



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

REGULAR MEETING

Wednesday, February 15, 2017

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

Administration Building

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

CALL TO ORDER: 1:00 p.m.

LSCSD Board Roll Call: Directors: Cupp _____ Graves _____ Layne _____ MacIntosh _____ Thomsson _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION Review of Arbitration proceedings with LSPOA regarding recovery of a portion of termination compensation paid to John McCarthy by District pursuant to paragraph (4) of subdivision (d) of Section 59456.9.
- B. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.
- C. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code Section 54957.6 Agency Negotiators: Patrick Clark, Patrick Clark Consulting, Karl Drexel, General Manager; Employee Organization: Teamsters Local 137

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

REPORT ON CLOSED SESSION:

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction, whether or not on the agenda for this meeting. Each individual comment will be limited to three minutes. The public comment portion of the meeting will be limited to thirty minutes (total time). For items that are on this agenda, speakers may request that their comments be heard instead at the time the item appears on the agenda prior to the Board addressing the agenda item. The Board may ask questions, but may not act during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place the item on a future agenda.

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 January 18, 2017
 - B. Ratification of Disbursements: January 1 through January 31, 2017
 - C. Budget Comparison: FY 2016/2017 YTD
 - D. LAIF Quarterly Report
 - E. Approval of transfer of CSD Operating funds to LAIF Savings

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

- A. Budget / Finance Committee
 1. Report on Status and Submit Approved Minutes for Board Review
- B. Policy Committee
 1. Report on Status and Submit Approved Minutes for Board Review
- C. Police Advisory Committee
 1. Report on Status and Submit Approved Minutes for Board Review
- D. LSCSD / LSPOA Working Relationship Committee
 1. Report on Status and Submit Approved Minutes for Board Review
- E. Drinking Water Wells Committee
 1. Report on Status and Submit Approved Minutes for Board Review

DISCUSSION / REPORTS: ACTION ITEMS:

2. Union Negotiations – Review and Approve Resolution *-17 to approve, adopt and sign the new union MOU (GM Drexel)
3. FY 2016/17 Budget Variance Report – Review and Approve Quarterly Review (GM Drexel/SC Nelle)
4. Committee Conduct – Establish structure, role and conduct of both standing and ad hoc committees (Pres. Graves)
5. Consideration of voting ballot regarding Rancho Hills Community Association's governing documents (Bylaws, CC&Rs and Community Standards) (GM Drexel)
6. Consideration of appointments to current committees: A) Police Advisory Committee – additional member, and B) LSCSD/LSPOA Working Relationship Committee – replacement member (Pres. Graves)
7. Authorize Board Members to attend workshop: February 23, 2017 CSDA *Board Member Best Practices* in Anderson, CA (GM Drexel)
8. Approve Resolution *-17 to authorize the District General Manager/Treasurer to approve deposits into and withdrawals from LAIF (GM Drexel)

DISCUSSION / REPORTS: NO ACTION ITEMS:

9. Fire Department Monthly Report (FC Pappas)
10. Police Department Monthly Report (PC Wilson)
11. Update on Well #4 Retrofit (GM Drexel)
12. Burn Site Update – Review report from Greater Lake Shastina Fire Safe Council (John Mcphee)

STAFF COMMENTS / CORRESPONDENCE:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on March 15, 2017, 1:00 p.m. Closed Session, 1:30 pm Open Session, at the Administration Building.

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



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

MINUTES

LSCSD/LSPOA Committee Meeting
Thursday, January 26, 2017 – 3:00 p.m.
Administration Building

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

Call to Order: 3:00 p.m.

Committee members present:

Dir. Carol Cupp, Dir. Rita MacIntosh, Jim Durden, Charlene French, Tom Wetter

Public present in the audience: Lorene Miller and Mike French

Pledge of Allegiance: Dir. Cupp led the Pledge of Allegiance

Public Comments: None

Committee Member Comments: All members commented on objective of committee.

Business:

1. CHAIRPERSON:

Motion made by Charlene, second by Rita for Carol Cupp to be chairperson due to her being the only member not in LSPOA.

2. Mission of Committee:

Members decided to look at 4 issues:

1. Maintenance yard and POA Equipment issue
2. Office staffing including union issues, benefits, etc.
3. Building ownership and buy in
4. Other financial contributions by the LSPOA

Goal: An agreement that would be fair and equitable for both parties.

3. Division of Tasks:

Each member took one of the four issues with two members agreeing to address #1

4. Next Committee meeting: February 9, 2017, 3:00 p.m., Administration Conference Room.

Adjourn: 4:00 p.m.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, January 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 ✓ Graves ✓ Layne ✓ MacIntosh ✓ Thomsson ✓

Also present: GM Drexel, SAC Nelle and AA Charvez. There was 1 person in the audience.

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

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres. Graves adjourned to Closed Session at 1:01 p.m.

CLOSED SESSION: 1:02 p.m.

Also present: GM Drexel, Patrick Clark for Item C via conference call.

- A. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION Review of Arbitration proceedings with LSPOA regarding recovery of a portion of termination compensation paid to John McCarthy by District pursuant to paragraph (4) of subdivision (d) of Section 59456.9.
- B. CONFERENCE WITH LEGAL COUNSEL- PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.
- C. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code Section 54957.6 Agency Negotiators: Patrick Clark, Patrick Clark Consulting, Karl Drexel, General Manager; Employee Organization: Teamsters Local 137

With no objections by the Board, Pres. Graves adjourned Closed Session at 1:55 p.m.

RETURN TO OPEN SESSION: 1:59 p.m.

Also present: GM Drexel, SAC Nelle, AA Charvez, FC Pappas, PO Beck. There were approximately 22 people in the audience.

REPORT ON CLOSED SESSION: Pres. Graves reported:
Items A, B and C: Nothing to report.

PUBLIC COMMENTS: One (1) speaker.

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

1. A. Approval of Minutes: Special Meeting December 14, 2016
- B. Ratification of Disbursements: December 1 through December 31, 2016
- C. Budget Comparison / Variance Report: FY 2016/2017 YTD: Pres. Graves stated this item would be on the February 2017 agenda for discussion.
- D. Accounts Receivables Aging Analysis: FY 2016/2017 YTD

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

Ayes: Directors Cupp, Graves, Layne, MacIntosh and Thomsson

Noes: None

Absent: None

DISCUSSION / ACTION ITEMS:

2. Meeting management – action item: Pres. Graves explained how he will be running the CSD meetings. Each item will be addressed as follows:
 - 1) President will announce the item.
 - 2) Report will be given.
 - 3) Board will ask questions.
 - 4) Public comments (3 minutes each, 20 minutes total, at the discretion of the President).
 - 5) Board motion, discussion, and vote.

Pres. Graves requested written reports for as many agenda items as possible; all items to be listed separately. Future agendas to have a section identified for Reports Only – No Action.

3. CPA Audit and Financial Statements for year ended June 30, 2016: presentation and acceptance of audit: Jennifer Harrison with AGT gave an overview of the audit and financial statements.

Motion by Dir. MacIntosh second by Dir. Thomsson to accept CPA audit and financial statements for year ended June 30, 2016, as presented.

Ayes: Directors Cupp, Graves, Layne, MacIntosh and Thomsson
Noes: None
Absent: None

4. Monthly Reports:
A. Fire Department: FC Pappas updated the Board.
B. Police Department: PO Beck updated the Board.
5. Recognition of Dwayne and Karla Chandler – Keep Essential Effective Police (KEEP) Committee: Pres. Graves presented Dwayne and Karla Chandler with a certificate of recognition for their efforts in organizing the KEEP Committee, which resulted in the passage of Measure B to increase Police Department funding.
6. Adoption of Ordinance 1-16 regarding Police Department Special Tax: GM Drexel reported.

Motion by Dir. Cupp second by Dir. Thomsson to adopt Ordinance 1-16, Police Department Special Tax, approving second reading of the ordinance and authorizing the tax to be collected effective January 1, 2017.

Ayes: Directors Cupp, Graves, Layne, MacIntosh and Thomsson
Noes: None
Absent: None

7. Second Reading and Adoption of Ordinance 1-17 amending Animal Control Ordinance 1-11: GM Drexel reported. The Board waived reading the ordinance in its entirety. The Board directed GM Drexel to work with Chief Wilson regarding an internal Police Department policy regarding the citation process for Animal Control infractions and misdemeanors.

Motion by Dir. Cupp second by Dir. MacIntosh to adopt Ordinance 1-17, approving the second reading of the ordinance and authorizing the amendment to the Animal Control Ordinance 1-11.

Ayes: Directors Cupp, Graves, Layne, MacIntosh and Thomsson
Noes: None
Absent: None

8. LSCSD/LSPOA: working relationship, agreement and rental charges: GM Drexel reported. The Board discussed. Pres. Graves appointing a committee to objectively research the LSCSD/LSPOA working relationship, committee report with recommendations to be presented to the Board at the March 2017 meeting. Committee members: Director Cupp, Director MacIntosh, LSPOA Director Jim Durden, Charlene French, Tom Wetter (GM Drexel – Ex-Officio).
9. Burn Site Update – Staff Report: GM Drexel reported that the Burn Site piles will be burned over the next few months. There is no update regarding the future of the site.
10. Drinking Water Wells – Committee Report: Dir. Layne reported that due to the holidays and weather the committee has not met.
A. Update on Well #4 Retrofit. GM Drexel reported that due to illness the contractor delayed the start of the project. A turbine pump will be used and there will be extensive electrical work. The total cost is expected to be less than the original estimate.
11. Union Negotiations – Review and Approve Resolution *-17 to approve, adopt and sign the new MOU: GM Drexel reported that there is no new MOU; negotiations will continue.
12. Appointments to committee(s), Board Policy and Procedure Handbook Section 4060 (Potential Committees: Finance/Budget Standing Committee, Policy Ad Hoc Committee):
Pres. Graves appointed the following new committees:
1) FY 2017/18 Budget / Finance Standing Committee: Director Graves, Director MacIntosh, Paula Mitchell, SAC Nelle (GM Drexel – Ex-Officio)
2) Policy Standing Committee: Director Graves, Director Layne, SAC Nelle (GM Drexel – Ex-Officio)
3) Police Department Advisory Standing Committee: Director Cupp, Chief Wilson, Karla and Dwayne Chandler (GM Drexel – Ex-Officio)
13. Out of Service Area Agreement request for water service – Approve out of service area agreement and set fees: GM Drexel reported. The Board discussed.

Motion by Dir. Cupp second by Dir. MacIntosh to not approve out of service area agreement request for water service.

Ayes: Directors Cupp, Graves, Layne, MacIntosh and Thomsson
Noes: None
Absent: None

14. Goal setting and prioritization - action item: Pres. Graves stated that he wanted the Board to meet in a Special Meeting to set and prioritize goals for the District. Dir. Layne is not available on February 28, 2017; she will provide her proposed goals to Pres. Graves prior to the meeting.

Motion by Dir. Cupp second by Dir. MacIntosh to set a Special Meeting on February 28, 2017, 4:00 p.m. – 6:00 p.m. to set and prioritize goals for the District.

Ayes: Directors Cupp, Graves, MacIntosh and Thomsson

Noes: None

Absent: None

Abstain: Director Layne

STAFF COMMENTS / CORRESPONDENCE: None

BOARD MEMBER COMMENTS: Three (3) speakers.

ADJOURNMENT:

With no objections by the Board, Pres. Graves adjourned the meeting at 3:47 p.m. to the next LSCSD Regular Board Meeting on Wednesday, February 15, 2017, 1:00 p.m. Closed Session, 1:30 p.m. Open Session, at the Administration Building.

Approval Date: _____

Mike Graves, President

ATTEST:

Karl Drexel, Secretary

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

1B

Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of January 1 thru January 31, 2017 for a total of: " \$ 118,458.30

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

Submitted for January 2016	\$ 118,458.30
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Expenses - Regular Checks SVB Account	\$ 70,348.63
Expenses - Payroll & Liability Checks SVB Account	\$ 48,109.67
<u>Subtotal</u>	<u>\$ 118,458.30</u>
<u>Total CSD Expenses</u>	<u>\$ 118,458.30</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	LSPOA Shared Invoices *		Regular Expenses	Payroll Expenses	10	15	20	25	26	30
		Payee	Total Expense			General	Sewer	Water	Police	COPS Grant	Fire
1/4/2017	JE #65758	Bank Fees	17.60	17.60		17.60					
1/5/2017	21659	Payroll Checks (Live Checks)	1,255.32		1,255.32		1,255.32				
1/5/2017	21660	Edward Jones	176.89		176.89				107.71	69.18	
1/5/2017	502738	EDD EFT	1,864.22		1,864.22	638.55	553.80		213.44	359.55	98.88
1/5/2017	502739	EFTPS EFT	3,127.93		3,127.93	797.66	699.45		526.31	907.71	196.80
1/5/2017	502740	CalPERS EFT	1,963.79		1,963.79	1,050.48	913.31				
1/5/2017	502741	CalPERS 457 EFT	788.62		788.62	530.00	208.62			50.00	
1/5/2017	502742	SVB EFT - Payroll Checks (Direct Deposits)	14,590.84		14,590.84	5,100.43	3,516.57		2,124.52	2,680.60	1,168.72
1/5/2017	21661	Payroll Check (B.McWilliams)	205.85		205.85	205.85					
1/5/2017	502743	EDD EFT	16.07		16.07	16.07					
1/5/2017	502744	EFTPS EFT	6.56		6.56	6.56					
1/5/2017	502745	CalPERS EFT	29.90		29.90	29.90					
1/12/2017	518	Verizon Wireless	393.14	393.14		53.43			248.45		91.26
1/12/2017	21662	Aiello, Goodwrich, & Teuscher	500.00	500.00			175.00	165.00	125.00		35.00
1/12/2017	21663	Computer Logistics, Inc.	48.00	48.00		48.00					
1/12/2017	21664	Dell Computer	238.40	238.40		238.40					
1/12/2017	21665	Diane Deckard Law Firm	13,762.50	13,762.50		13,762.50					
1/12/2017	21666	Don Erickson Oil, Inc.	2,306.01	2,306.01		702.01	449.00	449.00	256.93		449.07
1/12/2017	21667	Duran's Auto Detailing	275.00	275.00					275.00		
1/12/2017	21668	Empire Insignias	130.00	130.00					130.00		
1/12/2017	21669	Hue & Cry	38.00	38.00		38.00					
1/12/2017	21670	Jardin Landscaping Service	2,445.00	2,445.00		1,863.34			290.83		290.83
1/12/2017	21671	KD Management	2,932.00	2,932.00		2,932.00					
1/12/2017	21672	Kellie Power	92.00	92.00		92.00					
1/12/2017	21673	Lake Shastina Golf Resort	38.63	38.63							38.63
1/12/2017	21674	LSCSD Utilities	200.14	200.14		128.70			27.47		43.97
1/12/2017	21675	Municipal Emergency Services	96.59	96.59							96.59
1/12/2017	21676	Shasta Auto Supply	147.99	147.99		5.99	71.40	36.46			34.14
1/12/2017	21677	SHN Consulting Engineers	2,750.00	2,750.00				2,750.00			
1/12/2017	21678	Siskiyou Daily News	68.00	68.00					68.00		
1/12/2017	21679	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
1/12/2017	21680	Siskiyou Laser Products	44.40	44.40		44.40					
1/12/2017	21681	Skinner's Roadside Truck Repair	605.76	605.76							605.76
1/12/2017	21682	Solano's Inc.	236.01	236.01			4.29	4.29			227.43
1/12/2017	21683	US Bank Equipment Finance	119.21	119.21					119.21		
1/12/2017	21684	US Postal Services	1,347.57	1,347.57		1,347.57					
1/12/2017	21685	Western Business Products	56.01	56.01		56.01					
1/12/2017	21686	World Telecom & Surveillance	47.50	47.50					47.50		
1/17/2017	21687	SWRCB Accounting Office	1,334.09	1,334.09				1,334.09			

