



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

REGULAR MEETING

Wednesday, August 16, 2017

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

Administration Building

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

CALL TO ORDER: 1:00 p.m.

LSCSD Board Roll Call:

Directors: Cupp _____ Layne _____ MacIntosh _____ Thompson _____ Thomsson _____

DISCUSSION / ACTION ITEMS:

- A. Seat new Appointed Members
- B. Election of President and Vice President – remainder of 2017 Calendar Year

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.
- B. CONFERENCE WITH LABOR NEGOTIATOR(S) (Government Code § 54957.6):
District's designated representative(s): TO BE DETERMINED
UNREPRESENTED EMPLOYEE/INDEPENDENT CONTRACTOR: General Manager

RETURN TO OPEN SESSION: 1:30 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, whether or not on the agenda for this meeting. 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.

CORRESPONDENCE: This is for correspondence directed to the District or the Board of Directors to be reviewed. No action necessary.

- Deckard Semi Retirement
- Lockett second irrigation line
- Ordway Donation to Fire Department

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 July 19, 2017 and Special Meeting July 21, 2017
- B. Ratification of Disbursements: July 1 through July 31, 2017
- C. Budget Comparison: FY 2017/2018
- D. LAIF Quarterly Report
- E. Ratification of transfer from LAIF Reserves to CSD Operating Account
- F. District legal costs related to Moller lawsuit: September 2015 to date \$126,930.07

POLICE AND FIRE DEPARTMENT REPORTS

2. Fire Department Monthly Report (FC Pappas)
3. Police Department Monthly Report (PC Wilson)

COMMITTEE REPORTS: This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for consideration.

President to re-establish committees.

- A. Policy Committee
 - 1. Report on Status
- B. Police Advisory Committee
 - 1. Report on Status
- C. Fire Department Advisory Committee
 - 1. Report on Status
- D. Budget Committee
 - 1. Report on Status
- E. Water Well Advisory Committee
 - 1. Report on Status

DISCUSSION / REPORTS: NO ACTION ITEMS:

- 4. US Cellular lease agreement for antennas on Water Tank 4 at 5300 Tennis Ct. (GM Drexel)
- 5. Ballard Pipe leak and repair Staff Report (GM Drexel)

DISCUSSION / REPORTS: ACTION ITEMS:

- 6. New Agreement with LSPOA. Report on Status. Direction to Staff (GM Drexel)
- 7. Acceptance of Volunteer Fire Assistance Program Grant Funding – 50% CSD match: Review and Adopt Resolution *-17 (FC Pappas)
- 8. Cal/OES Authorization for Hazardous Mitigation Grant Program Application (GM Drexel)
- 9. Consideration of updated/amended Policies (1000 Purpose of Board Policies, 1002 Adoption/Amendment of Policies, 1005 Association Memberships, 1010 Basis of Authority, 1015 Board Secretary and 1020 Board/Staff Communication) (GM Drexel)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on September 20, 2017, 1:00 p.m. Closed Session, 1:30 pm Open Session, 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.

From: ddeckard@deckardlaw.com
To: diane@deckardlaw.com
Date: Saturday, July 29, 2017 3:03:26 PM

Dear Friends and Colleagues:

Having practiced law since November of 1981, it has dawned on me that it is time to retire. I say "semi-retire" in the subject line, because I have a small number of cases that I intend to follow through to the end. I am fortunate that I can slow down now, and have a number of things that I really want to do. Included in that are travel, study, sitting still, moving in a purposeful way, etc. All things that I have not had enough time for in the last 35+ years.

In this process, I will be relocating to Lake Shastina, CA, but will retain my e-mail address, and my business telephone number. As my lease runs out on July 31, 2017, we must be out of our office at 96 N. 3rd street by that date. That means that we will be essentially shut down and unavailable for the next week or so. So, if anyone really needs to reach me in the next week, an e-mail to this e-mail address will reach me.

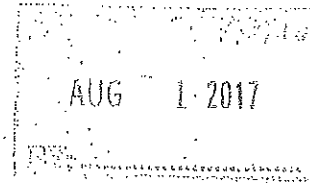
I am happy to report that the valuable people who have worked for me have all found new business homes, and I am able to refer matters to them, and others who I believe can provide excellent legal service.

Many of you will be receiving formal notices of change of address, to the extent appropriate on matters that I will continue to handle.

Best wishes,
Diane

Diane C. Deckard
THE DECKARD LAW FIRM
96 N. 3rd St., #350
San Jose, CA 95112
Tel: 408-971-4359
Fax: 408-971-4357
E-mail: diane@deckardlaw.com

1 Diane C. Deckard, Esq. (SBN 99632)
2 THE DECKARD LAW FIRM
3 96 North Third Street, Suite 350
4 San Jose, CA 95112
5 Telephone: (408) 971-4359
6 Facsimile: (408) 971-4357



7 Attorneys for Defendants Roxanna Layne,
8 Yatang Hoke, Barbara Thomsson and
9 Lake Shastina Community Services District

10
11 **SUPERIOR COURT OF CALIFORNIA**
12 **COUNTY OF SISKIYOU**
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14 CORINNE MOLLER, a Taxpayer in
15 Siskiyou County and Ratepayer in Lake
16 Shastina Community Services District,

17 Plaintiff,

18 v.

19 ROXANNA LAYNE, YATANG HOKE,
20 and BARBARA THOMSSON, each in
21 their official capacities as members of the
22 Board of Directors of Lake Shastina
23 Community Services District and each as
24 an individual; LAKE SHASTINA
25 COMMUNITY SERVICES DISTRICT, a
26 Political Subdivision of the State of
27 California; DECO INDUSTRIES, LLC, a
28 California general partnership; WILLIAM
DUCHI, an individual; HAROLD
DUCHI, an individual; FRED DUCHI, an
individual; and DOES 1 through 50,
inclusive,

Defendants.

Case No. SCCV-CV-15-01083
Court of Appeal Case No.: No. C082535

NOTICE OF CHANGE OF ADDRESS

1 TO ALL PARTIES HEREIN AND TO THEIR ATTORNEYS OF RECORD:
2

3 NOTICE IS HEREBY GIVEN that as of August 1, 2017, the Deckard Law Firm will
4 relocate to the address listed below; telephone number and email address will remain the same.
5

6 PHYSICAL ADDRESS:

7 5042 Spearpoint Road, Lake Shastina, CA 96094.

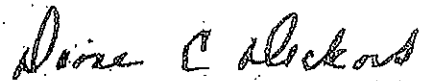
8 MAILBOX:

9 Post Office Box 218, Weed, CA 96094
10

11 Dated: July 27, 2017

Respectfully Submitted,
THE DECKARD LAW FIRM

12
13
14 By:


Diane C. Deckard, Attorneys for
Defendants Roxanna Layne, Yatang Hoke
Barbara Thomsson and Lake Shastina
Community Services District
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Moller v. Layne, et al.
Case No.: SCCV-CV-15-01083
Superior Court Case No.: SCCVCV150183

DECLARATION OF SERVICE

I declare that I am a citizen of the United States and employed in Santa Clara County; I am over the age of eighteen (18) years and not a party to the within-entitled action; my business address is 96 N. Third Street, Suite 350, San Jose, CA 95112.

On this date, I caused to have served the within:

NOTICE OF CHANGE OF ADDRESS

on the interested party(s) in said action by placing a true copy thereof enclosed in a sealed envelope, each envelope addressed as follows:

Steven G. Churchwell, Esq.
Churchwell White LLP
1414 K Street, 3rd Floor
Sacramento, CA 95814
Attorneys for Plaintiff
Corinne Moller

Karl Drexel, SDA
General Manager
16320 Everhart Drive
Weed, CA 96094

Walter P. McNeil, Esq.
McNeill Law Offices
280 Hemsted Drive, Suite E
Redding, CA 96002
Attorneys for Defendants
DECO Industries, LLC,
Bill Duchi, Harold Duchi &
Fred Duchi

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on July 28, 2017, at San Jose, Santa Clara County, California.



Diane C. Deckard

From: [Robert Moser](#)
To: [Karl Drexel](#)
Subject: Water Issue
Date: Thursday, July 27, 2017 9:35:21 AM
Attachments: [Water connection Lockett.pdf](#)

Karl,

In regards to the illegal water connection that we spoke about yesterday. They have hooked there irrigation system up to the non metered 2nd service in there water box. We discovered this on the 21st of June during routine meter reads. Rodney contacted me and him and I spoke with the wife who assured us they would get this fixed ASAP. Rodney and I went back out on July 11th to see if it had been fixed yet, It in fact was not fixed. We spoke with the husband and wife on this visit. They told us that there irrigation guy had been busy but was suppose to be out later in the week to get it taken care of. Rodney stopped back by there on July 25th and it still has yet to be fixed.

Robert Moser
Public Works Supervisor
Lake Shastina Community Services District
530-938-3281



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

KARL DREXEL, S.D.A., GENERAL MANAGER

July 31, 2017

Mr. and Mrs. Lockett
17803 Elk Trail
Weed CA 96094

RE: APN 107-460-020 Unit/Lot 72/224

Dear Mr. and Mrs. Lockett,

On June 21, 2017, our Public Works Department discovered your irrigation system connected to the non-metered second service in your water box. Our Public Works Superintendant and lead water technician spoke to Mrs. Lockett immediately after the discovery and were assured it would be fixed ASAP. On July 11, 2017, our staff again investigated the water box to see if it had been fixed, and it had not been. Public Works staff talked to both of you on this occasion and they were told that your irrigation installer had been busy but was supposed to be out later that week to take care of it. A subsequent inspection on July 25, 2017 revealed it has still not been fixed.

Please be advised that you have 10 days from the date of this letter to remove the connection to your irrigation system and return the meter connections to their legal configuration. Please advise our Public Works staff as soon as it is complete for inspection and approval. Failure to comply with this directive will result in all water being shut off to the property and additional billing for excess water used from the non-metered line. Thank you for your cooperation.

Respectfully,

Karl Drexel
General Manager

Cc Robert Moser, Public Works Superintendent

Sam & Chris Ordway

Weed, Ca. 96094

July 21, 2017

Lake Shastina Community Services District
16320 Everhart Dr.
Weed, Ca. 96094

CK# 2820
\$ 5000.00

Dear fire crew,

Many thanks for all of the sacrifices you all make every day to keep our community safe. We appreciate your dedication and bravery.

We present this check to the Lake Shastina Community Services District to be used toward equipment and any other needs the Lake Shastina Fire Department might need.

A receipt with your tax I.D. number will be greatly appreciated.

JUL 21 2017

Yours,

Sam and Chris

Sam & Chris

SAMUEL H ORDWAY
CHRISTINA L ORDWAY

WEED, CA 96094

2820

90-3504/1211

DATE JULY 22, 2017

CHECK ARMED

PAY TO THE ORDER OF LAKE SHASTINA COMMUNITY SERVICES DISTRICT

\$ 5,000.00

FIVE THOUSAND AND 00/100

DOLLARS

Security Features Details on Back.

tri counties bank

1-800-922-8742

FOR CHARITABLE GIFT TO LAKE SHASTINA FIRE DEPARTMENT

Samuel H. Ordway

MP



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

August 3, 2017

Sam and Chris Ordway

Weed, CA 96094

Dear Mr. and Mrs. Ordway:

On behalf of the Lake Shastina Volunteer Fire Department and Board of Directors, we would like to express our thanks for your contribution of \$5,000.00 to the Fire Department. It is always gratifying to know that the services provided are appreciated and of value to the community.

The Lake Shastina Community Services District (Fire Department) is a local governmental agency. Your contribution may be tax deductible under IRS code 170(c)(1), but you should check with your tax professional to be sure (LSCSD Tax ID # 94-2623194).

Sincerely,

Steven Pappas
LSCSD Fire Chief



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, July 19, 2017, 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: Cupp ☒ Layne ☒ Thomsson ☒ Two Vacant Seats

Also present: GM Drexel, SAC Nelle and AA Charvez. There were approximately 2 people in the audience. Secretary Drexel called the meeting to order.

APPOINT A TEMPORARY CHAIRPERSON

Motion by Dir. Thomsson second Dir. Layne to appoint Dir. Layne as Chairperson for this meeting.

Ayes: Directors Layne and Thomsson

Noes: Director Cupp

Absent: None

Two Vacant Seats

(Procedural item: 2-1 vote passes.)

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Dir. Layne adjourned to Closed Session at 1:03 p.m.

CLOSED SESSION: 1:04 p.m.

Also present: GM Drexel.

- A. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.
- B. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION One Potential Case (Gov. Code § 54956.9(c)) Initiation of Litigation – Significant Exposure – CalPERS
- C. CONFERENCE FOR THE PURPOSES OF PERFORMANCE EVALUATION (Gov. Code § 54957 (b) – Title – General Manager

With no objections by the Board, Dir. Layne adjourned Closed Session at 1:25 p.m.

RETURN TO OPEN SESSION: 1:30 p.m.

Also present: GM Drexel, SAC Nelle, AA Charvez, FC Pappas, PC Wilson and District Counsel Winston. There were approximately 23 people in the audience.

PLEDGE OF ALLEGIANCE: PC Wilson led the Pledge of Allegiance.

REPORT ON CLOSED SESSION: Dir. Layne stated there was nothing to report out of Closed Session.

PUBLIC COMMENTS: Four (4) speakers.

CORRESPONDENCE: This is for correspondence directed to the District or the Board of Directors to be reviewed. No action necessary. Items received and filed.

- Letter to new residents
- Lacki letter

DISCUSSION / ACTION ITEMS:

A. Consideration of Appointment to fill Unscheduled Vacant Board Member Seat:

Candidates Greg Tennison, Norman MacIntosh, Rick Thompson, Paula Mitchell and Frankie Hayduk made brief statements to the Board. Dir. Layne stated that Candidate Emory Hanlon withdrew his name and Candidate Dave Hankins was not available to attend the meeting.

