



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA SPECIAL MEETING

Wednesday, September 22, 2021

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

Administration Building

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

NOTICE OF TEMPORARY PROCEDURES FOR BOARD MEETINGS

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Lake Shastina Community Service District will be holding its meeting via teleconference and encourages the community to participate in the meeting to the same extent as if they were present.

How to participate appears at the end of this agenda.

CALL TO ORDER:

LSCSD Board Roll Call: Directors: Beck _____ Cupp _____ MacIntosh _____ Mitchell _____ Thompson _____

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

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. Personnel (Gov. Code Section 54957) Public Employee Performance Evaluation: General Manager
- B. Conference with Legal Counsel – Significant Exposure to Litigation (Gov. Code Section 54956.9(b)).

RETURN TO OPEN SESSION:

LSCSD Board Roll Call: Directors: Beck _____ Cupp _____ MacIntosh _____ Mitchell _____ Thompson _____

PLEDGE OF ALLEGIANCE:

REPORT ON CLOSED SESSION:

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

Those who wish to speak on a matter that does not appear on the agenda, may do so during this Public Comment period. Each individual comment will be limited to three minutes. The Public Comment portion of the meeting will be limited to thirty minutes (total time). If needed, time limits may be extended with concurrence of the Board. No person may speak twice to the same item. The Board may ask questions but may not act during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place the item on a future agenda.

1. CONSENT ITEMS:

- A. Approval of Minutes: Regular Meeting August 18, 2021 and Special Meeting September 1, 2021
- B. Ratification of Disbursements: August 1 through August 31, 2021
- C. Budget Comparison: FY 2020/21
- D. Department Written Reports
 - 1. Fire Department
 - 2. Police Department
 - 3. Sewer Department
 - 4. Water Department

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Adopt Resolution *-21 to authorize the GM to be an authorized signer for the Rural Fire Capacity Grant for LSFd (FC Pappas/GM Moser)
- 3. Approval of renewal contract for FC Steven Pappas
- 4. Move November Board meeting to November 10, 2021

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LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, August 18, 2021
Closed Session 12:30 p.m. / Open Session 1:00 p.m.
Administration Building
16320 Everhart Drive Weed, CA 96094

MINUTES

CALL TO ORDER AND ROLL CALL: 12:30 p.m.

LSCSD Board Roll Call: Beck Cupp MacIntosh Mitchell Thompson

Also present: GM Moser, and District Counsel Margaret Long.

****Dir. Beck phoned into the meeting. Dir. Beck left the meeting at 1:20 p.m. *Dir. Cupp phoned into the meeting.***

PUBLIC COMMENTS: None.

ADJOURN TO CLOSED SESSION: 12:34 p.m.

CLOSED SESSION:

- A. Personnel (Gov. Code Section 54957) Public Employee Performance Evaluation: General Manager
- B. Conference with Legal Counsel – Significant Exposure to Litigation (Gov. Code Section 54956.9 (b)).

RETURN TO OPEN SESSION: 12:51 p.m.

LSCSD Board Roll Call: Beck Cupp MacIntosh Mitchell Thompson

Also present: GM Moser, AP DeBon, AOA Phonepaseuth, PC Bullington, FC Pappas, and District Counsel Long. There were approximately 10 people in the audience.

REPORT ON CLOSED SESSION: Direction given to staff.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: Received.

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

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

Motion by Dir. Thompson, second by Dir. MacIntosh, to approve Consent Calendar B-D.

Ayes: Dir. Cupp, MacIntosh, Mitchell and Thompson

Noes: None

Abstain: Director Beck

****Dir. Beck left the meeting at 1:20 p.m.***

Consent Calendar 1.A - Approval of Minutes Regular Meeting July 21, 2021

Motion by Dir. Cupp, second by Dir. Thompson, to approve Minutes from July 21, 2021.

Ayes: Dir. Cupp, MacIntosh, Mitchell and Thompson

Noes: None

Absent: Dir. Beck

DISCUSSION / REPORTS / ACTION ITEMS:

2. Authorization to sell Police Department Unit #8

Motion by Dir. MacIntosh, second by Dir. Thompson to approve authorizing the Police Chief to sell PD Unit #8 to a private party for \$500.00.

Ayes: Dir. Cupp, MacIntosh, Mitchell and Thompson

Noes: None

Absent: Dir. Beck

3. Approval of Budget for FY 2021-2022

Motion by Dir. MacIntosh, second by Dir. Cupp, to approve the Budget for FY 2021-2022.

Ayes: Dir. Cupp, MacIntosh, Mitchell and Thompson

Noes: None

Absent: Dir. Beck

4. Fire Department update. -Discussed.

5. Approval of contract for Administrative Office Staff Agreement between LSPOA and LSCSD.

Motion by Dir. Cupp, second by Dir. MacIntosh, to approve the contract for Administrative Office Staff Agreement between LSPOA and LSCSD.

Ayes: Dir. Cupp, MacIntosh, Mitchell

Noes: None

Absent: Dir. Beck

**Director Thompson recused himself from this item.*

6. Water Planning Grant update. -Discussed.

7. COVID update. -Discussed.

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Mitchell adjourned the meeting at 2:20p.m. The next LSCSD Special Board Meeting to be held on September 22, 2021, 1:00 p.m. at the Administration Building.

Approval Date: September 22, 2021

Paula Mitchell, President

ATTEST:

Robert Moser, General Manager/Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
Wednesday September 1, 2021
Open Session: 11:00 a.m.
MINUTES

CALL TO ORDER AND ROLL CALL: 11:03 am

LSCSD Board Roll Call: Beck √* Cupp √ MacIntosh √ Mitchell √ Thompson √
Director Beck teleconferenced into the meeting. Director Beck left the meeting at approximately 12:05 p.m.

Also present: GM Moser, AOA Phonopaseuth. There were approximately 0 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: None received.

DISCUSSION / REPORTS / ACTION ITEMS:

1. Network One Bid Proposal

Motion by Dir. Thompson, second by Dir. Cupp, to approve the General Manager to enter a contract with Network One for IT/phone services.

