USC College Of Letters, Arts and Sciences.

NOTICE OF APPOINTMENT

STATE OF CALIFORNIA)
)ss.
COUNTY OF SISKIYOU)

I, Karl Drexel, Secretary of the Lake Shastina Community Services District, do certify that at a regular meeting of said District, held in the County of Siskiyou on the 21st day of June, 2017, _____ was duly appointed to the office of Director as appears by the official record of said District, to replace Michael Graves for ending December 7, 2018 (Short-Term).

The following Directors of said District do hereby certify under penalty of perjury that the above is true and correct.

DATED this 21st day of June, 2017

Carol Cupp

Roxanna Layne

Barbara Thomsson

STATE OF CALIFORNIA)
)ss.
COUNTY OF SISKIYOU)

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Appointed Person

Subscribed and sworn to before me, this 21st day of June, 2017.

Karl Drexel, District Secretary

NOTICE OF APPOINTMENT

STATE OF CALIFORNIA)
)ss.
COUNTY OF SISKIYOU)

I, Karl Drexel, Secretary of the Lake Shastina Community Services District, do certify that at a regular meeting of said District, held in the County of Siskiyou on the 21st day of June, 2017, _____ was duly appointed to the office of Director as appears by the official record of said District, to replace Rita MacIntosh for a term ending December 7, 2018.

The following Directors of said District do hereby certify under penalty of perjury that the above is true and correct.

DATED this 21st day of June, 2017

Carol Cupp

Roxanna Layne

Barbara Thomsson

STATE OF CALIFORNIA)
)ss.
COUNTY OF SISKIYOU)

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Appointed Person

Subscribed and sworn to before me, this 21st day of June, 2017.

Karl Drexel, District Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JUNE 21, 2017
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: BOARD VACANCY SPECIAL ELECTION

BACKGROUND:

Mike Graves and Rita MacIntosh both resigned from the LSCSD Board of Directors in May 2017, leaving two vacancies on the Board. The district board has four options under law to fill those vacancies. The first one is to appoint the replacements yourselves from those applicants who have applied. If the Board is unable to come to consensus on the candidates and fail to appoint anyone for the vacant position within 60 days of the effective dates of the resignations, the appointment process goes to the Board of Supervisors to select the two most qualified candidates. The Board of Supervisors has sometimes been reluctant to appoint new members to the Board, especially if a quorum exists and the appointment is contested. If the Board of Supervisors does not appoint two members to fill the vacancies, the District is required to call a Special Election.

If the District goes through the appointment process with the legal time parameters between the Board of Directors appointing and the Board of Supervisors appointing, and a Special Election has to be called, the earliest possible election would be March 2018. It would be an all vote by mail ballot and cost the District approximately \$17,000. The fourth option is for the District, at this meeting, to unanimously vote to waive the appointment process and go directly to a Special Election to fill the two vacancies. If that decision is made before June 30, 2017 and a Resolution requesting the County call a Special Election is approved, signed and submitted to the County before July 5, 2017, the Special Election will happen this year in November and cost approximately \$7,000.

RECOMMENDATION:

If the Board is unable to come to a consensus on appointing applicants to fill the vacancies at this meeting, staff recommends we immediately waive the rest of the appointment process and ask for a Special Election by the County.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT

NOTICE OF GOVERNING BOARD MEMBER SPECIAL ELECTION

RESOLUTION *- 17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT DECLARING AN ELECTION BE HELD IN ITS JURISDICTION; REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS SPECIAL ELECTION WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE; AND REQUESTING ELECTION SERVICES BY THE COUNTY CLERK.

Section 1:

WHEREAS, the following persons hold an elected position in the Lake Shastina Community Services District, with the following expiration of term dates:

Name of Incumbent Office Holder	Date that Current Term Ends
Carol Cupp	December 4, 2020
Roxanna Layne	December 7, 2018
Barbara Thomsson	December 7, 2018
Vacant Seat	December 7, 2018
Vacant Seat	December 4, 2020

Section 2:

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on November 7, 2017; at which election the issue to be presented to the voters shall be:

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

- A. Said election shall be to fill a vacancy for the following Board Members who resigned and/or whose term(s) expired:

Incumbent's Name	Regular/Short Term
Vacant Seat	Regular Term
Vacant Seat	Short Term

- B. Said Directors for this District are elected At Large (there are no divisions in the District; all voters within the District vote for all candidates).
- C. Said District has determined the following election particulars:
- The length of the Candidate Statement shall not exceed 200 words.
 - The cost of the Candidate Statement shall be paid by the Candidate.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

D. Said District has determined the following election particulars:

- The election is to be conducted by mail ballot.
- In the case of a tie vote, the election shall be determined by lot.
- The County Clerk is requested to provide election services; all applicable costs paid for by the District.

E. The District hereby certifies that there have been no District boundary changes since our last election.

Section 3:

BE IT RESOLVED that the Board of Supervisors of the County of Siskiyou is hereby requested to:

1. Consolidate the election with any other applicable election conducted on the same day;
2. Authorize and direct the County Clerk, at the District's expense, to provide all necessary election services.

This Resolution shall be considered a Notice of Special Election and Specification of Election Order if applicable.

Passed and Adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 21st day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

_____, Chairperson

Karl Drexel, Secretary

FOR CLERK'S OFFICE USE ONLY

Reviewed by: _____

Date: _____



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, May 17, 2017, 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: Cupp ☒ Layne ☒ MacIntosh ☒ Thomsson ☒ Vacant Seat
Also present: GM Drexel, SAC Nelle and AA Charvez. There were approximately 5 people in the audience.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Vice Pres. MacIntosh adjourned to Closed Session at 1:00 p.m.

CLOSED SESSION: 1:01 p.m.

Also present: GM Drexel

- A. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.

With no objections by the Board, Vice Pres. MacIntosh adjourned Closed Session at 1:05 p.m.

RETURN TO OPEN SESSION: 1:30 p.m.

Also present: GM Drexel, SAC Nelle, AA Charvez, FC Pappas and PC Wilson. There were approximately 19 people in the audience.

PLEDGE OF ALLEGIANCE: Stan Beck led the Pledge of Allegiance.

REPORT ON CLOSED SESSION: Vice Pres. stated there was nothing to report out of Closed Session.

PUBLIC COMMENTS: Four (4) speakers.

Vice President MacIntosh reported that Mike Graves resigned from the Board on May 16, 2017.

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

1. A. Approval of Minutes: Regular Meeting April 19, 2017
- B. Ratification of Disbursements: April 1 through April 30, 2017
- C. Budget Comparison: FY 2016/2017 YTD
- D. Status of Ethics AB 1234 and Harassment Prevention AB 1825 Compliance Training
- E. District legal costs related to Moller lawsuit: September 2015 to date \$116,430.07 and FY 16/17 year to date \$83,088.69
- F. LAIF Quarterly Report

Motion by Dir. Cupp second by Dir. Thomsson to approve Consent Calendar.

Ayes: Directors Cupp, Layne, MacIntosh and Thomsson

Noes: None

Absent: None

One vacant seat

COMMITTEE REPORTS: This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for approval.

- A. Budget / Finance Committee
 1. Report on Status and Submit Approved Minutes for Board Review: Paula Mitchell reported.
- B. Policy Committee
 1. Report on Status and Submit Approved Minutes for Board Review: SAC Nelle reported.
- C. Police Advisory Committee
 1. Report on Status and Submit Approved Minutes for Board Review: No report.
- D. Fire Department Advisory Committee
 1. Report on Status and Submit Approved Minutes for Board Review: Dir. Thomsson reported.

DISCUSSION / REPORTS: ACTION ITEMS:

2. Fire Department Monthly Report: FC Pappas reported.
3. Police Department Monthly Report: PC Wilson reported.
4. Exceptional Expenses Report: GM Drexel reported.

5. Review and Discuss Water Tank Inspection Results: GM Drexel reported.

DISCUSSION / REPORTS: ACTION ITEMS:

6. Drinking Water Wells Committee: report on potential Well sites for test drilling for Board consideration and direction to staff: Dir. MacIntosh reported. The Board discussed.

Motion by Dir. Cupp second by Dir. Thomsson to direct the General Manager to proceed with information gathering and cost estimates for each proposed well site, and return to the Board with the information.

Ayes: Directors Cupp, Layne, MacIntosh and Thomsson
Noes: None
Absent: None
One vacant seat

7. Acceptance of Wastewater Planning Grant: California State Water Resources Control Board (CSWRCB), Agreement No. D16-04028 Project No. C-06-8303-11: GM Drexel reported. The Board discussed.

Motion by Dir. Layne second by Dir. Thomsson to accept the CSWRCB Wastewater Planning Grant: Agreement No. D16-04028 Project No. C-06-8303-11.

Ayes: Directors Cupp, Layne, MacIntosh and Thomsson
Noes: None
Absent: None
One vacant seat

8. Authorize Board Member(s) to attend CSDA 2017 Special District Leadership Academy Conference July 9 – 12, 2017 CSDA: Vice Pres. MacIntosh reported. A motion was made by Dir. Cupp to authorize Dir. MacIntosh to attend the conference. A motion was made by Dir. Thomsson, seconded by Dir. Layne, to amend the first motion to authorize both Directors Layne and MacIntosh to attend the conference. Vote on the amendment: Ayes: Dirs. Layne, MacIntosh and Thomsson. Noes: Dir. Cupp.

Motion by Dir. Layne second by Dir. Thomsson to authorize Directors Layne and MacIntosh to attend the CSDA 2017 Special District Leadership Academy Conference July 9 – 12, 2017.

Ayes: Directors Layne, MacIntosh and Thomsson
Noes: Director Cupp
Absent: None
One vacant seat

9. Review and Declare certain vehicles as surplus Items and authorize the sale at auction: GM Drexel reported. The Board discussed.

Motion by Dir. Cupp second by Dir. MacIntosh to authorize the For Ranger, Ford F-250 and the Animal Control vehicle (and shell) be declared surplus equipment and authorize the Police and Public Works Department to sell them through the most appropriate venue.

Ayes: Directors Cupp, Layne, MacIntosh and Thomsson
Noes: None
Absent: None
One vacant seat

10. Review and Discuss cell company lease proposals and authorize General Manager to negotiate with US Cellular: GM Drexel reported. The Board discussed.

Motion by Dir. Layne second by Dir. Thomsson to direct staff to continue negotiations with US Cellular, with the assistance of Aires Advisors, for a finished agreement and to have them move forward with their site investigations, permitting requirement sand public meetings.

Ayes: Directors Cupp, Layne, MacIntosh and Thomsson
Noes: None
Absent: None
One vacant seat

11. Independent Contract Renewal or Termination – KD Management Services LLC: Vice Pres. MacIntosh reported that the term of the contract was for 6 months; after that the contract stated that the Board was to approve month to month, which the Board has not done. Per SDRMA, the contract terminates as of May 31, 2017, without Board approval to renew it.

Motion by Dir. Thomsson second by Dir. Layne to renew KD Management Services LLC contract for another month.

Ayes: Directors Layne and Thomsson
Noes: Directors Cupp and MacIntosh
Absent: None
One vacant seat

The motion failed; KD Management Services LLC contract terminates as of May 31, 2017.

STAFF COMMENTS / CORRESPONDENCE: GM Drexel requested the Board set a special meeting to address the following items: 1) District Insurance (GSRMP proposal) and 2) LSCSD/LSPOA agreement review by a neutral counsel.

BOARD MEMBER COMMENTS: Two (1) speakers.

ADJOURNMENT:

With no objections by the Board, Vice Pres. MacIntosh adjourned the meeting at 3:17 p.m. The next LSCSD Regular Board Meeting on Wednesday, June 21, 2017, 1:00 p.m. Closed Session, 1:30 p.m. Open Session, at the Administration Building.

Approval Date: _____

ATTEST:

Karl Drexel, Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
Monday, May 22, 2017, 5:00 p.m.
Administration Building
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER: 5:00 p.m.

LSCSD Board Roll Call: Cupp ✓ Layne ✓ MacIntosh ✓ Thomsson ✓ Vacant Seat

Also present: District Counsel Winston

There were approximately 9 people in the audience.

PLEDGE OF ALLEGIANCE: A member of the audience led the Pledge of Allegiance.

PUBLIC COMMENTS: Four (4) speakers.

ADJOURN TO CLOSED SESSION: With no objections by the Board, Vice Pres. MacIntosh adjourned to Closed Session at 5:10 p.m.

CLOSED SESSION: 5:11 p.m.

Also present: District Counsel Winston

A. CONFERENCE WITH LEGAL COUNSEL- Significant exposure to potential litigation (Gov. Code §54956.9b3a)

With no objections by the Board, Vice Pres. MacIntosh adjourned Closed Session at 5:50 p.m.

RETURN TO OPEN SESSION: 5:51 p.m.

Also present: District Counsel Winston. There were approximately 9 people in the audience.

BOARD REPORT OUT OF CLOSED SESSION: Vice Pres. MacIntosh stated there was nothing to report out of Closed Session.

BOARD MEMBER COMMENTS: None

ADJOURNMENT: With no objections by the Board, Vice Pres. MacIntosh adjourned the meeting at 5:55 p.m.

Approval Date: _____

ATTEST:

Karl Drexel, 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 May 1 thru May 31, 2017 for a total of: " \$ 123,368.86

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

Submitted for May 2017	\$ 123,368.86
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Expenses - Regular Checks SVB Account	\$ 63,384.98
Expenses - Payroll & Liability Checks SVB Account	\$ 59,983.88
<u>Subtotal</u>	<u>\$ 123,368.86</u>
<u>Total CSD Expenses</u>	<u>\$ 123,368.86</u>

LSPOA Shared Invoices				Regular	Payroll	10	15	20	25	26	30
Date	JE or Ck #	Payee	Total Expense	Expenses	Expenses	General	Sewer	Water	Police	COPS Grant	Fire
5/1/2017	JE #67182	Bank Fees	28.90	28.90		28.90					
5/4/2017	558	Pacific Power	2,232.19	2,232.19				2,232.19			
5/4/2017	559	Shasta Regional Medical Group	250.00	250.00						250.00	
5/4/2017	560	Utility Telephone	530.15	530.15		318.08			159.05		53.02
5/4/2017	561	Williams Scotsman Inc.	293.58	293.58			146.79	146.79			
5/4/2017	562	Verizon Wireless	387.52	387.52					296.25		91.27
5/4/2017	21868	Alanna DeBon	84.00	84.00		84.00					
5/4/2017	21869	Clockwork Extrication	500.00	500.00							500.00
5/4/2017	21870	Computer Logistics	48.00	48.00		48.00					
5/4/2017	21871	Don Erickson Oil	2,145.80	2,145.80		401.36	342.63	338.94	534.42		528.45
5/4/2017	21872	Ferguson Waterworks	3,234.18	3,234.18				3,234.18			
5/4/2017	21873	Heaton Steel & Supply Inc.	721.83	721.83			721.83				
5/4/2017	21874	KD Management	3,404.00	3,404.00		3,404.00					
5/4/2017	21875	Kellie Power	465.00	465.00		400.00			32.50		32.50
5/4/2017	21876	Kirsher, Winston, & Boston	420.00	420.00		189.00		231.00			
5/4/2017	21877	Leon St.Pierre-J & L Electric	5,121.51	5,121.51				5,121.51			
5/4/2017	21878	LSPOA	1,844.85	1,844.85		1,844.85					
5/4/2017	21879	Pamela Robison	865.14	865.14					865.14		
5/4/2017	21880	Quill Corp	345.33	345.33		273.09	4.82	4.82	31.30		31.30
5/4/2017	21881	Rusty Owens	100.07	100.07						100.07	
5/4/2017	21882	Shasta Auto Supply	416.02	416.02		1.00	131.52	131.52			151.98
5/4/2017	21883	Siskiyou Daily News	130.00	130.00		130.00					
5/4/2017	21884	Solano's Inc.	272.76	272.76			48.83	68.03	143.61		12.29
5/4/2017	21885	US Bank Equipment Finance	163.76	163.76					163.76		
5/4/2017	21886	Wal-Mart	51.73	51.73			25.86	25.87			
5/4/2017	21887	Diane Deckard Law Firm	239.94	239.94		239.94					
5/11/2017	21888	Payroll Checks (Live Checks)	1,288.57		1,288.57		1,288.57				
5/11/2017	502895	EDD EFT	1,120.11		1,120.11	219.81	230.86		415.80	235.33	18.31
5/11/2017	502896	EFTPS EFT	4,651.18		4,651.18	836.89	881.87		1,798.34	941.30	192.78
5/11/2017	502897	American Funds EFT	520.40		520.40				330.56	189.84	
5/11/2017	502898	CalPERS EFT	1,965.23		1,965.23	1,024.38	940.85				
5/11/2017	502899	CalPERS 457 EFT	930.39		930.39	530.00	208.62		25.00	166.77	
5/11/2017	502900	SVB EFT - Payroll Checks (Direct Deposits)	18,985.48		18,985.48	4,994.90	4,132.94		5,054.82	3,657.52	1,145.30
5/18/2017	563	AT&T	73.14	73.14			36.57	36.57			
5/18/2017	564	Pacific Power	7,619.15	7,619.15		992.17	4,450.35	1,733.31	162.80		280.52
5/18/2017	21889	AT&T	197.64	197.64				197.64			
5/18/2017	21890	Basic Lab	128.00	128.00				128.00			
5/18/2017	21891	City of Medford	1,563.03	1,563.03							1,563.03
5/18/2017	21892	Crater Lake Ford	599.79	599.79			299.89	299.90			
5/18/2017	21893	Hodge Products Inc.	502.09	502.09				502.09			
5/18/2017	21894	Jim Wilson Motors	351.42	351.42			175.71	175.71			
5/18/2017	21895	KD Management	3,869.00	3,869.00		3,869.00					
5/18/2017	21896	Lake Shastina Golf Resort	64.00	64.00							64.00
5/18/2017	21897	LSCSD Utilities	125.98	125.98		53.80			27.84		44.34
5/18/2017	21898	Meeks Lumber	10.47	10.47				10.47			
5/18/2017	21899	Morgan Barr	257.64	257.64					203.67	53.97	

		LSPOA Shared Invoices		*			10	15	20	25	26	30
Date	JE or Ck #	Payee	Total Expense		Regular Expenses	Payroll Expenses	General	Sewer	Water	Police	COPS Grant	Fire
5/18/2017	21900	N.C.G.T. Security Fund	17,719.00		17,719.00		4,326.00	5,152.00		3,453.00	3,192.00	1,596.00
5/18/2017	21901	Paul Rutkowski	176.00		176.00							176.00
5/18/2017	21902	Resource West Inc.	4,592.26		4,592.26			4,592.26				
5/18/2017	21903	SDRMA	500.00		500.00			500.00				
5/18/2017	21904	Shasta Valley Tire Service	62.00		62.00			31.00	31.00			
5/18/2017	21905	Siskiyou Disposal	250.00	*	250.00		85.00	42.50	42.50	40.00		40.00
5/18/2017	21906	Western Business Products	136.27	*	136.27		136.27					
5/18/2017	21907	William Wallace	251.84		251.84							251.84
5/25/2017	21908-21909	Payroll Checks (Live Checks)	2,153.90			2,153.90	764.77	1,389.13				
5/25/2017	21910	Union Dues	687.96			687.96	293.00	197.00		103.48	94.48	
5/25/2017	502914	EDD EFT	1,077.02			1,077.02	279.66	222.10		409.65	147.30	18.31
5/25/2017	502915	EFTPS EFT	4,586.10			4,586.10	848.85	870.68		1,767.23	906.56	192.78
5/25/2017	502916	American Funds EFT	531.09			531.09				341.80	189.29	
5/25/2017	502917	CalPERS EFT	2,085.48			2,085.48	1,144.63	940.85				
5/25/2017	502918	CalPERS 457 EFT	925.58			925.58	530.00	208.62		25.00	161.96	
5/25/2017	502919	SVB EFT - Payroll Checks (Direct Deposits)	18,475.39			18,475.39	4,916.60	3,935.18		4,983.53	3,494.78	1,145.30
5/19/2017	JE #67184	Returned Deposited Items Fees	40.00		40.00		40.00					
			123,368.86		63,384.98	59,983.88	33,247.95	32,149.83	14,692.04	21,368.55	13,781.17	8,129.32

Ratification of Disbursements -May 2017

Vendors	Check Date	Total Invoice Amount	LSCSD Check Amount	Amount Paid by POA
Utility Telephone	5/4/2017	530.15	530.15	159.04
Alanna DeBon	5/4/2017	84.00	84.00	42.00
Computer Logistics	5/4/2017	48.00	48.00	24.00
Don Erickson Oil	5/4/2017	2,145.80	2,145.80	401.36
Kellie Power	5/4/2017	465.00	465.00	200.00
Quill Corp	5/4/2017	345.33	345.33	102.02
Siskiyou Daily News	5/4/2017	130.00	130.00	65.00
Pacific Power	5/18/2017	7,619.15	7,619.15	627.26
LSCSD Utilities	5/18/2017	125.98	125.98	26.90
Siskiyou Disposal	5/18/2017	250.00	250.00	85.00
Western Business Products	5/18/2017	136.27	136.27	63.49