Dir. Thomsson stated that she would consider appointing Candidates Tennison, Hankins and Thompson. Dir. Cupp stated that she would consider appointing Candidates Mitchell, Thompson, MacIntosh and Hayduk. Dir. Layne stated that she would consider appointing Candidates Hankins, Tennison and Thompson.

A motion was made by Dir. Cupp to appoint Rick Thompson to fill the vacant Board Member seat. There was no second. The motion failed.

A motion was made by Dir. Cupp to appoint Paula Mitchell to fill the vacant Board Member seat. There was no second. The motion failed.

A motion was made by Dir. Thomsson and seconded by Dir. Layne to appoint Greg Tennison to fill the vacant Board Member seat. Yes Votes: Dirs. Layne and Thomsson; No Votes: Dir. Cupp. The motion failed.

A motion was made by Dir. Layne and seconded by Dir. Thomsson to appoint Dave Hankins to fill the vacant Board Member seat. Yes Votes: Dirs. Layne and Thomsson; No Votes: Dir. Cupp. The motion failed.

A motion was made by Dir. Cupp to appoint Norman MacIntosh to fill a vacant Board Member seat. There was no second. The motion failed.

A motion was made by Dir. Cupp to appoint Frankie Hayduk to fill a vacant Board Member seat. There was no second. The motion failed.

A motion was made by Dir. Thomsson and seconded by Dir. Cupp to reconsider this item (appointment of Board vacancy). Yes Votes: Dirs. Cupp and Thomsson; No Votes: Dir. Layne. The motion failed.

a. Administer the Oath of Office and Seat new Appointed Member: No action taken.

B. Election of President and Vice President – remainder of 2017 Calendar Year: No action taken.

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

1. A. Approval of Minutes: Regular Meeting June 21, 2017 and Special Meeting June 29, 2017
- B. Ratification of Disbursements: June 1 through June 30, 2017
- C. Budget Comparison / Variance Report: FY 2016/2017
- D. Accounts Receivable Aging Analysis: FY 2016/2017
- E. District legal costs related to Moller lawsuit: September 2015 to date \$126,930.07 and FY 16/17 year to date \$93,588.69

Motion by Dir. Cupp second Dir. Thomsson to approved Consent Calendar.

Ayes: Directors Cupp, Layne and Thomsson

Noes: None

Absent: None

Two Vacant Seats

POLICE AND FIRE DEPARTMENT REPORTS

2. Fire Department Monthly Report: FC Pappas reported.
 3. Police Department Monthly Report: PC Wilson reported.
- FC Chief Pappas and PC Wilson were excused from the meeting.

COMMITTEE REPORTS: This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for consideration.

- A. Policy Committee: SAC Nelle reported.
 1. Report on Status
- B. Police Advisory Committee: Dir. Cupp reported.
 1. Report on Status
- C. Fire Department Advisory Committee: Dir. Thomsson reported.
 1. Report on Status
- D. Budget Committee: Nothing to report.
 1. Report on Status
- E. Water Well Advisory Committee: Nothing to report.
 1. Report on Status

DISCUSSION / REPORTS: NO ACTION ITEMS:

4. Report on temporary water outage and electrical problems on B-53: GM Drexel reported.

DISCUSSION / REPORTS: ACTION ITEMS:

5. Public Hearing: Delinquent Charges [Government Code §61115(b)] to be sent to 2017 Tax Roll: Public Hearing to hear and consider all objections or protests to CSD's Impending Delinquency Report of taxes, assessment and other charges levied for the fiscal year 2016-2017, being delinquent, shall be declared tax-defaulted pursuant to Government Code §61115(b) and shall direct the General Manager to file with the Siskiyou County Auditor/Tax Collector a copy of the final report, on or before August 10, 2017.

Dir. Layne opened the Public Hearing at 3:00 p.m. GM Drexel reported. Comments were received from the audience. Dir. Layne closed the Public Hearing at 3:04 p.m. The Board discussed.

Motion by Dir. Thomsson second Dir. Cupp to declare said delinquencies tax-defaulted pursuant to Government Code §61115(b) and direct the General Manager to file the final report with the Siskiyou County Auditor on or before August 10, 2017.

Ayes: Directors Cupp, Layne and Thomsson
Noes: None
Absent: None
Two Vacant Seats

6. Report on Renovation of B-114 and status: GM Drexel reported. The Board discussed.

Motion by Dir. Cupp second Dir. Thomsson to approve increasing the \$100,000 Capital Expenditure budget for B-114 repairs to \$109,000, funds to be taken from LAIF account (an increase of \$9,000).

Ayes: Directors Cupp, Layne and Thomsson
Noes: None
Absent: None
Two Vacant Seats

7. Discuss neutral third party counsel status and direction for staff: GM Drexel reported.

Dir. Cupp made a motion for GM to work with the LSPOA GM to get a legal opinion on the agreements received by the Committee. There was no second. The motion failed.

A motion was made by Dir. Thomsson and seconded by Dir. Layne to hire Kenny, Snowden and Norine to resolve LSCSD/LSPOA building, yard and staff issues for the LSCSD. Yes Votes: Dirs. Layne and Thomsson; No Votes: Dir. Cupp. The motion failed.

8. US Cellular lease agreement for antennas on Water Tank 4 at 5300 Tennis Ct.: GM Drexel reported. The Board discussed.

Motion by Dir. Thomsson second Dir. Cupp to direct staff to continue negotiations with US Cellular, with the assistance of Aires Advisors for a finished agreement and to have them move forward with their site investigations, permitting requirements, testing and public meetings.

Ayes: Directors Cupp, Layne and Thomsson
Noes: None
Absent: None
Two Vacant Seats

9. Consideration of initiating a General Manager search: Dir. Cupp reported. Dir. Cupp made a motion for the Board initiate a GM search. There was no second. The motion failed.

10. Renew or Terminate GM Contract: Dir. Cupp reported.

Dir. Cupp made a motion for the Board to re-negotiate GM Drexel's hourly rate to previous GM's rate and eliminate per diem. There was no second. The motion failed.

A motion was made by Dir. Thomsson and seconded by Dir. Layne to have GM Drexel bring KD Management contract back to the Board with rate and per diem options for consideration. Yes Votes: Dirs. Layne and Thomsson; No Votes: Dir. Cupp. The motion failed.

Dir. Thomsson asked GM Drexel if he would discuss contract changes at this meeting; GM Drexel stated he would bring contract options back to the Board for consideration in August.

11. Resolution for Amendment of Trustees for LSCSD Money Purchase Pension Plan: The Board discussed.

Motion by Dir. Layne second Dir. Cupp to adopt Resolution 6-17 naming Carol Cupp and Barbara Thomsson as trustees of the District Money Purchase Pension Plan and Trust.

Ayes: Directors Cupp, Layne and Thomsson
Noes: None
Absent: None
Two Vacant Seats

12. Consideration of District vehicle use policy: Dir. Cupp reported. GM Drexel stated that the Policy Committee will provide a draft vehicle policy and procedure for Board consideration.

13. Rancho Hills Community Association: action to vote Ballot for Election of Directors: The Board discussed.

Motion by Dir. Cupp second Dir. Layne to authorize the Dir. Layne to sign the RHCA ballot envelope so that it can count for the quorum requirement and take no action on voting the ballot.

Ayes: Directors Cupp, Layne and Thomsson

Noes: None

Absent: None

Two Vacant Seats

Prior to moving to Staff Comments: Dir. Thomsson stated she wanted to re-address Item A (Board Vacancy).

A motion was made by Dir. Thomsson and seconded by Dir. Cupp to appoint Rick Thompson to fill the vacant Board Member seat. Yes Votes: Dirs. Cupp and Thomsson; No Votes: Dir. Layne. The motion failed.

STAFF COMMENTS: One (1) speaker.

BOARD MEMBER COMMENTS: None

ADJOURNMENT:

With no objections by the Board, Dir. Layne adjourned the meeting at 4:23 p.m.

The next LSCSD Regular Board Meeting on Wednesday, August 16, 2017, 1:00 p.m. Closed Session, 1:30 p.m. Open Session, at the Administration Building.

Approval Date: _____

_____, Director
(Chairperson for August 16, 2017 Meeting).

ATTEST:

Karl Drexel, Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
Friday, July 21, 2017, 1:00 p.m.
Administration Building
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER: 1:00 p.m.

LSCSD Board Roll Call: Cupp ✓ Layne ✓ Thomsson ✓ Two Vacant Seats

Also present: GM Drexel and SAC Nelle. There were approximately 12 people in the audience.
Secretary Drexel called the meeting to order.

APPOINT A TEMPORARY CHAIRPERSON

Motion by Dir. Layne to appoint Dir. Cupp as Chairperson. Dir. Cupp asked Dir. Layne to continue from the July 19, 2017 Regular Meeting as Chairperson; all Board members agreed.

PLEDGE OF ALLEGIANCE: SAC Nelle led the Pledge of Allegiance.

PUBLIC COMMENTS: One (1) speaker.

DISCUSSION / ACTION ITEMS:

1. Consideration of Appointment to fill Unscheduled Vacant Board Member Seat: The Board discussed.

Motion by Dir. Thomsson second Dir. Cupp to appoint Rick Thompson to fill the unscheduled vacant Board Member seat, term to December 7, 2018 (MacIntosh vacancy).

Ayes: Directors Cupp, Layne and Thomsson

Noes: None

Absent: None

Two Vacant Seats

- a. Administer the Oath of Office and Seat new Appointed Member:
Rick Thompson was not present; Oath of Office will be completed the week of July 24, 2017.

STAFF COMMENTS: None

BOARD MEMBER COMMENTS: Three (2) Directors.

ADJOURNMENT: With no objections by the Board, Dir. Layne adjourned the meeting at 1:14 p.m.

The next LSCSD Regular Board Meeting is scheduled to be held on August 16, 2017, 1:00 p.m. at the Administration Building.

Approval Date: _____

_____, Director
(Chairperson for August 16, 2017 Meeting)

ATTEST:

Karl Drexel, 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 July 1 thru July 31, 2017 for a total of: " \$ 306,274.08

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

Submitted for July 2017	\$ 306,274.08
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Expenses - Regular Checks SVB Account	\$ 187,057.34
Expenses - Payroll & Liability Checks SVB Account	\$ 119,216.74
<u>Subtotal</u>	<u>\$ 306,274.08</u>
<u>Total CSD Expenses</u>	<u>\$ 306,274.08</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

LSPOA Shared Invoices *				Regular	Payroll	10	15	20	25	26	30
Date	JE or Ck #	Payee	Total Expense	Expenses	Expenses	General	Sewer	Water	Police	COPS Grant	Fire
7/3/2017	JE #67836	Bank Fees	18.76	18.76		18.76					
7/6/2017	21987	Payroll Checks (Live Checks)	1,524.78		1,524.78		1,524.78				
7/6/2017	502974	EDD EFT	1,126.43		1,126.43	276.75	220.29		581.49	29.59	18.31
7/6/2017	502975	EFTPS EFT	5,492.43		5,492.43	847.00	881.54		3,333.33	237.78	192.78
7/6/2017	502976	American Funds EFT	484.76		484.76				396.46	88.30	
7/6/2017	502977	CalPERS EFT	2,094.07		2,094.07	1,151.29	942.78				
7/6/2017	502978	CalPERS 457 EFT	921.03		921.03	530.00	208.62		135.79	46.62	
7/6/2017	502979	SVB EFT - Payroll Checks (Direct Deposits)	20,431.86		20,431.86	5,712.68	3,915.47		8,324.50	1,333.91	1,145.30
7/13/2017	584	Verizon Wireless	361.27	361.27					270.00		91.27
7/13/2017	585	Williams Scotsman	293.58	293.58			146.79	146.79			
7/13/2017	21988	Computer Logistics	48.00	48.00		48.00					
7/13/2017	21989	Diane Deckard Lawfirm	9,600.00	9,600.00		9,600.00					
7/13/2017	21990	Don Erickson Oil	1,832.57	1,832.57		467.52	394.82	318.17	410.31		241.75
7/13/2017	21991	Ferguson Waterworks	1,034.54	1,034.54			87.33	947.21			
7/13/2017	21992	Heaton Steel & Supply	348.61	348.61			298.22	50.39			
7/13/2017	21993	KD Management	2,770.00	2,770.00		2,770.00					
7/13/2017	21994	Les Schwab Tire Center	2,081.54	2,081.54					2,081.54		
7/13/2017	21995	LSCSD Utilities	446.81	446.81		291.37			69.47		85.97
7/13/2017	21996	Mountain Air	192.25	192.25		192.25					
7/13/2017	21997	N.C.G.T Security Fund	18,430.00	18,430.00		5,037.00	5,152.00		5,049.00	1,596.00	1,596.00
7/13/2017	21998	Petty Cash	31.55	31.55		12.08				9.14	10.33
7/13/2017	21999	Quill Corp	379.60	379.60		313.33			42.46		23.81
7/13/2017	22000	Rancho Hills Community Association	262.50	262.50				262.50			
7/13/2017	22001	SHN Consulting Engineers & Geologists	741.00	741.00				741.00			
7/13/2017	22002	Siskiyou Daily News	67.75	67.75		67.75					
7/13/2017	22003	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
7/13/2017	22004	Siskiyou Fire Equipment	82.00	82.00							82.00
7/13/2017	22005	Solano's Inc.	1,679.34	1,679.34		193.65	44.73		1,423.21		17.75
7/13/2017	22006	Suburban Propane	10.00	10.00					5.00		5.00
7/13/2017	22007	US Bank Equipment Finance	246.89	246.89					246.89		
7/13/2017	22008	Us Postal Services	1,593.44	1,593.44		1,593.44					
7/13/2017	22009	Wal-Mart	53.90	53.90			26.95	26.95			
7/13/2017	22010	Western Business Products	158.14	158.14		158.14					
7/13/2017	22011	Golden State Risk Management Authority	108,288.00	108,288.00		19,531.66	28,600.21	16,241.94	21,572.95	4,156.00	18,185.24
7/20/2017	586	CalPERS Financial & Acct- Classic	50,351.00		50,351.00	27,189.54	23,161.46				
7/20/2017	587	CalPERS Financial & Acct- PEPPRA	53.00		53.00	28.62	24.38				
7/20/2017	22012	Payroll Checks (Live Checks)	1,423.86		1,423.86		1,423.86				
7/20/2017	22013	Union Dues	688.96		688.96	260.00	202.00		176.72	50.24	
7/20/2017	502994	EDD EFT	1,087.88		1,087.88	296.05	295.14		423.66	39.74	33.29
7/20/2017	502995	EFTPS EFT	5,314.41		5,314.41	872.96	1,057.20		2,828.55	289.02	266.68
7/20/2017	502996	American Funds EFT	495.04		495.04				413.44	81.60	
7/20/2017	502997	CalPERS EFT	2,171.22		2,171.22	1,200.25	970.97				
7/20/2017	502998	CalPERS 457 EFT	931.08		931.08	530.00	208.62		135.79	56.67	
7/20/2017	502999	SVB EFT - Payroll Checks (Direct Deposits)	21,530.00		21,530.00	6,008.58	4,430.46		7,891.63	1,622.96	1,576.37
7/20/2017	22014	Stan Beck Vacation Check	1,483.82		1,483.82				1,483.82		
7/20/2017	503000	EDD EFT	78.57		78.57				78.57		
7/20/2017	503001	EFTPS EFT	513.11		513.11				513.11		