Ayes: Directors Cupp, MacIntosh, Mitchell and Thompson

Noes: None

Absent: Director Beck

STAFF COMMENTS: None received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Mitchell adjourned the meeting at 12:21 p.m. The next LSCSD Special Board Meeting to be held on September 22, 2021, 1:00 p.m. at the Administration Building.

Approval Date: September 22, 2021

Paula Mitchell, President

ATTEST:

Robert Moser, General Manager/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 August 1 thru August 31,2021 for a total of: " \$ 482,627.67

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

Submitted for August 2021	\$ 482,627.67
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Expenses - Regular Checks Mechanics Bank Account	\$ 234,631.54
Expenses - Payroll & Liability Checks Mechanics Bank Account	\$ 247,996.13
<u>Subtotal</u>	<u>\$ 482,627.67</u>
<u>Total CSD Expenses</u>	<u>\$ 482,627.67</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

August 2021 Detailed Budget Comparison 2021/2022 YTD

For the Period: 7/1/2021 to 9/30/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	9/15/2021 % Bud
Fund: 10 - LSCSD General Fund						
Revenues						
Dept: 00						
4055.000 Misc Operational Income	50.00	50.00	0.00	0.00	50.00	0.0
4070.000 Antenna Lease Revenue	24,240.00	24,240.00	5,716.66	1,610.12	18,523.34	23.6
5050.000 Transfer Fees	4,500.00	4,500.00	580.00	0.00	3,920.00	12.9
5080.000 Interest Earned-OPS	50.00	50.00	0.00	0.00	50.00	0.0
5081.000 Interest Earned-RSV	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Dept: 22 Medical Clinic						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	15,066.00	5,022.00	45,198.00	25.0
Dept: 23 Green Waste Site						
4055.000 Misc Operational Income	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
Revenues	95,104.00	95,104.00	21,362.66	6,632.12	73,741.34	22.5%
Expenditures						
Dept: 01 General Admin						
7002.000 Admin Overhead Alloc	-462,530.00	-462,530.00	0.00	0.00	-462,530.00	0.0
7010.000 Capital Improvement	44,000.00	44,000.00	0.00	0.00	44,000.00	0.0
Less Reimbursement due from LAIF Savings	-44,000.00	-44,000.00	0.00	0.00	-44,000.00	0.0
7020.000 IT Contract Services/Server	3,960.00	3,960.00	990.00	330.00	2,970.00	25.0
7026.000 Contract Services	66,500.00	66,500.00	1,864.91	0.00	64,635.09	2.8
7033.000 Licenses, Permits, Fees	3,000.00	3,000.00	224.99	0.00	2,775.01	7.5
7034.000 Dues & Subscriptions	8,000.00	8,000.00	47.00	47.00	7,953.00	0.6
7035.000 Advertising	500.00	500.00	290.00	0.00	210.00	58.0
7040.000 Insurance (Liability)	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7041.000 Legal	20,000.00	20,000.00	3,160.00	0.00	16,840.00	15.8
7050.100 Off Exp-Supplies	3,500.00	3,500.00	472.35	97.29	3,027.65	13.5
7050.200 Off Exp-Postage	6,000.00	6,000.00	0.00	0.00	6,000.00	0.0
7050.400 Off Exp-Maint	900.00	900.00	68.91	0.00	831.09	7.7
7062.000 Repair & Maintenance	200.00	200.00	50.89	0.00	149.11	25.4
7063.000 Fuel	50.00	50.00	0.10	0.00	49.90	0.2
7064.000 Materials/Supplies/Small Tools	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
7101.000 Property Taxes	126.00	126.00	0.00	0.00	126.00	0.0
7105.000 Utilities - CSD	3,500.00	3,500.00	1,838.30	751.62	1,661.70	52.5
7105.100 Util-Telephone	2,000.00	2,000.00	337.04	0.00	1,662.96	16.9
7105.200 Util-Electric	4,000.00	4,000.00	74.58	0.00	3,925.42	1.9
7105.400 Utilities-Propane	100.00	100.00	87.50	0.00	12.50	87.5
7105.600 Utility - Internet	2,000.00	2,000.00	384.42	128.14	1,615.58	19.2
7501.000 Payroll Expense	272,000.00	272,000.00	54,666.87	7,566.48	217,333.13	20.1
7513.000 Payroll-TAXES	6,000.00	6,000.00	645.01	112.83	5,354.99	10.8
7514.000 Payroll-Benefits	50,000.00	50,000.00	9,860.15	215.83	40,139.85	19.7
7516.200 Pension Cost (CalPERS)	23,500.00	23,500.00	4,585.75	637.96	18,914.25	19.5
7516.400 CalPERS Fees	400.00	400.00	350.00	0.00	50.00	87.5
7516.500 CalPERS UAL Expense	46,426.00	46,426.00	44,861.56	0.00	1,544.44	96.7
7518.000 Workers Comp	23,000.00	23,000.00	3,977.91	529.12	19,022.09	17.3
7530.100 PR Reimbursement Admin	-59,742.00	-59,742.00	0.00	0.00	-59,742.00	0.0
7550.000 Travel & Training	3,600.00	3,600.00	1,105.00	0.00	2,495.00	30.7
7551.000 Meals	500.00	500.00	0.00	0.00	500.00	0.0
Dept: 22 Medical Clinic						
7026.000 Contract Services	1,000.00	1,000.00	2,490.00	0.00	-1,490.00	249.0
7040.000 Insurance (Liability)	800.00	800.00	0.00	0.00	800.00	0.0
7062.000 Repair & Maintenance	50.00	50.00	0.00	0.00	50.00	0.0
7063.000 Fuel	50.00	50.00	0.18	0.00	49.82	0.4
7080.000 Interest Expense	3,500.00	3,500.00	0.00	0.00	3,500.00	0.0
7084.000 Loan Principle Expense	36,500.00	36,500.00	0.00	0.00	36,500.00	0.0
7501.000 Payroll Expense	1,000.00	1,000.00	343.05	40.80	656.95	34.3
7513.000 Payroll-TAXES	50.00	50.00	7.87	0.59	42.13	15.7
7516.200 Pension Cost (CalPERS)	150.00	150.00	26.18	2.72	123.82	17.5
7518.000 Workers Comp	50.00	50.00	29.49	3.51	20.51	59.0
Medical Building Reserves						
Dept: 23 Green Waste Site						
7026.000 Contract Services	300.00	300.00	51.46	0.00	248.54	17.2
7063.000 Fuel	50.00	50.00	0.00	0.00	50.00	0.0
7064.000 Materials/Supplies/Small Tools	100.00	100.00	0.00	0.00	100.00	0.0
7501.000 Payroll Expense	700.00	700.00	0.00	0.00	700.00	0.0
7513.000 Payroll-TAXES	100.00	100.00	0.00	0.00	100.00	0.0
7516.200 Pension Cost (CalPERS)	50.00	50.00	0.00	0.00	50.00	0.0
7518.000 Workers Comp	50.00	50.00	0.00	0.00	50.00	0.0
Expenditures	77,990.00	77,990.00	132,911.47	10,463.89	-54,921.47	170.4%

