



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Wednesday, September 18, 2024

Closed Session: 12:30 p.m. / Open Session: 1:00 p.m.

Administration Building

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

CALL TO ORDER:

LSCSD Roll Call: Directors: Chandler ____ Cupp ____ MacIntosh ____ Mitchell ____ Uttech ____

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

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. Conference with Labor Negotiators Gov. Code §54957.6, District Representatives: President Cupp, GM Thompson, Unrepresented Employee: Fire Chief
- B. Conference with Real Property Negotiators Gov. Code §54956.8
Property: 16377 Everhart Dr, Weed CA; Agency Negotiators: President Cupp, GM Thompson
- C. Conference with Real Property Negotiators Gov. Code §54956.8
Property: 15440 Juniper Peak Rd, Weed CA; District Negotiators: President Cupp, GM Thompson

RETURN TO OPEN SESSION:

LSCSD Roll Call: Directors: Chandler ____ Cupp ____ MacIntosh ____ Mitchell ____ Uttech ____

PLEDGE OF ALLEGIANCE:

REPORT ON CLOSED SESSION:

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

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

1. CONSENT ITEMS:

- A. Approval of Minutes: Regular Meeting August 21, 2024 and Special Meeting September 4, 2024
- B. Ratification of Disbursements: August 1 through 31, 2024
- C. Budget Comparison: FY 2023/2024
- D. Department Written Reports
 - 1. Fire Department
 - 2. Police Department
 - 3. Sewer Department
 - 4. Water Department

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Verizon Presentation
- 3. General Manager Report
- 4. Resolution 2-24 – Approval of Agreement with CalFire; Volunteer Fire Assistance (VFA) Program Grant
- 5. CPA Accounting Support Contract – Drew Consulting
- 6. Amendment to Fire and Police Chief Contracts
- 7. Amendment to Fire Chief Contract – Compensation

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Meeting is scheduled to be held on October 16, 2024 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 21, 2024
Closed Session 12:30pm/Open Session 1:00pm
UNAPPROVED MINUTES

CALL TO ORDER: 12:30pm

LSCSD Roll Call: Directors: Chandler Cupp MacIntosh Mitchell Uttech

PUBLIC COMMENTS: None

CLOSED SESSION:

A. Conference with Real Property Negotiators Gov. Code §54956.8
Property: 16377 Everhart Dr. Weed, CA
Agency Negotiators: Carol Cupp, Rick Thompson, Margaret Long

ADJOURN TO CLOSED SESSION: 12:45pm

RETURN TO OPEN SESSION: 1:00pm

LSCSD Board Roll Call: Chandler Cupp MacIntosh Mitchell Uttech

Also present: GM Thompson, SAC DeBon, PC Bullington, SGT Erickson, FC Pappas, AA Phonepaseuth. There were approximately 6 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS:

Charlene French: Why are CSD Board meetings not on the green boards?

Charlene French: Power outages

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

1. A. Approval of Minutes: Regular Meeting July 17, 2024
- B. Ratification of Disbursements: July 1 through 31, 2024
- C. Budget Comparison: FY 2024/2025
- D. LAIF Quarterly
- E. Department Written Reports
 1. Fire Department
 2. Police Department
 3. Sewer Department
 4. Water Department

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

Ayes: Directors Chandler, Cupp, MacIntosh, Mitchell, Uttech

Noes: None

Absent: None

DISCUSSION / REPORTS / ACTION ITEMS:

2. Verizon Presentation-**Cancelled and will reschedule for September 18, 2024 Regular meeting.**
3. General Manager's Report-**Discussed.**
4. Consideration of FY 24-25 Preliminary Budget (Director Mitchell, GM) -**Discussed, set date for Special meeting to approve final budget on September 4, 2024 at 2pm.**

STAFF COMMENTS: None.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Vice Pres. Mitchell adjourned the meeting at 2:25pm. The next LSCSD Regular Board Meeting to be held on September 18, 2024 1:00 pm. at the Administration Building.

Approval Date: September 18, 2024

Carol Cupp, President

ATTEST:

Richard Thompson, General Manager/Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
Wednesday, September 4, 2023
Open Session
UNAPPROVED MINUTES

CALL TO ORDER AND ROLL CALL: 2:00 PM

LSCSD Board Roll Call: Chandler Cupp MacIntosh Mitchell Uttech

Also present: GM Thompson SAC DeBon and AA Phonepaseuth. There were approximately 1 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: None received.

ACTION ITEMS:

- 1. Final LSCSD FY 2024-2025 Operating and Capital Budget
 - Open public hearing: 2:09pm
 - No public comments
 - Close public hearing: 2:10pm

Motion by Dir. Mitchell, second by Dir. MacIntosh, to approve Operating and Capital budget as presented.

Ayes: Directors Chandler, Cupp, MacIntosh, Mitchell, Uttech

Noes: None

Absent: None

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 2:22 PM. The next LSCSD Regular Board Meeting to be held on September 18, 2024 1:00 p.m. at the Administration Building.

Approval Date: September 18, 2024

Carol Cupp, President

ATTEST:

Richard Thompson, General Manager/Secretary

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

1B

Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of August 1-31,2024 for a total of: " \$ 325,898.01

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

Submitted for August 2024	\$ 325,898.01
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Expenses - Regular Checks Mechanics Bank Account	\$ 80,614.48
Expenses - Payroll & Liability Checks Mechanics Bank Account	\$ 245,283.53
<u>Subtotal</u>	<u>\$ 325,898.01</u>
<u>Total CSD Expenses</u>	<u>\$ 325,898.01</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
 ACCOUNTS PAYABLE - MECHANICS BANK

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	27 Wellness	30 Fire	31 SAFER
8/5/2024	1848	Xpress Bill Pay	170.26	170.26		170.26							
8/6/2024	1842	FIRST NATIONAL BANK OMAHA	3,052.72	3,052.72			3,024.05	28.67					
	1843	FIRST NATIONAL BANK OMAHA	579.64	579.64		579.64							
	1844	FIRST NATIONAL BANK OMAHA	2,673.00	2,673.00						120.00	2,553.00		
	1845	FIRST NATIONAL BANK OMAHA	120.08	120.08								120.08	
	1846	PACIFIC POWER	21,749.35	21,749.35		787.23	5,229.95	15,207.69	131.12			393.36	
8/8/2024	26584	Payroll Checks (Live Checks)	2,228.28		2,228.28		1,721.72	506.56					
	240804021	CalPERS	8,824.81	8,824.81	2,049.42	1,505.16	1,236.65	2,299.00	720.41			698.90	315.27
	240804022	EDD EFT	10,506.07	10,506.07	461.29	206.27	231.41	353.15	85.59			9,088.87	79.49
	240804023	EFTPS EFT	23,039.66	23,039.66	1,275.37	764.57	672.99	956.97	70.58			19,100.24	198.94
	20240804001-020	MB EFT - Payroll Checks (Direct Deposits)	78,993.09	78,993.09	7,287.95	2,601.47	3,638.50	8,205.09	1,894.05			54,581.35	784.68
	1847	Quill	207.36	207.36	207.36								
	26585	CAL ORE Communications	487.27	487.27	192.21	78.50	78.51	116.69				21.36	
	26586	CASELLE, INC	2,187.00	2,187.00	2,187.00								
	26587	HUE & CRY	44.42	44.42	44.42								
	26588	JENNIFER L COSTALES	1,075.00	1,075.00								1,075.00	
	26589	KELLIE POWER	400	400	400.00								
	26590	PRENTICE LONG, PC	587.5	587.5	500.00	43.75	43.75						
	26591	SISKIYOU DISPOSAL	355	355	125.00	62.50	62.50	26.25				78.75	
	26592	SISKIYOU TECHNOLOGY CONSULTANT	2,647.20	2,647.20	2,647.20								
	26593	SOLANO'S INC.	404.13	404.13		118.27	115.47	150.46				19.93	
	26594	WESTERN BUSINESS PRODUCTS	142.89	142.89	142.89								
	26595	Wiwini Sunarto	250	250					250.00				
8/21/2024	1859	CA DEPT OF TAX & FEE ADMIN	246.24	246.24	104.07	110.90	2.76			14.25		14.26	
8/22/2024	26596	Payroll Checks (Live Checks)	2,126.97		2,126.97		1,606.05	520.92					
	26597	Payroll Checks (Live Checks)	481.79		481.79							481.79	
	26598	Payroll Checks (Live Checks)	580.35		580.35							580.35	
	26599	N.C.G.T. Security Fund	19,035.00	19,035.00	3,641.27	2,579.48	2,542.25	5,355.00	1,785.00			1,785.00	1,347.00
	26600	UNION DUES	705.72	705.72	216.68	145.74	146.24	130.82	66.24				
	240818026	Affac	150.72	150.72		18.72	5.60	126.40					
	240818027	CalPERS	8,646.27	8,646.27	1,999.64	1,430.19	1,357.83	2,313.19	720.41			697.97	127.04
	240818028	EDD EFT	6,510.40	6,510.40	329.29	184.78	255.94	269.22	177.73			5,259.17	34.27
	240818029	EFTPS EFT	13,856.21	13,856.21	996.26	791.40	691.85	643.27	152.92			10,495.40	85.11
	240818001-025	MB EFT - Payroll Checks (Direct Deposits)	69,598.19	69,598.19	6,199.21	2,541.69	3,884.09	7,499.74	2,693.49			46,475.97	304.00

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
 ACCOUNTS PAYABLE - MECHANICS BANK

