



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Wednesday, February 20, 2019

Closed Session: 11:00 a.m. / Open Session: 1:00 p.m.

Administration Building

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

CALL TO ORDER: 11:00 a.m.

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

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. Conference with Labor Negotiator - Pursuant to Government Code Section 54957.6 District Negotiator: Mike Wilson, General Manager, Employee Organization: Teamsters Local 137
- B. Personnel (Gov. Code Section 54957): Public Employment Appointment - General Manager/Police Chief

RETURN TO OPEN SESSION: 1:00 p.m.

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. Each individual comment will be limited to three minutes. The public comment portion of the meeting will be limited to thirty minutes (total time). For items that are on this agenda, speakers may request that their comments be heard instead at the time the item appears on the agenda prior to the Board addressing the agenda item. The Board may ask questions but may not act during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place the item on a future agenda.

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

- 1. A. Approval of Minutes: Regular Meeting January 16, 2019, Special Meeting January 25, 2019, Special Meeting January 30, 2019 and Special Meeting February 7, 2019
- B. Ratification of Disbursements: January 1 through January 31, 2019
- C. Budget Comparison: FY 2018/19 YTD
- D. LAIF Quarterly Report
- E. Approval of transfer of CSD Operating funds to LAIF Savings

MONTHLY REPORTS: NO ACTION ITEMS:

- 2. Department Written Reports
 - A. Fire Department
 - B. Police Department
 - C. Sewer Department
 - D. Water Department
- 3. Committee Written Reports / Approved Minutes
(Pres. Thompson may make committee appointments/changes as necessary.)
 - A. Budget / Finance Committee
 - B. Fire Department Advisory Committee
 - C. General Manager Search/Recruitment Committee
 - D. Police Department Advisory Committee
 - E. Policy Committee
 - F. Safety Committee
 - G. Sewer and Water Systems Oversight Committee
 - a. Wastewater Rate Study 2019

DISCUSSION / REPORTS: ACTION ITEMS:

4. Authorize Board Member(s) to attend CSDA 2019 Special District Leadership Academy Conference (Pres. Thompson)
5. Consideration of proposal(s) received from the Request for Proposals (RFP) for engineering services to design the final development of Well 10 (GM Wilson)
6. Consideration of request to waive past charges - Tennis Village (GM Wilson)
7. Consideration of amendments to Personnel Policies (GM Wilson)
 - a. Policy Number 1002, Benefit Plan Professional Services
 - b. Policy Number 1005, Employee Status
 - c. Policy Number 1150, Compensation
8. Consideration of acceptance of Salary Survey by the LSCSD Board of Directors (GM Wilson)
9. Consideration of approval of adjustment to Salary Schedule: (GM Wilson)
 - a. Accounts Receivable Clerk Position
 - b. Accounts Payable/Payroll Clerk Position
10. General Manager Search/Recruitment Committee report and recommended Board action item(s) (Dir. Mitchell)
11. Consideration of appointment of Interim General Manager and approval of interim compensation (Pres. Thompson)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on March 20, 2019, 1:00 p.m. at the Administration Building.

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



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, January 16, 2019, 1:00 p.m.
Administration Building
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 1:00 p.m.

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

*Dir. Cupp arrived at 1:30 p.m. at Item 4.

Also present: GM/PC Wilson, PWS Moser, SAC Nelle, FC Pappas, AA Charvez. There were approximately 17 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: Comments received.

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

1. A. Approval of Minutes: Regular Meeting December 19, 2018
- B. Ratification of Disbursements: December 1 through December 31, 2018
- C. Budget Comparison: FY 2018/19 YTD
- D. Accounts Receivables Aging Analysis: FY 2018/19 YTD

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

Ayes: Directors Beck, MacIntosh, Mitchell and Thompson

Noes: None

Absent: Cupp

MONTHLY REPORTS: NO ACTION ITEMS:

2. Department Written Reports
 - A. Fire Department: FC Pappas reported.
 - B. Police Department: GM/PC Wilson reported.
 - C. Sewer Department: PWS Moser reported.
 - D. Water Department: PWS Moser reported.
3. Committee Written Reports / Approved Minutes
(Pres. Thompson may make committee appointments/changes as necessary.)
 - A. Budget / Finance Committee: Nothing to report.
 - B. Fire Department Advisory Committee: Nothing to report.
 - C. Police Department Advisory Committee: Nothing to report.
 - D. Policy Committee: Nothing to report.
 - E. Sewer and Water Systems Oversight Committee: Reported in Department Reports.

DISCUSSION / REPORTS: ACTION ITEMS:

4. Annual Appointments to committee(s), Board Policy and Procedure Handbook Section 4060: Pres. Thompson made committee appointments as follows: 1) Budget / Finance Committee (FY 18/19 and 19/20): Director MacIntosh, Director Mitchell, AP/PC DeBon, SAC Nelle, GM Wilson; 2) Fire Department Advisory Committee: Director Cupp, Director Mitchell, FC Pappas, GM Wilson, Charlene French; 3) Police Department Advisory Committee: Director Cupp, Director Mitchell, PC/GM Wilson, Dwayne and Karla Chandler, 4) Policy Committee: Director MacIntosh, Director Thompson, 5) Safety Committee: Director Beck, Director Thompson, and 6) Sewer and Water Systems Oversight Committee: Director Beck, Director Thompson. Dir. Cupp and Pres. Thompson appointed as LOLA representatives.
5. Set date for Special Meeting to review/update District goals and priorities: Pres. Thompson called a Special Meeting on Friday, January 25, 2019, 1:00 p.m. to consider purchase of Type 1 Fire Engine and additional items if necessary. Pres. Thompson called a Special Meeting on Thursday, February 7, 2019, 2:00 p.m. to review/update District goals.
6. Wastewater Planning Grant update (Median Household Income (MHI) survey results): GM Wilson reported. The Board discussed.

Motion by Dir. Mitchell second Dir. Cupp to authorize the General Manager to complete Construction Application documents to pursue further Prop. 1 funding to complete Wastewater System Rehabilitation and Upgrades to the District Sewer System.

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

7. Resolution No. 1-19 for Amendment of the LSCSD Money Purchase Pension Plan: SAC Nelle reported. The Board discussed.

Motion by Dir. Cupp second Dir. MacIntosh to approve Resolution 1-19 amending non-excluded employees of the LSCSD Money Purchase Pension Plan.

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

8. Approval of disposal of non-operational, obsolete equipment: SAC Nelle reported. The Board discussed.

Motion by Dir. Beck second Dir. Mitchell to approve the destruction or disposal of any office equipment on the provided list dated January 10, 2019.

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

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres Thompson adjourned to Closed Session at 2:10 p.m.

CLOSED SESSION: 2:12 p.m.

Also present: GM Wilson and District Counsel Long via teleconference for a portion of Closed Session

A. Personnel (Gov. Code Section 54957): General Manager

With no objections by the Board, Pres. Thompson adjourned Closed Session at 3:45 p.m.

RETURN TO OPEN SESSION: 3:47 p.m.

Also present: GM Wilson and SAC Nelle. There was 1 person in the audience.

REPORT ON CLOSED SESSION: Pres. Thompson reported that there was no reportable action.

ADJOURNMENT: With no objections by the Board, Pres. Thompson adjourned the meeting at 3:48 p.m.

The next LSCSD Regular Board Meeting is on Wednesday, February 20, 2019, 1:00 p.m. at the Administration Building.

Approval Date: _____

 Rick Thompson, President

ATTEST:



 Mike Wilson, Secretary

Special Meeting
Friday, January 25, 2019, 1:00 p.m.
Administration Building
16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 938-3281
Unapproved MINUTES

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LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
Wednesday, January 30, 2019, 1:00 p.m.
Administration Building
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 1:00 p.m.

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

Also present: GM Wilson, SAC Nelle and AA Charvez

There were no people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

BOARD MEMBER COMMENTS: Comments received.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS: None.

ADJOURN TO CLOSED SESSION: With no objection by the Board, Pres. Thompson adjourned to Closed Session at 1:05 p.m.

CLOSED SESSION: 1:06 p.m.

Also present for a portion of Closed Session: GM Wilson and SAC Nelle.

A. Personnel (Gov. Code Section 54957): Public Employment Appointment - General Manager/Police Chief

With no objections by the Board, Pres. Thompson adjourned Closed Session at 2:37 p.m.

RETURN TO OPEN SESSION: 2:38 p.m.

Also present: GM Wilson and SAC Nelle.

There were no people in the audience.

REPORT ON CLOSED SESSION: Pres. Thompson reported that there was no reported action.

ADJOURNMENT: With no objections by the Board, Pres. Thompson adjourned the meeting at 2:39 p.m.

The next LSCSD Regular Board Meeting is on Wednesday, February 20, 2019, 1:00 p.m. at the Administration Building.

Approval Date: _____

Rick Thompson, President

ATTEST:


Mike Wilson, Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
 Thursday, February 7, 2019,
 Closed Session 1:00 p.m. – Open Session 2:00 p.m.
 Administration Building
 16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 1:05 p.m.

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

Dir. MacIntosh arrived during Closed Session.

Also present: GM Wilson, SAC Nelle and AA Charvez. There were no people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

BOARD MEMBER COMMENTS: Comments received.

PUBLIC COMMENTS: None.

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres. Thompson adjourned to Closed Session at 1:07 p.m.

CLOSED SESSION: 1:08 p.m.

Also present: GM Wilson and SAC Nelle for a portion of Closed Session.

A. Conference with Labor Negotiator - Pursuant to Government Code Section 54957.6 District Negotiator: Mike Wilson, General Manager, Employee Organization: Teamsters Local 137

With no objections by the Board, Pres. Thompson adjourned Closed Session at 2:05 p.m.

RETURN TO OPEN SESSION: 2:08 p.m.

Also present: GM Wilson, PWS Moser, SAC Nelle and AA Charvez. There were approximately 4 people in the audience.

REPORT ON CLOSED SESSION: Pres. Thompson reported that the Board would be continuing Closed Session following Open Session.

PUBLIC COMMENTS: None.

DISCUSSION / ACTION ITEMS:

1. Review / Update Objectives/Goals for the District: The Board reviewed current list of Sewer, Water, Fire, Police, Administration and General goals for the District. Goals will be reviewed in the future, after a General Manager is hired.
2. Appoint General Manager Search/Recruitment Committee and set Budget for process: Pres. Thompson deferred this item for Vice Pres. Mitchell to chair due to a possible conflict of interest. Vice Pres. Mitchell appointed herself and Dir. Cupp as the GM Search/Recruitment Committee. The Board discussed a budget.

Motion by Dir. Cupp second Dir. MacIntosh to initially set \$2,500 for the GM Search/Recruitment process.

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

Noes: None

Absent: None

3. Consideration of authorizing an Organization Assessment; if approved, set Budget for process: The Board discussed. Direction was given to GM to inquire if the District's General Counsel performs organizational assessments and to develop an RFP to solicit options for an assessment. Staff to report back to GM Search/Recruitment Committee for direction.

ADJOURN TO CONTINUED CLOSED SESSION: With no objections by the Board, Pres. Thompson adjourned to continue Closed Session at 3:00 p.m.

CONTINUED CLOSED SESSION: 3:01 p.m.

Also present: GM Wilson.

With no objections by the Board, Pres. Thompson adjourned Closed Session at 3:58 p.m.

RETURN TO OPEN SESSION: 4:00 p.m.

Also present: GM Wilson and SAC Nelle. There were no people in the audience.

REPORT ON CLOSED SESSION: Pres. Thompson reported that direction was given to staff.

ADJOURNMENT: With no objections by the Board, Pres. Thompson adjourned the meeting at 4:01 p.m.

The next LSCSD Regular Board Meeting is on Wednesday, February 20, 2019, 1:00 p.m. at the Administration Building.

Approval Date: _____

Rick Thompson, President

ATTEST:



Mike Wilson, 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 January 1 thru January 31, 2019 for a total of: " \$ 198,966.48

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

Submitted for January 2019	\$ 198,966.48
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Expenses - Regular Checks SVB Account	\$ 81,708.57
Expenses - Payroll & Liability Checks SVB Account	\$ 117,257.91
<u>Subtotal</u>	<u>\$ 198,966.48</u>
<u>Total CSD Expenses</u>	<u>\$ 198,966.48</u>

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LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
1/3/2019	23011-23013	Payroll Checks (Live Checks)	1,804.41		1,804.41		1,578.45				225.96
1/3/2019	503859	EDD EFT	2,961.60		2,961.60	974.49	789.19		846.55	156.84	194.53
1/3/2019	503860	EFTPS EFT	4,801.37		4,801.37	1,099.13	946.55		2,101.82	287.78	366.09
1/3/2019	503861	American Funds EFT	426.25		426.25				356.41	69.84	
1/3/2019	503862	CalPERS Classic EFT	1,872.91		1,872.91	951.18	921.73				
1/3/2019	503863	CalPERS PEPR EFT	622.84		622.84	456.85	165.99				
1/3/2019	503864	CalPERS 457 EFT	727.31		727.31	255.00	243.62		160.79	67.90	
1/3/2019	503865	SVB EFT - Payroll Checks (Direct Deposits)	23,679.56		23,679.56	7,788.59	4,622.24		7,763.04	1,602.30	1,903.39
1/3/2019	503867	EDD EFT	44.25		44.25					44.25	
1/3/2019	503868	EFTPS EFT	92.16		92.16					92.16	
1/3/2019	503869	SVB EFT - Payroll Checks (Direct Deposits)	549.41		549.41					549.41	
1/4/2019	820	Pitney Bowes-Refill	500.00	500.00		500.00					
1/7/2019	821	Pitney Bowes-Refill	500.00	500.00		500.00					
1/10/2019	822	US Bank Equipment Finance	239.59	239.59						239.59	
1/10/2019	823	Verizon Wireless	256.50	256.50						213.75	42.75
1/10/2019	23014	Alanna DeBon	112.24	112.24		61.40				50.84	
1/10/2019	23015	Cal Ore Telephone	491.31	491.31		192.21	96.15	96.16	85.43		21.36
1/10/2019	23016	Consolidated Electrical Dist.	120.30	120.30		100.56		19.74			
1/10/2019	23017	Harvest Printing	600.60	600.60		600.60					
1/10/2019	23018	LSCSD Utilities-Continues on check 23019									
1/10/2019	23019	LSCSD Utilities	329.79	329.79		182.49			57.15		90.15
1/10/2019	23020	LSPOA	891.52	891.52		445.66	44.64				401.22
1/10/2019	23021	MRJC Inc.	117.61	117.61			117.61				
1/10/2019	23022	Mt.Shasta IT Services Inc.	2,200.00	2,200.00		660.00	330.00	330.00	660.00		220.00
1/10/2019	23023	Mtn. Air Heating Cooling	100.00	100.00		50.00			25.00		25.00
1/10/2019	23024	N.C.G.T. Security Funds	18,484.00	18,484.00		5,345.50	2,687.00	2,687.00	4,434.50	1,665.00	1,665.00
1/10/2019	23025	Quill Corp	1,392.51	1,392.51		1,008.45	130.78	130.79		78.97	43.52
1/10/2019	23026	Shasta Auto Supply	242.84	242.84						242.84	
1/10/2019	23027	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
1/10/2019	23028	Solano's Inc.	155.68	155.68			36.27	42.12		71.90	5.39
1/10/2019	23029	Suds City Auto Spa	23.00	23.00						23.00	
1/10/2019	23030	US Postal Services	1,449.01	1,449.01		1,449.01					
1/10/2019	23031	Wal-Mart	42.16	42.16			21.08	21.08			
1/10/2019	23032	Western Business Products	648.51	648.51		648.51					
1/10/2019	23033	William Bullington	64.46	64.46						64.46	
1/10/2019	23034	World Telecom & Surveillance	190.00	190.00			95.00	95.00			
1/10/2019	834	Verizon	61.26	61.26							61.26
1/14/2019	832	Pitney Bowes-Refill	500.00	500.00		500.00					
1/17/2019	835	Williams Scotsman	293.50	293.50			146.75	146.75			
1/17/2019	23035-23037	Payroll Checks (Live Checks)	2,602.74		2,602.74		1,536.78				1,065.96
1/17/2019	23038	Union Dues	693.96		693.96	229.00	222.00		189.72	53.24	
1/17/2019	503885	EDD EFT	2,945.38		2,945.38	958.81	741.69		785.40	188.78	270.70
1/17/2019	503886	EFTPS EFT	4,854.60		4,854.60	1,123.00	865.63		1,968.27	337.94	559.76
1/17/2019	503887	American Funds EFT	436.51		436.51				380.15	56.36	

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
1/17/2019	503888	CalPERS Classic EFT	1,976.64		1,976.64	951.18	1,025.46				
1/17/2019	503889	CalPERS PEPRA EFT	622.84		622.84	456.85	165.99				
1/17/2019	503890	CalPERS 457 EFT	746.35		746.35	255.00	243.62		170.00	77.73	
1/17/2019	503891	SVB EFT - Payroll Checks (Direct Deposits)	23,250.51		23,250.51	7,744.38	4,353.21		7,366.05	1,883.48	1,903.39
1/24/2019	825	AT&T	86.64	86.64			43.32	43.32			
1/24/2019	826	First Ntl Bank-WB	123.25	123.25						123.25	
1/24/2019	827	First Ntl Bank-SP	1,653.69	1,653.69						33.96	1,619.73
1/24/2019	828	First Ntl Bank-MW	2,663.37	2,663.37						2,663.37	
1/24/2019	829	First Ntl Bank-RM	328.83	328.83			164.42	164.41			
1/24/2019	830	First Ntl Bank-DN	566.39	566.39		541.57				12.41	12.41
1/24/2019	831	Pacific Power	10,519.26	10,519.26		1,713.57	3,054.31	5,080.73	328.68		341.97
1/24/2019	833	Utility Telephone	542.03	542.03		325.22				162.61	54.20
1/24/2019	836	Williams Scotsman	293.50	293.50			146.75	146.75			
1/24/2019	23041	Alanna DeBon	84.04	84.04		57.89			21.22		4.93
1/24/2019	23042	Basic Lab	134.00	134.00				134.00			
1/24/2019	23043	Chris Pappas	61.50	61.50							61.50
1/24/2019	23044	Craig Patton	1,500.00	1,500.00						1,500.00	
1/24/2019	23045	Department of Motor Vehicles	1,015.00	1,015.00							1,015.00
1/24/2019	23046	Don R. Erickson Oil	2,423.63	2,423.63		452.35	457.20	457.20		808.87	248.01
1/24/2019	23047	Ferguson Waterworks	2,119.70	2,119.70				2,119.70			
1/24/2019	23048	Hue & Cry	38.00	38.00		38.00					
1/24/2019	23049	Kaufman Trailers-VOID	600.00	600.00			600.00				
1/24/2019	23050	Kaufman Trailers	4,970.00	4,970.00			4,970.00				
1/24/2019	23051	Keevac Industries	15,860.00	15,860.00			15,860.00				
1/24/2019	23052	Kellie Power	530.00	530.00		400.00			65.00		65.00
1/24/2019	23053	Lake Shastina Golf Resort	28.60	28.60							28.60
1/24/2019	23054	MTShasta IT Services	881.92	881.92			440.96	440.96			
1/24/2019	23055	Premier Oil Change	435.08	435.08						435.08	
1/24/2019	23056	Prentice, Long & Epperson	980.00	980.00		980.00					
1/24/2019	23057	Quill Corp	552.58	552.58		532.21					20.37
1/24/2019	23058	SHN Consulting Engineers	1,864.17	1,864.17			1,864.17				
1/24/2019	23059	Siskiyou Co. Tax Collector	63.00	63.00		63.00					
1/24/2019	23060	Steve Pappas	250.00	250.00							250.00
1/24/2019	23061	William Smith	104.00	104.00		104.00					
1/24/2019	23049	Kaufman Trailers-VOID	(600.00)	(600.00)			(600.00)				
1/30/2019	23066	Trailer Delivery Services	600.00	600.00			600.00				
1/31/2019	23062-23065	Payroll Checks (Live Checks)	3,316.39		3,316.39		1,439.25				1,877.14
1/31/2019	503908	EDD EFT	2,869.41		2,869.41	934.33	748.54		551.42	232.77	402.35
1/31/2019	503909	EFTPS EFT	5,749.72		5,749.72	1,207.83	1,086.19		2,027.76	508.62	919.32
1/31/2019	503910	American Funds EFT	476.75		476.75				388.54	88.21	
1/31/2019	503911	CalPERS Classic EFT	1,883.08		1,883.08	951.18	931.90				
1/31/2019	503912	CalPERS PEPRA EFT	622.84		622.84	456.85	165.99				
1/31/2019	503913	Aflac EFT	351.00		351.00	140.67	119.34		90.99		
1/31/2019	503914	CalPERS 457 EFT	758.68		758.68	255.00	243.62		160.79	99.27	
1/31/2019	503915	SVB EFT - Payroll Checks (Direct Deposits)	25,518.44		25,518.44	7,792.73	5,335.28		7,463.24	2,453.09	2,474.10
1/31/2019	JE#75884	Online ACH Item Fee	180.00	180.00		180.00					
			198,966.48	81,708.57	117,257.91	52,699.25	59,841.17	12,198.21	38,487.92	17,239.87	18,500.06

