



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Regular Meeting

Wednesday, September 21, 2016 – 1:00 p.m.

Administration Building

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

CALL TO ORDER:

LSCSD Board Roll Call: Directors: French _____ Hoke _____ Layne _____ Mitchell _____ Thomsson _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction, whether or not on the agenda for this meeting. Each individual comment will be limited to three minutes. The public comment portion of the meeting will be limited to thirty minutes (total time). For items that are on this agenda, speakers may request that their comments be heard instead at the time the item appears on the agenda prior to the Board addressing the agenda item. The Board may ask questions, but may not act during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place the item on a future agenda.

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

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

DISCUSSION / ACTION ITEMS:

2. Fire Department Monthly Report (FC Pappas)
3. Police Department Monthly Report (PO Beck)
4. Employment agreement with Mike Wilson for Police Chief (GM Drexel)
5. Review and consideration to repeal Burn Site Ordinance 1-00 (GM Drexel)
6. Status of B-114 Lift Station Retrofit (GM Drexel)
7. Well #4 Retrofit (GM Drexel)
8. Proposed business relationship between LSPOA and LSCSD (GM Drexel)
9. CEQA Documentation for New Wells (GM Drexel)
10. Director Hoke Residency (GM Drexel)
11. Public Records Act Requests for information from Moller attorney (GM Drexel)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

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

REPORT ON CLOSED SESSION:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on October 19, 2016, 1:00 p.m. at the Administration Building.

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



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
 Wednesday, August 17, 2016 – 1:00 p.m.
 Administration Building
 16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 1:03 p.m.

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

Also present: SAC Nelle, AA Charvez, PO Beck and District Counsel Winston. There were approximately 22 people in the audience.

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

PUBLIC COMMENTS: Two (2) speakers; no follow up action required.

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

1. A. Approval of Minutes: Regular Meeting July 20, 2016
- B. Ratification of Disbursements: July 1 through July 31, 2016
- C. Budget Comparison / Variance Report: FY 2015/2016 and FY 2016/2017 YTD
- D. Accounts Receivable Aging Analysis: FY 2015/2016
- E. LAIF Quarterly Report
- F. Approval of transfer of funds from CSD Operating Account to LAIF Account and transfer from LAIF Account to CSD Operating Account

Motion by Dir. Mitchell second by Dir. French to approve Consent Calendar.

Ayes: Directors French, Hoke, Layne and Mitchell

Noes: None

Absent: Director Thomsson

DISCUSSION / ACTION ITEMS:

2. Fire Department Monthly Report: Report was read.
3. Police Department Monthly Report: PO Beck updated the Board.
4. Acceptance of Volunteer Fire Assistance Program Grant Funding – 50% CSD match: Review and Adopt Resolution 11-16: Report was read.

Motion by Dir. French second by Dir. Mitchell to adopt Resolution 11-16 to accept the 2016 Volunteer Fire Assistance Grant with a 50% match by the CSD.

Ayes: Directors French, Hoke, Layne and Mitchell

Noes: None

Absent: Director Thomsson

5. Employment agreement with Mike Wilson for Assistant General Manager for Fire and Police: The Board discussed; GM Drexel is still in negotiations with Mike Wilson to be the full-time Police Chief.
6. Status of potential LSFDR Rescue Watercraft: Report was read. Members of the audience spoke in opposition to the District Fire Department having water rescue equipment. The Board gave direction to have General Manager listen to the recorded audio for this item.
7. Review and consideration to repeal Burn Site Ordinance 1-00: Report was read. Members of the audience spoke in opposition to the District closing the Burn Site. The Board gave direction to have General Manager listen to the recorded audio for this item.
8. Status of B-114 Lift Station Retrofit: Report was read. The Board discussed. The Board directed staff to review Romtec's proposal and determine site specific issues and continue negotiating with Schlumpberger and others for plans and specifications for the B-114 Lift Station Retrofit.
9. Proposed business relationship between LSPOA and LSCSD: Report was read. Members of the audience commented. The Board gave direction to have General Manager listen to the recorded audio for this item. The Board directed staff to: 1) treat LSPOA like any other contractor when obtaining quotes for services such as lawn maintenance, 2) immediately start billing LSPOA actual cost for staff time provided to LSPOA;

continue negotiations on this, 3) continue negotiations for LSPOA's use of the maintenance yard, and 4) work on recommendation for agreement regarding LSPOA's use of the Administration office in the future.

STAFF COMMENTS: GM Drexel's staff report was read.

BOARD MEMBER COMMENTS: Two (2) speakers; no follow up action required.

PUBLIC COMMENTS ON CLOSED SESSION: None

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

CLOSED SESSION: 2:40 p.m.

Also present: District Counsel Winston

- A. CONFERENCE WITH LEGAL COUNSEL-PENDING LITIGATION Review of Arbitration proceedings with LSPOA regarding recovery of a portion of termination compensation paid to John McCarthy by District pursuant to paragraph (4) of subdivision (d) of Section 59456.9.

With no objections by the Board, Vice Pres. Layne adjourned Closed Session at 2:42 p.m.

REPORT ON CLOSED SESSION: 2:44 p.m.

Also present: District Counsel Winston and AA Charvez. There were no people in the audience.

Item A: Counsel Winston reported no action taken.

ADJOURNMENT:

With no objections by the Board, Vice Pres. Layne adjourned the meeting at 2:45 p.m. to the next LSCSD Regular Board Meeting on Wednesday, September 21, 2016, 1:00 p.m. at the Administration Building.

Approval Date: _____

Barbara Thomsson, President

ATTEST:

Karl Drexel, Secretary

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

1B

Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of August 1 thru August 31, 2016 for a total of: " \$ 199,841.43

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

Submitted for August 2016	\$ 199,841.43
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Expenses - Regular Checks SVB Account	\$ 124,380.79
Expenses - Payroll & Liability Checks SVB Account	\$ 75,460.64
<u>Subtotal</u>	<u>\$ 199,841.43</u>
<u>Total CSD Expenses</u>	<u>\$ 199,841.43</u>

LSPOA Shared Invoices *				Regular	Payroll	10	15	20	25	26	30
Date	JE or Ck #	Payee	Total Expense	Expenses	Expenses	General	Sewer	Water	Police	COPS Grant	Fire
8/1/2016	JE #63812	Bank Fees	17.70	17.70		17.70					
8/3/2016	21353	Aries Advisors, LLC.	1,500.00	1,500.00		1,500.00					
8/4/2016	502540	EDD EFT	70.16		70.16				70.16		
8/4/2016	502541	EFTPS EFT	184.88		184.88				184.88		
8/4/2016	502542	SVB EFT - Payroll Checks (Direct Deposits)	729.54		729.54				729.54		
8/4/2016	21351	Payroll Checks (Live Checks)	1,348.23		1,348.23		1,348.23				
8/4/2016	21352	Edward Jones	240.79		240.79				33.24	207.55	
8/4/2016	502554	EDD EFT	788.11		788.11	253.57	180.21		4.99	331.83	17.51
8/4/2016	502555	EFTPS EFT	3,441.16		3,441.16	793.55	742.82		84.76	1,633.67	186.36
8/4/2016	502556	CalPERS EFT	1,781.66		1,781.66	1,027.98	753.68				
8/4/2016	502557	CalPERS 457 EFT	788.62		788.62	530.00	208.62			50.00	
8/4/2016	502558	SVB EFT - Payroll Checks (Direct Deposits)	15,795.26		15,795.26	4,962.81	2,716.07		3,260.56	3,748.51	1,107.31
8/11/2016	478	CalPERS	1,300.00	1,300.00		767.00	533.00				
8/11/2016	479	Verizon Wireless	200.88	200.88		53.79			147.09		
8/11/2016	21354	Burton's Fire Inc.	14,208.88	14,208.88							14,208.88
8/11/2016	21355	California Police Chief's Assosiation	331.00	331.00					331.00		
8/11/2016	21356	Computer Logistics, Inc.	1,160.21	1,160.21		1,160.21					
8/11/2016	21357	Consolidated Electrical Dist.	516.00	516.00			516.00				
8/11/2016	21358	Don Erickson Shell	454.45	454.45		98.78	112.62	112.61	79.58		50.86
8/11/2016	21359	Edward Jones	61.19	61.19					61.19		
8/11/2016	21360	KD Management	3,700.00	3,700.00		3,700.00					
8/11/2016	21361	LSCSD- Transfer to Savings	45,000.00	45,000.00		6,000.00	9,000.00	24,000.00	4,000.00		2,000.00
8/11/2016	21362	LSCSD Utilities	360.66	360.66		172.56			85.80		102.30
8/11/2016	21363	Quill Corp.	85.42	85.42		85.42					
8/11/2016	21364	Ray Morgan Company	53.14	53.14		53.14					
8/11/2016	21365	Rodney Villa	150.00	150.00			150.00				
8/11/2016	21366	Shasta Auto Supply	16.15	16.15		4.04	6.06	6.05			
8/11/2016	21367	Siskiyou Daily News	201.03	201.03		119.00	41.01	41.02			
8/11/2016	21368	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
8/11/2016	21369	Solano's Inc.	738.73	738.73			726.36	12.37			
8/11/2016	21370	Tyler Watson	35.00	35.00							35.00
8/11/2016	21371	US Bank Equipment Finance	118.05	118.05					118.05		
8/11/2016	21372	Weed Press	100.45	100.45			50.23	50.22			
8/16/2016	480	First Natl. Bank of Omaha Visa SP	1,118.90	1,118.90							1,118.90
8/18/2016	21373-21375	Payroll Checks (Live Checks)	8,454.29		8,454.29		1,217.51				7,236.78
8/18/2016	21376	Edward Jones	226.00		226.00				48.10	177.90	
8/18/2016	12377	EDD EFT	3,545.83		3,545.83	192.49	160.55		19.29	245.66	2,927.84
8/18/2016	502571	EFTPS EFT	12,089.00		12,089.00	795.19	666.55		126.30	1,321.67	9,179.29
8/18/2016	502572	CalPERS EFT	1,788.90		1,788.90	1,035.22	753.68				
8/18/2016	502573	CalPERS 457 EFT	788.62		788.62	530.00	208.62			50.00	

