



Lake Shastina Community Services District

RESOLUTION 3-94

RESOLUTION ADOPTING AN ANNUAL STATEMENT OF INVESTMENT POLICY FOR THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT

WHEREAS, the Board of Directors has heretofore established a Fire Protection Fund, Sewer Fund, a Police Protection Fund, and a General Fund and from which such funds, moneys may be expensed for general operating and administrative purposes; and

WHEREAS, the Lake Shastina Community Services District has on hand from time to time in each fund, moneys which are surplus to the District's immediate operating needs; and

WHEREAS, it has been determined to be in the public interest to invest such surplus and inactive moneys in a manner which insures a maximum return consistent with safety on such investments while maintaining the integrity of such surplus and inactive funds; and

WHEREAS, the Board of Directors has heretofore designated depositories, and may from time to time hereafter designate additional such depositories, to have custody of District funds; and

WHEREAS, the Finance Officer has rendered an annual statement of investment policy to the Board pursuant to Section 53646(a) of the Government Code;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Lake Shastina Community Services District as follows:

1. The Finance Officer's Annual Statement of Investment Policy dated July 15, 1994, attached hereto as Exhibit A, is hereby approved and adopted.

2. This resolution supersedes and cancels all prior resolutions pertaining to annual investment policy.

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 20th day of July, 1994, by the following vote:

AYES: and in favor thereof, Directors Britt, Coplan, Dean, Johns and Wallace.

NOES: None

ABSENT: None

Donald Wallace
DONALD WALLACE, President

ATTEST: Norman H. Ellis
NORMAN H. ELLIS, District Secretary

July 15, 1994

EXHIBIT "A" TO RESOLUTION 3-94

TO: Board of Directors

FROM: Finance Officer

SUBJ: Finance Officer's Annual Statement of Investment Policy

The following is my annual statement of investment policy rendered pursuant to Section 53646 (a) of the Government Code:

1. Investment of surplus money of the Lake Shastina Community Services District shall be made in securities in which the District is legally empowered to invest such funds in accordance with Section 53601 of the Government Code, taking into consideration the probable income as well as the probable safety of said funds, exercising the judgment and care, under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation, but in regard to the permanent disposition of said funds.

2. As far as possible, all money in excess of that required to cover monthly operational and administrative expenses shall be invested in the Local Agency Investment Fund in accordance with Section 16249.1 of the Government Code, Commercial Banks, Federally Chartered Savings and Loans with F.D.I.C. or F.S.L.I.C. insurance. The determination of which of these alternate investments will be used, will be based upon prevailing interest rates taking into consideration the term of the investment. No investments the term of which exceed five years will be considered.

3. Interest earned and received on investments shall be credited to Police, Fire, Sewer and General funds in the same proportion that such funds bear to the total moneys invested.

4. Investments of funds under 1, 2, 3, above shall be limited as follows:

a. District investments in any state or federal savings and loan institution shall be limited to \$100,000 including interest thereon.

b. District investments in state or national banks shall be limited to \$100,000 including interest thereon.

c. District investments in the State of California Local Agency Investment Fund shall be limited to \$10,000,000 including interest thereon.

5. District staff shall provide the Finance Officer a monthly report showing the type of investment, institution, date of maturity, amount of deposit, current market value for all securities with a maturity of more than 12 months, rate of interest, and such data as may be required by the District. Said report may be incorporated into the District's monthly Finance Report submitted to the Board by the District Finance Officer.

6. Accounts shall be established and maintained in District accounting records to record the surplus and inactive funds invested at all times in accordance with state Controller's Chart of Accounts as authorized by Section 53891 of the Government Code.

7. Fund account balances shall be maintained separately and shall reflect at all times the balance in each fund in a manner consistent with generally accepted accounting practices.


8. Depositories having custody of District Funds shall be directed to forward copies of all correspondence concerning the Lake Shastina CSD funds to the Finance Officer of the District addressed to District Office.

9. Verification that moneys have been on deposit at all times and collateralized in amounts equal to or in excess of funds designated by the Board of Directors as reserve funds shall be made in the annual audit of records.

10. The Board should from time to time determine which reserve funds are surplus and which are inactive, taking appropriate action where deemed necessary.

It is recommended that this Annual statement of Investment Policy be adopted as Board Policy and attached as Exhibit A to Resolution 3-94.

Respectfully submitted,


JOHN BRITT
Finance Officer
Lake Shastina CSD

B. Approve 2% COLA for Police Dept. Personnel Effective July 2, 1994.

1. Keith Anderson's Memo dtd 6/21/94, by reference incorporated herein. Director Britt moved that the Police Department's 2% pay raise be made effective July 2, 1994. Director Johns seconded and, by vote, the motion carried unanimously. Note: Prior approval on 6/15/94 was for an effective date of 7/1/94.

(NOTE: THE LAST TWO ACTIONS WERE TAKEN TO PUT THE RAISES IN SYNC AT THE BEGINNING OF PAY PERIODS)

C. Approve Budget Line Item Reclassification for Fire Chief and EMS Captain.

1. Keith Anderson's Memo dtd 7/11/94, by reference incorporated herein. Director Britt moved that a total of \$4,200 gross for the Fire Chief and EMS Captain be approved. Director Johns seconded and the motion carried unanimously. This is a milestone as this is the first time Fire Department personnel have been put on the CSD payroll.

D. Approve Amendment of Attachment "B" to L. S. Civic Services Letter of Agreement re: Schedule of Charges for Administration and Maintenance Services to CSD/MWC/RHCA, by reference incorporated herein. General Manager Smith explained the differences between the previous schedule of charges and the proposed one. Director Johns moved that adoption of the schedule of charges Attachment "B" revised July 1, 1994, for the Lake Shastina Civic Services Letter of Agreement as modified with the deletion of two sentences be approved and authorize the President to sign. Director Coplan seconded and motion carried unanimously. This will be retroactive to July 1, 1994, with today's date of signature.

E. Vote Mutual Water Company's Ballot. No action taken, a public entity does not hold a share in the Mutual Water Company.

F. Approve Resolution 3-94 re: Adoption of Annual Statement of Investment Policy, by reference incorporated herein. President Wallace read the resolution for the benefit of the audience. Director Britt moved that Resolution 3-94 be approved with the President authorized to sign. Director Johns seconded and a roll call vote was taken. All directors voted "Aye" and motion carried unanimously.

G. Siskiyou County Elections Department Letter to District Secretary pertaining to "Notice of Election". Declaration of Candidacy must be filled between July 18, 1994, and August 13, 1994. There are four positions up for election this year. Three incumbents, Les Coplan, Jack Dean and Alan Johns filed candidacy with District Secretary this date. Don Wallace's term expires in 1996.

H. Ratify Payment of General Liability, Auto Liability, and Fire Insurance Coverage by SDRMA, by reference incorporated herein. Payment had to be made prior to 7/19/94 to be eligible for discount next year. Director Britt moved that the payment of the general liability, auto liability and fire insurance coverage to the Special District Risk Management Association in the amount of