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	27 Wellness	30 Fire	31 SAFER
	1849	NAPA AUTO PARTS	345.93	345.93			24.71	24.72		273.33		23.17	
	1850	PITNEY BOWES INC	1,799.66	1,799.66		1,799.66							
	1851	US CELLULAR	389.72	389.72		39.64	19.82	19.81		310.45			
	26601	Alex Nelsen	2,500.00	2,500.00								2,500.00	
	26602	CHRIS PAPPAS	56.58	56.58								56.58	
	26603	CORRPRO COMPANIES INC	3,090.00	3,090.00				3,090.00					
	26605	Daniel Meems	2,500.00	2,500.00								2,500.00	
	26606	DEEPWOODS EMBROIDERY & DESIGN	386.23	386.23			193.11	193.12					
	26607	DON R. ERICKSON OIL, INC.	4,202.71	4,202.71		886.84	791.37	791.37	1,222.79			510.34	
	26608	Gannett California LocalIQ	386	386		238.00		148.00					
	26609	Jay Brehm	547.65	547.65			273.83	273.82					
	26610	JW KERNS, INC	233.97	233.97			233.97						
	26611	PACE ANAYLTICAL SERVICES LLC	226.44	226.44				226.44					
	26612	Rodrigo Hernandez	2,299.15	2,299.15								2,299.15	
	26613	Sean Heiskill	2,299.00	2,299.00								2,299.00	
	26614	SHN CONSULTING ENGINEERS &	9,753.89	9,753.89				9,753.89					
	26615	SISKIYOU CO Dept of Facilities Managemen	439.37	439.37								439.37	
	26616	STATE WATER RESOURCES CONTROL	125	125			125.00						
	26617	Tanner McNamara	2,322.00	2,322.00								2,322.00	
	26618	USA BLUE BOOK	8,923.94	8,923.94			4,461.97	4,461.97					
	26619	Eduardo & Emma Ang	408.18	408.18				79.39	206.67			122.12	
			325,898.01	80,614.48	245,283.53	35,507.80	30,888.94	50,292.71	30,255.83	9,084.45	2,553.00	164,039.48	3,275.80

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1C

August 2024 Detailed Budget Comparison 2024/2025 YTD

9/9/2024

REVENUE/EXPENDITURE REPORT

For the Period: 7/1/2024 to 8/31/2024

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 10 - LSCSD General Fund						
Revenues						
10-00-4055.000	Misc Operational Income	500.00	500.00	175.00	25.00	325.00 35%
10-00-4070.000	Antenna Lease Revenue	15,000.00	15,000.00	2,216.88	2,216.88	12,783.12 15%
10-00-5050.000	Transfer Fees	4000.00	4000.00	240.00	280.00	3760.00 6%
10-00-5080.000	Interest Earned-OPS	30.00	30.00	0.00	0.00	30.00 0%
10-00-5081.000	Interest Earned-RSV	2,000.00	2,000.00	0.00	0.00	2,000.00 0%
Dept: 22 Medical Clinic						
10-22-4053.000	Medical Clinic Revenue	60,264.00	60,264.00	5,022.00	10,044.00	55,242.00 8%
Dept: 23 Green Waste Site						
10-23-4055.000	Misc Operational Income	1,000.00	1,000.00	0.00	0.00	1,000.00 0%
Revenues		82,794.00	82,794.00	7,653.88	12,565.88	75,140.12 9%

Expenditures

Dept: 01 General Admin

10-01-7002.000	Admin Overhead Alloc	-330,243.000	-330,243.000	0.00	0.00	-330,243.00	0%
10-01-7010.000	Capital Improvement	44,000.00	44,000.00	0.00	0.00	44,000.00	0%
	Less Reimbursement due from LAIF Savings	-44,000.00	-44,000.00	0.00	0.00	-44,000.00	0%
10-01-7026.000	Contract Services	70,000.00	70,000.00	5,405.14	2,409.21	64,594.86	8%
10-01-7033.000	Licenses, Permits, Fees	5,200.00	5,200.00	287.50	491.65	4,912.50	6%
10-01-7034.000	Dues & Subscriptions	9,000.00	9,000.00	0.00	0.00	9,000.00	0%
10-01-7035.000	Advertising	300.00	300.00	238.00	0.00	62.00	79%
10-01-7041.000	Legal	10,000.00	10,000.00	0.00	500.00	10,000.00	0%
10-01-7050.100	Off Exp-Supplies	5,000.00	5,000.00	157.50	195.79	4,842.50	3%
10-01-7050.200	Off Exp-Postage	10,000.00	10,000.00	4.64	0.00	9,995.36	0%
10-01-7050.400	Off Exp-Maint	1,000.00	1,000.00	6.24	6.03	993.76	1%
10-01-7062.000	Repair & Maintenance	300.00	300.00	0.00	0.00	300.00	0%
10-01-7063.000	Fuel	100.00	100.00	0.00	0.00	100.00	0%
10-01-7064.000	Materials/Supplies/Small Tools	5,000.00	5,000.00	0.00	1,799.66	5,000.00	0%
10-01-7065.000	Vehicle Repair/Maintenance	300.00	300.00	0.00	0.00	300.00	0%
10-01-7101.000	Property Taxes	126.00	126.00	0.00	0.00	126.00	0%
10-01-7105.100	Util-Telephone	0.00	0.00	39.64	0.00	-39.64	#DIV/0!
10-01-7105.200	Util-Electric	4,000.00	4,000.00	111.29	375.49	3,888.71	3%
10-01-7105.400	Utilities-Propane	200.00	200.00	87.50	0.00	112.50	44%
10-01-7105.600	Utility - Internet	1,600.00	1,600.00	128.14	128.14	1,471.86	8%
10-01-7204.000	Events	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
10-01-7501.000	Payroll Expense	246,067.00	246,067.00	19,133.30	18,825.72	226,933.70	8%
10-01-7513.000	Payroll-TAXES	5,192.00	5,192.00	277.44	272.97	4,914.56	5%
10-01-7514.000	Payroll-Benefits	48,995.00	48,995.00	3,489.00	3,489.00	45,506.00	7%
10-01-7516.200	Pension Cost (CalPERS)	19,525.00	19,525.00	1,363.14	1,363.14	18,161.86	7%
10-01-7516.400	CalPERS Fees	215.00	215.00	0.00	0.00	215.00	0%

10-01-7516.500	CalPERS UAL Expense	405.30	405.30	405.30	0.00	0.00	100%
10-01-7518.000	Workers Comp	18,472.00	18,472.00	20,083.24	1,585.01	-1,611.24	109%
10-00-1104.000	Due from LSPOA	-58,000.00	-58,000.00	-17,414.94	-1,200.68	-40,585.06	30%
10-01-7550.000	Travel & Training	7,500.00	7,500.00	0.00	0.00	7,500.00	0%
10-01-7551.000	Meals	1,500.00	1,500.00	0.00	35.79	1,500.00	0%
Dept: 22 Medical Clinic							
10-22-7026.000	Contract Services	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
10-22-7062.000	Repair & Maintenance	200.00	200.00	0.00	0.00	200.00	0%
10-22-7080.000	Interest Expense	2,595.55	2,595.55	0.00	0.00	2,595.55	0%
10-22-7084.000	Loan Principle Expense	41,404.45	41,404.45	0.00	0.00	41,404.45	0%
10-22-7501.000	Payroll Expense	400.00	400.00	34.11	22.74	365.89	9%
10-22-7513.000	Payroll-TAXES	50.00	50.00	0.49	0.33	49.51	1%
10-22-7514.000	Payroll-Benefits	50.00	50.00	4.79	0.00	45.21	10%
10-22-7516.200	Pension Cost (CalPERS)	50.00	50.00	2.68	1.79	47.32	5%
10-22-7518.000	Workers Comp	50.00	50.00	2.94	1.96	47.06	6%
Dept: 23 Green Waste							
10-23-7026.000	Contract Services	50.00	50.00	0.00	0.00	50.00	0%
10-23-7063.000	Fuel	25.00	25.00	0.00	0.00	25.00	0%
10-23-7064.000	Materials/Supplies/Small Tools	100.00	100.00	0.00	0.00	100.00	0%
10-23-7501.000	Payroll Expense	50.00	50.00	0.00	0.00	50.00	0%
10-23-7513.000	Payroll-TAXES	10.00	10.00	0.00	0.00	10.00	0%
10-23-7518.000	Workers Comp	5.00	5.00	0.00	0.00	5.00	0%
Expenditures		132,794.30	132,794.30	33,847.08	30,303.74	98,947.22	25%

For the Period: 7/1/2024 to 8/31/2024

Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 15 - LSCSD Sewer Dept

Revenues							
Dept: 00							
15-00-4001.100	Assmt/Revenue-Residential	800,000.00	800,000.00	-38.14	0.00	800,038.14	0%
15-00-4001.200	Assmt/Revenue-Standby	66,250.00	66,250.00	0.00	-30.00	66,250.00	0%
15-00-4001.300	Assmt/Revenue-Commercial	10,000.00	10,000.00	1,012.66	1,044.01	8,987.34	10%
15-00-4056.000	Misc-Non Operating Income	300.00	300.00	0.00	0.00	300.00	0%
15-00-5004.000	Sewer Hook Up Fee	25,000.00	25,000.00	7,920.64	0.00	17,079.36	32%
15-00-5081.000	Interest Earned-RSV	10,000.00	10,000.00	0.00	0.00	10,000.00	0%
Revenues		911,550.00	911,550.00	8,895.16	1,014.01	902,654.84	1%

Expenditures

Dept: 01 General Admin							
15-01-7001.000	Accounting Audit/Review	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
15-01-7002.000	Admin Overhead Alloc	105,677.76	105,677.76	0.00	0.00	105,677.76	0%
15-01-7010.000	Capital Improvement	150,000.00	150,000.00	0.00	0.00	150,000.00	0%
Less Reimbursement due from LAIF Savings		-150,000.00	-150,000.00	0.00	0.00	-150,000.00	0%
15-01-7026.000	Contract Services	20,000.00	20,000.00	4,708.68	0.00	15,291.32	24%
15-01-7033.000	Licenses, Permits, Fees	20,000.00	20,000.00	17.50	247.93	19,982.50	0%
15-01-7034.000	Dues & Subscriptions	500.00	500.00	150.00	0.00	350.00	30%
15-01-7040.000	Insurance (Liability)	43,239.36	43,239.36	43,239.36	0.00	0.00	100%