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOL PAYABLE - SCOTT VALLEY BANK

1B

		LSPOA Shared Invoices				10	15	20	25	26	30
Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	General	Sewer	Water	Police	COPS Grant	Fire
8/18/2016	502574	SVB EFT - Payroll Checks (Direct Deposits)	22,941.11		22,941.11	5,014.52	2,585.56		2,872.75	3,313.29	9,154.99
8/18/2016	502575	Union Dues Payable	458.48		458.48	197.00	152.00		56.24	53.24	
8/18/2016	21378	Diane Deckard Law Firm	8,195.00	8,195.00		8,195.00					
8/25/2016	481	AT&T	81.51	81.51			40.75	40.76			
8/25/2016	482	First Natl. Bank of Omaha Visa DN	67.73	67.73		47.86	2.00	2.00	11.87		4.00
8/25/2016	483	First Natl. Bank of Omaha Visa RM	1,038.74	1,038.74			673.87	364.87			
8/25/2016	485	Williams Scotsman	294.26	294.26			147.13	147.13			
8/25/2016	21379	AT&T	199.74	199.74				199.74			
8/25/2016	21380	Basic Lab	128.00	128.00				128.00			
8/25/2016	21381	Computer Logistics, Inc.	4,250.00	4,250.00		4,250.00					
8/25/2016	21382	Fischer's Siskiyou Backhoe	1,895.00	1,895.00			1,895.00				
8/25/2016	21383	Hue & Cry	38.00	38.00		38.00					
8/25/2016	21384	KD Management	1,843.00	1,843.00		1,843.00					
8/25/2016	21385	Kirsher, Winston, & Boston	861.00	861.00		861.00					
8/25/2016	21386	N.C.G.T Security Fund	10,263.00	10,263.00		4,179.00	3,435.00		1,107.00	1,542.00	
8/25/2016	21387	Pacific Power	20,247.78	20,247.78		810.60	4,788.35	14,127.29	254.25		267.29
8/25/2016	21388	Quill Corp	325.12	325.12		89.74			92.85		142.53
8/25/2016	21389	Ryan or Jessica Wilden	305.45	305.45		305.45					
8/25/2016	21390	SHN Consulting Engineers	1,080.00	1,080.00				1,080.00			
8/25/2016	21391	Siskiyou County Recorders	40.00	40.00		40.00					
8/25/2016	21392	US Postal Services	352.47	352.47		352.47					
8/25/2016	21393	Utility Telephone	533.15	533.15		319.89			159.95		53.31
8/25/2016	21394	Woods Pest Control	164.00	164.00		82.00			41.00		41.00
8/30/2016	484	Pitney Bowes	500.00	500.00		489.77			10.23		
			199,841.43	124,380.79	75,460.64	51,052.75	33,853.98	40,354.56	14,030.67	12,675.32	47,874.15

Ratification of Disbursements - August 2016

Vendors	Check Date	Total Invoice Amount	LSCSD Check Amount	Amount Paid by POA
Verizon Wireless	8/11/2016	200.88	200.88	26.88
Computer Logistics, Inc.	8/11/2016	1,160.21	1,160.21	24.00
Don Erickson Oil	8/11/2016	454.45	454.45	98.78
LSCSD Utilities	8/11/2016	360.66	360.66	86.28
Quill Corp	8/11/2016	85.42	85.42	42.71
Ray Morgan Comp	8/11/2016	53.14	53.14	26.57
Shasta Auto Supply	8/11/2016	16.15	16.15	4.04
Siskiyou Disposal	8/11/2016	250.00	250.00	85.00
First Natl. Bank - DN	8/25/2016	67.73	67.73	18.00
Hue & Cry	8/25/2016	38.00	38.00	19.00
Pacific Power	8/25/2016	20,247.78	20,247.78	467.44
Quill Corp	8/25/2016	325.12	325.12	44.87
US Postal Services	8/25/2016	352.47	352.47	176.23
Utility Telephone	8/25/2016	533.15	533.15	159.94
Woods Pest Control	8/25/2016	164.00	164.00	41.00
Pitney Bowes	8/30/2016	500.00	500.00	318.81

