



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Wednesday, June 19, 2019, 1:00 p.m.

Administration Building

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

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction. 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 15, 2019, Special Meeting May 17, 2019, Special Meeting May 21, 2019 and Special Meeting June 5, 2019
- B. Ratification of Disbursements: May 1 through May 31, 2019
- C. Budget Comparison: FY 2018/19 YTD

MONTHLY REPORTS: NO ACTION ITEMS:

2. Department Written Reports
 - A. Fire Department
 - B. Police Department
 - C. Sewer Department
 - D. Water Department
3. Committee Written Reports / Approved Minutes
(Pres. Thompson may make committee appointments/changes as necessary.)
 - A. Budget / Finance Committee
 - B. Fire Department Advisory Committee
 - C. General Manager Search/Recruitment Committee
 - D. Police Department Advisory Committee
 - E. Policy Committee
 - F. Safety Committee
 - G. Sewer and Water Systems Oversight Committee

DISCUSSION / REPORTS: ACTION ITEMS:

4. Proposed Ordinance 1-19, modification to residential and commercial monthly sewer rates and sewer connection fee. Introduce by title only, waive second reading and consideration of adoption (Vice Pres. Mitchell)
5. Proposed Ordinance 2-19, Animal Control: Introduce by title only, waive First Reading, and set Second (Vice Pres. Mitchell)
6. FY 2019/20 Operating Budget: Public Hearing and consideration of approval by resolution (Vice Pres. Mitchell)
7. Consideration of approval of amendments to Personnel Policy – Public Works Department Job Descriptions (GM Moser)
8. Consideration of approval of adjustment to Salary Schedule – Public Works Leadman Position (GM Moser)
9. Consideration of appointment of District negotiator for all aspects of applying for Community Development Block Grant for new Fire Station, including negotiations for land purchase (GM Moser)
10. Consideration of proposal(s) received from the Request for Qualifications to select an engineering firm to provide planning and engineering design for its Drinking Water Planning Grant (SWRCB Proposition 1 funding) (GM Moser)

11. Consideration of approval of LSCSD/LSPOA Maintenance Yard Agreement (GM Moser)
12. Ratification of Robert Moser's Employment Agreement dated May 20, 2019 and approval of clarification to Section 8 of Agreement (Vice Pres. Mitchell)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on July 17, 2019 1:00 p.m. at the Administration Building.

Supplementary documents and other materials distributed to the District board after their agenda packets have been distributed to the members may be viewed at the District office and obtained at the meeting.

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

Regular Meeting
Wednesday, May 15, 2019, 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: Beck ✓ Cupp ✓ MacIntosh ✓ Mitchell ✓ Thompson ✓

Also present: IGM/PWS Moser, SAC Nelle, APC Bullington and AA Charvez.

There were approximately 15 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: Comments received.

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

1. A. Approval of Minutes: Regular Meeting April 17, 2019
- B. Ratification of Disbursements: April 1 through April 30, 2019
- C. Budget Comparison: FY 2018/19 YTD
- D. LAIF Quarterly Report
- E. Ratification of transfer of CSD Operating funds to LAIF Savings
- F. Approval of transfer of LAIF Savings to CSD Operating Account

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

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

Noes: None

Absent: None

MONTHLY REPORTS: NO ACTION ITEMS:

2. Department Written Reports
 - A. Fire Department: APC Bullington reported.
 - B. Police Department: APC Bullington reported.
 - C. Sewer Department: IGM Moser reported.
 - D. Water Department: IGM Moser reported.
3. Committee Written Reports / Approved Minutes
(Pres. Thompson may make committee appointments/changes as necessary.)
 - A. Budget / Finance Committee: Dir. Mitchell reported.
 - B. Fire Department Advisory Committee: Dir. Mitchell reported.
 - C. General Manager Search/Recruitment Committee: Dir. Cupp reported.
 - D. Police Department Advisory Committee: Dir. Cupp reported.
 - E. Policy Committee: Pres. Thompson reported.
 - F. Safety Committee: Dir. Beck reported.
 - G. Sewer and Water Systems Oversight Committee: Pres. Thompson reported.

DISCUSSION / REPORTS: ACTION ITEMS:

4. Consideration of declaring two vehicles as surplus and authorize selling the vehicles: APC Bullington reported. The Board discussed.

Motion by Dir. Mitchell second Dir. Cupp to authorize the APC to sell vehicles 1) VIN / 2B3KA43T49OH641908 2008 DODGE CHARGER and 2) VIN / 2FAHP71V28X148820 2008 FORD CROWN VICTORIA, and transfer vehicle VIN / 2B3LA43G38H157489 2010 DODGE CHARGER to Administration.

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

Noes: None

Absent: None

5. Consideration of amendments to FY 2018/19 Operating Budget: IGM Moser and SAC Nelle reported. The Board discussed.

Motion by Dir. Cupp second Dir. MacIntosh to approve amendments to the FY 2018/19 Operating Budget, as presented

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

Noes: None

Absent: None

6. Consideration of rescinding Board action regarding request to waive past charges – APN 020-071-480-000, due to Siskiyou County Auditor's request for specific wording: IGM Moser reported. The Board discussed.

Motion by Dir. Cupp second Dir. Mitchell to rescind Item #4 of the March 20, 2019 Board Meeting minutes due to the Siskiyou County Auditor's request for specific wording on this matter.

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

7. Consideration of correction to assessments submitted in error to Siskiyou County – APN 020-071-480-000: IGM Moser reported. The Board discussed.

Motion by Dir. Cupp second Dir. Mitchell to approve correcting the 2013 amount submitted to Siskiyou County from \$44,251.80 to \$22,400.83 for APN 020-071-480-000.

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

8. Consideration of refund to property owner \$7,826.69 received from the Siskiyou County which paid amounts assessed in error – APN 020-071-480-000: IGM Moser reported. The Board discussed.

Motion by Dir. Cupp second Dir. Mitchell to approve refund to property owner \$7,826.69 received from the Siskiyou County Auditor which paid amounts in error – APN 020-071-480-000.

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

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres Thompson adjourned to Closed Session at 2:02 p.m.

CLOSED SESSION: 2:05 p.m.

Also present: IGM Moser and SAC Nelle for Item A.

A. Conference with Labor Negotiator - Pursuant to Government Code Section 54957.6 District Negotiator: Interim General Manager Robert Moser

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

With no objections by the Board, Pres. Thompson adjourned Closed Session at 3:33 p.m.

RETURN TO OPEN SESSION: 3:35 p.m.

Also present: IGM Moser and SAC Nelle. There was one person in the audience.

REPORT ON CLOSED SESSION: Pres. Thompson reported:

Item A: Direction was given to staff.

Item B: A special meeting will be held on May 17, 2019, 9:00 a.m. to discuss appointment of General Manager, per Gov. Code Section 54957.

ADJOURNMENT: With no objections by the Board, Pres. Thompson adjourned the meeting at 3:37 p.m.

The next LSCSD Regular Board Meeting is on Wednesday, June 19, 2019, 1:00 p.m. at the Administration Building.

Approval Date: _____

 Rick Thompson, President

ATTEST:

 Robert Moser, General Manager/Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
 Friday, May 17, 2019, 9:00 a.m.
 Administration Building
 16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 9:00 a.m.

LSCSD Board Roll Call: Beck ✓ Cupp ✓ MacIntosh ✓ Mitchell ✓ Thompson ✓

Also present: IGM/PWS Moser and AA Charvez

There were no people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres Thompson adjourned to Closed Session at 9:01 a.m.

CLOSED SESSION: Also present: District Counsel Margaret Long via teleconference.

A. Personnel (Gov. Code § 54957): Public Employee Appointment for the position of General Manager.

With no objections by the Board, Pres Thompson Closed Session at 10:41 a.m.

RETURN TO OPEN SESSION: 10:43 a.m.

Also present: IGM/PWS Moser and AA Charvez

There were no people in the audience.

REPORT ON CLOSED SESSION: Pres. Thompson reported that direction was given to District counsel to negotiate with Robert Moser for GM position.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Thompson adjourned the meeting at 10:50 a.m.

Approval Date: _____

 Rick Thompson, President

ATTEST:

 Robert Moser, General Manager/Secretary

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LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
 Tuesday, May 21, 2019, 10:00 a.m.
 Administration Building
 16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 10:02 a.m.

LSCSD Board Roll Call: Beck ✓ Cupp ✓ MacIntosh ✓ Mitchell ✓ Thompson ✓

Also present: IGM/PWS Moser and AA Charvez

There were no people in the audience.

PLEDGE OF ALLEGIANCE: Waived.

BOARD MEMBER COMMENTS: None.

PUBLIC COMMENTS: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres Thompson adjourned to Closed Session at 10:02 a.m.

CLOSED SESSION: Also present: Robert Moser at 10:41 a.m.

A. Personnel (Gov. Code § 54957): Public Employee Appointment for the position of General Manager.

With no objections by the Board, Pres Thompson Closed Session at 10:48 a.m.

RETURN TO OPEN SESSION: 10:49 a.m.

Also present: IGM/PWS Moser and AA Charvez

There was one person in the audience.

REPORT ON CLOSED SESSION: Pres. Thompson reported that Board agreed to proceed with General Manager Employment Agreement with Robert Moser.

DISCUSSION / ACTION ITEMS:

1. Approval of General Manager Employment Agreement: Pres. Thompson stated that two dates were amended in the draft agreement: agreement effective start date – May 20, 2019 and Section 8.f. – July 1, 2020.

Motion by Dir. Cupp second Dir. Beck to approve the General Manager Employment Agreement with Robert Moser, as presented, with two revised dates.

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

Noes: None

Absent: None

ADJOURNMENT: With no objections by the Board, Pres. Thompson adjourned the meeting at 10:51 a.m.

Approval Date: _____

 Rick Thompson, President

ATTEST:

 Robert Moser, General Manager/Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
 Wednesday, June 5, 2019, 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: Beck ☒ Cupp ☒ MacIntosh ☒ Mitchell ☒ Thompson ☒

Also present: GM Moser, APC Bullington and AA Charvez

There were approximately 16 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

BOARD MEMBER COMMENTS: Comments received.

PUBLIC HEARING:

1. Proposed Ordinance 1-19, modification to residential and commercial monthly sewer rates and sewer connection fee.

A. Open Public Hearing / Public Comments / Close Public Hearing

Pres. Thompson opened the Public Hearing at 1:03 p.m. Comments were received. Pres. Thompson closed the Public Hearing at 1:14 p.m.

- B. Introduce by title only, waive First Reading, and set Second Reading for Ordinance 1-19: Pres. Thompson introduced proposed Ordinance 1-19 by title.

Motion by Dir. Beck second Dir. Mitchell to waive the First Reading (reading the ordinance in its entirety).

Ayes: Directors Beck, MacIntosh, Mitchell and Thompson

Noes: Director Cupp

Absent: None

Pres. Thompson set the Second Reading for proposed Ordinance 1-19 to be on the June 19, 2019, 1:00 p.m. Regular Meeting agenda.

ADJOURNMENT: With no objections by the Board, Pres. Thompson adjourned the meeting at 1:41 p.m.

Approval Date: _____

 Rick Thompson, 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 May 1 thru May 31, 2019 for a total of: "

\$ 555,955.09

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

Submitted for May 2019

\$ 555,955.09

Expenses - Regular Checks Mechanics Bank Account	\$ 472,375.71
Expenses - Payroll & Liability Checks Mechanics Bank Account	\$ 83,579.38
<u>Subtotal</u>	<u>\$ 555,955.09</u>
<u>Total CSD Expenses</u>	<u>\$ 555,955.09</u>

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
5/1/2019	23272	Void - Payroll Check (Live Check) Incorrect hours									
5/1/2019	23273	Payroll Check (Live Check)	8,370.33		8,370.33				8,370.33		
5/1/2019	504048	EDD EFT	1,193.97		1,193.97				1,193.97		
5/1/2019	504049	EFTPS EFT	4,513.72		4,513.72				4,513.72		
5/1/2019	504050	American Funds EFT	453.89		453.89				453.89		
5/1/2019	504051	CalPERS 457 EFT	135.79		135.79				135.79		
5/2/2019	JE #77468	Transfer to LAIF	350,000.00	350,000.00		55,000.00	145,000.00				150,000.00
5/2/2019	JE #77792	Wire Transfer Fee	30.00	30.00		30.00					
5/2/2019	871	First Ntl Bank-WB	80.45	80.45						80.45	
5/2/2019	872	First Ntl Bank-RM	841.92	841.92		416.59	212.66	212.67			
5/2/2019	874	First Ntl Bank-SP	708.10	708.10							708.10
5/2/2019	875	Pacific Power	9,963.93	9,963.93		1,103.47	3,836.68	4,505.84	252.33		285.61
5/2/2019	876	US Bank Equipment Finance	138.39	138.39						138.39	
5/2/2019	877	Verizon Wireless	170.88	170.88						128.18	42.72
5/2/2019	878	Verizon Wireless	61.26	61.26							61.26
5/2/2019	879	Williams Scotsman	293.33	293.33			146.86	146.67			
5/2/2019	23252	Black Butte Auto	250.00	250.00							250.00
5/2/2019	23253	Cal Ore Telephone	420.56	420.56		192.21	60.78	60.78	85.43		21.36
5/2/2019	23254	Cowley D&L	60.97	60.97		40.65				10.16	10.16
5/2/2019	23255	JP Company	71.15	71.15						71.15	
5/2/2019	23256	Kellie Power	530.00	530.00		400.00			65.00		65.00
5/2/2019	23257	Miller's Jackets	185.50	185.50							185.50
5/2/2019	23258	Morgan Barr	151.38	151.38						151.38	
5/2/2019	23259	N.C.G.T. Security Fund	15,335.00	15,335.00		4,986.00	2,089.50	2,089.50	2,860.00	1,885.00	1,665.00
5/2/2019	23260	Quill Corp	713.97	713.97		500.04	70.24	70.24		36.72	36.73
5/2/2019	23261	Reporting Systems, Inc.	2,124.00	2,124.00							2,124.00
5/2/2019	23262	Shasta Auto Supply	34.74	34.74							34.74
5/2/2019	23263	SHN Consulting Engineers	3552.50	3552.50			3,552.50				
5/2/2019	23264	SHN Consulting Engineers	11,473.75	11,473.75				11,473.75			
5/2/2019	23265	Solano's Inc.	209.68	209.68		151.37				10.01	48.30
5/2/2019	23266	The Radar Shop	87.50	87.50					87.50		
5/2/2019	23267	The Sign Dude	51.29	51.29						51.29	
5/2/2019	23268	Uline	710.52	710.52		710.52					
5/2/2019	23269	Western Business Products	170.88	170.88		170.88					
5/2/2019	23270	Will Johnson Electric	192.50	192.50			192.50				
5/3/2019	JE #77791	ACH Returned Item Fee - Tamez	4.00	4.00		4.00					
5/3/2019	23271	Siskiyou Co. Tax Collector	7,826.69	7,826.69			1,697.35	1,885.95	3,064.67		1,178.72
5/7/2019	23271	Void Ck - Siskiyou Co. Tax Collector (per Coun	(7,826.69)	(7,826.69)			(1,697.35)	(1,885.95)	(3,064.67)		(1,178.72)
5/7/2019	23274	The Jeff & Forbis Revocable Trust	7,826.69	7,826.69			1,697.35	1,885.95	3,064.67		1,178.72
5/9/2019	23275-23279	Payroll Checks (Live Checks)	4,333.99	4,333.99			3,024.32				1,309.67
5/9/2019	504064	EDD EFT	1,342.08	1,342.08		344.73	515.22		112.99	149.19	219.95
5/9/2019	504065	EFTPS EFT	4,558.00	4,558.00		928.94	1,430.96		704.76	733.83	781.41
5/9/2019	504066	American Funds EFT	359.13	359.13					126.71	105.50	128.92
5/9/2019	504067	CalPERS Classic EFT	2,021.27	2,021.27		985.76	1,035.51				
5/9/2019	504068	CalPERS PEPRA EFT	551.45	551.45		197.46	353.99				
5/9/2019	504069	CalPERS 457 EFT	698.29	698.29		230.00	243.62		100.00	124.67	
5/9/2019	504070	MB EFT - Payroll Checks (Direct Deposits)	20,220.04	20,220.04		6,520.03	5,523.93		2,596.11	3,026.18	2,553.79
5/14/2019	JE #77793	Returned Item Auto Redeposit Fee - Lindsy	15.00	15.00		15.00					
5/16/2019	880	AT&T	97.28	97.28			49.64	48.64			
5/16/2019	881	Dell Computer	480.04	480.04		480.04					
5/16/2019	883	Pitney Bowes	500.00	500.00		500.00					
5/16/2019	23280	An Ngoc Nguyen	436.50	436.50				436.50			
5/16/2019	23281	City of Medford	1,382.03	1,382.03							1,382.03
5/16/2019	23282	Cowley D&L Inc	53.49	53.49			26.75	26.74			
5/16/2019	23283	Don R. Erickson Oil	4,437.79	4,437.79		1,298.49	783.89	609.13		782.06	966.20
5/16/2019	23284	Ferguson Waterworks	65.84	65.84			65.84				
5/16/2019	23285	Heckers Power Equipment	124.67	124.67							124.67
5/16/2019	23286	Hue & Cry	38.00	38.00		38.00					
5/16/2019	23287	Jeff Partridge	450.00	450.00							450.00

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
5/16/2019	23288	Juniper Valley Subdivision	124.42	124.42		62.21			31.10		31.11
5/16/2019	23288	LSCSD Utilities	130.96	130.96		55.96			29.25		45.75
5/16/2019	23290	MRJC Inc.	42.61	42.61			42.61				
5/16/2019	23291	MLShasta IT Services	2,200.00	2,200.00		660.00	330.00	330.00	860.00		220.00
5/16/2019	23292	Personnel Preference	525.00	525.00		525.00					
5/16/2019	23293	Prentice, Long & Epperson	1,987.50	1,987.50		665.00	43.75	43.75	1,182.50		52.50
5/16/2019	23294	Quill Corp	170.24	170.24		170.24					
5/16/2019	23295	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
5/16/2019	23296	Suds City Auto Spa	216.00	216.00		200.00				16.00	
5/16/2019	23297	Debbie Nelle	53.77	53.77		8.50	14.20	14.20			16.87
5/16/2019	23298	Department of Motor Vehicles	398.00	398.00							398.00
5/16/2019	23299	N.C.G.T.	17,561.00	17,561.00		4,966.00	3,458.70	2,948.30	2,860.00	1,665.00	1,665.00
5/16/2019	23300	SHN Consulting Engineers	518.75	518.75				518.75			
5/16/2019	JE #77790	Wire in Fee	10.00	10.00				10.00			
5/17/2019	JE #77794	Returned Item Fee - Lindsey	10.00	10.00		10.00					
5/23/2019	23301-23305	Payroll Checks (Live Checks)	4,105.48	4,105.48			2,942.99				1,162.49
5/23/2019	23306	Union Dues	643.22	643.22		241.50	210.00		135.48	56.24	
5/23/2019	504082	EDD EFT	1,258.87	1,258.87		339.27	503.07		111.25	139.24	166.04
5/23/2019	504083	EFTPS EFT	4,271.91	4,271.91		909.39	1,385.57		678.14	697.69	501.12
5/23/2019	504084	American Funds EFT	377.24	377.24					144.82	105.50	126.92
5/23/2019	504085	CalPERS Classic EFT	2,021.27	2,021.27		985.76	1,035.51				
5/23/2019	504086	CalPERS PEPRA EFT	559.16	559.16		205.17	353.99				
5/23/2019	504087	Aflac EFT	112.68	112.68		33.12	79.56				
5/23/2019	504088	CalPERS 457 EFT	694.26	694.26		230.00	243.62		100.00	120.64	
5/23/2019	504089	MB EFT - Payroll Checks (Direct Deposits)	19,417.43	19,417.43		6,436.89	5,417.26		2,437.20	2,931.52	2,194.58
5/28/2019	23307	Payroll Checks (Live Checks)-VOID									
5/28/2019	23308	Payroll Checks (Live Checks)	1,083.43	1,083.43		1,083.43					
5/28/2019	504090	EDD EFT	80.26	80.26		80.26					
5/28/2019	504091	EFTPS EFT	73.57	73.57		73.57					
5/28/2019	504092	CalPERS PEPRA EFT	128.65	128.65		128.65					
5/29/2019	JE #77800	Returned Item Fee - Dixon	10.00	10.00		10.00					
5/30/2019	882	Pacific Power	12,827.47	12,827.47		753.53	4,429.87	7,181.51	224.64		237.02
5/30/2019	884	Utility Telephone	541.66	541.66		325.00				162.50	54.16
5/30/2019	885	Verizon Wireless	203.50	203.50						128.16	75.34
5/30/2019	886	Verizon Wireless	61.26	61.26							61.26
5/30/2019	887	Williams Scotsman	293.33	293.33			146.67	146.66			
5/30/2019	889	First Ntl Bank-RM	1,835.54	1,835.54		48.25	875.41	911.88			
5/30/2019	890	First Ntl Bank-DN	945.79	945.79		931.33				7.23	7.23
5/30/2019	891	First Ntl Bank-WB	667.62	667.62		127.63				539.99	
5/30/2019	23309	Alanna DeBon	57.83	57.83		46.81	2.87	7.74			0.41
5/30/2019	23310	Basic Lab	134.40	134.40				134.40			
5/30/2019	23311	Bobcat of Redding	1,689.14	1,689.14			844.57	844.57			
5/30/2019	23312	Bonnie Graham	36.00	36.00					36.00		
5/30/2019	23313	California Police Chief's Association	300.00	300.00					300.00		
5/30/2019	23314	Cascade Fire Equipment	717.50	717.50							717.50
5/30/2019	23315	Deepwoods Embroidery Design	108.78	108.78			54.39	54.39			
5/30/2019	23316	Kellie Power	530.00	530.00		400.00			65.00		65.00
5/30/2019	23317	Personnel Preference	40.00	40.00		40.00					
5/30/2019	23318	Quill Corp	810.75	810.75		864.22				63.26	63.27
5/30/2019	23319	Shasta Valley Chainsaw	175.58	175.58			87.79	87.79			
5/30/2019	23320	SHN Consulting Engineers	4,754.86	4,754.86			4,754.86				
5/30/2019	23321	Siskiyou Escrow	197.70	197.70		197.70					
5/30/2019	23322	Todd Quartemont	199.09	199.09		199.09					
5/30/2019	23323	Tyler Technologies	5,688.17	5,688.17		5,688.17					
5/30/2019	23324	Verdell Kische	21.91	21.91		21.91					
5/30/2019	23325	William Russell	250.00	250.00			125.00	125.00			
5/30/2019	23326	Woods Pest Control	164.00	164.00		82.00			41.00		41.00
5/30/2019	23327	Xio, Inc.	382.00	382.00				382.00			
5/31/2019	JE #77796	Online ACH Fee - May 2019	8.10	8.10		8.10					
			555,955.09	472,375.71	83,579.38	102,938.84	197,336.30	35,347.85	33,799.58	13,897.23	172,635.29

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REVENUE/EXPENDITURE REPORT

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

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May 2019 Detailed Budget Comparison 2018/2019 YTD

For the Period: 7/1/2018 to 5/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	6/14/2019 % Bud
Fund: 10 - LSCSD General Fund						
Revenues						
Dept: 00						
4055.000 Misc Operational Income	500.00	500.00	321.14	9.25	178.86	64.2
4070.000 Antenna Lease Revenue	23,155.93	23,155.93	20,862.38	1,595.09	2,293.55	90.1
5050.000 Transfer Fees	4,000.00	4,000.00	3,480.00	280.00	520.00	87.0
5080.000 Interest Earned-OPS	200.00	200.00	25.81	2.35	174.19	12.9
5081.000 Interest Earned-RSV	2,000.00	2,000.00	267.96	0.00	1,732.04	13.4
Dept: 22 Medical Clinic						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	55,242.00	10,044.00	5,022.00	91.7
Revenues	90,119.93	90,119.93	80,199.29	11,930.69	9,920.64	89.0
Expenditures						
Dept: 01 General Admin						
7002.000 Admin Overhead Alloc	-388,356.53	-426,352.15	-366,672.01	-36,163.07	-59,680.14	86.0
7010.000 Capital Improvement	6,000.00	0.00	0.00	0.00	0.00	0.0
Less Reimbursement due from LAIF Savings	-6,000.00	0.00	0.00	0.00	0.00	0.0
7020.000 IT Contract Services/Server	0.00	12,500.00	11,710.95	330.00	789.05	93.7
7026.000 Contract Services	25,000.00	20,000.00	4,082.31	300.00	15,917.69	20.4
7032.000 Filing Fees	150.00	150.00	0.00	0.00	150.00	0.0
7033.000 Licenses, Permits, Fees	3,000.00	3,000.00	2,033.37	208.87	966.63	67.8
7034.000 Dues & Subscriptions	6,100.00	7,200.00	6,999.66	2.59	200.34	97.2
7035.000 Advertising	250.00	2,750.00	1,246.74	432.04	1,503.26	45.3
7040.000 Insurance (Liability)	500.00	650.00	632.07	0.00	17.93	97.2
7041.000 Legal	25,000.00	15,000.00	9,870.00	962.50	5,130.00	65.8
7050.100 Off Exp-Supplies	5,000.00	8,500.00	8,047.57	404.67	452.43	94.7
7050.200 Off Exp-Postage	6,000.00	6,000.00	5,276.22	329.10	723.78	87.9
7050.400 Off Exp-Maint	7,750.00	7,750.00	5,337.09	66.57	2,412.91	68.9
7062.000 Repair & Maintenance	3,500.00	3,500.00	2,853.65	113.49	646.35	81.5
7063.000 Fuel	0.00	300.00	50.79	0.00	249.21	16.9
7064.000 Materials/Supplies/Small Tools	500.00	4,500.00	4,789.69	42.87	-289.69	106.4
7065.000 Vehicle Repair/Maintenance	0.00	1,000.00	924.82	0.00	75.18	92.5
7101.000 Property Taxes	140.00	140.00	126.00	0.00	14.00	90.0
7105.000 Utilities - CSD	1,000.00	1,000.00	737.26	49.13	262.74	73.7
7105.100 Util-Telephone	2,300.00	2,300.00	2,000.98	162.50	299.02	87.0
7105.200 Util-Electric	5,500.00	5,500.00	4,132.38	611.42	1,367.62	75.1
7105.400 Utilities-Propane	500.00	500.00	136.67	0.00	363.33	27.3
7105.600 Utility - Internet	1,550.00	1,550.00	1,281.40	128.14	268.60	82.7
7204.000 Events	500.00	625.00	608.36	0.00	16.64	97.3
7245.000 Election	1,500.00	0.00	78.50	0.00	-78.50	0.0
7501.000 Payroll Expense	254,137.12	239,317.02	228,031.77	18,226.52	11,285.25	95.3
7513.000 Payroll-TAXES	6,288.99	5,736.62	6,197.52	348.17	-460.90	108.0
7514.000 Payroll-Benefits	66,011.40	67,506.60	59,907.50	9,334.50	7,599.10	88.7
7516.200 Pension Cost (CalPERS)	20,113.90	17,502.76	17,058.27	1,377.24	444.49	97.5
7516.400 CalPERS Fees	0.00	0.00	378.00	0.00	-378.00	0.0
7516.500 CalPERS UAL Expense	32,661.90	32,661.90	26,850.20	0.00	5,811.70	82.2
7518.000 Workers Comp	21,931.47	23,729.97	21,644.15	0.00	2,085.82	91.2
7530.100 PR Reimbursement Admin	-87,922.32	-87,922.32	-82,835.10	-8,982.15	-5,287.22	94.0
7530.300 Payroll Reimb Maintenance	7,000.00	47,240.53	36,084.43	11,591.56	11,156.10	76.4
7550.000 Travel & Training	1,500.00	5,000.00	4,647.16	19.48	352.84	92.9
7551.000 Meals	750.00	1,000.00	508.92	0.00	491.08	50.9
Dept: 22 Medical Clinic						
7026.000 Contract Services	3,000.00	3,000.00	450.00	0.00	2,550.00	15.0
7040.000 Insurance (Liability)	650.00	670.00	668.53	0.00	1.47	99.8
7062.000 Repair & Maintenance	3,000.00	3,000.00	165.16	0.00	2,834.84	5.5
7080.000 Interest Expense	4,750.00	8,500.00	8,565.88	0.00	-65.88	100.8
7084.000 Loan Principle Expense	39,250.00	35,500.00	35,434.12	0.00	65.88	99.8
7530.000 Payroll Reimbursement	2,500.00	2,500.00	938.95	302.80	1,561.05	37.6
Medical Building Reserves	7,114.00	7,114.00	6,521.14	592.84	592.86	91.7
Expenditures	90,119.93	90,119.93	77,701.07	791.78	12,418.86	85.6