For the Period: 7/1/2021 to 9/30/2021

Fund: 15 - LSCSD Sewer Dept

Revenues

Dept: 00

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
4001.100 Assmt/Revenue-Residential	686,033.00	686,033.00	158,033.37	0.00	527,999.63	23.0
4001.200 Assmt/Revenue-Standby	65,088.00	65,088.00	32,382.00	0.00	32,706.00	49.8
4001.300 Assmt/Revenue-Commercial	9,026.00	9,026.00	9,168.46	3,384.62	-140.46	101.6
4003.000 Late Payment Revenue	6,000.00	6,000.00	1,752.60	1,805.80	4,247.40	29.2
5004.000 Sewer Hook Up Fee	44,000.00	44,000.00	0.00	0.00	44,000.00	0.0
5040.000 Gain on Sale of Equipment	2,500.00	2,500.00	0.00	0.00	2,500.00	0.0
5081.000 Interest Earned-RSV	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
Revenues	814,647.00	814,647.00	201,334.43	5,190.42	613,312.57	24.7%

Expenditures

Dept: 01 General Admin

7001.000 Accounting Audit/Review	2,925.00	2,925.00	0.00	0.00	2,925.00	0.0
7002.000 Admin Overhead Alloc	148,010.00	148,010.00	0.00	0.00	148,010.00	0.0
7010.000 Capital Improvement	257,000.00	257,000.00	66,159.21	0.00	190,840.79	25.7
Less Reimbursement due from LAIF Savings	-257,000.00	-257,000.00	-66,159.21	0.00	-190,840.79	-25.7
7020.000 IT Contract Services/Server	3,960.00	3,960.00	990.00	330.00	2,970.00	25.0
7026.000 Contract Services	14,000.00	14,000.00	1,319.80	0.00	12,680.20	9.4
7033.000 Licenses, Permits, Fees	12,000.00	12,000.00	30.45	0.00	11,969.55	0.3
7034.000 Dues & Subscriptions	400.00	400.00	75.00	0.00	325.00	18.8
7035.000 Advertising	200.00	200.00	0.00	0.00	200.00	0.0
7040.000 Insurance (Liability)	14,000.00	14,000.00	0.00	0.00	14,000.00	0.0
7041.000 Legal	500.00	500.00	0.00	0.00	500.00	0.0
7050.100 Off Exp-Supplies	200.00	200.00	0.00	0.00	200.00	0.0
7050.200 Off Exp-Postage	50.00	50.00	0.00	0.00	50.00	0.0
7055.000 Safety Equipment	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7061.000 Rental Equipment	1,600.00	1,000.00	0.00	0.00	1,000.00	0.0
7062.000 Repair & Maintenance	20,000.00	20,000.00	380.05	0.00	19,609.95	2.0
7063.000 Fuel	5,000.00	5,000.00	542.31	0.00	4,457.69	10.8
7064.000 Materials/Supplies/Small Tools	6,000.00	6,000.00	4,273.32	0.00	1,726.68	71.2
7065.000 Vehicle Repair/Maintenance	5,000.00	5,000.00	2,237.23	0.00	2,762.77	44.7
7080.000 Interest Expense	7,076.00	7,076.00	0.00	0.00	7,076.00	0.0
7085.000 Municipal Finance Principle	23,437.00	23,437.00	0.00	0.00	23,437.00	0.0
7100.000 Lease/Rent Expense	3,000.00	3,000.00	503.07	0.00	2,496.93	16.8
7105.100 Util-Telephone	700.00	700.00	130.92	0.00	569.08	18.7
7105.200 Util-Electric	40,000.00	40,000.00	1,516.59	0.00	38,483.41	3.8
7105.300 Util-Waste	675.00	675.00	56.25	0.00	618.75	8.3
7105.600 Utility - Internet	840.00	840.00	257.89	67.22	582.11	30.7
7501.000 Payroll Expense	205,000.00	205,000.00	30,110.67	4,730.89	174,889.33	14.7
7513.000 Payroll-TAXES	4,500.00	4,500.00	525.37	68.59	3,974.63	11.7
7514.000 Payroll-Benefits	55,000.00	55,000.00	7,993.62	0.00	47,006.38	14.5
7516.200 Pension Cost (CalPERS)	17,500.00	17,500.00	2,801.25	446.40	14,698.75	16.0
7516.400 CalPERS Fees	200.00	200.00	175.00	0.00	25.00	87.5
7516.500 CalPERS UAL Expense	24,124.00	24,124.00	19,116.22	0.00	5,007.78	79.2
7516.600 Pension Plan Fees (MPPP)	0.00	0.00	-723.87	-723.87	723.87	0.0
7518.000 Workers Comp	17,500.00	17,500.00	2,342.80	373.41	15,157.20	13.4
7550.000 Travel & Training	500.00	500.00	0.00	0.00	500.00	0.0
7551.000 Meals	200.00	200.00	0.00	0.00	200.00	0.0
7552.000 Employee Physical Exams-Shots	200.00	200.00	189.99	0.00	10.01	95.0
7555.000 Personal Protective Equip PPE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7556.000 Uniforms	2,000.00	2,000.00	438.48	0.00	1,561.52	21.9
Dept: 36 Planning Grants						
7026.000 Contract Services	0.00	0.00	212.67	54.39	-212.67	0.0
7513.000 Payroll-TAXES	0.00	0.00	4.21	0.79	-4.21	0.0
7516.200 Pension Cost (CalPERS)	0.00	0.00	23.98	4.13	-23.98	0.0
7518.000 Workers Comp	0.00	0.00	25.10	4.68	-25.10	0.0
7530.000 Payroll Reimbursement	0.00	0.00	79.05	0.00	-79.05	0.0
Expenditures	638,697.00	638,697.00	75,637.42	5,356.63	563,059.58	11.8%