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	LSPOA Shared Invoices		Regular Expenses	Payroll Expenses	10	15	20	25	26	30
		Payee	Total Expense			General	Sewer	Water	Police	COPS Grant	Fire
7/26/2017	22015	Payroll Checks (Live Checks)	815.08		815.08	815.08					
7/26/2017	503002	EDD EFT	63.39		63.39	63.39					
7/26/2017	503003	EFTPS EFT	25.90		25.90	25.90					
7/26/2017	503004	CalPERS EFT	115.06		115.06	115.06					
7/27/2017	588	AT&T	73.28	73.28			36.64	36.64			
7/27/2017	589	Pacific Power	18,643.37	18,643.37		870.26	5,590.84	11,667.38	195.41		319.48
7/27/2017	590	Utility Telephone	446.06	446.06		267.64			133.82		44.60
7/27/2017	591	First Ntl. Bank-SP	323.61	323.61							323.61
7/27/2017	592	First Ntl. Bank-RM	940.52	940.52		528.58	205.97	205.97			
7/27/2017	593	First Ntl. Bank-MW	813.28	813.28					531.56	281.72	
7/27/2017	594	Williams Scotsman	293.58	293.58			146.79	146.79			
7/27/2017	22016	AT&T	197.64	197.64				197.64			
7/27/2017	22017	Basic Lab	128.00	128.00				128.00			
7/27/2017	22018	Deepwoods Embroidery & Design	332.73	332.73			166.36	166.37			
7/27/2017	22019	Huy & Cry	38.00	38.00		38.00					
7/27/2017	22020	KD Management	3,931.00	3,931.00		3,931.00					
7/27/2017	22021	Kellie Power	465.00	465.00		400.00			32.50		32.50
7/27/2017	22022	Kirsher, Winston, & Boston	2,488.50	2,488.50		2,418.50	30.00				40.00
7/27/2017	22023	Leon St.Pierre-J&L Electric	2,347.46	2,347.46				2,347.46			
7/27/2017	22024	LSPOA	716.37	716.37		716.37					
7/27/2017	22025	Premier Oil Change	547.66	547.66					547.66		
7/27/2017	22026	Quill Corp	284.18	284.18		284.18					
7/27/2017	22027	Suburban Propane	175.00	175.00		175.00					
7/27/2017	22028	SWRCB	2,444.00	2,444.00				2,444.00			
7/27/2017	22029	Wal-Mart	106.06	106.06			53.03	53.03			
7/31/2017	JE #67837	Returned Deposited Item Fees	20.00	20.00		20.00					
			306,274.08	187,057.34	119,216.74	95,952.63	80,490.75	36,170.73	59,368.64	9,919.29	24,372.04

Ratification of Disbursements -July 2017

Vendors	Check Date	Total Invoice Amount	LSCSD Check Amount	Amount Paid by POA
Computer Logistics	7/13/2017	48.00	48.00	24.00
Don Erickson Oil	7/13/2017	1,832.57	1,832.57	467.52
LSCSD Utilities	7/13/2017	446.81	446.81	145.68
Mountain Air	7/13/2017	192.25	192.25	96.12
Petty Cash	7/13/2017	31.55	31.55	4.82
Quill Corp	7/13/2017	379.60	379.60	156.67
Siskiyou Disposal	7/13/2017	250.00	250.00	85.00
Solano's	7/13/2017	1,679.34	1,679.34	80.95
Western Business Products	7/13/2017	158.14	158.14	81.43
Golden State Risk Management Authority	7/13/2017	108,288.00	108,288.00	534.05
Pacific Power	7/27/2017	18,643.37	18,643.37	513.79
Utility Telephone	7/27/2017	446.06	446.06	133.82
First National Bank-RM	7/27/2017	940.52	940.52	264.29
Hue & Cry	7/27/2017	38.00	38.00	19.00
Kellie Power	7/27/2017	465.00	465.00	200.00
Quill Corp	7/27/2017	284.18	284.18	142.09
Suburban Propane	7/27/2017	175.00	175.00	87.50

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
July 2017			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
7/1/2017		Balance Forward	253,014.48	67,081.00	113,703.81	20,007.94	78,982.36	(26,590.79)	(169.83)
		BEGINNING BALANCE							
7/6/2017	JE #67645	Water/Sewer PR Transfer PPE 7/2/17			4,443.30	(4,443.30)			
7/6/2017	JE #67645	Water/Sewer PR Transfer PPE 7/2/17 on call			175.00	(175.00)			
7/6/2017	JE #67647	Med Clinic/Sewer PR Transfer PPE 7/2/17		(32.80)	32.80				
7/6/2017	JE #67646	Green Waste Site/Admin PR Transfer PPE 7/2/17		66.96	(66.96)				
7/10/2017	JE #67648	Deposit - Cash Receipts 7/6 #1	22,725.26	6,395.32	3,987.29	3,473.35	2,420.92		6,448.38
7/10/2017	JE #67640	Deposit - Cash Receipts 7/6 #1 Correction		(185.00)	165.00				
7/10/2017	JE #67648	Deposit - Cash Receipts 7/7 #1	11,830.08	20.00	2,541.58	2,733.35	5,122.30		1,212.85
7/10/2017	JE #67648	Deposit - Cash Receipts 7/7 #2	9,106.71		3,534.30	2,774.80	2,172.58		625.03
7/13/2017	JE #67655	POA AP Reimbursement	1,497.25	1,497.25					
7/13/2017	JE #67656	POA Payroll Reimb PPE 7/2/17, 4/23, 4/9, 3/26 diff due	4,094.60	4,094.60					
7/13/2017	JE #67657	Deposit - Cash Receipts 7/12 #1	16,073.95	100.00	9,370.84	1,959.16	2,982.60		661.35
7/13/2017	JE #67657	Deposit - Cash Receipts 7/12 #2	8,697.85		3,037.50	2,581.80	2,444.46		634.09
7/14/2017	JE #67658	Deposit - Cash Receipts 7/13 #1	8,016.29	600.00	2,022.15	2,072.92	2,650.70		670.52
7/14/2017	JE #67658	Deposit - Cash Receipts 7/13 #2	9,142.45		2,367.88	2,618.40	3,342.14		814.03
7/19/2017	JE #67659	Deposit - Cash Receipts 7/14 #1	8,762.45		2,677.31	2,260.31	3,048.57		776.26
7/19/2017	JE #67659	Deposit - Cash Receipts 7/14 #2	7,940.22		2,281.25	1,922.92	2,989.56		746.49
7/19/2017	JE #67659	Deposit - Cash Receipts 7/14 #3	16,364.76		4,892.40	3,193.97	6,409.46		858.93
7/19/2017	JE #67841	Deposit - Cash Receipts 7/14 #3 Correction					(4,214.15)	4,214.15	
7/19/2017	JE #67659	Deposit - Cash Receipts 7/18 #1	9,761.20	756.37	2,739.43	2,463.98	3,036.05		765.37
7/20/2017	JE #67753	Water/Sewer PR Transfer PPE 7/16/17			6,802.44	(6,802.44)			
7/20/2017	JE #67753	Water/Sewer PR Transfer PPE 7/16/17 on call			175.00	(175.00)			
7/20/2017	JE #67754	Green Waste Site/Admin PR Transfer PPE 7/16/17		56.35	(56.35)				
7/20/2017	JE #67755	Med Clinic/Sewer PR Transfer PPE 7/16/17		(17.74)	17.74				
7/21/2017	JE #67552	Deposit - Cash Receipts 7/18 #2	7,914.34		2,142.54	2,265.06	2,798.22		708.52
7/21/2017	JE #67552	Deposit - Cash Receipts 7/18 #3	7,091.16		1,846.98	1,725.34	2,862.72		656.11
7/21/2017	JE #67552	Deposit - Cash Receipts 7/18 #4	7,345.18	20.00	1,579.99	1,915.04	3,075.39		754.78
7/21/2017	JE #67552	Deposit - Cash Receipts 7/18 #5	10,725.45	442.77	3,298.19	2,739.05	3,381.63		865.81
7/21/2017	JE #67552	Deposit - Cash Receipts 7/19 #1	9,840.63		3,267.52	2,494.99	3,238.78		839.34
7/25/2017	JE #67766	Deposit - Cash Receipts 7/25 #6	8,129.25	40.00	2,880.65	2,588.68	2,118.36		501.56
7/25/2017	JE #67766	Deposit - Cash Receipts 7/25 #7	7,292.03		2,182.64	1,938.70	2,548.09		624.60
7/27/2017	JE #67782	POA Payroll Reimb PPE 7/16/17	4,065.28	4,065.28					
7/27/2017	JE #67781	POA Payroll Reimb PP 16/17 w/s correction	3,560.63	3,560.63					
7/27/2017	JE #67779	POA AP Reimbursement	3,361.69	3,361.69					
7/27/2017	JE #67835	Deposit - Cash Receipts 7/25 #1	13,565.29		4,169.73	3,398.60	4,782.01		1,214.95
7/27/2017	JE #67835	Deposit - Cash Receipts 7/25 #2	8,226.38	20.00	2,312.79	2,035.92	3,089.83		767.84
7/27/2017	JE #67835	Deposit - Cash Receipts 7/25 #3	7,340.79		1,856.94	1,696.17	3,056.72		730.96
7/27/2017	JE #67835	Deposit - Cash Receipts 7/25 #4	8,432.59		2,645.58	2,298.46	2,784.46		704.09
7/27/2017	JE #67835	Deposit - Cash Receipts 7/25 #5	7,543.00		2,766.70	2,283.75	2,261.82		630.73
7/27/2017	JE #67835	Deposit - Cash Receipts 7/25 #8	9,868.98	20.00	3,321.45	2,916.01	2,836.06		775.46
7/31/2017	JE #67838	Interest	14.66	14.65					
		TOTAL Income	256,520.38	24,916.33	85,409.60	46,754.99	71,237.28	4,214.15	23,988.03
Date	JE # or CK #	Vendor	TOTAL	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
7/3/2017	JE #67836	Bank Fees	18.76	18.76					
7/6/2017	21987	Payroll Checks (Live Checks)	1,524.78		1,524.78				
7/6/2017	502974	EDD EFT	1,126.43	276.75	220.29		581.49	29.59	18.31
7/6/2017	502975	EFTPS EFT	5,492.43	847.00	881.54		3,333.33	237.78	192.78
7/6/2017	502976	American Funds EFT	484.76				396.46	88.30	
7/6/2017	502977	CalPERS EFT	2,094.07	1,151.29	942.78				
7/6/2017	502978	CalPERS 457 EFT	921.03	530.00	208.62		135.79	46.62	
7/6/2017	502979	SVB EFT - Payroll Checks (Direct Deposits)	20,431.86	5,712.68	3,915.47		8,324.50	1,333.91	1,145.30
7/13/2017	584	Verizon Wireless	361.27						
7/13/2017	585	Williams Scotsman	293.58		146.79	146.79			
7/13/2017	21988	Computer Logistics	48.00	48.00					
7/13/2017	21989	Diane Deckard Lawfirm	9,600.00	9,600.00					
7/13/2017	21990	Don Erickson Oil	1,832.57	467.52	394.82	318.17	410.31		241.75
7/13/2017	21991	Ferguson Waterworks	1,034.54		87.33	947.21			
7/13/2017	21992	Heaton Steel & Supply	348.61		298.22	50.39			
7/13/2017	21993	KD Management	2,770.00	2,770.00					
7/13/2017	21994	Les Schwab Tire Center	2,081.54				2,081.54		
7/13/2017	21995	LSCSD Utilities	446.81	291.37			69.47		85.97
7/13/2017	21996	Mountain Air	192.25	192.25					
7/13/2017	21997	N.C.G.T Security Fund	18,430.00	5,037.00	5,152.00		5,049.00	1,596.00	1,596.00
7/13/2017	21998	Petty Cash	31.55	12.08				9.14	10.33
7/13/2017	21999	Quill Corp	378.60	313.33			42.46		23.81
7/13/2017	22000	Rancho Hills Community Association	262.50			262.50			
7/13/2017	22001	SHN Consulting Engineers & Geologists	741.00			741.00			
7/13/2017	22002	Siskiyou Daily News	67.75	67.75					
7/13/2017	22003	Siskiyou Disposal	260.00	85.00	42.50	42.50	40.00		40.00
7/13/2017	22004	Siskiyou Fire Equipment	82.00						82.00
7/13/2017	22005	Solano's Inc.	1,679.34	193.65	44.73		1,423.21		17.75
7/13/2017	22006	Suburban Propane	10.00				5.00		5.00
7/13/2017	22007	US Bank Equipment Finance	246.89				246.89		
7/13/2017	22008	Us Postal Services	1,593.44	1,593.44					
7/13/2017	22009	Wal-Mart	63.90		26.95	26.95			
7/13/2017	22010	Western Business Products	158.14	158.14					
7/13/2017	22011	Golden State Risk Management Authority	108,288.00	19,531.66	28,600.21	16,241.94	21,572.95	4,156.00	18,185.24
7/20/2017	586	CalPERS Financial & Acct- Classic	50,351.00	27,189.54	23,161.46				
7/20/2017	587	CalPERS Financial & Acct- PEPRA	53.00	28.62	24.38				
7/20/2017	22012	Payroll Checks (Live Checks)	1,423.86		1,423.86				
7/20/2017	22013	Union Dues	688.96	260.00	202.00		176.72	50.24	
7/20/2017	502994	EDD EFT	1,087.88	296.05	295.14		423.66	39.74	33.29
7/20/2017	502995	EFTPS EFT	5,314.41	872.96	1,057.20		2,828.55	289.02	266.68
7/20/2017	502996	American Funds EFT	495.04				413.44	81.60	
7/20/2017	502997	CalPERS EFT	2,171.22	1,200.25	970.97				
7/20/2017	502998	CalPERS 457 EFT	931.08	530.00	208.62		135.79	56.67	
7/20/2017	502999	SVB EFT - Payroll Checks (Direct Deposits)	21,530.00	6,008.58	4,430.46		7,891.63	1,622.96	1,576.37
7/20/2017	22014	Stan Beck Vacation Check	1,483.82				1,483.82		
7/20/2017	503000	EDD EFT	78.57				78.57		
7/20/2017	503001	EFTPS EFT	513.11				513.11		
7/26/2017	22016	Payroll Checks (Live Checks)	815.08	815.08					