For the Period: 7/1/2018 to 5/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 15 - LSCSD Sewer Dept						
Revenues						
Dept: 00						
4001.100 Assm/Revenue-Residential	476,668.80	476,668.80	478,861.38	0.00	-2,192.58	100.5
4001.200 Assm/Revenue-Standby	65,844.00	65,844.00	65,619.00	0.00	225.00	99.7
4001.300 Assm/Revenue-Commercial	4,939.20	4,939.20	6,300.42	445.61	-1,361.22	127.6
4003.000 Late Payment Revenue	2,800.00	2,800.00	2,481.78	18.75	318.22	88.6
5004.000 Sewer Hook Up Fee	21,745.50	36,243.50	62,631.00	26,388.50	-26,387.50	172.8
5005.000 Sewer Payment Contracts	252.00	252.00	1,445.12	1,256.12	-1,193.12	573.5
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	3,400.00	3,400.00	3,504.55	0.00	-104.55	103.1
Dept: 23 Green Waste Site						
4055.000 Misc Operational Income	3,000.00	3,000.00	3,800.00	365.00	-600.00	120.0
Dept: 36 Planning Grants						
5075.000 Grant Income	0.00	236,933.00	79,694.27	0.00	157,238.73	33.6
Revenues	581,149.50	832,580.50	704,137.52	28,473.98	128,442.98	84.6
Expenditures						
Dept: 01 General Admin						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	2,800.00	0.00	0.00	100.0
7002.000 Admin Overhead Alloc	135,924.79	135,432.69	117,335.04	11,572.18	19,097.65	86.0
7003.000 Bad Debt	0.00	0.00	2.74	0.00	-2.74	0.0
7010.000 Capital Improvement	334,500.00	379,500.00	176,121.15	37,694.09	203,378.85	46.4
Less Reimbursement due from LAIF Savings	-334,500.00	-379,500.00	-176,121.15	-37,694.09	-203,378.85	-46.4
7020.000 IT Contract Services/Server	0.00	4,200.00	3,757.55	330.00	442.45	89.5
7026.000 Contract Services	20,000.00	18,000.00	4,587.77	376.60	13,412.23	25.5
7033.000 Licenses, Permits, Fees	8,000.00	8,000.00	7,509.51	0.00	490.49	93.9
7034.000 Dues & Subscriptions	500.00	500.00	194.74	0.00	305.26	38.9
7035.000 Advertising	0.00	250.00	99.76	0.00	150.24	39.9
7040.000 Insurance (Liability)	13,261.00	14,000.00	13,980.13	0.00	19.87	99.9
7041.000 Legal	1,000.00	1,000.00	271.25	227.50	728.75	27.1
7050.100 Off Exp-Supplies	400.00	400.00	320.43	0.00	79.57	80.1
7050.200 Off Exp-Postage	100.00	600.00	553.54	0.00	46.46	92.3
7055.000 Safety Equipment	2,000.00	1,000.00	627.01	0.00	372.99	62.7
7061.000 Rental Equipment	500.00	500.00	0.00	0.00	500.00	0.0
7062.000 Repair & Maintenance	20,000.00	16,000.00	13,162.65	360.81	2,837.35	82.3
7063.000 Fuel	6,500.00	6,500.00	5,733.24	30.50	766.76	88.2
7064.000 Materials/Supplies/Small Tools	5,000.00	7,000.00	7,557.80	1,035.38	-557.80	108.0
7065.000 Vehicle Repair/Maintenance	5,000.00	3,000.00	3,577.60	859.40	-577.60	119.3
7080.000 Interest Expense	21,127.86	21,127.86	21,127.86	0.00	0.00	100.0
7085.000 Municipal Finance Principle	39,897.58	39,897.58	39,897.58	0.00	0.00	100.0
7100.000 Lease/Rent Expense	1,775.00	1,775.00	1,711.82	146.67	63.18	96.4
7105.100 Util-Telephone	490.00	490.00	457.81	48.64	32.19	93.4
7105.200 Util-Electric	52,000.00	52,000.00	40,271.47	8,266.55	11,728.53	77.4
7105.300 Util-Waste	510.00	510.00	524.06	42.50	-14.06	102.8
7105.600 Utility - Internet	0.00	450.00	340.46	60.78	109.54	75.7
7501.000 Payroll Expense	141,417.15	151,419.40	121,502.37	16,393.06	29,917.03	80.2
7513.000 Payroll-TAXES	3,209.04	3,356.22	2,846.09	306.36	510.13	84.8
7514.000 Payroll-Benefits	40,489.19	38,203.33	33,259.95	7,539.45	4,943.38	87.1
7516.200 Pension Cost (CalPERS)	10,833.51	10,121.42	8,488.10	1,105.92	1,633.32	83.9
7516.400 CalPERS Fees	0.00	0.00	161.00	0.00	-161.00	0.0
7516.500 CalPERS UAL Expense	14,913.18	16,705.50	16,705.50	0.00	0.00	100.0
7516.600 Pension Plan Fees (MPPP)	0.00	100.00	87.00	0.00	13.00	87.0
7518.000 Workers Comp	12,105.17	11,570.13	12,041.70	0.00	-471.57	104.1
7530.000 Payroll Reimbursement	-9,400.00	-49,640.53	-40,490.52	-12,239.50	-9,150.01	81.6
7550.000 Travel & Training	2,500.00	8,500.00	6,771.97	578.29	1,728.03	79.7
7551.000 Meals	400.00	1,000.00	691.94	131.37	308.06	69.2
7552.000 Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7555.000 Personal Protective Equip PPE	1,500.00	1,500.00	106.11	0.00	1,393.89	7.1
7556.000 Uniforms	1,200.00	1,200.00	899.08	179.39	300.92	74.9
Dept: 23 Green Waste Site						
7026.000 Contract Services	800.00	800.00	345.44	25.00	454.56	43.2
7063.000 Fuel	50.00	50.00	3.60	0.00	46.40	7.2
7064.000 Materials/Supplies/Small Tools	200.00	200.00	24.12	0.00	175.88	12.1
7530.000 Payroll Reimbursement	1,000.00	1,000.00	1,244.20	319.02	-244.20	124.4
Dept: 36 Planning Grants						
7026.000 Contract Services	0.00	166,838.28	98,160.87	0.00	68,677.41	58.8
7041.000 Legal	0.00	30,000.00	0.00	0.00	30,000.00	0.0
7530.000 Payroll Reimbursement	0.00	39,838.04	8,838.61	767.11	30,999.43	22.2
Expenditures	558,503.47	769,694.92	558,088.95	38,462.98	211,605.97	72.5

For the Period: 7/1/2018 to 5/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 20 - LSCSD Water Dept						
Revenues						
Dept: 00						
4001.100 Assmt/Revenue-Residential	342,791.61	342,791.61	345,901.53	0.00	-3,109.92	100.9
4001.200 Assmt/Revenue-Standby	103,440.00	103,440.00	103,042.36	0.00	397.64	99.6
4001.300 Assmt/Revenue-Commercial	14,256.01	14,256.01	9,619.36	714.14	4,636.65	67.5
4003.000 Late Payment Revenue	9,000.00	9,000.00	8,784.61	1,128.75	215.39	97.6
4075.000 Water Capacity Expansion Fee	960.00	960.00	2,240.00	1,280.00	-1,280.00	233.3
5006.000 Water Hook Up Fee	795.00	795.00	1,855.00	1,060.00	-1,060.00	233.3
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	13,500.00	13,500.00	17,598.01	0.00	-4,098.01	130.4
Dept: 22 Medical Clinic						
4054.000 Loan Principle Revenue	39,250.00	35,500.00	35,434.12	0.00	65.88	99.8
5081.000 Interest Earned-RSV	4,750.00	8,500.00	8,565.88	0.00	-65.88	100.8
Revenues	531,242.62	531,242.62	533,040.87	4,182.89	-1,798.25	100.3

Expenditures						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	2,800.00	0.00	0.00	100.0
7002.000 Admin Overhead Alloc	174,760.44	153,486.77	132,001.92	13,018.71	21,484.85	86.0
7003.000 Bad Debt	0.00	0.00	2.88	0.00	-2.88	0.0
7010.000 Capital Improvement	545,500.00	459,500.00	191,099.77	2,788.50	268,400.23	41.6
Less Reimbursement due from LAIF Savings	-545,500.00	-459,500.00	-191,099.77	-2,788.50	-268,400.23	-41.6
7020.000 IT Contract Services/Server	0.00	4,200.00	3,757.55	330.00	442.45	89.5
7026.000 Contract Services	16,100.00	24,000.00	21,408.48	516.40	2,591.52	89.2
7033.000 Licenses, Permits, Fees	6,000.00	6,000.00	2,532.51	10.00	3,467.49	42.2
7034.000 Dues & Subscriptions	1,300.00	1,300.00	1,217.14	0.00	82.86	93.6
7035.000 Advertising	0.00	250.00	99.77	0.00	150.23	39.9
7040.000 Insurance (Liability)	16,242.00	20,500.00	20,397.02	0.00	102.98	99.5
7041.000 Legal	5,000.00	5,000.00	148.75	0.00	4,851.25	3.0
7050.100 Off Exp-Supplies	650.00	650.00	320.45	0.00	329.55	49.3
7050.200 Off Exp-Postage	800.00	800.00	181.54	0.00	618.46	22.7
7055.000 Safety Equipment	2,000.00	1,000.00	250.03	0.00	749.97	25.0
7062.000 Repair & Maintenance	45,000.00	33,000.00	17,643.75	0.00	15,356.25	53.5
7063.000 Fuel	6,500.00	6,500.00	4,847.56	30.51	1,652.44	74.6
7064.000 Materials/Supplies/Small Tools	8,000.00	25,000.00	31,353.66	6,759.90	-6,353.66	125.4
7065.000 Vehicle Repair/Maintenance	5,000.00	3,000.00	2,487.23	859.41	512.77	82.9
7100.000 Lease/Rent Expense	1,775.00	1,775.00	1,711.83	146.66	63.17	96.4
7105.100 Util-Telephone	2,900.00	1,000.00	855.29	48.64	144.71	85.5
7105.200 Util-Electric	97,000.00	97,000.00	76,466.97	11,687.35	20,533.03	78.8
7105.300 Util-Waste	510.00	510.00	524.07	42.50	-14.07	102.8
7105.600 Utility - Internet	0.00	450.00	340.47	60.78	109.53	75.7
7501.000 Payroll Expense	122,411.98	114,703.66	84,375.09	5,893.38	30,328.57	73.6
7513.000 Payroll-TAXES	2,777.78	2,655.21	2,249.24	182.58	405.97	84.7
7514.000 Payroll-Benefits	35,047.81	32,411.27	29,362.55	3,642.05	3,048.72	90.6
7516.200 Pension Cost (CalPERS)	9,377.59	8,586.90	6,004.84	417.82	2,582.06	69.9
7516.400 CalPERS Fees	0.00	0.00	161.00	0.00	-161.00	0.0
7516.500 CalPERS UAL Expense	12,809.91	14,814.30	14,814.30	0.00	0.00	100.0
7516.600 Pension Plan Fees (MPPP)	0.00	100.00	87.00	0.00	13.00	87.0
7518.000 Workers Comp	10,478.35	9,815.96	10,405.01	0.00	-589.05	106.0
7550.000 Travel & Training	2,500.00	8,500.00	7,565.72	583.16	934.28	89.0
7551.000 Meals	350.00	1,000.00	910.61	131.37	89.39	91.1
7555.000 Personal Protective Equip PPE	1,500.00	1,500.00	106.10	0.00	1,393.90	7.1
7556.000 Uniforms	1,200.00	1,200.00	899.09	179.39	300.91	74.9
Expenditures	590,890.86	583,509.07	478,289.42	44,540.61	105,219.65	82.0

For the Period: 7/1/2018 to 5/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 25 - LSCSD Police Department						
Revenues						
4001.100 Assmt/Revenue-Residential	135,730.00	135,730.00	137,035.63	0.00	-305.63	100.2
4001.200 Assmt/Revenue-Standby	284,020.00	284,020.00	282,975.00	0.00	1,045.00	99.6
4001.300 Assmt/Revenue-Commercial	3,410.00	3,410.00	3,300.00	0.00	110.00	96.8
4003.000 Late Payment Revenue	10,000.00	10,000.00	8,449.36	18.75	1,550.64	84.5
4056.000 Misc-Non Operating Income	3,200.00	3,200.00	165.47	0.00	3,034.53	5.2
4080.000 Strike Team Rev Payroll Reimb	0.00	5,306.00	5,305.53	0.00	0.47	100.0
4085.000 Emerg Resp Reimb Travel/Meals	0.00	926.00	925.81	0.00	0.19	100.0
5054.000 Animal Control Fees - Other	300.00	300.00	51.00	0.00	249.00	17.0
5055.000 Animal License Fee	4,800.00	4,800.00	3,960.00	120.00	840.00	82.5
5056.000 Warrant	1,500.00	1,500.00	1,229.92	88.89	270.08	82.0
5061.000 Donations	0.00	0.00	1,000.00	1,000.00	-1,000.00	0.0
5062.000 Event Donations	500.00	500.00	0.00	0.00	500.00	0.0
5081.000 Interest Earned-RSV	3,000.00	5,700.00	5,676.75	0.00	23.25	99.6
Revenues	447,460.00	456,392.00	450,074.47	1,227.64	6,317.53	98.6

For the Period: 7/1/2018 to 5/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 25 - LSCSD Police Department						
Expenditures						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	2,800.00	0.00	0.00	100.0
7002.000 Admin Overhead Alloc	46,602.78	72,479.87	62,334.24	6,147.72	10,145.63	86.0
7003.000 Bad Debt	0.00	0.00	8.10	0.00	-8.10	0.0
7010.000 Capital Improvement	25,800.00	0.00	0.00	0.00	0.00	0.0
Less Reimbursement due from LAIF Savings	-25,800.00	0.00	0.00	0.00	0.00	0.0
7020.000 IT Contract Services/Server	0.00	12,750.00	11,982.75	860.00	767.25	94.0
7026.000 Contract Services	6,000.00	2,500.00	3,209.30	142.00	-709.30	128.4
7033.000 Licenses, Permits, Fees	4,000.00	0.00	0.00	0.00	0.00	0.0
7034.000 Dues & Subscriptions	3,000.00	3,000.00	2,874.33	2.59	125.67	95.8
7035.000 Advertising	100.00	250.00	300.00	300.00	-50.00	120.0
7040.000 Insurance (Liability)	3,000.00	5,050.00	5,031.65	0.00	18.35	99.6
7041.000 Legal	1,000.00	9,000.00	9,641.20	315.00	-641.20	107.1
7050.100 Off Exp-Supplies	1,000.00	0.00	0.00	0.00	0.00	0.0
7050.200 Off Exp-Postage	400.00	0.00	26.39	26.39	-26.39	0.0
7050.400 Off Exp-Maint	2,200.00	0.00	0.00	0.00	0.00	0.0
7062.000 Repair & Maintenance	1,300.00	0.00	0.00	0.00	0.00	0.0
7063.000 Fuel	8,000.00	0.00	0.00	0.00	0.00	0.0
7064.000 Materials/Supplies/Small Tools	4,000.00	0.00	0.00	0.00	0.00	0.0
7065.000 Vehicle Repair/Maintenance	6,500.00	0.00	0.00	0.00	0.00	0.0
7105.000 Utilities - CSD	600.00	600.00	525.82	66.69	74.18	87.6
7105.100 Util-Telephone	4,500.00	0.00	55.30	0.00	-55.30	0.0
7105.200 Util-Electric	2,850.00	2,860.00	2,836.27	476.97	23.73	99.2
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	985.70	0.00	14.30	98.6
7105.600 Utility - Internet	1,800.00	1,800.00	854.30	85.43	945.70	47.5
7204.000 Events	500.00	0.00	0.00	0.00	0.00	0.0
7501.000 Payroll Expense	231,242.70	204,430.95	209,479.45	19,883.92	-5,048.50	102.5
7513.000 Payroll-TAXES	19,426.07	17,431.32	17,761.13	1,505.82	-329.81	101.9
7514.000 Payroll-Benefits	54,772.20	48,291.60	46,391.00	5,720.00	1,900.60	96.1
7516.100 Pension Cost (MPPP)	11,283.71	9,674.94	7,790.22	725.42	1,894.72	80.5
7516.400 CalPERS Fees	0.00	750.00	480.00	0.00	270.00	64.0
7516.600 Pension Plan Fees (MPPP)	0.00	1,000.00	1,062.20	0.00	-62.20	106.2
7518.000 Workers Comp	17,142.84	17,720.91	19,808.62	0.00	-2,087.71	111.8
7530.000 Payroll Reimbursement	1,200.00	1,200.00	768.78	227.44	431.22	64.1
7550.000 Travel & Training	5,000.00	0.00	-2,687.32	-2,687.32	2,687.32	0.0
7551.000 Meals	1,500.00	0.00	0.00	0.00	0.00	0.0
7552.000 Employee Physical Exams-Shots	500.00	1,000.00	0.00	0.00	1,000.00	0.0
7556.000 Uniforms	2,500.00	0.00	0.00	0.00	0.00	0.0
Expenditures	446,210.30	416,069.59	404,759.43	33,438.07	11,310.16	97.3

For the Period: 7/1/2018 to 5/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 26 - COPS Grant						
Revenues						
5075.000 Grant Income	100,000.00	148,746.54	143,227.73	13,553.63	5,518.81	96.3
Revenues	100,000.00	148,746.54	143,227.73	13,553.63	5,518.81	96.3

Expenditures						
7010.000 Capital Improvement	0.00	22,500.00	12,000.00	0.00	10,500.00	53.3
Less Reimbursement due from LAIF Savings	0.00	-22,500.00	-12,000.00	0.00	-10,500.00	-53.3
7020.000 IT Contract Services/Server	0.00	2,200.00	117.55	0.00	2,082.45	5.3
7033.000 Licenses, Permits, Fees	450.00	5,000.00	4,473.04	0.00	526.96	89.5
7050.100 Off Exp-Supplies	300.00	1,300.00	1,193.94	108.20	106.16	91.8
7050.200 Off Exp-Postage	0.00	400.00	339.58	0.00	60.42	84.9
7050.400 Off Exp-Maint	0.00	2,000.00	2,015.26	0.00	-15.26	100.8
7062.000 Repair & Maintenance	300.00	1,600.00	10.16	0.00	1,589.84	0.6
7063.000 Fuel	2,500.00	10,500.00	10,526.91	0.00	-26.91	100.3
7064.000 Materials/Supplies/Small Tools	500.00	8,000.00	7,195.81	165.39	804.19	89.9
7065.000 Vehicle Repair/Maintenance	500.00	18,000.00	18,062.38	76.65	-62.38	100.3
7105.100 Util-Telephone	650.00	5,150.00	3,855.77	290.66	1,294.23	74.9
7501.000 Payroll Expense	64,667.20	64,667.20	63,442.23	7,412.27	1,224.97	98.1
7513.000 Payroll-TAXES	5,381.04	5,381.04	5,287.33	567.03	93.71	98.3
7514.000 Payroll-Benefits	20,563.20	20,563.20	19,782.00	3,330.00	781.20	96.2
7516.100 Pension Cost (MPPP)	2,675.71	2,675.71	1,904.64	211.00	771.07	71.2
7516.400 CalPERS Fees	0.00	200.00	120.00	0.00	80.00	60.0
7516.600 Pension Plan Fees (MPPP)	0.00	200.00	172.60	0.00	27.40	86.3
7518.000 Workers Comp	5,561.38	5,561.38	5,496.69	0.00	64.69	98.8
7550.000 Travel & Training	4,000.00	9,000.00	3,753.41	0.00	5,246.59	41.7
7551.000 Meals	500.00	2,000.00	1,435.25	33.89	564.75	71.8
7552.000 Employee Physical Exams-Shots	300.00	300.00	0.00	0.00	300.00	0.0
7555.000 Personal Protective Equip PPE	500.00	500.00	0.00	0.00	500.00	0.0
7556.000 Uniforms	500.00	3,000.00	1,699.18	385.13	1,300.82	56.6
Expenditures	109,848.53	168,198.53	150,883.63	12,581.22	17,314.90	89.7