For the Period: 7/1/2021 to 9/30/2021

Fund: 20 - LSCSD Water Dept

Revenues

Dept: 00

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
4001.100 Assmt/Revenue-Residential	345,000.00	345,000.00	93,124.02	16.50	251,875.98	27.0
4001.200 Assmt/Revenue-Standby	162,200.00	162,200.00	50,740.00	0.00	51,460.00	49.6
4001.300 Assmt/Revenue-Commercial	13,000.00	13,000.00	4,421.10	1,550.41	8,578.90	34.0
4003.000 Late Payment Revenue	8,000.00	8,000.00	1,474.75	1,492.29	6,525.25	18.4
4056.000 Misc-Non Operating Income	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
4075.000 Water Capacity Expansion Fee	2,500.00	2,500.00	0.00	0.00	2,500.00	0.0
5006.000 Water Hook Up Fee	2,500.00	2,500.00	0.00	0.00	2,500.00	0.0
5081.000 Interest Earned-RSV	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0

Dept: 22 Medical Clinic

4054.000 Loan Principle Revenue	36,500.00	36,500.00	0.00	0.00	36,500.00	0.0
5081.000 Interest Earned-RSV	9,000.00	9,000.00	0.00	0.00	9,000.00	0.0

Dept: 36 Planning Grant

5075.000 Grant Income	50,000.00	50,000.00	0.00	0.00	50,000.00	0.0
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Revenues	523,200.00	573,200.00	149,759.87	3,059.20	423,440.13	26.1%
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Expenditures

7001.000 Accounting Audit/Review	2,925.00	2,925.00	0.00	0.00	2,925.00	0.0
7002.000 Admin Overhead Alloc	166,511.00	166,511.00	0.00	0.00	166,511.00	0.0
7010.000 Capital Improvement	105,000.00	105,000.00	66,159.21	0.00	38,840.79	63.0
Less Reimbursement due from LAIF Savings	-105,000.00	-105,000.00	-66,159.21	0.00	-38,840.79	-63.0
7020.000 IT Contract Services/Server	3,960.00	3,960.00	990.00	330.00	2,970.00	25.0
7026.000 Contract Services	20,000.00	20,000.00	5,803.60	482.00	14,196.40	29.0
7033.000 Licenses, Permits, Fees	3,500.00	3,500.00	36.98	0.00	3,461.02	1.1
7034.000 Dues & Subscriptions	1,200.00	1,200.00	75.00	0.00	1,125.00	6.3
7035.000 Advertising	200.00	200.00	0.00	0.00	200.00	0.0
7040.000 Insurance (Liability)	20,000.00	20,000.00	0.00	0.00	20,000.00	0.0
7041.000 Legal	500.00	500.00	0.00	0.00	500.00	0.0
7050.100 Off Exp-Supplies	200.00	200.00	0.00	0.00	200.00	0.0
7050.200 Off Exp-Postage	50.00	50.00	0.00	0.00	50.00	0.0
7055.000 Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7062.000 Repair & Maintenance	15,000.00	15,000.00	13.29	13.29	14,986.71	0.1
7063.000 Fuel	5,500.00	5,500.00	542.31	542.31	4,957.69	9.9
7064.000 Materials/Supplies/Small Tools	8,000.00	8,000.00	509.14	509.14	7,490.86	6.4
7065.000 Vehicle Repair/Maintenance	5,000.00	5,000.00	2,226.12	2,226.12	2,773.88	44.5
7100.000 Lease/Rent Expense	3,000.00	3,000.00	503.07	503.07	2,496.93	16.8
7105.100 Util-Telephone	700.00	700.00	130.92	130.92	569.08	18.7
7105.200 Util-Electric	85,000.00	85,000.00	3,637.57	3,637.57	81,362.43	4.3
7105.300 Util-Waste	675.00	675.00	112.50	112.50	562.50	16.7
7105.600 Utility - Internet	840.00	840.00	201.65	201.65	638.35	24.0
7501.000 Payroll Expense	135,000.00	135,000.00	32,417.01	32,417.01	102,582.99	24.0
7513.000 Payroll-TAXES	2,700.00	2,700.00	677.36	677.36	2,022.64	25.1
7514.000 Payroll-Benefits	36,000.00	36,000.00	6,809.38	6,809.38	29,190.62	18.9
7516.200 Pension Cost (CalPERS)	12,500.00	12,500.00	2,866.43	2,866.43	9,633.57	22.9
7516.400 CalPERS Fees	200.00	200.00	175.00	175.00	25.00	87.5
7516.500 CalPERS UAL Expense	15,424.00	15,424.00	19,116.22	19,116.22	-3,692.22	123.9
7516.600 Pension Plan Fees (MPPP)	0.00	0.00	-723.88	-723.88	723.88	0.0
7518.000 Workers Comp	11,500.00	11,500.00	2,535.45	2,535.45	8,964.55	22.0
7550.000 Travel & Training	800.00	800.00	0.00	0.00	800.00	0.0
7551.000 Meals	200.00	200.00	0.00	0.00	200.00	0.0
7552.000 Employee Physical Exams-Shots	100.00	100.00	0.00	0.00	100.00	0.0
7555.000 Personal Protective Equip PPE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7556.000 Uniforms	2,000.00	2,000.00	438.47	438.47	1,561.53	21.9

