



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Wednesday, February 19, 2020

Open Session: 1:00 p.m.

Administration Building

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

CALL TO ORDER: 1:00 p.m.

LSCSD Board Roll Call: Directors: Beck _____ Cupp _____ 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.

Those who wish to speak on a matter that does not appear on the agenda, may do so during this Public Comment period. Each individual comment will be limited to three minutes. The Public Comment portion of the meeting will be limited to thirty minutes (total time). If needed, time limits may be extended with concurrence of the Board. No person may speak twice to the same 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.

Those who wish to speak on an item on the agenda, may do so by completing a Speaker's Card identifying the item(s) and return it to the Board Secretary. Each individual comment will be limited to three minutes. If needed, time limit may be extended with concurrence of the Board. No person may speak twice to the same item.

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. Consent Items

- A. Approval of Minutes: Regular Meeting January 15, 2020
- B. Ratification of Disbursements: January 1 through January 31, 2020
- C. Budget Comparison: FY 2019/20 tentative item

MONTHLY REPORTS: NO ACTION ITEMS:

2. A. Department Written Reports

- 1. Fire Department
- 2. Police Department
- 3. Sewer Department
- 4. Water Department

DISCUSSION / REPORTS: ACTION ITEMS:

- 3. Fire Tax Measure
- 4. Goals and Objectives

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on March 18, 2020, 1:00 p.m. at the Administration Building.

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



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
 Wednesday, January 15, 2020
 Closed Session: 12:30 p.m. / Open Session: 1:00 p.m.
 Administration Building
 16320 Everhart Drive, Weed, California 96094 • (530) 938-3281
MINUTES

CALL TO ORDER AND ROLL CALL: 12:30 p.m.

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

Also present: GM Moser and District Counsel Long

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

A. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Gov. Code § 54956.9)

RETURN TO OPEN SESSION: 1:02 p.m.

Also present: GM Moser, District Counsel Long, AP DeBon, FC Pappas, Captain Williams, PO Barr and approximately 11 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out

REPORT ON CLOSED SESSION: District Counsel Long reported the following:

Item A: Direction given to staff.

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction.

Those who wish to speak on a matter that does not appear on the agenda, may do so during this Public Comment period. Each individual comment will be limited to three minutes. The Public Comment portion of the meeting will be limited to thirty minutes (total time). If needed, time limits may be extended with concurrence of the Board. No person may speak twice to the same 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.

Those who wish to speak on an item on the agenda, may do so by completing a Speaker's Card identifying the item(s) and return it to the Board Secretary. Each individual comment will be limited to three minutes. If needed, time limit may be extended with concurrence of the Board. No person may speak twice to the same item.

PUBLIC COMMENT: One (1) members of the public gave public comment.

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. Consent Items

- A. Approval of Minutes: Regular Meeting December 18, 2019
- B. Ratification of Disbursements: December 1 through December 31, 2019
- C. Accounts Receivables Aging Analysis: FY 2019/20 YTD

Motion by Dir. Thompson second Dir. Beck to approve to consent calendar.

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

MONTHLY REPORTS: NO ACTION ITEMS:

2. Department Written Reports
 - A. Fire Department: **FC Pappas reported.**
 - B. Police Department: **PO Barr reported.**
 - C. Sewer Department: **GM Moser reported.**
 - D. Water Department: **GM Moser reported.**

DISCUSSION / REPORTS: ACTION ITEMS:

3. Fire Department Equipment disposal of engine 3113 (Chief Pappas)

Staff report provided by FC Pappas

Motion by Dir. Thompson second Dir. Cupp to dispose of Fire Department Equipment engine 3113 through donation to 3rd party who has expressed prior interest, attempting to get money for its scrap metal or, if necessary, donating it for scrap metal.

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

4. Consideration of approval of Weapon-Free Workplace Policy (GM Moser)

Staff report provided by GM Moser

Motion by Dir. Cupp second Dir. Thompson to approve Weapon-Free Workplace Policy with amendment to the definition section that the first paragraph, last sentence has "employee" in front of the word vehicle.

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

5. Annual Appointments to committee(s) (Pres. Mitchell): **All prior committees abolished by Mitchell.**

Mitchell as president creates the following committees:

Standing committee Budget: Cupp, MacIntosh and GM Moser

Ad Hoc Committee for Revising the Policy and Procedure Manual (estimated time: 1 year): Thompson, Beck, and GM Moser.

6. Goals and Objectives (Pres. Mitchell)

GM Moser to bring back with a list of goals in first meeting in February 2020.

STAFF COMMENTS: Comments Received

BOARD MEMBER COMMENTS: Comments Received

ADJOURNMENT: **Meeting adjourned at 12:46 p.m.** The next LSCSD Regular Board Meeting is scheduled to be held on February 19, 2020 at 1:00 p.m. at the Administration Building.

Approval Date: _____

 Paula Mitchell, President

ATTEST:

 Robert Moser, General Manager/Secretary

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

1B

Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of January 1 thru January 30,2020 for a total of: " \$ 189,933.19

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

Submitted for January 2020	\$ 189,933.19
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Expenses - Regular Checks Mechanics Bank Account	\$ 67,153.30
Expenses - Payroll & Liability Checks Mechanics Bank Account	\$ 122,779.89
<u>Subtotal</u>	<u>\$ 189,933.19</u>
<u>Total CSD Expenses</u>	<u>\$ 189,933.19</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1C