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	LSPOA Shared Invoices *		Regular Expenses	Payroll Expenses	10	15	20	25	26	30
		Payee	Total Expense			General	Sewer	Water	Police	COPS Grant	Fire
1/19/2017	21688	Payroll Checks (Live Checks)	1,284.91		1,284.91		1,284.91				
1/19/2017	21689	Edward Jones	177.96		177.96				79.13	98.83	
1/19/2017	502757	EDD EFT	1,906.73		1,906.73	641.00	574.89		147.68	441.85	101.31
1/19/2017	502758	EFTPS EFT	3,374.10		3,374.10	807.22	721.52		382.14	1,262.40	200.82
1/19/2017	502759	CalPERS EFT	1,875.95		1,875.95	962.64	913.31				
1/19/2017	502760	CalPERS 457 EFT	788.62		788.62	530.00	208.62			50.00	
1/19/2017	502761	SVB EFT - Payroll Checks (Direct Deposits)	13,725.93		13,725.93	4,318.41	3,530.33		1,435.70	3,249.33	1,192.16
1/19/2017	502762	SVB EFT - Payroll Checks (Direct Deposits)	460.00		460.00	460.00					
1/19/2017	21690	Union Dues	489.48		489.48	197.00	183.00		56.24	53.24	
1/26/2017	519	AT&T	86.07	86.07			43.04	43.03			
1/26/2017	520	First National Bank Visa - DN	327.11	327.11		286.80	2.00	2.00	32.31		4.00
1/26/2017	521	First National Bank Visa - RM	1,119.12	1,119.12		663.86	227.63	227.63			
1/26/2017	522	First National Bank Visa - MW	157.80	157.80					157.80		
1/26/2017	523	First National Bank Visa - SP	572.04	572.04							572.04
1/26/2017	524	Pacific Power	11,140.66	11,140.66		1,963.46	4,015.97	4,620.50	270.36		270.37
1/26/2017	525	Williams Scotsman Inc.	293.58	293.58			146.79	146.79			
1/26/2017	21691	AT&T	197.64	197.64				197.64			
1/26/2017	21692	Basic Lab	128.00	128.00				128.00			
1/26/2017	21693	Business Micro Resource Corp	400.00	400.00							400.00
1/26/2017	21694	Jacob Fussell	33.00	33.00							33.00
1/26/2017	21695	KD Management	5,072.00	5,072.00		5,072.00					
1/26/2017	21696	LSPOA	3,515.12	3,515.12		3,515.12					
1/26/2017	21697	N.C.G.T. Security Fund	13,762.00	13,762.00		4,326.00	6,694.00		1,146.00	1,596.00	
1/26/2017	21698	Quill Corp	563.63	563.63		558.80			4.83		
1/26/2017	21699	Rita MacIntosh	44.26	44.26		44.26					
1/26/2017	21700	SDRMA	400.81	400.81							400.81
1/26/2017	21701	Siskyou Co. Clerk	1,400.42	1,400.42		1,400.42					
1/26/2017	21702	Siskyou Daily News	20.75	20.75			20.75				
1/26/2017	21703	Stan Beck	66.00	66.00					66.00		
1/26/2017	21704	Utility Telephone	529.07	529.07		317.44			158.72		52.91
			118,458.30	70,348.63	48,109.67	55,854.88	26,456.02	10,146.93	8,537.28	10,818.69	6,644.50

Ratification of Disbursements - January 2017

Vendors	Check Date	Total Invoice Amount	LSCSD Check Amount	Amount Paid by POA
Verizon Wireless	1/12/2017	393.14	393.14	26.69
Computer Logistics	1/12/2017	48.00	48.00	24.00
Dell Computer	1/12/2017	238.40	238.40	119.20
Don Erickson Oil	1/12/2017	2,306.01	2,306.01	702.01
Hue & Cry	1/12/2017	38.00	38.00	19.00
Kellie Power	1/12/2017	92.00	92.00	46.00
LSCSD Utilities	1/12/2017	200.14	200.14	64.35
Siskiyou Disposal	1/12/2017	250.00	250.00	85.00
Western Business Products	1/12/2017	56.01	56.01	28.30
First National Bank-DN	1/26/2017	327.11	327.11	18.00
First National Bank-RM	1/26/2017	1,119.12	1,119.12	244.45
Pacific Power	1/26/2017	11,140.66	11,140.66	1,294.74
Quill Corp	1/26/2017	563.63	563.63	279.40
Utility Telephone	1/26/2017	529.07	529.07	158.72

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
January 2017									
			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
1/1/2017		Balance Forward	79,250.79	68,927.61	63,335.17	(41,898.64)	37,708.73	(36,861.13)	(1,971.06)
		BEGINNING BALANCE							
1/6/2017	JE #65591	Water/Sewer PR Transfer PPE 1/1/17			4,072.63	(4,072.63)			
1/12/2017	JE #65499	POA Payroll Reimb PPE 12/18/16 & 7/20-12/4	6,818.60	6,816.66	1.94				
1/12/2017	JE #65498	POA AP Reimbursement	1,540.77	1,540.77					
1/19/2017	JE #65582	Water/Sewer PR Transfer PPE 1/15/17			4,524.26	(4,524.26)			
1/19/2017	JE #65584	Police/Fire/Sewer PR Transfer			87.34		(87.34)		
1/19/2017	JE #65583	Med Clinic/Sewer PR Transfer		(95.30)	95.30				
1/19/2017	JE #65585	Deposit - Cash Receipts 1/10 #1	15,539.57	8,654.09	2,546.09	2,017.21	1,891.90		430.28
1/19/2017	JE #65585	Deposit - Cash Receipts 1/11 #1		8,654.17	3,127.50	2,411.67	2,365.00		650.00
1/19/2017	JE #65585	Deposit - Cash Receipts 1/11 #2	7,182.00	434.09	1,706.40	1,828.37	2,558.11		655.03
1/19/2017	JE #65585	Deposit - Cash Receipts 1/11 #3	6,551.28		1,300.50	1,392.29	3,120.79		737.70
1/19/2017	JE #65585	Deposit - Cash Receipts 1/11 #4	6,873.55	50.00	1,943.10	1,687.95	2,565.00		627.50
1/19/2017	JE #65585	Deposit - Cash Receipts 1/11 #5	7,404.66	20.00	2,187.48	2,123.93	2,429.05		644.09
1/19/2017	JE #65585	Deposit - Cash Receipts 1/11 #6	8,325.25	145.50	2,511.90	1,988.85	2,933.00		746.00
1/19/2017	JE #65585	Deposit - Cash Receipts 1/11 #7	1,473.34	145.50	347.40	286.69	561.25		132.50
1/19/2017	JE #65585	Deposit - Cash Receipts 1/13 #2	7,210.85	-	1,501.89	1,800.69	3,146.38		761.89
1/19/2017	JE #65585	Deposit - Cash Receipts 1/13 #3	8,474.48	340.00	3,019.30	2,197.07	2,330.64		587.47
1/23/2017	JE #65586	Deposit - Cash Receipts 1/13 #1	81,567.91	354.70	5,294.36	6,185.87	7,949.86	-	61,783.12
1/23/2017	JE #65586	Deposit - Cash Receipts 1/18 #1	8,647.69	-	2,889.44	2,195.46	2,844.33	-	718.46
1/23/2017	JE #65586	Deposit - Cash Receipts 1/18 #2	22,600.57	124.00	3,202.03	2,843.24	4,939.63	10,161.15	1,230.52
1/23/2017	JE #65586	Deposit - Cash Receipts 1/18 #3	8,063.31	-	2,463.57	2,212.64	2,693.68	-	693.42
1/23/2017	JE #65586	Deposit - Cash Receipts 1/18 #4	17,791.57	-	11,439.00	3,381.86	2,151.62	-	819.09
1/23/2017	JE #65586	Deposit - Cash Receipts 1/18 #5	9,365.22	-	3,335.53	2,329.63	2,933.09	-	766.97
1/23/2017	JE #65586	Deposit - Cash Receipts 1/18 #6	7,289.87	284.00	2,183.82	1,854.29	2,365.98	-	601.80
1/26/2017	JE #65676-6	POA Payroll Reimb PPE 1/1/17 & 1/15/17	7,470.09	7,470.09					
1/26/2017	JE #65677	POA AP Reimbursement	1,114.57	1,114.57					
1/26/2017	JE #65678	Deposit - Cash Receipts 1/26 #1	8,096.07	-	3,160.11	2,102.57	2,239.11	-	594.28
1/26/2017	JE #65678	Deposit - Cash Receipts 1/26 #2	6,656.78	-	1,817.54	1,704.30	2,502.61	-	632.33
1/26/2017	JE #65678	Deposit - Cash Receipts 1/26 #3	7,598.33	-	2,277.90	2,220.93	2,445.00	-	654.50
1/26/2017	JE #65678	Deposit - Cash Receipts 1/26 #4	7,471.85	20.00	1,754.85	1,778.38	3,152.70	-	765.92
1/26/2017	JE #65762	Deposit - Cash Receipts	494.94	93.15	149.69	179.60	49.79	-	22.71
1/27/2017	JE #65679	Deposit - Cash Receipts 1/26 #5	7,120.40	-	2,035.80	1,758.10	2,664.50	-	662.00
1/27/2017	JE #65679	Deposit - Cash Receipts 1/26 #6	8,920.70	-	2,985.70	2,312.50	2,882.50	-	740.00
1/27/2017	JE #65679	Deposit - Cash Receipts 1/26 #7	10,027.81	-	3,867.64	2,819.81	2,622.21	-	718.15
1/27/2017	JE #65679	Deposit - Cash Receipts 1/26 #8	7,143.99	-	1,901.08	1,762.90	2,793.34	-	686.67
1/27/2017	JE #65679	Deposit - Cash Receipts 1/26 #9	7,987.61	-	1,989.71	1,935.93	3,269.97	-	792.00
1/27/2017	JE #65679	Deposit - Cash Receipts 1/26 #11	5,903.09	-	1,144.84	1,374.82	2,838.90	-	544.53
1/27/2017	JE #65679	Deposit - Cash Receipts 1/27 #99	34,833.66	-	11,809.54	9,259.22	10,923.85	-	2,841.05
1/30/2017	JE #65760	Deposit - Cash Receipts 1/30 #98	210.16	-	110.70	61.96	27.50	-	10.00
1/30/2017	JE #65760	Deposit - Cash Receipts 1/30 #98	76.90	-	84.00	(5.00)	-	-	(2.10)
1/31/2017	JE #65763	NSF ACH Cash Receipts	(105.50)	-	(18.00)	(20.00)	(55.00)	-	(12.50)
1/31/2017	JE #65759	Interest	8.63	8.63					
		TOTAL Income	362,204.63	27,520.46	94,851.88	59,386.84	88,048.93	10,161.15	82,235.38
Date	JE # or CK #	Vendor	TOTAL	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
1/4/2017	JE #65758	Bank Fees	17.60	17.60					
1/6/2017	21659	Payroll Checks (Live Checks)	1,255.32		1,255.32				
1/6/2017	21660	Edward Jones	176.89				107.71	69.18	
1/6/2017	502738	EDD EFT	1,864.22	638.55	553.80		213.44	359.55	98.89
1/6/2017	502739	EFTPS EFT	3,127.93	797.66	699.45		526.31	907.71	196.80
1/6/2017	502740	CalPERS EFT	1,963.79	1,050.48	913.31				
1/6/2017	502741	CalPERS 467 EFT	788.62	530.00	208.62			50.00	
1/6/2017	502742	SVB EFT - Payroll Checks (Direct Deposits)	14,590.84	5,100.43	3,516.57		2,124.52	2,680.60	1,168.72
1/6/2017	21681	Payroll Check (B.McWilliams)	205.85	205.85					
1/6/2017	502743	EDD EFT	16.07	16.07					
1/6/2017	502744	EFTPS EFT	6.56	6.56					
1/6/2017	502745	CalPERS EFT	29.90	29.90					
1/12/2017	518	Verizon Wireless	393.14	53.43			248.45		91.26
1/12/2017	21662	Aiello, Goodwrich, & Teuscher	500.00		175.00	165.00	125.00		35.00
1/12/2017	21663	Computer Logistics, Inc.	48.00	48.00					
1/12/2017	21664	Dell Computer	238.40	238.40					
1/12/2017	21665	Diane Deckard Law Firm	13,762.50	13,762.50					
1/12/2017	21666	Don Erickson Oil, Inc.	2,308.01	702.01	449.00	449.00	258.93		449.07
1/12/2017	21667	Duran's Auto Detailing	275.00				275.00		
1/12/2017	21668	Empire Insignias	130.00				130.00		
1/12/2017	21669	Hue & Cry	38.00	38.00					
1/12/2017	21670	Jardin Landscaping Service	2,445.00	1,863.34			290.83		290.83
1/12/2017	21671	KD Management	2,932.00	2,932.00					
1/12/2017	21672	Kellie Power	92.00	92.00					
1/12/2017	21673	Lake Shastina Golf Resort	38.63						38.63
1/12/2017	21674	LSCSD Utilities	200.14	128.70			27.47		43.97
1/12/2017	21675	Municipal Emergency Services	96.59						96.59
1/12/2017	21676	Shasta Auto Supply	147.99	5.99	71.40	36.46			34.14
1/12/2017	21677	SHN Consulting Engineers	2,750.00			2,750.00			
1/12/2017	21678	Siskiyou Daily News	68.00				68.00		
1/12/2017	21679	Siskiyou Disposal	250.00	85.00	42.50	42.50	40.00		40.00
1/12/2017	21680	Siskiyou Laser Products	44.40	44.40					
1/12/2017	21681	Skinner's Roadside Truck Repair	605.76						605.76
1/12/2017	21682	Solano's Inc.	236.01		4.29	4.29			227.43
1/12/2017	21683	US Bank Equipment Finance	119.21				119.21		
1/12/2017	21684	US Postal Services	1,347.57	1,347.57					
1/12/2017	21685	Western Business Products	56.01	56.01					
1/12/2017	21686	World Telecom & Surveillance	47.50				47.50		
1/17/2017	21687	SWRCB Accounting Office	1,334.09			1,334.09			

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
January 2017			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
1/19/2017	21688	Payroll Checks (Live Checks)	1,284.91		1,284.91				-
1/19/2017	21689	Edward Jones	177.96				79.13	98.83	-
1/19/2017	502757	EDD EFT	1,906.73	641.00	574.89		147.68	441.85	101.31
1/19/2017	502758	EFTPS EFT	3,374.10	807.22	721.62		382.14	1,262.40	200.82
1/19/2017	502759	CalPERS EFT	1,875.95	962.64	913.31				-
1/19/2017	502760	CalPERS 467 EFT	788.62	530.00	208.62			50.00	-
1/19/2017	502761	SVB EFT - Payroll Checks (Direct Deposits)	13,725.93	4,318.41	3,530.33		1,435.70	3,249.33	1,192.16
1/19/2017	502762	SVB EFT - Payroll Checks (Direct Deposits)	460.00	460.00					-
1/19/2017	21690	Union Dues	489.48	197.00	183.00		56.24	53.24	-
1/26/2017	519	AT&T	86.07		43.04	43.03			-
1/26/2017	520	First National Bank Visa - DN	327.11	286.80	2.00	2.00	32.31		4.00
1/26/2017	521	First National Bank Visa - RM	1,119.12	863.86	227.63	227.63			-
1/26/2017	522	First National Bank Visa - MW	167.80				157.80		-
1/26/2017	523	First National Bank Visa - SP	572.04						572.04
1/26/2017	524	Pacific Power	11,140.66	1,963.46	4,015.97	4,620.50	270.36		270.37
1/26/2017	525	Williams Scotsman Inc.	293.58		146.79	146.79			-
1/26/2017	21691	AT&T	197.64			197.64			-
1/26/2017	21692	Basic Lab	128.00			128.00			-
1/26/2017	21693	Business Micro Resource Corp	400.00						400.00
1/26/2017	21694	Jacob Fussell	33.00						33.00
1/26/2017	21695	KD Management	5,072.00	5,072.00					-
1/26/2017	21696	LSPOA	3,515.12	3,515.12					-
1/26/2017	21697	N.C.G.T. Security Fund	13,762.00	4,328.00	6,694.00		1,146.00	1,596.00	-
1/26/2017	21698	Quill Corp	563.63	558.80			4.83		-
1/26/2017	21699	Rita MacIntosh	44.26	44.26					-
1/26/2017	21700	SDRMA	400.81						400.81
1/26/2017	21701	Siskyou Co. Clerk	1,400.42	1,400.42					-
1/26/2017	21702	Siskyou Daily News	20.75		20.75				-
1/26/2017	21703	Stan Beck	66.00				66.00		-
1/26/2017	21704	Utility Telephone	529.07	317.44			158.72		52.91
		TOTAL DISTRIBUTION	118,458.30	55,854.88	26,456.02	10,146.93	8,537.28	10,818.69	6,644.50
1/1/2017		BEGINNING BALANCE	79,250.79	58,927.61	63,335.17	(41,898.54)	37,708.73	(36,851.13)	(1,971.05)
		DEPOSITS/TRANSFERS	362,204.63	27,620.45	94,851.88	59,386.84	88,048.93	10,161.15	82,235.38
		DISBURSEMENTS	(118,458.30)	(55,854.88)	(26,456.02)	(10,146.93)	(8,537.28)	(10,818.69)	(6,644.50)
1/31/2017		ENDING BALANCE	322,997.12	30,593.18	131,731.03	7,341.37	117,220.38	(37,508.67)	73,619.83
	JE #	Reclassified items posted							-
		TOTAL	322,997.12	30,593.18	131,731.03	7,341.37	117,220.38	(37,508.67)	73,619.83
1/31/2017	JE #65764	Overhead Allocation - January 2017		41,162.62	(17,284.10)	(17,284.10)	(3,292.21)		(3,292.21)
1/31/2017		FINAL BALANCE	322,997.12	71,745.80	114,446.93	(9,942.73)	113,928.17	(37,508.67)	70,327.62

LAKE SHASTINA COMMUNITY SERVICES DISTRICT**1C****January 2017 Detailed Budget Comparison 2016/2017 YTD**