REVENUE/EXPENDITURE REPORT

LAKE SHASTINA COMMUNITY SERVICES DISTRICT**1C****January 2019 Detailed Budget Comparison 2018/2019 YTD**

2/13/2019

For the Period: 7/1/2018 to 1/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 10 - LSCSD General Fund						
Revenues						
Dept: 00						
4055.000 Misc Operational Income	500.00	500.00	311.89	0.00	188.11	62.4
4070.000 Antenna Lease Revenue	23,155.93	23,155.93	14,587.19	1,935.17	8,568.74	63.0
5050.000 Transfer Fees	4,000.00	4,000.00	2,140.00	240.00	1,860.00	53.5
5080.000 Interest Earned-OPS	200.00	200.00	11.55	1.97	188.45	5.8
5081.000 Interest Earned-RSV	2,000.00	2,000.00	243.13	0.00	1,756.87	12.2
Dept: 22 Medical Clinic						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	30,132.00	0.00	30,132.00	50.0
Revenues	90,119.93	90,119.93	47,425.76	2,177.14	42,694.17	52.6
Expenditures						
Dept: 01 General Admin						
7002.000 Admin Overhead Alloc	-388,356.53	-400,206.53	-243,248.47	-55,191.64	-156,958.06	60.8
7010.000 Capital Improvement	6,000.00	6,000.00	0.00	0.00	6,000.00	0.0
Less Reimbursement due from LAIF Savings	-6,000.00	-6,000.00	0.00	0.00	-6,000.00	0.0
7020.000 IT Contract Services/Server	0.00	12,500.00	10,060.95	660.00	2,439.05	80.5
7026.000 Contract Services	25,000.00	20,000.00	2,471.81	-1,289.96	17,528.19	12.4
7032.000 Filing Fees	150.00	150.00	0.00	0.00	150.00	0.0
7033.000 Licenses, Permits, Fees	3,000.00	3,000.00	2,062.30	285.00	937.70	68.7
7034.000 Dues & Subscriptions	6,100.00	7,200.00	6,997.07	0.00	202.93	97.2
7035.000 Advertising	250.00	250.00	171.25	0.00	78.75	68.5
7040.000 Insurance (Liability)	500.00	500.00	632.07	0.00	-132.07	126.4
7041.000 Legal	25,000.00	25,000.00	5,582.50	0.00	19,417.50	22.3
7050.100 Off Exp-Supplies	5,000.00	5,000.00	2,679.17	473.12	2,320.83	53.6
7050.200 Off Exp-Postage	6,000.00	6,000.00	4,328.62	1,537.92	1,671.38	72.1
7050.400 Off Exp-Maint	7,750.00	7,750.00	4,846.10	38.39	2,903.90	62.5
7062.000 Repair & Maintenance	3,500.00	3,500.00	0.00	0.00	3,500.00	0.0
7064.000 Materials/Supplies/Small Tools	500.00	1,500.00	1,557.82	0.00	-57.82	103.9
7101.000 Property Taxes	140.00	140.00	126.00	63.00	14.00	90.0
7105.000 Utilities - CSD	1,000.00	1,000.00	579.51	0.00	420.49	58.0
7105.100 Util-Telephone	2,300.00	2,300.00	1,349.49	162.61	950.51	58.7
7105.200 Util-Electric	5,500.00	5,500.00	2,504.41	564.94	2,995.59	45.5
7105.400 Utilities-Propane	500.00	500.00	136.67	0.00	363.33	27.3
7105.600 Utility - Internet	1,550.00	1,550.00	768.84	128.14	781.16	49.6
7204.000 Events	500.00	500.00	602.49	0.00	-102.49	120.5
7245.000 Election	1,500.00	0.00	78.50	0.00	-78.50	0.0
7501.000 Payroll Expense	254,137.12	254,137.12	150,718.20	30,289.31	103,420.92	59.3
7513.000 Payroll-TAXES	6,288.99	6,288.99	4,426.46	2,375.89	1,862.53	70.4
7514.000 Payroll-Benefits	66,011.40	66,011.40	36,779.50	5,345.50	29,231.90	55.7
7516.200 Pension Cost (CalPERS)	20,113.90	20,113.90	11,534.25	2,306.85	8,579.65	57.3
7516.500 CalPERS UAL Expense	32,661.90	32,661.90	26,850.20	0.00	5,811.70	82.2
7518.000 Workers Comp	21,931.47	21,931.47	21,644.15	0.00	287.32	98.7
7530.100 PR Reimbursement Admin	-87,922.32	-87,922.32	-47,276.34	-9,368.05	-40,645.98	53.8
7530.300 Payroll Reimb Maintenance	7,000.00	7,000.00	4,247.84	396.27	2,752.16	60.7
7550.000 Travel & Training	1,500.00	5,000.00	3,759.99	264.46	1,240.01	75.2
7551.000 Meals	750.00	1,000.00	324.41	60.00	675.59	32.4
Dept: 22 Medical Clinic						
7026.000 Contract Services	3,000.00	3,000.00	180.00	0.00	2,820.00	6.0
7040.000 Insurance (Liability)	650.00	650.00	668.53	0.00	-18.53	102.9
7062.000 Repair & Maintenance	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
7080.000 Interest Expense	4,750.00	4,750.00	6,234.77	2,253.82	-1,484.77	131.3
7084.000 Loan Principle Expense	39,250.00	39,250.00	26,765.23	8,746.18	12,484.77	68.2
7530.000 Payroll Reimbursement	2,500.00	2,500.00	397.81	0.00	2,102.19	15.9
Medical Building Reserves	7,114.00	7,114.00	4,149.81	592.83	2,964.19	58.3
Expenditures	90,119.93	90,119.93	55,689.91	-9,295.42	34,430.02	61.8

For the Period: 7/1/2018 to 1/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 15 - LSCSD Sewer Dept						
Revenues						
Dept: 00						
4001.100 Assmt/Revenue-Residential	476,668.80	476,668.80	358,934.28	119,619.00	117,734.52	75.3
4001.200 Assmt/Revenue-Standby	65,844.00	65,844.00	65,619.00	32,778.00	225.00	99.7
4001.300 Assmt/Revenue-Commercial	4,939.20	4,939.20	4,513.27	453.67	425.93	91.4
4003.000 Late Payment Revenue	2,800.00	2,800.00	1,240.56	0.00	1,559.44	44.3
4055.000 Misc Operational Income	0.00	0.00	1,330.00	0.00	-1,330.00	0.0
5004.000 Sewer Hook Up Fee	21,745.50	21,745.50	28,994.00	0.00	-7,248.50	133.3
5005.000 Sewer Payment Contracts	252.00	252.00	126.00	0.00	126.00	50.0
5040.000 Gain on Sale of Equipment	2,500.00	2,500.00	0.00	0.00	2,500.00	0.0
5081.000 Interest Earned-RSV	3,400.00	3,400.00	2,539.42	0.00	860.58	74.7
Dept: 23 Green Waste Site						
4055.000 Misc Operational Income	3,000.00	3,000.00	1,245.00	0.00	1,755.00	41.5
Dept: 36 Planning Grants						
5075.000 Grant Income	0.00	236,933.00	44,325.47	0.00	192,607.53	18.7
Revenues	581,149.50	818,082.50	508,867.00	152,850.67	309,215.50	62.2
Expenditures						
Dept: 01 General Admin						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	135,924.79	128,066.09	77,839.51	17,661.32	50,226.58	60.8
7010.000 Capital Improvement	334,500.00	334,500.00	51,835.15	21,430.00	282,664.85	15.5
Less Reimbursement due from LAIF Savings	-334,500.00	-334,500.00	-51,835.15	-21,430.00	-282,664.85	-15.5
7020.000 IT Contract Services/Server	0.00	3,000.00	2,437.55	330.00	562.45	81.3
7026.000 Contract Services	20,000.00	18,000.00	2,729.87	-484.96	15,270.13	15.2
7033.000 Licenses, Permits, Fees	8,000.00	8,000.00	7,670.51	0.00	329.49	95.9
7034.000 Dues & Subscriptions	500.00	500.00	194.74	11.49	305.26	38.9
7035.000 Advertising	0.00	250.00	99.76	0.00	150.24	39.9
7040.000 Insurance (Liability)	13,261.00	14,000.00	13,980.13	0.00	19.87	99.9
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7050.100 Off Exp-Supplies	400.00	400.00	215.27	0.00	184.73	53.8
7050.200 Off Exp-Postage	100.00	100.00	14.04	0.00	85.96	14.0
7055.000 Safety Equipment	2,000.00	2,000.00	627.01	0.00	1,372.99	31.4
7061.000 Rental Equipment	500.00	500.00	0.00	0.00	500.00	0.0
7062.000 Repair & Maintenance	20,000.00	18,000.00	12,109.56	0.00	5,890.44	67.3
7063.000 Fuel	6,500.00	6,500.00	3,430.65	31.00	3,069.35	52.8
7064.000 Materials/Supplies/Small Tools	5,000.00	5,000.00	3,460.29	472.90	1,539.71	69.2
7065.000 Vehicle Repair/Maintenance	5,000.00	5,000.00	833.17	36.67	4,166.83	16.7
7080.000 Interest Expense	21,127.86	21,127.86	10,856.32	0.00	10,271.54	51.4
7085.000 Municipal Finance Principle	39,897.58	39,897.58	19,656.40	0.00	20,241.18	49.3
7100.000 Lease/Rent Expense	1,775.00	1,775.00	1,125.08	146.75	649.92	63.4
7105.100 Util-Telephone	490.00	490.00	273.96	43.32	216.04	55.9
7105.200 Util-Electric	52,000.00	52,000.00	25,277.69	3,054.31	26,722.31	48.6
7105.300 Util-Waste	510.00	510.00	255.00	0.00	255.00	50.0
7105.600 Utility - Internet	0.00	450.00	96.15	96.15	353.85	21.4
7501.000 Payroll Expense	141,417.15	141,417.15	64,855.39	12,995.59	76,561.76	45.9
7513.000 Payroll-TAXES	3,209.04	3,209.04	1,768.06	922.81	1,440.98	55.1
7514.000 Payroll-Benefits	40,489.19	40,489.19	18,854.50	2,687.00	21,634.69	46.6
7516.200 Pension Cost (CalPERS)	10,833.51	10,833.51	4,638.02	969.21	6,195.49	42.8
7516.500 CalPERS UAL Expense	14,913.18	14,913.18	16,705.50	0.00	-1,792.32	112.0
7516.800 Pension Plan Fees (MPPP)	0.00	100.00	86.38	0.00	13.62	86.4
7518.000 Workers Comp	12,105.17	12,105.17	12,041.70	0.00	63.47	99.5
7530.000 Payroll Reimbursement	-9,400.00	-9,400.00	-6,243.96	-1,229.54	-3,156.04	66.4
7550.000 Travel & Training	2,500.00	6,500.00	5,132.16	3.16	1,367.84	79.0
7551.000 Meals	400.00	1,000.00	498.15	0.00	501.85	49.8
7552.000 Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7555.000 Personal Protective Equip PPE	1,500.00	1,500.00	104.05	0.00	1,395.95	6.9
7556.000 Uniforms	1,200.00	1,200.00	656.21	0.00	543.79	54.7
Dept: 23 Green Waste Site						
7026.000 Contract Services	800.00	800.00	202.83	0.00	597.17	25.4
7063.000 Fuel	50.00	50.00	0.00	0.00	50.00	0.0
7064.000 Materials/Supplies/Small Tools	200.00	200.00	24.12	0.00	175.88	12.1
7530.000 Payroll Reimbursement	1,000.00	1,000.00	526.86	40.03	473.14	52.7
Dept: 36 Planning Grants						
7026.000 Contract Services	0.00	166,838.28	69,844.78	0.00	96,993.50	41.9
7041.000 Legal	0.00	30,000.00	0.00	0.00	30,000.00	0.0
7530.000 Payroll Reimbursement	0.00	39,838.04	3,977.41	1,952.92	35,860.63	10.0
Expenditures	558,503.47	792,460.09	376,854.82	39,740.13	415,605.27	47.6

For the Period: 7/1/2018 to 1/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 20 - LSCSD Water Dept						
Revenues						
Dept: 00						
4001.100 Assmt/Revenue-Residential	342,791.61	342,791.61	276,110.36	80,338.42	66,681.25	80.5
4001.200 Assmt/Revenue-Standby	103,440.00	103,440.00	103,042.36	51,460.00	397.64	99.6
4001.300 Assmt/Revenue-Commercial	14,256.01	14,256.01	6,724.64	726.12	7,531.37	47.2
4003.000 Late Payment Revenue	9,000.00	9,000.00	4,920.84	0.01	4,079.16	54.7
4075.000 Water Capacity Expansion Fee	960.00	960.00	640.00	0.00	320.00	66.7
5006.000 Water Hook Up Fee	795.00	795.00	530.00	0.00	265.00	66.7
5040.000 Gain on Sale of Equipment	2,500.00	2,500.00	0.00	0.00	2,500.00	0.0
5081.000 Interest Earned-RSV	13,500.00	13,500.00	11,617.70	0.00	1,882.30	86.1
Dept: 22 Medical Clinic						
4054.000 Loan Principle Revenue	39,250.00	39,250.00	26,765.23	8,746.18	12,484.77	68.2
5081.000 Interest Earned-RSV	4,750.00	4,750.00	6,234.77	2,253.82	-1,484.77	131.3
Revenues	531,242.62	531,242.62	436,585.90	143,544.55	94,656.72	82.2

Expenditures						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	174,760.44	144,074.35	87,569.44	19,868.99	56,504.91	60.8
7010.000 Capital Improvement	545,500.00	545,500.00	60,601.42	0.00	484,898.58	11.1
Less Reimbursement due from LAIF Savings	-545,500.00	-545,500.00	-60,601.42	0.00	-484,898.58	-11.1
7020.000 IT Contract Services/Server	0.00	3,000.00	2,437.55	330.00	562.45	81.3
7026.000 Contract Services	16,100.00	14,100.00	9,286.07	-350.96	4,813.93	65.9
7033.000 Licenses, Permits, Fees	6,000.00	6,000.00	239.51	0.00	5,760.49	4.0
7034.000 Dues & Subscriptions	1,300.00	1,300.00	1,022.89	11.49	277.11	78.7
7035.000 Advertising	0.00	250.00	99.77	0.00	150.23	39.9
7040.000 Insurance (Liability)	16,242.00	20,500.00	20,397.02	0.00	102.98	99.5
7041.000 Legal	5,000.00	5,000.00	105.00	0.00	4,895.00	2.1
7050.100 Off Exp-Supplies	650.00	650.00	215.29	0.00	434.71	33.1
7050.200 Off Exp-Postage	800.00	800.00	3.64	0.00	796.36	0.5
7055.000 Safety Equipment	2,000.00	2,000.00	250.03	0.00	1,749.97	12.5
7062.000 Repair & Maintenance	45,000.00	43,000.00	4,410.73	-113.54	38,589.27	10.3
7063.000 Fuel	6,500.00	6,500.00	2,707.89	31.00	3,792.11	41.7
7064.000 Materials/Supplies/Small Tools	8,000.00	8,000.00	5,678.90	472.88	2,321.10	71.0
7065.000 Vehicle Repair/Maintenance	5,000.00	5,000.00	802.04	36.68	4,197.96	16.0
7100.000 Lease/Rent Expense	1,775.00	1,775.00	1,125.08	146.75	649.92	63.4
7105.100 Util-Telephone	2,900.00	2,900.00	671.44	43.32	2,228.56	23.2
7105.200 Util-Electric	97,000.00	97,000.00	54,942.01	5,080.73	42,057.99	56.6
7105.300 Util-Waste	510.00	510.00	255.00	0.00	255.00	50.0
7105.600 Utility - Internet	0.00	450.00	96.16	96.16	353.84	21.4
7501.000 Payroll Expense	122,411.98	122,411.98	60,241.41	11,875.28	62,170.57	49.2
7513.000 Payroll-TAXES	2,777.78	2,777.78	1,524.80	833.56	1,252.98	54.9
7514.000 Payroll-Benefits	35,047.81	35,047.81	18,854.50	2,687.00	16,193.31	53.8
7516.200 Pension Cost (CalPERS)	9,377.59	9,377.59	4,427.85	895.81	4,949.74	47.2
7516.500 CalPERS UAL Expense	12,909.91	12,909.91	14,814.30	0.00	-1,904.39	114.8
7516.600 Pension Plan Fees (MPPP)	0.00	100.00	86.38	0.00	13.62	86.4
7518.000 Workers Comp	10,478.35	10,478.35	10,405.01	0.00	73.34	99.3
7550.000 Travel & Training	2,500.00	6,500.00	5,266.78	3.16	1,233.22	81.0
7551.000 Meals	350.00	1,000.00	498.17	0.00	501.83	49.8
7555.000 Personal Protective Equip PPE	1,500.00	1,500.00	104.04	0.00	1,395.96	6.9
7556.000 Uniforms	1,200.00	1,200.00	656.21	0.00	543.79	54.7
Expenditures	590,890.86	568,912.77	309,194.91	41,948.31	259,717.86	54.3

For the Period: 7/1/2018 to 1/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 25 - LSCSD Police Department						
Revenues						
4001.100 Assmt/Revenue-Residential	136,730.00	136,730.00	102,807.31	34,320.00	33,922.69	75.2
4001.200 Assmt/Revenue-Standby	284,020.00	284,020.00	282,975.00	141,460.00	1,045.00	99.6
4001.300 Assmt/Revenue-Commercial	3,410.00	3,410.00	3,300.00	1,595.00	110.00	96.8
4003.000 Late Payment Revenue	10,000.00	10,000.00	4,102.30	-0.01	5,897.70	41.0
4056.000 Misc-Non Operating Income	3,200.00	3,200.00	120.47	35.00	3,079.53	3.8
4080.000 Strike Team Rev Payroll Reimb	0.00	0.00	5,305.53	0.00	-5,305.53	0.0
4085.000 Emerg Resp Reimb Travel/Meals	0.00	0.00	925.81	0.00	-925.81	0.0
5054.000 Animal Control Fees - Other	300.00	300.00	51.00	0.00	249.00	17.0
5055.000 Animal License Fee	4,800.00	4,800.00	3,130.00	2,090.00	1,670.00	65.2
5056.000 Warrant	1,500.00	1,500.00	702.03	62.15	797.97	46.8
5062.000 Event Donations	500.00	500.00	0.00	0.00	500.00	0.0
5081.000 Interest Earned-RSV	3,000.00	3,000.00	3,741.30	0.00	-741.30	124.7
Revenues	447,460.00	447,460.00	407,160.75	179,562.14	40,299.25	91.0

For the Period: 7/1/2018 to 1/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund 25 - LSCSD Police Department						
Expenditures						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	46,602.78	68,035.11	41,352.24	9,382.58	26,682.87	60.8
7010.000 Capital Improvement	25,800.00	25,800.00	0.00	0.00	25,800.00	0.0
Less Reimbursement due from LAIF Savings	-25,800.00	-25,800.00	0.00	0.00	-25,800.00	0.0
7020.000 IT Contract Services/Server	0.00	10,500.00	9,342.75	660.00	1,157.25	89.0
7026.000 Contract Services	6,000.00	2,500.00	1,845.57	-460.56	654.43	73.8
7033.000 Licenses, Permits, Fees	4,000.00	0.00	0.00	0.00	0.00	0.0
7034.000 Dues & Subscriptions	3,000.00	3,000.00	2,871.74	0.00	128.26	95.7
7035.000 Advertising	100.00	0.00	0.00	0.00	0.00	0.0
7040.000 Insurance (Liability)	3,000.00	5,050.00	5,031.65	0.00	18.35	99.6
7041.000 Legal	1,000.00	1,000.00	525.00	0.00	475.00	52.5
7050.100 Off Exp-Supplies	1,000.00	0.00	0.00	0.00	0.00	0.0
7050.200 Off Exp-Postage	400.00	0.00	15.75	15.75	-15.75	0.0
7050.400 Off Exp-Maint	2,200.00	0.00	0.00	0.00	0.00	0.0
7062.000 Repair & Maintenance	1,300.00	0.00	0.00	0.00	0.00	0.0
7063.000 Fuel	8,000.00	0.00	0.00	0.00	0.00	0.0
7064.000 Materials/Supplies/Small Tools	4,000.00	0.00	0.00	0.00	0.00	0.0
7065.000 Vehicle Repair/Maintenance	6,500.00	0.00	0.00	0.00	0.00	0.0
7105.000 Utilities - CSD	600.00	600.00	343.96	0.00	256.04	57.3
7105.100 Util-Telephone	4,500.00	0.00	162.96	0.00	-162.96	0.0
7105.200 Util-Electric	2,860.00	2,860.00	1,733.80	328.68	1,126.20	60.6
7105.300 Util-Waste	480.00	480.00	240.00	0.00	240.00	50.0
7105.400 Utilities-Propane	1,000.00	1,000.00	360.06	0.00	639.94	36.0
7105.600 Utility - Internet	1,800.00	1,800.00	512.58	85.43	1,287.42	28.5
7204.000 Events	500.00	0.00	0.00	0.00	0.00	0.0
7501.000 Payroll Expense	231,242.70	231,242.70	142,903.24	28,024.40	88,339.46	61.8
7513.000 Payroll-TAXES	19,426.07	19,426.07	12,409.62	3,621.44	7,016.45	63.9
7514.000 Payroll-Benefits	54,772.20	54,772.20	30,516.50	4,434.50	24,255.70	55.7
7516.100 Pension Cost (MPPP)	11,283.71	11,283.71	5,537.91	1,125.10	5,745.80	49.1
7516.400 CalPERS Fees	0.00	400.00	240.00	0.00	160.00	60.0
7516.600 Pension Plan Fees (MPPP)	0.00	1,000.00	990.21	0.00	9.79	99.0
7518.000 Workers Comp	17,142.84	20,000.00	19,808.62	0.00	191.38	99.0
7530.000 Payroll Reimbursement	1,200.00	1,200.00	289.99	42.13	910.01	24.2
7550.000 Travel & Training	5,000.00	0.00	25.80	25.80	-25.80	0.0
7551.000 Meals	1,500.00	0.00	-71.72	0.00	71.72	0.0
7552.000 Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7556.000 Uniforms	2,500.00	0.00	0.00	0.00	0.00	0.0
Expenditures	446,210.30	439,449.79	276,988.23	47,285.25	162,461.56	63.0

