



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

REGULAR MEETING

Wednesday, November 15, 2017 – 1:00 p.m.

Administration Building

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

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

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.

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 October 18, 2017
- B. Ratification of Disbursements: October 1 through October 31, 2017
- C. Budget Comparison: FY 2017/2018
- D. LAIF Quarterly Report
- E. Approval of County required amendments to COPS Grant Budgets FY 2016/17 and FY 2017/18

DEPARTMENT REPORTS / UPDATES: NO ACTION ITEMS:

2. Fire Department Monthly Report (FC Pappas)
3. Police Department Monthly Report (PC Wilson)
4. Sewer Department Monthly Report (PWS Moser)
5. Water Department Monthly Report (PWS Moser)

COMMITTEE REPORTS:

6. President to re-establish Policy Committee to be an ad-hoc committee (two Board Members only)

APPROVED COMMITTEE MINUTES / REPORTS / VERBAL UPDATES, if applicable:

- A. Budget / Finance Committee (FY 2017/18)
- B. Fire Department Advisory Committee
- C. General Manager Recruitment Committee
- D. Grant Oversight Committee
- E. Police Advisory Committee
- F. Policy Committee

DISCUSSION / REPORTS: ACTION ITEMS:

7. Acceptance of Agreement for Representation from Prentice, Long & Epperson, PC (AGM Wilson)
8. Consideration of proposals regarding Supervisory Control and Data Acquisition (SCADA) System (AGM Wilson)
9. Consideration of authorization to sell surplus Fire Engine 3113 (AGM Wilson)
10. Consideration of authorization to sell surplus Fire Department Vehicle 3150 (AGM Wilson)
11. Consideration of authorization to separate LSCSD and LSPOA property (AGM Wilson)
12. Approval of 5% out-of-class pay for Police Chief (SAC Nelle)
13. Consideration of Resolution *-17 regarding dog license fees (AGM Wilson)
14. Consideration of salary survey for Police Clerk/Community Services Officer position (AGM Wilson)
15. Consideration of Resolution *-17 regarding Acting General Manager's position (Pres. Cupp)
16. Direction to staff regarding Annual Christmas Tree Lighting Event (Pres. Cupp)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on December 20, 2017, 1:00 p.m. at the Administration Building.

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



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, October 18, 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 ✓ Lewis ✓ MacIntosh ✓ Mitchell absent Thompson ✓

Also present: AGM/PC Wilson, PWS Moser, SAC Nelle and AA Charvez. There were approximately 19 people in the audience.

PLEDGE OF ALLEGIANCE: Dir. Lewis led the Pledge of Allegiance.

PUBLIC COMMENTS: None

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

1. A. Approval of Minutes: Regular Meeting September 20, 2017 and Special Meeting October 11, 2017
- B. Ratification of Disbursements: September 1 through September 30, 2017
- C. Budget Comparison / Variance Report: FY 2017/18
- D. Accounts Receivables Aging Analysis: FY 2017/18

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

Ayes: Directors Cupp, Lewis, MacIntosh and Thompson

Noes: None

Absent: Director Mitchell

DEPARTMENT REPORTS

2. Fire Department Monthly Report: AGM Wilson reported.
3. Police Department Monthly Report: PC Wilson reported.
4. Sewer Department Monthly Report: PWS Moser reported.
5. Water Department Monthly Report: PWS Moser reported.

With no objection by the Board, Item 7 was addressed prior to Item 6 so representatives from legal firms could leave the meeting after their presentation; original order of agenda items reflected in the minutes.

COMMITTEE REPORTS:

6. President to make appointments to re-establish committees, as needed.

APPROVED COMMITTEE MINUTES / REPORTS / VERBAL UPDATES:

- A. Budget / Finance Committee (FY 2017/18): SAC Nelle reported. Pres. Cupp accepted request from Dir. Thompson to be removed from the Budget Committee so that Dir. Mitchell could remain on the committee.
- B. Fire Department Advisory Committee: Pres. Cupp appointed Dir. Mitchell, Lorene Miller and Charlene French as new members on the Fire Department Committee.
- C. General Manager Recruitment Committee: Pres. Cupp reported that the GM job announcement has been placed; on the website, local newspapers and various internet site.
- D. Grant Oversight Committee: Pres. Cupp reported that the OES Hazardous Mitigation Grant is on hold due to the County's Hazardous Mitigation Plan currently being reviewed for renewal approval.
- E. Police Advisory Committee: Nothing to report.
- F. Policy Committee: Nothing to report. Pres. Cupp appointed Dir. Lewis, Karla Chandler and Corinne Moller as new members on the Policy Committee.

President Cupp appointed herself as the League of Local Agencies (LOLA) representative for the District; LOLA bylaws require that each participating agency appoints a representative.

DISCUSSION / REPORTS: ACTION ITEMS:

7. Consideration of proposals received for Legal Services: AGM Wilson reported. John Kenny, with Kenny & Norine, and David Prentice (on behalf of Margaret Long), with Prentice, Long and Epperson, gave brief statements and answered questions from the Board. The Board discussed.

Motion by Dir. MacIntosh second Dir. Thompson to select the legal firm Prentice, Long and Epperson to be the District's general counsel; contract term to be based on a 30 days' notice of termination for both parties.

Ayes: Directors Cupp, Lewis, MacIntosh and Thompson

Noes: None

Absent: Director Mitchell

Motion by Dir. Lewis second Dir. MacIntosh to direct the General Manager to provide Kirsher, Winston and Boston 30 days' notice of contract termination, per contract.

Ayes: Directors Cupp, Lewis, MacIntosh and Thompson

Noes: None

Absent: Director Mitchell

8. Consideration of Budget/Finance Committee recommended amendments to FY 2017/18 Operating Budget and FY 2016/17 COPS Grant Budget: SAC Nelle reported. The Board discussed.

Motion by Dir. MacIntosh second Dir. Thompson to approve amendments recommended by the Budget Committee for the FY 2017/18 Budget and the FY 2016/17 COPS Grant Budget, as presented.

Ayes: Directors Cupp, Lewis, MacIntosh and Thompson

Noes: None

Absent: Director Mitchell

9. Consideration of Resolution *-17 rescinding Resolution 6-15 regarding censure of Board Member: AGM Wilson reported.

Motion by Dir. Thompson second Dir. MacIntosh to adopt Resolution 9-17 rescinding Resolution 6-15.

Ayes: Directors Cupp, Lewis, MacIntosh and Thompson

Noes: None

Absent: Director Mitchell

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

PUBLIC COMMENTS ON CLOSED SESSION: None.

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres. Cupp adjourned to Closed Session at 3:19 p.m.

CLOSED SESSION: 3:21 p.m.

Also present: AGM Wilson and SAC Nelle for a portion of Item B.

A. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.

B. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code Section 54957.6 Agency Negotiators: Mike Wilson, Acting General Manager; Employee Organization: Teamsters Local 137

With no objections by the Board, Pres. Cupp adjourned Closed Session at 4:00 p.m.

RETURN TO OPEN SESSION: 4:01 p.m.

Also present: AGM Wilson, SAC Nelle and AA Charvez. There were approximately 6 people in the audience.

REPORT ON CLOSED SESSION: Pres. Cupp reported no action taken in Closed Session.

DISCUSSION / REPORTS: ACTION ITEMS:

10. Union Negotiations – Review and Approve Resolution *-17 to approve changes in the 2017–2021 Labor Agreement MOU – Exhibit C Minimum Certification Requirements and Certification Incentives: AGM Wilson reported. The Board discussed.

Motion by Dir. Thompson second Dir. Lewis to adopt Resolution 10-17 regarding LOU, Exhibit C Minimum Certification Requirements and Certification Incentives, regarding the 2017-2021 Labor Agreement MOU.

Ayes: Directors Cupp, Lewis, MacIntosh and Thompson

Noes: None

Absent: Director Mitchell

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 4:12 p.m.

The next LSCSD Regular Board Meeting on Wednesday, November 15, 2017, 1:00 p.m. at the Administration Building.

Approval Date: _____

Carol Cupp, President

ATTEST:

Mike Wilson, Secretary

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

1B

Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of October 1 thru October 31, 2017 for a total of: " \$ 185,977.20

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

Submitted for October 2017	\$ 185,977.20
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Expenses - Regular Checks SVB Account	\$ 97,335.50
Expenses - Payroll & Liability Checks SVB Account	\$ 88,641.70
<u>Subtotal</u>	<u>\$ 185,977.20</u>
<u>Total CSD Expenses</u>	<u>\$ 185,977.20</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
10/2/2017	JE #68842	Bank Fees	17.80	17.80		17.80					
10/5/2017	620	Utility Telephone	546.46	546.46		327.88			163.94		54.64
10/5/2017	621	Williams Scotsman	293.58	293.58			146.79	146.79			
10/5/2017	622	Verizon Wireless	267.47	267.47					176.16		91.31
10/5/2017	22124	Cathy Lacki	180.00	180.00			180.00				
10/5/2017	22125	City National Bank	30,512.72	30,512.72			30,512.72				
10/5/2017	22126	Computer Logistics	96.00	96.00		96.00					
10/5/2017	22127	Ferguson Waterworks	1,092.62	1,092.62				1,092.62			
10/5/2017	22128	Gempler's	473.38	473.38			236.69	236.69			
10/5/2017	22129	Heaton Steel & Supply	1,263.51	1,263.51			1,263.51				
10/5/2017	22130	Kellie Power	465.00	465.00		400.00			32.50		32.50
10/5/2017	22131	Kyle Elkins	10.74	10.74							10.74
10/5/2017	22132	Leon St.Pierre- J&L Electric	5,468.94	5,468.94			5,243.94	225.00			
10/5/2017	22133	LSCSD Utilities	303.89	303.89		230.38			28.50		45.01
10/5/2017	22134	Mauro Rodriguez	87.99	87.99			43.99	44.00			
10/5/2017	22135	N.C.G.T. Security Fund	15,427.00	15,427.00		4,326.00	5,152.00		2,757.00	1,596.00	1,596.00
10/5/2017	22136	Personnel Preference	35.00	35.00		35.00					
10/5/2017	22137	Quil Corp	1,080.30	1,080.30		979.56	24.10	24.11	26.27		26.26
10/5/2017	22138	Rusty Owens	25.98	25.98					25.98		
10/5/2017	22139	Shasta Auto Supply	7.69	7.69			7.69				
10/5/2017	22140	Shasta Forest Products	30.84	30.84				30.84			
10/5/2017	22141	Siskiyou Daily News	41.75	41.75		41.75					
10/5/2017	22142	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
10/5/2017	22143	Skinnners Roadside Truck Repair	1,121.48	1,121.48							1,121.48
10/5/2017	22144	Solano's Inc.	1,735.37	1,735.37		4.93	44.76		1,626.85		58.83
10/5/2017	22145	Steve Pappas	222.25	222.25							222.25
10/5/2017	22146	Travis Danel	227.02	227.02		227.02					
10/5/2017	22147	US Bank Equipment Finance	175.29	175.29					175.29		
10/5/2017	22148	US Postal Services	531.76	531.76		531.76					
10/5/2017	22149	Wal-Mart	6.07	6.07			(0.41)	6.48			
10/5/2017	22150	Weed Press	80.60	80.60		80.60					
10/12/2017	22151	Payroll Checks (Live Checks)	1,562.80		1,562.80		1,562.80				
10/12/2017	503115	EDD EFT	1,115.89		1,115.89	307.36	240.61		497.05	50.70	20.17
10/12/2017	503116	EFTPS EFT	5,057.17		5,057.17	1,093.99	926.41		2,501.62	333.19	201.96
10/12/2017	503117	American Funds EFT	506.70		506.70				416.03	90.67	
10/12/2017	503118	CalPERS EFT	2,267.24		2,267.24	1,057.28	981.94		228.02		
10/12/2017	503119	CalPERS 457 EFT	938.95		938.95	530.00	208.62		135.79	64.54	
10/12/2017	503120	SVB EFT - Payroll Checks (Direct Deposits)	19,714.27		19,714.27	5,902.29	4,086.95		6,683.95	1,842.23	1,198.85
10/19/2017	623	AT&T	92.04	92.04			46.02	46.02			
10/19/2017	624	Meeks Lumber	137.01	137.01			68.50	68.51			
10/19/2017	625	Pacific Power	14,382.78	14,382.78		777.87	4,417.50	8,809.28	128.67		249.46
10/19/2017	626	Utility Telephone	547.82	547.82		328.70			164.35		54.77
10/19/2017	22152	Alanna DeBon	99.46	99.46		99.46					
10/19/2017	22153	AT&T	197.64	197.64				197.64			
10/19/2017	22154	Basic Lab	973.00	973.00				973.00			
10/19/2017	22155	Carol Cupp	72.31	72.31		72.31					

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
10/19/2017	22156	Deepwoods Embroidery Design	107.14	107.14			53.57	53.57			
10/19/2017	22157	Don Erickson Oil	3,244.85	3,244.85		933.31	603.97	508.41	759.54		439.62
10/19/2017	22158	Hue & Cry	38.00	38.00		38.00					
10/19/2017	22159	Jardin Landscaping Service	1,950.00	1,950.00		1,300.00			325.00		325.00
10/19/2017	22160	Kirsher, Winston, & Boston	787.50	787.50		787.50					
10/19/2017	22161	Lorene Miller	339.71	339.71		339.71					
10/19/2017	22162	Miller's Jackets	1,265.00	1,265.00							1,265.00
10/19/2017	22163	Mt.Shasta Police Department	869.98	869.98					869.98		
10/19/2017	22164	North Valley EAC	50.00	50.00		50.00					
10/19/2017	22165	Premier Oil Change	90.79	90.79					90.79		
10/19/2017	22166	Quill Corp	80.40	80.40		29.48	10.45	10.46	15.01		15.00
10/19/2017	22167	Redding Occupational Medical	501.00	501.00					501.00		
10/19/2017	22168	Rodney Villa	182.31	182.31			91.16	91.15			
10/19/2017	22169	Suburban Propane	679.75	679.75					339.87		339.88
10/19/2017	22170	The Sign Dude	62.67	62.67					62.67		
10/19/2017	22171	Thomas Redding	7,248.50	7,248.50			7,248.50				
10/19/2017	22172	Western Business Products	64.62	64.62		64.62					
10/19/2017	22173	Will Bullington	210.70	210.70					210.70		
10/19/2017	22174	Woods Pest Control	164.00	164.00		82.00			41.00		41.00
10/19/2017	22175	Will Bullington	228.02	228.02					228.02		
10/23/2017	22176	Payroll Checks (Live Checks)	1,802.93		1,802.93		1,802.93				
10/23/2017	503121	EDD EFT	92.73		92.73		92.73				
10/23/2017	503122	EFTPS EFT	195.68		195.68		195.68				
10/23/2017	503123	CalPERS EFT	231.50		231.50		231.50				
10/26/2017	22177-22180	Payroll Checks (Live Checks)	12,267.03		12,267.03		1,330.47				10,936.56
10/26/2017	22181	Union Dues	650.96		650.96	221.00	204.00		175.72	50.24	
10/26/2017	503136	EDD EFT	3,197.20		3,197.20	247.86	206.47		366.93	71.37	2,304.57
10/26/2017	503137	EFTPS EFT	12,847.78		12,847.78	943.52	828.30		1,906.97	433.19	8,735.80
10/26/2017	503138	American Funds EFT	418.67		418.67				362.00	56.67	
10/26/2017	503139	CalPERS EFT	1,905.35		1,905.35	1,057.28	848.07				
10/26/2017	503140	CalPERS 457 EFT	950.95		950.95	530.00	208.62		135.79	76.54	
10/26/2017	503141	SVB EFT - Payroll Checks (Direct Deposits)	22,917.90		22,917.90	5,360.26	2,977.27		6,375.65	2,140.18	6,064.54
10/3/2017	JE #68844	Pitney Bowes Annual ACH Fee	50.00	50.00		50.00					
10/25/2017	628	Pitney Bowes Postage Refill	500.00	500.00		500.00					
10/26/2017	JE #68843	Returned Item Fees - Various customers	40.00	40.00		40.00					
			185,977.20	97,335.50	88,641.70	30,127.48	72,371.32	12,607.07	28,574.61	6,805.52	35,491.20

LAKE SHASTINA COMMUNITY SERVICES DISTRICT**1C****October 2017 Detailed Budget Comparison 2017/2018 YTD**

For the Period: 7/1/2017 to 10/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	11/9/2017 % Bud
Fund: 10 - LSCSD General Fund						
Revenues						
Dept: 00						
4055.000 Misc Operational Income	500.00	500.00	259.00	0.00	241.00	51.8
4070.000 Antenna Lease Revenue	22,655.00	22,655.00	6,112.52	1,544.17	16,542.48	27.0
5050.000 Transfer Fees	3,000.00	3,000.00	1,440.00	500.00	1,560.00	48.0
5080.000 Interest Earned-OPS	200.00	200.00	64.73	11.39	135.27	32.4
5081.000 Interest Earned-RSV	750.00	750.00	412.68	0.00	337.32	55.0
Dept: 22 Medical Clinic						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	20,088.00	5,022.00	40,176.00	33.3
Revenues	87,369.00	87,369.00	28,376.93	7,077.56	58,992.07	32.5
Expenditures						
Dept: 01 General Admin						
7002.000 Admin Overhead Alloc	-380,259.00	-365,981.56	-163,754.81	-26,402.31	-202,226.19	44.7
7010.000 Capital Improvement	0.00	6,750.00	0.00	0.00	6,750.00	0.0
Less Reimbursement due from LAIF Savings	0.00	-6,750.00	0.00	0.00	-6,750.00	0.0
7026.000 Contract Services	106,200.00	42,500.00	22,701.50	254.00	19,798.50	53.4
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	835.03	155.80	2,164.97	27.8
7034.000 Dues & Subscriptions	5,100.00	5,100.00	44.00	25.00	5,056.00	0.9
7035.000 Advertising	500.00	2,000.00	340.18	122.35	1,659.82	17.0
7040.000 Insurance (Liability)	600.00	479.00	478.61	0.00	0.39	99.9
7041.000 Legal	35,000.00	35,000.00	2,654.00	0.00	32,346.00	7.6
7041.001 Special Legal - Moller	25,000.00	25,000.00	2,990.28	0.00	22,009.72	12.0
7050.100 Off Exp-Supplies	5,000.00	5,000.00	1,295.47	367.24	3,704.53	25.9
7050.200 Off Exp-Postage	6,000.00	6,000.00	2,326.06	164.98	3,673.94	38.8
7050.400 Off Exp-Maint	4,800.00	4,800.00	3,821.45	0.00	978.55	79.6
7062.000 Repair & Maintenance	3,500.00	3,500.00	89.91	0.00	3,410.09	2.6
7064.000 Materials/Supplies/Small Tools	500.00	500.00	99.56	3.18	400.44	19.9
7101.000 Property Taxes	140.00	140.00	0.00	0.00	140.00	0.0
7105.000 Utilities - CSD	1,000.00	1,000.00	401.40	0.00	598.60	40.1
7105.100 Util-Telephone	2,300.00	2,300.00	623.08	164.35	1,676.92	27.1
7105.200 Util-Electric	4,200.00	4,200.00	1,349.49	297.82	2,850.51	32.1
7105.400 Utilities-Propane	500.00	500.00	87.50	0.00	412.50	17.5
7204.000 Events	500.00	500.00	409.70	409.70	90.30	81.9
7501.000 Payroll Expense	206,874.51	206,874.51	69,154.96	15,723.62	137,719.55	33.4
7513.000 Payroll-TAXES	5,169.68	5,169.68	1,346.01	386.92	3,823.67	26.0
7514.000 Payroll-Benefits	53,469.36	53,469.36	22,341.00	4,326.00	31,128.36	41.8
7516.200 Pension Cost (CalPERS)	16,202.04	16,202.04	5,313.17	1,140.30	10,888.87	32.8
7516.500 CalPERS UAL Expense	30,800.95	28,191.00	27,213.92	0.00	977.08	96.5
7518.000 Workers Comp	2,265.49	17,869.00	17,869.00	0.00	0.00	100.0
7530.100 PR Reimbursement Admin	-113,508.30	-78,508.30	-21,084.27	-4,744.26	-57,424.03	26.9
7550.000 Travel & Training	1,500.00	1,500.00	70.83	32.31	1,429.17	4.7
7551.000 Meals	500.00	500.00	149.69	69.47	350.31	29.9
Dept: 22 Medical Clinic						
7026.000 Contract Services	0.00	1,000.00	910.00	0.00	90.00	91.0
7040.000 Insurance (Liability)	600.00	650.00	650.00	0.00	0.00	100.0
7062.000 Repair & Maintenance	5,000.00	4,000.00	2,667.61	31.50	1,332.39	66.7
7080.000 Interest Expense	2,500.00	4,175.00	2,256.85	1,192.18	1,918.15	54.1
7084.000 Loan Principle Expense	41,500.00	39,825.00	19,743.15	9,807.82	20,081.85	49.6
Medical Building Reserves	8,164.27	8,164.27	2,721.40	0.00	5,442.87	33.3
7530.000 Payroll Reimbursement	2,500.00	2,500.00	261.16	72.86	2,238.84	10.4
Expenditures	87,369.00	87,369.00	28,376.89	3,600.83	58,992.67	32.5