For the Period: 7/1/2016 to 1/31/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	2/9/2017 % Bud
Fund: 10 - LSCSD General Fund						
Revenues						
Dept: 00						
Acct Class: 4055 Operational Income						
4055.000 Misc Operational Income	0.00	0.00	29.49	0.00	-29.49	0.0
5050.000 Transfer Fees	3,000.00	3,000.00	2,260.00	240.00	740.00	75.3
Acct Class: 4060 Interest						
5080.000 Interest Earned-OPS	200.00	200.00	149.91	8.63	50.09	75.0
5081.000 Interest Earned-RSV	395.00	395.00	596.30	0.00	-201.30	151.0
Acct Class: 4070 Rents						
4070.000 Antenna Lease Revenue	22,067.00	22,067.00	12,107.81	1,503.41	9,959.19	54.9
Dept: 22 Medical Clinic						
Acct Class: 4070 Rents						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	30,132.00	5,022.00	30,132.00	50.0
Revenues	85,926.00	85,926.00	45,275.51	6,774.04	40,650.49	52.7
Expenditures						
Dept: 01 General Admin						
Acct Class: 5000 General Operating Expense						
7032.000 Filing Fees	250.00	250.00	40.00	0.00	210.00	16.0
7033.000 Licenses, Permits, Fees	3,000.00	3,000.00	1,870.39	75.60	1,129.61	62.3
7034.000 Dues & Subscriptions	4,000.00	4,000.00	4,965.25	0.00	-965.25	124.1
7062.000 Repair & Maintenance	3,500.00	3,500.00	1,760.54	244.45	1,739.46	50.3
7064.000 Materials/Supplies/Small Tools	500.00	500.00	409.76	409.76	90.24	82.0
7101.000 Property Taxes	150.00	150.00	63.00	0.00	87.00	42.0
7204.000 Events	750.00	750.00	5.99	0.00	744.01	0.8
7245.000 Election	2,000.00	2,000.00	1,400.42	1,400.42	599.58	70.0
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	3,500.00	6,500.00	2,306.58	323.80	4,193.42	35.5
7050.200 Off Exp-Postage	4,000.00	6,400.00	3,581.99	0.00	2,818.01	56.0
7050.400 Off Exp-Maint	3,500.00	3,500.00	2,204.58	0.00	1,295.42	63.0
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	280,749.62	189,977.62	100,036.72	14,116.22	89,940.90	52.7
7513.000 Payroll-TAXES	6,674.87	4,924.68	2,692.31	1,079.91	2,232.37	54.7
7514.000 Payroll-Benefits	74,485.80	55,961.80	30,746.85	4,326.00	25,234.95	54.9
7516.200 Pension Cost (CalPERS)	41,927.14	26,351.21	8,367.71	1,095.64	17,983.50	31.8
7516.500 CalPERS UAL Expense	0.00	0.00	26,596.02	0.00	-26,596.02	0.0
7518.000 Workers Comp	5,182.81	1,757.25	5,338.88	0.00	-3,581.63	303.8
7530.100 PR Reimbursement Admin	-140,669.09	-114,297.02	-66,434.90	-14,286.75	-47,862.12	58.1
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	2,000.00	2,000.00	19.26	19.26	1,980.74	1.0
7551.000 Meals	750.00	750.00	58.00	25.00	692.00	7.7
Acct Class: 5024 Professional Services						
7035.000 Advertising	500.00	500.00	329.75	0.00	170.25	66.0
7041.000 Legal	60,000.00	60,000.00	86,476.25	25,180.00	-26,476.25	144.1
Acct Class: 5025 Contractual						
7026.000 Contract Services	6,000.00	96,500.00	66,048.49	8,223.00	30,451.51	68.4
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	600.00	600.00	380.86	0.00	219.14	63.5
Acct Class: 5055 Utilities						
7105.000 Utilities - CSD	1,000.00	1,000.00	421.19	64.35	578.81	42.1
7105.100 Util-Telephone	2,200.00	2,200.00	1,277.20	158.72	922.80	58.1
7105.200 Util-Electric	4,000.00	4,000.00	2,337.15	668.72	1,662.85	58.4
7105.400 Utilities-Propane	500.00	500.00	87.50	0.00	412.50	17.5
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	-339,370.00	-349,379.00	-280,210.73	-41,152.62	-69,168.27	80.2
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	0.00	0.00	9,000.35	0.00	-9,000.35	0.0
Less Reimbursement due from LAIF Savings	0.00	0.00	-9,000.35	0.00	9,000.35	0.0
Dept: 22 Medical Clinic						
Acct Class: 5000 General Operating Expense						
7053.000 Medical Building Contract	41,804.00	41,804.00	0.00	0.00	41,804.00	0.0
7062.000 Repair & Maintenance	5,000.00	6,500.00	1,211.82	0.00	5,288.18	18.6
7080.000 Interest Expense	2,196.00	2,196.00	2,230.40	744.06	-34.40	101.6
7084.000 Loan Principle Expense	0.00	0.00	30,769.60	10,255.94	-30,769.60	0.0
Acct Class: 5010 Payroll						
7530.000 Payroll Reimbursement	4,250.00	4,250.00	103.30	95.30	4,146.70	2.4
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	600.00	600.00	556.08	0.00	43.92	92.7
Expenditures	85,531.15	69,266.54	38,048.21	13,066.78	31,218.33	54.9

For the Period: 7/2/2016 to 1/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 20 - LSCSD Water Dept

Revenues

Dept: 00

Acct Class: 4001 Assessments & Revenues

4001.100 Assmt/Revenue-Residential	325,220.30	325,220.30	263,601.03	78,277.69	61,619.27	81.1
4001.200 Assmt/Revenue-Standby	104,320.00	104,320.00	104,143.34	52,060.00	176.66	99.8
4001.300 Assmt/Revenue-Commercial	14,260.95	14,260.95	9,902.26	789.75	4,358.69	69.4
4003.000 Late Payment Revenue	8,700.00	8,700.00	4,169.89	-44.28	4,530.11	47.9

Acct Class: 4020 Construction-New Home

4075.000 Water Capacity Expansion Fee	640.00	640.00	640.00	320.00	0.00	100.0
5006.000 Water Hook Up Fee	530.00	530.00	530.00	265.00	0.00	100.0

Acct Class: 4050 Other Operating Revenues

5040.000 Gain on Sale of Equipment	750.00	750.00	0.00	0.00	750.00	0.0
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Acct Class: 4055 Operational Income

4056.000 Misc-Non Operating Income	0.00	0.00	86.00	0.00	-86.00	0.0
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Acct Class: 4060 Interest

5081.000 Interest Earned-RSV	5,800.00	5,800.00	5,920.28	744.06	-120.28	102.1
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Dept: 22 Medical Clinic

Acct Class: 4050 Other Operating Revenues

4054.000 Loan Principle Revenue	0.00	0.00	30,769.60	10,255.94	-30,769.60	0.0
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Revenues

460,221.25	460,221.25	419,762.40	142,668.16	40,458.85	91.2
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Expenditures

Acct Class: 5000 General Operating Expense

7033.000 Licenses, Permits, Fees	6,000.00	6,000.00	1,573.11	1,336.09	4,426.89	26.2
7034.000 Dues & Subscriptions	1,300.00	1,300.00	750.60	0.00	549.40	57.7
7062.000 Repair & Maintenance	25,000.00	25,000.00	38,881.51	0.00	-13,881.51	155.5
7064.000 Materials/Supplies/Small Tools	4,000.00	4,000.00	1,396.91	65.44	2,603.09	34.9
7100.000 Lease/Rent Expense	1,800.00	1,800.00	1,176.70	146.79	623.30	65.4

Acct Class: 5005 Office Expense

7050.100 Off Exp-Supplies	650.00	650.00	46.68	0.00	603.32	7.2
7050.200 Off Exp-Postage	800.00	800.00	561.73	0.00	238.27	70.2

Acct Class: 5010 Payroll

7530.000 Payroll Reimbursement	140,509.14	112,334.13	66,307.96	8,596.89	46,026.17	59.0
7556.000 Uniforms	1,200.00	1,200.00	637.38	48.64	562.62	53.1

Acct Class: 5015 Travel/training/meals

7550.000 Travel & Training	2,000.00	2,000.00	113.55	113.55	1,886.45	5.7
7551.000 Meals	350.00	350.00	39.05	0.00	310.95	11.2

Acct Class: 5024 Professional Services

7001.000 Accounting Audit/Review	3,960.00	3,960.00	3,795.00	0.00	165.00	95.8
7041.000 Legal	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0

Acct Class: 5025 Contractual

7026.000 Contract Services	12,000.00	12,000.00	1,336.50	128.00	10,663.50	11.1
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Acct Class: 5030 Insurance, Liability

7040.000 Insurance (Liability)	23,000.00	23,000.00	19,663.38	0.00	3,336.62	85.5
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Acct Class: 5055 Utilities

7105.100 Util-Telephone	2,650.00	2,900.00	1,658.76	240.67	1,241.24	57.2
7105.200 Util-Electric	97,000.00	97,000.00	57,058.19	4,620.50	39,941.81	58.8
7105.300 Util-Waste	510.00	510.00	255.00	0.00	255.00	50.0

Acct Class: 5075 Equipment

7063.000 Fuel	6,500.00	6,500.00	2,144.26	218.51	4,355.74	33.0
7065.000 Vehicle Repair/Maintenance	3,000.00	3,000.00	2,072.93	0.00	927.07	69.1

Acct Class: 6000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	142,535.40	146,739.18	117,688.48	17,284.10	29,050.70	80.2
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Acct Class: 6010 Capital Expenditures

7010.000 Capital Improvement	310,000.00	310,000.00	2,750.00	0.00	307,250.00	0.9
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Less Reimbursement due from LAIF Savings

	-310,000.00	-310,000.00	-2,750.00	0.00	-307,250.00	-0.9
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Expenditures

479,764.54	456,043.31	317,157.68	32,799.18	138,885.63	69.5
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For the Period: 7/2/2016 to 1/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 25 - LSCSD Police Department

Revenues

Acct Class: 4001 Assessments & Revenues

4001.100 Assmt/Revenue-Residential	80,210.00	80,210.00	74,160.00	33,990.00	6,050.00	92.5
4001.200 Assmt/Revenue-Standby	169,390.00	169,390.00	227,537.91	143,000.00	-58,147.91	134.3
4001.300 Assmt/Revenue-Commercial	2,015.00	2,015.00	2,712.50	1,705.00	-697.50	134.6
4003.000 Late Payment Revenue	5,700.00	5,700.00	2,448.59	0.00	3,251.41	43.0

Acct Class: 4050 Other Operating Revenues

5040.000 Gain on Sale of Equipment	1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
5054.000 Animal Control Fees - Other	300.00	300.00	0.00	0.00	300.00	0.0
5055.000 Animal License Fee	4,000.00	4,000.00	855.00	680.00	3,145.00	21.4
5056.000 Warrant	2,500.00	2,500.00	430.49	12.02	2,069.51	17.2
5062.000 Event Donations	500.00	500.00	225.00	0.00	275.00	45.0

Acct Class: 4055 Operational Income

4056.000 Misc-Non Operating Income	3,200.00	3,200.00	55.00	30.00	3,145.00	1.7
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Acct Class: 4060 Interest

5081.000 Interest Earned-RSV	625.00	625.00	763.65	0.00	-138.65	122.2
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Revenues

269,940.00	269,940.00	309,188.14	179,417.02	-39,248.14	114.5
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For the Period: 7/2/2016 to 1/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 25 - LSCSD Police Department

Expenditures

Acct Class: 5000 General Operating Expense						
7033.000 Licenses, Permits, Fees	1,600.00	1,600.00	627.76	78.00	972.24	39.2
7034.000 Dues & Subscriptions	2,600.00	2,600.00	2,514.00	0.00	86.00	96.7
7062.000 Repair & Maintenance	1,300.00	1,300.00	290.83	0.00	1,009.17	22.4
7084.000 Materials/Supplies/Small Tools	1,500.00	1,500.00	97.37	0.00	1,402.63	6.5
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	1,000.00	1,000.00	541.80	43.13	458.20	54.2
7050.200 Off Exp-Postage	400.00	400.00	31.11	0.00	368.89	7.8
7050.400 Off Exp-Maint	1,850.00	1,850.00	924.00	119.21	926.00	49.9
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	112,325.78	94,427.69	33,863.94	4,291.62	60,563.75	35.9
7513.000 Payroll-TAXES	9,604.14	8,234.94	3,042.20	594.41	5,192.74	36.9
7514.000 Payroll-Benefits	14,666.64	27,619.44	8,751.81	1,146.00	18,867.63	31.7
7516.100 Pension Cost (EJ)	5,344.81	5,651.94	1,380.24	185.84	4,271.70	24.4
7518.000 Workers Comp	10,708.94	9,148.22	14,068.93	0.00	-4,920.71	153.8
7530.000 Payroll Reimbursement	1,200.00	1,200.00	132.49	87.34	1,067.51	11.0
7552.000 Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7556.000 Uniforms	2,000.00	2,000.00	990.81	269.81	1,009.19	49.5
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	3,000.00	3,000.00	2,968.36	0.00	31.64	98.9
7551.000 Meals	500.00	500.00	506.00	0.00	-6.00	101.2
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	3,000.00	3,000.00	2,875.00	0.00	125.00	95.8
7035.000 Advertising	500.00	500.00	99.25	68.00	400.75	19.9
7041.000 Legal	1,000.00	1,000.00	340.00	0.00	660.00	34.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	3,000.00	3,000.00	1,131.00	32.50	1,869.00	37.7
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	10,000.00	10,000.00	8,206.31	0.00	1,793.69	82.1
Acct Class: 5055 Utilities						
7105.000 Utilities - CSD	600.00	600.00	442.00	27.47	158.00	73.7
7105.100 Util-Telephone	5,000.00	5,000.00	2,387.57	158.72	2,612.43	47.8
7105.200 Util-Electric	2,860.00	2,860.00	1,284.74	270.36	1,575.26	44.9
7105.300 Util-Waste	480.00	480.00	240.00	0.00	240.00	50.0
7105.400 Utilities-Propane	1,000.00	1,000.00	447.76	0.00	552.24	44.8
Acct Class: 5075 Equipment						
7063.000 Fuel	10,000.00	10,000.00	1,510.29	189.79	8,489.71	15.1
7065.000 Vehicle Repair/Maintenance	4,500.00	4,500.00	799.59	275.00	3,700.41	17.8
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	27,149.60	27,950.32	22,416.87	3,292.21	5,533.45	80.2
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
Less Reimbursement due from LAIF Savings	-3,000.00	-3,000.00	0.00	0.00	-3,000.00	0.0
Expenditures	239,689.91	232,922.55	112,912.03	11,130.41	120,010.52	48.4

For the Period: 7/2/2016 to 1/31/2017

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 26 - COPS Grant

Revenues

Acct Class: 4001 Assessments & Revenues						
5075.000 Grant Income	115,000.00	115,000.00	39,977.05	10,161.15	75,022.95	34.8
Revenues	115,000.00	115,000.00	39,977.05	10,161.15	75,022.95	34.8

Expenditures

Acct Class: 5010 Payroll						
7501.000 Payroll Expense	60,641.58	60,641.58	68,497.88	8,008.06	-7,856.30	113.0
7513.000 Payroll-TAXES	5,012.64	5,012.64	5,998.10	1,046.62	-985.46	119.7
7514.000 Payroll-Benefits	19,429.20	19,429.20	11,376.81	1,596.00	8,052.39	58.6
7516.100 Pension Cost (EJ)	2,569.63	2,569.63	1,462.72	168.01	1,106.91	56.9
7518.000 Workers Comp	5,287.95	5,287.95	5,241.79	0.00	46.16	99.1
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	0.00	0.00	500.00	0.0
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
7551.000 Meals	500.00	500.00	0.00	0.00	500.00	0.0
Expenditures	98,241.00	98,241.00	92,577.30	10,818.69	5,663.70	94.2

Fund: 30 - LSCSD Fire Department

Revenues

Dept: 00						
Acct Class: 4001 Assessments & Revenues						
4001.100 Assmt/Revenue-Residential	49,360.00	49,360.00	37,080.00	12,360.00	12,280.00	75.1
4001.200 Assmt/Revenue-Standby	65,150.00	65,150.00	65,014.59	32,500.00	135.41	99.8
4001.300 Assmt/Revenue-Commercial	1,060.00	1,060.00	1,060.00	530.00	0.00	100.0
4003.000 Late Payment Revenue	2,500.00	2,500.00	1,009.15	0.00	1,490.85	40.4
5075.000 Grant Income	7,500.00	7,500.00	0.00	0.00	7,500.00	0.0
Acct Class: 4050 Other Operating Revenues						
4076.000 Fire Suppression Expansion Fee	316.00	316.00	316.00	158.00	0.00	100.0
5040.000 Gain on Sale of Equipment	38,000.00	38,000.00	0.00	0.00	38,000.00	0.0
5056.000 Warrant	5,000.00	5,000.00	3,339.07	28.83	1,660.93	66.8
5062.000 Event Donations	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Acct Class: 4055 Operational Income						
4056.000 Misc-Non Operating Income	90,000.00	0.00	0.00	0.00	0.00	0.0
Acct Class: 4060 Interest						
5081.000 Interest Earned-RSV	400.00	400.00	112.08	0.00	287.92	28.0
Dept: 45 Mutual Aid Strike Team						
Acct Class: 4055 Operational Income						
4080.000 Strike Team Revenues	0.00	115,165.00	120,208.43	59,128.47	-5,043.43	104.4
Revenues	260,286.00	285,451.00	228,139.32	104,705.30	57,311.68	79.9