For the Period: 7/1/2018 to 1/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund 26 - COPS Grant						
Revenues						
5075.000 Grant Income	100,000.00	148,746.54	92,602.33	10,982.43	56,144.21	62.3
Revenues	100,000.00	148,746.54	92,602.33	10,982.43	56,144.21	62.3

Expenditures						
7010.000 Capital Improvement	0.00	25,800.00	6,500.00	0.00	19,300.00	25.2
Less Reimbursement due from LAIF Savings	0.00	-25,800.00	-6,500.00	0.00	-19,300.00	-25.2
7033.000 Licenses, Permits, Fees	450.00	3,450.00	3,473.04	1,000.00	-23.04	100.7
7050.100 Off Exp-Supplies	300.00	1,300.00	739.18	72.95	560.82	56.9
7050.200 Off Exp-Postage	0.00	400.00	288.54	40.23	111.46	72.1
7050.400 Off Exp-Maint	0.00	2,000.00	1,362.69	239.59	637.31	68.1
7062.000 Repair & Maintenance	300.00	1,600.00	0.00	0.00	1,600.00	0.0
7063.000 Fuel	2,500.00	10,500.00	6,892.09	0.00	3,607.91	65.6
7064.000 Materials/Supplies/Small Tools	500.00	4,500.00	5,000.63	0.00	-500.63	111.1
7065.000 Vehicle Repair/Maintenance	500.00	7,000.00	13,125.39	3,209.76	-6,125.39	187.5
7105.100 Util-Telephone	650.00	5,150.00	2,568.22	376.61	2,581.78	49.9
7501.000 Payroll Expense	64,667.20	64,667.20	38,987.02	7,818.71	25,680.18	60.3
7513.000 Payroll-TAXES	5,381.04	5,381.04	3,416.51	1,016.85	1,964.53	63.5
7514.000 Payroll-Benefits	20,563.20	20,563.20	11,457.00	1,665.00	9,106.20	55.7
7516.100 Pension Cost (MPPP)	2,675.71	2,675.71	1,127.79	214.41	1,547.92	42.1
7516.400 CalPERS Fees	0.00	100.00	60.00	0.00	40.00	60.0
7516.600 Pension Plan Fees (MPPP)	0.00	200.00	171.36	0.00	28.64	85.7
7518.000 Workers Comp	5,561.38	5,561.38	5,496.69	0.00	64.69	98.8
7550.000 Travel & Training	4,000.00	9,000.00	4,318.52	39.26	4,681.48	48.0
7551.000 Meals	500.00	2,000.00	1,371.37	124.37	628.63	68.6
7552.000 Employee Physical Exams-Shots	300.00	300.00	0.00	0.00	300.00	0.0
7555.000 Personal Protective Equip PPE	500.00	500.00	0.00	0.00	500.00	0.0
7556.000 Uniforms	500.00	3,000.00	1,308.81	0.00	1,691.19	43.6
Expenditures	109,848.53	149,848.53	101,164.85	15,617.74	48,683.68	67.5

For the Period: 7/1/2018 to 1/31/2019

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 30 - LSCSD Fire Department

Revenues

Dept: 00

4001.100 Assmt/Revenue-Residential	49,720.00	49,720.00	37,390.63	12,480.00	12,329.37	75.2
4001.200 Assmt/Revenue-Standby	64,525.00	64,525.00	64,312.50	32,150.00	212.50	99.7
4001.300 Assmt/Revenue-Commercial	1,060.00	1,060.00	1,035.00	505.00	25.00	97.6
4003.000 Late Payment Revenue	2,500.00	2,500.00	989.22	0.00	1,510.78	39.6
4056.000 Misc-Non Operating Income	0.00	0.00	4,924.86	0.00	-4,924.86	0.0
4076.000 Fire Suppression Expansion Fee	316.00	316.00	316.00	0.00	0.00	100.0
5056.000 Warrant	5,000.00	5,000.00	3,319.64	26.65	1,680.36	66.4
5062.000 Event Donations	5,000.00	5,000.00	5,075.00	0.00	-75.00	101.5
5075.000 Grant Income	0.00	0.00	6,100.00	0.00	-6,100.00	0.0
5081.000 Interest Earned-RSV	1,100.00	1,100.00	696.98	0.00	403.02	63.4

Dept: 34 Fire Fuels Removal

4055.000 Misc Operational Income	0.00	9,000.00	10,175.00	10,175.00	-1,175.00	113.1
5026.000 Fines/Violations	0.00	500.00	0.00	0.00	500.00	0.0

Dept: 45 Mutual Aid Strike Team

4080.000 Strike Team Rev Payroll Reimb	150,000.00	322,000.00	232,097.15	0.00	89,902.85	72.1
4081.000 Strike Team Rev Engine Reimb	0.00	52,000.00	51,602.00	0.00	398.00	99.2
4082.000 Strike Team Rev Admin OH Reimb	0.00	57,000.00	45,170.43	0.00	11,829.57	79.2

Revenues

279,221.00	569,721.00	463,204.41	55,336.65	106,516.59	81.3
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Expenditures

Dept: 01 General Admin

7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	31,068.52	60,030.98	36,487.28	8,278.75	23,543.70	60.8
7010.000 Capital Improvement	0.00	0.00	15,015.00	1,015.00	-15,015.00	0.0
Less Reimbursement due from LAIF Savings	0.00	0.00	-15,015.00	-1,015.00	-15,015.00	0.0
7020.000 IT Contract Services/Server	0.00	2,000.00	2,230.08	220.00	-230.08	111.5
7026.000 Contract Services	2,000.00	2,000.00	747.12	-460.56	1,252.88	37.4
7033.000 Licenses, Permits, Fees	450.00	450.00	18.17	0.00	431.83	4.0
7034.000 Dues & Subscriptions	925.00	925.00	212.22	34.98	712.78	22.9
7040.000 Insurance (Liability)	5,687.00	6,300.00	6,244.05	0.00	55.95	99.1
7041.000 Legal	1,000.00	1,500.00	1,505.00	0.00	-5.00	100.3
7050.100 Off Exp-Supplies	650.00	650.00	499.00	141.22	151.00	76.8
7050.200 Off Exp-Postage	100.00	100.00	79.11	0.00	20.89	79.1
7051.000 Public Safety Supplies	2,000.00	2,000.00	3,337.64	383.95	-1,337.64	166.9
7051.100 Mandatory Safety Equipment	12,000.00	10,000.00	0.00	0.00	10,000.00	0.0
7062.000 Repair & Maintenance	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7063.000 Fuel	5,000.00	5,000.00	3,137.56	0.00	1,862.44	62.8
7064.000 Materials/Supplies/Small Tools	2,500.00	2,500.00	2,626.77	1,095.66	-126.77	105.1
7065.000 Vehicle Repair/Maintenance	20,000.00	20,000.00	10,030.99	-704.95	9,969.01	50.2
7076.000 Grant Expenditures	0.00	0.00	3,865.59	0.00	-3,865.59	0.0
7105.000 Utilities - CSD	850.00	850.00	442.94	0.00	407.06	52.1
7105.100 Util-Telephone	2,000.00	2,000.00	1,274.07	158.26	725.93	63.7
7105.200 Util-Electric	3,300.00	3,300.00	1,818.54	341.97	1,481.46	55.1
7105.300 Util-Waste	480.00	480.00	245.00	0.00	235.00	51.0
7105.400 Utilities-Propane	1,000.00	1,000.00	540.08	0.00	459.92	54.0
7105.600 Utility - Internet	300.00	300.00	128.16	21.36	171.84	42.7
7204.000 Events	500.00	500.00	380.00	380.00	120.00	76.0
7501.000 Payroll Expense	33,120.00	51,826.92	30,760.48	7,815.70	21,066.44	59.4
7513.000 Payroll-TAXES	2,824.46	4,255.54	2,976.25	1,082.43	1,279.29	69.9
7514.000 Payroll-Benefits	20,563.20	20,563.20	11,457.00	1,685.00	9,106.20	55.7
7516.100 Pension Cost (MPPP)	0.00	3,300.00	10.45	0.00	3,289.55	0.3
7516.600 Pension Plan Fees (MPPP)	0.00	1,000.00	0.00	0.00	1,000.00	0.0
7518.000 Workers Comp	9,298.32	10,907.12	4,799.11	0.00	6,108.01	44.0
7530.000 Payroll Reimbursement	500.00	500.00	152.74	0.00	347.26	30.5
7549.000 Volunteer FF Stipend	14,000.00	14,000.00	0.00	0.00	14,000.00	0.0
7550.000 Travel & Training	2,000.00	2,000.00	732.40	86.28	1,267.60	36.6
7551.000 Meals	1,500.00	1,500.00	357.68	127.89	1,142.32	23.8
7552.000 Employee Physical Exams-Shots	600.00	600.00	0.00	0.00	600.00	0.0
7556.000 Uniforms	1,000.00	2,000.00	1,726.25	20.00	273.75	86.3

Dept: 34 Fire Fuels Removal

7050.200 Off Exp-Postage	0.00	0.00	106.65	106.65	-106.65	0.0
7061.000 Rental Equipment	0.00	3,000.00	185.18	185.18	2,814.82	6.2
7062.000 Repair & Maintenance	0.00	500.00	55.56	55.56	444.44	11.1
7501.000 Payroll Expense	0.00	1,300.50	1,571.41	1,571.41	-270.91	120.8
7513.000 Payroll-TAXES	0.00	180.12	217.63	217.63	-37.51	120.8
7518.000 Workers Comp	0.00	80.63	0.00	0.00	80.63	0.0

Dept: 45 Mutual Aid Strike Team

7063.000 Fuel	1,200.00	350.00	299.38	0.00	50.62	85.5
7501.000 Payroll Expense	94,584.00	205,000.00	254,119.75	1,296.00	-49,119.75	124.0
7513.000 Payroll-TAXES	8,104.00	19,500.00	23,062.09	179.52	-3,562.09	118.3
7518.000 Workers Comp	8,134.22	16,500.00	22,567.81	0.00	-6,067.81	136.8

Expenditures

294,038.72	485,550.01	431,007.19	24,299.89	24,512.82	91.9
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Grand Total Net Effect:

-60,418.76	76,831.47	389,931.24	383,842.68	-313,099.77
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QUARTERLY REPORT TO THE BOARD

Prepared 11/15/2018

October 2018 - December 2018

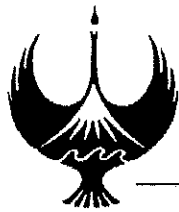
LAIF ACCOUNT				
Fund Balance Acct # 0015		Interest Effective 12/31/2018	Interest total 9,625.89	Current Rate 2.400%
	Balance 12/31/18 (after transaction activity)	Calculation of Interest (% of total)	Interest Earned on 12/31/18	Ending Balance at 12/31/18
10 General	14,860.44	1.017%	97.93	14,958.37
15 Sewer	152,864.84	10.465%	1,007.32	153,872.16
20 Water	936,278.26	64.095%	6,169.73	942,447.99
25 Police	306,551.67	20.986%	2,020.06	308,571.73
30 Fire	50,206.85	3.437%	330.85	50,537.70
26 COPS	-	0.000%	-	-
	1,460,762.06	100.000%	9,625.89	1,470,387.95

Transaction activity: October 2018				
Board Resolution 3-15 on 4/15/2015 for \$500,000 owed from General Fund to Water Fund for Clinic building, transfer was made in LAIF for payment of \$11,000 which includes interest posted quarterly. October 2018 payment posted on 10/15/2018. Amounts and ending balance shown below:				
	Beginning Balance 10/1/18	Interfund LAIF transfer posted 10/15/18	Balance after transfers 10/31/18	% of total
10 General	25,860.44	(11,000.00)	14,860.44	0.906%
15 Sewer	272,864.84		272,864.84	16.630%
20 Water	970,278.26	11,000.00	981,278.26	59.806%
25 Police	306,551.67		306,551.67	18.683%
30 Fire	65,206.85	-	65,206.85	3.974%
26 COPS	-	-	-	0.000%
	1,640,762.06	-	1,640,762.06	100.000%

Transaction activity: November 2018				
GM transferred \$50,000 from LAIF to LSCSD Mechanics Bank checking account on 11/21/18 which was ratified by the Board on 12/19/18. Amounts and ending balance shown below:				
	Beginning Balance 11/1/18	Transfer from LAIF posted on 11/21/18	Balance after transfer on 11/30/18	% of total
10 General	14,860.44		14,860.44	0.934%
15 Sewer	272,864.84	(40,000.00)	232,864.84	14.639%
20 Water	981,278.26	(10,000.00)	971,278.26	61.057%
25 Police	306,551.67		306,551.67	19.271%
30 Fire	65,206.85		65,206.85	4.099%
26 COPS	-		-	0.000%
	1,640,762.06	-	1,590,762.06	100.000%

Transaction activity: December 2018				
GM transferred \$130,000 from LAIF to LSCSD Mechanics Bank checking account on 12/14/18 which was ratified by the Board on 12/19/18. Amounts and ending balance shown below:				
	Beginning Balance 12/1/18	Transfer from LAIF posted on 12/14/18	Balance after transfers 12/31/18	% of total
10 General	14,860.44		14,860.44	1.017%
15 Sewer	232,864.84	(80,000.00)	152,864.84	10.465%
20 Water	971,278.26	(35,000.00)	936,278.26	64.095%
25 Police	306,551.67		306,551.67	20.986%
30 Fire	65,206.85	(15,000.00)	50,206.85	3.437%
26 COPS	-		-	0.000%
	1,590,762.06	-	1,460,762.06	100.000%

MJ



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1E

MEMORANDUM

To: LSCSD Board of Directors

From: Debbie Nelle, Senior Accounting Clerk

Meeting Date: February 20, 2019

Re: Transfer of CSD Operating funds to LAIF Savings

This is a request to transfer funds to LSCSD Reserve savings in LAIF from the CSD Operating bank account at Mechanics Bank. This is to move excess funds in the Operating fund checking account to savings. Included in this transfer are five General Fund loan payments to Water department for the Clinic along with funds for the Sewer Department. In addition, the transfer from Mechanics Bank will serve to keep the account within FDIC limits.

Recommended transfers from Mechanics Bank Operating account to LAIF savings account are \$55,000 from the General Fund and \$145,000 from the Sewer Fund. This would be a total transfer amount of **\$200,000** to the LSCSD LAIF account. This transfer will help build Reserve funds for future improvements and capital expenditures.

<u>Operating funds for transfer to LAIF:</u>		
	<u>General</u>	<u>Sewer</u>
General Funds	55,000.00	
Sewer Funds		145,000.00
Total per fund:	55,000.00	145,000.00

ms



Item 2.A

Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of January Lake Shastina Fire Department responded to a total of 27 calls. These calls included:

- 19 Medical Aids
- 1 control burn
- 5 Public Assists
- 2 Traffic Collisions

LSFD notable calls:

On January 20th Lake Shastina Fire responded to the 5000 block of Tennis Rd for a 35 year old male with seizures. LSFD personnel had recognized the address as having a patient who is typically combative towards the firefighters and requested for LSPD to clear the scene first. The patient was found to be in a seizure once the scene was deemed safe. The patient's seizure lasted a short time and when he came back to consciousness he once again was combative towards LSFD firefighters. Fortunately a LSPD officer was able to apprehend the patient and transport him to the hospital for medical care.

On January 25th Lake Shastina responded to a reported traffic collision on Big Springs road. While enroute first responders were told that a patient had been crushed between 2 vehicles. Upon arrival LSFD personnel found a patient with severe trauma to his thoracic region that was assumed to be from being pinned between two vehicles. The patient was transported to Fairchild Medical Center.

(M)



ITEM 2.B.

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 20, 2019

FROM: Mike Wilson, Police Chief / General Manager

SUBJECT: Police Monthly Board Report

POLICE ACTIVITY:

CRIMINAL CALLS:

SUSPICIOUS VEHICLE – 3
TELEPHONE SCAM – 1
GRAND THEFT – 1
STALKING1
CHILD ENDANGERMENT – 1
SUSPICIOUS CIRCUMSTANCE – 5

HUNTING – 1
TRESPASS – 1
BOLO – 2
PETTY THEFT – 2
PASS COUNTRFEIT CHECK – 1

911 HANGUP – 1
FORGERY – 1
STOLEN PROPERTY – 2

ASSIST OTHER AGENCIES:

CPS – 2
LSPOA – 3

SCSO – 4
PRIVATE CITIZEN – 1

WEED PD – 1

NON-CRIMIAL CALLS:

ASSIST CITIZEN – 7
TRAINING – 1
CIVIL ISSUE – 6
FIRE – 1
SEX OFFENDER REGISTRATION – 2
HOUSE WATCH-NUMEROUS/VOLUNTEER BEN

PATROL CHECK – 9
WELFARE CHECK – 3
ALARM-1
CITIZEN COMPLAINT – 5

MEDICAL AID – 6
EVIDENCE RETURN – 1
PATROL REQUEST – 1
DEAD ANIMAL – 1

TRAFFIC RELATED:

TRAFFIC WARNINGS – 14
TRAFFIC COMPLAINT – 1
VIN VERIFICATION – 1

TRAFFIC CITATIONS – 9
TRAFFIC PATROL – 1

ANIMAL RELATED:

DOGS AT LARGE – 6
KENNEL MAINTENANCE – 2

DOG REGISTRATION – 1

FOUND DOG – 2

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: February 20, 2019
Subject: Board Report – January 2019 (Sewer)

We are awaiting parts to retrofit station B-115. I anticipate this being completed within the next month depending on weather.

Continue with manhole inspections for the district, this should be completed this month.

We have 1 new construction with a sewer locate on Rainbow Dr.

Cleaned the sump in B-108 of grease and debris.

New Vac Tank should arrive the 15th of this month. This tank will allow us to clean our stations on a regular basis. Also in emergencies we will not have to allow on outside sources to pump stations down.

RM

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: February 20, 2019
Subject: Board Report – January 2019 (Water)

Working on obtaining bids to refurbish B-56 booster station on Stone Crest in Rancho Hills.

Meter replacement program is an ongoing effort throughout the year.

Well #10 drilling has started and almost completed. Next phase will be construction of the building and piping to connect to the existing system.

7 Hydrants were replaced in various places throughout the district.

New Construction application for Water Service on Rainbow Dr.