15-01-7041.000	Legal	500.00	500.00	0.00	43.75	500.00	0%
15-01-7055.000	Safety Equipment	2,000.00	2,000.00	0.00	0.00	2,000.00	0%
15-01-7062.000	Repair & Maintenance	40,000.00	40,000.00	119.18	744.36	39,880.82	0%
15-01-7063.000	Fuel	8,000.00	8,000.00	791.37	0.00	7,208.63	10%
15-01-7064.000	Materials/Supplies/Small Tools	22,500.00	22,500.00	3,263.01	5,208.33	19,236.99	15%
15-01-7065.000	Vehicle Repair/Maintenance	6,000.00	6,000.00	18.81	110.68	5,981.19	0%
15-01-7105.100	Util-Telephone	0.00	0.00	19.82	0.00	-19.82	#DIV/0!
15-01-7105.200	Util-Electric	55,000.00	55,000.00	1,742.90	4,339.81	53,257.10	3%
15-01-7105.300	Util-Waste	800.00	800.00	125.00	0.00	675.00	16%
15-01-7105.600	Utility - Internet	700.00	700.00	78.51	78.50	621.49	11%
15-01-7501.000	Payroll Expense	172,796.00	172,796.00	11,316.45	11,966.82	161,479.55	7%
15-01-7513.000	Payroll-TAXES	3,592.00	3,592.00	165.17	243.39	3,426.83	5%
15-01-7514.000	Payroll-Benefits	36,946.00	36,946.00	1,945.89	2,679.48	35,000.11	5%
15-01-7516.200	Pension Cost (CalPERS)	16,313.00	16,313.00	1,183.69	1,221.11	15,129.31	7%
15-01-7516.400	CalPERS Fees	186.00	186.00	0.00	0.00	186.00	0%
15-01-7516.500	CalPERS UAL Expense	51,772.85	51,772.85	51,772.85	0.00	0.00	100%
15-01-7518.000	Workers Comp	9,796.00	9,796.00	10,757.88	1,005.23	-961.88	110%
15-01-7550.000	Travel & Training	5,000.00	5,000.00	0.00	125.00	5,000.00	0%
15-01-7551.000	Meals	500.00	500.00	0.00	0.00	500.00	0%
15-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	0.00	67.79	500.00	0%
15-01-7555.000	Personal Protective Equip PPE	500.00	500.00	0.00	0.00	500.00	0%
15-01-7556.000	Uniforms	2,000.00	2,000.00	193.11	497.44	1,806.89	10%
Expenditures		629,818.97	629,818.97	131,609.18	28,605.59	498,209.79	21%

For the Period: 7/1/2024 to 8/31/2024

Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 20 - LSCSD Water Dept

Revenues							
Dept: 00							
20-00-4001.100	Assmt/Revenue-Residential	710,236.00	710,236.00	-6.29	0.00	710,242.29	0%
20-00-4001.200	Assmt/Revenue-Standby	101,000.00	101,000.00	0.00	-33.34	101,000.00	0%
20-00-4001.300	Assmt/Revenue-Commercial	15,000.00	15,000.00	1,454.32	1,726.18	13,545.68	10%
20-00-4075.000	Water Capacity Expansion Fee	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
20-00-5006.000	Water Hook Up Fee	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
20-00-5081.000	Interest Earned-RSV	20,000.00	20,000.00	0.00	0.00	20,000.00	0%
Dept: 22 Medical Clinic							
20-22-4054.000	Loan Principle Revenue	41,404.45	41,404.45	0.00	0.00	41,404.45	0%
20-22-5081.000	Interest Earned-RSV	2,595.55	2,595.55	0.00	0.00	2,595.55	0%
Revenues		892,236.00	892,236.00	1,448.03	1,737.84	890,787.97	0%

Expenditures							
20-01-7001.000	Accounting Audit/Review	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
20-01-7002.000	Admin Overhead Alloc	118,887.48	118,887.48	0.00	0.00	118,887.48	0%
20-01-7010.000	Capital Improvement	58,000.00	58,000.00	0.00	0.00	58,000.00	0%
Less Reimbursement due from LAIF Savings		-58,000.00	-58,000.00	0.00	0.00	-58,000.00	0%
20-01-7026.000	Contract Services	27,000.00	27,000.00	2,703.79	226.44	24,296.21	10%

20-01-7033.000	Licenses, Permits, Fees	15,000.00	15,000.00	13.30	247.92	14,986.70	0%
20-01-7034.000	Dues & Subscriptions	1,000.00	1,000.00	150.00	0.00	850.00	15%
20-01-7035.000	Advertising	0.00	0.00	148.00	0.00	-148.00	#DIV/0!
20-01-7040.000	Insurance (Liability)	48,644.28	48,644.28	48,644.28	0.00	0.00	100%
20-01-7041.000	Legal	500.00	500.00	0.00	43.75	500.00	0%
20-01-7050.200	Off Exp-Postage	700.00	700.00	0.00	0.00	700.00	0%
20-01-7055.000	Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
20-01-7062.000	Repair & Maintenance	20,000.00	20,000.00	5,182.94	49.36	14,817.06	26%
20-01-7063.000	Fuel	8,000.00	8,000.00	791.37	0.00	7,208.63	10%
20-01-7064.000	Materials/Supplies/Small Tools	16,000.00	16,000.00	121.38	5,536.22	15,878.62	1%
20-01-7065.000	Vehicle Repair/Maintenance	7,000.00	7,000.00	18.81	110.67	6,981.19	0%
20-01-7105.100	Util-Telephone	0.00	0.00	19.81	0.00	-19.81	#DIV/0!
20-01-7105.200	Util-Electric	120,000.00	120,000.00	5,069.04	15,560.62	114,930.96	4%
20-01-7105.300	Util-Waste	755.00	755.00	125.00	0.00	630.00	17%
20-01-7105.600	Utility - Internet	700.00	700.00	78.50	78.51	621.50	11%
20-01-7501.000	Payroll Expense	129,474.04	129,474.04	9,297.15	11,693.35	120,176.89	7%
20-01-7513.000	Payroll-TAXES	2,691.74	2,691.74	135.92	357.06	2,555.82	5%
20-01-7514.000	Payroll-Benefits	27,687.99	27,687.99	1,678.73	2,642.25	26,009.26	6%
20-01-7516.200	Pension Cost (CalPERS)	12,225.47	12,225.47	737.12	1,002.23	11,488.35	6%
20-01-7516.400	CalPERS Fees	186.42	186.42	0.00	0.00	186.42	0%
20-01-7516.500	CalPERS UAL Expense	51,772.85	51,772.85	51,772.85	0.00	0.00	100%
20-01-7518.000	Workers Comp	9,795.69	9,795.69	10,584.24	979.57	-788.55	108%
20-01-7550.000	Travel & Training	5,000.00	5,000.00	0.00	275.00	5,000.00	0%
20-01-7551.000	Meals	500.00	500.00	0.00	0.00	500.00	0%
20-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	0.00	67.79	500.00	0%
20-01-7555.000	Personal Protective Equip PPE	500.00	500.00	0.00	0.00	500.00	0%
20-01-7556.000	Uniforms	1,000.00	1,000.00	193.12	497.42	806.88	19%
Dept: 36 Planning Grants							
20-36-7026.000	Contract Services	0.00	0.00	6,558.75	0.00	-6,558.75	#DIV/0!
Expenditures		631,520.96	631,520.96	144,024.10	39,368.16	487,496.86	23%

For the Period: 7/1/2024 to 8/31/2024

Fund: 25 - LSCSD Police Department

		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Revenues							
25-00-4001.100	Assmt/Revenue-Residential	140,000.00	140,000.00	-11.37	0.00	140,011.37	0%
25-00-4001.200	Assmt/Revenue-Standby	280,000.00	280,000.00	-55.00	-91.66	280,055.00	0%
25-00-4001.300	Assmt/Revenue-Commercial	3,100.00	3,100.00	0.00	0.00	3,100.00	0%
25-00-4056.000	Misc-Non Operating Income	300.00	300.00	0.00	10.00	300.00	0%
25-00-5055.000	Animal License Fee	2,000.00	2,000.00	80.00	30.00	1,920.00	4%
25-00-5056.000	Warrant	5,000.00	5,000.00	88.22	0.00	4,911.78	2%
25-00-5061.000	Donations	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
25-00-5081.000	Interest Earned-RSV	10,000.00	10,000.00	0.00	0.00	10,000.00	0%
Revenues		441,400.00	441,400.00	101.85	-51.66	441,298.15	0%

Expenditures

25-01-7001.000	Accounting Audit/Review	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
25-01-7002.000	Admin Overhead Alloc	56,140.82	56,140.82	0.00	0.00	56,140.82	0%
25-01-7026.000	Contract Services	4,700.00	4,700.00	391.66	258.61	4,308.34	8%
25-01-7033.000	Licenses, Permits, Fees	250.00	250.00	24.47	233.33	225.53	10%