January 2020 Detailed Budget Comparison 2019/2020 YTD

For the Period: 7/1/2019 to 1/31/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	2/12/2020 % Bud
Fund: 10 - LSCSD General Fund						
Revenues						
Dept: 00						
4055.000 Misc Operational Income	500.00	500.00	416.72	48.96	83.28	83.3
4056.000 Misc-Non Operating Income	0.00	0.00	1,501.00	0.00	-1,501.00	0.0
4070.000 Antenna Lease Revenue	23,439.39	23,439.39	13,514.25	1,985.22	9,925.14	57.7
5050.000 Transfer Fees	4,000.00	4,000.00	2,120.00	360.00	1,880.00	53.0
5080.000 Interest Earned-OPS	100.00	100.00	13.25	0.00	86.75	13.3
5081.000 Interest Earned-RSV	1,000.00	1,000.00	993.83	0.00	6.17	99.4
Dept: 22 Medical Clinic						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	35,154.00	10,044.00	25,110.00	58.3
Revenues	89,303.39	89,303.39	53,713.05	12,438.18	35,590.34	60.1
Expenditures						
Dept: 01 General Admin						
7002.000 Admin Overhead Alloc	-483,085.35	-483,085.35	-172,108.51	0.00	-310,976.84	35.6
7020.000 IT Contract Services/Server	12,500.00	12,500.00	2,310.00	330.00	10,190.00	18.5
7026.000 Contract Services	15,000.00	15,000.00	2,491.04	238.00	12,508.96	16.6
7033.000 Licenses, Permits, Fees	2,600.00	2,600.00	1,085.80	410.00	1,514.20	41.8
7034.000 Dues & Subscriptions	7,500.00	7,500.00	7,518.18	25.00	-18.18	100.2
7035.000 Advertising	250.00	250.00	56.45	0.00	193.55	22.6
7040.000 Insurance (Liability)	675.00	675.00	794.34	0.00	-119.34	117.7
7041.000 Legal	15,000.00	15,000.00	5,734.56	0.00	9,265.44	38.2
7050.100 Off Exp-Supplies	5,000.00	5,000.00	3,795.08	470.86	1,204.92	75.9
7050.200 Off Exp-Postage	6,000.00	6,000.00	2,896.35	0.00	3,103.65	48.3
7050.400 Off Exp-Maint	7,750.00	7,750.00	6,950.36	173.61	799.64	89.7
7062.000 Repair & Maintenance	3,500.00	3,500.00	344.64	0.00	3,155.36	9.8
7063.000 Fuel	1,000.00	1,000.00	106.57	0.00	893.43	10.7
7064.000 Materials/Supplies/Small Tools	1,500.00	1,500.00	2,340.29	725.04	-840.29	156.0
7065.000 Vehicle Repair/Maintenance	2,000.00	2,000.00	160.44	0.00	1,839.56	8.0
7101.000 Property Taxes	140.00	140.00	63.00	0.00	77.00	45.0
7105.000 Utilities - CSD	1,000.00	1,000.00	1,778.03	67.32	-778.03	177.8
7105.100 Util-Telephone	2,300.00	2,300.00	979.79	0.00	1,320.21	42.6
7105.200 Util-Electric	5,500.00	5,500.00	2,351.27	583.21	3,148.73	42.8
7105.400 Utilities-Propane	500.00	500.00	87.50	0.00	412.50	17.5
7105.600 Utility - Internet	1,550.00	1,550.00	896.98	128.14	653.02	57.9
7204.000 Events	600.00	600.00	488.25	0.00	111.75	81.4
7501.000 Payroll Expense	306,716.29	306,716.29	160,935.15	30,986.43	145,781.14	52.5
7513.000 Payroll-TAXES	7,051.39	7,051.39	4,780.67	2,040.75	2,270.72	67.8
7514.000 Payroll-Benefits	83,550.60	83,550.60	39,857.67	6,104.67	43,692.93	47.7
7516.200 Pension Cost (CalPERS)	26,319.20	26,319.20	15,344.59	3,115.17	10,974.61	58.3
7516.400 CalPERS Fees	400.00	400.00	364.00	0.00	36.00	91.0
7516.500 CalPERS UAL Expense	35,857.62	35,857.62	35,857.62	0.00	0.00	100.0
7518.000 Workers Comp	26,146.56	26,146.56	26,135.00	0.00	11.56	100.0
7530.000 Payroll Reimbursement	8,000.00	8,000.00	12,765.68	1,795.58	-4,765.68	159.6
7530.100 PR Reimbursement Admin	-79,781.92	-79,781.92	-47,280.74	-6,358.34	-32,501.18	59.3
7550.000 Travel & Training	5,000.00	5,000.00	6,779.13	343.95	-1,779.13	135.6
7551.000 Meals	1,000.00	1,000.00	879.62	105.00	120.38	88.0
Dept: 22 Medical Clinic						
7026.000 Contract Services	3,000.00	3,000.00	400.00	0.00	2,600.00	13.3
7040.000 Insurance (Liability)	700.00	700.00	779.23	0.00	-79.23	111.3
7062.000 Repair & Maintenance	3,000.00	3,000.00	991.28	0.00	2,008.72	33.0
7063.000 Fuel	0.00	0.00	15.02	0.00	-15.02	0.0
7080.000 Interest Expense	9,500.00	9,500.00	4,423.19	0.00	5,076.81	46.6
7084.000 Loan Principle Expense	34,500.00	34,500.00	17,576.81	0.00	16,923.19	50.9
7530.000 Payroll Reimbursement	2,500.00	2,500.00	4,794.35	28.29	-2,294.35	191.8
Medical Building Reserves	7,064.00	7,064.00	2,354.68	588.67	4,709.32	33.3
Dept: 23 Green Waste Site						
7026.000 Contract Services	0.00	0.00	9,057.76	0.00	-9,057.76	0.0
7063.000 Fuel	0.00	0.00	691.93	0.00	-691.93	0.0
7064.000 Materials/Supplies/Small Tools	0.00	0.00	3,615.19	0.00	-3,615.19	0.0
7530.000 Payroll Reimbursement	0.00	0.00	11,171.00	10.54	-11,171.00	0.0
Expenditures	89,303.39	89,303.39	183,409.24	41,911.89	-94,105.85	220.2