For the Period: 7/1/2017 to 10/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 15 - LSCSD Sewer Dept

Revenues

Dept: 00

4001.100 Assmt/Revenue-Residential	473,198.40	473,198.40	237,096.00	118,649.70	236,102.40	50.1
4001.200 Assmt/Revenue-Standby	66,060.00	66,060.00	32,928.00	0.00	33,132.00	49.8
4001.300 Assmt/Revenue-Commercial	4,939.00	4,939.00	3,232.26	743.40	1,706.74	65.4
4003.000 Late Payment Revenue	2,800.00	2,800.00	1,800.58	-35.98	999.42	64.3
5004.000 Sewer Hook Up Fee	21,746.00	21,746.00	8,690.87	-7,248.50	13,055.13	40.0
5005.000 Sewer Payment Contracts	252.00	252.00	126.00	63.00	126.00	50.0
5081.000 Interest Earned-RSV	2,800.00	2,800.00	1,054.85	0.00	1,745.15	37.7

Dept: 23 Green Waste Site

4055.000 Misc Operational Income	3,000.00	3,000.00	1,089.00	270.00	1,911.00	36.3
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Revenues**574,795.40****574,795.40****286,017.56****112,441.62****288,777.84****49.8**

Expenditures

Dept: 01 General Admin

7001.000 Accounting Audit/Review	4,375.00	4,375.00	0.00	0.00	4,375.00	0.0
7002.000 Admin Overhead Alloc	159,708.78	153,712.02	68,777.05	11,088.98	84,934.97	44.7
7010.000 Capital Improvement	218,000.00	227,000.00	12,356.17	5,243.94	214,643.83	5.4
Less Reimbursement due from LAIF Savings	-218,000.00	-227,000.00	-12,356.17	-5,243.94	-214,643.83	-5.4
7026.000 Contract Services	20,000.00	20,000.00	1,430.00	180.00	18,570.00	7.2
7033.000 Licenses, Permits, Fees	8,000.00	8,000.00	388.47	-0.41	7,611.53	4.9
7034.000 Dues & Subscriptions	500.00	500.00	77.80	0.00	422.20	15.6
7040.000 Insurance (Liability)	19,800.00	13,261.00	13,261.21	0.00	-0.21	100.0
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7050.100 Off Exp-Supplies	400.00	400.00	59.14	34.55	340.86	14.8
7050.200 Off Exp-Postage	100.00	100.00	0.00	0.00	100.00	0.0
7061.000 Rental Equipment	500.00	500.00	0.00	0.00	500.00	0.0
7062.000 Repair & Maintenance	20,000.00	20,000.00	1,922.13	1,313.66	18,077.87	9.6
7063.000 Fuel	5,000.00	5,000.00	1,876.49	0.00	3,123.51	37.5
7064.000 Materials/Supplies/Small Tools	5,000.00	5,000.00	1,843.97	260.05	3,156.03	36.9
7065.000 Vehicle Repair/Maintenance	5,000.00	5,000.00	143.72	16.96	4,856.28	2.9
7080.000 Interest Expense	23,399.88	23,399.88	11,975.68	11,975.68	11,424.20	51.2
7085.000 Municipal Finance Principle	37,625.56	37,625.56	18,537.04	18,537.04	19,088.52	49.3
7100.000 Lease/Rent Expense	1,775.00	1,775.00	587.16	146.79	1,187.84	33.1
7105.100 Util-Telephone	490.00	490.00	150.11	46.02	339.89	30.6
7105.200 Util-Electric	52,000.00	52,000.00	21,584.03	4,417.50	30,415.97	41.5
7105.300 Util-Waste	510.00	510.00	127.50	0.00	382.50	25.0
7501.000 Payroll Expense	176,896.95	176,896.95	66,159.60	15,598.40	110,737.35	37.4
7513.000 Payroll-TAXES	4,301.01	4,301.01	959.30	226.17	3,341.71	22.3
7514.000 Payroll-Benefits	63,678.72	63,678.72	25,760.00	5,152.00	37,918.72	40.5
7516.200 Pension Cost (CalPERS)	13,804.73	13,804.73	7,612.80	1,108.80	6,191.93	55.1
7516.500 CalPERS UAL Expense	21,404.05	24,014.30	23,190.08	0.00	824.22	96.6
7518.000 Workers Comp	23,298.94	15,339.00	15,339.00	0.00	0.00	100.0
7530.000 Payroll Reimbursement	-112,792.14	-112,792.14	-46,121.17	-7,499.01	-66,670.97	40.9
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	44.26	0.00	355.74	11.1
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	586.30	188.72	613.70	48.9

Dept: 23 Green Waste Site

7063.000 Fuel	200.00	200.00	0.00	0.00	200.00	0.0
7064.000 Materials/Supplies/Small Tools	200.00	200.00	0.00	0.00	200.00	0.0
7530.000 Payroll Reimbursement	5,000.00	5,000.00	393.74	73.82	4,606.26	7.9

Expenditures**564,776.48****546,891.03****236,665.41****62,865.72****310,225.62****43.3**

For the Period: 7/1/2017 to 10/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 20 - LSCSD Water Dept

Revenues

Dept: 00

4001.100 Assmt/Revenue-Residential	332,911.56	332,911.56	190,431.39	106,383.65	142,480.17	57.2
4001.200 Assmt/Revenue-Standby	103,920.00	103,920.00	51,746.66	0.00	52,173.34	49.8
4001.300 Assmt/Revenue-Commercial	14,293.24	14,293.24	6,628.22	1,462.00	7,665.02	46.4
4003.000 Late Payment Revenue	9,000.00	9,000.00	2,801.43	107.60	6,198.57	31.1
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
5081.000 Interest Earned-RSV	13,100.00	8,925.00	2,675.16	0.00	6,249.84	30.0

Dept: 22 Medical Clinic

4054.000 Loan Principle Revenue	39,824.81	39,824.81	19,743.15	9,807.82	20,081.66	49.6
5081.000 Interest Earned-RSV	0.00	4,175.00	2,256.85	1,192.18	1,918.15	54.1

Revenues

514,804.61	514,804.61	276,282.86	118,953.25	238,521.75	53.7
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Expenditures

7001.000 Accounting Audit/Review	4,125.00	4,125.00	0.00	0.00	4,125.00	0.0
7002.000 Admin Overhead Alloc	159,708.78	153,712.02	68,777.02	11,088.97	84,935.00	44.7
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
7026.000 Contract Services	16,100.00	16,100.00	4,848.17	1,198.00	11,251.83	30.1
7033.000 Licenses, Permits, Fees	6,000.00	6,000.00	388.46	-0.40	5,611.54	6.5
7034.000 Dues & Subscriptions	1,300.00	1,300.00	340.30	0.00	959.70	26.2
7040.000 Insurance (Liability)	21,650.00	16,242.00	16,241.94	0.00	0.06	100.0
7041.000 Legal	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
7050.100 Off Exp-Supplies	650.00	650.00	59.16	34.57	590.84	9.1
7050.200 Off Exp-Postage	800.00	800.00	37.26	37.26	762.74	4.7
7062.000 Repair & Maintenance	45,000.00	45,000.00	1,658.02	1,212.82	43,341.98	3.7
7063.000 Fuel	5,000.00	5,000.00	1,484.70	0.00	3,515.30	29.7
7064.000 Materials/Supplies/Small Tools	4,000.00	4,000.00	2,078.56	260.05	1,921.44	52.0
7065.000 Vehicle Repair/Maintenance	3,000.00	3,000.00	9.28	9.28	2,990.72	0.3
7100.000 Lease/Rent Expense	1,775.00	1,775.00	587.16	146.79	1,187.84	33.1
7105.100 Util-Telephone	2,900.00	2,900.00	940.65	243.66	1,959.35	32.4
7105.200 Util-Electric	97,000.00	97,000.00	44,705.09	8,809.28	52,294.91	46.1
7105.300 Util-Waste	510.00	510.00	127.50	0.00	382.50	25.0
7530.000 Payroll Reimbursement	112,792.14	112,792.14	45,692.85	7,426.15	67,099.29	40.5
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	44.27	0.00	305.73	12.6
7556.000 Uniforms	1,200.00	1,200.00	586.32	188.72	613.68	48.9

Expenditures

490,860.92	479,456.16	188,606.71	30,655.15	290,849.45	39.3
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For the Period: 7/1/2017 to 10/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 25 - LSCSD Police Department

Revenues

Dept: 00

4001.100 Assmt/Revenue-Residential	136,070.00	136,070.00	68,420.00	34,182.50	67,650.00	50.3
4001.200 Assmt/Revenue-Standby	285,560.00	285,560.00	142,138.32	0.00	143,421.68	49.8
4001.300 Assmt/Revenue-Commercial	3,410.00	3,410.00	1,705.00	0.00	1,705.00	50.0
4003.000 Late Payment Revenue	5,700.00	5,700.00	4,465.10	-3.36	1,234.90	78.3
4056.000 Misc-Non Operating Income	3,200.00	3,200.00	145.00	95.00	3,055.00	4.5
5040.000 Gain on Sale of Equipment	0.00	3,500.00	3,534.25	0.00	-34.25	101.0
5054.000 Animal Control Fees - Other	300.00	300.00	100.00	0.00	200.00	33.3
5055.000 Animal License Fee	4,200.00	4,200.00	1,315.00	45.00	2,885.00	31.3
5056.000 Warrant	1,500.00	1,500.00	233.00	94.23	1,267.00	15.5
5062.000 Event Donations	500.00	500.00	0.00	0.00	500.00	0.0
5081.000 Interest Earned-RSV	625.00	625.00	717.66	0.00	-92.66	114.8

Revenues

441,065.00	444,565.00	222,773.33	34,413.37	221,791.67	50.1
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For the Period: 7/1/2017 to 10/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 25 - LSCSD Police Department

Expenditures

7001.000 Accounting Audit/Review	3,125.00	3,125.00	0.00	0.00	3,125.00	0.0
7002.000 Admin Overhead Alloc	30,420.72	29,278.48	13,100.37	2,112.18	16,178.11	44.7
7010.000 Capital Improvement	35,500.00	35,500.00	10,726.00	0.00	24,774.00	30.2
Less Reimbursement due from LAIF Savings	-35,500.00	-35,500.00	-10,726.00	0.00	-24,774.00	-30.2
7026.000 Contract Services	3,000.00	3,000.00	770.00	32.50	2,230.00	25.7
7033.000 Licenses, Permits, Fees	1,600.00	1,600.00	231.74	0.00	1,368.26	14.5
7034.000 Dues & Subscriptions	2,600.00	2,600.00	2,509.00	0.00	91.00	96.5
7035.000 Advertising	500.00	500.00	0.00	0.00	500.00	0.0
7040.000 Insurance (Liability)	10,000.00	2,979.00	2,978.95	0.00	0.05	100.0
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7050.100 Off Exp-Supplies	1,000.00	1,000.00	60.26	41.28	939.74	6.0
7050.200 Off Exp-Postage	400.00	400.00	32.86	23.51	367.14	8.2
7050.400 Off Exp-Maint	1,850.00	1,850.00	912.71	175.29	937.29	49.3
7062.000 Repair & Maintenance	1,300.00	1,300.00	25.98	25.98	1,274.02	2.0
7063.000 Fuel	7,500.00	7,500.00	2,804.17	0.00	4,695.83	37.4
7064.000 Materials/Supplies/Small Tools	2,000.00	2,000.00	1,755.48	69.78	244.52	87.8
7065.000 Vehicle Repair/Maintenance	4,000.00	4,000.00	1,611.37	97.02	2,388.63	40.3
7067.000 Vehicle Replacement	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
7105.000 Utilities - CSD	600.00	600.00	168.41	0.00	431.59	28.1
7105.100 Util-Telephone	5,000.00	5,000.00	1,336.33	164.35	3,663.67	26.7
7105.200 Util-Electric	2,860.00	2,860.00	686.96	128.67	2,173.04	24.0
7105.300 Util-Waste	480.00	480.00	120.00	0.00	360.00	25.0
7105.400 Utilities-Propane	1,000.00	1,000.00	339.87	339.87	660.13	34.0
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0
7501.000 Payroll Expense	210,974.00	210,974.00	111,554.17	17,380.11	99,419.83	52.9
7513.000 Payroll-TAXES	17,584.73	17,584.73	8,831.81	1,627.38	8,752.92	50.2
7514.000 Payroll-Benefits	73,344.24	73,344.24	21,807.00	2,757.00	51,537.24	29.7
7516.100 Pension Cost (EJ)	11,537.04	11,537.04	3,669.43	778.03	7,867.61	31.8
7518.000 Workers Comp	14,642.26	18,594.00	18,594.00	0.00	0.00	100.0
7530.000 Payroll Reimbursement	1,200.00	-33,800.00	-7,136.68	-3,483.54	-26,663.32	21.1
7550.000 Travel & Training	6,000.00	6,000.00	1,012.24	0.00	4,987.76	16.9
7551.000 Meals	1,000.00	1,000.00	114.34	0.00	885.66	11.4
7552.000 Employee Physical Exams-Shots	1,000.00	1,000.00	901.00	501.00	99.00	90.1
7556.000 Uniforms	3,000.00	3,000.00	1,186.37	1,080.68	1,813.63	39.5

Expenditures	426,017.99	386,806.49	189,978.14	23,851.09	196,828.35	47.5
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For the Period: 7/1/2017 to 10/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 26 - COPS Grant

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

7501.000 Payroll Expense	48,329.85	48,329.85	17,340.29	4,702.44	30,989.56	35.9
7513.000 Payroll-TAXES	4,131.23	4,131.23	1,326.56	359.74	2,804.67	32.1
7514.000 Payroll-Benefits	19,726.56	19,726.56	7,980.00	1,596.00	11,746.56	40.5
7516.100 Pension Cost (EJ)	2,354.98	2,354.98	747.92	147.34	1,607.06	31.8
7518.000 Workers Comp	4,538.17	4,156.00	4,156.00	0.00	0.00	100.0
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
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	0.00	218.28	56.3

Expenditures	84,380.79	83,998.62	31,832.49	6,805.52	52,166.13	37.9
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For the Period: 7/1/2017 to 10/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 30 - LSCSD Fire Department

Revenues

Dept: 00

4001.100 Assmt/Revenue-Residential	49,480.00	49,480.00	12,442.50	0.00	37,037.50	25.1
4001.200 Assmt/Revenue-Standby	64,900.00	64,900.00	32,304.16	0.00	32,595.84	49.8
4001.300 Assmt/Revenue-Commercial	1,060.00	1,060.00	12,960.00	12,430.00	-11,900.00	1222.6
4003.000 Late Payment Revenue	2,500.00	2,500.00	1,093.04	4.88	1,406.96	43.7
4056.000 Misc-Non Operating Income	0.00	0.00	47,988.86	47,988.86	-47,988.86	0.0
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	4,987.71	0.00	20,012.29	20.0
5056.000 Warrant	5,000.00	5,000.00	542.59	257.04	4,457.41	10.9
5062.000 Event Donations	1,000.00	5,000.00	5,075.00	75.00	-75.00	101.5
5075.000 Grant Income	7,500.00	17,500.00	0.00	0.00	17,500.00	0.0
5081.000 Interest Earned-RSV	400.00	400.00	229.28	0.00	170.72	57.3

Dept: 45 Mutual Aid Strike Team

4080.000 Strike Team Revenues	70,382.00	80,000.00	0.00	0.00	80,000.00	0.0
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Revenues	227,538.00	251,156.00	117,623.14	60,755.78	133,532.86	46.8
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Expenditures

Dept: 01 General Admin

7001.000 Accounting Audit/Review	875.00	875.00	0.00	0.00	875.00	0.0
7002.000 Admin Overhead Alloc	30,420.72	29,278.48	13,100.37	2,112.18	16,178.11	44.7
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
7026.000 Contract Services	2,000.00	2,000.00	667.00	32.50	1,333.00	33.4
7033.000 Licenses, Permits, Fees	350.00	350.00	12.00	0.00	338.00	3.4
7034.000 Dues & Subscriptions	925.00	925.00	0.00	0.00	925.00	0.0
7040.000 Insurance (Liability)	8,250.00	5,687.00	5,687.24	0.00	-0.24	100.0
7041.000 Legal	1,000.00	1,000.00	100.00	0.00	900.00	10.0
7050.100 Off Exp-Supplies	650.00	650.00	58.41	41.26	591.59	9.0
7050.200 Off Exp-Postage	100.00	100.00	47.47	40.91	52.53	47.5
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	6,805.02	0.00	-2,805.02	170.1
7062.000 Repair & Maintenance	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7063.000 Fuel	5,000.00	5,000.00	1,432.16	0.00	3,567.84	28.6
7064.000 Materials/Supplies/Small Tools	2,500.00	2,500.00	471.70	17.10	2,028.30	18.9
7065.000 Vehicle Repair/Maintenance	10,000.00	10,000.00	3,284.22	1,158.74	6,715.78	32.8
7075.000 VFA Grant Equipment	15,000.00	15,000.00	5,094.32	1,265.00	9,905.68	34.0
7105.000 Utilities - CSD	850.00	850.00	217.91	0.00	632.09	25.6
7105.100 Util-Telephone	2,600.00	2,600.00	481.61	54.77	2,118.39	18.5
7105.200 Util-Electric	3,300.00	3,300.00	1,166.76	249.46	2,133.24	35.4
7105.300 Util-Waste	480.00	480.00	120.00	0.00	360.00	25.0
7105.400 Utilities-Propane	1,000.00	1,000.00	339.88	339.88	660.12	34.0
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0
7501.000 Payroll Expense	33,660.00	33,660.00	10,999.50	2,090.00	22,660.50	32.7
7513.000 Payroll-TAXES	2,865.77	2,865.77	-5,041.00	-5,690.45	7,906.77	-175.9
7514.000 Payroll-Benefits	19,726.56	19,726.56	7,980.00	1,596.00	11,746.56	40.5
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	9,366.00	9,365.68	0.00	0.32	100.0
7530.000 Payroll Reimbursement	500.00	500.00	0.00	0.00	500.00	0.0
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	190.35	190.35	1,809.65	9.5
7551.000 Meals	1,500.00	1,500.00	120.36	0.00	1,379.64	8.0
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

Dept: 45 Mutual Aid Strike Team

7501.000 Payroll Expense	33,669.50	37,000.00	61,454.25	25,032.00	-24,454.25	166.1
7513.000 Payroll-TAXES	3,673.22	4,200.00	10,058.68	5,878.15	-5,858.68	239.5
7518.000 Workers Comp	4,055.65	3,200.00	5,285.07	2,152.75	-2,085.07	165.2

Expenditures	224,396.42	220,273.01	139,498.96	36,560.60	80,774.05	62.5
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Grand Total Net Effect:	67,770.41	167,895.70	116,115.22	169,302.67	51,780.48	
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QUARTERLY REPORT TO THE BOARD

Prepared 11/7/2017

July 2017 - September 2017

LAIF ACCOUNT

Fund Balance Acct # 0015

Interest Effective 9/30/2017	Interest total 5,089.63	Current Rate 1.070%
---------------------------------	----------------------------	------------------------

	Balance 9/30/17 (after transaction activity)	Calculation of Interest (% of total)	Interest Earned on 9/30/17	Ending Balance at 9/30/17
10 General	152,477.51	8.108%	412.68	152,890.19
15 Sewer	389,747.15	20.725%	1,054.85	390,802.00
20 Water	988,424.39	52.561%	2,675.16	991,099.55
25 Police	265,162.94	14.100%	717.66	265,880.60
30 Fire	84,713.55	4.505%	229.28	84,942.83
26 COPS	-	0.000%	-	-
	1,880,525.54	100.000%	5,089.63	1,885,615.17

Transaction activity: July 2017

SAC transferred funds of 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 July 2017 payment posted 7/15/2017:

	Beginning Balance 7/1/17	Interfund LAIF transfer posted 7/15/17	Balance after transfers 7/31/17	% of total
10 General	163,477.51	(11,000.00)	152,477.51	8.108%
15 Sewer	389,747.15		389,747.15	20.725%
20 Water	977,424.39	11,000.00	988,424.39	52.561%
25 Police	265,162.94		265,162.94	14.100%
30 Fire	84,713.55	-	84,713.55	4.505%
26 COPS	-	-	-	0.000%
	1,880,525.54	-	1,880,525.54	100.000%

Transaction activity: August 2017

No Activity

Transaction activity: September 2017

No Activity



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1.E.