For the Period: 7/1/2018 to 5/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 30 - LSCSD Fire Department						
Revenues						
Dept: 00						
4001.100 Assm/Revenue-Residential	49,720.00	49,720.00	49,849.81	0.00	-129.81	100.3
4001.200 Assm/Revenue-Standby	64,525.00	64,525.00	64,312.50	0.00	212.50	99.7
4001.300 Assm/Revenue-Commercial	1,060.00	1,060.00	1,035.00	0.00	25.00	97.6
4003.000 Late Payment Revenue	2,500.00	2,500.00	2,021.75	18.75	478.25	80.9
4076.000 Fire Suppression Expansion Fee	316.00	474.00	1,106.00	632.00	-632.00	233.3
5056.000 Warrant	5,000.00	5,000.00	5,194.46	32.29	-194.46	103.9
5062.000 Event Donations	5,000.00	5,350.00	5,350.00	0.00	0.00	100.0
5075.000 Grant Income	0.00	0.00	6,100.00	0.00	-6,100.00	0.0
5081.000 Interest Earned-RSV	1,100.00	1,100.00	1,013.97	0.00	86.03	92.2
Dept: 34 Fire Fuels Removal						
4055.000 Misc Operational Income	0.00	40,000.00	37,575.00	12,625.00	2,425.00	93.9
5026.000 Fines/Violations	0.00	15,000.00	11,400.00	-1,400.00	3,600.00	76.0
Dept: 45 Mutual Aid Strike Team						
4080.000 Strike Team Rev Payroll Reimb	150,000.00	355,000.00	354,468.73	0.00	531.27	99.9
4081.000 Strike Team Rev Engine Reimb	0.00	65,000.00	64,318.00	0.00	682.00	99.0
4082.000 Strike Team Rev Admin OH Reimb	0.00	67,000.00	66,426.58	0.00	573.42	99.1
Revenues	279,221.00	671,729.00	670,171.80	11,908.04	1,557.20	99.8
Expenditures						
Dept: 01 General Admin						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	2,800.00	0.00	0.00	100.0
7002.000 Admin Overhead Alloc	31,068.52	63,952.82	55,000.81	5,424.46	8,952.01	86.0
7003.000 Bad Debt	0.00	0.00	1.87	0.00	-1.87	0.0
7010.000 Capital Improvement	0.00	25,000.00	20,413.00	398.00	4,587.00	81.7
Less Reimbursement due from LAIF Savings	0.00	-25,000.00	-20,413.00	-398.00	-4,587.00	-81.7
7020.000 IT Contract Services/Server	0.00	3,200.00	3,110.08	220.00	89.92	97.2
7026.000 Contract Services	2,000.00	2,000.00	2,096.49	106.00	-96.49	104.8
7033.000 Licenses, Permits, Fees	450.00	450.00	630.17	0.00	-180.17	140.0
7034.000 Dues & Subscriptions	925.00	925.00	689.81	2.59	235.19	74.6
7040.000 Insurance (Liability)	5,687.00	6,300.00	6,244.05	0.00	55.95	99.1
7041.000 Legal	1,000.00	2,000.00	1,610.00	52.50	390.00	80.5
7050.100 Off Exp-Supplies	650.00	650.00	978.07	148.70	-328.07	150.5
7050.200 Off Exp-Postage	100.00	100.00	180.75	101.64	-80.75	180.8
7051.000 Public Safety Supplies	2,000.00	2,500.00	1,473.26	755.76	1,026.74	58.9
7051.100 Mandatory Safety Equipment	12,000.00	8,000.00	3,636.55	2,879.21	4,363.45	45.5
7062.000 Repair & Maintenance	2,000.00	2,000.00	44.15	0.00	1,955.85	2.2
7063.000 Fuel	5,000.00	5,000.00	6,811.94	478.48	-1,811.94	136.2
7064.000 Materials/Supplies/Small Tools	2,500.00	3,000.00	4,046.00	437.23	-1,046.00	134.9
7065.000 Vehicle Repair/Maintenance	20,000.00	20,000.00	17,742.94	333.32	2,257.06	88.7
7076.000 Grant Expenditures	0.00	0.00	4,699.71	0.00	-4,699.71	0.0
7105.000 Utilities - CSD	850.00	850.00	707.29	83.19	142.71	83.2
7105.100 Util-Telephone	2,000.00	2,000.00	1,939.93	190.76	60.07	97.0
7105.200 Util-Electric	3,300.00	3,300.00	2,974.15	503.53	325.85	90.1
7105.300 Util-Waste	480.00	480.00	445.00	40.00	35.00	92.7
7105.400 Utilities-Propane	1,000.00	1,200.00	1,165.71	0.00	34.29	97.1
7105.600 Utility - Internet	300.00	300.00	213.60	21.36	86.40	71.2
7204.000 Events	500.00	500.00	380.00	0.00	120.00	76.0
7501.000 Payroll Expense	33,120.00	51,826.92	42,313.96	4,230.76	9,512.96	81.6
7513.000 Payroll-TAXES	2,824.46	4,255.54	4,107.83	323.64	147.71	96.5
7514.000 Payroll-Benefits	20,563.20	20,563.20	19,782.00	3,330.00	781.20	96.2
7516.100 Pension Cost (MPPP)	0.00	3,300.00	2,157.67	253.84	1,142.33	65.4
7516.600 Pension Plan Fees (MPPP)	0.00	1,000.00	276.24	0.00	723.76	27.6
7518.000 Workers Comp	9,298.32	10,907.12	4,799.11	0.00	6,108.01	44.0
7530.000 Payroll Reimbursement	500.00	500.00	384.01	114.98	115.99	76.8
7549.000 Volunteer FF Stipend	14,000.00	14,000.00	3,900.00	0.00	10,100.00	27.9
7550.000 Travel & Training	2,000.00	2,000.00	1,899.40	312.08	100.60	95.0
7551.000 Meals	1,500.00	1,500.00	623.47	168.91	876.53	41.6
7552.000 Employee Physical Exams-Shots	600.00	600.00	166.00	0.00	434.00	27.7
7556.000 Uniforms	1,000.00	6,000.00	5,334.80	0.00	665.20	88.9
Dept: 34 Fire Fuels Removal						
7050.200 Off Exp-Postage	0.00	200.00	173.45	0.00	26.55	86.7
7061.000 Rental Equipment	0.00	3,000.00	185.18	0.00	2,814.82	6.2
7062.000 Repair & Maintenance	0.00	500.00	306.68	31.66	193.32	61.3
7501.000 Payroll Expense	0.00	22,000.00	17,554.67	3,877.59	4,445.33	79.8
7513.000 Payroll-TAXES	0.00	3,000.00	2,431.30	537.04	568.70	81.0
7518.000 Workers Comp	0.00	1,200.00	1,287.47	329.60	-87.47	107.3
Dept: 45 Mutual Aid Strike Team						
7063.000 Fuel	1,200.00	350.00	299.38	0.00	50.62	85.5
7501.000 Payroll Expense	94,584.00	255,000.00	254,119.75	0.00	880.25	99.7
7513.000 Payroll-TAXES	8,104.00	23,100.00	23,062.09	0.00	37.91	99.8
7518.000 Workers Comp	5,134.22	22,700.00	22,677.97	0.00	22.03	99.9
Expenditures	294,038.72	579,010.60	527,464.76	25,288.83	51,545.84	91.1
Grand Total Net Effect:	-60,418.76	124,207.95	383,664.42	-83,826.62	-259,456.47	



Item 2.A

Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of May Lake Shastina Fire Department responded to a total of 36 calls. These calls included:

- 3 Wildland fire
- 20 Medical Aids
- 2 Structure Fires
- 7 Public Assists
- 4 Traffic Collisions

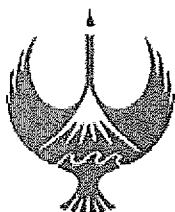
In 2018 LSFD had on average 29 calls per month putting May higher than last year.

LSFD News:

Engine 3119 is in service and ready to fight fire. This is the Type 1 Pumper we purchased for \$5000 as a replacement for the 1992 3111. The engine is larger than 3111 and allows us to carry extrication equipment.

51 Citations were issued to Rancho Hills properties during the first week of June. LSFD Firefighters have already begun working on getting 15 of those properties in compliance.

Red



ITEM 2.B

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
FROM: Will Bullington, Acting Chief of Police
MEETING DATE: June 19, 2019
SUBJECT: **May 2019 Police Monthly Board Report**

POLICE ACTIVITY: LSPD HAD 189 CALLS FOR SERVICE IN MAY, COMPARED TO 128 REPORTED IN MAY OF 2018, WHILE ONLY WORKING WITH TWO OFFICERS. THIS IS A 46.51% INCREASE OVER LAST YEAR.

SUMMARY:

MISDEMEANOR ARRESTS: 0

FELONY ARRESTS: 0

TRAFFIC WARNINGS: 18

TRAFFIC CITATIONS: 1

ANIMAL RELATED: 23

PARKING CITES: 1

MISC. POLICE CALLS, INCLUDING NON-CRIMINAL: 128

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: June 19, 2019
Subject: Board Report – May 2019 (Sewer)

B-104 on Indian Island has undergone a complete renovation of the pumps, wet well lining and addition of VFD drives.

B-108 on Casper Road has undergone a complete renovation of the pumps, wet well lining and addition of VFD drives.

B-114 pump failure was catastrophic. The entire lower end of the pump would have to be rebuilt or repaired. The cost to do the repairs is \$15,000.00. I am looking to see if we can get a similar pump at a reduced cost.

Sewer line extension in the south end on Nagel Court to add a lot that is being built on. The lot is within 200' of our existing sewer line; the county requires the connection to the existing facilities if it is within 200'.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: June 19, 2019
Subject: Board Report – May 2019 (Water)

Well #9 in Rancho Hills is undergoing a complete renovation of the electrical, pump, motor and water meter. A company called ARCWAVE technology came out and cleaned the well with a newer state of the art technology. It used electrical shockwaves to break up the sediment and clean the well casing. We will find out how well it worked over the next few weeks.

Water shut off notices and shut offs were completed in preparation for meter reads this quarter.

Water line break of a 2" lateral on Fischer Place due to CalOre installing fiber optic cable. It was a water line that was not on any map.

Two new water hookups for new construction.

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT****MINUTES**

Fire Department Advisory Standing Committee Meeting

Friday, April 12, 2019, 1:00 p.m.

Administration Building

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

CALL TO ORDER: 1:03 p.m.

Committee Roll Call:

Director Cupp ✓* Director Mitchell ✓ FC Pappas absent Charlene French ✓

Dir. Cupp present at 2:00 p.m.

Ex-Officio Member IGM Moser ✓ Staff: SAC Nelle absent

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: Approximately 6 people present in audience; no comments received.

COMMITTEE MEMBER COMMENTS: None.

BUSINESS ITEMS:

1. Minutes of March 15, 2019 approved.
2. Budget: If there had been no strike team call outs, the Fire Department budget would have an approximate \$89,000 deficit.
3. Hazardous Vegetation Abatement Ordinance: Charlene French provided information on use of goats for weed abatement (copies available at the Administration office). Goats will eat star thistle and other shrubs with the added benefit that digested seeds will not germinate.
4. Fire Department Development – No report.
5. Potential Tax Measure: Reasons for asking the community for a tax increase included:
 - a. The LSFD cannot count on strike team income, and without it the department would be forced to make drastic cuts.
 - b. If the community ISO rating goes down due to reduced Fire Department equipment and personnel, homeowner's insurance will be more expensive, and availability may be a problem.
 - c. The LSFD relies on used engines, even the newest type 1 engine is 20 years old.
 - d. FC Pappas provided a range of proposed tax increases and a proposed community flyer (copies available at the Administration office).

The public will have to be educated by holding town hall meetings, and distributing door-to-door flyers, or other means.

No one volunteered to lead the effort to work on a tax measure.

The Fire Safe Council attendees will be asked if anyone would volunteer to lead a potential tax measure ballot initiative.

6. Emergency Sirens – Lorene Miller and Noa Mahlabane, members of a committee from the Fire Safe Council, presented information on emergency sirens. They are getting bids. One bid came in at \$126,000. Their committee is also looking for grant monies.
 - a. The siren committee was asked to gather information on maintenance costs.
 - b. IGM Moser was asked to talk with FC Pappas and LSPOA GM Thompson to determine which organization would take the lead on the project, if the respective agencies (LSCSD or LSPOA) agree to proceed with the project.

7. Set next committee meeting date and time: Monday, May 20, 2019, 10:00 a.m.

ADJOURN: 2:58 p.m.

Item 4

ORDINANCE 1-19

**RESIDENTIAL AND COMMERCIAL MONTHLY SEWER RATES, AND SEWER
CONNECTION FEE.**

- 1. Introduction, First Reading and Public Hearing – June 5, 2019**
- 2. Second Reading and Possible Adoption by Board – June 19, 2019**



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT ORDINANCE NO. 1-19

AN ORDINANCE OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT TO MODIFY THE RESIDENTIAL AND COMMERCIAL MONTHLY SEWER RATES AND SEWER CONNECTION FEE.

The Board of Directors of the Lake Shastina Community Services District does ordain as follows:

1. **APPLICABILITY:** The rates/fees set forth in this Ordinance shall apply to all units connected to the sewer system (residential family dwellings and commercial units) and new sewer system connections. Rates for other connected services, if permitted, shall be established by resolution and/or ordinance of the District Board of Directors.
2. **TERRITORY:** These rates shall apply to all properties having been connected to the sewer system, which are entirely within the boundaries of the Lake Shastina Community Services District. Rates for outside the said boundaries, if permitted, shall be established by resolution and/or ordinance of the District Board of Directors, provided however, that in no event shall the rates of property that is wholly or partially outside the District be lower than those for comparable usage within the District.
3. **RATES:**
 - A. **RESIDENTIAL RATE PER UNIT:**
 - Effective July 1, 2019, the rate will be \$128.40 per quarter, billed on the first regular billing thereafter.
 - Effective July 1, 2020, the rate will be \$144.00 per quarter, billed on the first regular billing thereafter.
 - Effective July 1, 2021, the rate will be \$156.96 per quarter, billed on the first regular billing thereafter.
 - Effective July 1, 2022, the rate will be \$171.00 per quarter, billed on the first regular billing thereafter.
 - Effective July 1, 2023, the rate will be \$186.30 per quarter, billed on the first regular billing thereafter.
 - B. **COMMERCIAL RATE PER UNIT:**
 - Effective July 1, 2019, the base rate will be \$42.80 per month, billed on the first regular billing thereafter. Sewer charge based on water consumption:
Base rate (< 10,000 gal) + \$42.80 per 10,000 gal > 10,000 gal
 - Effective July 1, 2020, the base rate will be \$48.00 per month, billed on the first regular billing thereafter. Sewer charge based on water consumption:
Base rate (< 10,000 gal) + \$48.00 per 10,000 gal > 10,000 gal
 - Effective July 1, 2021, the base rate will be \$52.32 per month, billed on the first regular billing thereafter. Sewer charge based on water consumption:
Base rate (< 10,000 gal) + \$52.32 per 10,000 gal > 10,000 gal
 - Effective July 1, 2022, the base rate will be \$57.00 per month, billed on the first regular billing thereafter. Sewer charge based on water consumption:
Base rate (< 10,000 gal) + \$57.00 per 10,000 gal > 10,000 gal
 - Effective July 1, 2023, the base rate will be \$62.10 per month, billed on the first regular billing thereafter. Sewer charge based on water consumption:
Base rate (< 10,000 gal) + \$62.10 per 10,000 gal > 10,000 gal
4. **SEWER CONNECTION FEE:** The sewer system connection fee will remain at the established (under Ordinance 5-09) amount of \$7,248.50 per connection through June 30, 2020.
 - The connection fee will be increased by three percent each year for four consecutive years beginning July 1, 2020.

- The connection fees are based on wastewater household equivalents (HE), the number of equivalent residential households in terms of wastewater flow.
 - If the development to be served exceeds the minimum HE then the connection fee will be calculated per HE or Flow.
 - This Ordinance applies to all parcels established by the original developer as Committed Parcels. Connection fee for Uncommitted Parcels may exceed the minimum fees established by this Ordinance. Extension and connection fee for Uncommitted Parcels requires the approval of the District Board of Directors, on a case-by-case basis.
5. The procedures set forth in Section 6 of Article XIID of the California State Constitution and Government Code Section 53753, pursuant to Proposition 218, have been followed by the District prior to adoption of this Ordinance.
 6. This Ordinance supersedes monthly rates set by any previously approved ordinance and/or resolution. This Ordinance changes only the dollar amount of previous ordinances and/or resolutions; the remaining contents in those ordinances and/or resolutions remain applicable.
 7. This Ordinance supersedes sewer connection fees set by any previously approved ordinance and/or resolution.

It is hereby certified that the forgoing Ordinance No. 1-19 was duly introduced at a special meeting of the Lake Shastina Community Services District on the 5th of June, 2019 and adopted at a regular meeting of the Lake Shastina Community Services District on 19th of June, 2019

ROLL CALL VOTE

AYES:

NOES:

ABSENT:

Lake Shastina Community Services District by:

Rick Thompson, President

ATTEST

Robert Moser, District Secretary

per

Item 5

ORDINANCE 2-19

ANIMAL CONTROL WITHIN DISTRICT BOUNDARIES

- 1. Introduction and First Reading – June 19, 2019**
- 2. Second Reading and Possible Adoption by Board – July 17, 2019**



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

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LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT ORDINANCE NO. 1-19

AN ORDINANCE OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT REGARDING ANIMAL CONTROL WITHIN DISTRICT BOUNDARIES.

Article 1. Title and Scope

Sec. 1.01. Title: This ordinance shall be known as the Lake Shastina Community Services District (LSCSD) Animal Control Ordinance.

Sec. 1.02. Application and Scope: The provisions of this ordinance shall apply to the unincorporated area of the County known as Lake Shastina Community Services District (LSCSD) to any person, firm or corporation owning, controlling, harboring or keeping dogs, cats or domestic animals. This ordinance supersedes all prior animal control ordinances in conflict.

Sec. 1.03. Constitutionality: If any one part of this ordinance is declared unconstitutional or illegal, the rest of the Ordinance is intended to remain in effect.

Article 2. Office of Animal Control

Sec. 2.01. Establishment of Office of Animal Control: On December 21, 2011, the LSCSD Board of Directors established Animal Control responsibility under the authority of the LSCSD Police Department (LSPD).

Article 3. Definitions

Sec. 3.01. Health Officer: Wherever the term "Health Officer" is used in this ordinance, it means the County Health Officer or their authorized representative.

Sec. 3.02. Authorized Representative Environmental Health: Wherever the term "authorized representative environmental health" is used in this ordinance, it means a public health inspector, registered with the State and working under the supervision of the Health Officer (investigation of health and safety of environment).

Sec. 3.03. Animal Control Officer: Whenever the term "Animal Control Officer" is used in this ordinance, it means the LSPD Chief of Police or any authorized LSPD designee.

Sec. 3.04. Police: Whenever the term "Police" is used in this ordinance, it means the LSPD Chief of Police or the authorized Police Officers.

Sec. 3.05. Licensing Clerk: Whenever the term "Licensing Clerk" is used in this ordinance, it means the LSPD Animal Control Officer or their authorized employee/ volunteer.

Article 4. Duties of the LSPD Chief of Police

Sec. 4.01. Duties of the Police Chief or Officers doing Animal Control related work: The Chief of Police or designated officer shall attempt to maintain public office hours necessary to efficiently administer the applicable provisions of this ordinance and amendments thereto, and shall perform the following duties:

- (a) Receive initial reports of animal bites and investigate the same.
- (b) Complete animal bite investigation report forms and issue quarantine notices where applicable.
- (c) Quarantine and release reported biting animals; enforce quarantine regulations, as set forth by the County Ordinance or California State Law.
- (d) Forward, when requested, initial and completed copies of the animal bite report form to the County Health Officer.
- (e) Issue citations to appropriate persons, when violations of the provisions of this ordinance or regulations pertaining thereto are brought to their attention.
- (f) Retain the prime responsibility for the administration of the provisions of this ordinance and render consultations to appropriate departments, as necessary, to carry out the effectiveness and intent of the provisions of this ordinance.
- (g) Establish appropriate regulations necessary to effectively administer the provisions of this ordinance.

Article 5. Licensing

Sec. 5.01. Licensing Required: Any person residing within the boundaries of the LSCSD and owning or having charge, care, control or custody of one or more dogs shall pay for an annual license to keep such dogs. A schedule of dog license fees will be established by resolution of the LSCSD Board of Directors, as needed.

Sec. 5.02. Duties of the LSPD: The LSPD shall maintain the public office hours necessary to efficiently administer the applicable provisions of this ordinance and amendments thereto and shall perform the following duties.

- (a) Collect all dog license fees, with verification of rabies vaccination.
- (b) Issue dog license tags and receipts.
- (c) Enforce the provisions of this ordinance, Siskiyou County ordinances and California State law.

Sec. 5.03. License Due Date: Annual Licensing for the LSCSD will take place in January of each year. The cost of such license will be payable to the LSPD Animal Control Fund and shall be valid for one year. It shall be delinquent thirty (30) days thereafter. New residents in the LSCSD owning or having the custody or control of a dog required to be licensed shall have thirty (30) days after taking up residence in which to obtain such license. LSCSD residents who obtain a dog shall have (30) days to license the dog. Any new licensing shall be pro-rated at six (6) month intervals.

Sec. 5.04. License Form: Each license form issued pursuant to the provisions of this ordinance shall be signed by a LSPD employee or representative and shall state the name, telephone number and residence address of the person to whom the license is issued, the date when issued, the expiration date, the number of the tag and the breed, sex, approximate size and coloration of the dog. Verification of rabies vaccination and dates will also be included.

Sec. 5.05. Required Records: Tags: The LSPD shall keep a record of all licenses so issued. With each dog license there shall be issued a durable metal tag with a unique number and imprinted with the words, "Lake Shastina".

Sec. 5.06. License Tags to be Worn: Such tags shall be securely affixed to a collar, harness or other device worn by the dog, and shall be worn by such dog.

Article 6. Rabies Vaccination

Sec. 6.01. Rabies Vaccination Required: Each person owning or having charge, care, custody or control of a dog the age of four (4) months or older shall have such dog vaccinated by a licensed veterinarian with a rabies vaccine approved for use in the State of California. No dog shall be required to be vaccinated while such dog is afflicted with an illness or other condition, which, in the opinion of a licensed veterinarian, would be detrimental to the dog. Such animal shall be strictly confined to the premises of, or kept under physical constraint by, the owner or keeper for the duration of the illness or condition. Immediately following the termination of the illness or condition, such dog shall be vaccinated in accordance with the provisions of this ordinance. Should the animal license renewal fall due during such period of time, the LSPD shall issue a dog a license upon presentation by the applicant of a recent letter from a licensed veterinarian indicating the reason for non-vaccination.

Sec. 6.02. Puppies to be Confined: All dogs under the age of four (4) months shall be strictly confined to the premises of, or kept under physical restraint by, the owner or keeper. The provision of this section shall not prevent the sale or transportation of puppies four (4) months of age or younger.

Sec. 6.03. Vaccination Certificate: A valid rabies vaccination certificate shall be presented to the LSPD upon an application for an animal dog license. A valid rabies vaccination certificate shall be a requisite for the issuance of a dog license for each dog.

Sec. 6.04. Vaccination Certificates: Any veterinarian, upon vaccinating any dog for rabies in the County, shall issue to each person presenting a dog for vaccination a numbered rabies vaccination tag and a completed certificate of vaccination approved by the Health Officer. The licensed veterinarian shall provide a legible copy of each vaccination certificate to the owner, to be presented at the time of licensing application with the LSPD.

Sec. 6.05. Unlawful Tags: No person shall attach or keep upon any dog any other license tag except the license tags issued for such dog pursuant to the provisions of this ordinance.

Article 7. Impoundment, Reclaiming, Adoption; Fees

Sec. 7.01. Impounding and Destruction of Dogs: It shall be the duty of all peace officers employed by the LSCSD and all LSPD employees to take up, impound and safely keep or destroy all dogs found within the area of the LSCSD, which have not been properly vaccinated and licensed as required by this ordinance or which are found running free or at large within the LSCSD. All peace officers of the State are authorized to proceed under the provisions of this section.

Sec. 7.02. Adoption of Animals: When any animal is so impounded, the animal may be adopted to a new owner after the ten (10) days holding period has been satisfied. If the animal is found to be ill or incompatible with the adoptive family within two (2) weeks of the date of adoption, the person adopting the animal may return the animal.

Sec. 7.03. Reclaiming Animals: The owner of any impounded animal shall have the right to reclaim such animal with proof of rabies vaccination and licensing.

Sec. 7.04. Fines and Charges Upon Impounded Animals:

- (a) After 24 Hours, the LSPD may charge, receive and collect Twenty and no/100th Dollars (\$20.00) per day, per animal for feeding and caring for impounded animals.
- (b) The LSPD shall keep the required record of each animal impounded.
- (c) Animals taken into custody by the LSPD pursuant to the provisions of this ordinance shall be kept to satisfy the minimum mandated requirement of State law or regulation. All animals unclaimed thereafter shall be considered abandoned.
- (d) All animals determined abandoned pursuant to the provisions of this ordinance shall be adopted or disposed of in accordance with the provisions of this ordinance.

Sec. 7.05. Destruction of Impounded Animals: It shall be the duty of the LSPD to destroy any animal lawfully impounded which is unclaimed. The destruction procedure shall be humane and shall be set forth by the LSPD.

Article 8. Rabies

Sec. 8.01. Rabies and Animal Bites: Reporting: Any persons having knowledge of the whereabouts of an animal known to have or suspected of having rabies shall report the facts immediately to the LSPD. The LSPD shall be notified immediately, whenever a person has been bitten by an animal of a species subject to rabies, whether or not the animal is suspected of having rabies.

Sec. 8.02. Isolation of Rabid Animals or Clinically Suspected Rabid Animals: Any rabid animal or clinically suspected rabid animal, shall be isolated in compliance with the provisions of subsection (b) of Section 2606 of Title 17 of the California Code of Regulations.

Sec. 8.03. Confinement of Biting Animals: Any animal susceptible to rabies which has bitten or is suspected of having bitten a person shall be strictly confined upon the private premises of the owner under restraint as provided by Section 2606, Title 17 of the California Code of

Regulations or may be impounded and quarantined by the LSPD, at the cost and expense of the owner, until it can be ascertained whether the animal in question is rabid. Any animal susceptible to rabies, which has bitten or is suspected of having bitten a person, and is not protected, to the satisfaction of the LSPD by a current rabies vaccination, may be impounded by the LSPD at the expense of the owner, until it can be ascertained whether the animal in question is rabid. Any violation of the provisions of this section shall be a misdemeanor.

Sec. 8.04. Charge to Animal Owner for Animal Bite: After investigation, any animal owner whose animal has bitten another person may be charged the actual cost of processing and investigating the animal bite incident, at the discretion of the Chief of the LSPD.

Sec. 8.05. Cat Bites: Any cat bite will follow the same procedures lined out in this ordinance for dog bites.

Article 9. Dead Animals; Abandoned Animals

Sec. 9.01. Disposal of Dead Animals: It shall be the duty of all persons having a dead animal creating a health hazard or a nuisance upon their premises, or who shall be the owner or possessor of any dead animal, which died within the LSCSD, to have such animal disposed of by a licensed animal facility or bury such animal underground at a sufficient depth to allow at least two (2") feet of backfill earth cover. Such burial shall be either upon the premises of such owner or upon the premises where such dead animal is found or by other means acceptable to the LSPD. Dead animals shall be properly disposed of within forty-eight (48) hours after they die. For the purposes of this section, a dead animal shall be considered to be an animal in whole or parts thereof.

Sec. 9.02. Dumping of Dead Animals Forbidden: Any person owning or having control of a dead animal shall not place the body in any street, park, public place or public refuse receptacle. Dead animals shall not be dumped or deposited upon any dump or dumpsite in the LSCSD, except in an appropriate site approved and so designed by the LSPD.

Sec. 9.03. Cost of Removal of Dead Animals: The LSPD shall be entitled to dispose of any dead animal coming within the prohibitions of this ordinance, if such animals remains unburied for a period in excess of forty-eight (48) hours and/or is placed in any street, park, public place or in any public refuse receptacle. The LSPD shall attempt to contact the owner of such dead animal prior to disposing of the same. Such costs of removal and burial shall be a fine against the owner and person in charge of the animal immediately prior to its death. The fine amount will be the total cost to offset the actual cost of officer time involved for removal and burial.

Sec. 9.04. Abandoning Animals Forbidden: No live animal shall be abandoned in or upon public or private premises, land, building, structures or dump sites in the LSCSD. Unwanted animals shall be taken to the humane shelter for lawful surrender during regular business hours.

Article 10. Animals at Large, Dog and Public Nuisances, Police Dogs

Sec. 10.01. Dogs at Large: No persons shall cause, permit or allow any dog to run at large upon any public street or other public place, including parks and playgrounds or upon any private property or premises other than those of the owner. All dogs, anywhere within the LSCSD, must be under the control of its owner at all times. Owners must have a leash in hand and attached to their dog, having the ability to restrain it. Exceptions are:

- (a) When a dog is assisting a law enforcement officer in the performance of police work.
- (b) When such a dog is assisting a duly authorized person in an official search and rescue operation.
- (c) When such a dog is participating in a dog training class, exhibition or competition or an ongoing training program related thereto, under the direction and control of a dog trainer, lessee or other person in control thereof.