For the Period: 7/1/2019 to 1/31/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 15 - LSCSD Sewer Dept						
Revenues						
Dept: 00						
4001.100 Assmt/Revenue-Residential	479,433.60	479,433.60	430,715.01	172,731.74	48,718.59	89.8
4001.200 Assmt/Revenue-Standby	65,484.00	65,484.00	32,727.00	0.00	32,757.00	50.0
4001.300 Assmt/Revenue-Commercial	6,813.60	6,813.60	8,648.81	0.00	-1,835.21	126.9
4003.000 Late Payment Revenue	2,800.00	2,800.00	2,087.62	12.75	712.38	74.6
4056.000 Misc-Non Operating Income	0.00	0.00	1,158.00	300.00	-1,158.00	0.0
5004.000 Sewer Hook Up Fee	43,491.00	43,491.00	7,248.50	-7,248.50	36,242.50	16.7
5005.000 Sewer Payment Contracts	252.00	252.00	0.00	0.00	252.00	0.0
5040.000 Gain on Sale of Equipment	4,500.00	4,500.00	0.00	0.00	4,500.00	0.0
5081.000 Interest Earned-RSV	3,400.00	3,400.00	1,425.72	0.00	1,974.28	41.9
Dept: 23 Green Waste Site						
4055.000 Misc Operational Income	3,000.00	3,000.00	2,045.00	120.00	955.00	68.2
Revenues	609,174.20	609,174.20	486,055.66	165,915.99	123,118.54	79.8
Expenditures						
Dept: 01 General Admin						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	154,587.32	154,587.32	55,074.72	0.00	99,512.60	35.6
7010.000 Capital Improvement	143,500.00	143,500.00	60,195.01	0.00	83,304.99	41.9
Less Reimbursement due from LAIF Savings	-143,500.00	-143,500.00	-60,195.01	0.00	-83,304.99	-41.9
7020.000 IT Contract Services/Server	4,200.00	4,200.00	2,310.00	330.00	1,890.00	55.0
7026.000 Contract Services	18,000.00	18,000.00	13,795.23	70.00	4,204.77	76.6
7033.000 Licenses, Permits, Fees	8,000.00	8,000.00	8,598.61	6.92	-598.61	107.5
7034.000 Dues & Subscriptions	500.00	500.00	317.48	0.00	182.52	63.5
7035.000 Advertising	250.00	250.00	0.00	0.00	250.00	0.0
7040.000 Insurance (Liability)	14,000.00	14,000.00	13,879.56	0.00	120.44	99.1
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	34.30	34.30	365.70	8.6
7050.200 Off Exp-Postage	100.00	100.00	4.85	0.00	95.15	4.9
7055.000 Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7061.000 Rental Equipment	500.00	500.00	0.00	0.00	500.00	0.0
7062.000 Repair & Maintenance	16,000.00	16,000.00	6,182.34	885.48	9,817.66	38.6
7063.000 Fuel	6,500.00	6,500.00	5,830.79	0.00	669.21	89.7
7064.000 Materials/Supplies/Small Tools	6,000.00	6,000.00	5,387.94	532.13	612.06	89.8
7065.000 Vehicle Repair/Maintenance	3,000.00	3,000.00	1,115.01	115.48	1,884.99	37.2
7080.000 Interest Expense	18,718.65	18,718.65	9,669.37	0.00	9,049.28	51.7
7085.000 Municipal Finance Principle	42,306.79	42,306.79	20,843.35	0.00	21,463.44	49.3
7100.000 Lease/Rent Expense	1,775.00	1,775.00	1,129.32	146.66	645.68	63.6
7105.100 Util-Telephone	490.00	490.00	347.07	49.72	142.93	70.8
7105.200 Util-Electric	52,000.00	52,000.00	26,047.97	4,145.14	25,952.03	50.1
7105.300 Util-Waste	510.00	510.00	297.50	42.50	212.50	58.3
7105.600 Utility - Internet	750.00	750.00	444.18	61.97	305.82	59.2
7501.000 Payroll Expense	171,024.24	171,024.24	84,730.00	16,020.58	86,294.24	49.5
7513.000 Payroll-TAXES	3,806.92	3,806.92	2,099.50	1,103.26	1,707.42	55.1
7514.000 Payroll-Benefits	44,294.39	44,294.39	20,890.17	3,010.23	23,404.22	47.2
7516.200 Pension Cost (CalPERS)	12,456.53	12,456.53	7,015.28	1,317.28	5,441.25	56.3
7516.400 CalPERS Fees	200.00	200.00	196.00	0.00	4.00	98.0
7516.500 CalPERS UAL Expense	18,754.86	18,754.86	18,632.69	0.00	122.17	99.3
7516.600 Pension Plan Fees (MPPP)	100.00	100.00	177.61	0.00	-77.61	177.6
7518.000 Workers Comp	14,458.11	14,458.11	14,573.00	0.00	-114.89	100.8
7530.000 Payroll Reimbursement	-9,700.00	-9,700.00	-37,880.95	-4,344.55	28,180.95	390.5
7550.000 Travel & Training	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
7551.000 Meals	1,000.00	1,000.00	26.45	0.00	973.55	2.6
7552.000 Employee Physical Exams-Shots	500.00	500.00	65.99	65.99	434.01	13.2
7555.000 Personal Protective Equip PPE	1,500.00	1,500.00	86.69	0.00	1,414.31	5.7
7556.000 Uniforms	1,200.00	1,200.00	492.68	0.00	707.32	41.1
Dept: 23 Green Waste Site						
7026.000 Contract Services	800.00	800.00	0.00	0.00	800.00	0.0
7063.000 Fuel	25.00	25.00	0.00	0.00	25.00	0.0
7064.000 Materials/Supplies/Small Tools	100.00	100.00	0.00	0.00	100.00	0.0
7530.000 Payroll Reimbursement	1,200.00	1,200.00	0.00	0.00	1,200.00	0.0
Dept: 36 Planning Grants						
7026.000 Contract Services	0.00	0.00	10,901.85	0.00	-10,901.85	0.0
7530.000 Payroll Reimbursement	0.00	0.00	1,364.00	0.00	-1,364.00	0.0
Expenditures	619,107.81	619,107.81	294,679.55	23,593.09	324,428.26	52.4

