



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

RESOLUTION 3-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT TO APPROVE THE FY 2012/2013 OPERATING BUDGET.

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

WHEREAS, the Board of Directors has received and considered the budget committee's proposed FY 2012/2013 operating budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the FY 2012/2013 operating budget, as detailed in Attachment A.

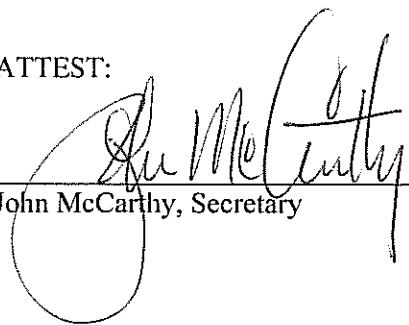
I hereby certify that the forgoing is a full, true and correct copy of Resolution 3-12 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 16th day of May, 2012, by the following vote:

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



Tom Wetter, President

ATTEST:



John McCarthy, Secretary

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2012-2013**

BUDGET PROPOSED: 5/16/12

	GENERAL	SEWER	WATER	POLICE	FIRE	COPS GRANT	TOTAL All Funds
REVENUES							
4001.1 - Assmt/Revenue - Residential		441,948	342,574	79,950	49,185		913,657
4001.2 - Assmt/Revenue - Standby		66,708	105,200	170,755	65,675		408,338
4001.3 - Assmt/Revenue - Commercial		9,033	22,128	9,425	3,910		44,496
4003.0 - Late Payment Revenue		3,000	9,500	6,000	2,000		20,500
4053.0 - Medical Clinic Revenue	79,200						79,200
4055.0 - Misc. Operational Rev		1,000					1,000
4056.0 - Misc. Non-Op. Inc			2,000	500			2,500
4070.0 - Antenna Lease Revenue	14,400						14,400
4075.0 - Water Capacity Expansion Fee			960				960
4076.0 - Fire Suppression Expansion Fee					632		632
5004.0 - Sewer Hook Up Fee		21,746					21,746
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			795				795
5040.0 - Gain on Sale of Equipment							-
5050.0 - Transfer Fees	3,000						3,000
5055.0 - Animal Control Fee				9,000			9,000
5056.0 - Warrant				1,800			1,800
5057.0 - Siskiyou County Discretionary Funds					4,500		4,500
5061.0 - Donations				100	1,000		1,100
5061.0 - Event - Donations				3,000			3,000
5075.0 - Grant Revenue						100,000	100,000
5080.0 - Interest earned - Ops	750						750
5081.0 - Interest Earned - Rsv	700	700	5,000	1,100	400		7,900
Less Rsv Int, Water Expans & Sewer Hookup	(700)	(22,446)	(6,755)	(1,100)	(400)		(31,401)
Surplus Revenue from Prior Years						5,081	5,081
TOTAL INCOME 2012/2013 projected	97,350	521,941	481,402	280,530	126,902	105,081	1,613,206
EXPENSES							
7001.0 - Accounting Audit		3,500	3,500	3,500	3,500		14,000
7002.0 - Admin Overhead Allocation	(203,205)	85,346	85,346	16,256	16,256		-
7003.0 - Bad Debt							-
7004.0 - Contingency	2,000	10,000	15,400		8,000		35,400
7005.0 - Depreciation							-
7010.0 - Capital Improvement				10,296			10,296
7026.0 - Contract Services	4,000	15,000	10,000	3,000	1,000		33,000
7031.0 - Filing Fees	650						650
7033.0 - Licenses & Permits & Fees	500	1,500	15,000		75		17,075
7034.0 - Dues & Subscriptions	3,200	300	1,300	2,600	500		7,900
7035.0 - Advertising				200			200
7040.0 - Insurance (property & liability)	500	25,000	25,000	9,300	6,300		66,100
7041.0 - Legal	4,000	3,000	2,000	1,000			10,000
7050.1 - Office Exp Supplies	3,200	400	500	3,900	500		8,500
7050.2 - Office Exp Postage	4,000	300	250	400	100		5,050
7050.3 - Office Exp Printing					100		100
7050.4 - Office Exp Maintenance	4,000			500	500		5,000
7051.0 - Public Safety Supplies (PD/Fire)					6,000		6,000
7053.0 - DECO - Medical Clinic	71,400						71,400
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	1,500	60,000	48,000	1,500	4,000		115,000
7063.0 - Fuel		15,000	9,000	11,000	4,000		39,000
7064.0 - Materials, Supplies & Small Tools	250	8,000	7,000	1,500	1,000		17,750
7065.0 - Vehicle Repair/Maintenance		5,000	6,000	2,000	6,000		19,000
7080.0 - Interest Expense (Sewer Pond Loan)		32,960					32,960
7085.0 - Municipal Finance (Principle)		28,065					28,065
7100.0 - Property Taxes	150						150
7105.0 - Utilities - CSD	900			400	650		1,950
7105.1 - Utilities - Telephone	2,000	500	3,600	6,100	650		12,850
7105.2 - Utilities - Electric	3,500	17,000	86,000	2,500	2,800		111,800
7105.3 - Utilities - Waste		750	900	500	450		2,600
7105.4 - Utilities - Propane	400			700	1,050		2,150
7204.0 - Events	500			2,500	500		3,500
7245.0 - Election	1,000						1,000
7501.0 - Payroll Expense	299,989	256,316		129,511		78,258	764,075
7513.0 - Payroll Taxes	6,965	6,321		11,210		5,256	29,751
7514.0 - Payroll Benefits	94,176	115,888		43,978		43,978	298,021
7516.2 - Pension (EJ)				5,883		2,470	8,353
7516.2 - Pension (CalPERS)	49,201	39,057				4,182	92,441
7516.3 - Pension (CalPERS EE Share)	5,208						5,208
7518.0 - Workers Comp	2,738	16,174		5,854	6,119	2,503	33,388
7530.0 - Payroll Services Billed (Maint)			130,171	(20,856)	33,511		142,827
7530.1 - Payroll Services Billed (Admin)	(202,781)	(243,694)					(446,474)
7530.2 - Payroll Services Billed (Admin 100%)	(65,592)						(65,592)
7549.0 - Collateral Duty Pay					13,000		13,000
7550.0 - Travel & Training	2,000	1,500	4,000	1,500	4,000		13,000
7551.0 - Meals	1,000	300	350	100	1,800		3,550
7552.0 - Employee Physical Exams/Shots		500	300	100	2,500		3,400
7556.0 - Uniforms		1,000	1,000	1,000	2,000		5,000
CopsMore Shortfall (to Dept 25 Police)				31,567		(31,567)	-
Reimbursement from General Fund Reserves				(10,296)			(10,296)
TOTAL EXPENSE 2012/2013 projected	97,350	505,483	454,617	279,204	126,862	105,081	1,568,596
NET PROFIT (LOSS) 2012/2013 projected	0	16,458	26,785	1,326	40	0	44,610