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
May 2017			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
2017		Balance Forward	206,280.89	58,880.78	31,019.01	28,527.14	117,609.58	(52,179.99)	22,424.37
		BEGINNING BALANCE							
5/4/2017	JE #66972	POA Payroll Reimb PPE 4/23/17	3,381.92	3,381.92					
5/4/2017	JE #66971	POA AP Reimbursement	1,921.46	1,921.46					
5/4/2017	JE #66973	Deposit - Cash Receipts 5/3 #1	10,163.61		4,777.70	3,284.67	1,543.06	-	558.18
5/4/2017	JE #66973	Deposit - Cash Receipts 5/4 #1	10,455.48	1,129.32	4,679.40	2,785.20	1,366.58	-	494.98
5/4/2017	JE #66973	Deposit - Cash Receipts 5/4 #2	11,380.03		5,726.39	3,523.64	1,560.00	-	570.00
5/11/2017	JE #66979	Water/Sewer PR Transfer PPE 5/7/17			7,086.73	(7,086.73)			
5/11/2017	JE #66979	Water/Sewer PR Transfer PPE 5/7/17 on call			175.00	(175.00)			
5/11/2017	JE #66981	Med Clinic/Sewer PR Transfer		(33.88)	33.88				
5/11/2017	JE #66980	Green Waste Site/Fire PR Transfer PPE 5/7/17			(126.60)				126.60
5/11/2017	JE #66980	Green Waste Site/Admin PR Transfer PPE 5/7/17		21.14	(21.14)				
5/11/2017	JE #66982	Deposit - Cash Receipts 5/10 #1	15,108.34	5,493.92	4,996.81	2,710.28	1,387.41		520.12
5/16/2017	JE #66983	Deposit - Cash Receipts 5/15 #1	48,906.16	622.79	4,888.09	3,435.16	2,086.26	37,136.88	735.98
5/1/2017	JE #67028	Returned ACH Item - McCracken prop sold	(198.52)		(110.70)	(50.32)	(27.50)		(10.00)
5/4/2017	JE #67029	Returned item - NSF Darger Ck #297	(226.21)		(110.70)	(78.01)	(27.50)		(10.00)
5/8/2017	JE #67030	Returned item - NSF Brown Ck #995060	(100.00)				(80.00)		(20.00)
5/18/2017	JE #67031	POA AP Reimbursement	1,118.42	1,118.42					
5/18/2017	JE #67032	POA Payroll Reimb PPE 5/7/17	3,827.43	3,827.43					
5/26/2017	JE #67180	Deposit - Cash Receipts 5/26 #1	22,146.85	1,168.04	13,069.81	4,884.17	1,795.15		1,228.68
5/30/2017	JE #67181	Deposit - Cash Receipts 5/30 #1	7,782.52	120.00	3,394.08	2,445.47	1,361.02		461.95
5/25/2017	JE #67221	Water/Sewer PR Transfer PPE 5/21/17			5,328.62	(5,328.62)			
5/25/2017	JE #67221	Water/Sewer PR Transfer PPE 5/21/17 on call			175.00	(175.00)			
5/25/2017	JE #67223	Med Clinic/Sewer PR Transfer PPE 5/21/17		(45.46)	45.46				
5/25/2017	JE #67222	Green Waste Site/Admin PR Transfer PPE 5/21/17		33.88	(33.88)				
5/31/2017	JE #67183	Interest	13.31	13.31					
		TOTAL Income	135,678.80	18,772.29	63,973.75	10,174.91	10,964.48	37,136.88	4,656.49
Date	JE # or CK #	Vendor	TOTAL	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
5/1/2017	JE #67182	Bank Fees	28.90	28.90					
5/4/2017	558	Pacific Power	2,232.19			2,232.19			
5/4/2017	559	Shasta Regional Medical Group	250.00					250.00	
5/4/2017	560	Utility Telephone	530.15	318.08			159.05		53.02
5/4/2017	561	Williams Scotsman Inc.	293.58		146.79	146.79			
5/4/2017	562	Verizon Wireless	387.52				296.25		91.27
5/4/2017	21868	Aianna DeBon	84.00	84.00					
5/4/2017	21869	Clockwork Extrication	500.00						500.00
5/4/2017	21870	Computer Logistics	48.00	48.00					
5/4/2017	21871	Don Erickson Oil	2,145.80	401.36	342.63	338.94	534.42		528.45
5/4/2017	21872	Ferguson Waterworks	3,234.18			3,234.18			
5/4/2017	21873	Heaton Steel & Supply Inc.	721.83		721.83				
5/4/2017	21874	KD Management	3,404.00	3,404.00					
5/4/2017	21875	Kellie Power	465.00	400.00			32.50		32.50
5/4/2017	21876	Kirsher, Winston, & Boston	420.00	189.00		231.00			
5/4/2017	21877	Leon St.Pierre-J & L Electric	5,121.51			5,121.51			
5/4/2017	21878	LSPOA	1,844.85	1,844.85					
5/4/2017	21879	Pamela Robison	865.14				865.14		
5/4/2017	21880	Quill Corp	345.33	273.09	4.82	4.82	31.30		31.30
5/4/2017	21881	Rusty Owens	100.07					100.07	
5/4/2017	21882	Shasta Auto Supply	416.02	1.00	131.52	131.52			151.98
5/4/2017	21883	Siskiyou Daily News	130.00	130.00					
5/4/2017	21884	Solano's Inc.	272.76		48.83	68.03	143.61		12.29
5/4/2017	21885	US Bank Equipment Finance	163.76				163.76		
5/4/2017	21886	Wal-Mart	51.73		25.86	25.87			
5/4/2017	21887	Diane Deckard Law Firm	239.94	239.94					
5/11/2017	21888	Payroll Checks (Live Checks)	1,288.57		1,288.57				
5/11/2017	502895	EDD EFT	1,120.11	219.81	230.86		415.80	235.33	18.31
5/11/2017	502896	EFTPS EFT	4,651.18	836.89	881.87		1,798.34	941.30	192.78
5/11/2017	502897	American Funds EFT	520.40				330.56	189.84	
5/11/2017	502898	CalPERS EFT	1,965.23	1,024.38	940.85				
5/11/2017	502899	CalPERS 467 EFT	930.39	530.00	208.62		25.00	166.77	
5/11/2017	502900	SVB EFT - Payroll Checks (Direct Deposits)	18,985.48	4,994.90	4,132.94		5,054.82	3,657.52	1,145.30
5/18/2017	563	AT&T	73.14		36.57	36.57			
5/18/2017	564	Pacific Power	7,619.15	992.17	4,450.35	1,733.31	162.80		280.52
5/18/2017	21889	AT&T	197.64			197.64			
5/18/2017	21890	Basic Lab	128.00			128.00			
5/18/2017	21891	City of Medford	1,563.03						1,563.03
5/18/2017	21892	Crater Lake Ford	599.79		299.89	299.90			
5/18/2017	21893	Hodge Products Inc.	502.09			502.09			
5/18/2017	21894	Jim Wilson Motors	351.42		175.71	175.71			
5/18/2017	21895	KD Management	3,869.00	3,869.00					
5/18/2017	21896	Lake Shastina Golf Resort	64.00						64.00
5/18/2017	21897	LSCSD Utilities	125.98	53.80			27.84		44.34
5/18/2017	21898	Meeks Lumber	10.47			10.47			
5/18/2017	21899	Morgan Barr	257.84				203.67	53.97	
5/18/2017	21900	N.C.G.T. Security Fund	17,719.00	4,326.00	5,152.00		3,453.00	3,192.00	1,596.00
5/18/2017	21901	Paul Rutkowski	176.00						176.00
5/18/2017	21902	Resource West Inc.	4,592.26		4,592.26				
5/18/2017	21903	SDRMA	500.00		500.00				
5/18/2017	21904	Shasta Valley Tire Service	62.00		31.00	31.00			
5/18/2017	21905	Siskiyou Disposal	250.00	85.00	42.50	42.50	40.00		40.00
5/18/2017	21906	Western Business Products	136.27	136.27					
5/18/2017	21907	William Wallace	251.84						251.84

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
May 2017									
Date	JE #	Description	Fund-#	10	15	20	25	26	30
			AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
5/1/2017	21908-21909	Payroll Checks (Live Checks)	2,163.90	764.77	1,389.13				-
5/1/2017	21910	Union Dues	687.96	293.00	197.00		103.48	94.48	-
5/25/2017	502914	EDD EFT	1,077.02	279.66	222.10		409.65	147.30	18.31
5/25/2017	502915	EFTPS EFT	4,686.10	848.85	870.68		1,767.23	906.56	192.78
5/25/2017	502916	American Funds EFT	531.09				341.80	189.29	-
5/25/2017	502917	CalPERS EFT	2,085.48	1,144.63	940.85				-
5/25/2017	502918	CalPERS 457 EFT	925.58	530.00	208.62		25.00	161.96	-
5/25/2017	502919	SVB EFT - Payroll Checks (Direct Deposits)	18,475.39	4,916.60	3,935.18		4,983.53	3,494.78	1,145.30
5/19/2017	JE #67184	Returned Deposited Rems Fees	40.00	40.00					-
		TOTAL DISTRIBUTION	123,368.86	33,247.95	32,149.83	14,692.04	21,368.55	13,781.17	8,129.32
5/1/2017		BEGINNING BALANCE	206,280.89	58,880.78	31,019.01	28,527.14	117,609.58	(52,179.99)	22,424.37
		DEPOSITS/TRANSFERS	135,678.80	18,772.29	53,973.75	10,174.91	10,964.48	37,136.88	4,856.49
		DISBURSEMENTS	(123,368.86)	(33,247.96)	(32,149.83)	(14,692.04)	(21,368.55)	(13,781.17)	(8,129.32)
5/31/2017		ENDING BALANCE	218,590.83	44,405.12	52,842.93	24,010.01	107,205.51	(28,824.28)	18,951.54
		TOTAL	218,590.83	44,405.12	52,842.93	24,010.01	107,205.51	(28,824.28)	18,951.54
5/31/2017	JE #67228	Overhead Allocation - May 2017		27,032.21	(11,363.52)	(11,363.53)	(2,162.58)		(2,162.58)
5/31/2017		FINAL BALANCE	218,590.83	71,437.33	41,489.41	12,656.48	105,042.93	(28,824.28)	16,788.96

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1C

May 2017 Detailed Budget Comparison 2016/2017 YTD

For the Period: 7/1/2016 to 5/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	6/16/2017 % Bud
Fund: 10 - LSCSD General Fund						
Revenues						
Dept: 00						
Acct Class: 4055 Operational Income						
4055.000 Misc Operational Income	0.00	0.00	386.07	3.00	-386.07	0.0
5050.000 Transfer Fees	3,000.00	3,000.00	3,800.00	480.00	-800.00	126.7
Acct Class: 4060 Interest						
5080.000 Interest Earned-OPS	200.00	200.00	211.62	13.31	-11.62	105.8
5081.000 Interest Earned-RSV	395.00	395.00	932.17	0.00	-537.17	236.0
Acct Class: 4070 Rents						
4070.000 Antenna Lease Revenue	22,067.00	22,067.00	19,165.62	1,512.09	2,901.38	86.9
Dept: 22 Medical Clinic						
Acct Class: 4070 Rents						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	50,220.00	0.00	10,044.00	83.3
Revenues	85,926.00	85,926.00	74,715.48	2,008.40	11,210.52	87.0
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	2,627.74	92.90	372.26	87.6
7034.000 Dues & Subscriptions	4,000.00	5,100.00	5,116.65	65.00	-16.65	100.3
7062.000 Repair & Maintenance	3,500.00	3,500.00	1,857.14	23.70	1,642.86	53.1
7064.000 Materials/Supplies/Small Tools	500.00	500.00	409.76	0.00	90.24	82.0
7101.000 Property Taxes	150.00	150.00	63.00	0.00	87.00	42.0
7204.000 Events	750.00	750.00	5.99	0.00	744.01	0.8
7245.000 Election	2,000.00	2,000.00	1,400.42	0.00	599.58	70.0
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	3,500.00	6,500.00	2,986.63	171.07	3,513.37	45.9
7050.200 Off Exp-Postage	4,000.00	6,400.00	3,722.95	0.00	2,677.05	58.2
7050.400 Off Exp-Maint	3,500.00	3,500.00	3,026.14	122.12	473.86	86.5
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	280,749.62	189,977.62	165,404.49	14,945.11	24,573.13	87.1
7513.000 Payroll-TAXES	6,674.87	4,924.68	4,614.80	274.46	309.88	93.7
7514.000 Payroll-Benefits	74,485.80	55,981.80	50,366.00	4,326.00	5,615.80	90.0
7516.200 Pension Cost (CalPERS)	41,927.14	14,680.01	13,428.14	1,163.92	1,251.87	91.5
7516.500 CalPERS UAL Expense	0.00	26,596.02	26,596.02	0.00	0.00	100.0
7518.000 Workers Comp	5,182.81	1,757.25	5,338.88	0.00	-3,581.63	303.8
7530.100 PR Reimbursement Admin	-140,669.09	-114,297.02	-122,470.36	-7,264.37	8,173.34	107.2
Acct Class: 5015 Travel/Training/Meals						
7550.000 Travel & Training	2,000.00	2,000.00	365.96	-59.50	1,634.04	18.3
7551.000 Meals	750.00	750.00	327.74	0.00	422.26	43.7
Acct Class: 5024 Professional Services						
7035.000 Advertising	500.00	500.00	252.50	-77.25	247.50	50.5
7041.000 Legal	60,000.00	95,000.00	89,093.32	900.00	5,906.68	93.8
Acct Class: 5025 Contractual						
7026.000 Contract Services	6,000.00	96,500.00	104,935.83	9,767.34	-8,435.83	108.7
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	628.67	26.90	471.33	52.9
7105.100 Util-Telephone	2,200.00	2,200.00	1,833.87	159.04	366.13	83.4
7105.200 Util-Electric	4,000.00	4,000.00	4,089.97	364.91	-89.97	102.2
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	-400,403.00	-354,382.04	-27,032.21	-46,020.96	88.5
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	0.00	9,000.00	9,000.35	0.00	-0.35	100.0
Less Reimbursement due from LAIF Savings	0.00	-9,000.00	-9,000.35	0.00	-0.35	-100.0
Dept: 22 Medical Clinic						
Acct Class: 5000 General Operating Expense						
7053.000 Medical Building Contract	41,804.00	0.00	0.00	0.00	0.00	0.0
Medical Building Reserves	0.00	16,263.96	14,908.63	0.00	1,355.33	91.7
7062.000 Repair & Maintenance	5,000.00	6,500.00	1,255.93	0.00	5,244.07	19.3
7080.000 Interest Expense	2,196.00	2,196.00	3,322.70	0.00	-1,126.70	151.3
7084.000 Loan Principle Expense	0.00	41,804.00	40,677.30	0.00	1,126.70	97.3
Acct Class: 5010 Payroll						
7530.000 Payroll Reimbursement	4,250.00	4,250.00	302.56	79.34	3,947.44	7.1
Acct Class: 5025 Contractual						
7026.000 Contract Services	0.00	0.00	446.66	446.66	-446.66	0.0
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	600.00	600.00	556.08	0.00	43.92	92.7
Expenditures	85,531.15	85,531.32	73,518.43	-1,504.86	12,012.19	87.3

For the Period: 7/2/2016 to 5/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 16 - LSCSD Sewer Dept

Revenues

Dept: 00

Acct Class: 4001 Assessments & Revenues

4001.100 Assmt/Revenue-Residential	470,207.00	470,207.00	472,907.10	0.00	-2,700.10	100.6
4001.200 Assmt/Revenue-Standby	66,204.00	66,204.00	66,060.00	0.00	144.00	99.8
4001.300 Assmt/Revenue-Commercial	4,909.00	4,909.00	6,695.64	424.80	-1,786.64	136.4
4003.000 Late Payment Revenue	4,250.00	4,250.00	2,465.52	-23.26	1,784.48	58.0

Acct Class: 4050 Other Operating Revenues

5040.000 Gain on Sale of Equipment	0.00	0.00	3,743.00	0.00	-3,743.00	0.0
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Acct Class: 4055 Operational Income

4055.000 Misc Operational Income	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
5004.000 Sewer Hook Up Fee	14,498.00	14,498.00	28,994.00	7,248.50	-14,496.00	200.0
5005.000 Sewer Payment Contracts	252.00	252.00	252.00	0.00	0.00	100.0

Acct Class: 4060 Interest

5081.000 Interest Earned-RSV	1,500.00	1,500.00	2,258.59	0.00	-758.59	150.6
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Dept: 23 Green Waste Site

Acct Class: 4055 Operational Income

4055.000 Misc Operational Income	0.00	0.00	2,018.55	594.80	-2,018.55	0.0
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Revenues

563,820.00	563,820.00	585,394.40	8,244.84	-21,574.40	103.8
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Expenditures

Dept: 01 General Admin

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	8,000.00	7,675.02	0.00	324.98	95.9
7034.000 Dues & Subscriptions	500.00	500.00	439.60	0.00	60.40	87.9
7062.000 Repair & Maintenance	20,000.00	20,000.00	15,848.95	5,515.59	4,151.05	79.2
7064.000 Materials/Supplies/Small Tools	5,000.00	5,000.00	2,693.61	-64.62	2,306.39	53.9
7080.000 Interest Expense	25,542.52	25,542.52	25,542.52	0.00	0.00	100.0
7085.000 Municipal Finance Principle	35,482.92	35,482.92	35,482.92	0.00	0.00	100.0
7100.000 Lease/Rent Expense	1,800.00	1,800.00	1,617.07	146.79	182.93	89.8

Acct Class: 5005 Office Expense

7050.100 Off Exp-Supplies	400.00	400.00	136.20	4.82	263.80	34.1
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	166,637.63	147,313.88	14,228.39	19,323.75	88.4
7513.000 Payroll-TAXES	6,416.87	4,152.25	4,094.95	206.32	57.30	98.6
7514.000 Payroll-Benefits	89,359.20	66,754.80	55,649.25	5,152.00	11,105.55	83.4
7516.200 Pension Cost (CalPERS)	35,820.54	12,262.36	11,465.55	1,012.56	796.81	93.5
7516.500 CalPERS UAL Expense	0.00	18,481.98	18,481.98	0.00	0.00	100.0
7518.000 Workers Comp	32,060.28	20,328.66	29,693.71	0.00	-9,365.05	146.1
7530.000 Payroll Reimbursement	-187,095.30	-112,334.13	-122,961.40	-12,982.05	10,627.27	109.5
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	987.40	0.00	212.60	82.3

Acct Class: 5015 Travel/Training/meals

7550.000 Travel & Training	1,500.00	1,500.00	113.55	0.00	1,386.45	7.6
7551.000 Meals	400.00	400.00	53.03	0.00	346.97	13.3

Acct Class: 5024 Professional Services

7001.000 Accounting Audit/Review	4,200.00	4,200.00	4,200.00	0.00	0.00	100.0
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	1,144.90	0.00	8,855.10	11.4
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Acct Class: 5030 Insurance, Liability

7040.000 Insurance (Liability)	21,000.00	18,000.00	17,969.87	-40.91	40.13	99.8
7045.000 Insurance Claims	0.00	0.00	500.00	500.00	-500.00	0.0

Acct Class: 5055 Utilities

7105.100 Util-Telephone	250.00	490.00	405.17	36.57	84.83	82.7
7105.200 Util-Electric	49,325.00	49,325.00	43,704.75	4,131.29	5,620.25	88.6
7105.300 Util-Waste	510.00	510.00	487.50	42.50	42.50	91.7

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	5,000.00	4,856.32	944.31	143.68	97.1
7065.000 Vehicle Repair/Maintenance	3,500.00	5,000.00	4,948.62	299.89	51.48	99.0

Acct Class: 6000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	142,535.40	168,169.26	148,840.46	11,353.52	19,328.80	88.5
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Acct Class: 6010 Capital Expenditures

7010.000 Capital Improvement	277,000.00	277,000.00	87,229.69	319.06	189,770.31	31.5
Less Reimbursement due from LAIF Savings	-277,000.00	-277,000.00	-87,229.69	-319.06	-189,770.31	-31.5

Dept: 23 Green Waste Site

Acct Class: 5000 General Operating Expense

7064.000 Materials/Supplies/Small Tools	0.00	0.00	111.56	0.00	-111.56	0.0
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Acct Class: 5010 Payroll

7530.000 Payroll Reimbursement	0.00	0.00	2,718.29	318.98	-2,718.29	0.0
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Acct Class: 5075 Equipment

7063.000 Fuel	0.00	0.00	59.01	0.00	-59.01	0.0
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Expenditures

578,763.76	538,903.25	464,248.15	30,805.95	74,655.10	86.1
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For the Period: 7/2/2016 to 5/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 20 - LSCSD Water Dept

Revenues

Dept: 00

Acct Class: 4001 Assessments & Revenues

4001.100 Assmt/Revenue-Residential	325,220.30	325,220.30	334,662.10	39.31	-9,441.80	102.9
4001.200 Assmt/Revenue-Standby	104,320.00	104,320.00	103,939.65	0.00	380.35	99.6
4001.300 Assmt/Revenue-Commercial	14,260.95	14,260.95	13,124.58	964.07	1,136.37	92.0
4003.000 Late Payment Revenue	8,700.00	8,700.00	7,355.65	-0.82	1,334.35	84.7
Acct Class: 4020 Construction-New Home						
4075.000 Water Capacity Expansion Fee	640.00	640.00	2,398.00	320.00	-1,758.00	374.7
5006.000 Water Hook Up Fee	530.00	530.00	1,855.00	265.00	-1,325.00	350.0
Acct Class: 4050 Other Operating Revenues						
5040.000 Gain on Sale of Equipment	750.00	750.00	3,743.00	0.00	-2,993.00	499.1
Acct Class: 4055 Operational Income						
4056.000 Misc-Non Operating Income	0.00	0.00	86.00	0.00	-86.00	0.0
5081.000 Interest Earned-RSV	5,800.00	8,500.00	9,120.85	0.00	-620.85	107.3
Dept: 22 Medical Clinic						
Acct Class: 4050 Other Operating Revenues						
4054.000 Loan Principle Revenue	0.00	41,804.00	40,677.30	0.00	1,126.70	97.3

Revenues

460,221.25	504,725.25	516,972.13	1,587.56	-12,246.88	102.4
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Expenditures

Acct Class: 5000 General Operating Expense

7033.000 Licenses, Permits, Fees	6,000.00	6,000.00	1,774.31	0.00	4,225.69	29.6
7034.000 Dues & Subscriptions	1,300.00	1,300.00	1,109.60	0.00	190.40	85.4
7062.000 Repair & Maintenance	25,000.00	25,000.00	19,846.75	12,531.85	5,153.25	79.4
7064.000 Materials/Supplies/Small Tools	4,000.00	4,000.00	2,436.60	-188.88	1,563.40	60.9
7100.000 Lease/Rent Expense	1,800.00	1,800.00	1,617.07	146.79	182.93	89.8
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	650.00	650.00	128.17	4.82	521.83	19.7
7050.200 Off Exp-Postage	800.00	800.00	1,091.65	0.00	-291.65	136.5
Acct Class: 5010 Payroll						
7530.000 Payroll Reimbursement	140,509.14	112,334.13	117,651.18	12,665.35	-5,317.05	104.7
7556.000 Uniforms	1,200.00	1,200.00	837.40	0.00	362.60	69.8
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	2,000.00	2,000.00	113.55	0.00	1,886.45	5.7
7551.000 Meals	350.00	350.00	53.01	0.00	296.99	15.1
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	3,960.00	3,960.00	3,960.00	0.00	0.00	100.0
7041.000 Legal	5,000.00	5,000.00	231.00	0.00	4,769.00	4.6
Acct Class: 5025 Contractual						
7026.000 Contract Services	12,000.00	12,000.00	2,134.50	128.00	9,865.50	17.8
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	23,000.00	20,000.00	19,663.38	0.00	336.62	98.3
Acct Class: 5055 Utilities						
7105.100 Util-Telephone	2,650.00	2,900.00	2,588.23	234.21	311.77	89.2
7105.200 Util-Electric	97,000.00	97,000.00	67,392.20	1,860.54	29,607.80	69.5
7105.300 Util-Waste	510.00	510.00	467.50	42.50	42.50	91.7
Acct Class: 5075 Equipment						
7063.000 Fuel	6,500.00	5,000.00	4,192.44	756.67	807.56	83.8
7065.000 Vehicle Repair/Maintenance	3,000.00	3,000.00	2,771.26	299.90	228.74	92.4
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	142,535.40	168,169.26	148,840.44	11,353.53	19,328.82	88.5
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	310,000.00	343,530.00	178,707.96	5,323.34	164,822.04	52.0
Less Reimbursement due from LAIF Savings	-310,000.00	-343,530.00	-178,707.96	-5,323.34	-164,822.04	-52.0

Expenditures

479,764.54	472,973.39	398,900.24	39,835.28	74,073.15	84.3
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For the Period: 7/2/2016 to 5/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 25 - LSCSD Police Department

Revenues

Acct Class: 4001 Assessments & Revenues

4001.100 Assmt/Revenue-Residential	80,210.00	108,150.00	108,228.45	0.00	-78.45	100.1
4001.200 Assmt/Revenue-Standby	169,390.00	227,675.00	227,166.99	0.00	508.01	99.8
4001.300 Assmt/Revenue-Commercial	2,015.00	2,713.00	2,712.50	0.00	0.50	100.0
4003.000 Late Payment Revenue	5,700.00	5,700.00	7,034.71	23.84	-1,334.71	123.4
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	4,770.00	120.00	-770.00	119.3
5056.000 Warrant	2,500.00	2,500.00	509.49	34.17	1,990.51	20.4
5062.000 Event Donations	500.00	500.00	1,325.00	0.00	-825.00	265.0
Acct Class: 4055 Operational Income						
4056.000 Misc-Non Operating Income	3,200.00	3,200.00	150.00	0.00	3,050.00	4.7
Acct Class: 4060 Interest						
5081.000 Interest Earned-RSV	625.00	625.00	1,248.92	0.00	-623.92	199.8

Revenues

269,940.00	356,863.00	353,146.06	178.01	3,716.94	99.0
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For the Period: 7/2/2016 to 5/31/2017

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	1,038.76	0.00	561.24	64.9
7034.000 Dues & Subscriptions	2,600.00	2,600.00	2,514.00	0.00	86.00	96.7
7062.000 Repair & Maintenance	1,300.00	1,300.00	290.83	0.00	1,009.17	22.4
7064.000 Materials/Supplies/Small Tools	1,500.00	1,500.00	1,328.23	944.83	171.77	88.5
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	905.66	31.30	94.34	90.6
7050.200 Off Exp-Postage	400.00	400.00	158.32	0.00	241.68	39.6
7050.400 Off Exp-Maint	1,850.00	1,850.00	1,510.09	163.76	339.91	81.6
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	112,325.78	94,427.69	75,134.91	13,255.52	19,292.78	79.6
7513.000 Payroll-TAXES	9,604.14	8,234.94	7,169.92	1,327.33	1,065.02	87.1
7514.000 Payroll-Benefits	14,666.64	27,619.44	24,594.81	3,453.00	3,024.63	89.0
7516.100 Pension Cost (EJ)	5,344.81	5,651.94	3,632.64	672.36	2,019.30	64.3
7518.000 Workers Comp	10,708.94	9,148.22	14,066.93	0.00	-4,920.71	153.8
7530.000 Payroll Reimbursement	1,200.00	1,200.00	134.47	0.00	1,065.53	11.2
7552.000 Employee Physical Exams-Shots	500.00	500.00	953.00	0.00	-453.00	190.6
7556.000 Uniforms	2,000.00	3,000.00	2,668.00	865.14	332.00	88.9
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	3,000.00	6,000.00	5,339.27	0.00	660.73	89.0
7551.000 Meals	500.00	1,000.00	627.10	0.00	372.90	62.7
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	3,000.00	3,000.00	3,000.00	0.00	0.00	100.0
7035.000 Advertising	500.00	500.00	167.25	0.00	332.75	33.5
7041.000 Legal	1,000.00	1,000.00	340.00	0.00	660.00	34.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	3,000.00	3,000.00	1,618.22	255.84	1,381.78	53.9
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	10,000.00	8,500.00	8,206.31	0.00	293.69	96.5
Acct Class: 5055 Utilities						
7105.000 Utilities - CSD	600.00	600.00	553.15	27.84	46.85	92.2
7105.100 Util-Telephone	5,000.00	5,000.00	4,079.76	722.55	920.24	81.6
7105.200 Util-Electric	2,860.00	2,860.00	2,070.29	162.80	789.71	72.4
7105.300 Util-Waste	480.00	480.00	440.00	40.00	40.00	91.7
7105.400 Utilities-Propane	1,000.00	1,000.00	1,150.49	0.00	-150.49	115.0
Acct Class: 5075 Equipment						
7063.000 Fuel	10,000.00	10,000.00	4,150.69	1,181.39	5,849.31	41.5
7065.000 Vehicle Repair/Maintenance	4,500.00	2,500.00	2,121.36	0.00	378.64	84.9
7067.000 Vehicle Replacement	0.00	5,000.00	0.00	0.00	5,000.00	0.0
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	27,149.60	32,032.24	28,350.57	2,162.58	3,681.67	88.5
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