STAFF REPORT MEMO

To: LSCSD Board of Directors
From: Debbie Nelle, Senior Accounting Clerk
Meeting Date: November 15, 2017
Re: Budget Amendment Requests

After additional communications from the County, staff is requesting another change to the COPS Budgets:

COPS Grant

- Per request from the County on 11/7/17, Revenues should include an additional \$39,416 (this amount is the 16/17 Growth Allocation) which must be added to the approved **2017/2018 LSCSD Budget** before funds can be disbursed to our agency. This will make the Revenues **\$139,416** for 17/18.
- For **2016/2017 LSCSD Budget**, the County needs Board Approval to revert back to original Revenues of **\$129,324** (this amount includes the 15/16 Growth Allocation).

There may be input from our Auditor once the review of 16/17 financials are completed, but at this time, it is recommended to follow the County request.

**2016-17 Enhancing Law Enforcement Activities Growth Special Account
Citizens' Option for Public Safety
Front-line Law Enforcement Allocation for 2016-17**

ATTACHMENT II

City/County	City/County Population Estimates 1/1/2016	Projected Allocations by City/County	Percent of Allocation by City/County
CAPITOLA	10,150	39,416.41	0.117595%
SANTA CRUZ	64,632	39,416.41	0.117595%
SCOTTS VALLEY	12,143	39,416.41	0.117595%
WATSONVILLE	52,891	39,416.41	0.117595%
UNINCORPORATED	136,086	82,608.82	0.246456%
SHASTA	178,592	\$ 174,491.64	0.520580%
ANDERSON	10,485	39,416.41	0.117595%
REDDING	90,230	54,772.66	0.163409%
SHASTA LAKE	10,523	39,416.41	0.117595%
UNINCORPORATED	67,354	40,886.16	0.121980%
SIERRA	3,203	\$ 78,832.82	0.235191%
LOYALTON	772	39,416.41	0.117595%
UNINCORPORATED	2,431	39,416.41	0.117595%
SISKIYOU	44,739	\$ 433,580.54	1.293549%
DORRIS	981	39,416.41	0.117595%
DUNSMUIR	1,618	39,416.41	0.117595%
ETNA	736	39,416.41	0.117595%
FORT JONES	710	39,416.41	0.117595%
MONTAGUE	1,456	39,416.41	0.117595%
MOUNT SHASTA	3,367	39,416.41	0.117595%
TULELAKE	1,010	39,416.41	0.117595%
WEED	2,769	39,416.41	0.117595%
YREKA	7,832	39,416.41	0.117595%
LAKE SHASTINA CS DISTRICT	-	39,416.41	0.117595%
UNINCORPORATED	24,260	39,416.44	0.117595%
SOLANO	431,498	\$ 395,962.12	1.181317%
BENICIA	27,501	39,416.41	0.117595%
DIXON	19,018	39,416.41	0.117595%
FAIRFIELD	112,637	68,374.47	0.203989%
RIO VISTA	8,601	39,416.41	0.117595%
SUISUN CITY	29,091	39,416.41	0.117595%
VACAVILLE	97,667	59,287.17	0.176878%
VALLEJO	117,322	71,218.42	0.212474%
UNINCORPORATED	19,661	39,416.42	0.117595%
SONOMA	501,959	\$ 513,516.30	1.532030%
CLOVERDALE	8,825	39,416.41	0.117595%
COTATI	7,153	39,416.41	0.117595%
HEALDSBURG	11,699	39,416.41	0.117595%
PETALUMA	60,375	39,416.41	0.117595%
ROHNERT PARK	42,003	39,416.41	0.117595%
SANTA ROSA	175,667	106,635.81	0.318138%
SEBASTOPOL	7,527	39,416.41	0.117595%
SONOMA	10,865	39,416.41	0.117595%
WINDSOR	27,031	39,416.41	0.117595%
UNINCORPORATED	150,814	91,549.21	0.273129%
STANISLAUS	540,214	\$ 517,161.66	1.542905%
CERES	47,166	39,416.41	0.117595%
HUGHSON	7,150	39,416.41	0.117595%
MODESTO	211,903	128,632.29	0.383763%
NEWMAN	10,840	39,416.41	0.117595%

CONTROLLER OF CALIFORNIA, STATE OF CALIFORNIA

P O BOX 942850, SACRAMENTO, CA 94250-0001

REMITTANCE ADVICE

CLAIM SCHEDULE NUMBER: 1600544A

PAYMENT ISSUE DATE: 09/12/2017

SISKIYOU COUNTY TREASURER

311 FOURTH ST RM 104

YREKA

CA 96097 2944

Financial Activity

Additional Description:

Allocation from the Enhancing Law Enforcement Activities Growth Special Account per Government code 30029.05(f)(2)

Funds shall be deposited into the County Treasury - Supplemental Law Enforcement Services Account (SLESA)

Enhancing Law Enforcement Activities Growth Special Account Citizens Option for
Public Safety (COPS). Per SB 1020 Statutes of 2012

Fiscal Year: 2016

Collection Period: 05/01/2017 To 08/15/2017

Payment Calculations:

Gross Claim	\$443,491.50
Net Claim / Payment Amount	\$443,491.50
YTD Amount:	\$443,491.50

For assistance, please call: Heather Bui at (916) 323-0740

9/7/2017



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the month of October LSFD responded to a total of 33 calls. These included:

- 20 Medical Aids
- 3 Wildland Fires
- 4 Structure fires / Smoke Alarms
- 5 Public Assists
- 1 Traffic Collision

On October 12 Engine 3112 was dispatched as part of a local government strike team to Mendocino County. Engine 3112 and a 4 man crew helped battle the Redwood complex fires and the Bear Fire in Santa Cruz for 10 days. This put our total strike team days for 2017 at 28. We have also begun to receive reimbursements for the fires from earlier this summer with our first check coming in at over \$44,000.

For the first time ever LSFD has reached 300 calls in a calendar year. In 2016 we had a total of 258 calls. At our current rate we should be near 350 by the end of the year. Over the past 20 years LSFD has seen a yearly increase in call volume mostly due to an increase of population. Weather conditions in 2017 have played a big role in our dramatic increase.

Lake Shastina Police Department

Inter-Office Memo

Lake Shastina C.S.D. Board Report

October 2017

The Lake Shastina Police Department responded to approximately 110 calls during the month of October which including the follows:

Regular Police Calls:

Disturbance – 4	Child Abuse – 2	Noise Complaint – 2
Burglary – 1	Phone Scam – 3	Suspicious Circ – 3
Suspicious Person – 2	Suspicious Veh – 1	ID Theft – 1
Trespassing – 1	Alarm Burg – 2	Alarm Fire – 1
Citizen Asst – 7	Camp Ground Ck – 7	BOLO – 1
Welfare Check – 1	Found Prop – 3	Info to Citizen – 1
Fire – 1	House Watches – 1	Case FU – 2
Other – 2	AOD LSFD – 1	AOD SCSO – 3
AOD WPD – 1	AOD LSPOA – 1	ADO CALFIRE – 1
Extra Patrol – 1	Medical Aid – 7	

Traffic:

Traffic Warning – 9	Traffic Citation – 17	Parking Citation – 1
Traffic Collisions – 1	Traffic Complaint – 1	Hit and Run – 1
Bus Stop Patrol – 1		

Other Arrests:

Warrants – 2

Animal Calls:

Dogs at Large – 6	Barking Dog – 2	Neglect – 1
Aggressive – 1	Dead Animal PU – 1	Wildlife – 2

Notable Activity:

On 10/21/17 the Lake Shastina Police Department took a residential burglary report in the 15000 block of Gallop Road.

Officers issued a total of seventeen traffic citations during the month of October primary for speed violations, with additional violations including mechanical and registration violations.

Stepped up bus safety patrols have reduced speed violations around the bus stops.

Notable Events:

For Halloween, Officer Will Bullington along with a volunteer firefighter, patrolled the District. The firefighter wore a mask and handed out candy to children who were seen being safe while they trick or treated.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: November 15, 2017
Subject: Board Report - October 2017 (Sewer)

The Lake Shastina Public Works Department (PW) conducted approximately 222 station checks and daily sewer pond readings and reporting for the month of October.

Two employees were out on vacations this month and one employee quit for another job.

Due to the aging fence surrounding the sewer ponds, PW has had to chase cows out at the ponds for several weeks.

Sewer line exploration on Tony Lema Drive, this was due to the fiber optic lines that are being put in by Cal-Ore.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: November 15, 2017
Subject: Board Report - October 2017 (Water)

The Lake Shastina Public Works Department (PW) conducted approximately 76 booster station checks and 54 well checks for the month of October.

Replaced approximately 10 meters that were old or failing as part of our ongoing meter replacement program.

Received the RFP's back for the SCADA system, report later in meeting.

Two water shutoffs per owners' request.

Explored some of the water system on Tony Lema Drive; this was in part due to the fiber optic lines that are being put in by Cal-Ore.

DATE: 10/24/2017
Supersedes: 10/19/2017

6

CSD STANDING/ADVISORY COMMITTEES:

1. FY 2017/18 Budget / Finance Committee:
Director MacIntosh
Director Mitchell
SAC Nelle
AGM Wilson
2. Fire Department Advisory Committee:
Director Mitchell
Fire Chief Pappas
AGM Wilson
Charlene French
Lorene Miller
3. Police Department Advisory Committee:
Director Cupp
Police Chief/AGM Wilson
Karla and Dwayne Chandler
Lorene Miller
4. Policy Committee: To be re-established on 11/15/17 as an ad-hoc committee (two Board Members – not subject to the Brown Act noticing requirements)
Director Lewis
Director TBD
5. GM Recruitment Committee: (two members – not required to notice meetings)
Director Cupp
Director Thompson
6. Grant Oversight Committee: (two members – not required to notice meetings)
Director Cupp
Director Thompson

OTHER appointments:

1. League of Local Agencies (LOLA) Representative: President Cupp



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: November 15, 2017

FROM: Mike Wilson, Acting General Manager 

SUBJECT: Acceptance of Agreement for Representation from Prentice, Long & Epperson, PC

BACKGROUND:

During the Regular Lake Shastina CSD Board meeting on September 20, 2017, the Board directed staff to send out RFPs for legal services as soon as possible with a 15-day submittal deadline date.

On September 22, 2017 staff mailed out RFP packets to thirty-eight firms within Siskiyou County and twenty-five firms outside of Siskiyou County.

On October 11, 2017, the deadline for proposals came and the office received a total of five proposals for Legal Services.

At the Regular Lake Shastina CSD Board meeting on October 18, 2017, the Board selected the Attorney Firm Prentice, Long & Epperson as our new District General Counsel.

On October 23, 2017, the General Manager met with Attorney Margaret Long who provided options for the District to select an Agreement for Representation.

FINDINGS:

Upon review of the documents provided by Margaret Long, I have selected the attached document to present to the Board of Directors for approval and action.

RECOMMENDATION:

By motion of the Board of Directors, authorize the General Managers to enter into an Agreement for Representation with Prentice, Long & Epperson.

ATTACHMENTS:

Engagement Letter/Agreement for Representation from Prentice, Long & Epperson.

Margaret Long
mlong@plelawfirm.com

October 23, 2017

District Manager
Lake Shastina Community Service District
16320 Everhart Drive
Weed, CA 96094

Re: Engagement Letter

Dear District Manager:

Prentice, Long & Epperson is pleased to provide legal advice and representation to Lake Shastina Community Services District. Specifically, our representation will include advice and counsel. This letter confirms and memorializes the terms of our representation.

CONFIDENTIALITY AND ABSENCE OF CONFLICTS

An attorney-client relationship requires mutual trust between the client and the attorney. It is understood that communications exclusively between counsel and the client are confidential and protected by the attorney-client privilege.

To also assure mutuality of trust, we have maintained a conflict of interest index. The California Rules of Professional Conduct defines whether a past or present relationship with any party prevents us from representing you. Similarly, your name will be included in our list of clients to ensure we comply with the Rules of Professional Conduct regarding attorney conflicts of interest.

We have checked the following names against our client index: Lake Shastina Community Services District. Based on that check, we can represent your interests in the above-described entities. Please review the list to see if any other persons or entities should be included. If you do not tell us to the contrary, we will assume that this list is complete and accurate. We request that you update this list for us if there are any changes in the future.

YOUR OBLIGATIONS REGARDING FEES AND BILLINGS

Margaret Long will be the attorney assigned to your matter. She will be assisted by Attorneys Kelly Snowden and Sophia Meyer. The current billing rate is \$175 per hour. We will bill you monthly for all services provided. So long as you remain current on your invoice, no advance will be necessary.

The memorandum attached to this letter describes the other aspects of our firm's billing policies. You should consider this memorandum part of this agreement as it binds both of us. For that reason, you should read it carefully. Please let me know if you have any questions or concerns regarding our fee structure.

FIRM STATUS

Prentice, Long & Epperson, PC is a professional corporation. David Prentice, Margaret Long, Jason Epperson and Kelly Snowden are Partners.

INSURANCE

We are pleased to let you know that Prentice, Long & Epperson, PC carries errors and omissions insurance which, after a standard deductible, provides coverage beyond what is required by the State of California.

NEW MATTERS

When we are engaged by a new client on a particular matter, we are often later asked to work on additional matters. You should know that such new matters will be the subject of a new signed supplement to this agreement. Similarly, this agreement does not cover and is not a commitment by either of us that we will undertake any appeals or collection procedures. Any such future work would also have to be agreed upon in a signed supplement.

HOW THIS AGREEMENT MAY BE TERMINATED

You, of course, have the right to end our services at any time. If you do so, you will be responsible for the payment of fees and costs accrued but not yet paid, plus reasonable fees and costs in transferring the case to you or your new counsel. By the same token, we reserve the right to terminate our services to you upon written notice, order of the court, or in accordance with our attached memorandum. This could happen if you fail to pay our fees and costs as agreed, fail to cooperate with us in this matter, or if we determine we cannot continue to represent you for ethical or practical reasons.

CLIENT FILE

If you do not request the return of your file, we will retain your file for five years. After five years, we may have your file destroyed. If you would like your file maintained for more than five years or returned, you must make separate arrangements with us.

AGREEMENT TO REPRESENTATION IN ACCORDANCE WITH THESE TERMS

If this letter meets with your approval; please sign, date, and return to us at your earliest opportunity. We have enclosed a separate signed copy of this letter for your records. In addition, if we represent you in any capacity prior to our receipt of a signed copy of this letter from you, we will be doing so only on and subject to the terms and conditions outlined in this letter and the attached memorandum. Accordingly, if you have any objection to our representation of you on the terms and conditions set forth in this letter or the attached memorandum, please advise us immediately.

THANK YOU

We are pleased that you have selected Prentice, Long & Epperson, PC to represent you and appreciate the opportunity to assist in this matter. If you have any questions at any time about our services or billings, please do not hesitate to call me. We very much look forward to working with you.

Sincerely,

Margaret Long
PRENTICE, LONG & EPPERSON, PC

AGREED AND ACCEPTED:

Dated: _____, 2017

By: _____

Name: _____

Title: _____

Prentice, Long & Epperson Billing Practices

The payments specified below shall be the only payments from Client to Prentice, Long & Epperson ("Law Firm") for services rendered pursuant to this Agreement. Law Firm shall submit all invoices to Client in the manner specified herein. Except as specifically authorized by Client, Law Firm shall not bill Client for duplicate services performed by more than one person.

1.1 Invoices. Law Firm shall submit invoices, not more often than once a month, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At Client's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense; and
- The total number of hours of work performed under the Agreement by Law Firm.

1.2 Monthly Payment. Client shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. Client shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Law Firm.

For payments not received in a timely fashion the Law Firm may charge interest on all outstanding balances at a rate of 2% interest per month thereafter. In the event that any bill remains due beyond the due date client agrees that attorney may withdraw from representation. The Clients for services remain jointly and severally liable for the payment of all invoices to the extent that they are united in interest.

1.3 Reimbursable Expenses. Reimbursable expenses are specified below. Expenses not listed below are not chargeable to the Client.

- Court filing fees
- Courtcall expenses
- Reasonable travel and overnight expenses
- Attorney services (includes service of process fees, arbitrators, and mediators)

- Messenger services
- Westlaw research outside of our prepaid service fee
- Fed-Ex, OnTrac Overnight, or other one-day delivery services
- Reasonable travel expenses and parking fees for court appearances, depositions, arbitrations, mediations, and other necessary appointments
- Actual costs for large reproduction projects if performed by an outside service, or \$0.10 per page if performed in-house
- Any other expense not listed above that becomes necessary for the successful resolution of a particular matter

1.4 Payment of Taxes. Law Firm is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.


1.5 Payment upon Termination. In the event that the Client or Law Firm terminates this Agreement, the Client shall compensate the Law Firm for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Law Firm shall maintain adequate logs and timesheets in order to verify costs incurred to that date.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: November 15, 2017

FROM: Mike Wilson, Acting General Manager 

SUBJECT: Consideration of proposals received for a Supervisory Control And Data Acquisition system for the Lake Shastina Community Services District Drinking Water System.

BACKGROUND:

The Lake Shastina drinking water system is utilizing a very outdated and failing hard wire system to monitor, activate and deactivate pumps controlling tank levels. This system has been in place since Lake Shastina was built. We rely on hard wire AT&T phone lines to control the devices which sometimes activate or deactivate pumps without staff's control.

Public Works Supervisor Robert Moser has explored several options to repair or replace the existing system.

SCADA (Supervisory Control And Data Acquisition) is a system for remote monitoring and control that operates with coded signals over communication channels (using typically one communication channel per remote station).

Based on the failing system that is in place, staff created an RFP (Request for Proposals) to install a SCADA system for the Lake Shastina drinking water system.

The 2017/2018 Budget was established with an amount of \$55,000 for this project.

FINDINGS:

At the conclusion of the deadline for proposals (October 23, 2017 at 2:00 P.M.) the District office had received a total of two proposals from companies who could provide a SCADA system for our water system. We also received one notice from a company stating they were not interested in bidding on the project.

The proposals in alphabetical order include the following companies:

- Sierra Controls
- XIO

Both of these vendors have provided estimated hard costs, as well as reoccurring annual costs for operation, which is explained in detail in the attached proposals. The following is a summary of these costs to assist the Board in making decisions to proceed.

Sierra Controls:	One time hard costs:	\$286,980 plus tax and shipping
	Annual reoccurring:	\$8,995 with an additional optional costs \$1,000-\$2000 annually

XIO:	One time hard costs:	\$74,875 plus tax and shipping
	Annual reoccurring:	\$4,584

A review of the proposals was completed by Public Works Supervisor Moser and myself with fiscal input from Senior Accounting Clerk Nelle. Based on the review of the proposal costs, coupled with the research completed on current technology and similar systems, we recommend the XIO proposal to the Board.

In addition, while considering the attached project proposals, it is important to understand that, due to the age of our entire system, additional costs will be necessary to improve wiring and electrical needs, as well as replacement of meters and miscellaneous parts. Until we proceed with either option it is uncertain how much actual costs will be for the necessary upgrades, however a conservative estimate, based on recent upgrades, could be an additional \$50,000 spread over the next several years.

RECOMMENDATION:

By motion, authorize the General Manager to accept the SCADA proposal from XIO and move forward with its implementation.