Expenditures

Dept: 01 General Admin						
Acct Class: 5000 General Operating Expense						
7003.000 Bad Debt	0.00	0.00	6.30	0.00	-6.30	0.0
7033.000 Licenses, Permits, Fees	350.00	350.00	145.05	120.90	204.95	41.4
7034.000 Dues & Subscriptions	925.00	925.00	525.00	400.00	400.00	56.8
7051.000 Public Safety Supplies	5,000.00	5,000.00	219.92	36.86	4,780.08	4.4
7051.100 Mandatory Safety Equipment	10,000.00	10,000.00	1,796.06	0.00	8,203.94	18.0
7062.000 Repair & Maintenance	6,000.00	6,000.00	760.73	0.00	5,239.27	12.7
7064.000 Materials/Supplies/Small Tools	3,500.00	3,500.00	679.68	77.00	2,820.32	19.4
7204.000 Events	500.00	500.00	0.00	0.00	500.00	0.0
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	650.00	650.00	158.63	0.00	491.37	24.4
7050.200 Off Exp-Postage	100.00	100.00	2.03	0.00	97.97	2.0
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	100,705.60	27,300.00	15,294.59	2,598.75	12,005.41	56.0
7513.000 Payroll-TAXES	8,862.76	2,379.23	1,563.41	359.94	815.82	65.7
7518.000 Workers Comp	18,817.49	11,271.00	10,891.94	0.00	379.06	96.6
7530.000 Payroll Reimbursement	-33,107.21	0.00	11.84	0.00	-11.84	0.0
7552.000 Employee Physical Exams-Shots	1,200.00	1,200.00	0.00	0.00	1,200.00	0.0
7556.000 Uniforms	4,000.00	4,000.00	666.44	0.00	3,333.56	16.7
Acct Class: 5015 Travel/training/meals						
7549.000 Volunteer FF Stipend	14,000.00	14,000.00	6,840.00	0.00	7,160.00	48.9
7550.000 Travel & Training	7,000.00	7,000.00	219.06	0.00	6,780.94	3.1
7551.000 Meals	1,500.00	1,500.00	196.83	0.00	1,303.17	13.1
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	840.00	840.00	805.00	0.00	35.00	95.8
7041.000 Legal	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	2,000.00	2,000.00	459.50	32.50	1,540.50	23.0
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	7,500.00	7,500.00	7,187.42	400.81	312.58	95.8
Acct Class: 5055 Utilities						
7105.000 Utilities - CSD	850.00	850.00	541.01	43.97	308.99	63.6
7105.100 Util-Telephone	650.00	650.00	651.64	52.91	-1.64	100.3
7105.200 Util-Electric	4,400.00	4,400.00	1,575.16	270.37	2,824.84	35.8
7105.300 Util-Waste	480.00	480.00	240.00	0.00	240.00	50.0
7105.400 Utilities-Propane	1,000.00	1,000.00	447.75	0.00	552.25	44.8
Acct Class: 5075 Equipment						
7063.000 Fuel	8,000.00	8,000.00	3,271.93	278.78	4,728.07	40.9
7065.000 Vehicle Repair/Maintenance	15,000.00	15,000.00	19,945.34	470.87	-4,945.34	133.0
7075.000 VFA Grant Equipment	15,000.00	15,000.00	10,856.03	0.00	4,143.97	72.4
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	27,149.60	27,950.32	22,416.87	3,292.21	5,533.45	80.2
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	113,000.00	113,000.00	32,474.00	0.00	80,526.00	28.7
Less Reimbursement due from LAIF Savings	-113,000.00	-113,000.00	-32,474.00	20.00	-80,526.00	-28.7
Dept: 45 Mutual Aid Strike Team						
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	0.00	80,285.00	65,911.01	0.00	14,373.99	82.1
7513.000 Payroll-TAXES	0.00	7,009.80	5,917.96	0.00	1,091.84	84.4
7518.000 Workers Comp	0.00	8,253.30	6,775.69	0.00	1,477.61	82.1
Expenditures	233,873.24	275,893.65	186,979.82	8,455.87	88,913.83	67.8

Grand Total Net Effect:**39,329.65 135,800.39 416,664.82 492,684.29 -280,864.43**

QUARTERLY REPORT TO THE BOARD

Prepared 2/8/2017

Oct. 2016 - Dec. 2016

LAIF ACCOUNT

Fund Balance Acct # 0015

Interest Effective 12/31/2016	Interest total 3,409.12	Current Rate 0.680%
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	Balance at 12/31/16 (after transaction activity)	Calculation of Interest (% of total)	Interest Earned on 12/31/16	Ending Balance at 12/31/16
10 General	182,427.94	9.083%	309.64	182,737.58
15 Sewer	424,026.44	21.112%	719.72	424,746.16
20 Water	1,134,137.08	56.467%	1,925.02	1,136,062.10
25 Police	233,625.17	11.632%	396.54	234,021.71
30 Fire	34,290.76	1.707%	58.20	34,348.96
26 COPS	-	0.000%	-	-
	2,008,507.39	100.000%	3,409.12	2,011,916.51

Transaction activity: October 2016

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 October 2016 payment posted 10/15/2016:

	Beginning Balance at 10/1/16	Interfund LAIF transfer posted on 10/15/16	Balance after transfer on 10/31/16	% of total
10 General	182,427.94	(11,000.00)	171,427.94	8.582%
15 Sewer	424,026.44	-	424,026.44	21.228%
20 Water	1,123,137.08	11,000.00	1,134,137.08	56.778%
25 Police	233,625.17	-	233,625.17	11.696%
30 Fire	34,290.76	-	34,290.76	1.717%
26 COPS	-	-	-	0.000%
	1,997,507.39	-	1,997,507.39	100.000%

Transaction activity: November 2016

Board approved transfer of funds on 11/16/16 for \$11,000 to LAIF from SVB CSD checking account transferred on 11/29/16. Amounts and ending balance shown below:

	Beginning Balance at 11/1/16	Transfer to LAIF posted on 11/29/16	Balance after transfer on 11/30/16	% of total
10 General	171,427.94	11,000.00	182,427.94	9.083%
15 Sewer	424,026.44	-	424,026.44	21.112%
20 Water	1,134,137.08	-	1,134,137.08	56.467%
25 Police	233,625.17	-	233,625.17	11.632%
30 Fire	34,290.76	-	34,290.76	1.707%
26 COPS	-	-	-	0.000%
	1,997,507.39	-	2,008,507.39	100.000%

Transaction activity: December 2016

No Activity



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1E

MEMORANDUM

TO: LSCSD Board of Directors

FROM: Debbie Nelle, Senior Accounting Clerk

DATE: February 8, 2017

RE: Transfer of CSD Operating funds to LAIF Savings

This is a request to transfer funds from LSCSD Operating bank account at Scott Valley Bank to LSCSD LAIF Savings account. This transfer will move the funds for the payment to the Water Department from the General Fund. This is also recommending the transfer of funds for the Sewer Fund to build up reserves, for the Police Department, which have built up due to short staffing and for the Fire Department from receipt of Mutual Aid Strike team reimbursements during the year. In addition, the transfer from Scott Valley Bank will serve to keep the account within FDIC limits.

Recommend to transfer from Scott Valley Bank Operating account to LAIF savings account **\$11,000** from the General Fund, **\$50,000** from the Sewer Fund, **\$30,000** from the Police Fund and **\$50,000** from the Fire Funds, of which \$30,000 is recommended to be assigned to equipment purchase. This would be a total transfer amount of **\$141,000** to the LSCSD LAIF account.

<u>Operating funds for transfer to LAIF:</u>				
	<u>General</u>	<u>Sewer</u>	<u>Police</u>	<u>Fire</u>
General Funds	11,000.00			
Sewer Funds		50000.00		
Police Department			30000.00	
Fire Department (\$30,000 Assigned)				50000.00
Costs per fund:	11000.00	50000.00	30000.00	50000.00

*LAKE SHASTINA COMMUNITY SERVICES DISTRICT*

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: FEBRUARY 15, 2017

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: REVIEW AND APPROVE RESOLUTION *-17 APPROVING TEAMSTARS MOU

Approve, Ratify and Sign Teamster's Union MOU**BACKGROUND:**

The staff of the Lake Shastina Community Services District voted to join Teamsters Union 137 and the Board of Directors appointed an Ad Hoc Committee, along with the job stewards and several interim General Managers, to negotiate the terms of the MOU. Negotiations transpired over several months. The MOU was approved and signed by the LSCSD Board of Directors on July 20, 2016. However, the MOU had a clause requiring further negotiations regarding “economic factors”. The Union presented a three page document with 28 different “economic factors” as part of the ongoing negotiations. The District negotiators, including the General Manager, Director Layne and the District Negotiator, Patrick Clark reviewed and negotiated the 28 different items in November 2016. Some issues were revised, some were removed by the union, and some were approved by the District as presented. All of these items were considered to be effective with the original MOU. The negotiating team also negotiated wage increases with a new 5 year Agreement, starting July 1, 2017 and effective through June 30, 2022. However, the Union insisted the wage increase be effective July 1, 2016, even though they submitted a letter guaranteeing the District wages would not change in the first year of the agreement. Reaching an impasse, Patrick Clark suggested the agreement split the difference and all “economic factors”, including the wage increases take effect on January 1, 2017 and go through June 2022. The Board discussed such an agreement and directed Patrick and the Manager to present that to the Union.

RECOMMENDATION:

Staff recommends the Board of Directors approve and adopt Resolution *-17 reauthorizing the approval and ratification of the revised Teamsters Union 137 MOU effective January 1, 2017 through June 30, 2021.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT

RESOLUTION __-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT APPROVING MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE REPRESENTATIVES OF THE DISTRICT AND REPRESENTATIVE OF THE GENERAL TEAMSTERS, PROFESSIONAL, HEALTH CARE AND PUBLIC EMPLOYEES, LOCAL 137.

WHEREAS, the Lake Shastina Community Services District (District) Board negotiators, District union stewards, and Teamsters representatives have engaged in good faith negotiations to prepare proposed changes to the Memorandum of Understanding (MOU); and

WHEREAS, a final MOU document has been completed and is now ready for approval (attached hereto as Exhibit A).

NOW, THEREFORE BE IT HEREBY RESOLVED that the Board of Directors of the District approves the amended Memorandum of Understanding between the District and Teamster, term: January 1, 2017 through June 30, 2021, as presented hereto as Exhibit A.

This resolution supersedes and replaces Resolution 7-16.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Lake Shastina Community Services District held on February 15, 2017.

AYES:
NOES:
ABSENT:

Mike Graves, President of the Board

ATTEST:

Karl Drexel, Secretary of the Board



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

3.

STAFF REPORT MEMO

TO: LSCSD Board of Directors
FROM: Debbie Nelle, Senior Accounting Clerk
DATE: February 9, 2017
RE: Quarterly Budget Amendment Recommendations - **AMENDED**

After review of the year to date LSCSD Budget, staff and department heads are recommending the following changes to the various budgets for Fiscal Year 2016-2017.

General Fund

- Admin Overhead Allocation is adjusted to account for the expenditures over the revenues in the General Fund. This overhead is spread to all other CSD departments
- Capital Improvement/Reserve Expense added cost for new printer approved by Board in July 2016
- Dues and Subscriptions slight increase for CSDA annual dues
- Legal Fees increased for continued litigation costs
- CalPERS Unfunded Accrued Liability (UAL) is added to separately account for the UAL as it is a set amount each year and not a percentage of payroll, this also lowers the CalPERS Pension to include percentage of payroll only
- Medical Bldg Loan Principle is now Loan Principle Expense per CPA recommendations.

Sewer Department

- Admin Overhead Allocation changes per General Fund expenditures
- Licenses, Permits & Fees adjust slightly higher for SWRCB actual charges
- Insurance (property & liability) adjusted lower to actual for the year
- Fuel Expense lowered closer to actual usage
- Vehicle Repair/Maintenance adjusted higher for unanticipated repairs to Truck #13 and Jetter
- CalPERS UAL - same adjustments as General Fund

Water Department

- Interest Earned Reserves increased to reflect actuals including loan payment interest earned quarterly
- Loan Principle Revenue is newly added per CPA recommendations
- Admin Overhead Allocation changes per General Fund expenditures
- Capital Improvement/Reserve Expense increased for emergency repairs to Well #3 to come from Reserve instead of operating budget (also see Reserve changes)
- Insurance (property & liability) adjusted lower to actual for the year
- Fuel Expense lowered closer to actual usage

Police Department

- Assessment Revenue Residential/Standby/Commercial increased for remainder of 16/17 for passage of Measure B Police tax increase
- Admin Overhead Allocation changes per General Fund expenditures
- Insurance (property & liability) adjusted lower to actual for the year
- Vehicle Repair/Maintenance lowered closer to actual for the year
- Vehicle Replacement added per request of Chief for future vehicle purchases
- Travel & Training, Meals and Uniforms all increased for potential new hires
- COPS Grant Shortfall adjusted to match COPS Grant budget deficit

COPS Grant

- Per notification from the County on 2/10/17, 16/17 Growth Allocation to be added to Budget and approved before funds can be disbursed to agencies
- Payroll Expense, Payroll Taxes and Workers Comp all adjusted to reflect additional hours incurred due to staff shortage for entire fiscal year

Fire Department

- Gain on sale of equipment lowered to reflect sale of engine #3140 instead of engines #3110 and truck #3101
- Grant Revenue lowered to reflect actual amounts approved and used this VFA grant period
- Strike Team Revenues increased to reflect actual amounts due from State
- Admin Overhead Allocation changes per General Fund expenditures
- Public Safety Supplies, Mandatory Safety Equipment, Repair & Maintenance, Contract Services and Materials, Supplies & Small Tools all lowered to reflect Chief's anticipated actual spending for these types of items and equipment for FY 16/17
- Vehicle Repair/Maintenance increase for major repairs to engine #3112 earlier this FY, additional work in progress for other engines and tire replacements
- VFA Grant expenditures lowered to actual amounts for this grant cycle
- Telephone increased for new service for iPads in Fire Trucks and phone for Chief
- Payroll Expense, Payroll Taxes, Payroll Benefits and Workers Comp all adjusted to reflect Chief hours to 30 hours per week as full time status
- Payroll Reimbursement (to Sewer) added for Public Works staff doing maintenance work at Fire station when needed
- Travel & Training and Meals expenses lowered to reflect anticipated training for the FY
- Uniforms lowered to reflect actual spending for the year (no additional anticipated)

Additional adjustments may be necessary prior to fiscal year end. At the time this report was prepared, staff feels these revenue and expenditure adjustments are represented accurately for the anticipated needs and activities of the District.

The Board may approve these Budget Amendments as presented or they may make individual line item adjustments or changes as desired for the 16/17 Fiscal Year LSCSD Budget.