Dept: 36 Planning Grants

7026.000 Contract Services	40,000.00	40,000.00	0.00	0.00	40,000.00	0.0
7513.000 Payroll-TAXES	0.00	0.00	0.52	0.00	-0.52	0.0
7516.200 Pension Cost (CalPERS)	0.00	0.00	3.26	0.00	-3.26	0.0
7518.000 Workers Comp	0.00	0.00	3.08	0.00	-3.08	0.0
7530.000 Payroll Reimbursement	1,000.00	1,000.00	35.80	0.00	964.20	3.6

Expenditures	602,185.00	602,185.00	79,138.25	73,000.01	523,046.75	13.1%
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For the Period: 7/1/2021 to 9/30/2021

Fund: 25 - LSCSD Police Department

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Revenues						
4001.100 Assmt/Revenue-Residential	138,710.00	138,710.00	36,556.76	0.00	102,153.24	26.4
4001.200 Assmt/Revenue-Standby	279,840.00	279,840.00	139,370.00	0.00	140,470.00	49.8
4001.300 Assmt/Revenue-Commercial	3,410.00	3,410.00	0.00	0.00	3,410.00	0.0
4003.000 Late Payment Revenue	10,000.00	10,000.00	2,374.39	2,385.72	7,625.61	23.7
4056.000 Misc-Non Operating Income	3,000.00	3,000.00	20.00	0.00	2,980.00	0.7
5040.000 Gain on Sale of Equipment	3,000.00	3,000.00	0.00	0.00	3,000.00	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	3,500.00	3,500.00	210.00	0.00	3,290.00	6.0
5056.000 Warrant	1,000.00	1,000.00	17.47	0.00	982.53	1.7
5062.000 Event/Donations	200.00	200.00	0.00	0.00	200.00	0.0
5081.000 Interest Earned-RSV	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
Revenues	445,960.00	445,960.00	178,548.62	2,385.72	267,411.38	40.0%

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Expenditures						
7001.000 Accounting Audit/Review	2,925.00	2,925.00	0.00	0.00	2,925.00	0.0
7002.000 Admin Overhead Alloc	78,630.00	78,630.00	0.00	0.00	78,630.00	0.0
7010.000 Capital Improvement	32,000.00	32,000.00	0.00	0.00	32,000.00	0.0
Less Reimbursement due from LAIF Savings	-32,000.00	-32,000.00	0.00	0.00	-32,000.00	0.0
7020.000 IT Contract Services/Server	5,280.00	5,280.00	1,320.00	440.00	3,960.00	25.0
7026.000 Contract Services	4,000.00	4,000.00	342.50	0.00	3,657.50	8.6
7033.000 Licenses, Permits, Fees	1,500.00	1,500.00	86.92	0.00	1,413.08	5.8
7034.000 Dues & Subscriptions	4,000.00	4,000.00	5,583.00	0.00	-1,583.00	139.6
7035.000 Advertising	800.00	800.00	258.00	0.00	542.00	32.3
7040.000 Insurance (Liability)	7,500.00	7,500.00	0.00	0.00	7,500.00	0.0
7041.000 Legal	2,000.00	2,000.00	1,472.50	0.00	527.50	73.6
7050.100 Off Exp-Supplies	1,500.00	1,500.00	183.38	16.45	1,316.62	10.9
7050.200 Off Exp-Postage	150.00	150.00	0.00	0.00	150.00	0.0
7050.400 Off Exp-Maint	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
7062.000 Repair & Maintenance	500.00	500.00	0.00	0.00	500.00	0.0
7063.000 Fuel	3,840.00	3,840.00	37.81	0.00	3,802.19	1.0
7064.000 Materials/Supplies/Small Tools	5,500.00	5,500.00	0.00	0.00	5,500.00	0.0
7065.000 Vehicle Repair/Maintenance	8,000.00	8,000.00	537.31	0.00	7,462.69	6.7
7105.000 Utilities - CSD	500.00	500.00	565.29	121.60	-65.29	113.1
7105.100 Util-Telephone	1,000.00	1,000.00	55.95	0.00	944.05	5.6
7105.200 Util-Electric	1,125.00	1,125.00	45.58	0.00	1,079.42	4.1
7105.300 Util-Waste	300.00	300.00	75.00	0.00	225.00	25.0
7105.400 Utilities-Propane	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7105.600 Utility - Internet	1,025.00	1,025.00	256.29	85.43	768.71	25.0
7204.000 Events	0.00	0.00	101.08	0.00	-101.08	0.0
7501.000 Payroll Expense	186,000.00	186,000.00	36,087.90	4,020.56	149,912.10	19.4
7513.000 Payroll-TAXES	7,000.00	7,000.00	525.26	58.29	6,474.74	7.5
7514.000 Payroll-Benefits	36,000.00	36,000.00	5,894.00	0.00	30,106.00	16.4
7516.200 Pension Cost (CalPERS)	16,000.00	16,000.00	3,381.53	393.18	12,618.47	21.1
7516.400 CalPERS Fees	0.00	0.00	350.00	0.00	-350.00	0.0
7516.600 Pension Plan Fees (MPPP)	500.00	500.00	-1,352.75	-1,447.75	1,852.75	-270.6
7518.000 Workers Comp	12,000.00	12,000.00	3,057.95	345.77	8,942.05	25.5
7550.000 Travel & Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7551.000 Meals	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7555.000 Personal Protective Equip PPE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.0
7556.000 Uniforms	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
Expenditures	407,575.00	407,575.00	58,844.48	4,033.53	348,730.52	14.4%

For the Period: 7/1/2021 to 9/30/2021

Fund: 26 - COPS Grant

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Revenues						
5075.000 Grant Income	140,000.00	140,000.00	0.00	0.00	140,000.00	0.0
Revenues	140,000.00	140,000.00	0.00	0.00	140,000.00	0.0%