ATTACHMENTS:

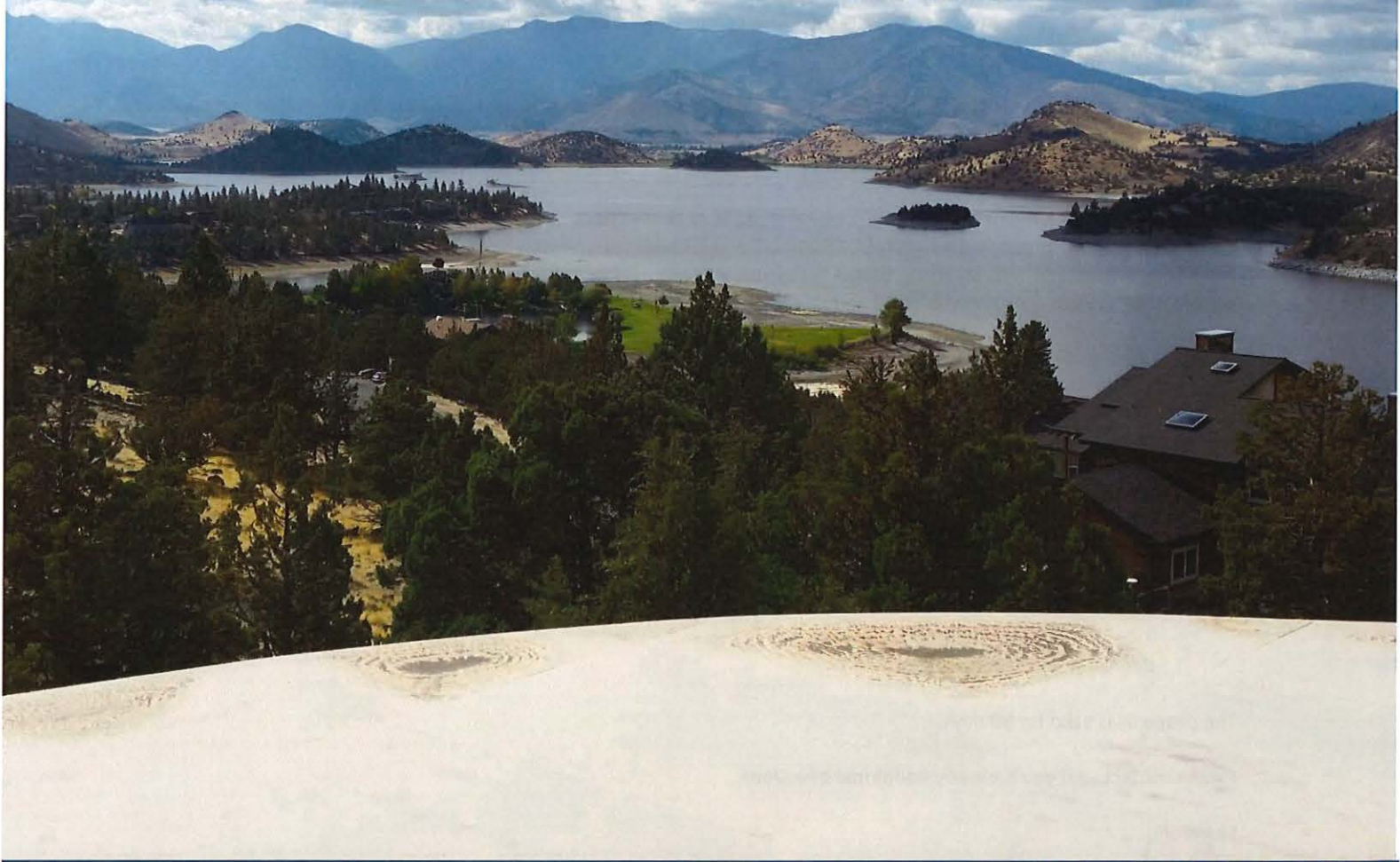
Proposals from Sierra Controls and XIO.



SIERRA CONTROLS, LLC

WATER MEASUREMENT AND CONTROL SYSTEMS

Lake Shastina Community Services District SCADA System Upgrade Project 23 October 2017



5470 Louie Lane, Suite 104 • Reno, Nevada 89511 • (775) 236-3350
9110 Union Park Way, Suite 114 • Elk Grove, California 95624 • (916) 685-4395
www.sierracontrols.com



SIERRA CONTROLS, LLC

WATER MEASUREMENT AND CONTROL SYSTEMS

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

Attn: Robert Moser
Public Works Supervisor

Re: Upgrade Existing SCADA System Project

Dear Robert,

Thank you for the opportunity to provide this Proposal for Upgrading your existing SCADA System Project. We trust that you will find that Sierra Controls is a responsible company with the experience, longevity, and professionalism to provide the services required for this project.

This project is directly in line with what Sierra Controls provides to clients on a regular basis. We were founded on developing practical SCADA solutions to clients just like you, and we continue to provide superior customer service on every system that we engineer, design, install, program, commission, maintain and support.

Sierra Controls has some of the nation's most talented SCADA designers. Systems designed and integrated by Sierra Controls are mostly found in the Central California, Sierra Mountains, and Northern Nevada areas. Sierra Controls has also provided solutions for other clients in Oregon, Arizona, Idaho, and Utah. We are extremely familiar with your existing system and have designed and integrated several similar systems in California and Nevada.

It is our desire to develop and maintain a long supportive relationship with the District. Our decisions from the design to the implementation and support after the commissioning of the system will prove that intent. We trust that you will find our proposal to be a solid representation of our understanding of the project needs and our depth of experience that will fill those needs.

Contact Information for Proposal:

Danny Hunsaker, P.E.
General Manager
5470 Louie Lane Suite 104
Reno, NV 89511
775-236-3350
dannyh@sierracontrols.com

The proposal is valid for 90 days.

Please contact us if you have any additional questions.

Sincerely,

Danny Hunsaker, P.E.
General Manager

Table of Contents

Cover

Transmittal Letter

Executive Summary

Company Background

Integrator Qualifications

Related Experience /Customer

References

Project Staffing

Project Proposal and Pricing

Executive Summary

EXECUTIVE SUMMARY

Sierra Controls LLC (SC) is pleased to provide Design Build Services for the San Luis Water District SCADA System Development Project. It has been a desire of SC to provide design and integration services for the District and it is our intention to develop a relationship with the District thru this and future projects on an ongoing basis. We are familiar with the existing infrastructure and neighboring systems which allows our local staff to provide professional consistent services on call and as needed.

EXPERIENCE WITH CANAL AUTOMATION AND SCADA

Sierra Controls has worked with Irrigation Districts for over 40 years. This includes many of the following existing customers.

Clients include:

State of California- Department of Parks and Recreation
Nevada Irrigation District
City of Dixon
Modesto Irrigation District
Henry Miller Reclamation District
Central California Irrigation District
Firebaugh Irrigation District
Glen Colusa Irrigation District
Merced Irrigation District
Del Puerto Irrigation District
Santiam Water Control District
Patterson Irrigation District

EXPERIENCES CONSULTANTS

SC works closely with several engineering firms including the following.

Farr West Engineering
MWH
Carollo Engineers
CH2MHill
Provost & Pritchard
Summers Engineering

SC also works closely with contractors, vendors, agencies, operators and other project team members to ensure that each project is designed with the proper SCADA Architecture. Common SCADA Consulting services include the following.

- Site Surveys
- Hardware Design
- Radio / Wireless Communications Design
- IT / Network Infrastructure
- Cyber Security
- Development of Standards for designs, programs, products, software, screen development, etc.
- Master Planning
- Project Coordination
- Facilitating and managing User Acceptance Testing and System Functionality testing
- Maintenance Planning and Recommendations
- Vendor Coordination
- Network Diagrams, As Built Drawings & System Documentations
- Operator Manuals
- Documenting Programs
- FCC Coordination
- Submittal Requirements and review
- Training Programs

Company Background

Background Information

Sierra Controls, LLC (SC) is a Nevada based company that was first incorporated in 1972, providing work mostly in California and Nevada communities. The company continues to be a leader in the water measurement and control industry as a system integrator and manufacturer of specialized water measurement products. Although most of our customers are base is in the West, Sierra Controls has provided system design and implementation throughout the country.

Sierra Controls has a 15,000 sq. ft. facility at 5470 Louie Lane Reno, Nevada, and a staff of over 30 employees. The company operates from 7:30 am – 4:30 pm, but is available for 24-hour service and maintenance by calling our 24 hour emergency line. Our California office is located in Elk Grove, California, conveniently close to our California clients. This is our growing regional office and its main purpose is to provide engineering support and customer service to our Northern and Central California clients.

Sierra Controls specializes in water measurement and control systems for public works, utilities, agriculture, private industry, and government organizations. The main emphasis has been in remote monitoring, control, and telemetry systems that utilize radio telecommunications. Sierra Controls also offers cellular communication options where available. A major part of our work has been in supervisory control and data acquisition (SCADA) systems. The areas of products and services include:

- Irrigation water monitoring / control systems;
- Domestic water monitoring / control systems;
- Wastewater monitoring / control systems;
- Hydro-electric power monitoring / control systems;
- Fish water and wildlife management water systems;
- Golf course water supply monitoring / control systems;
- Water reuse systems for irrigation;
- Business and private water systems;
- Natural waterways – rivers, lakes, and streams monitoring systems;
- Treatment plant monitoring / control systems;
- Wind, rain, and temperature monitoring; and
- Radio telemetry communications.

Sierra Controls has been serving the water industry for 40 years. Over this period more than 2,000 water measurement and control systems have been provided. Projects for the irrigation industry have been in California, Nevada, Utah, Oregon, and Arizona. Projects for domestic water systems have been in Nevada, Idaho, and California. Sierra Controls has proudly provided and actively supports SCADA systems for our clients in California and Nevada including: Glenn-Colusa Irrigation District, Colusa Country Irrigation District, Santiam Water Control District in Slayton OR, Patterson Irrigation District,

Henry Miller Reclamation District, City of Quincy, Nevada Irrigation District, PG&E, Southern California Edison, City of Portola, Turlock Irrigation District, Modesto Irrigation District, West Stanislaus Irrigation District, Madera Irrigation District, California State Parks, Town of Minden, Indian Hills General Improvement District, Gardnerville Town Water, Truckee Meadows Water Authority, Washoe County, Gardnerville Ranchos General Improvement District, Lyon County, Tonopah, Beatty, Alamo, Truckee, Squaw Valley, City of Dixon, and City of Wells to name a few.

Sierra Controls is a well-respected and long-time:

- Schneider Electric SCADA partner plus registered integrator;
- Invensys Inc. Wonderware registered SCADA partner and integrator;
- Allen-Bradley integrator; and
- Advanced programmer in ClearSCADA
- VT SCADA Certified Integrator

SC also has equally strong relationships with many other vendors and their support staff of engineers and technicians including Ubiquiti, CalAmp, Dell, and more.

Integrator Qualifications

ENGINEERING & DESIGN SERVICES

At Sierra Controls, we understand that modernizing and automating any type of water system requires an attention to detail and the development of specific solutions that meet each client's needs. There is no out of the box solutions that will address all of the current and future needs of an automation project. It takes the right foundation of design, the right long term strategies for growth of the scalable system, regular maintenance of the system, and excellent training of the operators in order for it to be successful. We consider all of these factors when we design and manage each project.

Sierra Controls is both a registered engineering firm and a licensed systems integrator. This allows us to apply both engineering principles and practical expertise to design and implement the right system the first time. Our design decisions are based upon the combination of practical field experience and engineering calculations to provide a responsible and professional design to meet the needs of your system, your operators, and the community in which the system services.

We first seek to understand how the overall system works, including the correct means of security, monitoring, and the unique nature of each control structure, lift station, pumping system, and reservoir on the system. At Sierra Controls, we train our employees to understand the system first and then to understand how the hardware and software must function in order to support the custom needs of each element in the system.

PROGRAMMING

We understand the need for complex programming, and the beauty of when to keep it simple. We strive for consistent programming standards which allow others to also provide support and programming adjustments in the future. This also allows other employees at Sierra Controls to help support the system when future needs arise. At SC we specialize in Allen Bradley Compact Logix, RSLogix 5000, and Control Microsystems (Schneider Electric SCADAPack) PLC programming. We also specialize in the use of ISaGRAF programming on both the SCADAPack E Series and 350 platform.

PROJECT MANAGEMENT SERVICES

Our project managers are also senior engineers and client managers. They are not there to just organize tasks and track project timelines; they are there to partner with you as the customer and your team to make sure the project is successful both technically and operationally. In many cases they are also the lead programmer and hardware designer for the project. You can be assured that they have the expertise to stand behind what they design.

SCADA HMI SOFTWARE EXPERTS

We pride ourselves in being experts in the right software packages to meet your HMI needs. We are pleased to ensure that we are applying only the best practices in developing a system platform that will be scalable, robust, and is organized in such a way that your operators find it intuitive and professional. We have decided that rather than being a "jack of all trades and a master of none", that we would invest and be the best at what is needed the most. We understand that for a SCADA System to function properly, it needs to be programmed in a way to be compatible with the Radio System, existing IT infrastructure, and system redundancy. We are certified Integrators for ClearSCADA and Wonderware, with additional training with Ignition and other similar platforms.

IT EXPERTS

We understand that security and performance must have a solid foundation of robust IT infrastructure including high quality hardware, proven software, and a solid design. We understand the benefit and proper use of redundant servers, backup servers, and automatic hot-standby swap performance requirements. We also understand the complexity and need for database backup processes where applicable.

SURVEYS & SITE ASSESSMENTS

Our professional staff prides itself in providing a turnkey analysis of the existing systems radio design, programming scheme, and performance requirements. Our range and depth of expertise allows us to analyze the existing systems, along with the desired end results to provide a proven, serviceable system.

TURNKEY SERVICES

Sierra Controls only employs qualified, professional, hardworking staff to meet the needs of each project. We also use trusted electrical contractors who are licensed to assist with any SCADA requirements that extend beyond the limits of our own contractor's license. Sierra Controls still acts as the turn key provider and responsible party for all services we are employed for.

PANEL FABRICATION

We pride ourselves in providing proven, robust, modern PCIS and SCADA solutions. This can be seen by the robust quality of the control panels designed to meet the custom needs of each site, the correct choices of instruments, and the meticulous nature of our programming standards. Sierra Controls only uses the highest quality parts in our panel designs, which are rated for their environment and location. Our systems and control panels are capable of withstanding harsh conditions, especially extreme temperature environments. We want your RTU's and Instruments to last well beyond any required warranty period. Sierra Controls provides a standard one year warranty on all parts and labor. In addition we are independently certified as a UL fabrication facility, and we work with UL on a project-by-project basis to make sure that the panels fabricated meet the needs of the client. We can provide UL certified panels to customers as needed for an additional cost.

RADIO TELEMETRY & COMMUNICATION SYSTEMS

The value of data is only as good as the communications system's ability to relay the information to its intended destination. At SC, we understand the fine balance between the speed of the radio and communications system, the rate of polling, and the programming scheme needed to avoid "clogging" up the system. SC has experience in many different communication models and protocols to meet your specific need for both local and remote sites. We have used many types of radio, fiber optic, networked, cellular, and copper communication systems. We are experienced in surveying each site for your specific needs, and choosing the right application that provides the most reliable communication system possible. We also have the experience needed to provide capable systems that meet FCC requirements, as well as the local weather and terrain. Sierra Controls is familiar with many radio platforms including Ubiquiti, Viper, MDS, Esteem, and many more.

INSTRUMENTATION DESIGN

At SC, we use high quality commercially available sensors that are proven for their intended use. We pride ourselves in working with our customers to make sure that the right instrument, with the right capabilities is chosen for its specific intended use. We also work with each customer's in-house maintenance staff to use consistent approaches, which will allow local in-house staff to better support the system in the future.

SECURITY

Sierra Controls goes to great efforts to implement a secure infrastructure that allows your intended remote access without the unwanted intrusion of others. As the threat of intrusion rises, and the means of hacking into a system increases, we invest in continued education so that we keep up with the most robust and successful means of protecting the SCADA System from unwanted attack and infiltration. Our understanding of modern IT based solutions allows us to provide secure solutions for PLC's, radio networks, and HMI's. In addition, we have proven systems which provide the needed security and redundancy. This is one of our highest priorities in our designs and becomes foundational to the development of the entire system architecture.

TRAINING SERVICES

Successful projects end when a system operator understands what they see and how to operate the new system. At SC, we provide organized and methodical means to make sure that the interface is easy to understand, operate, and maintain. We understand the important role of an operator and design our interface systems around years of input from trusted, successful operators. Sierra Controls also offers additional training for field technicians, operators, and managers to understand the SCADA System now and into the future. Additional manuals and help files are provided electronically as part of the SCADA HMI to keep them readily accessible to meet the unique and custom needs of each system. SC has also provided DPR with SCADA specific training for more than 3 years as part of the Water Continuing Education Workshops held at the William Penn Mott Jr. Training Center. Training in this environment included presentations, discussions, and a hands-on review of the most critical topics to be understood pertaining to reliable SCADA systems.

SCADA SYSTEM MAINTENANCE AND SUPPORT SERVICES

Sierra Controls offers on-call service, 24-hours emergency support and scheduled annual maintenance to ensure your SCADA System is functioning properly. System maintenance includes regular attention for all of the hardware, software, communication, and programming needs of the SCADA System.

Annual maintenance includes RTU Field inspections, SCADA Computer optimization, system performance analysis, Remote Access ongoing support, Software Support, IT support of SCADA networks and other services, ongoing engineering support and more. It is our intention to provide all levels of support with your own resources to make sure as a team your SCADA System performs properly for years to come. Custom support plans are also available to meet your specific needs including extended warranty and maintenance services.

We design each system to ensure that there is Remote Access Support available after the system is commissioned. This allows many of the emergency needs to be analyzed and resolved without driving out to each site. In many cases this Remote Access can be developed to provide access past the SCADA computer and directly into each local HMI or PLC. This remote access also allows your operators to monitor, control, and respond to alarm events remotely. Our service technicians primarily deploy from Reno, NV. Understanding that most of the more complex service related issues require engineering support, Sierra Controls has additional field engineering support that deploy as needed from our Elk Grove, CA office. We do not provide a system we cannot maintain afterwards.

DOCUMENTATION

Sierra Controls provides As Built drawings and manuals to meet each project's custom needs in either printed or electronic forms. Drawings will be provided in either PDF or AutoCAD format. Additional programming comments are also provided. We also make a point to update field as built drawings when field adjustments are made so you are ensured accurate documentation in the field when needed. All documentation can be provided in custom formats to meet the project specific needs.

SAFETY:

Sierra Controls has a very long history of providing a safe working environment for our employees. We look forward to working with the District's own safety officer to make sure that all job sites are OSHA compliant and considered safe. This includes the use of hazard signs, regular safety meetings on site, and accurate safety records and reporting.

Related Experience / Customer References

Related Experience-Projects

Mature ClearSCADA Projects with greater than 1000 tags and are no longer in warranty period.

Patterson Irrigation District:

Contact Name: Marc Vandan / Steve Trinta

Phone Number: 209-892-6233

Date of Completion: December 2015

Scope of work:

Sierra Controls has provided various projects over the years including the design and integration of (6) pump stations, (1) Master Station / HMI SCADA Computer, and (16) lateral pump stations to name a few. SC has also just finished a project in conjunction with the Irrigation and Research Center to enable Patterson Irrigation District (PID) to capture and reuse drainage water from the Marshall Drain and Spanish Land Grant Drain while also improving service to district water users through increased system flexibility.

Modesto Irrigation District:

Contact Name: Dave Bakker

Phone Number: (209) 526-7565

Date of Completion: November 2015

Scope of work:

Sierra Controls has provided engineering consultation and integration for the Automation of the District's irrigation canal system which included 10 headwork structures capable of performing both level and flow control, and integration of 15 existing groundwater pumps to provide supplemental water for lower region irrigation. Work also included development of 10 spill monitoring and water quality analysis sites for District use. Current project involved reprogramming multiple headworks sites to maintain a single vendor standardized programming scheme and support.

City of Dixon – Solano HMI Transition Project:

Contact Name: Joseph M. Leach, P.E.

Phone Number: (707) 678-7031 x305

Date of Completion: December 2014

Scope of work:

Sierra Controls has provided engineering consultation and integration to transferred the ClearSCADA HMI system and functionality from the Solano Irrigation District to the City of Dixon. Transition included system transfer, transfer of functionality and data, System Startup, Training, modification to reports and alarm notification schemes, and additional consultation to third party operators from Severn Trent. SC has also provided ongoing maintenance and support of the system for the City of Dixon since the transition. SC continues to support both clients ClearSCADA Systems

Truckee Sanitary District:

Contact Name: Sarah Bergeron / Raymond Brown

Phone Number: (530) 587-3804

Date of Completion: December 2015

Scope of work:

Sierra Controls provided a full ClearSCADA Server Upgrade including the consolidation of the separate server and workstation PCs in the shop portion of the system architecture into an appropriate single rack mounted Dell Precision workstation to reduce overall licensing costs and remove one PC from the architecture. The rack will also contain the SCADA monitored UPS, rack mounted monitor (with keyboard and mouse), and a KVM switch that will allow the DISTRICT to monitor or use SCADA PCs as well as any DISTRICT server PCs that are mounted in the rack. Project also included upgrades to and further development of the ClearSCADA software.