25-01-7034.000	Dues & Subscriptions	17,000.00	17,000.00	210.00	0.00	16,790.00	1%
25-01-7035.000	Advertising	150.00	150.00	0.00	0.00	150.00	0%
25-01-7040.000	Insurance (Liability)	22,970.91	22,970.91	22970.91	0.00	0.00	100%
25-01-7041.000	Legal	500.00	500.00	0.00	0.00	500.00	0%
25-01-7050.200	Off Exp-Postage	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
25-01-7051.000	Public Safety Supplies	1,600.00	1,600.00	0.00	0.00	1,600.00	0%
25-01-7051.100	Public Safety Equipment	6,000.00	6,000.00	0.00	0.00	6,000.00	0%
25-01-7062.000	Repair & Maintenance	600.00	600.00	150.46	0.00	449.54	25%
25-01-7063.000	Fuel	16,000.00	16,000.00	1222.79	0.00	14,777.21	8%
25-01-7064.000	Materials/Supplies/Small Tools	2,600.00	2,600.00	0.00	155.48	2,600.00	0%
25-01-7065.000	Vehicle Repair/Maintenance	1,500.00	1,500.00	0.00	0.00	1,500.00	0%
25-01-7105.100	Util-Telephone	2,200.00	2,200.00	0.00	0.00	2,200.00	0%
25-01-7105.200	Util-Electric	1,500.00	1,500.00	43.67	167.91	1,456.33	3%
25-01-7105.300	Util-Waste	320.00	320.00	52.50	0.00	267.50	16%
25-01-7105.400	Utilities-Propane	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
25-01-7105.600	Utility - Internet	3,000.00	3,000.00	116.19	116.69	2,883.81	4%
25-01-7204.000	Events	250.00	250.00	0.00	0.00	250.00	0%
25-01-7501.000	Payroll Expense	268,770.56	268,770.56	21701.25	20411.80	247,069.31	8%
25-01-7513.000	Payroll-TAXES	5,432.81	5,432.81	314.67	295.98	5,118.14	6%
25-01-7514.000	Payroll-Benefits	52,530.00	52,530.00	5359.80	5355.00	47,170.20	10%
25-01-7516.200	Pension Cost (CalPERS)	27,331.84	27,331.84	2119.67	2089.07	25,212.17	8%
25-01-7516.400	CalPERS Fees	270.00	270.00	0.00	0.00	270.00	0%
25-01-7516.500	CalPERS UAL Expense	539.00	539.00	539.00	0.00	0.00	100%
25-01-7518.000	Workers Comp	20,268.00	20,268.00	22831.74	1634.30	-2,563.74	113%
25-01-7550.000	Travel & Training	1,500.00	1,500.00	0.00	0.00	1,500.00	0%
25-01-7551.000	Meals	500.00	500.00	0.00	0.00	500.00	0%
25-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0%
25-01-7556.000	Uniforms	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
Expenditures		522,923.94	522,923.94	78,048.78	30,718.17	444,875.16	15%

For the Period: 7/1/2024 to 8/31/2024

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud	
Fund: 26 - COPS Grant							
Revenues							
26-00-5075.000	Grant Income	186,000.00	186,000.00	408.50	0.00	185,591.50	0%
Revenues		186,000.00	186,000.00	408.50	0.00	185,591.50	0%

Expenditures

26-01-7033.000	Licenses, Permits, Fees	600.00	600.00	0.00	116.67	600.00	0%
26-01-7050.100	Off Exp-Supplies	100.00	100.00	0.00	0.00	100.00	0%
26-01-7051.000	Public Safety Supplies	1,500.00	1,500.00	0.00	543.60	1,500.00	0%
26-01-7051.100	Public Safety Equipment	6,000.00	6,000.00	0.00	121.88	6,000.00	0%
26-01-7062.000	Repair & Maintenance	400.00	400.00	0.00	0.00	400.00	0%
26-01-7063.000	Fuel	24,000.00	24,000.00	71.10	0.00	23,928.90	0%
26-01-7064.000	Materials/Supplies/Small Tools	4,000.00	4,000.00	0.00	59.99	4,000.00	0%
26-01-7065.000	Vehicle Repair/Maintenance	3,500.00	3,500.00	393.33	107.00	3,106.67	11%
26-01-7105.100	Util-Telephone	1,758.00	1,758.00	310.45	0.00	1,447.55	18%
26-01-7501.000	Payroll Expense	92,017.20	92,017.20	7483.02	5827.20	84,534.18	8%
26-01-7513.000	Payroll-TAXES	1,768.20	1,768.20	108.50	84.50	1,659.70	6%
26-01-7514.000	Payroll-Benefits	21,012.00	21,012.00	1785.00	1785.00	19,227.00	8%
26-01-7516.200	Pension Cost (CalPERS)	7,840.79	7,840.79	661.35	669.72	7,179.44	8%
26-01-7518.000	Workers Comp	8,503.81	8,503.81	9147.35	418.58	-643.54	108%

26-01-7550.000	Travel & Training	5,000.00	5,000.00	-97.88	0.00	5,097.88	-2%
26-01-7551.000	Meals	2,000.00	2,000.00	0.00	9.95	2,000.00	0%
26-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0%
26-01-7555.000	Personal Protective Equip PPE	4,000.00	4,000.00	0.00	0.00	4,000.00	0%
26-01-7556.000	Uniforms	1,500.00	1,500.00	0.00	107.24	1,500.00	0%
Expenditures		186,000.00	186,000.00	19,862.22	9,851.33	166137.78	11%

For the Period: 7/1/2024 to 8/31/2024

		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 27 - Wellness Grant							
Revenues							
27-00-5075.000	Grant Income	8,668.00	8,668.00	0.00	0.00	8,668.00	0%
Revenues		8,668.00	8,668.00	0.00	0.00	8668.00	0%

		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Expenditures							
27-01-7064.000	Materials/Supplies/Small Tools	4,000.00	4,000.00	2553.00	332.45	1,447.00	64%
Expenditures		4,000.00	4,000.00	2,553.00	332.45	1,447.00	64%

For the Period: 7/1/2024 to 8/31/2024

		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 30 - LSCSD Fire Department							
Revenues							
Dept: 00							
30-00-4001.100	Assmt/Revenue-Residential	100,000.00	100,000.00	-4.11	0.00	100,004.11	0%
30-00-4001.200	Assmt/Revenue-Standby	165,000.00	165,000.00	0.00	-54.16	165,000.00	0%
30-00-4001.300	Assmt/Revenue-Commercial	1,440.00	1,440.00	0.00	0.00	1,440.00	0%
30-00-4055.000	Misc Operational Income	4,000.00	4,000.00	0.00	0.00	4,000.00	0%
30-00-5056.000	Warrant	5,000.00	5,000.00	282.95	0.00	4,717.05	6%
30-00-5061.000	Donations	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
30-00-5075.000	Grant Income	9,991.00	9,991.00	0.00	0.00	9,991.00	0%
30-00-5081.000	Interest Earned-RSV	20,000.00	20,000.00	0.00	0.00	20,000.00	0%
Dept: 45 Mutual Aid Strike Team							
30-45-4080.000	Strike Team Rev Payroll Reimb	200,000.00	200,000.00	0.00	0.00	200,000.00	0%
30-45-4081.000	Strike Team Rev Engine Reimb	25,000.00	25,000.00	0.00	0.00	25,000.00	0%
30-45-4082.000	Strike Team Rev Admin OH Reimb	26,000.00	26,000.00	0.00	0.00	26,000.00	0%
Revenues		561,431.00	561,431.00	278.84	-5,304.16	561152.16	0%

		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Expenditures							
Dept: 01 General Admin							
30-01-7001.000	Accounting Audit/Review	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
30-01-7002.000	Admin Overhead Alloc	49,536.85	49,536.85	0.00	0.00	49,536.85	0%
30-01-7010.000	Capital Improvement	379,000.00	379,000.00	0.00	4534.79	379,000.00	0%
	Less Reimbursement due from LAIF Savings	-379,000.00	-379,000.00	0.00	-4,534.79	-379,000.00	0%
30-01-7026.000	Contract Services	6,000.00	6,000.00	0.00	0.00	6,000.00	0%
30-01-7033.000	Licenses, Permits, Fees	150.00	150.00	14.70	350.00	135.30	10%
30-01-7034.000	Dues & Subscriptions	500.00	500.00	94.50	0.00	405.50	19%
30-01-7040.000	Insurance (Liability)	20,268.45	20,268.45	20268.45	0.00	0.00	100%
30-01-7041.000	Legal	500.00	500.00	0.00	0.00	500.00	0%
30-01-7050.200	Off Exp-Postage	100.00	100.00	0.00	0.00	100.00	0%
30-01-7051.000	Public Safety Supplies	2,100.00	2,100.00	0.00	0.00	2,100.00	0%
30-01-7051.100	Public Safety Equipment	525.00	525.00	0.00	0.00	525.00	0%
30-01-7062.000	Repair & Maintenance	2,500.00	2,500.00	439.37	268.83	2,060.63	18%
30-01-7063.000	Fuel	15,000.00	15,000.00	510.34	0.00	14,489.66	3%

30-01-7064.000	Materials/Supplies/Small Tools	11,550.00	11,550.00	45.51	93.79	11,504.49	0%
30-01-7065.000	Vehicle Repair/Maintenance	15,000.00	15,000.00	-2920.25	285.28	17,920.25	-19%
30-01-7076.000	Grant Expenditures	19,982.00	19,982.00	0.00	11920.15	19,982.00	0%
30-01-7105.200	Util-Electric	5,000.00	5,000.00	131.01	503.72	4,868.99	3%
30-01-7105.300	Util-Waste	900.00	900.00	157.50	0.00	742.50	18%
30-01-7105.400	Utilities-Propane	50.00	50.00	0.00	0.00	50.00	0%
30-01-7105.600	Utility - Internet	250.00	250.00	21.36	21.36	228.64	9%
30-01-7204.000	Events	250.00	250.00	0.00	0.00	250.00	0%
30-01-7501.000	Payroll Expense	90,500.00	90,500.00	5162.36	10310.36	85,337.64	6%
30-01-7513.000	Payroll-TAXES	2,700.00	2,700.00	74.86	745.07	2,625.14	3%
30-01-7514.000	Payroll-Benefits	21,420.00	21,420.00	1785.00	1785.00	19,635.00	8%
30-01-7516.200	Pension Cost (CalPERS)	8,705.00	8,705.00	682.98	682.98	8,022.02	8%
30-01-7518.000	Workers Comp	14,727.00	14,727.00	15171.40	827.87	-444.40	103%
30-01-7550.000	Travel & Training	420.00	420.00	0.00	44.81	420.00	0%
30-01-7551.000	Meals	525.00	525.00	0.00	0.00	525.00	0%
30-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0%
30-01-7556.000	Uniforms	2,000.00	2,000.00	1075.00	281.96	925.00	54%
Dept: 45 Mutual Aid Strike Team							
30-45-7501.000	Payroll Expense	175,000.00	175,000.00	83055.00	133923.00	91,945.00	47%
30-45-7513.000	Payroll-TAXES	5,000.00	5,000.00	1684.23	1797.67	3,315.77	34%
30-45-7518.000	Workers Comp	20,000.00	20,000.00	3543.63	8293.68	16,456.37	18%
Expenditures		496,659.30	496,659.30	130,996.95	172,135.53	365,662.35	26%

Total Net Effect: 480,361.53 480,361.53 -522,155.05 -301,353.06 1,002,516.58



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of August Lake Shastina Fire Department responded to a total of 31 calls of service. These calls included:

- 19 Medical Aids
- 2 Wildland Fire
- 2 Public Assists
- 3 Traffic Collisions
- 5 Structure Fires / Fire Alarms

LSFD now has a full house of sleepers. We are currently housing 6 Firefighters with 2 of those being FF / EMT. October 1st two more will be moving in who are enrolled in the Paramedic program at COS. This sets our department up for full staffing until next summer.