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Expenditures						
7020.000 IT Contract Services/Server	2,640.00	2,640.00	660.00	220.00	1,980.00	25.0
7033.000 Licenses, Permits, Fees	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7050.100 Off Exp-Supplies	500.00	500.00	34.31	0.00	465.69	6.9
7050.200 Off Exp-Postage	50.00	50.00	0.00	0.00	50.00	0.0
7050.400 Off Exp-Maint	500.00	500.00	318.28	115.58	181.72	63.7
7051.000 Public Safety Supplies	500.00	500.00	0.00	0.00	500.00	0.0
7051.100 Mandatory Safety Equipment	500.00	500.00	0.00	0.00	500.00	0.0
7062.000 Repair & Maintenance	500.00	500.00	0.00	0.00	500.00	0.0
7063.000 Fuel	1,710.00	1,710.00	964.09	0.00	745.91	56.4
7064.000 Materials/Supplies/Small Tools	500.00	500.00	0.00	0.00	500.00	0.0
7065.000 Vehicle Repair/Maintenance	1,000.00	1,000.00	19.33	0.00	980.67	1.9
7105.100 Util-Telephone	1,000.00	1,000.00	416.95	0.00	583.05	41.7
7501.000 Payroll Expense	90,000.00	90,000.00	21,856.54	3,636.98	68,143.46	24.3
7513.000 Payroll-TAXES	1,700.00	1,700.00	316.93	52.74	1,383.07	18.6
7514.000 Payroll-Benefits	21,000.00	21,000.00	0.00	0.00	21,000.00	0.0
7516.200 Pension Cost (CalPERS)	7,000.00	7,000.00	1,325.60	259.13	5,674.40	18.9
7516.600 Pension Plan Fees (MPPP)	100.00	100.00	75.00	0.00	25.00	75.0
7518.000 Workers Comp	5,000.00	5,000.00	1,221.64	286.13	3,778.36	24.4
7550.000 Travel & Training	2,000.00	2,000.00	-599.76	0.00	2,599.76	-30.0
7551.000 Meals	500.00	500.00	-522.00	0.00	1,022.00	-104.4
7552.000 Employee Physical Exams-Shots	300.00	300.00	0.00	0.00	300.00	0.0
7555.000 Personal Protective Equip PPE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7556.000 Uniforms	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Expenditures	140,000.00	140,000.00	26,086.91	4,570.56	113,913.09	18.6%

2021 LSCSD Detail Budget Comparison

For the Period: 7/1/2021 to 9/30/2021

Fund: 30 - LSCSD Fire Department

Revenues

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Dept: 00						
4001.100 Assmt/Revenue-Residential	100,835.00	100,835.00	26,519.67	0.00	74,315.33	26.3
4001.200 Assmt/Revenue-Standby	165,360.00	165,360.00	82,355.00	0.00	83,005.00	49.8
4001.300 Assmt/Revenue-Commercial	2,315.00	2,315.00	0.00	0.00	2,315.00	0.0
4003.000 Late Payment Revenue	5,000.00	5,000.00	1,185.81	1,178.55	3,814.19	23.7
4055.000 Misc Operational Income	2,000.00	2,000.00	817.56	0.00	1,182.44	40.9
4076.000 Fire Suppression Expansion Fee	632.00	632.00	0.00	0.00	632.00	0.0
5040.000 Gain on Sale of Equipment	15,000.00	15,000.00	10,000.00	0.00	5,000.00	66.7
5056.000 Warrant	2,000.00	2,000.00	372.65	0.00	1,627.35	18.6
5061.000 Donations	0.00	0.00	5,000.00	5,000.00	-5,000.00	0.0
5062.000 Event/Donations	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
5075.000 Grant Income	9,355.00	9,355.00	0.00	0.00	9,355.00	0.0
5081.000 Interest Earned-RSV	1,200.00	1,200.00	0.00	0.00	1,200.00	0.0
Dept: 34 Fire Fuels Removal						
4055.000 Misc Operational Income	28,125.00	28,125.00	1,000.00	0.00	27,125.00	3.6
Dept: 45 Mutual Aid Strike Team						
4080.000 Strike Team Rev Payroll Reimb	400,000.00	400,000.00	0.00	0.00	400,000.00	0.0
4081.000 Strike Team Rev Engine Reimb	100,000.00	100,000.00	0.00	0.00	100,000.00	0.0
4082.000 Strike Team Rev Admin OH Reimb	100,000.00	100,000.00	0.00	0.00	100,000.00	0.0
4085.000 Emerg Resp Reimb Travel/Meals	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
Revenues	939,822.00	939,822.00	127,250.69	6,178.55	812,571.31	13.5%