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
July 2017			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
7/26/2017	603002	EDD EFT	63.39	63.39					-
7/26/2017	603003	EFTPS EFT	25.90	25.90					-
7/26/2017	603004	CalPERS EFT	115.06	115.06					-
7/27/2017	688	AT&T	73.28		36.64	36.64			-
7/27/2017	689	Pacific Power	18,843.37	870.26	5,590.84	11,667.38	195.41		319.48
7/27/2017	690	Utility Telephone	446.06	267.64			133.82		44.60
7/27/2017	691	First Ntl. Bank-SP	323.61						323.61
7/27/2017	692	First Ntl. Bank-RM	940.52	528.58	205.97	205.97			-
7/27/2017	693	First Ntl. Bank-MW	813.28				531.56	281.72	-
7/27/2017	694	Williams Scotsman	293.58		146.79	146.79			-
7/27/2017	22016	AT&T	197.64			197.64			-
7/27/2017	22017	Basic Lab	128.00			128.00			-
7/27/2017	22018	Deepwoods Embroidery & Design	332.73		166.36	166.37			-
7/27/2017	22019	Huy & Cry	38.00	38.00					-
7/27/2017	22020	KD Management	3,931.00	3,931.00					-
7/27/2017	22021	Kellie Power	465.00	400.00			32.50		32.50
7/27/2017	22022	Kirsher, Winston, & Boston	2,488.50	2,418.50	30.00				40.00
7/27/2017	22023	Leon St. Pierre-J&L Electric	2,347.46			2,347.46			-
7/27/2017	22024	LSPOA	716.37	716.37					-
7/27/2017	22025	Premier Oil Change	547.66				547.66		-
7/27/2017	22026	Quill Corp	284.18	284.18					-
7/27/2017	22027	Suburban Propane	175.00	175.00					-
7/27/2017	22028	SWRCB	2,444.00			2,444.00			-
7/27/2017	22029	Wal-Mart	106.06		53.03	53.03			-
7/31/2017	JE #67837	Returned Deposited Item Fees	20.00	20.00					-
		TOTAL DISTRIBUTION	306,274.08	95,952.63	80,490.75	36,170.73	59,368.64	9,919.29	24,372.04
7/1/2017		BEGINNING BALANCE	253,014.48	67,081.00	113,703.81	20,007.94	78,982.35	(26,590.79)	(169.83)
		DEPOSITS/TRANSFERS	256,520.38	24,916.33	85,409.60	46,764.99	71,237.28	4,214.15	23,988.03
		DISBURSEMENTS	(306,274.08)	(95,952.63)	(80,490.75)	(36,170.73)	(59,368.64)	(9,919.29)	(24,372.04)
7/31/2017		ENDING BALANCE	203,260.78	(3,955.30)	118,622.66	30,592.20	90,850.99	(32,295.93)	(563.84)
7/27/2017	JE #67853	Reclassified Items - prepaid postage expensed		15.91			(9.35)		(6.56)
7/31/2017		FINAL BALANCE	203,260.78	(3,939.39)	118,622.66	30,592.20	90,841.64	(32,295.93)	(560.40)

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1C

July 2017 Detailed Budget Comparison 2017/2018 YTD

For the Period: 7/1/2017 to 7/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	8/10/2017 % Bud
Fund: 10 - LSCSD General Fund						
Revenues						
Dept: 00						
Acct Class: 4055 Operational Income						
4055.000 Misc Operational Income	500.00	500.00	119.00	119.00	381.00	23.8
5050.000 Transfer Fees	3,000.00	3,000.00	280.00	280.00	2,720.00	9.3
Acct Class: 4060 Interest						
5080.000 Interest Earned-OPS	200.00	200.00	14.65	14.65	185.35	7.3
5081.000 Interest Earned-RSV	750.00	750.00	0.00	0.00	750.00	0.0
Acct Class: 4070 Rents						
4070.000 Antenna Lease Revenue	22,655.00	22,655.00	1,512.09	1,512.09	21,142.91	6.7
Dept: 22 Medical Clinic						
Acct Class: 4070 Rents						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	5,022.00	5,022.00	55,242.00	8.3
Revenues	87,369.00	87,369.00	6,947.74	6,947.74	80,421.26	8.0
Expenditures						
Dept: 01 General Admin						
Acct Class: 5000 General Operating Expense						
7032.000 Filing Fees	250.00	250.00	0.00	0.00	250.00	0.0
7033.000 Licenses, Permits, Fees	3,000.00	3,000.00	82.76	82.76	2,937.24	2.1
7034.000 Dues & Subscriptions	5,100.00	5,100.00	0.00	0.00	5,100.00	0.0
7062.000 Repair & Maintenance	3,500.00	3,500.00	39.91	39.91	3,460.09	1.1
7064.000 Materials/Supplies/Small Tools	500.00	500.00	0.00	0.00	500.00	0.0
7101.000 Property Taxes	140.00	140.00	0.00	0.00	140.00	0.0
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	5,000.00	5,000.00	142.09	142.09	4,857.91	2.8
7050.200 Off Exp-Postage	6,000.00	6,000.00	1,629.32	1,629.32	4,370.68	27.2
7050.400 Off Exp-Maint	4,800.00	4,800.00	0.00	0.00	4,800.00	0.0
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	206,874.51	206,874.51	16,956.89	16,956.89	189,917.62	8.2
7513.000 Payroll-TAXES	5,169.68	5,169.68	430.22	430.22	4,739.46	8.3
7514.000 Payroll-Benefits	53,469.36	53,469.36	5,037.00	5,037.00	48,432.36	9.4
7516.200 Pension Cost (CalPERS)	16,202.04	16,202.04	1,322.12	1,322.12	14,879.92	8.2
7516.500 CalPERS UAL Expense	30,800.95	30,800.95	27,213.92	27,213.92	3,587.03	88.4
7518.000 Workers Comp	2,265.49	2,265.49	17,669.00	17,669.00	-15,603.51	788.7
7530.100 PR Reimbursement Admin	-113,508.30	-113,508.30	-4,188.59	-4,188.59	-109,319.71	3.7
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
7551.000 Meals	500.00	500.00	0.00	0.00	500.00	0.0
Acct Class: 5024 Professional Services						
7035.000 Advertising	500.00	500.00	0.00	0.00	500.00	0.0
7041.000 Legal	35,000.00	35,000.00	0.00	0.00	35,000.00	0.0
7041.001 Special Legal - Moller	25,000.00	25,000.00	0.00	0.00	25,000.00	0.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	106,200.00	106,200.00	5,996.00	5,996.00	100,204.00	5.6
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	600.00	600.00	1,128.61	1,128.61	-528.61	188.1
Acct Class: 5055 Utilities						
7105.000 Utilities - CSD	1,000.00	1,000.00	130.24	130.24	869.76	13.0
7105.100 Util-Telephone	2,300.00	2,300.00	133.82	133.82	2,166.18	5.8
7105.200 Util-Electric	4,200.00	4,200.00	356.47	356.47	3,843.53	8.5
7105.400 Utilities-Propane	500.00	500.00	87.50	87.50	412.50	17.5
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	-380,259.00	-380,259.00	-68,390.41	-68,390.41	-311,868.59	18.0
Dept: 22 Medical Clinic						
Acct Class: 5000 General Operating Expense						
7062.000 Repair & Maintenance	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
7080.000 Interest Expense	2,500.00	2,500.00	0.00	0.00	2,500.00	0.0
7084.000 Loan Principle Expense	41,500.00	41,500.00	0.00	0.00	41,500.00	0.0
Medical Building Reserves	8,164.27	8,164.27	680.33	0.00	7,483.67	8.3
Acct Class: 5010 Payroll						
7530.000 Payroll Reimbursement	2,500.00	2,500.00	50.54	50.54	2,449.46	2.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	0.00	0.00	260.00	260.00	-260.00	0.0
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	600.00	600.00	0.00	0.00	600.00	0.0
Expenditures	87,369.00	87,369.00	6,947.74	6,267.41	80,420.99	7.9

For the Period: 7/1/2017 to 7/31/2017		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	Page: 2 % Bud
Fund: 15 - LSCSD Sewer Dept							
Revenues							
Dept: 00							
Acct Class: 4001 Assessments & Revenues							
4001.100	Assmt/Revenue-Residential	473,198.40	473,198.40	118,446.30	118,446.30	354,752.10	25.0
4001.200	Assmt/Revenue-Standby	66,060.00	66,060.00	32,940.00	32,940.00	33,120.00	49.9
4001.300	Assmt/Revenue-Commercial	4,939.00	4,939.00	826.56	826.56	4,112.44	16.7
4003.000	Late Payment Revenue	2,800.00	2,800.00	-2.88	-2.88	2,802.88	-0.1
Acct Class: 4055 Operational Income							
5004.000	Sewer Hook Up Fee	21,746.00	21,746.00	7,248.50	7,248.50	14,497.50	33.3
5005.000	Sewer Payment Contracts	252.00	252.00	0.00	0.00	252.00	0.0
Acct Class: 4060 Interest							
5081.000	Interest Earned-RSV	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
Dept: 23 Green Waste Site							
Acct Class: 4055 Operational Income							
4055.000	Misc Operational Income	3,000.00	3,000.00	334.00	334.00	2,666.00	11.1
Revenues		574,795.40	574,795.40	159,792.48	159,792.48	415,002.92	27.8
Expenditures							
Dept: 01 General Admin							
Acct Class: 5000 General Operating Expense							
7033.000	Licenses, Permits, Fees	8,000.00	8,000.00	0.41	0.41	7,999.59	0.0
7034.000	Dues & Subscriptions	500.00	500.00	0.00	0.00	500.00	0.0
7062.000	Repair & Maintenance	20,000.00	20,000.00	0.00	0.00	20,000.00	0.0
7064.000	Materials/Supplies/Small Tools	5,000.00	5,000.00	27.37	27.37	4,972.63	0.5
7080.000	Interest Expense	23,399.88	23,399.88	0.00	0.00	23,399.88	0.0
7085.000	Municipal Finance Principle	37,625.56	37,625.56	0.00	0.00	37,625.56	0.0
7100.000	Lease/Rent Expense	1,775.00	1,775.00	293.58	293.58	1,481.42	16.5
Acct Class: 5005 Office Expense							
7050.100	Off Exp-Supplies	400.00	400.00	0.00	0.00	400.00	0.0
7050.200	Off Exp-Postage	100.00	100.00	0.00	0.00	100.00	0.0
Acct Class: 5010 Payroll							
7501.000	Payroll Expense	176,896.95	176,896.95	15,032.09	15,032.09	161,864.86	8.5
7513.000	Payroll-TAXES	4,301.01	4,301.01	217.97	217.97	4,083.04	5.1
7514.000	Payroll-Benefits	63,678.72	63,678.72	5,152.00	5,152.00	58,526.72	8.1
7516.200	Pension Cost (CalPERS)	13,804.73	13,804.73	1,027.43	1,027.43	12,777.30	7.4
7516.500	CalPERS UAL Expense	21,404.05	21,404.05	23,190.08	23,190.08	-1,786.03	108.3
7518.000	Workers Comp	23,298.94	23,298.94	15,339.00	15,339.00	7,959.94	65.8
7530.000	Payroll Reimbursement	-112,792.14	-112,792.14	-11,646.28	-11,646.28	-101,145.86	10.3
7552.000	Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7556.000	Uniforms	1,200.00	1,200.00	397.58	397.58	802.42	33.1
Acct Class: 5015 Travel/Training/meals							
7550.000	Travel & Training	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
7551.000	Meals	400.00	400.00	0.00	0.00	400.00	0.0
Acct Class: 5024 Professional Services							
7001.000	Accounting Audit/Review	4,375.00	4,375.00	0.00	0.00	4,375.00	0.0
7041.000	Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Acct Class: 5025 Contractual							
7026.000	Contract Services	20,000.00	20,000.00	0.00	0.00	20,000.00	0.0
Acct Class: 5030 Insurance, Liability							
7040.000	Insurance (Liability)	19,800.00	19,800.00	13,261.21	13,261.21	6,538.79	67.0
Acct Class: 5055 Utilities							
7105.100	Util-Telephone	490.00	490.00	36.64	36.64	453.36	7.5
7105.200	Util-Electric	52,000.00	52,000.00	5,587.01	5,587.01	46,412.99	10.7
7105.300	Util-Waste	510.00	510.00	42.50	42.50	467.50	8.3
Acct Class: 5075 Equipment							
7061.000	Rental Equipment	500.00	500.00	0.00	0.00	500.00	0.0
7063.000	Fuel	5,000.00	5,000.00	622.29	622.29	4,377.71	12.4
7065.000	Vehicle Repair/Maintenance	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
Acct Class: 6000 Admin Overhead Alloc							
7002.000	Admin Overhead Alloc	159,708.78	159,708.78	28,723.98	28,723.98	130,984.80	18.0
Acct Class: 6010 Capital Expenditures							
7010.000	Capital Improvement	218,000.00	218,000.00	3.83	3.83	217,996.17	0.0
	Less Reimbursement due from LAIF Savings	-218,000.00	-218,000.00	-3.83	-3.83	-217,966.17	0.0
Dept: 23 Green Waste Site							
Acct Class: 5000 General Operating Expense							
7064.000	Materials/Supplies/Small Tools	200.00	200.00	0.00	0.00	200.00	0.0
Acct Class: 5010 Payroll							
7530.000	Payroll Reimbursement	5,000.00	5,000.00	123.31	123.31	4,876.69	2.5
Acct Class: 5075 Equipment							
7063.000	Fuel	200.00	200.00	0.00	0.00	200.00	0.0
Expenditures		564,776.48	564,776.48	97,428.17	97,428.17	467,378.31	17.3