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
August 2016									
			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
8/1/2016		Balance Forward	86,845.36	75,921.85	11,769.65	15,899.47	62,667.98	1,439.17	(80,852.76)
		BEGINNING BALANCE							
8/4/2016	JE #63537	Deposit Transfer - Cash Receipts	91,105.54	5,062.00	31,907.44	26,373.53	19,284.97		8,477.60
8/5/2016	JE #63535	POA AP Reimbursement	1,641.98	1,641.98					
8/5/2016	JE #63536	POA Payroll Transfer PPE 7/31/16	5,400.44	5,400.44					
8/5/2016	JE #63536	Water/Sewer PR Transfer			3,401.01	(3,401.01)			
8/11/2016	JE #63568	Deposit Transfer - Cash Receipts	95,793.40	1,817.72	29,799.03	26,826.81	20,320.54		17,029.30
8/16/2016	JE #63615	Deposit Transfer - Cash Receipts	52,744.19	60.00	8,178.69	7,734.71	5,837.22	762.54	30,171.03
8/25/2016	JE #63716	Deposit Transfer - Cash Receipts	15,220.69	107.50	4,859.33	5,142.79	3,688.89		1,422.08
8/26/2016	JE #63742	POA Payroll Transfer PPE 8/14/16	5,726.81	5,726.81					
8/26/2016	JE #63742	Water/Sewer PR Transfer			4,807.64	(4,807.64)			
8/26/2016	JE #63741	POA AP Reimbursement	394.28	394.28					
8/31/2016	JE #63813	Interest	10.99	10.99					
		TOTAL Income	268,038.22	20,221.72	82,953.14	67,869.19	49,131.62	762.54	57,100.01
Date	JE # or Cr #	Vendor	TOTAL	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
8/1/2016	JE #63812	Bank Fees	17.70	17.70					
8/3/2016	21353	Aries Advisors, LLC.	1,500.00	1,500.00					
8/4/2016	502540	EDD EFT	70.16				70.16		
8/4/2016	502541	EFTPS EFT	184.88				184.88		
8/4/2016	502542	SVB EFT - Payroll Checks (Direct Deposits)	729.54				729.54		
8/4/2016	21351	Payroll Checks (Live Checks)	1,348.23		1,348.23				
8/4/2016	21352	Edward Jones	240.79				33.24	207.55	
8/4/2016	502554	EDD EFT	788.11	253.57	180.21		4.99	331.83	17.51
8/4/2016	502555	EFTPS EFT	3,441.16	793.55	742.82		84.76	1,633.67	186.36
8/4/2016	502556	CalPERS EFT	1,781.66	1,027.98	753.68				
8/4/2016	502557	CalPERS 457 EFT	788.62	530.00	208.62			50.00	
8/4/2016	502558	SVB EFT - Payroll Checks (Direct Deposits)	15,795.26	4,962.81	2,716.07		3,260.56	3,748.51	1,107.31
8/11/2016	478	CalPERS	1,300.00	767.00	533.00				
8/11/2016	479	Verizon Wireless	200.88	53.79			147.09		
8/11/2016	21354	Burton's Fire Inc.	14,208.88						14,208.88
8/11/2016	21355	California Police Chief's Association	331.00				331.00		
8/11/2016	21356	Computer Logistics, Inc.	1,160.21	1,160.21					
8/11/2016	21357	Consolidated Electrical Dist.	516.00		516.00				
8/11/2016	21358	Don Erickson Shell	454.45	98.78	112.62	112.61	79.58		50.86
8/11/2016	21359	Edward Jones	61.19				61.19		
8/11/2016	21360	KD Management	3,700.00	3,700.00					
8/11/2016	21361	LSCSD- Transfer to Savings	45,000.00	6,000.00	9,000.00	24,000.00	4,000.00		2,000.00
8/11/2016	21362	LSCSD Utilities	360.66	172.56			85.80		102.30
8/11/2016	21363	Quill Corp.	85.42	85.42					
8/11/2016	21364	Ray Morgan Company	53.14	53.14					
8/11/2016	21365	Rodney Villa	150.00		150.00				
8/11/2016	21366	Shasta Auto Supply	16.15	4.04	6.06	6.05			
8/11/2016	21367	Siskiyou Daily News	201.03	119.00	41.01	41.02			
8/11/2016	21368	Siskiyou Disposal	250.00	85.00	42.50	42.50	40.00		40.00
8/11/2016	21369	Solano's Inc.	738.73		726.36	12.37			
8/11/2016	21370	Tyler Watson	35.00						35.00
8/11/2016	21371	US Bank Equipment Finance	118.05				118.05		
8/11/2016	21372	Weed Press	100.45		50.23	50.22			
8/16/2016	480	First Natl. Bank of Omaha Visa SP	1,118.90						1,118.90
8/18/2016	21373-21375	Payroll Checks (Live Checks)	8,454.29		1,217.51				7,236.78
8/18/2016	21376	Edward Jones	226.00				48.10	177.90	
8/18/2016	12377	EDD EFT	3,545.83	192.49	160.55		19.29	245.66	2,927.84
8/18/2016	502571	EFTPS EFT	12,089.00	795.19	666.55		126.30	1,321.67	9,179.29
8/18/2016	502572	CalPERS EFT	1,788.90	1,035.22	753.68				
8/18/2016	502573	CalPERS 457 EFT	788.62	530.00	208.62			50.00	
8/18/2016	502574	SVB EFT - Payroll Checks (Direct Deposits)	22,941.11	5,014.52	2,585.56		2,872.75	3,313.29	9,154.99
8/18/2016	502575	Union Dues Payable	458.48	197.00	152.00		56.24	53.24	
8/18/2016	21378	Diane Deckard Law Firm	8,195.00	8,195.00					
8/25/2016	481	AT&T	81.51		40.75	40.76			
8/25/2016	482	First Natl. Bank of Omaha Visa DN	67.73	47.86	2.00	2.00	11.87		4.00
8/25/2016	483	First Natl. Bank of Omaha Visa RM	1,038.74		673.87	364.87			
8/25/2016	485	Williams Scotsman	294.26		147.13	147.13			
8/25/2016	21379	AT&T	199.74			199.74			
8/25/2016	21380	Basic Lab	128.00			128.00			
8/25/2016	21381	Computer Logistics, Inc.	4,250.00	4,250.00					
8/25/2016	21382	Fischer's Siskiyou Backhoe	1,895.00		1,895.00				
8/25/2016	21383	Hue & Cry	38.00	38.00					
8/25/2016	21384	KD Management	1,843.00	1,843.00					
8/25/2016	21385	Kirshner, Winston, & Boston	861.00	861.00					
8/25/2016	21386	N.C.G.T Security Fund	10,263.00	4,179.00	3,435.00		1,107.00	1,542.00	
8/25/2016	21387	Pacific Power	20,247.78	810.60	4,788.35	14,127.29	254.25		267.29
8/25/2016	21388	Quill Corp	325.12	89.74			92.85		142.53
8/25/2016	21389	Ryan or Jessica Wilden	305.45	305.45					
8/25/2016	21390	SHN Consulting Engineers	1,080.00			1,080.00			
8/25/2016	21391	Siskiyou County Recorders	40.00	40.00					
8/25/2016	21392	US Postal Services	352.47	352.47					
8/25/2016	21393	Utility Telephone	533.15	319.89			159.95		53.31
8/25/2016	21394	Woods Pest Control	164.00	82.00			41.00		41.00
8/30/2016	484	Pitney Bowes	500.00	489.77			10.23		

LAKE SHASTINA COMMUNITY SERVICES DISTRICT										
SCOTT VALLEY BANK ACCOUNT										
August 2016										
		Fund-#		10	15	20	25	26	30	
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	
		TOTAL DISTRIBUTION	199,841.43	51,052.75	33,853.98	40,354.56	14,030.67	12,675.32	47,874.15	-
8/1/2016		BEGINNING BALANCE	86,845.36	75,921.85	11,769.65	15,899.47	62,667.98	1,439.17	(80,852.76)	-
		DEPOSITS/TRANSFERS	268,038.22	20,221.72	82,953.14	57,869.19	49,131.62	762.54	57,100.01	-
		DISBURSEMENTS	(199,841.43)	(51,052.75)	(33,853.98)	(40,354.56)	(14,030.67)	(12,675.32)	(47,874.15)	-
8/31/2016		ENDING BALANCE	155,042.15	45,090.82	60,868.81	33,414.10	97,768.93	(10,473.61)	(71,626.90)	-