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Dept: 01 General Admin						
7001.000 Accounting Audit/Review	2,925.00	2,925.00	0.00	0.00	2,925.00	0.0
7002.000 Admin Overhead Alloc	69,380.00	69,380.00	0.00	0.00	69,380.00	0.0
7010.000 Capital Improvement	400,000.00	400,000.00	0.00	0.00	400,000.00	0.0
Less Reimbursement due from LAIF Savings	-400,000.00	-400,000.00	0.00	0.00	-400,000.00	0.0
7020.000 IT Contract Services/Server	2,640.00	2,640.00	660.00	220.00	1,980.00	25.0
7026.000 Contract Services	2,000.00	2,000.00	42.50	0.00	1,957.50	2.1
7033.000 Licenses, Permits, Fees	100.00	100.00	31.63	0.00	68.37	31.6
7034.000 Dues & Subscriptions	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7040.000 Insurance (Liability)	10,000.00	10,000.00	0.00	0.00	10,000.00	0.0
7041.000 Legal	1,000.00	1,000.00	1,190.00	0.00	-190.00	119.0
7050.100 Off Exp-Supplies	1,500.00	1,500.00	252.18	50.56	1,247.82	16.8
7050.200 Off Exp-Postage	100.00	100.00	0.00	0.00	100.00	0.0
7051.000 Public Safety Supplies	1,500.00	1,500.00	183.52	0.00	1,316.48	12.2
7051.100 Mandatory Safety Equipment	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
7062.000 Repair & Maintenance	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7063.000 Fuel	12,500.00	12,500.00	1,156.54	0.00	11,343.46	9.3
7064.000 Materials/Supplies/Small Tools	5,000.00	5,000.00	1,499.38	0.00	3,500.62	30.0
7065.000 Vehicle Repair/Maintenance	40,000.00	40,000.00	24,709.56	52.15	15,290.44	61.8
7075.000 VFA Grant Equipment	18,710.00	18,710.00	0.00	0.00	18,710.00	0.0
7105.000 Utilities - CSD	1,500.00	1,500.00	858.01	381.31	641.99	57.2
7105.100 Util-Telephone	525.00	525.00	288.83	38.01	236.17	55.0
7105.200 Util-Electric	3,375.00	3,375.00	49.79	0.00	3,325.21	1.5
7105.300 Util-Waste	900.00	900.00	125.00	0.00	775.00	13.9
7105.400 Utilities-Propane	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
7105.600 Utility - Internet	250.00	250.00	64.08	21.36	185.92	24.6
7501.000 Payroll Expense	52,000.00	52,000.00	23,803.50	2,176.58	28,196.50	45.8
7513.000 Payroll-TAXES	5,000.00	5,000.00	1,305.83	31.56	3,694.17	26.1
7514.000 Payroll-Benefits	21,000.00	21,000.00	3,432.00	0.00	17,568.00	16.3
7516.200 Pension Cost (CalPERS)	7,000.00	7,000.00	1,606.98	268.00	5,393.02	23.0
7516.600 Pension Plan Fees (MPPP)	300.00	300.00	-1,447.75	-1,447.75	1,747.75	-482.6
7518.000 Workers Comp	5,000.00	5,000.00	1,375.97	187.18	3,624.03	27.5
7549.000 Vounteer FF Stipend	12,000.00	12,000.00	0.00	0.00	12,000.00	0.0
7549.100 VFF Payroll Taxes	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
7550.000 Travel & Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7551.000 Meals	500.00	500.00	7.69	0.00	492.31	1.5
7552.000 Employee Physical Exams-Shots	600.00	600.00	0.00	0.00	600.00	0.0
7556.000 Uniforms	1,000.00	1,000.00	442.98	0.00	557.02	44.3
Dept: 34 Fire Fuels Removal						
7026.000 Contract Services	150.00	150.00	0.00	0.00	150.00	0.0
7034.000 Dues & Subscriptions	50.00	50.00	0.00	0.00	50.00	0.0
7062.000 Repair & Maintenance	1,425.00	1,425.00	9.12	0.00	1,415.88	0.6
7064.000 Materials/Supplies/Small Tools	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7501.000 Payroll Expense	22,000.00	22,000.00	2,495.34	0.00	19,504.66	11.3
7513.000 Payroll-TAXES	1,500.00	1,500.00	309.24	0.00	1,190.76	20.6
7518.000 Workers Comp	2,000.00	2,000.00	214.60	0.00	1,785.40	10.7
Dept: 45 Mutual Aid Strike Team						
7501.000 Payroll Expense	350,000.00	350,000.00	281,516.55	46,728.00	68,483.45	80.4
7513.000 Payroll-TAXES	20,000.00	20,000.00	4,710.38	149.91	15,289.62	23.6
7518.000 Workers Comp	30,000.00	30,000.00	4,018.60	4,018.60	25,981.40	13.4
7550.000 Travel & Training	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
7551.000 Meals	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
Expenditures	726,440.00	726,440.00	354,912.05	52,866.47	371,527.95	48.9%

Grand Total Net Effect:	365,846.00	415,846.00	-49,274.31	-126,845.08	465,120.31	
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Lake Shastina Fire Board Report

August 2021

For August 2021, Lake Shastina Fire responded to a total of 40 calls of service, including:

- 27 medical emergencies
- 11 public assists
- 2 vehicle collisions

Lake Shastina Fire has been providing engines to wildfire incidents across the north state. Back home, the station remains fully staffed.

- OES Engine 8331 went through 3 crew rotations on the Dixie Fire and Caldor Fire before returning home after a total of 43 days out. 8331 was attached to a task force that included Sacramento Metro Fire, Placer Hills Fire, Cosumnes Fire, and Mosquito Fire, a group that LSFD does not usually get to work with. The engine is currently back home, serving as Lake Shastina's first out engine to local wildland incidents.
- Engine 3118 spent 11 days on the Antelope Fire near Tennant. Engine 3118 served as the main pumping platform for a stretch of line that was nearly 3 miles long. After being released from the Antelope Fire, Engine 3118 was immediately assigned to cover the CalFire Weed station. Engine 3118 went directly to coverage at the station, responding to all calls in Weed and the surrounding area.
- Engine 3112 was assigned to the River Complex in the Callahan area. Engine 3112 originally joined up with a local strike team to assist with the fire, and after the strike team broke up, Engine 3112 returned to the fire as a single resource. The engine's main assignment has been structure protection. Engine 3112 and Engine 3118 remain on the River Complex.



LAKE SHASTINA POLICE DEPARTMENT

William N. Bullington

Chief of Police

16309 Everhart Dr., Weed, CA 96094

(530) 938-2226

TO: LSCSD Board of Directors

FROM: Will Bullington, Chief of Police

SUBJECT: August 2021 Police Monthly Board Report

POLICE ACTIVITY: LSPD had 80 calls for service in August.

SUMMARY:

Misdemeanor Arrests: 5

Felony Arrests: 0

Traffic Warnings: 12

Traffic Citations: 6

Animal Control Cites: 0

Animal Related Calls: 10

Parking Cites: 0

House Watch: 420+-

Misc. Police Calls (Non-Criminal): 47

NOTABLE ACTIVITY:

8-6-21 A 24-year-old Mexican national was arrested for possession of concentrated marijuana with intent to sell, transportation of same, and driving without a license. 20 one-pound bags of marijuana were seized.

8-6-21 A 35-year-old Yreka, CA resident was arrested for driving without a driver's license.

8-21-21 We responded to a reporting of a water truck by a local resident on big springs road, making numerous trips from a property. The vehicle was stopped for expired registration. The driver, a 35-year-old Oklahoma resident, was arrested for driving outside of license class and transporting more than 100 gallons of water under the County ordinance. The vehicle was impounded for evidence.