Sec. 10.02. Dog Nuisances Prohibited: No owner of any dog shall permit or allow such dog to do any of the following:

- (a) Defecate on any public road or street or other public property without immediately cleaning or removing the excrement to a proper receptacle.
- (b) Defecate on any private property other than that of its owner without the consent of the owner, lessee or other person in control thereof.
- (c) The requirements of this section shall be in addition to all other restrictions applying to dogs and the owners of dogs within the LSCSD.

Sec. 10.03. Public Nuisances Prohibited:

- (a) No owner of any animal shall do any of the following:
 - (1) Permit such animal to obstruct the reasonable and comfortable use of property in any neighborhood or community by chasing vehicles, molesting passersby, or with excessive barking, howling or other noise. Excessive barking means noise which is frequently, easily and readily heard on the property of other persons, and which would be disturbing to the normal peaceful use, occupancy or enjoyment of the property of such other persons, considering the use to which the property is being put, the time of day and other relevant factors. Barking for one hour or longer and barking unprovoked are also considerations.
 - (2) Permit such animal to damage and/or trespass on public or private property.
 - (3) Permit unsanitary conditions to exist on the premises where such animal is kept which would cause odors, attract flies or vermin or an obstruction to the free use of property so as to interfere with the comfortable enjoyment of life or property by members of the neighborhood or community or any considerable number of other persons.
 - (4) Maintain a dangerous animal in a manner that creates a significant threat to the public health, safety and welfare.
- (b) Any violation of this section is hereby declared to be a public nuisance.
- (c) Whenever the LSPD has reasonable cause to believe that a public nuisance as defined in this section exists, the PD may conduct an investigation of the alleged nuisance. Whenever it is affirmed in writing by two (2) or more persons residing in separate

residences or are regularly residing in the neighborhood that a public nuisance as defined in this section exists, the LSPD shall investigate the alleged nuisance.

- (d) Any person may maintain an action under Civil Code Section 3493 for compliance with the requirements of this section.
- (e) The requirements of this section shall be in addition to all other restrictions applying to dogs and the owners of dogs within the LSCSD. Any violation of the provisions of this section shall be an infraction and may result in impounding of the dog.

Sec. 10.04. Injuring or Teasing a Police Dog: No persons shall injure, tease, agitate, kick, strike, torture or otherwise interfere with any police dog while the dog is in the custody of or being used by a law enforcement officer in the performance of their official duties. As used in this section, police dog shall mean any dog specifically trained for assistance in law enforcement.

Sec. 10.05. Violations; Penalties : Any person violating any section or subsection of this chapter shall be deemed guilty of an infraction and subject to penalties as specified below and any fines and penalties provided in State law and determined by the Chief of Police.

- (a) First violation: One Hundred and no/100th Dollars (\$100.00)
- (b) Second violation: Two Hundred Fifty and no/100th Dollars (\$250.00)
- (c) Third and subsequent violations: Five Hundred and no/100th Dollars (\$500.00)

Article 11. Enforcement

Sec. 11.01. Administration and Enforcement: The Chief of Police and designees shall administer and enforce the provisions of this ordinance.

Sec. 11.02. Right of Entry: Any official designated to administer and enforce the provisions of this ordinance may enter upon all private and/or public premises for the purpose of enforcing the provisions of this ordinance.

Sec. 11.03. Interference with Officials: No person shall interfere with any official designated to administer and enforce the provisions of this ordinance or regulations pertaining thereto, in the performance of their official duties. Any violation of the provisions of this section shall be a misdemeanor.

Sec. 11.04. Animal Kept in Vehicles:

- (a) An animal shall not be confined in a vehicle unless there is adequate ventilation and unless the temperature or other conditions do not threaten the health of the animal. If the animal is confined in a manner that threatens its health, a police officer may enter the vehicle by whatever force is necessary to release the animal without liability upon the LSCSD or any person for resulting damage.
- (b) Any person who owns or has custody or control of an animal that has been confined in a vehicle in a manner that threatens its health may be charged with a violation.
- (c) Any animal that has been confined in a vehicle in violation of this section may be impounded pending a hearing to determine if the animal shall be returned to its owner. In the event of any such impoundment, the owner or keeper of the animal shall be liable for all costs and expenses of impounding or keeping the animal.

Sec. 11.05. Cruelty to Animals Prohibited:

- (a) No person shall tease, torment or physically abuse any animal.
- (b) No parent shall allow or permit their minor child to tease, torment or physically abuse any animal.
- (c) No person who owns, has custody or control of, an animal shall neglect such animal by leaving them outside in extreme hot or cold weather conditions for an extended amount of time, without providing them with access to adequate shelter and provisions to ensure their safety and wellbeing.
- (d) No dog may be tied up outside, unattended, for a period of more than two (2) hours, for their safety and wellbeing.
- (e) The provisions of Penal Code Section 579.1 shall be operative within the LSCSD.

Sec. 11.06. Refusal to Present Animals for Inspection Prohibited: No person shall fail or refuse to comply with any order of the LSPD under this title to present an animal for inspection.

Sec. 11.07. Female Dogs in Heat-Confinement: Female dogs in copulation season shall be kept confined to the owner's or custodian's premises.

Sec. 11.08. Interference with Law Enforcement:

- (a) No person shall interfere with, oppose or resist any Police Officer while he or she is engaged in the performance of any act authorized by this title or California Penal Code Section 148(a).
- (b) No person shall willfully or maliciously torture, torment, beat, kick, strike, mutilate, injure, disable or kill any dog used by any government police agency or private patrol service in the performance of the functions or duties of such department or interfere with or meddle with any such dog while being used by said department or any member thereof in the performance of any of the functions of said department.

Sec. 11.09. Records of Impounded Animals: The LSPD shall keep a record of each animal impounded, the date of receipt of such animal, the date and manner of its disposal, and if redeemed, reclaimed or sold, the name of the person by whom redeemed, reclaimed or purchased (adopted), the address of such person, and the amounts of all fees received or collected for or because of the impounding, reclaiming or purchasing (adoption) thereof, together with the number of any tag and the date of any license exhibited or issued upon the redemption or sale of any such animal.

Sec. 11.10. Authority of Police Officers: In addition to the power vested in the LSPD for the impoundment of animals found at large or otherwise in violation of this title, any peace officer is empowered to impound such animal.

Sec. 11.11. Notification to Owner: The LSPD shall immediately upon impoundment of dogs or other animals, make every reasonable effort to notify the owners of such dogs or other animals impounded, and inform such owners of the conditions whereby they may regain custody of such animals. If an animal has a valid license, the owner shall be notified.

Sec. 11.12. Non-Liability of LSPD and/or LSCSD: No liability shall be incurred by the LSPD and/or the LSCSD for the disposition of any animal made pursuant to the provisions of this ordinance.

Sed. 11.13. Violation Penalty: Any persons violating any provision of this ordinance is guilty of an infraction, unless specifically noted as a misdemeanor.

Sec. 11.14. Alternative Actions Available: Nothing in this ordinance shall be deemed to prevent the LSPD from ordering the commencement of an administrative citation or civil or criminal proceeding to abate a public nuisance or from pursuing any other means available to them under provision of applicable ordinances or state law to correct violations in addition to or as alternatives to the proceedings set forth in this title.

Sec. 11.15. Violation-Public Nuisance: It is declared that the keeping, harboring or maintaining of any animal in violation of the provisions of this ordinance constitutes a public nuisance and is unlawful. In addition to all other remedies available to the LSPD, whether criminal, civil, at law or in equity, any nuisance may be abated pursuant to this code or in any other manner provided by law.

Article 12: Account of Sums Collected

Sec. 12.01. Account of Sums Collected: The LSPD shall keep records of all income from animal licensing and fines associated with this ordinance and pay said sums collected pursuant to the provisions of this ordinance to the LSCSD Administration Office.

It is hereby certified that the forgoing Ordinance No. 2-19 was duly introduced at a regular meeting of the Lake Shastina Community Services District on the 19th of June 2019 and adopted at a regular meeting of the Lake Shastina Community Services District on 17th of July 2019

ROLL CALL VOTE

AYES:

NOES:

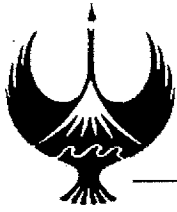
ABSENT:

Lake Shastina Community Services District by:

Rick Thompson, President

ATTEST

Robert Moser, District Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

6.

MEMORANDUM

TO: LSCSD Board of Directors
FROM: Debbie Nelle, Senior Accounting Clerk
MEETING DATE: June 19, 2019
RE: 2019/2020 LSCSD Proposed Budgets

The LSCSD Finance/Budget Committee, management and staff have worked on the proposed 2019/2020 Budgets for several months now. They have implemented some new accounting processes to meet with the recommendations of the auditors.

The most challenging difference in this budget from prior years has been the staffing changes that have recently taken place as well as vacancies to be filled in the near future. This will be addressed again during the quarterly reviews to determine if adjustments should be made.

LSCSD recently received the invoice from GSRMA, our insurance risk carrier. Although the property, auto and liability rates reduced slightly from the prior year, the totals premiums came in higher based on our currently owned assets and on higher payroll estimates. These will also be adjusted at the quarterly reviews.

Some of the new changes recommended by the Auditor, Committee and staff and items to note are listed here:

1. Water expenses previously expensed as capital improvements placed into operating budget as per item cost is well below capital threshold. This included new hydrants and installation and new water meters purchased each year for replacement of older meters.
2. Strike team revenues are estimated lower this year due to the unknowns of future fire activity this fiscal year.
3. New General Ledger account was added for Vehicle Equipment in the COPS Grant Budget. This will be used for the purchase of dash cameras this year as well as other needs for the vehicles separate from repair and maintenance.
4. The COPS Grant income is estimated including a conservative Growth Allocation of \$30,000, which is the lowest amount received in the last 3 years. We have reached out to the county to notify us as soon as the state makes a final determination.
5. The Wastewater Planning Grant is not budgeted for this year unless any expense rolls over to the new fiscal year for items not finished by 6/30/19.
6. The Drinking Water Planning Grant is not yet finalized to add to the budget at this time. This will be added at the quarterly review once the state gives final approval to fund the grant.

The Finance/Budget Committee has recommended Board approval of the 2019/2020 Proposed Budget as presented.

OPTIONS:

- A) For the Board to approve the final budget, as presented, by Resolution 2-19.
- B) For the Board to modify the final budget and approve by Resolution 2-19.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT RESOLUTION 2-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT TO APPROVE THE FY 2019/2020 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 2019/2020 operating budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the FY 2019/2020 operating budget, as detailed in Attachment A.

I hereby certify that the forgoing is a full, true and correct copy of Resolution 2-19 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 19th day of June, 2019, by the following vote:

AYES:

NOES:

ABSENT:

Approval Date: _____

Rick Thompson, President

ATTEST:

Robert Moser, Secretary

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2019-2020**

6.

BUDGET PROPOSED: 6/19/2019	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
REVENUES							
4001.1 - Assmt/Revenue - Residential		479,434	337,663	137,390		49,920	1,004,406
4001.2 - Assmt/Revenue - Standby		65,484	102,760	282,260		64,150	514,654
4001.3 - Assmt/Revenue - Commercial		6,814	14,136	3,520		1,100	25,569
4003.0 - Late Payment Revenue		2,800	9,000	10,000		2,500	24,300
4055.0 - Misc. Operational Income	500						500
4056.0 - Misc. Non-Op. Income				3,200			3,200
4070.0 - Antenna Lease Revenue	23,439						23,439
4075.0 - Water Capacity Expansion Fee			1,920				1,920
4076.0 - Fire Suppression Expansion Fee						948	948
4080.0 - Emerg Resp Payroll Reimb							-
4085.0 - Emerg Resp Travel/Meals							-
5004.0 - Sewer Hook Up Fee		43,491					43,491
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			1,590				1,590
5040.0 - Gain on Sale of Equipment		4,500	4,500				9,000
5050.0 - Transfer Fees	4,000						4,000
5054.0 - Animal Control Fee - Other				300			300
5055.0 - Animal License Fee				4,800			4,800
5056.0 - Warrant				1,500		5,000	6,500
5062.0 - Donations				500		5,000	5,500
5075.0 - Grant Revenue					130,000	7,500	137,500
5080.0 - Interest earned - Ops	100						100
5081.0 - Interest Earned - Rsv (Savings)	1,000	3,400	13,500	5,700		1,100	24,700
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
4054.0 - Loan Principle Revenue			34,000				34,000
5081.0 - Interest Earned - Rsv (Savings)			10,000				10,000
Dept. 23 - Green Waste Site - Sewer Fund Sub Dept.							-
4055.0 - Misc. Operational Income		3,000					3,000
Dept. 34 - Fire Fuels Removal Sub Dept.							-
4055.0 - Misc. Operational Income						22,000	22,000
5026.0 - Fines/Violations						15,000	15,000
Dept. 36 - Plannig Grants - Sewer Fund Sub Dept.							-
5075.0 - Grant Revenue							-
Dept. 45 - Mutual Aid Strike Team - Fire Sub Dept.							-
4080.0 - Strike Team Revenues Payroll Reimb						155,000	155,000
4081.0 - Strike Team Revenues Engine Reimb						60,000	60,000
4082.0 - Strike Team Revenues Admin OH Reimb						34,000	34,000
TOTAL INCOME 2019-2020 projected	89,303	609,174	529,068	449,170	130,000	423,218	2,229,934
EXPENSES							
7001.0 - Accounting Audit		2,800	2,800	2,800		2,800	11,200
7002.0 - Admin Overhead Allocation	(483,085)	154,587	173,911	82,125		72,463	-
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.		143,500	53,500	7,500			204,500
7020.0 - IT Contract Services/Server	12,500	4,200	4,200	10,000	2,200	3,000	36,100
7026.0 - Contract Services	15,000	18,000	24,000	2,500		2,000	61,500
7033.0 - Licenses, Permits & Fees	2,600	8,000	3,500	-	5,000	450	19,550
7034.0 - Dues & Subscriptions	7,500	500	1,300	3,000		925	13,225
7035.0 - Advertising	250	250	250	250			1,000
7040.0 - Insurance (property & liability)	675	14,000	20,500	5,100		6,300	46,575
7041.0 - Legal	15,000	1,000	5,000	2,500		2,000	25,500
7050.1 - Office Exp Supplies	5,000	400	650		1,300	650	8,000
7050.2 - Office Exp Postage	6,000	100	800		400	100	7,400
7050.4 - Office Exp Maintenance	7,750				2,000		9,750
7051.0 - Public Safety Supplies						2,500	2,500
7051.1 - Mandatory Safety Equipment						1,000	1,000
7055.0 - Safety Equipment		1,000	1,000				2,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	16,000	33,000		1,600	2,000	56,100
7063.0 - Fuel	1,000	6,500	6,500		10,500	6,000	30,500
7064.0 - Materials, Supplies & Small Tools	1,500	6,000	25,000		8,000	3,000	43,500
7065.0 - Vehicle Repair/Maintenance	2,000	3,000	3,000		8,000	15,000	31,000
7068.0 - Vehicle Equipment					7,000		
7075.0 - VFA Grant Equipment						15,000	15,000
7080.0 - Interest Expense (Sewer Pond Loan)		18,719					18,719
7085.0 - Municipal Finance (Principle)		42,307					42,307
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	1,000		5,150	2,000	10,940
7105.2 - Utilities - Electric	5,500	52,000	97,000	3,000		3,300	160,800
7105.3 - Utilities - Waste		510	510	480		480	1,980
7105.4 - Utilities - Propane	500			1,000		1,200	2,700
7105.6 - Utilities - Internet	1,550	750	750	1,025		260	4,335
7204.0 - Events	600					500	1,100
7245.0 - Election							-
7501.0 - Payroll Expense	306,716	171,024	107,511	186,068	71,857	50,769	893,946
7513.0 - Payroll Taxes	7,051	3,807	2,393	15,536	5,931	4,175	38,893
7514.0 - Payroll Benefits	83,551	44,294	27,845	57,015	20,979	20,979	254,663
7516.1 - Pension (MPPP)				8,872	2,699	3,300	14,871
7516.2 - Pension (CalPERS)	26,319	12,457	7,831				46,606
7516.4 - CalPERS Fees	400	200	200				800
7516.5 - CalPERS UAL Expense	35,858	18,755	11,791				66,403
7516.6 - Pension Plan Fees (MPPP)		100	100	1,000	200	1,000	2,400
7518.0 - Workers Comp	26,147	14,458	9,089	13,117	6,108	11,125	80,044
7530.0 - Payroll Reimbursement (Sewer)	8,000	(9,700)		1,200		500	-
7530.1 - Payroll Reimbursement (Admin)	(79,782)						(79,782)
7549.0 - Volunteer FF Stipend						12,000	12,000
7549.1 - VFF Payroll Taxes						2,000	2,000
7550.0 - Travel & Training	5,000	4,000	4,000		9,000	2,000	24,000
7551.0 - Meals	1,000	1,000	1,000		2,000	1,000	6,000
7552.0 - Employee Physical Exams/Shots		500		1,000	300	600	2,400
7555.0 - Personal Protective Equipment (PPE)		1,500	1,500		4,500		7,500
7556.0 - Uniforms		1,200	1,200		3,000	2,000	7,400

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2019-2020

BUDGET PROPOSED: 6/19/2019

	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
EXPENSES (Continued)							
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
7026.0 - Contract Services	3,000						3,000
7040.0 - Insurance (Property/Liability)-Med Clinic	700						700
7062.0 - Repair & Maintenance (Med Clinic)	3,000						3,000
7080.0 - Interest Expense (Med Bldg)	9,500						9,500
7084.0 - Loan Principle Expense	34,500						34,500
7530.0 - Payroll Reimbursement (Med Clinic)	2,500						2,500
Medical Clinic Reserves	7,064						7,064
Dept. 23 - Green Waste Site - Sewer Fund Sub Dept.							-
7026.0 - Contract Services		800					800
7063.0 - Fuel		25					25
7064.0 - Materials, Supplies & Small Tools		100					100
7530.0 - Payroll Reimbursement (GWS)		1,200					1,200
Dept. 34 - Fire Fuels Removal Sub Dept.							-
7050.2 - Office Exp Postage						200	200
7061.0 - Rental equipment						3,000	3,000
7062.0 - Repair & Maintenance						500	500
7501.0 - Payroll Expense						14,450	14,450
7513.0 - Payroll Taxes						2,001	2,001
7518.0 - Workers Comp						1,228	1,228
Dept. 36 - Plannig Grants - Sewer Fund Sub Dept.							-
7026.0 - Contract Services							-
7041.0 - Legal							-
7530.0 - Payroll Reimbursement (PG)							-
Dept. 45 - Mutual Aid Strike Team - Fire Sub Dept.							-
7063.0 - Fuel						350	350
7065.0 - Vehicle Repair/Maintenance							-
7501.0 - Payroll Expense						115,927	115,927
7513.0 - Payroll Taxes						4,926	4,926
7518.0 - Workers Comp						9,867	9,867
COPS Grant Shortfall (to Dept 25 Police)				30,367			30,367
TOTAL EXPENSE 2019-2020 projected	89,303	762,608	634,405	436,055	177,724	407,675	2,500,770
Reimbursement for Cap. Exp. from Reserves	-	143,500	53,500	7,500			204,500
Net Expense	89,303	619,108	580,905	428,555	177,724	407,675	2,296,270
Prior FY remaining Fund Balance					19,257		19,257
Sewer Pond principle applied to Liability paydown		42,307					42,307
NET PROFIT (LOSS) 2019-2020 projected	-	32,373	(51,836)	20,615	(28,467)	15,543	(4,772)

Notes:
Administrative Overhead Allocation Calculation for this budget period: Sewer 32%, Water 36%, Police 17%, Fire 15%.
Worker's Comp includes the Board coverage.
2018-2019 Audit - L Bain CPA \$11,200

Payroll for 2019-2020 includes:
• Anticipated current staffing level Step increases
• 3% COLA for Teamsters Union member employees
• CalPERS Miscellaneous Plan ER costs increase 0.788% for Classic members and 0.143% for PEPRA members per Actuarial

Capital Improvements/Expenditures:

As of
6/12/2019

General Fund:		Current Balance in LAIF Reserves:	\$	47,983
Capital Improvements from Reserves-	\$ -		\$	-
Sewer Department:		Current Balance in LAIF Reserves:	\$	299,837
Capital Improvements from Reserves-	\$ 143,500	Security Fencing at Sewer Ponds (2 yr project?)	\$	20,000
		Mini Escavator (shared w/Sewer Dept.)	\$	45,000
		Used Vehicle (shared w/Sewer Dept.)	\$	8,500
		Sewer Lift Station B-106 Retrofit/Refurbishment	\$	70,000
Water Department:		Current Balance in LAIF Reserves:	\$	820,428
Capital Improvements from Reserves-	\$ 53,500	Mini Escavator (shared w/Sewer Dept.)	\$	45,000
		Used Vehicle (shared w/Sewer Dept.)	\$	8,500
Police Department:		Current Balance in LAIF Reserves:	\$	310,507
Capital Improvements from Reserves-	\$ 7,500	Building Improvements	\$	7,500
Fire Department:		Current Balance in LAIF Reserves:	\$	200,855
Capital Improvements from Reserves-	\$ -		\$	-



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: June 19, 2019

FROM: Robert Moser, General Manager

**SUBJECT: Consideration of approval of amendments to Personnel Policy – Public Works
Department Job Descriptions**

BACKGROUND:

LSCSD Personnel Policy manual is a living document requiring continual review and updating.

SUMMARY:

The LSCSD Policies Ad Hoc Committee met and reviewed the following policies: 1338 (to be removed), 1339 (to be added), 1400 (to be revised), 1405 (to be removed), 1410 (to be revised), 1415 (to be removed) and 1420 (to be revised).

These policies are attached to this report and have been agenized for BOD approval.

RECOMMENDATION:

By Motion approve Personnel Policies: 1338, 1339, 1400, 1405, 1410, 1415 and 1420 Et al., as presented.

ATTACHMENTS:

LSCSD Personnel Policies 1338, 1339, 1400, 1405, 1410, 1415 and 1420 Et al.

POLICY TITLE:
POLICY NUMBER:

Job Description – Assistant Public Works Director
1338 (Removed 6/19/2019)

~~1338.10 General Job Description:~~ Under the direction of the General Manager and with a minimum of supervision (50% Administration / 50% Field):

~~Assigns, reviews, supervises and evaluates the work of all field personnel in the installation, maintenance and repair of the roads, water and sewer facilities, as well as other property owned by the Lake Shastina agencies.~~

~~Prepare and track until completion all work orders submitted to the Lead Man for distribution to field personnel.~~

~~Learn contents of public works files to meet future needs. Responsible for map storage and knowledge of contents required in planning of jobs, etc. Add required files to simplify the searching process.~~

~~Consults with the General Manager on general priorities, plans and policies.~~

~~Recommends and submits projects to the General Manager for inclusion in the annual budget.~~

~~Design and cost out specific improvements; Obtain written quotations.~~

~~Insures that operations, plans and personnel are sufficient to meet day to day as well as emergency situations.~~

~~Meet with contractors and other agencies required to accomplish desired goals.~~

~~Oversee that all reports are completed on a timely basis for future referencing.~~

~~Construct, review maintain/file check-off sheets supporting employee actions, job results, facility improvement in a manner to help those in the future.~~

~~Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operation and maintenance tasks in support of the General Manager, Administration and Board.~~

~~Performs other duties as assigned.~~

~~1338.20 Prerequisite Qualifications.~~ He/she must possess five (5) years increasingly responsible experience in the construction, operation, and maintenance of water and sewer facilities, including at least two (2) years in a supervisory capacity. He/she must possess the equivalent to graduation from high school, preferably supplemented with college level work in some phase of engineering, construction inspection, mechanics, welding or industrial administration. He/she should have a working knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmissions systems. He/she must possess a valid Class C California driver license and satisfactory driving record.

~~1338.25 Additional Desirable Qualifications.~~ He/she should have knowledge of the Lake Shastina water distribution system and possess a Water Distribution System Certificate from AWWA, California State University, Sacramento, or other qualified training institution. He/she should possess knowledge of: principles of supervision and management; basic computer skills; methods, materials and equipment used in water, sewer and road construction, parks and recreation maintenance and repair; laws and regulations governing water, sewer and road and parks and recreation operation and maintenance; techniques used in planning and evaluation; and, engineering and surveying principles.

~~1338.30 Salary Range:~~ Salary Range Scale available at the Accounting Office.

~~1338.35 Essential Job Physical Demands:~~ Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying regularly up to 25 lbs., and driving a vehicle.

~~1338.40 Marginal Job Physical Demands:~~ Lifting, pushing, pulling and carrying (frequently up to 50 lbs., and infrequently up to 100 lbs.)

1338.45 Environmental Demands:

Outside: — Works outside frequently in a variety of weather conditions ranging from snow to +100-D F.

Inside: — Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: — Exposure to fumes from internal combustion engines and other construction equipment, dust from construction operations, fumes from chlorine, bacteria, chemicals used in the treatment process, fumes from road maintenance materials, and fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

1338.50 Mental Requirements:

Reading: — Ability to read technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: — Ability to write daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches, and fills out other information forms.

Math: — Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Repetition: — Periodic repetitive entry of meter readings

Judgment: — Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: — Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

POLICY TITLE:
POLICY NUMBER:

Job Description – Public Works Director
1339 (Added 6/19/2019)

1339.10 General Job Description Under the direction of the General Manager and with a minimum of supervision:

Assigns, reviews, supervises and evaluates the work of all field personnel in the installation and maintenance of the water and sewer facilities, as well as other property owned by the Lake Shastina Community Services District.

Prepares and tracks until completion all work submitted to the Leadman for distribution to field personnel.

Consults with the General Manager on general priorities, plans and policies.

Recommends and submits projects to the General Manager for inclusion in the annual budget.

Designs and costs out specific improvements; obtain written quotations.

Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. Meets with contractors and other agencies required to accomplish desired goals.

Oversees that all reports are completed on a timely basis for future referencing.

Plans, directs and coordinates, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.

Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operation and maintenance tasks in support of the General Manager, Administration and Board.