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1C

August 2016 Detailed Budget Comparison 2016/2017 YTD

For the Period: 7/1/2016 to 8/31/2016							8/12/2016
	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud	
Fund: 10 - LSCSD General Fund							
Revenues							
Dept: 00							
Acct Class: 4055 Operational Income							
4055.000 Misc Operational Income	0.00	0.00	15.16	7.50	-15.16	0.0	
5050.000 Transfer Fees	3,000.00	3,000.00	860.00	360.00	2,140.00	28.7	
Acct Class: 4060 Interest							
5080.000 Interest Earned-OPS	200.00	200.00	107.86	11.89	92.14	53.9	
5081.000 Interest Earned-RSV	395.00	395.00	209.09	0.00	185.91	52.9	
Acct Class: 4070 Rents							
4070.000 Antenna Lease Revenue	22,067.00	22,067.00	2,975.68	2,541.59	19,091.32	13.5	
Dept: 22 Medical Clinic							
Acct Class: 4070 Rents							
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	10,044.00	5,022.00	50,220.00	16.7	
Revenues	85,926.00	85,926.00	14,211.79	7,942.98	71,714.21	16.5	
Expenditures							
Dept: 01 General Admin							
Acct Class: 5000 General Operating Expense							
7032.000 Filing Fees	250.00	250.00	40.00	40.00	210.00	16.0	
7033.000 Licenses, Permits, Fees	3,000.00	3,000.00	937.55	838.56	2,062.45	31.3	
7034.000 Dues & Subscriptions	4,000.00	4,000.00	65.00	0.00	3,935.00	1.6	
7062.000 Repair & Maintenance	3,500.00	3,500.00	0.00	0.00	3,500.00	0.0	
7064.000 Materials/Supplies/Small Tools	500.00	500.00	0.00	0.00	500.00	0.0	
7101.000 Property Taxes	150.00	150.00	0.00	0.00	150.00	0.0	
7204.000 Events	750.00	750.00	0.00	0.00	750.00	0.0	
7245.000 Election	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0	
Acct Class: 5005 Office Expense							
7050.100 Off Exp-Supplies	3,500.00	3,500.00	172.94	87.58	3,327.06	4.9	
7050.200 Off Exp-Postage	4,000.00	4,000.00	1,263.25	347.20	2,736.75	31.6	
7050.400 Off Exp-Maint	3,500.00	3,500.00	1,747.32	26.57	1,752.68	49.9	
Acct Class: 5010 Payroll							
7501.000 Payroll Expense	280,749.62	280,749.62	27,792.25	13,963.29	252,957.37	9.9	
7513.000 Payroll-TAXES	6,674.87	6,674.87	676.50	264.07	5,998.37	10.1	
7514.000 Payroll-Benefits	74,485.80	74,485.80	13,883.85	4,179.00	60,601.95	18.6	
7516.200 Pension Cost (CalPERS)	41,927.14	41,927.14	28,797.15	1,104.97	13,129.99	68.7	
7518.000 Workers Comp	5,182.81	5,182.81	5,338.88	0.00	-156.07	103.0	
7530.100 PR Reimbursement Admin	-140,669.09	-140,669.09	-16,885.52	-11,127.25	-123,783.57	12.0	
Acct Class: 5015 Travel/Training/meals							
7550.000 Travel & Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0	
7551.000 Meals	750.00	750.00	0.00	0.00	750.00	0.0	
Acct Class: 5024 Professional Services							
7035.000 Advertising	500.00	500.00	238.00	119.00	262.00	47.6	
7041.000 Legal	60,000.00	60,000.00	15,191.00	13,940.00	44,809.00	25.3	
Acct Class: 5025 Contractual							
7026.000 Contract Services	6,000.00	6,000.00	16,340.27	8,215.21	-10,340.27	272.3	
Acct Class: 5030 Insurance, Liability							
7040.000 Insurance (Liability)	600.00	600.00	936.94	0.00	-336.94	156.2	
Acct Class: 5055 Utilities							
7105.000 Utilities - CSD	1,000.00	1,000.00	86.28	86.28	913.72	8.6	
7105.100 Util-Telephone	2,200.00	2,200.00	346.78	186.84	1,853.22	15.8	
7105.200 Util-Electric	4,000.00	4,000.00	343.16	343.16	3,656.84	8.6	
7105.400 Utilities-Propane	500.00	500.00	87.50	0.00	412.50	17.5	
Acct Class: 6000 Admin Overhead Alloc							
7002.000 Admin Overhead Alloc	-339,370.00	-339,370.00	-104,249.07	-39,075.45	-235,120.93	30.7	
Dept: 22 Medical Clinic							
Acct Class: 5000 General Operating Expense							
7053.000 Medical Building Contract	41,804.00	41,804.00	10,284.07	0.00	31,519.93	24.6	
7062.000 Repair & Maintenance	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0	
7080.000 Interest Expense	2,196.00	2,196.00	715.93	0.00	1,480.07	32.6	
Acct Class: 5010 Payroll							
7530.000 Payroll Reimbursement	4,250.00	4,250.00	17.76	0.00	4,232.24	0.4	
Acct Class: 5030 Insurance, Liability							
7040.000 Insurance (Liability)	600.00	600.00	0.00	0.00	600.00	0.0	
Expenditures	85,531.15	85,531.15	4,167.79	-6,460.97	81,363.36	4.9	

For the Period: 7/1/2016 to 8/31/2016

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 15- LSCSD Sewer Dept**Revenues**

Acct Class: 4001 Assessments & Revenues

4001.100 Assmt/Revenue-Residential	470,207.00	470,207.00	117,671.40	0.00	352,535.60	25.0
4001.200 Assmt/Revenue-Standby	66,204.00	66,204.00	33,084.00	0.00	33,120.00	50.0
4001.300 Assmt/Revenue-Commercial	4,909.00	4,909.00	1,591.56	791.46	3,317.44	32.4
4003.000 Late Payment Revenue	4,250.00	4,250.00	13.16	0.00	4,236.84	0.3

Acct Class: 4055 Operational Income

4055.000 Misc Operational Income	2,000.00	2,000.00	372.75	236.00	1,627.25	18.6
5004.000 Sewer Hook Up Fee	14,498.00	14,498.00	0.00	0.00	14,498.00	0.0
5005.000 Sewer Payment Contracts	252.00	252.00	63.00	63.00	189.00	25.0

Acct Class: 4060 Interest

5081.000 Interest Earned-RSV	1,500.00	1,500.00	556.19	0.00	903.81	39.7
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Revenues

563,820.00	563,820.00	153,392.06	1,090.46	410,427.94	27.2
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Expenditures

Dept: 01 General Admin

Acct Class: 5000 General Operating Expense

7003.000 Bad Debt	0.00	0.00	4.01	4.01	-4.01	0.0
7033.000 Licenses, Permits, Fees	7,500.00	7,500.00	716.21	626.24	6,783.79	9.5
7034.000 Dues & Subscriptions	500.00	500.00	80.60	0.00	419.40	16.1
7062.000 Repair & Maintenance	20,000.00	20,000.00	1,551.36	1,551.36	18,448.64	7.8
7064.000 Materials/Supplies/Small Tools	5,000.00	5,000.00	303.59	216.95	4,696.41	6.1
7080.000 Interest Expense	25,542.52	25,542.52	0.00	0.00	25,542.52	0.0
7085.000 Municipal Finance Principle	35,482.92	35,482.92	0.00	0.00	35,482.92	0.0
7100.000 Lease/Rent Expense	1,800.00	1,800.00	441.39	147.13	1,358.61	24.5

Acct Class: 5005 Office Expense

7050.100 Off Exp-Supplies	400.00	400.00	0.00	0.00	400.00	0.0
7050.200 Off Exp-Postage	100.00	100.00	0.00	0.00	100.00	0.0

Acct Class: 5010 Payroll

7501.000 Payroll Expense	262,956.33	262,956.33	23,634.08	10,720.50	239,322.25	9.0
7513.000 Payroll-TAXES	6,416.87	6,416.87	342.71	155.46	6,074.16	5.3
7514.000 Payroll-Benefits	89,359.20	89,359.20	12,890.25	3,435.00	76,468.95	14.4
7516.200 Pension Cost (CalPERS)	35,820.54	35,820.54	20,221.59	818.14	15,598.95	56.5
7518.000 Workers Comp	32,060.28	32,060.28	29,693.71	0.00	2,366.57	92.6
7530.000 Payroll Reimbursement	-187,095.30	-187,095.30	-14,806.51	-8,208.65	-172,288.79	7.9
7552.000 Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7556.000 Uniforms	1,200.00	1,200.00	488.95	297.92	711.04	40.7

Acct Class: 5015 Travel/training/meals

7550.000 Travel & Training	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
7551.000 Meals	400.00	400.00	0.00	0.00	400.00	0.0

Acct Class: 5024 Professional Services

7001.000 Accounting Audit/Review	4,200.00	4,200.00	0.00	0.00	4,200.00	0.0
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5025 Contractual

7026.000 Contract Services	10,000.00	10,000.00	0.00	0.00	10,000.00	0.0
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Acct Class: 5030 Insurance, Liability

7040.000 Insurance (Liability)	21,000.00	21,000.00	18,000.78	0.00	2,999.22	85.7
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Acct Class: 5055 Utilities

7105.100 Util-Telephone	250.00	250.00	61.19	40.75	188.81	24.5
7105.200 Util-Electric	49,325.00	49,325.00	4,576.44	4,576.44	44,748.56	9.3
7105.300 Util-Waste	510.00	510.00	42.50	42.50	467.50	8.3

Acct Class: 5075 Equipment

7061.000 Rental Equipment	500.00	500.00	0.00	0.00	500.00	0.0
7063.000 Fuel	6,500.00	6,500.00	112.62	112.62	6,387.38	1.7
7065.000 Vehicle Repair/Maintenance	3,500.00	3,500.00	0.00	0.00	3,500.00	0.0

Acct Class: 6000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	142,535.40	142,535.40	43,784.61	16,411.69	98,750.79	30.7
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Acct Class: 6010 Capital Expenditures

7010.000 Capital Improvement	277,000.00	277,000.00	211.91	211.91	276,788.09	0.1
Less Reimbursement due from LAIF Savings	-277,000.00	-277,000.00	-211.91	-211.91	-276,788.09	-0.1