Expenditures	239,689.91	243,004.47	198,342.67	25,266.24	44,661.80	81.6
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For the Period: 7/2/2016 to 5/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 26 - COPS Grant

Revenues

Acct Class: 4001 Assessments & Revenues						
5075.000 Grant Income	115,000.00	129,324.00	109,852.73	37,136.88	19,471.27	84.9

Revenues	115,000.00	129,324.00	109,852.73	37,136.88	19,471.27	84.9
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Expenditures

Acct Class: 5010 Payroll						
7501.000 Payroll Expense	60,641.58	98,960.95	104,782.12	8,969.79	-5,821.17	105.9
7513.000 Payroll-TAXES	5,012.64	7,875.93	9,207.85	836.21	-1,331.92	116.9
7514.000 Payroll-Benefits	19,429.20	19,429.20	24,144.81	3,192.00	-4,715.61	124.3
7516.100 Pension Cost (EJ)	2,569.63	2,569.63	2,747.73	379.13	-178.10	106.9
7518.000 Workers Comp	5,287.95	8,629.39	5,241.79	0.00	3,387.60	60.7
7552.000 Employee Physical Exams-Shots	300.00	300.00	250.00	250.00	50.00	83.3
7556.000 Uniforms	500.00	500.00	637.24	154.04	-137.24	127.4
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	4,000.00	4,000.00	5,304.16	0.00	-1,304.16	132.6
7551.000 Meals	500.00	500.00	1,452.89	0.00	-952.89	290.6

Expenditures	98,241.00	142,765.10	153,768.59	13,781.17	-11,003.49	107.7
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For the Period: 7/2/2016 to 6/30/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 30 - LSCSD Fire Department

Revenues

Dept: 00

Acct Class: 4001 Assessments & Revenues

4001.100 Assmt/Revenue-Residential	49,360.00	49,360.00	49,468.78	11.25	-108.78	100.2
4001.200 Assmt/Revenue-Standby	65,150.00	65,150.00	64,933.30	0.00	216.70	99.7
4001.300 Assmt/Revenue-Commercial	1,060.00	1,060.00	1,060.00	0.00	0.00	100.0
4003.000 Late Payment Revenue	2,500.00	2,500.00	2,223.63	27.45	276.37	88.9
5075.000 Grant Income	7,500.00	5,500.00	0.00	0.00	5,500.00	0.0

Acct Class: 4050 Other Operating Revenues

4076.000 Fire Suppression Expansion Fee	316.00	316.00	948.00	158.00	-632.00	300.0
5040.000 Gain on Sale of Equipment	38,000.00	20,000.00	0.00	0.00	20,000.00	0.0
5058.000 Warrant	5,000.00	5,000.00	5,208.85	28.83	-208.85	104.2
5082.000 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	0.00	15.00	0.00	-15.00	0.0
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Acct Class: 4060 Interest

5081.000 Interest Earned-RSV	400.00	400.00	267.11	0.00	132.89	66.8
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Dept: 45 Mutual Aid Strike Team

Acct Class: 4055 Operational Income

4080.000 Strike Team Revenues	0.00	124,233.60	123,639.30	0.00	594.30	99.5
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Revenues

260,286.00	274,519.60	247,763.97	225.53	26,755.63	90.3
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Expenditures

Dept: 01 General Admin

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	92.05	0.00	257.95	26.3
7034.000 Dues & Subscriptions	925.00	925.00	701.25	0.00	223.75	75.8
7051.000 Public Safety Supplies	5,000.00	2,000.00	219.92	0.00	1,780.08	11.0
7051.100 Mandatory Safety Equipment	10,000.00	5,000.00	1,796.06	0.00	3,203.94	35.9
7062.000 Repair & Maintenance	6,000.00	1,500.00	1,310.32	535.87	189.68	87.4
7064.000 Materials/Supplies/Small Tools	3,500.00	2,000.00	598.78	-252.88	1,401.22	29.9
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	249.95	31.30	400.05	38.5
7050.200 Off Exp-Postage	100.00	100.00	5.25	0.00	94.75	5.3

Acct Class: 5010 Payroll

7501.000 Payroll Expense	100,705.60	29,095.00	26,618.84	2,520.00	2,476.16	91.5
7513.000 Payroll-TAXES	8,862.76	2,797.00	2,702.58	192.78	94.42	96.6
7514.000 Payroll-Benefits	0.00	6,384.00	6,384.00	1,596.00	0.00	100.0
7518.000 Workers Comp	18,817.49	11,456.00	10,891.94	0.00	564.06	95.1
7530.000 Payroll Reimbursement	-33,107.21	500.00	-329.98	-126.60	829.98	-66.0
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	2,000.00	2,486.05	0.00	-486.05	124.3

Acct Class: 5015 Travel/Training/meals

7549.000 Volunteer FF Stipend	14,000.00	14,000.00	6,840.00	0.00	7,160.00	48.9
7550.000 Travel & Training	7,000.00	1,500.00	780.40	427.84	719.60	52.0
7551.000 Meals	1,500.00	1,200.00	467.44	0.00	732.56	39.0

Acct Class: 5024 Professional Services

7001.000 Accounting Audit/Review	840.00	840.00	840.00	0.00	0.00	100.0
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	1,000.00	928.83	255.83	71.17	92.9
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Acct Class: 5030 Insurance, Liability

7040.000 Insurance (Liability)	7,500.00	7,500.00	7,010.98	-176.44	489.02	93.5
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Acct Class: 5055 Utilities

7105.000 Utilities - CSD	850.00	850.00	718.16	44.34	131.84	84.5
7105.100 Util-Telephone	650.00	2,100.00	1,256.71	235.56	843.29	59.8
7105.200 Util-Electric	4,400.00	4,400.00	2,551.49	280.52	1,848.51	58.0
7105.300 Util-Waste	480.00	480.00	440.00	40.00	40.00	91.7
7105.400 Utilities-Propane	1,000.00	1,000.00	1,150.49	0.00	-150.49	115.0

Acct Class: 5075 Equipment

7063.000 Fuel	8,000.00	8,000.00	4,890.07	548.21	3,109.93	61.1
7065.000 Vehicle Repair/Maintenance	15,000.00	25,000.00	27,493.52	1,563.03	-2,493.52	110.0
7075.000 VFA Grant Equipment	15,000.00	11,000.00	10,858.03	0.00	143.97	98.7

Acct Class: 6000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	27,149.60	32,932.24	28,350.57	2,162.58	3,681.67	88.5
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Acct Class: 6010 Capital Expenditures

7010.000 Capital Improvement	113,000.00	113,000.00	32,641.18	0.00	80,358.82	28.9
Less Reimbursement due from LAIF Savings	-113,000.00	-113,000.00	-32,641.18	0.00	-80,358.82	-28.9

Dept: 45 Mutual Aid Strike Team

Acct Class: 5010 Payroll

7501.000 Payroll Expense	0.00	80,285.00	65,911.01	0.00	14,373.99	82.1
7513.000 Payroll-TAXES	0.00	7,009.80	5,917.96	0.00	1,091.84	84.4
7518.000 Workers Comp	0.00	8,253.30	6,775.69	0.00	1,477.61	82.1

Expenditures

233,873.24	273,907.34	226,912.66	9,877.94	46,994.68	82.8
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Grand Total Net Effect:

39,329.65	158,092.94	372,154.03	-68,680.50	-214,061.09
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Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of May the Lake Shastina Fire Department had a total of 33 calls. These included

- 4 Public Assist
- 1 Vehicle Fire
- 24 Medical Aids
- 1 Structure Fire
- 2 Vegetation Fires
- 1 Traffic Collision

The wildland fire season officially started May 29th. The fire season is looking to be a very healthy active one. In the first week of a June the county had a total of 5 significant wildland fires one of which required resources from Shasta County and a quick assembly of a local government strike team.

On June 2nd The Fire department hosted a field trip for the Butteville Elementary Kindergarten class. Our firefighters discussed fire safety with the children. The kids were also able to practice spraying water with a fire hose and got a tour of all of our fire engines.

Lake Shastina Police Department

Inter-Office Memo

Item 3

Lake Shastina C.S.D. Board Report - May 2017

The Lake Shastina Police Department responded to approximately 99 calls during the month of May which are as follows:

Regular Police Calls:

Disturbance – 5	Trespassing– 3	Gun Shots – 1
Res. Burglary-1	Grand Theft – 1	Petty Theft - 1
Suspicious Veh – 1	Suspicious Circ – 4	Unlawful Solicitation – 1
Burglar Alarm – 1	Veh. Alarm –1	Stolen Vehicle – 1
Civil Issue – 4	Found Property – 1	Recovered Stln Veh – 1
Hit and Run / DUI– 1	ID Theft – 1	Camp Ground Ck – 21
Assist WPD – 3	Assist SO – 1	Assist CSD – 2
Sex Offender – 1	Warrant Arrest – 1	Suspicious Veh – 1
Under the Influence – 1	Scam – 1	Other Misc – 1
Case Follow Up – 3	Citizen Asst – 3	House Watch – 2
Abandon Veh – 5	Traffic Viol – 1	Lost Prop – 1
Mental Health – 3	Vin Verif – 1	F&G Viol – 1
Medical Aid – 3	Med Aid Relay – 1	Parking Complaint – 1

Animal Calls:

Dogs at Large – 5	Dog RTO – 1	Barking Dog – 2
Dog Bite – 2	Missing Dog – 1	Injured Deer – 1

Notable Cases:

A Grand Theft occurred at a residence as the result of a subject responding to a personal add for companionship on Craigslist.

Residential Burglary occurred at a vacation home in the 5000 block of Brook Lane.

LSPD and CHP handled a DUI, Hit and Run that knocked down the stop sign on Hogan Drive and Shortcut. The driver was located and arrested.

Department Activity:

Officer Morgan Barr graduates College of the Redwoods Police Academy on June 15th.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: JUNE 21, 2017

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: 2017/2018 PROPOSED OPERATING BUDGET

BACKGROUND:

I was not with the District last year during Budget cycle, so I did not present a Management Proposed Budget. This year you are being presented two Proposed Budgets for your consideration. Since the Budget Committee chose to schedule their meetings during the days that I was not on site, I was unable to fully participate in the process. However, I worked closely with my staff and Department heads to develop the balanced budgets that were presented to the committee for review. Most of those budgets were adopted without issue. However, the Management Proposed Budget differs dramatically from the Budget Committee's Proposed Budget.

There was one alarming change from the budgets I sent them that is presented in Budget Committee's Proposed Budget that had never been discussed with me by staff, members of the Budget Committee or by the District's auditors. That had to do with their unilateral posting of all of the legal fees for the Moller suit to the Medical Clinic. This is a flagrant misallocation of District expenses having to do with a law suit against the District and its Board of Directors not against the Medical Clinic or its operations. The District has gone through over ten audits since the Medical Clinic came on to the scene, and NO Auditor, Accountant, Attorney or General Manager has ever said that legal costs should be attributed to the Medical Clinic. No audit has ever made a journal entry or yearend adjustment posting legal fees to the Medical Clinic. Had they done so, they would have shown up in the last 12 audits, auditors Letters of Comments or been made a line item prior to now. They have not. This is not a staff decision or a committee decision to make. It is, as the District's auditor proclaimed, a management decision. In this Management Proposed Operating Budget, I have reduced overall legal expenses to more accurately depict what the legal fees should be and removed all legal expenses from the Medical Clinic Budget and put it back in the General Fund budget where it belongs .

Other changes to the Budget Committee's Proposed Budget include a decrease in General Manager expense, an increase in other contract services for both the General Fund for consulting fees for a new cellular lease on one of our water tanks, and a contract with SHN for assistance with the Drinking Water Grant application; and for SCADA services for a cloud based SCADA system.

The Drinking Water Improvement Project Planning Grant I have applied for has not been approved by the State and is in continual revisions as requested by the State. This grant has not been approved and therefore has not been included in this budget. You do not budget projects with money you do not have and may never get. I said I would not authorize ANY Capital Projects this Fiscal Year except those that had been approved previously or were critical to the operation of the system or mandated by the State. Therefore, in my development of this budget staff and I presented to the Budget Committee, only those projects that have been previously budgeted for are listed on the Budget, except for one Capital Project

in the Water Budget for a Supervisory Control and Data Acquisition system (SCADA). This is a cloud based SCADA System developed by the XiO company providing remote access and control of all valves, pumps, meters, levels and flows. It collect, records and produces reports of pre set data for monitoring and reporting. This will save time and money for repetitive trips for maintenance and operations.

You will see that the Management Proposed Budget is a positive budget and puts all income and expenses in their proper allocation.

RECOMMENDATION:

I recommend that the Board approve the Management Proposed Budget as presented for FY 2017/2018.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT

RESOLUTION *-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT TO APPROVE THE FY 2017/2018 OPERATING BUDGET.

WHEREAS, it is the Board of Directors duty to set the overall total budget amounts based on reasonable expectations of revenues each fiscal year; and

WHEREAS, the Board of Directors has received and considered both the budget committee's and Management's proposed FY 2017/2018 operating budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the FY 2017/2018 operating budget, as detailed in Attachment A.

I hereby certify that the forgoing is a full, true and correct copy of Resolution __-17 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 21st day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

_____, Chairperson

Karl Drexel, Secretary

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2017-2018**

4.

FINANCE COMMITTEE - Option A
BUDGET PROPOSED: 5/12/2017

	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
REVENUES							
4001.1 - Assmt/Revenue - Residential		473,198	332,912	136,070		49,480	991,660
4001.2 - Assmt/Revenue - Standby		66,060	103,920	285,560		64,900	520,440
4001.3 - Assmt/Revenue - Commercial		4,939	14,293	3,410		1,060	23,702
4003.0 - Late Payment Revenue		2,800	9,000	5,700		2,500	20,000
4055.0 - Misc. Operational Income	500						500
4056.0 - Misc. Non-Op. Income				3,200			3,200
4070.0 - Antenna Lease Revenue	22,655						22,655
4075.0 - Water Capacity Expansion Fee			960				960
4076.0 - Fire Suppression Expansion Fee						316	316
5004.0 - Sewer Hook Up Fee		21,746					21,746
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			795				795
5040.0 - Gain on Sale of Equipment						25,000	25,000
5050.0 - Transfer Fees	3,000						3,000
5054.0 - Animal Control Fee - Other				300			300
5055.0 - Animal License Fee				4,200			4,200
5056.0 - Warrant				1,500		5,000	6,500
5062.0 - Event - Donations				500		1,000	1,500
5075.0 - Grant Revenue					100,000	7,500	107,500
5080.0 - Interest earned - Ops	200						200
5081.0 - Interest Earned - Rsv (Savings)	750	2,800	13,100	625		400	17,675
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
4054.0 - Loan Principle Revenue			39,825				39,825
Dept. 23 - Green Waste Site - Sewer Fund Sub Dept.							-
4055.0 - Misc. Operational Income		3000					3,000
Dept. 45 - Mutual Aid Strike Team							-
4080.0 - Strike Team Revenues						70,382	70,382
TOTAL INCOME 2016-2017 projected	87,369	574,795	514,805	441,065	100,000	227,538	1,945,572
EXPENSES							
7001.0 - Accounting Audit		4,375	4,125	3,125		875	12,500
7002.0 - Admin Overhead Allocation	(356,059)	149,545	149,545	28,485		28,485	-
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.		218,000	189,000	35,500		3,000	445,500
7026.0 - Contract Services	117,000	20,000	12,000	3,000		2,000	154,000
7032.0 - Filing Fees	250						250
7033.0 - Licenses, Permits & Fees	3,000	8,000	6,000	1,600		350	18,950
7034.0 - Dues & Subscriptions	5,100	500	1,300	2,600		925	10,425
7035.0 - Advertising	500			500			1,000
7040.0 - Insurance (property & liability)	600	19,800	21,650	10,000		8,250	60,300
7041.0 - Legal	25,000	1,000	5,000	1,000		1,000	33,000
7050.1 - Office Exp Supplies	5,000	400	650	1,000		650	7,700
7050.2 - Office Exp Postage	6,000	100	800	400		100	7,400
7050.4 - Office Exp Maintenance	4,800			1,850			6,650
7051.0 - Public Safety Supplies (PD/Fire)						500	500
7051.1 - Mandatory Safety Equipment						4,000	4,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	20,000	45,000	1,300		2,000	71,800
7063.0 - Fuel		5,000	5,000	7,500		5,000	22,500
7064.0 - Materials, Supplies & Small Tools	500	5,000	4,000	2,000		2,500	14,000
7065.0 - Vehicle Repair/Maintenance		5,000	3,000	4,000		7,000	19,000
7067.0 - Vehicle Replacement				5,000			5,000
7075.0 - VFA Grant Equipment						15,000	15,000
7080.0 - Interest Expense (Sewer Pond Loan)		23,400					23,400
7085.0 - Municipal Finance (Principle)		37,626					37,626
7100.0 - Lease/Rent Expense		1,775	1,775				3,550
7101.0 - Property Taxes	140						140
7105.0 - Utilities - CSD	1,000			600		850	2,450
7105.1 - Utilities - Telephone	2,300	490	2,900	5,000		2,600	13,290
7105.2 - Utilities - Electric	4,200	52,000	97,000	2,860		3,300	159,360
7105.3 - Utilities - Waste		510	510	480		480	1,980
7105.4 - Utilities - Propane	500			1,000		1,000	2,500
7204.0 - Events	500			500		500	1,500
7245.0 - Election							-
7501.0 - Payroll Expense	206,875	176,897		210,974	48,330	33,680	676,735
7513.0 - Payroll Taxes	5,170	4,301		17,585	4,131	2,866	34,052
7514.0 - Payroll Benefits	53,469	63,679		73,344	19,727	19,727	229,945
7516.1 - Pension (EJ)				11,537	2,355	2,059	15,951
7516.2 - Pension (CalPERS)	16,202	13,805					30,007
7516.5 - CalPERS UAL Expense	30,801	21,404					52,205
7518.0 - Workers Comp	2,265	23,299		14,642	4,536	12,786	57,531
7530.0 - Payroll Reimbursement (to Sewer)		(112,792)	112,792	1,200		500	1,700
7530.1 - Payroll Reimbursement (to Admin)	(113,508)						(113,508)
7549.0 - Volunteer FF Stipend						14,000	14,000
7550.0 - Travel & Training	1,500	1,500	2,000	6,000	4,000	2,000	17,000
7551.0 - Meals	500	400	350	1,000	500	1,500	4,250
7552.0 - Employee Physical Exams/Shots		500		1,000	300	600	2,400
7556.0 - Uniforms		1,200	1,200	3,000	500	1,000	6,900
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
7040.0 - Insurance (Property/Liability)-Med Clinic	600						600
7041.0 - Legal	50,000						50,000
7062.0 - Repair & Maintenance (Med Clinic)	5,000						5,000
7080.0 - Interest Expense (Med Bldg)	2,500						2,500
7084.0 - Loan Principle Expense	41,500						41,500
7530.0 - Payroll Reimbursement (Med Clinic)	2,500						2,500
Medical Clinic Reserves	3,600						3,600
Dept. 23 - Green Waste Site - Sewer Fund Sub Dept.							-
7063.0 - Fuel		200					200
7064.0 - Materials, Supplies & Small Tools		200					200
7530.0 - Payroll Reimbursement (GWS)		5,000					5,000
Dept. 45 - Mutual Aid Strike Team							-
7501.0 - Payroll Expense						33,670	33,670
7513.0 - Payroll Taxes						3,673	3,673
7518.0 - Workers Comp						4,056	4,056
TOTAL EXPENSE 2016-2017 projected	132,805	772,612	665,597	459,582	84,381	222,460	2,337,437
Reimbursement for Cap. Exp. from Reserves		218,000	189,000	35,500		3,000	445,500
Net Expense	132,805	554,612	476,597	424,082	84,381	219,460	1,891,937
Sewer Pond principle applied to Liability paydown		37,626					37,626
NET PROFIT (LOSS) 2016-2017 projected	(45,436)	57,808	38,208	16,983	15,619	8,078	91,260

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2017-2018

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.
2016-2017 Audit - Aiello, Goodrich & Teuscher \$12,500
Payroll for 2017-2018 includes:
• Anticipated current staffing level Step increases
• 3% COLA for Teamsters Union member employees
• CalPERS increase 0.041% for Classic members and decrease 0.02% for PEPRA members per Actuarial
• Workers Comp EMOD rates increased per notification

<u>Capital Improvements/Expenditures:</u>		As of March 31, 2017	
<u>General Fund:</u>		<u>Current Balance in LAIF Reserves:</u>	\$ 183,073
Capital Improvements from Reserves-	TBD	FundBalance modules Billing & AR	TBD
		Desktop computers for Admin - 6 new	TBD
<u>Sewer Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$ 388,708
Capital Improvements from Reserves-	\$ 218,000	Sewer Pond Containment/Drying Beds Design/Engineering	** \$ 35,000
		Sewer Lift Station B-107 Refit/Refurbishment	\$ 45,000
		Sewer Lift Station B-114 Refit/Refurbishment	\$ 100,000
Items marked ** may be paid through Planning Grant if approved		Sewer Rate Study	** \$ 23,000
		Planning Grants - construction	\$ 15,000
<u>Water Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$ 981,855
Capital Improvements from Reserves-	\$ 189,000	Hydrant Replacement (4 per year)	\$ 20,000
		Meter Replacement (150 per year)	\$ 21,000
		Test wells for new well	\$ 100,000
Items marked ** may be paid through Planning Grant if approved		Water Rate Study - to complete immediately	\$ 23,000
		B-50 Juniper Peak & B56 Stonecrest Tank/Pumps Engineering design & specs	\$ 10,000
		Tank Lining Planning - Bypass #3	\$ 15,000
<u>Police Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$ 264,507
Capital Improvements from Reserves-	\$ 35,500	New insulated windows (1 way glass)	\$ 3,000
		Building Improvements	\$ 7,500
		Replacement vehicles	\$ 25,000
<u>Fire Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$ 84,349
Capital Improvements from Reserves-	\$ 3,000	New insulated windows	\$ 3,000

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2017-2018**

4.