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

2016-2017

UPDATED

BUDGET AMENDMENTS PROPOSED: 2/15/2017

	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
REVENUES							
4001.1 - Assmt/Revenue - Residential		470,207	325,220	108,150		49,360	952,937
4001.2 - Assmt/Revenue - Standby		66,204	104,320	227,675		65,150	463,349
4001.3 - Assmt/Revenue - Commercial		4,909	14,261	2,713		1,060	22,943
4003.0 - Late Payment Revenue		4,250	8,700	5,700		2,500	21,150
4055.0 - Misc. Operational Rev		2,000					2,000
4056.0 - Misc. Non-Op. Inc				3,200		-	3,200
4070.0 - Antenna Lease Revenue	22,067						22,067
4075.0 - Water Capacity Expansion Fee			640				640
4076.0 - Fire Suppression Expansion Fee						316	316
5004.0 - Sewer Hook Up Fee		14,498					14,498
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			530				530
5040.0 - Gain on Sale of Equipment			750	1,500		20,000	22,250
5050.0 - Transfer Fees	3,000						3,000
5054.0 - Animal Control Fee - Other				300			300
5055.0 - Animal Control Fee				4,000			4,000
5056.0 - Warrant				2,500		5,000	7,500
5062.0 - Event - Donations				500		1,000	1,500
5075.0 - Grant Revenue					129,324	5,500	134,824
5080.0 - Interest earned - Ops	200						200
5081.0 - Interest Earned - Rsv (Savings)	395	1,500	8,500	625		400	11,420
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
4054.0 - Loan Principle Revenue			41,804				41,804
Dept. 45 - Mutual Aid Strike Team							-
4080.0 - Strike Team Revenues						124,234	124,234
Less Rsv Int, Water Expans & Sewer Hookup	(395)	(15,998)	(9,670)	(625)		(400)	(27,088)
TOTAL INCOME 2016-2017 projected	85,531	547,822	495,055	356,238	129,324	274,120	1,888,090
EXPENSES							
7001.0 - Accounting Audit		4,200	3,960	3,000		840	12,000
7002.0 - Admin Overhead Allocation	(400,403)	168,169	168,169	32,032		32,032	-
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.	9,000	277,000	343,530	3,000		113,000	745,530
7026.0 - Contract Services	96,500	10,000	12,000	3,000		1,000	122,500
7032.0 - Filing Fees	250						250
7033.0 - Licenses, Permits & Fees	3,000	8,000	6,000	1,600		350	18,950
7034.0 - Dues & Subscriptions	5,100	500	1,300	2,600		925	10,425
7035.0 - Advertising	500			500			1,000
7040.0 - Insurance (property & liability)	600	18,000	20,000	8,500		7,500	54,600
7041.0 - Legal	95,000	1,000	5,000	1,000		1,000	103,000
7050.1 - Office Exp Supplies	6,500	400	650	1,000		650	9,200
7050.2 - Office Exp Postage	6,400	100	800	400		100	7,800
7050.4 - Office Exp Maintenance	3,500			1,850			5,350
7051.0 - Public Safety Supplies (PD/Fire)						2,000	2,000
7051.1 - Mandatory Safety Equipment						5,000	5,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	20,000	25,000	1,300		1,500	51,300
7063.0 - Fuel		5,000	5,000	10,000		8,000	28,000
7064.0 - Materials, Supplies & Small Tools	500	5,000	4,000	1,500		2,000	13,000
7065.0 - Vehicle Repair/Maintenance		5,000	3,000	2,500		25,000	35,500
7067.0 - Vehicle Replacement				5,000			5,000
7075.0 - VFA Grant Equipment						11,000	11,000
7080.0 - Interest Expense (Sewer Pond Loan)		25,543					25,543
7085.0 - Municipal Finance (Principle)		35,483					35,483
7100.0 - Lease/Rent Expense		1,800	1,800				3,600
7101.0 - Property Taxes	150						150
7105.0 - Utilities - CSD	1,000			600		850	2,450
7105.1 - Utilities - Telephone	2,200	490	2,900	5,000		2,100	12,690
7105.2 - Utilities - Electric	4,000	49,325	97,000	2,860		4,400	157,585
7105.3 - Utilities - Waste		510	510	480		480	1,980
7105.4 - Utilities - Propane	500			1,000		1,000	2,500
7204.0 - Events	750			500		500	1,750
7245.0 - Election	2,000						2,000
7501.0 - Payroll Expense	189,978	166,638		94,428	98,961	29,095	579,099
7513.0 - Payroll Taxes	4,925	4,152		8,235	7,876	2,797	27,985
7514.0 - Payroll Benefits	55,982	66,755		27,619	19,429	6,384	176,169
7516.1 - Pension (EJ)				5,652	2,570		8,222
7516.2 - Pension (CalPERS)	14,680	12,262					26,942
7516.5 - CalPERS UAL Expense	26,596	18,482					45,078
7518.0 - Workers Comp	1,757	20,329		9,148	8,629	11,456	51,320
7530.0 - Payroll Reimbursement (to Sewer)		(112,334)	112,334	1,200		500	1,700
7530.1 - Payroll Reimbursement (to Admin)	(114,297)						(114,297)
7549.0 - Volunteer FF Stipend						14,000	14,000
7550.0 - Travel & Training	2,000	1,500	2,000	6,000	4,000	1,500	17,000
7551.0 - Meals	750	400	350	1,000	500	1,200	4,200
7552.0 - Employee Physical Exams/Shots		500		500	300	1,200	2,500
7556.0 - Uniforms		1,200	1,200	3,000	500	2,000	7,900
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
7040.0 - Insurance (Property/Liability)-Med Clinic	600						600
7053.0 - Medical Bldg Loan (Principle)	-						-
7062.0 - Repair & Maintenance (Med Clinic)	6,500						6,500
7080.0 - Interest Expense (Med Bldg)	2,196						2,196
7084.0 - Loan Principle Expense	41,804						41,804
7530.0 - Payroll Services Billed (Med Clinic)	4,250						4,250
Medical Clinic Reserves	16,264						16,264
COPS Grant Shortfall (to Dept 25 Police)				13,441			13,441
Dept. 45 - Mutual Aid Strike Team							-
7501.0 - Payroll Expense						80,285	80,285
7513.0 - Payroll Taxes						7,010	7,010
7518.0 - Workers Comp						8,253	8,253
TOTAL EXPENSE 2016-2017 projected	94,531	815,903	816,503	259,445	142,765	386,907	2,516,056
Reimbursement for Cap. Exp. from Reserves	9,000	277,000	343,530	3,000		113,000	745,530
Net Expense	85,531	538,903	472,973	256,445	142,765	273,907	1,770,526
Sewer Pond principle applied to Liability paydown		35,483					35,483
NET PROFIT (LOSS) 2016-2017 projected	0	44,402	22,082	99,793	(13,441)	212	153,047

Notes:

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

Worker's Comp includes the Board coverage.

2015-2016 Audit - Aiello, Goodrich & Teuscher \$12,000

Payroll for 2016-2017 includes:

- Anticipated current staffing level Step increases
- No COLA
- CalPERS increase 0.374 % per Actuarial
- Increase WC per notification, Decrease Ins Benefits due to lower premiums with Teamsters Plan

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2016-2017

As of
March 31, 2016

Capital Improvements/Expenditures:

<u>General Fund:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	166,755
Capital Improvements from Reserves-	\$ 9,000	New printer for Admin approved 7/20/2016 by Board	\$	9,000
<u>Sewer Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	438,248
Capital Improvements from Reserves-	\$ 277,000	Sewer Pond Containment/Drying Beds Design/Engineering	\$	35,000
		Sewer Lift Station B-107 Refit/Refurbishment	\$	45,000
		Sewer Lift Station B-113 Refit/Refurbishment	\$	45,000
		Sewer Lift Station B-114 Refit/Refurbishment	\$	100,000
		Sewer Rate Study	\$	23,000
		New Sewer Camera (delivered)	\$	14,000
		Planning Grants - construction	\$	15,000
<u>Water Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	1,110,223
Capital Improvements from Reserves-	\$ 343,530	Water Rate Study	\$	23,000
		New Well (test wells)	\$	100,000
		Well #4 Rehab	\$	100,000
		Hydrant Replacement (4 per year)	\$	20,000
		Meter Replacement (150 per year)	\$	21,000
		Tank Lining Planning - Bypass #3	\$	15,000
		B-50 Juniper Peak & B56 Stonecrest Tank/Pumps Engineering design and specs	\$	10,000
		Tank Diving Inspection - 4 tanks	\$	6,000
		Planning Grants - construction	\$	15,000
		Emergency Repairs Well #3	\$	33,530
<u>Police Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	192,780
Capital Improvements from Reserves-	\$ 3,000	New insulated windows	\$	3,000
<u>Fire Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	156,932
Capital Improvements from Reserves-	\$ 113,000	New insulated windows	\$	3,000
		Replacement Type 1 Fire Enging	\$	50,000
		Garage/Bay Improvements	\$	25,000
		Replacement Chief Truck	\$	35,000

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2016-2017**

BUDGET AMENDMENTS APPROVED: 10/19/2016	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
REVENUES							
4001.1 - Assmt/Revenue - Residential		470,207	325,220	80,210		49,360	924,997
4001.2 - Assmt/Revenue - Standby		66,204	104,320	169,390		65,150	405,064
4001.3 - Assmt/Revenue - Commercial		4,909	14,261	2,015		1,060	22,245
4003.0 - Late Payment Revenue		4,250	8,700	5,700		2,500	21,150
4055.0 - Misc. Operational Rev		2,000					2,000
4056.0 - Misc. Non-Op. Inc				3,200		-	3,200
4070.0 - Antenna Lease Revenue	22,067						22,067
4075.0 - Water Capacity Expansion Fee			640				640
4076.0 - Fire Suppression Expansion Fee						316	316
5004.0 - Sewer Hook Up Fee		14,498					14,498
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			530				530
5040.0 - Gain on Sale of Equipment			750	1,500		38,000	40,250
5050.0 - Transfer Fees	3,000						3,000
5054.0 - Animal Control Fee - Other				300			300
5055.0 - Animal Control Fee				4,000			4,000
5056.0 - Warrant				2,500		5,000	7,500
5062.0 - Event - Donations				500		1,000	1,500
5075.0 - Grant Revenue					115,000	7,500	122,500
5080.0 - Interest earned - Ops	200						200
5081.0 - Interest Earned - Rsv (Savings)	395	1,500	5,800	625		400	8,720
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
4053.0 - Medical Clinic Revenue	60,264						60,264
4054.0 - Loan Principle Revenue							
Dept. 45 - Mutual Aid Strike Team							-
4080.0 - Strike Team Revenues						115,165	115,165
Less Rsv Int, Water Expans & Sewer Hookup	(395)	(15,998)	(6,970)	(625)		(400)	(24,388)
TOTAL INCOME 2016-2017 projected	85,531	547,822	453,251	269,315	115,000	285,051	1,755,970
EXPENSES							
7001.0 - Accounting Audit		4,200	3,960	3,000		840	12,000
7002.0 - Admin Overhead Allocation	(349,379)	146,739	146,739	27,950		27,950	-
7005.0 - Depreciation							-
7010.0 - Capital Improvement/Reserve Exp.		277,000	310,000	3,000		113,000	703,000
7026.0 - Contract Services	96,500	10,000	12,000	3,000		2,000	123,500
7032.0 - Filing Fees	250						250
7033.0 - Licenses, Permits & Fees	3,000	7,500	6,000	1,600		350	18,450
7034.0 - Dues & Subscriptions	4,000	500	1,300	2,600		925	9,325
7035.0 - Advertising	500			500			1,000
7040.0 - Insurance (property & liability)	600	21,000	23,000	10,000		7,500	62,100
7041.0 - Legal	60,000	1,000	5,000	1,000		1,000	68,000
7050.1 - Office Exp Supplies	6,500	400	650	1,000		650	9,200
7050.2 - Office Exp Postage	6,400	100	800	400		100	7,800
7050.4 - Office Exp Maintenance	3,500			1,850			5,350
7051.0 - Public Safety Supplies (PD/Fire)						5,000	5,000
7051.1 - Mandatory Safety Equipment						10,000	10,000
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	3,500	20,000	25,000	1,300		6,000	55,800
7063.0 - Fuel		6,500	6,500	10,000		8,000	31,000
7064.0 - Materials, Supplies & Small Tools	500	5,000	4,000	1,500		3,500	14,500
7065.0 - Vehicle Repair/Maintenance		3,500	3,000	4,500		15,000	26,000
7075.0 - VFA Grant Equipment						15,000	15,000
7080.0 - Interest Expense (Sewer Pond Loan)		25,543					25,543
7085.0 - Municipal Finance (Principle)		35,483					35,483
7100.0 - Lease/Rent Expense		1,800	1,800				3,600
7101.0 - Property Taxes	150						150
7105.0 - Utilities - CSD	1,000			600		850	2,450
7105.1 - Utilities - Telephone	2,200	490	2,900	5,000		650	11,240
7105.2 - Utilities - Electric	4,000	49,325	97,000	2,860		4,400	157,585
7105.3 - Utilities - Waste		510	510	480		480	1,980
7105.4 - Utilities - Propane	500			1,000		1,000	2,500
7204.0 - Events	750			500		500	1,750
7245.0 - Election	2,000						2,000
7501.0 - Payroll Expense	189,978	166,638		94,428	60,642	27,300	538,985
7513.0 - Payroll Taxes	4,925	4,152		8,235	5,013	2,379	24,704
7514.0 - Payroll Benefits	55,982	66,755		27,619	19,429		169,785
7516.1 - Pension (EJ)				5,652	2,570		8,222
7516.2 - Pension (CalPERS)	26,351	22,962					49,313
7518.0 - Workers Comp	1,757	20,329		9,148	5,288	11,271	47,793
7530.0 - Payroll Reimbursement (to Sewer)		(112,334)	112,334	1,200		-	1,200
7530.1 - Payroll Reimbursement (to Admin)	(114,297)						(114,297)
7549.0 - Volunteer FF Stipend						14,000	14,000
7550.0 - Travel & Training	2,000	1,500	2,000	3,000	4,000	7,000	19,500
7551.0 - Meals	750	400	350	500	500	1,500	4,000
7552.0 - Employee Physical Exams/Shots		500		500	300	1,200	2,500
7556.0 - Uniforms		1,200	1,200	2,000	500	4,000	8,900
Dept. 22 - Medical Clinic - General Fund Sub Dept.							-
7040.0 - Insurance (Property/Liability)-Med Clinic	600						600
7053.0 - Medical Bldg Loan (Principle)	41,804						41,804
7062.0 - Repair & Maintenance (Med Clinic)	6,500						6,500
7080.0 - Interest Expense (Med Bldg)	2,196						2,196
7084.0 - Loan Principle Expense							
7530.0 - Payroll Services Billed (Med Clinic)	4,250						4,250
Medical Clinic Reserves	16,264						16,264
Dept. 45 - Mutual Aid Strike Team							-
7501.0 - Payroll Expense						80,285	80,285
7513.0 - Payroll Taxes						7,010	7,010
7518.0 - Workers Comp						8,253	8,253
TOTAL EXPENSE 2016-2017 projected	85,531	789,191	766,043	235,923	98,241	388,894	2,363,822
Reimbursement for Cap. Exp. from Reserves		277,000	310,000	3,000		113,000	703,000
Net Expense	85,531	512,191	456,043	232,923	98,241	275,894	1,660,822
Sewer Pond principle applied to Liability paydown		35,483					35,483
NET PROFIT (LOSS) 2016-2017 projected	0	71,114	(2,792)	36,392	16,759	9,157	130,631

Notes:

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

Worker's Comp includes the Board coverage.

2015-2016 Audit - Aiello, Goodrich & Teuscher \$12,000

Payroll for 2016-2017 includes:

- Anticipated current staffing level Step increases
- No COLA
- CalPERS increase 0.374 % per Actuarial
- Increase WC per notification, Decrease Ins Benefits due to lower premiums with Teamsters Plan

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2016-2017

As of
March 31, 2016

Capital Improvements/Expenditures:

<u>General Fund:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	166,755
Capital Improvements from Reserves-	\$ -	No Recommendation at this time		
<u>Sewer Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	438,248
Capital Improvements from Reserves-	\$ 277,000	Sewer Pond Containment/Drying Beds Design/Engineering	\$	35,000
		Sewer Lift Station B-107 Refit/Refurbishment	\$	45,000
		Sewer Lift Station B-113 Refit/Refurbishment	\$	45,000
		Sewer Lift Station B-114 Refit/Refurbishment	\$	100,000
		Sewer Rate Study	\$	23,000
		New Sewer Camera (delivered)	\$	14,000
		Planning Grants - construction	\$	15,000
<u>Water Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	1,110,223
Capital Improvements from Reserves-	\$ 310,000	Water Rate Study	\$	23,000
		New Well (test wells)	\$	100,000
		Well #4 Rehab	\$	100,000
		Hydrant Replacement (4 per year)	\$	20,000
		Meter Replacement (150 per year)	\$	21,000
		Tank Lining Planning - Bypass #3	\$	15,000
		B-50 Juniper Peak & B56 Stonecrest Tank/Pumps Engineering design and specs	\$	10,000
		Tank Diving Inspection - 4 tanks	\$	6,000
		Planning Grants - construction	\$	15,000
<u>Police Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	192,760
Capital Improvements from Reserves-	\$ 3,000	New insulated windows	\$	3,000
<u>Fire Department:</u>		<u>Current Balance in LAIF Reserves:</u>	\$	156,932
Capital Improvements from Reserves-	\$ 113,000	New insulated windows	\$	3,000
		Replacement Type 1 Fire Enging	\$	50,000
		Garage/Bay Improvements	\$	25,000
		Replacement Chief Truck	\$	35,000

VERBAL

Committee Conduct – Establish structure, role and conduct of both standing and ad hoc committees (Pres. Graves)



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: February 15, 2017

FROM: Sylvia Charvez, Administrative Assistant

SUBJECT: Rancho Hills Community Association (RHCA) Ballot
re: Governing Documents

Due to the fact that the District owns a parcel in RHCA (Unit 9-2 Lot 238, APN: 108-200-120), the District has received a ballot regarding proposed new governing documents for RHCA (Bylaws, CC&Rs and Community Standards). Tank 3 and Station B-56 are located on this parcel.

Options:

- A. The Board may take action on voting the ballot.
- B. Amend or modify the option above.
- C. Take no action.



BY: **RANCHO HILLS COMMUNITY ASSOCIATION**
P O BOX 276, WEED, CA 96094-0276
PHONE (530) 938-9569

Vote on New Bylaws, CC&Rs and Community Standards for Rancho Hills

Dear Members:

It is ***exceedingly important*** that you review and ***vote*** on the new Bylaws, CC&Rs, and Community Standards! Here's why:

When the original CC&R's were written, the Grantor (developer) put in stringent voting requirements (¾ of the Members required to approve a change, after a ¾ approval by the Board). Twice before RHCA Boards have tried to amend, but eventually had to go to court to get the change they needed. *This is costly*, to the Board, and to the membership.

Yet there are good reasons to change as times change. We would like to put our governing documents more under the control of current Members and the Boards you elect, while still assuring that Members get to review and comment on each change prior to implementation. That's what our proposed CC&R's do.