For the Period: 7/1/2019 to 10/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 20 - LSCSD Water Dept						
Revenues						
Dept: 00						
4001.100 Assmt/Revenue-Residential	337,662.52	337,662.52	326,800.89	129,069.16	10,861.63	96.8
4001.200 Assmt/Revenue-Standby	102,760.00	102,760.00	51,340.00	0.00	51,420.00	50.0
4001.300 Assmt/Revenue-Commercial	14,135.78	14,135.78	8,502.44	0.00	5,633.34	60.1
4003.000 Late Payment Revenue	9,000.00	9,000.00	4,937.50	27.12	4,062.50	54.9
4056.000 Misc-Non Operating Income	0.00	0.00	836.00	300.00	-836.00	0.0
4075.000 Water Capacity Expansion Fee	1,920.00	1,920.00	0.00	0.00	1,920.00	0.0
5006.000 Water Hook Up Fee	1,590.00	1,590.00	0.00	0.00	1,590.00	0.0
5040.000 Gain on Sale of Equipment	4,500.00	4,500.00	0.00	0.00	4,500.00	0.0
5081.000 Interest Earned-RSV	13,500.00	13,500.00	3,648.75	0.00	9,851.25	27.0
Dept: 22 Medical Clinic						
4054.000 Loan Principle Revenue	34,000.00	34,000.00	17,576.81	0.00	16,423.19	51.7
5081.000 Interest Earned-RSV	10,000.00	10,000.00	4,423.19	0.00	5,576.81	44.2
Revenues	529,068.30	529,068.30	418,065.58	129,396.28	111,002.72	79.0
Expenditures						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	173,910.73	173,910.73	61,959.07	0.00	111,951.66	35.6
7010.000 Capital Improvement	53,500.00	53,500.00	152,224.83	0.00	-98,724.83	284.5
Less Reimbursement due from LAIF Savings	-53,500.00	-53,500.00	-152,224.83	0.00	98,724.83	-284.5
7020.000 IT Contract Services/Server	4,200.00	4,200.00	2,310.00	330.00	1,890.00	55.0
7026.000 Contract Services	24,000.00	24,000.00	10,179.62	344.40	13,820.38	42.4
7033.000 Licenses, Permits, Fees	3,500.00	3,500.00	3,088.85	2,964.16	411.15	88.3
7034.000 Dues & Subscriptions	1,300.00	1,300.00	900.23	0.00	399.77	69.2
7035.000 Advertising	250.00	250.00	0.00	0.00	250.00	0.0
7040.000 Insurance (Liability)	20,500.00	20,500.00	18,532.78	0.00	1,967.22	90.4
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	34.30	34.30	615.70	5.3
7050.200 Off Exp-Postage	800.00	800.00	0.00	0.00	800.00	0.0
7055.000 Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7062.000 Repair & Maintenance	33,000.00	33,000.00	14,419.53	1,118.47	18,580.47	43.7
7063.000 Fuel	6,500.00	6,500.00	4,580.46	0.00	1,919.54	70.5
7064.000 Materials/Supplies/Small Tools	25,000.00	25,000.00	10,160.39	167.60	14,839.61	40.6
7065.000 Vehicle Repair/Maintenance	3,000.00	3,000.00	428.81	115.49	2,571.19	14.3
7100.000 Lease/Rent Expense	1,775.00	1,775.00	1,129.32	146.67	645.68	63.6
7105.100 Util-Telephone	1,000.00	1,000.00	347.10	49.72	652.90	34.7
7105.200 Util-Electric	97,000.00	97,000.00	53,998.22	5,405.70	43,001.78	55.7
7105.300 Util-Waste	510.00	510.00	297.50	42.50	212.50	58.3
7105.600 Utility - Internet	750.00	750.00	444.19	61.97	305.81	59.2
7501.000 Payroll Expense	107,511.10	107,511.10	66,689.38	15,246.18	40,821.72	62.0
7513.000 Payroll-TAXES	2,393.15	2,393.15	1,797.40	1,051.46	595.75	75.1
7514.000 Payroll-Benefits	27,844.81	27,844.81	17,795.33	2,564.27	10,049.48	63.9
7516.200 Pension Cost (CalPERS)	7,830.56	7,830.56	5,449.86	1,155.53	2,380.70	69.6
7516.400 CalPERS Fees	200.00	200.00	140.00	0.00	60.00	70.0
7516.500 CalPERS UAL Expense	11,790.51	11,790.51	11,912.69	0.00	-122.18	101.0
7516.600 Pension Plan Fees (MPPP)	100.00	100.00	177.60	0.00	-77.60	177.6
7518.000 Workers Comp	9,088.81	9,088.81	9,161.00	0.00	-72.19	100.8
7530.000 Payroll Reimbursement	0.00	0.00	-765.67	-765.67	765.67	0.0
7550.000 Travel & Training	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
7551.000 Meals	1,000.00	1,000.00	62.94	0.00	937.06	6.3
7552.000 Employee Physical Exams-Shots	0.00	0.00	66.00	66.00	-66.00	0.0
7555.000 Personal Protective Equip PPE	1,500.00	1,500.00	85.70	0.00	1,414.30	5.7
7556.000 Uniforms	1,200.00	1,200.00	492.69	0.00	707.31	41.1
Expenditures	580,904.67	580,904.67	295,875.29	30,098.75	285,029.38	49.1