The new engine 3110 did not make it for its delivery. There was an issue with the chassis while in transit so it had to be turned around for repairs. We currently have no ETA on the delivery.

We are excited to announce that we were once again awarded the Cal Fire VFC grant. This grant will supply us with the majority of our Wildland needs for next summer. It is a 50/50 match grant and will supply us with over \$19,000 in gear.



LAKE SHASTINA POLICE DEPARTMENT

William N. Bullington

Chief of Police

16309 Everhart Dr., Weed, CA 96094

(530) 938-2226

TO: LSCSD Board of Directors

FROM: Chief Bullington

SUBJECT: AUGUST 2024 Police Monthly Board Report

POLICE ACTIVITY: LSPD had 280 calls for service in AUGUST.

SUMMARY:

Misdemeanor Arrests: 5

Felony Arrests: 0

Traffic Warnings: 33

Traffic Citations: 21

Animal Control Cites: 0

Animal Related Calls: 4

Parking Cites: 0

House Watch: 140+-

Misc. Police Calls(Non-Criminal): 217

NOTABLE ACTIVITY:

8/19/24 – Subject arrested for false registration tabs.

8/20/24- Subject arrested numerous warrants.

8/24/24- Subject arrested for numerous warrants.

8/28/24- Subject arrested for public intoxication.

8/30/24- Subject arrested for refusing to sign a written promise to appear.

TRAINING:

Officers completed handgun and patrol rifle training. These included a qualification course and scenario combat drills. Officer Sadler has completed both POST certified firearms instructor courses and was able to host this training for the department.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: RODNEY VILLA, Maintenance Leadman
Meeting Date: September 18, 2024
Subject: Board Report August 2024

Notable Activity:

Reinforcement was done on the dike between ponds #2 and #3. The reinforcement consists of rip rapping with rock.

The Apex pond evaporators were serviced and inspected.

We have started to prepare access around the North end of the ponds for a fence.

The crane inspection was done on the F-650 service truck.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: RODNEY VILLA: Maintenance Leadman
Meeting Date: September 18, 2024
Subject: Board Report for August, 2024

Notable Activity:

We replaced the cooling tube at well #9 and adjusted the 'over pressure' valve.

There were 4 USAs in parts of the district.

Three of the water stations and wells are prepped for painting.

Routine water samples were taken to Pace Labs.

Inspection and maintenance was done on both the F-650 service truck and the dump-truck.

Verizon

Presentation
Only



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: September 18, 2024

FROM: General Manager, Rick Thompson

SUBJECT: General Manager Report

The District recently received notification of GSRMA's Risk Management Accreditation Program (RMAP). This program gives the District the opportunity to reduce its contribution to the risk pool:

“GSRMA member agencies can earn an award of up to 10% of their current year’s contribution, subject to a maximum of \$50,000 per member agency, per year for a score less than 10%, and a maximum of \$75,000 per member agency per year, when the 10% maximum score is achieved.”

The District can earn up to \$20,000 based upon our contribution.

Earning this award is dependent on meeting criteria based upon Administrative, Claims, and Risk Control documentation and actions. The application with the detailed criteria is attached. The District sent the required Notice of Intent to participate on August 26, 2024.

The District’s security system, including cameras and door access, is obsolete. The camera system is currently inoperable. We are currently researching security requirements and options. We recently invited a security system vendor to do a walkthrough of our facilities. Also taking part was a representative of our IT provider, Network One. We will be assessing our needs and developing cost estimates over the next several months.

Maintenance Leadman Rodney Villa and I recently participated in a walkthrough and comprehensive analysis of our water storage tank system with a representative from Superior Tank Services. Superior is a leading provider of tank refurbishment and new tank construction services. We have reached out to other providers of these services in our effort to develop a plan of action to begin the work of remedying the deficiencies identified in our PER.

Finally, the Administrative staff was fully engaged the week of September 9th, in support of CPAs Larry Bain and Natasha Hyatt as they complete the onsite component of the audit of the District’s financials for FY 2022-2023.

**GOLDEN STATE RISK MANAGEMENT AUTHORITY (GSRMA)
Risk Management Accreditation Program (RMAP) 2024-2025**

GSRMA member agencies can earn an award of up to 10% of their current year's contribution, subject to a maximum of \$50,000 per member agency, per year for a score less than 10%, and a maximum of \$75,000 per member agency per year, when the 10% maximum score is achieved.

Members must apply each year to qualify. This application covers the time from March 1st, 2024 – February 28th, 2025

TO APPLY:

Members wishing to apply for the RMAP must submit a Letter of Intent to GSRMA's Risk Control Staff no later than the first Monday in September each year. **Letters of Intent will not be accepted after the first Monday in September.**

The attached application and supporting documentation must be completed and submitted to GSRMA Risk Control Staff by Friday, March 7th, 2025. **Failure to provide this documentation by the date requested will disqualify the member from consideration of an award under the RMAP for that year.**

Risk Control staff shall present all qualified applications to GSRMA Board of Directors no later than their May board meeting for approval. For budgeting purposes, those agencies receiving awards will be notified prior to July 1st. To receive distributions, the agency must be a member in good standing as of July 1 of the 2025-2026 coverage year.

The credit earned is based on a points system. 100 points are needed to be awarded the maximum credit. The following formula shall be used in determining the total credit awarded. **(NOTE: Member agency must score a minimum of 60 points to qualify for an award.)**

60 to 69	1%
70 to 79	4%
80 to 89	5%
90 to 99	7%
100	10%

GSRMA encourages members to use the awarded funds to maintain and/or enhance their loss prevention efforts. Members who achieve 100 points will be granted accreditation status. As an additional incentive to achieve accreditation, a random drawing will be conducted to select one accredited member to receive complimentary attendance for up to two attendees to attend the upcoming Public Agency Risk Management Association (PARMA) conference.

Special Note: Agencies are encouraged to submit the self-evaluation regardless of accumulated points.

Risk Management Accreditation Program (RMAP) Self-Evaluation / Application

Member Agency: _____

Contact Person: _____

Contact Phone / E-Mail: _____

Contact Mailing Address: _____

Entity Physical Address: _____

Annual Renewal Meeting Yes No Date: _____

Renewal Questionnaire Yes No Date: _____

Submitted

*****Submit all documentation (IE. Policies, certificates, etc.) along with your application. Incomplete documentation will result in a lower score.**

POINTS EARNED	GSRMA Use	
Administrative Points Earned		
Claims Points Earned		
Risk Control Points Earned		
TOTAL POINTS		

ADMINISTRATIVE SECTION

<i>REQUIREMENTS</i>	<i>POINTS CLAIMED / POINTS POSSIBLE</i>	<i>GSRMA USE ONLY POINTS VERIFIED / AREAS FOR IMPROVEMENT</i>
Personnel Policy:		
Develop, adopt, implement and maintain an entity's personnel policy manual that complies with all Federal, State and local regulations.	/3	
All employees and board members are compliant with AB1825 or SB1343 Harassment Training requirements.	/3	
Current years federal and state labor law posters displayed. Photo documentation of all postings required.	/2	

Entity has a violent incident log from the Workplace Violence Prevention Plan	/5	
Board Policies		
Develop, adopt, implement and maintain the Entity's Board Policy Manual, to include the following: Entity Bylaws, Conflict of Interest Policy and meeting schedule.	/3	
Board has adopted policies and procedures for purchasing, contracts, competitive bidding process, compliance with the California Public Records Act and Ethics training as required by AB 1234.	/3	

Board Operations		
Entity prepares, approves and submits an annual budget and submits to an audit, at least as often as every two years.	/3	
Entity has a fraud prevention system in place regarding financial matters.	/2	
Training		
All Board Members attend at least one hour of continuing education training beyond mandated requirements. (AB1234&AB1825)	/3	
All management and supervisors participate in at least 2 hours of leadership development or management training.	/2	
Contracting		
Entity has a volunteer resolution or declination letter on file.	/2	
Cyber-Security		
Entity has completed the GSRMA Cyber Security Self-Assessment and review.	/10	
Administrative Points Earned	/41	

CLAIMS SECTION

<i>REQUIREMENTS</i>	<i>POINTS CLAIMED / POINTS POSSIBLE</i>	<i>GSRMA Use Only Points Verified / Areas for Improvement</i>
General Liability:		
Ensure the entity has an SB 929 compliant website. If not, demonstrate compliance by providing a board agenda item. Supply us with the URL.	/4	
Return to Work:		
Implement a Return-to-Work Program that includes a provision for enacting the interactive process.	/3	
Property Audit:		
Entity has completed a property audit with their Account Manager and confirmed its accuracy by submission date of application.	/5	
Claims Points Earned	/12	

