



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Regular Meeting

Wednesday, July 20, 2016 – 1:00 p.m.

Administration Building

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

CALL TO ORDER:

LSCSD Board Roll Call: Directors: French _____ Hoke _____ Layne _____ Mitchell _____ Thomsson _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS:

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

CONSENT CALENDAR: Items on the Consent Calendar are considered routine, not requiring separate discussion. However, if discussion is wanted, the item may be removed from the Consent Calendar and considered separately. Board members may ask questions of clarification without removing an item from the Calendar. Individual items are approved by the vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

1. A. Approval of Minutes: Regular Meeting June 15, 2016 and Special Meeting June 23, 2016
- B. Ratification of Disbursements: April 1 through April 30, 2016, May 1 through May 31, 2016 and June 1 through June 30, 2016
- C. Budget Comparison: FY 2015/2016 YTD

PUBLIC HEARING

2. Public Hearing: Delinquent Charges [Government Code §61115(b)] to be sent to 2016 Tax Roll: Public Hearing to hear and consider all objections or protests to CSD's Impending Delinquency Report of taxes, assessment and other charges levied for the fiscal year 2015-2016, being delinquent, shall be declared tax-defaulted pursuant to Government Code §61115(b) and shall direct the General Manager to file with the Siskiyou County Auditor/Tax Collector a copy of the final report, on or before August 10, 2016. (Pres. Thomsson)

Open Public Hearing / Staff Report / Public Comments / Close Public Hearing / Board Comments/Vote

DISCUSSION / ACTION ITEMS:

3. Fire Department Monthly Report (FC Pappas)
4. Police Department Monthly Report (PO Beck)
5. Employment agreement with Mike Wilson for Assistant General Manager for Fire and Police (GM Drexel)
6. Resolution appointing General Manager as District Treasurer/Secretary. Review and Adopt Resolution *-16 (Pres. Thomsson) – Action Item
7. Union Negotiation – Review and Approve Resolution *-16 to Approve, adopt and sign the MOU (Dir. Layne) – Action Item
8. Fire Department Command Vehicle (GM Drexel) – Update Status
9. Review and Renew the District Reserve Policy. Review and Adopt Resolution *-16 (GM Drexel) – Action Item
10. Verizon Cell Tower Agreement (GM Drexel) – Report
11. Wastewater Improvement Project Grant Application. Review and Adopt Resolution *-16 (GM Drexel) – Action Item
12. Drinking Water Improvement Project Grant Application. Review and Adopt Resolution *-16 (GM Drexel) – Action Item
13. Water and wastewater rate study (GM Drexel) – Report
14. Rancho Hills Community Association: action to vote Ballot for Election of Directors (Pres. Thomsson)
15. Replacement of Administration Office main copier (GM Drexel) – Action Item

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 59456.9: 1 potential case

REPORT ON CLOSED SESSION:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on August 17, 2016, 1:00 p.m. at the Administration Building.

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



1A

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
 Wednesday, June 15, 2016 – 1:00 p.m.
 Administration Building
 16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 1:01 p.m.

LSCSD Board Roll Call: French absent Hoke absent Layne ✓ Mitchell ✓ Thomsson ✓
 Also present: GM Drexel, SAC Nelle, AA Charvez, FC Pappas and District Counsel Winston. There were approximately 19 people in the audience.

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

APPROVAL OF AGENDA:

Motion by Dir. Layne second by Dir. Thomsson to table Item 1.B. (Ratification of Disbursements: April 1 through April 30, 2016, May 1 through May 31, 2016).

Ayes: Directors Layne and Thomsson
 Noes: Director Mitchell
 Absent: Directors French and Hoke

Motion by Dir. Layne second by Dir. Thomsson to approve agenda, as amended.

Ayes: Directors Layne, Mitchell and Thomsson
 Noes: None
 Absent: Directors French and Hoke

PUBLIC COMMENTS: Two (2) speakers; no follow up action required.

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

1. A. Approval of Minutes: of Minutes: Regular Meeting May 18, 2016, Special Meeting May 27, 2016 and Special Meeting June 7, 2016
- B. Ratification of Disbursements: April 1 through April 30, 2016, May 1 through May 31, 2016: Item tabled.
- C. Budget Comparison: FY 2015/2016 YTD

Motion by Dir. Mitchell second by Dir. Thomsson to approve Consent Calendar (1.A and C).

Ayes: Directors Layne, Mitchell and Thomsson
 Noes: None
 Absent: Directors French and Hoke

PUBLIC HEARING

2. FY 2016/17 Operating Budget: public hearing and consideration of approval: Pres. Thomsson opened the Public Hearing at 1:14 p.m. Dir. Mitchell gave an overview on behalf of the Budget Committee. Comments were received from the audience. Pres. Thomsson closed the Public Hearing at 1:42 p.m. The Board discussed.

Motion by Dir. Thomsson second Dir. Layne to approve FY 2016/17 Operating Budget, Option B, as presented.

Ayes: Directors Layne, Mitchell and Thomsson
 Noes: None
 Absent: Directors French and Hoke

DISCUSSION / ACTION ITEMS:

3. Fire Department Monthly Report: FC Pappas reported.
4. Police Department Monthly Report: Dir. Mitchell stated that she would like the report to be more of a summary versus listed incidents.
5. Employment agreement with Karl Drexel for General Manager: The Board discussed and agreed to the following changes: 1.3. Term: Six months, commencing on 6/15/16 and expiring at midnight on 12/15/16, month-to-month after 12/15/16; 6. Compensation: Exhibit A, hourly rate of \$62.00, in lieu of travel time and mileage \$200 per diem for each day that includes an overnight stay. KD Management billing rates will apply for the time Karl served as Acting GM.

Motion by Dir. Thomsson second by Dir. Layne to approve the Independent Contractor Agreement with Karl Drexel for the position of General Manager, as amended.

Ayes: Directors Layne, Mitchell and Thomsson

Noes: None

Absent: Directors French and Hoke

6. Employment agreement with Mike Wilson for Assistant General Manager for Fire and Police: GM Drexel will be meeting with Mike Wilson to discuss the possibility of Mike becoming a full time Assistant General Manager and Police Chief.
7. Project priorities for General Manager: Dir. Mitchell handed out her thoughts on GM projects. The Board agreed discussion on this item would continue.

PUBLIC COMMENTS ON CLOSED SESSION: One (1) speaker; no follow up action required.

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres. Thomsson adjourned to Closed Session at 2:36 p.m.

CLOSED SESSION: 2:38 p.m.

Also present: GM Drexel and District Counsel Winston

- A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION Continuing litigation pursuant to paragraph (1) of subdivision (d) of Section 59456.9: Moller v. LSCSD et. al., Report on SDRMA
- B. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 59456.9: 1 potential case

With no objections by the Board, Pres. Thomsson adjourned Closed Session at 3:06 p.m.

REPORT ON CLOSED SESSION: 3:08 p.m.

Also present: GM Drexel, AA Charvez and District Counsel Winston. There was 1 person in the audience.

Pres. Thomsson stated there was nothing to report from Closed Session.

STAFF COMMENTS: GM Drexel thanked the Board for the opportunity to assist the District as General Manager.

BOARD MEMBER COMMENTS: None

ADJOURNMENT:

With no objections by the Board, Pres. Thomsson adjourned the meeting at 3:11 p.m. to the next LSCSD Regular Board Meeting on Wednesday, July 20, 2016, 1:00 p.m. at the Administration Building.

Approval Date: _____

Barbara Thomsson, President

ATTEST:

Karl Drexel, Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

/A

Unapproved MINUTES

Special Meeting

Thursday, June 23, 2016, 10:00 a.m.

Administration Building

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

CALL TO ORDER: 10:02 a.m.

LSCSD Board Roll Call: French ✓ Hoke absent Layne ✓ Mitchell absent Thomsson ✓

Also present: GM Drexel, AA Charvez and District Counsel Winston

There were approximately 6 people in the audience.

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

PUBLIC COMMENTS: None

DISCUSSION / ACTION ITEMS:

1. Approval of Resolution 4-16 calling an Election for LSCSD Board Members - to be consolidated on the 2016 November General Election: The Board discussed.

Motion by Dir. Layne second by Dir. French to adopt Resolution 4-16 calling an Election for LSCSD Board Members, as presented.

Ayes: Directors French, Layne and Thomsson

Noes: None

Absent: Directors Hoke and Mitchell

2. Approval of Resolution 5-16 approving a measure for a Police Department Special Tax be submitted to the voters - to be consolidated on the 2016 November General Election: The Board discussed proposed resolution and agreed with the following changes: 1) in the second draft of Section 3 after \$110 add "per year" and add increase amount as \$45 per year, and 2) in the draft ordinance add wording that the tax levy is in effect until revoked or rescinded by the voters. GM Drexel to work with Counsel Winston for final version of the second draft of Section 3 based on the County Clerk's requirements (such as the word limit for the question to be presented to the voters).

Motion by Dir. Layne second by Dir. French to adopt Resolution 5-16 approving a measure for a Police Department Special Tax to be submitted to the voters, as amended.

Ayes: Directors French, Layne and Thomsson

Noes: None

Absent: Directors Hoke and Mitchell

BOARD MEMBER COMMENTS: None

ADJOURNMENT: With no objections by the Board, Pres. Thomsson adjourned the meeting at 10:30 a.m. to the next LSCSD Regular Board Meeting on July 20, 2016, 1:00 p.m. at the Administration Building.

Approval Date: _____

Barbara Thomsson, 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 June 1 thru June 30, 2016 for a total of: " \$ 190,505.23

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

Submitted for June 2016

\$ 190,505.23

Expenses - Regular Checks SVB Account	\$ 150,319.57
Expenses - Payroll & Liability Checks SVB Account	\$ 57,592.58
<u>Subtotal</u>	<u>\$ 207,912.15</u>
<u>Total Disbursements SVB Account</u>	<u>\$ 207,912.15</u>
* Summary of POA Billing reimbursements (Labor and Expenses):	
Less POA Payroll Reimbursements (PPE 5/20/16)	\$ (5,921.49)
Less POA Payroll Reimbursements (PPE 6/3/16)	\$ (4,484.76)
Less POA Payroll Reimbursements (PPE 6/17/16)	\$ (6,710.93)
Less POA Reimbursed Expenses for Postage (6/24/16 Refill)	\$ (289.74)
<u>Total POA Expenses Reimbursed</u>	<u>\$ (17,406.92)</u>
<u>Total CSD Expenses</u>	<u>\$ 190,505.23</u>

* Actual payments by LSPOA for reimbursement to LSCSD during the subject month.

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	LSPOA Shared Invoices	Regular Expenses	Payroll Expenses	General	Sewer	Water	Police	COPS Grant	Fire
6/1/2016	JE #63058	Bank Fees	18.30	18.30		18.30					
6/2/2016	458	FIRST NATL BANK OF OMAHA VISA SP	65.59	65.59							65.59
6/2/2016	459	FIRST NATL BANK OF OMAHA VISA RM	133.54	133.54		15.43	59.06	59.05			
6/2/2016	460	FIRST NATL BANK OF OMAHA VISA DN	600.35	600.35		292.67	2.66	2.66	286.36		6.00
6/2/2016	461	WILLIAMS SCOTSMAN INC.	294.26	294.26			147.13	147.13			
6/2/2016	21203	ALANNA DEBON	2.43	2.43		2.43					
6/2/2016	21204	BLACKBUTTE AUTO	250.00	250.00							250.00
6/2/2016	21205	BRETT NICHOLS	322.76	322.76		322.76					
6/2/2016	21206	BURTON'S FIRE INC.	4,936.31	4,936.31							4,936.31
6/2/2016	21207	ED STEINHOFF REPAIR	20.32	20.32			20.32				
6/2/2016	21208	FERGUSON ENTERPRISES INC.	723.88	723.88			53.54	670.34			
6/2/2016	21209	JIM WILSON MOTORS	472.87	472.87			236.44	236.43			
6/2/2016	21210	KELLIE POWER	265.00	265.00		200.00			32.50		32.50
6/2/2016	21211	LINE-X OF SOUTHERN OREGON	915.00	915.00			457.50	457.50			
6/2/2016	21212	LSPOA	500.00	500.00			250.00	250.00			
6/2/2016	21213	M.PETERS INC	15,373.00	15,373.00			15,373.00				
6/2/2016	21214	PACIFIC POWER	12,683.94	12,683.94		282.59	4,732.55	7,152.91	201.47		314.42
6/2/2016	21215	QUILL CORP	225.32	225.32		122.69		30.62			72.01
6/2/2016	21216	SHASTA AUTO SUPPLY	144.25	144.25			99.06	45.19			
6/2/2016	21217	SISKIYOU PELLET MILL	29.89	29.89				29.89			
6/2/2016	21218	USA BLUE BOOK	463.40	463.40				463.40			
6/2/2016	21219	UTILITY TELEPHONE	373.10	373.10		159.90			159.90		53.30
6/2/2016	21220	WAL-MART	46.35	46.35			23.18	23.17			
6/2/2016	21221	CONSOLIDATED ELECTRICAL DIST.	65.77	65.77		65.77					
6/2/2016	21222	Special District Risk Management Authority	1,193.01	1,193.01		363.63	518.88		155.25	155.25	
6/2/2016	21223	Special District Risk Management Authority	250.00	250.00							250.00
6/3/2016	21224	Michael Colombo Last Check	2,950.59	2,950.59			2,950.59				
6/3/2016	502461	EDD	142.09	142.09			142.09				
6/3/2016	502462	EFTPS	424.59	424.59			424.59				
6/3/2016	502463	CalPERS	361.00	361.00			361.00				
6/9/2016	21225-21227	Payroll Checks (Live Checks)	1,455.90	1,455.90			1,181.70				274.20
6/9/2016	21228	Edward Jones	90.87	90.87					62.46	28.41	
6/9/2016	502476	EDD EFT	858.95	858.95		288.29	172.00		14.75	352.36	31.55
6/9/2016	502477	EFTPS EFT	3,554.91	3,554.91		788.63	715.68		162.20	1,707.98	180.42
6/9/2016	502478	CalPERS EFT	1,837.52	1,837.52		981.77	855.75				
6/9/2016	502479	CalPERS 457 EFT	788.62	788.62		530.00	208.62			50.00	
6/9/2016	502480	SVB EFT - Payroll Checks (Direct Deposits)	16,418.59	16,418.59		4,906.24	3,523.93		3,353.28	3,878.85	756.29
6/16/2016	462	CalPERS	3,572.00	3,572.00			1,535.96				
6/16/2016	463	Verizon Wireless	261.66	261.66		26.88			234.78		
6/16/2016	21229	Alex Pappas	24.00	24.00							24.00
6/16/2016	21230	Andrew Lerner	552.00	552.00							552.00
6/16/2016	21231	AT&T	199.74	199.74				199.74			
6/16/2016	21232	AT&T	40.89	40.89			20.44	20.45			

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	LSPOA Shared Invoices		Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
6/16/2016	21233	Benjamin Harper		12.00	12.00							12.00
6/16/2016	21234	Brittany Donahoo		408.00	408.00							408.00
6/16/2016	21235	Brooklyn Tupman		684.00	684.00							684.00
6/16/2016	21236	Burton's Fire Inc.		240.00	240.00							240.00
6/16/2016	21237	California Fire Chief Association		75.00	75.00							75.00
6/16/2016	21238	Chris Pappas		36.00	36.00							36.00
6/16/2016	21239	Computer Logistics Inc.		24.00	24.00		24.00					
6/16/2016	21240	Connor Versteeg		564.00	564.00							564.00
6/16/2016	21241	Dakota Wilson		576.00	576.00							576.00
6/16/2016	21242	Daniel & Marilyn Gonzales		353.14	353.14		353.14					
6/16/2016	21243	Darren Harris		204.00	204.00							204.00
6/16/2016	21244	David or Renee Smith - VOID										
6/16/2016	21245	Davis Henriksen		274.25	274.25		274.25					
6/16/2016	21246	Diane Deckard Law Firm		11,605.95	11,605.95		11,605.95					
6/16/2016	21247	Don Erickson Oil, Inc.		1,470.61	1,470.61			469.44	469.44	247.12		284.61
6/16/2016	21248	Edward Jones - VOID										
6/16/2016	21249	Ferguson Waterworks		479.47	479.47			479.47				
6/16/2016	21250	Ian Singh		228.00	228.00							228.00
6/16/2016	21251	Jacob Franks		408.00	408.00							408.00
6/16/2016	21252	Jacob Fussell		288.00	288.00							288.00
6/16/2016	21253	James Elliott		612.00	612.00							612.00
6/16/2016	21254	Jim Wilson Motors		3,538.07	3,538.07							3,538.07
6/16/2016	21255	Joshua Enevoldsen		780.00	780.00							780.00
6/16/2016	21256	Joshua Hawkins		888.00	888.00							888.00
6/16/2016	21257	Kirsher, Winston & Boston		5,070.00	5,070.00		5,070.00					
6/16/2016	21258	LSCSD Utilities		243.17	243.17		73.63			76.52		93.02
6/16/2016	21259	Miller's Jackets		140.00	140.00							140.00
6/16/2016	21260	Municipal Emergency Services		6,909.62	6,909.62							6,909.62
6/16/2016	21261	Nathan Crane		264.00	264.00							264.00
6/16/2016	21262	Quality Auto & Tire		132.27	132.27					132.27		
6/16/2016	21263	Quill Corp.		189.40	189.40		126.53	25.53	37.34			
6/16/2016	21264	Ray Morgan Company		23.10	23.10		23.10					
6/16/2016	21265	Richard Hanes		624.00	624.00							624.00
6/16/2016	21266	Special District Risk Management Authority		16,071.12	16,071.12		6,637.14	5,602.86		1,915.56	1,915.56	
6/16/2016	21267	Shasta Valley Chainsaw		15.04	15.04			7.52	7.52			
6/16/2016	21268	SHN Consulting Engineers		3,852.50	3,852.50				3,852.50			
6/16/2016	21269	Siskiyou Daily News		22.00	22.00		22.00					
6/16/2016	21270	Siskiyou Disposal		165.00	165.00			42.50	42.50	40.00		40.00
6/16/2016	21271	Solano's Inc.		128.02	128.02			22.54	105.48			
6/16/2016	21272	Talon Balwin		1,104.00	1,104.00							1,104.00
6/16/2016	21273	Tyler Bertolucci		444.00	444.00							444.00
6/16/2016	21274	Tyler Technologies Inc.		1,720.75	1,720.75		1,720.75					
6/16/2016	21275	Tyler Watson		12.00	12.00							12.00
6/16/2016	21276	US Bank Equipment Finance		128.90	128.90					128.90		
6/16/2016	21277	US Postal Services		530.57	530.57				530.57			
6/16/2016	21278	Valley Pump & Motor Works Inc.		12,349.00	12,349.00			12,349.00				

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	LSPOA Shared Invoices *	Total Expense	Regular Expenses	Payroll Expenses	General	Sewer	Water	Police	COPS Grant	Fire
6/16/2016	21279	Will Builington		228.00	228.00							
6/16/2016	21280	Woods Pest Control		123.00	123.00		41.00			41.00		228.00
6/23/2016	21281-21283	Payroll Checks (Live Checks)				4,120.59						41.00
6/23/2016	21284	Edward Jones		210.59		210.59		1,224.93				2,895.66
6/23/2016	502493	EDD EFT		1,362.59		1,362.59	296.33	192.80		30.22	180.37	
6/23/2016	502494	EFTPS EFT		4,653.49		4,653.49	791.91	782.47		4.53	299.12	629.91
6/23/2016	502495	CalPERS EFT		1,851.55		1,851.55	995.90	855.75		77.06	1,297.96	1,704.09
6/23/2016	502496	CalPERS 457 EFT		788.62		788.62	530.00	208.62			50.00	
6/23/2016	502498	SVB EFT - Payroll Checks (Direct Deposits)		15,721.32		15,721.32	5,009.82	3,664.46		2,870.26	3,306.84	870.14
6/24/2016	464	Pitney Bowes Inc.		500.00	500.00							
6/30/2016	465	FIRST NATL BANK OF OMAHA VISA DN		115.00	115.00		445.88		33.02	13.75		7.35
6/30/2016	466	FIRST NATL BANK OF OMAHA VISA RM		180.92	180.92		34.00	2.66	2.66	69.68		6.00
6/30/2016	467	FIRST NATL BANK OF OMAHA VISA SP		308.62	308.62			58.97	121.95			
6/30/2016	468	FIRST NATL BANK OF OMAHA VISA MW		106.43	106.43					106.43		308.62
6/30/2016	21285	Basic Lab		1,970.00	1,970.00			1,970.00				
6/30/2016	21286	Debbie Nelle		77.46	77.46		7.84	34.81	34.81			
6/30/2016	21287	Ed Steinhoff Repair		14.67	14.67			14.67				
6/30/2016	21288	Gempler's		386.91	386.91			181.24	205.67			
6/30/2016	21289	Harvest Printing		406.09	406.09		343.91		62.18			
6/30/2016	21290	KD Management		5,616.50	5,616.50		5,616.50					
6/30/2016	21291	Kellie Power		265.00	265.00		200.00			32.50		32.50
6/30/2016	21292	Kirsher, Winston & Boston		4,930.40	4,930.40		4,930.40					
6/30/2016	21293	Pacific Power		14,754.23	14,754.23		263.91	4,690.17	9,357.90	214.60		227.65
6/30/2016	21294	Pitney Bowes Inc.		96.75	96.75		96.75					
6/30/2016	21295	Quill Corp.		295.09	295.09		239.21		32.24			23.64
6/30/2016	21296	Suburban Propane		10.00	10.00					5.00		5.00
6/30/2016	21297	Talon Baldwin		17.00	17.00							17.00
6/30/2016	21298	Total Chaos Industries		80.63	80.63							80.63
6/30/2016	21299	Utility Telephone		373.30	373.30		159.99			159.98		53.33
6/30/2016	21300	Wal-Mart		19.43	19.43			9.72	9.71			
6/30/2016	21301	Jerry L Hill, Shasta Siskiyou EMS		440.00	440.00							
6/30/2016	21302	Petty Cash - CSD		98.26	98.26		11.72			55.00		385.00
										78.86		7.68
				207,912.15	150,319.57	57,592.58	57,349.38	66,955.80	24,693.97	10,972.19	13,162.70	34,778.11

Ratification of Disbursements - June 2016

Vendors	Check Date	Total Invoice Amount	LSCSD Check Amount	Difference Paid by Others
First Ntl Bank Visa-DN	6/2/2016	869.13	600.35	-\$268.78
First Ntl Bank Visa-RM	6/2/2016	427.87	133.54	-\$294.33
Alanna DeBon	6/2/2016	4.86	2.43	-\$2.43
Kellie Power	6/2/2016	465.00	265.00	-\$200.00
Pacific Power	6/2/2016	13,154.70	12,683.94	-\$470.76
Quill	6/2/2016	348.01	225.32	-\$122.69
Utility Telephone	6/2/2016	533.00	373.10	-\$159.90
Wal-Mart	6/2/2016	159.11	46.35	-\$112.76
Consolidated Electrical Dist.	6/2/2016	131.54	65.77	-\$65.77
Verizon	6/16/2016	288.55	261.66	-\$26.89
AT&T	6/16/2016	81.79	40.89	-\$40.90
Computer Logistics	6/16/2016	48.00	24.00	-\$24.00
Don Erickson Oil	6/16/2016	1,662.00	1,470.61	-\$191.39
LSCSD Utilities	6/16/2016	316.79	243.17	-\$73.62
Quill	6/16/2016	315.92	189.40	-\$126.52
Ray Morgan	6/16/2016	46.21	23.10	-\$23.11
Siskiyou Disposal	6/16/2016	250.00	165.00	-\$85.00
Tyler Technologies	6/16/2016	3,441.49	1,720.75	-\$1,720.74
Woods Pest Control	6/16/2016	246.00	123.00	-\$123.00
First Ntl Bank Visa- DN	6/30/2016	131.68	115.00	-\$16.68
Debbie Nelle	6/30/2016	85.30	77.46	-\$7.84
Harvest Printing	6/30/2016	692.30	406.09	-\$286.21
Kellie Power	6/30/2016	465.00	265.00	-\$200.00
Pacific Power	6/30/2016	15200.22	14754.23	-\$445.99
Pitney Bowes	6/30/2016	193.50	96.75	-\$96.75
Quill	6/30/2016	539.11	295.09	-\$244.02
Utility Telephone	6/30/2016	533.29	373.30	-\$159.99