Performs other duties as assigned.

1339.20 Prerequisite Qualifications. He/she must possess five (5) years increasingly responsible experience in the construction, operation and maintenance of water and sewer facilities, including at least two (2) years in a supervisory capacity. He/she must possess the equivalent to graduation from high school, preferably supplemented with college-level work in some phase of engineering, construction inspection, mechanics, welding or industrial administration. He/she should have a working knowledge of pipe, valves, fittings and other appurtenant materials, including costs, used in potable and non-potable water transmissions systems. He/she must possess a valid Class C California driver license and satisfactory driving record.

1339.25 Additional Desirable Qualifications. Knowledge of: operational characteristics, services and activities of a comprehensive public works program. Management skills to analyze programs, policies and operational needs. Construction techniques involving sanitary sewers, water distribution. Principles and procedures of facility maintenance. Principles and practices of program management, development and administration. Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluations. Current Human Relation and employee labor law issues. Pertinent Federal, State and local laws, codes and regulations.

1339.25 Salary Range: Salary Range determined by contract.

1339.40 Essential Job Physical Demands: Essential and marginal functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles.

1339.60 Environmental Demands:

Office/field environment; may work in inclement weather conditions.

1339.70 Mental Requirements:

- Reading:** Ability to read technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals and other documents appurtenant to the construction, repair and replacement of water distribution facilities.
- Writing:** Ability to write daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches and fills out other information forms.
- Math:** Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Attention to Detail:** High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.
- Judgment:** Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.
- Social Skills:** Ability to relate cooperatively with members of the public and District personnel.
- Communication Skills:** Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

POLICY TITLE:
POLICY NUMBER:

Job Description – Maintenance Leadman
1400 (Revised 6/19/2019)

1400.10 General Job Description Under the direction of the ~~General Manager~~ Public Works Director and with a minimum of supervision:

Assigns, reviews, supervises, and evaluates the work of all field personnel in the installation ~~and~~ maintenance ~~and repair~~ of the ~~roads~~, water and sewer facilities, as well as other property owned by the Lake Shastina ~~agencies~~ Community Services District.

Consults with the ~~General Manager~~ Public Works Director on general priorities, plans and policies.

Recommends and submits projects to the ~~General Manager~~ Public Works Director for inclusion in the annual budget.

Ensures that operations, plans and personnel are sufficient to meet day-to-day as well as emergency situations.

Reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, ~~, irrigation structures (e.g. flumes, measuring structures, etc.), and appurtenant facilities, structural trench sections, and roadway pavement.~~

Performs inspection of private construction of Lake Shastina agency facilities.

Assures that vehicles, equipment and facilities are maintained in proper working order.

Coordinates work with other agencies including locating and delineating District facilities as requested by Underground Service Alert (USA), other agencies, utility companies, contractors, and property owners.

Meets customers and resolves complaints and problems.

Evaluates performance of subordinates.

Performs a wide variety of ~~heavy~~ unskilled and semi-skilled manual and automated tasks including, but not limited to, the operation of mechanical and hydraulically operated construction equipment.

Removes, repairs, tests, and installs a variety of sizes and types of water meters. ~~and pressure regulators.~~

~~Organizes accounts into routes for optimal data collection efficiencies and reads and records water usage data from meters.~~

Conducts training programs and meetings to disseminate information regarding work assignments and safety issues, etc.

Ability to work on a periodic "On call" basis to respond to emergency call outs.

Performs both chemical and bacteriological sampling.

~~Tests and/or assigns on repairs back flow prevention assemblies and inspects users' premises for cross connections.~~

Oversees that reports and as-builts are documented for future referencing.

Performs other duties as assigned.

~~Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operation and maintenance tasks in support of the General Manager.~~

1400.20 Prerequisite Qualifications. He/she must possess five (5) years increasingly responsible experience in the construction, operation and maintenance of water and sewer facilities, including at least two (2) years in a supervisory capacity. He/she must possess the equivalent to graduation from high school, preferably supplemented with college-level work in some phase of engineering, construction inspection, mechanics, welding or industrial administration. Possesses a minimum of one of the following certifications: D1, T1 or Grade 1 Sewer Operator. He/she should have a working knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmissions systems. ~~Must~~

~~have demonstrated competency in testing and repairing back-flow prevention assemblies and inspecting users' premises for cross-connections and should be certified in back-flow testing by AWWA.~~ He/she must possess a valid Class A **or Class B** California driver license and satisfactory driving record.

1400.25 Additional Desirable Qualifications. He/she should have knowledge of the Lake Shastina water distribution system. ~~Water Distribution System Certificate from AWWA, California State University, Sacramento, or other qualified training institution.~~ He/she should possess knowledge of: principles of supervision and management; methods, materials and equipment used in water, **and sewer** ~~road construction~~; maintenance and repair; laws and regulations governing water and sewer system operation and maintenance; techniques used in planning and evaluation; and, engineering and surveying principles.

1400.30 Salary Range: Salary Range Scale available at the Accounting Office.

1400.40 Essential Job Physical Demands: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying regularly up to 25 lbs., operating heavy equipment, and driving vehicle.

1400.50 Marginal Job Physical Demands: Lifting, pushing, pulling and carrying (frequently up to 50 lbs., and infrequently up to 100 lbs.)

1400.60 Environmental Demands:

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100 **DEFG**.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines and other construction equipment, dust from construction operations, fumes from chlorine, bacteria, chemicals used in the treatment process, fumes from road maintenance materials, and fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

1400.70 Mental Requirements:

Reading: Ability to read technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Ability to write daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches, and fills out other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Repetition: Periodic repetitive entry of meter readings

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

POLICY TITLE:
POLICY NUMBER:

Job Description – Acting Maintenance Leadman
1405 (Removed 6/19/2019)

~~1405.10 General Job Description~~ Under the direction of the Maintenance Leadman and with minimum supervision; Acts as Acting Leadman in absence of Leadman.

~~Perform tasks as associated with the installation, maintenance and repair of the roads, water and sewer facilities, as well as other property owned by the Lake Shastina agencies.~~

~~Read and interpret plans, drawings and specifications.~~

~~Assist in the field supervision and training of new personnel.~~

~~Perform heavy semi-skilled and skilled maintenance work.~~

~~Perform inspections of private construction of Lake Shastina facilities.~~

~~Operate heavy equipment to include, grader, tractor, trucks, rollers, loaders, backhoe and other equipment.~~

~~Advise supervisor of equipment operating condition and reporting the need for major mechanical adjustment and repair.~~

~~Estimates quantities of materials needed for a variety of projects related to sewer, water and roads.~~

~~Coordinates work with other agencies including locating and delineating District facilities as requested by Underground Service Alert (USA), other agencies, utility companies, contractors, and property owners.~~

~~Ability to work on a periodic "On call" basis to respond to emergency call-outs.~~

~~Meets customers and resolves complaints and problems.~~

~~Perform both chemical and bacteriological sampling.~~

~~Test and repair back-flow prevention assemblies and inspects user premises for cross connections.~~

~~Perform other duties as assigned.~~

~~Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operation and maintenance tasks in support of the General Manager.~~

~~1405.20 Prerequisite Qualifications.~~ He/she must possess the equivalent to graduation from high school and at least three years experience in public works type construction and maintenance work, knowledge of capability and operation of heavy equipment, construction tools and mechanical and hydraulically operated construction equipment. He/she must possess a valid California driver license and satisfactory driving record.

~~1405.25 Additional Desirable Qualifications.~~ The knowledge of water distribution systems and preferably possession of a Water Distribution System Certificate from AWWA, California State University, Sacramento, or other qualified training institution is desirable. He/she must possess a valid Class A California driver license and satisfactory driving record.

~~1405.30 Salary Range:~~ Salary Range Scale available at the Accounting Office.

~~1405.40 Essential Job Physical Demands:~~ Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying regularly up to 25 lbs., operating heavy equipment, manual digging, and driving vehicle.

~~1405.50 Marginal Job Physical Demands:~~ Lifting, pushing, pulling and carrying (frequently up to 50 lbs., and infrequently up to 100 lbs.).

1405.60 Environmental Demands:

~~Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100 DEF.~~

~~Inside: Occasionally works indoors in temperature-controlled environment.~~

~~Fumes/Gases: Exposure to fumes from internal combustion engines and other construction equipment, dust from construction operations, fumes from chlorine, bacteria, chemicals used in the treatment process, fumes from road maintenance materials, and fumes from weed control chemicals.~~

~~Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.~~

1405.70 Mental Requirements:

~~Reading: Ability to read technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.~~

~~Writing: Ability to write work orders in the absence of the Leadman, annotates work orders with materials used, equipment used, as-built facility information, hours worked, and description of work done.~~

~~Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.~~

~~Attention to Detail: Medium level concentration and attention to detail to produce acceptable level of workmanship.~~

~~Repetition: Periodic repetitive entry of meter readings and routine daily work practices.~~

~~Judgment: Ability to work independently, prioritize work and assist with making decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts and draw valid conclusions to assist Leadman. Ability to work with others and use good judgment, when required.~~

~~Social Skills: Ability to relate cooperatively with members of the public, and District personnel.~~

~~Communication Skills: Ability to quickly organize and communicate thoughts orally or written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.~~

POLICY TITLE:
POLICY NUMBER:

Job Description – Maintenance Worker ~~III~~ II
1410 (Revised 6/19/2019)

1410.10 General Job Description Under the direction of the Maintenance Leadman ~~or Acting Leadman~~:

Performs tasks associated with the installation and maintenance ~~and repair of the roads,~~ of the water and sewer facilities, as well as other property owned by the Lake Shastina Community Services District agencies.

Reads and interprets plans, drawings and specifications.

Assists in the field supervision and training of new personnel.

~~Perform heavy semi-skilled and skilled maintenance work.~~ Performs a wide variety of heavy unskilled and semi-skilled manual and automated tasks including, but not limited to, the operation of mechanical and hydraulically operated construction equipment.

Performs inspections of private construction of Lake Shastina facilities.

Operates heavy equipment to include, ~~grader,~~ tractor, trucks, rollers, loaders, backhoe and other equipment.

Advises supervisor of equipment operating condition and reports ~~ing~~ need for major mechanical adjustment and repair.

Estimates quantities of materials needed for a variety of projects related to sewer and water. ~~and roads.~~

Coordinates work with other agencies including locating and delineating District facilities as requested by Underground Service Alert (USA), other agencies, utility companies, contractors, and property owners.

Meets customers and resolves complaints and problems.

Performs both chemical and bacteriological sampling.

~~Test and repair back-flow prevention assemblies and~~ Inspects user premises for cross connections.

Ability to work on a periodic "On call" basis to respond to emergency call outs.

Performs other duties as assigned.

Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operation and maintenance tasks in support of the General Manager.

1410.20 Prerequisite Qualifications. He/she must possess the equivalent to graduation from high school and at least three years experience in public works type construction and maintenance work, knowledge of capability and operation of construction tools and mechanical and hydraulically operated construction equipment. He/she must possess a minimum of one of the following certifications: D1, T1 or Grade 1 Sewer Operator. He/she must possess a valid Class A or Class B California driver license and satisfactory driving record.

1410.25 Additional Desirable Qualifications. The knowledge of water distribution systems and preferably possession of a Water Distribution System Certificate from AWWA, California State University, Sacramento, or other qualified training institution is desirable. ~~He/she must possess a valid Class A California driver license and satisfactory driving record.~~

1410.30 Salary Range: Salary Range Schedule available at the Accounting Office.

1410.40 Essential Job Physical Demands: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying regularly up to 25 lbs., operating heavy equipment, manual digging, and driving vehicle.

1410.50 Marginal Job Physical Demands: Lifting, pushing, pulling and carrying (frequently up to 50 lbs., and infrequently up to 100 lbs.).

1410.60 Environmental Demands:

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100 DEFG.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines and other construction equipment, dust from construction operations, fumes from chlorine, bacteria, chemicals used in the treatment process, fumes from road maintenance materials, and fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

1410.70 Mental Requirements:

Reading: Ability to read technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and description of work done.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: Medium level concentration and attention to detail to produce acceptable level of workmanship.

Repetition: Periodic repetitive entry of meter readings and routine daily work practices.

Judgment: Ability to work independently, prioritize work and assist with making decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts and draw valid conclusions and report to Leadman/ Ability to work with others and use good judgment, when required.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally or written, Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

POLICY TITLE:
POLICY NUMBER:

Job Description – Maintenance Worker II
1415 (Removed & Revised from MW III Job description 6/19/2019)

1415.10 General Job Description Under the direction of the Maintenance Leadman:

~~Performs tasks associated with the installation, maintenance and repair of the roads, water and sewer facilities, as well as other property owned by the Lake Shastina agencies.~~

~~Assist in the field supervision and training of new personnel.~~

~~Operate a variety of light and moderately heavy power driven equipment and perform the more difficult tasks which require greater personal skills to assist with sewer, water and road projects.~~

~~Assures that vehicles, equipment and facilities are maintained in proper working order.~~

~~Coordinates work with other agencies including locating and delineating District facilities as requested by Underground Service Alert (USA), other agencies, utility companies, contractors, and property owners.~~

~~Meets customers and resolves complaints and problems.~~

~~Performs one or more of a variety of skilled labor and semi-skilled trade jobs in maintenance of streets, water and sewer lines and services, but not limited to, the operation of mechanical and hydraulically operated light construction equipment.~~

~~Reads and records water usage data from meters.~~

~~Ability to work on a periodic "On call" basis to respond to emergency call outs.~~

~~Performs other duties as assigned.~~

~~Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operation and maintenance tasks in support of the General Manager.~~

1415.20 Prerequisite Qualifications: He/she must possess the equivalent to graduation from high school, one to two years experience in public works type construction and maintenance work, including experience in the operation of light and moderately heavy power driven equipment; knowledge of capability and operation of construction tools and mechanical and hydraulically operated construction equipment. He/she must possess a valid California driver license and satisfactory driving record.

1415.25 Additional Desirable Qualifications: The knowledge of water distribution systems and possession of a Water Distribution System Certificate from AWWA, California State University, Sacramento, or other qualified training institution is desirable.

1415.30 Salary Range: Salary range scale available at the accounting office.

1415.40 Essential Job Physical Demands: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying regularly up to 25 lbs., operating heavy equipment, manual digging, and driving vehicle.

1415.50 Marginal Job Physical Demands: Lifting, pushing, pulling and carrying (frequently up to 50 lbs., and infrequently up to 100 lbs.).

1415.60 Environmental Demands:

~~Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100 DEF.~~

~~Inside: Occasionally works indoors in temperature-controlled environment.~~

~~Fumes/Gases: Exposure to fumes from internal combustion engines and other construction equipment, dust from construction operations, fumes from chlorine, bacteria, chemicals used in the treatment process, fumes from road maintenance materials, and fumes from weed control chemicals.~~

~~Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.~~

1415.70 Mental Requirements:

~~Reading: Ability to read manuals, maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.~~

~~Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and description of work done.~~

~~Math: Ability to perform basic math calculations. Ability to count and measure.~~

~~Attention to Detail: Medium level concentration and attention to detail to produce acceptable level of workmanship.~~

~~Repetition: Periodic repetitive entry of meter readings and routine daily work practices.~~

~~Judgment: Frequently works unsupervised; good judgment required.~~

~~Social Skills: Ability to relate cooperatively with members of the public, and District personnel.~~

~~Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.~~

POLICY TITLE: Job Description – Maintenance Worker I
POLICY NUMBER: 1420 (Revised 6/19/2019)

1420.10 General Job Description Under the direction of the ~~Lead~~ Maintenance ~~Leadman~~ Employee;

Performs tasks associated with the installation and ~~maintenance and repair of the roads,~~ of the water and sewer facilities, as well as other property owned by the Lake Shastina ~~Community Services District agencies.~~

Performs inspections of private construction of Lake Shastina facilities.

Flushes hydrants periodically.

Assures that vehicles, equipment and facilities are maintained in proper working order.

~~Applies weed control chemicals to ditch banks and around above ground facilities.~~

Coordinates work with other agencies including locating and delineating District facilities as requested by Underground Service Alert (USA), other agencies, utility companies, contractors and property owners.

Meets customers and resolves complaints and problems.

Performs a wide variety of unskilled and semi-skilled manual and automated tasks including, but not limited to, the operation of mechanical and hydraulically operated construction equipment.

Removes, repairs, tests and installs a variety of sizes and types of water meters, ~~and pressure regulators.~~

Reads and records water usage data from meters.

Ability to work on a periodic "On call" basis to respond to emergency call outs.

~~Performs both chemical and bacteriological sampling.~~

~~Tests and repairs back flow prevention assemblies and inspects user premises for cross connections.~~

Performs other duties as assigned.

Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operation and maintenance tasks in support of the ~~General Manager~~ Public Works Director.

1420.20 Prerequisite Qualifications. He/she must possess the equivalent to graduation from high school, knowledge of capability and operation of construction tools and mechanical and hydraulically operated construction equipment. He/she must possess a valid California driver license and satisfactory driving record.

1420.25 Additional Desirable Qualifications. The knowledge of water distribution systems and possession of a Water Distribution System Certificate from AWWA, California State University, Sacramento, or other qualified training institution is desirable. He/she ~~must to obtain or~~ possess a valid Class A or Class B California driver license ~~and satisfactory driving record.~~

1420.30 Salary Range: Salary Range Scale available at the Accounting Office.

1420.40 Essential Job Physical Demands: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying regularly up to 25 lbs., operating heavy equipment, manual digging and driving vehicle.

1420.50 Marginal Job Physical Demands: Lifting, pushing, pulling and carrying (frequently up to 50 lbs., and infrequently up to 100 lbs.).

1420.60 Environmental Demands:

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100 DEFG.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines and other construction equipment, dust from construction operations, fumes from chlorine, bacteria, chemicals used in the treatment process, fumes from road maintenance materials and fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

1420.70 Mental Requirements:

Reading: Ability to read manuals, maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked and description of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce acceptable level of workmanship.

Repetition: Periodic repetitive entry of meter readings and routine daily work practices.

Judgment: Frequently works unsupervised; good judgment required.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: June 19, 2019

FROM: Robert Moser, General Manager

SUBJECT: Consideration of approval for adjustment to Salary Schedule – Maintenance Worker Leadman position Public Works Department.

BACKGROUND:

Lake Shastina Community Services District Personnel Policy 1150. Et al. titled Compensation has a variety of components including 1150.51 Salary Surveys. Pursuant to this Section, it is the goal of the District to stay competitive within the County. Therefore, every five years (year ending with a 0 or 5), a salary survey may be made in January using salaries for comparable job descriptions from comparable agencies within Siskiyou County. If the salaries in effect by the District do not fall within the upper 50% range of comparable salaries, additional adjustments to bring them in the upper 50% range may be made with Board approval.

The District was scheduled to conduct the last survey in 2015, however, due to turmoil, the survey was not conducted.

The Leadman position was created and utilized several years ago. The salary schedule for this position needed to be modified from its original configuration.

SUMMARY:

Currently the Public Works Department has a Maintenance Leadman with a 5-step increase. The current range of this position is \$28.31 to \$34.41 an hour. This position pay scale needs to be brought into the scale that was just approved for the rest of the Public Works Maintenance positions. The new scale would be \$26.39 to \$32.09 an hour.

Following approval by the Board of Directors, an LOU will need to be created with the General Teamsters 137 for an adjustment to the existing salary schedule per the MOU.

RECOMMENDATION:

By Motion authorize the GM to enter into an LOU with the General Teamsters 137 regarding a salary adjustment for the Maintenance Leadman Position in the salary schedule in an amount authorized by the LSCSD Board of Directors.

ATTACHMENTS:

Salary Step Schedule for Leadman

Public Works Salary Step Schedule

Current 6/2019

		Step 1	Step 2	Step 3	Step 4	Step 5
Leadman	Hourly	28.31	29.73	31.21	32.77	34.41
	Annual	\$58,884.80	\$61,838.40	\$64,916.80	\$68,161.60	\$71,572.80

Purposed 6/2019

		Step 1	Step 2	Step 3	Step 4	Step 5
Leadman	Hourly	26.39	27.71	29.10	30.56	32.09
	Annual	\$54,891.20	\$57,636.80	\$60,528.00	\$63,564.80	\$66,747.20



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: June 19, 2019
FROM: Robert Moser, General Manager
SUBJECT: Community Development Block Grant – Fire Station

BACKGROUND:

The Fire Department is seeking funds from the Community Development Block Grant (CDBG) to build a new Fire Station at the south end of the District. This is a fully funded project except for a land purchase that is required for us to qualify for the grant.

To proceed with this project, I am recommending the Board appoint a District negotiator for all aspects of applying for a CDBG for a new Fire Station, including negotiations for land purchase pending approval of the grant funds.

OPTIONS:

The decision before the board today would be to either:

- 1) Appoint GM Moser as District negotiator for all aspects of applying for a CDBG for a new Fire Station, including negotiations for land purchase pending approval of the grant funds.
- 2) Amend or modify above option.
- 3) Take no action.

Robert Moser



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: June 19, 2019

FROM: Robert Moser, General Manager

SUBJECT: Consideration of proposal received for the Drinking Water Rehabilitation and Upgrade Project Request for Proposals (RFP) for Engineering and Planning Services.

BACKGROUND:

Former General Manager Karl Drexel developed a Drinking Water Rehabilitation and Upgrade Project Planning Grant. The grant was excepted, and the Board approved the contract with the State at their regularly scheduled meeting on November 29, 2017. The project was put on hold pending an MHI study being conducted during the Wastewater Planning Grant.

We are expecting to receive the updated contract and get funding for this project at any moment. I put out an RFP for services, pending the approved contract from the Water Resources Control Board.

On May 24, 2019, the deadline for proposals, the District received only one single proposal for this project. That proposal came from SHN Consulting Engineers and Geologists, Inc.

FINDINGS:

The proposal from SHN Consulting Engineers and Geologists, Inc. estimated the following fees:

• Test Wells	\$100,000	Grant Budget	\$100,000
• Energy Management Study	\$10,000	Grant Budget	\$15,000
• Preliminary Engineering Report	\$130,000	Grant Budget	\$130,000
• Environmental Documentation	\$75,000	Grant Budget	\$75,000
• Technical, Managerial and Financial	\$20,000	Grant Budget	\$20,000
• Lands and Right Away Acquisition	\$15,000	Grant Budget	\$15,000
• Rate Study	\$25,000	Grant Budget	\$35,000
• Financial Assistance	\$10,000	Grant Budget	\$15,000

As described above, the proposal comes to us with an estimate that is below projected grant costs.

RECOMMENDATION:

By Motion award the contract to SHN Consulting Engineers and Geologists, Inc. for Engineering and Planning Services for Drinking Water Rehabilitation and Upgrade Project and authorize the GM to proceed with Letter of Intent to SHN.

ATTACHMENTS:

1. Lake Shastina Community Services District Request for Proposal.
2. SHN Consulting Engineers and Geologists, Inc. Proposal Packet.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

16320 Everhart Dr. • Weed, Ca 96094 • 530.938.3281 • Fax 530.938.4739

Request for Qualifications Design and Engineering Services for Lake Shastina Community Services District Drinking Water Rehabilitation and Upgrade Project

The Lake Shastina Community Services District (LSCSD) is accepting Statements of Qualifications (SOQ) to select a licensed and insured professional civil engineering services company or individual to provide professional and technical planning phase services for items identified in the Scope of Work for the preliminary planning and engineering design for its drinking water system planning improvement projects SWRCB Proposition 1 funding application.

Please provide your SOQ to LSCSD, info@lakeshastina.com, Attention: Robert Moser, Interim General Manager, no later than May 24, 2019, 4:00 p.m.

SOQs shall be submitted by firms that have a capable and demonstrable background in the type of work described in this notice. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings.

Services required by this Request for Qualifications (RFQ) shall be performed under the responsible charge of a Project Manager with a minimum of 10 years of experience and who is a California Licensed Professional Civil Engineer.

Each respondent shall submit, by email attachment, one (1) electronic copy of the SOQ in PDF format.

Background:

The LSCSD is a small, community water and wastewater system located within a disadvantaged community in Siskiyou County, California.

It is imperative that a cost-effective solution, that meets the requirements of the North Coast Regional Water Quality Control Board, be found for planning improvements in the drinking water system.

The LSCSD is preparing a planning grant application for funding under Proposition 1 through the California State Water Resources Control Board to improve system reliability and operations of the water system. The capital improvements goals proposed in the planning grant application have a preliminary total estimated cost of \$500,000 and requests \$500,000 in planning grant funds (refer to Preliminary Cost Estimate below). LSCSD will not award this contract until the planning grant is awarded. However, a letter of intent will be issued to the selected engineer.

This RFQ is limited to preliminary planning and engineering services for the following capital improvements projects:

Plan of Study / Scope of Work: Refer to Attachment 1a Plan of Study

Statements of Qualifications must include:

1. Names of engineering firm owners, years in business and services offered.
2. Resumes and professional background for key personnel of the engineering firm who will be assigned to work on this project.
3. Three similar projects designed by the firm during the past seven years.
4. Current and projected workload of the engineering firm that might affect the project.
5. A letter confirming that the firm has liability insurance available.

The cover letter shall contain the following information:

1. RFQ Title.
2. Respondent's name, mailing address, contact person, e-mail address, telephone and fax numbers.
3. Identification of the principal contact person authorized to commit the respondent to a contractual agreement, including address, e-mail and phone number.
4. Identification of the prime consultant's corporate headquarters (city and state).
5. An expression of the respondent's interest in being selected for this project.
6. Pertinent characteristics that differentiate the respondent in its ability to perform the proposed work.

Proposers are discouraged from submitting a lengthy SOQ. The Lake Shastina Community Services District requests that SOQ be concise and clearly written containing only essential information.

Schedule:

Prospective respondents may contact Robert Moser, Interim General Manager for the LSCSD, generalmanager@lakeshastina.com, for further information regarding contractual questions for this RFQ. All requests for interpretation or questions must be sent in writing, via email.

SOQ due to LSCSD, info@lakeshastina.com, Attention: Robert Moser, Interim General Manager, no later than May 24, 2019, 4:00 p.m.

