



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

RESOLUTION 6-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT TO APPROVE THE FY 2014/2015 OPERATING BUDGET.

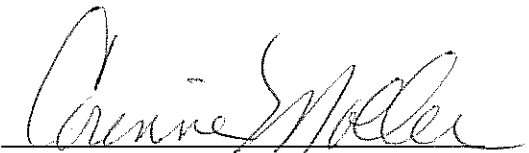
WHEREAS, it is the Board of Directors duty to set the overall total budget amounts based on reasonable expectations of revenues and expenditures each fiscal year; and

WHEREAS, the Board of Directors has received and considered the budget committee's proposed FY 2014/2015 operating budget.

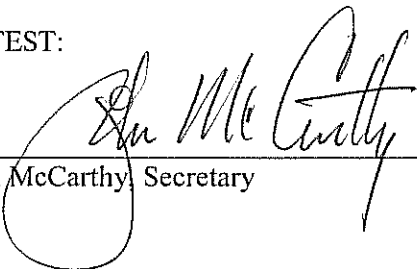
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the FY 2014/2015 operating budget, as detailed in Attachment A.

I hereby certify that the forgoing is a full, true and correct copy of Resolution 6-14 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 18th day of June, 2014, by the following vote:

AYES: Directors Cupp, Mitchell, Moller and Wetter
NOES: None
ABSENT: Director Roths


Corinne Moller, President

ATTEST:


John McCarthy, Secretary

AFFIDAVIT OF PUBLICATION

LAKE SHASTINA COMMUNITY SERVICES
 DISTRICT
 16320 EVERHART DR.
 WEED, CA 96094

IN THE MATTER OF

NEWS #7340

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING
 On June 18, 2014, 5:00 pm, the Lake Shastina Community Services District shall hold a public hearing in the Administration Building, 16320 Everhart Drive, Weed, CA, to consider adoption of the District's FY 2014/2015 Operating Budget.
 News #7340. Pub. June 2, 2014

STATE OF CALIFORNIA) ss:
 County of Siskiyou)

FAINA GAYNOR

of said County, being duly sworn, deposed and says: THAT she is and at all times herein mentioned was a citizen of the United States of America, over the age of twenty-one years, and that she is not, nor was she at any of the times hereinafter named a party to, nor interested in the above entitled matter; that she is the PRINCIPAL CLERK OF THE PRINTER OF THE SISKIYOU DAILY NEWS, a newspaper of general circulation, printed and published in the City of Yreka, County of Siskiyou, State of California, and which newspaper is published for the dissemination of local and telegraphic news and intelligence of a general character, and which newspaper at all times herein mentioned had and still has a bona fide subscription list of paying subscribers, and which newspaper has been established, printed and published at regular intervals in the said City of Yreka, County of Siskiyou, State of California, for a period exceeding one year next preceding the date of publication of the notice hereinafter referred to; and which newspaper is not devoted to nor published for the interests, entertainment or instruction of a particular class, profession, trade, calling, race or denomination, or any number of same; that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof, on the following; dates, to-wit:

JUNE 2, 2014

Siskiyou Daily News adjudicated May 18, 1953, No. 15190

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

(Signed) Faina Gaynor
 Date: 6.2.14

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2014-2015**

A

BUDGET APPROVED: 6/18/14

	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
REVENUES							
4001.1 - Assmt/Revenue - Residential		467,694	354,706	80,210		49,345	951,955
4001.2 - Assmt/Revenue - Standby		66,420	104,640	169,845		65,325	406,230
4001.3 - Assmt/Revenue - Commercial		4,939	17,432	2,080		1,085	25,536
4003.0 - Late Payment Revenue		5,000	10,000	6,500		2,500	24,000
4053.0 - Medical Clinic Revenue	79,200						79,200
4055.0 - Misc. Operational Rev		1,200					1,200
4056.0 - Misc. Non-Op. Inc			3,000	1,000		250	4,250
4070.0 - Antenna Lease Revenue	20,913						20,913
4075.0 - Water Capacity Expansion Fee			960				960
4076.0 - Fire Suppression Expansion Fee						632	632
5004.0 - Sewer Hook Up Fee		21,746					21,746
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			795				795
5050.0 - Transfer Fees	3,000						3,000
5054.0 - Animal Control Fee - Other				400			400
5055.0 - Animal Control Fee				5,000			5,000
5056.0 - Warrant				2,700		4,800	7,500
5062.0 - Event - Donations				3,000			3,000
5075.0 - Grant Revenue					100,000		100,000
5080.0 - Interest earned - Ops	250						250
5081.0 - Interest Earned - Rsv	375	700	3,800	525		300	5,700
Less Rsv Int, Water Expans & Sewer Hookup	(375)	(22,446)	(5,555)	(525)		(300)	(29,201)
TOTAL INCOME 2014-2015 projected	103,363	545,505	489,778	270,735	100,000	123,937	1,633,318
EXPENSES							
7001.0 - Accounting Audit		4,200	3,960	3,000		840	12,000
7002.0 - Admin Overhead Allocation	(217,617)	91,399	91,399	17,409		17,409	-
7004.0 - Contingency	2,000	10,000	35,000			2,000	49,000
7005.0 - Depreciation			54,000				54,000
7010.0 - Capital Improvement/Reserve Exp.	12,500	104,000	786,000	4,000		4,000	910,500
7026.0 - Contract Services	5,000	15,000	10,000	5,900		3,300	39,200
7032.0 - Filing Fees	650						650
7033.0 - Licenses & Permits & Fees	1,400	5,000	11,000	750		250	18,400
7034.0 - Dues & Subscriptions	3,200	600	1,300	2,600		900	8,600
7035.0 - Advertising				200			200
7040.0 - Insurance (property & liability)	600	24,000	22,000	10,500		6,850	63,950
7041.0 - Legal	4,000	1,000	2,000	500			7,500
7050.1 - Office Exp Supplies	3,500	400	500	2,000		400	6,800
7050.2 - Office Exp Postage	4,500	100	800	450		85	5,935
7050.4 - Office Exp Maintenance	4,500			1,800			6,300
7051.0 - Public Safety Supplies (PD/Fire)						5,000	5,000
7051.1 - Mandatory Safety Equipment						23,000	23,000
7053.0 - DECO - Medical Clinic	71,400						71,400
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	1,200	42,000	20,000	1,300		4,500	69,000
7063.0 - Fuel		13,500	10,000	13,000		5,000	41,500
7064.0 - Materials, Supplies & Small Tools	250	7,000	6,000	1,800		1,500	16,550
7065.0 - Vehicle Repair/Maintenance		5,000	8,000	4,000		6,000	23,000
7080.0 - Interest Expense (Sewer Pond Loan)		29,469					29,469
7085.0 - Municipal Finance (Principle)		31,557					31,557
7101.0 - Property Taxes	150						150
7105.0 - Utilities - CSD	1,000			720		920	2,640
7105.1 - Utilities - Telephone	2,050	400	2,700	5,500		650	11,300
7105.2 - Utilities - Electric	3,000	45,000	87,000	3,080		3,240	141,320
7105.3 - Utilities - Waste		700	700	450		450	2,300
7105.4 - Utilities - Propane	500			1,100		1,100	2,700
7204.0 - Events	1,000			2,800		500	4,300
7245.0 - Election	1,000						1,000
7501.0 - Payroll Expense	321,882	255,145		113,368	73,217	15,086	778,698
7513.0 - Payroll Taxes	7,263	6,304		9,866	5,629	1,263	30,324
7514.0 - Payroll Benefits	87,361	131,271		41,632	23,790	5,947	290,001
7516.1 - Pension (EJ)				5,285	2,570	905	8,760
7516.2 - Pension (CalPERS)	51,574	37,677			2,241		91,493
7516.3 - Pension (CalPERS EE Share)	7,350						7,350
7518.0 - Workers Comp	4,349	23,200		7,485	3,976	5,960	44,970
7530.0 - Payroll Services Billed (Maint/An Ctrl)		(248,499)	113,819	1,100	(10,500)	12,801	(131,279)
7530.1 - Payroll Services Billed (Admin)	(202,080)						(202,080)
7530.2 - Payroll Services Billed (Admin 100%)	(70,618)						(70,618)
7549.0 - Volunteer FF Stipend						11,500	11,500
7550.0 - Travel & Training	2,000	1,500	2,000	2,300		3,500	11,300
7550.1 - Emergency Response Training						4,000	4,000
7551.0 - Meals	1,000	400	350	150		2,000	3,900
7552.0 - Employee Physical Exams/Shots		500	300	250		500	1,550
7556.0 - Uniforms		1,100	1,100	1,500		4,000	7,700
Dept. 40 - Animal Control - Police Sub Dept.							
7050.1 - Office Exp Supplies				100			100
7062.0 - Repair & Maintenance				250			250
7064.0 - Materials, Supplies & Small Tools				300			300
7035.0 - Advertising				150			150
7530.0 - Payroll Services Billed (Animal Ctrl)					10,500		10,500
Dept. 99 - Explorers - Police Sub Dept.							
7064.0 - Materials, Supplies & Small Tools				50			50
7556.0 - Uniforms				150			150
COPS Grant Shortfall (to Dept 25 Police)				11,422	(11,422)		-
TOTAL EXPENSE 2014-2015 projected	115,864	639,422	1,269,928	278,218	100,000	155,357	2,558,788
Reimbursement for Cap. Exp. from Reserves	12,500	104,000	786,000	4,000		4,000	910,500
NET PROFIT (LOSS) 2014-2015 projected	0	10,083	5,850	(3,483)	0	(27,420)	(14,970)

Notes:

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

Worker's Comp includes the Board coverage.