RISK CONTROL SECTION

<i>REQUIREMENTS</i>	<i>POINTS CLAIMED / POINTS POSSIBLE</i>	<i>GSRMA Use Only Points Verified / Areas for Improvement</i>
Injury and Illness Prevention Program (IIPP):		
IIPP meets all Cal-OSHA requirements and is reviewed annually.	/4	
Emergency Action Plan (EAP)		
Written Emergency Action Plan meets all Cal-OSHA requirements.	/2	
Safety Meetings		
Regular safety meetings as required by Cal-OSHA to communicate safety expectations in a manner understandable to all employees. Provide a minimum of six hours training and instruction on job specific safety and health practices. This can include online training such as Vector Solutions.	/10	
Accidents/Incidents		
Have a written policy regarding the requirement to conduct accident investigations, including near misses, and maintain documentation of same.	/3	

Safety Committee		
Establish a Safety Committee and hold regular meetings. Safety Committee regularly reviews near miss reports and accident investigations and provides recommendations to reduce reoccurrences.	/4	
Motor Vehicles		
Entity has written policies and procedures regarding the use of motor vehicles that must address: remedial training for employees involved in accidents, valid/unrestricted driver's license, driver qualifications, orientation process, drivers safety training, personal/business use including personal policy insurance requirements, cell phone usage, maintenance schedules, inspection procedures and accident / incident reporting procedures.	/5	
Loss Exposure Experience Plan (LEEP)		
Annually develop a comprehensive written plan to address claims experienced by your agency. Contact your Risk Control Advisor to review claims.	/20	
Safety Documentation – Comprehensive		
Attach to this application any of the following completed during 2024-2025: report of hazardous condition, regular site safety inspection, accident investigation or near miss report. Each complete report or inspection is worth one point, up to 5 points total).	/5	
Participation in GSRMA-Sponsored Training		
Attendance at GSRMA Annual Training Conference.	/2	
Member attendance at GSRMA regional or on-site training or host or co-host a GSRMA regional training.	/2	
Safety/Loss Prevention Points Earned	/57	

RMAP Supplemental Questionnaire: Cyber Risk Self-Assessment

1 Introduction

Cyber incidents have become an increasingly common event throughout the US and the world. Unfortunately, public agencies, including all members of GSRMA, are not immune to this risk.

GSRMA and its underwriting partners take this threat seriously and want to encourage and help member agencies meet this challenge today and into the future.

The objectives of the Cyber Risk Self-Assessment survey are:

- To raise the awareness of the serious nature of these threats
- To initiate and support changes in your agency to protect against them

2 Cyber Incidents and your Agency

It can be easy to convince yourself that a potential risk for your agency is just that: *only* a *potential* or *theoretical* risk and one that you don't really need to bother with. The complexity and multi-faceted nature of cyber security only increases that tendency, especially when it hasn't happened to you or your peers – yet.

But in fact, it **has** happened to your peers. There have been numerous cyber breaches at public agencies in California and across the country, one even recently occurring at a GSRMA member agency.

This threat is **real**, is **substantial**, can be **greatly disruptive** for weeks or months, and **costly** (even with cyber liability coverage).

Virtually **all GSRMA members are at risk**. The only difference between agency types is the level of impact that a cyber incident can have on your agency's services, employees, constituents, local businesses, business partners, and the community at large.

3 Implications for Cyber Liability coverage

With the increase of cybercrime and corresponding claims activity, coverage for cyber liability is getting harder to acquire. While GSRMA was able to attain coverage for its members in 2023-2024, this will be made more difficult for 2024-2025.

Cyber Liability underwriting for the 2024-2025 policy period will begin as early as Fall 2024. GSRMA wants to take all steps possible to ensure that members desiring coverage can get it, and at the lowest cost possible.

If an **agency does not meet minimum requirements** set by the carrier, it is possible that the agency will not be able to have coverage.

Agencies meeting only a minimum threshold, while having coverage, may pay a **larger contribution amount**, have a **larger deductible**, and **lower limits**.

4 Completing the Survey

The survey is a combination of business and technology questions. Therefore, it is likely that completion of the survey will need to be a collaboration of agency management and IT staff/consultants.

To begin the survey, use the following link.

<https://www.surveymonkey.com/r/BVQNVZ6>

If you need clarification about particular questions or the survey in general, please contact your Risk Control Advisor.

(Entity Letterhead)

Sample Letter of Intent

Date

Golden State Risk Management Authority
P.O. Box 706
Willows, CA 95988

Re: Risk Management Accreditation Program (RMAP)

Dear Risk Control Staff,

Our agency intends to apply for Golden State Risk Management Authority's Risk Management Accreditation Program (RMAP) this year.

Should you have any questions please contact [Insert contact Person's Name] at [Insert phone number and/or e-mail address].

Sincerely,

[Contact Person's Name]
[Title]

LOSS EXPOSURE EXPERIENCE PLAN DESCRIPTION

The goal of the Loss Exposure Experience Plan (LEEP) is to help members identify risks and reduce claims. Each year a new plan must be developed that identifies a specific problem area or hazard and proposes a solution to resolve the problem area or hazard over the next year.

GSRMA Risk Control staff will collaborate with your agency to determine a topic based on your past claims history if needed.

The plan **MUST** incorporate the following components:

- Identification of potential problem areas (hazards, claims, experience, etc.)
- Proposal to resolve the identified problem areas.
- Education – to promote understanding and training to lessen the impact of the problem area.
- Funding – identifying funding resources available to accomplish the plan.
- Evaluation – track the success of implementation of the plan and be able to produce the results to GSRMA with your application for the following year's plan.

Although your plan should incorporate the above mentioned criteria, it should be brief and clear enough that staff is not discouraged from reading and implementing it. Please see the sample format which is attached.

The LEEP must be submitted with your completed RMAP Application. The completed RMAP application is due to our office no later than the close of business on the first Monday in March.

If you have questions in the development of the plan please feel free to contact Risk Control staff at (530) 934-5633 or via e-mail at riskcontrol@gsrma.org

SAMPLE FORMAT LOSS EXPOSURE EXPERIENCE PLAN (LEEP)

IDENTIFICATION OF POTENTIAL PROBLEM AREA:

(Provide a description of the potential hazard/problem area has been identified.)

PROPOSAL TO RESOLVE POTENTIAL PROBLEM AREA:

(Provide a description of the steps your entity will implement over the next year to mitigate the potential hazard/problem area identified above.)

EDUCATION:

(What training will you provide to your employees to lessen the impact of the potential problem area, or to educate employees on new processes, etc.)

FUNDING:

(Identify the source of funds you will use to implement you plan.)

EVALUATION:

(Describe the criteria you will use to track the success of your plans implementation.)

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: Lake Shastina Community Services District Board
FROM: Steven Pappas, Fire Chief
DATE: September 18th, 2024
SUBJECT: Request to accept the VFC and VFA 50/50 match grant

SUMMARY:

For my entire tenure with Lake Shastina Fire Department I have been applying for the Cal Fire VFA grant annually and we have been lucky enough to receive the grant every year. The VFA grant is a 50/50 match grant which means that the department covers half of the expenses and Cal Fire covers the other half.

This year I put in for wildland firefighting gear. This is equipment that we would have to purchase anyways so getting it at 50% of the cost is a huge bonus to the department. Some of the gear includes: Wildland pants, boots, helmets, jackets, goggles and fire shelters. There is a total of \$19,982 worth of equipment which makes LSFD responsible for \$9991.00

RECOMMENDATIONS:

Accept the VFA Grant Award

OPTIONS:

- The board may choose authorize the Fire Chief to accept the VFA Grant
- The board may choose to not authorize the Fire Chief to accept the VFA Grant



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

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

IN THE MATTER OF:

Resolution Number: 2-24

Approving the Department of Forestry and Fire Protection Agreement #7GF24053 for services from the date of last signatory on page 1 of the Agreement to June 30, 2025 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Lake Shastina Community Services District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2024-25 up to and no more than the amount of \$9,991.00.

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

The foregoing resolution was duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, at a regular meeting thereof, held on the 18th day of September 2024, by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

Carol Cupp, President

ABSENT:

Signature, Board of Directors Member

Paula Mitchell, Vice President

ATTEST:

I, Rick Thompson, Secretary of the Lake Shastina Community Services District, County of Siskiyou, California do hereby certify that this is a true and correct copy of the original Resolution Number 2-24.

WITNESS MY HAND OR THE SEAL OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT, on this 18th day of September 2024.

**OFFICIAL SEAL OR
NOTARY CERTIFICATION**

Signature

Rick Thompson, Secretary
Lake Shastina Community Services District

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

APPLICANT: Lake Shastina Community Services Fire Department
PROJECT TITLE: Volunteer Fire Capacity
GRANT AGREEMENT: 7GF24053

PROJECT PERFORMANCE PERIOD is from date upon approval through June 30, 2025.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

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

Total State Grant not to exceed \$ 9,991.00 (or project costs, whichever is less).

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

Lake Shastina Community Services District Fire Department
 Applicant

STATE OF CALIFORNIA
 DEPARTMENT OF FORESTRY
 AND FIRE PROTECTION

By _____
 Signature of Authorized Representative
 Title Rick Thompson, General Manager

 Date _____

By _____
 Title: David Scheurich
 Staff Chief, Cooperative Fire Programs

 Date _____

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354024DG2012161	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$ 9,991.00
GL UNIT 3540	BUD REF CHAPTER 001 35	ADJ. INCREASING ENCUMBRANCE \$ 0.00
PROGRAM NUMBER 9999000FED	ENY 2024	ADJ. DECREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	UNENCUMBERED BALANCE \$ 9,991.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92767	

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

 Signature of CAL FIRE Accounting Officer

 Date

**VOLUNTEER FIRE CAPACITY PROGRAM
TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

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

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

RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Capacity program in California, hereinafter referred to as VFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2106), as amended.
2. This is a subaward under the 2024 Volunteer Fire Capacity Grant #24-DG-11052012-161 awarded to STATE by the Forest Service on August 23, 2024. The Federal Assistance Listing for the award is 10.698, Cooperative Forestry Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2024.