For the Period: 7/1/2019 to 10/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 25 - LSCSD Police Department						
Revenues						
4001.100 Assmt/Revenue-Residential	137,390.00	137,390.00	245,496.67	176,615.97	-108,106.67	178.7
4001.200 Assmt/Revenue-Standby	282,260.00	282,260.00	141,029.17	0.00	141,230.83	50.0
4001.300 Assmt/Revenue-Commercial	3,520.00	3,520.00	1,540.00	0.00	1,980.00	43.8
4003.000 Late Payment Revenue	10,000.00	10,000.00	5,256.84	0.39	4,743.16	52.6
4056.000 Misc-Non Operating Income	3,200.00	3,200.00	3,227.18	1,882.16	-27.18	100.8
5054.000 Animal Control Fees - Other	300.00	300.00	295.00	0.00	5.00	98.3
5055.000 Animal License Fee	4,800.00	4,800.00	3,530.00	2,240.00	1,270.00	73.5
5056.000 Warrant	1,500.00	1,500.00	332.81	0.00	1,167.19	22.2
5062.000 Event/Donations	500.00	500.00	0.00	0.00	500.00	0.0
5081.000 Interest Earned-RSV	5,700.00	5,700.00	1,559.92	0.00	4,140.08	27.4
Revenues	449,170.00	449,170.00	402,267.59	180,738.52	46,902.41	89.6

Expenditures						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	82,124.50	82,124.50	29,258.44	0.00	52,866.06	35.6
7010.000 Capital Improvement	7,500.00	7,500.00	0.00	0.00	7,500.00	0.0
Less Reimbursement due from LAIF Savings	-7,500.00	-7,500.00	0.00	0.00	-7,500.00	0.0
7020.000 IT Contract Services/Server	10,000.00	10,000.00	3,080.00	440.00	6,920.00	30.8
7026.000 Contract Services	2,500.00	2,500.00	982.68	65.00	1,517.32	39.3
7034.000 Dues & Subscriptions	3,000.00	3,000.00	3,222.29	284.80	-222.29	107.4
7035.000 Advertising	250.00	250.00	278.50	0.00	-28.50	111.4
7040.000 Insurance (Liability)	5,100.00	5,100.00	7,366.08	0.00	-2,266.08	144.4
7041.000 Legal	2,500.00	2,500.00	8,798.70	0.00	-6,298.70	351.9
7105.000 Utilities - CSD	600.00	600.00	679.82	30.86	-79.82	113.3
7105.100 Util-Telephone	0.00	0.00	164.61	0.00	-164.61	0.0
7105.200 Util-Electric	3,000.00	3,000.00	1,350.44	234.88	1,649.56	45.0
7105.300 Util-Waste	480.00	480.00	280.00	40.00	200.00	58.3
7105.400 Utilities-Propane	1,000.00	1,000.00	1,239.41	641.18	-239.41	123.9
7105.600 Utility - Internet	1,025.00	1,025.00	598.01	85.43	426.99	58.3
7501.000 Payroll Expense	186,068.43	186,068.43	56,996.16	10,480.69	129,072.27	30.6
7513.000 Payroll-TAXES	15,536.23	15,536.23	2,202.41	585.96	13,333.82	14.2
7514.000 Payroll-Benefits	57,015.00	57,015.00	6,712.00	1,207.00	50,303.00	11.8
7516.100 Pension Cost (MPPP)	8,871.72	8,871.72	547.32	0.00	8,324.40	6.2
7516.200 Pension Cost (CalPERS)	0.00	0.00	3,727.93	1,052.75	-3,727.93	0.0
7516.600 Pension Plan Fees (MPPP)	1,000.00	1,000.00	1,360.20	0.00	-360.20	136.0
7518.000 Workers Comp	13,117.18	13,117.18	15,855.00	0.00	-2,737.82	120.9
7530.000 Payroll Reimbursement	1,200.00	1,200.00	4,002.65	950.80	-2,802.65	333.6
7551.000 Meals			-26.81	-26.81	26.81	0.0
7552.000 Employee Physical Exams-Shots	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Expenditures	398,188.06	398,188.06	148,675.82	16,072.54	249,512.24	62.7

For the Period: 7/1/2019 to 10/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 26 - COPS Grant						
Revenues						
5075.000 Grant Income	130,000.00	130,000.00	45,302.43	10,958.90	84,697.57	34.8
Revenues	130,000.00	130,000.00	45,302.43	10,958.90	84,697.57	34.8