For the Period: 7/1/2017 to 7/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 20 - LSCSD Water Dept						
Revenues						
Dept: 00						
Acct Class: 4001 Assessments & Revenues						
4001.100 Assmt/Revenue-Residential	332,911.56	332,911.56	84,047.74	84,047.74	248,863.82	25.2
4001.200 Assmt/Revenue-Standby	103,920.00	103,920.00	51,760.00	51,760.00	52,160.00	49.8
4001.300 Assmt/Revenue-Commercial	14,293.24	14,293.24	1,618.30	1,618.30	12,674.94	11.3
4003.000 Late Payment Revenue	9,000.00	9,000.00	-3.19	-3.19	9,003.19	0.0
Acct Class: 4020 Construction-New Home						
4075.000 Water Capacity Expansion Fee	960.00	960.00	0.00	0.00	960.00	0.0
5006.000 Water Hook Up Fee	795.00	795.00	0.00	0.00	795.00	0.0
Acct Class: 4060 Interest						
5081.000 Interest Earned-RSV	13,100.00	13,100.00	0.00	0.00	13,100.00	0.0
Dept: 22 Medical Clinic						
Acct Class: 4050 Other Operating Revenues						
4054.000 Loan Principle Revenue	39,824.81	39,824.81	0.00	0.00	39,824.81	0.0
Revenues	514,804.61	514,804.61	137,422.85	137,422.85	377,381.76	26.7
Expenditures						
Acct Class: 5000 General Operating Expense						
7033.000 Licenses, Permits, Fees	6,000.00	6,000.00	0.40	0.40	5,999.60	0.0
7034.000 Dues & Subscriptions	1,300.00	1,300.00	262.50	262.50	1,037.50	20.2
7062.000 Repair & Maintenance	45,000.00	45,000.00	0.00	0.00	45,000.00	0.0
7064.000 Materials/Supplies/Small Tools	4,000.00	4,000.00	27.37	27.37	3,972.63	0.7
7100.000 Lease/Rent Expense	1,775.00	1,775.00	293.58	293.58	1,481.42	16.5
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	650.00	650.00	0.00	0.00	650.00	0.0
7050.200 Off Exp-Postage	800.00	800.00	0.00	0.00	800.00	0.0
Acct Class: 5010 Payroll						
7530.000 Payroll Reimbursement	112,792.14	112,792.14	11,595.74	11,595.74	101,196.40	10.3
7556.000 Uniforms	1,200.00	1,200.00	397.60	397.60	802.40	33.1
Acct Class: 5015 Travel/Training/Meals						
7550.000 Travel & Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7551.000 Meals	350.00	350.00	0.00	0.00	350.00	0.0
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	4,125.00	4,125.00	0.00	0.00	4,125.00	0.0
7041.000 Legal	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	16,100.00	16,100.00	2,475.46	2,475.46	13,624.54	15.4
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	21,650.00	21,650.00	16,241.94	16,241.94	5,408.06	75.0
Acct Class: 5055 Utilities						
7105.100 Util-Telephone	2,900.00	2,900.00	234.28	234.28	2,665.72	8.1
7105.200 Util-Electric	97,000.00	97,000.00	11,667.38	11,667.38	85,332.62	12.0
7105.300 Util-Waste	510.00	510.00	42.50	42.50	467.50	8.3
Acct Class: 5075 Equipment						
7063.000 Fuel	5,000.00	5,000.00	548.55	548.55	4,451.45	11.0
7065.000 Vehicle Repair/Maintenance	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	159,708.78	159,708.78	28,723.97	28,723.97	130,984.81	18.0
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	244,000.00	244,000.00	0.00	0.00	244,000.00	0.0
Less Reimbursement due from LAIF Savings	-244,000.00	-244,000.00	0.00	0.00	-244,000.00	0.0
Expenditures	490,860.92	490,860.92	72,511.27	72,511.27	418,349.65	14.8

For the Period: 7/1/2017 to 7/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 25 - LSCSD Police Department						
Revenues						
Acct Class: 4001 Assessments & Revenues						
4001.100 Assmt/Revenue-Residential	136,070.00	136,070.00	34,237.50	34,237.50	101,832.50	25.2
4001.200 Assmt/Revenue-Standby	265,560.00	265,560.00	142,175.00	142,175.00	143,385.00	49.8
4001.300 Assmt/Revenue-Commercial	3,410.00	3,410.00	1,705.00	1,705.00	1,705.00	50.0
4003.000 Late Payment Revenue	5,700.00	5,700.00	-8.04	-8.04	5,708.04	-0.1
Acct Class: 4050 Other Operating Revenues						
5054.000 Animal Control Fees - Other	300.00	300.00	0.00	0.00	300.00	0.0
5055.000 Animal License Fee	4,200.00	4,200.00	780.00	780.00	3,420.00	18.6
5056.000 Warrant	1,500.00	1,500.00	22.81	22.81	1,477.19	1.5
5062.000 Event Donations	500.00	500.00	0.00	0.00	500.00	0.0
Acct Class: 4055 Operational Income						
4056.000 Misc-Non Operating Income	3,200.00	3,200.00	0.00	0.00	3,200.00	0.0
Acct Class: 4060 Interest						
5081.000 Interest Earned-RSV	625.00	625.00	0.00	0.00	625.00	0.0
Revenues	441,065.00	441,065.00	178,912.27	178,912.27	262,152.73	40.6

For the Period: 7/1/2017 to 7/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 25 - LSCSD Police Department

Expenditures

Acct Class: 5000 General Operating Expense

7033.000 Licenses, Permits, Fees	1,600.00	1,600.00	0.00	0.00	1,600.00	0.0
7034.000 Dues & Subscriptions	2,600.00	2,600.00	0.00	0.00	2,600.00	0.0
7062.000 Repair & Maintenance	1,300.00	1,300.00	0.00	0.00	1,300.00	0.0
7064.000 Materials/Supplies/Small Tools	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0

Acct Class: 5005 Office Expense

7050.100 Off Exp-Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7050.200 Off Exp-Postage	400.00	400.00	9.35	9.35	390.65	2.3
7050.400 Off Exp-Maint	1,850.00	1,850.00	246.89	246.89	1,603.11	13.3

Acct Class: 5010 Payroll

7501.000 Payroll Expense	210,974.00	210,974.00	24,065.88	24,065.88	186,908.12	11.4
7513.000 Payroll-TAXES	17,584.73	17,584.73	1,841.08	1,841.08	15,743.65	10.5
7514.000 Payroll-Benefits	73,344.24	73,344.24	5,049.00	5,049.00	68,295.24	6.9
7516.100 Pension Cost (EJ)	11,537.04	11,537.04	809.90	809.90	10,727.14	7.0
7518.000 Workers Comp	14,642.26	14,642.26	18,594.00	18,594.00	-3,951.74	127.0
7530.000 Payroll Reimbursement	1,200.00	1,200.00	0.00	0.00	1,200.00	0.0
7552.000 Employee Physical Exams-Shots	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7556.000 Uniforms	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0

Acct Class: 5015 Travel/training/meals

7550.000 Travel & Training	6,000.00	6,000.00	0.00	0.00	6,000.00	0.0
7551.000 Meals	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5024 Professional Services

7001.000 Accounting Audit/Review	3,125.00	3,125.00	0.00	0.00	3,125.00	0.0
7035.000 Advertising	500.00	500.00	0.00	0.00	500.00	0.0
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5025 Contractual

7026.000 Contract Services	3,000.00	3,000.00	162.50	162.50	2,837.50	5.4
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Acct Class: 5030 Insurance, Liability

7040.000 Insurance (Liability)	10,000.00	10,000.00	2,978.95	2,978.95	7,021.05	29.8
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Acct Class: 5055 Utilities

7105.000 Utilities - CSD	600.00	600.00	63.76	63.76	536.24	10.6
7105.100 Util-Telephone	5,000.00	5,000.00	133.82	133.82	4,866.18	2.7
7105.200 Util-Electric	2,850.00	2,850.00	195.41	195.41	2,654.59	6.8
7105.300 Util-Waste	480.00	480.00	40.00	40.00	440.00	8.3
7105.400 Utilities-Propane	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5075 Equipment

7063.000 Fuel	7,500.00	7,500.00	1,086.46	1,086.46	6,413.54	14.5
7065.000 Vehicle Repair/Maintenance	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
7067.000 Vehicle Replacement	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0

Acct Class: 6000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	30,420.72	30,420.72	5,471.23	5,471.23	24,949.49	18.0
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Acct Class: 6010 Capital Expenditures

7010.000 Capital Improvement	35,500.00	35,500.00	0.00	0.00	35,500.00	0.0
Less Reimbursement due from LAIF Savings	-35,500.00	-35,500.00	0.00	0.00	-35,500.00	0.0

Expenditures	426,017.99	426,017.99	60,748.23	60,748.23	365,269.76	14.3
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For the Period: 7/1/2017 to 7/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 26 - COPS Grant

Revenues

Acct Class: 4001 Assessments & Revenues

5075.000 Grant Income	100,000.00	100,000.00	0.00	0.00	100,000.00	0.0
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Revenues	100,000.00	100,000.00	0.00	0.00	100,000.00	0.0
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Expenditures

Acct Class: 5010 Payroll

7501.000 Payroll Expense	48,329.85	48,329.85	3,443.13	3,443.13	44,886.72	7.1
7513.000 Payroll-TAXES	4,131.23	4,131.23	263.40	263.40	3,867.83	6.4
7514.000 Payroll-Benefits	19,726.56	19,726.56	1,596.00	1,596.00	18,130.56	8.1
7516.100 Pension Cost (EJ)	2,354.98	2,354.98	169.90	169.90	2,185.08	7.2
7518.000 Workers Comp	4,538.17	4,538.17	4,156.00	4,156.00	382.17	91.6
7552.000 Employee Physical Exams-Shots	300.00	300.00	0.00	0.00	300.00	0.0
7556.000 Uniforms	500.00	500.00	281.72	281.72	218.28	56.3

Acct Class: 5015 Travel/training/meals

7550.000 Travel & Training	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
7551.000 Meals	500.00	500.00	0.00	0.00	500.00	0.0

Expenditures	84,380.79	84,380.79	9,910.15	9,910.15	74,470.64	11.7
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For the Period: 7/1/2017 to 7/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 30 - LSCSD Fire Department

Revenues

Dept: 00

Acct Class: 4001 Assessments & Revenues

4001.100 Assmt/Revenue-Residential	49,480.00	49,480.00	12,442.50	12,442.50	37,037.50	25.1
4001.200 Assmt/Revenue-Standby	54,900.00	64,900.00	32,312.50	32,312.50	32,587.50	49.8
4001.300 Assmt/Revenue-Commercial	1,060.00	1,060.00	530.00	530.00	530.00	50.0
4003.000 Late Payment Revenue	2,500.00	2,500.00	-2.01	-2.01	2,502.01	-0.1
5075.000 Grant Income	7,500.00	7,500.00	0.00	0.00	7,500.00	0.0

Acct Class: 4050 Other Operating Revenues

4076.000 Fire Suppression Expansion Fee	316.00	316.00	0.00	0.00	316.00	0.0
5040.000 Gain on Sale of Equipment	25,000.00	25,000.00	0.00	0.00	25,000.00	0.0
5056.000 Warrant	5,000.00	5,000.00	281.43	281.43	4,718.57	5.6
5062.000 Event Donations	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 4060 Interest

5081.000 Interest Earned-RSV	400.00	400.00	0.00	0.00	400.00	0.0
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Dept: 45 Mutual Aid Strike Team

Acct Class: 4055 Operational Income

4080.000 Strike Team Revenues	70,382.00	70,382.00	0.00	0.00	70,382.00	0.0
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Revenues	227,538.00	227,538.00	45,564.42	45,564.42	181,973.58	20.0
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Expenditures

Dept: 01 General Admin

Acct Class: 5000 General Operating Expense

7033.000 Licenses, Permits, Fees	350.00	350.00	0.00	0.00	350.00	0.0
7034.000 Dues & Subscriptions	925.00	925.00	0.00	0.00	925.00	0.0
7051.000 Public Safety Supplies	500.00	500.00	0.00	0.00	500.00	0.0
7051.100 Mandatory Safety Equipment	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
7062.000 Repair & Maintenance	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7064.000 Materials/Supplies/Small Tools	2,500.00	2,500.00	165.85	165.85	2,334.15	6.6
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0