Notes:

Administrative Overhead Allocation Calculation for 2011/2012 was used for this budget period: Sewer 42%, Water 42%, Police 8%, Fire 8%.

Worker's Comp includes the Board coverage.

2010/2011 Audit - D R Watts \$10,800

Payroll for 2012/2013 includes:

- Deleted one Maintenance Worker position
- Anticipated current staffing level Step increases
- COLA at 2%

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2012-2013**

Capital Improvements/Expenditures:

<u>General Fund:</u>		<u>Current Balace in LAIF:</u>	\$ 159,566.00
Capital Improvements from Reserves-	\$ 35,295.65	Lease pmt for PD vehicle (pmts July 2010, 2011 & 2012)	\$ 10,295.65
		Replace 2 computers (AP & AA)	\$ 4,000.00
		New Server for Admin Office	\$ 10,000.00
		New Software & Battery Backups	\$ 10,000.00
		New Color Printer (SAC)	\$ 1,000.00
<u>Sewer Department:</u>		<u>Current Balace in LAIF:</u>	\$ 341,892.00
Capital Improvements from Reserves-	\$ 179,000.00	Electrical at 3 Pump Stations	\$ 10,000.00
		Mechanical upgrades B100	\$ 5,000.00
		Manhole Installations (6)	\$ 18,000.00
		Aeration @ WW Plant	\$ 10,000.00
		Sludge Drying Beds @ WW Plant	\$ 6,000.00
		Electrical Upgrade @ WW Plant (finance item)	\$ 70,000.00
		Update Studies required by New Permit	\$ 10,000.00
		New Monitoring Wells @ WW Plant	\$ 50,000.00
<u>Water Department:</u>		<u>Current Balace in LAIF:</u>	\$ 1,641,535.00
Capital Improvements from Reserves-	\$ 355,000.00	Maintenance Yard upgrades to Crew Quarters	\$ 25,000.00
		New Well Development	\$ 95,000.00
		Telemetry Upgrade	\$ 75,000.00
		New well South end	\$ 150,000.00
		New Fire Hydrants (4)	\$ 10,000.00
<u>Public Safety - Police Division:</u>		<u>Current Balace in LAIF:</u>	\$ 206,552.00
Capital Improvements from Reserves-	\$ 12,295.65	Lease pmt 2010 Expedition (from General Fund Reserves)	\$ 10,295.65
		Replace one computer (CSO)	\$ 2,000.00
<u>Public Safety - Fire Division:</u>		<u>Current Balace in LAIF:</u>	\$ 146,718.00
Capital Improvements from Reserves-	\$ 15,000.00	Training Props	\$ 2,000.00
		GPS Unit Replacements (4)	\$ 1,000.00
		Hand Held Radio (1)	\$ 2,000.00
		Structual Turnouts (6)	\$ 10,000.00
		Window Replacement ?	