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

SCOTT VALLEY BANK ACCOUNT

June 2016

Date	JE #	Description	Fund-#	10	15	20	25	26	30
AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE			
6/1/2016		Balance Forward	206,193.34	11,939.61	107,183.99	49,910.69	47,120.05	(3,158.54)	(6,802.46)
		BEGINNING BALANCE							
6/2/2016	JE #62384	Deposit Transfer - Cash Receipts	51,859.91	6,054.00	17,087.51	7,664.66	7,218.60	11,532.72	2,302.42
6/3/2016	JE #62529	POA Payroll Transfer PPE 5/20/16	5,921.49	4,921.26	1,000.23				
6/3/2016	JE #62529	Water/Sewer PR Transfer			4,744.44	(4,744.44)			
6/3/2016	JE #62533	Police/Fire/Sewer PR Transfer			28.77		(11.51)		(17.26)
6/3/2016	JE #62530	Admin/Sewer PR Transfer - IGM		(152.02)	152.02				
6/3/2016	JE #62530	Med Clinic/Sewer PR Transfer		(23.01)	23.01				
6/16/2016	JE #62689	Deposit Transfer - Cash Receipts	9,815.13	1,806.52	2,945.98	2,183.43	2,459.31		419.89
6/17/2016	JE #62793	POA Payroll Transfer PPE 6/3/16	4,484.76	3,604.61	880.15				
6/17/2016	JE #62793	Water/Sewer PR Transfer			3,278.51	(3,278.51)			
6/17/2016	JE #62794	Med Clinic/Sewer PR Transfer		(23.01)	23.01				
6/17/2016	JE #62795	Police/Fire/Sewer PR Transfer			23.02		(11.51)		(11.51)
6/30/2016	JE #62941	Deposit Transfer - Cash Receipts	32,615.97	6,946.18	4,202.48	4,586.93	4,356.46	11,427.49	1,096.43
6/30/2016	JE #63004	POA Payroll Transfer PPE 6/17/16	6,710.93	5,822.87	888.06				
6/30/2016	JE #63004	Water/Sewer PR Transfer			6,448.71	(6,448.71)			
6/30/2016	JE #63005	Med Clinic/Sewer PR Transfer		(23.01)	23.01				
6/30/2016	JE #63006	Police/Fire/Sewer PR Transfer			28.77		(17.26)		(11.51)
6/30/2016	JE #63007	POA Postage Reimbursement 6/24/16 Refill	289.74	289.74					
6/30/2016	JE #63059	Interest	10.94	10.94					
		TOTAL Income	111,708.87	29,235.07	41,777.68	(36.64)	13,994.09	22,960.21	3,778.46
Date	JE # or Ck #	Vendor	TOTAL	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
6/1/2016	JE #63058	Bank Fees	18.30	18.30					
6/2/2016	458	FIRST NATL BANK OF OMAHA VISA SP	65.59						65.59
6/2/2016	459	FIRST NATL BANK OF OMAHA VISA RM	133.54	15.43	59.06	59.05			
6/2/2016	460	FIRST NATL BANK OF OMAHA VISA DN	600.35	292.67	2.66	2.66	295.36		6.00
6/2/2016	461	WILLIAMS SCOTSMAN INC.	294.26		147.13	147.13			
6/2/2016	21203	ALANNA DEBON	2.43	2.43					
6/2/2016	21204	BLACKBUTTE AUTO	250.00						250.00
6/2/2016	21205	BRETT NICHOLS	322.76	322.76					
6/2/2016	21206	BURTON'S FIRE INC.	4,936.31						4,936.31
6/2/2016	21207	ED STEINHOFF REPAIR	20.32		20.32				
6/2/2016	21208	FERGUSON ENTERPRISES INC.	723.88		53.54	670.34			
6/2/2016	21209	JIM WILSON MOTORS	472.87		236.44	236.43			
6/2/2016	21210	KELLIE POWER	265.00	200.00			32.50		32.50
6/2/2016	21211	LINE-X OF SOUTHERN OREGON	915.00		457.50	457.50			
6/2/2016	21212	LSPOA	500.00		250.00	250.00			
6/2/2016	21213	M.PETERS INC	15,373.00		15,373.00				
6/2/2016	21214	PACIFIC POWER	12,683.94	282.59	4,732.55	7,152.91	201.47		314.42
6/2/2016	21215	QUILL CORP	225.32	122.69		30.62			72.01
6/2/2016	21216	SHASTA AUTO SUPPLY	144.25		99.06	45.19			
6/2/2016	21217	SISKIYOU PELLET MILL	29.89			29.89			
6/2/2016	21218	USA BLUE BOOK	463.40			463.40			
6/2/2016	21219	UTILITY TELEPHONE	373.10	159.90			159.90		53.30
6/2/2016	21220	WAL-MART	46.35		23.18	23.17			
6/2/2016	21221	CONSOLIDATED ELECTRICAL DIST.	65.77	65.77					
6/2/2016	21222	Special District Risk Management Authority	1,193.01	363.63	518.88		155.25	155.25	
6/2/2016	21223	Special District Risk Management Authority	250.00						250.00
6/3/2016	21224	Michael Colombo Last Check	2,950.59		2,950.59				
6/3/2016	502461	EDD	142.09		142.09				
6/3/2016	502462	EFTPS	424.59		424.59				
6/3/2016	502463	CalPERS	361.00		361.00				
6/9/2016	21225-21227	Payroll Checks (Live Checks)	1,455.90		1,181.70				274.20
6/9/2016	21228	Edward Jones	90.87				62.46	28.41	
6/9/2016	502476	EDD EFT	858.95	288.29	172.00		14.75	352.36	31.55
6/9/2016	502477	EFTPS EFT	3,554.91	788.63	715.68		162.20	1,707.98	180.42
6/9/2016	502478	CalPERS EFT	1,837.52	981.77	855.75				
6/9/2016	502479	CalPERS 457 EFT	788.62	530.00	208.62			50.00	
6/9/2016	502480	SVB EFT - Payroll Checks (Direct Deposits)	16,418.59	4,906.24	3,523.93		3,353.28	3,878.85	756.29
6/16/2016	462	CalPERS	3,572.00	2,036.04	1,535.96				
6/16/2016	463	Verizon Wireless	261.66	26.88			234.78		
6/16/2016	21229	Alex Pappas	24.00						24.00
6/16/2016	21230	Andrew Larner	552.00						552.00
6/16/2016	21231	AT&T	199.74			199.74			
6/16/2016	21232	AT&T	40.89		20.44	20.45			
6/16/2016	21233	Benjamin Harper	12.00						12.00
6/16/2016	21234	Brittany Donahoo	408.00						408.00
6/16/2016	21235	Brooklyn Tupman	684.00						684.00
6/16/2016	21236	Burton's Fire Inc.	240.00						240.00
6/16/2016	21237	California Fire Chief Association	75.00						75.00
6/16/2016	21238	Chris Pappas	36.00						36.00
6/16/2016	21239	Computer Logistics Inc.	24.00	24.00					
6/16/2016	21240	Connor Versteeg	564.00						564.00
6/16/2016	21241	Dakota Wilson	576.00						576.00
6/16/2016	21242	Daniel & Marilyn Gonzales	353.14	353.14					
6/16/2016	21243	Darren Harris	204.00						204.00
6/16/2016	21244	David or Renee Smith - VOID							
6/16/2016	21245	Davis Heinrichsen	274.25	274.25					
6/16/2016	21246	Diane Deckard Law Firm	11,605.95	11,605.95					
6/16/2016	21247	Don Erickson Oil, Inc.	1,470.61		469.44	469.44	247.12		284.61
6/16/2016	21248	Edward Jones - VOID							
6/16/2016	21249	Ferguson Waterworks	479.47		479.47				
6/16/2016	21250	Ian Singh	228.00						228.00

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
SCOTT VALLEY BANK ACCOUNT

June 2016			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
6/16/2016	21251	Jacob Franks	408.00						408.00
6/16/2016	21252	Jacob Fussell	288.00						288.00
6/16/2016	21253	James Elliott	612.00						612.00
6/16/2016	21254	Jim Wilson Motors	3,538.07						3,538.07
6/16/2016	21255	Joshua Enevoldsen	780.00						780.00
6/16/2016	21256	Joshua Hawkins	888.00						888.00
6/16/2016	21257	Kirsher, Winston & Boston	5,070.00	5,070.00					
6/16/2016	21258	LSCSD Utilities	243.17	73.63			76.52		93.02
6/16/2016	21259	Miller's Jackets	140.00						140.00
6/16/2016	21260	Municipal Emergency Services	6,909.62						6,909.62
6/16/2016	21261	Nathan Crane	264.00						264.00
6/16/2016	21262	Quality Auto & Tire	132.27				132.27		
6/16/2016	21263	Quill Corp.	189.40	126.53	25.53	37.34			
6/16/2016	21264	Ray Morgan Company	23.10	23.10					
6/16/2016	21265	Richard Hanes	624.00						624.00
6/16/2016	21266	Special District Risk Management Authority	16,071.12	6,637.14	5,602.86		1,915.56	1,915.56	
6/16/2016	21267	Shasta Valley Chainsaw	15.04		7.52	7.52			
6/16/2016	21268	SHN Consulting Engineers	3,852.50			3,852.50			
6/16/2016	21269	Siskiyou Daily News	22.00	22.00					
6/16/2016	21270	Siskiyou Disposal	165.00		42.50	42.50	40.00		40.00
6/16/2016	21271	Solano's Inc.	128.02		22.54	105.48			
6/16/2016	21272	Talon Baldwin	1,104.00						1,104.00
6/16/2016	21273	Tyler Bertolucci	444.00						444.00
6/16/2016	21274	Tyler Technologies Inc.	1,720.75	1,720.75					
6/16/2016	21275	Tyler Watson	12.00						12.00
6/16/2016	21276	US Bank Equipment Finance	128.90				128.90		
6/16/2016	21277	US Postal Services	530.57			530.57			
6/16/2016	21278	Valley Pump & Motor Works Inc.	12,349.00		12,349.00				
6/16/2016	21279	Will Bullington	228.00						228.00
6/16/2016	21280	Woods Pest Control	123.00	41.00			41.00		41.00
6/23/2016	21281-21283	Payroll Checks (Live Checks)	4,120.59		1,224.93				2,895.66
6/23/2016	21284	Edward Jones	210.59				30.22	180.37	
6/23/2016	502493	EDD EFT	1,362.69	296.33	192.80		4.53	239.12	629.91
6/23/2016	502494	EFTPS EFT	4,653.49	791.91	782.47		77.06	1,297.96	1,704.09
6/23/2016	502495	CalPERS EFT	1,851.65	995.90	855.75				
6/23/2016	502496	CalPERS 457 EFT	788.62	530.00	208.62			50.00	
6/23/2016	502498	SVB EFT - Payroll Checks (Direct Deposits)	15,721.32	5,009.62	3,664.46		2,870.26	3,306.84	870.14
6/24/2016	464	Pitney Bowes Inc.	500.00	445.88		33.02	13.75		7.35
6/30/2016	465	FIRST NATL BANK OF OMAHA VISA DN	115.00	34.00	2.66	2.66	69.68		6.00
6/30/2016	466	FIRST NATL BANK OF OMAHA VISA RM	180.92		58.97	121.95			
6/30/2016	467	FIRST NATL BANK OF OMAHA VISA SP	308.62						308.62
6/30/2016	468	FIRST NATL BANK OF OMAHA VISA MW	106.43				106.43		
6/30/2016	21285	Basic Lab	1,970.00		1,970.00				
6/30/2016	21286	Debbie Nelle	77.48	7.84	34.81	34.81			
6/30/2016	21287	Ed Steinhoff Repair	14.67		14.67				
6/30/2016	21288	Gempler's	386.91		181.24	205.67			
6/30/2016	21289	Harvest Printing	406.09	343.91		62.18			
6/30/2016	21290	KD Management	5,616.50	5,616.50					
6/30/2016	21291	Kellie Power	265.00	200.00			32.50		32.50
6/30/2016	21292	Kirsher, Winston & Boston	4,930.40	4,930.40					
6/30/2016	21293	Pacific Power	14,754.23	263.91	4,690.17	9,357.90	214.60		227.65
6/30/2016	21294	Pitney Bowes Inc.	96.76	96.75					
6/30/2016	21295	Quill Corp.	295.09	239.21		32.24			23.64
6/30/2016	21296	Suburban Propane	10.00				5.00		5.00
6/30/2016	21297	Talon Baldwin	17.00						17.00
6/30/2016	21298	Total Chaos Industries	80.63						80.63
6/30/2016	21299	Utility Telephone	373.30	159.99			159.98		53.33
6/30/2016	21300	Wal-Mart	19.43		9.72	9.71			
6/30/2016	21301	Jerry L Hill, Shasta Siskiyou EMS	440.00				55.00		385.00
6/30/2016	21302	Petty Cash - CSD	98.26	11.72			78.86		7.68
		TOTAL DISTRIBUTION	207,912.15	57,349.38	68,955.80	24,693.97	10,972.19	13,162.70	34,778.11
6/1/2016		BEGINNING BALANCE	206,193.34	11,939.61	107,183.99	49,910.69	47,120.05	(3,158.54)	(6,802.46)
		DEPOSITS/TRANSFERS	111,708.87	29,235.07	41,777.68	(36.64)	13,994.09	22,960.21	3,778.46
		DISBURSEMENTS	(207,912.15)	(57,349.38)	(66,955.80)	(24,693.97)	(10,972.19)	(13,162.70)	(34,778.11)
6/30/2016		ENDING BALANCE	109,990.06	(16,174.70)	82,005.87	25,180.08	50,141.95	6,638.97	(37,802.11)
5/31/2016	JE #62894	Reclassified items posted CompuLog IT Exp		106.25			(106.25)		
	JE #	Reclassified items posted							
	JE #	Reclassified items posted							
		TOTAL	109,990.06	(16,068.45)	82,005.87	25,180.08	50,035.70	6,638.97	(37,802.11)
6/30/2016	JE #63163	Overhead Allocation - June 2016		28,519.49	(11,978.19)	(11,978.18)	(2,281.56)		(2,281.56)
6/30/2016		FINAL BALANCE	109,990.06	12,451.04	70,027.68	13,201.90	47,754.14	6,638.97	(40,083.67)

BILL TO:

LSPOA

VENDOR:

LSCSD- Labor Reimbursement

PPE

5/20/2016

(USE AS INVOICE DATE)

PAY DATE

5/26/2016

(USE AS POSTING DATE)

	GL #	HRS	AMT	SUBTOTAL
MC REG	50-01	1.00	54.27	
RM REG	50-01	3.50	194.36	
WS REG	50-01	6.50	149.57	
				398.20
RM REG	50-25	0.50	27.77	
WS REG	50-25	5.25	120.80	
				148.57
RM REG	50-27	0.50	27.77	
WS REG	50-27	13.00	299.13	
				326.90
RM REG	50-34	5.50	126.56	
				126.56
	Total	35.75	\$1,000.23	\$1,000.23

50- Admin Labor	4,921.26	50-01-7530.100
Maintenance Labor	1,000.23	50-xx-7530.400

Total \$5,921.49

BILL TO: **LSPOA**
 VENDOR: LSCSD- Labor Reimbursment
 PPE 6/3/2016 (USE AS INVOICE DATE)
 PAY DATE 6/9/2016 (USE AS POSTING DATE)

	GL #	HRS	AMT	SUBTOTAL
RM REG	50-01	3.50	190.37	
WS REG	50-01	5.75	132.31	
				322.68
RM REG	50-25	1.00	54.39	
WS REG	50-25	4.25	97.79	
				152.18
RM REG	50-27	1.00	54.39	
WS REG	50-27	11.00	253.11	
				307.50
RM REG	50-31	4.25	97.79	
				97.79
Total		30.75	\$880.15	\$880.15

50- Admin Labor	3,604.61	50-01-7530.100
50- CC&R Labor	0.00	50-01-7530.200
Maintenance Labor	880.15	50-xx-7530.400

Total \$4,484.76

BILL TO: **LSPOA**
 VENDOR: LSCSD- Labor Reimbursement
 PPE 6/17/2016 (USE AS INVOICE DATE)
 PAY DATE 6/23/2016 (USE AS POSTING DATE)

	GL #	HRS	AMT	SUBTOTAL
WS REG	50-01	1.75	40.27	
MR REG	50-01	1.00	38.07	
				78.34
WS REG	50-25	9.00	207.09	
				207.09
RV REG	50-26	1.00	34.17	
				34.17
WS REG	50-27	8.50	195.59	
				195.59
WS REG	50-34	2.00	46.02	
RV REG	50-34	2.00	68.34	
				114.36
			\$629.55	\$629.55
Total		25.25	\$1,259.10	\$1,259.10

50- Admin Labor	5,756.70	50-01-7530.100
Maintenance Labor	629.55	50-xx-7530.400

Total \$6,386.25

Pitney Bowes Postage Refill

PO Box 371896

Pittsburgh, PA 15250

EFT#

ACH Date: 6/24/2016

SVB 464

Acct# 2092-5531-86-3

Invoice Date: 6/24/2016

Prior Balance	\$46.990
Postage Added	\$500.00
Funds Available	\$546.990

POA Portion	\$289.74
CSD Portion	\$210.25

Info from Tape:

Dept	Amount
Shared	82.135
CSD	91.600
POA	225.210
Sewer	0.000
Water	33.015
Police	13.755
Fire	7.350
FFA	0.000
SEAL ONLY	0.000
POSTAGE USED	\$453.065

GL Split:			
Dept	Amount	GL	
Shared	64.54	10-01-7050.200	
Shared	64.53	50-01-7050.200	
CSD	91.60	10-01-7050.200	
POA	225.21	50-01-7050.200	
Sewer	0.00	15-01-7050.200	
Water	33.02	20-01-7050.200	
Police	13.75	25-01-7050.200	
Fire	7.35	30-01-7050.200	
FFA	0.00	50-01-7050.200	
SEAL ONLY	0.00	TBD	
SEAL ONLY	0.00	TBD	
	\$499.98	Total charged	

ADJUSTMENT- Info not cleared

Dept	Amount
Shared	
CSD	
POA	
Sewer	
Water	
Police	
Fire	
FFA	
	\$0.00

AP Entry			
Dept	Amount	GL	
SEAL ONLY	0.00	10-00-2205.500	
POA	225.21	10-00-2205.500	
Shared-POA	64.53	10-00-2205.500	
CSD	91.60	10-01-7050.200	
Shared- CSD	64.54	10-01-7050.200	
Sewer	0.00	15-01-7050.200	
Water	33.02	20-01-7050.200	
Police	13.75	25-01-7050.200	
Fire	7.35	30-01-7050.200	
	\$500.00		

289.74 POA Total

156.14 Gen Total

54.12 CSD Total

\$500.00

Refill Amount	\$500.00
Postage used	\$453.07
Difference	\$46.93

div / 2

\$23.47 CSD

\$23.47 POA

VENDOR: LSCSD

BILL TO: LSPOA

POSTAGE REIMBURSEMENT 6/30/16

GL

AMOUNT

50-01-7050-200

\$289.74

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 May 1 thru May 31, 2016 for a total of: " \$ 172,976.34

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

Submitted for May 2016	\$ 172,976.34
------------------------	---------------

Expenses - Regular Checks SVB Account	\$ 129,525.43
Expenses - Payroll & Liability Checks SVB Account	\$ 55,800.99
<u>Subtotal</u>	<u>\$ 185,326.42</u>
<u>Total Disbursements SVB Account</u>	<u>\$ 185,326.42</u>
* Summary of POA Billing reimbursements (Labor and Expenses):	
Less POA Payroll Reimbursements (PPE 4/22/16)	\$ (5,702.88)
Less POA Payroll Reimbursements (PPE 5/6/16)	\$ (6,647.20)
<u>Total POA Expenses Reimbursed</u>	<u>\$ (12,350.08)</u>
<u>Total CSD Expenses</u>	<u>\$ 172,976.34</u>

* Actual payments by LSPOA for reimbursement to LSCSD during the subject month.

LSPGA Shared Invoices				Regular	Payroll	10	15	20	25	26	30
Date	JE or Ch #	Payee	Total Expense	Expenses	Expenses	General	Sewer	Water	Police	COPS Grant	Fire
5/2/2016	JE #62524	Bank Fees	17.70	17.70		17.70					
5/2/2016	21149	Alan Marshall	1,379.96		1,379.96				1,379.96		
5/2/2016	21150	Edward Jones	1,644.91		1,644.91				1,644.91		
5/2/2016	502417	EDD	30.96		30.96				30.96		
5/2/2016	502418	EFTPS	370.03		370.03				370.03		
5/3/2016	JE #62011	LAIF Transfer	85,000.00	85,000.00		11,000.00					74,000.00
5/5/2016	454	Williams Scotsman Inc.	294.26	294.26			147.13	147.13			
5/5/2016	21151	Basic Lab	716.40	716.40			716.40				
5/5/2016	21152	Computer Logistics Inc.	24.00	24.00		24.00					
5/5/2016	21153	Diane Deckard Law Firm	5,000.00	5,000.00		5,000.00					
5/5/2016	21154	James & Barbara Grady	299.52	299.52		299.52					
5/5/2016	21155	Kellie Power	265.00	265.00		200.00			32.50		32.50
5/5/2016	21156	Kirsher, Winston, & Boston	4,240.50	4,240.50		4,240.50					
5/5/2016	21157	LSCSD Unified Account	933.90	933.90		(904.32)	372.60	695.44	564.94		205.24
5/5/2016	21158	LSCSD Utilities	182.48	182.48		50.66			57.66		74.16
5/5/2016	21159	LSPGA	504.05	504.05		504.05					
5/5/2016	21160	Michael Wilson	149.04	149.04					149.04		
5/5/2016	21161	Pacific Power	163.41	163.41			163.41				
5/5/2016	21162	Personnel Preference	889.20	889.20		889.20					
5/5/2016	21163	Richard & Dolores Seelig	174.80	174.80		174.80					
5/5/2016	21164	Scott Valley Respiratory	50.00	50.00							50.00
5/5/2016	21165	Special District Risk Management Authority	1,091.52	1,091.52		262.14	510.88		155.25	155.25	
5/5/2016	21166	Shasta Auto Supply	228.54	228.54			104.67	104.68			18.79
5/5/2016	21167	Solano's Inc.	319.06	319.06		20.01		12.34			274.37
5/5/2016	21168	State Water Resources Control Board	1,589.67	1,589.67				1,589.67			
5/5/2016	21169	US Bank Equipment Finance	119.49	119.49					119.49		
5/5/2016	21170	USA Blue Book	120.66	120.66			120.66				
5/5/2016	21171	Utility Telephone	375.15	375.15		160.78			160.78		53.59
5/12/2016	21172	Payroll Checks (Live Checks)	1,224.93		1,224.93		1,224.93				
5/12/2016	21173	Edward Jones	150.51		150.51				28.21	122.30	
5/12/2016	502432	EDD EFT	604.91		604.91	276.15	257.24		4.23	110.91	6.38
5/12/2016	502433	EFTPS EFT	2,554.45		2,554.45	705.88	895.12		71.64	780.21	101.20
5/12/2016	502434	CalPERS EFT	2,190.02		2,190.02	883.25	1,306.77				
5/12/2016	502435	CalPERS 457 EFT	858.62		858.62	600.00	208.62			50.00	
5/12/2016	502436	SVB EFT - Payroll Checks (Direct Deposits)	15,878.57		15,878.57	4,180.93	5,847.84		2,839.54	2,405.74	604.52
5/13/2016	455	CalPERS EFT- GASB 68 Report	1,300.00	1,300.00		741.00	559.00				
5/13/2016	19210	VOID Ch Siskiyou Serenaders - Lost	(10.00)	(10.00)							(10.00)
5/13/2016	20137	VOID Ch Colicut Energy Svc paid by CC	(32.61)	(32.61)			(16.30)	(16.31)			
5/18/2016	502439	EDD EFT	11.29		11.29					11.29	
5/18/2016	502440	EFTPS EFT	129.13		129.13					129.13	
5/18/2016	502441	SVB EFT - Payroll Checks (Direct Deposits)	746.18		746.18					746.18	
5/19/2016	456	CalPERS	3,572.00	3,572.00		2,036.04	1,535.96				
5/19/2016	457	Verizon	244.16	244.16		26.89			217.27		
5/19/2016	21174	AT&T	199.74	199.74				199.74			
5/19/2016	21175	AT&T	40.33	40.33			20.16	20.17			
5/19/2016	21176	Basic Lab	128.00	128.00				128.00			
5/19/2016	21177	Clockwork Extrication	500.00	500.00							500.00
5/19/2016	21178	Don Erickson Shell - VOID	-	-							
5/19/2016	21179	Hue & Cry	19.00	19.00		19.00					
5/19/2016	21180	Jim Wilson Motors	1429.64	1429.64			714.82	714.82			
5/19/2016	21181	Lake Shastina Golf Resort	31.42	31.42							31.42
5/19/2016	21182	Miller's Jackets	423.12	423.12							423.12
5/19/2016	21183	Patricia Perry	110.00	110.00							110.00
5/19/2016	21184	Personnel Preference	444.60	444.60		444.60					
5/19/2016	21185	Quality Auto & Tire	39.95	39.95					39.95		
5/19/2016	21186	Ray Morgan Company	23.11	23.11		23.11					
5/19/2016	21187	Ron or Margaret Mygrant	271.44	271.44		271.44					
5/19/2016	21188	SDRMA	14596.20	14596.20		3,687.30	7,077.78		1,915.56	1,915.56	
5/19/2016	21189	Siskiyou Disposal	165.00	165.00			42.50	42.50	40.00		40.00
5/19/2016	21190	Steve Pappas	289.59	289.59							289.59
5/19/2016	21191	Suburban Propane	563.41	563.41					281.70		281.71
5/19/2016	21192	Tim Louie Construction	300.00	300.00			300.00				
5/19/2016	21193	US Postal Services	179.26	179.26		179.26					
5/19/2016	21194	Don Erickson Shell	1949.72	1949.72			562.60	562.59	503.10		321.43
5/26/2016	21195-21201	Payroll Checks (Live Checks)	2,414.80		2,414.80		1,181.70				1,233.10
5/26/2016	21202	Edward Jones	238.25		238.25				43.32	182.84	12.09
5/26/2016	502456	EDD EFT	878.85		878.85	280.26	223.72		11.37	237.03	127.47
5/26/2016	502457	EFTPS EFT	3,542.51		3,542.51	785.35	890.82		125.87	1,290.38	450.09
5/26/2016	502458	CalPERS EFT	2,188.90		2,188.90	967.65	1,221.25				
5/26/2016	502459	CalPERS 457 EFT	788.62		788.62	530.00	208.62			50.00	
5/26/2016	502460	SVB EFT - Payroll Checks (Direct Deposits)	17,873.59		17,873.59	4,802.84	5,449.82		3,049.58	3,266.25	1,275.10
			185,326.42	129,525.43	55,800.99	43,330.09	31,869.26	4,200.97	13,837.16	11,483.07	80,505.87

Ratification of Disbursements - May 2016

Vendors	Check Date	Total Invoice Amount	LSCSD Check Amount	Difference Paid by Others
Computer Logistics Inc.	5/5/2016	48.00	24.00	-\$24.00
Kellie Power	5/5/2016	465.00	265.00	-\$200.00
LSCSD Utilities	5/5/2016	233.14	182.48	-\$50.66
Pacific Power	5/5/2016	183.68	163.41	-\$20.27
Personnel Preference	5/5/2016	1,778.40	889.20	-\$889.20
Solano's	5/5/2016	346.60	319.06	-\$27.54
Utility Telephone	5/5/2016	535.93	375.15	-\$160.78
Verizon	5/19/2016	271.04	244.16	-\$26.88
At&t	5/19/2016	80.66	40.33	-\$40.33
Hue & Cry	5/19/2016	38.00	19.00	-\$19.00
Personnel Preference	5/19/2016	889.20	444.60	-\$444.60
Ray Morgan Company	5/19/2016	46.21	23.11	-\$23.10
Siskiyou Disposal	5/19/2016	250.00	165.00	-\$85.00
U5 Postal Service	5/19/2016	358.52	179.26	-\$179.26
Don Erickson Oil, Inc.	5/19/2016	2,325.14	1,949.72	-\$375.42