Acct Class: 5005 Office Expense

7050.100 Off Exp-Supplies	650.00	650.00	0.00	0.00	650.00	0.0
7050.200 Off Exp-Postage	100.00	100.00	6.56	6.56	93.44	6.6

Acct Class: 5010 Payroll

7501.000 Payroll Expense	33,660.00	33,660.00	3,003.00	3,003.00	30,657.00	8.9
7513.000 Payroll-TAXES	2,865.77	2,865.77	229.73	229.73	2,636.04	8.0
7514.000 Payroll-Benefits	19,726.56	19,726.56	1,596.00	1,596.00	18,130.56	8.1
7516.100 Pension Cost (Ej)	2,059.20	2,059.20	0.00	0.00	2,059.20	0.0
7518.000 Workers Comp	12,785.80	12,785.80	12,498.00	12,498.00	287.80	97.7
7530.000 Payroll Reimbursement	500.00	500.00	0.00	0.00	500.00	0.0
7552.000 Employee Physical Exams-Shots	600.00	600.00	0.00	0.00	600.00	0.0
7556.000 Uniforms	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5015 Travel/training/meals

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	0.00	0.00	2,000.00	0.0
7551.000 Meals	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0

Acct Class: 5024 Professional Services

7001.000 Accounting Audit/Review	875.00	875.00	0.00	0.00	875.00	0.0
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5025 Contractual

7026.000 Contract Services	2,000.00	2,000.00	162.50	162.50	1,837.50	8.1
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Acct Class: 5030 Insurance, Liability

7040.000 Insurance (Liability)	8,250.00	8,250.00	5,687.24	5,687.24	2,562.76	68.9
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Acct Class: 5055 Utilities

7105.000 Utilities - CSD	850.00	850.00	80.26	80.26	769.74	9.4
7105.100 Util-Telephone	2,600.00	2,600.00	44.60	44.60	2,555.40	1.7
7105.200 Util-Electric	3,300.00	3,300.00	319.48	319.48	2,980.52	9.7
7105.300 Util-Waste	480.00	480.00	40.00	40.00	440.00	8.3
7105.400 Utilities-Propane	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0

Acct Class: 5075 Equipment

7063.000 Fuel	5,000.00	5,000.00	514.32	514.32	4,485.68	10.3
7065.000 Vehicle Repair/Maintenance	10,000.00	10,000.00	0.00	0.00	10,000.00	0.0
7075.000 VFA Grant Equipment	15,000.00	15,000.00	0.00	0.00	15,000.00	0.0

Acct Class: 5000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	30,420.72	30,420.72	5,471.23	5,471.23	24,949.49	18.0
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Acct Class: 6010 Capital Expenditures

7010.000 Capital Improvement	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
Less Reimbursement due from LAIF Savings	-3,000.00	-3,000.00	0.00	0.00	-3,000.00	0.0

Dept: 45 Mutual Aid Strike Team

Acct Class: 5010 Payroll

7501.000 Payroll Expense	33,669.50	33,669.50	0.00	0.00	33,669.50	0.0
7513.000 Payroll-TAXES	3,673.22	3,673.22	0.00	0.00	3,673.22	0.0
7518.000 Workers Comp	4,055.65	4,055.65	0.00	0.00	4,055.65	0.0

Expenditures	224,396.42	224,396.42	29,818.77	29,818.77	194,577.65	13.3
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Grand Total Net Effect:

67,770.41

67,770.41

251,275.43

251,275.43

-183,505.02

QUARTERLY REPORT TO THE BOARD

Prepared 8/10/2017

April 2017 - June 2017

LAIF ACCOUNT

Fund Balance Acct # 0015

Interest Effective 6/30/2017	Interest total 4,652.02	Current Rate 0.920%
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	Balance 6/30/17 (after transaction activity)	Calculation of Interest (% of total)	Interest Earned on 6/30/17	Ending Balance at 6/30/17
10 General	163,073.10	8.693%	404.41	163,477.51
15 Sewer	388,783.00	20.725%	964.15	389,747.15
20 Water	975,006.45	51.976%	2,417.94	977,424.39
25 Police	264,506.98	14.100%	655.96	265,162.94
30 Fire	84,503.99	4.505%	209.56	84,713.55
26 COPS	-	0.000%	-	-
	1,875,873.52	100.000%	4,652.02	1,880,525.54

Transaction activity: April 2017

GM transferred funds of \$138,000 from LAIF to SVB CSD checking account on 4/7/17 ratified on 4/19/17 and per Board Resolution 3-15 on 4/15/2015 for \$500,000 owed to Water Fund from General Fund payment of \$11,000 including interest each quarter, ending balance shown below for April 2017 payment posted 4/15/2017:

	Beginning Balance 4/1/17	Interfund LAIF transfer posted 4/15/17	Transfer from LAIF posted 4/7/17	Balance after transfers 4/30/17	% of total
10 General	183,073.45	(11,000.00)		172,073.45	8.523%
15 Sewer	475,618.73	-		475,618.73	23.559%
20 Water	1,149,170.37	11,000.00	(138,000.00)	1,022,170.37	50.631%
25 Police	264,506.98	-		264,506.98	13.102%
30 Fire	84,503.99	-		84,503.99	4.186%
26 COPS	-	-		-	0.000%
	2,156,873.52	-	(138,000.00)	2,018,873.52	100.000%

Transaction activity: May 2017

No Activity

Transaction activity: June 2017

GM transferred funds of \$143,000 from LAIF to SVB CSD checking account on 6/26/17 to ratify on 8/16/17:

	Beginning Balance 4/1/17	Transfer from LAIF posted 6/26/17	Balance after transfers 6/30/17	% of total
10 General	172,073.45	(9,000.35)	163,073.10	8.693%
15 Sewer	475,618.73	(86,835.73)	388,783.00	20.725%
20 Water	1,022,170.37	(47,163.92)	975,006.45	51.976%
25 Police	264,506.98		264,506.98	14.100%
30 Fire	84,503.99		84,503.99	4.505%
26 COPS	-		-	0.000%
	2,018,873.52	(143,000.00)	1,875,873.52	100.000%



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1E

MEMORANDUM

TO: LSCSD Board of Directors

FROM: Debbie Nelle, Senior Accounting Clerk

DATE: June 27, 2017

RE: Ratification of transfer from LAIF Reserves to CSD Operating account

This is a request to ratify transfer of funds from LSCSD Reserves in LAIF to the CSD Operating bank account at Scott Valley Bank. This is for funds already spent on budgeted and unanticipated expenditure items. These items have already been paid from the Operating fund checking account and this will replenish those funds.

Recommended approval of transfer from LAIF to Scott Valley Bank Operating account for **\$47,163.92** from Water Department Reserves for the Budgeted Rehab to Well #4 and the Water tank dive inspections, **\$87,229.69** from Sewer Department Reserves for budgeted rebuild of Station B-113, new sewer camera and ongoing power installation contract for the sewer ponds and **\$9,000.35** from General Fund Reserves for the new Lanier print/copy/scan/fax machine. Since LAIF requires withdrawal transactions to be in \$1,000 increments only, the transfer to ratify is for **\$143,000.00**. General Manager Drexel has called LAIF to process the transfer and funds were received in the Scott Valley Bank account on June 26, 2017.

<u>Reserve Items to transfer from LAIF:</u>			
	<u>General</u>	<u>Sewer</u>	<u>Water</u>
General Funds	9,000.35		
Sewer Funds		87,229.69	
Water Funds			47,163.92
Costs per fund:	9,000.35	87,229.69	47,163.92



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

Phone 530-938-3161

Fax 530-938-3179

For the month of July LSFD responded to a total of 37 calls.

This included:

- 18 Medical Aids
- 3 Structure Fires
- 1 Illegal burning
- 8 Public Assists
- 5 Wildland Fires
- 1 Traffic Collision
- 1 Smoke Check

On July 29th Engine 3112 was sent on its first strike team to the Pleasant Valley area. It was a short 18 hour assignment but still managed to bring in nearly \$5,000 in revenue.

This month we also received our reward letter for the VFA Grant. The VFA Grant is a wildland safety based matching grant. The great news is we were rewarded for all items I had asked for which includes fire suppression tools, safety gear, helmets, new hose for 2 engines and a portable pump for a total over \$15,000.

Lake Shastina Police Department

Inter-Office Memo

Lake Shastina C.S.D. Board Report

July 2017

The Lake Shastina Police Department responded to approximately 204 calls during the month of July which including the follows:

Regular Police Calls:

Disturbance – 3	Trespassing– 5	Illegal Fireworks. – 7
Petty Theft - 4	Suspicious Veh – 3	Suspicious Circ – 6
Suspicious Person – 2	Burglar Alarm – 2	Vandalism – 1
Civil Issue – 5	Arson – 2	Threats – 1
Counterfeiting – 1	SCAM – 1	Camp Ground Ck – 18
Mental Health – 9	Welfare Check – 6	Noise Complaint – 1
Civil Standby – 1	Info to Citizen – 3	Suicidal – 1
House Watches – 13	Case FU – 37	Motorist Asst – 1
AOD CHP – 1	AOD SCSO – 1	AOD Fire – 2
AOD CSD – 1	Citizen Asst. – 7	Found Prop. – 3
Citizen Contact – 1	Field Interview – 1	SCAR Rpt. – 4
Medical Aid – 6	Wanted Person Tip – 1	Complaint – 1

Traffic:

Traffic Stops – 6	Suspended CDL – 1	DUI – 1
Unlicensed Driver – 2	Vehicle Impound: - 2	Wreckless – 1
Abandon - 2	Parking Violation – 1	

Other Arrests:

Obstruction – 1

Animal Calls:

Dogs at Large – 8	Barking Dog – 9	Found Dog - 3
Returned Dogs – 1	Lost Cat – 1	Dead Animal PU – 2
Osprey Rescue – 1		

Lake Shastina Police Department

Inter-Office Memo

Notable Events:

Chief had the opportunity to Speak to the Rotary Club of Weed meeting on July 13th and provided information on Code Red and Disaster Preparedness for Lake Shastina and the County.

On August 18th, the Department held a town hall meeting to discuss Animal Control Issues in the community and to hear input on existing Animal Control Ordinance. There were about 45 people total in attendance. We provided facts about our State, County, and local history and laws regarding animal control.

Citizens were informed the CSD Board approved, with a resolution, for our Police Department to utilize infractions, instead of the previous misdemeanor charges for all offences. We advised we are working with the County to finalize the necessary paperwork to proceed with direct file enforcement actions through the courts.

Officer Robison with her background in Fish and Game, spoke about coexisting with the wildlife in our area. Heavily discussed was feeding local deer and the risks to not only the deer, but to our pets and children, and why the law against it is in place.

She also shared about information about predator animals and birds, their place here and how we can best live with their presence.

We discussed the legal rights of residents protecting themselves, family, and pets in regards to aggressive predators. There were questions and answers.

The discussion of topics brought up many concerns and suggestions by our community members, which will help with decision making, as the existing ordinance is reviewed for changes and clarification.

A few residents, unable to attend the meeting wrote letters. These and any other letters received will be reviewed and considered.

We completed the meeting with a survey asking if the people were pleased with holding the meeting and if they wanted another one. As the allocated meeting time was more than filled. All community members agreed that they wanted to have another town hall. The date will be decided and notification will go out.

Chief had the opportunity to Speak to the Rotary Club of Weed on July 13th and provided information on Code Red and Disaster Preparedness.

DATE: 8/11/17

CSD COMMITTEES:

1. FY 2017/18 Budget / Finance Committee (1/18/17):
~~Director Graves~~
~~Director MacIntosh~~
Paula Mitchell
SAC Nelle
GM Drexel
2. Fire Department Advisory Committee (3/15/17):
Director Layne
Director Thomsson
Chief Pappas
GM Drexel
3. Police Department Advisory Committee (1/18/17 and 2/15/17):
Director Cupp
Chief Wilson
Karla and Dwayne Chandler
Lorene Miller
GM Drexel
4. Policy Committee (1/18/17):
~~Director Graves~~
Director Layne
SAC Nelle
GM Drexel
5. Drinking Water Wells – review and recommend new site locations (2/15/17 and 3/15/17):
Director Layne
~~Director MacIntosh~~
Don Moore
Paula Mitchell
PWS Moser
GM Drexel

NOTE: The General Manager is an ex-officio member of all standing committees.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

MINUTES

Fire Department Advisory Standing Committee Meeting

Tuesday, June 6, 2017 – 2:00 p.m.

Administration Building

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

CALL TO ORDER: 2:00 p.m.

Committee Roll Call:

Director Layne ✓ Director Thomsson absent FC Pappas ✓
Ex-Officio Member GM Drexel ✓

There were approximately 2 people in the audience.

PLEDGE OF ALLEGIANCE: Lorene Miller led the Pledge of Allegiance.

PUBLIC COMMENTS: None

COMMITTEE MEMBER COMMENTS: None

BUSINESS ITEMS:

1. Approval of Minutes May 2, 2017: Approved
2. Draft Fire Fuel Abatement Ordinance: Still under review and modification.
3. Trespass issue: GM Drexel consulted with Chief Wilson and District Counsel. It was concluded we had no trespass issues on unimproved lots.
4. Ambulance service: Nothing to add.
5. Next meeting scheduled for July 20, 2017 at 2:00 p.m.

ADJOURN: 2:30 p.m.