Wastewater Rate Study

Detailed Calculation Sheets

Client:

Lake Shastina CSD, CA

Year of Study

2019

Current Fiscal Year

2018/2019

By:

SHN Engineers & Geologists

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Summary of Revenue Requirements

Major Budget Item	Current Year FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024
O&M	\$ 479,478	\$ 493,862	\$ 508,678	\$ 523,939	\$ 539,657	\$ 555,846
Short Lived Asset Replacement	\$ -	\$ 37,538	\$ 37,538	\$ 37,538	\$ 37,538	\$ 37,538
Debt Service	\$ 61,032	\$ 61,032	\$ 86,395	\$ 216,562	\$ 216,562	\$ 216,562
Operating Reserve	\$ -	\$ 24,693	\$ 25,434	\$ 26,197	\$ 26,983	\$ 27,792
Capital Reserve	\$ -	\$ 229,724	\$ 199,549	\$ 76,069	\$ 78,351	\$ 80,701
Revenue Requirements	\$ 540,510	\$ 846,849	\$ 857,594	\$ 880,304	\$ 899,090	\$ 918,440

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Operations and Maintenance

Item	Current Year FY 2018/2019	Annual inflation factor	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024
7001 Accounting Audit	\$ 2,800	3.0%	\$ 2,884	\$ 2,971	\$ 3,060	\$ 3,151	\$ 3,246
7002 Admin Overhead Allocation	\$ 135,925	3.0%	\$ 140,003	\$ 144,203	\$ 148,529	\$ 152,985	\$ 157,574
7026 Contract Services ¹	\$ 2,800	3.0%	\$ 2,884	\$ 2,971	\$ 3,060	\$ 3,151	\$ 3,246
7033 Licenses, Permits & Fees	\$ 8,000	3.0%	\$ 8,240	\$ 8,487	\$ 8,742	\$ 9,004	\$ 9,274
7034 Dues & Subscriptions	\$ 500	3.0%	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580
7040 Insurance (property & liability)	\$ 13,261	3.0%	\$ 13,659	\$ 14,069	\$ 14,491	\$ 14,925	\$ 15,373
7041 Legal	\$ 1,000	3.0%	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159
7050 Office Expenses	\$ 500	3.0%	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580
7055 Safety Equipment	\$ 2,000	3.0%	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251	\$ 2,319
7061 Rental Equipment	\$ 500	3.0%	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580
7062 Repair & Maintenance	\$ 20,000	3.0%	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510	\$ 23,185
7063 Fuel ¹	\$ 6,550	3.0%	\$ 6,747	\$ 6,949	\$ 7,157	\$ 7,372	\$ 7,593
7064 Materials, Supplies & Smal Tools ¹	\$ 5,200	3.0%	\$ 5,356	\$ 5,517	\$ 5,682	\$ 5,853	\$ 6,028
7065 Vehicle Repair/Maintenance	\$ 5,000	3.0%	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796
7100 Lease/Rent Expense	\$ 1,775	3.0%	\$ 1,828	\$ 1,883	\$ 1,940	\$ 1,998	\$ 2,058
7105 Utilities	\$ 53,000	3.0%	\$ 54,590	\$ 56,228	\$ 57,915	\$ 59,652	\$ 61,442
7501 Payroll Expense	\$ 141,417	3.0%	\$ 145,660	\$ 150,029	\$ 154,530	\$ 159,166	\$ 163,941
7513 Payroll Taxes	\$ 3,209	3.0%	\$ 3,305	\$ 3,404	\$ 3,507	\$ 3,612	\$ 3,720
7514 Payroll Benefits	\$ 40,489	3.0%	\$ 41,704	\$ 42,955	\$ 44,243	\$ 45,571	\$ 46,938
7516 Pension/CalPERS	\$ 25,747	3.0%	\$ 26,519	\$ 27,315	\$ 28,134	\$ 28,978	\$ 29,848
7518 Workers Comp	\$ 12,105	3.0%	\$ 12,468	\$ 12,842	\$ 13,227	\$ 13,624	\$ 14,033
7530 Payroll Reimbursement (Sewer) ¹	\$ (8,400)	3.0%	\$ (8,652)	\$ (8,912)	\$ (9,179)	\$ (9,454)	\$ (9,738)
7550 Travel & Training	\$ 2,500	3.0%	\$ 2,575	\$ 2,652	\$ 2,732	\$ 2,814	\$ 2,898
7551 Meals	\$ 400	3.0%	\$ 412	\$ 424	\$ 437	\$ 450	\$ 464
7552 Employee Physical Exams/Shots	\$ 500	3.0%	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580
7555 Personal Protective Equipment	\$ 1,500	3.0%	\$ 1,545	\$ 1,591	\$ 1,639	\$ 1,688	\$ 1,739
7556 Uniforms	\$ 1,200	3.0%	\$ 1,236	\$ 1,273	\$ 1,311	\$ 1,351	\$ 1,391
Subtotal O&M	\$ 479,478		\$ 493,862	\$ 508,678	\$ 523,939	\$ 539,657	\$ 555,846

Notes:

1. Includes Department 23

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Replacement fund for Short-lived Assets

Method:

Place depreciation amount for existing short-lived assets (less than 15-year life)
 Use purchase price divided by expected live for depreciation amount for reserve

Item	Percent Owned by Sewer Department	Installed Year	Original Cost ¹	Expected Life (yrs)	Remaining Life	Current Replacement Cost	Annual Reserve Set Aside ²
2005 Ford F-150 #12	50%	2005	\$ 11,716	5	0	\$ 15,000	\$ 3,000
2005 Ford F-150 #13	50%	2005	\$ 11,716	5	0	\$ 15,000	\$ 3,000
2005 Ford F-250 #15	50%	2005	\$ 12,840	5	0	\$ 20,000	\$ 4,000
2005 Ford F-250 #16	50%	2005	\$ 30,776	5	0	\$ 20,000	\$ 4,000
Ford F-250 #1	100%	2008	\$ 11,085	5	0	\$ 40,000	\$ 8,000
New Holland Mower #40	5%	2007	\$ 4,292	5	0	\$ 5,000	\$ 1,000
Plow	50%	2016	\$ 6,000	5	2		\$ 1,200
US Jetty Jetter #70	75%	2005	\$ 26,409	10	0	\$ 30,000	\$ 3,000
GPS #94	33%	2009	\$ 2,277	10	0		\$ 228
Confined Space Rescue Hoist	50%	2012	\$ 2,564	7	0		\$ 366
Aerator 1	100%	2012	\$ 6,602	10	3		\$ 660
Aerator 2	100%	2014	\$ 10,139	10	5		\$ 1,014
Apex Evaporator	100%	2013	\$ 30,776	10	4		\$ 3,078
Jetter Nozzles	100%	2013	\$ 3,270	10	4		\$ 327
Concrete Powergrit Chainsaw	100%	2015	\$ 1,334	5	1		\$ 267
Demo Hammer & Bits #108	100%	2015	\$ 1,039	5	1		\$ 208
Sewer Camera	100%	2017	\$ 13,352	5	3		\$ 2,670
8 Computers at Public Works Yard ³	50%	2012	\$ 7,600	5	0		\$ 1,520

Replacement Set Aside = \$ 37,538

Notes:

1. Original cost and current replacement value is for the portion of the asset owned by the Sewer Department.
2. If asset is already past useful life, use current replacement value if significantly different than original purchase price.
3. Computers are combined into one line item, with an average installed year and average original cost.

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Capital Reserve

Capital Improvement Plan

Project List

Project ¹	Total Amount ²	Grant Percentage	Grant Amount	Loan Percentage	Loan Amount	Owner Cash Amount	Description
WWTF Improvements	\$ 794,597	0%	\$ -	90%	\$ 715,137	\$ 79,460	Sludge drying beds, new primary tank, Pond 5 lining, as identified in 2019 Prelim Engr Report (PER)
Tony Lema Diversion	\$ 323,262	0%	\$ -	90%	\$ 290,936	\$ 32,326	As identified in 2019 PER
Lake Shore Forcemain & B-111 Upgrade	\$ 864,410	0%	\$ -	90%	\$ 777,969	\$ 86,441	As identified in 2019 PER
Purchase Portable Generators	\$ 85,490	0%	\$ -	0%	\$ -	\$ 85,490	As identified in 2019 PER
Biannual Pump Station Upgrade	\$ 143,404	0%	\$ -	0%	\$ -	\$ 143,404	Avg pump station upgrade cost as shown 2019 PER

Project Schedule

Project	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024
WWTF Improvements	Design	Construction			
Tony Lema Diversion	Construction				
Lake Shore Forcemain & B-111 Upgrade	Design	Construction			
Purchase Portable Generators		Purchase			
Biannual Pump Station Upgrade	X		X		X

Contributions to Capital Reserve³

Project	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024
WWTF Improvements	\$ 39,730	\$ 39,730	\$ -	\$ -	\$ -
Tony Lema Diversion	\$ 32,326	\$ -	\$ -	\$ -	\$ -
Lake Shore Forcemain & B-111 Upgrade	\$ 43,221	\$ 43,221	\$ -	\$ -	\$ -
Purchase Portable Generators	\$ 42,745	\$ 42,745	\$ -	\$ -	\$ -
Biannual Pump Station Upgrade	\$ 71,702	\$ 73,853	\$ 76,069	\$ 78,351	\$ 80,701
Total Contribution	229,724	199,549	76,069	78,351	80,701

See Note 4

Notes:

1. Projects with potential need for outside funding (loans/grants) are listed first
2. Inflation Adjustment to Capital Project Costs as follows (except pump station upgrades, see Note 3)

Project	From Planning Document		Anticipated Construction	Assumed Annual Inflation Rate	Anticipated Project Cost
	Amount	Year of Study	Year of Project		
WWTF Improvements	\$ 771,453	2019	2020	3%	\$ 794,597
Tony Lema Diversion	\$ 313,847	2019	2020	3%	\$ 323,262
Lake Shore Forcemain & B-111 Upgrade	\$ 814,789	2019	2021	3%	\$ 864,410
Purchase Portable Generators	\$ 83,000	2019	2020	3%	\$ 85,490

3. Unless noted otherwise, contribution to capital reserve is the "owner cash amount" divided by the number of years before funds are needed
4. Pump Station upgrade assumed as average cost shown in 2019 PER; setaside amount increases 3% annually for inflation

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Debt Service

Existing Annual Loan Payments: \$ 61,032

Future Projects Potentially Requiring Loans

Project 1: WWTF Improvements
 Project 2: Tony Lema Diversion
 Project 3: Lake Shore Forcemain & B-111 Upgrade

Notes: 1. Grant/Loan/Owner Contribution split assumptions for each project are shown on the Capital Reserve sheet.
 2. Payments start the fiscal year after construction is complete.
 3. Assume loan covenant requires collection of 120% of payment in order to have a reserve.
 4. See Capital Reserve sheet for anticipated construction schedule.
 5. Loan 1 is for Project 1, Loan 2 for Project 2, etc.

Loan Terms

	Loan 1	Loan 2	Loan 3	Comments
Total Loan Amount:	\$ 715,137	\$ 290,936	\$ 777,969	
Loan Length (yrs):	30	30	30	
Interest Rate:	6.000%	6.000%	6.000%	
Annual Payment:	\$ 51,954	\$ 21,136	\$ 56,519	Excludes fees, Principal & Interest only
120% Collected:	\$ 62,345	\$ 25,363	\$ 67,822	See note 3 above
Begin Payments:	FY 2021/2022	FY 2020/2021	FY 2021/2022	

Loan	Payments				
	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024
Existing Loan(s)	\$ 61,032	\$ 61,032	\$ 61,032	\$ 61,032	\$ 61,032
Loan 1	\$ -	\$ -	\$ 62,345	\$ 62,345	\$ 62,345
Loan 2	\$ -	\$ 25,363	\$ 25,363	\$ 25,363	\$ 25,363
Loan 3	\$ -	\$ -	\$ 67,822	\$ 67,822	\$ 67,822
Total Loan Annual Loan Payments	\$ 61,032	\$ 86,395	\$ 216,562	\$ 216,562	\$ 216,562

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Operating Reserve

- Notes:
1. Set goal of ultimate O&M reserve amount (typically ranges between 10-50% of O&M budget)
 2. Set goal of percent of O&M to place in reserve.
 3. Reserve balance assumes no unforeseen circumstances requiring use of reserves.
 4. Balance percentage is the percentage of the respective year's O&M budget.

O&M Reserve Goal:

50%

 Place in Reserve Annually:

5%

 Approx. no. of years to achieve goal: 10 years

	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024
O&M Budget	\$ 493,862	\$ 508,678	\$ 523,939	\$ 539,657	\$ 555,846
Annual Reserve Amount	\$ 24,693	\$ 25,434	\$ 26,197	\$ 26,983	\$ 27,792
Reserve Balance	\$ 24,693	\$ 50,127	\$ 76,324	\$ 103,307	\$ 131,099
Balance Percentage	5%	10%	15%	19%	24%

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Customer Classes and EDU Summary

General notes:

1. The customer classes shown below are those currently used and are not proposed to change.
2. Assumed growth rate over the next five years is as follows:
 Residential:

10

 accounts/year
 Commercial:

0

 accounts/year
3. 1 EDU per account is assumed for rate analysis. See Rate Model and report text for additional discussion.
4. All new residential accounts are assumed to come out of standby accounts.

Customer Class	Number of Accounts/EDUs					
	Current Year FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024
Residential	1086	1096	1106	1116	1126	1136
Commercial	12	12	12	12	12	12
Standby	1825	1815	1805	1795	1785	1775
<i>Total accounts</i>	2923	2923	2923	2923	2923	2923

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Rate Model

Rate Model Basis

1. This rate model is based on the Equivalent Dwelling Unit (EDU) method, which converts each account into a number of EDUs based on flow and strength.
2. General basis is that residential customers pay a fixed fee while non-residential customers pay a minimum fixed fee plus adjustments for additional flow and/or strength as discussed further herein.
3. The customer classes used for this study are shown below along with typical values for flow and strength.
4. Wastewater strength is measured by biological oxygen demand (BOD) and total suspended solids (TSS).

Customer Class	Flow³ gal/month	BOD mg/L	TSS mg/L	EDUs per account
Residential ¹	6000	250	250	1
Commercial ²	variable ⁴	250	250	1+ ⁵

Notes:

1. All residential units in the LSCSD service area are either Single Family Residential units or townhouse-type units with individual service accounts.
2. All commercial user accounts in the LSCSD service area are assumed to be medium strength, i.e. similar to residential strength.
3. Monthly flow is based on 200 gallons/day per residential unit.
4. Commercial flows are highly variable.
5. Commercial customers will be assumed to be a minimum of 1 EDU with additional variable charges based on flow in 1 EDU increments.

Additional special considerations

LSCSD charges a standby fee for unimproved lots. These have been in place prior to 1996 when Proposition 218 went into effect, but have never been increased since changes are subject to voter approval under Proposition 218. See report text for additional information.

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Rate Analysis

Rate Analysis Assumptions:

1. Fixed base rate of 1 EDU is applied per account.
2. Water usage for 1 EDU is defined on the Rate Model sheet.
3. Variable rate based on flow applies only to commercial accounts with water usage in excess of 1 EDU.
4. Due to the number and type of commercial accounts, variable charges are expected to be minimal and are assumed zero for this rate analysis.

	Annual Sewer Rates ^{1,2}					
	Current Year FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024
Base Annual Rate per EDU	\$ 442.80	\$ 705.40	\$ 709.00	\$ 723.20	\$ 733.60	\$ 744.40
Percent increase		59.3%	0.5%	2.0%	1.4%	1.5%

Customer Class	Annual Base Charge Per Account					
Residential	\$ 442.80	\$ 705.40	\$ 709.00	\$ 723.20	\$ 733.60	\$ 744.40
Commercial	\$ 442.80	\$ 705.40	\$ 709.00	\$ 723.20	\$ 733.60	\$ 744.40
Standby	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00

Customer Class	Annual Rate Revenue by Class					
Residential	\$ 480,881	\$ 773,118	\$ 784,154	\$ 807,091	\$ 826,034	\$ 845,638
Commercial	\$ 5,314	\$ 8,465	\$ 8,508	\$ 8,678	\$ 8,803	\$ 8,933
Standby	\$ 65,700	\$ 65,340	\$ 64,980	\$ 64,620	\$ 64,260	\$ 63,900
Total Annual Revenue^{3,4}	\$ 551,894	\$ 846,923	\$ 857,642	\$ 880,390	\$ 899,097	\$ 918,471

Revenue Requirements⁵	\$ 540,510	\$ 846,849	\$ 857,594	\$ 880,304	\$ 899,090	\$ 918,440
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Notes:

1. Residential accounts are billed quarterly, commercial accounts are billed monthly, standby accounts are billed semi-annually.
2. Rates shown are those required to balance the full revenue requirements. Alternative rate increases can be used to reduce the impact in any given year while still reaching long-term goals; however, certain minimum conditions may apply based on grant/loan requirements. See report text for further discussion.
3. The State has provided definitive determination that standby charges can be relied upon to meet revenue requirements. Standby charges cannot be increased except through a vote of taxpayers per Proposition 218 requirements. See report text for discussion.
4. This assumes 100% payment (i.e. no nonpayments) and does not include late fees.
5. See Revenue Requirements sheet for detailed breakdown by category.

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Rate Analysis - Alternative Rate Increase

Rate Analysis Alternative Assumptions:

1. See Rate Analysis Sheet for additional assumptions.
2. The proposed rate increases spread the required increases evenly over 5 years.
3. In order to prevent deficits in the initial years, revenue requirements should be adjusted in the annual budget to match anticipated revenue.
4. Revenue requirements shown below are without adjustments and based on the assumptions stated on other pages.

	Annual Sewer Rates ^{1,2}					
	Current Year FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024
Base Annual Rate per EDU	\$ 442.80	\$ 491.51	\$ 545.57	\$ 605.59	\$ 672.20	\$ 744.40
Percent increase		11.0%	11.0%	11.0%	11.0%	10.7%

Customer Class	Annual Base Charge Per Account					
Residential	\$ 442.80	\$ 491.51	\$ 545.57	\$ 605.59	\$ 672.20	\$ 744.40
Commercial	\$ 442.80	\$ 491.51	\$ 545.57	\$ 605.59	\$ 672.20	\$ 744.40
Standby	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00

Customer Class	Annual Rate Revenue by Class					
Residential	\$ 480,881	\$ 538,693	\$ 603,405	\$ 675,835	\$ 756,899	\$ 845,638
Commercial	\$ 5,314	\$ 5,898	\$ 6,547	\$ 7,267	\$ 8,066	\$ 8,933
Standby	\$ 65,700	\$ 65,340	\$ 64,980	\$ 64,620	\$ 64,260	\$ 63,900
Total Annual Revenue^{3,4}	\$ 551,894	\$ 609,931	\$ 674,932	\$ 747,722	\$ 829,225	\$ 918,471

Revenue Requirements⁵	\$ 540,510	\$ 846,849	\$ 857,594	\$ 880,304	\$ 899,090	\$ 918,440
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Notes:

1. Residential accounts are billed quarterly, commercial accounts are billed monthly, standby accounts are billed semi-annually.
2. Rates shown are those required to balance the full revenue requirements. Alternative rate increases can be used to reduce the impact in any given year while still reaching long-term goals; however, certain minimum conditions may apply based on grant/loan requirements. See report text for further discussion.
3. The State has provided definitive determination that standby charges can be relied upon to meet revenue requirements. Standby charges cannot be increased except through a vote of taxpayers per Proposition 218 requirements. See report text for discussion.
4. This assumes 100% payment (i.e. no nonpayments) and does not include late fees.
5. See Revenue Requirements sheet for detailed breakdown by category.

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Connection Fee Summary

Connection Fees are based on three components:

1. Installation of the service connection by LSCSD staff.
2. Equity System Development Charge (SDC).
3. Improvement System Development Charge (SDC).

The connection fee basis is per Equivalent Dwelling Unit (EDU)

See attached sheets for details of how each component is determined.

Component	Amount Per EDU
Service Connection Installation	\$ 3,000
Equity SDC	\$ 1,997
Improvement SDC	\$ 1,492
<i>Total Connection Fee</i>	<i>\$ 6,489</i>

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Service Connection

This sheet details the cost of installation of the service connection.

The basis for this cost is as follows:

1. Service connection from the sewer main to the property line is installed by CSD staff.
2. Developer reimburses CSD for this cost through the connection fee.
3. Installation cost is an average cost per connection, based on a 1 EDU per connection assumption.
4. Based on costs shown in the 2009 Sewer Rate Study and input from LSCSD staff.

Service connection installation average cost =

\$ 3,000

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Equity System Development Charge

The equity SDC is a buy-in position for new connections into the existing system.
In general, the LSCSD sewer system was constructed for the buildout condition.
Therefore, the equity SDC can be defined as follows:

Total value of system divided by the system capacity

Total value of sewer system = \$ 6,776,754 From Fixed Asset Summary provided by LSCSD, as of 6/30/18

System capacity can be defined by the number of existing connections and future connections.
Future connections are defined as those currently paying the standby charge plus an additional 470 connections that are not paying standby charge but that could be connected to the existing system.
Existing and future connections are assumed to be 1 EDU each.

System capacity = 3,393 connections (or EDUs)

Equity SDC = \$ 1,997 per EDU

Wastewater Rate Study 2019
Lake Shastina CSD, CA
Improvements System Development Charge

The improvement SDC is an allocation of cost of proposed future improvements to new connections.
 Future system improvements vary in how much is attributable to new connections, i.e. growth.
 System improvement costs are distributed to either all connections (existing and future) or just future connections.
 Existing and future connections are assumed to be 1 EDU each.