Some changes we are proposing, aside from less stringent requirements for CC&R amendment are ones that are raised often by irritated Members: 1) Less strict rules regarding parking of RV's, Boats and Trailers during the boating season; 2) Allowing work at home where there is no discernible impact on the neighborhood; 3) Forgoing costly elections where we can barely get enough volunteers to fill available vacancies; 4) Measures (such as fees or fines) short of going to court to encourage compliance with existing rules; 5) Easing up on EC approvals to meet more stringent Fire Safe practices, etc.

You will note that the CC&Rs are completely revised – obsolete language has been removed (around 20% of the current document), and we have had a thorough review by an attorney who specializes in HOA documents. Along with that, we have revised the Rules, and have attempted to make them more member-friendly and to conform to the new CC&R's, referring to them now as 'Community Standards'.

Please help us avoid costly measures like petitioning the court and hiring attorneys to present our case for change! Take the time to look at the proposed changes (***on our website, or on a printed copy if you so request***), then ***send in your vote!***

Sincerely yours,



David Clough, RHCA Board President

How to get to the proposed documents on our Website: www.ranchohillsca.org

Choose Document from left panel

Choose Proposed Governing Documents from "Choose a Category" on right

Click on the document to view in PDF format.



RANCHO HILLS COMMUNITY ASSOCIATION
SECRET BALLOT
TO APPROVE NEW GOVERNING DOCUMENTS

Ballots must be received by the Inspector(s) of Election in the envelopes provided no later than March 10, 2017, to be counted.

The Board of Directors offer restated and updated governing documents and is asking the membership's approval of these documents. If the documents identified as shown below are approved (shown in **Bold type**), they will supersede any and all existing regulatory documents, whether recorded or not:

2017 Restated Conditions, Covenants & Restrictions,

*Replaces the prior Declaration Of Covenants, Conditions, and Restrictions recorded on 5/09/1972 in Volume 662, Pages 62-122 as Document No. 13339, and the Amended [Annexation] Declaration recorded 6/13/1972, in Volume 665, Page 489-492, Document 14981, of the Official Siskiyou County Records and Amendments in Document 97001704 recorded 2/06/1997 and Document 1998081710151 recorded 8/17/1998.

2017 Restated Bylaws,

*Replaces the current Bylaws recorded on 5/09/1972 in Volume 662, Pages 128-142 and Amendments in Volume 849, Page 459 recorded 3/08/1979 and in Volume 894, Page 278 recorded 7/31/1980.

2017 Community Standards

*Replaces the approved Environmental Committee Rules recorded on 3/10/2000 as Document 2000031002761 and Amendment recorded 8/29/2006 as Document 06-0011898 and the Rancho Hills Rules (unrecorded).

- ☐ **YES, I approve** the 2017 Restated Conditions, Covenants & Restrictions, 2017 Restated Bylaws, and the 2017 Community Standards.
- ☐ **NO, I do not approve** the new documents noted above.
-

INSTRUCTIONS FOR RETURN OF BALLOT – PLEASE READ CAREFULLY

Do not sign the ballot! It is a secret ballot. *****Secret ballot means that no one will be able to determine how you voted – please vote – every vote is important.

Please (1) complete and insert this ballot into the secrecy envelope provided. Then (2) insert that envelope into the larger of the two envelopes which is addressed to the Inspector of Election. Then (3) sign your name before sealing the envelope and verify the name and address information on the top left hand side on the front of envelope. (4) Mail back to the association. ***If you do not follow these instructions, it could result in a voided ballot.

*We need you to return the ballot as instructed, in the envelopes provided.
It is critically important that you vote!*

Amendment Requirements: The Bylaws and CC&Rs require 75% approval. PLEASE VOTE!

The Board reserves the right to extend the voting period if deemed necessary due to an insufficient ballot return.

SECRET BALLOT ENVELOPE

INSTRUCTIONS:

1. After marking your ballot, place it in *this* envelope and seal it.
2. Place this secret envelope in the envelope addressed to the association.
3. Verify your information on the label on the back of the envelope addressed to the association, make any corrections, **sign** and seal.
4. Mail or deliver to the association by March 10, 2017.

VOTE EARLY - YOUR VOTE COUNTS - YOUR VOTE IS NEEDED!

Please send me a printed copy of the proposed
New governing documents.

Name: _____

APN or Unit/Lot _____

Address: _____

Association Member Information

• 92238
• Lake Shastina Community Services District
• 16320 Everhart Dr
• WEED, CA 96094-9400

I authorize the Inspector of Election to record my ballot and to count
my ballot for the New Governing Documents.

Signature _____ Date _____

Signature required for vote to be counted.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: FEBRUARY 15, 2017
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: COMMITTEE MEMBER APPOINTMENTS

Solicit volunteers and appoint committee members

BACKGROUND:

According to the CSD Law of 2005, a CSD Board can appoint any number of committees deemed warranted. Typically, the President appoints the members to the committees in January of each year. They are usually odd number of members to prevent a tie when making decisions. A Police Advisory Committee was established and four people were named to the committee, two of whom are husband and wife. The committee has requested a fifth member be appointed. Additionally a LSCSD/LSPOA Committee was formed and five members were appointed. One member has resigned and the committee has requested a replacement be named. There has also been discussion about having a Fire Department Advisory Committee, but it was never established.

RECOMMENDATION:

Staff recommends the Board solicit volunteers willing to sit on these committees and request the Board President appoint them for the remainder of the year or until the committee has concluded its business.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: FEBRUARY 15, 2017

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: BOARD MEMBER AUTHORIZATION TO ATTEND TRAINING

Authorize Board members to attend CSDA Sponsored Board training in Anderson and authorize reimbursement of costs

BACKGROUND:

The California Special District Association and Special District Risk Management Authority from time to time offer staff and Board training through workshops, seminars and webinars. This year, CSDA is offering the Board Member Best Practices Workshop, which covers Board training “on all of the essential best practices of serving as a board member or trustee of a special district. As an introduction to CSDA’s Special District Leadership Academy, this session will highlight: the roles of board members and staff; policies and procedures your district should consider to ensure effective governance; and general ethics principles related to special districts including an overview of laws affecting special districts (among other important topics)”. This workshop also satisfies the Board member legal responsibility to complete ethics training as required by AB 1234, AND earns Credit Incentive Points with SDRMA to lower our insurance rates.

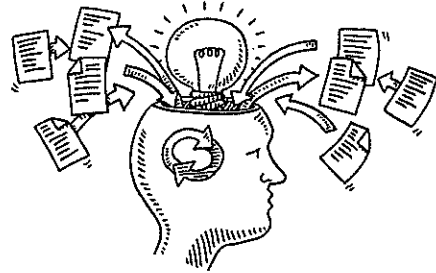
This year, for the first time in years, the CSDA Workshop is being held close to home in Anderson CA. The workshop is free to SDRMA members and two board members are signed up for the workshop. In order for them to be covered by the District’s liability insurance, the Board needs to approve their attendance in an open meeting.

RECOMMENDATION:

Staff recommends the Board authorize the attendance at this Board Member Workshop for all members interested in attending and approve the reimbursement of travel, food and lodging expenses that are necessarily incurred.

Wow

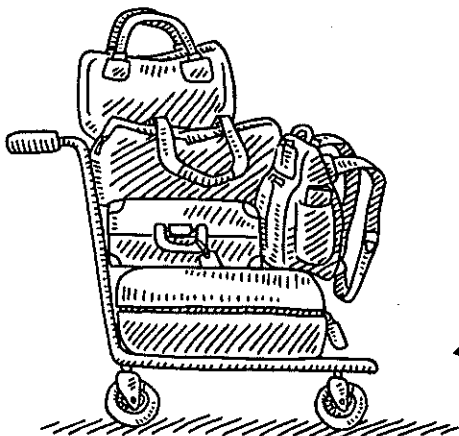
GREAT BOARDS ARE MADE UP OF GREAT BOARD MEMBERS



GREAT BOARDS ARE MADE UP OF GREAT BOARD MEMBERS: they have a unity of purpose and a shared vision for their district. They may not always agree, but they come together when it counts for the good of the district and their constituents. Get your start, or continue down the path, of being a great board member with the following professional development events tailored to the unique needs of California's special district board members and trustees.

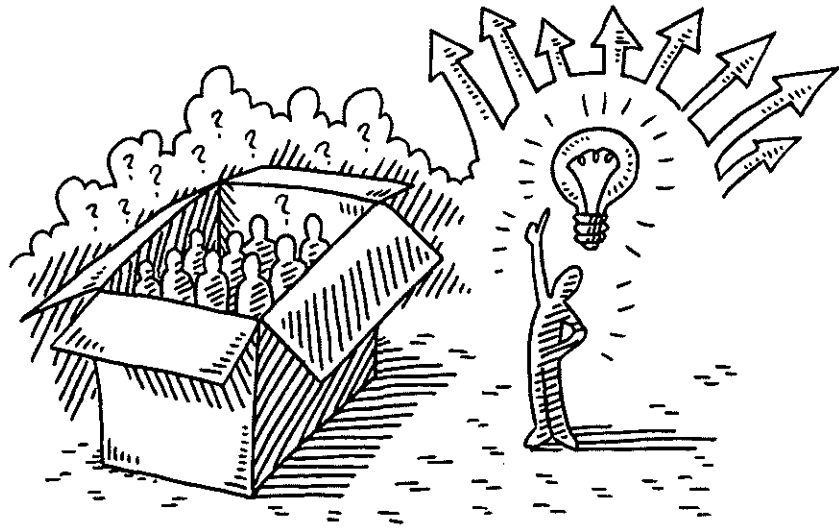
OUR BOARD MEMBER BEST PRACTICES WORKSHOP will get you up to speed quickly and with six workshops – one in each of CSDA's District NetWorks - there is sure to be one close to home.

This **fast-paced and informative session covers all of the essential best practices of serving as a board member or trustee of a special district.** As an introduction to CSDA's Special District Leadership Academy, this session will highlight: the roles of board members and staff; policies and procedures your district should consider to ensure effective governance; and general ethics principles related to special districts including an overview of laws affecting special districts (among other important topics).



*No need to bring
your luggage!*

Packaged for you...



January 19, 2017 – SOUTHERN NETWORK – THREE VALLEYS MUNICIPAL WATER DISTRICT: 1021 E. MIRAMAR AVENUE, CLAREMONT, CA 91711

January 26, 2017 – COASTAL NETWORK – SANTA YNEZ COMMUNITY SERVICES DISTRICT: 1070 FARADAY STREET, SANTA YNEZ, CA 93460

February 3, 2017 – SIERRA NETWORK – CSDA TRAINING CENTER, 1112 I STREET, SUITE 250, SACRAMENTO, CA 95814

February 9, 2017 – CENTRAL NETWORK – CLOVIS VETERANS MEMORIAL DISTRICT, 808 4TH STREET, CLOVIS, CA 93612

February 16, 2017 – BAY AREA NETWORK – SANTA CLARA VALLEY WATER DISTRICT, 5750 ALMADEN EXPRESSWAY, SAN JOSE, CA 95118

February 23, 2017 – NORTHERN NETWORK – SHASTA MOSQUITO & VECTOR CONTROL DISTRICT, 19200 LATONA ROAD, ANDERSON, CA 96007

Don't forget!

BOARD MEMBERS AND TRUSTEES ARE REQUIRED TO RECEIVE THE FOLLOWING TRAINING:

Required Ethics AB 1234 Compliance Training – Every two years if you receive compensation or are reimbursed for your expenses. This is a best practice for all board members/trustees.

You can satisfy this requirement one of four ways:

- Live Ethics Compliance webinar: March 16, 2017 from 10:00 a.m. – 12:00 p.m.
- Participating in the Board Member Best Practices workshop.
- On-Demand Ethics Compliance webinar: available on-demand at www.csda.net. You can watch anytime, anywhere, and print your own certificate.
- Ethics Compliance DVD: visit csda.net, click professional development and bookstore.

Required Harassment Prevention Training for District Boards and Staff – Every two years if you receive any type of compensation, salary or stipend. This is a best practices for all board members/trustees.

You can satisfy this requirement one of two ways:

- Live Required Sexual Harassment Prevention webinar: January 24, 2017 from 10:00 a.m. – 12:00 p.m.
- On-Demand Sexual Harassment Prevention webinar: available on-demand at www.csda.net. You can watch anytime, anywhere and print your own certificate.

Other helpful professional development activities for new and experienced board members include:

- CSDA's Special District Leadership Academy Conference
- CSDA webinars – available live or on-demand at www.csda.net
 - Must Have Communication Protocols for Board Members and Staff
 - Brown Act: Principles, Traps, and Avoiding Unintentional Violation
 - Rules of Order Made Easy!
 - Who Does What? Best Practices in Board/Staff Relations
 - Understanding Board Member & District Liability Issues



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: FEBRUARY 15, 2017

FROM: KARL DREXEL, GENERAL MANAGER

**SUBJECT: AUTHORIZE THE GENERAL MANAGER/TREASURER
AUTHORITY REGARDING INVESTMENT OF MONIES IN THE
LOCAL AGENCY INVESTMENT FUND (LAIF).**

Adopt Resolution *-17 Authorizing the General Manager/Treasurer to deposit and withdrawal, as necessary, funds to and from LAIF

BACKGROUND:

The Lake Shastina Community Services District wisely chose in 2009 to use excess funds, not necessary for immediate operational expenses, to invest in the State operated Local Agency Investment Fund, or LAIF. This is an investment fund operated by the State Treasury for local agencies to have a place to invest excess and reserve funds. We have been successfully investing with LAIF since 2009. However, there have been times when it was not feasible or not timely to wait for Board authorization for every withdrawal and every deposit. This Resolution would give Board authorization for the General Manager/Treasurer at his/her discretion the authority to make deposits and withdrawals in a timely manner as provided for under Government Code 16429.1. This in no way would preclude advising the Board of each transaction with LAIF, and the LAIF report would continue to be a part of the regular Board packet.

RECOMMENDATION:

Staff recommends the Board authorize the General Manager to be named as the authorized signer on the LAIF account per Government Code 16429.1 by adopting Resolution *-17 General Manager/Treasurer to deposit and withdrawal, as necessary, funds to and from LAIF.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT

RESOLUTION ____-17

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA
COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL
MANAGER/TREASURER AUTHORITY REGARDING INVESTMENT OF MONIES
IN THE LOCAL AGENCY INVESTMENT FUND (LAIF).**

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund (LAIF) in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the LAIF in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Lake Shastina Community Services District ("District").

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby authorize the General Manager/Treasurer of the District to approve deposits into LAIF at his/her discretion when funds are not required for immediate needs for the purpose of investment and withdrawal from LAIF at his/her discretion when funds are required for operational purposes, per Government Code 16429.1 (b) (c) et seq.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Lake Shastina Community Services District held on February 15, 2017.

AYES:
NOES:
ABSENT:

Mike Graves, President of the Board

ATTEST:

Karl Drexel, Secretary of the Board



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

Phone 530-938-3161

Fax 530-938-3179

During the Month of January the Lake Shastina Fire Department responded to a total of 44 calls. This beats last month's record of 39 calls. These calls include:

- 25 Medical Aids (2 CPR in progress)
- 7 Traffic Collisions
- 10 Public Assists
- 2 Structure Fires

I apologize for my absence for the monthly meeting. I was accepted by FEMA to attend an all-expense paid week long training seminar on Incident Command System in Alabama. So that is where I currently am.

Now that 2016 is over I would like to provide some fun facts or what I like to call bragging rights about LSFD.

- 2016 is the first year LSFD had a 100% response to all calls within our district
- The average response time over the Calendar year was quicker than any other years on record
- Attendance to our weekly training was higher in 2016 than any other year on record.

Many thanks to our dedicated volunteers and sleeper program. Without these two factors we simply could have never met these achievements.

Lake Shastina Police Department

Inter-Office Memo

Item 10

Lake Shastina C.S.D. Board Report

January 2017

The Lake Shastina Police Department responded to approximately 35 calls during the month of January. This is an increase in the total number of calls from the month prior.

Disturbance – 10	Traffic – 4	Medical Assist – 1
Domestic Violence – 1	Civil Matter – 4	Theft – 1
Dogs at Large – 2	Traffic Accidents – 3	SCAMs – 2

In addition, there were seven citizen assist calls and nine calls to assist other agencies.

With my return as Chief of Police effective February 1, 2017, the department will begin transitioning back to a full service department.

With the New Year upon us dog licensing has begun with several of our police volunteers assisting in the Lake Shastina licensing project.

A fleet review was completed and the following mileage data was collected on our fleet.

Unit 8 - 2004 Ford Expedition 134,700 miles assigned to Chief.
Unit 4 - 2010 Ford Expedition 95,000 miles assigned to Rusty.
Unit 5 - 2010 Ford Expedition 63,500 miles currently unassigned (Stan's)

Monthly Coffee with the Chief and Coffee with our Veterans meetings will resume in late February and I encourage our board and our community to come and participate.