VERBAL UPDATE

US Cellular lease agreement for antennas on Water Tank 4 at 5300 Tennis Court
(GM Drexel)



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: AUGUST 16, 2017

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: EXCEPTIONAL EXPENSE REPORT – BALLARD LEAK

On the same day as office staff was fielding multiple calls regarding the problem with B-53 and Public Works was busy trying to get service back up to the southern part of the community, a call came into the office of a water leak. Public Works was contacted to investigate. A PW staff member met with a male resident and explained that the leak was on their side of the meter and not our responsibility. Sometime in the middle of this, Ms. Ballard spoke with the office and she maintained that someone in the office told her that we would have someone repair the leak at the district's expense. She also maintained that a PW staff member said it was our problem. It is likely that neither of these things happened. She waited a week and called back. At this point Robert spoke with her and informed her that it was not our problem, which she had already been told by the office. She was very upset and angry. Robert informed her that he would discuss the situation with me and see if there was anything the District could do. After discussing it with Robert and determining the situation was a no win, she said / he said scenario, I made the decision to credit them for the water usage as well as have the water line repaired. I told Robert to contact her and let her know to have it repaired and send the district the bill. I had not seen any estimates for the repairs, but figured it would be a reasonable expense to resolve the issue and satisfy an angry customer. Unfortunately, by the time I saw the estimate for work and the repair Invoice, the work had been completed. As it turned out, it was cheaper to run a new line than to remove the driveway and chase the leak and fix it.

The estimate for chasing the leak and repairing it and the driveway was considerably more than running a new line, which they opted for. We are in discussions with our insurance carrier for possible reimbursement.

It was mismanaged all the way through from staff to management, and efforts have been made to make sure this type of issue is not repeated.

RECOMMENDATION:

Information Only. No action needed.



SVM Plumbing Heating & Air
1413 South Main St
Yreka, CA 96097
CAL #876151

Estimate 899134
Job 895873
Estimate Date 7/18/2017
Completed Date
Customer PO

Billing Address
Sandra Ballard
6201 Hogan Drive
Weed, CA 96094 USA

Job Address
Sandra Ballard
6201 Hogan Drive
Weed, CA 96094 USA

Estimate Details

Spot repair leak under the driveway.: We do not know exactly where under the concrete the leak is. So we are not sure how much concrete we will have to remove/replace.

Task #	Description	Quantity	Your Price	Your Total
PM5E	Concrete removal, price includes jack hammer, dump truck disposal fees.	1.00	\$2,578.00	\$2,578.00
PI2B	Basic Water Delivery Component Repair	1.00	\$578.00	\$578.00
	Basic drip inspection			
	No drip connection upgrade			
	6 month warranty			
PM9E	Concrete replacement	1.00	\$3,715.00	\$3,715.00
	Price includes nessasary forming, concrete, concrete truck, and labor.			

Sub-Total \$6,871.00

Tax \$0.00

Total \$6,871.00

Est. Financing \$58.35/mo

Estimate approval-I hereby authorize the herein described work at the cost of \$6,871.00.

By the addition of my signature, I authorize the work at the price listed above. Thank you for calling SVM Plumbing Heating & Air. We appreciate your business, and will do everything in power to to see that you are satisfied. Terms and Conditions



SVM Plumbing Heating & Air
1413 South Main St
Yreka, CA 96097
CAL #876151

Invoice 898270
Invoice Date 7/26/2017
Completed Date 7/26/2017
Customer PO

Billing Address
Sandra Ballard
6201 Hogan Drive
Weed, CA 96094 USA

Job Address
Sandra Ballard
6201 Hogan Drive
Weed, CA 96094 USA

Description of Work

Price includes excavation from the water meter to the house and to the sprinklers. Installation of new water service connected under the house, sprinklers and a 2" yard hydrant. Also pressure regulator and valve. No concrete involved.

Task #	Description	Quantity	Your Price	Your Total
PI7D	Complete Water Delivery System Renovation	1.00	\$5,723.00	\$5,723.00
	Performance and safety testing			
	Area isolation control renovation			
	Can't leak connection upgrade			
	Infrastructure leak detection service			
	Visual pressure monitor renovation			
	18 month warranty			

Sub-Total \$5,723.00

Tax \$0.00

Total Due \$5,723.00

Balance Due \$5,723.00

Authorization to proceed with work---I hereby authorize the herein described work at the price listed, \$0.00.

By the addition of my signature, I agree that I have received a copy of this contract and I have read, understand and agree to the terms listed. Terms and Conditions

Acceptance of work performed---I acknowledge satisfactory completion of the described work, and that the premises have been left in a satisfactory condition. I agree that the amount set forth \$5,723.00 is the total flat price I have agreed to.

VERBAL

New Agreement with LSPOA. Report on Status. Direction to Staff (GM Drexel)

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

P.O. Box 944246
SACRAMENTO, CA 94244-2460
Website: www.fire.ca.gov
(916) 653-7772



August 3, 2017

Lake Shastina Fire Department
16309 Everhart Drive
Weed CA, 96064
ATTN: Steven Pappas

Dear Fire Chief Steven Pappas,

Congratulations! Lake Shastina Fire Department's 2017 Volunteer Fire Assistance (VFA) application has been selected for funding in the amount of \$7,519.50. Please be aware that due to the number of applications CAL FIRE received this year, we may have reduced your funding so that we could use the federal funds to the fullest.

Enclosed is your VFA Agreement 7FG17069 package to be completed and **returned to me no later than December 1, 2017** or the award will be forfeited. The package includes Instructions/Checklist, your department's VFA Agreement to be completed, your approved VFA award application, a copy of the CAL FIRE Board of Resolution template (if needed), the STD. 204 form with sample, and the AD 1048 form with sample. It is important that you read and follow the instructions carefully.

DO NOT purchase any items and or do any work until you receive a fully executed agreement signed by CAL FIRE with a letter advising you that you may purchase the items and /or begin work. Any items purchased and/or work done prior to the *last* CAL FIRE signature date will not be reimbursable.

If your governing body chooses not to accept the award, or your department cannot use any portion of the award, please notify me as soon as possible. This will enable us to reallocate the funds to another fire department.

Utilize the 2017 VFA Procedural Guide for important dates and instructions.

If you have any questions you may call me at (916) 653-3649 or email at [**Megan.Esfandiary@fire.ca.gov**](mailto:Megan.Esfandiary@fire.ca.gov).

Sincerely,

Megan Esfandiary
Grant Analyst
Grants Management Unit



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

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

IN THE MATTER OF:

Resolution Number: *-17

Approving the Department of Forestry and Fire Protection Agreement #7FG17069 for services from the date of last signatory on page 6 of the Agreement to June 30, 2018 under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Lake Shastina Community Services District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 6 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2017-18 up to and no more than the amount of \$7,519.50.

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

The foregoing resolution was duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, at a regular meeting thereof, held on the 16th day of August, 2017, by the following vote:

AYES:

NAYS:

ABSENT:

Signature, Board of Directors Member

_____, President
Printed Name and Title

Signature, Board of Directors Member

_____, Vice President
Printed Name and Title

-----CERTIFICATION OF RESOLUTION-----

ATTEST:

I Karl Drexel, Clerk of the Lake Shastina Community Services District, County of Siskiyou California do hereby certify that this is a true and correct copy of the original Resolution Number *-17.

WITNESS MY HAND OR THE SEAL OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT, on this 17th day of August, 2016.

OFFICIAL SEAL
OR NOTARY CERTIFICATION

Signature

Karl Drexel, General Manager/Secretary
Lake Shastina Community Services District
Title and Name of Local Agency

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 1 OF 6**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

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

THIS AGREEMENT, made and entered into **ON THE LAST SIGNATORY DATE ON PAGE 6**, by and between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and the Lake Shastina Community Services District Fire Department hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as an agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, United States Code, Title 16, Chapter 41, Section 2010 et seq., Volunteer Fire Assistance Program), hereinafter referred to as "VFA", and
2. The VFA has made funds available to STATE for redistribution, under certain terms and conditions, to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability, and
3. LOCAL AGENCY desires to participate in said VFA.

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

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **TIMELINESS:** Time is of the essence in this Agreement.
6. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the address specified in paragraph 11, with a postmark no later than December 1, 2017 or LOCAL AGENCY will forfeit the funds.
7. **GRANT AND BUDGET CONTINGENCY CLAUSE:** It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 2 OF 6**

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the State Fiscal Year 2017 for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

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

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

8. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$7,519.50** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Exhibit(s) A, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 6 and JUNE 30, 2018.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the address specified in paragraph 11, with a postmark no later than September 1, 2018 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice or proof of payment to vendor(s) must be included for items purchased.

9. **LIMITATIONS:** Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFA, upon expenditure of United States Government Funds. Pursuant to Title 7 of the Code of Federal Regulations, Section 3016.32 subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 16 below.

10. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFA Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Exhibit(s) A". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY. LOCAL AGENCY shall not use VFA Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFA Funds. **ADDRESSES:** The mailing addresses of the parties hereto, for all notices, billings, payments, repayments, or any other activity under the terms of the Agreement, are:

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 3 OF 6**

LOCAL AGENCY: Lake Shastina Community Services District Fire Department
16309 Everhart Drive
Weed CA 96094
Attention: Fire Chief Steven Pappas
Telephone Number(s): 530-938-3161
FAX Number: 530-938-3179
E-mail: firechief@lakeshastina.com

STATE: **Department of Forestry and Fire Protection**
Grants Management Unit, Attn: Megan Esfandiary
P. O. Box 944246
Sacramento, California 94244-2460
PHONE: (916) 653-3649
FAX (916) 653-8957

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

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 4 OF 6**

17. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned a VFA Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 11. The STATE will advise the LOCAL AGENCY contact of the VFA Property Number assigned.
18. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
19. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY, the dispute will be decided by STATE and its decision shall be final and binding.
20. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
21. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 5 OF 6**

- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

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

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

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

- 22. **TERM:** The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 6 and continue through June 30, 2018.
- 23. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
- 24. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
- 25. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 6 OF 6**

IN WITNESS WHEREOF, the parties have executed this **Agreement** as of the last signatory date below.

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION

LOCAL AGENCY:
LAKE SHASTINA COMMUNITY SERVICES
DISTRICT FIRE DEPARTMENT

By: _____
Signature

By: _____
*Signature

Dan Sendek
Printed Name

Karl Drexel
Printed Name

Staff Chief
Title
Cooperative Fire Programs

General Manager/Secretary
**Title
Lake Shastina Community Services District

Last Signatory Date

***Date

*Ensure that the officer signing here for LOCAL AGENCY IS THE SAME Officer authorized in the Resolution to execute this **Agreement**.

Ensure that the title entered here IS THE SAME title used in the Resolution for the Officer who is executing this **Agreement.

***Ensure that the date LOCAL AGENCY signs IS THE SAME DATE as the Resolution date OR LATER.

FOR STATE USE ONLY

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE) Support			FUND TITLE Federal	Department of General Services Use Only DGS APPROVAL NOT REQUIRED PER SAM 1215
\$7,519.50	(OPTIONAL USE) Vendor #				
	ITEM	CHAPTER	STATUTE	FISCAL YEAR	
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$0	3540-001-0001	14	2017	17/18	
TOTAL AMOUNT ENCUMBERED TO DATE \$7,519.50	OBJECT OF EXPENDITURE (CODE AND TITLE) 17-9214-418.99-92692				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated			T.B.A. NO.	B.R. NO.	
SIGNATURE OF CDF ACCOUNTING OFFICER X			DATE		

☐ CONTRACTOR

☐ STATE AGENCY

☐ DEPT. OF GEN. SER.

☐ CONTROLLER

☐



CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION
APPLICATION FOR FUNDING
COOPERATIVE FORESTRY ASSISTANCE ACT OF 1978
VOLUNTEER FIRE ASSISTANCE (VFA) PROGRAM
Agreement #7FG 17069



A. DEPARTMENT/ORGANIZATION:

Organization Name : Lake Shastina Fire Department

Contact's First Name : Steven Contact's Last Name : Pappas

Street Address : 16309 Everhart Drive

Mailing Address : same

City : Weed County : ca Zip Code : 96064

State : California CAL FIRE Unit : SKU - Siskiyou Unit

Phone Number : (530) 408-8032 Email Address : FIRECHIEF@LAKESHASTINA.COM

DUNS Number : 784378254 To check to see what your DUNS number is, or to apply for one, please go to:
<https://iupdate.dnb.com/iUpdate/companylookup.htm>

B. AREA TO BE SERVED BY AWARD (Include areas covered by contract or written mutual aid agreements).

Number of Communities : 1 Area : 72 sq. miles Congressional District # : CA-##

Population : 2,836 Annual Budget : 138,000

Latitude N 41 ° 31 ' 696 " Longitude W 122 ° 21 ' 813 "

Latitude must be between 32 and 42 degrees. Longitude must be between 114 and 125 degrees. Latitude and Longitude minutes and seconds must be between 0 and 60. Use a central point in the Applicant's service area for the general area covered by the project.

All projects must have a project area.

C. ACTIVITY : Annual number of emergency incidents.

Fire : 82 + EMS : 144 + Other : 32 = **TOTAL : 258**

D. INDIAN TRIBAL COMMUNITY (If project includes an Indian Tribal Community, please provide) :

Population : Size (acres) : # of structures : Distance to nearest fire station (miles) :

CAL FIRE USE ONLY (Formula-driven)

Project Total Cost \$15,039.00 TOTAL APPLICATION REQUEST (up to 50%; \$500 minimum, \$20,000 maximum) \$7,519.50

AMOUNT FUNDED FOR THIS AGREEMENT

7,519.50

E. Proposed Project (List individual items for funding. Please put in funding priority order) :

	Type	Item	Quantity	Unit Cost	Item Total
1.	Communications	Bendix King Radio	2	\$2,000.00	\$4,000.00
2.	Equipment - Wildland	Wolfpack Wildland Chest pack	10	\$69.00	\$690.00
3.	Equipment - Wildland	Vibram Sole Wildland Boot	5	\$239.00	\$1,195.00
4.	Equipment - Wildland	McLeod Hand Tool	2	\$99.00	\$198.00
5.	Equipment - Wildland	Backpack Pump	2	\$138.00	\$276.00
6.	Equipment - Wildland	Timberline Hose clamp	5	\$178.00	\$890.00
7.	Safety - Wildland	Nomex Wildland Jacket	5	\$209.00	\$1,045.00
8.	Safety - Wildland	Nomex Wildland Pants	5	\$229.00	\$1,145.00
9.	Equipment - Structural	Traditional style Structure Helmet	5	\$300.00	\$1,500.00
10.	Equipment - Structural	50' of 1 3/4" double jacket hose	10	\$170.00	\$1,700.00
11.	Equipment - Wildland	Portable trash pump	1	\$900.00	\$900.00
12.	Equipment - Wildland	Aluminum Assortment including Hose	1	\$1,500.00	\$1,500.00
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

F. CAL FIRE USE ONLY (Formula-Driven) PROJECT TOTAL COST

\$15,039.00

G. ADDITIONAL INFORMATION 1. Briefly describe the area to be served: fire protection system, water system, equipment, facilities, staffing, hazards, etc. and purpose of proposed project. 2. How will the request(s) maintain or bring your organization into compliance with NFPA 1977 : Limited to space below.