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
May 2016			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
5/1/2016		Balance Forward	215,774.59	11,245.04	46,860.78	34,290.96	46,444.49	8,324.53	68,608.79
		BEGINNING BALANCE							
5/5/2016	JE #62040	Deposit Transfer - Cash Receipts	108,297.25	5,461.52	55,477.70	30,153.33	11,405.79		5,798.91
5/5/2016	JE #62095	POA Payroll Transfer PPE 4/22/16	5,702.88	4,501.16	1,201.72				
5/5/2016	JE #62096	Water/Sewer PR Transfer			5,793.00	(5,793.00)			
5/5/2016	JE #62098	Police/Fire/Sewer PR Transfer			454.97		(23.01)		(431.96)
5/5/2016	JE #62097	Admin/Sewer PR Transfer - IGM		(4,104.54)	4,104.54				
5/5/2016	JE #62097	Med Clinic/Sewer PR Transfer		(23.01)	23.01				
5/19/2016	JE #62295	Deposit Transfer - Cash Receipts	55,084.43	1,978.51	29,861.83	14,779.03	5,924.91		2,540.15
5/19/2016	JE #62417	POA Payroll Transfer PPE 5/6/16	6,647.20	4,966.21	1,680.99				
5/19/2016	JE #62417	Water/Sewer PR Transfer			5,151.75	(5,151.75)			
5/12/2016	JE #62418	Admin/Sewer PR Transfer - IGM		(2,584.34)	2,584.34				
5/12/2016	JE #62419	Police/Fire/Sewer PR Transfer			125.53		(11.51)		(114.02)
5/31/2016	JE #62525	Interest	13.41	13.41					
		TOTAL Income	175,745.17	10,208.92	106,459.38	33,987.61	17,296.18	-	7,793.08
Date	JE # or Ck #	Vendor	TOTAL	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
5/2/2016	JE #62524	Bank Fees	17.70	17.70					
5/2/2016	21149	Alan Marshall	1,379.96				1,379.96		
5/2/2016	21150	Edward Jones	1,644.91				1,644.91		
5/2/2016	502417	EDD	30.96				30.96		
5/2/2016	502418	EFTPS	370.03				370.03		
5/3/2016	JE #62011	LAIF Transfer	85,000.00	11,000.00					74,000.00
5/5/2016	454	Williams Scotsman Inc.	294.26		147.13	147.13			
5/5/2016	21151	Basic Lab	716.40		716.40				
5/5/2016	21152	Computer Logistics Inc.	24.00	24.00					
5/5/2016	21153	Diane Deckard Law Firm	5,000.00	5,000.00					
5/5/2016	21154	James & Barbara Grady	299.52	299.52					
5/5/2016	21155	Kellie Power	265.00	200.00			32.50		32.50
5/5/2016	21156	Kirsher, Winston, & Boston	4,240.50	4,240.50					
5/5/2016	21157	LSCSD Unified Account	933.90	(904.32)	372.60	695.44	564.94		205.24
5/5/2016	21158	LSCSD Utilities	182.48	50.66			57.66		74.16
5/5/2016	21159	LSPOA	504.05	504.05					
5/5/2016	21160	Michael Wilson	149.04				149.04		
5/5/2016	21161	Pacific Power	163.41		163.41				
5/5/2016	21162	Personnel Preference	889.20	889.20					
5/5/2016	21163	Richard & Dolores Seelig	174.80	174.80					
5/5/2016	21164	Scott Valley Respiratory	50.00						50.00
5/5/2016	21165	Special District Risk Management Authority	1,091.52	262.14	518.88		155.25	155.25	
5/5/2016	21166	Shasta Auto Supply	228.54		104.87	104.88			18.79
5/5/2016	21167	Solano's Inc.	319.06	20.01	12.34	12.34			274.37
5/5/2016	21168	State Water Resources Control Board	1,589.67			1,589.67			
5/5/2016	21169	US Bank Equipment Finance	119.49				119.49		
5/5/2016	21170	USA Blue Book	120.66		120.66				
5/5/2016	21171	Utility Telephone	375.15	160.78			160.78		53.59
5/12/2016	21172	Payroll Checks (Live Checks)	1,224.93		1,224.93				
5/12/2016	21173	Edward Jones	150.51				28.21	122.30	
5/12/2016	502432	EDD EFT	604.91	226.15	257.24		4.23	110.91	6.38
5/12/2016	502433	EFTPS EFT	2,654.45	705.98	995.12		71.94	780.21	101.20
5/12/2016	502434	CalPERS EFT	2,190.02	883.25	1,306.77				
5/12/2016	502435	CalPERS 457 EFT	858.62	600.00	208.62			50.00	
5/12/2016	502436	SVB EFT - Payroll Checks (Direct Deposits)	15,878.57	4,180.93	5,847.84		2,839.54	2,405.74	604.52
5/13/2016	455	CalPERS EFT- GASB 68 Report	1,300.00	741.00	559.00				
5/13/2016	19210	VOID Ck Siskiyou Serenaders - Lost	(10.00)						(10.00)
5/13/2016	20137	VOID Ck Collicut Energy Svc paid by CC	(32.61)		(16.30)	(16.31)			
5/18/2016	502439	EDD EFT	11.29					11.29	
5/18/2016	502440	EFTPS EFT	129.13					129.13	
5/18/2016	502441	SVB EFT - Payroll Checks (Direct Deposits)	746.18					746.18	
5/19/2016	456	CalPERS	3,572.00	2,036.04	1,535.96				
5/19/2016	457	Verizon	244.16	26.89			217.27		
5/19/2016	21174	AT&T	199.74			199.74			
5/19/2016	21175	AT&T	40.33		20.16	20.17			
5/19/2016	21176	Basic Lab	128.00			128.00			
5/19/2016	21177	Clockwork Extrication	500.00						500.00
5/19/2016	21178	Don Erickson Shell - VOID	-						
5/19/2016	21179	Hue & Cry	19.00	19.00					
5/19/2016	21180	Jim Wilson Motors	1429.64		714.82	714.82			
5/19/2016	21181	Lake Shastina Golf Resort	31.42						31.42
5/19/2016	21182	Miller's Jackets	423.12						423.12
5/19/2016	21183	Patricia Perry	110.00						110.00
5/19/2016	21184	Personnel Preference	444.60	444.60					
5/19/2016	21185	Quality Auto & Tire	39.95				39.95		
5/19/2016	21186	Ray Morgan Company	23.11	23.11					
5/19/2016	21187	Ron or Margaret Mygrant	271.44	271.44					
5/19/2016	21188	SDRMA	14596.20	3,687.30	7,077.78		1,915.56	1,915.56	
5/19/2016	21189	Siskiyou Disposal	165.00		42.50	42.50	40.00		40.00
5/19/2016	21190	Steve Pappas	289.59						289.59
5/19/2016	21191	Suburban Propane	563.41				281.70		281.71
5/19/2016	21192	Tim Louie Construction	300.00		300.00				
5/19/2016	21193	US Postal Services	179.26	179.26					

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
May 2016	Fund-#	10	15	20	25	26	30		
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS/GRANT	FIRE
5/1/2016	21194	Don Erickson Shell	1949.72		562.60	562.59	503.10		321.43
									0.00
5/26/2016	21195-21201	Payroll Checks (Live Checks)	2,414.80		1,181.70				1,233.10
5/26/2016	21202	Edward Jones	238.25				43.32	182.84	12.09
5/26/2016	502456	EDD EFT	879.85	280.26	223.72		11.37	237.03	127.47
5/26/2016	502457	EFTPS EFT	3,542.51	785.35	890.82		125.87	1,290.38	450.09
5/26/2016	502458	CalPERS EFT	2,188.90	967.65	1,221.25				
5/26/2016	502459	CalPERS 457 EFT	788.62	530.00	208.62			50.00	
5/26/2016	502460	SVB EFT - Payroll Checks (Direct Deposits)	17,073.59	4,802.84	5,449.82		3,049.58	3,296.25	1,275.10
									0.00
		TOTAL DISTRIBUTION	185,326.42	43,330.09	31,969.26	4,200.97	13,837.16	11,483.07	80,505.87
									0.00
5/1/2016		BEGINNING BALANCE	215,774.59	11,245.04	46,860.78	34,290.96	46,444.49	8,324.53	68,608.79
		DEPOSITS/TRANSFERS	175,745.17	10,208.92	106,459.38	33,987.61	17,296.18	-	7,793.08
		DISBURSEMENTS	(185,326.42)	(43,330.09)	(31,969.26)	(4,200.97)	(13,837.16)	(11,483.07)	(80,505.87)
5/31/2016		ENDING BALANCE	206,193.34	(21,876.13)	121,350.90	64,077.60	49,903.51	(3,158.54)	(4,104.00)
									0.00
4/30/2016	JE #62526	Reclassified items posted Prepaid IT Svc for Police		85.00			(85.00)		
									0.00

BILL TO: **LSPOA**
 VENDOR: LSCSD- Labor Reimbursement
 PPE 4/22/2016 (USE AS INVOICE DATE)
 PAY DATE 4/28/2016 (USE AS POSTING DATE)

	GL #	HRS	AMT	SUBTOTAL
RM REG	50-01	3.00	166.59	
WS REG	50-01	3.25	74.78	
				241.37
RM REG	50-25	2.00	111.06	
WS REG	50-25	6.25	143.81	
				254.87
RV REG	50-26	0.50	17.09	
				17.09
RM REG	50-27	2.00	111.06	
WS REG	50-27	11.50	264.62	
				375.68
RM REG	50-34	7.00	161.07	
RV REG	50-31	2.00	68.34	
				229.41
RM REG	50-51	1.50	83.30	
				83.30
Total		39.00	\$1,201.72	\$1,201.72

50- Admin Labor	4,501.16	50-01-7530.100
50- CC&R Labor	0.00	50-01-7530.200
Maintenance Labor	1,201.72	50-xx-7530.400
50-34 FFA Fire Dept Labor	0.00	50-34-7530.400

For POA FF Removal by Fire Fighters

Total \$5,702.88

BILL TO:

LSPOA

VENDOR: LSCSD- Labor Reimbursement

PPE

5/6/2016

(USE AS INVOICE DATE)

PAY DATE

5/12/2016

(USE AS POSTING DATE)

	GL #	HRS	AMT	SUBTOTAL
RM REG	50-01	4.75	263.77	
WS REG	50-01	4.50	103.55	
				367.32
MR REG	50-25	3.00	114.21	
RM REG	50-25	4.75	263.77	
WS REG	50-25	8.50	195.59	
RV REG	50-25	3.00	102.51	
				676.08
RM REG	50-27	2.00	111.06	
WS REG	50-27	14.50	333.65	
RV REG	50-27	1.50	51.26	
				495.97
RM REG	50-34	3.00	69.03	
				69.03
MR OT	50-51	1.00	38.07	
WS REG	50-51	1.50	34.52	
				72.59
Total		52.00	\$1,680.99	\$1,680.99

50- Admin Labor	4,966.21	50-01-7530.100
50- CC&R Labor	0.00	50-01-7530.200
Maintenance Labor	1,680.99	50-xx-7530.400
50-34 FFA Fire Dept Labor	0.00	50-34-7530.400

For POA FF Removal by Fire Fighters

Total \$6,647.20

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 April 1 thru April 30, 2016 for a total of: "

\$ 142,106.05

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

Submitted for April 2016

\$ 142,106.05

Expenses - Regular Checks SVB Account	\$ 85,564.62
Expenses - Payroll & Liability Checks SVB Account	\$ 70,024.20
<u>Subtotal</u>	<u>\$ 155,588.82</u>

<u>Total Disbursements SVB Account</u>	<u>\$ 155,588.82</u>
--	----------------------

* Summary of POA Billing reimbursements (Labor and Expenses):

Less POA Payroll Reimbursements (PPE 3/25/16)	\$ (6,394.09)
Less POA Payroll Reimbursements (PPE 4/8/16)	\$ (6,901.44)
Less POA Reimbursed Expenses for Postage (3/10/16 Refill)	\$ (187.24)
<u>Total POA Expenses Reimbursed</u>	<u>\$ (13,482.77)</u>

<u>Total CSD Expenses</u>	<u>\$ 142,106.05</u>
---------------------------	----------------------

* Actual payments by LSPOA for reimbursement to LSCSD during the subject month.

Date	JE or Ch #	Payee	LSFOA Shared Invoices		Regular Expenses	Payroll Expenses	10					26	30
			Total Expense				General	Sewer	Water	Police	COPS Grant		
4/1/2016	JE #61997	Bank Fees	18.80		18.80		18.80						
4/1/2016	21099	Pacific Power	9,092.62		9,092.62		395.28	3,457.94	4,246.10	237.79			755.42
4/7/2016	447	Verizon	242.01		242.01		26.89			215.12			
4/7/2016	21099	Clty National Bank	30,512.72		30,512.72			30,512.72					
4/7/2016	21100	Computer Logistics, Inc	24.00		24.00		24.00						
4/7/2016	21101	Don Erickson Shell	880.63		880.63			254.59	254.59	293.06			70.37
4/7/2016	21102	Joshua Enevoldsen	42.06		42.06								42.06
4/7/2016	21103	Juniper Valley Subdivision	72.00		72.00		72.00						
4/7/2016	21104	Kellie Power	265.00		265.00		208.00			32.50			32.50
4/7/2016	21105	Kirsher, Winston, & Boston	1,501.50		1,501.50		1,501.50						
4/7/2016	21106	LSCSD Utilities	199.07		199.07		53.74			56.16			89.17
4/7/2016	21107	Personnel Preference	889.20		889.20		889.20						
4/7/2016	21108	Quill	224.18		224.18		224.18						
4/7/2016	21109	Ray Morgan Company	121.83		121.83		121.83						
4/7/2016	21110	Special District Risk Management Authority	1,091.52		1,091.52		262.14	518.88		155.25	155.25		
4/7/2016	21111	Shasta Auto Supply	324.32		324.32			251.89	60.55				11.88
4/7/2016	21112	Siskiyou Disposal	165.00		165.00			42.50	42.50	40.00			40.00
4/7/2016	21113	Solano's	135.96		135.96		15.73		120.23				
4/7/2016	21114	Steve Pappas	297.06		297.06								297.06
4/7/2016	21115	US Bank Equipment Finance	156.32		156.32					156.32			
4/7/2016	21116	US Postal Services	313.55		313.55		313.55						
4/7/2016	21117	USA Blue Book	495.70		495.70				495.70				
4/7/2016	21118	Will Bullington	52.00		52.00								52.00
4/7/2016	21119	Woods Pest Control	123.00		123.00		41.00			41.00			41.00
4/14/2016	21120-21121	Payroll Checks (Live Checks)	2,638.09		2,638.09			1,273.20		1,364.89			
4/14/2016	21122	Edward Jones	99.18		99.18					31.23	67.95		
4/14/2016	502394	EDD EFT	821.39		821.39		198.23	337.96		67.28	165.35		52.57
4/14/2016	502395	EFTPS EFT	3,227.87		3,227.87		684.99	693.41		443.50	995.11		110.86
4/14/2016	502396	CalPERS EFT	2,230.03		2,230.03		833.23	1,396.80					
4/14/2016	502397	CalPERS 457 EFT	758.62		758.62		500.00	208.62			50.00		
4/14/2016	502398	SVB EFT-Payroll Checks (Direct Deposits)	16,957.59		16,957.59		3,932.15	6,803.91		2,885.61	2,874.50		661.42
4/14/2016	JE #	CalPERS EFT - Adjustment for rounding	(0.01)		(0.01)			(0.01)					
4/15/2016	448	CA State Board of Equalization	475.00		475.00		13.92	105.80	101.70	14.61			238.89
4/21/2016	449	CalPERS	3,572.00		3,572.00		2,036.04	1,535.96					
4/21/2016	450	First Ntl Bank Visa - DH	2,586.57		2,586.57		270.74	144.80	144.79	14.00	2,006.24		6.00
4/21/2016	451	First Ntl Bank Visa - RM	153.73		153.73		93.76	29.99	29.99				
4/21/2016	452	First Ntl Bank Visa - SP	51.02		51.02								51.02
4/21/2016	21123	Aiello, Goodrich, & Teuscher	100.00		100.00			35.00	33.00	25.00			7.00
4/21/2016	21124	AT&T	199.74		199.74				199.74				
4/21/2016	21125	AT&T	40.17		40.17			20.00	20.00				
4/21/2016	21126	Basic Lab	128.00		128.00				128.00				
4/21/2016	21127	Burton's Fire Inc.	80.76		80.76								80.76
4/21/2016	21128	Computer Logistics, Inc.	2,125.00		2,125.00		2,125.00						
4/21/2016	21129	Continental Research Corp.	976.22		976.22			976.22					
4/21/2016	21130	Cordico Psychological Corp.	400.00		400.00					400.00			
4/21/2016	21131	Gempler's	262.71		262.71			131.36	131.35				
4/21/2016	21132	Hue & Cry	19.00		19.00		19.00						
4/21/2016	21133	Mountain Air	545.29		545.29		545.29						
4/21/2016	21134	Pacific Power	9,521.89		9,521.89		344.12	3,770.02	4,694.13	222.49			491.13
4/21/2016	21135	Personnel Preference Inc.	889.20		889.20		889.20						
4/21/2016	21136	Pitney Bowes Inc.	106.97		106.97		106.97						
4/21/2016	21137	Quill Corp.	34.27		34.27		34.27						
4/21/2016	21138	Rusty Owens	66.00		66.00					66.00			
4/21/2016	21139	Special District Risk Management Authority	14,652.82		14,652.82		3,687.30	7,062.18	(15.59)	1,752.99	1,915.56		250.37
4/21/2016	21140	Shasta Valley Tire Service	897.39		897.39			448.69	448.70				
4/21/2016	21141	Siskiyou County Arson Team	75.00		75.00								75.00
4/21/2016	21142	Siskiyou County Recorders Office	20.00		20.00		20.00						
4/21/2016	21143	Weed Press	61.73		61.73					61.73			
4/21/2016	21144	Yreka Immediate Care	245.00		245.00								245.00
4/27/2016	453	State of Cal Employment Develop. Dept.	39.09		39.09		6.22	11.18					21.69
4/28/2016	21145-21147	Payroll Checks (Live Checks)	5,494.85		5,494.85			1,181.70		2,019.82			2,293.33
4/28/2016	21148	Edward Jones	129.25		129.25					40.30	89.05		
4/28/2016	502412	EDD EFT	2,503.84		2,503.84		194.72	296.22		82.63	60.13		1,869.34
4/28/2016	502413	EFTPS EFT	8,354.39		8,354.39		683.55	939.21		738.19	531.16		5,482.25
4/28/2016	502414	CalPERS EFT	2,223.84		2,223.84		827.05	1,396.79					
4/28/2016	502415	CalPERS 457 EFT	758.62		758.62		500.00	208.62			50.00		
4/28/2016	502416	SVB EFT-Payroll Checks (Direct Deposits)	23,827.45		23,827.45		3,886.92	6,455.11		3,023.51	1,820.85		6,641.06
			155,580.82		85,664.62	70,024.20	26,592.51	70,601.36	11,135.72	14,481.00	10,781.08		21,997.15

Ratification of Disbursements - April 2016

Vendors	Check Date	Total Invoice Amount	LSCSD Check Amount	Difference Paid by Others
Pacific Power	4/4/2016	10206.04	9092.62	-1113.42
Verizon	4/7/2016	\$268.90	\$242.01	-\$26.89
Computer Logistics	4/7/2016	\$48.00	\$24.00	-\$24.00
Don Erickson Shell	4/7/2016	\$1,095.94	\$880.63	-\$215.31
Kellie Power	4/7/2016	\$465.00	\$265.00	-\$200.00
LSCSD Utilities	4/7/2016	\$252.82	\$199.07	-\$53.75
Personnel Preference Inc.	4/7/2016	\$1,778.40	\$889.20	-\$889.20
Ray Morgan Comp	4/7/2016	\$243.66	\$121.83	-\$121.83
Siskiyou Disposal	4/7/2016	\$250.00	\$165.00	-\$85.00
Solano's Inc	4/7/2016	\$215.42	\$135.96	-\$79.46
US Postal Services	4/7/2016	\$554.84	\$313.55	-\$241.29
Woods Pest Control	4/7/2016	\$246.00	\$123.00	-\$123.00
First National Bank Visa - DN	4/21/2016	\$2,644.43	\$2,586.57	-\$57.86
First National Bank Visa - RM	4/21/2016	\$247.48	\$153.73	-\$93.75
AT&T	4/21/2016	\$80.35	\$40.17	-\$40.18
Computer Logistics	4/21/2016	\$4,250.00	\$2,125.00	-\$2,125.00
Hue & Cry	4/21/2016	\$38.00	\$19.00	-\$19.00
Pacific Power	4/21/2016	\$10,428.52	\$9,521.89	-\$906.63
Personnel Preference Inc.	4/21/2016	\$1,778.40	\$889.20	-\$889.20
Pitney Bowes Inc.	4/21/2016	\$213.93	\$106.97	-\$106.96
Quill Corp	4/21/2016	\$68.55	\$34.27	-\$34.28

BILL TO:

LSPOA

VENDOR:

LSCSD- Labor Reimbursement

PPE

3/25/2016

(USE AS INVOICE DATE)

PAY DATE

3/31/2016

(USE AS POSTING DATE)

	GL #	HRS	AMT	SUBTOTAL
RM REG	50-01	10.25	569.18	
RM OT	50-01	1.00	44.20	
RV REG	50-01	4.00	136.68	
				750.06
RM REG	50-25	2.00	111.06	
RV REG	50-25	4.50	153.77	
				264.83
RM REG	50-26	1.50	83.30	
RV REG	50-26	1.50	51.26	
				134.56
RM REG	50-27	2.00	111.06	
RV REG	50-27	2.50	85.43	
				196.49
RV REG	50-31	1.00	34.17	
				34.17
RM REG	50-51	4.75	263.77	
MR OT	50-51	3.00	114.21	
RV REG	50-51	6.00	205.02	
				583.00
Total		44.00	\$1,963.11	\$1,963.11

50- Admin Labor	4,430.98	50-01-7530.100
50- CC&R Labor	0.00	50-01-7530.200
Maintenance Labor	1,963.11	50-xx-7530.400
50-34 FFA Fire Dept Labor	0.00	50-34-7530.400

For POA FF Removal by Fire Fighters

Total \$6,394.09

Pitney Bowes Postage Refill

PO Box 371896
Pittsburgh, PA 15250

EFT#

ACH Date: 3/10/2016
5VB 440

Acct# 2092-5531-86-3

Invoice Date: 3/10/2016

Prior Balance	-\$45.940
Postage Added	\$500.00
Funds Available	\$454.060

POA Portion	\$187.24
CSD Portion	\$312.76

Info from Tape:

Dept	Amount
Shared 1	131.805
CSD 2	177.460
POA 3	121.340
Sewer 4	4.850
Water 5	0.705
Police 6	63.820
Fire 7	0.000
FFA 8	0.000
SEAL ONLY 9	0.000
POSTAGE USED	\$499.980

GL Split:			
Dept	Amount	GL	
Shared 1	65.91	10-01-7050.200	
Shared 1	65.91	50-01-7050.200	
CSD 2	177.46	10-01-7050.200	
POA 3	121.34	50-01-7050.200	
Sewer 4	4.85	15-01-7050.200	
Water 5	0.71	20-01-7050.200	
Police 6	63.82	25-01-7050.200	
Fire 7	0.00	30-01-7050.200	
FFA 8	0.00	50-01-7050.200	
SEAL ONLY 9	0.00	TBD	
SEAL ONLY 9	0.00	TBD	
	\$500.00	Total charged	

ADJUSTMENT- Info not cleared

Dept	Amount
Shared 1	
CSD 2	
POA 3	
Sewer 4	
Water 5	
Police 6	
Fire 7	
FFA 8	
	\$0.00

AP Entry			
Dept	Amount	GL	
SEAL ONLY 9	0.00	10-00-2205.500	
POA 3	121.34	10-00-2205.500	187.24 POA Total
Shared-POA 1	65.90	10-00-2205.500	
CSD 2	177.46	10-01-7050.200	
Shared- CSD 1	65.91	10-01-7050.200	243.38 Gen Total
Sewer 4	4.85	15-01-7050.200	
Water 5	0.71	20-01-7050.200	
Police 6	63.82	25-01-7050.200	
Fire 7	0.00	30-01-7050.200	69.38 CSD Total
	\$500.00		\$500.00

Refill Amount \$500.00
Postage used \$499.98
Difference \$0.02
div / 2
\$0.01 CSD
\$0.01 POA



VENDOR: LSCSD
BILL TO: LSPOA

POSTAGE REIMBURSEMENT 3/10/16

AMOUNT
\$187.24

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
SCOTT VALLEY BANK ACCOUNT

April 2016		Fund-#	10	15	20	25	26	30	
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
4/1/2016		Balance Forward	182,135.69	10,372.38	71,676.34	43,026.21	77,117.07	(54,442.82)	34,386.51
		BEGINNING BALANCE							0.00
4/7/2016	JE #61613	Deposit Transfer - Cash Receipts	91,446.93	(350.00)	40.00	59.26	60.10		91,637.57
4/7/2016	JE #61614	Deposit Transfer - Cash Receipts	7,668.58	1,141.95	2,142.51	853.31	2,735.08		795.73
4/7/2016	JE #61705	POA Payroll Transfer PPE 3/25/16	6,394.09	4,430.98	1,963.11				
4/7/2016	JE #61705	Water/Sewer PR Transfer			5,036.50	(5,036.50)			
4/7/2016	JE #61705	Admin/Sewer PR Transfer - IGM		(4,940.65)	4,940.65				
4/7/2016	JE #61707	POA Postage Reimbursement 3/10/16	187.24	187.24					
4/21/2016	JE #61838	Deposit Transfer - Cash Receipts	76,615.34	514.09	33,624.23	19,962.50	7,831.85	8,971.43	5,711.24
4/21/2016	JE #61896	POA Payroll Transfer PPE 4/8/16	6,901.44	4,568.75	2,332.69				
4/21/2016	JE #61896	Water/Sewer PR Transfer			4,790.66	(4,790.66)			
4/12/2016	JE #61897	Admin/Sewer PR Transfer - IGM		(3,724.49)	3,724.49				
4/12/2016	JE #61898	Police/Fire/Sewer PR Transfer			34.52		(17.26)		(17.26)
4/30/2016	JE #61998	Interest	14.10	14.10					
		TOTAL Income	189,227.72	1,841.97	58,629.35	11,047.91	10,609.77	8,971.43	96,127.28
Date	JE # or Ck #	Vendor	TOTAL	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
4/1/2016	JE #61997	Bank Fees	18.80	18.80					
4/4/2016	21098	Pacific Power	9,092.62	395.28	3,457.94	4,246.19	237.79		755.42
4/7/2016	447	Verizon	242.01	26.89			215.12		
4/7/2016	21099	City National Bank	30,512.72		30,512.72				
4/7/2016	21100	Computer Logistics, Inc	24.00	24.00					
4/7/2016	21101	Don Erickson Shell	880.63		254.59	254.59	293.08		78.37
4/7/2016	21102	Joshua Enevoldsen	42.06						42.06
4/7/2016	21103	Juniper Valley Subdivision	72.00	72.00					
4/7/2016	21104	Kellie Power	265.00	200.00			32.50		32.50
4/7/2016	21105	Kirsher, Winston, & Boston	1,501.50	1,501.50					
4/7/2016	21106	LSCSD Utilities	199.07	53.74			56.16		89.17
4/7/2016	21107	Personnel Preference	889.20	889.20					
4/7/2016	21108	Quill	224.18	224.18					
4/7/2016	21109	Ray Morgan Company	121.83	121.83					
4/7/2016	21110	Special District Risk Management Authority	1,091.52	262.14	518.88		155.25	155.25	
4/7/2016	21111	Shasta Auto Supply	324.32		251.89	60.55			11.88
4/7/2016	21112	Siskiyou Disposal	165.00		42.50	42.50	40.00		40.00
4/7/2016	21113	Solano's	135.96	15.73		120.23			
4/7/2016	21114	Steve Pappas	297.06						297.06
4/7/2016	21115	US Bank Equipment Finance	156.32				156.32		
4/7/2016	21116	US Postal Services	313.55	313.55					
4/7/2016	21117	USA Blue Book	495.70			495.70			
4/7/2016	21118	Will Bullington	52.00						52.00
4/7/2016	21119	Woods Pest Control	123.00	41.00			41.00		41.00
4/14/2016	21120-21121	Payroll Checks (Live Checks)	2,638.09		1,273.20		1,364.89		
4/14/2016	21122	Edward Jones	99.18				31.23	67.95	
4/14/2016	502394	EDD EFT	821.39	198.23	337.96		67.28	165.35	52.57
4/14/2016	502395	EFTPS EFT	3,227.87	684.99	993.41		443.50	995.11	110.86
4/14/2016	502396	CalPERS EFT	2,230.03	833.23	1,396.80				
4/14/2016	502397	CalPERS 457 EFT	758.62	500.00	208.62			50.00	
4/14/2016	502398	SVB EFT-Payroll Checks (Direct Deposits)	16,957.59	3,932.15	6,603.91		2,885.61	2,874.50	661.42
4/14/2016	JE #	CalPERS EFT - Adjustment for rounding	(0.01)		(0.01)				
4/15/2016	448	CA State Board of Equalization	475.00	13.92	105.80	101.78	14.61		238.89
4/21/2016	449	CalPERS	3,572.00	2,036.04	1,535.96				
4/21/2016	450	First Ntl Bank Visa - DN	2,586.57	270.74	144.80	144.79	14.00	2,006.24	6.00
4/21/2016	451	First Ntl Bank Visa - RM	153.73	93.76	29.99	29.98			
4/21/2016	452	First Ntl Bank Visa - SP	51.02						51.02
4/21/2016	21123	Aiello, Goodrich, & Teuscher	100.00		35.00	33.00	25.00		7.00
4/21/2016	21124	AT&T	199.74			199.74			
4/21/2016	21125	AT&T	40.17		20.09	20.08			
4/21/2016	21126	Basic Lab	128.00			128.00			
4/21/2016	21127	Burton's Fire Inc.	80.76						80.76
4/21/2016	21128	Computer Logistics, Inc.	2,125.00	2,125.00					
4/21/2016	21129	Continental Research Corp.	976.22		976.22				
4/21/2016	21130	Cordico Psychological Corp.	400.00				400.00		
4/21/2016	21131	Gempler's	262.71		131.36	131.35			
4/21/2016	21132	Hue & Cry	19.00	19.00					
4/21/2016	21133	Mountain Air	545.29	545.29					
4/21/2016	21134	Pacific Power	9,521.89	344.12	3,770.02	4,694.13	222.49		491.13
4/21/2016	21135	Personnel Preference Inc.	889.20	889.20					
4/21/2016	21136	Pitney Bowes Inc.	106.97	106.97					
4/21/2016	21137	Quill Corp.	34.27	34.27					
4/21/2016	21138	Rusty Owens	66.00				66.00		
4/21/2016	21139	Special District Risk Management Authority	14,652.82	3,687.30	7,062.19	(15.59)	1,752.99	1,915.56	250.37
4/21/2016	21140	Shasta Valley Tire Service	897.39		448.69	448.70			
4/21/2016	21141	Siskiyou County Arson Team	75.00						75.00
4/21/2016	21142	Siskiyou County Records Office	20.00	20.00					
4/21/2016	21143	Weed Press	61.73				61.73		
4/21/2016	21144	Yreka Immediate Care	245.00						245.00
4/27/2016	453	State of Cal Employment Develop. Dept.	39.09	6.22	11.18				21.69
4/28/2016	21145-21147	Payroll Checks (Live Checks)	5,494.85		1,181.70		2,019.82		2,293.33
4/28/2016	21148	Edward Jones	129.25				40.30	88.95	
4/28/2016	502412	EDD EFT	2,503.04	194.72	296.22		82.63	60.13	1,869.34