2013-2014 Audit - D R Watts \$12,000

Payroll for 2014-2015 includes:

- Anticipated current staffing level Step increases
- COLA at 2% Effective first full pay period of 2014-2015 Fiscal Year (excludes General Manager and Leadman positions)
- Increase WC & Ins 110%, CalPERS per Actuarial

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2014-2015**

Capital Improvements/Expenditures:

<u>General Fund:</u>		<u>Current Balance in LAIF Reserves:</u>		\$	146,937
Capital Improvements from Reserves-	\$ 12,500	Policy Manual updates/templates		\$	2,500
		Legal Fees		\$	10,000
<u>Sewer Department:</u>		<u>Current Balance in LAIF Reserves:</u>		\$	286,794
Capital Improvements from Reserves-	\$ 104,000	Sludge Removal and Drying Beds		\$	6,000
		Head Works Containment Area		\$	50,000
		New Monitoring Well		\$	25,000
		Upgrade B-104		\$	23,000
<u>Water Department:</u>		<u>Current Balance in LAIF Reserves:</u>		\$	1,641,939
Capital Improvements from Reserves-	\$ 786,000	New Well #10 - Construct New		\$	300,000
		Tank #3 Repairs (Coating missing)		\$	125,000
		New Truck (replace vehicle #15)		\$	26,000
		Telemetry Engineering		\$	30,000
		Telemetry Installation (replace old)		\$	75,000
		Crew Building at Yard		\$	150,000
		Water Conservation Project (Admin)		\$	5,000
		Well #9 Rehab (30 years old)		\$	75,000
<u>Public Safety - Police Division:</u>		<u>Current Balance in LAIF Reserves:</u>		\$	197,820
Capital Improvements from Reserves-	\$ 4,000	New insulated windows		\$	3,000
		Laptop Computer (split with Fire)		\$	1,000
<u>Public Safety - Fire Division:</u>		<u>Current Balance in LAIF Reserves:</u>		\$	152,684
Capital Improvements from Reserves-	\$ 4,000	New insulated windows		\$	3,000
		Laptop Computer (split with Police)		\$	1,000



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, June 18, 2014 – 5:00 p.m.
Administration Building
MINUTES

CALL TO ORDER AND ROLL CALL: called to order at 4:30 p.m.

LSCSD Board Roll Call: Cupp * Mitchell Moller Roths absent Wetter

*Dir. Cupp was absent from 5:00 p.m. – 5:10 p.m.

PUBLIC COMMENTS BEFORE CLOSED SESSION: None

CLOSED SESSION: called to order at 4:31 p.m.

Also present: GM McCarthy

1. A. Personnel (Gov. Code Section 54957): Consider staffing modifications - Department of Public Safety – Police

With no objections by the Board, Pres. Moller adjourned Closed Session at 4:55 p.m.

REGULAR MEETING: called to order at 5:00 p.m.

Also present: GM McCarthy, PWS Moser, SAC Nelle, CPS Wilson, AFC Bullington, AA Charvez
There were approximately 28 people in the audience.

PLEDGE OF ALLEGIANCE: Pres. Moller led the Pledge of Allegiance.

REPORT ON CLOSED SESSION:

Items 1.A.: The Board discussed with the General Manager modifications to positions within the Police Department.

PUBLIC COMMENTS: None

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

2. A. Approval of Minutes: Regular Meeting May 21, 2014
- B. Ratification of Disbursements: May 1 to May 31, 2014
- C. Budget Comparison: FY 2013/2014 YTD
- D. Approval of Transfer of LAIF funds to CSD Operating Account

With no objection by the Board, Pres. Moller moved to approve Consent Calendar.

Ayes: Directors Mitchell, Moller and Wetter

Noes: None

Absent: Directors Cupp and Roths

PUBLIC HEARING

3. **FY 2014/15 Operating Budget: public hearing and consideration of approval: Pres. Moller opened the Public Hearing at 5:04 p.m. GM McCarthy gave a PowerPoint presentation overview of proposed budget. Comments were received from the audience. Pres. Moller closed the Public Hearing at 5:58 p.m. The Board discussed.**

Motion by Dir. Cupp second by Dir. Mitchell to adopt Resolution 6-14, approving FY 2014/15 Operating Budget, as presented.