MANAGEMENT - Option B
BUDGET PROPOSED: 6/15/2017

	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
REVENUES							
4001.1 - Assmt/Revenue - Residential		473,198	332,912	136,070		49,480	991,660
4001.2 - Assmt/Revenue - Standby		66,060	103,920	285,560		64,900	520,440
4001.3 - Assmt/Revenue - Commercial		4,939	14,293	3,410		1,060	23,702
4003.0 - Late Payment Revenue		2,800	9,000	5,700		2,500	20,000
4055.0 - Misc. Operational Income	500						500
4056.0 - Misc. Non-Op. Income				3,200			3,200
4070.0 - Antenna Lease Revenue	22,655						22,655
4075.0 - Water Capacity Expansion Fee			960				960
4076.0 - Fire Suppression Expansion Fee						316	316
5004.0 - Sewer Hook Up Fee		21,746					21,746
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			795				795
5040.0 - Gain on Sale of Equipment						25,000	25,000
5050.0 - Transfer Fees	3,000						3,000
5054.0 - Animal Control Fee - Other				300			300
5055.0 - Animal License Fee				4,200			4,200
5056.0 - Warrant				1,500		5,000	6,500
5062.0 - Event - Donations				500		1,000	1,500
5075.0 - Grant Revenue					100,000	7,500	107,500
5080.0 - Interest earned - Ops	200						200
5081.0 - Interest Earned - Rsv (Savings)	750	2,800	13,100	625		400	17,675
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
4054.0 - Loan Principle Revenue			39,825				39,825
Dept. 23 - Green Waste Site - Sewer Fund Sub Dept.							-
4055.0 - Misc. Operational Income		3,000					3,000
Dept. 45 - Mutual Aid Strike Team							-
4080.0 - Strike Team Revenues						70,382	70,382
TOTAL INCOME 2016-2017 projected	87,369	574,795	514,805	441,065	100,000	227,538	1,945,572
EXPENSES							
7001.0 - Accounting Audit		4,375	4,125	3,125		875	12,500
7002.0 - Admin Overhead Allocation	(370,259)	155,509	155,509	29,621		29,621	-
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.		218,000	244,000	35,500		3,000	500,500
7026.0 - Contract Services	106,200	20,000	16,100	3,000		2,000	147,300
7032.0 - Filing Fees	250						250
7033.0 - Licenses, Permits & Fees	3,000	8,000	6,000	1,600		350	18,950
7034.0 - Dues & Subscriptions	5,100	500	1,300	2,600		925	10,425
7035.0 - Advertising	500			500			1,000
7040.0 - Insurance (property & liability)	600	19,800	21,650	10,000		8,250	60,300
7041.0 - Legal	25,000	1,000	5,000	1,000		1,000	33,000
7041.001 - Special Legal - Moller	25,000						25,000
7050.1 - Office Exp Supplies	5,000	400	650	1,000		650	7,700
7050.2 - Office Exp Postage	6,000	100	800	400		100	7,400
7050.4 - Office Exp Maintenance	4,800			1,850			6,650
7051.0 - Public Safety Supplies (PD/Fire)						500	500
7051.1 - Mandatory Safety Equipment						4,000	4,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	20,000	45,000	1,300		2,000	71,800
7063.0 - Fuel		5,000	5,000	7,500		5,000	22,500
7064.0 - Materials, Supplies & Small Tools	500	5,000	4,000	2,000		2,500	14,000
7065.0 - Vehicle Repair/Maintenance		5,000	3,000	4,000		7,000	19,000
7067.0 - Vehicle Replacement				5,000			5,000
7075.0 - VFA Grant Equipment						15,000	15,000
7080.0 - Interest Expense (Sewer Pond Loan)		23,400					23,400
7085.0 - Municipal Finance (Principle)		37,626					37,626
7100.0 - Lease/Rent Expense		1,775	1,775				3,550
7101.0 - Property Taxes	140						140
7105.0 - Utilities - CSD	1,000			600		850	2,450
7105.1 - Utilities - Telephone	2,300	490	2,900	5,000		2,600	13,290
7105.2 - Utilities - Electric	4,200	52,000	97,000	2,860		3,300	159,360
7105.3 - Utilities - Waste		510	510	480		480	1,980
7105.4 - Utilities - Propane	500			1,000		1,000	2,500
7204.0 - Events	500			500		500	1,500
7245.0 - Election							-
7501.0 - Payroll Expense	206,875	176,897		210,974	48,330	33,660	676,735
7513.0 - Payroll Taxes	5,170	4,301		17,585	4,131	2,866	34,052
7514.0 - Payroll Benefits	53,469	63,679		73,344	19,727	19,727	229,945
7516.1 - Pension (EJ)				11,537	2,355	2,059	15,951
7516.2 - Pension (CalPERS)	16,202	13,805					30,007
7516.5 - CalPERS UAL Expense	30,801	21,404					52,205
7518.0 - Workers Comp	2,265	23,299		14,642	4,538	12,786	57,531
7530.0 - Payroll Reimbursement (to Sewer)		(112,792)	112,792	1,200		500	1,700
7530.1 - Payroll Reimbursement (to Admin)	(113,508)						(113,508)
7549.0 - Volunteer FF Stipend						14,000	14,000
7550.0 - Travel & Training	1,500	1,500	2,000	6,000	4,000	2,000	17,000
7551.0 - Meals	500	400	350	1,000	500	1,500	4,250
7552.0 - Employee Physical Exams/Shots		500		1,000	300	600	2,400
7556.0 - Uniforms		1,200	1,200	3,000	500	1,000	6,900
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
7040.0 - Insurance (Property/Liability)-Med Clinic	600						600
7041.0 - Legal							-
7062.0 - Repair & Maintenance (Med Clinic)	5,000						5,000
7080.0 - Interest Expense (Med Bldg)	2,500						2,500
7084.0 - Loan Principle Expense	41,500						41,500
7530.0 - Payroll Reimbursement (Med Clinic)	2,500						2,500
Medical Clinic Reserves	8,164						8,164
Dept. 23 - Green Waste Site - Sewer Fund Sub Dept.							-
7063.0 - Fuel		200					200
7064.0 - Materials, Supplies & Small Tools		200					200
7530.0 - Payroll Reimbursement (GWS)		5,000					5,000
Dept. 45 - Mutual Aid Strike Team							-
7501.0 - Payroll Expense						33,670	33,670
7513.0 - Payroll Taxes						3,673	3,673
7518.0 - Workers Comp						4,056	4,056
TOTAL EXPENSE 2016-2017 projected	87,369	778,576	730,661	460,718	84,381	223,596	2,365,301
Reimbursement for Cap. Exp. from Reserves		218,000	244,000	35,500		3,000	500,500
Net Expense	87,369	560,576	486,661	425,218	84,381	220,596	1,864,801
Sewer Pond principle applied to Liability paydown		37,626					37,626
NET PROFIT (LOSS) 2016-2017 projected	0	51,844	28,144	15,847	15,619	6,942	118,396

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2017-2018

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.
2016-2017 Audit - Aiello, Goodrich & Teuscher \$12,500
Payroll for 2017-2018 includes:
• Anticipated current staffing level Step increases
• 3% COLA for Teamsters Union member employees
• CalPERS increase 0.041% for Classic members and decrease 0.02% for PEPRA members per Actuarial
• Workers Comp EMOD rates increased per notification

<u>Capital Improvements/Expenditures:</u>		As of March 31, 2017	
<u>General Fund:</u>		<u>Current Balance in LAIF Reserves:</u>	\$ 183,073
Capital Improvements from Reserves-	TBD	FundBalance modules Billing & AR	TBD
		Desktop computers for Admin - 6 new	TBD
<u>Sewer Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$ 388,708
Capital Improvements from Reserves-	\$ 218,000	Sewer Pond Containment/Drying Beds Design/Engineering	** \$ 35,000
		Sewer Lift Station B-107 Refit/Refurbishment	\$ 45,000
		Sewer Lift Station B-114 Refit/Refurbishment	\$ 100,000
Items marked ** may be paid through Planning Grant if approved		Sewer Rate Study	** \$ 23,000
		Planning Grants - construction	\$ 15,000
<u>Water Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$ 981,855
Capital Improvements from Reserves-	\$ 244,000	Hydrant Replacement (4 per year)	\$ 20,000
		Meter Replacement (150 per year)	\$ 21,000
		Test wells for new well	\$ 100,000
Items marked ** may be paid through Planning Grant if approved		Water Rate Study - to complete immediately	\$ 23,000
		B-50 Juniper Peak & B56 Stonecrest Tank/Pumps Engineering design & specs	\$ 10,000
		Tank Lining Planning - Bypass #3	\$ 15,000
		Supervisory Control and Data Acquisition (SCADA)	\$ 55,000
<u>Police Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$ 264,507
Capital Improvements from Reserves-	\$ 35,500	New insulated windows (1 way glass)	\$ 3,000
		Building Improvements	\$ 7,500
		Replacement vehicles	\$ 25,000
<u>Fire Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$ 84,349
Capital Improvements from Reserves-	\$ 3,000	New insulated windows	\$ 3,000

Fund: 10 - LSCSD General Fund								
	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018	2017-2018	Notes
Revenues	Actual	Actual	Actual	Approved Budget	YTD Actuals	Draft Budget	Draft Budget	
4053.000 Medical Clinic Revenue	79,200	69,732						
4055.000 Misc Operational Income	1,308	4,086	2,158		44	500	500	Copies, fax, PRA copies, mtg room
4056.000 Misc-Non Operating Income	(998)	1,877	427					
4070.000 Antenna Lease Revenue	21,045	21,329	19,870	22,067	16,141	22,655	22,655	Cal Ore, US Cellular & Digital Path
5050.000 Transfer Fees	2,880	2,980	4,200	3,000	2,820	3,000	3,000	
5080.000 Interest Earned-OPS	205	182	136	200	170	200	200	
5081.000 Interest Earned-RSV	353	406	774	395	596	750	750	
Dept: 22 Medical Clinic								
4053.000 Medical Clinic Revenue			60,264	60,264	40,176	60,264	60,264	\$5022 per month
Total Ops Revenues	103,993	100,593	87,829	85,926	59,948	87,369	87,369	
3101.000 Reserves-Unrestricted (Savings)				(395)				Not using this GL
Total Revenues	103,993	100,593	87,829	85,531	59,948	87,369	87,369	
Expenditures								
7002.000 Admin Overhead Alloc	(238,938)	(253,031)	(349,904)	(400,403)	(342,092)	(356,059)	(370,259)	16/17 YTD OH Alloc recalculation to be updated in April
7004.000 Contingency	0	0		0				
7010.000 Capital Improvement	5,315	0		0	9,000			Add AR & Billing to FundBalance/new PCs - TBD
7026.000 Contract Services	21,650	5,240	25,407	96,500	84,659	117,000	106,200	FC -GM \$98,500/yr, other \$18,500 Mgmt-GM \$83,700/yr, other \$22,500
7032.000 Filing Fees	168	133	128	250	40	250	250	
7033.000 Licenses, Permits, Fees	1,749	2,072	3,857	3,000	2,192	3,000	3,000	
7034.000 Dues & Subscriptions	3,300	3,614	3,807	5,100	4,965	5,100	5,100	CSDA dues \$4500 +
7035.000 Advertising	47	215	412	500	330	500	500	
7040.000 Insurance (Property/Liability)	386	478	410	600	381	600	600	
7041.000 Legal	37,623	52,755	75,590	95,000	95,190	25,000	25,000	
7041.001 Special Legal - Moller							25,000	
7045.000 Insurance Claims	0	0	0	0				
7050.100 Office Exp - Supplies	3,618	2,838	3,842	6,500	2,676	5,000	5,000	Shared w/LSPOA
7050.200 Office Exp - Postage	3,425	3,502	3,023	6,400	3,597	6,000	6,000	
7050.400 Office Exp - Maintenance	4,807	5,246	3,423	3,500	2,672	4,800	4,800	FB \$3441 is all CSD, Printer/Pitney Bowes sh w/LSPOA
7053.000 Medical Bldg Contract	71,400	11,946						
7062.000 Repair & Maintenance	409	411	2,331	3,500	1,828	3,500	3,500	Shared w/LSPOA
7064.000 Materials/Supplies/Small Tools	94	119	600	500	410	500	500	Shared w/LSPOA
7101.000 Property Taxes	126	126	126	150	63	140	140	
7105.000 Utilities (CSD)	915	727	815	1,000	475	1,000	1,000	Shared w/LSPOA
7105.100 Utilities - Telephone	1,909	2,022	2,237	2,200	1,648	2,300	2,300	Shared w/LSPOA
7105.200 Utilities - Electric	3,211	3,630	4,072	4,000	3,307	4,200	4,200	Shared w/LSPOA
7105.400 Utilities - Propane	88	88	88	500	88	500	500	Shared w/LSPOA
7204.000 Events	794	418	38	750	6	500	500	
7245.000 Election	1,554	2,331		2,000	1,400			
7501.000 Payroll Expense	291,245	399,283	209,153	189,978	136,480	206,875	206,875	
7513.000 Payroll - Taxes	7,034	9,328	13,310	4,925	4,138	5,170	5,170	
7514.000 Payroll - Benefits	77,316	81,762	46,339	55,982	43,725	53,469	53,469	
7516.200 Pension (CalPERS)	46,226	52,533	31,901	14,680	11,169	16,202	16,202	
7516.500 Pension (CalPERS UAL)				26,596	26,596	30,801	30,801	59% of \$52,205 (per Actuarial)
7516.300 Pension (CalPERS EE Share)	6,271	4,071		0				
7518.000 Workers Comp	2,915	4,716	2,752	1,757	5,339	2,265	2,265	
7530.100 P/R Reimbursement	(175,075)	(190,960)	(85,003)	(114,297)	(84,974)	(113,508)	(113,508)	
7530.200 P/R Reimbursement CCRCO	(76,541)	(82,038)		0				No longer paid through CSD, POA only EE
7550.000 Travel & Training	607	1,227	336	2,000	120	1,500	1,500	
7551.000 Meals	345	217	118	750	108	500	500	
Sub Total General Admin Expenditures	103,993	125,016	(795)	13,917	15,536	27,105	27,105	
Dept: 22 Medical Clinic								
7040.000 Insurance (Property/Liability)-Med Clinic		168	543	600	556	600	600	
7041.000 Legal						50,000		Moller Lawsuit legal costs
7053.000 Medical Bldg Loan (Principle)			0					Not using this GL per CPA
7062.000 Repair and Maintenance		2,043	11,246	6,500	1,256	5,000	5,000	
7080.000 Interest Expense (Med Bldg)			2,196	2,196	2,230	2,500	2,500	
7084.000 Loan Principle Expense		500,000	41,804	41,804	30,770	41,500	41,500	
7053.000 Payroll Services Billed			3,284	4,250	223	2,500	2,500	For PW EEs working at Clinic building
Medical Clinic Reserves				16,264		3,600	8,164	Lower Reserve amount
Sub Total Dept: 22 Medical Clinic Expenses		502,212	59,073	71,614	35,035	105,700	60,264	
Total Expenditures	103,993	627,228	58,278	85,531	50,571	132,805	87,369	
Reimbursement from LAIF Savings								To enter Capital Imp Expense TBD above
Profit / Loss	0	(526,635)	29,551	0	9,376	(45,436)	0	Opt. A - Potential Clinic Deficit (from Reserves or loan)

Assumptions:
Administrative Overhead Allocation Calculation for 2017/2018: \$356,059
Sewer 42%, Water 42%, Police 8%, Fire 8%.
Worker's Comp includes the Board coverage.
Payroll for 2017/2018 includes:
• Anticipated current staffing level Step increases
• Worker's Comp EMOD rates increased for 2017/2018 per notification received 2/22/17
• Medical Insurance costs are increased 3% from 2017 for Teamsters Plan
• Rates with 3% COLA increase for 2017/2018 (Union members only)
• LSPOA 40% Payroll reimbursement for SAC, AA, AR, AP/PR, AOA
• General Manager 100% LSCSD costs in Contract Services GL
• Clinic expense/deficit no longer allocated to other funds per CPA

2017/2018 Capital Expenditures from LAIF Savings:		
FundBalance modules Billing & AR		TBD
(waiting for quotes)		
Desktop computers for Admin - 6 new		TBD
(waiting for quotes)		
Total:	\$	-

Current balance in LAIF: \$ 183,073
Amount to transfer from LAIF for
16/17 Expenditures already completed.

Net Balance in LAIF Savings: \$ 183,073

(\$60,264 rev. less \$105,700 exp.)

Lake Shastina Community Services District
FY 2017-2018 Budget Worksheet - Sewer Fund
With comparative data 13/14, 14/15 & 15/16 Actual, 16/17 Budget & 9 months YTD actual
Draft 6/15/2017 #3

Fund: 15 - LSCSD Sewer Fund	Option A				Option B			
	Finance Committee				Management			
	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018	2017-2018	
Revenues	Actual	Actual	Actual	Approved Budget	YTD Actuals	Draft Budget	Draft Budget	Notes
4001.100 Assmt/Revenue-Residential	467,630	462,745	470,139	470,207	354,497	473,198	473,198	1,068 X \$442.80 & 8 x \$36.00
4001.200 Assmt/Revenue-Standby	66,456	66,407	66,246	66,204	66,126	66,060	66,060	1835 x \$36.00
4001.300 Assmt/Revenue-Commercial	5,774	7,517	7,616	4,909	5,743	4,939	4,939	Based on usage & type of hook up
4003.000 Late Payment Revenue	4,620	4,159	4,504	4,250	2,499	2,800	2,800	
4055.000 Misc Operational Income	2,301	2,695	2,296	2,000	-	-	-	Green waste site - use Dept. 23 now
4056.000 Misc Non-Operational Income	1,970	-	-	-	-	-	-	13/14 LSPOA Equipment Rental 2013 FFA Grant
4071.000 Rental Income (PW Yard)								Proposed rental rate for yard space & use to LSPOA (Sewer/Water)
5004.000 Sewer Hook Up Fee	43,491	7,249	28,519	14,498	14,497	21,746	21,746	3 new hook ups
5005.000 Sewer Payment Contracts	273	252	252	252	189	252	252	
5040.000 Gain on Sale of Equipment					3,743			16/17 Sell Veh #15 - Split w/Sewer, sold Shared tractor #40
5081.000 Interest Earned-RSV (Savings)	669	773	2,011	1,500	2,259	2,800	2,800	LAIF Interest rates increasing monthly
Dept: 23 Green Waste Site								
4055.000 Misc Operational Income	-	-	-		953	3,000	3,000	Green waste site (estimate with new fees)
Total Ops Revenues	593,183	551,797	581,582	563,820	450,505	574,795	574,795	
3101.000 Reserves-Unrestricted (Savings)				(15,998)				Not using this GL any longer. 5004 Sewer Hook up Fees & 5081 Int Rsv
Total Revenues	593,183	551,797	581,582	547,822	450,505	574,795	574,795	
Expenditures								
7001.000 Accounting Audit/Review	4,060	4,200	4,025	4,200	4,200	4,375	4,375	(35%) Sewer. Per agreement for 15/16, 16/17 & 17/18.
7002.000 Admin Overhead Alloc	100,354	106,273	146,960	168,169	141,233	149,545	155,509	Derived from General Fund 42%
7003.000 Bad Debt			15		4			
7004.000 Contingency	-	-	-	-	-	-	-	
7005.000 Depreciation	159,216	157,676	60,138					
7010.000 Capital Improvement/LAIF Sav. Exp.	-	-	-	277,000	86,911	218,000	218,000	Capital Expenditures from LAIF Savings
7026.000 Contract Services	15,839	25,931	7,452	10,000	1,145	20,000	20,000	Basic Lab for State Testing Requirements (every 3 yrs add1 \$13K - next is 17/18)
7033.000 Licenses, Permits, Fees	4,879	5,009	17,349	8,000	7,671	8,000	8,000	SWRCB Fees, Newspaper ads (job openings) & email fees shared w/Water
7034.000 Dues & Subscriptions	396	405	423	500	440	500	500	USA & CA Rural Water Assoc
7040.000 Insurance (Liability)	19,164	21,361	19,366	18,000	18,001	19,800	19,800	10% increase per SDRMA
7041.000 Legal	16,076	5,273	190	1,000	-	1,000	1,000	
7045.000 Insurance Claims	-	-	-	-	-	-	-	
7050.100 Off Exp-Supplies	126	304	298	400	119	400	400	Shared w/Water
7050.200 Off Exp-Postage	14	19	5	100	-	100	100	
7061.000 Rental Equipment	46	-	-	500	-	500	500	
7062.000 Repair & Maintenance	16,722	14,345	31,371	20,000	10,333	20,000	20,000	
7063.000 Fuel	9,157	6,432	5,738	5,000	3,573	5,000	5,000	
7064.000 Materials/Supplies/Small Tools	3,902	3,516	3,499	5,000	2,253	5,000	5,000	
7065.000 Vehicle Repair/Maintenance	2,207	2,379	5,847	5,000	4,339	5,000	5,000	
7080.000 Interest Expense (Sewer Pond Loan)	31,266	29,469	27,563	25,543	25,543	23,400	23,400	
7085.000 Municipal Finance (Principle)	29,760	31,557	33,462	35,483	35,483	37,626	37,626	
7100.000 Lease/Rent Expense		-	1,008	1,800	1,470	1,775	1,775	Shared w/Water
7105.100 Util-Telephone	367	325	278	490	332	490	490	Shared w/Water
7105.200 Util-Electric	44,373	45,106	45,721	49,325	39,573	52,000	52,000	PW Yard Shared w/POA & Water
7105.300 Util-Waste	696	527	512	510	383	510	510	Shared w/POA & Water
7501.000 Payroll Expense	227,889	207,330	225,016	166,638	119,086	176,897	176,897	17/18 at Full staff of 4 FT PW employees
7513.000 Payroll-TAXES	5,663	6,069	5,578	4,152	3,681	4,301	4,301	
7514.000 Payroll-Benefits	97,872	113,308	86,601	66,755	45,345	63,679	63,679	
7516.200 Pension (CalPERS)	34,601	38,566	99,509	12,262	9,440	13,805	13,805	
7516.500 CalPERS UAL Expense				18,482	18,482	21,404	21,404	41% of \$52,205 (per Actuarial)
7518.000 Workers Comp	14,818	19,325	15,937	20,329	29,694	23,299	23,299	
7530.000 Payroll Reimb to Sewer Dept	(239,867)	(265,976)	(235,054)	(112,334)	(99,859)	(112,792)	(112,792)	17/18 PW Payroll Allocation is Sewer 60%, Water 40% (Reimbursed from Water Dept.)
7550.000 Travel & Training	314	68	33	1,500	114	1,500	1,500	
7551.000 Meals	58	-	10	400	53	400	400	
7552.000 Employee Physical Exams-Shots	209	85	-	500	-	500	500	
7556.000 Uniforms	415	883	427	1,200	862	1,200	1,200	Shared w/Water
Dept: 23 Green Waste Site								
7063.000 Fuel					55	200	200	
7064.000 Materials/Supplies/Small Tools					87	200	200	
7530.000 Payroll Reimb to Sewer/Admin/Fire Depts					2,337	5,000	5,000	For labor hours by District employees paid back to their departments
Total Expenditures	600,591	579,764	609,275	815,903	512,383	772,612	778,576	
Reimbursement from LAIF Savings				277,000	86,911	218,000	218,000	
Profit / Loss	(7,408)	(27,967)	(27,693)	8,919	25,033	20,183	14,219	
Sewer Pond principle applied to Liability paydown	29,760	31,557	33,462	35,483	35,483	37,626	37,626	
NET:	22,352	3,590	5,770	44,402	60,516	57,808	51,844	

Assumptions:

- Admin Overhead Allocation is based on calculation of 42%
2016/2017 Audit - AGT \$12,500
Payroll for 2017/2018 includes:
• Anticipated current staffing level Step increases
• Worker's Comp EMOD rates increased for 2017/2018 per notification received 2/22/
• Medical Insurance costs are increased 3% from 2017 for Teamsters Plan
• Water reimburses Sewer for Payroll expenses
• Current staff includes PW Supervisor and 3 Full time Maint Workers

2017/2018 Capital Expenditures from LAIF Savings:		
Sewer Pond Containment/Drying Beds Design/Engineering	\$	35,000
Sewer Lift Station B-107 Refit/Refurbishment	\$	45,000
Sewer Lift Station B-114 Refit/Refurbishment	\$	100,000
Sewer Rate Study	\$	23,000
Planning Grants - construction	\$	15,000
Total:	\$	218,000

Current Balance in LAIF:	\$	475,619
Amount to transfer from LAIF for	\$	(86,911)
16/17 Expenditures already completed.		
Net Balance in LAIF Savings:	\$	388,708

Items marked ** may be paid through Planning Grant if approved

Lake Shastina Community Services District
FY 2017-2018 Budget Worksheet - Water Fund
With comparative data 13/14, 14/15 & 15/16 Actual, 16/17 Budget & 9 months YTD actual
Draft 6/15/2017 #3