The LSCSD will review all qualifications received and select the most qualified candidate based on the evaluation criteria defined below. The firm selected will be invited to interview, provide a technical approach and project manager/team details.

The evaluation criteria include:

1. Qualifications and experience of the project engineer.
2. Firm's experience with similar small water system projects.
3. Present and projected workloads.
4. Technical and professional capacity to address each of the scope of work items with or without subcontracting.
5. Experience with SWRCB grant programs, specifically Prop 1 and the construction funding process.
6. Travel distance from project site.
7. Experience with local agencies.
8. Turnkey design and construction capability.
9. Capability to meet time and budget requirements.
10. Disadvantaged business enterprise status.

Award and Negotiations:

The LSCSD will provide a written Letter of Intent to the selected firm until the grant is awarded and contract then negotiated. The letter shall identify the due date for completing a Level of Effort (LOE), a fee schedule, a project time estimate and shall include any proposed changes to the preliminary planning scope of work to be used in the planning grant application.

Negotiations shall begin with the SOW identified in the RFQ and the LOE submitted by the consultant. After successful negotiations and successful approval of the planning grant from SWRCB, the LSCSD will award the contract.

SWRCB estimates that once the planning grant is approved, disbursements are possible within a 30-day processing cycle, as a goal, not a promise. LSCSD will not provide payments prior to grant disbursement, as this project will be 100% grant funded.

Lake Shastina Community Services District Attachment 1a – Plan of Study

INTRODUCTION

The Lake Shastina Community Services District (LSCSD), located near Weed, Siskiyou County, California, is pursuing funding from the State Water Resources Control Board (SWRCB) for planning of drinking water system improvements. The purpose for the system improvements includes improving system reliability and operations.

The LSCSD was formed under Government Code §61000 in 1978 by Resolution 286 of the Siskiyou County Board of Supervisors for the purpose collection, storage and distribution of Drinking water for the rural community of Lake Shastina. The Lake Shastina drinking water system includes a series of three working wells (Well #3, #4, and #9), four storage tanks, seven booster stations, and one abandoned well. It serves a residential population of about 3,000 that has been classified as a Disadvantaged Community as defined by the SWRCB. The Maximum Day Demand is 1,385,000 gallons.

Due to the age of the water system, one well and one booster station have had to be renovated on an emergency basis, but current and future Capital Improvement Plans call for several additional improvement projects. The Lake Shastina Drinking Water System Rehabilitation and Upgrade Project addresses improvements in safety and environmental security in the distribution system, long term capacity issues, reduction in energy usage, and needed capacity improvements for protection against future drought conditions.

While there have been no recent water quality concerns or violations, the system has a number of deficiencies which are in part due to the age of the system. These deficiencies cause, or could cause, the following:

- Water shortages during peak usage periods if two of the three wells are out of service;
- Inability to service some customers during tank maintenance and repair;
- Reactive (emergency) maintenance versus preventative maintenance; and,
- Inability to react to tank overflows in a timely fashion.

Other concerns by the LSCSD include:

- High electrical usage due to the number of booster stations required based on the topography and size of the service area; and,
- System reliability during drought and climate change conditions.

The purpose of the planning study is to investigate a number of proposed solutions to address these deficiencies and concerns with the existing system. These solutions, along with more detailed descriptions of the specific deficiencies, are described in the following section.

PROPOSED SOLUTIONS FOR STUDY

Proposed solutions are summarized below in Table 1 and described further in the following paragraphs. The planning study will investigate the best alternative for each solution as well as provide additional required documentation (rate studies, CEQA, etc.). The proposed scope and budget for the planning study is provided in the next section.

Table 1 Summary of Proposed Solutions to Be Evaluated in the Planning Study	
Proposed Solution	Deficiency Addressed
Rehabilitate Water Storage Tanks	System Reliability
Backup Generators	System Reliability
Backup Production Wells	System Redundancy and Reliability
Solar Panels	Operational Costs
Upgrade Booster Pump Stations	System Reliability and Operational Costs
Renovate Well #9	System Reliability and Operational Costs
Energy Management Study	Operational Costs
SCADA System	Operational Costs and Emergency Response Time
Meter and Fire Hydrant Replacement	System Reliability

Rehabilitate Water Storage Tanks

The drinking water system consists of three water wells delivering water to four storage tanks which is then delivered by gravity to most of the community. These tanks are welded metal enclosed tanks that have been lined to protect the water from contamination and to protect the longevity of the tanks. Previous inspections have indicated a certain amount of degradation of the liner allowing the metal tank to be exposed and subject to corrosion. This project will include an extensive inspection of the inside of each tank by certified divers and filming the entire tanks. The inspection will determine the actual extent of damage to the tank liner and recommendations for relining and necessary repairs.

As with all carbon-steel water storage tanks, our tanks are subject to possible corrosion, potentially causing premature failures and disruptions in service during repairs. Cathodic protection (CP), however, stops the corrosion reaction when properly applied. The cathodic protection systems in our tanks need new anodes and cathodes and calibration of the monitoring devices. This Planning Grant will provide extensive inspection of the tanks and cathodic equipment, develop the procedure to repair and reline the tanks as needed, and design and specify a new cathodic system to prevent additional corrosion, damage, and possible contamination in the future. These measures will help prevent water quality issues and allow the supply tanks to remain in operation to provide sufficient water delivery to meet existing demands.

In addition, each existing tank cannot be fully isolated from the adjacent distribution system, which means that the tanks cannot be taken out of service without disrupting water service to nearby customers. This study will evaluate isolation options so each tank can be taken out of service for repair and rehabilitation.

Backup Generators

The community of Lake Shastina is subject to serious weather variations year around, causing power outages and water delivery disruptions. The high winds in the summer and the snow storms in the winter cause regular power outages. The Planning Study will investigate and compare different sizes

and models of transportable backup generators and determine the number of generators necessary to maintain distribution of drinking water to the whole community. The study will also include an evaluation of quick connect wiring systems at each well and pump location to connect the necessary generator at each site preventing a shortage or interruption of drinking water delivery.

Backup Production Wells

The community of 3,000 residents has reduced their consumption during the recent drought by 31% on average throughout the year. The LSCSD currently has three operating wells (Well #3, #4 and #9). Well #3 is a year round well typically producing 275,000 gallons per day (gpd) during the summer and about 50,000 gpd during the winter. Well #4 is also a year round well and produces an average of 400,000 gallons a day during the winter, but is pushed to 850,000 gpd during the summer. Well #9 can produce up to 100,000 gpd, supplementing the pressure system in one section of the community.

In October of 2016, the Well #4 pump went down completely. The LSCSD relied entirely on Well #3 to provide water to the entire community, over taxing the pump and motor causing it to fail in December 2016. The LSCSD was able to get a new submersible pump and variable frequency drive (VFD) and got Well #3 back up and running in a few weeks, but we were reliant on Well #9, the oldest, smallest and least productive well in the community for several weeks. Had it occurred in the summer, the LSCSD would not have been able to provide the water quantity to meet existing demand.

The LSCSD needs one or two more wells for redundancy to prevent the domestic water supply from outages that would pose a threat to public health and safety. These wells would also provide backup supply during severe drought that has occurred recently and may be the new normal. In order to determine the best possible production with the least cost of delivery, the LSCSD needs to drill 3 or 4 test wells throughout the community to analyze the best two sites for permanent drinking water wells. The new wells will also address the supply of quality water eliminating or reducing any future letters of violation of health based testing standards.

Solar Panels

Two of our three wells are located at least a mile for the central population of the community and one is about ½ mile away. The LSCSD is paying over \$4,000 per month for electricity to pump and deliver drinking water to the storage tanks at the other end of the line from well #4 and over \$2,000 per month for well #3. Pacific Power, the electricity provider in this area, is one of the most expensive utilities in the State. In order to reduce long-term operational costs (which would allow this money to be used for system repairs), this Planning Study will evaluate different solar panel options (types and locations) to determine the best and most capable solar system to offset the electrical costs.

Upgrade Booster Pump Stations

Along with an energy audit and specifications for a new solar system to offset our power usage, the booster pumps at the six booster pump stations need to be refurbished or replaced and upgraded with variable frequency drives (VFDs) to be more energy efficient and longer lasting. This Planning Study will help analyze and determine the best alternatives to accomplish this.

Renovate Well #9

As with the Booster Pump Stations, the pump in Well #9 needs to be replaced due to its age, given the recent problems with Wells #3 and #4 (see previous discussion under Backup Well Production). The Planning Study will investigate alternatives to upgrade the pump and motor to be more energy efficient. This will include the addition of a VFD.

Energy Management Study

In order to determine the energy savings of the other proposed upgrades, including solar panels, an energy management study is needed to determine baseline usage.

SCADA System

The LSCSD drinking water system is currently monitored manually by District staff. This includes the three wells, sampling and testing sites, four storage tanks with cathodic protection, high and low level gauges, seven booster pumps with flow meters and over 20 miles of distribution pipe. A Supervisory Control and Data Acquisition (SCADA) system will reduce labor costs, provide consistent and accurate monitoring, prevent excessive corrosion, notify District staff about any changes that require immediate response and repair, and prevent any disruption in water delivery. The scope includes evaluating the specific needs of the system and determining the best alternative for a SCADA system.

Meter and Fire Hydrant Replacement

The LSCSD has been addressing the replacement of meters and fire hydrants on a regular basis. This Planning Study will update the scheduled replacement program and analyze and compare the differences in the products, test the current meters and hydrants, and determine and specify the best replacement parts available.

STUDY PLAN SCOPE

This section describes the work proposed to be completed for the planning components of the LSCSD Water System Improvements as described in the previous section. Elements of the planning phase include the following:

1. Test Wells
2. Energy Management Study
3. Preliminary Engineering Report
4. Environmental Documentation
5. Technical, Managerial, and Financial (TMF) Assessment
6. Lands and Right of Way Acquisition
7. Rate Study
8. Additional Permit Applications
9. Legal Consultation
10. Financing Assistance
11. Project Administration

Task 1 Test Wells

Up to four (4) test wells will be drilled throughout the community to analyze the best two sites for permanent drinking water wells.

Deliverables:

- County Well Permits
- Drill logs
- Air Lift Test results
- Draft and Final Technical Memorandum

Task 2 Energy Management Study

An Energy Management Study will be conducted to determine baseline energy usage as well as identify opportunities where energy savings can be made. The information will be used in Task 3 to determine recommended alternatives from an energy use perspective.

Deliverables:

- Energy Management Study

Task 3 Preliminary Engineering Report

This task is the technical analysis portion of the Planning Study. A Preliminary Engineering Report (PER) will be developed that evaluates alternatives for the proposed solutions identified, and will evaluate any other solutions identified during the analysis. The PER will provide a recommended alternative for each solution. This task will include the following elements:

- Site investigations
- Data collection
- Alternatives development and refinement
- Engineering and cost analysis
- Recommended alternatives development
- Preparation of Draft and Final PER

Deliverables:

- Draft and Final Preliminary Engineering Report

Task 4 Environmental Documentation

The SWRCB Environmental Review Unit (ERU) has determined that this project is exempt from the California Environmental Quality Act (CEQA) as well as categorically excluded from the National Environmental Policy Act (NEPA). The Environmental Planning Clearance has been submitted with the Proposition 1 Planning Grant Application. During the planning work under this grant, LSCSD will again verify that this project is exempt from CEQA and categorically excluded from NEPA (Task 4a). Should any conditions be found that warrant additional environmental documentation, funds placed in contingency (see Table 2) would be available for any additional studies. These funds are subject to pre-approval by ERU prior to use. The contingency funds are listed in Table 2.

Should it be determined that additional environmental documentation is required, the LSCSD will contact ERU for approval to use contingency funds for special/technical studies that may include (1) cultural resources studies, (2) biological resources studies, (3) hydrology and water quality analyses, (4) geology and soils assessments, (5) evaluation of public services and utilities, and (6) an evaluation of air quality and greenhouse gas (GHG) emissions. This will be Task 4b.

Deliverables:

- (Task 4a) Verification of exempt status for CEQA and categorical exclusion for NEPA.
- (Task 4b) Technical Studies (if required as determined by SWRCB ERU)
- (Task 4b) CEQA/NEPA documentation (if required as determined by SWRCB ERU)

Task 5 Technical, Managerial, and Financial (TMF) Assessment

A TMF Assessment is required for funding applicants. The purpose of the TMF Assessment is to ensure that the LSCSD water system has long term sustainability and is able to maintain compliance with all applicable drinking water laws and regulations.

Deliverables:

- TMF Assessment

Task 6 Lands and Right of Way Acquisition

This task is to provide support to the LSCSD related to easements and/or land purchase, if needed, for the new production wells and associated water distribution infrastructure.

Task 7 Rate Study

A Rate Study will be developed to determine the appropriate water rates that should be charged to provide adequate funding for (1) operations and maintenance costs for ongoing water system operations; (2) proposed capital improvements, and (3) loan repayments.

Deliverables:

- Draft and Final Water Rate Study

Task 8 Additional Permit Applications

This task will provide funding for local and State permit applications, as needed.

Task 9 Legal Consultation

This task will cover legal consulting and review of all documentation for contracting, environmental documentation, agreements, and permitting.

Task 10 Financing Assistance

It is anticipated that grant and loan financing will be required for the final design and construction of the selected alternatives. This task will be used to determine financing options including completion and submission of funding applications. It is anticipated that application will be made to the Clean Water State Revolving Loan Fund (CWSRF).

Task 11 Project Administration

This task is to cover the LSCSD's costs to administer this project. This includes preparation of regular reimbursement requests to the SWRCB, progress reporting, and project closeout. This task also covers LSCSD staff time to provide information to the consultant team completing the project.

STUDY PLAN BUDGET

Table 2 displays the estimate of the planning budget needed to complete the scope of services described in the previous section (Tasks 1 through 11).

Table 2 Opinion of Probable Costs by Task	
Task Description	Estimated Budget
Task 1 – Test Wells	\$100,000
Task 2 – Energy Management Study	\$15,000
Task 3 – Preliminary Engineering Report	\$130,000
Task 4a – Environmental Documentation	\$500
Task 4b – Environmental Contingency (subject to SWRCB ERU approval)	\$74,500
Task 5 – Technical, Managerial and Financial Assessment	\$20,000
Task 6 – Lands and Right of Way Acquisition	\$15,000
Task 7 – Rate Study	\$35,000
Task 8 – Additional Permit Applications	\$10,000
Task 9 – Legal Consultation	\$35,000
Task 10 – Financing Assistance	\$15,000
Task 11 – Project Administration	\$50,000
TOTAL	\$500,000



Statement of Qualifications

Proposition 1 Drinking Water Planning Project



PREPARED FOR:

Lake Shastina CSD
16320 Everhart Dr.
Weed, CA 96094

DATE:

May 2019

PREPARED BY:

SHN
350 Hartnell Ave., Ste. B
Redding, CA 96002

#519000.031

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Phone: (530) 221-5424 Email: info@shn-engr.com Web: shn-engr.com
350 Hartnell Avenue, Redding, CA 96002-1875

Reference: 519000.031

May 24, 2019

Lake Shastina Community Services District
Attention: Robert Moser, Interim General Manager
16320 Everhart Drive
Weed, CA 96094

via email: info@lakeshastina.com

Subject: Qualifications for to Provide Professional Services, Proposition 1 Drinking Water Planning Project

Dear Mr. Moser:

Thank you for the opportunity to work with the Lake Shastina Community Service District (LSCSD) on its upcoming Proposition 1 Drinking Water Planning Project.

Through previous and ongoing efforts (such as wastewater and rate studies for the LSCSD), SHN and the LSCSD have worked hard to reach this point of the Drinking Water Planning Project, and we believe that we are the ideal candidate to assist your community to navigate the proposed scope of work and achieve a successful outcome.

In addition to our in-house staff, we are teaming with Richard Sample Engineering (RSE), who will provide electrical engineering services. SHN and RSE have successfully teamed on numerous projects throughout Northern California, including those for the LSCSD.

We believe that the SHN team will provide the best value to LSCSD for several reasons:

- 1. Experience Working with Lake Shastina and Rural California Communities** – Like the LSCSD, most of SHN's clients are smaller rural communities, so we intimately understand the types of decisions and trade-offs that you have in your daily deliberations. Like you, these communities need to stretch their funds as much as possible and we help them do that by advocating for practical, non-complex, and cost-effective solutions where possible. Our goal is to find the right fit with each of our clients and not pursue "heroic" solutions that may be end up being unsustainable. In addition, our team's institutional knowledge of ongoing LSCSD projects gives our team a built-in advantage for completing the work that we have already started.

Mr. Robert Moser

Qualifications to Provide Professional Services, Prop. 1 Drinking Water Planning Project

May 24, 2019

Page 2

2. **Water Systems Expertise** – SHN has experience providing a wide variety of water treatment, storage, and distribution services—including planning, permitting, and design. We have accumulated a vast amount of water system experience in a variety of fields including distribution system design, groundwater investigations, source and supply expansion, water system modeling and analysis, design of water storage facilities, water treatment plant analysis and design, surface water intake design and planning and permitting of water-related projects. This experience helps SHN in identifying practical solutions when evaluating and upgrading facilities for compliance with current regulations.
3. **Knowledge of Applications and Acquisition for Grant/Loan Funding** – Much of our work with small communities comes from grant or loan funding (including Proposition 1 funding), which is frequently limited. We understand the complexities associated with State and Federal funding agencies and respect that there is only so much capital available for projects. SHN has successfully provided assistance to many communities with grant funding applications, and we take pride in being responsible stewards of our clients' funding constraints.

SHN's point-of-contact information for this project is as follows.

Anders Rasmussen, PE
Senior Civil Engineer
SHN
803 Main Street, Suite 401
Klamath Falls, OR 97601

Tel: 541-827-7855
Direct: 541-827-7855
Cell: 541-301-0141
Fax: call first, then fax
Email: arasmussen@shn-engr.com

If you have questions about this proposal, please feel free to contact us so that we can discuss how our team can continue to assist the LSCSD.

Respectfully,

SHN



Anders Rasmussen, PE
Project Manager



Mark Chaney
Principal-Regional Manager

AHR/MSD:dla

Enclosure: Statement of Qualifications



Statement of Qualifications

Proposition 1 Drinking Water Planning Project

Prepared for



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

May 2019

Prepared by:



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1. Firm Overview



Firm Overview

SHN is a multi-disciplinary firm meeting the service needs of communities in Northern California and Southern Oregon. Our firm is comprised of more than 100 employees who represent various disciplines, including civil engineering, environmental services, planning, geosciences, surveying, biological sciences, and materials testing/special inspection.

For this project, SHN is teaming with Richard Sample Engineering (RSE) to provide electrical engineering services. RSE is an independent, professional licensed and insured electrical engineering company providing electrical and controls solutions for many municipal clients for over 30 years.



SHN General Information

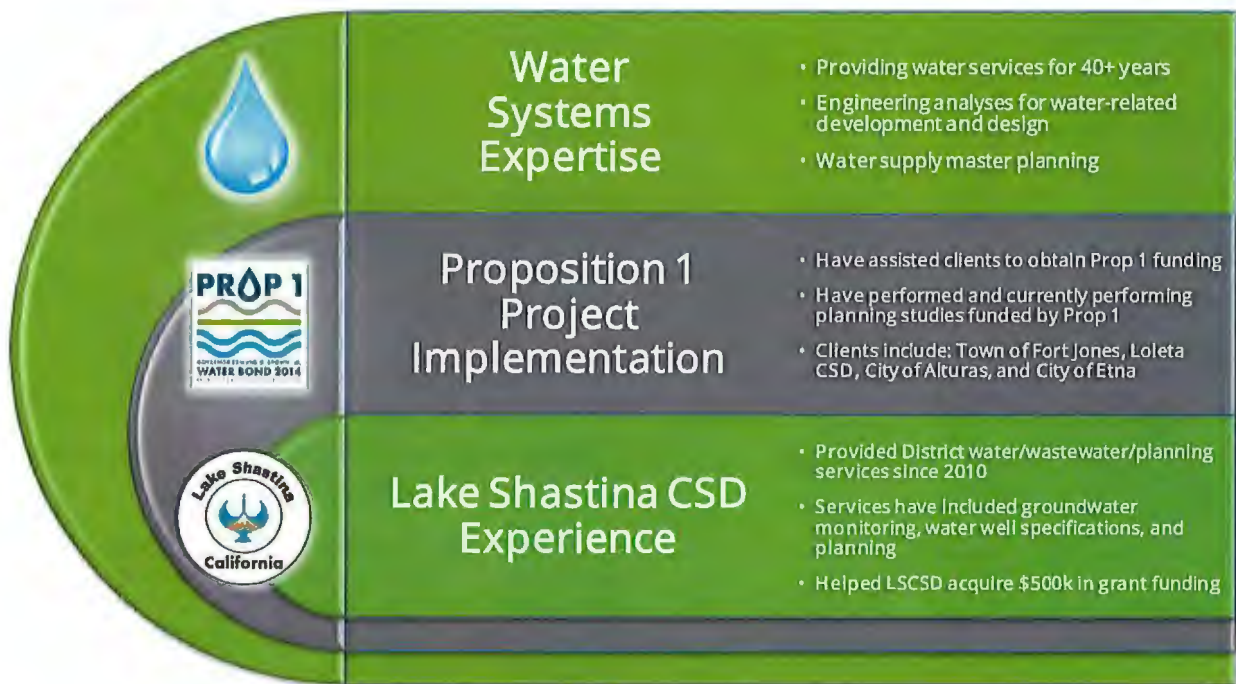
- SHN was founded in 1979.
- SHN is a Certified Small Business Enterprise (SBE); the company is 100% employee-owned and approximately 30% of its employees are shareholders.
- SHN supports six regional offices (Redding, Eureka, Arcata, and Willits, California; and Klamath Falls and Coos Bay, Oregon).
- SHN provides numerous services within these general service areas:
 - Civil Engineering
 - Geosciences
 - Materials Testing and Special Inspection
 - Environmental Services
 - Planning and Permitting
 - Surveying and Unmanned Aerial Vehicles
 - Biological Sciences



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2. Firm Expertise

The following graphic presents a brief summary illustrating the SHN team's strength and experience related to the proposed project.



Water Treatment, Storage, and Distribution Systems

SHN has been providing municipal water supply services throughout Northern California and Southern Oregon for over 30 years. We have accumulated a vast amount of water system experience in a variety of fields including the following: distribution system design, groundwater investigations, source and supply expansion, water system modeling and analysis, design of water storage facilities, water treatment plant analysis and design, surface water intake design and planning and permitting of water-related projects. We know water, and our array of technical expertise can identify solutions that lead to project success.



The City of Arcata's new Upper Panorama tank (welded steel).

Representative Water Supply and Distribution Experience		
Project	Client	Description
Water Supply System Improvements	City of Crescent City	\$8 million project included nearly 50,000 lineal feet of piping along a major transportation corridor.
Water Distribution Network Analysis	City of Arcata	Hydraulic modeling of water supply and distribution network and site evaluations for storage tanks.
Upper Panorama and California Water Tanks		Replaced aging redwood water storage tanks with welded steel tanks.
Elk River Water System Survey	Humboldt Redwood Company	Established a general engineering protocol for investigation and development of 10 specific, individual, on-site potable water supply systems.
Hoopla Valley Indian Reservation Phased Water System Improvements	Hoopla Valley Tribal Council	Improvements for approximately 6 miles of water transmission main, water storage tanks, and booster stations to supply upper zones from system network tanks.
Water System Improvements	Phillipsville CSD	\$1.7 million upgrades to the existing water transmission, treatment, and storage facilities.
Water Improvements	Scotia CSD	Replacement/rehabilitation of 37,000 lineal feet of water distribution line in and consolidated the existing fire supply and domestic water supply into distribution system. Assessed and provided recommendations to existing water treatment plant.
CALFIRE Water System Improvements	Various CAL FIRE sites in Northern CA	Design services for various CAL FIRE sites in Northern California. Services have included well installation, water treatment, and water storage.
City of Eureka Capital Improvement Projects	City of Eureka	Provided design services for a booster pump station and construction management on a waterline/valve replacement.
Infiltration Gallery Project	Langlois Water District, OR	Emergency construction of a new raw water intake system under Floras Creek.
FEMA Project	City of Bay City, OR	FEMA Disaster Prevention funded project to install three under river crossings for potable water lines using HDD.
Water Line Relocation Project	Tri City Joint Water & WW Authority, OR	Relocation of 500 feet of 12-inch waterline.
Waterline Relocation	Jordan Cove Energy Project	Installation of water main extension to industrial property.
Umpqua River Water Crossing	Umpqua Basin Water Association	900 foot directionally drilled 22-inch water main under the North Umpqua River to relocate the existing bridge crossing pipeline.



Proposition 1 Project Implementation/Funding Acquisition Experience

Because California has recently been in the midst of a severe, multi-year drought and the state's smaller communities have an aging water infrastructure system, the people of California voted for Proposition 1, which provides a dedicated source of funding to the state's water supply infrastructure. SHN is proud to have assisted client to acquire funding from the Prop 1 fund, and also provide the consequential services to improve water-related infrastructure for several modestly-sized California communities.

The following table presents SHN's funding-assistance experience with State of California (and other relevant) funding agencies.

SHN's Funding Assistance Experience				
Funding Program or Agency	Project Title	Assisted in Funding Acquisition?	Provided Services Specified in Grant?	Amount of Grant Funding
SWRCB Prop 1	Etna WWTF Planning Grant Application	Yes	Pending	\$410,000
	Alturas WWTP Planning	Yes	Yes	\$500,000
	Lake Shastina CSD, Wastewater Planning Study	Yes	Yes	\$500,000
	Town of Fort Jones Wastewater Services	Yes	Yes	\$348,000
SWRCB Clean Water SRF	Loleta WWTP Improvements	In Progress	In Progress	\$6.3 Million (pending)
SWRCB Prop 50	Trinidad-Westhaven Integrated Coastal Watershed Management Plan	Yes	Yes	\$500,000
	Trinidad-Westhaven Coastal Water Quality Restoration	Yes	Yes	\$470,000
SWRCB Prop 84	City of Tulelake Elevated Water Tank Emergency Repair	Yes	Yes	\$25,000
	Trinidad Stormwater Management Improvement	Yes	Yes	\$2.5 Million
Various (USDA-RD, Small Comm. Grant, and EPA)	Willits WWTF Upgrades	Yes	Yes	\$23.8 Million
USDA Rural Development	Mendocino City WWTP Improvements	Yes	Yes	\$3 Million

Well Services, Hydrogeology, and Geology Services

Water supply solutions for municipal clients require the integration of hydrogeology and engineering with proven knowledge and application of drilling techniques. SHN excels at providing subsurface investigations using a wide variety of drilling techniques chosen specifically for the particular geology of each site.