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
April 2016			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
4/2016	502413	EFTPS EFT	8,354.39	683.55	939.21		738.19	531.19	5,462.25
4/2016	502414	CalPERS EFT	2,223.84	827.05	1,396.79				
4/28/2016	502415	CalPERS 457 EFT	758.62	500.00	208.62			50.00	
4/28/2016	502416	SVB EFT-Payroll Checks (Direct Deposits)	23,827.45	3,886.92	6,455.11		3,023.51	1,820.85	8,641.06
		TOTAL DISTRIBUTION	155,588.82	26,592.51	70,601.36	11,135.72	14,481.00	10,781.08	21,997.15
4/1/2016		BEGINNING BALANCE	182,135.69	10,372.38	71,676.34	43,026.21	77,117.07	(54,442.82)	34,386.51
		DEPOSITS/TRANSFERS	189,227.72	1,841.97	58,629.36	11,047.91	10,609.77	8,971.43	98,127.28
		DISBURSEMENTS	(155,588.82)	(26,592.51)	(70,601.36)	(11,135.72)	(14,481.00)	(10,781.08)	(21,997.15)
4/30/2016		ENDING BALANCE	215,774.59	(14,378.16)	59,704.34	42,938.40	73,245.84	(56,252.47)	110,516.64
3/31/2016	JE #61779	Reclassified Items posted It Svc for Police		42.50			(42.50)		
3/31/2016	JE #61783	Reclassified Items posted SWRCB Sewer Fees corrected			(2,088.00)	2,088.00			
4/28/2016	JE #61971	Reclassified items posted AT&T for Sewer (not General)		20.12	(20.12)				
6/30/2015	JE #62113	AJE posted for COPS Grant due from Police					(54,577.00)	64,577.00	
6/30/2015	JE #62114	AJE posted for Chief salary expense allocation					39,863.00		(39,863.00)
		TOTAL	215,774.59	(14,315.54)	57,596.22	45,026.40	48,409.34	8,324.53	70,653.64
4/30/2016	JE #62119	Overhead Allocation - April 2016		25,560.58	(10,735.44)	(10,735.44)	(2,044.85)		(2,044.85)
4/30/2016		FINAL BALANCE	215,774.59	11,245.04	46,860.78	34,290.95	46,444.49	8,324.53	68,608.79

LAKE SHASTINA COMMUNITY SERVICES DISTRICT**1C****May 2016 Detailed Budget Comparison 2015/2016 YTD**

						7/13/2016
For the Period: 7/1/2015 to 5/31/2016						
	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 10 - LSCSD General Fund						
Revenues						
Dept: 00						
Acct Class: 4055 Operational Income						
4055.000 Misc Operational Income	0.00	0.00	1,913.45	0.00	-1,913.45	0.0
4056.000 Misc-Non Operating Income	0.00	0.00	1,102.37	376.38	-1,102.37	0.0
5050.000 Transfer Fees	3,000.00	3,000.00	3,500.00	240.00	-500.00	116.7
Acct Class: 4060 Interest						
5080.000 Interest Earned-OPS	200.00	200.00	123.42	14.68	76.58	61.7
5081.000 Interest Earned-RSV	395.00	395.00	564.64	0.00	-169.64	142.9
Acct Class: 4070 Rents						
4070.000 Antenna Lease Revenue	21,519.26	21,519.26	17,359.33	1,472.27	4,159.93	80.7
Dept: 22 Medical Clinic						
Acct Class: 4070 Rents						
4053.000 Medical Clinic Revenue	60,264.00	60,264.00	55,242.00	5,022.00	5,022.00	91.7
Revenues	85,378.26	85,378.26	79,805.21	7,125.33	5,573.05	93.5
Expenditures						
Dept: 01 General Admin						
Acct Class: 5000 General Operating Expense						
7032.000 Filing Fees	250.00	250.00	128.00	0.00	122.00	51.2
7033.000 Licenses, Permits, Fees	2,350.00	2,350.00	3,512.34	803.88	-1,162.34	149.5
7034.000 Dues & Subscriptions	3,650.00	3,650.00	3,807.00	0.00	-157.00	104.3
7062.000 Repair & Maintenance	3,500.00	3,500.00	2,249.09	20.01	1,250.11	64.3
7064.000 Materials/Supplies/Small Tools	250.00	800.00	514.30	0.00	285.70	64.3
7101.000 Property Taxes	150.00	150.00	126.00	0.00	24.00	84.0
7204.000 Events	750.00	750.00	37.71	0.00	712.29	5.0
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	3,500.00	3,500.00	2,903.07	0.00	596.93	82.9
7050.200 Off Exp-Postage	4,500.00	4,500.00	2,867.81	179.26	1,632.19	63.7
7050.400 Off Exp-Maint	4,500.00	4,500.00	3,070.67	-64.94	1,429.33	60.2
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	337,752.83	256,275.58	201,097.82	12,665.20	55,177.76	78.5
7513.000 Payroll-TAXES	7,929.27	5,891.38	3,357.39	323.41	2,533.99	57.0
7514.000 Payroll-Benefits	108,005.83	73,139.35	47,494.95	3,949.44	25,644.40	64.9
7516.200 Pension Cost (CalPERS)	47,887.17	44,942.16	39,628.57	3,009.84	5,313.59	88.2
7516.300 CalPERS EPMC	7,350.00	0.00	0.00	0.00	0.00	0.0
7518.000 Workers Comp	3,910.72	4,500.00	4,120.79	0.00	379.21	91.6
7530.100 P/R Svcs-Admin	-217,594.58	-115,537.77	-65,888.84	-2,778.49	-49,648.93	57.0
7530.200 Payroll Reimb Compl Officer	-71,171.95	0.00	0.00	0.00	0.00	0.0
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	2,000.00	2,000.00	333.42	0.00	1,666.58	16.7
7551.000 Meals	1,000.00	1,000.00	65.44	0.00	934.56	6.5
7035.000 Advertising	250.00	250.00	289.63	0.00	-39.63	115.9
7041.000 Legal	5,500.00	40,000.00	63,480.72	21,536.35	-23,480.72	158.7
Acct Class: 5025 Contractual						
7026.000 Contract Services	5,000.00	17,000.00	18,351.62	772.60	-1,351.62	108.0
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	600.00	600.00	409.63	0.00	190.37	68.3
Acct Class: 5055 Utilities						
7105.000 Utilities - CSD	1,000.00	1,000.00	642.05	50.66	357.95	64.2
7105.100 Util-Telephone	2,150.00	2,150.00	1,863.22	187.67	266.78	86.7
7105.200 Util-Electric	3,500.00	3,500.00	3,217.64	0.00	282.36	91.9
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	-244,249.00	-348,441.00	-276,654.25	-33,730.74	-71,786.75	79.4
Dept: 22 Medical Clinic						
Acct Class: 5000 General Operating Expense						
7053.000 Medical Building Contract	42,110.00	42,110.00	41,803.07	0.00	306.13	99.3
7062.000 Repair & Maintenance	5,000.00	12,000.00	11,246.19	0.00	753.81	93.7
7080.000 Interest Expense	1,890.00	1,890.00	2,196.13	0.00	-306.13	116.2
Acct Class: 5010 Payroll						
7530.000 Payroll Services Billed	0.00	5,000.00	3,187.96	23.01	1,812.04	63.8
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	700.00	700.00	542.99	0.00	157.01	77.6
Expenditures	74,420.29	74,419.70	120,091.23	6,947.16	-45,671.53	161.4

Fund: 15 - LSCSD Sewer Dept

Revenues						
Acct Class: 4001 Assessments & Revenues						
4001.100 Assmt/Revenue-Residential	468,507.60	468,507.60	469,815.25	0.00	-1,307.65	100.3
4001.200 Assmt/Revenue-Standby	66,384.00	66,384.00	66,245.00	0.00	138.00	99.8
4001.300 Assmt/Revenue-Commercial	4,969.20	4,969.20	6,176.34	549.54	-1,207.14	124.3
4003.000 Late Payment Revenue	4,250.00	4,250.00	3,725.34	-31.22	524.66	87.7
Acct Class: 4055 Operational Income						
4055.000 Misc Operational Income	1,200.00	1,200.00	2,065.85	250.00	-865.85	172.2
5004.000 Sewer Hook Up Fee	14,498.00	14,490.00	28,518.97	13,497.00	-14,020.97	196.7
5005.000 Sewer Payment Contracts	252.00	252.00	252.00	0.00	0.00	100.0
Acct Class: 4060 Interest						
5081.000 Interest Earned-RSV	750.00	750.00	1,414.90	0.00	-664.90	188.7
Revenues	560,810.80	560,810.80	578,214.65	14,265.32	-17,403.85	103.1

Expenditures						
Acct Class: 5000 General Operating Expense						
7003.000 Bad Debt	0.00	0.00	15.46	0.00	-15.46	0.0
7004.000 Contingency	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0
7033.000 Licenses, Permits, Fees	5,500.00	5,500.00	7,775.61	559.00	-2,275.61	141.4
7034.000 Dues & Subscriptions	500.00	500.00	423.32	0.00	76.68	04.7
7062.000 Repair & Maintenance	20,000.00	20,000.00	16,504.73	120.66	3,495.27	82.5
7064.000 Materials/Supplies/Small Tools	5,500.00	5,500.00	4,342.71	12.34	1,157.29	79.0
7080.000 Interest Expense	27,563.14	27,563.14	27,563.14	0.00	0.00	100.0
7085.000 Municipal Finance Principle	33,462.30	33,462.30	33,462.30	0.00	0.00	100.0
7100.000 Lease/Rent Expense	0.00	1,200.00	860.70	147.13	339.30	71.7
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	400.00	400.00	272.72	0.00	127.28	68.2
7050.200 Off Exp-Postage	100.00	100.00	4.85	0.00	95.15	4.9
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	259,723.75	259,723.75	208,523.16	17,429.01	51,200.59	00.3
7513.000 Payroll-TAXES	6,369.99	6,369.99	5,343.71	252.72	1,026.28	83.9
7514.000 Payroll-Benefits	138,989.40	138,989.40	86,081.85	7,596.66	52,907.55	61.9
7516.200 Pension Cost (CalPERS)	35,722.70	35,722.70	32,397.35	2,870.68	3,325.35	90.7
7518.000 Workers Comp	21,121.77	21,121.77	19,735.96	0.00	1,385.81	93.4
7530.000 Payroll Services Billed	-253,733.80	-253,733.80	-212,114.02	-21,119.85	-41,619.86	83.6
7552.000 Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0.0
7556.000 Uniforms	1,200.00	1,200.00	353.34	0.00	846.66	29.4
Acct Class: 5015 Travel/Training/meals						
7550.000 Travel & Training	1,500.00	1,500.00	32.50	0.00	1,467.50	2.2
7551.000 Meals	400.00	400.00	0.00	0.00	400.00	0.0
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	4,900.00	4,900.00	4,025.00	0.00	875.00	82.1
7041.000 Legal	1,000.00	1,000.00	190.00	0.00	810.00	19.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	12,000.00	12,000.00	5,481.72	1,016.40	6,510.28	45.7
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	23,000.00	23,000.00	19,365.86	0.00	3,634.14	84.2
Acct Class: 5055 Utilities						
7105.100 Util-Telephone	325.00	325.00	257.39	20.16	67.61	79.2
7105.200 Util-Electric	49,325.00	49,325.00	32,589.17	163.41	16,735.83	66.1
7105.300 Util-Waste	500.00	500.00	426.72	42.50	73.28	85.3
Acct Class: 5075 Equipment						
7061.000 Rental Equipment	500.00	500.00	0.00	0.00	500.00	0.0
7063.000 Fuel	8,000.00	8,000.00	4,873.43	562.60	3,126.57	60.9
7065.000 Vehicle Repair/Maintenance	3,500.00	3,500.00	4,307.82	803.39	-807.82	123.1
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	102,584.58	146,345.22	116,194.78	14,166.91	30,150.44	79.4
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	254,000.00	204,000.00	18,801.83	0.00	185,198.17	9.2
Less Reimbursement due from LAIF Savings	-254,000.00	-204,000.00	-18,801.83	0.00	-185,198.17	-9.2
Expenditures	515,453.83	560,414.39	419,291.28	24,643.72	141,123.11	74.8

For the Period: 7/1/2015 to 5/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
---------------------------------------	---------------	--------------	------------	----------	----------	-------

Fund: 20 - LSCSD Water Dept

Revenues						
Acct Class: 4001 Assessments & Revenues						
4001.100 Assmt/Revenue-Residential	344,897.40	344,897.40	325,198.65	0.00	19,698.75	94.3
4001.200 Assmt/Revenue-Standby	104,560.00	104,560.00	104,340.00	0.00	220.00	99.8
4001.300 Assmt/Revenue-Commercial	15,331.11	15,331.11	12,376.43	1,360.44	2,954.68	80.7
4003.000 Late Payment Revenue	9,000.00	9,000.00	7,364.84	6.86	1,635.16	81.8
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: 4060 Interest						
5081.000 Interest Earned-RSV	2,550.00	2,550.00	6,101.56	0.00	-3,551.56	239.3
Revenues	477,508.51	477,508.51	456,551.48	1,952.30	20,957.03	95.6

For the Period: 7/1/2015 to 5/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 20 - LSCSD Water Dept						
Acct Class: 5000 General Operating Expense						
7003.000 Bad Debt	0.00	0.00	22.32	0.00	-22.32	0.0
7005.000 Depreciation	30,000.00	30,000.00	0.00	0.00	30,000.00	0.0
7033.000 Licenses, Permits, Fees	8,000.00	8,000.00	3,720.33	1,589.67	4,279.67	46.5
7034.000 Dues & Subscriptions	1,300.00	1,300.00	1,093.33	0.00	206.67	84.1
7062.000 Repair & Maintenance	27,000.00	27,000.00	20,646.30	12.34	6,353.70	76.5
7064.000 Materials/Supplies/Small Tools	5,000.00	5,000.00	1,963.06	0.00	3,036.94	39.3
7100.000 Lease/Rent Expense	0.00	1,200.00	848.35	147.13	351.65	70.7
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	650.00	650.00	272.71	0.00	377.29	42.0
7050.200 Off Exp-Postage	800.00	800.00	658.38	0.00	141.62	82.3
Acct Class: 5010 Payroll						
7530.000 Payroll Services Billed	136,730.57	136,730.57	117,693.74	10,944.75	19,036.83	86.1
7555.000 Uniforms	1,200.00	1,200.00	353.35	0.00	846.65	29.4
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	2,000.00	2,000.00	32.50	0.00	1,967.50	1.6
7551.000 Meals	350.00	350.00	62.82	0.00	287.18	17.9
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	4,620.00	4,620.00	3,795.00	0.00	825.00	82.1
7041.000 Legal	2,000.00	4,000.00	2,786.80	0.00	1,211.20	69.7
Acct Class: 5025 Contractual						
7026.000 Contract Services	13,000.00	13,000.00	4,751.99	128.00	8,248.01	36.6
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	24,000.00	24,000.00	21,056.11	0.00	2,943.89	87.7
Acct Class: 5055 Utilities						
7105.100 Util-Telephone	2,600.00	2,600.00	2,442.25	219.91	157.75	93.9
7105.200 Util-Electric	97,000.00	97,000.00	65,091.62	0.00	31,908.38	67.1
7105.300 Util-Waste	500.00	500.00	426.72	42.50	73.28	85.3
Acct Class: 5075 Equipment						
7063.000 Fuel	8,000.00	8,000.00	4,806.38	562.59	3,193.62	60.1
7065.000 Vehicle Repair/Maintenance	3,500.00	3,500.00	2,553.87	803.39	946.13	73.0
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	102,584.58	146,345.22	116,194.78	14,166.91	30,150.44	79.4
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	498,000.00	448,000.00	28,035.73	0.00	419,964.27	6.3
Less Reimbursement due from LAIF Savings	-498,000.00	-448,000.00	-28,035.73	0.00	-419,964.27	-6.3
Expenditures	470,835.15	517,795.79	371,274.71	28,617.19	146,521.08	71.7

For the Period: 7/1/2015 to 5/31/2016

	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	80,258.75	0.00	-48.75	100.1
4001.200 Assmt/Revenue-Standby	169,715.00	169,715.00	169,373.75	0.00	341.25	99.8
4001.300 Assmt/Revenue-Commercial	2,015.00	2,015.00	2,015.00	0.00	0.00	100.0
4003.000 Late Payment Revenue	5,200.00	5,200.00	5,516.92	6.34	-316.92	106.1
Acct Class: 4050 Other Operating Revenues						
5054.000 Animal Control Fees - Other	400.00	400.00	280.00	0.00	120.00	70.0
5055.000 Animal License Fee	3,000.00	4,000.00	4,116.66	80.00	-116.66	102.9
5056.000 Warrant	2,900.00	2,900.00	1,546.45	24.20	1,353.55	53.3
5062.000 Event Donations	3,000.00	500.00	1,509.50	1,000.00	-1,009.50	301.9
Acct Class: 4055 Operational Income						
4056.000 Misc-Non Operating Income	1,000.00	3,200.00	3,201.85	0.00	-1.85	100.1
Acct Class: 4060 Interest						
5081.000 Interest Earned-RSV	550.00	550.00	694.97	0.00	-144.97	126.4
Revenues	267,990.00	268,690.00	268,513.85	1,110.54	176.15	99.9

Expenditures

Dept: 01 General Admin						
Acct Class: 5000 General Operating Expense						
7003.000 Bad Debt	0.00	0.00	33.06	0.00	-33.06	0.0
7033.000 Licenses, Permits, Fees	750.00	750.00	177.00	0.00	573.00	23.6
7034.000 Dues & Subscriptions	2,600.00	2,600.00	2,410.00	0.00	190.00	92.7
7062.000 Repair & Maintenance	1,300.00	1,300.00	421.97	0.00	878.03	32.5
7064.000 Materials/Supplies/Small Tools	1,500.00	1,500.00	131.67	0.00	1,368.33	8.0
7204.000 Events	500.00	500.00	500.00	0.00	0.00	100.0
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	1,000.00	1,000.00	707.71	0.00	292.29	70.8
7050.200 Off Exp-Postage	475.00	475.00	175.43	0.00	299.57	35.9
7050.400 Off Exp-Maint	1,850.00	1,850.00	1,580.70	119.49	269.22	85.4

For the Period: 7/1/2015 to 5/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 25 - LSCSD Police Department						
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	110,237.44	111,503.00	86,241.01	4,452.88	25,261.99	77.3
7513.000 Payroll-TAXES	9,444.38	9,723.00	6,257.94	217.76	3,465.06	64.4
7514.000 Payroll-Benefits	33,488.25	26,228.00	25,603.11	2,070.81	624.89	97.6
7516.100 Pension Cost (EJ)	5,505.37	5,505.37	3,202.12	1,716.44	2,303.25	58.2
7518.000 Workers Comp	6,519.80	7,050.00	6,196.22	0.00	853.78	87.9
7530.000 Payroll Services Billed	1,200.00	1,200.00	-280.86	34.52	1,480.86	-23.4
7552.000 Employee Physical Exams-Shots	250.00	250.00	400.00	0.00	-150.00	160.0
7556.000 Uniforms	1,500.00	1,500.00	536.91	0.00	963.09	35.8
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	2,300.00	2,300.00	180.99	149.04	2,119.01	7.9
7551.000 Meals	150.00	150.00	0.00	0.00	150.00	0.0
Acct Class: 5024 Professional Services						
7001.000 Accounting Audit/Review	3,500.00	3,500.00	2,875.00	0.00	625.00	82.1
7035.000 Advertising	200.00	200.00	122.76	0.00	77.24	61.4
7041.000 Legal	500.00	1,000.00	700.00	0.00	300.00	70.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	3,000.00	3,000.00	2,981.47	138.75	18.53	99.4
Acct Class: 5030 Insurance, Liability						
7040.000 Insurance (Liability)	11,000.00	11,000.00	8,805.11	0.00	2,194.89	80.0
Acct Class: 5055 Utilities						
7105.000 Utilities - CSD	600.00	600.00	556.46	57.66	43.54	92.7
7105.100 Util-Telephone	5,000.00	5,000.00	3,809.15	378.05	1,190.85	76.2
7105.200 Util-Electric	2,600.00	2,600.00	2,214.49	0.00	305.51	85.2
7105.300 Util-Waste	450.00	450.00	370.00	40.00	80.00	82.2
7105.400 Utilities-Propane	1,000.00	1,000.00	811.12	281.70	188.88	81.1
Acct Class: 5075 Equipment						
7063.000 Fuel	10,000.00	10,000.00	5,439.05	503.10	4,560.95	54.4
7065.000 Vehicle Repair/Maintenance	4,500.00	4,500.00	4,220.90	39.95	279.10	93.8
Acct Class: 6000 Admin Overhead Alloc						
7002.000 Admin Overhead Alloc	19,539.92	27,875.28	22,132.34	2,698.46	5,742.94	79.4
Acct Class: 6010 Capital Expenditures						
7010.000 Capital Improvement	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
Less Reimbursement due from LAIF Savings	-4,000.00	-4,000.00	0.00	0.00	-4,000.00	0.0
Dept: 40 Animal Control						
Acct Class: 5000 General Operating Expense						
7062.000 Repair & Maintenance	200.00	200.00	0.00	0.00	200.00	0.0
7064.000 Materials/Supplies/Small Tools	200.00	200.00	0.00	0.00	200.00	0.0
Acct Class: 5005 Office Expense						
7050.100 Off Exp-Supplies	50.00	50.00	0.00	0.00	50.00	0.0
Acct Class: 5010 Payroll						
7530.000 Payroll Services Billed	0.00	0.00	527.00	0.00	-527.00	0.0
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	0.00	0.00	90.00	0.00	-90.00	0.0
Acct Class: 5024 Professional Services						
7035.000 Advertising	150.00	150.00	0.00	0.00	150.00	0.0
Acct Class: 5025 Contractual						
7026.000 Contract Services	0.00	0.00	144.90	0.00	-144.90	0.0
Dept: 99 Explorer Program						
Acct Class: 5000 General Operating Expense						
7064.000 Materials/Supplies/Small Tools	50.00	50.00	0.00	0.00	50.00	0.0
Acct Class: 5010 Payroll						
7556.000 Uniforms	150.00	150.00	0.00	0.00	150.00	0.0
Expenditures	243,260.16	246,909.65	184,137.19	12,779.12	52,797.46	74.6

For the Period: 7/1/2015 to 5/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 26 - COPS Grant						
Revenues						
Acct Class: 4001 Assessments & Revenues						
5075.000 Grant Income	100,000.00	100,000.00	77,319.30	11,532.72	22,680.70	77.3
Revenues	100,000.00	100,000.00	77,319.30	11,532.72	22,680.70	77.3
Expenditures						
Acct Class: 5010 Payroll						
7501.000 Payroll Expense	59,418.20	65,119.00	66,219.53	8,459.94	-1,100.53	101.7
7513.000 Payroll-TAXES	4,922.71	5,560.00	5,499.77	647.18	60.23	98.9
7514.000 Payroll-Benefits	25,179.13	25,179.13	23,714.67	2,070.81	1,464.46	94.2
7516.100 Pension Cost (EJ)	2,569.63	2,900.00	2,484.41	305.14	415.59	85.7
7518.000 Workers Comp	3,452.22	3,783.00	3,459.87	0.00	323.13	91.5
Acct Class: 5015 Travel/training/meals						
7550.000 Travel & Training	4,500.00	4,000.00	2,997.12	0.00	1,002.88	74.9
7551.000 Meals	0.00	500.00	516.00	0.00	-16.00	103.2
Expenditures	100,041.89	107,041.13	104,891.37	11,483.07	2,149.76	98.0

For the Period: 7/1/2015 to 5/31/2016

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

UnencBal

% Bud

Fund: 30 - LSCSD Fire Department

Revenues

Acct Class: 4001 Assessments & Revenues

4001.100 Assmt/Revenue-Residential	49,225.00	49,225.00	49,390.00	0.00	-165.00	100.3
4001.200 Assmt/Revenue-Standby	65,575.00	65,575.00	65,140.00	0.00	435.00	99.3
4001.300 Assmt/Revenue-Commercial	1,085.00	1,085.00	1,060.00	0.00	25.00	97.7
4003.000 Late Payment Revenue	2,500.00	2,500.00	2,335.13	18.69	164.87	93.4
5075.000 Grant Income	12,000.00	7,589.00	0.00	0.00	7,589.00	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
5056.000 Warrant	5,000.00	5,000.00	5,364.40	30.11	-364.40	107.3
5062.000 Event Donations	0.00	5,700.00	5,684.50	0.00	15.50	99.7

Acct Class: 4055 Operational Income

4056.000 Misc-Non Operating Income	48,000.00	161,864.71	161,094.82	0.00	-30.11	100.0
------------------------------------	-----------	------------	------------	------	--------	-------

Acct Class: 4050 Interest

5081.000 Interest Earned-RSV	300.00	300.00	492.51	0.00	-192.51	164.2
------------------------------	--------	--------	--------	------	---------	-------

Revenues

184,001.00	299,154.71	291,677.36	206.80	7,477.35	97.5
-------------------	-------------------	-------------------	---------------	-----------------	-------------

Expenditures

Acct Class: 5000 General Operating Expense

7003.000 Bad Debt	0.00	0.00	15.90	0.00	-15.90	0.0
7033.000 Licenses, Permits, Fees	300.00	300.00	225.18	0.00	74.82	75.1
7034.000 Dues & Subscriptions	925.00	925.00	755.00	0.00	170.00	81.6
7051.000 Public Safety Supplies	6,000.00	6,000.00	1,846.12	0.00	4,153.88	30.8
7051.100 Mandatory Safety Equipment	10,000.00	10,000.00	5,347.60	0.00	4,652.40	53.5
7062.000 Repair & Maintenance	2,250.00	6,000.00	5,206.73	500.00	793.27	86.8
7064.000 Materials/Supplies/Small Tools	1,500.00	3,500.00	3,247.39	290.29	252.61	92.8
7204.000 Events	500.00	500.00	65.04	-10.00	434.96	13.0

Acct Class: 5005 Office Expense

7050.100 Off Exp-Supplies	450.00	450.00	513.30	0.00	-63.30	114.1
7050.200 Off Exp-Postage	100.00	100.00	28.01	0.00	71.99	28.0

Acct Class: 5010 Payroll

7501.000 Payroll Expense	89,071.44	159,734.46	150,937.62	3,435.16	8,796.84	94.5
7513.000 Payroll-TAXES	7,538.75	15,127.47	14,708.41	362.70	419.06	97.2
7514.000 Payroll-Benefits	16,870.02	3,834.09	3,834.09	0.00	0.00	100.0
7516.100 Pension Cost (EJ)	2,547.09	1,200.00	1,160.34	12.09	39.66	96.7
7518.000 Workers Comp	7,707.08	7,707.08	10,584.50	0.00	-2,877.42	137.3
7530.000 Payroll Services Billed	-27,125.00	-38,632.79	-38,269.55	545.98	-563.24	90.5
7552.000 Employee Physical Exams-Shots	750.00	1,200.00	1,134.00	0.00	66.00	94.5
7556.000 Uniforms	4,000.00	4,000.00	2,600.37	563.21	1,399.63	65.0

Acct Class: 5015 Travel/training/meals

7549.000 Vounteer FF Stipend	13,000.00	13,000.00	6,888.00	0.00	6,112.00	53.0
7550.000 Travel & Training	7,000.00	7,000.00	4,944.76	0.00	2,055.24	70.6
7551.000 Meals	1,500.00	1,500.00	1,330.41	31.42	169.59	88.7

Acct Class: 5024 Professional Services

7001.000 Accounting Audit/Review	980.00	980.00	805.00	0.00	175.00	82.1
7041.000 Legal	0.00	1,000.00	365.00	0.00	635.00	36.5

Acct Class: 5025 Contractual

7026.000 Contract Services	2,000.00	2,000.00	1,382.63	82.50	617.37	69.1
----------------------------	----------	----------	----------	-------	--------	------

Acct Class: 5030 Insurance, Liability

7040.000 Insurance (Liability)	7,000.00	7,000.00	6,883.76	0.00	116.24	98.3
--------------------------------	----------	----------	----------	------	--------	------

Acct Class: 5055 Utilities

7105.000 Utilities - CSD	800.00	800.00	737.95	74.16	62.05	92.2
7105.100 Util-Telephone	1,150.00	1,150.00	531.94	53.59	618.06	46.3
7105.200 Util-Electric	3,300.00	3,300.00	4,002.96	0.00	-702.96	121.3
7105.300 Util-Waste	450.00	450.00	370.00	40.00	80.00	82.2
7105.400 Utilities-Propane	1,000.00	1,000.00	811.16	281.71	188.84	81.1

Acct Class: 5075 Equipment

7063.000 Fuel	7,500.00	7,500.00	5,738.50	321.43	1,761.50	76.5
7065.000 Vehicle Repair/Maintenance	7,500.00	32,000.00	26,575.01	289.59	5,424.99	83.0
7075.000 VFA Grant Equipment	0.00	15,177.18	7,826.71	0.00	7,350.47	51.6

Acct Class: 6000 Admin Overhead Alloc

7002.000 Admin Overhead Alloc	19,539.92	27,875.28	22,132.35	2,698.46	5,742.93	79.4
-------------------------------	-----------	-----------	-----------	----------	----------	------

Acct Class: 6010 Capital Expenditures

7010.000 Capital Improvement	99,000.00	99,000.00	70,645.00	0.00	28,355.00	71.4
Less Reimbursement due from LAIF Savings	-99,000.00	-99,000.00	-70,645.00	0.00	-28,355.00	-71.4

Expenditures

196,104.30	303,477.77	255,266.19	9,572.29	48,211.58	84.1
-------------------	-------------------	-------------------	-----------------	------------------	-------------

Grand Total Net Effect:

75,572.95	-17,516.15	297,129.88	-57,849.54	-314,646.03
------------------	-------------------	-------------------	-------------------	--------------------



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

2

TO: LSCSD Board of Directors
FROM: Sharon Lang, Accounts Receivable
DATE: July 1, 2016
RE: 2016 Tax Roll

Public Hearing: Delinquent Charges (Government Code §61115 (b) to be sent to the Siskiyou County Auditor to be included on the 2016 Tax Roll

1. Public Hearing: To hear and consider all objections or protests to CSD's Impending Delinquency Report of taxes, assessment and other charges levied for the fiscal year 2015-2016, being delinquent, shall be declared tax-defaulted pursuant to Government Code §61115(b) and shall direct the General Manager to file with the county auditor a copy of the final report, on or before August 10, 2016.