Expenditures						
7020.000 IT Contract Services/Server	2,200.00	2,200.00	1,540.00	220.00	660.00	70.0
7033.000 Licenses, Permits, Fees	5,000.00	5,000.00	2,255.00	0.00	2,745.00	45.1
7050.100 Off Exp-Supplies	1,300.00	1,300.00	510.95	112.29	789.05	39.3
7050.200 Off Exp-Postage	400.00	400.00	18.55	0.00	381.45	4.6
7050.400 Off Exp-Maint	2,000.00	2,000.00	1,020.08	0.00	979.92	51.0
7062.000 Repair & Maintenance	1,600.00	1,600.00	0.00	0.00	1,600.00	0.0
7063.000 Fuel	10,500.00	10,500.00	6,255.18	0.00	4,244.82	59.6
7064.000 Materials/Supplies/Small Tools	8,000.00	8,000.00	2,963.33	168.53	5,036.67	37.0
7065.000 Vehicle Repair/Maintenance	8,000.00	8,000.00	4,695.20	130.06	3,304.80	58.7
7068.000 Vehicle Equipment	7,000.00	7,000.00	0.00	0.00	7,000.00	0.0
7105.100 Util-Telephone	5,150.00	5,150.00	1,850.15	0.00	3,299.85	35.9
7501.000 Payroll Expense	71,857.05	71,857.05	51,472.16	11,386.48	20,384.89	71.6
7513.000 Payroll-TAXES	5,931.06	5,931.06	1,960.43	599.11	3,970.63	33.1
7514.000 Payroll-Benefits	20,979.00	20,979.00	11,672.00	1,682.00	9,307.00	55.6
7516.100 Pension Cost (MPPP)	2,698.99	2,698.99	339.23	0.00	2,359.76	12.6
7516.200 Pension Cost (CalPERS)	0.00	0.00	2,599.08	708.84	-2,599.08	0.0
7516.600 Pension Plan Fees (MPPP)	200.00	200.00	555.20	0.00	-355.20	277.6
7518.000 Workers Comp	6,107.85	6,107.85	6,123.00	0.00	-15.15	100.2
7550.000 Travel & Training	9,000.00	9,000.00	24.24	0.00	8,975.76	0.3
7551.000 Meals	2,000.00	2,000.00	425.24	24.96	1,574.76	21.3
7552.000 Employee Physical Exams-Shots	300.00	300.00	0.00	0.00	300.00	0.0
7555.000 Personal Protective Equip PPE	4,500.00	4,500.00	0.00	0.00	4,500.00	0.0
7556.000 Uniforms	3,000.00	3,000.00	444.28	228.66	2,555.72	14.8
Expenditures	177,723.95	177,723.95	96,723.30	15,260.93	81,000.65	54.4