The drilling methods, size and type of equipment required depend upon the depth and required yield of the wells and the geological formations encountered at the project site.

SHN's personnel can determine geological conditions and aquifer characteristics using desktop investigations, direct observation during drilling, and pumping tests. Our team provides feasibility studies using geophysical survey methods and has the expertise to analyze the survey results, and estimate the depth and thickness of water bearing zones. Using data gathered during test well installations, SHN can design the production well specifications that include filter pack and screen slot intervals and sizing, casing diameter, and pump recommendations. Using known or estimated water use and production well yields, SHN can develop water management plans to optimize water delivery to meet the current and future needs of the communities we serve. We can estimate recharge rates, recommend well design features, plan well field design, and develop water management plans.

To conduct these services, we maintain a staff of experienced professionals including geologists, engineers, engineering geologists, and hydrogeologists.

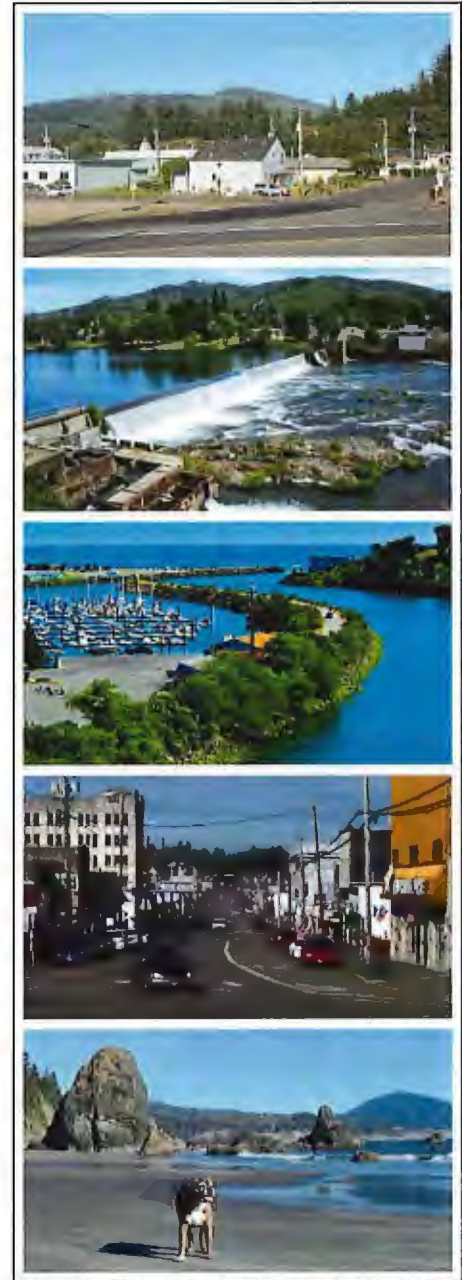


SHN supervised the well installation activities at CAL FIRE's Ishi Conservation Camp in Tehama County. The project included installation of two wells and a pair of 10-day pumping tests, complex permitting, and an aggressive schedule.

Rate Study Experience

SHN's representative rate study projects are from Northern California and Oregon rural communities, and include both water and wastewater studies:

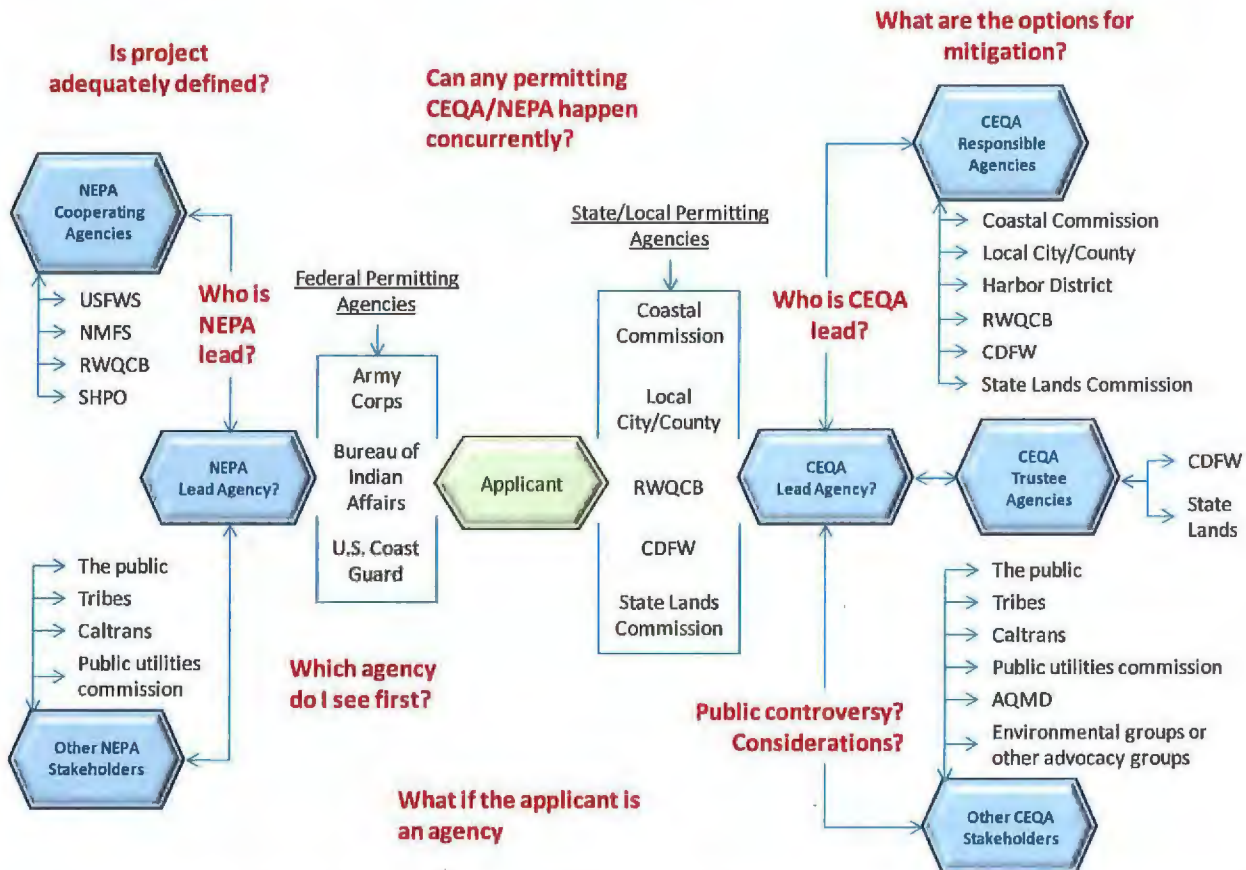
- **Lake Shastina CSD, Weed, CA.** Sewer rate study (currently in progress).
- **City of Arcata, CA.** Water user fees analyses and recommendations of new rates as well as wastewater user fees analyses rate recommendations.
- **City of Blue Lake, CA.** Water user fee analyses and rate study.
- **Loleta CSD, CA.** Evaluated District budget, projected project O&M costs, and projected project debt service to estimate new wastewater rates.
- **Samoa CSD, CA.** Developed new District budget based on similarly sized districts that we have worked with, including project O&M costs for new sewer and treatment systems, and projected sewer rates for District given multiple potential growth scenarios.
- **Scotia CSD, Scotia, CA.** Complete "start-up" of community system with operating budget and rate structure for a community that had never had district services.
- **City of Bay City, OR.** Water user fee analyses and recommendations for a "start-up" regional water system including beginning budget, operations and maintenance costs and budget analysis.
- **Green Sanitary District, OR.** SHN evaluated the District's rate structures and updated their mitigation fee rates for future developments.
- **Harbor Sanitary District, OR.** User fee analyses, rate study and mitigation fees for future development.
- **City of Port Orford, OR.** Wastewater user fee and mitigation fee analyses in addition to new rate structure recommendations.



SHN's rate study experience clients in the state of Oregon includes the City of Bay City, Green Sanitary District (Roseburg), Harbor Sanitary District (Brookings), the City of North Bend, and the City of Port Orford.

CEQA and NEPA Compliance Documents

SHN has provided CEQA and NEPA documents for many cities, counties, and special districts. In addition, we have conducted numerous special studies and written numerous CEQA/NEPA documents for private development clients, thereby being familiar with "both sides of the counter." Special studies prepared by us have included, where needed, all 20 CEQA resource topics.



As presented in this graphic, our team understands the circuitous nature of the permitting and CEQA documentation process. More importantly, we know how to "untangle the knot" and provide straightforward solutions to our clients' planning, permitting, and environmental documentation needs.

Construction Management/Turnkey Experience

SHN's Construction Management Team is comprised of Professional Engineers, Certified Engineering Geologists, Registered Geotechnical Engineers, Professional Geologists, Certified Construction Inspectors and Materials Testing Technicians, and labor compliance and project funding and development specialists. SHN staff has worked directly with funding agencies such as Caltrans Local Assistance, local redevelopment agencies, US Department of Agriculture (USDA) Rural Development, Federal Aviation Administration (FAA), Federal Emergency Management Authority, (FEMA), and Housing and Urban Development (HUD).



Our construction managers have established procedures to process submittals, administer contract cost controls and schedule compliance, manage inspections and testing to assure quality, to review and recommend change orders and pay requests, to compile a variety of informative reports for distribution to clients, agencies and others, to coordinate with agencies and client, and to facilitate contract closeout. Staff is well versed in SHN's internal hard copy and electronic work flow systems and with specialized paperwork utilized by various agencies such as Caltrans Local Assistance.

SHN's construction managers and special inspectors are highly trained in all aspects of materials and compliance testing. Our inspectors are certified by Caltrans, American Concrete Institute, American Association of State Highway and Transportation Officials (AASHTO) and the International Code Council. These organizations certify that our construction managers and inspectors provide expert construction observation and quality control. When requested, our inspectors can provide Independent Assurance Testing as identified in the Caltrans Quality Assurance Program. Our inspectors are keenly aware of the importance of their role on a construction site, and they work cooperatively with the contractors, agency inspectors and our clients.



Lake Shastina CSD District Engineering Experience

SHN has been providing District engineering services to the LSCSD since 2010 when we provided wastewater design and investigation services as part of the LSCSD's development of their wastewater treatment facility expansion through new ponds. Since that time, SHN has worked for the LSCSD to provide groundwater monitoring wells for the wastewater facility; collaborated with LSCSD staff on water system evaluations; provided recommendations for water tank maintenance and upgrades, sewer lift station design, drinking water well rehabilitation, and a variety of other services including planning and development of environmental documents for compliance with CEQA.

Highlights of our more significant work for the LSCSD is shown below.

Wastewater Mixing Zone Study

SHN developed a mixing zone study for LSCSD as part of their wastewater treatment facility expansion project. At the time, the Regional Water Quality Control Board (RWQCB) was requiring all new ponds to have double liners, which more than doubled the cost of development of that aspect of the project. SHN had been successful in developing 'mixing zone studies' of the groundwater at other wastewater facilities to show that there was no need for a double liner based on site conditions and current construction practices. SHN engineering and geology staff evaluated soils and the local geology at the site and provided a detailed mixing zone study to the RWQCB showing that there were no adverse impacts to groundwater from the proposed new pond system with a single liner. As a result, the LSCSD was able to implement the project with the single liner, saving significant money for the LSCSD and rate-payers.

Groundwater Monitoring and Assessment Plan

SHN was retained to develop a Groundwater Monitoring and Assessment plan to meet the RWQCB's requirements as part of new Waste Discharge Requirements for the LSCSD's wastewater treatment facility. As part of this work, SHN's environmental geology staff located and installed required monitoring wells at LSCSD's wastewater treatment facility to evaluate up-gradient and down-gradient water quality for on-going monitoring around the site. SHN coordinated all aspects of the project for LSCSD, including developing the type and location of the



SHN supervised the monitoring well installation at the LSCSD wastewater treatment facility.

monitoring wells, contracting with the drilling company and overseeing the wells construction and then providing initial well development and groundwater sampling and laboratory analysis. After the initial rounds of groundwater sampling and compliance monitoring for the RWQCB, SHN staff trained LSCSD wastewater staff on the proper procedures for sampling and protocols for laboratory analysis and reporting.

Wastewater On-call Services

SHN provided general consulting services to LSCSD for continued development of their wastewater treatment facility and compliance with waste discharge requirements from the RWQCB. As part of our work, SHN provided guidance for implementation of the WDR's and evaluated existing groundwater wells as the facility to determine feasibility for use in monitoring. After it was determined that the existing well was not available for use as a monitoring well, SHN recommended an alternative location for a new well and provided full-service installation and setup with LSCSD taking over monitoring as part of their regular work.

Well 10 Assistance

SHN's geologists provided assistance to the LSCSD to evaluate previous test well report and data for the Well 10 site. SHN also provided drilling and well development specifications for Well 10, which were used for bidding. During drilling of Well 10, SHN provided inspection services.

Prop. 1 Wastewater Planning Grant

SHN and RSE recently prepared a Preliminary Engineering Report for the wastewater system. Other services provided under this project include preparation of CEQA documents, 90% design plans, solar power feasibility study, SCADA evaluation, and a wastewater rate study. SHN is currently assisting the LSCSD with application for final design and construction funding.

Prop. 1 Drinking Water Plan of Study Preparation

During the Proposition 1 Drinking Water Planning Grant application process, SHN was contacted by LSCSD to provide assistance with preparation of a revised plan of study that addressed comments from the Division of Drinking Water (DDW). The Plan of Study has been submitted with no further comments from the State of California.



SHN characterized the subsurface material during the core drilling activities for Well 10.

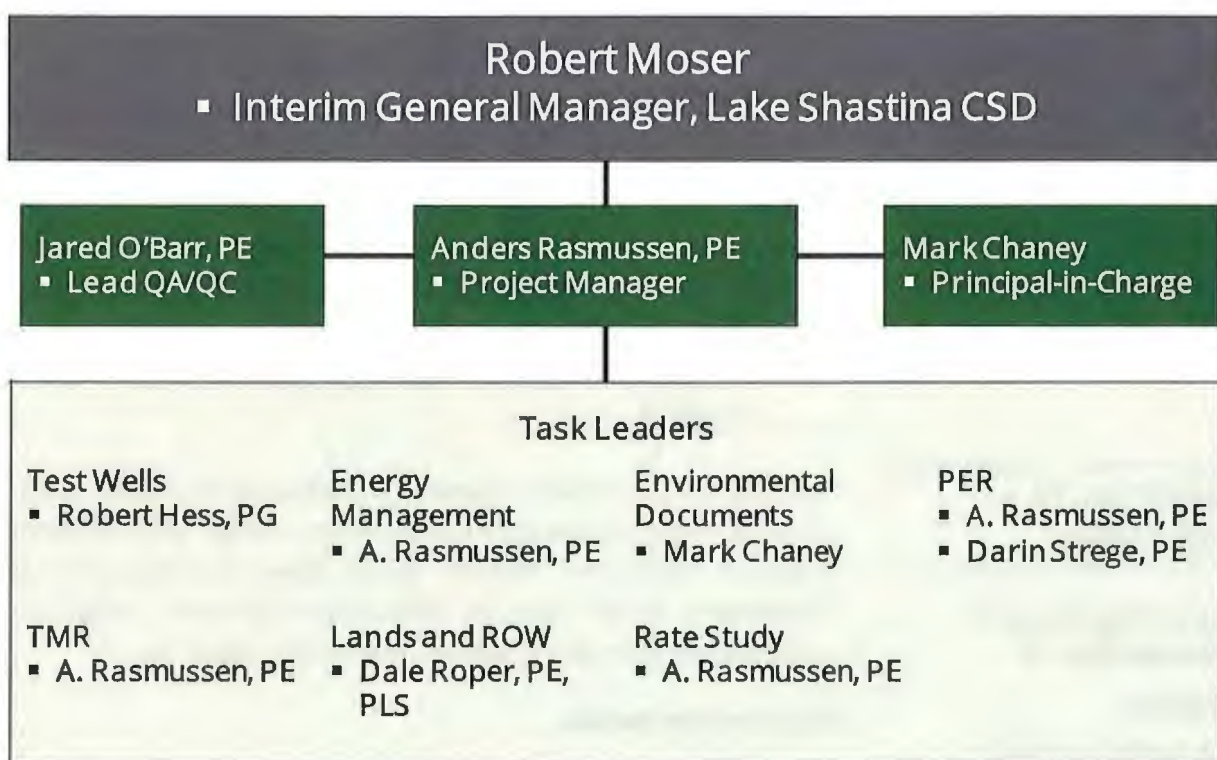


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3. Project Team

The following graphic presents our team's proposed organization structure to complete the project tasks as described in the LSCSD's RFQ. Brief team resumes are provided on the following pages.

Depending on individual project needs, please note that SHN is able to draw from a pool of more than 100 professionals (such as engineers, geologists, surveyors, planners, biologists, biologists/botanists, regulatory compliance specialists, field personnel, and administrative staff) in order to get the job done.





Anders Rasmussen, PE
Project Manager/Sr. Engineer

Years of Experience: 24
Years with SHN: 7

Education

M.S., Environmental
Engineering, University of
Minnesota, Minneapolis, MN

B.S., Civil Engineering,
University of the Pacific,
Stockton, CA

Professional Registrations

Registered Professional
Engineer, Civil, CA #C-58184

Professional Engineer, Civil,
OR #62601

Mr. Rasmussen has over 24 years of civil experience in water resources, water and wastewater, environmental restoration, general civil/site design, and regulatory compliance. Specific areas of expertise and interest include project management, including multidisciplinary teams in multiple offices; client development and client service management; master planning and studies, including economic analysis; conceptual, preliminary, and final design for design/bid/build, CM/GC, and design/build projects; stormwater management; water/wastewater; modeling for water quality, hydrologic, hydraulic (closed pipe and open channel); and site design for major facilities, including water and wastewater treatment plants.

Representative Projects

- Water System Arsenic Treatment Project, City of Paisley, OR
- Water System Improvements, City of Tulelake, CA
- Water Management Plan, City of Shasta Lake, CA
- Water Distribution System Model, Roseburg Forest Products, North Bend, OR
- Proposition 1 Wastewater Planning Project, Lake Shastina CSD, Weed, CA

Jared O'Barr, PE
Senior Engineer

Years of Experience: 12
Years with SHN: 12

Education

B.S., Civil Engineering,
University of Washington,
Seattle, WA; 2005

Professional Registrations

Professional Engineer (P.E.),
CA License #76125, 2010

Continuing Education

Design and Installation of
Buried Pipes, ASCE, February
2007

Mr. O'Barr has more than 12 years of municipal engineering experience. His wide range of experience includes water storage, distribution, and treatment; wastewater collection system design and evaluation; site development design; municipal infrastructure evaluation, design, and construction; stormwater mitigation; and funding acquisition.

Representative Projects

- Lundbar Hills Domestic Water Booster Pump Station – City of Eureka, CA
- Water Tank Replacement (Tank No. 7 and Tank No. 9) – City of Arcata, CA
- CAL FIRE High Rock Water Storage Tank and Distribution System, Weott, CA
- CAL FIRE High Rock Surface Water Treatment Plant, Weott, CA
- Hoopa Valley Public Utilities District Cyanotoxin Treatment Project, Hoopa, CA



Mike Foget, PE, LEED AP
Senior Engineer

Years of Experience: 26
Years with SHN: 22

Education

M.S., Environmental
Engineering; Washington State
Univ., Pullman, WA; 1992

B.S., Environmental Resources
Engineering; Humboldt State
University; 1989

Professional Registrations

Professional Engineer (P.E.), CA
License #54123

Continuing Education

"Local Assistance Training Aid
Series" Caltrans, February
2015

Richard Sample, PE
Electrical Engineer

Years of Experience: 47
Years with RSE: 18

Education

B.S., California State
University, Los Angeles, CA;
1976

Professional Registrations

Registered Electrical Engineer,
CA; No. 16423

Mr. Foget has more than 26 years of experience in civil and consulting engineering for both public agencies and private sector clients. He has been responsible for design, review, and completion of a wide range of engineering projects, including municipal utility projects. He has prepared conceptual design, construction plans, and specifications; specified equipment and materials, and supervise contractor installation of lineal infrastructure. His design engineering experience includes wastewater treatment facilities, stormwater drainage, construction management, and analysis of drainage facilities for stormwater. Mr. Foget has secured and managed multiple State- and Federally-funded infrastructure projects.

Representative Projects

- Water Treatment Plant Upgrades – Town of Scotia
- Water Distribution System Assessment, Design, and Construction, Town of Scotia
- Cyanotoxin Water Treatment Plant Upgrades – Hoopa Valley Public Utilities District
- Water Treatment Plant Upgrades – CAL FIRE (multiple sites in Northern California)

Mr. Sample is a professional engineer with more than 46 years of experience in electrical consulting engineering, specializing in municipal project design during the last 30 years, including those for wastewater treatment facilities. All projects involved complete design, bid and construction support services as required for either completely new facilities or major expansion of existing facilities. Richard is knowledgeable in the design of utility and standby power systems, power distribution, lighting, HVAC, soft start and variable speed pump control, and SCADA/System interface.

Representative Projects

- Tulelake Well Nos. 1 & 3 Upgrade, Town of Tulelake, CA
- Lundbar Hills Domestic Water Booster Pump Station – City of Eureka
- Scotia River Pump Infrastructure Improvements, Scotia, CA
- Mendocino WWTP Rehabilitation, City of Mendocino, CA
- Port Orford WWTP Expansion, City of Port Orford, OR
- Willits WWTP Expansion - Stages 1/2, City of Willits, CA



Darin Strege, PE
Project Manager/Sr. Engineer

Years of Experience: 27
Years with SHN: 3

Education

B.S., Civil Engineering, North
Dakota State University,
Fargo, ND

Professional Registrations

Registered Professional
Engineer, Civil, CA #C-59686

Mr. Strege has over 27 years combined civil/structural design, project management, construction and personnel supervision experience. General civil design experience includes grading and drainage plans, utility plans, water distribution pumps and piping, water storage tank sizing, on-site septic systems, and base flood elevation assessments. Structural design experience includes structure modifications associated with nuclear decommissioning, residential design, bridge false work, temporary shoring, and concrete forms. Project management and construction experience includes: bridges, retaining walls, landfill capping, storm damage repairs, road reconstruction, utilities, dam retrofit, transformer pad, waste water treatment ponds, thermal curtain demo, and levee repairs.

Representative Projects

- Water Storage Tank Sizing, Distribution Piping System, East Side Road Development Project, Willits, CA
- Hayfork Irrigation System Project, Trinity County Waterworks District, Hayfork, CA
- Water Storage Tank Sizing, Well Pumping System Design, Vineyards Subdivision, City of Anderson, CA

Dale A. Roper, PE, PLS
Senior Engineer / Surveyor

Years of Experience: 39
Years with SHN: 10

Education

M.S., Civil Engineering, San
Jose State University, San
Jose, CA; 1983

B.S., Environmental
Resources Engineering,
Humboldt State University,
Arcata, CA; 1978

Professional Registrations

Professional Engineer (P.E.),
CA License #35379

Professional Land Surveyor
(P.L.S.), CA License #5504

Mr. Roper has more than 39 years of experience as a professional civil engineer and land surveyor. Services performed included boundary surveying and topographic mapping; preparation of preliminary development plans and tentative maps; preparation of construction documents including grading and drainage plans, utility plans (sewer, water, and storm drainage); septic systems; access roads; erosion control plans; storm water pollution prevention plans; construction specifications; and engineers estimates.

Representative Projects

- Engineering and Land Surveying Services for the Lake Shastina Community Services District, Weed, CA
- Engineering and Land Surveying Services for the Town of Fort Jones Wastewater Treatment Facility, Project, Fort Jones, CA
- Project Manager and Engineer for Hardin Road Access Project, Montgomery Creek, CA
- Hayfork Irrigation Pipeline Project, Hayfork, CA
- Phillipsville Water System Project, Phillipsville, CA



Bob Hess, PG
Senior Geologist

Years of Experience: 22
Years with SHN: 4

Education

B.S., Geology, California State University, Chico, CA; 1996

Registrations & Training

Professional Geologist #7403, CA

Mr. Hess is a licensed professional geology with expertise in field exploration, drilling techniques, monitoring well installations, Brownfield investigations, site remediation, plan and procedure development, bid preparation, permitting, and subcontractor oversight. Field experience includes excavations, drilling, soil, water, and soil-gas sampling, monitoring and remediation well installations, hydrogeologic evaluations, fate and transport evaluations, and lithologic and geophysical logging.

Representative Projects

- Project Geologist, CAL FIRE Yreka, Siskiyou Unit Subsurface Investigation Workplan
- Project Geologist, Mendocino CSD Third-Party Hydrologic Study Review
- Project Geologist, CAL FIRE Washington Ridge CC Water Supply Well Rehabilitation
- Project Geologist, National Parks Service Whiskeytown National Recreation Area Water Supply Well Project

Roland Rueber, PG
Senior Geologist

Years of Experience: 23
Years with SHN: 19

Education

Additional Coursework, Geology, Colorado State University, Fort Collins, CO

B.S., Geology, Humboldt State University, Arcata, CA; 1993

Professional Registrations

Professional Geologist #7629, CA

Registered Geologist #G2337, OR

Mr. Rueber has 23 years of experience at SHN in environmental and applied geology while working with federal, state, and local regulatory agencies. Experience includes project management, Phase I/II site investigations, plan and procedure development, bid preparation, permitting, and subcontractor oversight. He has prepared and implemented over 50 remedial action plans for a variety of contaminants. Field experience includes excavations, drilling, soil and groundwater sampling, monitoring and remediation well installations.