Motion to: declare said delinquencies tax-defaulted pursuant to Government Code §61115(b) and direct the Acting General Manager to file the final report with the Siskiyou County Auditor on or before August 10, 2016.

Encl: Report of Delinquent Charges, Notice of Public Hearing

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Lake Shastina Community Services District Board will hold a Public Hearing at the regularly scheduled meeting on July 20, 2016, at 1:00 p.m. in the Administration Building, 16320 Everhart Drive, Weed, CA 96094.

The purpose of the Public Hearing is for IMPENDING DELINQUENCY REPORTING TO THE TAX COLLECTOR, SISKIYOU COUNTY at which time the Board of Directors shall hear and consider any objections or protests to the report of taxes, assessment and other charges levied for the fiscal year 2015-2016, being delinquent, shall be declared tax-defaulted pursuant to Government Code §61115 (b) on or before August 10, 2016.

The owner may avoid DELINQUENT AMOUNT BEING TAX ROLLED TO THE SISKIYOU COUNTY TAX COLLECTOR through payment of all unpaid amounts prior to the date when the tax collector obtains the DELINQUENT TAX REPORT.

Information concerning the initiation of an installment plan of delinquent amounts will be furnished upon request, by Karl Drexel, ~~Acting~~ General Manager of the Lake Shastina Community Services District at 16320 Everhart Drive, Weed, CA 96094, or telephone 530-938-3281. The right to an installment payment plan terminates on July 15, 2016 and after that date the entire balance due must be paid in full to prevent the delinquent amounts being tax rolled to the tax collector.

CSD TAX ROLLS ESTIMATE

	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
470 Accounts would go to tax rolls as of 7/13/2016 1:35:00 PM	30,445.77	11,910.91	14,392.90	19,039.14	\$75,788.72

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
6965	106-010-040	38.41	14.85	21.32	23.71	\$98.29
6589	106-010-160	74.30	28.58	41.15	45.72	\$189.75
4418	106-010-500	74.30	28.58	41.15	45.72	\$189.75
1270	106-020-020	74.30	28.58	41.15	45.72	\$189.75
1267	106-020-050	74.30	28.58	41.15	45.72	\$189.75
1266	106-020-060	74.30	28.58	41.15	45.72	\$189.75
5609	106-020-110	74.30	28.58	41.15	45.72	\$189.75
4077	106-020-150	79.38	33.66	46.23	50.80	\$210.07
4794	106-020-270	36.62	14.09	20.28	22.53	\$93.52
1261	106-020-280	74.30	28.58	41.15	45.72	\$189.75
4100	106-020-380	74.30	28.58	41.15	45.72	\$189.75
4120	106-020-390	74.30	28.58	41.15	45.72	\$189.75
5914	106-030-060	37.11	14.28	20.55	0.00	\$71.94
1175	106-030-080	74.30	28.58	41.15	45.72	\$189.75
4080	106-030-100	37.50	14.43	20.77	23.57	\$96.27
5262	106-030-220	36.35	22.37	247.58	164.15	\$470.45
6903	106-030-310	74.30	28.58	41.15	45.72	\$189.75
6524	106-040-200	46.39	17.84	25.69	28.55	\$118.47
1150	106-040-290	73.77	28.38	40.85	45.39	\$188.39
5357	106-040-350	74.30	28.58	41.15	45.72	\$189.75
4121	106-040-370	74.30	28.58	41.15	45.72	\$189.75
6596	106-050-240	74.30	28.58	41.15	0.00	\$144.03
3449	106-050-250	74.30	28.58	41.15	45.72	\$189.75
3122	106-060-070	74.30	28.58	41.15	45.72	\$189.75
6966	106-060-080	74.30	28.58	41.15	45.72	\$189.75
4084	106-070-010	74.30	28.58	41.15	45.72	\$189.75
4548	106-070-050	74.30	28.58	41.15	45.72	\$189.75
4604	106-070-060	74.30	28.58	41.15	45.72	\$189.75
6410	106-080-260	74.30	28.58	41.15	45.72	\$189.75
1115	106-080-360	36.62	14.09	20.28	22.53	\$93.52
1361	106-090-110	36.62	14.09	20.28	22.53	\$93.52
4297	106-090-200	79.38	33.66	46.23	50.80	\$210.07
1391	106-090-250	74.30	28.58	41.15	45.72	\$189.75
7080	106-100-130	73.78	45.40	452.47	24.69	\$596.34
72	106-100-200	74.30	28.58	41.15	45.72	\$189.75
1319	106-100-240	74.30	28.58	41.15	45.72	\$189.75
4187	106-110-130	74.30	28.58	41.15	45.72	\$189.75
4260	106-110-150	74.30	28.58	41.15	45.72	\$189.75
2158	106-110-170	74.30	28.58	41.15	45.72	\$189.75
6529	106-110-240	36.62	14.09	20.28	22.53	\$93.52
1385	106-110-260	74.30	28.58	41.15	45.72	\$189.75
6986	106-110-400	36.62	14.09	20.28	22.53	\$93.52
74	106-120-100	74.30	28.58	41.15	45.72	\$189.75
1334	106-120-140	77.54	29.80	42.95	47.71	\$198.00
6850	106-140-060	74.30	28.58	41.15	45.72	\$189.75
6334	106-140-090	37.50	14.43	20.77	23.06	\$95.76
4901	106-140-110	74.30	28.58	41.15	45.72	\$189.75
1425	106-140-130	36.62	14.09	20.28	22.53	\$93.52
6904	106-150-050	58.39	22.46	32.34	35.92	\$149.11
6527	106-150-100	74.30	28.58	41.15	0.00	\$144.03
5790	106-150-140	74.30	28.58	41.15	0.00	\$144.03
5411	106-160-090	69.62	26.79	38.57	42.83	\$177.81

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
4689	106-280-390	74.30	28.58	41.15	45.72	\$189.75
1564	106-280-430	74.30	28.58	41.15	45.72	\$189.75
5206	106-280-460	74.30	28.58	41.15	45.72	\$189.75
6152	106-290-130	74.30	28.58	41.15	45.72	\$189.75
4092	106-290-160	74.30	28.58	41.15	45.72	\$189.75
1571	106-290-180	74.30	28.58	41.15	45.72	\$189.75
1443	106-290-300	74.30	28.58	41.15	45.72	\$189.75
4216	106-290-390	33.63	12.93	18.62	0.00	\$65.18
1931	106-290-410	74.30	28.58	41.15	45.72	\$189.75
1931	106-290-460	74.30	28.58	41.15	45.72	\$189.75
5068	106-300-150	74.30	28.58	41.15	45.72	\$189.75
5679	106-300-170	74.30	28.58	41.15	45.72	\$189.75
4795	106-300-180	37.57	14.45	20.80	23.12	\$95.94
3351	106-300-240	46.20	17.77	25.58	28.43	\$117.98
4624	106-310-110	74.30	28.58	41.15	45.72	\$189.75
80	106-310-210	74.30	28.58	41.15	0.00	\$144.03
5073	106-320-090	73.78	45.40	374.11	213.88	\$707.17
5073	106-320-100	74.30	28.58	41.15	45.72	\$189.75
4201	106-320-140	36.62	14.09	20.28	22.53	\$93.52
6901	106-320-310	74.30	28.58	41.15	45.72	\$189.75
5740	106-320-380	74.30	28.58	41.15	45.72	\$189.75
4420	106-330-050	37.68	14.50	20.87	23.17	\$96.22
6345	106-330-170	74.30	28.58	41.15	0.00	\$144.03
4077	106-350-160	79.38	33.66	46.23	50.80	\$210.07
1714	106-370-090	74.30	28.58	41.15	45.72	\$189.75
4743	106-380-050	74.30	28.58	41.15	45.72	\$189.75
4527	106-380-110	18.04	11.10	11.88	0.00	\$41.02
2846	106-380-120	37.50	14.43	20.77	23.06	\$95.76
1724	106-380-150	74.30	28.58	41.15	45.72	\$189.75
4902	106-380-160	74.30	28.58	41.15	45.72	\$189.75
6420	106-390-160	74.30	28.58	41.15	45.72	\$189.75
2886	106-400-020	74.30	28.58	41.15	45.72	\$189.75
4104	106-400-030	74.30	28.58	41.15	45.72	\$189.75
5356	106-410-020	74.30	28.58	41.15	45.72	\$189.75
1659	106-410-040	74.30	28.58	41.15	45.72	\$189.75
1656	106-410-100	36.62	14.09	20.28	22.53	\$93.52
1737	106-420-130	36.62	14.09	20.28	22.53	\$93.52
5393	106-430-090	74.30	28.58	41.15	45.72	\$189.75
5239	106-430-110	74.30	28.58	41.15	45.72	\$189.75
1672	106-430-180	74.30	28.58	41.15	45.72	\$189.75
2910	106-430-220	74.30	28.58	41.15	0.00	\$144.03
6031	106-430-260	6.92	6.18	18.06	11.38	\$42.54
5618	106-470-050	74.30	28.58	41.15	45.72	\$189.75
5618	106-470-060	74.30	28.58	41.15	45.72	\$189.75
5618	106-470-070	74.30	28.58	41.15	45.72	\$189.75
5618	106-470-080	74.30	28.58	41.15	45.72	\$189.75
7039	106-470-170	18.04	11.10	122.88	126.90	\$278.92
3849	106-480-110	40.36	15.52	22.35	24.85	\$103.08
3849	106-480-120	40.36	15.52	22.35	24.85	\$103.08
3849	106-480-130	40.36	15.52	22.35	24.85	\$103.08
3849	106-480-140	40.36	15.52	22.35	24.85	\$103.08
5962	106-480-260	74.30	28.58	41.15	45.72	\$189.75
5962	106-480-270	74.30	28.58	41.15	45.72	\$189.75
5962	106-480-280	74.30	28.58	41.15	45.72	\$189.75
5962	106-480-290	74.30	28.58	41.15	45.72	\$189.75
5587	106-490-050	74.30	28.58	41.15	45.72	\$189.75

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
6951	107-210-120	36.62	14.09	20.28	22.53	\$93.52
6275	107-210-190	34.04	13.09	18.86	20.94	\$86.93
2174	107-210-300	74.30	28.58	41.15	0.00	\$144.03
2468	107-220-160	36.62	14.09	20.28	0.00	\$70.99
953	107-220-370	74.30	28.58	41.15	45.72	\$189.75
3355	107-230-260	74.30	28.58	41.15	45.72	\$189.75
5650	107-250-120	37.57	14.46	20.81	23.10	\$95.94
6081	107-260-200	39.57	15.22	21.91	24.35	\$101.05
5391	107-260-210	73.78	45.40	502.47	224.69	\$846.34
4451	107-260-230	74.30	28.58	41.15	45.72	\$189.75
6090	107-260-240	74.30	28.58	41.15	45.72	\$189.75
6090	107-260-250	74.30	28.58	41.15	45.72	\$189.75
2577	107-270-150	37.57	14.45	20.80	23.12	\$95.94
1604	107-270-170	36.62	14.09	20.28	22.53	\$93.52
4673	107-270-180	74.30	28.58	41.15	45.72	\$189.75
3224	107-280-010	74.30	28.58	0.00	45.72	\$148.60
6091	107-280-050	75.40	29.00	0.00	46.40	\$150.80
2370	107-290-010	74.30	28.58	0.00	45.72	\$148.60
6374	107-290-290	36.62	14.09	0.00	22.53	\$73.24
5165	107-290-330	74.30	28.58	0.00	45.72	\$148.60
4707	107-290-380	74.30	28.58	0.00	45.72	\$148.60
6369	107-300-070	36.35	22.37	0.00	173.07	\$231.79
101	107-300-160	36.62	14.09	0.00	22.53	\$73.24
6916	107-300-200	74.30	28.58	0.00	45.72	\$148.60
6800	107-300-240	74.30	28.58	0.00	45.72	\$148.60
5422	107-300-290	73.78	45.40	496.35	271.06	\$886.59
4281	107-300-340	74.30	28.58	0.00	45.72	\$148.60
979	107-300-440	2.67	1.64	18.19	10.90	\$33.40
6804	107-310-070	74.30	28.58	0.00	45.72	\$148.60
6376	107-310-080	45.25	17.41	0.00	27.84	\$90.50
3312	107-310-240	74.30	28.58	0.00	45.72	\$148.60
6763	107-310-270	40.50	15.57	0.00	24.92	\$80.99
6557	107-320-070	74.30	28.58	0.00	45.72	\$148.60
6379	107-320-100	74.30	28.58	0.00	45.72	\$148.60
5613	107-320-200	74.30	28.58	0.00	0.00	\$102.88
980	107-330-010	16.25	10.00	0.00	0.00	\$26.25
3363	107-330-060	46.20	17.77	0.00	28.43	\$92.40
45	107-330-220	74.30	28.58	0.00	45.72	\$148.60
6750	107-350-010	74.30	28.58	41.15	45.72	\$189.75
6987	107-350-060	74.30	28.58	41.15	45.72	\$189.75
6987	107-350-070	74.30	28.58	41.15	45.72	\$189.75
3679	107-360-140	74.30	28.58	41.15	0.00	\$144.03
1011	107-360-180	36.35	22.37	247.58	164.70	\$471.00
7043	107-360-330	18.04	11.10	122.88	72.97	\$224.99
6481	107-360-360	74.30	28.58	41.15	45.72	\$189.75
2730	107-360-400	36.62	14.09	20.28	22.53	\$93.52
431	107-370-030	78.12	30.05	43.26	48.07	\$199.50
4497	107-380-160	74.30	28.58	41.15	45.72	\$189.75
4926	107-380-190	13.78	5.31	7.64	8.47	\$35.20
6851	107-380-200	74.30	28.58	41.15	45.72	\$189.75
2727	107-390-070	74.30	28.58	41.15	45.72	\$189.75
4443	107-390-150	74.30	28.58	41.15	45.72	\$189.75
670	107-400-070	74.30	28.58	41.15	45.72	\$189.75
2820	107-400-080	74.30	28.58	41.15	45.72	\$189.75
4429	107-400-120	74.30	28.58	41.15	45.72	\$189.75
2784	107-400-130	74.30	28.58	41.15	45.72	\$189.75

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
3655	108-040-170	42.66	19.58	5.16	28.25	\$95.65
3856	108-050-020	74.30	28.58	0.00	45.72	\$148.60
6449	108-050-040	74.30	28.58	0.00	45.72	\$148.60
2373	108-050-060	74.30	28.58	0.00	45.72	\$148.60
4160	108-050-130	74.30	28.58	0.00	45.72	\$148.60
3645	108-050-140	74.30	28.58	0.00	45.72	\$148.60
5278	108-050-230	40.34	15.52	0.00	24.82	\$80.68
4869	108-050-240	74.30	28.58	0.00	45.72	\$148.60
4262	108-050-300	36.69	14.12	0.00	22.57	\$73.38
1487	108-050-320	74.30	28.58	0.00	45.72	\$148.60
1487	108-050-330	74.30	28.58	0.00	45.72	\$148.60
3647	108-050-520	74.30	28.58	0.00	45.72	\$148.60
5623	108-060-050	78.27	30.08	43.34	48.16	\$199.85
6196	108-060-070	74.30	28.58	0.00	45.72	\$148.60
3431	108-060-100	74.30	28.58	0.00	45.72	\$148.60
6426	108-060-290	74.30	28.58	0.00	45.72	\$148.60
5690	108-060-310	18.04	11.10	122.88	61.18	\$213.20
4335	108-070-070	74.30	28.58	0.00	45.72	\$148.60
5024	108-070-110	74.30	28.58	0.00	45.72	\$148.60
4007	108-070-160	74.30	28.58	0.00	45.72	\$148.60
3439	108-070-310	73.77	28.38	0.00	45.39	\$147.54
4337	108-080-030	74.30	28.58	0.00	45.72	\$148.60
6380	108-080-110	74.30	28.58	0.00	45.72	\$148.60
5283	108-080-250	74.30	28.58	0.00	45.72	\$148.60
5283	108-080-260	74.30	28.58	0.00	45.72	\$148.60
4254	108-080-300	29.16	11.21	0.00	17.94	\$58.31
4061	108-080-360	74.30	28.58	0.00	45.72	\$148.60
161	108-090-010	37.16	14.30	20.58	22.86	\$94.90
161	108-090-020	37.16	14.30	20.58	22.86	\$94.90
3698	108-090-200	74.30	28.58	41.15	45.72	\$189.75
5905	108-090-230	36.62	14.09	20.28	22.53	\$93.52
4010	108-090-240	74.30	28.58	41.15	45.72	\$189.75
4572	108-090-400	37.12	14.28	20.55	22.84	\$94.79
5708	108-100-150	74.30	28.58	41.15	45.72	\$189.75
2736	108-100-160	74.30	28.58	41.15	45.72	\$189.75
202	108-100-180	74.30	28.58	41.15	45.72	\$189.75
4573	108-100-270	74.30	28.58	41.15	0.00	\$144.03
6730	108-100-280	74.30	28.58	41.15	0.00	\$144.03
223	108-100-420	74.30	28.58	41.15	45.72	\$189.75
5786	108-100-440	40.34	15.52	22.34	24.82	\$103.02
1496	108-110-020	74.30	28.58	41.15	45.72	\$189.75
4448	108-120-110	74.30	28.58	41.15	45.72	\$189.75
5160	108-120-220	74.30	28.58	41.15	45.72	\$189.75
6057	108-120-230	74.30	28.58	41.15	45.72	\$189.75
3825	108-120-240	74.30	28.58	41.15	45.72	\$189.75
6730	108-120-250	74.30	28.58	41.15	45.72	\$189.75
4047	108-120-330	37.78	14.53	0.00	23.24	\$75.55
381	108-130-100	74.30	28.58	41.15	45.72	\$189.75
5382	108-130-190	74.30	28.58	0.00	45.72	\$148.60
5700	108-130-210	74.30	28.58	0.00	45.72	\$148.60
303	108-130-220	74.30	28.58	0.00	45.72	\$148.60
2855	108-130-230	74.30	28.58	0.00	45.72	\$148.60
6893	108-130-350	74.30	28.58	41.15	45.72	\$189.75
5167	108-130-370	38.93	14.97	21.56	23.96	\$99.42
2183	108-130-400	74.30	28.58	41.15	45.72	\$189.75
6730	108-130-410	74.30	28.58	41.15	45.72	\$189.75

<i>ID</i>	<i>APN</i>	<i>Police</i>	<i>Fire</i>	<i>Sewer</i>	<i>Water</i>	<i>Total</i>
3902	108-280-070	37.56	14.45	0.00	23.11	\$75.12
6650	108-280-090	74.30	28.58	0.00	45.72	\$148.60
3262	108-280-110	65.93	25.36	0.00	40.56	\$131.85
4246	108-280-120	74.30	28.58	0.00	45.72	\$148.60
1944	108-280-220	74.30	28.58	0.00	45.72	\$148.60
1413	108-280-300	37.65	14.48	0.00	23.17	\$75.30
3810	108-290-110	74.30	28.58	0.00	45.72	\$148.60
7062	108-290-160	36.62	14.09	0.00	22.53	\$73.24
6190	108-300-020	74.30	28.58	0.00	45.72	\$148.60
3748	108-300-110	36.62	14.09	0.00	22.53	\$73.24
1616	108-300-120	74.30	28.58	0.00	45.72	\$148.60
1363	108-300-190	74.30	28.58	0.00	45.72	\$148.60
3692	108-300-500	36.62	14.09	0.00	22.53	\$73.24
904	108-300-510	74.30	28.58	0.00	0.00	\$102.88
588	108-310-150	74.30	28.58	0.00	45.72	\$148.60
4951	108-310-170	74.30	28.58	0.00	45.72	\$148.60
3710	108-310-190	74.30	28.58	0.00	59.11	\$161.99
3712	108-310-210	74.30	28.58	0.00	0.00	\$102.88
4619	108-310-300	74.30	28.58	0.00	45.72	\$148.60
5037	108-320-020	74.30	28.58	0.00	45.72	\$148.60
5037	108-320-030	74.30	28.58	0.00	45.72	\$148.60
5454	108-320-070	74.30	28.58	0.00	45.72	\$148.60
3843	108-320-130	74.30	28.58	0.00	45.72	\$148.60
3850	108-320-250	74.30	28.58	0.00	45.72	\$148.60
5016	108-320-260	74.30	28.58	0.00	45.72	\$148.60
854	108-320-300	74.30	28.58	0.00	45.72	\$148.60



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of June LSFD had a total of 19 calls. These calls included:

- 1 Public Assist
- 1 Structure Fires
- 14 Medical Aids
- 3 Traffic Collisions

LSFD had a very busy month with both call volume and training. We wrapped up our annual wildland training certification and can gladly say all members of LSFD are now red card certified to fight wildland fire throughout the entire state. Members of LSFD who were not up to date on their CPR cards are also now certified.

Certifications have become very important to me since taking over as the Chief position. I came up with a method to give each firefighter some accountability on their training by creating a large white board with a list of the members and the required trainings. As the firefighters complete their trainings they get checked off in the appropriate section. I invite everyone to stop by anytime and check out the white board to see all the hard work our firefighters have put in so far.

Lake Shastina Police Department

Inter-Office Memo

4

Lake Shastina C.S.D. Board Report

June 2016

The Lake Shastina Police Department would like to formally welcome Karl Drexel to the Community. We look forward to working closely with him in an effort to improve the quality of services we provide to the citizens.

Due to Presidential Proclamation, and the full support of GM Drexel and the Police Department, the flag was lowered as a show of respect for the fallen officers of the Dallas Police Department. Tragedy can occur at any moment and we offer our thoughts and prayers for the families and friends of these slain heroes.

As you are all aware, the police department continues to operate with a reduced staff which leads to a reduction in patrol hours, as well as slower response times. We continue to seek additional qualified personnel and appreciate the efforts of Chief Wilson in receiving applications and beginning the required POST Background Investigations on suitable candidates. These "Backgrounds" are a time consuming process and we will continue to pursue full time officers who are qualified to serve.

The month of June showed a slight decrease in the number of calls and arrests in the LS Community. The fact that there was only one officer patrolling during this time may have contributed to that decrease.

There was a Violation of a Court Order, a minor vandalism (with fire) and a suspected child abuse report filed early in the month. These cases have been investigated and closed.

A citizen in receipt of a handgun was uncomfortable with the firearm and turned it over to the police department for destruction. While this is a small use of our time, it is one of the services we provide that keeps Lake Shastina safe.

In the middle of June, we received a report of a "Stalking" and there was a warrant arrest. The "Stalking" is still under investigation and the suspect with a warrant was released on her promise to appear in court (a citation). In the last week of June a local real estate professional reported a theft from one of the residences that she has listed for sale. The loss is estimated at \$100.00 and there was no evidence available for collection.

Lake Shastina Police Department

Inter-Office Memo

Officer Owens responded to yet another report of Spousal Abuse. As you all know, these can be very volatile calls and Lake Shastina seems to be having more than our share of these felonies.

During his investigation, he determined that there were multiple injuries to the victim including a laceration on her right hand. He advised the suspect he was under arrest and stepped forward to handcuff the male. The suspect pulled away and headed for the door, resisting arrest. At the door, he turned, squared off on the officer and lunged forward in a threatening manner.

Officer Owens was able to complete the arrest with no further difficulties; however, the suspect's actions resulted in an additional charge of Resisting Arrest. Most people do understand that when an officer says "Stop", that does require an immediate response.

On behalf of Chief Wilson and the entire LSPD, I would like to thank the citizens of Lake Shastina and the CSD Board for their continued support of local police services. We will continue to provide professional police protection and service to all citizens of this community.

Thank You,

A handwritten signature in black ink, appearing to read "S. Beck", followed by a long horizontal flourish.

Officer Stan Beck

Item 5

Verbal Report

Employment agreement with Mike Wilson for Assistant General Manager for Fire and Police (GM Drexel)



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JULY 20, 2016
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: DISTRICT SECRETARY / TREASURER / CONTROLLER

Authorize GM to act as, and provide services of, the District Secretary / Treasurer / Controller of the Lake Shastina Community Services District as defined by Board Policy and Government Code Section §61050, et seq which states that the District can appoint the same person to be general manager and treasurer and that the treasurer cannot be a board member.