For the Period: 7/1/2019 to 10/31/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 30 - LSCSD Fire Department						
Revenues						
Dept: 00						
4001.100 Assmt/Revenue-Residential	49,920.00	49,920.00	70,029.32	44,967.73	-20,109.32	140.3
4001.200 Assmt/Revenue-Standby	64,150.00	64,150.00	32,052.09	0.00	32,097.91	50.0
4001.300 Assmt/Revenue-Commercial	1,100.00	1,100.00	485.00	0.00	615.00	44.1
4003.000 Late Payment Revenue	2,500.00	2,500.00	1,282.17	14.58	1,217.83	51.3
4055.000 Misc Operational Income	0.00	0.00	1,263.76	858.76	-1,263.76	0.0
4056.000 Misc-Non Operating Income	0.00	0.00	1,243.00	0.00	-1,243.00	0.0
4076.000 Fire Suppression Expansion Fee	948.00	948.00	0.00	0.00	948.00	0.0
5056.000 Warrant	5,000.00	5,000.00	3,618.65	217.11	1,381.35	72.4
5062.000 Event/Donations	5,000.00	5,000.00	5,100.00	0.00	-100.00	102.0
5075.000 Grant Income	7,500.00	7,500.00	0.00	0.00	7,500.00	0.0
5081.000 Interest Earned-RSV	1,100.00	1,100.00	1,271.04	0.00	-171.04	115.5
Dept: 34 Fire Fuels Removal						
4055.000 Misc Operational Income	22,000.00	22,000.00	29,875.00	0.00	-7,875.00	135.8
5026.000 Fines/Violations	15,000.00	15,000.00	30,245.00	0.00	-15,245.00	201.6
Dept: 45 Mutual Aid Strike Team						
4080.000 Strike Team Rev Payroll Reimb	155,000.00	155,000.00	83,982.91	0.00	71,017.09	54.2
4081.000 Strike Team Rev Engine Reimb	60,000.00	60,000.00	6,460.00	0.00	53,540.00	10.8
4082.000 Strike Team Rev Admin OH Reimb	34,000.00	34,000.00	16,820.82	0.00	17,179.18	49.5
4085.000 Emerg Resp Reimb Travel/Meals	0.00	0.00	2,383.26	0.00	-2,383.26	0.0
Revenues	423,218.00	423,218.00	286,112.02	46,058.18	137,105.98	67.6
Expenditures						
Dept: 01 General Admin						
7001.000 Accounting Audit/Review	2,800.00	2,800.00	0.00	0.00	2,800.00	0.0
7002.000 Admin Overhead Alloc	72,462.80	72,462.80	25,816.28	0.00	46,646.52	35.6
7010.000 Capital Improvement	0.00	0.00	17,495.00	0.00	-17,495.00	0.0
7020.000 IT Contract Services/Server	3,000.00	3,000.00	1,540.00	220.00	1,460.00	51.3
7026.000 Contract Services	2,000.00	2,000.00	867.49	0.00	1,132.51	43.4
7033.000 Licenses, Permits, Fees	450.00	450.00	39.00	0.00	411.00	8.7
7034.000 Dues & Subscriptions	925.00	925.00	1,317.00	0.00	-392.00	142.4
7035.000 Advertising	0.00	0.00	175.00	0.00	-175.00	0.0
7040.000 Insurance (Liability)	6,300.00	6,300.00	10,747.09	0.00	-4,447.09	170.6
7041.000 Legal	2,000.00	2,000.00	490.00	0.00	1,510.00	24.5
7050.100 Off Exp-Supplies	650.00	650.00	820.35	66.36	-170.35	126.2
7050.200 Off Exp-Postage	100.00	100.00	8.70	0.00	91.30	8.7
7051.000 Public Safety Supplies	2,500.00	2,500.00	778.10	0.00	1,721.90	31.1
7051.100 Mandatory Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
7062.000 Repair & Maintenance	2,000.00	2,000.00	346.90	74.47	1,653.10	17.3
7063.000 Fuel	6,000.00	6,000.00	7,506.06	0.00	-1,506.06	125.1
7064.000 Materials/Supplies/Small Tools	3,000.00	3,000.00	1,185.93	160.53	1,814.07	39.5
7065.000 Vehicle Repair/Maintenance	15,000.00	15,000.00	2,921.67	1,638.46	12,078.33	19.5
7075.000 VFA Grant Equipment	15,000.00	15,000.00	8,197.74	839.23	6,802.26	54.7
7076.000 Grant Expenditures	0.00	0.00	15,135.68	261.00	-15,135.68	0.0
7105.000 Utilities - CSD	850.00	850.00	778.81	47.36	71.19	91.6
7105.100 Util-Telephone	2,000.00	2,000.00	978.03	0.00	1,021.97	48.9
7105.200 Util-Electric	3,300.00	3,300.00	1,437.40	248.69	1,852.60	43.6
7105.300 Util-Waste	480.00	480.00	280.00	40.00	200.00	58.3
7105.400 Utilities-Propane	1,200.00	1,200.00	1,239.41	641.19	-39.41	103.3
7105.600 Utility - Internet	260.00	260.00	149.52	21.36	110.48	57.5
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0
7501.000 Payroll Expense	50,769.23	50,769.23	48,801.73	12,188.13	1,967.50	96.1
7513.000 Payroll-TAXES	4,174.62	4,174.62	5,297.42	1,688.00	-1,122.80	126.9
7514.000 Payroll-Benefits	20,979.00	20,979.00	13,170.00	3,180.00	7,809.00	62.8
7516.100 Pension Cost (MPPP)	3,300.00	3,300.00	1,814.96	380.76	1,485.04	55.0
7516.600 Pension Plan Fees (MPPP)	1,000.00	1,000.00	280.20	0.00	719.80	28.0
7518.000 Workers Comp	11,125.00	11,125.00	21,786.32	-10.54	-10,661.32	195.8
7530.000 Payroll Reimbursement	500.00	500.00	3,757.10	873.55	-3,257.10	751.4
7549.000 Volunteer FF Stipend	12,000.00	12,000.00	0.00	0.00	12,000.00	0.0
7549.100 VFF Payroll Taxes	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
7550.000 Travel & Training	2,000.00	2,000.00	69.50	42.68	1,930.50	3.5
7551.000 Meals	1,000.00	1,000.00	208.45	0.00	791.55	20.8
7552.000 Employee Physical Exams-Shots	600.00	600.00	0.00	0.00	600.00	0.0
7556.000 Uniforms	2,000.00	2,000.00	364.68	0.00	1,635.32	18.2
Dept: 34 Fire Fuels Removal						
7050.200 Off Exp-Postage	200.00	200.00	55.00	0.00	145.00	27.5
7061.000 Rental Equipment	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
7062.000 Repair & Maintenance	500.00	500.00	2,395.84	48.40	-1,895.84	479.2
7064.000 Materials/Supplies/Small Tools	0.00	0.00	948.28	0.00	-948.28	0.0
7501.000 Payroll Expense	14,450.00	14,450.00	23,436.49	4,590.54	-8,986.49	162.2
7513.000 Payroll-TAXES	2,001.33	2,001.33	2,483.78	635.82	-482.45	124.1
7518.000 Workers Comp	1,228.25	1,228.25	1,992.68	386.82	-764.43	162.2
Dept: 45 Mutual Aid Strike Team						
7063.000 Fuel	350.00	350.00	11.97	0.00	338.03	3.4
7501.000 Payroll Expense	115,926.92	115,926.92	139,196.88	0.00	-23,269.96	120.1
7513.000 Payroll-TAXES	4,925.51	4,925.51	2,370.17	0.00	2,555.34	48.1
7518.000 Workers Comp	9,867.12	9,867.12	11,680.71	0.00	-1,813.59	118.4
7550.000 Travel & Training	0.00	0.00	1,928.27	0.00	-1,928.27	0.0
7551.000 Meals	0.00	0.00	1,044.85	0.00	-1,044.85	0.0
Expenditures	407,674.78	407,674.78	383,346.44	28,262.81	24,328.34	94.0
Grand Total Net Effect:	-240,404.77	-240,404.77	78,741.53	390,894.71	-319,155.30	



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of January, Lake Shastina Fire Department responded to a total of 30 calls. These calls included:

- 12 Medical Aid
- 2 Illegal Burning
- 3 Hazmat
- 10 Public Assists
- 3 Traffic Collisions

100% of the January calls were within LSFD's Primary First Due Response Area

* Definition of **Primary First Due Response Area** is updated to be consistent with NFPA 1710 Current Edition. The geographic area surrounding a fire station in which a company from that station is projected to be the first to arrive on the scene of an incident.

Mutual Aid Area: is a written intergovernmental agreement between agencies and/or jurisdictions stating that they will assist one another on **request** by furnishing personnel, equipment, and/or expertise in a specified manner.

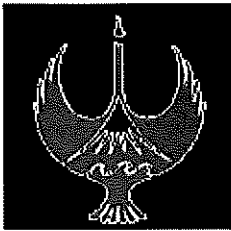
LSFD is required to keep data for both categories listed above. This data is reported to NFIRS (NATIONAL FIRE INCIDENT REPORTING SYSTEM). No other statistical data based on incident location is kept nor required.

LSFD News:

LSFD received \$858.76 EF Recovery Funds in January for responding to traffic collisions on Big Springs Road.

Through CSA3, LSFD received approximately \$4,000 in medical supplies this month. The CSA3 tax has been extremely beneficial to the department for many years, helping us pay for medical and communication supplies.