The 72 square miles protected by the Lake Shastina Fire Department is very rural. The area surrounding the subdivision is predominantly sagebrush, buck brush and bitter brush. There are mixed conifer forestlands adjacent to the southern portion of the subdivision. The local forestland conifer is currently suffering bark beetle related death at a significant rate.

The area in which the subdivision is located is prone to high winds during all times of the year due to the natural channeling effect of the airflow between the Cascade Range (Mount Shasta) on the east and the Coast Range (Mount Eddy) on the west. The Weed/Lake Shastina area classified as a "High Fire Hazard Severity Zone" and is listed in the federal registry as a community "at risk" in California.

In the last 14 years there have been eight significant fires within eight miles of the subdivision, two of them were stopped just short of our primary roadways. Three years ago the Boles Fire which destroyed 152 structures in Weed, was heading our way and put in a path of significant destruction had the volume of fire suppression resources not been in place due to the demobilization of other major fires in our county the day it occurred. Each of the eight fires were fast moving wind driven which created long range firebrand spotting and low smoke columns in front of the lines. Two of the other significant fires, the Hotlum and Hoy Fires, burned over 4000 acres next to the Lake Shastina Subdivision near several structures. The Lake Shastina Fire department protects 1236 homes in its district and several more (2500+) in the surrounding unincorporated area including Weed, Mayten and Mount Shasta Vista.

Our Department runs with an average of 20 volunteers, 2 seasonal firefighters, 2 sleeper volunteers and a paid Chief. The district provides superior water system with fire hydrants approximately every 500 feet. The department has one station housing one Type 1 structural engine, 3 Type 3 wildland engines and 1 medium rescue. Our department complies with NFPA and OSHA guidelines and standards in our operation.

Obtaining VFA funding has been a huge asset to our department over the past few years. We cannot thank you guys enough for all you have done thus far. We have used all funding to assist the department in the continued operation and to ensure continued compliance with NFPA 1977 standards. In addition the funding for equipment will allow volunteers assigned to the Fire Department to safely conduct wildland fire suppression activities in our community and those communities in which personnel are assigned as a resource.

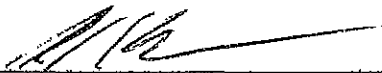
In addition to the original request(s), Applicants may list alternative projects for excess or unused funds, which the State will review during the initial application process. The State will determine which of the Applicant's projects are eligible for funding if excess or unused funds become available. Upon advanced written approval by the State, the applicant may use additional/excess funding up to the contract maximum amount to purchase State approved items in listed order of priority on their application.

Deviations from the original application are considered an amendment and require prior approval before the amended expenditures can be made.

The funds will be only for those projects accomplished and/or items purchased between Agreement Approval Date and June 30, 2018. The Recipient agrees to provide CAL FIRE with itemized documentation of the Agreement project expenditures and bill CAL FIRE as soon as the project is complete, but no later than September 1, 2018.

The Recipient gives CAL FIRE or any authorized representative access to examine all records, books, papers, or documents relating to the Agreement. The Recipient shall hold harmless CAL FIRE and its employees for any liability or injury suffered through the use of property or equipment acquired under this Agreement. The applicant certifies that to the best of applicant's knowledge and belief, the data in this application is true.

I certify that the above and attached Information is true and correct:



Original Signature Required: Grantee's Authorized Representative

3-21-17

Date Signed

Printed Name Steven Pappas

Title Fire Chief

Executed on: Mar 21, 2017

Date

at Weed

City

Organization Name : Lake Shastina Fire Department



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: AUGUST 16, 2017

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: HAZARD MITIGATION GRANT PROGRAM

Authorize General Manager to continue with a FEMA/CalOES Grant Application for a Hazard Mitigation Water Storage and Recovery Well and Tank Project

BACKGROUND:

During the historic rain events of this last winter, the Governor declared and the US approved two national disasters. As the result of a Presidential Disaster Declaration, FEMA's Hazard Mitigation Grant Program (HMGP) funds plans and projects that reduce the effects of future natural disasters. In California, these funds are administered by the Cal OES Hazard Mitigation Grant Program Unit. Eligible applicants include state agencies, local governments, special districts, and some private non-profits. One of the categories available for funding was Aquifer Storage and Recovery, which was a category we felt we could pursue. Staff submitted a Notice of Intent to CalOES as a pre-application for funding to drill new water wells and to renovate or replace the four water storage tanks. CalOES received and approved our NOI and authorized the District to proceed with a full application. We have started working on that application. As part of that application, CalOES requires authorization from the Board authorizing the General Manager to submit the application and supporting documents on behalf of the District.

RECOMMENDATION:

Staff recommends the Board of Directors direct staff to continue with the FEMA/CalOES Grant Application and authorize the General Manager to submit the Application and supporting documents on behalf of the District.

Karl Drexel

Subject: FW: Your HMGP NOI is eligible - Control No. is 0027

-----Original Message-----

From: Jason Williams [<mailto:Jason.Williams@CalOES.ca.gov>] On Behalf Of Governor's Office of Emergency Services
Sent: Friday, July 28, 2017 9:22 AM
To: Karl Drexel
Subject: Your HMGP NOI is eligible - Control No. is 0027

The California Governor's Office of Emergency Services (Cal OES) has received the Hazard Mitigation Grant Program (HMGP) Notice of Interest (NOI) submitted by your agency.

Project Number: DR-4301-0027.
Applicant Name: Lake Shastina Community Services District Activity Title: Aquifer Storage and Recovery Well and Tank Project.
Federal Share Request: \$787,500.00.
Required Applicant Match: \$262,500.00.

Your NOI was reviewed by Cal OES staff and determined to represent an eligible HMGP activity.
This email confirms the formal invitation for Lake Shastina Community Services District to develop a full application for consideration of HMGP funding.

Applications documents are available at:
Project Application Instructions
<http://www.caloes.ca.gov/RecoverySite/Documents/HMGP%20Project%20Application%20Instructions.docx>

Project Application
<http://www.caloes.ca.gov/RecoverySite/Documents/HMGP%20Project%20Application.docx>

Planning Application Instructions
<http://www.caloes.ca.gov/RecoverySite/Documents/HMGP%20Planning%20Application%20Instructions%207-26-17.docx>

Planning Application
<http://www.caloes.ca.gov/RecoverySite/Documents/HMGP%20Planning%20Application%207-26-2017.docx>

Applications must be mailed to Cal OES, postmarked by November 1, 2017.

Application Development and Benefit Cost Analysis (BCA) training will be offered at locations throughout the State between August 21, 2017 and September 15, 2017.

We are finalizing details for locations and times and will post them to our webpage by August 4, 2017 with further instructions.

Please visit the Cal OES HMGP webpage for additional information, post obligation documents, and training updates.

Link:

<http://www.caloes.ca.gov/cal-oes-divisions/recovery/disaster-mitigation-technical-support/404-hazard-mitigation-grant-program><http://www.caloes.ca.gov/RecoverySite/Documents/HMGP%20Project%20Cost%20Estimate%20Spreadsheet%203-10-1.xls>

Please direct any questions to HMGP@caloes.ca.gov

Please print this page – original signatures are REQUIRED.

SECTION IV – PROJECT CONDITIONS

Indicate by checking each box below that you will adhere to these listed project conditions.

- ☒ If during implementation of the project, ground-disturbing activities occur and artifacts or human remains are uncovered, all work will cease and FEMA, Cal OES, and SHPO will be notified.
- ☒ If deviations from the approved scope of work result in design changes, the need for additional ground disturbance, additional removal of vegetation, or will result in any other unanticipated changes to the physical environment, FEMA will be contacted and a re-evaluation under NEPA and other applicable environmental laws will be conducted.
- ☒ If wetlands or waters of the U.S. are encountered during implementation of the project, not previously identified during project review, all work will cease and FEMA will be notified.

Name: Karl W. Drexel
Sub-recipient Authorized Representative

Title: General Manager

Signature: _____
Sub-recipient Authorized Representative

Date: August 16, 2017

SECTION V - AUTHORIZATION

The undersigned does hereby submit this sub-application for financial assistance in accordance with the Federal Emergency Management Agency's Hazard Mitigation Grant Program and the State Hazard Mitigation Administrative Plan and certifies that the sub-applicant (e.g., organization, city, or county) will fulfill all requirements of the program as contained in the program guidelines and that all information contained herein is true and correct to the best of our knowledge.

Name: Karl W. Drexel
Sub-recipient Authorized Representative

Title: General Manager

Signature: _____
Sub-recipient Authorized Representative

Date: August 16, 2017

Name of organization: Lake Shastina Community Services District

Lake Shastina Community Services District Policies**Approved:****POLICY TITLE: Purpose of Board Policies**

Draft

POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Directors of the Lake Shastina Community Services District (LSCSD) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over LSCSD, said rules, regulations or legislation shall prevail.

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1002

Draft

1002.1 Consideration by the Board of Directors of the LSCSD to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager.

1002.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors of the LSCSD and shall require a 3/5 affirmative vote of the Board of Directors.

1002.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: Association Memberships
POLICY NUMBER: 100S (Previously Board Policy #4080)

Draft

Purpose: This policy sets forth the rules for membership in associations and establishes who may represent the District.

1005.1 Appropriate Memberships. To take advantage of in-service training opportunities, the District may hold membership in industry related associations. Board Members and staff may attend meetings of national, state, and local associations directly related to the purposes and operations of the District and shall look upon such memberships as an opportunity for in-service training. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process and budget amendments.

1005.2 Appointment of Representatives. The President shall appoint Board Members as representatives and alternates, as appropriate, to serve as contacts between the District, stakeholder groups, associations and others. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations. In some cases members may be allowed certain expenses for travel and membership in such associations. This shall be determined and approved by the full Board.

1005.3 District Manager Memberships. The President may designate the District Manager as the appropriate representative or alternate in connection with memberships in any association. The District Manager may designate those associations or industry specific organizations with which his/her association is necessary or desired.

1005.4 The Board of Directors shall maintain membership in the California Special Districts Association and shall ensure that annual dues are paid when due.

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: **Basis of Authority**

Draft

POLICY NUMBER: **1010 (Previously Board Policy #4070)**

1010.1 The Board of Directors is the legislative body and unit of authority within the District. Power is centralized in the elected Board collectively and not in an individual Director. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

1010.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members.

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: Board Secretary

Draft

POLICY NUMBER: 1015

1015.1 The position of Secretary of the Board of Directors is required by state law. The Secretary performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board.

1015.2 If for any reason the President and Vice-President resign or are absent or disabled, the Secretary shall perform the President's duties until the position of President is filled.

1015.3 If for any reason the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Secretary shall perform the duties of the presiding officer.

1015.4 Duties of the Secretary or Deputy Secretary

The Secretary of the Governing Board shall have the following duties:

- a) Certify or attest to actions taken by the Board when required;
- b) Sign the minutes of the Board meeting following their approval;
- c) Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Secretary;
- d) Perform any other duties assigned by the Board;
- e) Perform any other duties required under law.

1015.5 Responsibilities of the Secretary

It is the responsibility of the Secretary to:

- a) Respond to routine correspondence;
- b) Prepare for Board meetings, including preparing the agenda under the direction of the General Manager and providing public notice of Board meetings in accordance with state law;
- c) Attend all Board meetings and ensure minutes of the Board of Directors meetings are recorded. These recordings are for use by the Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the recording media shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days;
- d) Ensure accurate Minutes of each Board meeting are prepared and maintained;
- e) Maintain Board records and other documents and reports as required by law;
- f) Disseminate correspondence to Board officers addressed to them; and
- g) Appoint a Deputy Secretary to oversee Board Secretary duties and responsibilities in Secretary's absence.

POLICY TITLE: Board/Staff Communications

Draft

POLICY NUMBER: 1020

Objectives: Effective governance of the District relies on the cooperative efforts of the agency's elected Board, who set policy and priorities, and the District's staff members, who analyze problems and issues, to make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to insure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the General Manager and Board as a whole. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

Role of the Board: As the legislative body for the agency, the Board is responsible for approving the District's budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members are to execute Board policy and other Board actions and to keep the Board well informed.

Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities, without the prior knowledge and approval of the Board as a whole. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and agency reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memorandum provided on agency projects or evolving issues. Additional information may be requested from staff, if necessary.

Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. The General Manager or Legal Counsel will pass critical information to all Board members.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review by District staff. In addition, there are legal restrictions on the agency's ability to release certain personnel information even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information, should be discussed with Legal Counsel for clarification.

Policies: There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times. There is a need for access to staff by Directors and at the same time, unlimited access could result in work priority conflicts for staff.

Purpose: The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the General Manager, Legal Counsel, or the Clerk of the Board as appropriate and shall include the desired time and date for receiving the information. Staff will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the staff, staff may either direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

1020.2 Individual Directors cannot directly assign work to staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

- a) Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the staff and, in most cases, the General Manager should direct and handle the request for the Director.
- b) For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.
- c) In the event that staff is a participant or representative of a Committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff, including in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any district department through interaction with staff. Individual Directors may discuss these items with the General Manager to get clarification or raise concerns.

1020.5 Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of a district employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

1020.6 Staff will respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.