Expenditures

578,763.76	578,763.76	142,140.09	30,948.06	436,623.67	24.6
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For the Period: 7/1/2016 to 8/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 20 - LSCSD Water Dept						
Revenues						
Acct Class: 4001 Assessments & Revenues						
4001.100 Assmt/Revenue-Residential	325,220.30	325,220.30	82,092.10	0.00	243,128.20	25.2
4001.200 Assmt/Revenue-Standby	104,320.00	104,320.00	52,120.00	0.00	52,200.00	50.0
4001.300 Assmt/Revenue-Commercial	14,260.95	14,260.95	3,597.49	1,962.65	10,663.46	25.2
4003.000 Late Payment Revenue	8,700.00	8,700.00	70.16	0.00	8,629.84	0.8
Acct Class: 4020 Construction-New Home						
4075.000 Water Capacity Expansion Fee	640.00	640.00	0.00	0.00	640.00	0.0
5006.000 Water Hook Up Fee	530.00	530.00	0.00	0.00	530.00	0.0
Acct Class: 4050 Other Operating Revenues						
5040.000 Gain on Sale of Equipment	750.00	750.00	0.00	0.00	750.00	0.0
Acct Class: 4055 Operational Income						
4056.000 Misc-Non Operating Income	0.00	0.00	86.00	0.00	-86.00	0.0
Acct Class: 4060 Interest						
5081.000 Interest Earned-RSV	5,800.00	5,800.00	2,227.15	0.00	3,572.85	38.4
Revenues	460,221.25	460,221.25	140,192.90	1,962.65	320,028.35	30.5
Expenditures						
Acct Class: 5000 General Operating Expense						
7033.000 Licenses, Permits, Fees	6,000.00	6,000.00	183.20	93.24	5,816.80	3.1
7034.000 Dues & Subscriptions	1,300.00	1,300.00	330.60	0.00	969.40	25.4
7062.000 Repair & Maintenance	25,000.00	25,000.00	0.00	0.00	25,000.00	0.0
7064.000 Materials/Supplies/Small Tools	4,000.00	4,000.00	303.59	216.95	3,696.41	7.6
7100.000 Lease/Rent Expense	1,800.00	1,800.00	441.39	147.13	1,358.61	24.5
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	650.00	650.00	0.00	0.00	650.00	0.0
7050.200 Off Exp-Postage	800.00	800.00	0.00	0.00	800.00	0.0
Acct Class: 5010 Payroll						
7530.000 Payroll Reimbursement	140,509.14	140,509.14	14,238.19	8,208.65	126,270.95	10.1
7556.000 Uniforms	1,200.00	1,200.00	338.96	147.92	861.04	28.2
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7551.000 Meals	350.00	350.00	0.00	0.00	350.00	0.0
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	3,960.00	3,960.00	0.00	0.00	3,960.00	0.0
7041.000 Legal	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	12,000.00	12,000.00	384.00	128.00	11,616.00	3.2
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	23,000.00	23,000.00	19,663.38	0.00	3,336.62	85.5
Acct Class: 5055 Utilities						
7105.100 Util-Telephone	2,650.00	2,650.00	460.69	240.50	2,189.31	17.4
7105.200 Util-Electric	97,000.00	97,000.00	14,127.29	14,127.29	82,872.71	14.6
7105.300 Util-Waste	510.00	510.00	42.50	42.50	467.50	8.3
Acct Class: 5075 Equipment						
7063.000 Fuel	6,500.00	6,500.00	112.61	112.61	6,387.39	1.7
7065.000 Vehicle Repair/Maintenance	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	142,535.40	142,535.40	43,784.60	16,411.68	98,750.80	30.7
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	310,000.00	310,000.00	0.00	0.00	310,000.00	0.0
Less Reimbursement due from LAIF Savings	-310,000.00	-310,000.00	0.00	0.00	-310,000.00	0.0
Expenditures	479,764.54	479,764.54	94,411.00	39,876.47	385,353.54	19.7

Fund: 25 - LSCSD Police Department

Revenues

Acct Class: 4001 Assessments & Revenues						
4001.100 Assmt/Revenue-Residential	80,210.00	80,210.00	20,085.00	0.00	60,125.00	25.0
4001.200 Assmt/Revenue-Standby	169,390.00	169,390.00	84,597.50	0.00	84,792.50	49.9
4001.300 Assmt/Revenue-Commercial	2,015.00	2,015.00	1,007.50	0.00	1,007.50	50.0
4003.000 Late Payment Revenue	5,700.00	5,700.00	5.61	0.00	5,694.39	0.1
Acct Class: 4050 Other Operating Revenues						
5040.000 Gain on Sale of Equipment	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
5054.000 Animal Control Fees - Other	300.00	300.00	0.00	0.00	300.00	0.0
5055.000 Animal License Fee	4,000.00	4,000.00	55.00	25.00	3,945.00	1.4
5056.000 Warrant	2,500.00	2,500.00	204.25	124.91	2,295.75	8.2
5062.000 Event Donations	500.00	500.00	150.00	75.00	350.00	30.0
Acct Class: 4055 Operational Income						
4056.000 Misc-Non Operating Income	3,200.00	3,200.00	25.00	25.00	3,175.00	0.8
Acct Class: 4060 Interest						
5081.000 Interest Earned-RSV	625.00	625.00	258.80	0.00	366.20	41.4
Revenues	269,940.00	269,940.00	106,388.66	249.91	163,551.34	39.4

For the Period: 7/1/2016 to 8/31/2016

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 25 - LSCSD Police Department

Expenditures

Acct Class: 5000 General Operating Expense

7003.000 Bad Debt	0.00	0.00	25.64	25.64	-25.64	0.0
7033.000 Licenses, Permits, Fees	1,600.00	1,600.00	11.87	11.87	1,588.13	0.7
7034.000 Dues & Subscriptions	2,600.00	2,600.00	331.00	331.00	2,269.00	12.7
7062.000 Repair & Maintenance	1,300.00	1,300.00	0.00	0.00	1,300.00	0.0
7064.000 Materials/Supplies/Small Tools	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0

Acct Class: 5005 Office Expense

7050.100 Off Exp-Supplies	1,000.00	1,000.00	92.85	92.85	907.15	9.3
7050.200 Off Exp-Postage	400.00	400.00	10.23	10.23	389.77	2.6
7050.400 Off Exp-Maint	1,850.00	1,850.00	234.52	118.05	1,615.48	12.7

Acct Class: 5010 Payroll

7501.000 Payroll Expense	112,325.78	112,325.78	12,125.70	3,059.50	100,200.08	10.8
7513.000 Payroll-TAXES	9,604.14	9,604.14	1,151.72	234.30	8,452.42	12.0
7514.000 Payroll-Benefits	14,666.64	14,666.64	4,284.81	1,107.00	10,381.83	29.2
7516.100 Pension Cost (EJ)	5,344.81	5,344.81	342.39	81.34	5,002.42	6.4
7518.000 Workers Comp	10,708.94	10,708.94	14,068.93	0.00	-3,359.99	131.4
7530.000 Payroll Reimbursement	1,200.00	1,200.00	11.84	0.00	1,188.16	1.0
7552.000 Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7556.000 Uniforms	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0

Acct Class: 5015 Travel/training/meals

7550.000 Travel & Training	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
7551.000 Meals	500.00	500.00	0.00	0.00	500.00	0.0

Acct Class: 5024 Professional Services

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

Acct Class: 5025 Contractual

7026.000 Contract Services	3,000.00	3,000.00	73.50	41.00	2,926.50	2.5
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Acct Class: 5030 Insurance, Liability

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

7105.000 Utilities - CSD	600.00	600.00	85.80	85.80	514.20	14.3
7105.100 Util-Telephone	5,000.00	5,000.00	466.98	307.04	4,533.02	9.3
7105.200 Util-Electric	2,860.00	2,860.00	254.25	254.25	2,605.75	8.9
7105.300 Util-Waste	480.00	480.00	40.00	40.00	440.00	8.3
7105.400 Utilities-Propane	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5075 Equipment

7063.000 Fuel	10,000.00	10,000.00	79.58	79.58	9,920.42	0.8
7065.000 Vehicle Repair/Maintenance	4,500.00	4,500.00	0.00	0.00	4,500.00	0.0

Acct Class: 6000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	27,149.60	27,149.60	8,339.93	3,126.04	18,809.67	30.7
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Acct Class: 6010 Capital Expenditures

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

Expenditures

239,689.91	239,689.91	50,120.85	9,005.49	189,569.06	20.9
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For the Period: 7/1/2016 to 7/31/2016

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 26 - COPS Grant

Revenues

Acct Class: 4001 Assessments & Revenues

5075.000 Grant Income	115,000.00	115,000.00	0.00	0.00	115,000.00	0.0
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Revenues

115,000.00	115,000.00	0.00	0.00	115,000.00	0.0
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Expenditures