Fund: 20 - LSCSD Water Fund		Option A Finance Committee				Option B Management		Notes
Revenues	2013-2014 Actual	2014-2015 Actual	2015-2016 Actual	2016-2017 Approved Budget	2016-2017 YTD Actuals	2017-2018 Draft Budget	2017-2018 Draft Budget	
4001.100 Assmt/Revenue-Residential	356,083	327,619	326,226	325,220	263,610	332,912	332,912	\$196 X 1238 = \$245,124 + 165,190,978 gal yrly use x .00052 = \$85,899.31 plus other 1" meters
4001.200 Assmt/Revenue-Standby	104,760	104,560	104,340	104,320	104,013	103,920	103,920	\$40 X 2598
4001.300 Assmt/Revenue-Commercial	15,144	14,916	15,732	14,261	11,416	14,293	14,293	Base charge \$8,129.60 + 11,853,147 yrly use x .00052 = \$6,163.64
4003.000 Late Payment Revenue	9,541	7,937	8,630	8,700	7,416	9,000	9,000	
4056.000 Misc-Non Operating Income	5,175	1,925	-	-	86	-	-	\$461.25 per qtr from POA for Road - ended 6/30/15. 13/14 LSPOA Equipment Rental for 2013 FFA Grant
4071.000 Rental Income (PW Yard)								Proposed rental for yard space and use to LSPOA (Sewer/Water)
4075.000 Water Capacity Expansion Fee	320	320	640	640	1,438	960	960	3 new hookups
5006.000 Water Hook Up Fee	1,060	265	530	530	1,060	795	795	3 new hookups
5040.000 Gain on Sale of Equipment				750	3,743	-	-	16/17 Sell Veh #15 - Split w/Sewer, sold Shared tractor #40
5081.000 Interest Earned-RSV (Savings)	4,191	3,870	7,613	8,500	8,029	13,100	13,100	LAIF Interest rates increasing monthly (includes Clinic loan interest est. \$4175)
Dept: 22 Medical Clinic								
4054.000 Loan Principle Revenue				41,804	30,770	39,825	39,825	
Total Ops Revenues	496,274	461,412	463,711	504,725	431,580	514,805	514,805	
3101.000 Reserves-Unrestricted (Savings)	-	-	-	(9,670)				Not using this GL 17/18. Water Expansion, Hookup & Reserve Interest
Total Revenues	496,274	461,412	463,711	495,055	431,580	514,805	514,805	
Expenditures								
7001.000 Accounting Audit/Review	3,828	3,960	3,795	3,960	3,960	4,125	4,125	33% Water. Per agreement for 15/16, 16/17 & 17/18.
7002.000 Admin Overhead Alloc	100,354	106,273	146,960	168,169	141,233	149,545	155,509	Derived from General Fund 42%
7003.000 Bad Debt	-	-	29	-	-	-	-	
7004.000 Contingency	-	-	-	-	-	-	-	
7005.000 Depreciation	113,709	129,155	121,477	-	-	-	-	
7010.000 Capital Improvement/LAIF Sav. Exp.	-	-	-	310,000	173,365	189,000	244,000	Capital Expenditures from LAIF Savings
7026.000 Contract Services	10,507	7,730	7,381	12,000	1,879	12,000	16,100	Basic Lab for state testing, new well testing & engineering, new SCADA Service
7033.000 Licenses, Permits, Fees	7,448	9,612	(5,739)	6,000	1,770	6,000	6,000	SWRCB Fees, Newspaper ads (job openings) & email fees shared w/Sewer
7034.000 Dues & Subscriptions	1,073	1,068	1,093	1,300	751	1,300	1,300	
7040.000 Insurance (Liability)	20,668	23,326	21,056	20,000	19,663	21,650	21,650	10% increase per SDRMA
7041.000 Legal	136	-	2,789	5,000	-	5,000	5,000	
7050.100 Off Exp-Supplies	126	646	435	650	119	650	650	
7050.200 Off Exp-Postage	860	685	1,222	800	566	800	800	Mailing Consumer Confidence Report
7062.000 Repair & Maintenance	42,987	36,020	24,737	45,000	7,265	45,000	45,000	
7063.000 Fuel	7,565	6,092	5,610	5,000	3,097	5,000	5,000	
7064.000 Materials/Supplies/Small Tools	(10,433)	3,360	13,245	4,000	2,120	4,000	4,000	
7065.000 Vehicle Repair/Maintenance	3,864	2,394	4,024	3,000	2,161	3,000	3,000	
7100.000 Lease/Rent Expense	-	-	995	1,800	1,470	1,775	1,775	Shared w/Sewer
7105.100 Util-Telephone	2,646	2,630	2,662	2,900	2,120	2,900	2,900	Shared w/Sewer
7105.200 Util-Electric	90,064	87,723	93,855	97,000	65,532	97,000	97,000	May increase with new well(s). Well #4 refurbish may decrease
7105.300 Util-Waste	696	527	512	510	340	510	510	Shop Shared w/LSPOA & Sewer
7530.000 Payroll Reimb to Sewer Dept	135,699	141,178	138,958	112,334	94,851	112,792	112,792	17/18 Water Payroll at 40% for all Public Works EEs
7550.000 Travel & Training	462	995	33	2,000	114	2,000	2,000	
7551.000 Meals	86	196	73	350	53	350	350	
7552.000 Employee Physical Exams-Shots	-	-	-	-	-	-	-	
7556.000 Uniforms	415	883	427	1,200	712	1,200	1,200	Shared w/ Sewer
Total Expenditures	532,759	564,452	585,628	802,973	523,142	665,597	730,661	
Reimbursement from LAIF Savings				310,000	173,365	189,000	244,000	
Profit / Loss	(36,486)	(103,041)	(121,916)	2,082	81,803	38,208	28,144	

Assumptions:

Admin Overhead Allocation is based on calculation of 42%

2016/2017 Audit - AGT \$12,500

Payroll for 2017/2018 includes:

• Anticipated current staffing level Step increases

• Worker's Comp EMOD rates increased for 2017/2018 per notification received 2/22/17

• Medical Insurance costs are increased 3% from 2017 for Teamsters Plan

• Rates with 3% COLA increase for 2017/2018 (Union members only)

• Water reimburses Sewer for Payroll expenses

2017/2018 Capital Expenditures from LAIF Savings:

Hydrant Replacement (4 per year)	\$	20,000
Meter Replacement (150 per year)	\$	21,000
Test wells for new well	\$	100,000
Water Rate Study - to complete immediately	\$	23,000
B-50 Juniper Peak & B56 Stonecrest Tank/Pumps Engineering design & specs	\$	10,000
Tank Lining Planning - Bypass #3	\$	15,000
Supervisory Control and Data Acquisition (SCADA)	\$	55,000
(SCADA per Management Budget Option B)		
Total:	\$	244,000

Current Balance in LAIF: \$ 1,022,170

Amount to transfer from LAIF for 16/17 Expenditures already completed. \$ (40,315)

Anticipated deposit to LAIF for loan payment from General Fund

Net Balance in LAIF Savings: \$ 981,855

Items marked ** may be paid through Planning Grant if approved

Lake Shastina Community Services Dist.
FY 2017-2018 Budget Worksheet - Police Department
With comparative data 13/14, 14/15 & 15/16 Actual, 16/17 Budget & 8 months YTD actual
Draft 6/15/2017 #3

Fund: 25 - LSCSD Police Department								
	2013-2014	2014-2015	2015-2016	Measure B approved 2/15/2017 Amendments	2016-2017	Option A Finance Committee	Option B Management	Notes
Revenues	Actual	Actual	Actual	Amended Budget	YTD Actuals	2017-2018 Draft Budget	2017-2018 Draft Budget	
4001.100 Assmt/Revenue-Residential	80,075	76,996	80,259	108,150	74,160	136,070	136,070	New billing numbers Measure B \$110/yr 1237 X \$110/yr
4001.200 Assmt/Revenue-Standby	170,041	169,715	169,374	227,675	227,538	285,560	285,560	2596 x \$110/yr
4001.300 Assmt/Revenue-Commercial	2,015	2,015	2,015	2,713	2,713	3,410	3,410	31 x \$110/yr
4003.000 Late Payment Revenue	5,375	5,543	6,112	5,700	2,449	5,700	5,700	
4056.000 Misc-Non Operating Income	3,894	335	3,352	3,200	55	3,200	3,200	Prop 30 Funds \$3000+/-, Parking fines, report copies,address signs
5040.000 Gain on Sale of Equipment	0	0	0	1,500	0	0	0	Sell Animal Control PU & Box 16/17
5054.000 Animal Control Fee - Other	140	305	300	300	0	300	300	Impound & other fees from licensing
5055.000 Animal License Fee	5,210	5,010	4,257	4,000	855	4,200	4,200	Update annually
5056.000 Warrant	1,564	1,475	1,589	2,500	430	1,500	1,500	
5061.000 Donations	661	1,319						Remove - used to track Explorer Donations
5062.000 Donations	1,869	4,150	1,510	500	225	500	500	Previously Event Donations
5063.000 Donations - DPS for Meas D	403	927	0					Remove
5081.000 Interest Earned-RSV (Savings)	508	484	954	625	764	625	625	Increase?
Total Ops Revenues	271,754	268,274	269,720	356,863	309,188	441,065	441,065	
3101.000 Reserves-Unrestricted (Savings)				-625				Remove this line
Total Revenues	271,754	268,274	269,720	356,238	309,188	441,065	441,065	
Expenditures								
7001.000 Accounting Audit/Review	2,900	3,000	2,875	3,000	3,500	3,125	3,125	25% of \$12,500 Police. Per agreement for 15/16, 16/17 & 17/18.
7002.000 Admin Overhead Alloc	19,115	20,242	27,992	32,032	22,417	28,485	29,621	Derived from General Fund at 8%
7003.000 Bad Debt			43	0	26	0	0	
7010.000 Capital Improvement/LAIF Sav. Exp.	16,661	0	0	3,000	0	35,500	35,500	LAIF Savings Expenditures
7026.000 Contract Services	1,495	2,342	3,087	3,000	1,207	3,000	3,000	Pest control, APC Service, IT Services, Janitor, Grant Writing
7033.000 Licenses, Permits, Fees	630	204	466	1,600	937	1,600	1,600	Annual Report Program License, emal fees
7034.000 Dues & Subscriptions	2,537	2,615	2,410	2,600	2,514	2,600	2,600	Critical Reach, Lexipol, Penal Code, CA Police Chief Assoc.
7035.000 Advertising	51	59	123	500	167	500	500	Advertising for unfilled positions
7040.000 Insurance (Liability)	9,370	10,171	8,805	8,500	8,206	10,000	10,000	Increase w/2 more officer vehicles
7041.000 Legal	289	340	1,260	1,000	340	1,000	1,000	
7050.100 Office Expense-Supplies	1,688	454	721	1,000	614	1,000	1,000	
7050.200 Office Expense-Postage	434	296	310	400	31	400	400	
7050.400 Office Expense- Maintenance	962	1,749	1,710	1,850	1,048	1,850	1,850	Ray Morgan for printer maintenance/toner
7062.000 Repair & Maintenance	315	290	-5,131	1,300	291	1,300	1,300	Weapon Certification
7063.000 Fuel	12,399	8,873	5,885	10,000	1,510	7,500	7,500	
7064.000 Materials/Supplies/Small Tools	-749	688	132	1,500	229	2,000	2,000	\$1000 Reimb for vests 16/17
7065.000 Vehicle Repair/Maintenance	7,433	3,693	4,361	2,500	1,366	4,000	4,000	
7067.000 Vehicle Replacement			0	5,000	0	5,000	5,000	
7105.000 Utilities (CSD)	588	490	707	600	470	600	600	Split with Fire
7105.100 Utilities - Telephone	5,277	4,757	4,579	5,000	2,771	5,000	5,000	
7105.200 Utilities - Electric	2,527	2,278	2,870	2,860	1,505	2,860	2,860	Split with Fire
7105.300 Utilities - Waste	460	420	450	480	280	480	480	Split with Fire
7105.400 Utilities - Propane	1,091	687	816	1,000	1,150	1,000	1,000	Split with Fire
7204.000 Events	2,429	694	500	500	0	500	500	Na'l Nile Out (1st Tues in August)
7501.000 Payroll Expense	126,758	110,641	90,837	94,428	39,300	210,974	210,974	On call rate at Minimum Wage - Increase to \$10.50 per hr 1/1/18
7513.000 Payroll-TAXES	10,572	9,117	6,376	8,235	3,795	17,585	17,585	
7514.000 Payroll-Benefits	38,149	29,603	25,758	27,619	14,236	73,344	73,344	
7516.100 Pension (EJ)	4,993	4,997	3,356	5,652	1,696	11,537	11,537	6% of Officer's Regular wages
7518.000 Workers Comp	5,306	7,880	4,475	9,148	14,069	14,642	14,642	
7530.000 Payroll Reimbursement	3,256	849	-223	1,200	132	1,200	1,200	Labor for Public Works at PS Building
7550.000 Travel & Training	1,577	1,085	236	6,000	3,443	6,000	6,000	
7551.000 Meals	345	6	0	1,000	506	1,000	1,000	
7552.000 Employee Physical Exams-Shots	0	0	400	500	0	1,000	1,000	
7556.000 Uniforms	1,752	559	819	3,000	991	3,000	3,000	
Cops Short fall	37,481			13,441				
Total Expenditures	318,543	230,798	197,766	259,445	128,748	459,582	460,718	
Reimbursement from LAIF Savings				3,000		35,500	35,500	
Profit / Loss	(46,790)	37,475	71,954	99,792	180,440	16,983	15,847	

Assumptions:

- Admin Overhead Allocation is based on calculation of 8%
2016/2017 Audit - AGT \$12,000
The Cops Grant should be fully utilized.
Payroll for 2017/2018 includes:
• Anticipated current staffing level Step increases
• Worker's Comp EMOD rates increased for 2017/2018 per notification received 2/22/17
• Medical insurance costs are increased 3% from 2017 for Teamsters Plan
• New Minimum Wage Increases Implemented for On Call hours effective 1/1/2018
• Rates with 3% COLA increase for 2017/2018 (Union members only)

Police Payroll Includes:

Full Time Chief
2 Full Time Officers
1 Part Time Light duty Officer 1000 hrs est.

COPS Grant Payroll Includes:

1 Full Time Officer

2017/2018 Capital Expenditures from LAIF Savings:		
New insulated windows (1 way glass)	\$	3,000
Building Improvements	\$	7,500
Replacement vehicles	\$	25,000
Total:	\$	35,500
Current Balance in LAIF Savings:	\$	264,507
Amount to transfer from LAIF for	\$	-
16/17 Expenditures already completed.		
Net Balance in LAIF Savings:	\$	264,507

Lake Shastina Community Services
FY 2017-2018 Budget Worksheet - Police Department
With comparative data 13/14, 14/15 & 15/16 Actual, 16/17 Budget & 8 months YTD actual
Draft 2/28/2017 #2

2/15/2017 Amendments							Option A & B
Fund: 26 - LSCSD COPS Grant							
	2013-2014 Actual	2014-2015 Actual	2015-2016 Actual	2016-2017 Amended Budget	2016-2017 YTD Actuals	2017-2018 Draft Budget	Notes
Revenues							
5075.000 Grant Income	110,011	111,322	100,000	129,324	50,788	100,000	Actual Year end Adjusted Revenues incl prior years' unused Fund Balance carryover amounts
Total Ops Revenues	110,011	111,322	100,000	129,324	50,788	100,000	
Surplus Revenue from prior years	0	0	0	0	0	0	
Total Revenues	110,011	111,322	100,000	129,324	50,788	100,000	
Expenditures							
7501.000 Payroll Expense	87,692	58,214	80,565	98,961	75,469	48,330	On call rate at Minimum Wage - \$10.50 per hr 1/1/18
7513.000 Payroll-TAXES	5,939	5,050	6,273	7,876	6,531	4,131	
7514.000 Payroll-Benefits	43,654	25,863	23,870	19,429	14,569	19,727	
7516.100 Pension (EJ)	2,505	2,354	2,693	2,570	1,660	2,355	
7516.200 Pension (CP)	4,300	630	0	0	0	0	
7518.000 Workers Comp	3,402	4,869	4,441	8,629	5,242	4,538	
7530.000 Payroll Services Billed	-22,651	-1,309	0				
7550.000 Travel & Training			2,997	4,000	0	4,000	
7551.000 Meals			516	500	0	500	
7552.000 Employee Physicals				300	0	300	
7556.000 Uniforms				500	0	500	
Dept. 40 - Animal Control							Sub Dept. to track Animal Control costs
7530.000 Payroll Services Billed	22,651	1,309					
Total Expenditures	147,492	96,980	121,355	142,765	103,472	84,381	
Net Profit / Loss	(37,481.12)	14,341.95	(21,354.67)	(13,440.83)	(52,683.85)	15,619.21	
Anticipated Surplus Revenue							
Profit/Loss							

Assumptions:
Any Shortfall to be made up by LSCSD Police Department Fund 25.
Payroll for 2017/2018 includes:
• Worker's Comp EMOD rates increased for 2017/2018 per notification received 2/22/17
• Medical Insurance costs are increased 3% from 2017 for Teamsters Plan
• New Minimum Wage Increases implemented for On Call hours effective 1/1/2018
• Rates with 3% COLA increase for 2017/2018 (Union members only)

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Chief
30 hr per week
2/15/2017
Amendments

Option A
Finance Committee
Option B
Management

Fund: 30 - LSCSD Fire Department								
	2013-2014 Actual	2014-2015 Actual	2015-2016 Actual	2016-2017 Amended Budget	2016-2017 YTD Actuals	2017-2018 Draft Budget	2017-2018 Draft Budget	Notes
Revenues								
4001.100 Assmt/Revenue-Residential	49,263	41,023	49,390	49,360	37,080	49,480	49,480	1237 x \$40
4001.200 Assmt/Revenue-Standby	65,401	65,275	65,140	65,150	65,015	64,900	64,900	2596 x \$25
4001.300 Assmt/Revenue-Commercial	1,060	1,060	1,060	1,060	1,060	1,060	1,060	31 accts - 12 x \$25 and 19 x \$40
4003.000 Late Payment Revenue	2,231	2,427	2,600	2,500	1,009	2,500	2,500	
4056.000 Misc-Non Operating Income	47,700	68,504	165,449	0	0	0	0	
4076.000 Fire Suppression Expansion Fee	790	158	316	316	316	316	316	2 new homes - \$158
5040.000 Gain on Sale of Equipment				20,000	0	25,000	25,000	Sell Rescue 3140
5056.000 Warrant (Sisq Co Discr Funds)	5,888	5,162	5,377	5,000	3,339	5,000	5,000	
5061.000 Donations	6,259	12,395						Not using this GL
5062.000 Event - Donations	60	4,906	5,685	1,000	0	1,000	1,000	
5063.000 Donations - DPS for Meas D	403	827						Not using this GL
5075.000 Grant Income	0	11,650	7,368	5,500	0	7,500	7,500	VFA Grant (50/50 match)
5081.000 Interest Earned-RSV (Savings)	362	420	703	400	112	400	400	
Dept. 45 - Mutual Aid Strike Team								New Sub Dept. to track Mutual Aid Strike Team costs
4080.000 Strike Team Revenues				124,234	120,208	70,382	70,382	Mutual Aid Fire Reimbursements - Estimate only
Total Ops Revenues	179,415	213,806	303,088	274,520	228,139	227,538	227,538	
3101.000 Reserves-Unrestricted (Savings)				-400				Remove per committee
Total Revenues	179,415	213,806	303,088	274,120	228,139	227,538	227,538	
Expenditures								
7001.000 Accounting Audit/Review	812	840	805	840	980	875	875	7% of \$12,500 Fire. Per agreement for 15/16, 16/17 & 17/18
7002.000 Admin Overhead Alloc	19,115	20,242	27,992	32,032	22,417	28,485	29,621	Derived from General Fund 8%
7003.000 Bad Debt			20		6			
7004.000 Contingency	378	0	0					
7010.000 Capital Improvement/LAIF Sav. Exp.	4,000	14,153	70,645	113,000	32,474	3,000	3,000	Capital Expenditures from LAIF Savings
7026.000 Contract Services	411	924	1,794	1,000	567	2,000	2,000	Janitor, Pest control, Oxygen
7033.000 Licenses, Permits, Fees	365	236	273	350	88	350	350	Email (\$4/mo) , DMV license fees, fingerprints
7034.000 Dues & Subscriptions	877	700	755	925	701	925	925	CSFA, CFOA & Firetools Annual support/Dues
7040.000 Insurance (Liability)	5,903	6,597	6,884	7,500	7,187	8,250	8,250	10% increase per notice 2/13/17
7041.000 Legal	289	0	365	1,000	0	1,000	1,000	
7045.000 Insurance Claims	0	0	0	0	0	0	0	
7050.100 Office Expense-Supplies	730	760	537	650	159	650	650	
7050.200 Office Expense-Postage	67	31	47	100	2	100	100	
7050.400 Office Expense-Maintenance	390	0	0	0	0	0	0	
7051.000 Public Safety Supplies	7,511	306	1,942	2,000	215	500	500	14/15 Increase
7051.100 Mandatory Safety Equipment		0	5,348	5,000	1,796	4,000	4,000	Structural Tumouts/Wildland Gear
7062.000 Repair & Maintenance	479	1,511	5,339	1,500	761	2,000	2,000	
7063.000 Fuel	5,625	6,041	6,497	8,000	3,272	5,000	5,000	
7064.000 Materials/Supplies/Small Tools	1,770	4,301	1,362	2,000	826	2,500	2,500	
7065.000 Vehicle Repair/Maintenance	1,994	9,317	35,633	25,000	19,945	7,000	7,000	
7075.000 VFA Grant Equipment	3,474	21,338	14,736	11,000	10,856	15,000	15,000	VFA Grant Expenses (50/50 match)
7105.000 Utilities (CSD)	786	688	921	850	585	850	850	Split with Police & Boat House
7105.100 Utilities-Telephone	636	621	639	2,100	786	2,600	2,600	16/17 Total 3 iPads for Fire Engine
7105.200 Utilities-Electric	2,685	2,954	4,797	4,400	1,795	3,300	3,300	Split with Police & Boat house
7105.300 Utilities-Waste	420	420	450	480	280	480	480	Split with Police
7105.400 Utilities-Propane	1,091	687	816	1,000	1,150	1,000	1,000	Split with Police
7204.000 Events	255	1,397	65	500	0	500	500	
7501.000 Payroll Expense	28,967	90,632	158,208	29,095	17,767	33,660	33,660	4 months remaining FY 16/17 - Chief 30 hr/wk
7513.000 Payroll-TAXES	2,900	9,452	15,504	2,797	1,906	2,866	2,866	
7514.000 Payroll-Benefits	5,450	14,914	3,834	6,384	0	19,727	19,727	4 months remaining FY 16/17
7516.100 Pension (EJ)	887	2,529	1,160			2,059	2,059	
7518.000 Workers Comp	4,335	13,973	16,020	11,456	10,892	12,786	12,786	Includes Volunteer FFs
7530.000 Payroll Services Billed	-6,631	5,143	-38,212	500	12	500	500	Use of PW EEs at Fire Dept.
7549.000 Volunteer FF Stipend	9,948	10,536	15,828	14,000	6,840	14,000	14,000	
7550.000 Travel & Training	1,755	5,453	5,510	1,500	293	2,000	2,000	Certifications on 2 yr cycle
7551.000 Meals	1,063	1,406	1,449	1,200	197	1,500	1,500	
7552.000 Physical Exams/Shots	129	856	1,134	1,200	0	600	600	Fit Test, Med Exam/shots
7556.000 Uniforms	3,208	3,345	3,485	2,000	2,409	1,000	1,000	
7557.000 Employee Licensing & Certs	0	0	0	0	0	0	0	Need this GL??
Dept. 45 - Mutual Aid Strike Team								Sub Dept. to track Mutual Aid Strike Team costs
7501.000 Payroll Expense				80,285	65,911	33,670	33,670	
7513.000 Payroll-TAXES				7,010	5,918	3,673	3,673	
7518.000 Workers Comp				8,253	6,776	4,056	4,056	
Total Expenditures	112,074	252,303	372,582	386,907	225,770	222,460	223,596	
Reimbursement from LAIF Savings				113,000		3,000	3,000	
Profit / Loss	67,342	(38,496)	(69,494)	213	2,369	8,078	6,942	

Assumptions:

Admin Overhead Allocation is based on calculation of 8%
2016/2017 Audit - AGT \$12,500
Payroll for 2017/2018 includes:
• Worker's Comp EMOD rates increased for 2017/2018 per notification received 2/22/17
• Medical Insurance costs are increased 3% from 2017 for Teamsters Plan

Fire Payroll Includes:

Full Time Chief at 30 hrs/wk less strike team hours

Mutual Aid Strike Team Payroll Includes:

Part time Fire Fighters for Strike Team assignments
approximately 1300 hrs/year (as needed) for FF
150 hours for Chief, 14 days for type 6 Engine w/strike team
21 days for Type 3 Engine rental

2017/2018 Capital Expenditures from LAIF Savings:

New Insulated Windows	\$	3,000
Total:		\$ 3,000

Current Balance in LAIF:	\$	84,349
Amount to transfer to/from LAIF for		-
16/17 Expenditures and/or Receipts		
Net Balance in LAIF Savings:	\$	84,349
NOTE:		
Assigned Reserves - Fire Equipment	\$	64,043

KARL DREXEL, SDA*KD Management Services LLC*

May 17, 2017

Board of Directors
Lake Shastina Community Services District

Dear President Graves and Members of the Board,

It was one year ago this month when I wrote a letter of intent to the then Board of Directors in response to the advertised position for General Manager, and 10 months since I took over the management duties of this District. When I was hired, the District was in disarray. I was charged by the District search committee, and ultimately the Board of Directors, with a prioritized list of tasks they wanted accomplished. The first and foremost was to hire a Chief of Police and work with him to develop a standalone Police Department. I did that. We have four full time officers (one in training) and a part time officer. We have cut down on the overtime, are answering more calls and submitted a balanced budget for the next fiscal year. Another priority of the search committee was to apply for grants. This was accomplished with the District being awarded a \$500,000 Sewer Improvement Project Planning Grant for the design, planning and specifications for proposed improvements. A Drinking Water Improvement Project Planning Grant has also been applied for, but has not been approved by the State at this time. We are continuing to work closely with the Project Managers at the State to reconcile their questions and concerns. Rehabilitating Well #4 was a priority. We got that done in time and under budget, along with the emergency rehabilitation of Well #3 at the same time. Another priority was to hire a new employee to be the lead operator for the sewer department in Public Works. I was able to get an employee from the Weed Department of Public works on loan to be our lead operator while the existing staff gets certified, at no cost to the District. The Union Agreement was another priority and I was able to negotiate with the union to develop an MOU that was satisfactory to the Board of Directors and staff and we got it passed. I was also directed to establish a rental system for the Maintenance Yard, which I did. However, I was not able to establish an exit plan for the POA from the Admin Building, since the subsequent Board has directed me in another direction.

But here we are 1 year later deciding if the District wants to continue my contract as General Manager as an Independent Contractor or not. I will repeat what I explained to the Board when I was hired.

As the current part-time General Manager of the Amador Regional Sanitation Authority in Sutter Creek, CA (and Part-time GM for Lake Shastina) and the former Contract Administrator, Treasurer and CFO of the Tomales Village Community Services District I believe my experience and training would be a valuable asset now into the future. My training and background in CSD law, Open Meeting law, Government Financing and Special District management, all prepare me for this task.