Existing connections =	1098	Residential and commercial accounts Standby accounts plus additional 470 that could be sewerred
Future connections =	2295	
Total connections =	3393	

Improvement Project	Estimated Cost ¹	Applies to all users	Applies to future users	Cost per connection ^{2,3}
Pump Station B-100	\$ 145,389	X		\$ 42.85
Pump Station B-101	\$ 186,428	X		\$ 54.94
Pump Station B-102	\$ 192,651	X		\$ 56.78
Pump Station B-103	\$ 63,601	X		\$ 18.74
Pump Station B-104	\$ 186,173	X		\$ 54.87
Pump Station B-105	\$ 79,819	X		\$ 23.52
Pump Station B-106	\$ 169,702	X		\$ 50.02
Pump Station B-107	\$ 186,519	X		\$ 54.97
Pump Station B-108	\$ 187,461	X		\$ 55.25
Pump Station B-109	\$ 192,588	X		\$ 56.76
Pump Station B-110	\$ 182,745	X		\$ 53.86
Pump Station B-111	\$ 172,541	X		\$ 50.85
Pump Station B-112	\$ 172,541	X		\$ 50.85
Pump Station B-113	\$ 59,697	X		\$ 17.59
Pump Station B-114	\$ 66,699	X		\$ 19.66
Pump Station B-115	\$ 165,928	X		\$ 48.90
Pump Station B-116	\$ 70,985	X		\$ 20.92
Pump Station B-117	\$ 171,812	X		\$ 50.64
Pump Station B-118	\$ 194,341	X		\$ 57.28
Pump Station B-120	\$ 49,597	X		\$ 14.62
Lake Shore Drive Bypass	\$ 642,248		X	\$ 279.85
Tony Lema Drive Diversion	\$ 313,847	X		\$ 92.50
Pond 5 Lining	\$ 273,240		X	\$ 119.06
WWTF Improvements (excl. Pond 5 lining)	\$ 498,213	X		\$ 146.84
Total Improvement SDC⁴				\$ 1,492

Notes:

1. Estimated project costs from the 2019 Preliminary Engineering Report.
2. Cost per connection is determined as the estimated project cost divided by either all or future users, as applicable.
3. Costs attributed to existing users are covered by rates.
4. Rounded to nearest dollar.

ACHIEVING DISTRICT GOALS... TOGETHER.

Two Conference Location Options – First Time and Returning Attendee Tracks!



CSDA's 2019
**Special District
Leadership Academy** Conference

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees.





Participate in the **Special District Leadership Academy Conference** as a first time or returning attendee.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.



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SDLA Conference is presented by CSDA and co-sponsored by SDRMA.



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first
timer

Attend for the first time and complete all four modules of the Special District Leadership Academy:

- Governance Foundations
- Setting Direction / Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability

return
for more

Already completed the Academy? Take a deep dive into common opportunities and challenges facing special districts. Returning attendee sessions include:

- The Intricacies of Running a Public Meeting: Deep Dive into the Brown Act
- Propelling Your District Forward in Challenging Situations
- How Your Board Can Set Clear Direction and Build Your District's Future Around its Core Priorities
- The 3 Cs: Using Communications, Consistency and Cooperation to Benefit Your District
- And much more!



April 7 – 10, 2019

Embassy Suites San Diego Bay

601 Pacific Highway
San Diego, CA 92101

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$174 plus tax, single or double occupancy by calling 1-800-EMBASSY and using the group code CSD. The room reservation cut-off is March 15, 2019; however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT



The early bird discount for this location requires registration on or before

Friday, March 8, 2019.

Cancellations must be in writing and received by CSDA no later than March 26, 2019 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after March 26, 2019. Substitutions are acceptable and must be done in writing no later than April 1, 2019 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



July 7 – 10, 2019

Embassy Suites Napa Valley

1075 California Blvd.
Napa, CA 94559

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$189 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CSD. The room reservation cut-off is June 7, 2019; however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT



The early bird discount for this location requires registration on or before

Friday, June 7, 2019.

Cancellations must be in writing and received by CSDA no later than June 24, 2019 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after June 24, 2019. Substitutions are acceptable and must be done in writing no later than July 5, 2019 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.

*Important Cancellation Information

All cancellations received by the date indicated for that particular conference and location will be refunded less a \$75 cancellation fee. There will be no refunds or cancellations made after the date as specified per location. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



FIRST TIME ATTENDEE SCHEDULE - Available at both locations.

Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 a.m. – 12:30 p.m.

(Break from 10:00 - 10:30 a.m.)

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

This session covers Module 1 of the SDLA: Governance Foundations.

In this informational session, the instructor will lay the ground work for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building.

12:30 – 1:30 p.m.

LUNCH PROVIDED (All Attendees)

1:45 – 4:30 p.m.

(Break from 3:00 - 3:30 p.m.)

FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE

This session covers Module 2 of the

SDLA: Setting Direction/Community Leadership.

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values and strategic goals and how to communicate those objectives to your constituents.



5:30 – 7:00 p.m.

**SIP AND SAVOR
EVENING RECEPTION**



Sponsored by the Special District Risk
Management Authority (SDRMA)

Join us for an evening of networking and refreshments.

Tuesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:30 a.m.)

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

This session covers Module 4 of the

SDLA: Board's Role in Human Resources.

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

12:00 – 1:00 p.m.

LUNCH PROVIDED (All Attendees)

1:15 – 4:00 p.m.

(Break from 2:45 - 3:00 p.m.)

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session covers Module 2 of the

SDLA: Setting Direction/Community Leadership.

This session looks at common communication breakdowns and areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

OPEN EVENING

Wednesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:15 a.m.)

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

*This session covers Module 3 of the
SDLA: Board's Role in Finance and
Fiscal Accountability.*

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

12:00 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First Time Attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.



**Don't miss the
Sip and Savor
evening reception
on Monday night.
Sponsored by
SDRMA.**

**"The workshop on Setting
Direction/Community
Leadership was outstanding.
The Leadership Academy should
be a requirement for all new
board members."**

— Dave Kulchin, Board Member, Leucadia Wastewater District



**Evening
receptions are
offered as great
networking
opportunities.**

you'll **Learn**

**WORKING AS A TEAM: THE ROLES OF THE BOARD
AND STAFF IN YOUR DISTRICT.**

**ATTRIBUTES AND CHARACTERISTICS OF
HIGHLY EFFECTIVE BOARDS.**

**HOW CULTURE, NORMS, VALUES, AND
OPERATING STYLES INFLUENCE THE DISTRICT.**

SPECIFIC JOBS THAT THE BOARD MUST PERFORM.

**HOW INDIVIDUAL VALUES, SKILLS, AND KNOWLEDGE HELP
TO SHAPE HOW EFFECTIVE BOARDS OPERATE.**

**THE IMPORTANCE OF MOVING FROM "I" TO "WE"
AS THE GOVERNANCE TEAM.**

**THE BOARD'S ROLE
IN SETTING DIRECTION FOR THE DISTRICT.**

**THE BOARD'S ROLE IN FINANCE
AND FISCAL ACCOUNTABILITY.**

AND MUCH MORE!





RETURNING ATTENDEE SCHEDULE - Available at both locations.

Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 – 10:00 a.m.

THE INTRICACIES OF RUNNING A PUBLIC MEETING: DEEP DIVE INTO THE BROWN ACT

Lozano Smith

Conducting the district's business in public can be convoluted and tricky. It requires district staff, general managers, and board members to strictly adhere to ever-changing laws, impacting meetings, communications, timelines and use of technology. This workshop will use entertaining hypotheticals to engage participants, letting them dive deep into the Brown Act – all designed to help attendees stay in compliance and effectively run board meetings. Newly elected and experienced board members alike will be equipped with the tools needed to avoid falling into Brown Act traps. Key focus areas: closed sessions, public comments, serial meetings, agendas, voting and quorums, e-communications, and public records.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.

PROPELLING YOUR DISTRICT FORWARD IN CHALLENGING SITUATIONS

Liebert Cassidy Whitmore

Through the challenging situations we face, we learn critical lessons that can be shared to help others. This session will highlight five key areas that elected and appointed public officials may face during their career and strategies for handling these issues and avoiding missteps. Topics include executive level hiring, organization transitions/transformations, picking your battles, scandals & scrutiny and insight on key lessons learned through difficult cases. This advanced level session will incorporate the legal foundation of these areas along with the practical approach that accomplishes effective solutions.

12:30 – 1:30 p.m.

LUNCH PROVIDED (all attendees)

1:45 – 3:00 p.m.

HOW YOUR BOARD CAN SET CLEAR DIRECTION AND BUILD YOUR DISTRICT'S FUTURE AROUND ITS CORE PRIORITIES

Rauch Communication Consultants

Whether you call it identifying priorities, building consensus or strategic planning, every board should map out clear direction around the district's core priorities. Setting direction and clear priorities is a core board responsibility that will guide your district to resolve key challenges and take advantage of important opportunities. This session will provide examples and tips on how the best districts develop and implement core priorities. There will be opportunities for questions, answers and engagement among the participants and the seminar leader.

3:00 – 3:30 p.m.

BREAK (All Attendees)

3:30 – 4:30 p.m.

THE 3 CS: USING COMMUNICATIONS, CONSISTENCY AND COOPERATION TO BENEFIT YOUR DISTRICT

David Aranda, SDA

Districts of all shapes and sizes face the difficult task of being efficient, effective and leaders for the community. Gain an understanding of how three simple words carry a powerful punch in allowing your district and the board, management and staff to provide excellence of service.

5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.





Tuesday

8:30 – 10:00 a.m.

PROJECT FINANCING - PAY-GO VS. DEBT FINANCING - THINGS TO CONSIDER WHEN PLANNING FOR THE RIGHT MIX

CSDA Finance Corporation Consultants

CSDA Finance Corporation consultants, Bill Morton and Nicki Tallman, present an overview of the pros and cons for both debt financing and pay-as-you-go in their discussion of the best practices for capital improvement financial planning. Learn about the financing tools and programs available to special districts, and how to determine the right financing “mix” for your project. Also covered are how to prepare your district for financing as well as how to educate other board members and the community about your financial plan. Other topics include explanations of the different methods of sale for a financing and respective transaction timeline, as well as a review of current market trends.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:00 p.m.

SAY WHAT?!? SPEAKING PLAINLY THROUGH POLICY

BHI Management Consulting

This session outlines the critical nature and importance of making long-lasting and meaningful policy as a board. Good policy is the most professional expression of a great board and agency. Yet special districts struggle with what policy means and how to make and use them. Brent Ives, recognized organizational consultant to special districts in California on policy and planning, will bring his years of experience as a consultant and his long tenure as Mayor and Council member of the City of Tracy to this critically important topic. In Brent’s words, “Making good policy moves our board to the highest level of performance”

12:00 – 1:00 p.m.

LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m.

MEDIA RELATIONS: SURVIVING AND THRIVING WHEN DEALING WITH MEDIA

Communication Advantage

Presenter will share secrets of successful news interview and media relations: crafting great messages that resonate with the public, the techniques for using them in interviews, and practical tips for gaining control and confidence during the interview process.

2:45 – 3:00 p.m.

BREAK (All Attendees)

3:00 – 4:00 p.m.

LEGISLATIVE DEVELOPMENTS BOARD MEMBERS SHOULD KNOW

California Special Districts Association

Is your district at the table or on the menu? Straight from the lobbies of the State Capitol Building, CSDA’s advocacy staff will present on the latest legislation introduced in Sacramento and breakdown the potential impacts on special districts. Gain a better understanding of current legislative trends, hear what CSDA is doing to advocate for special districts, and learn how you can help CSDA, your district, and your community can come out ahead.

4:00 p.m.

CONFERENCE ENDS FOR RETURNING ATTENDEES

Whether you’re new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!



2019 Registration Form

Special District Leadership Academy Conference

Three Ways to Register

- **Register online** by visiting the SDLA Conference website at sdla.csda.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrine1@csda.net or call toll-free at the number listed above.



Name/Title:		
<input type="checkbox"/> First Time Attendee <input type="checkbox"/> Returning Attendee		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-Member	Email:	
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
APRIL 7-10, 2019 - SAN DIEGO EARLY BIRD DISCOUNT: MARCH 8 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER MARCH 8 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	JULY 7-10, 2019 - NAPA EARLY BIRD DISCOUNT: JUNE 7 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER JUNE 7 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:	Acct. Number:	
Expiration Date:	Authorized Signature:	
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 20, 2019

FROM: Mike Wilson, General Manager *MW*

SUBJECT: Consideration of contract with SHN Engineers and Geologists for Engineering Development of Well No. 10.

BACKGROUND:

LSCSD has completed drilling of water supply well (Well No. 10). SHN Engineers and Geologists provided a thorough and detailed Technical Memorandum from Robert Hess, a certified State of California Professional Geologist #7403 supporting the location site of Well No. 10 and provided oversight of Water Supply Well Installation and Water Supply Permitting. SHN also provided the following services during drilling: oversight for all aspects of the well drilling, well construction, and well development, and preparation of the permitting documents for the DDW drinking water permit amendment

The District has conducted an RFP for the next stage of Well Development including Engineering Consulting Services for Final Well Development of Well 10.

SUMMARY:

The LSCSD received only one proposal for the next stage of Well Development including Engineering Consulting Services for Final Well Development of Well 10.

In order to provide continuity and consistency of oversight of this project, the District General Manager would like to accept the proposal from SHN Engineers and Geologists for Well Development including Engineering Consulting Services for Final Well Development of Well 10.

The time and expenses not-to-exceed estimate for SHN to provide the required professional services is \$106,801.00

RECOMMENDATION:

By Motion authorize the GM to enter into an agreement with SHN Engineers and Geologists for Well Development including Engineering Consulting Services for Final Well Development of Well 10.

ATTACHMENTS:

SHN Engineers and Geologists Proposal Reference: 519000.800
RFP – Engineering Services



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

Reference: 519000.008

February 7, 2019

Robert Moser, Public Works Supervisor
Lake Shastina Community Services District
16320 Everhart Drive
Weed, CA 96094



Subject: Proposal to Provide Engineering Services, Final Development of Well 10

Dear Mr. Moser:

Thank you for inviting SHN to offer our services to the Lake Shastina Community Services District (LSCSD). SHN has shared a successful working relationship with LSCSD, and we hope that we can continue our partnership by providing sound engineering services at a reasonable price. This proposal highlights our firm's general information; a description of our understanding, approach, scope of work, and budget; general experience and qualifications; and client references.

We believe that timely, clear and effective communication forms the basis for all aspects of our management approach. On each project, we work to establish a positive relationship with all members of the project team that results in mutual respect and understanding, and a shared commitment to success. By maintaining open and effective lines of communication, we can provide a high level of coordination with our clients, our subconsultant team members, and our in-house staff that supports meeting schedule and budget goals, and results in the resolution of critical issues promptly and appropriately.

Please do not hesitate to contact us with any questions. We would be happy to meet with you in-person to discuss how SHN can help LSCSD make the desired improvements to its water system.

Respectfully,

SHN

Anders Rasmussen, PE
Project Manager

AHR:dla

Mark Chaney
Regional Manager



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Proposal

Engineering Services Final Development of Well 10

Prepared for



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

February 2019

Prepared by:



QA/QC ahr

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1. Firm Contact Information



SHN is a multi-disciplinary firm meeting the service needs of communities in Southern Oregon and Northern California. SHN is comprised of more than 100 employees representing the disciplines of engineering, environmental compliance, planning and permitting, geosciences, surveying, biological sciences, and materials testing and inspection.

By applying both time-tested and contemporary methods, SHN offers its clients elegant, practical, sustainable solutions to challenging problems. Through its services, SHN strives to contribute to a socially responsible, dynamic, and rewarding environment for its clients, employees, and community at large.

SHN's contact information is:

Anders Rasmussen, PE
803 Main Street, Suite 401
Klamath Falls, CA 97601-6070
Phone/Fax: (541) 827-7855
Email: arasmussen@shn-engr.com
Website: shn-engr.com

SHN Overview

- SHN was founded in 1979.
- SHN is a Certified Small Business Enterprise; the company is governed by its board of directors and owned by 29 employee shareholders.
- Six regional offices (Eureka, Arcata, Willits, and Redding, California; and Coos Bay and Klamath Falls, Oregon).
- SHN will use personnel from its Klamath Falls and Eureka offices to provide services for the District's engineering services project.
- SHN provides numerous services within these general service areas:
 - Civil Engineering
 - Environmental Services
 - Planning and Permitting
 - Geosciences
 - Surveying and Unmanned Aerial Vehicles
 - Biological Sciences
 - Materials Testing and Special Inspection



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2. Project Understanding, Approach, Scope, and Budget

Project Understanding

The Lake Shastina Community Services District (LSCSD) is currently in the process of drilling a new well (Well 10) as a backup supply well in the event that Well 4 goes offline. This will prevent potential water rationing for portions of the service area that cannot be adequately served from other wells. Well 10 is located on a small parcel along Big Springs Road, east of Well 4. The site is currently undeveloped, except for the well. Well 10 will require new infrastructure, including a vertical turbine pump, a pump house, controls that tie into the existing XiO SCADA system, electrical service, site work, backup generator, and piping to connect to the existing distribution system.

Project Approach

SHN's approach to this project is to leverage experience with similar projects and keep a compact project team in order to maintain efficiency. Our proposed project team will be primarily based out of our Klamath Falls office under the direction of Anders Rasmussen, who will be the Project Manager and Project Engineer.

Project Scope

Based on the general scope provided in the RFP, SHN has developed a detailed scope of work in order to prepare the requested fee estimate. Our scope is broken into three major tasks: Design, Bidding Services, and Services During Construction, with details as follows:



Task 1. Design

- a. Kick-off Meeting and Site Visit
 - i. Meeting with LSCSD on site with key SHN staff
- b. Survey and Utility Locate
 - i. Topographic survey of site and alignment of pipe going from well to tie-in location.
- c. Design Drawings
 - i. Design plans for construction.
 - ii. Due to the simplicity of the project, only informal submittals for LSCSD review will be made during the course of the project.
- d. Contract Documents
 - i. Front-end construction contract documents, based on industry standard EJCDC documents.
- e. Technical Specifications
 - i. Technical information no included on the drawings.

**Task 2. Bidding Services**

- a. **Pre-bid Meeting**
 - i. Assumed pre-bid meeting will occur; this is up to the LSCSD's discretion.
- b. **Bid Opening**
 - i. SHN will attend the bid opening.
- c. **Other Bidding Services**
 - i. These services include coordination of online bidding service, responding to contractor questions, issuance of addenda (if any), and preparing a recommendation for award after bid opening.

**Task 3. Services During Construction**

- a. **Pre-construction Meeting**
 - i. Meeting with Contractor, SHN, and LSCSD to discuss project, including preparation of meeting agenda.
- b. **Construction Observation**
 - i. We have assumed weekly visits to the site to evaluate progress with LSCSD staff able to provide additional observation if needed.
- c. **Construction Administration**
 - i. Review of submittals and pay requests, evaluation and preparation of change orders (if any).
- d. **Record Drawings**
 - i. Preparation of as-constructed drawings based on markups provided by contractor.
- e. **Project Close-out**
 - i. Close-out of project documentation.

Our proposed fee for this work **\$106,801**. Details of the proposed fee are presented in the table on the following page.

Some additional assumptions and comments related to the project scope and fee are as follows:

- The fee has been based on various assumptions that may be subject to negotiation. Upon selection, SHN is willing to meet with LSCSD to negotiate fees, based on refined scope definition.
- Special inspections and materials testing are not included in the "Services During Construction" task.



Project Fee Estimate

Enter data in pale green cells below (See Employee List for Initials) & Print. Project Information Sheet Must be Completed.