MEMORANDUM

TO: LSCSD Board of Directors
FROM: John McCarthy, General Manager
DATE: January 19, 2012
RE: Cost of Living Adjustment 2012

The last Cost of Living Adjustment (COLA) was calculated and added to salaries effective July 2008, based on comparison of December 2005 to December 2007.

Per the CSD Personnel Policy, when the cost of living exceeds 4% from the last period adjusted, a Cost of Living Adjustment is triggered for employees.

The Cost of Living for the period of December 2010 to December 2011 in accordance with the current personnel policy calculates out to be 6.70%. Per the personnel policy, this **would** trigger an increase effective July 1, 2012. If approved, the 2012/2013 budget will reflect a COLA increase.

COLA INCREASE FORMULA

Dec. 2011	225.672		Last COLA Increase 7/1/08
Dec. 2007	<u>210.036</u>		
DIFFERENCE	15.636		
Difference of 15.636 divided by prior year amount of 210.036		X	<u>0.9</u>
			7.4444381%
			Or 7.44%
			Or 6.70%
	COLA 7/1/2012	6.6999943%	

CPI calculation DOES trigger a Cost of Living Adjustment to wages at this time.

Cc: LSPOA Board



LAKE SHASTINA

COMMUNITY SERVICES DISTRICT

Regular Meeting
 Wednesday, May 16, 2012 – 5:00 p.m.
 Administration Building
MINUTES

CALL TO ORDER:

LSCSD Board Roll Call: Cupp Moller Murphy Roths Wetter

CLOSED SESSION:

1. No Closed Session.

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

Also present were PWS Moser, SAC Nelle, PC Alves, AFC Bullington and AA Charvez.
 There were approximately 13 people in the audience.

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

PUBLIC COMMENTS: None

CONSENT CALENDAR: Removed Item 2.A from Consent.

2. A. Approval of Minutes: Regular Meeting April 18, 2012: Item removed from Consent.
- B. Ratification of Disbursements: April 1 to April 30, 2012
- C. Budget Comparison: FY 2011/2012 YTD
- D. LAIF Quarterly Report

Motion by Dir. Moller second by Dir. Murphy to approve Consent Calendar, as amended.

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

Item 2.A.: Dir. Moller asked that the minutes for April 18, 2012 be corrected as follows: Item 5 last sentence: strike "prior to moving" replace with "as the District moves".

Motion by Dir. Moller second by Dir. Roths to approve balance of Consent Calendar (Item 2.A)

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

PUBLIC HEARING:

3. COPS Grant (FY 2012/2013) Expenditure Plan: public hearing and consideration of approval: Pres. Wetter opened the Public Hearing at 5:07 p.m. for the expenditure proposal of COPS program to fund the Community Services Officer position and one Patrol Officer position through the FY 2012/2013 program year. PC Alves gave an overview of proposal. The Board and staff discussed. Comments were received from the audience. Pres. Wetter closed the Public Hearing at 5:24 p.m.

Motion by Dir. Murphy second by Dir. Roths to adopt Resolution 2-12, approving COPS Program FY 2012/2013 Expenditure Plan to fund Police Department personnel (one Community Services Officer and one Patrol Officer), equipment and training expenditures, as outlined in Summary Report and Proposal from PC Alves dated May 8, 2012.

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

4. FY 2012/2013 Operating Budget: public hearing and consideration of approval: Pres. Wetter opened the Public Hearing at 5:25 p.m. Budget Committee Member Dir. Moller gave a summary of the proposed budget. The Board and staff discussed. Comments were received from the audience. Pres. Wetter closed the Public Hearing at 5:44 p.m.

Motion by Dir. Moller second by Dir. Murphy to adopt Resolution 3-12, approving FY 2012/2013 Operating Budget, as presented.

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