On February 5th LSFD was notified that Cal Fire would be pulling their Mutual Aid agreement for providing public assist services to Lake Shastina Fire Department. Their reasoning was that Shastina Fire has had an excellent response rate and the current agreement was causing unnecessary wear and tear on their fire engines.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
FROM: Will Bullington, Chief of Police
MEETING DATE: Feb. 19, 2020
SUBJECT: **January 2020 Police Monthly Board Report**

POLICE ACTIVITY: LSPD HAD 113 CALLS FOR SERVICE IN JANUARY.

SUMMARY:

MISDEMEANOR ARRESTS: 2

FELONY ARRESTS: 1

TRAFFIC WARNINGS: 3

TRAFFIC CITATIONS: 0

ANIMAL CONTROL CITES: 0

ANIMAL RELATED: 18

PARKING CITES: 2

HOUSE WATCH: 420

MISC. POLICE CALLS, INCLUDING NON-CRIMINAL: 87

NOTABLE ACTIVITY:

-1-8-20 REPORT OF SHOTS FIRED. CHARGES BEING FILED AGAINST A SUSPECT FOR UNLAWFUL DISCHARGE OF A FIREARM AND CHILD ENDANGERMENT. ONE OTHER SUPECT HAS CHARGES BEING FILED FOR FELON WITH A FIREARM AND AMMUNITION.

-1-11-20 28 YEAR OLD FEMALE FROM MT.SHASTA ARRESTED FOR: 11378 H&S-POSSESSION OF A CONTROLLED SUBSTANCE FOR SALES, 647(H) PC-PROWLING, AND 273A(A) PC- CHILD ENDANGERMENT LIKELY TO CAUSE GREAT BODILY HARM OR DEATH.

-1-25-20 DUE TO LANGUAGE ISSUES AN UNKNOWN ADULT MALE WAS ARRESTED FOR D.U.I AND BOOKED INTO THE COUNTY JAIL, PENDING I.D. THROUGH FINGERPRINTS, ETC.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: February 19, 2020
Subject: Board Report –January 2020 (Sewer)

Conducted quarterly samples on the waste treatment ponds.

B-116 pump has an intermittent issue with not coming on, staff has changed several parts and the electrician has looked into the problem. We are waiting on a new contactor to fix the issue.

More work to pond 1 levy was completed.

Lake Shastina Water Department

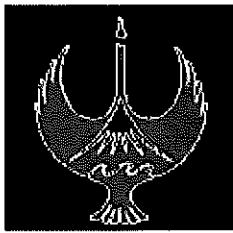
To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: February, 2020
Subject: Board Report – January 2020 (Water)

There was a water leak on Wood Ct, corp stop was bad and starting leaking.

98% water on Sherwood Pl

Replaced approximately 10 meters for the month.

I attended the Shasta Valley Ground Water Basin committee meeting. Not much new to report other than they formed an ad hoc committee which I serve on as well.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 19, 2020

FROM: Robert Moser, General Manager
Steven Pappas, Fire Chief

SUBJECT: Fire Department Tax Increase

BACKGROUND:

The Board of Directors needs to set an amount for the upcoming November election for the tax increase for the Fire Department. The Fire Chief has come up with the following information and amounts for the Board to consider.

Our 2019 Fire Tax Income - **\$116,790**

Proposed Tax Increases from \$40 annually to:

\$50 annual - **\$196,050**

\$60 annual - **\$235,260**

\$70 annual - **\$274,470**

\$77 annual - **\$301,917**

\$80 annual - **\$313,680**

\$90 annual - **\$352,890**

What cost \$40 in 1991, costs approximately \$77 in 2020. Additionally, in 2028, \$40 will equate to approximately \$94.

Immediate needs for the fire department include an engine bay that can house the Type 1 Fire Engine and a new Rescue vehicle. The annual pay back for loans on both the engine bay and the vehicle, would be approximately \$50,000. These two items are crucial. Without them, the fire department is at risk of a decrease in the ISO rating which affects homeowners' insurance rates as well as the level of the medical service the fire department provides to the community.

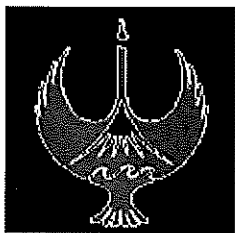
The average age of Lake Shastina Fire Department's in-service apparatus is 21.75 years. NFPA 1911 states that any front-line engine needs to be 25 years or younger. Once an apparatus reaches 25 years, it should be put out of service. This means within the next 4 years LSFD would have to replace 3 of its current 4 engines. Over the last 3 fiscal years we have spent **\$97,098** on Vehicle Repair/Maintenance. Our aging fleet is rapidly depleting the little financial income we have.

We are operating on a budget that worked for us in 1991. Engine 3111 was purchased in 1992 and engine 3110 was purchased a few years later. Now, 29 years later, we are in a situation where we are forced to purchase apparatus that has been retired from other departments.

The decided upon amount will be put into the resolution that will come before the Board at next month's meeting. Once the Resolution is approved, we can start the process with the county to get the tax measure on the November Ballot.

OPTIONS:

- A. Approve one of the provided increases from staff for the tax measure.**
- B. Explore options for a different increase amount.**



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: February 19, 2020
FROM: Robert Moser, General Manager
SUBJECT: District Goals 2020

BACKGROUND:

At the January meeting of the Board of Directors I was asked to bring back a list of goals. This is that list.

Fire Department:

1. Tax Measure increase
2. New apparatus bay

Police Department:

1. Hire new officer
2. Training needs

Water Department:

1. Water Grant
2. Paint all buildings owned by water department
3. Have fire hydrants installed
4. Replace old inaccurate meters

Sewer Department:

1. Explore cost associated with main pumping stations conversion to SCADA
2. Paint all sewer stations
3. Construction funding grant

Administration Department:

1. Complete building agreement with LSPOA
2. Board Training
3. Evaluate District organizational needs
4. GM Development
5. New employee policy handbook