Project: Lake Shastina CSD Well 10 Pump House Design Fee Estimate

Job No.: 0
 Promo No.: 519000.008
 Set-Up Date: February 5, 2019
 Modified Date:
 Mark Up: 10% On Outside Services

Project Start Date: April 1, 2019
 Project Duration (Wks): 26
 Project Completion Date: September 30, 2019
 Custom Phases/Tasks (Yor N): N
 Contingency: 0%

Fee Estimate: \$106,801
 Call: \$106,801

Client: Lake Shastina CSD

Billing Group	Phase	Task Leader/ Tasks	Description	Staff: Rate:	AHR	JXO	gnh	pcm	dar	asc	sma	n/a	n/a	n/a	n/a	n/a	CLR	Reimbursables	Richard Sample Engineering	Survey and Utility Locate	Totals	Billing Group or Phase Start Week (#)	Billing Group or Phase Duration (Wks)
					\$145	\$135	\$135	\$85	\$145	\$85	\$70	\$0	\$0	\$0	\$0	\$0	\$70						
				Anders Rasmussen Project Manager																			
				Jared O'Barr QA/QC																			
				Greg Hufford Staff Engr.																			
				Phillip McGovern EIT																			
				Dale Roper Sr. Civil Engr.																			
				Angela Christie Engr. Technician																			
				Suyar Akturan Drafter																			
				Admin. Staff Clerical																			

			Design																				
			1.1 Kick-off Meeting and Site Visit	6				6															
			1.2 Survey and Utility Locate					2	2														
			1.3 Design Drawings	12	4	20	50				90												
			1.4 Contract Documents	24	2		6			8							8						
			1.5 Technical Specifications	20	2		40										8						
			1.6 Electrical Engineering (RSE)																	\$29,980			

Sub-Total (Hrs)	62	8	20	104	2	8	90	0	0	0	0	0	0	0	0	16								
Sub-Total (\$)	8,990	1,080	2,700	8,840	290	680	6,300	0	0	0	0	0	0	0	0	1,120	0	32,978	3,850		\$66,828	Subtotal		
																					\$66,828	Call		

			Bidding Services																				
			2.1 Pre-bid meeting	4			6																
			2.2 Bid-opening	4			6																
			2.3 Other Bidding Services	6			8			6	2									\$900			

Sub-Total (Hrs)	14	0	0	20	0	6	2	0	0	0	0	0	0	0	0	0								
Sub-Total (\$)	2,030	0	0	1,700	0	510	140	0	0	0	0	0	0	0	0	0	0	990	0		\$5,370	Subtotal		
																					\$5,370	Call		

			Services During Construction																				
			3.1 Pre-construction meeting	6			10																
			3.2 Construction Observation	12			30																
			3.3 Construction Administration	8		8	20				4												
			3.4 As-Builts	4		2	16				12												
			3.5 Electrical Engineering (RSE)																	\$18,430			
			3.6 Project Close-out	2			4										6						

Sub-Total (Hrs)	32	0	10	80	0	0	16	0	0	0	0	0	0	0	0	6								
Sub-Total (\$)	4,640	0	1,350	6,800	0	0	1,120	0	0	0	0	0	0	0	0	420	0	20,273	0		\$34,603	Subtotal		
																					\$34,603	Call		

Total (Hrs) by Staff	108	8	30	204	2	14	108	0	0	0	0	0	0	0	0	22						Calc'd	Called
Total (\$ by Staff	15,660	1,080	4,050	17,340	290	1,190	7,560	0	0	0	0	0	0	0	0	1,540	0	54,241	3,850		106,801	\$	106,801

Contingency: 0%	\$	-
Calculated Total:	\$	106,801
Call:	\$	106,801



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3. Relevant Experience and Proposed Team

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

Featured Projects

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



Well No. 1 and Well No.3 Improvements, City of Tulelake, CA. The City of Tulelake received CDBG funding to make renovations to portions of the community's drinking water system, including repairs to the elevated tank and some pipe replacement. SHN's scope of services including replacing the existing Well No.1 pump house with a new concrete masonry unit (CMU) structure (18 feet by 22 feet in size), with associated electrical, controls, piping, and chlorination facilities. The scope of services also included installation of backup generators at Well No.1 and Well No.3. Richard Sample Engineering provided all of the electrical work as SHN's subcontractor.



Water System Improvements, Town of Scotia, CA

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



Lundbar Hills Booster Pump Replacement, City of Eureka, CA. Because of age and expected additional capacity, the City of Eureka needed to replace the domestic water boost pumps and controls for the Lundbar Hills Subdivision in Eureka, CA. The scope of work included the following: evaluation of local water demands in order to establish performance criteria for a new domestic water booster pump skid, determination of a system curve for the local distribution network for the purpose of pump selection, coordination with various skid manufacturers to identify suitable booster pump skid designs, coordination with Rich Sample Engineering to address electrical upgrades needed, and preparation of plans and specifications to facilitate the replacement of the existing booster pump skid. Richard Sample Engineering provided all of the electrical work as SHN's subcontractor.





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

Anders Rasmussen, PE
Project Manager, Sr. Engineer

Years of Experience: 24
Years with SHN: 7

Education

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

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

Professional Registrations

Registered Professional
 Engineer, Civil, CA #C-58184

Professional Engineer, Civil, OR
 #62601

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

Relevant Projects

- Water System Arsenic Treatment Project, City of Paisley, OR
- Well No. 1 and Well No.3 Improvements, City of Tulelake, CA
- Water System Improvements, City of Tulelake, CA
- Water Management Plan, City of Shasta Lake, CA
- Water Distribution System Model, Roseburg Forest Products, North Bend, OR
- Pony Creek Water Creel Water Treatment Plant Expansion, Coos Bay North Bend Water Board, OR

Jared O' Barr, PE
Quality Assurance / Control

Years of Experience: 12
Years with SHN: 12

Education

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

Professional Registrations

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

Continuing Education

Design and Installation of
 Buried Pipes, ASCE, February
 2007

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

Relevant Projects

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



Gregory Hufford, PE
Structural Engineering

Years of Experience: 16
Years with SHN: 12

Education

B.S., Civil Engineering; Oregon
Institute of Technology;
Klamath Falls, Oregon; 2006

Professional Registrations

Professional Civil Engineer
#75778, CA; January 2010

Continuing Education

NASTT No-Dig Conference

Caltrans Resident Engineer
Academy

Mr. Hufford has more than 16 years experience in Civil Engineering. He specializes in municipal infrastructure design and construction management. Mr. Hufford has been the project engineer and the construction manager for the Town of Scotia's extensive upgrades over the past 5 years. He is also currently the on-call district engineer for HCSD. He is also a Qualified Storm Water Pollution Prevention (SWPPP) Developer and Practitioner.

Relevant Projects

- Water Main Replacement and Repair, Town of Scotia, CA
- Water Distribution Project for Fisherman's Terminal and C Street Plaza, City of Eureka, CA
- Emergency Culvert Replacement, City of Blue Lake, CA
- Infrastructure Improvements, Town of Scotia, CA
- On-Call District Engineer, Humboldt Community Services District, Humboldt County, CA

Richard Sample, PE
Electrical Engineer

Years of Experience: 47
Years with RSE: 18

Education

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

Professional Registrations

Registered Electrical Engineer,
CA; No. 16423

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

Relevant Projects

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



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4. Project References

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

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

Client References

- **Brett Nystrom**
Director of Public Works
City of Tulalake
530-667-5522
tulelakepublicworks@cot.net
- **Frank Bacik**
President
Town of Scotia, LLC
707-764-5063
fbacik@townofscotia.com
- **Kelly Allen**
Project Manager
City of Eureka (Public Works)
707-268-5253
kallen@ci.eureka.ca.gov
- **Duane Young**
City of Paisley
System Operations Specialist
541-943-3173
info@cityofpaisley.net

Selected Client Testimonials

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

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

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

*David Hull, General Manager
Humboldt Community Services District*

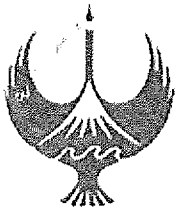
"SHN has demonstrated their professional abilities as a qualified team capable of providing various services, and I can recommend SHN without reservation."

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

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

*Bob Marino, General Manager
DG Fairhaven Power*

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LAKE SHASTINA COMMUNITY SERVICES DISTRICT

NOTICE REQUEST FOR PROPOSALS

ENGINEERING SERVICES FINAL DEVELOPMENT OF WELL 10

The Lake Shastina Community Services District (hereafter the LSCSD) requests proposals from qualified consultants for engineering services to design the final development of Well 10. We propose consideration of proposals to take place in February, 2019 at the Board of Directors Regular Meeting.

The scope of work for this project will include the following:

- Project design, preparation of bid and construction documents, construction management and observation.

Proposals:

Proposals will be received until 4:00 p.m. on February 8, 2019 at Lake Shastina Community Services District, 16320 Everhart Drive, Weed CA 96094. The LSCSD reserves the right to reject all proposals, or to reject any proposal in part or in whole, and to award the proposal to the most responsive and responsible firm as deemed in the best interest of the LSCSD. Further, the right is reserved to waive any formalities or informalities contained in this proposal.

At a minimum, proposals should include the following:

1. Name, address, phone, email and website address of firm and primary contact for this project.
2. Description of your approach to this project and any special techniques or suggestions to make the project effective.
3. Describe the experience and qualifications of the firm and individuals who would be assigned to this project.
4. Provide at least three client references for similar projects (entity, contact name, phone and email address).
5. Provide a budget with sufficient detail to understand costs associated with each major area of work and describe any alternative approaches that would change the total costs.

Evaluation Process:

Prior to awarding a services contract, staff will evaluate the proposals and consider the qualifications of potential service providers by reviewing the substance, appropriateness and quality of the proposal and checking references from other clients. The total cost of the proposals is a significant consideration but not the only factor in awarding the contract.

The LSCSD may request additional information to further clarify, explain or validate the contents of any proposal. All supplemental information must be submitted to the LSCSD in writing within three working days of the LSCSD's request.

Upon award of the winning Proposal the consulting firm must provide the LSCSD with the Insurance Requirements that are attached to this document.

Contact for this Proposal:

Questions about this proposal should be directed to Robert Moser, Public Works Supervisor, who can be reached at 530-938-3281 or robert@lakeshastina.com.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 20, 2019

FROM: Mike Wilson, General Manager *MW*

SUBJECT: Consideration of request to waive past charges - Tennis Village

BACKGROUND:

Re: 020-071-480 Short History "Resort Village" Big Springs Road and Country Club Drive
18.21 acres.

1992 (approx.) Development of this property was started with the initial County approved plan of 114 units

1997 Water and sewer to this development was completed, per agreement, no connections at this time. Billed for standby fees for 114 "units". Police & fire were also billed for 114 units. Approximate \$14,000 per year.

2000 The duplex/clubhouse was billed as improved, along with 112 unimproved units.

2004 Sold

2005 Sold

2007 Sold

2008 Sold (some of these 4 may have been bank or investor default)

2009 Meeting between the owner and the interim GM – appears nothing was resolved, only put off.

2010 The County approved the Development plan change from 114 units to 81 single family homes. May 2010, County Resolution 10-153. *No notice was provided to billing of this change. The District continued with the billing for 112 units. And, of course, the duplex/clubhouse.* Approximately \$20,000 per year. Owner attempted to meet with GM regarding new County approved plan.

2010 August Tax Roll \$22,059.47

2011 Property defaulted to current owner

2012 The County approved the current owner's request to revoke the Development plan. August 2012, County Resolution 12-178. Owner tried to meet with GM.

2013 August Tax Roll \$22,302.97

2014 May 21, the Board approved changing the billing from 112 units to billing solely for the duplex.

2014 August Tax Roll \$1,320.47

Currently The District bill has a continued status of current.

2010 When the County approved the change in the development, the then owner tried to meet with the General Manager to discuss the change and to ask that the agreement be changed to the 81 units as opposed to the 112. There are no notes on whether this meeting took place or not, but nothing went to the Board regarding the decreased number of units. If it had gone to the Board and been approved, there would have been approximately \$18,000 less billed on this property.

2014 The Board approved billing for only the duplex/clubhouse effective July 2013, even though the County approved the development plan revocation in 2012. The August 2013 amount of \$22,302.47 would not have been billed, nor tax rolled, if the Board had used the date of the County resolution.

SUMMARY:

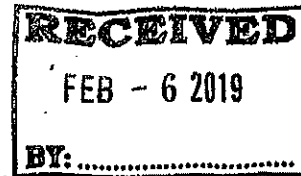
Currently this property is in probate with the looming bill of past due charges. Based on this the property will likely remain in its current state which is un-sellable, un-buildable and in decay.

RECOMMENDATION:

By Motion authorize the General Manager to waive the past due fees related to 020-071-480 "Resort Village" Big Springs Road and Country Club Drive 18.21 acres.

ATTACHMENTS:

Letter from Property Owner Troy Forbis



Board of Directors,

I'm writing in regards to the 18 acres located at 6030 Big Springs road near Lake Shastina. In January of 2013 my father, Jeff Forbis had a liver transplant which prolonged his life until May of 2016 when he passed away from cancer. In those 3 years there were many complications and he didn't have the strength or capacity to handle his full estate. Although he had a trust, he did not put the Lake Shastina property along with others in that trust for reasons unknown to us, which forces our family to handle this through California probate. There have been so many complications with the trusts assets and how to reconcile them that we are only now able to get to this property.

I talked with my father many years ago about this property before he was ill and from what I can remember he found out about the project after it had started. He was the second lender on this property which was owned by a gentleman from San Francisco who had big plans to develop it. My father was the lender of this property as well as other properties in the past within Siskiyou County, he always wanted to reinvest in his community. The lender eventually defaulted which left my father with this property and all the issues that came with it. All the money that was spent by the developer for irrigation, sewer, water, etc. were underground and the county had no approved plans on file that he knew of. and would cost tens of thousands to try and figure out what was done, with no guaranty that it would be useable. He planned to sell the property but little could be found on the infrastructure of the property and the developer refused to help in any way so this property just sat vacant. It wasn't until the Weed mill fire of 2014 in which my Sister convinced my father to let her rent out the duplex to have a place for people to stay. It took some doing by my sister to get the duplex livable but as she was a long-time resident of Weed and felt it needed to be done to provide housing.

Although I knew of this property, I had no idea of what was owed and that we could potentially loose it because of the delinquent taxes. I found out last weekend (Jan, 26th) when I went to my step mothers house in Southern California to retrieve my father's ashes. She then showed me the paperwork for the taxes as it was addressed to her alone. The total owed is over \$116,000 and as you could imagine it was a complete shock. I immediately talked with the family and started

to dig into what had or could to be done to fix this problem. I spoke with Siskiyou County Tax Collector about the taxes and was informed that \$44,000 of the total was assed by the Lake Shastina Association. I was advised to talk with you directly to get any details. I was able to speak with Sharon Lang who was very helpful, she explained what she knew of the issue. It seems the amount owed is because of the original plan from 2002 to have over 100 condos which were never built but because the plan was submitted the fees were assed as if the property had those condos. In 2012 my father had asked to have that plan removed and only reflect the single duplex that was on the property which was done. There were many years of back fees that my father was responsible for because the previous owner who originally tried to develop the property had failed. It was about this time my father's health declined and he was unable to complete or keep up with his entire estate. Now over 2 ½ years later we still have so much that still needs to be done including the probate for this property.

We have spent over a half million dollars to date in back taxes, late fees, lawyer fees and cleanup for assets within the trust. Because my father hadn't filled his taxes or kept up his assets for so many years, it has been a struggle to say the least. We are at your mercy and are asking for your consideration to forgive this debt for the reasons explained above. Any help you could provide would help our family expedite the process and get this taken care of. We loved our father and it has been difficult for all of us because it seems never ending. If there is anything we could do or questions you may have, we would be happy to help.

Thank you for your consideration.

Sincerely,

Troy Forbis

Troy.Forbis@icloud.com

559-329-2835



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 20, 2019

FROM: Mike Wilson, General Manager

A blue ink signature of Mike Wilson, General Manager, is written over the name.

SUBJECT: Consideration of approval of updated policies

BACKGROUND:

LSCSD Policy manual is a living document requiring continual review and updates to existing personnel policies.

SUMMARY:

The LSCSD Policies Ad Hoc Committee has met and reviewed the following policies: 1002, 1005 and 1150.

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

RECOMMENDATION:

By Motion and by number, approve personnel policies 1002, 1005 and 1150 Et al.

ATTACHMENTS:

LSCSD Personnel Policies 1002, 1005 and 1150 Et al.

POLICY TITLE: Lake Shastina **Benefit Plan** Professional Services
POLICY NUMBER: 1002 (Revised 2/20/19)

1002.10 The purpose of this policy is to define the professional services agencies used by the Lake Shastina **Boards CSD**.

1002.20 (Removed 2/20/2019) **Medical**

~~2002.21~~ The LSCSD has entered into an agreement with a local physician to perform physical examinations as required for pre-employment and return to work purposes. He has been given a set of policies and job descriptions and can make decisions as to the fitness to perform duties relative to these requirements and policies. The primary contact is Drs. Phil and Jill Miller of Lake Shastina Health Care Services. Their address and phone number is:

~~16337 Everhart Drive
Weed, CA 96094
(530) 938-2297~~

1002.30 (Removed 2/20/2019) **Legal**

~~1002.31~~ The LSCSD uses Kirsher, Winston & Boston, a Law Corporation, for legal counsel. The primary contact is Bob Winston. They have two offices:

150 Alamo, Suite 103, P.O. Box 669 Weed, CA 96094 (530) 938-3438 Fax (530) 938-3247	205 N. Mt Shasta Blvd., Suite 400, P.O. Box 177 Mt. Shasta, CA 96067 (530) 926-3444 Fax (530) 926-3599
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~~1002.32~~ The LSPOA uses Stein & Baydaline LLP, Attorneys at Law, for legal counsel. The primary contact is Deon Stein. Their address and phone number is:

~~895 University Avenue
Sacramento, CA 95825
Tel: (916) 669-3500
Fax: (916) 669-3504~~

1002.40 (Removed 2/20/2019) **CPA**

~~1002.41~~ The LSCSD uses Aiello, Goodrich & Teuscher, Certified Public Accountants, for audits, reviews and other financial reporting matters. Primary contact is Steve Drageset. Their address and phone number is:

~~205 N. Mt. Shasta Blvd #300
Mt. Shasta, CA 96067
Tel: 530-926-3881
Fax: 530-926-6296~~

~~1002.42~~ The LSPOA also uses Aiello, Goodrich, & Teuscher, Certified Public Accountants, for audits, reviews and other financial reporting matters. The primary contact is Lynn Teuscher. Their address and phone number is:

~~205 Mt. Shasta Blvd., Suite 300
Mt. Shasta, CA 96067
Tel: (530) 926-3884
Fax: (530) 926-6296~~

1002.50 Money Purchase Pension Plan The LSCSD uses Associated Pension Consultants to administer the LSCSD Money Purchase Pension Plan for the Police and Fire Department Officer eligible employees. The primary contact is Bob deMontigny. (Revised 3/16/11) Their address and phone number is:

P.O. Box 1282 2035 Forest Ave.
Chico, CA 95927 95928
Tel: 530-343-4233 or 866-726-7576
Fax: 530-343-5078

1002.60 The LSCSD uses California Public Employee Retirement Systems (CalPERS) to administer the Retirement Plan for other Administrative and Public Works eligible employees (Miscellaneous members). The primary contact is Laurie Ball, Employer Representative. (Revised 3/16/11) Their address The headquarters and phone number is:

Lincoln Plaza, 400 P Street 400 Q Street
P.O. Box 942709
Sacramento, CA 942709 95811
Tel: 916-658-1268 888-225-7377
Fax: 916-326-3005 800-959-6545

1002.70 (Removed 2/20/2019) **401(k) Profit Sharing Retirement Plan** The LSCSD uses Associated Pension Consultants to administer the 401(k) Plan. The LSCSD uses Edward Jones to direct investments for the 401(k) Plan. (Revised 3/16/11) Their address and phone number is:

206 S. Mt. Shasta Blvd. Suite A
Mt. Shasta, CA 96067
Tel: 530-926-0682
Fax: 888-799-2283

1002.80 457(b) Deferred Compensation Program The LSCSD uses CalPERS to administer the deferred compensation program for all regular CalPERS LSCSD employees, except police. Revised 09/17/08. Their address and phone number The CalPERS 457 contact information is:

CalPERS 457 Program
Attn: Plan Administrator
P.O. Box 2647
Lewiston, ME 04241
Tel: 800-696-3907

Enrollment:

FAX DELIVERY:

Voya Financial™
Attn: CalPERS
1-888-228-6185

US MAIL DELIVERY:

Voya Financial™
Attn: CalPERS
P.O. Box 24747
Jacksonville, FL 32241-4747

OVERNIGHT DELIVERY:

Voya Financial™
Attn: CalPERS
8900 Freedom Commerce Parkway
Jacksonville, FL 32256-8264

Appointments:

www.calpers457.checkappointments.com
1-888-713-8244

POLICY TITLE: Employee Status
POLICY NUMBER: 1005 (Revised 9/19/07, 4/21/10, 6/16/10, 5/15/13, 8/20/2014, 2/20/2019)

1005.10 A "Regular" employee is one who has been hired to fill a regular position in any job classification, has completed his/her probationary period and works on a regular full-time basis in excess of 30 hours per week. Regular employees are eligible for benefits. The currently approved regular full-time employee positions are as follows: (revised 8/20/14)

1005.11 Police Department of Public Safety (revised 5/15/13)
One (1) Police Chief of Public Safety, POST Certified (revised 5/15/13)
One (1) Police Sergeant
Two (2) full-time Police Officers, POST Certified

1005.12 Public Works Department (revised 6/16/10)
One (1) Public Works Supervisor
One (1) Wastewater Leadman
One (1) Water Leadman
Five (5) Four (4) Maintenance Workers Personnel (revised 5/15/13)

1005.13 Administration / Accounting Department
One (1) Administrator / General Manager
One (1) Senior Accounting Clerk (revised 04/21/10)
One (1) Administrative Secretary Assistant
One (1) Accounts Receivable Clerk
One (1) Accounts Payable/Payroll Clerk
One (1) CCR Compliance Officer—Position funded by LSPOA

1005.14 Fire Department
One (1) Fire Chief

1005.20 A "Probationary" employee is one who has been hired to fill a regular or part-time position in any job classification and has less than twelve (12) six (6) continuous months of service with the District. Upon completion of twelve (12) six (6) months of continuous service with the District in said classification, and upon the General Manager's decision to retain said employee, said employee shall be granted regular or part-time employee status. Probationary employees may be dismissed without cause and without appeal by the hiring authority.