Central California Irrigation District:

Contact Name: John Relvas

Phone Number: (209) 704-0012

Date of Completion: 2015 - Present

Scope of work:

Sierra Controls provided a SCADA System upgrade from Wonderware to ClearSCADA. Project also Included upgrades from Incuity to Rockwell Software VantagePoint, upgrades to WIN-911, and additional firewall and UPS upgrades. In addition to a new ClearSCADA server and workstation, a new Remote Access Server (RAS) will be provided with Citrix XenApp Fundamentals software. Citrix XenApp will be configured to provide District personnel with secure remote access to the SCADA system via a variety of devices including notebooks and tablets.

Glenn-Colusa Irrigation District:

Contact Name: Pat Kennedy

Phone Number: (530) 518-7135

Date of Completion: 2010 - Present

Scope of work:

Sierra Controls provided a SCADA System upgrade to a 5000-tag license and additional remote site RTU upgrades. SC continues to provide system support, Preventative Maintenance, and system upgrades. SC will upgrade primary and redundant servers in 2016.

Merced Irrigation District:

Contact Name: Jeff Keller

Phone Number: (209) 722-5761 ext. 150

Date of Completion: 2009 - Present

Scope of work:

Sierra Controls has provided SCADA System upgrades and support for Merced Irrigation District since 2007 with additional 5000 tag license upgrade in 2009 and ongoing support and upgrades with site enhancements and support.

City of Winnemucca:

Contact Name: Stephen West

Phone Number: (775) 623-6333

Service Contract Dates: 2010 - Present

Scope of work:

SC has provided more than 5 years of ongoing maintenance support following a \$340k SCADA Replacement project. Services include Annual Preventative Maintenance Contract including individual RTU Site Checks, HMI Computer Maintenance, Remote Access, Software Support including HMI Software, Alarm Notification Software, and Antivirus, on call engineering and services including 24-hour emergency service, and other similar support services. SC is also currently working on a 21 million dollar new Wastewater Treatment Plant project which will commission in March 2017.

Henry Miller Reclamation District:

Contact Name: Alejandro Paolini

Phone Number: (209) 826-5112

Service Contract Dates: 2011 - Present

Scope of work:

SC has provided more than 17 years of project support including ClearSCADA HMI Software development and an Annual Preventative Maintenance Contract including individual RTU Site Checks, HMI Computer Maintenance, Remote Access, Software Support including HMI Software, Alarm Notification Software, and Antivirus, on call engineering and services including 24-hour emergency service, and other similar support services. SC is currently preparing to upgrade and rebuild their SCADA Servers and Network structure.

Department of Parks and Recreation:

Contact Name: Graham Payne

Phone Number: (530) 205-5335

Date of Completion: 2012 - Present

Scope of work:

Sierra Controls has provided ongoing upgrades to the Sierra District ClearSCADA System for several years since before 2012 including HW and SW upgrades and further development as needed and required by associated upgrades throughout the District. SC has also provided ongoing Annual Preventative Maintenance.

Project Staffing

Brief Resumes of Key Staff:

Danny Hunsaker

Danny is the General Manager of Sierra Controls, LLC. Danny has over 15 years of experience in the customer manufacturing and electrical industries. He is experienced in design, structural engineering, estimating, production management, and value engineering. He also has extensive experience in project management and working with local municipalities to meet their specific project needs. Danny is also familiar with the contracting and billing requirements for DPR and other government agency projects.

Michael Jerzykowski - Project Manager / Electrical Engineer

Michael has over 20 years of experience as a senior electrical controls engineer, experienced in system applications and development engineering as well as project management. Michael has the capability to provide complete project development, design, and programming services to Sierra Controls clients in Central California area. Michael has valuable experience with both long and short-term projects, continued system support, and customer interface after SCADA integration. Michael is also an expert with IEC 61131-3 standard languages and licensed users of ISaGRAF Workbench with more than 10 years' experience.

Mark Crossett

Mark is an engineer with 17 years of experience in SCADA systems, process controls, instrumentation, and telemetry systems. His primary responsibilities include PLC programming, ClearSCADA HMI programming, computer/network support, and project engineering support. Prior to control systems engineering, Mark spent 15 years working as an electronic/computer systems technician. Today, Mark is the Director of Technical Services at Sierra Controls and plays an important role in bridging the traditional gap between Engineering and Information Technology (IT). Mark's programming capabilities lead the industry which has allowed him to provide consultation on many additional SCADA systems outside of our normal footprint. Mark is also an expert with IEC 61131-3 standard languages and licensed users of ISaGRAF Workbench. Mark has advanced training in ClearSCADA.

Nadya Sanchez

Nadya works in the Elk Grove office of Sierra Controls. Nadya has over 5 years of experience in working with Sierra Controls. She has provided programming for field and office SCADA system interfaces (OTI and HMI); testing and commissioning for SCADA systems; and automated control for numerous irrigation and canal systems. Nadya has written operations and maintenance manuals for SCADA systems and assisted in numerous installations. Nadya is also an excellent trainer. Nadya has a Bachelors, Masters, and PhD in Biological Systems and Agricultural Engineering along with an additional Master Degree in Civil Engineering.

Marcus Grief

Marcus works in the Elk Grove office of Sierra Controls. Marcus is an engineer with over 3.5 years of experience in SCADA systems, process controls, instrumentation, and telemetry systems with Sierra Controls. He is responsible for design, project management, programming and installation of PLCs, HMIs, and a variety of sensors, meters, and other instrumentation. He routinely works with contractors and staff on new installations and retrofits of existing equipment. Marcus' projects include the design, programming, installation of remote monitoring, and control of irrigation districts, lift stations, hydropower plants, municipal water supply wells, and water treatment plants.

Kenyon Giles

Kenyon is an IT Professional with over 18 years of experience in the IT industry. With Sierra Controls, Kenyon designs and oversees the IT systems that are installed in customer SCADA projects. With an extensive background in client / server, networking technologies, and supporting remote locations, Kenyon is able to assist our clients in all aspects of their IT infrastructure. Kenyon works closely with other members of the project management team to ensure all IT components integrate with the SCADA environment. Supported network technologies include all versions of Microsoft operating systems, virtualization, Citrix, local and cloud backup design, VPN and VLAN networking and security protocols to name just a few. Kenyon holds a Bachelor of Science in Information Technology degree from the University of Phoenix along with professional certifications from industry vendors.

Mark Pipho

Mark is field service manager and senior technician at Sierra Controls. Mark is skilled in performing field services, preventative maintenance, updates and troubleshooting for SCADA and RTUs, and interfacing with VDFs and field devices. Mark will be in charge of installations and radio programming for this project. He has over 15 years of experience in the field and will work with his technicians to perform installations, troubleshooting, and maintenance for this ClearSCADA system.

SC Team

At Sierra Controls we utilize a team approach to all of our projects with additional personnel other than those specifically listed above who also specialize in ClearSCADA programming, Wonderware Programming, PLC and OIT programming, Radio network design, and IT Consultation & design. Out staff of 8 Senior Engineers and 7 Project Engineers along with additional field engineering and technical staff allow us to handle projects of all sizes. Their individual depth of skills and proximity to customer projects allows SC to be professional and responsive to the project and ongoing maintenance needs of the District.

Key Staff Contact Information:

General Manager / Project Director:

Danny Hunsaker, P.E.

General Manager

dannyh@sierracontrols.com

(775) 236-3358 (Direct)

(775) 870-3235 (Cell)

Senior Engineer / Client Manager:

Michael Jerzykowski

michaelj@sierracontrols.com

(775) 236-3371 (Direct)

(760) 265-4753 (Cell)

Senior Engineer / Project Manager

Nadya Sanchez

nadvas@sierracontrols.com

(775) 236-3373 (Direct)

(808) 227-9319 (Cell)

Project Engineer:

Marcus Grief

marcusg@sierracontrols.com

(775) 236-3367 (Direct)

(530) 570-0917 (Cell)

Senior IT Engineer:

Kenyon Giles

kenyong@sierracontrols.com

(775) 200-2401 (Cell)

Accounting:

Rosa Carcache

Accounts Receivables

rosac@sierracontrols.com

(775) 236-3350

Safety Officer:

Calvin Chandler

calvinc@sierracontrols.com

(775) 236-3350

Service / Install Manager:

Mark Piphio

markp@sierracontrols.com

(775) 236-3350

Project Proposal, Pricing and Schedule



SIERRA CONTROLS, LLC

WATER MEASUREMENT AND CONTROL SYSTEMS

DATE

Oct 23, 2017

QUOTATION NO.

17-5407

To: Lake Shastina Community Services District

Attention: Robert Moser
Public Works Supervisor

Subject: RFP - Upgrade Existing SCADA System Project

Sierra Controls, LLC (SC) is pleased to offer this proposal to the Lake Shastina Community Services District (LSCSD) to upgrade, design and install a modernized process control and SCADA system. This proposal covers the complete upgrade of the existing Tesco telemetry system at (3) three Well sites and (4) four Storage Tank /Booster Station sites. The proposed system is expandable for future site locations and includes the ability to be accessed remotely via hand held devices such as a tablet or laptop. This proposal also includes the replacement of the existing phone line based site communications system with a new FCC licensed ethernet radio communications network to provide fast and reliable site to site communications.

All local sites have been designed to include a local Operator Interface Terminal (OIT) to support the local monitoring and control of each individual site if a loss of communications to the rest of the system should occur, providing a redundant operation method for the system. This is in addition to the proposed integration of the centralized Cloud Based HMI system which will allow for primary remote control and monitoring of the system via hand held devices such as a tablet or laptop. Along with control and monitoring capabilities the Cloud Based HMI package can provide alarm call outs to operations and management staff in the form of texts or emails. The package also has the ability to generate and email reports based on the data collected from the system to LSCSD personnel or outside agencies as may be required.

Item 1: Well 3 Site

Price	\$27,085
Plus Estimated Tax	\$1,089

Major Components Include Hoffman 24x20 Back panel, Cal Amp Viper 450MHz Radio, PCTel Omni Directional Antenna, N-Tron 105TX Ethernet Switch, Polyphaser Lightning Protector, Schneider Electric SCADAPack 350 Controller w/ISaGraf, Maple Systems 3185 4 Line Operator Interface Terminal, Pressure Systems Well Draw Down Level Transducer, Hawkeye Split Core Current Transducer, (2) Duracell 12VDC 18AH Batteries, SCS Battery Charger, Allen Bradley 24VDC Power Supply, IDEC Control Relays, Omron Snap Switch, Allen-Bradley Terminals and Fuse Blocks.

Also Includes: Design Engineering, Programming, Shop Fabrication / Testing, Installation, Startup and Commissioning, and Training.

Item Notes:

- No RTU enclosure required RTU will be installed in existing enclosure onsite (LSCSD will demo existing unused equipment in enclosure.)
- District must provide stilling tube for provided Well Draw Down Level Transducer Installation.
- Site will be programmed and is designed to be controlled by both Tank 1 and Tank 2.
- RTU equipped with Analog Outputs to allow for control of site VFD's as required.
- Site includes RS232 serial communication port(s) required to communicate with districts proposed new flow meters, allowing for accurate flow and totalization readings remotely.
- Site includes SCS battery backup system, this system will provide backup power to the local RTU equipment and instrumentation only and does not provide backup power to the well motor. This allows for continued site communication and instrument monitoring during a power loss, and allows for the notification of site power fail.

Item 2: Well 4 Site

Price	\$27,475
Plus Estimated Tax	\$1,117

Major Components Include Hoffman 24x20 NEMA 12 Enclosure, Hoffman 24x20 Back panel, Cal Amp Viper 450MHz Radio, PacTel BMOY 4405 Yagi Directional Antenna, N-Tron 105TX Ethernet Switch, Polyphaser Lightning Protector, Schneider Electric SCADAPack 350 Controller w/ISaGraf, Maple Systems 3185 4 Line Operator Interface Terminal, Pressure Systems Well Draw Down Level Transducer, Hawkeye Split Core Current Transducer, (2) Duracell 12VDC 18AH Batteries, SCS Battery Charger, Allen Bradley 24VDC Power Supply, IDEC Control Relays, Omron Snap Switch, Allen-Bradley Terminals and Fuse Blocks.

Also Includes: Design Engineering, Programming, Shop Fabrication / Testing, Installation, Startup and Commissioning, and Training.

Item Notes:

- District must provide stilling tube for provided Well Draw Down Level Transducer Installation.
- Site will be programmed and is designed to be controlled by both Tank 1 and Tank 2.
- RTU equipped with Analog Outputs to allow for control of site VFD's as required.
- Site includes RS232 serial communication port(s) required to communicate with districts proposed new flow meters, allowing for accurate flow and totalization readings remotely.
- Site includes SCS battery backup system, this system will provide backup power to the local RTU equipment and instrumentation only and does not provide backup power to the well motor. This allows for continued site communication and instrument monitoring during a power loss, and allows for the notification of site power fail.

Item 3: Well 9 Site

Price	\$27,475
Plus Estimated Tax	\$1,117

Major Components Include Hoffman 24x20 NEMA 12 Enclosure, Hoffman 24x20 Back panel, Cal Amp Viper 450MHz Radio, PacTel BMOY 4405 Yagi Directional Antenna, N-Tron 105TX Ethernet Switch, Polyphaser Lightning Protector, Schneider Electric SCADAPack 350 Controller w/ISaGraf, Maple Systems 3185 4 Line Operator Interface Terminal, Pressure Systems Well Draw Down Level Transducer, Hawkeye Split Core Current Transducer, (2) Duracell 12VDC 18AH Batteries, SCS Battery Charger, Allen Bradley 24VDC Power Supply, IDEC Control Relays, Omron Snap Switch, Allen-Bradley Terminals and Fuse Blocks.

Also Includes: Design Engineering, Programming, Shop Fabrication / Testing, Installation, Startup and Commissioning, and Training.

Item Notes:

- District must provide stilling tube for provided Well Draw Down Level Transducer Installation.
- Site will be programmed and is designed to be controlled by Tank 3.
- RTU equipped with Analog Outputs to allow for control of site VFD's as required.
- Site includes RS232 serial communication port(s) required to communicate with districts proposed new flow meters, allowing for accurate flow and totalization readings remotely.
- Site includes SCS battery backup system, this system will provide backup power to the local RTU equipment and instrumentation only and does not provide backup power to the well motor. This allows for continued site communication and instrument monitoring during a power loss, and allows for the notification of site power fail.

Item 4: Tank 1 with Booster 50 Site

Price	\$39,270
Plus Estimated Tax	\$1,770

Major Components Include Hoffman 24x20 NEMA 12 Enclosure, Hoffman 24x20 Back panel, Cal Amp Viper 450MHz Radio, PCTel Omni Directional Antenna, N-Tron 105TX Ethernet Switch, Polyphaser Lightning Protector, Schneider Electric SCADAPack 32 P4A Controller w/ISaGraf, IDEC 10.4" Operator Interface Terminal, Tank Level / Temperature Transducer, (4) Hawkeye Split Core Current Transducer, Viatran In-Line Pressure Transducer, (2) Duracell 12VDC 18AH Batteries, SCS Battery Charger, Allen Bradley 24VDC Power Supply, IDEC Control Relays, Omron Snap Switch, Allen-Bradley Terminals and Fuse Blocks.

Pepwave BR1 Mini-4G LTE Cell Modem, Net Biter EC310 Communications Gateway, and MIMO Remote Cellular Antenna and cabling.

Also Includes: Design Engineering, Programming, Shop Fabrication / Testing, Installation, Startup and Commissioning, and Training.

Item Notes:

- Two RTU Panels required – Control Panel in Booster Building and Radio Panel on top of Tank.
- Site will be programmed and is designed to control Booster Station 50 maintaining pressure for an existing low-pressure zone.
- Site is SCADA system access point for Cloud Based HMI package and includes required access equipment needed to support cellular link to the Cloud Based SCADA system.
- Site includes RS232 serial communication port(s) required to communicate with districts proposed new flow meters, allowing for accurate flow and totalization readings remotely.
- Site includes SCS battery backup system, this system will provide backup power to the local RTU equipment and instrumentation only and does not provide backup power to the well motor. This allows for continued site communication and instrument monitoring during a power loss, and allows for the notification of site power fail.
- RTU equipped with Analog Outputs to allow for control of future site VFD's as required.

Item 5: Tank 2 with Booster 51 Site

Price	\$38,310
Plus Estimated Tax	\$1,700

Major Components Include Hoffman 24x20 NEMA 12 Enclosure, Hoffman 24x20 Back panel, Cal Amp Viper 450MHz Radio, PCTel BMOY 4405 Yagi Directional Antenna, N-Tron 105TX Ethernet Switch, Polyphaser Lightning Protector, Schneider Electric SCADAPack 32 P4A Controller w/ISaGraf, IDEC 10.4" Operator Interface Terminal, Tank Level / Temperature Transducer, (3) Hawkeye Split Core Current Transducer, Viatran In-Line Pressure Transducer, (2) Duracell 12VDC 18AH Batteries, SCS Battery Charger, Allen Bradley 24VDC Power Supply, IDEC Control Relays, Omron Snap Switch, Allen-Bradley Terminals and Fuse Blocks.

Also Includes: Design Engineering, Programming, Shop Fabrication / Testing, Installation, Startup and Commissioning, and Training.

Item Notes:

- Two RTU Panels required – Control Panel in Booster Building and Radio Panel on top of Tank.
- Site will be programmed and is designed to control Booster Station 51 maintaining pressure for an existing low-pressure zone.
- Site includes RS232 serial communication port(s) required to communicate with districts proposed new flow meters, allowing for accurate flow and totalization readings remotely.
- Site includes SCS battery backup system, this system will provide backup power to the local RTU equipment and instrumentation only and does not provide backup power to the

well motor. This allows for continued site communication and instrument monitoring during a power loss, and allows for the notification of site power fail.

- RTU equipped with Analog Outputs to allow for control of future site VFD's as required.

Item 6: Tank 3 with Booster 56 Site

Price	\$38,575
Plus Estimated Tax	\$1,719

Major Components Include Hoffman 24x20 NEMA 12 Enclosure, Hoffman 24x20 Back panel, Cal Amp Viper 450MHz Radio, PCTel BMOY 4405 Yagi Directional Antenna , N-Tron 105TX Ethernet Switch, Polyphaser Lightning Protector, Schneider Electric SCADAPack 32 P4A Controller w/ISaGraf, IDEC 10.4" Operator Interface Terminal, Tank Level / Temperature Transducer, (4) Hawkeye Split Core Current Transducer, Viatran In-Line Pressure Transducer, (2) Duracell 12VDC 18AH Batteries, SCS Battery Charger, Allen Bradley 24VDC Power Supply, IDEC Control Relays, Omron Snap Switch, Allen-Bradley Terminals and Fuse Blocks.

Also Includes: Design Engineering, Programming, Shop Fabrication / Testing, Installation, Startup and Commissioning, and Training.

Item Notes:

- Two RTU Panels required – Control Panel in Booster Building and Radio Panel on top of Tank.
- Site will be programmed and is designed to control Booster Station 56 maintaining pressure for an existing low-pressure zone.
- Site includes RS232 serial communication port(s) required to communicate with districts proposed new flow meters, allowing for accurate flow and totalization readings remotely.
- Site includes SCS battery backup system, this system will provide backup power to the local RTU equipment and instrumentation only and does not provide backup power to the well motor. This allows for continued site communication and instrument monitoring during a power loss, and allows for the notification of site power fail.
- RTU equipped with Analog Outputs to allow for control of future site VFD's as required.

Item 7: Tank 4 Site

Price	\$25,605
Plus Estimated Tax	\$982

Major Components Include Hoffman 24x20 NEMA 4 Enclosure, Hoffman 24x20 Back panel, Cal Amp Viper 450MHz Radio, PCTel BMOY 4405 Yagi Directional Antenna, N-Tron 105TX Ethernet Switch, Polyphaser Lightning Protector, Schneider Electric SCADAPack 350 Controller w/ISaGraf, Maple Systems 3185 4 Line Operator Interface Terminal, Tank Level / Temperature Transducer, (2) Duracell 12VDC 18AH Batteries, SCS Battery Charger, Allen Bradley 24VDC Power Supply, IDEC Control Relays, Omron Snap Switch, Allen-Bradley Terminals and Fuse Blocks.