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

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **INCORPORATION:** The Procedural Guide for Volunteer Fire Capacity Program 2024, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.
6. **TIMELINESS:** Time is of the essence in this Agreement.
7. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2024 or LOCAL AGENCY will forfeit the funds.

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

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2024** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

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

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

9. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$9,991.00** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2025.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2025 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. **LIMITATIONS:** Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

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

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

LOCAL AGENCY: Lake Shastina Community Services District Fire Department
16320 Everhart Dr.
Weed, CA 96094
Attention: Chief Steven Pappas
Telephone Number(s): 530-938-3281/530-938-3161
E-mail firechief@lakeshastina.com

STATE: **Department of Forestry and Fire Protection**
Grants Management Unit, Attn: VFC
P. O. Box 944246
Sacramento, California 94244-2460
E-MAIL: CALFIRE.GRANTS@fire.ca.gov

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

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

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

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

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

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

25. **TERM:** The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2025.
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the VFC program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

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

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



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: September 18, 2024

FROM: General Manager, Rick Thompson

SUBJECT: CPA Accounting Support Contract – Drew Consulting

Each Independent Auditor Report from FY 2007-2008 to FY 2018-2019 found that the District did not “employ a staff member with the necessary knowledge and training to prepare governmental financial statements”. This created a reliance on the Auditor to provide support that is prohibited by Governmental Accounting Standards, as it compromises the independence of the Auditor.

Finally, in response to adverse findings spanning over a decade, the District solicited quotes for CPA services to provide accounting and audit support for FY 2019-2020. Drew Consulting Inc. provided the successful, qualified proposal. Drew Consulting was also engaged to provide these services for FY 2020-2021, FY 2021-2022 and is currently working on audit support for FY 2022-2023.

Andrea Drew has proven to be a reliable and valuable resource for District staff. Andrea has helped us navigate the often torturous and grueling maze of state and federal grant compliance and reporting requirements. A task that can commit enormous amounts of staff resources. She serves as a valuable educational resource to our staff. She also instills confidence in and commands the respect of the independent auditors that annually examine the District’s financial condition.

Continuity and familiarity with District practices is a very important aspect in the decision to retain a CPA to provide these services. Accordingly, I have asked Andrea to provide a proposal for a 3-year term. Attached is Drew Consulting’s proposal to provide accounting and audit support, and staff education for FY 2023-2024, 2024-2025, and 2025-2026. For FY 2023-2024 Drew’s hourly rate and expense requirements remain unchanged from their previous proposal. For FY 2024-2025 and 2025-2026, the hourly rate escalates to \$200 per hour and the Not to Exceed (NTE) to \$55,000 annually. I recommend the Board approve Drew Consulting’s proposal.



Independent Contractor Agreement

This Agreement is made between Lake Shastina Community Services District ("Client"), with a principal place of business at 16320 Everhart Drive, Weed, CA 96094, and Drew Consulting Inc. ("Contractor"), with a principal place of business at 1679 Zapotec Drive, South Lake Tahoe, CA 96150.

1. Services to Be Performed

Contractor agrees to perform accounting services to support the Client in preparing for annual year-end financial audit functions for Client fiscal years ended FY2023-FY2024, FY2024-FY2025, and FY2025-FY2026.

2. Payment

In consideration for the services to be performed by Contractor, as outlined in Exhibit B of this Agreement, Client agrees to pay Contractor for the services performed under this Agreement according to the terms of payment set forth below 1) at the rate of \$185 per hour of time for the FY2023-FY2024 engagement year, and 2) at the rate of \$200 per hour of time for the FY2024-FY2025 and FY2025-FY2026 engagements years.

Unless otherwise agreed upon in writing by Client, Client's maximum liability for all services performed during the term of this Agreement will not exceed 1) \$50,000 for the FY2023-FY2024 engagement year, and 2) \$55,000 for the FY2024-FY2025 and FY2025-FY2026 engagement years.

3. Terms of Payment

Contractor will invoice Client no more frequently than on a monthly basis for all work performed during the preceding invoice period. Invoices will be submitted on Contractor's letterhead specifying an invoice number, the dates covered in the invoice, the time expended, and the work performed (in summary).

Client will pay Contractor the amount due within 30 days after receiving Contractor's invoice.

A finance charge of 1.25% per month will be assessed on invoices not paid within thirty days from the date of the invoice. This is an Annual Percentage Rate of 15%. Client agrees to pay reasonable attorney fees and collection costs Contractor incurs related to the collection of fees for services performed under the terms of this Agreement.

Billings become delinquent if not paid within 30 days of the invoice date. If billings are past due, in excess of 45 days, Contractor will stop all work until Client's account is brought current or withdraw from this Agreement.

Drew Consulting Inc.

p: 530-318-8204 | **e:** adrew@drew-consulting.com

w: www.drew-consulting.com

a: 1679 Zapotec Drive, South Lake Tahoe, CA 96150

4. Expenses

Client will reimburse Contractor for the following expenses, outlined in Exhibit B of this Agreement, that are directly attributable to work performed under this Agreement:

- Hotel Accommodation per Costs Incurred;
- Meals and Incidentals per GSA Allowable Rates; and
- Mileage per IRS Allowable Rates

Contractor will submit an itemized statement of Contractor's expenses. Client will pay Contractor within 30 days after receipt of each statement.

5. Materials

Contractor will furnish all materials, equipment, and supplies used to provide the services required by this Agreement.

6. Independent Contractor Status

Contractor is an Independent Contractor, and neither Contractor nor Contractor's employees or Contract personnel are, or will be deemed, Client's employees. In its capacity as an Independent Contractor, Contractor agrees and represents, and Client agrees, as follows:

- Contractor has the right to perform services for others during the term of this Agreement subject to noncompetition set out in this Agreement, if any;
- Contractor has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed;
- Contractor has the right to perform the services required by this Agreement at any place or location and at such times as Contractor may determine;
- Contractor will furnish all equipment and materials used to provide the services required by this Agreement, except to the extent that the Contractor's work must be performed on or with Client's computer or existing software;
- The services required by this Agreement will be performed by Contractor or Contractor's employees or contract personnel, and Client will not be required to hire, supervise, or pay any assistants to help Contractor;
- Neither Contractor nor Contractor's employees or contract personnel will receive any training from Client in the professional skills necessary to perform the services required by this Agreement;
- Neither Contractor nor Contractor's employees or contract personnel will be required by Client to devote full time to the performance of the services required by this Agreement; and
- Client will not withhold from Contractor's compensation any amount that would normally be withheld from an employee's pay.

7. Business Permits, Certificates, and Licenses

Contractor has complied with all federal, state, and local laws requiring business permits, certificates, and licenses required to carry out the services performed under this Agreement.

8. Professional Obligations

Contractor will perform all services under this Agreement in accordance with generally accepted accounting practices and principles. This Agreement is subject to the laws, rules, and regulations governing the accounting profession imposed by government authorities or professional associations of which Contractor is a member.

9. Professional Liability

Client will not provide any insurance coverage of any kind for Contractor or Contractor's employees or contract personnel.

Contractor will obtain professional liability insurance coverage for malpractice or errors or omissions committed by Contractor or Contractor's employees or contract personnel during the term of this Agreement. The policy will provide for coverage of at least \$250,000 for each occurrence and \$1,000,000 annual aggregate. Before commencing any work, Contractor will provide Client with proof of this insurance.

10. Limitation of Liability

Contractor's liability to Client and/or anyone claiming by, through or under Client, shall not exceed \$25,000 for claims arising from (i) professional acts, errors or omissions. Contractor's liability for all other claims for loss or injury shall not exceed \$25,000. The Client hereby forever releases Contractor and its officers, principals, employees and agents from any liability for losses or damages sustained and incurred by the Client in excess of such amount.

As used in this Paragraph, the term liability or liable means liability of any kind, whether in contract (including breach of warranty), in tort (including negligence) in strict liability, for indemnity or otherwise, for any and all injuries, claims, losses, expenses or damages, administrative sanctions, penalties or fines imposed (including attorney's fees) whatsoever arising out of or in any way related to Contractor's Services from any cause or causes whatsoever. The provisions of this Paragraph shall survive the completion of the Agreement or the expiration, cancellation or termination of this Agreement.

Contractor shall not be liable for any claims of loss of profits or any other indirect, special, incidental or consequential damages of any nature whatsoever.

11. Indemnification

Subject to the Limitation of Liability paragraph above, Contractor shall indemnify, defend and hold harmless Client, its officers, agents, and employees from any and all claims, suits, losses, damages, costs (including reasonable attorney's fees) and demands, pure economic damages, administrative fees, penalties and fines imposed, connected therewith, on account of personal injury, including death, or property damage, sustained by any person or entity not a party to this Agreement between Contractor and Client and arising out of the performance of such Agreement to the extent such injury, death or damage is caused by the negligence or willful misconduct of Contractor or its subcontractors or their respective employees, officers and agents. Contractor's duty to defend is defined as the reimbursement of reasonable attorney's fees to the extent of Contractor's actual determined negligence.

Client shall indemnify, defend and hold harmless Contractor, its officers, agents, and employees from any and all claims, suits, losses, damages, costs (including reasonable attorney's fees) and demands, pure economic damages, administrative fees, penalties and fines imposed, and demands, including reasonable attorney's fees connected therewith, on account of personal injury, including death, or property damage, sustained by any person or entity not a party to this Agreement between Contractor and Client and arising out of the performance of such Agreement to the extent such injury, death or damage is caused by the negligence or willful misconduct of Client or its contractors or their respective employees, officers and agents.

Client agrees to the full extent permitted by law, to indemnify, defend, and hold harmless Contractor, its officers, directors, shareholders, employees, affiliates, and subsidiaries and their successors from and against any and all claims, demands, losses, penalties, fines and causes of action of every kind and character (including reasonable attorney fees) arising from or relating to Pre-existing Conditions.