8-21-21 A 36-year-old Arvin, CA resident was arrested for driving without a driver's license.

8-26-21 A 35-year-old Montague, CA resident was arrested for driving without a driver's license.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: RODNEY VILLA, Maintenance Leadman
Meeting Date: September 22, 2021
Subject: Board Report –August 2021

Notable Activity:

- The inventory has been reorganized and the list has been updated. This project was completed over the course of five days.
- We removed tuelles from pond #2 and placed more rip-rap on the East bank.
- The 4" trash pump was serviced.
- Hector trained for several hours on the heavy equipment.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: RODNEY VILLA, Maintenance Leadman
Meeting Date: September 22, 2021
Subject: Board Report – August 15, 2021

Notable Activity:

- On the 18th we repaired a water lateral leak on Condor Rd and another one on the 19th at Otter Ct.
- Regular water samples (4) were taken, along with one Nitrate sample from well #4. They were delivered to Basic Lab in Redding.
- Tim has done several hours of training on the heavy equipment. He has also reorganized the water parts inventory and updated the list.
- Tim has also received his first Hep. shot.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

**BEFORE THE BOARD OF DIRECTORS OF THE
LAKE SHASTINA COMMUNITY SERVICES DISTRICT
COUNTY OF SISKIYOU, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: _-21

Approving the Department of Forestry and Fire Protection Agreement #7GF21063 for services from the date of last signatory on page 1 of the Agreement to June 30, 2022 under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Lake Shastina Community Services District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Rural Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2021-22 up to and no more than the amount of \$9,355.00.

BE IT FURTHER RESOLVED that Robert Moser, Secretary of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Lake Shastina Community Services District Fire Department.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, at a special meeting thereof, held on the 22nd day of September 2021, by the following vote:

AYES:

Signature, Board of Directors

Member

NAYS:

Paula Mitchell, President

ABSENT:

Rick Thompson, Board of Directors Member

ATTEST:

I, Robert Moser, Secretary of the Lake Shastina Community Services District, County of Siskiyou, California do hereby certify that this is a true and correct copy of the original Resolution Number _-21.

WITNESS MY HAND OR THE SEAL OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT, on this 22nd day of September 2021.

**OFFICIAL SEAL OR
NOTARY CERTIFICATION**

Signature

Robert Moser, Secretary
Lake Shastina Community Services District

State of California
 Department of Forestry and Fire Protection (CAL FIRE)
 Cooperative Fire Protection
 GRANT AGREEMENT

APPLICANT: Lake Shastina Community Services District Fire Department
PROJECT TITLE: Rural Fire Capacity
GRANT AGREEMENT: 7GF21063

PROJECT PERFORMANCE PERIOD is from date upon approval through **June 30, 2022**.
 Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed \$ **\$9,355.00** (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

<p>Lake Shastina Community Services District Fire Department Applicant</p>	<p>STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION</p>
<p>By _____ Signature of Authorized Representative</p>	<p>By _____</p>
<p>Title Robert Moser, General Manager</p>	<p>Title: Gabrielle Avina Staff Chief, Cooperative Fire Programs</p>
<p>Date _____</p>	<p>Date _____</p>

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354021DG2012138	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$ \$9,355.00
GL UNIT 3540	BUD REF CHAPTER 001 21	ADJ. INCREASING ENCUMBRANCE \$ 0.00
PROGRAM NUMBER 9999000FED	ENY 2021	ADJ. DECREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	UNENCUMBERED BALANCE \$ \$9,355.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92717	

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

 Signature of CAL FIRE Accounting Officer

 Date

**RURAL FIRE CAPACITY PROGRAM
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Rural Fire Capacity Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and Lake Shastina Community Services District Fire Department hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Rural Fire Capacity program in California, hereinafter referred to as RFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2101-2114), as amended.
2. This is a subaward under the 2021 Rural Fire Capacity Grant #21-DG-11052012-138 awarded to STATE by the Forest Service on July 21,2021. The CFDA for the award is 10.664, Cooperative Forestry Assistance. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said RFC and agrees to the terms and conditions specified in the Procedural Guide for Rural Fire Capacity Program 2021.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **INCORPORATION:** The Procedural Guide for Rural Fire Capacity Program 2021, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.
6. **TIMELINESS:** Time is of the essence in this Agreement.
7. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2021 or LOCAL AGENCY will forfeit the funds.

8. **GRANT AND BUDGET CONTIGENCY CLAUSE:** It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2021** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$9,355.00** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2022.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2022 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. **LIMITATIONS:** Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the RFC, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 16 below.
11. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "RFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use RFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for RFC Funds.

12. **ADDRESSES:** The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY: Lake Shastina Community Services District Fire Department
16309 Everhart Dr.
Weed, CA 96094
Attention: Chief Steven Pappas
Telephone Number(s): 530-938-3281/ 530-938-3161
E-mail firechief@lakeshastina.com

STATE: **Department of Forestry and Fire Protection**
Grants Management Unit, Attn: Megan Esfandiary
P. O. Box 944246
Sacramento, California 94244-2460
PHONE: (916) 894-9845
E-MAIL: Megan.Esfandiary@fire.ca.gov

13. **PURPOSE:** Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
14. **COMBINING:** In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
15. **OVERRUNS:** In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the Agreement share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
16. **UNDERRUNS:** In the event that the total cost of a funded project is less than the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for Agreement funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
17. **FEDERAL INTEREST IN EQUIPMENT:** The Federal Government has a vested interest in any item purchased with RFC funding in excess of \$5,000 regardless of the length of this Agreement, until such time as the fair market value is less than \$5,000. The RFC percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned an RFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the RFC Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public point of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed **Agreement** will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM:** The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2022.
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the RFC program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.
30. **MEDIA:** LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048
Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME Lake Shastina Community Services District Fire Department	PR/AWARD NUMBER OR PROJECT NAME 7GF21063
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Robert Moser, General Manager Steven Pappas, Fire Chief	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**(ITEM COMING FROM
CLOSED SESSION)**

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VERBAL ONLY

12

VERBAL ONLY