Also Includes: Design Engineering, Programming, Shop Fabrication / Testing, Installation, Startup and Commissioning, and Training.

Item Notes:

- Site will be programmed and is designed to be work with Booster Station 53.
- Site includes RS232 serial communication port(s) required to communicate with districts proposed new flow meters, allowing for accurate flow and totalization readings remotely.
- Site includes SCS battery backup system, this system will provide backup power to the local RTU equipment and instrumentation only and does not provide backup power to the well motor. This allows for continued site communication and instrument monitoring during a power loss, and allows for the notification of site power fail.

Item 8: Booster 53 Site

Price \$25,250
Plus Estimated Tax \$1,057

Major Components Include Hoffman 24x20 NEMA 12 Enclosure, Hoffman 24x20 Back panel, Cal Amp Viper 450MHz Radio, PCTel BMOY 4405 Yagi Directional Antenna , N-Tron 105TX Ethernet Switch, Polyphaser Lightning Protector, Schneider Electric SCADAPack 350 Controller w/ISaGraf, Maple Systems 3185 4 Line Operator Interface Terminal, (2) Hawkeye Split Core Current Transducer, (2) Duracell 12VDC 18AH Batteries, SCS Battery Charger, Allen Bradley 24VDC Power Supply, IDEC Control Relays, Omron Snap Switch, Allen-Bradley Terminals and Fuse Blocks.

Also Includes: Design Engineering, Programming, Shop Fabrication / Testing, Installation, Startup and Commissioning, and Training.

Item Notes:

- Site will be programmed and is designed to be controlled by Tank 4.
- Site includes RS232 serial communication port(s) required to communicate with districts proposed new flow meters, allowing for accurate flow and totalization readings remotely.
- Site includes SCS battery backup system, this system will provide backup power to the local RTU equipment and instrumentation only and does not provide backup power to the well motor. This allows for continued site communication and instrument monitoring during a power loss, and allows for the notification of site power fail.
- RTU equipped with Analog Outputs to allow for control of future site VFD's as required.

Item 9: FCC Coordination / Licensing

Price \$2,185

Item Notes:

- Coordination for (2) FCC 450 MHz Call Signs - (6) Sites per call sign
 - Project utilizes (8) Sites – (4) additional sites available on second call sign for future use when system ready for expansion.
 - Additional Call Signs can be added to licensed frequency as system expands as needed.
- 10 Year FCC Licensed Frequency assigned to District (Renewable)

Optional Item 10: Additional Parts / Labor Extended Limited Warranty

Price \$8,995
(Per/Year)

Item Notes:

- Project includes SC standard all-inclusive (1) year warranty on parts, installation, software, and labor. In addition to any longer manufacturer part specific warranties which apply to the equipment provided in this project.
- Pricing above represent the annual price on an extended warranty up to a maximum of 4 additional years. No warranties will be offered after 5 years from date of substantial completion.
- Price includes a 4-year Maintenance Contract with SC in order to honor the warranty. SC will visit the sites annually to confirm proper functionality.
- Warranty cost does not include repairs of existing equipment or items damaged by others.
- If support is not maintained all historical data will also be lost if not downloaded prior to the conclusion of subscription service.
- Ongoing support will cost between \$1000 and \$2000 annually.

Item 11: Cloud Based HMI

Price \$35,750
Plus Estimated Tax \$2,350

Item Notes: Cloud Based HMI development, Onsite Communications Appliance and Software licensing for 1st year of service.

Optional Item 10: As Built Documents and O&M Manual

Price \$5,850
Plus Estimated Tax \$255

Item Notes: As build drawings and O&M Manual.

Project Notes:

1. Pricing is based upon CA State Prevailing Wage Laws and Regulations
2. Activated Verizon cellular SIM card to be provided by customer.
3. Monthly recurring Verizon Cellular service charges paid directly by customer.
4. Proposal includes the use of licensed 450MHz radios for both inter-site and Centralized SCADA System communications. Costs related to the setup and FCC coordination for all sites included in this project. Future additional sites will have to be added to LSCSD license at the point they are added to the SCADA system which will occur additional costs at that time.
5. This proposal represents the complete scope of work to be performed by SC. Any additional requirements, specifications, or construction details outside of this proposal have not been taken into consideration.
6. Pricing includes four (1) week installation mobilizations with (2) technicians and four (1) week startup / commissioning mobilizations with (1) engineer have been priced into this project. Additional mobilizations will be billed on a time and material basis.
7. District will provide qualified operator to assist SC personnel in the commissioning / startup of all project sites.
8. SC will provide a baseline development of screen and functions into the HMI. Additional development will be provided on an additional T&M basis.
9. One (8) hour Onsite Training Class for district staff has been included in this project. Additional training is available on time and material basis.
10. The Booster Pump Station #567 has not been Included in this proposal at the request of LSCSD.
11. UL certification available upon request.
12. SC is a member of CSIA but is not certified by CSIA.

DELIVERY: Per Project Schedule
TERMS: Net 30
FOB: RENO, NV
THIS QUOTATION IS VALID FOR 120 DAYS.

RESPECTFULLY SUBMITTED,
SIERRA CONTROLS, LLC

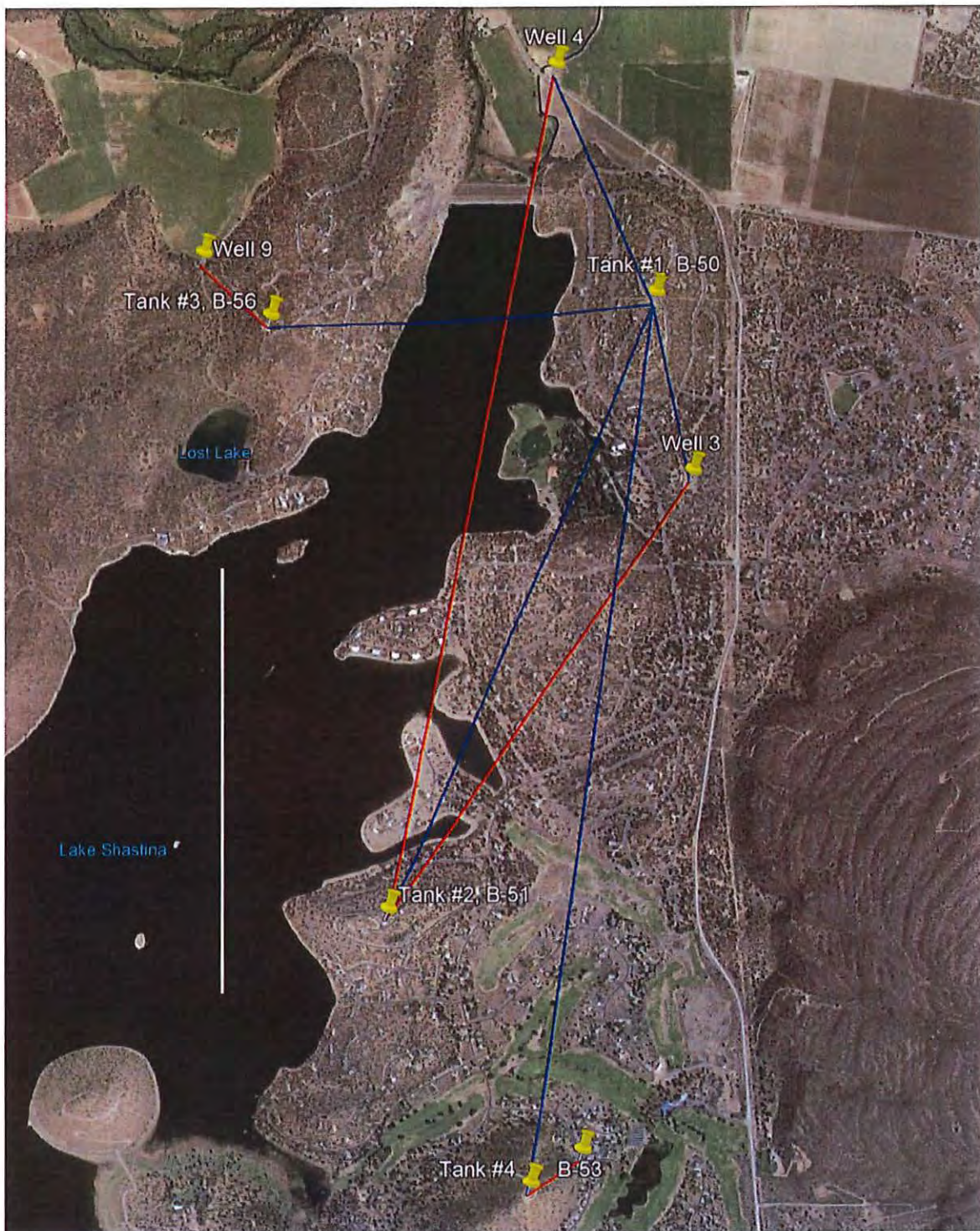
BY _____
Danny Hunsaker- General Manager


To proceed with this order please sign below with an authorized signature and return.

Signed _____

PO Number _____ Date _____

Requested Delivery Date _____



-  Inter-Site Communications
-  HMI Communications
-  Scale - 1 Mile



SIERRA CONTROLS, LLC

WATER MEASUREMENT AND CONTROL SYSTEMS

LSCSD Project Schedule: Complete Project Schedule 21 weeks ARO.

After Receipt of Order (ARO) Date

- Hardware Design (1 Week)
 - BOMs
 - RTU Drafting
 - Network Diagrams
 - Submittals
- Hardware Design / Drafting Submittals to Customer
 - Customer Review (1 Week)
- Production (10 Weeks)
 - Procurement (6 Weeks)
 - Fabrication (1 Week)
 - Wiring (1 Week)
 - Testing (1 Week)
 - System Testing (1 Week)
- Programming (7 Weeks / Concurrent w/Production)
 - Cloud Based HMI Programming (4 Weeks)
 - PLC Programming (2 Weeks)
 - OIT Programming (1 Week)
- Onsite Field Work (8 Weeks / Alternate Install Trip and Startup Trip)
 - Installation (4 Weeks)
 - Trip 1 – (1 Week)
 - Tank 1 with Boost 50
 - Well 3
 - Trip 2 – (1 Week)
 - Tank 2 with Booster 56
 - Well 4
 - Trip 3 – (1 Week)
 - Tank 3 with Booster 56
 - Well 9
 - Trip 4 – (1 Week)
 - Tank 4
 - Booster 53
 - Punchlist
 - Startup / Commissioning (4 Weeks)
 - Trip 1 – (1 Week)
 - Tank 1 with Boost 50
 - Well 3
 - Trip 2 – (1 Week)
 - Tank 2 with Booster 56
 - Well 4
 - Trip 3 – (1 Week)
 - Tank 3 with Booster 56
 - Well 9
 - Trip 4 – (1 Week)

- Tank 4
 - Booster 53
 - Punchlist
- Manuals / Final Documentation / Training (3 Weeks)
 - Manuals (2 Weeks)
 - Final Documentation (1 Week)
 - As-Built Drawings
 - Network Diagram
 - Onsite Training (2 Days)
 - Operator Training
 - Deliver Documentation



A Proposal for an XiO Cloud SCADA[®] Water Control System for Lake Shastina Water System

Version 1.4
October 11, 2017

Proposal

XiO Proposed System

XiO, Inc. (XiO) is pleased to supply this proposal to provide a monitoring and control system for Lake Shastina Water System (*Lake Shastina*).

The purpose of this proposed system is to:

- Provide a secure website where all water operations may be viewed and up-to-the-minute equipment status clearly displayed.
- Provide a secure method for authorized operators to put pumps online or offline and modify setpoints.
- Provide an advanced alarm system that will notify personnel via text or e-mail when user-defined events occur (e.g. low system pressure, pump fails to start, etc.).

• Well 3

- Monitor and control the Well 3 Pump based on a user defined level in the Stag Tank (Tank 2).
- Monitor and report the electrical energy used by the Well 3 Pump.
- Monitor and report the well aquifer level utilizing an XiO-supplied submersible water level management sensor.
- Provide a 4-20 mA output to adjust the Well 3 VFD based on a user defined system pressure.
- Monitor and report flow and total flow through the system utilizing the existing water meter. This requires the water meter to be equipped with a pulse output.

• Well 4

- Monitor and control the Well 4 Pump based on a user defined level in the Stag Tank (Tank 2).
- Monitor and report the electrical energy used by the Well 4 Pump.
- Monitor and report the well aquifer level utilizing an XiO-supplied submersible water level management sensor.
- Provide a 4-20 mA output to adjust the Well 4 VFD based on a user defined system pressure.
- Monitor and report flow and total flow through the system utilizing the existing water meter. This requires the water meter to be equipped with a pulse output.

• Well 9

- Monitor and control the Well 9 Pump based on a user defined level in the Rancho Tank (Tank 3).
- Monitor and report the electrical energy used by the Well 9 Pump.
- Monitor and report the well aquifer level utilizing an XiO-supplied submersible water level management sensor.
- Provide a 4-20 mA output to adjust the Well 9 VFD based on a user defined system pressure.
- Monitor and report flow and total flow through the system utilizing the existing water meter.

This requires the water meter to be equipped with a pulse output.

• **B53 Boosters**

- Monitor and control the two B53 Booster Pumps based on a user defined level in the Zen Mtn Tank (Tank 4).
- Monitor and report the electrical energy used by the two Booster Pumps.
- Monitor and report flow and total flow through the system utilizing the existing water meter. This requires the water meter to be equipped with a pulse output.

Juniper Tank (Tank 1)

- Monitor and report the level of the Juniper Tank utilizing an XiO-supplied submersible water level management sensor.
- Monitor and control the two Juniper Tank Booster Pumps based on a user defined system pressure. These pumps will be controlled in Lead / Lag without alternation configuration.
- Monitor and report system pressure utilizing an XiO-supplied system pressure transducer.
- Monitor and report flow and total flow through the system utilizing the existing water meter. This requires the water meter to be equipped with a pulse output.

Stag Tank (Tank 2)

- Monitor and report the level of the Stag Tank utilizing an XiO-supplied submersible water level management sensor.
- Monitor and control the two Stag Tank Booster Pumps based on a user defined system pressure. These pumps will be controlled in Lead / Lag without alternation configuration.
- Monitor and report system pressure utilizing an XiO-supplied system pressure transducer.
- Monitor and report flow and total flow through the system utilizing the existing water meter. This requires the water meter to be equipped with a pulse output.

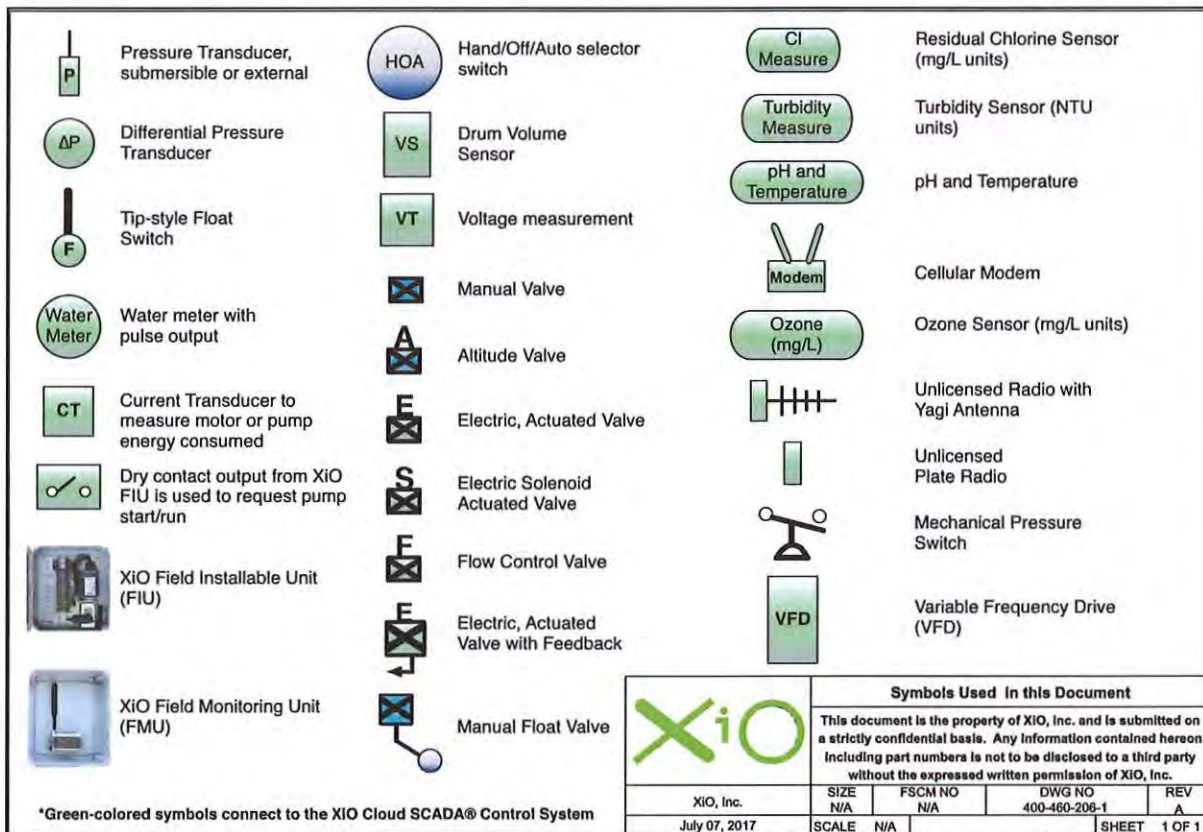
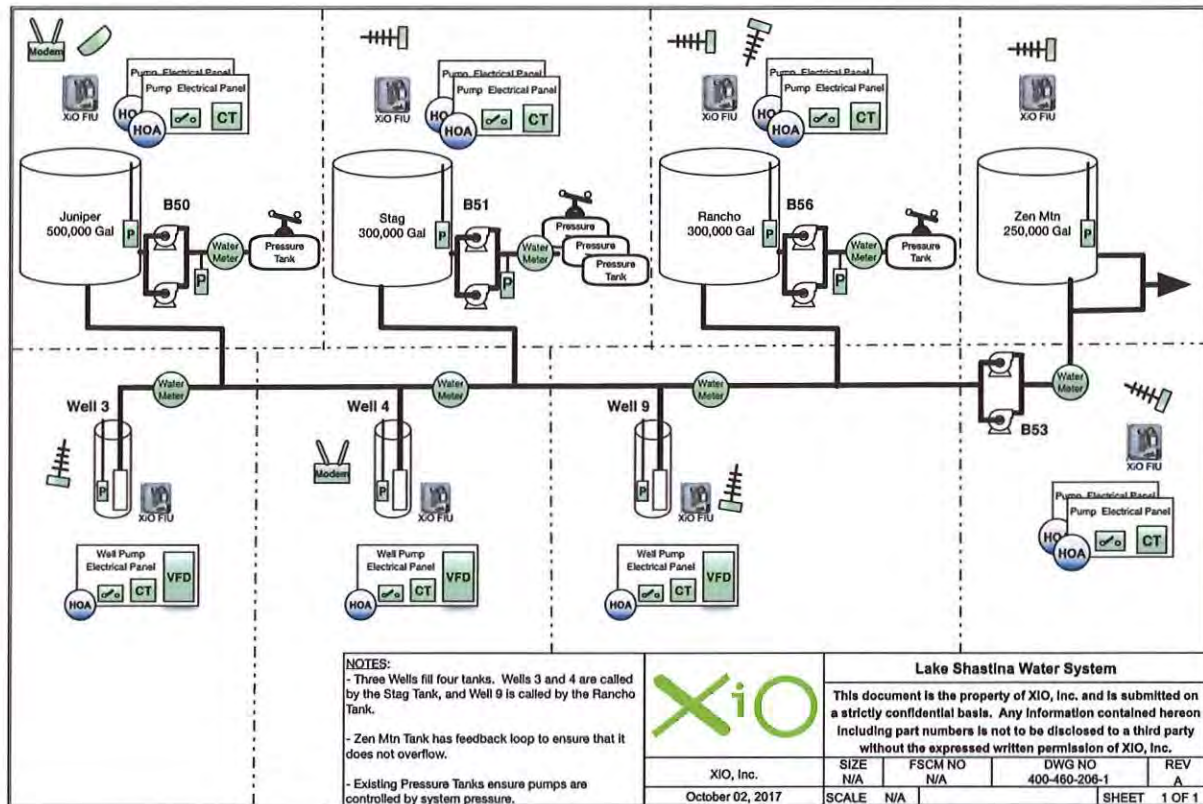
Rancho Tank (Tank 3)

- Monitor and report the level of the Rancho Tank utilizing an XiO-supplied submersible water level management sensor.
- Monitor and control the two Rancho Tank Booster Pumps based on a user defined system pressure. These pumps will be controlled in Lead / Lag without alternation configuration.
- Monitor and report system pressure utilizing an XiO-supplied system pressure transducer.
- Monitor and report flow and total flow through the system utilizing the existing water meter. This requires the water meter to be equipped with a pulse output.