11. Indemnification (Continued)

The provisions of this paragraph shall survive the completion of the Project or the expiration, cancellation or termination of this Agreement between Contractor and Client.

12. Communication

In connection with this engagement, Contractor may communicate with Client or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, Contractor cannot guarantee or warrant that emails from Contractor will be properly delivered and read only by the addressee. Therefore, Contractor specifically disclaims and waives any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by Contractor in connection with the performance of this engagement. In that regard, Client agrees that Contractor shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

13. Term of Agreement

The Contractor desires to perform and assume responsibility and obligations for the services and provision of products, as herein described on the terms and conditions set forth herein, the work beginning October 1st, 2024 and terminating on the earliest of:

- The date Contractor completes the services required by this Agreement;
- June 30th, 2027; or
- The date a party terminates the Agreement as provided below.

14. Terminating the Agreement

Each party has the right to terminate this Agreement if the other party has materially breached any obligation herein and such breach remains uncured for a period of 30 days after notice is sent to the other party.

If at any time after commencement of the services required by this Agreement, Client in its sole reasonable judgement, determines that such services are inadequate, unsatisfactory, no longer needed, or substantially not conforming to the descriptions, warranties, or representations contained in this Agreement, Client may terminate this Agreement upon 30 days' written notice to Contractor.

15. Confidential Information

Contractor acknowledges that within the course of providing services, it will be necessary for Client to disclose certain confidential information to Contractor in order for Contractor to perform duties under this Agreement. Contractor acknowledges that any disclosure to any third party or misuse of this confidential information would irreparably harm Client. Accordingly, Contractor will not use or disclose to others without Client's written consent Client's confidential information, except when necessary to perform the services under this Agreement.

15. Confidential Information (Continued)

Confidential information includes, but is not limited to:

- The written, printed, graphic, or electronically recorded materials furnished by Client for use by Contractor;
- Client's business or marketing plans or strategies, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries, and improvements of any kind;
- Any tangible information produced by Contractor for Client under this Agreement that provides Client with a business advantage over competitors and is unknown by Client's competitors;
- Any written or tangible information stamped "Confidential", "Proprietary", or with a similar legend; and
- Any written or tangible information not marked with a confidentiality legend, or information disclosed orally to Contractor, that is treated as confidential when disclosed and later summarized sufficiently for identification purposes in a written memorandum marked "confidential" and delivered to Contractor within 30 days after the disclosure.

Contractor will not be restricted in the use of any material that is publicly available, already in Contractor's possession prior to commencement of Contractor's provision of services to Client, known to Contractor without restriction, or rightfully obtained by Contractor from sources other than Client.

Contractor's obligations regarding confidential information extend to information belonging to customers and suppliers of Client about which Contractor may have gained knowledge as a result of Contractor's services to Client.

Contractor will not disclose to Client information or material that is a trade secret of any third party. The provisions of this clause will survive any termination of this Agreement.

16. Third Party Reliance Upon Reports

All Contractor work products are prepared solely for use by Client and shall not be provided to any other person or entity without Contractor's written consent. Client shall indemnify Contractor from and against any and all claims, liability, damages, actions or proceedings brought by any person or entity claiming to rely upon information or opinions contained in reports or other work products provided to such person or entity, published, disclosed or referred to without Contractor's written consent.

17. Resolving Disputes

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in South Lake Tahoe, California. Any costs and fees other than attorney fees associated with the mediation will be shared equally by the parties. If the dispute is not resolved within 30 days after it is referred to the mediator, it will be settled by binding arbitration by an arbitrator to be mutually selected. Judgement on the arbitration may be entered in any court that has jurisdiction over the matter.

18. Attorney Fees

The prevailing party shall have the right to collect from the other party its reasonable costs and disbursements and attorney fees incurred in enforcing this Agreement.

19. Entire Agreement

This is the entire agreement between the parties. It replaces and supersedes any and all oral agreements between the parties, as well as any prior writings. This Agreement may not be amended except in writing as provided for in this Agreement.

20. Successors

This agreement binds and benefits the respective successors, inheritors, assigns, and personal representatives of the parties, except to the extent of any contrary provision in the Agreement.

21. Waiver

The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

22. Governing Law

This Agreement will be governed by and construed in accordance with the laws of the State of California.

23. Severability

If any court determines that any provision of this Agreement is invalid or unenforceable, any invalidity or unenforceability will affect only that provision and will not make any other provision of this Agreement invalid or unenforceable and shall be modified, amended, or limited only to the extent necessary to render it valid and enforceable.

24. Attached Papers and Exhibits

Any attached sheet or document shall be regarded as fully contained in this Agreement.

25. Notices

All notices must be in writing. A notice may be delivered to a party at the address that follows a party's signature or to a new address that a party designates in writing. A notice may be delivered: in person, by certified mail, or by overnight courier.

26. No Partnership

This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on Client's behalf.

27. Assignment and Delegation

Contractor may not assign or subcontract any rights or delegate any of its duties under this Agreement without Client's prior written approval.

28. Counterparts

This Agreement may be signed by the parties in different counterparts and the signature pages combined will create a document binding on all parties.

MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT.

Client:

Rick Thompson – General Manager
Lake Shastina Community Services District

Contractor:

Andrea Drew – Owner
Drew Consulting Inc.

**EXHIBIT A
SCOPE OF WORK**

Drew Consulting Inc. (Contractor) agrees to perform professional accounting services to Lake Shastina Community Services District (Client), for each engagement year defined as being that of the District fiscal years ended FY2023-FY2024, FY2024-FY2025 and FY2025-FY2026, as follows:

- Support, as directed by Client, day-to-day accounting, compliance and system and training needs as directed by the Client.
- Assist, as directed by Client, in the development of internal control policy and procedure improvements as required by the outcomes of the external year end audit for the years ended June 30th, 2023, June 30th, 2024 and June 30th, 2025 and cited in Management Letter related thereto.
- Assist, as directed by Client, in technical support of transaction execution in the Caselle accounting system for the Client.
- Assist, as directed by Client, in the preparation, policies and procedures related to year-end close for the year ended June 30th, 2025 and June 30th, 2026.
- Assist, as directed by Client, in the preparation of the year-end financial audit and items related thereto, for the year ended June 30th, 2024, June 30th, 2025 and June 30th, 2026.
- Assist, as directed by Client, in the administration and financial management of grant agreements as directed by the Client, through contract termination date of June 30th, 2027.
- Assist, as directed by Client, in the development of the annual California Governor's Office of Emergency Services (CalOES) Indirect Cost Rate submission for the year ended June 30th, 2027.

**EXHIBIT B
BUDGET**

This Agreement shall not exceed 1) \$50,000 for the FY2023-FY2024 engagement year, based on approximate costs as outlined below:

- Direct Labor:
 - \$185.00 hourly rate per hours worked
- Travel Expenses:
 - \$92.50 hourly rate per hours travelled
 - IRS reimbursement rate for mileage to and from Client location
 - Actual costs, approved by the Client, for hotel accommodation while on site in Shasta-area
 - GSA reimbursement rate for incidental costs while on location with Client

This Agreement shall not exceed 1) \$55,000 for the FY2024-FY2025 and FY2025-FY2026 engagement years, based on approximate costs as outlined below:

- Direct Labor:
 - \$200.00 hourly rate per hours worked
- Travel Expenses:
 - \$100.00 hourly rate per hours travelled
 - IRS reimbursement rate for mileage to and from Client location
 - Actual costs, approved by the Client, for hotel accommodation while on site in Shasta-area
 - GSA reimbursement rate for incidental costs while on location with Client

This contract shall terminate on June 30, 2027.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: September 18, 2024

FROM: General Manager, Rick Thompson

SUBJECT: Amendment to Fire and Police Chief Contracts

Presented for your consideration are amendments to the contracts of the Fire and Police Chiefs.

Under the current contracts, termination with or without cause may be initiated solely through action by the General Manager.

The contracts for each of these positions contain the clause:

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

To facilitate a more objective process, we propose the following addition to the clause:

*“10 (a) This agreement may be terminated with or without cause. **The General Manager will be the appointing authority for the purpose of termination but will confer with and receive majority consensus from the Board of Directors before initiating termination.**”*

This provision will help to ensure that an objective process, rather than a personal whim, is the basis for such a significant action.

I recommend that the contracts for the Fire and Police Chiefs be amended to include this language.

Amendment No. 1

AMENDED EMPLOYMENT AGREEMENT

THIS AMENDED AGREEMENT, made and entered into effective _____, 2024 by and between the Lake Shastina Community Service District, a political subdivision of the State of California, hereinafter called "District" and Steven Pappas, hereinafter called "Fire Chief," both of whom understand as follows:

The following provisions will be changed as follows:

TERM

10 (a) This agreement may be terminated with or without cause. ***The General Manager will be the appointing authority for the purpose of termination but will confer with and receive majority consensus from the Board of Directors before initiating termination.***

Employee

Lake Shastina CSD, Employer

Steven Pappas

Paula Mitchell
Vice President, Board of Directors

Amendment No. 1

AMENDED EMPLOYMENT AGREEMENT

THIS AMENDED AGREEMENT, made and entered into effective September 18, 2024, by and between the Lake Shastina Community Service District, a political subdivision of the State of California, hereinafter called "District" and William Bullington, hereinafter called "Police Chief," both of whom understand as follows:

The following provisions will be changed as follows:

TERM

11 (a) This agreement may be terminated with or without cause. ***The General Manager will be the appointing authority for the purpose of termination but will confer with and receive majority consensus from the Board of Directors before initiating termination.***

Employee

Lake Shastina CSD, Employer

William Bullington

Paula Mitchell
Vice President, Board of Directors

Amendment to
Fire Chief
Contract-
Compensation

Document provided in
closed session