The February Coffee with our Veterans meeting will take place February 23, 2017 at 10 am at the police and fire training room.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: FEBRUARY 15, 2017

FROM: KARL DREXEL, GENERAL MANAGER

SUBJECT: WATER WELL #4 RETROFIT

Update Board on status of Water Well #4 Retrofit

BACKGROUND:

Water Well #4 is the primary water well for the District during the summer months when there is a high demand. It backs up Well #3, which is the main well in the community. It was in need of a retrofit that was in the works to happen this winter. Unfortunately, the motor in Well #4 burned up and needs immediate repairs. I directed staff to get bids for the complete retrofit of Well #4 and we got 3 bids. During the inspections by Valley Pump and Well of Well #3, it was determined that the pump for Well #4 should be a turbine pump and motor. It was also determined through investigation on site that the electrical panel and the Pacific Power service needed to be changed. We are still waiting for the electrical service to be changed and electrical panel to be delivered. The electrical work is approximately 3 weeks out, but Valley Well and Pump are replacing the pump and motor this week. WE should have service in about a month.

RECOMMENDATION:

No recommendation at this time. For information only.



GREATER LAKE SHASTINA FIRE SAFE COUNCIL

The mission of the Greater Lake Shastina Fire Safe Council is to promote the safety of individuals and minimize the destruction of property from wildfires through the education, fire fuel reduction, and the identification and mitigation of wildfire hazards.

To: The Lake Shastina Community Service District's Board of Directors:

From: The Greater Lake Shastina Fire Safe Council

Subject: Green Waste Site Operation

There is no question that the greatest general danger to Lake Shastina is fire. The green waste site, and the ordinance the Lake Shastina Community Services District (CSD) wisely introduced in 1980, were deployed in the interest of safely reducing and disposing of dangerous fire fuels within this community. This need to reduce fire fuels continues to exist. Recently, the CSD briefly closed the site stating the reasons as cost and burn permitting. Since the community clearly still needs a viable and affordable location to dispose of fire fuels, the Greater Lake Shastina Fire Safe Council (GLSFSC) volunteered to assist in researching and developing recommendations for how best to meet this need.

DEFINITIONS:

Home Owners Association(s) (HOA): defined as the various organizations ("common interest developments") that represent the residents within the CSD. The organizations may be titled Property Owners Association, Community Association, etc.

Waste: used interchangeably with the term "fire fuels", and basically means non-construction woody materials.

Green Waste Site: used interchangeably with "Burn Site", "Waste Site" and "Site"; all referring to the "Green Waste Site" located at the north sewer pond in Lake Shastina.

HISTORY:

Prior to 1980, Lake Shastina followed only the County Ordinance and residents could burn on their property whenever the County granted a "burn day". When the Lake Shastina Community Services District (CSD) was formed, due to community fire safety concerns, it regulated burning. The CSD issued a very strict burn policy which, eventually, led to a "no burn" policy within the residential areas of the community. But the need for safe disposal of green waste continued to be an issue. As a result, an area near the sewer pond was opened up for residents to bring their burnable clippings for controlled burning. Because the burn activities at the pond were still governed by County rulings, the CSD determined a local ordinance would be beneficial. On October 15, 1997 Ordinance 2-97 was unanimously adopted by the CSD.

The intent of the ordinance was to not only provide a green waste disposal/burn site in a controlled environment, but also to use the site and burn activities for fire training purposes for the volunteer fire department and/or employees of the CSD Public Works Department who train in wildland firefighting. A

positive by-product was, and continues to be, that access to a convenient location for safe disposal of green waste encouraged property owners to clear their property of dangerous fire fuels; resulting in reduced fuel loads throughout the community.

In 2000, Ordinance 2-97 was superseded by Ordinance 1-00. The revised ordinance added additional guidelines as to who can use the site, as well as adding a fee schedule for use of the site. Attachment 1 provides additional information on the current operation of the burn site.

FINDINGS:

The GLSFSC works closely with The Lake Shastina Community Services District (CSD), and local volunteers, in support of the Lake Shastina Green Waste Site used by the residents of the Lake Shastina developments. The ease and convenience of using the Burn Site greatly incents residents to clear dangerous fire fuels from their properties. A major concern with eliminating, or even reducing the site, is that fewer fire fuels will be eliminated because the individuals using the site would be required to go to a Transfer Station which is more costly and time consuming; assuming they even reduce fuels. Other undesirable and/or illegal options are to haul to the forest, to put the fuels on your neighbor's lot, or to just not do it. The Boles fire in Weed should be a lesson in what happens if you only protect the perimeter and the fire starts inside the perimeter. The Lake Shastina developments have significantly more fuels present than the city of Weed does and we all need to encourage more elimination of fire fuels to reduce the fire hazard in our community. Lake Shastina is in a Very High Fire Hazard Severity Zone (http://www.fire.ca.gov/fire_prevention/fhsz_maps_siskiyou) Wildland Urban Interface (WUI) area and fire is the largest general danger to our community.

There are at least two other communities within Siskiyou County that have green waste burn sites: 1) Dorris – funded by their general funds (taxes), and the burn is managed by their volunteer fire department for training (the pile burns up to a week), and 2) Tule Lake – every resident with a yard is charged \$40 per year and the pile is managed by public works and the volunteer fire fighters.

In both cases there are no reimbursements to either the fire fighters or for the fire trucks to standby. They want to encourage their residents to get rid of the green waste and fire fuels to make their areas more fire safe.

Operation of a site such as the Lake Shastina Green Waste Site to dispose of residents' fire fuels is encouraged by Cal Fire (Siskiyou Unit), Michael Kobseff District 3 County Supervisor, and the Greater Lake Shastina Fire Safe Council.

Most of the affiliated Home Owners Associations (HOA) within the CSD currently have independent Fire Fuel Abatement projects. In general, each of their fire fuel abatement projects deal with the green waste (fire fuel) generated primarily by chipping, and thus contribute minimal amounts to the Green Waste Site. The GLSFSC believes that the goal of reducing fuels within the District is best attained by this double pronged attack of HOA projects, and a fire fuel disposal site for the use of individual owners.

A concern was raised that the issuance of burn permits may be suspended at some time in the near future. However, in a conversation with Kim Sumner, of the Siskiyou County Air Pollution Control (SCAPC), she stated that burning permits would continue to be issued for the long foreseeable future. There is not enough pollution County-wide to warrant discontinuance. They came to this conclusion after increasing their monitoring. We were told that CSD GM Karl Drexel has been informed that there is a Smoke Management Plan assigned to the burn permit for this year.

At a meeting in November, Cal Fire, LSFD, and Tristen Allen, a logger, recommended that the pile be separated into quarters (Attachment 2). Mr. Allen loaned the CSD a large front loader to do the work, which was completed by CSD Public Works prior to a visit by the air people. Because of the size of the

burn pile, SCAPC also supported the breaking up of the pile to facilitate four short term burns. Only one permit is needed, and both Cal Fire and Air Pollution Control offer information on safe burn days.

Currently the physical site is owned by the CSD. The Lake Shastina Fire Department (LSFD) (a part of the CSD), and Cal Fire, have the jurisdiction and responsibility for the District's fire protection and fire safety and the Site is a fire prevention function. Additionally, the site provides an outstanding opportunity for the training of local firefighters, as was a part of the original design. Therefore, the GLSFSC believes that the CSD should continue to be the governing entity for the Green Waste Site.

RECOMMENDATIONS:

The following recommendations are made based on our research and on conversations with individuals that have, or are, running burn sites or "waste" sites; fire personnel; regulators and contractors. Additionally, Burn Site volunteers and CSD Administrative personnel could/should be contacted for their recommendations and suggestions regarding operation of the site and potential cost savings.

1. Burning of the materials at the Green Waste Site is the most economical and safe means of disposing of the fire fuels. Overall burn success and safety would improve if smaller piles are made for burning and the piles do not include any "Unacceptable Materials", or "Containers". The pile should be at least quartered prior to burning and then the quarters burned individually.
2. The FSC strongly recommends that the Green Waste Site be operated under the direction of the CSD. Presently there is an Ordinance to that effect. The CSD owns the land on which the Burn Site is located. Individual property owners from all HOAs within the CSD area are eligible to deposit "green waste" into the site. Because there are multiple HOAs within the CSD, having the CSD coordinate and operate the site is most logical. Most of the HOAs already have fuel-reduction programs which make minimal or no deposits to the site. The site is for individuals within the CSD to make deposits of fire-fuels.
3. There is a description of the Green Waste Site Rules and Regulations on the internet at http://www.lakeshastina.com/Docs_PDFs/BurnSiteRules.pdf a copy of which is attached (Attachment 1). We recommend that these rules and regulations be modified with regard to "Donation", and that lawn clippings be eliminated from "Acceptable Materials" due to the difficulty in burning or processing for disposal. The grass should be composted by the property owner. Also "Treated" wood products should be added to the "Unacceptable Materials", as should metal items (including nails, bolts, wire, etc.). Continued depositing of pine needles at the site needs to be investigate; they are difficult to burn.
4. Currently, the costs associated with the burn site are only estimates and, therefore, shouldn't be used to establish fees. However, we do believe the fees need to be revisited. But, this should not occur until such time as the true costs are more firmly established. The FSC strongly recommends that the CSD establish a line item for income and costs for the Green Waste Site. Also, the Lake Shastina website information on Green Waste Site Rules and Regulations needs to accurately reflect the present fees.
5. Financial estimates provided for the purposes of this document included costs for equipment rental. In fact, that was the largest expense shown. However, the LSPOA has never charged for the use of their equipment at the burn site. The CSD is encouraged to continue to negotiate with LSPOA for the use their equipment at the burn site, without a fee, for the benefit and safety of the community. The CSD might also approach the various HOAs and the Golf Course to contribute annually to the operation of the site.
6. Additional means of financing burn site activities should be investigated. Grant funding is an outstanding possibility to accomplish this. Potentially, appropriate grants could either reduce or offset all costs associated with the Site. The CSD can apply for a grant, or they can contract with a company that would apply for and administer the grant.

Potential grants:

- 1) SRAFPF (State Responsibility Area Fire Prevention Fund)/ Cal Fire
Under Examples- not all inclusive-Community level prevention programs, such as community chipping days, roadside chipping, and green waste bin programs. Can include possible equipment procuring (grinder/chipper?)
- 2) WUI (Western Wildland Urban Interface)/ National
Under Examples: Removal of slash, including piling, burning, mulching, grinding, etc.
50/50 matching funds
- 3) Clearinghouse (Fire Safe Council)
Under Fuels treatment: Mechanical, removal, burning
Possible Equipment procuring
50/50 matching funds
2 year completion

Potential Grant Writers and Administrators:

- 1) Northern California Resource Center, Larry Alexander, 468-2888
- 2) Able Tree Services, Dale and Giselle Nova – 859-0380

7. It is recommended that CSD contact the Fire/Emergency Response Technology Program at College of the Siskiyous and determine if they would be interested in using the burning of the pile as a training exercise for their students. Similarly, it is recommended that LSFD contact Cal Fire and the Siskiyou County Fire Chiefs Association and determine if any fire departments would be interested in participating in a training burn.
8. Pine needle disposal continues to be a major issue. It is recommended that the FSC, CSD and the various HOAs form a committee to determine a course of action on pine needle disposal.
9. Investigation of alternative methods of disposal could reduce dependence on the burn site. For example, assuming that the waste streams (woody material, pine needles, and other material) are monitored and kept separated, the woody waste could be chipped and then hauled or given to the residents. Pine needles can clog chippers, so if the material is to be chipped, only small amounts of pine needles can be dealt with. Grinding can deal more readily with the needles. The FSC will continue to investigate optional means for dealing with the needles other than disposing of them in garbage systems.

Chipping and grinding can be expensive but you reduce the fire danger significantly.

Additionally, these methods may be used during fire season when burning is not permitted and the Green Waste Site has too many fire fuels.

The following are some potential contractors for alternative disposal:

Chipping:

- CLT Logging, Tristen Allen, Grenada, 530 598-6267
- Timberland Logging – Tim, Ashland 541-840-8113

Grinder contractor:

- Timberland Logging – Tim, Ashland 541 840-8113

Potential equipment renter:

- Tristen Allen, 530 598-6267 (Caterpillar 966)

Chip Hauling:

- Tristen Allen 530-598-6267
- Timberland Logging - Tim, Ashland 541 840-8113
- Pelletier – Gerard Pelletier 530 925-0562

Chip/grinding, Waste Disposal:

- Bio Mass One – Medford, Scott Sutherland, 541 826-9422 or for needle disposal call Tom Hansen, 541 350-5112
- Wheelabrator, Anderson
- Pelletier – Siskiyou Transfer Stations, Gerard Pelletier 530 925-0562

Additional information on Green Waste/ Needle Disposal (for residents)

- Siskiyou Disposal will remove an occasional bag of pine needles, left by the bin, at no cost. If done repeatedly or more than one bag, they will charge a fee.
 - Yreka Transfer charges an additional \$1.50 small bag/ \$3.00 large bag of green waste, when left beside their bins for pick up.
10. Another means of disposal is to take the green waste to a transfer station. Present costs for using the Transfer Station (Yreka or Black Butte) are given in the summary below. There is concern that any additional costs incurred by the residents can result in them removing less fire fuel, whereas removal should be encouraged.
 11. In general there have been a number of comments questioning the number of hours spent on the site. Again, a line item should be established.
 12. The FSC believes that there should be minimal (if any) charges for Fire Department personnel or equipment relative to the site. Originally the site was not only a fire fuel disposal site but also a training site for firefighters. Again, we need to use the site for its originally intended purposes.
 13. After review of this study, and any added community input, it is recommended that the CSD enact an ordinance regarding fire fuels that will give uniform direction to all property owners and HOAs within the CSD. The FSC is willing to work with the CSD in formulating a possible ordinance, and we imagine most, if not all, HOAs will assist. Presently California PRC 4291 already establishes required clearance around structures, but these regulations do not deal with properties without structures.

SUMMARY:

The GLSFSC strongly believes that the Lake Shastina Green Waste Site greatly contributes to the safety of not only this community but the surrounding communities as well. Discussions with various agencies responsible for fire operations, etc., indicates that they hold this point of view as well. Because of the need to operate the site outside of the residential areas of Lake Shastina and within the purview of fire operations, it is clear that the site belongs under the jurisdiction and control of the Lake Shastina Community Services District.

The FSC requested and received an accounting of CSD income and expenses related to the Green Waste Site for 2013 through 2016 (Attachment 3). Because the CSD has no separate line item for the Waste Site, all cost numbers given were estimates. As stated above, it is strongly recommended that a line item be established for the Waste Site so that actual costs can be determined.

After reviewing the fees currently in place, the FSC believes that the charges for depositing waste at the site needs to be revisited. Once a line item is established for capturing actual costs, these actual numbers could be used to establish reasonable and appropriate charges for use of the site. Costs for waste at the Siskiyou Transfer stations is \$57/ton or \$6.75/yard. These charges include the associated haulage cost which is approximately \$110 per hour on a 5 hour round trip to Medford for deposit at Bio Mass One or the dump in White City. If we were required to stop burning and were required to

mechanically treat the waste, we would probably face similar haulage fees in addition to the significantly higher processing costs. Burning has essentially no haulage fees (only cleanup costs).

Finally, opportunities for funding assistance should be investigated. For example, as was the original intention, the burn site provides an excellent opportunity for fire training for our own volunteers, as well as for fire personnel from other agencies. Additionally, the CSD should investigate and apply for grants which, although they would have to be periodically renewed, could offset some or all costs.

The FSC suggests that the CSD Board of Directors discuss this report at their next Board Meeting and then give direction to their General Manager. Thank you for your efforts to continue to provide this very important and needed service to the residents of the Lake Shastina Community Services District.

Attachment 1 – (presently listed Rules and Regulations - 2016)

GREEN WASTE SITE (Burn Site)

RULES AND REGULATIONS

The Green Waste Site entrance is located directly across Big Springs Road from the Rancho Hills entrance at the north end of the Lake Shastina development. A volunteer will be at the gate to permit entrance.

1. Donation.....
 - Pickup Truck / Small Trailer / Auto\$2.00 per Load
(small trailer holds the same amount of brush as a pickup truck bed)
 - Pickup Truck / Auto with Small Trailer.....\$4.00 per Load
 - Large Trailer / Dump Truck / Flatbed.....\$10.00 per Load
 - Pickup Truck / Auto with Large Trailer / Flatbed\$12.00 per Load
2. Months of Operation.....
 - March through November
 - Closed December through February
3. Days of Operation
 - First and Third Saturday of each Month / March-November
 - 9am until 12 noon
 - Excluding Holidays
 - Weather Permitting
4. Acceptable Materials
 - 100% Burnable
 - a. Limbs – 3" Maximum Diameter
 - b. Pine Needles
 - c. Brush
 - d. Leaves
 - e. Lawn Clippings
5. Prohibited Materials.....
 - Non-Burnable
 - a. Garbage/Trash
 - b. Stumps
 - c. Lumber
 - d. Dirt
 - e. Rocks
 - f. Plastic/Paper Bags
 - g. Cartons/Cardboard Boxes
 - The inspector has the right to refuse other materials or combinations of materials.
6. Containers.....
 - Cardboard boxes, plastic bags, paper bags may be used for transporting materials, but each shall be emptied by the User and removed from the Green Waste Site by the User.
7. Inspections – While signing in and while dumping.
8. Agreement.....
 - Each user agrees by signature on the Sign-In Sheet to abide by all Rules, Regulations and Ordinances
 - a. Dump Truck operators are required to submit to the Site Attendant the Owner Consent Form, completed and signed by the Property Owner or Contractor.
 - Note: If you have an Agent taking material to the Green Waste Site, they are representing two parties – you and themselves.
9. Violation
 - If the Rules, Regulations and Ordinances are not obeyed by the User, the User can lose his/her Green Waste Site privileges. Any use of the Green Waste Site during closed hours is cause for loss of privilege of use.