Zen Mtn Tank (Tank 4)

- Monitor and report the level of the Zen Man Tank utilizing an XiO-supplied submersible water level management sensor.

System Diagram



Description of the System

The proposed system consists of three wells that pump water to a series of four tanks through a consolidated water main. Wells 3 and 4 are called into operation based on the Stag Tank (Tank 2) level, and Well 9 is called into operation based on the Rancho Tank (Tank 3) level. All Tanks, except for the Zen Mtn Tank, are equipped with an altitude valve to ensure that they do not overflow. The Zen Mtn has a feedback loop off the distribution to take excess water and pump it back into the tank.

A series of radios and modems at each site will establish connection with the XiO Cloud Servers.

Alarms

The XiO system will send email or SMS text notifications to a list of authorized operators upon at least the following alarm conditions:

- No communication with the site
- Low Tank Level
- High / Low System Pressure

Verizon Modem

The XiO Cloud SCADA control system requires a minimum of one connection to the Internet. XiO supplies a rugged NEMA4X enclosure with a Verizon modem that connects to the Verizon network. Like all parts of the XiO control system, the modem is shipped to site ready for an electrician to mount, apply 120VAC and power up. The system automatically connects to the Internet and XiO is informed of the event and can assist in system start-up.

Report Generator

Included at no additional cost is a comprehensive report generation system that can produce monthly reports downloadable in Excel format containing required fields, employing any data collected such as pressure levels, pump hours, water pumped, electricity used, cost to pump water—all listed by month, day, hour, minute. The data is organized and can be viewed by any authorized operator on the secure XiO website.

Cloud Based Management

The XiO system will be monitored and managed through an account on XiO's secure cloud servers. The password protected account will provide managers with the following:

- **System Overview** - Process diagram showing the current state of the system (i.e. tank levels, status of pumps, etc.).
- **Levels** - Line graphs showing the levels of all monitored parameters.
- **Reports** - Downloadable reports showing water pumped (gallons), energy used by pumps (kWh), efficiency of pumps (kWh/1000gallons), and pump runtime (hours).
- **Alarms** - View of all alarms that have been triggered.
- **Schedule** - Page allowing the user to adjust the set points that affect when the pumps will run.

Features to be Delivered

QTY	Item	Description
3	Well Controller with Submersible	<p>Well Controller provides up-to-the-minute views of well operation. Monitors well pump. Provides reports on electrical energy used by well pump, water production reports and pump efficiency reports. Advanced correlation alarms notify users of low flows and pump failures. Historical pump runtimes are included in the package. Provides flow rates and total flow from the well.</p> <p>*water production reports and flow require a water meter to be connected.</p> <p>Pricing includes:</p> <ul style="list-style-type: none"> • Field Installable Unit • RMS electrical current transducer • Submersible Water Level Management <p>Sensor with 150 feet of water-tight, connectorized, low-loss, shielded cable for easy installation.</p> <ul style="list-style-type: none"> • Inputs to monitor a water meter
4	Pump Controller	<p>Pump Controller provides up-to-the-minute views of pump operation. Monitors and controls two pumps. Contactor relays are provided to operate the pumps. Provides reports on electrical energy used by well pump, water production reports and pump efficiency reports. Advanced correlation alarms notify users of low flows and pump failures. Historical pump runtimes are included in the package.</p> <p>Pricing includes:</p> <ul style="list-style-type: none"> • Field Installable Unit • Two RMS electrical current transducers • Inputs to monitor a water meter
1	Tank Controller with Submersible	<p>Tank Controller provides up-to-the-minute views of tank levels. Provides the ability to adjust well operation based on tank levels. Alarms notify users of a high and low tank levels.</p> <p>Pricing includes:</p> <ul style="list-style-type: none"> • Field Installable Unit • Submersible Water Level Management <p>Sensor with 50 feet of water-tight, connectorized, low-loss, shielded cable for easy installation.</p> <ul style="list-style-type: none"> • Inputs to monitor a water meter
3	Tank Monitoring with Submersible	<p>Tank Monitoring provides up-to-the-minute views of an additional tank level. Provides the ability to adjust well operation based on tank levels. Alarms notify users of a high and low levels.</p> <p>Pricing includes:</p> <ul style="list-style-type: none"> • Submersible Water Level Management <p>Sensor with 50 feet of water-tight, connectorized, low-loss, shielded cable for easy installation.</p>

QTY	Item	Description
3	System Pressure Monitoring	Monitors system pressure. Provides the XiO system with the ability to monitor system pressure and notifies users of low pressure. Pricing includes: <ul style="list-style-type: none"> Pressure Sensor with 20 feet of water-tight, connectorized, low-loss, shielded cable for easy installation.
3	VFD Management	Remote VFD Management provides up-to-the-minute monitoring and control of VFD settings. Pricing includes: <ul style="list-style-type: none"> Galvanic Signal Isolation Module to Isolate 4-20mA signal which calls for pump speed.
7	IP Radio with Yagi	Provides communication between sites. Includes 50 feet of shielded ethernet cable for easy installation.
1	IP Radio with Sector	Provides communication between sites. Includes 50 feet of shielded ethernet cable for easy installation. This larger antenna is capable of communicating at a wider angle than the directional antennae.
2	Modem	Provides secure access to the XiO Cloud servers at the site. Housed in a NEMA-4X enclosure.

System Installation

XiO does not act as a contractor and does not install the equipment. XiO recommends that the Proposed Control System be installed by a licensed electrician and a water operator. The XiO hardware requires a single 120VAC circuit, fused at 15 amps or less. An individual Field Installable Unit (FIU) draws 3.7 watts, while the supplied cellular modem draws 6 watts. A solid earth ground must be provided, as required by code, but no special precautions need be taken. All connections are clearly marked with UL-recognized label materials. All enclosures are non-metallic rated NEMA4X, and XiO recommends employing water tight conduit especially in near-marine environments.

The customer is responsible for providing a suitable mounting location for the FIU(s) and other XiO-supplied hardware. There are several considerations when selecting a suitable mounting location for the FIU, Uninterruptible Power Supply (UPS) or other XiO supplied hardware:

Temperature- As with all electronics, extreme temperatures, especially heat, can affect the proper operation of the XiO Control System. It is important to consider sources of heat when selecting a suitable mounting location for the FIU.

- Keep the FIU out of direct sunlight
- Do not mount the FIU on a South-facing wall or panel

- Consider constructing a cover to provide shade for the FIU
- Avoid mounting the FIU on a surface that may become hot such as an outdoor metal panel.
- Be sure the Soft-I/O Module is properly seated in its bracket

Environment- Components of the XiO Cloud SCADA® Control System are housed in NEMA-4X enclosures that protect them from many environmental conditions such as rain, solid objects, dust, and some corrosive agents.

- Take additional steps to avoid harsh environmental conditions if possible
 - This includes potentially dangerous gasses produced by wastewater
- Be sure to provide a water-tight seal on any enclosure penetrations

Delivery

The preconfigured system will be shipped from XiO **4—6 weeks** after receipt of a purchase order.

Quoted Price

The total cost of the system will be **\$74,875.00** (not including tax or actual UPS ground shipping costs). This price includes all XiO-supplied hardware as listed above, all programming, Delivery

The preconfigured system will be shipped from XiO **4—6 weeks** after receipt of a purchase order.

Recurring Monthly Service Fees

The cloud service fee is **\$39/month per Controller** (if applicable) and includes all programming, ongoing support, alarms, report generation, unlimited access to the secure website and an extended warranty on the FIU control module--Soft-I/O®--as long as the Cloud service fee is kept current. The warranty referenced in this paragraph is attached to this document. This paragraph specifically modifies the warranty in the favor of the customer. The cloud secure cellular access charge, including Internet, is **\$35/month per modem** (if applicable). The fee of **\$41/month per Field Monitoring Unit** (if applicable) includes secure cellular cloud access as well as all programming, ongoing support, alarms, report generation, and unlimited access to the secure website.

When the system has been installed, the customer will receive notice regarding payment for the recurring service fees. A check will be required for the first 90 days of service. Subsequent payments will be made through an automatic payment process.

Item	Monthly Fee/Unit	QTY	Subtotal
Controller (FIU)	\$39	8	\$312
Cellular Modem	\$35	2	\$70
Field Monitoring Unit (FMU)	\$41	0	\$0
Total Monthly Fees			\$382

Terms

This proposal is valid for 90 days from the the date that this proposal was transmitted. XiO will invoice upon shipment, and payment is due 30 days from invoice date.

Payment of Recurring Monthly Service Fees

When the system has been installed, the customer will receive notice regarding payment for the recurring service fees. A check will be required for the first 90 days of service. Subsequent payments will be made through an automatic payment process.

Terms and Conditions of Sale

The following Terms & Conditions of Sale are included in this proposal.

Accepted by (Print): _____

Sign: _____

Bill to:

Ship to:

Terms and Conditions

The following Terms and Conditions are incorporated in and are a part of the Purchase Agreement. Where the Product in question is a software product, it is understood that Customer receives only a license to use such product on the terms stated herein. XiO, Inc. ("XiO") retains title to said product.

1. Price; Payment Terms

- A. Prices for all products (hardware and software) will be the price agreed upon in XiO's acknowledgment of Customer's order or at the time of online order placement.
- B. XiO shall provide written acknowledgment of all non-online orders showing price, anticipated delivery date and payment terms. For online orders, Customer is provided with these Terms and Conditions, price, anticipated delivery date and payment terms. As a result, no written acknowledgment is provided for online orders.
- C. Prices are exclusive of all federal, state, municipal or other government, excise, sales, use, occupational, or like taxes or duties now in force or enacted in the future. Any such tax, fee, or charge of any nature whatsoever imposed by any governmental authority on, or measured by, the transaction (including the shipment of goods) between XiO and Customer shall be paid by Customer in addition to the prices quoted or invoiced. In the event XiO is required to pay any such tax, fee, or charge at the time of sale or thereafter, Customer shall reimburse XiO therefore.
- D. Payments shall be made by Customer in accordance with payment terms stated by XiO in written acknowledgment of order, or in an online description for online orders. Amounts not timely paid shall bear interest at the rate of 1-1/2% for each month or portion thereof that payment is late.

2. Delivery

- A. Delivery will be F.O.B. XiO's plant and shall occur on the date of turnover to a common carrier unless, at Customer's option, Product is picked up at the F.O.B. point by Customer.

- B. Title and risk of loss for Products shall pass to Customer on delivery F.O.B. XiO's plant. Customer shall then be responsible for and bear the entire risk of loss or damage to Products. Unless otherwise instructed, by Customer, XiO shall insure each product during shipment for Customer' account and will add the cost of such insurance to Customer' invoice.
- C. Shipment will be scheduled to be made on the date specified on Customer's written purchase order or on the date agreed upon by both parties and specified on the written acknowledgment of XiO, whichever is later, or--in the case of online orders--based upon the online-stated scheduled date. This date is the scheduled shipment date. XiO reserves the right to extend this date by not more than sixty (60) days upon notification of Customer. If shipment is delayed by XiO more than sixty (60) days, Customer may terminate this Agreement and receive a refund of all money paid hereunder.

3. Change Orders

Any written request from Customer for a change in the order acknowledged by XiO may subject Customer to a price change reflecting XiO's increased or decreased direct costs or an extension of the scheduled shipment date, or both, depending on the change requested. Written acknowledgment by XiO of a change order will specify and confirm any price or delivery impact.

4. Shipment

In the absence of specific shipping instructions from Customer, XiO will ship by the method it deems most advantageous to both parties. Transportation charges may be prepaid and will be subsequently invoiced to Customer. Unless otherwise specified, products shall be shipped in XiO's standard commercial packaging. When special packaging is requested or, in the opinion of XiO, required under the circumstances, the cost of the same will be separately invoiced. If Customer specifies the shipment method on the purchase order, and XiO uses a different method, then XiO shall be liable for the difference, if any, between the cost of freight incurred and the cost of freight which would have been incurred had XiO complied with Customer' shipping instructions.

5. Cancellations

XiO shall have the right to cancel the order and recover possession of and title to a product (if such have passed to Customer) under any of the following circumstances: Customer fails to perform its obligations under any of the material Terms and Conditions hereunder; or Customer's delay directly causes material delay to XiO's performance; or any bankruptcy, arrangement or insolvency proceedings are

commenced by or against Customer; or in the event of the appointment of any assignee for the benefit of creditors or of a receiver of Customer or its properties. No such termination shall prejudice any of the rights of XiO arising prior to such termination or shall limit in any way other remedies available to XiO. Customer shall have no right to cancel the purchase of any product after shipment from XiO. Orders for standard products that are canceled within fifteen (15) days prior to the scheduled shipment date from XiO shall be subject to a cancellation charge equal to twenty percent (20%) of the total purchase price. Orders for custom products are not cancelable after order acknowledgment.

6. Warranty

Hardware products and software media are warranted against defects in materials and workmanship for a period of one year from the date of shipment. During the

warranty period, XiO will, at its option, either repair or replace (but not install) product or software media which proves to be defective. The Product or media must be returned to XiO for warranty service or repair. Customer shall prepay shipping charges to XiO and XiO shall ship to Customer in accordance with Section 4 of this Agreement, except that shipment by surface transportation to Customer, within the U.S. only, shall be at XiO's expense. XiO warrants that software products will conform to published specifications and will operate properly for one year from the date of shipment. XiO will correct material defects in software products during the warranty period by issuing converted versions of software products.

7. Limitations and Disclaimers of Warranties

Certain products are factory sealed and carry a label stating "warranty void if this seal is broken". In such a case, the foregoing warranty shall not apply if the product seal has been broken or the enclosure has been opened. The foregoing warranties shall not apply to defects resulting from improper connection, improper interfacing, misuse, or operation outside the specified environment.

THE FOREGOING WARRANTIES ARE IN LIEU OF ANY OTHER WARRANTY, EXPRESSED OR IMPLIED. XIO SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION CONTAINED HEREIN.

8. Waiver of Certain Damages and Limit of Liability

XIO WILL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES, HOWEVER CAUSED, OR ON ANY THEORY OF LIABILITY, NOR WILL XIO BE LIABLE FOR LOSS, DAMAGE OR EXPENSE WHICH DI-

RECTLY OR INDIRECTLY ARISES FROM CUSTOMER' USE OF OR INABILITY TO USE PRODUCT EITHER SEPARATELY OR IN COMBINATION WITH OTHER EQUIPMENT [EXCEPT FOR DAMAGE TO PERSON OR TANGIBLE PROPERTY], OR FOR COMMERCIAL LOSS OF ANY KIND, OR FOR PROCUREMENT OF SUBSTITUTE GOODS, WHETHER OR NOT XIO HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. IN NO EVENT SHALL XIO'S LIABILITY ARISING OUT OF THIS AGREEMENT EXCEED THE AMOUNT PAID TO XIO BY CUSTOMER FOR THE PURCHASE OF THE PRODUCT GIVING RISE TO SUCH LIABILITY. THIS LIMITATION IS INTENDED TO LIMIT THE LIABILITY OF XIO AND SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

9. Security Interest

Customer hereby grants to XiO a security interest in each product, to secure payment of the purchase price. XiO shall have the rights of a secured party under the Uniform Commercial Code in effect in the state where the premises at which the product is installed are located, including the right to retake possession of, or inhibit the use of product on any default by Customer. XiO's security interest shall expire upon the payment to XiO of the full purchase price. Customer agrees to execute such other documents as XiO shall reasonably require to perfect XiO's security interest.

10. Patent and Copyright Indemnity

- A. XiO will defend at its expense any action brought against Customer to the extent based upon the claim that a product constitutes direct infringement of any duly issued United States patent or copyright and shall pay any settlements or judgments to the extent based thereon, provided XiO shall have sole control of any such action or settlement negotiations, provided further that Customer notifies XiO promptly in writing of such claim, suit or proceeding and, at XiO's expense (except the value of time of Customer' employees), gives XiO adequate information and uses its best efforts to settle and/or defend any such claim, suit or proceeding.
- B. If a product becomes, or in the opinion of XiO may become, subject to any claim of infringement for any United States patent or copyright, XiO may, at its option: (i) procure for Customer the right to use or sell the product; (ii) replace or modify the product, or part thereof; or (iii) remove the product, or part thereof, and refund the aggregate payments paid therefor to XiO less a reasonable sum for use and damage. XiO shall not be liable for any costs or expenses incurred without its prior written authorization.

- C. XiO assumes no liability for (i) infringement of patent or copyright claims resulting from completed products of Customer into which a product is incorporated; (ii) any assembly, circuit, combination, method or process of Customer in which any product may be used; (iii) any compliance with Customer' specifications; or (iv) the modification of a product, or any part thereof, unless such modification was made by XiO or with the written approval of XiO.
- D. THE FOREGOING STATES THE SOLE AND EXCLUSIVE LIABILITY OF XIO, AND THE EXCLUSIVE REMEDY OF CUSTOMER, FOR PATENT, COPYRIGHT AND OTHER INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT OR CLAIMS OF INFRINGEMENT.

11. Substitutions and Modifications

XiO reserves the right to make substitutions and modifications in the specifications of products designed by XiO providing that such substitutions or modifications will not materially negatively affect performance in the intended application, and that upon written request, XiO will provide a brief explanation of the change.

12. Entire Agreement

The Purchase Agreement and Terms and Conditions as set forth herein shall govern and constitute the entire agreement between XiO and Customer. XiO shall not be bound by any terms of Customer' order which are inconsistent with or additional to the Terms and Conditions herein set forth.

13. Software Products Restriction

Products delivered to Customer pursuant to these Terms and Conditions may embody and include certain software programs in object code (machine-readable but not human-readable form). In some cases, the only product delivered will be a software product. The software may be contained on disk drives or CD's, erasable programmable read-only memories (EPROMS), non-volatile random access memories (NVRAM), electrically erasable programmable read-only memories (EEPROMS or flash memory), programmable array logic devices (PALS or FPGAS), disk cartridges, may be embodied in Application Specific Integrated Circuits (ASIC's) or in other electronic or mechanical forms. Such software constitutes either the copyrighted property of XiO or the proprietary trade secret information of XiO, or both, and shall be held in confidence by Customer. XiO retains title to the software (excluding media on which recorded) and all intellectual property rights, and no title to software or intellectual property rights is transferred to Customer. Unless Customer is granted greater rights by written amendment to these Terms and Conditions executed by


XiO, Customer is hereby granted a personal, non-transferable, non-exclusive perpetual license to use only the number of copies of the software which are provided by XiO, and to use such copies only on (i) the hardware on which it is originally mounted by XiO, or (ii) on a single hardware product identified by Customer in its purchase order and confirmed by XiO in its order acknowledgment. Without XiO's prior written consent, Customer may not copy the software for any purpose, nor may Customer remove the software or attempt to execute the software on any hardware other than the authorized hardware. Customer shall not, whether through use of disassemblers or any other means whatsoever (including but not limited to manual, mechanical or electrical means), reverse engineer, decompile, disassemble or derive source code from the software, or attempt to or permit any third party to do any of the foregoing, including causing the software to be destroyed or disabled. Any attempt to do any of these things shall be material breach of these Terms and Conditions which shall immediately entitle XiO to exercise any remedies set forth herein, as well as any remedy that may exist at law or in equity. The provisions of this Section 13 shall survive this Agreement in perpetuity.