Ayes: Directors Cupp, Mitchell, Moller and Wetter

Noes: None

Absent: Director Roths

DISCUSSION / ACTION ITEMS:

4. Department of Public Safety Monthly Report: CPS Wilson updated the Board on Fire and Police activities.
5. 2013/14 Grand Jury Report of the Lake Shastina Police Department: review and response: GM McCarthy reported that the Grand Jury performed a watchdog investigation of the Police Department; the report came out well for the Department. GM McCarthy read the findings and recommendations.

Motion by Dir. Wetter second by Dir. Cupp to approve the CSD Board's letter responding to the 2013/14 Grand Jury Report, as presented.

Ayes: Directors Cupp, Mitchell, Moller and Wetter

Noes: None

Absent: Director Roths

6. Approval of "Combined Agencies of Siskiyou County Automated Data Exchange" (CASCADE) Memorandum of Understanding (MOU): CPS Wilson reported that the proposed CASCADE MOU would give the DPS the ability to share information and data with eight other law enforcement agencies in Siskiyou County. There is no upfront cost related to the program.

Motion by Dir. Mitchell second by Dir. Wetter to authorize the DPS Chief to enter into the CASCADE MOU, as presented.

Ayes: Directors Cupp, Mitchell, Moller and Wetter
Noes: None
Absent: Director Roths

7. Request from property owner for DPS statistical information to be used for property owner's Petition for Redetermination to challenge the CalFire State Responsibility Area Fee: The Board and staff discussed the options for responding to the request for a compilation of information relevant to Lake Shastina's ability to suppress/fight fire within the District. Dir. Cupp made a motion, second by Dir. Mitchell, to direct the General Manager to prepare a fact sheet based on the information provided in the DPS Chief's report, available to those who request it at \$0.15 per copy. Dir. Cupp amended the motion, second by Dir. Wetter to have the General Manager prepare a fact sheet based on the information provided in the DPS Chief's report, available to the public of Lake Shastina and on the website. The motion was amended as follows:

Motion by Dir. Cupp second by Dir. Wetter to direct the General Manager to prepare a fact sheet based on the information provided in the DPS Chief's report dated June 12, 2014, eliminating all statements that could put the District in a position of liability, and make it available to the Lake Shastina public.

Ayes: Directors Cupp, Mitchell, Moller and Wetter
Noes: None
Absent: Director Roths

8. Special District Leadership Foundation's District Transparency Certificate Program:
 A. Consideration of Resolution re: District Mission Statement: The Board discussed proposed mission statements.

Motion by Dir. Moller second by Dir. Cupp to approve the District Mission Statement to read: "To protect the public health, safety, and environment of our constituents by providing high quality water, wastewater, and public safety services in a safe, efficient, and financially responsible manner."

Ayes: Directors Cupp, Mitchell, Moller and Wetter
Noes: None
Absent: Director Roths

Pres. Moller read proposed Resolution 7-14 to establish a Mission Statement.

Motion by Dir. Cupp second by Dir. Wetter to adopt Resolution 7-14, establishing a District Mission Statement.

Ayes: Directors Cupp, Mitchell, Moller and Wetter
Noes: None
Absent: Director Roths

- B. Consideration of Resolution re: Compliance with the Ralph M. Brown Act: Pres. Moller read proposed Resolution 8-14 regarding compliance with the Ralph M. Brown Act.

Motion by Dir. Cupp second by Dir. Wetter to adopt Resolution 8-14, adopting a policy outlining District compliance with the Ralph M. Brown Act.

Ayes: Directors Cupp, Mitchell, Moller and Wetter
Noes: None
Absent: Director Roths

- C. Consideration of Resolution re: Public Records Act Document Request Policy: Pres. Moller read proposed Resolution 9-14 regarding Public Records Act document requests.

Motion by Dir. Wetter second by Dir. Cupp to adopt Resolution 9-14, adopting a District Public Records Act Document Request Policy.

Ayes: Directors Cupp, Mitchell, Moller and Wetter
Noes: None
Absent: Director Roths

9. Water Wells: update on drilling new well: GM McCarthy reported that all test results from the test well look good and the District will be moving forward with a production well.


10. Update on emergency repairs to Well 3: GM McCarthy reported that Well 3 is expected to be back in service the first week of July.

BOARD MEMBER COMMENTS: Dir. Wetter (water issues), Dir. Mitchell (acknowledged Chief Wilson's efforts), Dir. Cupp (Hoy Park concerts), Pres. Moller (acknowledged Chief Wilson's efforts, Hoy Park concerts)

ADJOURNMENT:

With no objections by the Board, Pres. Moller adjourned the meeting at 7:02 p.m. to the next regular Meeting July 16, 2014 (Open Session at 5:00 p.m.).

Approval Date: 7/16/14



Corinne Moller, President

ATTEST:


John McCarthy, District Secretary