Representative Projects

- Project Geologist, Water Supply Well Redevelopment, Sampling, and Water System Modifications, CAL FIRE Washington Ridge Conservation Camp, Nevada City, CA
- Project Geologist, Supply Well Installation and Permitting, CAL FIRE Forest Learning Center, Fort Bragg, CA
- Project Geologist, Water Well Assessment, Trinidad Rancheria, Trinidad, CA
- Project Geologist, Water Well System Installation, Leggett Valley School District, Leggett, CA



Mark Chaney
Senior Planner

Years of Experience: 41
Years with SHN: 19

Education

B.S., Forest Resource
 Management, Humboldt
 State University, Arcata, CA

Undergraduate (Civil
 Engineering), California State
 Polytechnic University,
 Pomona, CA

Memberships

American Planning
 Association

American Water Works
 Association

Mr. Chaney is the Principal of SHN's Redding office and has more than 35 years of experience as an environmental scientist and project manager for federal, state, and local government entities. He has developed and managed both large and small projects that involve multiple specialty disciplines, such as special status species surveys and mitigations, wetlands, hazardous materials characterization and remediation, and significant cultural resources. He has prepared hundreds of NEPA and CEQA documents, and has been the Project Manager and lead document preparer for both CEQA EIR's and NEPA EIS documents.

Mr. Chaney specializes in managing interdisciplinary projects where his wide ranging experience provide clients with project development planning, initial screening of potential development constraints, and early issue resolution

Representative Projects

- Water Supply Line NEPA and CEQA Documents, City of Etna
- Hayfork Community Water System (CEQA MND), Hayfork, CA
- Hubbard Creel Water System Improvements, City of Port Orford, OR
- City of Myrtle Creek Water System (DHS ER), Myrtle Creek, OR
- Sugar Creek Irrigation Pipeline, Siskiyou County, CA
- North Market Sewer Force Main HDD Project, Redding, CA
- Scott River Lodge Development, Siskiyou County, CA
- Young's Dam Fish Ladder Construction (CEQA MND), Etna, CA
- Makenze Dam (CEQA MND), Shasta County, CA
- Wedderburn Sanitary District (USDA EA), Gold Beach, OR
- Bethel Church Collyer Drive Campus EIR, Redding
- Salt Creek Heights Subdivision Planned Development EIR, Redding
- Hartnell Commercial Development, Redding
- Wild Diamond Vineyards EIR, Lake County
- Environmental Planning Services, Lassen County
- Harris Quarry CEQA Documentation, Mendocino County
- Coos Bay WWTF EA, City of Coos Bay, OR
- JH Ranch Master Planning, Etna

4. Representative Projects and References

Featured Projects

Water System Improvements, City of Tullake, CA.

The City of Tullake received CDBG funding to make renovations to portions of the community's drinking water system, including a new well house at Well No. 1, backup generators, and rehabilitation (repair and recoating) of the ground and elevated water storage tanks. SHN provided design, bidding, and construction administration services.



Water System Arsenic Treatment Project, City of Paisley, OR.

The City of Paisley's water supply had levels of arsenic above the drinking water standard and required treatment to bring the potable water supply into compliance. Part of the scope of work included replacing the well house at Well No. 1 with a larger structure (16 feet by 24 feet) to house both the well pump and the arsenic removal system. The work included resetting the well pump and installing new piping, both inside and outside the structure. The well house is a wood framed structure with metal siding and insulation. Other project features included new chemical feed system, manual controls, and a backwash/flushing system.



Water System Improvements, Town of Scotia, CA

For the Town of Scotia's subdivision project, SHN is redesigning the water intake pumping system, making modifications to the existing treatment plant, and has consolidated the domestic and fire water storage and distribution system. As part of these improvements, the private power grid needed to be converted to a grid owned and operated by the Pacific Gas & Electric Company (PG&E). PG&E's power grid is at a different voltage than the existing water system pumps, requiring new transformers and new switch gear, to prevent power surges. This new equipment is housed in a new building to protect from weather and seismic events. SHN designed the building to "essential facility" standards, because it provides power to the town's domestic and fire water supply. Therefore, SHN recommended the use of a concrete masonry unit (CMU) block building, with a footprint of approximately 17 feet by 11 feet. SHN designed the structure, assisted in the public bidding process to select a contractor, and provided construction oversight and inspection during the building's construction. Richard Sample Engineering provided all of the electrical work as SHN's subcontractor.

Wastewater Treatment and Reuse Environmental Record, Mendocino City CSD, Mendocino, CA. SHN prepared an Environmental Record document for use by the District and the USDA-RD in renovation of the District's wastewater treatment facility and wastewater reuse system. The project incorporated current USDA requirements for environmental documents that are categorically excluded from preparation of an EA. SHN provided all engineering design work, biological studies and coordinated cultural resource evaluations for the District. SHN also provided the CEQA documentation for Mendocino County use.



Water System EA, Big Valley Rancheria, Lake County, CA. SHN prepared a full NEPA EA for the Tribe's new water treatment facility and new water distribution pipelines within the Tribal community. The project required detailed analysis of wetlands, botanical and flooding impacts, including the preparation of the 8-step floodplain evaluation process.



Water Tank Project EA, City of Etna, CA. SHN developed the City's new water tank project EA in 2017 to comply with the requirements of the HCD and CDBG requirements for the project development. SHN provided all documentation and biological reviews and coordinated cultural resources evaluations. SHN also provided a separate CEQA document for use by the City to comply with State requirements.



Proposition 1 Wastewater Planning Grant, Town of Fort Jones, CA. SHN prepared a Plan of Study for the Proposition 1 Wastewater Grant application. After funding was secured, the Town hired SHN to prepare a Sanitary Sewer Evaluation Study, a Wastewater Facilities Plan, and CEQA Documentation. SHN is currently working on the wastewater rate study and will be soon starting on a Report of Waste Discharge and Construction Funding application.



Loleta CSD WWTF Design and CEQA/NEPA Permitting, Loleta, CA. SHN prepared the SWRCB Clean/Drinking Water State Revolving Fund Environmental Packages (also known as NEPA cross-cutters) for the construction phases of two Loleta Community Services District (LCSD) projects. The LCSD Sanitary Sewer Collection System Rehabilitation Project consisted of rehabilitating Loleta's sanitary sewer collection system. The LCSD WWTF Disposal Improvement Project consisted of replacing the existing wastewater treatment facility, rehabilitating the existing wastewater discharge pipe, and constructing a new land application system for seasonal disposal of treated wastewater effluent.



Completing the Environmental Package applications included the following for each project:

- CEQA compliance
- Environmental Alternatives Analysis
- Archaeological and Historic Preservation Act compliance
- Clean Air Act compliance
- Coastal Barriers Resource Act compliance
- Coastal Zone Management Act compliance
- Endangered Species Act compliance
- Environmental Justice
- Farmland Protection Policy Act compliance
- Fish & Wildlife Coordination Act compliance
- Floodplain Management compliance
- Magnuson-Stevens Fishery Conservation and Management Act compliance
- Migratory Bird Treaty Act compliance
- National Historic Preservation Act compliance
- Protection of Wetlands
- Rivers and Harbors Act compliance
- Safe Drinking Water Act compliance
- Wild and Scenic Rivers Act compliance



Project References

We have included the following references to highlight several project elements relevant to your project. Please feel free to discuss SHN's track record for reliability, effectiveness, and quality. Our clients often tell us that we have saved them time, money, and headaches by helping them with their projects in a reliable and professional manner.

Project references from our representative projects are provided below, and we have also included several client testimonials.

Client References

- Brett Nystrom
Director of Public Works
City of Tulelake
530-667-5522
tulelakepublicworks@cot.net
- Frank Bacik
President
Town of Scotia, LLC
707-764-5063
fbacik@townofscotia.com
- Duane Young
City of Paisley
System Operations Specialist
541-943-3173
info@cityofpaisley.net
- Marcus Drumm
Loleta CSD
General Manager
707-733-1717
loletacsd@suddenlinkmail.com
- Sarah Griggs
City of Etna
City Clerk
530-467-3217
etnacity@sisqtel.net

Selected Client Testimonials

"SHN's work product is and always has been routinely prompt, thorough, and within budget, regardless of the scope or complexity of any given project."

*Stephen Tyler, Interim District General Manager
Scotia Community Services District*

"SHN's knowledge and experience of water and wastewater engineering, community services district operation, and land planning have made them a leader in these fields."

*David Hull, General Manager
Humboldt Community Services District*

"SHN has demonstrated their professional abilities as a qualified team capable of providing various services, and I can recommend SHN without reservation."

*Glenn Bernald, Public Works Supervisor
City of Blue Lake*

"SHN has consistently provided me with outstanding guidance and expertise. The compliance services that they provide me are well orchestrated and completed in a timely fashion."

*Bob Marino, General Manager
DG Fairhaven Power*

5. Project Understanding and Approach

SHN's approach is based on the Study Plan Scope provided in the RFQ, of which SHN previously prepared by for the LSCSD. Proposed deliverables for each task are as indicated on the Study Plan Scope unless noted otherwise. SHN will leverage related work performed previously under the Proposition 1 Wastewater Planning Grant work, including backup power, solar power, and SCADA system to reduce unnecessary effort on this project.



Task 1. Test Wells

Based on work that the LSCSD had undertaken at the Well 10 site since this Study Plan was developed and submitted to the State, SHN's approach is to drill up to two additional test wells, the first one of which will be at the Well 10 site but go deeper to approximately 400 feet in depth. A second test well will be drilled in another location as determined by SHN's staff geologist in consultation with LSCSD staff.

SHN Fee: \$100,000 (includes drilling subcontractor)



Drilling activities for the first test well at the Well 10 site.



Task 2. Energy Management Study

The purpose of this task is to evaluate the baseline electrical usage within the LSCSD drinking water system, which includes well pumps and booster pump stations, and identify opportunities where energy savings can be made. SHN will assist LSCSD staff in reviewing historical energy usage related to the drinking water system. SHN will prepare a brief technical memorandum identifying the historical usage and any feasible opportunities to save additional energy.

SHN Fee: \$10,000



Task 3. Preliminary Engineering Report

SHN will prepare a Preliminary Engineering Report (PER) that follows the USDA Rural Development PER preparation guidelines. The technical content of the PER will include evaluation of alternatives and recommendations for water tank rehabilitation, backup generators, backup production wells, energy usage, booster pump station upgrades, SCADA system, and meter and fire hydrant replacement. Some of the technical evaluation will be performed in other tasks, and the PER will summarize the work.

Water tank condition evaluation will be performed for the exterior by SHN engineers and for the interior and by a specialty diving subcontractor, such as Liquivision. SHN will also prepare recommendations to isolate individual tanks, since the tanks cannot currently be isolated from the distribution system.

SHN, along with our electrical engineering subconsultant, Richard Sample Engineering, recently performed an evaluation for backup generators for the wastewater system and will leverage this work to prepare a recommendation that can be utilized by both the water and wastewater systems in order to save costs.

The work in this task related to the backup production wells includes preliminary design and cost estimate for the infrastructure related to well pumping and connection to the distribution system.

Energy usage will be focused on evaluating opportunities to reduce current electrical costs, primarily focused on using solar panels to offset electrical usage. Much of the work will be completed under Task 2 and will be summarized in the PER. SHN prepared a technical memorandum related to using solar power under the Proposition 1 Wastewater Planning Grant project, and the information from that study will be utilized here.

The booster pump stations will be evaluated with recommendations for improvement.

The SCADA system evaluation will not be needed as the LSCSD has already procured the XiO system for the water utility and is considering its use for the wastewater system.

SHN will discuss with the LSCSD regarding their current program for meter and fire hydrant replacement. If needed, SHN will provide an evaluation and recommendation for meter and fire hydrant replacement.

SHN Fee: \$130,000

**Task 4. Environmental Documentation**

SHN expects that the proposed projects are not entirely exempt from CEQA as originally envisioned and will therefore require additional studies and CEQA documentation. SHN will verify this assumption prior to proceeding with additional effort.

SHN Fee: \$75,000

**Task 5. Technical, Managerial, and Financial Assessment**

In accordance with State of California guidelines, SHN will perform a Technical, Managerial, and Financial (TMF) Assessment in accordance with State of California funding requirements.

SHN Fee: \$20,000

**Task 6. Lands and Right-of-Way Acquisition**

Additional easements will be needed to tie any new production wells from the LSCSD property to the distribution system. At this stage, no new land acquisition is anticipated, but could be necessary depending on the outcome of the technical work performed under other tasks.

SHN Fee: To be Determined, up to \$15,000

**Task 7. Rate Study**

SHN is currently completing a rate study for the wastewater system. SHN was also recently selected to provide services to prepare a water rate study, but, at the request of the LSCSD, this work was suspended as it would be incorporated within this project. SHN will prepare a rate study that follows the Proposition 218 process.

SHN Fee: \$25,000

**Task 8. Additional Permit Applications**

SHN does not currently anticipate additional permit applications are required during this stage of project development; however, we are available to assist the LSCSD to prepare additional applications as may be needed.

SHN Fee: \$0



Task 9. Legal Consultation

SHN will not be performing any work under this task unless requested by the LSCSD.

SHN Fee: \$0



Task 10. Financial Assistance

SHN will assist the LSCSD with funding application to up to two funding sources, including the State of California Drinking Water State Revolving Loan Fund (DWSRF) and possibly the USDA Rural Development agency.

SHN Fee: \$10,000



Task 11. Project Administration

SHN will not be performing any work under this task unless requested by the LSCSD.

SHN Fee: \$0

Present and Projected Workloads

Based on current staffing levels and projected workload, we have capacity to start work on this project immediately once the LSCSD has received funding, and expect to have sufficient staff availability to complete the work within 18 months from issuance of Notice to Proceed.

Capability to Meet Time and Budget Requirements

SHN has a history of staying within contractual budget limits, especially when SHN assisted with crafting the budgets, as was the case with this Proposition 1 Drinking Water Planning Grant. As indicated previously, SHN has current staff levels that give us the ability to stay within reasonable time limits.



Eureka, CA | Arcata, CA | Redding, CA | Willits, CA | Coos Bay, OR | Klamath Falls, OR

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LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: June 19, 2019

FROM: Robert Moser, General Manager

SUBJECT: LSCSD/LSPOA Maintenance and Employee Agreement

BACKGROUND:

For the past several years there has been no agreement between that LSCSD and the LSPOA on the use of the LSCSD Maintenance Yard. Several General Managers have tried to deal with this issue and have not had much success. This has been an ongoing process since 2015.

SUMMARY:

Over the course of the past few months, the LSPOA General Manager and myself have been working on a solution and agreement for the LSCSD Maintenance Yard. With the help of both Boards of Directors, and our Attorneys, we believe that a fair and long-term solution has been met. This agreement covers the yard, maintenance employees if needed, equipment use and utility services.

RECOMMENDATION:

By Motion approve the LSCSD/LSPOA Maintenance and Employee Agreement, as presented.

ATTACHMENTS:

LSCSD/LSPOA Maintenance and Employee Agreement

LAKE SHASTINA COMMUNITY SERVICES DISTRICT LAKE SHASTINA PROPERTY OWNERS ASSOCIATION MAINTENANCE YARD AND EMPLOYEE AGREEMENT

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

Recitals:

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

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. EMPLOYEE SHARING:

The DISTRICT and the LSPOA agree to, from time to time, utilize each other's non-clerical (field maintenance) staff as mutually agreed upon by their respective General Managers.

- A. Hours are to be recorded and jointly approved by both General Managers. The General Manager will make sure that the projects assigned to their employee continue to have a public purpose for their respective districts.
- B. Reimbursement shall be at the loaded hourly rate of the job classification utilized, which is defined as the employee's base salary, plus benefits, specialty pay and additional pay to cover the total amount the employer is expending on the employee per hour.
- C. All staff shall continue to report and receive payment from their respective employer. This does not create a joint employment situation.
- D. Each party shall promptly reimburse the other for use of the other's employee(s) upon written request for payment, but in no event later than 30 days from the date of such written request.

2. MAINTENANCE YARD:

- A. DISTRICT and LSPOA agree to jointly utilize, on a cost sharing basis, DISTRICT's Maintenance Yard and shop space. LSPOA agrees to provide their equipment for DISTRICT and LSPOA to jointly use, at no charge to DISTRICT, in exchange for allowing LSPOA to store and maintain its equipment in DISTRICT'S Maintenance Yard. LSPOA agrees to pay one (1) dollar per year for use of yard in accordance with Government law.
- B. LSPOA's obligations shall include:
 - a. LSPOA shall properly maintain its equipment in accordance with manufacturer's recommendations.
 - b. LSPOA shall provide its equipment for use by qualified DISTRICT operators.
 - c. LSPOA shall track and reimburse DISTRICT for the actual cost of use of all fuels, fluids and materials.

- d. LSPOA shall be considered a "Renter" of maintenance yard and shop space.
- e. LSPOA shall be responsible for any damage incurred to yard and shop space by any LSPOA employee, upon sufficient proof that such damage was caused by an LSPOA employee.
- f. LSPOA will not sublet or share the maintenance yard or shop space with any other entity unless agreed to by DISTRICT.
- C. DISTRICT's OBLIGATIONS SHALL INCLUDE:
 - a. DISTRICT shall be responsible for any damage to LSPOA equipment.
 - b. DISTRICT shall maintain yard in keeping with industrial and state standards as required by law.
 - c. DISTRICT shall provide maintenance yard and shop space access to authorized LSPOA personnel without restrictions.

3. PREVIOUS AGREEMENT SUPERSEDED

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

4. FAILURE TO PERFORM

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

5. FACILITIES, EQUIPMENT AND SUPPLIES

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

6. ASSUMPTION OF LIABILITY; INDEMNITY; INSURANCE

- A. DISTRICT shall indemnify and defend LSPOA and its directors, officers or employees from liability for any act or omission alleged to have been committed by any officer, agent or employee of DISTRICT in the course of DISTRICT's performance under this AGREEMENT.
- B. LSPOA shall indemnify and defend DISTRICT from liability for any act or omission alleged to have been committed by any officer, agent or employee of LSPOA in the course of LSPOA's performance under this AGREEMENT.
- C. DISTRICT shall procure and maintain in full force and effect during the duration of this AGREEMENT comprehensive public liability insurance, with coverage of not less than \$1,000,000 per occurrence, for any claims related to its activities, including those required of it under this AGREEMENT, and shall name LSPOA as an additional insured thereunder. DISTRICT shall provide a Certificate of Insurance to LSPOA evidencing said coverage.
- D. LSPOA shall procure and maintain in full force and effect during the duration of this AGREEMENT liability insurance in accordance with the requirements of Civil Code Sections 5800 and 5805 and shall name DISTRICT as an additional insured thereunder. LSPOA shall provide a Certificate of Insurance to DISTRICT evidencing such coverage.

- E. Each party shall procure and maintain in full force and effect during the duration of this AGREEMENT worker's compensation insurance for its respective "shared" field maintenance staff to the extent it is required by law.

AMENDMENTS TO AGREEMENT

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

LEGAL COUNSEL

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

ALTERNATIVE DISPUTE RESOLUTION

- a. In the event of any controversy, claim or dispute arising out of or relating to this AGREEMENT, or the breach, termination, enforcement, interpretation or validity thereof, including determination of the scope or applicability of this AGREEMENT to arbitrate, ("dispute"), the parties hereto shall use their best efforts to resolve their differences. To this effect, they shall consult and negotiate with each other in good faith and recognize their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

In the event the dispute is not resolved by formal negotiation within 30 days, (or any mutually agreed extension of time), of the first meeting between the parties, the case shall be referred to mediation.

The parties are free to select any mutually acceptable mediator. If the parties cannot agree, or have no specific choice of mediator, then a mediator will be chosen by the arbitration administrator of the Siskiyou County Superior Court.

The mediation process shall continue until the dispute is resolved or until the mediator provides the participants with a writing signed by the mediator stating that the mediation is terminated, or words to that effect, or a party provides the mediator and the other parties with a similar writing, or for 10 calendar days there is no communication between the mediator and any of the parties relating to the dispute. If the dispute is not resolved by mediation as set forth above, then the parties will resort to arbitration before a sole arbitrator. If the parties cannot agree, or have no specific choice of arbitrator, then an arbitrator will be chosen by the arbitration administrator of the Siskiyou County Superior Court. The arbitrator's award shall be binding on the parties. Judgement on the award rendered by the arbitrator may be entered in any court jurisdiction thereof.

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

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

ATTORNEY'S FEES

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

RECORDS

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

RELATIONSHIP BETWEEN THE PARTIES

It is expressly understood that in the performances of the services herein, the LSPOA and the agents and employees thereof, shall act in an independent capacity and not as officers, employees or agents of the County.

TERM OF AGREEMENT

This AGREEMENT shall be effective on June 20, 2019 and terminate on June 20, 2029 This AGREEMENT may be terminated upon mutual agreement between the parties. Upon termination of this agreement, LSPOA shall have ninety (90) calendar days to remove its property and equipment from the maintenance yard.

APPROVAL BY LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

The foregoing was approved by the Board of Directors of the Lake Shastina Property Owners Association at a duly called meeting held on June 12, 2019.

DATE: 6/12/19

Rita MacIntosh, Pres
Rita MacIntosh, LSPOA President

DATE: 6/12/19

Alan Pursell
Alan Pursell, LSPOA Secretary

APPROVAL BY LAKE SHASTINA COMMUNITY SERVICES DISTRICT

The foregoing was approved by the Board of Directors of the Lake Shastina Community Services District at a duly called meeting held on June 19, 2019.

DATE: _____

Rick Thompson, CSD President

DATE: _____

Robert Moser, CSD Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: June 19, 2019

FROM: Robert Moser, General Manager

SUBJECT: Ratification of General Manager Employment Agreement with Approval of Date Change in Section 8

SUMMARY:

Ratify the General Managers Agreement dated May 20, 2019 with a salary of \$104,000.00 per year. Also, clarification in Section 8 Item f regarding the date range for the CPI needs to be approved.

OPTIONS:

- 1) By Motion ratify Robert Moser's Employment Agreement dated May 21, 2019, with a fixed salary at \$104,000 per annum, and approve modification to Section 8 Item f of Agreement, as submitted.
- 2) Amend or modify option above.

ATTACHMENTS:

- 1) General Managers Employment Agreement - approved by the Board at a Special Meeting on May 21, 2019

APPOINTMENT OF GENERAL MANAGER/PUBLIC WORKS DIRECTOR AND EMPLOYMENT AGREEMENT

This Agreement is made this May 20, 2019 between Lake Shastina Community Service District ("District"), a political subdivision of the State of California, and Robert Moser ("Employee" or "General Manager/Public Works Director").

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

RECITALS

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

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

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

WHEREAS, Employee desires to accept said appointment; and

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

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

DUTIES AND RESPONSIBILITIES

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

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

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

that do not materially interfere with the services required under this Agreement do not require prior written consent of District.

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

EMPLOYEE'S ETHICAL OBLIGATIONS

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

DISTRICT AUTHORITY

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

SALARY

7. As compensation for services provided as General Manager/Public Works Director, the District shall pay Employee a fixed salary at \$104,000 per annum, payable in accordance with District policy. General Manager/Public Works Director is an exempt employee and shall work approximately 40 hours a week for the District. Unless sooner conducted as provided in Paragraph (1), an initial performance review of Employee shall be conducted by the Board on or about the one-year anniversary date of the date of appointment stated in section 11 of this Agreement.

OTHER COMPENSATION AND BENEFITS

8. Commencing on May 20, 2019, Employee shall receive the following benefits:

a. The General Manager/Public Works Director shall be provided benefits for medical dental and vision coverage as the other employees of the District, which is currently provided by Teamsters Union Local 137;

b. PTO accruing at the rate of 280 hours per year. PTO will increase by 8 hours on the first pay period after the anniversary date of this agreement. Any accrued vacation, sick, comp, floating holiday's Employee currently has with District shall be retained and added to the future accrual. Accrual of PTO time is capped at 2 years of

accrual. General Manager/Public Works Director shall notify the Board prior to taking more than 3 PTO days off at a time, and shall ensure that all matters are covered in his absence.

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

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

f. Effective the first full pay period following every July 1, 2020 employee shall receive a salary increase equivalent the percentage increase in the cost of living, determined by the Consumer Price Index, U.S. Department of Labor, Western Region Urban Wage Earners and Clerical Workers B/C (less than 1,500,000 population) for the previous year. Using October to October to determine the percentage.

SUPPORT SERVICES

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

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

TERM

11 The effective date of appointment as General Manager/Public Works Director for Employee shall be May 20, 2019. The term of this Agreement shall be from May 20, 2019 through June 30, 2022, with the option of renewal for an additional three (3) years, subject to the following conditions:

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

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

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

TERMINATION OF EMPLOYMENT

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

13. Termination for Cause:

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

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

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

14. Termination without Cause:

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

b. The General Manager/Public Works Director serves at the pleasure of the Board upon the terms and conditions described in the agreement, in the sole discretion of the Board. **This is an at-will employment position.** The Board's discretion may be exercised without cause and at any time during the term of this Agreement, upon 30 days' written notice of removal by majority vote of the Board. If the General Manager/Public Works Director is terminated without cause, or contract is not renewed he shall be given the option of returning to the position of Public Works Director, the description of which is attached hereto as Exhibit B. Salary will be set by Board based on a salary survey of appropriate jurisdictions.

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

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

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

15. Severance Pay:

a. No severance pay will be paid to employee.

INDEMNITY

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

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

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

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

the Agreement and is in addition to any other rights or remedies that Employee may have under the law.

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

NOTICES

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

Employee's Address:	DISTRICT BOARD
On file with Payroll Clerk	Attn: President of the Board 16320 Everhart Dr. Weed, CA 96094

Any notice of change of address shall be effective only upon receipt.

WAIVER

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

REMEDY FOR BREACH

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

PARTIAL INVALIDITY

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

NON-ASSIGNMENT

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

ENTIRE AGREEMENT

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

PERSONNEL RULES SUPERSEDED

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

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

Robert Moser, Employee

LAKE SHASTINA CSD, Employer

Rick Thompson, President of the
District Board

Approved as to form:

Margaret Long, District Counsel