14. Conditions of Operation

THE PRODUCTS PROVIDED BY XIO ARE INTENDED TO BE USED ONLY WHEN SUPPLEMENTAL PROTECTION IS PROVIDED TO PREVENT DAMAGE TO CUSTOMER' PROPERTY OR INJURY TO PERSONNEL. BECAUSE OF THE HIGH COMPLEXITY OF A COMPUTER-CONTROLLED MACHINE CONTROL OR INPUT/OUTPUT SYSTEM, UNINTENDED MOTION AND ACTIONS CAN OCCUR. CUSTOMER ACCEPTS ALL RESPONSIBILITY FOR INTEGRATING XIO PRODUCTS INTO MECHANISMS OR PROCESSES. LIMIT SWITCHES MUST BE A PART OF A MACHINE CONTROL OR INPUT/OUTPUT SYSTEM. OPERATOR GUARDS AND OTHER PROTECTION FOR OPERATORS MUST UNILATERALLY ACT TO PROTECT PERSONNEL AND PROPERTY. CUSTOMER ACCEPTS ALL RESPONSIBILITY FOR INSURING THAT MECHANISMS OR PROCESSES OF WHICH XIO PRODUCTS ARE A PART COMPLY WITH APPLICABLE SAFETY AND HEALTH STANDARDS, MUNICIPAL CODES, AND ANY SIMILAR REQUIREMENTS.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: November 15, 2017
FROM: Mike Wilson, Acting General Manager 
SUBJECT: Authorization to sell surplus Fire Engine 3113

BACKGROUND:

At the November 10, 2014 Regular Community Services District Board Meeting, the Board of Directors authorized the Fire Department to purchase a 1987 International Type 3, Model 5 engine from the Mount Shasta Fire Protection District for \$7,000.00.

The engine statistics are as follows:

CREW:

Seating for six personnel total with two in the cab and four in the open unprotected seating area in the rear.

CAPABILITIES

Booster Tank: 500 gallon
Fire Pump: Single-Stage, 300 gpm
Auxiliary Fire Pump: 85 gpm
Class A Foam: Available

MANUFACTURERS

Chassis: Navistar
Body: West-Mark/Weststates/Master Body Works

SPECIFICATIONS

Gross Vehicle Weight: 26,500 lbs.
Engine: International DT-466
Front Axle: 9,000 lbs.
Rear Axle: 17,500 lbs.
Transmission: Allison MT-643
Wheel Base: 152"

The engine was purchased and well used throughout the next two fire seasons for local, state and federal fires and more than paid for it from state and federal reimbursements.

During the 2016 fire season, Engine 3113 was overrun by fire and sustained catastrophic damage with repair costs outweighing its overall value. Since that time the District has also purchased a newer wildland Fire Engine 3112.

Since the catastrophic fire damage, Engine 3113 has been sitting in the back lot of the fire station out of service and still on the Fire Department's list of assets, which are insured, costing the Fire Department annually.

The District currently uses BidCal Public Auctions to sell surplus equipment. Because Engine 3113 still has some value due to its components and parts, the District would likely be able to recuperate some funds if it went to auction.

FINDINGS:

Sale by means of public auction through BidCal will allow the Fire Department to recuperate a portion of the initial cost invested into the original purchase of Engine 3113.

RECOMMENDATION:


By motion, authorize the Fire Chief to sell Fire Engine 3113 through public auction, utilizing BidCal Auctions and place the proceeds from that auction into restricted funds LAIF account for future fire engine replacement.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: November 15, 2017

FROM: Mike Wilson, Acting General Manager 

SUBJECT: Authorization to sell surplus Fire Department Vehicle 3150 to another public agency.

BACKGROUND:

Vehicle 3150 is the former Fire Chief vehicle. It is a 2004 Ford F250 extended cab 4x4 pickup VIN # 1FTNX21L94ED29679 originally purchased by the District on 6/10/2004 for \$22,846.82. This vehicle was used as the Fire Chief vehicle until 7/22/2015 when a 2013 GMC Sierra 1500 was purchased to replace it. The vehicle has been used on occasion as a utility since that time and remains an insured asset costing the Fire Department annually. The vehicle has just over 73,310 miles currently.

Consideration was given to place the vehicle in a public auction after removing the emergency equipment, markings, etc.

During a discussion with other fire agencies in the county, the City of Fort Jones showed an interest in purchasing the vehicle as an assistant fire chief vehicle for their agency.

Upon checking the trade in value of 3150, we determined it was between \$4,768 and \$5,933 with an average of \$5351. Estimating public auction amounts gained on the sale of public vehicle is commonly the equivalent of dealer trade in for non-specialty vehicles.

FINDINGS:

By selling Vehicle 3150 to the City of Fort Jones the Fire Department can recuperate a portion of the original funds expended in 2004 when the vehicle was originally purchased. The Fire Department will acquire fair market value for the vehicle without paying final value auction fees to an auction company.

RECOMMENDATION:

By motion, authorize the Fire Chief to sell Vehicle 3150 to the City of Fort Jones and place the proceeds from that sale into restricted funds LAIF account for future fire engine replacement.

ATTACHMENT:

- Kelley Blue Book Value Sheet
- Memo from Fire Chief



[View Inventory](#)
[View Details](#)

Advertisement

2004 Ford F250 Super Duty Super Cab Pricing Report



Style: XL Pickup 4D 8 ft
Mileage: 73,302

Vehicle Highlights

Fuel Economy: N/A	Max Seating: 6
Doors: 4	Engine: V8, 5.4 Liter
Drivetrain: 4WD	Transmission: Automatic
EPA Class: Standard Pickup Trucks	Body Style: Pickup
Country of Origin: United States	Country of Assembly: United States

Trade In To a Dealer

Trade-in Range \$4,768 - \$5,933
Trade-In Value \$5,351



Trade-in Values valid for your area through 11/09/2017
 Good Condition

Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

Engine

V8, 5.4 Liter

Transmission

Automatic

Drivetrain

✓ 4WD

Braking and Traction

ABS (4-Wheel)

Comfort and Convenience

Air Conditioning

Steering

Power Steering

Entertainment and Instrumentation

AM/FM Stereo

Safety and Security

Dual Air Bags

Cargo and Towing

Towing Pkg

Exterior Color

✓ Red

Glossary of Terms

Kelley Blue Book® Trade-in Value - This is the amount you can expect to receive when you trade in your car to a dealer. This value is determined based on the style, condition, mileage and options indicated.

Trade-In Range - The Trade-In Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week based on the style, condition, mileage and options of your vehicle when you trade it in to a dealer. However, every dealer is different and values are not guaranteed.

Kelley Blue Book® Private Party Value - This is the starting point for negotiation of a used-car sale between a private buyer and seller. This is an "as is" value that does not include any warranties. The final price depends on the car's actual condition and local market factors.

Tip:

It's crucial to know your car's true condition when you sell it, so that you can price it appropriately. Consider having your mechanic give you an objective report.



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

November 3, 2017

The City of Fort Jones intends to purchase the following vehicle 2004 Ford F250 extended cab 4 wheel drive pickup VIN 1FTNX21L94ED29679 from the Lake Shastina Fire Department upon approval of the sale from the Lake Shastina CSD Board of Directors.

Fire Chief
Steven Pappas



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: November 15, 2017

FROM: Mike Wilson, Acting General Manager *MW*

SUBJECT: Authorization Separate LSCSD and LSPOA property

BACKGROUND:

After reviewing the LSCSD Assets List, LSPOA General Manager Mike Colombo and I came to the conclusion it would benefit our District if we were to equitably separate certain pieces of equipment that were owned jointly by the LSPOA and the LSCSD. The following is a list of the items:

- Equipment Item Number 23 1991 International Dump Truck originally purchased in 7/1999 for \$32,952 with \$18,312.89 in improvements for a total of \$51,264.89 owned 50% LSCSD 50% LSPOA. (It should be noted, because this vehicle is registered as a government vehicle with exempt plates, it should be owned 100% by a government agency or transferred completely to a non-governmental agency so it can be registered as a commercial vehicle through California DMV or used on private property.) This vehicle does not meet the current diesel emission standards for the State of California which decreases its current "street value" significantly as it cannot legally be driven on public roadways in California. The LSPOA intends to utilize the equipment on private property and private roadways only.
- Equipment Item Number 70 Deutx Turbo Diesel Jetter Trailer purchased in 9/2004 for \$35,211. Our records indicate this item is owned 75% by the LSCSD and 25% by the LSPOA.
- Equipment Item Number 80 Topcon Laser Level originally valued at \$2,000 was purchased in 3/2003 and is owned 50% LSCSD 50% LSPOA.
- Equipment Item Number 94 Megelin GPS \$6,800 was purchased in 5/2009 for \$6,829.95 and is owned 66.6% by the LSCSD and 33.3% by the LSPOA.
- Equipment Item Number 132 Sears High Wheel Trimmer was purchased in 8/2007 originally valued at \$399 and is owned 20% by the LSCSD and 80% by the LSPOA.

The proposed equitable distribution provides for the transfer of Item Number 23 from the LSCSD to the LSPOA and removing the vehicle from exempt status with the California Department of Motor Vehicles in exchanged for the transfer of Items Number 70, 80, 94 and 132.

It should be noted that Item Number 23 has historically been used primarily for plowing and spreading of cinders during cold weather months. This vehicle currently has no practical use in the Public Works (Drinking Water / Wastewater) Department.

Items Number 70, 80, 94 and 132 are commonly used by Public Works and are generally not used by LSPOA.

FINDINGS:

Equitable division of this property will allow each agency to show full ownership for the previously described property and will allow a clearer asset list for insurance and tax purposes.

RECOMMENDATION:

By motion, authorize the General Manager to release liability and transfer title of Equipment Item Number 23 to the LSPOA in exchange for Items Number 70, 80, 94 and 132.

LEGAL REVIEW:

This agenda items has been reviewed by the District's legal counsel.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

12

MEMORANDUM

To: LSCSD Board of Directors

From: Debbie Nelle, Senior Accounting Clerk

Date: November 9, 2017

RE: Out-of-class pay for Police Chief


A previous request was made at the September meeting to provide an out-of-class pay increase for Police Chief Michael Wilson who was appointed as Acting General Manager on August 24, 2017. The approved amount for the temporary out-of-class assignment was a 5% increase of current salary resulting in a total salary amount of \$78,750 during this assignment.

This out-of-class pay increase was approved in September as part of the consent calendar. Upon further review, staff recommends placing this as an action item on the agenda to coincide with other requirements of the Government Code. Chief Wilson's timesheets are to track his time spent performing any General Manager job duties. The General Fund will then reimburse the Police Department for this cost every pay period.

Recommendation: To approve the temporary out-of-class assignment at a 5% increase of the current salary for Police Chief Michael Wilson. This rate of \$78,750 per year will be effective as of August 24, 2017. The General Fund will be charged for hours worked at the rate of \$37.86 per hour plus other employer costs.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: November 15, 2017
FROM: Mike Wilson, Acting General Manager 
SUBJECT: Change of Animal Control Fees

BACKGROUND:

The Lake Shastina Community Services District Board of Directors established Resolution 10-12 setting fees for the licensing of dogs on October 17, 2012. At that time, the fees were as follows:

Unaltered, up to four dogs	\$40.00 each
Altered, up to four dogs	\$20.00 each
Unaltered, over four dogs	\$80.00 each
Altered, over four dogs	\$40.00 each

Siskiyou County utilizes the following rates for licensing of dogs:

Unaltered	\$30.00
Altered	\$10.00

The Police Department believes we have an approximate 33% rate of non-compliances from the community. The Department believes this non-compliance is based in part on the affordability of licenses.

FINDINGS:

The Department believes by reducing our dog license fees to match the County fees, we will increase compliance of dog owners and will assist in the management of dogs within the community.

RECOMMENDATION:

Adopt Resolution *-17 reducing dog license fees, which will supersede Resolution 10-12 and will take effect January 1, 2018, the date which annual dog license fees become due.

ATTACHMENT:

- Draft Resolution *-17



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT RESOLUTION ____-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT SETTING FEES FOR THE LICENSING OF DOGS WITHIN THE DISTRICT.

WHEREAS, the Lake Shastina Community Services District Board of Directors has adopted an ordinance requiring all dogs within the District to be licensed, and

WHEREAS, the Board of Directors desires to set fees for licensing by way of resolution, and

WHEREAS, Article 6, Section 6.01 of the Animal Control Ordinance states that "A schedule of dog license fees will be established by resolution of the LSCSD Board of Directors, as needed."

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the following:

Dog License Fees:

The license shall be Thirty and no/100ths Dollars (\$30.00) for each dog the age of four (4) months or older. If satisfactory proof is shown that any male dog has been neutered or any female dog has been spayed, the annual license fee shall be Ten and no/100ths Dollars (\$10.00). A multi-year license may be issued by the department, which may include incentives to encourage multi-year licensing.

In the event the number of dogs exceeds four (4), the license shall be Forty and no/100ths Dollars (\$40.00) per unaltered dog, over four (4) dogs and Twenty and no/100ths Dollars (\$20.00) per altered dog, over four (4) dogs.

In the event a dog owner requests a duplicate license, the cost for such duplicate license shall be Ten and no/100ths Dollars (\$10.00).

Dog License (4 months or older)	Annual Fee
Unaltered, up to four dogs	\$30 each
Altered, up to four dogs	\$10 each
Unaltered, over four dogs	\$40 each dog over four dogs
Altered, over four dogs	\$20 each dog over four dogs

This Resolution supersedes Resolution 10-12 and shall take effect on January 1, 2018.

I hereby certify that the forgoing is a full, true and correct copy of Resolution ____-17 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 15th day of November, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Carol Cupp, President

Mike Wilson, Secretary

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: November 15, 2017

FROM: Mike Wilson, Acting General Manager *MW*

SUBJECT: Salary Survey for Police Clerk / CSO Position

BACKGROUND:

The Police Clerk / Community Service Officer (CSO) position is the lowest paid position in the Lake Shastina Community Service District. Current Pay Steps are \$10.98 - \$11.54 - \$12.10 - \$12.71 - \$13.35 and \$14.02 with a 15 year longevity pay increase.

Effective January 1, 2018, State minimum wage goes up to \$11.00 and \$10.50 for employers with 25 employees or less.

Schedule for California Minimum Wage Rate 2017-2023:

Date	Minimum Wage for Employers with 25 Employees or Less	Minimum Wage for Employers with 26 Employees or More
January 1, 2017	\$10.00/hour	\$10.50/hour
January 1, 2018	\$10.50/hour	\$11.00/hour
January 1, 2019	\$11.00/hour	\$12.00/hour
January 1, 2020	\$12.00/hour	\$13.00/hour
January 1, 2021	\$13.00/hour	\$14.00/hour
January 1, 2022	\$14.00/hour	\$15.00/hour
January 1, 2023	\$15.00/hour	

FINDINGS:

With the increase in State minimum wage in January, the Lake Shastina Police Department will be competing with employers who pay minimum wage higher than the Lake Shastina Community Services District to recruit and retain employees in the Police Clerk / CSO position. This will make future hiring qualified candidates difficult if not impossible.

RECOMMENDATION:

Direct Staff to complete a salary survey for the Police Clerk / CSO position and bring the results of that survey back to the Board for consideration of wage adjustment.

ATTACHMENT: Copy of current pay scales for all Lake Shastina CSD positions.

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

SALARY STEP SCHEDULE Teamsters Local 137 Classifications

Wages effective July 1, 2017 for all Local 137 classifications
Reflects 3% COLA July 1, 2017

Longevity
2% Merit
Increases
(above STEP 5)

POSITION	STEP	TIME		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5		15 yrs svc
	Increments									(5% Increase)
ADMINISTRATION:										
Senior Accounting Clerk	5%	HOURLY		22.65	23.78	24.98	26.22	27.54		28.92
		ANNUAL		47,112.00	49,462.40	51,958.40	54,537.60	57,283.20		60,153.60
Administrative Assistant	5%	HOURLY		19.69	20.67	21.71	22.79	23.94		25.14
		ANNUAL		40,955.20	42,993.60	45,156.80	47,403.20	49,795.20		52,291.20
Accounts Receivable Clerk	5%	HOURLY		14.92	15.67	16.45	17.27	18.14	18.50	18.87
		ANNUAL		31,033.60	32,593.60	34,216.00	35,921.60	37,731.20	38,480.00	39,249.60
Accounts Payable/Payroll Clerk	5%	HOURLY		14.92	15.67	16.45	17.27	18.14		19.05
		ANNUAL		31,033.60	32,593.60	34,216.00	35,921.60	37,731.20		39,624.00
Administrative Office Assistant	4%	PT	HOURLY	14.42	15.00	15.60	16.23	16.89		17.73
Part time (approx 1200 hrs per year)				17,304.00	18,000.00	18,720.00	19,476.00	20,268.00		21,276.00
MAINTENANCE:										
Public Works Supervisor	5%	HOURLY		24.64	25.87	27.16	28.53	29.95		31.45
		ANNUAL		51,251.20	53,809.60	56,492.80	59,342.40	62,296.00		65,416.00
Leadman/Acting Leadman	5%	HOURLY		27.49	28.86	30.30	31.82	33.41		35.08
		ANNUAL		57,179.20	60,028.80	63,024.00	66,185.60	69,492.80		72,966.40
Maintenance Worker I	3%	HOURLY		13.00	13.39	13.79	14.20	14.63		15.36
		ANNUAL		27,040.00	27,851.20	28,683.20	29,536.00	30,430.40		31,948.80
Maintenance Worker II	4%	HOURLY		14.71	15.30	15.91	16.56	17.23		18.09
		ANNUAL		30,596.80	31,824.00	33,092.80	34,444.80	35,838.40		37,627.20
Maintenance Worker III	4%	HOURLY		17.31	18.01	18.74	19.49	20.26		21.27
		ANNUAL		36,004.80	37,460.80	38,979.20	40,539.20	42,140.80		44,241.60
POLICE DEPT:										
Police Sergeant	5%	HOURLY		24.66	25.89	27.19	28.55	29.98		31.48
		ANNUAL		51,292.80	53,851.20	56,555.20	59,384.00	62,358.40		65,478.40
With 1st Education Pay Increase 2.5%		HOURLY		25.28	26.54	27.87	29.26	30.74		32.27
		ANNUAL		52,582.40	55,203.20	57,969.60	60,860.80	63,939.20		67,121.60
With 2nd Education Pay Increase 2.5%		HOURLY		25.90	27.20	28.57	29.99	31.51		33.09
		ANNUAL		53,872.00	56,576.00	59,425.60	62,379.20	65,540.80		68,827.20
Police Officer	5%	HOURLY		17.97	18.87	19.82	20.81	21.85		22.94
		ANNUAL		37,377.60	39,249.60	41,225.60	43,284.80	45,448.00		47,715.20
With 1st Education Pay 2.5% increase (or EMT Cert.)		HOURLY		18.43	19.34	20.31	21.33	22.39		23.51
		ANNUAL		38,334.40	40,227.20	42,244.80	44,366.40	46,571.20		48,900.80
With 2nd Education Pay 2.5% increase (or EMT Cert.)		HOURLY		18.89	19.83	20.82	21.87	22.95		24.10
		ANNUAL		39,291.20	41,246.40	43,305.60	45,489.60	47,736.00		50,128.00
Police Clerk - CSO	5%	PT	HOURLY	10.98	11.54	12.10	12.71	13.35		14.02
Part-time (Approx 20 hrs per week)				11,419.20	12,001.60	12,584.00	13,218.40	13,884.00		14,580.80
FIRE DEPT:										
Fire Chief	\$1/Step	HOURLY		21.00	22.00	23.00	24.00	25.00		
Part-time (Approx 15-20 hrs per week)		ANNUAL	15/wk	16,380.00	17,160.00	17,940.00	18,720.00	19,500.00		
		ANNUAL	20/wk	21,840.00	22,880.00	23,920.00	24,960.00	26,000.00		
Assistant Fire Chief		PT	HOURLY	16.97	18.04	19.10	20.16	21.22		22.28
Part-time (Approx 15-20 hrs per week)										
		ANNUAL	15/wk	13,236.60	14,071.20	14,898.00	15,724.80	16,551.60		17,378.40
		ANNUAL	20/wk	17,648.80	18,761.60	19,864.00	20,966.40	22,068.80		23,171.20
Seasonal Fire Fighter	4%	PT	HOURLY	14.13	14.71	15.30	15.91	16.56		17.39
480 hours per season (3 month position)										
		ANNUAL		6,782.40	7,060.80	7,344.00	7,636.80	7,948.80		8,347.20

Consideration of Resolution *-17 regarding Acting General Manager's position (Pres. Cupp)

The DRAFT Resolution will be forwarded to the Board prior to the meeting.

Verbal

Direction to staff regarding Annual Christmas Tree Lighting Event (Pres. Cupp)