Acct Class: 5010 Payroll

7501.000 Payroll Expense	60,641.58	60,641.58	18,084.95	9,984.08	42,556.63	29.8
7513.000 Payroll-TAXES	5,012.64	5,012.64	1,383.50	763.79	3,629.14	27.6
7514.000 Payroll-Benefits	19,429.20	19,429.20	5,154.81	1,542.00	14,274.39	26.5
7516.100 Pension Cost (EJ)	2,569.63	2,569.63	416.34	385.45	2,153.29	16.2
7518.000 Workers Comp	5,287.95	5,287.95	5,241.79	0.00	46.16	99.1
7552.000 Employee Physical Exams-Shots	300.00	300.00	0.00	0.00	300.00	0.0
7556.000 Uniforms	500.00	500.00	0.00	0.00	500.00	0.0

Acct Class: 5015 Travel/training/meals

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

Expenditures

98,241.00	98,241.00	30,281.39	12,675.32	67,959.61	30.8
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For the Period: 7/1/2016 to 7/31/2016

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 30 - LSCSD Fire Department**Revenues**

Acct Class: 4001 Assessments & Revenues						
4001.100 Assmt/Revenue-Residential	49,360.00	49,360.00	12,360.00	0.00	37,000.00	25.0
4001.200 Assmt/Revenue-Standby	65,150.00	65,150.00	32,537.50	0.00	32,612.50	49.9
4001.300 Assmt/Revenue-Commercial	1,060.00	1,060.00	530.00	0.00	530.00	50.0
4003.000 Late Payment Revenue	2,500.00	2,500.00	12.87	0.00	2,487.13	0.5
5075.000 Grant Income	7,500.00	7,500.00	0.00	0.00	7,500.00	0.0
Acct Class: 4050 Other Operating Revenues						
4076.000 Fire Suppression Expansion Fee	316.00	316.00	0.00	0.00	316.00	0.0
5040.000 Gain on Sale of Equipment	38,000.00	38,000.00	0.00	0.00	38,000.00	0.0
5056.000 Warrant	5,000.00	5,000.00	267.62	5.61	4,732.38	5.4
5062.000 Event Donations	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Acct Class: 4055 Operational Income						
4056.000 Misc-Non Operating Income	90,000.00	90,000.00	0.00	0.00	90,000.00	0.0
Acct Class: 4060 Interest						
5061.000 Interest Earned-RSV	400.00	400.00	210.56	0.00	189.44	52.6
Revenues	260,286.00	260,286.00	45,918.55	5.61	214,367.45	17.6

Expenditures

Acct Class: 5000 General Operating Expense						
7003.000 Bad Debt	0.00	0.00	6.30	6.30	-6.30	0.0
7033.000 Licenses, Permits, Fees	350.00	350.00	46.00	43.00	304.00	13.1
7034.000 Dues & Subscriptions	925.00	925.00	75.00	0.00	850.00	8.1
7051.000 Public Safety Supplies	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
7051.100 Mandatory Safety Equipment	10,000.00	10,000.00	0.00	0.00	10,000.00	0.0
7062.000 Repair & Maintenance	6,000.00	6,000.00	0.00	0.00	6,000.00	0.0
7064.000 Materials/Supplies/Small Tools	3,500.00	3,500.00	209.03	209.03	3,290.97	6.0
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	650.00	650.00	142.53	142.53	507.47	21.9
7050.200 Off Exp-Postage	100.00	100.00	0.00	0.00	100.00	0.0
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	100,705.60	100,705.60	28,715.04	26,993.04	71,990.56	28.5
7513.000 Payroll-TAXES	8,862.76	8,862.76	2,948.76	2,817.04	5,914.00	33.3
7518.000 Workers Comp	18,817.49	18,817.49	17,667.63	0.00	1,149.86	93.9
7530.000 Payroll Reimbursement	-33,107.21	-33,107.21	11.84	0.00	-33,119.05	0.0
7552.000 Employee Physical Exams-Shots	1,200.00	1,200.00	0.00	0.00	1,200.00	0.0
7556.000 Uniforms	4,000.00	4,000.00	136.84	136.84	3,863.16	3.4
Acct Class: 5015 Travel/training/meals						
7549.000 Vounteer FF Stipend	14,000.00	14,000.00	0.00	0.00	14,000.00	0.0
7550.000 Travel & Training	7,000.00	7,000.00	160.00	0.00	6,840.00	2.3
7551.000 Meals	1,500.00	1,500.00	128.55	128.55	1,371.45	8.6
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	840.00	840.00	0.00	0.00	840.00	0.0
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	2,000.00	2,000.00	73.50	41.00	1,926.50	3.7
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	7,500.00	7,500.00	6,786.61	0.00	713.39	90.5
Acct Class: 5055 Utilities						
7105.000 Utilities - CSD	850.00	850.00	102.30	102.30	747.70	12.0
7105.100 Util-Telephone	650.00	650.00	106.62	53.31	543.38	16.4
7105.200 Util-Electric	4,400.00	4,400.00	267.29	267.29	4,132.71	6.1
7105.300 Util-Waste	480.00	480.00	40.00	40.00	440.00	8.3
7105.400 Utilities-Propane	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Acct Class: 5075 Equipment						
7063.000 Fuel	8,000.00	8,000.00	325.99	325.99	7,674.01	4.1
7065.000 Vehicle Repair/Maintenance	15,000.00	15,000.00	14,625.59	14,625.59	374.41	97.5
7075.000 VFA Grant Equipment	15,000.00	15,000.00	0.00	0.00	15,000.00	0.0
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	27,149.60	27,149.60	8,339.93	3,126.04	18,809.67	30.7
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	113,000.00	113,000.00	0.00	-28,145.00	113,000.00	0.0
Less Reimbursement due from LAIF Savings	-113,000.00	-113,000.00	0.00	28,145.00	-113,000.00	0.0
Expenditures	233,873.24	233,873.24	80,915.35	49,057.85	152,957.89	34.6

Grand Total Net Effect:**39,329.65 39,329.65 58,067.49 -123,850.61 -18,737.84**



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1D

MEMORANDUM

TO: LSCSD Board of Directors

FROM: Debbie Nelle, Senior Accounting Clerk

DATE: September 15, 2016

RE: Transfer of LAIF funds to CSD Operating account

This is a request to transfer funds from LSCSD Reserves in LAIF to the CSD Operating bank account at Scott Valley Bank. This is for funds already spent on budgeted and unanticipated expenditure items. These items have already been paid from the Operating fund checking account and this will replenish those funds.

The unanticipated expenditures have been for the Fire Department Strike Team payroll for participation of several of our Fire Fighters working at numerous fires throughout the state. The Fire Department has also purchased a replacement pick-up truck for the Chief.

Recommend to transfer from LAIF to Scott Valley Bank Operating account **\$30,135.15** out of the Fire Fund Restricted Reserves for the new truck and a remaining **\$52,864.85** for the additional payroll expenses. Since LAIF requires withdrawal transactions to be in \$1,000 increments only, the requested transfer will be for **\$83,000.00**.

<u>Reserve Items to transfer from LAIF:</u>	
	<u>Fire</u>
Fire Truck purchase #3100A and Strike Team payroll	83,000.00
Costs per fund:	83,000.00

Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094



2

For the Month of August LSFD had a total of 27 calls. These calls included:

- 2 Traffic Collisions
- 12 Medical Aids
- 4 Vegetation Fire
- 9 Public Assist

LSFD has noticed a large increase in call volume over the past 2 months with September being on the same pace. Fortunately our sleeper program is working well and allowing us to maintain a 100% call response.

Engine 3112 the newly purchased Type 3 Brush Rig finally came back from being repaired on August 4th. 2 days later it was dispatched to an out of county strike team where it spent 27 of the next 29 days fighting fire in Winters, Coalinga, Lower Lake, Napa and Paso Robles. This is fantastic news and will bring in LSFD approximately \$35,000 in reimbursement rates for the engine alone, which is a little over 50% of what we paid for the Engine earlier this year.

As many of you know Siskiyou County had 2 large wildland incidents in August. The first being the Grade Fire in Hawkinsville. Because of LSFD's large volunteer roster and all members being fully trianed, even though Engine 3112 was out of county LSFD had enough personnel to send 2 more engines to the Grade Fire. Engine 3111 and Engine 3110 spent approximately 17 hours providing structure protection and building control lines around the fire. A few days later the Gap Fire started and Engine 3110 went down river for 21 hours to help with structure protection.

The fire season is close to wrapping up however I do anticipate more fires in Central and Southern California over the next month which may result in Engine 3112 heading back out on a strike team.