10. Hold Harmless / Risk All Users agree to hold all involved parties harmless for liabilities and damages. They use this Green Waste Site at their own risk.

11. Trespassing..... Users shall remain within fenced Green Waste Site area. Obey No Trespassing signs.

12. Transporting Loads..... California Vehicle Code Section 23114(a): A vehicle may not be driven or moved on any highway unless the vehicle is so constructed, covered or loaded as to prevent any of its contents or load, other than clear water or feathers from live birds, from dropping, sifting, leaking, blowing, spilling, or otherwise escaping from the vehicle.

We encourage Lake Shastina property owners to show your appreciation and help contribute to the safety of our community by volunteering to help manage the site. Two . volunteers are needed for each date of operation in order for the Green Waste Site to be open. Any scheduled date that there are not two volunteers, the Green Waste Site will not be open. The Signup Sheet is located at the front counter, so please select the date(s) you wish to volunteer and notify Sylvia Charvez by dropping by the Administration Office or calling 938-3281.

Thank You In Advance For Your Cooperation

*Your Burnable Contribution
to the Burn Site
Helps Maintain a
Fire Safe Community*

Attachment 2 – Meeting at Green Waste Site

Greater Lake Shastina Fire Safe Council - Green Waste Site Committee

December 7, 2016

Subject: Meeting at Green Waste Site

Attendees: T. Allen – CLT Logging, T. DeVos – Cal Fire, K. Drexel – LSCSD, J. McPhee – GLSFSC, L. Miller – GLSFSC, R. Moser – LSCSD, S. Pappas – LS Fire

Discussion:

Tim DeVos, from Cal Fire, feels strongly that the site to dispose of “green waste” needs to continue since there cannot be any individual burning on lots within the CSD area, thus there are limited disposal options to rid the area of fire fuels. The site encourages individuals to gather fire fuels and dispose of them without a trip to a transfer site which generally has higher costs. He believes that in not making the Green Site available, it would discourage CSD residents from clearing a defensible space around their homes, making it more difficult to fight any fire in the area.

There was general agreement that the pile would be burned this year and Karl Drexel said that there shouldn't be a problem getting a burn permit this year. Tim DeVos, Steve Pappas and Tristen Allen strongly suggested that the pile be quartered, each quarter be piled higher to facilitate burning and then each quarter be burned individually. Robert Moser stated that the CSD does not have equipment capable of splitting the pile.

Cal Fire was asked if they could supply a bulldozer to re-pile the debris and they said “no” since that is not a part of their mission or objectives.

Tristen Allen volunteered to loan a piece of equipment that he owns to re-pile the debris. (he delivered the equipment on December 8th).

Discussion about the future –

- 1) The waste streams to the site need to be piled separately (woody, and needles, grass not acceptable). Need stronger definition and enforcement of what is accepted at the site (concern about neighbor trying to regulate neighbor at the site).
- 2) Site needs to be slightly enlarged to separate the woody pile and the needles (50 feet along the north east side of the present site)
- 3) The woody material can be burned (so long as permitted), or chipped and hauled or given away.
- 4) A chipper can only handle a small proportion of needles as input. Typically a grinder would be used to handle the higher proportion of needles, and such a machine is not readily available at this time.
- 5) Needles can be burned but it is a very laborious and time consuming task since they hold moisture, thus it may be best to haul them away. Needles are considered “waste” and will generally not be accepted at a bio-waste facility
- 6) A rough estimate of the time required for a large chipper to “chip” the present piles is approximately 1 – 2 days. Again the chipper can only handle a limited amount of needles due to jamming Excessive dirt and rocks are also a concern with both “chippers” and “grinders” .
- 7) Disposal of chipped or ground debris would mean hauling the material to a transfer station (\$57/ton) or White City (land fill or Bio Mass 1, costs unknown). The transporting trailer may need to be of a type that has a special bottom unload system, called a “live floor”. The GLSFSC

Committee will check with Bio Mass 1 in Medford and the landfill to determine their unloading requirements.

- 8) It is possible that a nearby ranch may permit us to dispose of the needles on their property, Research will also be done to determine if there might be an appropriate site in a forest for needle disposal.
- 9) Robert Moser mentioned a large nursery in Central Point that takes woody waste from residents at no cost. Research will be done to see if they would take large quantities.
- 10) Since it is questionable that we'd be paid for the chipped material (bio mass for cogeneration), it is recommended that the CSD explore possible grant funding.
- 11) The Committee will work on getting potential cost estimates to "chip, haul and dispose of"

Attachment 3 – Financials

Income

Miscellaneous Receipts - 1/1/13 through 9/30/16

G/L	Type	From	Description	Total	CSD G 31	POL 33	FIRE 33	SEW 34	WA 35	LSPOA 44	RHCA 43
15.00.4055.34											
		Burn Site		\$8,954.50	0.00	0.00	0.00	8,954.50	0.00	0.00	0.00
	3/7/2013	Various	For: 3/2/13	\$105.00	0.00	0.00	0.00	105.00	0.00	0.00	0.00
	3/21/2013	Various	For: 3/16/12	\$137.00	0.00	0.00	0.00	137.00	0.00	0.00	0.00
	4/11/2013	Various	For: 4/6/13	\$302.00	0.00	0.00	0.00	302.00	0.00	0.00	0.00
	4/24/2013	Various	For: 4/20/13	\$112.00	0.00	0.00	0.00	112.00	0.00	0.00	0.00
	5/7/2013	Various	For: 5/4/13	\$172.00	0.00	0.00	0.00	172.00	0.00	0.00	0.00
	5/23/2013	Various + RHCA	For: 5/18/13	\$149.00	0.00	0.00	0.00	149.00	0.00	0.00	0.00
	6/6/2013	Various	For: 6/1/13	\$141.00	0.00	0.00	0.00	141.00	0.00	0.00	0.00
	6/19/2013	Various	For: 6/15/13	\$172.00	0.00	0.00	0.00	172.00	0.00	0.00	0.00
	7/10/2013	Various	For: 7/6/13	\$58.00	0.00	0.00	0.00	58.00	0.00	0.00	0.00
	7/22/2013	Various	For: 7/20/13	\$115.75	0.00	0.00	0.00	115.75	0.00	0.00	0.00
	8/6/2013	Various	For: 8/3/13	\$122.25	0.00	0.00	0.00	122.25	0.00	0.00	0.00
	8/21/2013	Various	For: 8/17/13	\$74.00	0.00	0.00	0.00	74.00	0.00	0.00	0.00
	9/11/2013	Various	For: 9/7	\$172.00	0.00	0.00	0.00	172.00	0.00	0.00	0.00
	9/25/2013	Various	For: 9/21/13	\$28.00	0.00	0.00	0.00	28.00	0.00	0.00	0.00
	10/9/2013	Various	For: 10/5/13	\$61.00	0.00	0.00	0.00	61.00	0.00	0.00	0.00
	10/24/2013	Various	For: 10/19/13	\$80.00	0.00	0.00	0.00	80.00	0.00	0.00	0.00
	11/5/2013	Various	For: 11/2/13	\$121.00	0.00	0.00	0.00	121.00	0.00	0.00	0.00
	11/21/2013	Various	For: 11/16/13	\$235.00	0.00	0.00	0.00	235.00	0.00	0.00	0.00
	3/5/2014	Various	For: 3/1/14	\$103.00	0.00	0.00	0.00	103.00	0.00	0.00	0.00
	3/19/2014	Various	for: 3/15/14	\$129.00	0.00	0.00	0.00	129.00	0.00	0.00	0.00
	4/10/2014	Various	For: 4/5/14	\$124.00	0.00	0.00	0.00	124.00	0.00	0.00	0.00
	4/22/2014	Various	For: 4/19/14	\$187.75	0.00	0.00	0.00	187.75	0.00	0.00	0.00
	5/12/2014	Various	For: 5/3/14	\$215.15	0.00	0.00	0.00	215.15	0.00	0.00	0.00
	5/22/2014	Various	For: 5/17/14	\$116.00	0.00	0.00	0.00	116.00	0.00	0.00	0.00
	6/13/2014	Various	For: 6/7/14	\$187.00	0.00	0.00	0.00	187.00	0.00	0.00	0.00
	6/28/2014	Various	For: 6/21/14	\$172.00	0.00	0.00	0.00	172.00	0.00	0.00	0.00
	7/22/2014	Various	For: 7/19/14	\$104.00	0.00	0.00	0.00	104.00	0.00	0.00	0.00
	8/8/2014	Various	For: 8/2/14	\$137.00	0.00	0.00	0.00	137.00	0.00	0.00	0.00
	8/18/2014	Various	for: 8/16	\$131.00	0.00	0.00	0.00	131.00	0.00	0.00	0.00
	9/11/2014	Various	for: 9/8/14	\$89.00	0.00	0.00	0.00	89.00	0.00	0.00	0.00
	9/25/2014	Various	For: 9/20/14	\$125.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00
	10/22/2014	Various	For: 10/4/14	\$196.00	0.00	0.00	0.00	196.00	0.00	0.00	0.00
	10/22/2014	Various	For: 10/18/14	\$111.00	0.00	0.00	0.00	111.00	0.00	0.00	0.00
	11/10/2014	Various	For: 11/1/14	\$138.00	0.00	0.00	0.00	138.00	0.00	0.00	0.00
	11/26/2014	Various	For: 11/15/14	\$364.00	0.00	0.00	0.00	364.00	0.00	0.00	0.00
	3/12/2015	Various	For: 3/7/15	\$81.00	0.00	0.00	0.00	81.00	0.00	0.00	0.00
	3/26/2015	Various	Donations for 3/21/15	\$181.00	0.00	0.00	0.00	181.00	0.00	0.00	0.00
	4/9/2015	Various	For: 4/4/15	\$139.00	0.00	0.00	0.00	139.00	0.00	0.00	0.00

Report: misc receipts PM_detail

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(Continue Attachment 3 - Estimated expenditures for Green Waste Site 2013-2017 - Nov 16, 2016)

2013 – Revenue: \$2,357

Office Labor:

16 – 18 dates for Burn Site

(set up annual calendar, call for volunteers, prep supplies, receive/count money,

accounting of money to bank/department: (32 – 45 hours per year - \$1,312.32 - \$1,845.45) \$1,580

(\$41.01 per hour for Admin Assist – above estimated hours includes other Accounting staff)

Workers Comp for Green Waste Site Volunteers (2 each date of operation):

\$864 - used FY 13/14

Fire Department:

\$72

Police Department: None

Public Works: 1 burn

Man Hrs for the year at Burn Site:

1. Burning is 16hrs @ \$31.25 = \$500

2. Clean up is 16hrs @ \$31.25 = \$500
3. Maintenance is 16hrs @ \$31.25 = \$500

Equipment used at Burn Site:

1. Backhoe 24hrs @ \$80 = \$1,920
2. Grader 8hrs @ \$150 = \$1,200
3. Dump Truck 24hrs @ \$150 = \$3,600
4. Trailer 24hrs @ \$20 = \$480
5. Truck 16hrs @ \$20 = \$320

Total for the Year: \$9,020

\$9,020

Total Estimated Cost 2013

\$11,536

(\$2,357) - Revenue

\$9,179

2014 – Revenue: \$2,628.90

Office Labor:

16 – 18 dates for Burn Site

(set up annual calendar, call for volunteers, prep supplies, receive/count money,
accounting of money to bank/department: (32 – 45 hours per year - \$1,312.32 - \$1,845.45)
(\$41.01 per hour for Admin Assist – above estimated hours includes other Accounting staff)

\$1,580

Workers Comp for Green Waste Site Volunteers (2 each date of operation):

\$864 – FY 13/14

Fire Department:

\$418

Police Department: None

Public Works: 1 burn

Man Hrs for the year at Burn Site:

1. Burning is 16hrs @ \$31.25 = \$500
2. Clean up is 16hrs @ \$31.25 = \$500
3. Maintenance is 16hrs @ \$31.25 = \$500

Equipment used at Burn Site:

1. Backhoe 24hrs @ \$80 = \$1,920
2. Grader 8hrs @ \$150 = \$1,200
3. Dump Truck 24hrs @ \$150 = \$3,600
4. Trailer 24hrs @ \$20 = \$480
5. Truck 16hrs @ \$20 = \$320

Total for the Year: \$9,020

\$9,020

Total Estimated Cost 2014:

\$11,882

(\$2,629) - Revenue

\$9,253

2015 – Revenue: \$2,462.85

Office Labor:

16 – 18 dates for Burn Site

(set up annual calendar, call for volunteers, prep supplies, receive/count money,
accounting of money to bank/department: (32 – 45 hours per year - \$1,312.32 - \$1,845.45)
(\$41.01 per hour for Admin Assist – above estimated hours includes other Accounting staff)

\$1,580

Workers Comp for Green Waste Site Volunteers (2 each date of operation):

\$972 – FY 14/15

Fire Department:

\$530

Police Department: None

Public Works: 1 burn

Man Hrs for the year at Burn Site:

1. Burning is 16hrs @ \$31.25 = \$500
2. Clean up is 16hrs @ \$31.25 = \$500
3. Maintenance is 16hrs @ \$31.25 = \$500

Equipment used at Burn Site:

1. Backhoe 24hrs @ \$80 = \$1,920
2. Grader 8hrs @ \$150 = \$1,200
3. Dump Truck 24hrs @ \$150 = \$3,600
4. Trailer 24hrs @ \$20 = \$480
5. Truck 16hrs @ \$20 = \$320

Total for the Year: \$9,020

\$9,020

Total Estimated Cost 2015:

\$12,102

(\$2,463) - Revenue

\$9,639

2016 – Revenue: \$2,115.75 (through 11/5/16 – 1 remaining dates for actual revenue, 2 dates cancelled – 8/20 & 9/17)

(10/1- \$100, 10/15- \$63, 11/5- \$247, (11/19 \$200 – estimated)

Office Labor:

16 – 18 dates for Burn Site

(set up annual calendar, call for volunteers, prep supplies, receive/count money,

accounting of money to bank/department: (32 – 45 hours per year - \$1,312.32 - \$1,845.45)

\$1,580

(\$41.01 per hour for Admin Assist – above estimated hours includes other Accounting staff)

Workers Comp for Green Waste Site Volunteers (2 each date of operation):

\$960 – FY 15/16

Fire Department – 1st burn – April

\$750

Fire Department – 2nd burn – end of year - Labor

\$600

- Equipment

\$1,000

Police Department: None

Public Works: 2 burns

Man Hrs for the year at Burn Site:

1. Burning is 16hrs @ \$31.25 = \$500
2. Clean up is 16hrs @ \$31.25 = \$500
3. Maintenance is 16hrs @ \$31.25 = \$500

Equipment used at Burn Site:

1. Backhoe 24hrs @ \$80 = \$1,920
2. Grader 8hrs @ \$150 = \$1,200
3. Dump Truck 24hrs @ \$150 = \$3,600
4. Trailer 24hrs @ \$20 = \$480
5. Truck 16hrs @ \$20 = \$320

Total for the Year: \$9,020 x 2

\$18,040

Total Estimated Cost 2016:

\$22,930

(\$2,116) - Revenue

\$20,814

2017 Forecast – Revenue \$2,500

Office Labor:

16 – 18 dates for Burn Site

(set up annual calendar, call for volunteers, prep supplies, receive/count money,
accounting of money to bank/department: (32 – 45 hours per year - \$1,312.32 - \$1,845.45) \$1,580
(\$41.01 per hour for Admin Assist – above estimated hours includes other Accounting staff)

Workers Comp for Green Waste Site Volunteers

(2 each date of operation) – used 14/15 (18 dates): \$972

Fire Department - Labor estimating, \$600 per burn, x 2 \$1,200

- Equipment estimating, \$1,000 per burn, x \$2,000

Police Department: None

Public Works: Estimated 2 burns

Man Hrs for the year at Burn Site:

1. Burning is 16hrs @ \$31.25 = \$500

2. Clean up is 16hrs @ \$31.25 = \$500

3. Maintenance is 16hrs @ \$31.25 = \$500

Equipment used at Burn Site:

1. Backhoe 24hrs @ \$80 = \$1,920

2. Grader 8hrs @ \$150 = \$1,200

3. Dump Truck 24hrs @ \$150 = \$3,600

4. Trailer 24hrs @ \$20 = \$480

5. Truck 16hrs @ \$20 = \$320

Total for the Year: \$9,020 x 2 \$18,040

Total Estimated Cost 2017: \$23,792

(\$2,500) - Revenue

\$21,292