BACKGROUND:

The Lake Shastina Community Services District has historically made the General Manger the District Secretary and that practice has been codified in the Board Policy #1300. Since the appointment of a new General Manger, however, the Board has not acted on that appointment. Additionally, the Community Services District Law, SB 135 effective January 1, 2006, authorizes the appointment of a District treasurer if the District chooses to use an alternate depository than the Siskiyou County Treasurer's Office. Since the District uses their own bank for checking and savings and has funds deposited separately in the Local Agency Investment Fund of the State Controller's Office, Government Code 61053, among other things states the District must appoint a District Treasurer to serve in the place of the District Treasurer. The Treasurer and General Manger can be the same person.

RECOMMENDATION:

Because the Board has declared a desire to not use the County Treasurer as the District Treasurer, staff recommends the Board appoint the General Manager as Secretary, Treasurer and Controller of the Lake Shastina Community Services District.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT

RESOLUTION *-16

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT (LSCSD) APPOINTING THE DISTRICT'S SECRETARY, TREASURER AND CONTROLLER.

WHEREAS, pursuant to Government Code Section 61240 and Board Policy Section 5010.5, the General Manager of the District may be appointed the District's Secretary and Treasurer; and

WHEREAS the Community Services District Law, SB 135 effective January 1, 2006, authorizes the appointment of a District treasurer, and Government Code Section 61050, et seq states that the District can appoint the same person to be general manager and treasurer and that the treasurer cannot be a board member; and

WHEREAS the Board of Directors of the Lake Shastina Community Services District desires the General Manager of the District to be the Treasurer; therefore

BE IT RESOLVED that Karl W. Drexel, General Manager of the Lake Shastina Community Services District, is hereby appointed Secretary, Treasurer and Controller of the District.

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 July 20, 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:

Barbara Thomsson, President of the Board

ATTEST:

Karl Drexel, Secretary of the Board



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JULY 20, 2016
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: APPROVE AND RATIFY TEAMSTERS UNION 137 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 to, along with the job stewards and several interim General Managers to negotiate the terms of the MOU. Negotiations have transpired over the last 15 months. The MOU was approved by the LSCSD Board of Directors on April 20, 2016. However, for several reasons, the Agreement was never Ratified and signed. The Union and the District met again to negotiate any lingering issues and the Committee and I have concluded that the District should approve and sign the MOU and start the enrollment in the Union's Health Program as soon as possible. Although it is not the best Agreement in my estimation, it is a reasonable Agreement and any further delay is just delaying the inevitable and costing the District almost \$5,000 per month in savings over the SDRMA plan.

RECOMMENDATION:

Staff recommends the Board of Directors approve and adopt Resolution *-16 reauthorizing the approval and ratification of the Teamsters Union 137 MOU and enter into the Union's Health Benefit Plan immediately.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT

RESOLUTION *-16

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT APPROVING THE 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 staff have unanimously voted to join the Teamsters Union; and

WHEREAS, the Lake Shastina Community Services District union stewards, several Interim General Managers, General Manager and Teamsters representatives have been working for the last twelve to eighteen months to negotiate a Memorandum of Understanding (MOU); and

WHEREAS, after the lengthy negotiation, questions and answers, 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: July 20, 2016 through June 30, 2017, as presented hereto as Exhibit A.

This resolution cancels Resolution 2-16.

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 July 20, 2016.

AYES:
NOES:
ABSENT:
ABSTAIN:

Barbara Thomsson, President of the Board

ATTEST:

Karl Drexel, Secretary of the Board

MEMORANDUM OF UNDERSTANDING

Between

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

and

**GENERAL TEAMSTERS,
PROFESSIONAL, HEALTH CARE
and PUBLIC EMPLOYEES**

LOCAL 137

July 20, 2016 – June 30, 2017

ARTICLE 1 - Preamble.....	3
ARTICLE 2 - Recognition	3
ARTICLE 3 - Management Rights	4
ARTICLE 4 - Union Rights	4
ARTICLE 5 - Union Security	5
ARTICLE 6 - Concerted Activities	5
ARTICLE 7 - Grievance Procedure	6
ARTICLE 8 - Safety	7
ARTICLE 9 - Industrial Disability	8
ARTICLE 10 - Employee Status	8
ARTICLE 11 - Wages and Classifications	9
ARTICLE 12 - Hours and Overtime	10
ARTICLE 13 - Promotion and Transfer	12
ARTICLE 14 - Demotion and Layoff	12
ARTICLE 15 - Leave of Absence	13
ARTICLE 16 - Expenses	13
ARTICLE 17 - Sick Leave	14
ARTICLE 18 - Funeral Leave	15
ARTICLE 19 - Catastrophic Leave	15
ARTICLE 20 - Holidays.....	15
ARTICLE 21 - Vacations	16
ARTICLE 22 - Uniforms.....	17
ARTICLE 23 - Employee Evaluations.....	18
ARTICLE 24 - Employee Discipline	18
ARTICLE 25 - Miscellaneous	20
ARTICLE 26 - Police Department Education Pay.....	20
ARTICLE 27 - Employee Benefit Programs.....	21
ARTICLE 28 - Savings Provision	21
ARTICLE 29 - Effect of Memorandum of Understanding	21
ARTICLE 30 - Entire Agreement	21
ARTICLE 31 - Term	22
EXHIBIT A - CLASSIFICATION AND SCHEDULE OF WAGE RATES	23
EXHIBIT B - CATASTROPHIC LEAVE POLICY	24

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, made and entered into this twentieth day of July 2016, by and between the representatives of the LAKE SHASTINA COMMUNITY SERVICES DISTRICT, hereinafter referred to as the District, and the representatives of the General Teamsters, Professional, Health Care and Public Employees Local 137, hereinafter referred to as Union,

WITNESSETH that:

WHEREAS, the parties hereto desire to facilitate the peaceful adjustment of differences that may from time to time arise between them, to promote harmony and efficiency to the end that the District, the Union and the general public may benefit therefrom, and to establish fair and equitable wages, hours and working conditions for certain hereinafter designated employees of the District,

NOW, THEREFORE, the parties hereto do agree as follows:

ARTICLE 1 - Preamble

1.1 This Memorandum of Understanding supersedes and replaces all previous Memoranda of Understanding and Letter Agreements between the parties as well as all previous Minute Orders, Resolutions and Ordinances of the District Board which are in conflict with this Memorandum of Understanding.

1.2 It is the policy of the District and the Union not to, and neither party will illegally interfere with, intimidate, restrain, coerce or discriminate against any employee because of race, creed, sex, age, color or national origin or Union membership or non-membership or the exercise of rights contained in Sections 3500, et. seq., of the Government Code of the State of California.

1.3 The District is engaged in rendering services to the public, and the District and the Union recognize their mutual obligation for the continuous rendition and availability of such services.

1.4 The District and the Union shall cooperate in promoting harmony and efficiency among District employees.

1.5 The parties have met and conferred in good faith and have reached agreement on procedures set forth in this Memorandum of Understanding for resolution of disputes between the parties.

ARTICLE 2 - Recognition

2.1 The District recognizes the Union as the Exclusive Representative of all employees of the Lake Shastina Community Services District who hold a classification listed on Exhibit "A" of this Memorandum of Understanding.

2.2 The provisions of this Memorandum of Understanding hereinafter set forth shall apply only to those employees of the District for whom the Union is the established Exclusive Representative.

2.3 The Union is entitled to an annual total of three (3) man-days per year for each Shop Steward to be used for the purpose of excusing Shop Stewards from District duty, without pay, in order to participate

in Union seminars or conferences. The Union shall be allowed to designate one (1) unit member as Chief Shop Steward to serve as a representative in the meet and confer process with the District. The unit member designated as Chief Shop Steward shall be granted reasonable time from scheduled duties without loss of pay and benefits to prepare for and meet with the District representatives during the meet and confer process. The Union shall be allowed to designate two (2) unit members as co-stewards to serve as representatives in the meet and confer process with the District as long as it doesn't adversely affect the District.

ARTICLE 3 - Management Rights

3.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control to the full extent of the law. Further, it is agreed by the parties that District Rights include, by way of illustration and not by way of limitation, the following: (a) The full and exclusive control of the management of the District. (b) The supervision of all operations, methods, processes and means of performing any and all work. (c) The control of the property and the composition, assignment, direction and determination of the size and the work hours of its working forces. (d) The right to determine the work to be done by employees. (e) The right to establish reasonable qualifications for employment. (f) The right to establish reasonable work and productivity standards. (g) The right to assign overtime. (h) The right to make and enforce reasonable rules and regulations which are not in conflict with the provisions of this Memorandum of Understanding. (i) The right to change or introduce new or improved operations, methods, means or facilities. (j) The right to establish budget procedures and financial allocations. (k) The right to hire, classify, schedule, promote, demote, transfer, evaluate, release, lay off and increase or reduce work hours of employees. (l) The right to suspend, discipline and discharge employees for just cause. (m) The right to otherwise maintain an orderly, effective and efficient operation.

3.2 The District's exercise of its powers, rights, authority, duties, and responsibilities, the adoption of policies, rules and regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Memorandum of Understanding, and then only to the extent such specific and express terms are in conformance with law.

ARTICLE 4 - Union Rights

4.1 Official representatives of the Union will be permitted access to District property to confer with District employees on matters of employer-employee relations but such representatives shall not interfere with work in progress without agreement of Management.

4.2 The District will provide the Union adequate bulletin board space in a location accessible to all employees for the purpose of posting thereon matters relating to official Union business.

4.3 Any employee, at the employee's request, shall be permitted representation by a Union representative. The foregoing shall apply to reprimands and disciplinary actions, providing there is no unreasonable delay in obtaining representation.

4.4 Joint Union-Management meetings shall be held as often as agreed upon by the Union and Management. The purpose of these meetings shall be to promote harmony and efficiency and to improve communications between employees and all levels of management. The meeting agenda shall be

determined by those in attendance and there shall be no restrictions on the subject matter; provided, the meetings shall not substitute for normal grievance procedures or for formal negotiations between the parties. The meetings may be summarized in written minutes. Except that the provisions of this Section shall be observed, the meetings shall be self-organizing.

4.5 Upon request by the Union the District will provide a copy of the District Board meeting agenda.

ARTICLE 5 - Union Security

5.1(a) Except for temporary employees, every employee covered by this Memorandum of Understanding shall, as a condition of employment: (1) become a member of the Union and maintain the employee's membership in the Union in good standing in accordance with its Constitution and Bylaws; or (2) in the alternative, an employee shall tender, monthly, an agency fee in an amount equal to the amount of the monthly dues required of members; except that:

5.1(b) Any employee appointed to any classification out of the bargaining unit covered by this Memorandum of Understanding may withdraw from membership in Union and the employee's obligation to pay an agency fee shall be suspended for the duration of such period as the individual is working for District in a job classification not covered by this Memorandum of Understanding.

5.2 Any employee who is or who becomes a member of Union shall, as a condition of employment, maintain the employee's membership in Union in good standing in accordance with its Constitution and Bylaws.

5.3 The District shall deduct from their wages the regular membership dues of employees who are members of the Union or agency fees of other employees provided for in 5.1(a) or 5.1(b), and who individually and voluntarily authorize such deductions in writing in accordance with the provisions of Section 1157.3 of the Government Code of the State of California.

5.4 Deductions shall be made each pay-period and a check for the total monthly deductions shall be submitted to the General Teamsters Professional, Health Care and Public, Employees Local 137 within five (5) working days after the end of each month. The District will notify the Union each month at the time of the dues transmittal to Union of any changes since the previous dues transmittal and the reasons therefore.

5.5 Upon written request from the Union, the District shall, within twenty-one (21) calendar days, terminate the employment of any employee who fails to comply with the requirements of this Article.

5.6 The form of payroll deduction authorization shall be approved by both the District and the Union.

5.7 The District shall provide all new employees with Union membership application forms and payroll deduction authorization forms, on or before the first day of employment. Such materials will be furnished to the District by the Union.

ARTICLE 6 - Concerted Activities

6.1 It is agreed and understood that there will be no strike, work stoppage, slowdown, picketing, or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference

with the operations of the District by the Union or by its officers, agents, or members during the term of this Memorandum of Understanding, including compliance with the request of other labor organizations to engage in such activity. Further, it is agreed and understood that the District shall not impose any lockout.

6.2 The Union recognizes the duty and obligation of its representatives to comply with the provisions of this Memorandum of Understanding, and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slowdown, or other interference with the operations of the District by employees who are represented by the Union, the Union agrees in good faith to take all necessary steps to cause those employees to cease such action.

6.3 It is agreed and understood that any employee violating this Article may be subject to discipline up to and including termination by the District.

ARTICLE 7 - Grievance Procedure

7.1 A grievance is defined as any dispute or disagreement which may arise between the Union or an employee and the District with respect to the interpretation or application of any of the terms of this Memorandum of Understanding, and with respect to such matters as the alleged discriminatory or arbitrary discharge, demotion or discipline of an individual regular employee. Grievances shall be resolved pursuant to the provisions of this Article. Probationary employees shall not be entitled to process grievances with respect to matters of discharge, demotion or discipline. This shall not, however, prevent a probationary employee from enforcing any other rights under this Memorandum of Understanding. Grievant as used herein is defined as an employee or group of employees of the District or the Union.

7.2 Step One: The initial step in the adjustment of a grievance shall be a discussion between the grievant or the grievant's representative and the immediate management-level supervisor, who will answer within seven (7) days. This step shall be started within seven (7) days of the date of the action complained of, or the date the grievant became aware of the incident which is the basis for the grievance. This step may be taken during the working hours of the grievant.

7.3 Step Two: If a grievance is not resolved in the first step, the second step shall be the presentation of the grievance in writing by either the grievant or the grievant's representative to the General Manager or designee, who shall answer, in writing, within seven (7) calendar days. The second step shall be taken within seven (7) calendar days of the date of the answer in Step One. The written presentation shall be a clear, concise statement of the grievance, the circumstances involved, the pertinent dates, the section of this Memorandum of Understanding alleged to be violated, and the specific remedy sought.

7.4 Step Three: If a grievance is not resolved in the third step, the fourth step shall be referral by the Union to mediation within seven (7) calendar days of the answer in Step Three. Whenever a grievance is referred to mediation, either party may request that the California State Mediation and Conciliation Service refer a state mediator. The state mediator shall assist the parties in the resolution of the grievance in the same manner as that which is normally used in the mediation of interest disputes. Referral to Step Five shall not occur until a mediator has released the parties from the mediation process.

7.5(a) Step Four: If a grievance is not resolved in the fourth step, the fifth step shall be referral by the Union to arbitration. The fifth step shall be taken within seven (7) days of the date of the answer in Step Four.

7.5(b) An arbitrator shall be appointed on each occasion that a grievance is submitted to arbitration. In the event that the District and Union are unable to agree on the selection of an arbitrator, they shall request the State of California Mediation and Conciliation Service to nominate five (5) persons to be the arbitrator. The District and Union each will alternately challenge two (2) of such nominees, the party having the first challenge to be determined by lot. The remaining nominee shall be accepted as the arbitrator, and his compensation and expenses shall be borne equally by the District and Union. The District and the Union shall pay the compensation and expenses of their respective appointees and witnesses. At Union's request the District shall release from duty to participate in arbitration proceedings employees necessary to the adjudication process. Expense items requested by both parties or the arbitrator such as court reporters, transcripts, or room rent shall be borne equally by the parties. Expense items requested by only one (1) party shall be paid for by the requesting party.

7.5(c) The arbitrator shall hold such hearings and shall consider such evidence as to the arbitrator appears necessary and proper. The decision of the arbitrator shall be final and binding on the District, Union, and the aggrieved employee, provided, however, that such decision shall not in any way add to, disregard or modify any of the provisions of this Memorandum of Understanding.

7.5 (d) Grievances referred to arbitration that are appeals of disciplinary suspensions of five days or less, or a disciplinary action with an equivalent dollar value, shall be subject to expedited arbitration, with no attorneys, no court reporters, and an immediate bench decision made by the arbitrator.

7.6 Failure by the grievant or the Union to meet any of the aforementioned time limits will result in forfeiture of the grievance. Except, however, that the aforementioned time limits may be extended by mutual agreement. Failure by the District or its representative to meet any of the aforementioned time limits will allow the grievant or the Union, as applicable, to proceed to the next step of the grievance procedure within seven (7) days of the last day for the District's answer as set forth above.

7.7 A grievant shall in no way interfere with the right of the District to proceed in carrying out its management responsibilities subject to a final decision on the grievance. In the event the grievance involved an order, requirement or other directive, the grievant shall fulfill or carry out such order, requirements or directives, pending the final decision of the grievance.

7.8 All documents resulting from the processing of a grievance shall be kept in a separate grievance file and shall not be placed in an employee's personnel file.

ARTICLE 8 - Safety

8.1 The District desires to maintain a safe place of employment for District employees and to that end District management shall make all reasonable provisions necessary for the safety of employees in the performance of their work.

8.2 Regular safety meetings will be held for the purpose of reviewing accidents and preventing their recurrence, eliminating hazardous conditions and familiarizing employees with safe work procedures and applicable State Safety Orders, and for training in first aid.

8.3 There shall be a member of the unit on the District's safety committee whose responsibility it is to review accidents and safety conditions and to make recommendations to District management. The representative shall be appointed by the Union.

8.4 Employees shall report unsafe equipment or working conditions to their immediate supervisor who shall determine the appropriate corrective action.

ARTICLE 9 - Industrial Disability

9.1 The District, the Union, and individual employees agree that they will comply with all aspects of Workers' Compensation and Industrial Disability laws and will support the rights of both the injured employee and the District in complying with these laws.

9.2 Whenever an employee is absent from work as a result of a work related disability, and is receiving temporary disability indemnity payments provided for by the Labor Code of the State of California, such employee may elect to utilize State Disability Insurance, accumulated sick leave, compensatory time off for overtime work, and accumulated vacation credits to supplement the employee's temporary disability indemnity payments up to a maximum of full salary.

9.3 An employee who is absent by reason of industrial disability may be returned to work by the District and given temporary light duties within the employee's ability to perform, with the consent of the employee's physician. The duration of any such period of temporary work shall be determined by the District. Such employees shall be compensated at their regular rate of pay while engaged in such temporary duties. The District may require an employee requesting to return to work after an absence caused by industrial disability to submit to a medical examination, at no expense to the employee, by a physician or physicians approved by the District for the purpose of determining that such employee is physically and mentally fit and able to perform the duties of the employee's position without hazard to the employee, or to fellow employees, or to the employee's own permanent health.

9.4 Employees who are receiving Workers' Compensation temporary disability benefits, may, at their option, maintain their group insurance coverage during the period in which they are receiving temporary disability compensation for up to a maximum of a cumulative total of three (3) months at the District's expense. Thereafter, the employee may maintain group insurance coverage at the employee's own expense during the period of receipt of Workers' Compensation temporary disability payments.

ARTICLE 10 - Employee Status

10.1 Employees will be designated as regular, probationary, temporary, or part-time, depending upon the purpose for which they are hired and their length of continuous service with the District.

10.2 A regular employee is defined as an employee who has six (6) months or more seniority with the District in full-time employment and works on a regular full-time basis in excess of 30 hours per week.

10.3 A probationary employee is defined as an employee hired for a full-time position that has been regularly established as an authorized position and is of indeterminate duration. A probationary employee shall receive not less than the minimum rate for the job and shall be eligible for sick leave pay, vacation pay, holiday pay, retirement plan participation, insurance coverage and items of a similar

nature, as the employee becomes eligible. Upon completion of Six (6) months of continuous full time service with the District, a probationary employee shall be given the status of a regular employee. Notwithstanding any other provision of this Article, an employee's probationary period shall be extended by the duration of any unpaid absence of ten (10) or more consecutive work days.

10.4 A temporary employee is defined as an employee hired for a period of less than one thousand (1,000) hours in a fiscal year. A temporary employee shall receive not less than the minimum rate for the job, but shall not be eligible for sick leave pay, vacation pay, insurance coverage, retirement plan participation or items of a similar nature; nor shall the employee accrue seniority or promotion and transfer rights, or leave of absence rights. However, the employee shall be entitled to pro-rated holiday pay based on hours worked. If a temporary employee is reclassified to probationary status the employee shall be credited with all continuous service in determining completion of probationary status and eligibility for such benefits as may accrue to the employee in the new status. Upon completion of one thousand (1,000) hours of continuous service in a fiscal year with the District, a temporary employee shall be given the status of a probationary employee. Such employees shall not be used to permanently replace or supplant regular employees.

10.5 A part-time employee is defined as an employee hired for employment of less than full-time (8 hours per day, 5 days per week) or whose work period is not necessarily regularly scheduled and who normally works less than full-time, and who has worked more than one-thousand (1,000) hours in a fiscal year and is regularly assigned to work more than half-time. A part-time employee shall receive not less than the minimum rate for the job, and shall be eligible for sick leave pay, holiday pay, vacation pay, retirement plan participation, and items of a similar nature, on a prorated basis. The employee shall be eligible to participate in the District's insurance programs on the same basis as a full-time regular employee. The employee shall accrue seniority and leave of absence rights. If a part-time regular employee is reclassified to probationary or regular employee status, the employee shall be credited with all service as a part-time regular employee in determining eligibility for benefits, if any, as may accrue to the employee in the new status.

ARTICLE 11 - Wages and Classifications

11.1 Attached hereto and made a part hereof is Exhibit "A" titled "Schedule of Wage Rates."

11.2 Employees shall be paid the wage established for their classification. Upon initial appointment to a classification, an employee shall normally be paid the lowest wage rate for that classification. An employee may, however, be paid a wage rate above the lowest wage rate if circumstances justify it. The effective date of promotion to a new classification or higher wage step shall be the first day of the pay period following qualification for the promotion. Whenever an employee is appointed to a higher paying classification, the employee shall be paid at the wage rate of the classification to which the employee is appointed, which is next higher to the employee's present wage rate, but not less than five (5) percent higher, and in any event not more than the top wage rate of the new classification. After one (1) full year of employment on any salary step except the top step, an employee shall be advanced to the next salary step effective the first day of the pay-period following completion of one (1) full year of service in the previous step.

11.3 The base salary of all eligible employees who have continually worked for the Lake Shastina Community Services District for fifteen (15) years shall be increased by five percent (5%).

11.4 Wages shall be paid at bi-weekly intervals on Thursday for a pay-period ending no earlier than the preceding Friday. If a payday falls on a holiday, payment shall be made on the preceding workday.

11.5 When an employee is temporarily assigned to work in a higher classification, for a minimum of three working days, the employee shall be paid at a minimum of step 1 of the higher classification, but not less than five percent (5%) higher than their current wage, in any event not more than the top wage rate of the temporary classification. Employees so assigned shall continue to be covered by the provisions of this M.O.U.

11.6 When an employee is temporarily assigned to work in a classification lower than the employee's regular classification, the employee's rate of pay will not be reduced.

ARTICLE 12 - Hours and Overtime

12.1 Each employee shall report for work at a regularly established headquarters and shall return thereto at the conclusion of the day's work, except as otherwise directed by the employee's immediate supervisor. Time spent in traveling between an employee's headquarters and the work site shall be considered as time worked.

12.2(a) Except as otherwise provided herein, a work week is defined to consist of seven (7) consecutive calendar days, 12:01 AM Monday through 12:00 PM Sunday. The regular hours of work each day, except police, will be from 8:00 AM to 4:30 PM, Monday through Friday, with one-half hour off for lunch.

12.2(b) The foregoing work hours, work days, and work schedules may, however, be modified from time to time by the department head as he determines necessary by the needs of the District. Whenever it becomes necessary to reschedule any employee's work days and/or work hours the department head will give as much notice as possible. The District will not reschedule individual employees solely for the purpose of avoiding overtime work.

12.3 Each employee shall be entitled to a break of fifteen (15) minutes with pay during each one-half of the regularly scheduled work day. Whenever practicable, the break shall be taken at the work site. If travel from and to the work site is necessary, the travel time shall be included within the twenty (20) minute break time. Missed breaks shall not be accumulated, nor shall the employee receive additional compensation for missed breaks.

12.4 During the term of this Memorandum of Understanding, the District and Union may meet and confer to propose and consider adopting possible modifications to work schedules.

12.5 Overtime is defined as: a) time worked in excess of eight (8) hours in a workday, b) time worked on a non-workday, and c) time worked on a holiday. Overtime work shall be computed to the nearest one-quarter (1/4) hour. For purposes of calculating overtime, "time worked" means all compensable hours (sick leave, vacation, jury duty, holiday, etc.).

12.6 Compensation for overtime work shall be paid at a rate equivalent to one and one-half (1 1/2) times the employee's regular rate of pay or at the employee's option, providing it is legally permissible, the employee may elect to receive time off with pay at the rate of one and one-half (1 1/2) hours off for each overtime hour worked. Employees required to attend Board Meetings outside employee's regular

schedule shall have the option to receive compensatory time off or be able to flex their work day. Overtime shall also be paid for the first eight (8) hours worked on the seventh consecutive day in the work week. Double time shall be paid for all hours worked over twelve (12) hours in a day and after eight (8) hours worked on the seventh consecutive in a work week. The maximum accumulation of compensatory time off (cto) shall be eighty (80) hours. Compensatory time off with pay shall be scheduled in the same manner as vacations are normally scheduled. During the months of April, July, October and December each year, employees may elect to receive compensation for the employee's accumulated compensatory time off hours, up to eighty (80) hours per year. Compensation requested under this section shall be paid on the second pay period of the month. Employees whose employment with the District is terminated for any reason shall, at the time of termination, receive compensation for any unused compensatory time off previously earned.

12.7 Employees who are required to report for work on their non-workdays or on holidays they are entitled to have off, or outside of their regular hours on workdays, shall be paid overtime compensation for the actual time worked plus one-quarter (1/4) hour travel time each way, but in any event for not less than three (3) hours compensation. If an employee who is called out for such work prior to the employee's regular hours on a workday continues to work into their regular work hours, the employee shall be paid overtime compensation only for the actual overtime worked. If an employee performs overtime work immediately following the end of the employee's regular shift, the employee shall be paid overtime compensation only for the actual overtime worked.

12.8 Overtime work shall be distributed as equitably as is practicable among those employees who are qualified and available and who volunteer for overtime work and the District shall not require employees who have worked overtime to take equivalent time off during regular work hours without pay.

12.9 On-call duty assigned by the department head shall be compensated as follows.

- a) Employees who are required to be on call outside of normal working hours shall be eligible for on-call pay.
- b) On-call employees will be expected to respond to service call within one hour, weather, and road conditions permitting.
- c) Employees on call outside of normal duty hours shall be compensated as follows.
- d) Responding to a service call shall mean any call that requires the employee to respond away from the employee's residence, or any telephone call in excess of 10 minutes.
- e) Employees on-call for one or more District recognized holidays within the same week of on-call will be compensated with four (4) hours compensated time off in addition to on-call pay.

12.10 No hourly employee shall be required to make, accept, receive, or respond to any after-hours email, text, or phone call, nor shall such employee be disciplined for not doing so. If any such employee makes, receives, or responds to such communication(s), he/she shall not be compensated for the time spent in doing so unless it exceeds, in the aggregate, ten (10) minutes in any calendar day, and if it does so the employee shall be paid for the time spent by the employee at the appropriate rate (regular or overtime, according to law) to the nearest quarter-hour.

ARTICLE 13 - Promotion and Transfer

13.1 All promotions and transfers shall be in accordance with standards and procedures as determined by the District.

13.2 Whenever new or additional positions are created by the District Board or vacancies other than temporary vacancies occur, the District shall post such position vacancies for ten (10) calendar days, in order to give employees the opportunity to apply for such position vacancies. In filling such positions, the District shall give first consideration to regular employees who are fully qualified for such position vacancies prior to employing a person from outside the bargaining unit. Whenever two (2) equally qualified employees have applied for the same position vacancy, the senior employee will receive first consideration for the position vacancy.