1005.20.10 (added 9/19/07) Prior to the expiration of the original or extended term of probationary status of any employee, probationary employee status may be extended by the General Manager, in the General Manager's discretion, upon written notice to the employee.

1005.30 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee generally ranges from one (1) day to a maximum of one (1) year of continuous service. A period of more than one (1) year may be required in special circumstances with the approval of the General Manager. Temporary employees, working 30 hours per week or less, are not eligible for benefits or holiday pay. CalPERS benefits will commence and Social Security will cease upon 1000 hours of work for qualifying Miscellaneous employees. If a qualifying Miscellaneous employee is a previous CalPERS member, then CalPERS will commence upon hire. (revised 8/20/14)

1005.40 A "Part-time" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's work load increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #1010, "Hours of Work and Overtime." Part-time employees are not eligible for fringe benefits or holiday pay. CalPERS benefits will commence and Social Security will cease upon hire if employee is hired to work a minimum of 20 hours per week. If employee is hired to work less than 20 hours per week, CalPERS benefits will

Lake Shastina Community Services District Personnel Policy

Approved: 05/21/04
Revised: 10/17/18 2/20/19

commence and Social Security will cease upon 1000 hours of work. If a qualifying Miscellaneous employee is a previous CalPERS member, then CalPERS will commence upon hire. The currently approved regular part-time employee positions are as follows: ~~(revised 8/20/14)~~

1005.41 Police Department of Public Safety

One (1) part-time Police Officer, POST Certified

~~One (1) part-time combination Community Services Officer (not POST Certified) / Clerk~~

1005.42 Fire Department

~~One (1) part-time Administrative Fire Captain (not POST Certified)~~

Two (2) part-time Seasonal Fire Fighters ~~(as needed not POST Certified), annually if approved by the Board~~

1005.43 Administration / Accounting Department

One (1) Administrative Office Assistant ~~(extra help as needed part-time)~~

1005.50 (Removed 5/15/13)

POLICY TITLE: Compensation
POLICY NUMBER: 1150 (Revised 3/16/11, 2/20/19)

1150.10 This policy shall apply to all District employees.

1150.20 Compensation at Hiring.

1150.21 New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein. Salary ranges are available at the administration office.

1150.22 Advanced Step Hiring. If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the salary range, he/she may ~~request the Board of Directors to~~ authorize an appointment at an advanced step of the salary range. Whenever advanced step hiring is approved an employee being paid at a lower salary step in the same range may be advanced to the step at which the new employee is appointed.

1150.23 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

1150.30 Merit Advancement Within Range.

1150.31 Performance Evaluation Required. The General Manager may authorize merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee. See policy 1170, "Performance Evaluation".

1150.32 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

1150.321 New Employees. A person hired as a new employee may have a merit advancement date, which is six (6) months following the appointment date.

1150.322 Promotion or Demotion. An employee who is promoted or demoted may have a new merit advancement date, which shall be one (1) year from the date of promotion or demotion.

1150.323 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

1150.324 Change in Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

1150.325 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range may have a new merit advancement date which is one (1) year following the effective date of the position reclassification.

1150.326 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement may have a new merit advancement date effective one (1) year from the date of said adjustment.

1150.33 Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the merit advancement up to ninety (90) days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the General Manager's authorization. If authorization for a merit advancement is delayed beyond ninety (90) days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

1150.40 (Removed 3/16/11)

1150.50 (Removed 2/20/19) Cost of Living Adjustments. Cost of living adjustments shall be made to each regular employee's current level of compensation, as well as the salary ranges for each job classification and only if monies are available in the budget. The cost of living adjustments are made on the first Saturday of July of the year that the trigger has been met on January 1st. The trigger is a four (4) % increase since the last cost of living adjustment. The adjustment is ninety (90%) after calculation of the percentage of the CPI increase. (CPI to be used is the Bureau of Labor Statistics, U.S. Government Consumers Price Index "All U.S. Cities" Dec. value.) Use the following calculation:

Take the current Dec. value of the CPI Index.

Subtract the Dec. value of the CPI index the last time the trigger was met.

Divide the result by the CPI index the last time the trigger was met.

Multiply the result by .9 and convert to %.

If the value is greater than 4, then apply the total % value from the step above to all current regular employees salaries and all salary ranges on the first Saturday of July.

1150.51 Salary Surveys. It is the goal of the district to stay competitive within the county. Therefore, every five years (years ending with a 0 or 5), a salary survey may be made in January using salaries for comparable job descriptions from comparable agencies within Siskiyou County. If the salaries in effect by the district do not fall within the upper 50% range of comparable salaries, additional adjustments to bring them into the upper 50% range shall may be made on the first Saturday of July. (Note: Only applies if monies are available in the budget) with Board approval.

1150.60 Pay Periods. The salaries and wages of all District employees shall be paid bi-weekly on alternate Thursdays. In the event a payday falls on one of the holidays listed in Policy 1030, "Holidays", the immediately previous working day shall become the payday.

1150.70 Check Availability. Checks may only be distributed to employees, unless an alternate designee has been authorized by the employee in writing. Automatic deposit is available and may be started by completing an automatic deposit form.

1150.80 Salary Range Scale. The salary range scale for all regular employee positions is kept on file at the accounting office. This scale may change every five years depending on salary and wages survey updates upon board approval.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 20, 2019

FROM: Mike Wilson, General Manager

A handwritten signature in blue ink, appearing to be "MW", is written over the name "Mike Wilson".

SUBJECT: Consideration of acceptance of Salary Survey by the LSCSD Board of Directors.

BACKGROUND:

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

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

For consideration of recruitment and retention needs within the District, a salary survey would be beneficial to the District's current needs.

SUMMARY:

The attached Salary Survey was conducted in the month of January 2019. Information provided within the survey indicates at least one of the job titles falls below the upper 50% range.

RECOMMENDATION:

By Motion accept the January 2019 Salary Survey and evaluate the salaries for the job titles which fall below the upper 50 % range.

ATTACHMENTS:

January 2019 Salary Survey

Salary Survey 2018-2019 Benefits information

City	ER PERS PEPPRA / CLASSIC Misc	ER PERS PEPPRA / CLASSIC Safety	ER Paid Health Ins	Ins Opt Out	OPEB	ER Paid Dental Ins	ER Paid Vision Ins	EAP	ER Paid Life Ins.	Social Security
Siskiyou County	2% @ 55, 60, 62 Classic/PEPPRA	2.7% @ 57 PEPPRA 3% @ 50 3% @ 55	Yes - 85% ER - Misc 100% ER - Sheriffs	No	Yes, Health ins - amt set by Board of Supervisors	Yes, all but \$5/mo	Yes	Yes	Yes - ER pays for \$25k LI	Yes - Misc. No - Safety
City of Dunsmuir	2% @ 62 PEPPRA 2% @ 55 Classic	2.7% @ 57 PEPPRA Safety Fire only	Yes \$10,748 - \$28,816/year (EE pays \$150/mo)	No	No	Yes - Incl in Health cost	Yes - Incl in Health cost	Yes	Yes - ER pays for \$10k LI	Yes - Misc. No - Safety
City of Etna	2% @ 62 PEPPRA 2% @ 60 Classic	2.7% @ 57 PEPPRA 2% @ 55 Classic	Yes	No, in process to offer	Yes, Health ins	No	No	Yes	No	Yes - Misc. Yes - Safety
McCloud CSD	2% @ 62 PEPPRA 2% @ 60 Classic	1/2 % @ 55 Classic Safety Inactive	Yes \$17,122/year	No	Yes, Health ins (same amt as active EE)	Yes \$1,500/year	Yes - 100% of cost	No	Yes - ER pays for \$10k LI	Yes - Misc. Yes - Safety
City of Mount Shasta	2% @ 62 PEPPRA 2% @ 55 Classic	2.7% @ 57 PEPPRA P&F 2% @ 50 Classic P&F	Yes \$12,000/year	Yes \$1,000/month	No	Yes - Incl in Health cost	Yes - Incl in Health cost	Yes	Yes - Incl in Health cost	Yes - Misc. Yes - Safety
City of Shasta Lake	2% @ 62 PEPPRA 3% @ 60 Classic	n/a	Yes 100% \$26,072/year	No	Yes, Health ins. w/5 yrs empl + 10 yrs PERS	Yes - Incl in Health cost	Yes - Incl in Health cost	Yes, 2 providers SCORE & Unum	Yes - ER pays	No - Misc. Yes - inactive
Shasta Lake Fire Protection Dist.	2.5% @ 55 Classic	2.7% @ 57 PEPPRA Fire 3% @ 55 Classic Fire	Yes 100% (thru Teamsters)	No	Yes, 20 yr \$450/mo, 25 yr \$650/mo, 30yr \$750/mo	Yes - Incl in Health cost	Yes - Incl in Health cost	No	No	No - Misc. No - Safety
City of Weed	2% @ 62 PEPPRA 2% @ 60 Classic	2.7% @ 57 PEPPRA Police 2% @ 55 Classic Police	Yes, EE 100%, 1 or more depend 50%	Yes \$350/month	No (min \$40/mo if cont.)	Yes - Incl in Health cost	Yes - Incl in Health cost	Yes ACI	Yes - ER pays for \$25k LI	Yes - Misc. Yes - Safety
City of Yreka	2% @ 62 PEPPRA 2% @ 55 Classic	2.7% @ 57 PEPPRA Police 2% @ 55 Classic Police	Yes, tiered \$7200-\$17940	Yes \$540/month	Yes EE paid thru City	Yes - 100%	Yes - 100%	Yes ACI	Yes - 1 yr sal Mgmt 2 yr sal	Yes - Misc. Yes - Safety
Lake Shastina CSD	2% @ 62 PEPPRA 2% @ 55 Classic	6% Reg wage to MPPP	Yes - \$8,904 - \$19,908/year	Yes, 1/3 of EE +1 cost \$419/mo	No	Yes - Incl in Health cost	Yes - Incl in Health cost	No	Yes - Incl in Health cost	No - Misc. Yes-Safety

SALARY SURVEY - 2018/2019														
ADMINISTRATION DEPARTMENT														
Hourly Rates														
Position	General/City Manager		CFO/Sr. Accountant		Administrative Assistant		Accounts Receivable Clerk		Accounts Payable Clerk		Payroll Clerk		Office Assistant	
	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH
	County Administrator		Sr Acctg Analyst/PR/Acctg Supvr		Asst County Clerk		Accountant/Auditor II/III		Accounting Specialist		Payroll Technician/Specialist		Admin Support Assistant	
Siskiyou County	\$86.54	\$86.54	\$24.56	\$33.93	\$26.46	\$33.78	\$20.03	\$28.47	\$19.07	\$23.76	\$18.60	\$26.59	\$12.97	\$16.16
	City Manager		Finance Director		Administrative Secretary		Accounting Clerk		Accounting Clerk		Accounting Clerk			
City of Dunsmuir	\$50.48	\$50.48	\$31.73	\$31.73	\$20.09	\$21.33	\$21.15	\$22.45	\$21.15	\$22.45	\$21.15	\$22.45	n/a	n/a
	n/a		City Clerk		City Clerk		City Clerk		City Clerk		City Clerk		Asst. City Clerk	
City of Etna			\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$18.00	\$18.00
	General Manager		Finance Officer		District Secretary		District Secretary		Accounting Clerk Part time		Finance Officer		Accounting Clerk Part time	
McCloud CSD	\$36.42	\$36.42	\$22.61	\$28.86	\$15.86	\$19.26	\$15.86	\$19.26	\$12.55	\$15.43	\$22.61	\$28.86	\$12.55	\$15.43
	City Manager		Fin Tech/HR / Dir of Finance		Admin Asst/Deputy City Clerk		Finance Tech Receiv/Payable		Finance Tech Receiv/Payable		Finance Tech Receiv/Payable		Clerk/Cashier	
City of Mount Shasta	\$46.15	\$46.15	\$22.75	\$38.28	\$20.09	\$22.10	\$17.95	\$25.03	\$17.95	\$25.03	\$17.95	\$25.03	\$15.43	\$16.97
	City Manager		Finance & Admin Services Mgr		Administrative Assistant		Acct Clerk/Utilities Acct Tech/Acct Tech			Acct Clerk/Utilities Acct Tech/Acct Tech			Secretary/Clerk	
City of Shasta Lake	\$76.27	\$76.27	\$40.17	\$40.17	\$23.79	\$23.79	\$22.55	\$28.58	\$22.55	\$28.58	\$22.55	\$28.58	\$18.74	\$18.74
	City Manager		Director of Finance		Admin Services Specialist		Accounts Receivable Clerk		Accounts Payable Clerk		Accounts Payable Clerk		Office Clerk	
City of Weed	\$55.80	\$66.96	\$34.32	\$41.72	\$19.41	\$23.60	\$19.27	\$21.63	\$20.04	\$22.56	\$20.04	\$22.56	\$12.33	\$13.89
	City Manager		Acct'g Manager/HR Coordinator		Admin Confidential Assistant		Account Clerk II		Account Clerk II		Account Clerk II		Account Clerk I	
City of Yreka	\$60.74	\$60.74	\$24.56	\$31.35	\$24.56	\$31.35	\$16.93	\$21.61	\$16.93	\$21.61	\$16.93	\$21.61	\$14.75	\$18.82
Lake Shastina CSD	\$53.00	\$53.00	\$23.33	\$28.37	\$20.28	\$24.66	\$15.37	\$18.68	\$15.37	\$18.68	\$15.37	\$18.68	\$14.85	\$17.40
AVERAGES (not incl LSCSD)	\$58.91	\$60.51	\$27.46	\$33.13	\$21.16	\$24.28	\$19.09	\$23.25	\$18.66	\$22.30	\$19.85	\$24.34	\$14.97	\$16.86

50% of range: \$59.71 \$30.30 \$22.72 \$21.17 \$20.48 \$22.09 \$15.91

Notes:
Siskiyou County
City of Dunsmuir
City of Etna
McCloud CSD
City of Mount Shasta
City of Shasta Lake
City of Weed
City of Yreka

Dunsmuir AP/AR/PR combined position

Etna is in process of updating/increasing salaries
City Clerk & Asst. CC performs all Finance and accounting duties
McCloud Dist Secty does AR, PT Acct Clerk does AP & bank Recon,
Fin Officer does PR, state reports
Mt Shasta FD & Sr FT/HR combined salaries due to job descriptions
Combining several positions for high to low rates

PR done by AP Clerk

SALARY SURVEY - 2018/2019										
PUBLIC WORKS (SEWER AND WATER DEPARTMENTS)										
Hourly Rates										
Position	Public Works Supervisor		Leadman		Maintenance Worker III		Maintenance Worker II		Maintenance Worker I	
	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH
	Road Maint Supervisor				Asst. Road Maint Supvsr		Road Maint Worker II		Road Maint Worker I	
Siskiyou County	\$23.96	\$29.85	n/a	n/a	\$20.65	\$25.78	\$18.15	\$22.61	\$16.53	\$20.62
	Public Works Supervisor				Utilities Maintenance III		Utilities Maintenance II		Utilities Maintenance I	
City of Dunsmuir	\$25.40	\$26.95	n/a	n/a	\$23.77	\$25.24	\$22.66	\$24.06	\$18.97	\$20.13
	Public Works Director								Public Works Assistant	
City of Etna	\$22.00	\$22.00	n/a	n/a	n/a	n/a	n/a	n/a	\$15.50	\$15.50
	PW Superintendant		Chief Plant Operator - as needed		WW Grade I Cert		Utility Workder II		Utility Worker I	
City of McCloud	\$23.07	\$29.09	\$70.00	\$70.00	\$18.45	\$23.98	\$18.09	\$23.51	\$16.64	\$21.43
	Public Works Supervisor		WW Plant Lead Operator		Public Works Leadperson		WW Plant Operator		Public Works Maintenance	
City of Mount Shasta	\$24.71	\$27.18	\$20.93	\$23.03	\$20.00	\$22.00	\$19.56	\$21.15	\$17.12	\$20.25
	Public Works Supervisor		Public Works Leadworker		Sr. WW/Water Trmt Plant Optr		Water/WW Trmt Plant Optr II		Water/WW Trmt Plant Optr I	
City of Shasta Lake	\$46.16	\$46.16	\$33.04	\$33.04	\$37.08	\$37.08	\$32.16	\$32.16	\$28.33	\$28.33
	Public Works Supervisor				WWTP Operator		Maintenance Man II		Maintenance Man/Worker I	
City of Weed	\$26.37	\$29.67	n/a	n/a	\$21.82	\$24.55	\$20.82	\$23.43	\$18.95	\$21.32
	PW/WW/Water Plant Mgr		Maintenance Lead Person		WW/Water Maintenance III		WW/Water Maintenance II		WW/Water Maintenance I	
City of Yreka	\$29.79	\$38.01	\$19.15	\$24.44	\$22.60	\$28.85	\$19.15	\$24.44	\$17.30	\$22.08
Lake Shastina CSD	\$25.38	\$30.85	\$28.31	\$34.41	\$17.83	\$20.87	\$15.15	\$17.75	\$13.39	\$15.07
AVERAGES (not incl LSCSD)	\$27.68	\$31.11	\$35.78	\$37.63	\$23.48	\$26.78	\$21.51	\$24.48	\$18.67	\$21.21

Steps?	No sewer/water, used Road Maint positions
5	
7	Have OIT position
1	In process of updating/increasing salaries
6 or 8	Plant Operator hours limited to necessary to administer testing of sewer lagoons
5	Diff titles, added OIT position to MWI (6 steps)
1	Do not have steps
5	WWTP Op for LM & MW3
6	
5	Does not include Education Cert increases

50% of range: \$29.40 \$36.70 \$25.13 \$23.00 \$19.94

POLICE DEPARTMENT Hourly Rates									
SALARY SURVEY - 2018/2019									
Position	Police Chief		Police Sergeant		Police Officer		Comm. Service Officer		
	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH	
	Sheiff/Coroner		Sheriff Sergeant - Intermediate		Deputy Sheriff I		Animal Shelter Tech/Control Off		
Siskiyou County	\$60.82	\$60.82	\$25.65	\$33.38	\$19.77	\$25.71	\$12.97	\$19.65	
							Comm. Service Officer		
City of Dunsmuir	n/a	n/a	n/a	n/a	n/a	n/a	\$15.83	\$16.81	
	Police Chief				Police Officer		CSO/PAL/Police		
City of Etna	\$23.00	\$23.00	n/a	n/a	\$20.00	\$20.00	\$20.00	\$20.00	
McCloud CSD	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Police Chief		Police Sergeant		Police Patrol Officer		Comm. Services Liason		
City of Mount Shasta	\$34.80	\$38.28	\$25.52	\$28.07	\$21.72	\$23.89	\$19.60	\$21.57	
							Animal Control Officer		
City of Shasta Lake	n/a	n/a	n/a	n/a	n/a	n/a	\$22.13	\$22.13	
	Police Chief		Police Sergeant		Police Officer		Comm. Service Officer		
City of Weed	\$34.32	\$41.72	\$32.71	\$40.66	\$23.43	\$29.07	\$12.73	\$15.79	
	Police Chief		Police Sergeant		Police Officer		Animal Control		
City of Yreka	\$43.28	\$55.24	\$31.57	\$38.38	\$22.43	\$28.63	\$17.79	\$22.70	
Lake Shastina CSD	\$42.91	\$42.91	\$25.40	\$30.88	\$18.51	\$22.51	\$11.31	\$13.75	
AVERAGES (not incl LSCSD)	\$39.24	\$43.81	\$28.86	\$35.12	\$21.47	\$25.46	\$17.29	\$19.81	

50% of range: \$41.53 \$31.99 \$23.47 \$18.55

Steps?

9 Sheriff Dept rates

7 No Police, uses Sheriff

1 In process of updating/increasing salaries

 No Police, uses Sheriff

5 Comm Svc Liason position???

1 Do not have steps

5 or 7

5 or 6 Animal Control Officer not CSO

5 or 1 Does not include Education/EMT increases

SALARY SURVEY - 2018/2019						
FIRE DEPARTMENT						
Hourly Rates						
Position	Fire Chief		Assistant Fire Chief		Fire Fighter	
	LOW	HIGH	LOW	HIGH	LOW	HIGH
Siskiyou County	n/a	n/a	n/a	n/a	n/a	n/a
	Fire Chief		Assistant Fire Chief		VFFs	
City of Dunsmuir	\$27.35	\$27.35	Stipend	Stipend	Stipend	Stipend
City of Etna	n/a	n/a	n/a	n/a	n/a	n/a
	Fire Chief - Part time		Volunteer Assistant Fire Chief		VFFs	
McCloud CSD	\$2094.76/mo		\$1171.60/year		\$10.00/Points?	
	Fire Chief		Captain			
City of Mount Shasta	\$30.72	\$33.78	\$21.72	\$23.89	\$15.00	\$15.00
	Fire Chief		Captain		Engineer	
Shasta Lake Fire Protection Dist	\$29.43	\$31.52	\$21.67	\$23.21	\$15.90	\$17.04
	Fire Chief		Assistant Fire Chief			
City of Weed	\$33.36	\$40.55	\$32.71	\$36.82	\$15.00	\$15.00
	Fire Chief					
City of Yreka	Stipend	Stipend	Stipend	Stipend	Stipend	Stipend
			unfilled		Seasonal	
Lake Shastina CSD	\$26.44	\$26.44	\$17.48	\$21.86	\$14.55	\$17.06
AVERAGES (not incl LSCSD)	\$30.22	\$33.30	\$25.37	\$27.97	\$15.30	\$15.68

50% of range: \$31.76 \$26.67 \$15.49

Steps?