I have over 35 years experience in management and executive positions in the private sector and in the public sector working with California special districts and non-profit organizations. I was the President, CEO and CFO of a multi-million dollar wholesale lumber company with large staff and branch offices in the private sector. I carried that experience into the public sector in 1999 when I

2885 W. Steele Ln • Santa Rosas, CA 95403

Ph (707) 527-5688 • Fax (707) 575-4306

E-mail karl@kdmanagement.us • www.kdmanagement.us

May 12, 2017

became the first General Manager of the Tomales Village Community Services District. As the Administrator of the TVCSD, I had no staff, but I managed numerous contractors, volunteers and capital projects. Those projects included a new wastewater treatment plant; building a community Park; and developing a new solar system to offset the energy usage of the District. All with grants, donations, low interest loans and zero interest bonds.

Although I am a hands on Administrator, my management style is an open door, approachable and accessible method with staff, contractors and the community. I have extensive training through statewide organizations such as California Special Districts Association, California Water Environment Association, and the California Rural Water Association. My training focused on management, government financing, Board relations and policy development, and Government Codes. This led to a statewide Certification as a Special District Administrator, one of about 70 in the state out of 3,500 special districts.

I have accomplished a lot in the short time I have been with this District. However, this District is still in disarray. I would like the opportunity to finish the job I was hired to do, and with the support of a helpful Board, I can continue that job. Thank you.

Respectfully,

Karl Drexel, SDA
KD Management Services LLC

KARL DREXEL, SDA

2885 W. Steele Ln. • Santa Rosa, CA 95403
karl@kdmanagement.us • (707) 527-5688 • Fax (707) 575-4306

ADMINISTRATOR • GENERAL MANAGER • FINANCE MANAGER

Extensively experienced results-oriented, problem solving, ethical Administrator and Special Districts Manager with a demonstrated track record of managing organizations in the public and private sector. Certified Special Districts Administrator. Extensive experience in capital project management, operations and financial oversight with expertise in:

- Monthly and Annual Financial Reports
- Accounts Payable / Receivable
- Budget preparation and Prop 218 notices
- Audit assistance and Manager's Analysis
- Grant writing, oversight and cash management
- Develop and maintain Operations Manual, Policy Manual and Revenue programs
- Work well with Board of Directors, Committees and Community Groups
- Oversee regulatory requirements of Federal, State and Local agencies, with concentration in wastewater regulations
- Manage contract operators and oversee capital projects

I and my administrative staff members have worked closely with Karl for over a decade and we have been impressed with his knowledge and expertise in the complex field of special district management.

**Steve Kinsey, Marin
County 4th District
Supervisor**

CAREER EXPERIENCE

AMADOR REGIONAL SANITATION AUTHORITY Sutter Creek CA (June 2015 – Present) General Manager

- Projects and Duties Include:
 - Oversee waste disposal for three communities, work with RWQCB for regulatory oversight, work with Department of Safety of Dams, work with California Department of Corrections, oversee Accounts Payable, Accounts Receivable, monthly financials, annual report to State Controller's Office, participated in annual audits meeting GASB requirements, pay bills, and maintain accounting software.

KD MANAGEMENT Santa Rosa CA (October 1999 – July 2015) Principal, Administrative Services

- Primary Client – Tomales Village Community Services District
- Projects and Duties Include:

Karl offers a qualified professional presence to perform management services for California special districts including water districts, wastewater or sewage agencies and parks. I hope you will give his services your serious consideration.

**Jared Huffman, Former
Assembly Member 6th
District**

- o Hands on contract employee serving as Administrator / General Manager, Board Secretary, Treasurer and CFO. Handled all Accounts Payable, Accounts Receivable, monthly financials, annual report to State Controller's Office, participated in annual audits meeting GASB requirements, pay bills, maintain accounting software, developed and maintained asset management account and depreciation schedule on equipment, submit transmittals to County Auditor's office, maintain bank accounts, oversee contract operators, develop and maintain Operations Manual, District Policy Manual, Board Policy Manual, Reserve Policy and Revenue programs, develop and maintain SSMP, Hazardous Material Business Plan, and SSO annual and monthly reporting.
- o Directed major improvement projects of the Tomales Wastewater Treatment Plant. Oversaw the rehabilitation of the collection system, designed and implemented a three phase treatment lagoon system, developed a SCADA System, contracted with engineers, operators, integrators and general contractors to complete the \$950,000 renovation project.
- o Directed and managed Park renovation and rehabilitation project. Hired and oversaw contractors, workers and volunteers to design and construct accessible Community Park for the community and visitors traveling through the community, built and installed multiple play structures, handicap accessible bathrooms and pathways, wrote, submitted and oversaw grant funding from federal, state, local and private grant programs.
- o Developed a solar project for the WWTP operation and irrigation system, garnered IRS authority to sell zero interest bonds, contracted for 38 kW solar project and oversaw construction.
- o Earned two CWEA RES Small Wastewater Treatment Plant of the Year Awards. Awarded the prestigious California Green Business Certification.

GOODWILL INDUSTRIES Santa Rosa CA
(Aug 1998 – Sept 1999) Business Development Manager

- o Oversaw the development of contract assembly, packaging and fulfillment department for third party clients such as Mrs. Grossman's Sticker Factory, Illuminations and Sammy Hagar's Cabo Wabo tour packages. Also oversaw Braille printing department producing Braille documents for the US Treasury Department, School for the Blind and various investment companies.

RJW LUMBER COMPANY Healdsburg CA
(July 1997 – August 1998) Purchasing Manager

- o Setup and maintained purchasing programs and contracts with material suppliers, authorized invoicing and payments,

Special thanks to Karl for his abilities, and the integrity he shows and is known for with our county officials, the Department of Environmental Health, and the myriad of other state and local agencies he works with.

Kathryn Marando,
Former TVCSD Board
Member

I have found that Karl is bright, energetic and most of all very knowledgeable about Special Districts governance and laws.

Dennis Rodoni,
Commissioner, Marin
County LAFCO,
Former President Marin
County Special Districts
Assoc.

maintained inventory, supervised other buyers, oversaw dispatching of inbound and outbound material transportation, reported directly to the Vice President of Finance, assisted in Chapter 11 filing and company liquidation.

ANDEL FOREST PRODUCTS, INC Santa Rosa CA (1987 -- 1995) President

- o Operated a multi-million dollar international corporation buying and selling building materials from manufacturers to retail lumber companies, oversaw sales staff of 6, manufactured and remanufactured building materials and lumber products, contracted with financial companies for inventory and receivable financing, contracted for international barge shipments of lumber products, established and operated branch office.

EDUCATION

High School Ygnacio Valley High School Concord CA Diploma
AA Degree in Business Administration Diablo Valley College
Bachelor of Science Degree in Business Management and Accounting with Honors California State University Hayward, Dean's List, Economics Honors, Delta Sigma Pi

CONTINUING EDUCATION

CSDA -- Board Secretary Training, General Manager Training, Budget and Finance, GASB Requirements, Brown Act
CWEA -- SSMP Design and Development, Biosolids Regulations, Water and Wastewater operations
ICMA -- Local Government Management Trainings
CRWA -- Pumps, Lagoons, Aeration, Collection System Maintenance, Human Resources Workshops, Water Treatment and Distribution
SDRMA -- Ethics Training, Sexual Harassment Training, AB 1234, Changing regulations
Special District Administrator Certification
Special District Board Secretary Certification
ABAG Sponsored "Sewer Smart" seminars
California Coastal Commission Sponsored "Low Impact Development" seminar

COMMUNITY INVOLVEMENT

President of the Board Sonoma County Center for Reiki
Member of the Board CWEA Redwood Empire Section
Former Member and Treasurer of the Board Camp Meeker Rec. and Park District
Former Member of the Board Camp Meeker Volunteer Fire Dept.
Former Member of the Board Summerfield Waldorf School

Karl has successfully managed construction projects; grants; loans; and federal, state and local governments' regulatory requirements for an entire community.

**David Wright, P.E.
CA Department of Water
Resources**

Karl has exhibited his excellent written and verbal communication skills. He is extremely organized, works independently and follows through to ensure that the job gets done.

**Nicole Vigeant, Former
President TVCSD Board
of Directors**



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: JUNE 21, 2017

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: PROPERTY & LIABILITY INSURANCE WITH WORKERS COMP

Review and Approve the GSRMA Proposal for Property, Liability and Workers Compensation Insurance for a Three Year Commitment

BACKGROUND:

One of the District's largest single annual expense is Insurance. The LSCSD has been with the Special District Risk Management Authority for many years. We pay them approximately \$125,000 per year for Property, Liability and Workers Comp. They have various incentives, which staff works tirelessly on to reduce costs and we have been successful with it over the years. They also provide training webinars through Target Solutions, which staff takes advantage of on a regular basis. However our W/C MOD (Experience Modification Rate) is 2.44, meaning we are paying 2.4 times the average rate for our industry. Our W/C premium in 2016 was \$72,010. Property and Liability is another \$53,477.

When I was hired, one of the priorities of the Board was to do due diligence in looking for competitive rates for our insurance. After a lot of searching we found Alliant Insurance, a commercial broker that actually carries some of SDRMA's co-insurance. They put a package together with our existing coverage and shopped it around. The Golden State Risk Management Authority out of Willows CA has sent us a proposal, which is attached. They provide the same coverage and maybe a little more than SDRMA for a fraction of the price, including Fire and Police. Their first proposal was a savings of 22% per year. After discussions and fine tuning with changes in vehicle and equipment values and adding the volunteer Fire Fighters, the GSRMA proposal went up in price slightly, with a savings of \$17,000 or 14% per year. Rates are guaranteed for 3 years.

On the surface it looks like a great deal. They have training, seminars, webinars, loss prevention courses to lower the MOD and many of the same things SDRMA has. There is also a potential to lower the rates an additional 10% through certain loss prevention practices they propose.

Debbie Nelle and I have both been scrutinizing the GSRMA on the policy comparison and from what we have found, the policies are comparable. Attached are their responses to our questions regarding comparability. They are comparable enough that a three year savings of \$17,000 per year cannot be discarded.

RECOMMENDATION:

Staff recommends the Board direct the General Manager to contract with GSRMA for proposed Property, Liability and Workers Comp Insurance.

From: [Walter Michael](#)
To: [Karl Drexel](#)
Cc: [Debbie Nelle](#); [Jennifer Peters](#); [Rick Krepelka](#)
Subject: RE: Insurance Questions
Date: Tuesday, May 09, 2017 5:25:33 PM
Attachments: [LakeShastinaCSD_GSRMAProposal.pdf](#)
[Lake Shastina SOV.XLSX](#)
[LSCSD Vehicle and Equipment values.pdf](#)

Hi Karl,

Nice catch. Attached, please find a current proposal reflecting the changes in values. The changes in value came from clarification conversations with Debbie this week.

Payroll – Was \$721,000; Now \$796k (Reflects 15 volunteer firefighters @ \$5k each: \$75k addition)

Mobile Equipment – Was \$408,584; Now \$216,752

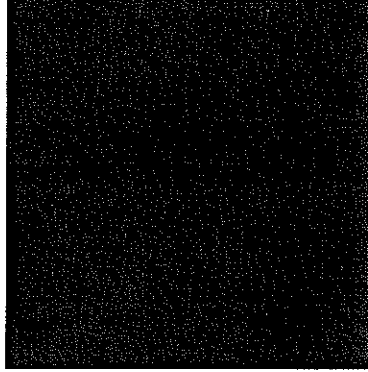
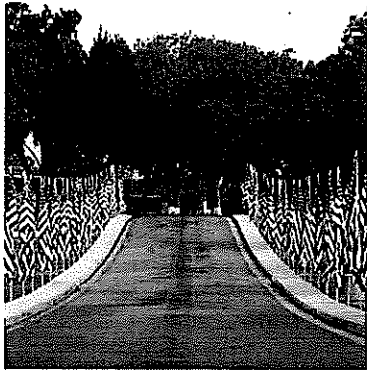
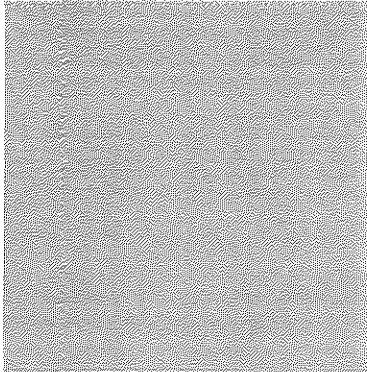
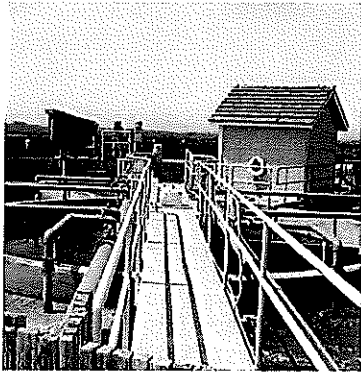
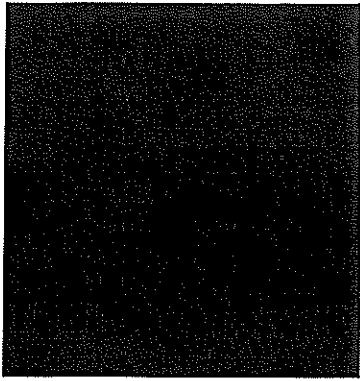
Vehicles – Was \$526,140; Now \$972,403

I've attached the two different documents regarding vehicles and mobile equipment that Debbie and I came to conclusion from. SOV attachment was the incorrect values. LSCSD Vehicle and Equipment values is the correct document per Debbie.

Please feel free to call or email. I'm about to leave the office, so my cell is best (530) 781-2261.

Have a good evening,

-Walter



GOLDEN STATE

RISK MANAGEMENT AUTHORITY

Innovative programs, personalized service

**Insurance / Risk Management Proposal
for
Lake Shastina
Community Services District**

Established in 1979

May 9, 2017

Lake Shastina Community Services District
16320 Everhart Dr.
Weed, CA 96094

Thank you for the opportunity to provide a quote for Lake Shastina CSD's insurance and risk management program. Golden State Risk Management Authority (GSRMA) is an excellent option for rural community services districts.

Based on the information provided, below is the estimated annual cost for Lake Shastina CSD*:

Workers' Compensation	\$	68,456
General Liability/Pollution/Crime	\$	27,144
Property/Auto/Misc.	\$	12,688
Total	\$	108,288

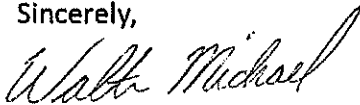
Per GSRMA's Joint Powers Agreement, your rates will remain level for three years.

GSRMA requires participation in all applicable programs, and a three-year membership commitment. This commitment is vital to rate stabilization in risk-sharing pools. GSRMA was formed in 1979, and has provided its members with extremely competitive rates and high limits of coverage. GSRMA currently has 265 member agencies.

GSRMA is very strong financially and *Accredited with Excellence* from the California Association of Joint Power Authorities (CAJPA). The CAJPA accreditation is an extensive third-party examination of an insurance pool's structure, finances and operations. We are proud of this recognition.

Following is a summary of the coverage and services represented in this quote. GSRMA is diligent in its effort to provide members protection with no "gaps". Coverage such as Director's E&O, Employment Practices Liability, Pollution Liability, even Flood and Cyber Liability risks are covered! We look forward to an opportunity to serve your agency. Feel free to call with any questions.

Sincerely,



Walter Michael, Member Services Specialist
(530) 934-5633

*Payroll rates = \$3.40/\$100 General Liability and \$8.60/\$100 for Workers' Compensation.
Property rate = .13/\$100 value

Coverage Summary and Limits

Comprehensive General Liability \$50,000,000 Per Occurrence Limits Broad Occurrence Coverage Including:

- First-dollar coverage - no member retention or deductible for liability losses
- Bodily Injury & Property Damage
- Personal Injury
- Public Officials Errors & Omissions
- Automobile Liability
- Contractual Liability
- Employment Practices Liability
- Pollution Liability
- Crime-Bond Coverage – (\$10,000,000 Limits)
- Excess coverage is provided through the CSAC Excess Insurance Authority, one of the largest and most respected public entity insurance programs in the nation

Workers' Compensation

Statutory Limits/\$5,000,000 Employers Liability:

- Complete Self-Administration of Claims
- Coordinated Phone-In Reporting and Injury Triage
- Customized Return-to-Work Programs
- Nationally Recognized for Innovative Claims Management Solutions

Property and Miscellaneous Coverage

\$600,000,000 Limits Per Loss

- Low member deductibles
- All-risk, full replacement cost coverage
- Real and personal property
- Automobile, mobile equipment, boiler and machinery
- Flood coverage included
- No co-insurance clause
- Optional earthquake, watercraft and aviation/airport coverage

What company provides the workers comp coverage? (SDRMA uses York Risk Services) Is there a WC procedure manual available on website or in hard copy?

York Risk Services is a third party administrator (TPA) of workers' compensation claims. We do not use a TPA but rather administer claims in-house for a variety of reasons. We believe it is a better solution to have familiar, efficient communication between the injured employee and a claims examiner. Our claims examiners work in our office and are available by calling GSRMA. When an employee is injured, the first step is to call our nurse triage partner, MedCor. When an injured employee calls MedCor, they speak with a licensed nurse who opens a claim, triages the employee and directs them to the closest appropriate medical facility. Our claims examiners are notified immediately and follow up with the employer, employee and provider as needed.

Who is the MPN (medical provider network) for workers comp?

We do not use an MPN. It frankly doesn't make sense for the rural areas in which most of our members are located. We can work with each member to identify what providers or facilities they prefer to have their employees use.

Do you provide the completed OSHA forms 300A and 300 for us to sign or will we need to track and submit these? Currently we receive these from SDRMA and complete the signature area and annual employee hours info.

We generally do not provide completed OSHA forms 300A and 300 since these forms require information beyond that collected through the workers' compensation system. However, we can provide such forms populated with the data that we do have or reports that assist in the completion of these OSHA forms.

Hi Walter,

Did you have a chance to prepare a certificate of coverage yet? I have read through documents in the package you provided and reviewed your website which was very helpful, but I have quite a few questions for you still.

Comprehensive General Liability Program

\$50 million Per Occurrence Limits

- First-dollar coverage - no member retention or deductible for liability losses
- Bodily injury & property damage
- Personal injury
- Public officials' errors & omissions
- Automobile liability
- Contractual liability
- Employment practices liability
- Pollution liability and crime-bond coverage are provided with separate limits

Workers' Compensation Program

Statutory Limits – \$5 million Employers Liability

- First-dollar coverage – no member retention or deductible for workers' compensation claims
- Complete self-administration of claims
- Coordinated phone-in reporting and injury triage (Medcor)
- Customized return-to-work programs
- GSRMA has been nationally recognized for its innovative claims management solutions

Property and Miscellaneous Coverage

\$600 million Limits Per Loss

- Low member deductibles
- All-risk, full replacement cost coverage
- Real and personal property
- Automobile, mobile equipment, watercraft, boiler and machinery
- Flood coverage included
- No co-insurance clause
- Optional earthquake, and aviation/airport coverage available

I have attached our current year invoice for P&L. Can you provide a sample to show a breakdown of costs like this for GSRMA? This will help identify which areas are providing the substantial savings comparisons with SDRMA.

<i>Coverage</i>	<i>Contribution</i>
General Liability	\$ 27,064
Workers Compensation	\$ 68,456
Property	\$ 7,688
<i>Earthquake</i>	Included
<i>Flood</i>	Included
Auto Physical Damage	\$ 4,376
Mobile Equipment	\$ 520
Watercraft	\$ -
Pollution	\$ 80
Boiler and Machinery	
Crime Bond	\$ 104
Total Estimated	\$ 108,288

Will you be providing a detailed breakdown for the premium costs for each vehicle, equipment and property? We will need a breakdown to be able to charge premiums to the applicable departments (the worksheets you have for our items covered were from SDRMA to provide premium breakdowns).

We are able to provide breakdowns per department for vehicles, equipment and property based off of values given.

What are the deductibles? Auto comp and collision, property, liability claims, etc.

General Liability - First-Dollar Coverage (No Deductible)

Workers' Compensation - First-Dollar Coverage (No Deductible)

Property - \$1,000 deductible

Auto Physical Damage - \$250 Comp; \$500 Collision

Do the lists of coverages include any non-member certificates of coverage, if not, what is additional cost for each? We currently have 5 that we need each year.

We provide certificates of coverage for non-members, at no additional cost. Also, we do not limit our members to 5 each year. A member agency may request as many as needed.

I do see claim forms on your website, are there also forms for third party claims and instructions for staff/Board?

The Claim for Damages Form at the following location is the form our members use to report third party claims. <http://gsrma.org/members/forms/>. This form is customizable so each member can list their specific information on the form. As the Third Party Claim process is more of an internal process for our members, each member handles this process differently. However, we are happy to work with our members to assist in developing this process

We do have a new liability claim that was filed regarding a power line that public works crew damaged earlier this year. We received power company claim for payment late March and it is in process with SDRMA. Do you need any info on that?

This sounds like a minor claim so we do not need the claims information at this point.

Is Target Solutions training including with coverage for free? What about costs for other training, on site, webinars or off site? Do you have a safety meeting program which sends out training packets each month for employees to review or something similar? A video library available for check out?

TargetSolutions, including the premium content for Fire, Wastewater and Law Enforcement industries is offered free of charge to GSRMA members. Our Safety and Loss Prevention services are also offered free of charge to our members. These services include but are not limited to training (onsite, regional, and webinars), member visits, ergonomic evaluations, site inspections, etc. We have access to Tailgate Training topics that we are happy to share with our members. Our members also have access to a video lending library free of charge. The only training we offer that has a cost is our CPR/First Aid Training. The charge for this is \$20 per person.

Are we able to add or delete drivers and vehicles/equipment online through the website? Do you provide DMV pulls for our listed drivers?

We do not keep track of drivers, only vehicles/equipment. It is up to the Board and their policy to decide what qualifies a driver to drive. We do have a program, free of charge, that allows our member agencies to pull driver records instantaneously and also monitor in real-time a list of active drivers. This program is through A-Check Global. (See attachment for more information)

I know this is a lot, but we want to be thorough and provide accurate information to the Board. I also would like some more detailed information about the other services listed on the flyer in the packet. What and where are the conferences and regional trainings? Are these for members or just for GSRMA staff? Can I get more detail about the loss prevention services, web and on-site training, human resource hotline, return to work programs, anonymous crime reporting, training incentive programs and grants to 3rd party training?

TRAINING - GSRMA has developed a comprehensive training program to assist our members with the identification and mitigation of risks, comply with state and federal requirements, and create a safe and healthy workplace. Given the diversity of our members, we offer training in a number of forums. All of the training offered by GSRMA is open to all of our member agencies. The Annual Conference is held in October each year. This year the conference will be held on October 19-20, 2017 in Corning at the Rolling Hills Casino. The event is a day and half of training aimed at providing education to our members on a wide range of topics. The conference also creates an environment that promotes networking and sharing among our members. Regional trainings are held all over the state in different regional areas. The regional trainings are often scheduled based on request by our member agencies, but are also scheduled by our staff to present important information/education to our members. Online training is offered to GSRMA members at no cost via TargetSolutions. On-site training is available to GSRMA members as requested. There is no cost for this service, except for supplies for the CPR/First Aid Training. The cost of supplies for this training is roughly \$20 per person.

MEMBER VISITS - A key component of our successful program is contact with our members. To maintain this contact, GSRMA staff travel all over the state to meet with our members at their locations. While onsite, staff provide a variety of services including but not limited to answering questions, conducting training, site inspections, assistance with the development of programs, and much more. During the past year staff conducted 266 member site visits.

SITE INSPECTIONS - Regular site inspections help in the identification and resolution of unsafe conditions and hazards in the workplace. Our safety and loss prevention staff would be happy to schedule a time to visit your location, conduct a site inspection and provide you with assistance in developing a regular process. If you have a site inspection process in place, but would like to ensure it is sufficient, we would be happy to assist.

ERGONOMICS - Our ergonomics program assists our members in the identification and mitigation of risk factors that may contribute to musculoskeletal disorders (MSDs). The program includes: Onsite Ergonomic Evaluations - Staff will conduct an on-site evaluation of employee workstations and provide recommendations to resolve identified risk factors. Ergonomic Training – An important component of a successful ergonomics program is training. We are pleased to provide both onsite and online ergonomic training options. This program is offered at no cost to GSRMA members.

HR HOTLINE - To assist our members, GSRMA has partnered with Hunt Jeppson & Griffin to develop the HR Hotline. GSRMA members can seek legal advice regarding employment-related issues, at no cost to their district. The attorneys at Hunt Jeppson & Griffin have considerable experience in a wide range of human resources matters and issues. Early involvement of the attorneys will help you handle the matter as quickly and efficiently as possible, and with the least amount of liability exposure.