13.3 All promotional appointments will be for a probationary period of six (6) months. Whenever an employee's promotional appointment is terminated during the trial period, the employee shall either be returned to the previous classification in which either the probationary period or a previous trial period was completed or to another classification which is mutually acceptable.

ARTICLE 14 - Demotion and Layoff

14.1 When it becomes necessary for the District to layoff regular employees, the District will give employees involved as much notice as possible; but in no event will such employees receive less than two (2) weeks' notice of layoff. Where probationary, temporary, or part-time employees are to be laid off, no notice of layoff need be given. Within each classification, all employees, other than regular employees, shall be laid off prior to regular employees being laid off. Regular employees shall be laid off in the reverse order of District seniority with the least senior employee being laid off first provided the employee who is qualified to perform the work with the least seniority is laid off first.

14.2 An employee whose position has been abolished may elect to displace another employee in the bargaining unit provided the employee either is qualified to perform the duties of the other classification, or previously satisfactorily performed the duties of the other classification, and the employee has greater District seniority than the employee to be displaced. Employees who elect to displace to another classification shall be probationary for six (6) months unless the employee has previously served at least six (6) months in the other classification. Whenever an employee demotes to a lower-paying classification the employee shall be placed on the salary step which has a wage rate closest to the employee's previous wage rate.

14.3 Laid-off employees' names shall be kept on a re-employment list for a period of one (1) year from the date of layoff, and shall have preferential re-hire rights to the classification from which laid off in the reverse order of layoff. Whenever it becomes necessary for the District to notify a laid off employee of a re-employment opportunity, the District shall do so by use of registered mail to the employee's last known address. If an employee does not accept such offer of re-employment within seven (7) calendar days, the employee's name shall be removed from the re-employment list and the employee shall no longer have re-employment rights.

14.4 Employees who have elected to demote into a lower paying classification shall have preferential promotion rights to the classification from which they demoted in the reverse order of demotion for a period of one year from the date of the employee's demotion. If an employee does not accept an offer of

promotion to the classification from which the employee was demoted, the employee will lose all preferential rights to re-promotion.

ARTICLE 15 - Leave of Absence

15.1 Leave of absence without pay may be granted to regular employees by the General Manager for urgent and substantial reasons, up to a maximum of one (1) year, providing satisfactory arrangements can be made to perform the employee's duties without undue interference with the normal routine of work. Inability to return to work after an employee's sick leave has been exhausted shall be considered as an urgent and substantial reason and in such cases a leave will be granted.

15.2 A leave of absence will commence on and include the first workday on which the employee is absent and terminates with and includes the workday preceding the day the employee returns to work.

15.3 All applications for leave of absence shall be made in writing except when the employee is unable to do so. The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated by the General Manager in conjunction with the granting of a leave of absence. Upon an employee's return to work after a leave of absence, the employee will be reinstated to the employee's former position and working conditions, providing that the employee is capable of performing the duties of the employee's former position, except that if there has been a reduction of forces or the position has been eliminated during said leave, the employee will be returned to the position the employee would be in, had the employee not been on a leave of absence.

15.4 An employee's status as a regular employee will not be impaired by such leave of absence and the employee's seniority will accrue.

15.5 If an employee fails to return immediately on the expiration of the employee's leave of absence or if the employee accepts other full-time employment while on leave, the employee will thereby forfeit the leave of absence and terminate employment with the District.

15.6 An employee on an unpaid leave of absence in excess of thirty (30) days as provided herein shall not accrue vacation or sick leave benefits nor maintain group insurance coverage. An employee may, however, at the employee's option and expense, maintain the employee's group insurance coverage providing the full monthly premium is received by the District on or before the first day of the month for which the premium is intended.

15.7 The District will provide the provision of FMLA, CFRA, Kin Care, PFL, Military, School Leave and other state and federal mandated leaves to all bargaining unit employees.

ARTICLE 16 - Expenses

16.1 Whenever an employee uses the employee's personal automobile for the District's convenience, the employee will be reimbursed therefor at the rate per mile as established by the Internal Revenue Service.

16.2 Employees who are assigned to temporary work at such distance from their regular headquarters that it is impractical for them to return thereto each day, or to their regular place of abode, will be allowed expenses for board and lodging in amounts as established by the District from time to time for the duration of such assignment, provided they board and lodge at places to be designated by the District. Future modifications of the District's policies relative to the foregoing shall not result in a reduction in the reimbursement rates as established as of the date of execution of this Memorandum of Understanding.

16.3 If the District requires an employee to perform emergency overtime work outside of the regular work hours on either work days or non-work days, the District will provide meal breaks to the employees at intervals of approximately four (4) hours but not more than five (5) hours insofar as it is practicable for the District to do so, and for as long as the work continues. The cost of such meals at the District's expense shall be limited to the regularly established per diem rates as established by the State of California. If an employee's meal exceeds the per diem rates, the excess shall be paid by the employee.

ARTICLE 17 - Sick Leave

17.1 Sick leave with pay shall be accumulated for each regular and probationary employee at the rate of eight (8) hours per calendar month. Sick leave used during first ninety (90) days must be approved by management.

17.2 Sick leave shall be allowed for a non-work related absence due to the inability of an employee to be present or perform the employee's duties because of personal illness, off-duty injury, confinement for medical treatment, or serious illness or disability of a member of the employee's immediate family up to a maximum of twenty-four (24) hours. Immediate family as used herein shall be as defined in Section 18.1. Whenever any employee is entitled to receive sick leave with pay and also disability insurance benefits, sick leave compensation shall be added to all disability insurance benefits up to a maximum of full pay but in any event the combination of sick leave compensation and disability insurance pay shall not exceed one-hundred percent (100%) of the employee's regular pay rate.

17.3 If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on sick leave, the employee shall receive pay for the holiday as such, and it shall not be counted as a day of sick leave.

17.4 Whenever an employee takes sick leave, such sick leave shall be charged at the same number of hours per shift for which each employee is assigned.

17.5 The District will provide the employees with all the provisions of State and Federal Law (i.e. FMLA/CFRA, Kin Care, School leave, PFL, Military, etc..).

17.6 Upon separation (resignation, lay-off or dismissal) the employee may elect to be compensated for unused sick leave by the District at a percentage basis specified as follows:

<u>HOURS</u>	<u>% PAID</u>
0 - 49	0%
50 - 99	5%

100-199	10%
200-299	15%
300-399	20%
400-499	25%
500-599	30%
600-699	35%
700-799	40%
800-899	45%
900-1152	50%

ARTICLE 18 - Funeral Leave

18.1 Regular and probationary employees who are absent from work due to the death of a member of the employee's "immediate family" will receive compensation at the regular rate of pay for the time necessary to be absent from work, but not to exceed three days. "Immediate family" as used herein includes only employee's spouse, children, step-children, grandchildren, brothers, sisters, parents, step-parents, parents-in-law, brother-in-law, sister-in-law, grandparents or any other person who is a legal dependent of the employee.

18.2 The General Manager may grant additional funeral leave from sick leave credits, if any, where special circumstances warrant.

ARTICLE 19 - Catastrophic Leave

19.1 Catastrophic Leave is intended to provide an eligible employee authorized paid time-off through voluntary donation of management leave, comp time earned and/or vacation hours. Donated leave must be specifically designated for the employee who has been approved for Catastrophic Leave Benefits. Catastrophic Leave shall not exceed a maximum of six months and must be used within one (1) year of the date the application for Catastrophic Leave is approved. Only one request for Catastrophic Leave will be approved in a twelve (12) month period. The recipient will not accrue CTO, holiday and seniority upon receiving Catastrophic Leave. The recipient will receive their normal rate of pay, be taxed normal payroll deductions, and the recipient must prepay the employee portion of the cost of the health premium each month if they wish to have this benefit. Catastrophic Leave applications may be obtained from the Personnel Department. The employee requesting Catastrophic Leave benefits must meet the conditions set forth in the adopted Catastrophic leave policy, as show in "Exhibit B."

ARTICLE 20 - Holidays

20.1 Regular, probationary, and full-time temporary employees except as otherwise provided herein, shall be entitled to have the following holidays off with pay:

1. January 1, known as "New Year's Day"
2. Third Monday in January, known as "Dr. Martin Luther King Jr.'s birthday"
3. Third Monday in February, known as "Presidents Day"
4. Last Monday in May, known as "Memorial Day"
5. July 4, known as "Independence Day"
6. First Monday in September, known as "Labor Day"
7. The second Monday in October, known as "Columbus Day"
8. November 11, known as "Veterans Day"
9. Thanksgiving Day

10. The day following Thanksgiving Day
11. ½ workday before Christmas Day
12. December 25, known as "Christmas Day"
13. Floating Holiday
14. Employee's Birthday

If any of the foregoing holidays fall on a Sunday, the Monday following shall be observed as the holiday, except by those employees who are regularly scheduled to work on Sunday, other than on an overtime basis. Employees who are regularly scheduled to work on Sundays shall observe such holidays on Sunday. If any of the foregoing holidays fall on a Saturday, the preceding Friday shall be observed as a holiday except by those employees who are regularly scheduled to work on Saturday, other than on an overtime basis. Employees who are regularly scheduled to work on Saturdays shall observe such holidays on Saturday. If any of the foregoing holidays fall on any day from Monday through Friday, inclusive, and that day is a regularly scheduled non-workday for an employee, such employee shall be entitled to receive eight (8) hours pay at the employee's regular hourly wage rate. Notwithstanding the foregoing, an employee may observe the employee's birthday holiday on the employee's birthday or the holiday may be deferred and scheduled in the same manner as vacations are normally scheduled. The Floating Holiday is scheduled at the time of hire and again on January 1st of each year and cannot be carried into the following year.

20.2 Notwithstanding the foregoing, employees may be scheduled to work on holidays, in which event any such employee will, in addition to the employee's holiday pay, be compensated therefore at the overtime rate of pay for all time worked on such days.

20.3 If an employee is in a non-pay status on both workdays immediately adjacent to the holiday, the employee shall not receive pay for the holiday.

ARTICLE 21 - Vacations

21.1(a) Regular and probationary employees of the District shall accrue vacations with pay as follows:

21.1(b) At the rate of eighty (80) hours per year worked, or on paid leave, from the date of employment through the fourth (4th) year of employment.

21.1(c) At the rate of one-hundred twenty (120) hours per year worked, or on paid leave, from the fifth (5th) anniversary date through the ninth (9th) year of employment.

21.1(d) At the rate of one hundred sixty (160) hours per year worked, or on paid leave, from the tenth (10th) anniversary date.

21.1(e) For each full year of service after fifteen (15) continuous years of service, employees shall be granted an additional eight hours accumulation of vacation in addition to that set forth in 21.1(d), above, up to a maximum accumulation of two hundred forty (240) hours per year.

21.2 Vacation cannot be accrued while an employee is in a non-pay status.

21.3 Vacations shall be scheduled by the department head after consideration of the wishes of the employee and the needs of the service. No employee shall be permitted to take more than twenty (20)

consecutive working days of vacation without the authorization of the General Manager. No employee may take accumulated vacation time prior to the completion of six (6) full months of service to the District. No less than one (1) hour of vacation may be taken at any one (1) time.

21.4 The District shall not require an employee to take the employee's vacation in lieu of sick leave or leave of absence on account of illness.

21.5 If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on vacation, the employee shall receive pay for the holiday as such, and it shall not be counted as a day of vacation.

21.6 A maximum of two (2) years of vacation accumulation may be accrued as of December 31st each year. In January each year the District will give notice to every employee who is expected to exceed the maximum accumulation the following year, unless vacation to be taken off is scheduled. Such employee will be given the opportunity to schedule an appropriate amount of vacation time off with pay, or if the employee fails to do so the District will schedule the employee's vacation prior to December 31 of each year. Whenever an employee would lose vacation credits as a result of the foregoing maximum and the employee is not at fault in scheduling vacation time off, the District may in its discretion either allow the maximum vacation accumulation to be exceeded or may compensate the employee for any vacation time in excess of the maximum accumulation. Furthermore, employees may, at their option, transfer any accrued vacation hours to their sick leave bank.

21.7 Whenever any employee has accrued one hundred twenty (120) hours or more vacation allowance as set forth in 21.1 (a-e), the District will, at the employee's option during the months of April, July, October and December each year, compensate the employee for up to forty (40) hours of accumulated vacation per fiscal year. Compensation requested under this section shall be paid on the second pay period of the month.

21.8 Employees whose employment with the District is terminated for any reason shall, at the time of termination, receive compensation for any unused vacation period previously earned.

21.9 Whenever an employee takes vacation leave, such vacation leave shall be charged at the same number of hours per shift for which each employee is assigned.

ARTICLE 22 - Uniforms

22.1 The District will provide uniforms for those employees who are required as a condition of employment to wear such uniforms while on duty. Such employees will provide all maintenance and cleaning for such uniforms.

22.2 Regular Public Works employees are provided uniforms consisting of five (5) pairs of jeans (up to \$250 and employee to be responsible for laundering), one (1) pair of work boots (up to \$150) per year, and short sleeve shirts with collars and District (CSD) identification.

22.3 The District will provide protective clothing and maintenance of such clothing to those employees who are required to work with grease, chemicals, or other substances which are hazardous to the employees or their clothing.

22.4 All Police employees are required to wear regulation uniforms. The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase or, arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased. Police are responsible for the cleaning of their own uniforms.

22.5 The District will provide rain coats with hoods or rain hats, rain pants and rain boots for all employees who are required to work outdoors during inclement weather.

ARTICLE 23 - Employee Evaluations

23.1 Each employee shall be evaluated in writing by their management-level supervisor at least once each year. The supervisor shall discuss the evaluation with the employee and shall provide the employee a copy of the written evaluation. The employee shall have the right to respond to negative evaluations and to attach a written response to the evaluation.

23.2 Probationary employees shall be evaluated prior to attaining regular status.

23.3 An employee who disagrees with the evaluator's statements or conclusions with respect to the employee evaluation report shall have the right to review such evaluation report with the department head and upon request, shall have the right to have a Union representative present. The employee shall also have the right to attach a written rebuttal within fifteen (15) days of the date of the review of the evaluation.

ARTICLE 24 - Employee Discipline

24.1 During the probationary period, any employee shall be subject to disciplinary action, including termination, and shall not have the right to a hearing nor the right to file a grievance with respect thereto except, however, such employee shall have the right to meet with the department head to discuss the disciplinary action. Upon completion of the probationary period employees shall be subject to disciplinary action for just cause as prescribed herein.

24.2 The District has the right to take appropriate disciplinary action against regular status employees including, but not limited to, oral or written reprimand, suspension with or without pay, reduction in compensation, retention on the same step of the salary schedule, transfer, demotion and discharge. The District will follow progressive disciplinary steps, except that no warning notices need to be given to an employee before he/she is discharged if the cause of such discharge is one of the following:

- a) being under the influence of intoxicating beverages or illegal drugs
- b) gross insubordination
- c) theft
- d) fighting on District property or District time

24.3 No disciplinary action shall be taken for any cause which arose prior to the employee becoming regular, unless such cause was concealed or not disclosed by such employee when it can be reasonably assumed that the employee should have disclosed the facts to the District.

24.4 Causes for disciplinary action include, but are not limited to, the following:

- a) Possession, use, or being under the influence of intoxicating beverages or drugs while on the job.
- b) Conviction of any criminal law which affects employee's ability to function on the job.
- c) Insubordination.
- d) Dishonesty.
- e) Absence without proper advance notification to the District, unless it is impossible to provide such notice.
- f) Willful misconduct to the detriment of the District.
- g) Inefficiency in the performance of an employee's duties.
- h) Filing false claims for sick leave or workers' compensation benefits.
- i) Willful damage to public property or equipment or waste of public supplies.
- j) Fraud in securing employment.
- k) Interference with other employees in the performance of their duties to the detriment of the District.
- l) Carelessness or negligence in the use of public property or equipment.
- m) Discourteous, offensive, or abusive conduct or language toward another employee or the public.
- n) Providing false information to the District, including but not limited to information supplied on employment application forms, employment records, or any other documents in connection with an employee's duties.
- o) Violation of, or refusal to obey, reasonable rules and regulations of the District or laws or regulations of the State of California.
- p) Repeated or unexcused tardiness.
- q) Failure to possess or keep in effect any required license, certificate, or similar employment requirements specified in the employment class specification, or as otherwise necessary for the employee to perform the duties of the position.
- r) Misuse or unauthorized use of District credit card or account to the benefit of any person and/or to the damage of the District.
- s) Unauthorized use or removal of District real or personal property, including personal use of the same.
- t) Conduct of a business enterprise on District property or while on the job.
- u) Causing or allowing a fraudulent taking or use of District services for the benefit of any person and/or to the damage of the District.
- v) Making any threat against, or committing a battery or assault of, any other employee or member of the public.

24.5 Prior to the imposition of discipline of a regular status employee other than an oral or written reprimand or a suspension of five (5) or fewer days, the District shall serve personally on the employee or mail to the employee's last known address by certified mail a Notice of Proposed Disciplinary Action containing the specific charges in writing, stating the cause for the disciplinary action, the proposed type of discipline, as well as copies of any documents or evidence proposed to be used against the employee. The notice shall indicate the effective date of the disciplinary action and shall contain a statement of the rights to a hearing on such charges, and the right of representation. The time within which such hearing may be requested shall not be less than five (5) calendar days after service of the notice on the employee. Failure of the employee to file a request for hearing within the time specified shall constitute a waiver of the employee's right to a hearing. In the event that the employee does so appeal, the District designee(s) shall hear the appeal and shall notify the employee in writing of the disposition of the appeal.

24.6 The District may, upon written notice to the employee, immediately place any such employee on Administrative leave at any time, with full regular pay and benefits.

ARTICLE 25 - Miscellaneous

25.1 A regular or probationary employee who is summoned for jury duty and is thus unable to perform the employee's regular duties will be paid for the time lost at the employee's regular rate of pay.

25.2 No derogatory material shall be placed in an employee's personnel file without the employee's knowledge. Any employee, at the employee's request, shall be permitted to review the employee's own personnel file and to receive a copy of any document contained therein. The file may not, however, be removed from the Office.

25.3 The District will provide cell phones to Public Works employees or reimbursement of \$50 per month per Public Works employee for use of personal cell phones.

25.4 Management level supervisors of employees covered by this Memorandum of Understanding shall not regularly perform the duties which are regularly performed by employees holding classifications covered by this Memorandum of Understanding. It is understood, however, that a management-level supervisor may not be prevented from performing any duties necessary to accomplish the goals of the District.

25.5 Whenever any employee is required to have a State of California driver license of a class level higher than the normal California driver license, the District will pay the additional state license fee and the periodic physical examination cost. The District will also allow the employee to use District vehicles for any such required driving test and will allow the employee time off with pay during regular working hours to take any state-required driver license tests.

25.6 Employees who complete authorized courses with a passing grade may, upon application, be reimbursed for their tuition and expenses provided the employee obtained prior approval from their Department Director and the General Manager and the course is related to the employee's job or job advancement opportunities.

ARTICLE 26 - Police Department Education Pay

26.1 A Police employee who obtains an Emergency Medical Technician certificate may increase the employee's base pay by 2.5%.

26.2 In order for any college degree to be considered as the basis for an Education Pay increase, the institution which issued the degree must have been accredited by the Accrediting Committee for Community and Junior Colleges or the Accrediting Committee for Senior Colleges and Universities of the Western Association of Schools and Colleges.

26.3 The Education Pay increase authorized hereunder shall be in the reasonable discretion of the Chief of Police, who shall determine whether the degree enhances the employee's qualifications and/or ability to perform his/her work. Any degree earned in police science, administration of justice, psychology, communications, public administration, conflict resolution, sociology, forensic science, criminology,

management, behavioral science, business administration, or similar fields shall be presumed to satisfy this requirement. The decision of the Chief of Police on this issue shall be appealable as a grievance by the subject employee.

ARTICLE 27 - Employee Benefit Programs

27.1 Retirement: The District will continue with the current retirement benefit plans for the term of this agreement. The parties agree to an ongoing opener to discuss moving the Law Enforcement Unit into CalPERS Retirement System.

27.2 Group Insurance: Effective June 1, 2016, the District will make the full monthly contributions per eligible employee into the Northern California General Teamsters' Security Trust Fund, Teamsters Select Plus with no deductible, for the term of this Agreement.

27.3 These payments shall secure medical, drug, dental, vision and orthodontic coverage for the employee and his/her dependents and shall be subject to the provisions of the Subscriber Agreement for Northern California General Teamsters' Security Trust Fund, and the actions of the trustees in reviewing and/or amending the provisions of such Trust.

27.4 Eligible employees are all regular and probationary employees who are on the payroll the 1st of the month. Benefits are to be effective the first day of the month that follows the first day of employment.

ARTICLE 28 - Savings Provision

28 If any provisions of this Memorandum of Understanding are held to be contrary to law by a court of competent jurisdiction, or held to be outside the scope of negotiations, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

ARTICLE 29 - Effect of Memorandum of Understanding

29 It is understood and agreed that the specific provisions contained in this Memorandum of Understanding shall prevail over District practices and procedures, to the extent of a conflict, and over State laws, to the extent permitted by State law.

ARTICLE 30 - Entire Agreement

30.1 Except as specifically provided in Article 31 - Term, during the term of this Memorandum of Understanding, the Union expressly waives and relinquishes the right to meet and negotiate on wages, hours of employment, and terms and conditions of employment, and agrees that the District shall not be obligated to meet and negotiate with respect to any subject or matter whether referred to or covered in this Memorandum of Understanding or not, even though such subject or matters may not have been within the knowledge or contemplation of either or both the District or the Union at the time they met and negotiated on and executed this Memorandum of Understanding, and even though such subjects or matters were proposed and later withdrawn. Notwithstanding the foregoing, however, if the District exercises its right to contract out bargaining unit work or services, at the Union's request, the District will meet and confer with the Union on the impact of the District's decision.

ARTICLE 31 - Term

31.1 This Agreement shall remain in full force and effect up to and including June 30, 2017, and thereafter shall continue in effect year-by-year unless one (1) of the parties notifies the other in writing no later than March 1, beginning in the year 2017 of its request to modify, amend or terminate the Agreement.

Notwithstanding the foregoing, however, either party may giving written notification to the other at least (90) days in advance of June 30, of each year during the term of this Agreement, reopen negotiations of Article 11 - Wages and Classifications. In addition, the parties agree to continue negotiations for wages, certification allowance, and other forms of compensation for the first year of this agreement.

31.2 Whenever notice is given for changes, the general nature of the changes desired must be specified in the notice, and until a satisfactory conclusion is reached in the matter of such changes, the original provision shall remain in full force and effect.

31.3 This Memorandum of Understanding shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing and duly signed by each.

LAKE SHASTINA COMMUNITY
SERVICES DISTRICT

GENERAL TEAMSTERS
LOCAL 137

Karl Drexel, General Manager

Kimberly Carelli, Business Agent

Date

Date

Barbara Thomsson, Board President

Date

EXHIBIT A - CLASSIFICATION AND SCHEDULE OF WAGE RATES

TEAMSTERS LOCAL 137 CLASSIFICATIONS:

Department of Public Safety

Police Officers

Police Sergeant

Community Services Officer

Fire Fighters

Clerk

Public Works Department

Public Works Supervisor

Wastewater Leadman

Water Leadman

Maintenance Worker

Administration / Accounting Department

Senior Accounting Clerk

Administration Assistant

Accounts Receivable Clerk

Accounts Payable Clerk/Payroll Clerk

Administration / Accounting Department

Administrative Office Assistant (part-time)

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

SALARY STEP SCHEDULE

Proposed changes/updates for Police and Fire Departments

Wages effective July 1, 2014 for all classifications except as noted

Police Chief and Assistant Fire Chief wages approved December 16, 2015

* No steps at this time

Police Sergeant and Fire Chief wages approved March 16, 2016

Longevity
2% Merit
Increases
(above STEP 5)

POSITION	STEP%	TIME	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5		
ADMINISTRATION:								Contract	
Administrator/General Manager		HOURLY *					50.48		
		ANNUAL					105,000.00		
Senior Accounting Clerk	5%	HOURLY	21.35	22.42	23.54	24.72	25.96		
		ANNUAL	44,408.00	46,633.60	48,963.20	51,417.60	53,996.80		
Administrative Assistant	5%	HOURLY	18.56	19.49	20.47	21.49	22.56		
		ANNUAL	38,604.80	40,539.20	42,577.60	44,699.20	46,924.80		
Accounts Receivable	5%	HOURLY	14.07	14.77	15.50	16.28	17.10	17.44	17.79
		ANNUAL	29,265.60	30,721.60	32,240.00	33,862.40	35,568.00	37,003.20	37,003.20
Accounts Payable/Payroll	5%	HOURLY	14.07	14.77	15.50	16.28	17.10		
		ANNUAL	29,265.60	30,721.60	32,240.00	33,862.40	35,568.00		
Administrative Office Assistant	4%	PT	13.59	14.14	14.71	15.30	15.92		
Part time (approx 800 hrs per year)			6,795.00	7,070.00	7,355.00	7,650.00	7,960.00		
MAINTENANCE:									
Public Works Supervisor	5%	HOURLY	23.24	24.39	25.60	26.89	28.22		
		ANNUAL	48,339.20	50,731.20	53,248.00	55,931.20	58,697.60		
Leadman/	5%	HOURLY	25.91	27.21	28.57	30.00	31.50		
Acting Leadman		ANNUAL	53,892.80	56,596.80	59,425.60	62,400.00	65,520.00		
Maintenance I	3%	HOURLY	12.25	12.62	13.01	13.39	13.80		
		ANNUAL	25,480.00	26,249.60	27,060.80	27,851.20	28,704.00		
Maintenance II	4%	HOURLY	13.86	14.42	15.00	15.61	16.24		
		ANNUAL	28,828.80	29,993.60	31,200.00	32,468.80	33,779.20		
Maintenance III	4%	HOURLY	16.32	16.98	17.66	18.36	19.09		
		ANNUAL	33,945.60	35,318.40	36,732.80	38,188.80	39,707.20		
POLICE DEPT:									
Police Chief	5%	HOURLY	29.00	30.45	31.98	33.58	35.26		
Part-time (Approx 2-5 hrs per week)		ANNUAL 2/wk	3,016.00	3,166.80	3,325.92	3,492.32	3,667.04		
		ANNUAL 5/wk	7,540.00	7,917.00	8,314.80	8,730.80	9,167.60		
Police Sergeant	5%	HOURLY	23.24	24.39	25.60	26.89	28.22		
		ANNUAL	48,339.20	50,731.20	53,248.00	55,931.20	58,697.60		
Police Clerk-CSO	5%	HOURLY	10.35	10.87	11.41	11.98	12.58		
Part-time (Approx 20 hrs per week)		ANNUAL	21,528.00	22,609.60	23,732.80	24,918.40	26,166.40		
Police Officer	5%	HOURLY	16.94	17.79	18.68	19.61	20.59		
		ANNUAL	35,235.20	37,003.20	38,854.40	40,788.80	42,827.20		
FIRE DEPT:									
Fire Chief	5%	HOURLY	29.00	30.45	31.98	33.58	35.26		
Part-time (Approx 10-15 hrs per week)		ANNUAL 10/wk	15,080.00	15,834.00	16,629.60	17,461.60	18,335.20		
		ANNUAL 15/wk	22,620.00	23,751.00	24,944.40	26,192.40	27,502.80		
Assistant Fire Chief	\$1/Step	HOURLY	16.00	17.00	18.00	19.00	20.00		
Part-time (Approx 15-20 hrs per week)		ANNUAL 15/wk	12,480.00	13,260.00	14,040.00	14,820.00	15,600.00		
		ANNUAL 20/wk	16,640.00	17,680.00	18,720.00	19,760.00	20,800.00		
Seasonal Fire Fighter	4%	PT	13.32	13.86	14.42	15.00	15.61		
480 hours per season (3 month position)		ANNUAL	6,393.60	6,652.80	6,921.60	7,200.00	7,492.80		

EXHIBIT B - CATASTROPHIC LEAVE POLICY

Catastrophic Leave is intended to provide an eligible employee authorized paid time-off through voluntary donation of management leave, comp time earned and/or vacation hours. Donated leave must be specifically designated for the employee who has been approved for Catastrophic Leave Benefits. Catastrophic Leave shall not exceed a maximum of six months and must be used within one (1) year of the date the application for Catastrophic Leave is approved. Only one request for Catastrophic Leave will be approved in a twelve (12) month period. The recipient will not accrue CTO, holiday and seniority upon receiving Catastrophic Leave. The recipient will receive their normal rate of pay, be taxed normal payroll deductions, and the recipient must prepay the employee portion of the cost of the health premium each month if they wish to have this benefit.