1 Stipends only for Asst Chief & FFs

n/a Negotiated Salary for Fire Chief, others small stipends

5 CFSA Grant for FF's starting 1/1/19

? Using 2017 GCC Report info (only 10 pd FF Ees)


5 As allowed & Grant reimburses (per Diane in PR)

Stipends for all Fire EE's

5 or 1



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: February 20, 2019
FROM: Mike Wilson, General Manager 
SUBJECT: Consideration of approval for adjustment to Salary Schedule – Accounts Receivable Clerk Position and Accounts Payable/Payroll Clerk Position.

BACKGROUND:

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

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

For consideration of recruitment and retention needs within the District, a salary adjustment for the Accounts Receivable Clerk and Accounts Payable/Payroll Clerk positions would be beneficial to the District's current needs.

SUMMARY:

The attached Salary Survey was conducted in the month of January 2019. Information provided within the survey indicates the Accounts Receivable Clerk and Accounts Payable/Payroll Clerk position job titles falls below the upper 50% range.

Attached is a copy of a page from the salary survey which includes the Accounts Receivable Clerk and Accounts Payable/Payroll Clerk positions. The positions have the current salary schedule with an hourly pay range of \$15.37 - \$18.68.

Attached are copies of three options to adjust the current salary survey pay ranges to meet the 50% mark. The options include the median 50% mark to be adjusted to the low, medium and high ranges in the salary schedule for both positions.

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

RECOMMENDATION:

By Motion authorize the GM to enter into an LOU with the General Teamsters 137 regarding a salary adjustment for the Account Receivable Clerk and Accounts Payable/Payroll Clerk job titles in the salary schedule in an amount authorized by the LSCSD Board of Directors.

ATTACHMENTS:

January 2019 Salary Survey
3-options salary schedule pay range table

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

SALARY STEP SCHEDULE

All Classifications

Wages effective July 1, 2018 for all classifications

Reflects 3% COLA July 1, 2018

Updated 11/19/2018

POSITION	STEP increments	TIME	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ADMINISTRATION:							
Accounts Receivable Clerk	5%	HOURLY	15.37	16.14	16.94	17.79	18.68
Current 7/1/2018		ANNUAL	31,969.60	33,571.20	35,235.20	37,003.20	38,854.40
Accounts Receivable Clerk	5%	HOURLY	21.17	22.23	23.34	24.51	25.73
Proposed 2/11/19		ANNUAL	44,033.60	46,235.28	48,547.04	50,974.40	53,523.12
Accounts Receivable Clerk	5%	HOURLY	19.20	20.16	21.17	22.23	23.34
Proposed 2/11/19		ANNUAL	39,939.77	41,936.76	44,033.60	46,235.28	48,547.04
Accounts Receivable Clerk	5%	HOURLY	17.42	18.29	19.20	20.16	21.17
Proposed 2/11/19		ANNUAL	36,226.55	38,037.88	39,939.77	41,936.76	44,033.60
Accounts Payable/Payroll Clerk	5%	HOURLY	15.37	16.14	16.94	17.79	18.68
Current 7/1/2018		ANNUAL	31,969.60	33,571.20	35,235.20	37,003.20	38,854.40
Accounts Payable/Payroll Clerk	5%	HOURLY	20.48	21.50	22.58	23.71	24.89
Proposed 2/11/19		ANNUAL	42,598.40	44,728.32	46,964.74	49,312.97	51,778.62
Accounts Payable/Payroll Clerk	5%	HOURLY	18.58	19.50	20.48	21.50	22.58
Proposed 2/11/19		ANNUAL	38,638.00	40,569.90	42,598.40	44,728.32	46,964.74
Accounts Payable/Payroll Clerk	5%	HOURLY	16.85	17.69	18.58	19.50	20.48
Proposed 2/11/19		ANNUAL	35,045.81	36,798.10	38,638.00	40,569.90	42,598.40

Salary Survey 2018-2019 Benefits information

City	ER PERS PEPPRA / CLASSIC Misc	ER PERS PEPPRA / CLASSIC Safety	ER Paid Health Ins	Ins Opt Out	OPEB	ER Paid Dental Ins	ER Paid Vision Ins	EAP	ER Paid Life Ins.	Social Security
Siskiyou County	2% @ 55, 60, 62 Classic/PEPPRA	2.7% @ 57 PEPPRA 3% @ 50 3% @ 55	Yes - 85% ER - Misc 100% ER - Sheriffs	No	Yes, Health ins - amt set by Board of Supervisors	Yes, all but \$5/mo	Yes	Yes	Yes - ER pays for \$25k LI	Yes - Misc. No - Safety
City of Dunsmuir	2% @ 62 PEPPRA 2% @ 55 Classic	2.7% @ 57 PEPPRA Safety Fire only	Yes \$10,748 - \$28,816/year (EE pays \$150/mo)	No	No	Yes - Incl in Health cost	Yes - Incl in Health cost	Yes	Yes - ER pays for \$10k LI	Yes - Misc. No - Safety
City of Etna	2% @ 62 PEPPRA 2% @ 60 Classic	2.7% @ 57 PEPPRA 2% @ 55 Classic	Yes	No, in process to offer	Yes, Health ins	No	No	Yes	No	Yes - Misc. Yes - Safety
McCloud CSD	2% @ 62 PEPPRA 2% @ 60 Classic	1/2 % @ 55 Classic Safety Inactive	Yes \$17,122/year	No	Yes, Health ins (same amt as active EE)	Yes \$1,500/year	Yes - 100% of cost	No	Yes - ER pays for \$10k LI	Yes - Misc. Yes - Safety
City of Mount Shasta	2% @ 62 PEPPRA 2% @ 55 Classic	2.7% @ 57 PEPPRA P&F 2% @ 50 Classic P&F	Yes \$12,000/year	Yes \$1,000/month	No	Yes - Incl in Health cost	Yes - Incl in Health cost	Yes	Yes - Incl in Health cost	Yes - Misc. Yes - Safety
City of Shasta Lake	2% @ 62 PEPPRA 3% @ 60 Classic	n/a	Yes 100% \$26,072/year	No	Yes, Health ins. w/5 yrs empl + 10 yrs PERS	Yes - Incl in Health cost	Yes - Incl in Health cost	Yes, 2 providers SCORE & Unum	Yes - ER pays	No - Misc. Yes - inactive
Shasta Lake Fire Protection Dist.	2.5% @ 55 Classic	2.7% @ 57 PEPPRA Fire 3% @ 55 Classic Fire	Yes 100% (thru Teamsters)	No	Yes, 20 yr \$450/mo, 25 yr \$650/mo, 30yr \$750/mo	Yes - Incl in Health cost	Yes - Incl in Health cost	No	No	No - Misc. No - Safety
City of Weed	2% @ 62 PEPPRA 2% @ 60 Classic	2.7% @ 57 PEPPRA Police 2% @ 55 Classic Police	Yes, EE 100%, 1 or more depend 50%	Yes \$350/month	No (min \$40/mo if cont.)	Yes - Incl in Health cost	Yes - Incl in Health cost	Yes ACI	Yes - ER pays for \$25k LI	Yes - Misc. Yes - Safety
City of Yreka	2% @ 62 PEPPRA 2% @ 55 Classic	2.7% @ 57 PEPPRA Police 2% @ 55 Classic Police	Yes, tiered \$7200-\$17940	Yes \$540/month	Yes EE paid thru City	Yes - 100%	Yes - 100%	Yes ACI	Yes - 1 yr sal Mgmt 2 yr sal	Yes - Misc. Yes - Safety
Lake Shastina CSD	2% @ 62 PEPPRA 2% @ 55 Classic	6% Reg wage to MPPP	Yes - \$8,904 - \$19,908/year	Yes, 1/3 of EE +1 cost \$419/mo	No	Yes - Incl in Health cost	Yes - Incl in Health cost	No	Yes - Incl in Health cost	No - Misc. Yes-Safety

SALARY SURVEY - 2018/2019														
ADMINISTRATION DEPARTMENT														
Hourly Rates														
Position	General/City Manager		CFO/Sr. Accountant		Administrative Assistant		Accounts Receivable Clerk		Accounts Payable Clerk		Payroll Clerk		Office Assistant	
	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH
	County Administrator		Sr Acctg Analyst/PR/Acctg Supvr		Asst County Clerk		Accountant/Auditor II/III		Accounting Specialist		Payroll Technician/Specialist		Admin Support Assistant	
Siskiyou County	\$86.54	\$86.54	\$24.56	\$33.93	\$26.46	\$33.78	\$20.03	\$28.47	\$19.07	\$23.76	\$18.60	\$26.59	\$12.97	\$16.16
	City Manager		Finance Director		Administrative Secretary		Accounting Clerk		Accounting Clerk		Accounting Clerk			
City of Dunsmuir	\$50.48	\$50.48	\$31.73	\$31.73	\$20.09	\$21.33	\$21.15	\$22.45	\$21.15	\$22.45	\$21.15	\$22.45	n/a	n/a
	n/a		City Clerk		City Clerk		City Clerk		City Clerk		City Clerk		Asst. City Clerk	
City of Etna			\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$18.00	\$18.00
	General Manager		Finance Officer		District Secretary		District Secretary		Accounting Clerk Part time		Finance Officer		Accounting Clerk Part time	
McCloud CSD	\$36.42	\$36.42	\$22.61	\$28.86	\$15.86	\$19.26	\$15.86	\$19.26	\$12.55	\$15.43	\$22.61	\$28.86	\$12.55	\$15.43
	City Manager		Fin Tech/HR / Dir of Finance		Admin Asst/Deputy City Clerk		Finance Tech Receiv/Payable		Finance Tech Receiv/Payable		Finance Tech Receiv/Payable		Clerk/Cashier	
City of Mount Shasta	\$46.15	\$46.15	\$22.75	\$38.28	\$20.09	\$22.10	\$17.95	\$25.03	\$17.95	\$25.03	\$17.95	\$25.03	\$15.43	\$16.97
	City Manager		Finance & Admin Services Mgr		Administrative Assistant		Acct Clerk/Utilities Acct Tech/Acct Tech		Acct Clerk/Utilities Acct Tech/Acct Tech		Acct Clerk/Utilities Acct Tech/Acct Tech		Secretary/Clerk	
City of Shasta Lake	\$76.27	\$76.27	\$40.17	\$40.17	\$23.79	\$23.79	\$22.55	\$28.58	\$22.55	\$28.58	\$22.55	\$28.58	\$18.74	\$18.74
	City Manager		Director of Finance		Admin Services Specialist		Accounts Receivable Clerk		Accounts Payable Clerk		Accounts Payable Clerk		Office Clerk	
City of Weed	\$55.80	\$66.96	\$34.32	\$41.72	\$19.41	\$23.60	\$19.27	\$21.63	\$20.04	\$22.56	\$20.04	\$22.56	\$12.33	\$13.89
	City Manager		Acct'g Manager/HR Coordinator		Admin Confidential Assistant		Account Clerk II		Account Clerk II		Account Clerk II		Account Clerk I	
City of Yreka	\$60.74	\$60.74	\$24.56	\$31.35	\$24.56	\$31.35	\$16.93	\$21.61	\$16.93	\$21.61	\$16.93	\$21.61	\$14.75	\$18.82
Lake Shastina CSD	\$53.00	\$53.00	\$23.33	\$28.37	\$20.28	\$24.66	\$15.37	\$18.68	\$15.37	\$18.68	\$15.37	\$18.68	\$14.85	\$17.40
AVERAGES (not incl LSCSD)	\$58.91	\$60.61	\$27.46	\$33.13	\$21.16	\$24.28	\$19.09	\$23.25	\$18.66	\$22.30	\$19.85	\$24.34	\$14.97	\$16.86

50% of range: \$59.71 \$30.30 \$22.72 \$21.17 \$20.48 \$22.09 \$15.91

Notes:	
Siskiyou County	
City of Dunsmuir	Dunsmuir AP/AR/PR combined position
City of Etna	Etna is in process of updating/increasing salaries
	City Clerk & Asst. CC performs all Finance and accounting duties
McCloud CSD	McCloud Dist Secty does AR, PT Acct Clerk does AP & bank Recon,
	Fin Officer does PR, state reports
City of Mount Shasta	Mt Shasta FD & Sr FT/HR combined salaries due to job descriptions
	Combining several positions for high to low rates
City of Shasta Lake	
City of Weed	PR done by AP Clerk
City of Yreka	

Steps?
6 or 7
7
6 or 8
5
1
5
1 or 6
1 or 5

SALARY SURVEY - 2018/2019										
PUBLIC WORKS (SEWER AND WATER DEPARTMENTS)										
Hourly Rates										
Position	Public Works Supervisor		Leadman		Maintenance Worker III		Maintenance Worker II		Maintenance Worker I	
	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH
	Road Maint Supervisor				Asst. Road Maint Supvsr		Road Maint Worker II		Road Maint Worker I	
Siskiyou County	\$23.96	\$29.85	n/a	n/a	\$20.65	\$25.78	\$18.15	\$22.61	\$16.53	\$20.62
	Public Works Supervisor				Utilities Maintenance III		Utilities Maintenance II		Utilities Maintenance I	
City of Dunsmuir	\$25.40	\$26.95	n/a	n/a	\$23.77	\$25.24	\$22.66	\$24.06	\$18.97	\$20.13
	Public Works Director								Public Works Assistant	
City of Etna	\$22.00	\$22.00	n/a	n/a	n/a	n/a	n/a	n/a	\$15.50	\$15.50
	PW SuperIntendant		Chief Plant Operator - as needed		WW Grade I Cert		Utility Workder II		Utility Worker I	
City of McCloud	\$23.07	\$29.09	\$70.00	\$70.00	\$18.45	\$23.98	\$18.09	\$23.51	\$16.64	\$21.43
	Public Works Supervisor		WW Plant Lead Operator		Public Works Leadperson		WW Plant Operator		Public Works Maintenance	
City of Mount Shasta	\$24.71	\$27.18	\$20.93	\$23.03	\$20.00	\$22.00	\$19.56	\$21.15	\$17.12	\$20.25
	Public Works Supervisor		Public Works Leadworker		Sr. WW/Water Trmt Plant Optr		Water/WW Trmt Plant Optr II		Water/WW Trmt Plant Optr I	
City of Shasta Lake	\$46.16	\$46.16	\$33.04	\$33.04	\$37.08	\$37.08	\$32.16	\$32.16	\$28.33	\$28.33
	Public Works Supervisor				WWTP Operator		Maintenance Man II		Maintenance Man/Worker I	
City of Weed	\$26.37	\$29.67	n/a	n/a	\$21.82	\$24.55	\$20.82	\$23.43	\$18.95	\$21.32
	PW/WW/Water Plant Mgr		Maintenance Lead Person		WW/Water Maintenance III		WW/Water Maintenance II		WW/Water Maintenance I	
City of Yreka	\$29.79	\$38.01	\$19.15	\$24.44	\$22.60	\$28.85	\$19.15	\$24.44	\$17.30	\$22.08
Lake Shastina CSD	\$25.38	\$30.85	\$28.31	\$34.41	\$17.83	\$20.87	\$15.15	\$17.75	\$13.39	\$15.07
AVERAGES (not incl LSCSD)	\$27.68	\$31.11	\$35.78	\$37.63	\$23.48	\$26.78	\$21.51	\$24.48	\$18.67	\$21.21

Steps?	No sewer/water, used Road Maint positions
5	
7	Have OIT position
1	In process of updating/increasing salaries
6 or 8	Plant Operator hours limited to necessary to administer testing of sewer lagoons
5	Diff titles, added OIT position to MWI (6 steps)
1	Do not have steps
5	WWTP Op for LM & MW3
6	
5	Does not include Education Cert increases

50% of range: \$29.40 \$36.70 \$25.13 \$23.00 \$19.94

POLICE DEPARTMENT Hourly Rates									
SALARY SURVEY - 2018/2019									
Position	Police Chief		Police Sergeant		Police Officer		Comm. Service Officer		
	LOW	HIGH	LOW	HIGH	LOW	HIGH	LOW	HIGH	
	Sheiff/Coroner		Sheriff Sergeant - Intermediate		Deputy Sheriff I		Animal Shelter Tech/Control Off		Steps?
Siskiyou County	\$60.82	\$60.82	\$25.65	\$33.38	\$19.77	\$25.71	\$12.97	\$19.65	9 Sheriff Dept rates
							Comm. Service Officer		
City of Dunsmuir	n/a	n/a	n/a	n/a	n/a	n/a	\$15.83	\$16.81	7 No Police, uses Sheriff
	Police Chief				Police Officer		CSO/PAL/Police		
City of Etna	\$23.00	\$23.00	n/a	n/a	\$20.00	\$20.00	\$20.00	\$20.00	1 In process of updating/increasing salaries
McCloud CSD	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	No Police, uses Sheriff
	Police Chief		Police Sergeant		Police Patrol Officer		Comm. Services Liason		
City of Mount Shasta	\$34.80	\$38.28	\$25.52	\$28.07	\$21.72	\$23.89	\$19.60	\$21.57	5 Comm Svc Liason position???
							Animal Control Officer		
City of Shasta Lake	n/a	n/a	n/a	n/a	n/a	n/a	\$22.13	\$22.13	1 Do not have steps
	Police Chief		Police Sergeant		Police Officer		Comm. Service Officer		
City of Weed	\$34.32	\$41.72	\$32.71	\$40.66	\$23.43	\$29.07	\$12.73	\$15.79	5 or 7
	Police Chief		Police Sergeant		Police Officer		Animal Control		
City of Yreka	\$43.28	\$55.24	\$31.57	\$38.38	\$22.43	\$28.63	\$17.79	\$22.70	5 or 6 Animal Control Officer not CSO
Lake Shastina CSD	\$42.91	\$42.91	\$25.40	\$30.88	\$18.51	\$22.51	\$11.31	\$13.75	5 or 1 Does not include Education/EMT increases
AVERAGES (not incl LSCSD)	\$39.24	\$43.81	\$28.86	\$35.12	\$21.47	\$25.46	\$17.29	\$19.81	

50% of range: \$41.53 \$31.99 \$23.47 \$18.55

SALARY SURVEY - 2018/2019						
FIRE DEPARTMENT						
Hourly Rates						
Position	Fire Chief		Assistant Fire Chief		Fire Fighter	
	LOW	HIGH	LOW	HIGH	LOW	HIGH
Siskiyou County	n/a	n/a	n/a	n/a	n/a	n/a
	Fire Chief		Assistant Fire Chief		VFFs	
City of Dunsmuir	\$27.35	\$27.35	Stipend	Stipend	Stipend	Stipend
City of Etna	n/a	n/a	n/a	n/a	n/a	n/a
	Fire Chief - Part time		Volunteer Assistant Fire Chief		VFFs	
McCloud CSD	\$2094.76/mo		\$1171.60/year		\$10.00/Points?	
	Fire Chief		Captain			
City of Mount Shasta	\$30.72	\$33.78	\$21.72	\$23.89	\$15.00	\$15.00
	Fire Chief		Captain		Engineer	
Shasta Lake Fire Protection Dist	\$29.43	\$31.52	\$21.67	\$23.21	\$15.90	\$17.04
	Fire Chief		Assistant Fire Chief			
City of Weed	\$33.36	\$40.55	\$32.71	\$36.82	\$15.00	\$15.00
	Fire Chief					
City of Yreka	Stipend	Stipend	Stipend	Stipend	Stipend	Stipend
			unfilled		Seasonal	
Lake Shastina CSD	\$26.44	\$26.44	\$17.48	\$21.86	\$14.55	\$17.06
AVERAGES (not incl LSCSD)	\$30.22	\$33.30	\$25.37	\$27.97	\$15.30	\$15.68

50% of range: \$31.76 \$26.67 \$15.49

Steps?

1 Stipends only for Asst Chief & FFs

n/a Negotiated Salary for Fire Chief, others small stipends

5 CFSa Grant for FF's starting 1/1/19

? Using 2017 GCC Report info (only 10 pd FF Ees)

5 As allowed & Grant reimburses (per Diane in PR)

Stipends for all Fire EE's

5 or 1

VERBAL

10. General Manager Search/Recruitment Committee report and recommended Board action item(s) (Dir. Mitchell)

VERBAL

11. Consideration of appointment of Interim General Manager and approval of interim compensation (Pres. Thompson)