We are extremely fortunate to have so many dedicated and well trained volunteers at this time. No other department in the county has a volunteer roster like LSFD. I have been approached by two other departments who have asked if they could borrow one or two of our firefighters to staff their engine on a strike team assignment and our roster is so deep we have been able to do so.

Lake Shastina Police Department

Inter-Office Memo

3

Lake Shastina C.S.D. Board Report

August 2016

Good Afternoon,

Lake Shastina Police Department responded to more than 50 calls during the month of August. This is a decrease in the number of calls.

Disturbance – 5	Vandalism – 3	Traffic – 3
SCAMS – 5	Fire Dept. Assist – 1	Thefts – 2
Trespassing – 1	Juvenile Problem – 1	Illegal Dumping – 1
Parking Problem – 1	Dogs at Large – 4	Burglary – 1
Arrests – 3	Stolen Vehicle – 1	Missing Person – 1

In addition, there were eleven citizen assist calls, including unlocking two vehicles and changing a tire. There were also seven calls to assist other agencies.

Specifically of note, the stolen vehicle was parked in a driveway, unlocked with no keys. The vehicle was located two days later in Oakland and had been destroyed by fire. We would like to remind our citizen's that Lake Shastina is not immune to criminal activity. We should take necessary precautions by locking our vehicles when we are at home and locking our homes when we are away.

There was one burglary during this month. It was not a random burglary. The suspect was arrested and booked into county jail for the violation. Two arrests were made for out-of-area warrants. One warrant was for writing bad checks, the other for Elder Abuse and theft.

There are many nationwide SCAMS at this time, including threats by "IRS" and promises of lottery winnings. Please, do not give out your personal information over the phone or emails.

Lake Shastina Police Department continues to seek assistance with our YANA Program. If you can give just a few hours each month, please let us know. Nothing puts a bigger smile on your face than when you help another. We have some that do need help.



Stan Beck

Item 4

Verbal Report

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



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: SEPTEMBER 21, 2016
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: GREEN WASTE DROP OFF AND BURN SITE

Update Board on status of Green Waste Drop Off and Burn Site

BACKGROUND:

The LSCSD instituted Ordinance 1-00 in April 2000 to codify the use of the sewer pond site for a green waste site for the community to dispose of green waste and for the purpose of Fire Department and Public Works staff wildland fire training. I have met and conferred with the Air Quality Control Board staff and have received assurances that we will be able to get their permission to burn the green waste pile this winter, but do not have assurances for the future. I have also met and conferred with Lake Shastina Fire Safe Council regarding assistance in the future. The Fire Safe Council will be discussing ways to assist the CSD staff and volunteers with the burn site and to investigate other options.

RECOMMENDATION:

I am aware that this is a valuable community function, however, I believe it is in the best interest of the community if the function of a green waste site be managed and overseen by the individual property owners associations and community associations. I would recommend the Board authorize the reopening of the Burn site for the rest of the fall, but I would also recommend the Board repeal Ordinance 1-00 establishing the sewer pond area as a burn site.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: SEPTEMBER 21, 2016
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: B-114 LIFT STATION RETROFIT

Update Board on status of B-114 Lift Station Retrofit

BACKGROUND:

The LSCSD B-114 Lift Station is an older station in need of a lot of work that we have been discussing for renovation. We have received engineer proposals from SHN and Schlumpberger for the design and specifications and bid documents to put this project out to bid. We are still waiting for a bid from Romtec Utilities for the installation of a package lift station for the design and installation costs and what items they don't include. I have enclosed the most recent correspondence from them for your review.

RECOMMENDATION:

No board action is necessary at this time, and staff will continue to collect bids and determine what direction to advise the board at a future date

From: [Ryan Palmer](#)
To: [General Manager](#)
Cc: ["Ben Cooper"](#)
Subject: RE: Lift Station Retrofit
Date: Wednesday, September 14, 2016 3:10:30 PM
Attachments: [image004.png](#)
[9-14-16 Response to Karls Email of 9-13-16.pdf](#)

Karl,

Please the attached letter from Romtec Utilities. I will call to discuss.

I will call to discuss.

Ryan Palmer
Sales Engineer
(541) 496-9678
rpalmer@romtecutilities.com



[Learn More
About Lift
Stations](#)

[Learn About Lift
Station Repair &
Retrofit](#)



From: General Manager [<mailto:GeneralManager@lakeshastina.com>]
Sent: Tuesday, September 13, 2016 2:53 PM
To: rpalmer@romtecutilities.com
Subject: Lift Station Retrofit

Hi Ryan,

As you are aware, the LSCSD submitted Requests for Proposals for the Design, Engineering and Construction Management for the replacement of Lift Station B-114. This request was sent out to several engineering firms to get qualified proposals and to meet the government Contract requirements for RFPs. One of those engineering firms was Charles Schlumpberger Consulting Engineers (SCE). Subsequently, SCE approached you for a package lift station to replace B-114 and you inspected the site and prepared a comprehensive overview of the condition and the scope of work needed. Other proposals were also received for the Design and Engineering for the replacement of B-114. However, those designs were "from scratch" or as they say in the home building industry, "stick built". They also included design and engineering for such things as site survey, grading plan, utility plan, underground piping and wiring, demolition plan of old lift station, and other full construction design and specifications and bid documents.

My question is, what part of the entire project does Romtec perform? Do you have a proposal yet for your work? Who will do the rest and who will prepare the bid documents now that SCE is downsizing? How do I use Romtec for a prebuilt lift station without following the required RFP process and competitive bidding for government public works projects? I look forward to seeing a

proposal from Romtec, and look forward to the answers to these questions. Thanks.

Karl

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2016 RECIPIENT OF THE DISTRICT TRANSPARENCY CERTIFICATE OF EXCELLENCE

Karl Drexel, SDA
General Manager
16320 Everhart Drive
Weed CA 96094
Office: (530) 938-3281 ext. 103
Direct: (707) 318-7369
Email: GeneralManager@lakeshastina.com



September 14, 2016

Karl Drexel
Lake Shastina Community Service District

**RE: B-114 Lift Station Retrofit
Response to Your Email of 9-13-16**

Dear Karl:

Thank you for reaching out to Romtec Utilities in regards the retrofit of the B-114 wastewater lift station. To give you a little background on our company, we are a design, engineering, manufacturing, and supply firm that specializes in site specific pumping systems. We have in-house mechanical, structural, and electrical engineers that design the complete pumping system.

For this project Romtec Utilities will be proposing to design the retrofit of the B-114 lift station per the instructions and requests of the LSCSD's collections supervisor, Robert Moser. We are not proposing to start "from scratch", rather, to provide:

- a. A new fiberglass "liner" for the existing, failing, steel wet well.
- b. New well cover with safety grate
- c. New pumps and associated discharge elbows.
- d. New wet well piping and fittings.
- e. A complete, prefabricated precast concrete valve vault structure.
- f. A new control panel and level sensing.

Note: This approach will minimize the site construction and down time of the existing system.

FURTHER

In response to your questions posed in your email of 9-13-16:

1. *My question is, what part of the entire project does Romtec perform?*

Romtec Utilities Response

Romtec Utilities is proposing to design the lift station retrofit only (items in the wet well, valve vault, and the new control panel). We are not proposing to design any additional site infrastructure (force main connection, gravity inlets, valve vault location, or any required site surveying).

2. *Do you have a proposal yet for your work?*

Romtec Utilities Response

Romtec Utilities does not have a proposal for our work at this time. We are still waiting for the following items as defined in my 8-1-16 letter to be clarified so we can create an accurate proposal:

- LSCSD to approve Romtec Utilities preliminary scope of work described above
- Basic information on the existing force main (length and elevation change)
- Approximate expected peak inflow rate (if we have a lot count we can figure this out)
- Any specific equipment LSCSD would like Romtec Utilities to use (brand of pumps, lift station controller, type of SCADA)

3. *Who will do the rest and who will prepare the bid documents now that SCE is downsizing?*

Romtec Utilities Response

Romtec Utilities does not prepare the bid documents (specifications or civil plans). If LSCSD intends to follow standard bid procedure, then a civil engineering firm will be required.

4. *How do I use Romtec for a prebuilt lift station without following the required RFP process and competitive bidding for government public works projects?*

Romtec Utilities Response

Romtec Utilities hold a CMAS contract in the State of California. This allows for municipalities and special districts to purchase the “packaged” retrofit system directly from Romtec Utilities without the design and the supply of the lift station equipment having to go out to competitive bid. The installation of the Romtec Utilities designed and supplied equipment will have to go out bid if the LCSCD field crew cannot do the required work.