1. The recipient of the Catastrophic Leave benefits must have a medically verifiable long-term illness or injury, or have an immediate family member who has a medically verifiable long-term illness or injury for which the employee is the primary caregiver as certified by the attending physician. Immediate family as used herein includes only the employee's spouse, children or stepchildren, grandchildren, brothers or stepbrothers, sisters or stepsisters, aunts, uncles, parents or stepparents or grandparents of either spouse or other persons who are living in the employee's household. The statement from the physician should protect the privacy of the employee's medical information by not identifying the prognosis and/or diagnosis.
2. The recipient must have exhausted all accrued composite leave, or in some cases prior sick leave hours, comp time (CTO) and holiday credits and be eligible for approved leave without pay.
3. The recipient can not be receiving combined payments from the Catastrophic Leave Donation Program and: Workers' Compensation, State Disability Insurance, or any other source of income attributed to earnings that exceed the employee's gross bi-weekly salary.

The following procedure must be followed in order to apply for Catastrophic Leave payments:

1. The recipient must complete the "Catastrophic Leave Recipient Application" and attach a medical statement signed by a physician, along with any other documents which verify the long-term illness, or injury to recipient or immediate family. If the employee requesting Catastrophic Leave benefits will be taking care of an immediate family member as defined above, then the employee shall also provide documentation verifying the employee is the primary caregiver as certified by the attending physician. The application and supporting documents should be submitted to the General Manager via the Payroll Department. The application is available from the Payroll Clerk.
2. The General Manager will review the application based on the established policy for review and approval. If denied, the application will be returned to the recipient with an explanation.
3. If an application has been rejected under the Catastrophic Leave Policy, the applicant can make any necessary modifications to the application and provide any additional information to support their request for leave under the Catastrophic Leave Policy. The application can then be resubmitted to the General Manager in compliance with the policy for reconsideration.

4. Upon approval, the General Manager will advertise to all departments the request for Catastrophic Leave donations and will re-advertise as needed.
5. District employees who wish to voluntarily donate must complete the "Catastrophic Leave Donation Certificate." All donations must be in whole numbers (1, 2, 3) and the minimum donation is one (1) hour. The certificate must be submitted to the General Manager.
6. Hours donated to the recipient are irrevocable, will not be returned or repaid to the donor and will be deducted from the donor's management leave, comp time earned and/or vacation balance. Hours donated may be used to meet the mandatory use hours requirement. The donor will receive verification of the deduction and the amount of the time the donor employee has remaining from the Payroll Clerk.
7. Any requests for exceptions to this policy will be reviewed by the General Manager for review and approval.

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
CATASTROPHIC LEAVE RECIPIENT APPLICATION
(PAGE 1)

Please accept this application for the Catastrophic Leave provision as listed in the District's Catastrophic Leave Policy dated March 17, 2016. I understand, in order to qualify as a recipient, I must meet all of the following criteria:

1. I have, or will have, exhausted all of my accrued CTO, prior sick leave and holiday credits and am eligible for approved leave without pay beginning _____.
2. I believe that my circumstances qualify as a long-term illness or injury of self or immediate family members as defined in the Catastrophic Leave Policy.
3. I have attached a medical statement signed by a physician, and or other documents to verify the long-term illness or injury of self or immediate family for which the employee is the primary caregiver as certified by the attending physician. The attached document also includes the approximate duration of illness or injury. Immediate family as used herein includes only employee's spouse, children or stepchildren, brothers or step-brothers, sisters or step-sisters, aunts, uncles, parents or step-parents or grandparents of either spouse or other persons who are living in the employee's immediate household.
4. I understand this application must be reviewed and approved by the General Manager before I receive benefits under the Catastrophic Leave Policy.
5. I understand upon approval and receipt of the Catastrophic Leave payments, I will not accrue leave and seniority. I also understand I am eligible to receive only my normal rate of pay, and be taxed normal payroll deductions for any payments received for the Catastrophic Leave Program. I understand I must prepay the employee cost of the health premium each month, as applicable.
6. I understand I cannot receive combined payments from the Catastrophic Leave Donation Program and Workers' Compensation, State Disability Insurance or any other source of income attributed to earnings that exceed my gross bi-weekly salary.
7. I understand the General Manager will advertise to all departments requesting donations for the catastrophic leave in my name and will re-advertise as needed. I understand I am giving my approval for such advertisement.
8. I understand that, even though I may be eligible to receive donated hours in the Catastrophic Leave Program, donated time may not be sufficient to meet any or all of my needs.

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
CATASTROPHIC LEAVE RECEIPT APPLICATION
(PAGE 2)

I have received, read and understand the Catastrophic Leave Policy and, in the event I am determined to be eligible as a recipient, I agree to the terms of the policy.

_____ Signature	_____ Date
--------------------	---------------

_____ Print Name	_____ Department
---------------------	---------------------

_____ Home Telephone Number	_____ Message Telephone Number
--------------------------------	-----------------------------------

GENERAL MANAGER

() approved () denied and reason:

Signature

Date

LAKE SHASTINA COMMUNITY SERVICES DISTRICT CATASTROPHIC LEAVE DONATION CERTIFICATE

I agree to donate management leave, comp time earned and/or vacation hours under the Catastrophic Leave. I understand the following conditions:

I, the donor, understand all hours donated and used are irrevocable, and will not be returned or repaid. I also understand all hours used will be deducted from my leave, comp time earned and/or vacation hours leave balances. Hours donated may be used to meet the mandatory use hours requirement. The recipient will be responsible for all taxes through normal payroll deductions.

Print Donor's Name	Social Security Number	Department of Donor
--------------------	------------------------	---------------------

Mgt. Leave Hours Donated	CTO Hours Donated	Vacation Hours Donated
--------------------------	-------------------	------------------------

Recipient's Name	Department of Recipient
------------------	-------------------------

I agree to the conditions as listed on this certificate. Please deduct the hours indicated from my management leave, comp time earned and/or vacation balances and donate to the recipient.

Signature of Donor

Date

Route this certificate to your department's payroll clerk.

Attention: Department Payroll Clerk

Please verify the donated leave of the donor and attach a copy of this certificate to the donor's time sheet. The original is to be returned to the General Manager for placement in the donor's personnel file.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JULY 20, 2016 *Kam*
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: STATUS OF FIRE DEPARTMENT COMMAND VEHICLE

Update the Board on the Command Vehicle Status

BACKGROUND:

The LSCSD Fire Department's Command Vehicle that the fire chief drives is unsafe and in disrepair. It currently is in operable due to mechanical and electrical issues. I advised the Chief to get an estimate on repairs and the response from the dealer was that repairs would be more than the vehicle was worth and that the money would be spent more wisely on a newer vehicle. The Board budgeted \$35,000 for a new Command Vehicle for this year, and approved Resolution 2-15 authorizing the General Manager and the Fire Chief to purchase Fire Department equipment up to \$30,000. Since a new vehicle is cost prohibitive, the Chief and I have been looking for a low mileage used vehicle that would meet our needs. I have sent out approximately 15 Requests for Quotes from truck dealers in Northern California and Southern Nevada. We only received one response and it did not work due to price. We will continue to search private and dealer sales.

RECOMMENDATION:

No action necessary at this time.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JULY 20, 2016
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: RENEW DISTRICT RESERVE POLICY

Review and Adopt Resolution *-16 renewing the District Reserve Policy

BACKGROUND:

Staff has researched and compiled documentation for the Special District Leadership Foundation's prestigious District Transparency Certificate of Excellence. The LSCSD was awarded the Certificate and puts us in the upper echelon of Special Districts in the State. This Certificate of Excellence has to be renewed every two years and one of the criteria for renewal is that the District has to renew the District's Reserve Policy

RECOMMENDATION:

Staff recommends the Board of Directors approve and adopt Resolution *-16 renewing the District Reserve Policy as a matter of good business practices and for the purpose of renewing our Certificate of Excellence.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT

RESOLUTION NO. *-16

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT REGARDING REVIEWING AND RENEWING DISTRICT RESERVE FUND AND INVESTMENT POLICY.

WHEREAS, The Lake Shastina Community Services District (LSCSD) has established reserve funds for its long-term organizational and operational stability and deposits these funds in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the California Government Code (CGC) for the purpose of investment; and

WHEREAS, the LSCSD'S Reserve Fund and Investment Policy is subject to annual review and renewal per CGC §53646(a) and must be considered by the District's legislative body at a public meeting.

NOW, THEREFORE, BE IT RESOLVED: The Reserve Fund and Investment Policy of the Lake Shastina Community Services District, attached hereto as Exhibit A, is hereby renewed.

BE IT FURTHER RESOLVED: This resolution supersedes and cancels all prior resolutions pertaining to reserve funds and investment policies.

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 July 20, 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:

Barbara Thomsson, President of the Board

ATTEST:

Karl Drexel, Secretary of the Board

POLICY TITLE: Reserve Fund and Investment Policy

POLICY NUMBER: 3120

3120.1 Prudent financial planning and fiscal responsibility includes anticipating and preparing for future funding requirements as well as unforeseen and unexpected emergencies, disasters, and other events. The Lake Shastina Community Services District (LSCSD) has established reserve funds for its long-term organizational and operational stability. Reserve funds enable the district to minimize significant rate fluctuations due to unforeseen and expected cash flow requirements. This reserve fund policy is to ensure that the district accumulates, manages, maintains, and uses certain financial resources only for specific purposes.

3120.2 The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

CGC Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

3120.3 Investment of surplus money of the LSCSD is made in securities in which the District is legally empowered to invest such funds in accordance with Section 53601 of the CGC, taking into consideration the probable income as well as the probable safety of said funds, exercising the judgment and care, under the circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC §53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

3120.4 In as far as possible, all funds in excess of those required to cover annual operational and administrative expenses shall be invested in the Local Agency Investment Fund (LAIF) in accordance with Section 16429.1 of the CGC, Commercial Banks with F.D.I.C. insurance, or Credit Unions with NCUSIF insurance.

3120.5 As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated. No investments the term of which exceed five years will be considered.
3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

3120.6 Investments shall be limited as follows:

- A. District investments in State or National banks shall be limited to \$250,000 including interest, or other amount as defined by FDIC limits.
- B. District investments in State or Federal Credit Unions shall be limited to \$250,000 including interest, or other amount as defined by NCUSIF limits.
- C. District investment in the State of California LAIF shall be limited to \$10,000,000 including interest.

Depositories having custody of District Funds shall be directed to forward copies of all correspondence concerning LSCSD funds to the District's Treasurer.

3120.7 Reserve fund account balances shall be maintained separately and shall reflect at all times the balance in each reserve fund in a manner consistent with generally accepted accounting practices.

Verification that moneys have been on deposit at all times and collateralized in amounts equal to or in excess of funds designated by the Board of Directors as reserve funds shall be made in the annual audit of financial records.

3120.8 The District maintains two types of reserve funds:

1. Unrestricted, which consist of all equity that does not meet the definition of restricted or invested in capital assets, net of related debt.
2. Restricted, which consist of net assets with constraints placed on the use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or by law through constitutional provisions or enabling legislation.

Restricted reserves for future capital outlays are hereby established for the Fire and Police non-enterprise funds. Annually, in the process of developing the budget for the upcoming fiscal year, amounts to be identified for specific capital outlays will be budgeted as reserve expenditures.

3120.9 The District Senior Accounting Clerk or other designated person shall provide a quarterly report on investments to the Board.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JULY 20, 2016
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: VERIZON CELL TOWER AGREEMENT

Direct staff on Board desire to continue negotiations with Verizon for cell tower

BACKGROUND:

The LSCSD has reviewed and approved an agreement with Verizon Wireless to install an 80 foot tree tower on District property for an annual lease payment of \$16,800. The original property designated for the site was on Tennis Ct and was not able to be used because the property owner with whom we have a deeded access to that site would not amend the deed to allow other utilities to use the access right. Verizon is still interested in developing a cell tower in Lake Shastina on District property and has identified three other possible sites. I have asked another firm specializing in cell tower contracts to review the agreement (and the other antenna agreements) and to advise us as to their recommendations. I do not have a response yet.

RECOMMENDATION:

Staff recommends the Board of Directors direct staff to continue researching the agreements, determine site specific issues and continue negotiating with Verizon, if that is the Board's desire.

From: Charles Johnson [<mailto:Charlie.Johnson@cortel-llc.com>]
Sent: Tuesday, June 21, 2016 3:28 PM
To: General Manager
Cc: Sylvia Charvez; Sylvia Charvez; Shannon McDougall
Subject: Lake Shastina - Potential Verizon Wireless Facility

Hello Mr. Drexel,

I am contacting you regarding Verizon's desire to lease space from the District to construct a wireless communications facility to improve service in the area. As you are likely aware we had previously tried to lease space from the District on Zen Mountain, but could not secure the necessary access and utility easements from the neighboring property owner. The following is a list of the properties/locations owned by the District that Verizon is currently interested in leasing to situate a wireless facility.

- 1.) Water Tank located off of Stag Street, Weed, CA 96094; APN 106-380-430
- 2.) Lake Shastina Police Department, 16309 Everhart Dr., Weed, CA 96094; APN 109-090-170
- 3.) Water Tank located off of Juniper Peak Rd, Weed, CA 96094; APN 106-440-150

The sites are listed in order of preference. The tank location off of Stag Street will provide the best coverage and already contains another wireless carrier on the site. It looks as if AT&T is the carrier at this site. Please confirm that the District is still amenable to leasing space at these locations. Ideally, Verizon would like to construct an 80' tree pole at these locations and would like to lease roughly a 30' x 30' area. That being said, we are willing to work on a design that will be acceptable to the District.

If you have any questions or concerns please feel free to contact me.

Thank you and have a great day.

Charlie Johnson | Site Acquisition Specialist
Cortel, Inc.
M (435) 640.5826 | E Charlie.Johnson@cortel-llc.com | www.cortel-llc.com <<http://www.cortel-llc.com>>



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JULY 20, 2016 *Karl*
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: WASTEWATER IMPROVEMENT PROJECT GRANT APPLICATION

Direct Staff to continue with a SWRCB Grant Application for a Wastewater Improvement Project

BACKGROUND:

The LSCSD Wastewater Treatment Plant, lift stations and collection lines are in need of capital Improvements, a list of which I am working on. With the passage of Prop1 in November 2014, money is available under the Small Community Wastewater SRF Program for Planning Grants and additionally for Construction Grants. I have been in contact with the SWRCB Financial Assistance Department and our community qualifies for consideration for funding, depending on the project itself. I have also been in contact with the Rural Community Assistance Corporation, who will work with us with the application and Capital Improvement Projects.

RECOMMENDATION:

Staff recommends the Board of Directors direct staff to continue with the SWRCB SRF Grant Application, review and Adopt Resolution *-16 Authorizing the General Manager to submit the Application and supporting documents on behalf of the District.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT

RESOLUTION NO. *-16

A RESOLUTION OF THE GOVERNING BOARD OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO EXECUTE A FINANCIAL ASSISTANCE AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD

WHEREAS, the State Water Resources Control Board has made available grant funds for the planning and design of Small Community Wastewater Improvement Projects through the CWSRF, and

WHEREAS, the Lake Shastina Community Services District has been declared a Small Disadvantaged Community for the purposes of such funding, and

WHEREAS, the Lake Shastina Community Services District is in need of Wastewater System improvements, and

WHEREAS, the Lake Shastina Community Services District wishes to apply for funding for the planning and design of the Wastewater Improvement Project, it is therefore

RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT, AS FOLLOWS:

The General Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Lake Shastina Community Services District (District), a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Wastewater Improvement Projects.

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the District in carrying out the District's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the District and compliance with applicable state and federal laws.

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 July 20, 2016.

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Barbara Thomsson, President of the Board

Karl Drexel, Secretary of the Board



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JULY 20, 2016
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: DRINKING WATER IMPROVEMENT PROJECT GRANT APPLICATION

Direct Staff to continue with a SWRCB Grant Application for a Drinking Water Improvement Project

BACKGROUND:

The LSCSD Water System is in need of Capital Investments, not the least of which is:

- Relining of all 4 Water Tanks
- New Well
- 2 Booster Station Refurbishment
- Hydrant Replacement
- Well #9 Rebuild
- Meter Replacement
- Telemetry Upgrade
- Cathodic Protection Replacement

These projects will all need planning and design, Environmental documentation and additional investigation of the distribution system. With the passage of Prop1 in November 2014, money is available under the Drinking Water SRF Program for Planning Grants and additionally for Construction Grants. I have been in contact with the SWRCB Financial Assistance Department and our community qualifies for consideration for funding, depending on the project itself. I have also been in contact with the California Rural Water Association, who will work with us with the application and Capital Improvement Projects.

RECOMMENDATION:

Staff recommends the Board of Directors direct staff to continue with the Drinking Water SRF Grant Application, review and Adopt Resolution *-16 Authorizing the General Manager to submit the Application and supporting documents on behalf of the District.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT

RESOLUTION NO. *-16

A RESOLUTION OF THE GOVERNING BOARD OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO EXECUTE A FINANCIAL ASSISTANCE AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD

WHEREAS, the State Water Resources Control Board has made available grant funds for the planning and design of Small Community Drinking Water Improvement Projects through the DWSRF, and

WHEREAS, the Lake Shastina Community Services District has been declared a Small Disadvantaged Community for the purposes of such funding, and

WHEREAS, the Lake Shastina Community Services District is in need of Drinking Water System improvements, and

WHEREAS, the Lake Shastina Community Services District wishes to apply for funding for the planning and design of the Drinking Water Improvement Project, it is therefore

RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT, AS FOLLOWS:

The General Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Lake Shastina Community Services District (District), a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Drinking Water Improvement Project.

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the District in carrying out the District's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the District and compliance with applicable state and federal laws.

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 July 20, 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Barbara Thomsson, President of the Board

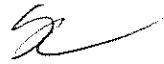
Karl Drexel, Secretary of the Board

Verbal Report

Water and wastewater rate study (GM Drexel) – Report



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JULY 20, 2016
FROM: Sylvia Charvez, Administrative Assistant 
SUBJECT: Rancho Hills Community Association (RHCA) Election of Directors

The LSCSD has received RHCA's annual ballot for election of Directors.

Options:

- A. The Board may take action on voting the ballot.
- B. The Board may authorize the President to sign the RHCA ballot envelope so that it can count for the quorum requirement and take no action on voting the ballot.
- C. Amend or modify one of the options above.



Rancho Hills Community Association

P.O. Box 276 • Weed, California 96094-0276

Phone 530.938.9569 • rhcamanager@gmail.com

NOTICE OF ANNUAL MEETING OF MEMBERS AND THE ELECTION OF DIRECTORS

The 45th Annual Meeting of the members of the Rancho Hills Community Association will be held at 9:30 AM on Saturday, August 6, 2016, at the Lake Shastina Administration Building, 16320 Everhart Drive, Lake Shastina, Weed, California.

ELECTION OF DIRECTORS

Up to five (5) directors are to be elected to the Board of Directors at this meeting. Directors serve for one year and may stand for re-election without limits (By-Laws, Section 3.2B,C). Please vote for no more than five (5) directors from the list. Ballot tabulation will be conducted in open meeting on July 19, 2016 and be continued and completed at the annual meeting on August 6, 2016.

VOTING AND QUORUM FOR ELECTION

The voting power of the Association consists of 586 votes, one for each member. The presence at any meeting of members or ballots for members having 25% of the total eligible votes shall constitute a quorum (By-Laws Section 2.3C as amended 8/5/98). If a meeting cannot be held because a quorum is not present, the meeting may adjourn to a time not less than 48 hours nor more than 30 days from the time the original meeting was called (By-Laws Section 2.3D).

Each lot owner is entitled to one vote for up to five nominees for each lot owned and cumulative voting is not permitted (By-Laws Section 3.2B as Amended 8/5/98). In cases of multiple owners of a lot, only one vote may be cast for each of five nominees, representing the wishes of the majority of the co-owners.

BALLOT INSTRUCTIONS

The ballot itself is not signed by the voter. After voting, the ballot is inserted into the envelope marked "Secret Ballot Envelope" and is sealed. The Secret Ballot Envelope is placed in the envelope that is addressed to the Inspector of Election of the association. Verify the information on the label for the lot and unit number, the property owner's name, mailing address. Your signature is required for your vote to be counted. Sign and date when indicated, seal the envelope. Ownership involving more than one party requires the signature of only one of the owners.

DO NO MAIL YOUR ASSESSMENT PAYMENT IN ANY OF THE ENVELOPES.

Payment may not be promptly posted, and late fees could be charged.

RANCHO HILLS COMMUNITY ASSOCIATION
CANDIDATE STATEMENTS FOR
2016-2017 BOARD OF DIRECTORS

This document contains the statements provided by the candidates.

Candidate, Ralph Berger

To the Honorable Board members:

I've been on the board for several years now and would like to continue being a Director. I've been involved with the public works projects and our roads and would like to continue in that capacity.

Thank you for your consideration.

/s/ Ralph Berger

Candidate, David Clough

My primary goal in running for the board one last time is to make a concerted effort to get the RHCA members to review and approve our revised CC&Rs that our Documents committee has been working on for several years, now reviewed and updated by an expert Homeowner Association document author. These revised CC&Rs will, I believe, allow the board to work more efficiently and effectively for the benefit of the community. I ask that you vote for me for the upcoming board, and support our effort to approve our revised documents.

/s/ David Clough

Candidate, John McPhee

In previous years I have served on a number of committees including Fire-Safe, Public Works, Internet and CC&R Revision. This coming year I would concentrate my efforts on fuels reduction within the Association. The drought is not over, and we need to reduce the fuels to improve the safety of our residents and protect our property values. Give me your input through the Manager.

I would appreciate your support for my election to the Board.

/s/ John McPhee

Please turn page over for additional statements

Candidate, Charles Martin

In my almost eighteen years as a resident of Rancho Hills three fires occurred, any which could have destroyed our community. As a member of the fire safe committee I believe we have made a good start in reducing the threat, but have just that, a start. My main goals...complete treatment of all lots in Rancho Hills. I would try and explain to all off-site owners how important this is. Thank you for your vote.

/s/Charles Martin crmartin@cot.net

Candidate, Constance (Connie) Whitfield

I would like to continue to serve the community as a member of the Rancho Hills Board. We have owned our home on Riverside Drive since 2008 and have been permanent residents since 2011. My husband and I are retired and are enjoying our new lives in Rancho Hills. I feel it is important to contribute to the community one calls home. I have served as a Director n the Rancho Hills Board for several months in 2012, currently on the Rancho Hills Board since last fall as the Treasurer of the Association. This past spring, I was instrumental in formation of the Star Thistle committee. I am an avid organic gardener and a quilter. My background is accounting and bookkeeping.

Sincerely, /s/ Connie Whitfield

BALLOT
RANCHO HILLS COMMUNITY ASSOCIATION
Election of Directors
Saturday, August 6, 2016 9:30 AM
Lake Shastina Administration Building
16320 Everhart Drive, Lake Shastina, Weed, CA

INSTRUCTIONS:

On the lower portion cast your vote for up to five (5) candidates by marking the box next to their name. Names are listed in alphabetical order. Fold this ballot and insert in the "Secret Ballot" envelope, and follow the instructions on the Secret Ballot envelope. Do NOT sign your name on this form.

<u>CANDIDATE</u>	<u>FOR</u>	<u>WITHHOLD</u>
Berger, Ralph	<input type="radio"/>	<input type="radio"/>
Clough, David	<input type="radio"/>	<input type="radio"/>
McPhee, John	<input type="radio"/>	<input type="radio"/>
Martin, Charles	<input type="radio"/>	<input type="radio"/>
Whitfield, Connie	<input type="radio"/>	<input type="radio"/>
Write in Candidate:		
_____	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>

RANCHO HILLS COMMUNITY ASSOCIATION 2016 DIRECTORS BALLOT

*** * * IMPORTANT NOTICE * * ***

The Bylaws and CC&Rs documents are proposed to be changed. Please visit the association website (www.ranchohillsCA.org) to review these documents. The board welcomes your comments until August 31, 2016. A hard copy will be mailed upon request. Contact Valarie Gibson at (530) 938-9569.

Association Member Information

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

I authorize the Inspector of Election to record my ballot and to count my ballot for the quorum requirements at the 2016 annual meeting.

Signature _____ Date _____

Signature required for vote to be counted.

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 for the July 19, 2016 regular board meeting or the August 6, 2016 annual meeting.

VOTE EARLY You are encouraged to return your ballot before the July 19, 2016 meeting so the association can establish a quorum. Ballots will be accepted up to the opening of the annual meeting on August 6, 2016.

***DO NOT ENCLOSE YOUR ASSESSMENT PAYMENT IN
ANY OF THE ENVELOPES***



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: JULY 20, 2016
FROM: KARL DREXEL, GENERAL MANAGER
SUBJECT: REPLACEMENT OF ADMINISTRATION'S MAIN COPIER

Authorize the expenditure for a new copier for Administration

BACKGROUND:

The LSCSD has a Black and White copy machine that was purchased in 2007 and has had a maintenance agreement on it for the full 9 years it has been in use. The machine has been having operation and maintenance issues for several months. During the last billing period, the copier continuously had issues with jamming which cost the District additional staff hours. The maintenance company has notified staff they are having difficulty finding parts to continue to fix this 9 year old machine. They sent us a proposal for a brand new color copier that retails for \$15,908 for a discounted price of \$9,845. This price is a July special event pricing, but probably would not go up to full retail if it weren't purchased in July. The maintenance agreement with this copier would run \$65 per month for up to 5,000 copies. A lease option would run \$201/month for 60 months for a total cost of \$12,060. The LSPOA would not be a part of this purchase and would not be using this copier.

RECOMMENDATION:

Staff recommends the Board of Directors authorize the expenditure of \$9,845 + tax for a new Cannon Color Copier Model C5235 and use funds from the Administration LAIF account. There are no other Capital Projects recommended in this year's General Fund budget.

Your Document Technology Solution

Canon ImageRunner 5235

Description	IR C5235
Copy/Print Output Speed	Up to 35 Images Per Minute
Document Feeder	Single Pass Duplexing
Paper Handling	4 x 550-sheet Paper Cassettes -100-sheet bypass tray -Max Paper Size: 12x18
Memory	2 GB RAM
Network Print	TIFF, JPEG, PDF, XPS, EPS, PCL Print Kit
Scanning	120/120 IPM
Send Method	Email, I-Fax, File Server (FTP, SMB, WebDAV), User Inbox, Super G3 Fax (Opt.)
Product Highlights	-8.4" SVGA Full-Color Touch Screen -Robust Security Specifications -Department ID Management -Stand Out Quality
Security	Robust Multilayered Security (See Brochure)
Add-Ons	CFU UFR Print/PCL Print Inner Finisher 2 nd Finisher Tray
MSRP	\$15,908.00
Trade/Discount	\$5263.00
July Special	\$9845.00 * Includes an Extra \$800.00
CPC	Discount \$65.00 per Month for 5000 images, excess at .013 All Color at .07
Lease Price	\$201.00
CPC	Same as above
Options	Paper Deck \$1160.00 or \$21.05 Fax Option \$795.00 or \$14.25



Canon



ImageRUNNER
ADVANCE