LOSS PREVENTION INCENTIVE PROGRAM - In an effort to assist our members in complying with state and federal regulations, reducing losses, and enhancing existing safety and loss prevention programs, the Loss Prevention Incentive Program (LPIP) was developed. As an incentive for applying, GSRMA members can earn awards of up to 10% for their current year's premium (maximum of \$50,000).

LOSS PREVENTION SUBSIDY FUND - As proponents of training, GSRMA looks for ways we can partner with and support our members in the implementation of training. One way we accomplish this is through the Loss Prevention Subsidy Fund (LPSF). GSRMA members can apply for funding through this program to help offset costs associated with training. This program is available on a first come first serve basis each fiscal year. To apply for the program, members submit an application which provides an explanation of the training program and how it will help to reduce losses at their agency.

WETIP - An anonymous crime reporting program that allows residents and members of the community to report information regarding crimes without fear of retaliation. If a crime occurs on your premises, contact GSRMA staff with photos and a description of the event. GSRMA works with WeTip on the creation of an event flyer, which can be posted around your community. A toll free tip line is available 24 hours a day, 365 days a year. WeTip also provides a bullying prevention program, which is a great benefit to school districts. Along with the toll free tip line, WeTip provides educational resources to help combat bullying and promote reporting of incidents.

RETURN TO WORK – This program is designed to help reduce the costs of on-the-job injuries for both employees and employers by getting the employee back into an appropriate work environment as quickly as possible.

Does our quote include the flood and cyber liability? I don't believe we are in a flood zone, so what would it cover?

Yes. Flood coverage is included in the Property Program. The limits are the same, but the deductibles are higher (\$25k outside of 100 year flood zone; \$100k within 100 year flood zone). Cyber liability is included in the proposal with limits of \$4 million per occurrence.

I am going over the lists you already have to see what may need to be removed or added as we have had changes since last year. I hope to have that done this week. You can reply to my email with answers and then we can discuss when you have some more time. I really appreciate your help with this.

Thanks again!

Debbie Nelle

RESOLUTION NO.: _____ DATED: _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA
COMMUNITY SERVICES DISTRICT AUTHORIZING APPLICATION
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA

FOR A CERTIFICATE OF CONSENT TO SELF INSURE
WORKERS' COMPENSATION LIABILITIES

At a meeting of the Board of _____ Directors
(enter title)
of the _____ Lake Shastina Community Services District
(enter name of public agency, district)
a _____ Community Services District
(enter type of agency) organized and existing under the laws of
the State of California, held on the _____ 17 day of _____ May , 20 17 , the
following resolution was adopted:

RESOLVED, that the _____ President of the Board of Directors
(enter position titles)

be and they are hereby severally authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure workers' compensation liabilities on behalf of the

_____ Lake Shastina Community Services District
(enter name of district)

and to execute any and all documents required for such application.

I, _____ Mike Graves _____, the undersigned _____ President
(enter name) (enter title)

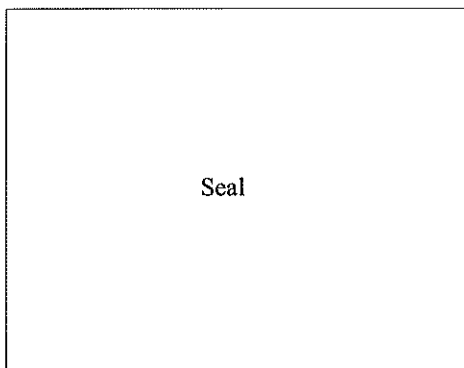
of the Board of the said _____ Lake Shastina Community Services
(enter name of agency)

a _____ Community Services District _____, hereby certify that I am the _____ President
(enter type of agency) (enter title)

of said _____ Community Services District _____, that the foregoing is a full, true and correct copy of the resolution duly
(enter type of agency)

passed by the Board at the meeting of said Board held on the day and at the place herein specified and that said resolution has never been revoked, rescinded, or set aside and is now in full force and effect.

IN WITNESS WHEREOF: I HAVE SIGNED MY NAME AND AFFIXED THE SEAL OF THIS



_____ Community Services District
(enter type of agency)
THIS _____ 17th DAY OF _____ May , 2017

(Signature)



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: JUNE 21, 2017

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: BUSINESS RELATIONSHIP BETWEEN LSPOA AND LSCSD

BACKGROUND:

The Board requested at the April meeting that I try to find a neutral third party attorney that can look at the recommendations from the LSPOA/LSCSD committee to develop a working and legal Memorandum of Understanding around the issue of employees working for both entities, the ownership of the Administration Building and use of the equipment and maintenance yard. I sent out numerous requests and got several responses. Different attorneys have different specialties and I focused on attorneys that were relatively close, had government law as a specialty, were familiar with Davis Bacon, were experienced in CalPERS Law, and that had or could mediate.

The issues before us are multiple. If we are to enter into another agreement, it has to be written such that it is legal and fair to all parties. A government agency can enter into any number of contracts and mutual agreements providing it is in the best interest of the District and its ratepayers. The issue of CalPERS public employees working part of their time for a private organization has been determined to be illegal. One CalPERS staff member went as far as saying the District is committing fraud with their reporting government work when they are working on POA business. To a one, the attorneys I have talked to said that needs to be resolved first before CalPERS decides to resolve it themselves.

Whether or not the two entities enter into some kind of a working relationship by MOU or contract, with or without CalPERS, there is the issue of ownership of the Administration Building. The legal ownership is murky at best. Some say the investment in the building was for the use of the building for a period of time and others say it is for a percentage of ownership. There are no signed contracts either way, so we need to rely on legal precedent and possibly mediation.

A third issue has to do with the CSD's maintenance yard. The CSD owns the maintenance yard where the POA stores their heavy equipment. Currently the CSD uses the POA's equipment in lieu of the POA paying rent. The legal use of Government property without payment, even with the use of POA equipment is questionable. It could be construed as misappropriation of government funds.

The LSCSD and the LSPOA each have legal counsel to represent their interests. However, it was suggested both entities mutually hire a third party to negotiate and mediate the issues. I have attached some of the proposals and hopefully will have a mutually acceptable choice with Mike that the Board can vote on to move forward.

RECOMMENDATION:

Staff recommends the CSD Board select one or more of the third party attorneys so that I can review them with Mike Colombo and mutually select a Proposal for Services to represent the interests of both parties to present to the Boards.

Karl Drexel

Subject: FW: Lake Shastina CSD

From: Harris, Andrew [<mailto:Andrew.Harris@calpers.ca.gov>]
Sent: Tuesday, May 02, 2017 8:08 AM
To: karl@kdmanagement.us
Subject: RE: Lake Shastina CSD

Good Morning Mr. Drexel,

I can provide responses to your concerns in writing. For your service with the District, I will be providing you a letter with our determination that will you be receiving in the next couple weeks.

As for your concern with your employee that is providing services to the District and to the homeowners association, the District cannot report the services for the homeowners association to CalPERS. Only employees of CalPERS covered agencies [defined by California Government Code 20028(b)] are eligible for CalPERS benefits. Since the homeowners association is a separate agency and not a CalPERS covered agency, the employee's service for this time cannot be reported to CalPERS for service credit. Even though the District may be reimbursed for her services from the homeowners association, the employee is still performing services as a homeowners association employee for that time which is not reportable.

If the 60% of the employee's hours are worked with the District, then that's how many hours need to be reported to our system for service credit. The 40% that is worked for the homeowners association should not be reported to CalPERS. If the District has an employee that is doing this, then the District will need to make corrections to the member's service in our system to ensure the employee is getting the correct amount of service credit. If assistance is needed to make these corrections, I can have one of our Payroll Reporting analysts assist your agency with this.

If you have any questions or concerns about this please feel free to contact me.

S

Andrew Harris
Retirement Program Specialist II
EAMD/Membership Analysis and Design
(916) 795-0451
Andrew.Harris@calpers.ca.gov



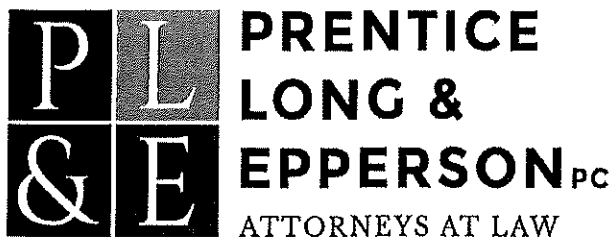
Proposal for Legal/Mediation Services for:





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5	Cost Proposal	5
6	Summation	6



Redding Office
1716 Court Street, Suite B
Redding, CA 96001
530-691-0800

Fresno Office
5424 N. Palm Ave, Suite 108
Fresno, CA 93704
559-500-1600

Margaret E. Long
margaret@plelawfirm.com

May 5, 2017

LSCSD and LSPOA
C/O Karl Drexel
16320 Everhart Dr.
Weed, CA 96094

Re: Response to Request for Proposal for Legal Services

Dear LSCSD and LSPOA:

Prentice, Long & Epperson, PC respectfully submits this proposal to Lake Shastina Community Service District and Lake Shastina Property Owners Association for legal and mediation services. Prentice, Long & Epperson, PC has offices in both Redding and Fresno. In addition to LCTC, we currently provide the full services to a number of public agencies, including the community service districts. We are pleased to provide this proposal, which highlights the breadth and depth of experience we can offer you.

Lake Shastina Community Service District and Lake Shastina Property Owners Association would be personally serviced out of our Redding office. Prentice, Long & Epperson, PC prides itself on its quality of service and personal relationships it develops with its municipal clients. As your lead attorney, I would be personally available to you to answer any questions and assist your agency in all of its legal needs.

If you have any questions, please feel free to contact me at (530) 691-0800 or via email at margaret@plelawfirm.com. Also, feel free to visit our website at www.plelawfirm.com.

Thank you for considering our proposal for legal services and we very much look forward to the possibility of serving you.

Yours very truly,


Margaret E. Long
PRENTICE, LONG & EPPERSON, PC

2. Firm Description and Experience

Prentice, Long & Epperson, PC is a law firm founded on the principle of service. Our firm is comprised of seasoned and experienced attorneys with a proven track record of success as advice and litigation counsel. The attorneys of Prentice, Long & Epperson are dedicated to the welfare of our clients. We pride ourselves on being knowledgeable, and, importantly, understanding our clients' needs. This depth of experience and concern for our clients allows us to truly serve, not just represent.

Prentice, Long & Epperson was established by David Prentice, Margaret Long and Jason Epperson, seasoned municipal attorneys who share the goal of providing first-rate, full-service representation to public clients. David Prentice, Margaret Long and Jason Epperson have worked together for many years, and have a combined 50+ years of service to municipal clients. In addition, the firm is also comprised of very talented associate attorneys, paralegal staff and clerical and professional support staff, all of whom are available to serve our municipal clients.

Our firm has published several manuals detailing areas of the law that affect public agencies. These publications include:

- Governing with Intent: How to Win The Governance Fight - © 2016
- An Introduction to Public Employment and Labor Relations - © 2015
- Ethics Law for Public Officials - © 2015
- The Fair Labor Standards Act for Public Officials - © 2015

We provide training in each of these areas. Along with these trainings, Prentice, Long & Epperson regularly updates our clients on any legislative or judicial changes that may affect their agency. There are a myriad of issues that public agencies face on a day-to-day basis and we aim to provide our clients with the legal knowledge regarding these issues so that they can make informed decisions on behalf of their constituents.

Prentice, Long & Epperson, PC takes pride in the relationships we build with our clients. These relationships are built on trust and communication. We do not leave our clients in the dark when it comes to their legal matters. We keep in constant contact with our clients in order to make sure that they understand the complexities of their legal issues and their developments. We propose regular on-site office hours in order to be available and keep the lines of communication open.

3. Project Understanding/Services Available

Prentice, Long & Epperson, PC is available and equipped to assist Lake Shastina Community Service District and Lake Shastina Property Owners Association in negotiating and drafting agreements related to the following issues: (1) Staffing and CalPERS, including the CalPERS UAL, (2) the Administration Building; (3) the maintenance yard; and, (4) another issues that need to be addressed as the entities wind up their relationship.

We are also well versed in the areas that affect all public agencies. This includes CalPers, the Brown Act, the California Public Records Act, conflict of interest laws, the Political Reform Act, and other such areas of law that might affect a special district. Prentice, Long & Epperson has provided legal support to multiple public agencies and has been successful in doing so. The Agencies and its staff will have unfettered access to our firm's attorneys and staff. Communication between attorney and client is key to project management, so the Agencies will have access to our cell phone numbers and, of course, email and office phone contacts. Depending on the project, the Agency should expect weekly or monthly updates. These updates are usually done via email or telephone call, to whichever personnel is appointed by the Agencies to remain in communication with our office. As for longer-term projects, we schedule their completion dates and checkpoints at the beginning of the project and review them with Agencies staff to ensure they meet the Agencies' needs.

Margaret E. Long, State Bar No: 227176

Margaret Engelhardt Long is an experienced municipal attorney, who has served a number of counties, cities and special districts throughout her career. She is currently County Counsel for both Modoc County and Trinity County, and is Assistant County Counsel for Alpine County and Sierra County. In addition, Ms. Long is Deputy County Counsel for Lassen County regarding dependency matters and Deputy County Counsel for Lake County in employment matters.

Prior to forming Prentice, Long & Epperson, PC, Ms. Long was the managing partner of Cota Cole's Redding office. From 2005-2013, Ms. Long was an associate with the law firm of Kenny, Snowden & Norine in Redding, California. While at Kenny, Snowden & Norine, Ms. Long served as Assistant City Attorney for the cities of Dorris, Dunsmuir, Etna, Mt. Shasta, Montague, and Shasta Lake City, and as Assistant County Counsel for Modoc County. From 2003-2005, Ms. Long worked at Legal Services of Northern California, where she was the Managing Attorney.

Ms. Long has considerable experience in advising municipalities and public agencies on issues relating to employment, labor, public nuisance, law enforcement, land use, code enforcement, eminent domain, housing, public contracting, unlawful detainer, medical marijuana abatement, Proposition 218, and the Brown Act. Ms. Long's expertise includes facilitating local elections and initiatives, and engaging in labor negotiations on behalf of the local entity. Ms. Long also has experience in providing advice to planning commissions, water districts, community service districts, municipal airports and local transportation authorities. Ms. Long provides training to public entities on the Brown Act, and training to a variety of clients on sexual harassment prevention under AB 1825. In addition, Ms. Long represents four counties on their child dependency and Public Guardian matters.

Ms. Long received her Bachelor of Arts degree with honors from Wesleyan University in 2000. She received her Juris Doctorate from University of California, Davis in 2003, where she received the prestigious honor of becoming a member of The Order of the Barristers.

Ms. Long is a member of the California State Bar Association and Shasta-Trinity Counties Bar Association. Ms. Long has served as the Treasurer of the Shasta-Trinity Counties Bar Association, and she presently serves as the President of the Shasta County Women's Refuge Board of Directors, and as a Board Member for Habitat for Humanity.

Admissions:

California Bar (2003)
United States District Court, Eastern District of California
Ninth Circuit Court of Appeals

4. COST PROPOSAL

Prentice, Long & Epperson, PC proposes providing services described in the Request for Proposals at the rate of \$175 per hour for attorneys.

5. SUMMATION

Prentice, Long & Epperson, PC are excited about the possibilities of working with Lake Shastina Community Service District and Lake Shastina Property Owners Association. We are more than qualified to take on this task and intend to work closely with staff and the Boards should we be selected.

From: [Nancy Park](#)
To: [Karl Drexel](#)
Cc: [Isabel Safie](#)
Subject: Lake Shastina CSD and POA
Date: Tuesday, May 09, 2017 4:43:22 PM
Attachments: [isabel-c-safie-c2.pdf](#)
[nancy-a-park-c2.pdf](#)
[About-BBK-c2.pdf](#)

Karl,

It was good to talk to you last week. Best Best & Krieger would be pleased to act as neutral attorney to advise the Lake Shastina Community Service District (CSD) and Lake Shastina Property Owners Association (POA) with respect to the resolution of the issues at hand. Isabel Safie and I are the attorneys who will be the primary counsel involved. I have enclosed both of our bios plus some information about BB&K. I have 30+ years of experience in the real estate industry, focused on commercial property transactions, leasing in particular, and Isabel has developed a sophisticated practice in employee benefits, tax and fiduciary obligations. Together, we can cover the areas the parties have at issue.

We believe that BB&K could be very effective in the services the CSD and POA require. Below are the pertinent details that would be incorporated into an engagement letter, should the parties wish to move forward and engage BB&K:

CSD and POA wish to resolve the following issues:

1. Ownership, contribution, possession, use and future disposition of the commercial office building;
2. Employer liability for shared employees of CSD and POA, including-entering into a legal contract for ongoing operation and employment; and
3. Ownership, use and compensation for maintenance yard and equipment usage between POA and CSD.

BB&K shall be neutral in that it shall represent both CSD and POA together in resolution of these matters. CSD and POA shall be separately represented by individual counsel and BB&K shall act only as scrivener of the agreement between the parties, advising both parties equally as to the issues presented by the agreement. The ramifications and individual advantages and disadvantages of the agreement on each party will be the responsibility of CSD's and POA's individual counsel. Each party shall execute individual conflict waivers.

The billing rate for the attorneys involved are proposed as follows: Nancy Park (real estate and equipment issues): \$325; Isabel Safie: \$350; Associate (as needed): \$250; Paralegal (as needed) \$155. Other partners/of counsel shall be at \$325 as necessary for specific advice.

If the parties reach an impasse or a dispute, BB&K shall resign from representation and not represent either party.

Please let me know if I can provide any other information for your review. I look forward to hearing from you soon. We are ready and available to assist immediately and look forward to tackling and resolving the issues.

Regards,

Nancy



Nancy Park

Partner

nancy.park@bbklaw.com

T: (916) 551-2849 C: (916) 790-0307 F: (916) 325-4010

500 Capitol Mall, Suite 1700, Sacramento, CA 95814

www.BBKlaw.com ☐ ☐

This email and any files or attachments transmitted with it may contain privileged or otherwise confidential information. If you are not the intended recipient, or believe that you may have received this communication in error, please advise the sender via reply email and immediately delete the email you received.

JOHN SULLIVAN KENNY
KELLY J. SNOWDEN*
JONZ NORINE
LINDA R. SCHAAF
ROB J. TAYLOR

KENNY, SNOWDEN & NORINE
A LAW CORPORATION
www.lawksn.com

REDDING LANDING
2701 PARK MARINA DRIVE
REDDING, CA 96001
530-225-8990
FAX 530-225-8944

*Member - American Board
Of Trial Advocates

May 11, 2017

Karl Drexel, General Manager
Lake Shastina Community Services District
16320 Everhart Drive
Weed, CA 96094

Re: Proposal for Legal Services

Dear Mr. Drexel:

You have requested a proposal for legal services to provide mediation services to assist the Lake Shastina Community Services District ("District") and the Lake Shastina Property Owners Association ("POA") in resolving differences, establishing protocols and reaching an understanding to resolve problems that have developed over the years. Among the issues giving rise to concern are the use and ownership of the Administrative Building, the use and ownership of equipment, mutual use of the corporation yard as well as employment issues regarding CALPERS as it relates to employees who work for a public agency and a private entity.

Attached is a brief resume. I have had considerable experience dealing with a variety of public agencies and believe I could be of assistance to both the District and the POA. My rate would be \$200 per hour plus travel expenses. I understand the attorney's fees and costs will be divided evenly between the District and the POA.

I also understand both the District and the POA are represented by competent attorneys and this should be of great assistance in bringing a resolution to the outstanding issues. I would propose meeting separately with both the District's attorney and representative and the POA's attorney and representative. This would provide an opportunity to learn the perspectives, understandings and goals of each. Thereafter, the parties can meet mutually or separately as circumstances require. As both the District and the POA serve the same people, and hopefully share mutual goals, it is hoped the differences could be resolved amicably in a reasonably short time.

If you have other questions or require further information, please advise.

Very truly yours,

KENNY, SNOWDEN & NORINE



JOHN SULLIVAN KENNY

JSK:jll/00524

Enclosure(s)

4844-4863-5464, v. 1

JOHN SULLIVAN KENNY

Personal Resume

EDUCATION:

University of San Francisco, San Francisco, California B.A. 1963; Hastings College of Law, San Francisco, California - LL.B. 1966

BAR MEMBERSHIP/PROFESSIONAL AFFILIATION:

Admitted to the State Bar of California - 1966; licensed to practice before all courts in California; licensed to practice before the United States District Court, Northern District, California, Ninth Circuit Court of Appeals and the United States Supreme Court; MEMBER: California Bar Association, Public Law Section; Shasta-Trinity Counties Bar Association.

MILITARY EXPERIENCE:

1967 - 1969: Active duty in the United States Army; Captain, Infantry.

LEGAL EXPERIENCE:

1969 - 1970: Administrative Assistant to the General Manager of San Francisco Public Utilities Commission (San Francisco Municipal Railway, San Francisco International Airport, San Francisco Water Department and Hetch-Hetchy Water and Power).

1970 - 1978: Deputy City Attorney for the City and County of San Francisco. Defended actions against the City for traffic accidents, false arrest, defective public property, and negligent supervision cases against the San Francisco Unified School District. Represented the City in disputes arising from public works projects. Attorney for the \$2 billion San Francisco wastewater management project and the \$100 million George Moscone Convention Center. Supervised attorneys advising City Departments and Board of Supervisors.

1978 - 1986: County Counsel for the County of Shasta. Legal advisor to the Shasta County Board of Supervisors, Grand Jury, school districts and various special districts and the County departments. Represented County in challenges of administrative decisions. Provided advice and defense from lawsuits challenging the County's personnel procedures.

May 1986 - Present: Senior Partner of Kenny, Snowden & Norine, a Law Corporation. Served as Interim County Counsel for Butte and Glenn Counties and as County Counsel for Modoc County. Currently serve as City Attorney for a number of small Northern California cities and General Counsel for Special Districts and Local Area Formation Commissions. Represent public agencies and private clients in general civil litigation and eminent domain actions.

AREA OF PRACTICE:

Municipal law, land use, construction disputes, business litigation and personnel matters.

COMMUNITY INVOLVEMENT:

- Member of Northern Valley Catholic Social Service Board of Directors and a number of single-asset housing corporations;
- Board Member of Shasta Community Health Center; and
- Board Member of Northern California Catholic School Association.

RECOGNITIONS:

- Martindale-Hubbell Highest Peer Review Rating for 20+ years.
- Association of Nonprofit Professionals Outstanding Board Member (2000).
- State Bar of California Board of Directors President's Pro Bono Service Award (2001).
- St. Thomas More Award, Sacramento Diocese (2013).

Karl Drexel

Subject: FW: Neutral Counsel / Mediation [AALRR-Cerritos.000302.87575]

From: David A. Soldani [<mailto:DSoldani@aalrr.com>]

Sent: Thursday, May 11, 2017 1:06 PM

To: Karl Drexel

Subject: RE: Neutral Counsel / Mediation [AALRR-Cerritos.000302.87575]

Karl:

My suggested approach is for each entity to appoint a representative(s) to start a joint "working group" who will be tasked with devising deal points to include in an MOU that will be reviewed and finalized by an outside third party neutral (me or other legal counsel of your choosing). If needed, I (or your other legal counsel) could work directly with the group to facilitate a discussion of the issues and help refine the deal points and insuring their viability from a legal and practical standpoint.

As I shared with you over the phone, I have CSD clients in the valley I currently represent and as such, am familiar with the issues your agency faces. Also, you may recall that I work with over 170 lawyers in my law firm and have access to top experts in and out of the legal field that I could tap to assist in bringing these matters to a resolution that is mutually-acceptable to all sides.

With respect to costs, my hourly rate is \$300/hr. and we would likely require a retainer of around \$3000 to commence the work.... Depending upon the level of cooperation from the parties, this matter could be resolved in fairly short order. It may also behoove each side to pay a portion of the fee so that each side has some skin in the game and remain motivated to reach a resolution.

I'm happy to discuss these issues in greater detail with you at your convenience. Thank you for the opportunity to compete for your business.

David A. Soldani | Partner

Atkinson, Andelson, Loya, Ruud & Romo

5260 North Palm Avenue, Suite 300, Fresno, California 93704

Direct (559) 221-2869 • Main (559) 225-6700 • Fax (559) 225-3416

dsoldani@aalrr.com | [website](#) | [subscribe](#)

AGREEMENT TO MEDIATE

This agreement is made between the undersigned Participants, and David Keith Hicks, hereinafter referred to as "Mediator." This agreement may be executed in counterparts. The multiple tasks of the Mediator shall be:

- ❖ To conduct a confidential mediation between the parties, communicating with them separate and jointly, holding in confidence discussions in caucus with a party, sharing only what the parties authorize to be shared.
- ❖ To review contractual, operating and historical documents as each side chooses to submit for consideration.
- ❖ To be available to the extent possible to attend the board meetings to which each party may invite the mediator. To meet with non-parties whose interests in these inter-related matters are significant and whose input might prove helpful to resolution.
- ❖ To review confidential legal memoranda from each party's attorney as a party elects to share with the mediator, and to do independent legal research, not as a party's attorney, but for the purpose of discussing viable options in reaching resolution of pending issues.
- ❖ To consult with a party's attorney should a party elect to direct that.
- ❖ To reach an overarching, or topic-specific Memoranda of Understanding regarding staffing and other issues should the parties decide to execute those. Such agreement may include an "operating agreement". To draft or assist in drafting any other documents or contracts the parties may agree upon to be created, including but not limited to
- ❖ To resolve any other issues between the parties as each party may elect to task the mediator.