Please see the following link to two separate lift station project that Romtec Utilities completed with the City of Shafter, CA using the CMAS contract:

City of Shafter – Existing Sewer Sump Repair [CLICK HERE](#)

City of Shafter - Municipal Sewer Expansion Lift Station [CLICK HERE](#)

CONCLUSION

Romtec Utilities is very interested in working with LSCSD on this project. Romtec Utilities has helped several small municipalities retrofit/repair their existing, aging lift stations. We are uniquely positioned to help LSCSD on this project as we handle both the engineer and the equipment supply.

I will give you a call to discuss.

Thank you,
Romtec Utilities

Ryan Palmer
Sales Engineer

CC: Tom Riley, Sales Operations, Romtec Utilities, Inc.
Ben Cooper, Sales Manager, Romtec Utilities, Inc.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: SEPTEMBER 21, 2016
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: WATER WELL #4 RETROFIT

Update Board on status of Water Well #4 Retrofit

BACKGROUND:

Water Well #4 is the primary water well for the District. It is in need of a retrofit that has to happen during the winter due to the need for it in the high season. Previous administrations have contracted for SHN to develop the specifications and bid package for the renovations and they have submitted a Draft document, but had stopped work on it. I have authorized them to continue and complete the bid document, which we will put out to bid as soon as possible.

RECOMMENDATION:

No board action is necessary at this time, and staff will continue with the bid process and determine what direction to advise the board at a future date



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: SEPTEMBER 21, 2016

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: BUSINESS RELATIONSHIP BETWEEN LSPOA AND LSCSD

Update Board regarding the Business Relationship between LSPOA and LSCSD

BACKGROUND:

As previously discussed, the LSPOA has historically shared a General Manager with the LSCSD along with office space, office staff and Public Works staff. Recently the LSPOA appointed their own General Manager, the former IGM for LSCSD, to be their full time General Manager. Since that time, LSPOA hired one of the Public Works employees as their maintenance crew. Additionally, LSPOA has moved to establish their own accounting and billing system, their own bank accounts, their own rules and directions to the LSCSD staff working on their projects.

Currently the LSPOA has its own staff for most of the billing and accounting functions and the CSD staff has been assisting as necessary. CSD staff is keeping a record of actual time spent on LSPOA jobs and we are billing them for actual costs, including benefits, taxes, insurance, etc. In my discussions with GM Mike Colombo, the POA Board has not committed to what they want to do about CSD staff in the future. Additionally, the LSPOA is using the CSD maintenance yard for storage of their equipment. Discussion has been held in the past about a rental agreement and I have been reviewing the previous documentation for such an agreement. Unfortunately I was laid up most of August and had not completed a proposal. In discussions with Mike about an agreement for storage and office space at the maintenance yard, the same response was that the POA Board has not committed to what they wanted to do there. I have submitted a proposal for rent of \$2100 per month plus utilities and any major maintenance, and have not had a response.

RECOMMENDATION:

No action is necessary at this time. Staff will continue to try to negotiate some clear agreements and advise the board at a future date.

Verbal Report

CEQA Documentation for New Wells (GM Drexel)

Item 10

Item 10. Director Hoke Residency
(GM Drexel)

There was no document available for packet delivery.

If document is received prior to the meeting, it will be forwarded to the Board.

Churchwell White^{LLP}

churchwellwhite.com

1414 K Street, 3rd Floor
Sacramento, CA 95814
T 916.468.0950 | F 916.468.0951

RECEIVED
APR 27 2016

Karl A. Schweikert
T 916.458.4932
Karl@churchwellwhite.com

BY:

April 25, 2016

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

Re: California Public Records Act Request

Dear Mr. Colombo:

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

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

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

Kind regards,

Churchwell White LLP

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

Karl A. Schweikert
KAS/mf



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

May 2, 2016

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

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

Dear Mr. Schweikert:

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

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

Sincerely,

Michael Colombo,
Interim General Manager

Copy: LSCSD Board Members
Diane Deckard - Attorney
File

Sylvia Charvez

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

Diane,
The attached if from IGM Mike Colombo.
He would like your legal review/input on this matter prior to staff processing the request.

Thank you.

Sylvia Charvez

Administrative Assistant
Lake Shastina Community Services District
16320 Everhart Drive
Weed CA 96094
530.938.3281 Ext. 100
530.938.4739 Fax
info@lakeshastina.com

June 10, 2016

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

Re: California Public Records Act Request

Dear Debbie:

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

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

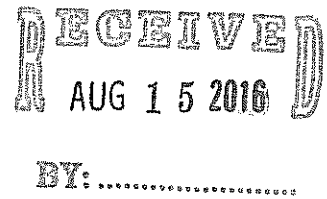
We request electronic production as .pst, .ost, or .pdf files. Please review your files and let me know the costs associated with this production. We look forward to your response within 10 days. (Government Code § 6253.)

Kind regards,

Churchwell White LLP



Karl A. Schweikert
KAS/



96 NORTH THIRD STREET, SUITE 350
SAN JOSE, CA 95112
TEL: (408) 971-4359
FAX: (408) 971-4357

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August 10, 2016

Mr. Karl Drexel, SDA
General Manager
16320 Everhart Drive
Weed, CA 96094

Re: California Public Records Act Request – April 25, 2016
And California Public Records Act Request – June 10, 2016
Moller v. Lake Shastina Community Services Dist.
Our File No. 0848.001

Dear Karl:

Attached please find a copy of my letter to Attorney Karl Schweikert regarding the first Public Record request. It is impossible for me to calculate the number of documents that you have sent over to us as there are many documents contained within each folder and sub-folder. As you can see, I have estimated that it is between 7,000 and 10,000 documents. Please let me know if I am in the ballpark.

Secondly, I have spoken with a colleague who has experience with these types of requests regarding the probability of us being able to charge the requesting party for time spent in gathering the records and the attorney time for reviewing and extricating non-responsive and privileged documents; it appears that we will not be able to charge for either of these types of fees/costs. This is truly unfortunate but the case law is that all that we can charge for are costs of duplication which, in this case, would be extremely small as we plan on producing the responsive records in electronic form. I attach, for your review, a copy of the case *North County Parents Organization vs. Department of Education* (1994) 23 Cal.App.4th 144 which supports this position. Recent cases follow the attached decision.

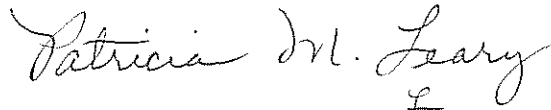
You can see from my letter to Attorney Schweikert that I've estimated that the time to get through possibly 500 documents is 30 days -- I plan on doing a "rolling" production until completed, unless Mr. Schweikert comes back with an alternate acceptable proposal and/or an abbreviated form of the April 25, 2016, request.

As far as the June 10, 2016, Public Records Act Request – could you please let me know how long it will take for you to gather together those emails so that I can pass that information on? We were supposedly meant to be pulling those together already but I know it has taken a while for you to respond to the first request and I will explain that to opposing counsel.

I look forward to hearing from you.

Very truly yours,

THE DECKARD LAW FIRM

A handwritten signature in cursive script that reads "Patricia M. Leary". The signature is written in dark ink and is positioned above the printed name.

PATRICIA M. LEARY

PML:lkp
Enclosure

DECKARD

96 NORTH THIRD STREET, SUITE 350

SAN JOSE, CA 95112

TEL: (408) 971-4359

FAX: (408) 971-4357

Via e-mail and U. S. Mail

Karl@churchwellwhite.com

Karl A. Schweikert

Churchwell White, LLP

1414 K Street, 3rd Floor

Sacramento, CA 95814

www.deckardlaw.com

e-mail: info@deckardlaw.com

August 10, 2016

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

Dear Mr. Schweikert:

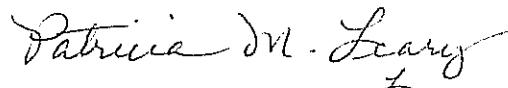
I am working with Diane Deckard on this matter. Our office has now received from the Lake Shastina Community Services District records that its employees have spent many hours compiling, which I am given to believe consists of between 7,000 to 10,000 documents. These documents now need to be reviewed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

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

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

Very truly yours,

THE DECKARD LAW FIRM



PATRICIA M. LEARY

PML:lkp

cc: Mr. Karl Drexel, SDA