1. The parties agree to submit their dispute to mediation conducted by David Keith Hicks. No guarantee of a specific outcome is made. Participants understand that mediation is entirely voluntary and any party may terminate it at any time. The Mediator has no power to decide issues or make decisions for the parties. Nor is the Mediator acting as a representative or advocate for any of the parties and therefore is not providing legal advice or counsel for any participant. The parties

are advised and encouraged to obtain legal advice throughout the mediation process and before signing any settlement agreement. The mediator's role will be to assist in the negotiation by facilitating the parties' communication. The mediator may assist the parties in drafting a Settlement Agreement in an administrative capacity rather than as an attorney for either or both parties.

2. The Mediator may hold sessions/caucuses with only one party. Such caucuses are designed to improve the Mediator's understanding of the Participant's position and to explore options. Information gained by the Mediator during a caucus remains confidential unless the Participant agrees to allow the Mediator to share the information with other Participants. Caucuses can be conducted on more than one occasion and their number will vary due to the unique concerns of a party.

3. All communications in connection with the mediation are confidential pursuant to California Evidence Code §§1115-1128. The undersigned parties and counsel agree that E.C. §1125(a)5 shall not apply and thus the mediation (for purposes of confidentiality) shall continue until a party notifies the other party and the mediator that the mediation has ended. Thus, further communication with the mediator shall be confidential, too, under the meaning of E.C. §1115-1128.

4. Participants agree that the Mediator (or any member of his staff) will not be called to testify regarding their dispute or to provide any materials from the mediation in any discovery or court proceedings.

5. Participants agree to pay the Mediator's fee for services rendered at the rate of \$300 (\$150 hourly per party) for work done by mediator in his office or by phone, and, for public sessions and in person private party caucuses, \$440.00 per hour (\$220.00 per party), travel time not included. Fees are charged for time spent in preparation and follow-up for the mediation (reviewing briefs/statements, site inspection, etc.), the mediation session, telephone calls and travel time. Fees are based on time expended by Mediator. Fees shall be shared equally by the Participants, unless a different arrangement is made. Participants agree to make an advance deposit of \$3,000.00 (\$1,500 per party), which shall be the minimum fee. The final amount will depend upon the hours if the minimum is exceeded. The complexity of this matter and the scheduling of the parties boards of directors suggest that this matter's completion will be impacted by the scheduling of board meetings.

6. Mediators Expenses: The parties will pay mediators out of pocket expenses, including travel at \$1 per mile, copying at fifty cents per page, and a 1.5% monthly

late charge on any amount unpaid for more than thirty (30) days after invoicing. A single monthly invoice shall be issued, each party receiving a copy, and each party shall be responsible for one half of the charges billed.

AGREED:

David Keith Hicks (Mediator)

(Date)

For Lake Shastina Community Services District

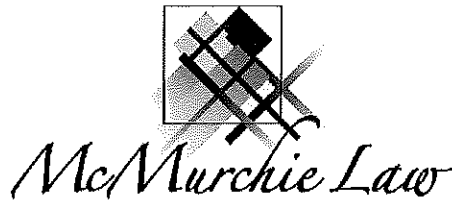
(duly authorized representative)

(Date)

For Lake Shastina Property Owners' Association

(duly authorized representative)

(Date)



101 Parkshore Drive, Suite 100, Folsom, CA 95630 [916] 983-8000

DAVID W. McMURCHIE
dcmurchie@mcmurchie.com

VICKI E. HARTIGAN
vhartigan@mcmurchie.com

BACKGROUND IN PUBLIC ENTITY LAW

In January 2006, I formed my own firm specializing in public agency law with an emphasis in special districts, employment issues, insurance issues, and joint powers authorities. Prior to January 2006, I was employed with the firm of McMurchie, Weill, Lenahan, Lee, Slater & Pearce for twenty-eight years, as a partner for twenty-five years and as managing partner for two years. I have represented special districts for thirty-nine years.

That firm commenced providing legal services and representation to special districts in the early 1950's when the firm was actively involved in the initial master planning and bond financing for several recreation and park districts within Sacramento County. I have continued to represent those districts on a wide variety of legal matters up to the present time and have steadily expanded the scope of services and the variety of public entity clients since that time. Currently, I provide legal services for recreation and park districts, community services districts, water districts of various types, fire protection districts, sanitation districts, public utility districts, cemetery districts, mosquito abatement districts, harbor and port districts, and joint powers authorities.

I have served as general counsel for the California Special Districts Association since 1985, which is a non-profit corporation consisting of over one thousand (1,000) member special districts of various types located throughout the state formed for the purpose of providing legislative advocacy services, financial services and educational programs to member districts. I advise the California Special Districts Association on its corporate operations, education and legislative advocacy programs. I also provide legal consultation to member districts through the California Special Districts Association Member District Legal Services Program which affords all member districts one hour of free legal

consultation per year.

Through my representation and active involvement with the California Special Districts Association, I have also been instrumental in the formation and administration of the California Special Districts Association Finance Corporation, a non-profit corporation designed to assist special districts with the financing of their capital improvement projects by means of a pooled lease financing program which markets certificates of participation in the municipal bond market for the benefit of those districts who require assistance in financing their public works projects. I also assisted in the formation and serve as general counsel to the WaterReuse Finance Authority which has operated a similar pooled lease financing program targeted towards projects which promote water reclamation, water recycling and water reuse. I also formed and serve as general counsel to the California Transit Finance Corporation and the California Transit Finance Authority which operate lease financing programs for the benefit of transit agencies which are members of the California Transit Association. Through this experience I have developed contacts with bond counsel, underwriters, financial advisers and their respective legal counsel throughout the state, which contacts can be of benefit to your District in analyzing its financial options and planning for the future.

In 2005 I served as a member of the Senate Committee on Local Government Working Group revising the Community Services District Law, SB 365. In light of that experience I have a thorough understanding of the legislative purpose and intent underlying the provisions of the revised Community Services District Law.

I have also been at the forefront in the development and administration of joint powers authorities among special districts by which special districts self-insure their liability for workers' compensation insurance and general liability insurance. I have been responsible for the formation of such joint powers authorities and have provided administration, risk management, legislative analysis services and legal representation to these joint powers authorities, including the Special District Workers' Compensation Authority (SDWCA), the Special District Risk Management Authority (SDRMA), and the California Association for Recreation and Park Insurance (CAPRI). I currently serve as Special Counsel to the Special District Risk Management Authority analyzing the legal implications of all legislation dealing with tort liability and worker's compensation issues impacting the coverage programs for special districts offered by SDRMA to special districts throughout the state.

I also serve as Special Counsel to the Fire Districts Association of California, which is a nonprofit association consisting of many fire protection districts in California which provides membership programs, education, and legislative advocacy services before the Legislature to fire protection districts. I review case law impacting the operations of fire districts, provide advice to the Fire Districts Association of California Board of Directors as to when they should become involved as Friends of the Court (*amicus curiae*) in such appellate proceedings, and draft all *amicus curiae* briefs and supporting documentation in such appellate litigation in which the Association decides to become involved. I perform similar case law analysis and *amicus curiae* representation for the California Special Districts Association.

In addition, I formed and serve as General Counsel to the Fire Districts Association of California Employment Benefits Authority, a California Joint Powers Authority established for the purpose of providing medical insurance and affiliated insurance program such as life insurance, vision insurance, dental insurance, and employment assistance programs to fire protection districts which are members of the joint powers authority and the Fire Districts Association of California. I advise the Authority regarding its operations, develop operational policies which govern its operations, and draft all contracts between the Authority and the various consultants and insurance companies required to operate such group health and affiliated insurance programs including brokers, insurers, actuaries, third party administrators, etc.

STATEMENT OF EXPERIENCE

More specifically, I have represented a wide variety of special districts and provided legal advice and consultation on multiple issues, some of which are common to all special districts, and some of which are unique to certain districts. Following is a brief list of legal issues in which I have been actively involved in representing clients in the last several years:

1. Advice and consultation regarding open meeting, notice, agenda, and closed session requirements of the Brown Act;
2. Advice and consultation regarding the various requirements of the California Public Records Act including exemptions from disclosure and the preparation of record retention policies;
3. Advice and consultation regarding the requirements of the Political Reform Act of 1974 and the Government Code as it applies to special districts including potential conflicts of interests of board members and key employees;
4. A wide variety of employment law problems including the hiring, firing, and discipline of personnel; the drafting of complete policy and procedure manuals for personnel and financial matters; wrongful termination claims; complaints of harassment and discrimination in violation of the Fair Employment and Housing Act; the defense of workers' compensation claims, Labor Code section 132(a) discrimination claims and serious and willful misconduct claims against public entity employers;
5. The drafting of legal agreements, contracts, and policy manuals including personnel policy and procedure manuals, financial policies, operational policies, employment contracts, construction contracts, architectural services contracts, landscape maintenance contracts, bid instructions, independent contractor agreements, consultant agreements, concessionaire agreements, agreements for purchase and sale of real property, easements, licenses, right of entry agreements, conditional use permits and applications therefor, preparation of all necessary ordinances and resolutions;

6. Consultation on issues regarding the enactment, scope, and enforcement of developer fees, standby and capacity charges, and user fees;
7. Formation and administration of assessment districts pursuant to the Landscaping and Lighting Act of 1972 and special tax community facilities districts pursuant to the Mello-Roos Community Facilities Act;
8. Consultation regarding formation and operation of a variety of assessment districts and the implications of Proposition 218 with respect to assessment district administration;
9. Reorganization proceedings including annexations, detachments, and consolidations, including appearances before LAFCO, city councils, and Boards of Supervisors;
10. Research regarding the implications of Proposition 218 and Proposition 26 with respect to fees and charges levied by special districts;
11. Construction contract litigation including issues such as contractor breach, architect errors and omissions, and liabilities and obligations of bond sureties upon contract abandonment;
12. Advice regarding eminent domain procedures and litigation;
13. Advice regarding the requirements and provisions of the Quimby Act which provides for the dedication of land or the payment of in-lieu fees to public agencies providing recreational and park services to new subdivisions;
14. Advice regarding the application of the Uniform District Election Law to elections conducted by the District.
15. Drafting of joint powers agreements and joint use agreements between the District and other public agencies regarding the terms and conditions for providing shared public services.
16. Advice and consultation regarding insurance coverage issues and claims procedures applicable to the filing of third-party claims against the District, including scope of coverage and defense obligations afforded by the District's liability and Worker's Compensation coverage documents.
17. Regarding litigation experience, during the last ten years the firm has been extensively involved in litigation involving construction contract disputes and architect's errors and omissions disputes with respect to the construction of capital improvement projects for special districts. We have also been involved in CEQA litigation at the trial and appellate level, which litigation has resulted in new legal standards regarding the timing of CEQA analysis in connection with the approval of a development project.

I have also conducted seminars, trainings, and have addressed various local community groups as well as the membership of the California Special Districts Association, California Association of Recreation and Park Districts (CARPD), Fire Districts Association of California, and the California Association of Public Cemeteries on recent developments in these areas of the law, most notably the Brown Act, the Public Records Act, the various statutory provisions regarding conflicts of interest, and capital improvement financing alternatives available to special districts.

VERBAL

US Cellular lease agreement for antenna's on Water Tank 4 at 5300 Tennis Ct. –
(GM Drexel)

VERBAL

Discuss and approve Installation of Little Free Library at Administration Building –
(GM Drexel and Bruce Batchelder)

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in February 2017.

On May 11, 2017, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-03 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot **MUST** be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 29, 2017 to the address below. Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2018 and terminate on December 31, 2021.
6. Important balloting and election dates are:

August 29, 2017 - Deadline for members to return the signed Official Election Resolution Ballot

August 30, 2017 - Ballots are opened and counted

August 31, 2017 - Election results are announced and candidates notified

September 27, 2017 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

November 1-2, 2017 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2018 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE
Lake Shastina Community Services District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Lake Shastina Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2017 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Tuesday, August 29, 2017. Faxes or electronic transmissions are NOT acceptable.

- ☐ **TIMOTHY UNRUH**
District Manager, Kern County Cemetery District No. 1
- ☐ **JAMES M. HAMLIN (Jim)**
Board Director, Burney Water District
- ☐ **MIKE SCHEAFER (INCUMBENT)**
Director/President, Costa Mesa Sanitary District
- ☐ **MICHAEL J. KAREN**
Board Director, Apple Valley Fire Protection District
- ☐ **DAVID ARANDA (INCUMBENT)**
General Manager, Mountain Meadows Community Services District
- ☐ **CINDI BEAUDET**
General Manager, Temecula Public Cemetery District
- ☐ **JEAN BRACY, SDA (INCUMBENT)**
Deputy Director – Administration, Mojave Desert Air Quality Management District

ADOPTED this ____ day of _____, 2017 by the Lake Shastina Community Services District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy Unruh
District/Agency Kern County Cemetery District No.1
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263
Work Phone 661-746-3921 Home Phone 661-746-6725

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

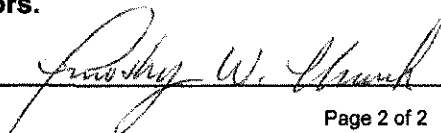
What is your overall vision for SDRMA? (Response Required)

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date: April 24, 2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	<u>James M. Hamlin (Jim)</u>
District/Agency	<u>Burney Water & Sewer District</u>
Work Address	<u>20541 Burney Court, Burney, Ca. 96013</u>
Work Phone	<u>(530) 335-2040</u> Home Phone <u>(530) 335-2040</u>

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Able to look at actuarial evidence. Being able to set adequate rates for both
Insurance program and districts. SDRMA needs to operate as a business.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Served on hospital district for 24 1/2 years, California Hospital District board
for 8 years, Burney water Sewer board for three years. I had my own insurance
brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

see previous question

What is your overall vision for SDRMA? (Response Required)

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

James M. Hamlin Date 4-1-2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate **MIKE SCHEAFER**
District/Agency **COSTA MESA SANITARY DISTRICT**
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**
Work Phone **714-435-0300** Home Phone **714-552-9858**

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized. +

What is your overall vision for SDRMA? (Response Required)

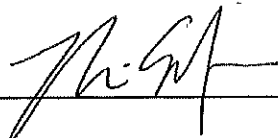
My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

4/25/17

This information will be distributed to the membership with the ballot, “exactly as submitted” by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Michael J. Karen		
District/Agency	Apple Valley Fire Board		
Work Address	N/A		
Work Phone	N/A	Home Phone	760-713-3273

I would be honored to serve on the SDRMA Board of Directors because I am interested in not only risk management, but insurance as well. I have run my own company and have seen first hand how accidents can affect the bottom line.

I was appointed to the Apple Valley Fire Board in February of 2016. I was re-elected the same year. During my time on the board, I have already been a part of many great things. The board and I helped to pass Measure A which funds our district in perpetuity. We also passed and have streamlined the budget. I have also been a part of evaluations as well.

Special District Risk Management Authority Board of Directors Candidate's Statement of Qualifications
--

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I have been a business owner, and I am a Veteran of Desert Strike/Desert Storm. I am a member of the Apple Valley Chamber of Commerce, Victor Valley Republican, and the Community Emergency Response Team (CERT). I am an elected member of the Republican Central Committee as well as a Director for the Apple Valley Fire District. I have donated my time to seniors, the needy, and Salvation Army. I was also a Man About Town nominee for the High Desert Phoenix Foundation.

What is your overall vision for SDRMA? (Response Required)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Page 2 of 2

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate David Aranda
District/Agency Mountain Meadows Community Services District
Work Address 17980 Highline Rd - Tehachapi CA 93561
Work Phone 661-822-7616 Home Phone 661-300-1231

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Working with six other board members and the staff,
as a team is challenging and rewarding.

Over the years of my service on the SDRMA Board
I hope the members have found my input to be
beneficial and it is my desire to continue to look
after the members receiving the best service at a
fair cost.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Service on SDRMA

Service on SOWCA - I was part of the group that
consolidate two entities into one entity which was
very cost effective

Service on SDLE

Past Service on CSDA - current Education Committee member

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

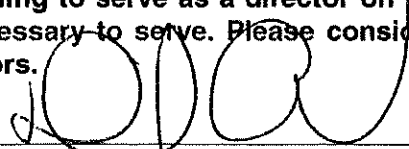
Serving as a General Manager over the past twenty plus years and serving as a Board Member assists me in understanding the proper process that benefits the operation of SDRMA. Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members.

What is your overall vision for SDRMA? (Response Required)

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software customer service oriented employees and a Board that remembers who we are serving.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates -- no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet		
District/Agency	Temecula Public Cemetery District		
Work Address	41911 C Street, Temecula CA 92592		
Work Phone	(951)699-1630	Home Phone	(951)541-8736

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

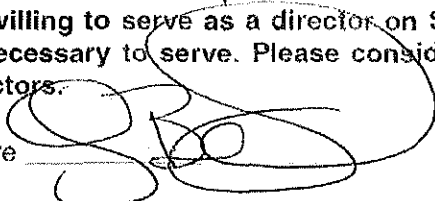
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

What is your overall vision for SDRMA? (Response Required)

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner; considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17

Special District Risk Management Authority

Board of Directors

Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount** (5%) for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with **SDRMA for 17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am serving my eighth year on the **SDRMA Board of Directors** and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

2-27-17



California Special
Districts Association
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2017 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat C, **unless otherwise noted on the actual ballot**, and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 4, 2017.**

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association
Attn: 2017 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814**

Please contact Beth Hummel at 877.924.2732 or bethh@csla.net with any questions.

CSDA BOARD OF DIRECTORS 2017 ELECTION

OFFICIAL BALLOT



**NORTHERN
NETWORK**
REGION 1

SEAT C

term ends 2020

Please vote for only one.

☐ **Fred Ryness***
Burney Water District

☐ **Rex Bohn**
*North Coast Unified Air Quality
Management District*

☐ **Jack Hathaway**
Burney Fire Protection District

All fields must be completed for ballot to be counted.

**incumbent running for re-election*

SIGNATURE:

DATE:

MEMBER DISTRICT:

Must be received by 5pm, August 4, 2017. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: FRED RYNESS

District/Company: BURNEY WATER DISTRICT

Title: Current Vice President, Past President

Elected/Appointed/Staff: Elected

Length of Service with District: Since Dec 2007 Presently Seated until 2020

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

I am currently on the Professional Development Committee and have been an active member throughout my tenure

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

No

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

I ran for a Shasta County LAFCO position in Feb. 2017. I came in second out of four contestants

4. List civic organization involvement:

I have been a volunteer fire fighter

****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 May 31, 2017 will not be included with the ballot.**

CANDIDATE STATEMENT
ELECT FRED RYNESS
NORTHERN NETWORK REPRESENTATIVE (Seat C)
CSDA BOARD OF DIRECTORS

It has been a privilege to serve on the CSDA Board of Directors. I have also enjoyed my stint on the Burney Water District Board of Directors for the past ten years. I am presently on the CSDA Professional Development Committee and have been an active member throughout my tenure.

This past year I have contacted School Districts in my four-county responsibility area to see if it would be possible to present to Civics classes the story of Special Districts and the benefit to communities they serve.

There are four Special Districts in the town of Burney. I recently met with our new fire chief to introduce myself to offer any help I might be as a CSDA board member. This past year I visited with several Special Districts fire departments in my coverage area.

I was a Cal Fire Defensible Space Inspector for the Shasta-Trinity Unit. While as an inspector, I often visited with the personnel at these stations. I would mention to the chief or another high-ranking individual that I was on the CSDA board. In one instance I was able to meet the need of the Happy Valley Fire District in their fund-raising effort. I learned they sold Christmas trees to raise funds. I have been in the wholesale Christmas Tree business for many years and was able to line them up with the trees they needed for their fund raiser. This killed "three birds with one stone," Cal Fire visit, CSDA visit, Christmas Tree colleague visit.

I have enjoyed working with my Northern Network Colleagues and our field representative Dane Wadle. I would again consider it a privilege to serve you as a member of the CSDA Board of Directors, representing the Northern Network, (Seat C).

Thank you for your consideration,
Fred Ryness
Northern Network (Seat C)



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Rex Bohn

District/Company: North Coast Unified Air Quality Management District

Title: Chair of Governing Board of Directors

Elected/Appointed/Staff: Elected County Supervisor appointed to Governing Board

Length of Service with District: 4 years

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

Not currently

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

RCRC (Rural Counties Representatives of CA), State Fair Board: 9th District
Ag. Association, Cal Trans North District External Advisory

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

Humboldt County Supervisors (3rd term), Work Force Development Board, Air Quality Board, Area 1 on Aging, Redwood Community Action Agency, Emergency Medical Services, Humboldt County Assoc. of Government, Golden State Finance Committee,

4. List civic organization involvement: Transit Authority, Waste Management Authority

Raise over \$1 million/year for local charity auctions for Special Olympics, Boys & Girls Club
Soroptimists of Humboldt Bay, Humboldt Sponsors, Boy Scouts; CEO of Redwood Fields (2-acre recreation facility for youth sports) coached over 40 youth sports teams

****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 May 31, 2017 will not be included with the ballot.**

Following a long career in the private sector that included running the family store; a stint as a long haul trucker; more than twenty years in sales and commercial account management for a petroleum distribution company; working his way up to Vice President of a local Pulp Mill; and owning his own business; Rex Bohn shifted his attention to becoming a Humboldt County Supervisor.

Supervisor Bohn has always found time to balance career with community. He has coached over 40 athletic teams, and raised over \$8 million in auctions and fundraising events for the Special Olympics, Humboldt Boys and Girls Club, Humboldt Sponsors, FFA, and Soroptimists of Eureka and Humboldt Bay; among others. Rex has been named "Citizen of the Year," "Volunteer of the Year," and "Distinguished Citizen of the Year" by local organizations.

Now in his third term, Supervisor Bohn's commitment to his community extends further than his own backyard. "We have an inordinate number of special districts in our county. In rural California we've found if you're not at the table, then you're on the menu! Representation on state boards levels the playing field." Rex is the Vice Chair of the Rural County Representatives of CA (RCRC), on the Boards of the Air Quality District, the Emergency Medical Services, Waste Management, Golden State Finance Authority, Transit Authority, and numerous other governing boards.

He has spoken at Assembly and Committee meetings in Sacramento regarding land use, transportation issues, telecommunications, and cannabis. He has also spoken at numerous conferences on issues facing Northern CA and their impacts on rural communities. Serving on the CSDA Board would be a perfect outlet for Supervisor Bohn's drive to represent the interests of our rural communities. Rex Bohn is the right balance of small town work ethics, business savvy and tenacity that we deserve!



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: William Jack Hartman

District/Company: Burney Fire Protection District

Title: COMMISSIONER - BURNAY FIRE PROTECTION DISTRICT

Elected/Appointed/Staff: Elected / Appointed mid term

Length of Service with District: 4 or 5 months

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

No

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

Not that I can think of.

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

BFD / MAYERS MEMORIAL HOSPITAL DISTRICT

4. List civic organization involvement:

Not that I can think of.

****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 May 31, 2017 will not be included with the ballot.**



BURNEY FIRE PROTECTION DISTRICT

Established 1939

CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT C CANDIDATE STATEMENT

I have been interested in public service my entire life. Early on it was through Scouting that I was able to participate and have the most impact in my community. Now that I have grown up a little, and gained a little education, and experience, I am still looking for the best ways to serve my community and the people that bring it life. I work for Mayers Memorial Hospital District (MMHD) now, and I know the positive impact that districts can have on the areas that they serve, and I am aware that in rural areas they can be important vehicles for funding opportunities and services.

Any chance that I can have to assist in enhancing services, maintaining proper oversight, or improving life for the members of my community will be zealously pursued. I am currently serving as a Commissioner with the Burney Fire Protection District, and I work as a Director of Quality with MMHD. My education, in concert with my practical work experience which includes: private construction and sales, farm hand, firefighter, family law mediator, to where I sit today with Mayers, has allowed me to have a varied background where I was able to learn from many different people and apply what I was taught in many different ways.

As a representative of the community that I serve to the CSDA, I would continue my pursuit of growth and advocacy for my home and the people that make it great. I am privileged at the opportunity to serve and am honored to be entered into the field of candidates.

W. Jack Hathaway, MPA, JD
Director of Quality Mayers Memorial Hospital District
Commissioner Burney Fire Protection District

37072 MAIN STREET
Phone (530) 335-2212

BURNEY
* * *

CALIFORNIA 96013
Fax (530) 335-2235

Burney Fire Protection District Is An Equal Opportunity Employer