



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

RESOLUTION 4-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT TO APPROVE THE FY 2013/2014 OPERATING BUDGET.

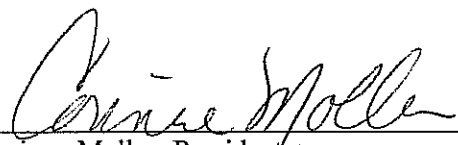
WHEREAS, it is the Board of Directors duty to set the overall total budget amounts based on reasonable expectations of revenues each fiscal year; and

WHEREAS, the Board of Directors has received and considered the budget committee's proposed FY 2013/2014 operating budget.

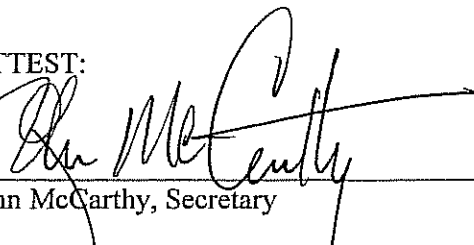
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the FY 2013/2014 operating budget, as detailed in Attachment A.

I hereby certify that the forgoing is a full, true and correct copy of Resolution 4-13 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 19th day of June, 2013, by the following vote:

AYES: Directors Mitchell, Moller and Wetter
NOES: None
ABSENT: Directors Cupp and Roths


Corinne Moller, President

ATTEST:


John McCarthy, Secretary

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2013-2014**

BUDGET APPROVED: 6/19/13

	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE	TOTAL All Funds
REVENUES							
4001.1 - Assmt/Revenue - Residential		465,037	348,738	80,015		49,225	943,015
4001.2 - Assmt/Revenue - Standby		66,600	105,040	170,495		65,575	407,710
4001.3 - Assmt/Revenue - Commercial		9,073	22,316	9,425		3,860	44,674
4003.0 - Late Payment Revenue		4,500	10,000	6,500		2,400	23,400
4053.0 - Medical Clinic Revenue	79,200						79,200
4055.0 - Misc. Operational Rev		3,000					3,000
4056.0 - Misc. Non-Op. Inc			4,000	1,000		2,000	7,000
4070.0 - Antenna Lease Revenue	18,604						18,604
4075.0 - Water Capacity Expansion Fee			960				960
4076.0 - Fire Suppression Expansion Fee						632	632
5004.0 - Sewer Hook Up Fee		21,746					21,746
5005.0 - Sewer Payment Contracts		252					252
5006.0 - Water Hookup Fee			795				795
5050.0 - Transfer Fees	3,000						3,000
5054.0 - Animal Control Fee - Other				600			600
5055.0 - Animal Control Fee				5,800			5,800
5056.0 - Warrant				2,500		4,700	7,200
5061.0 - Donations						1,000	1,000
5061.0 - Event - Donations				3,000			3,000
5075.0 - Grant Revenue					100,000		100,000
5080.0 - Interest earned - Ops	400						400
5081.0 - Interest Earned - Rsv	575	700	5,500	750		450	7,975
Less Rsv Int, Water Expans & Sewer Hookup	(575)	(22,446)	(7,255)	(750)		(450)	(31,476)
TOTAL INCOME 2013-2014 projected	101,204	548,462	490,094	279,335	100,000	129,392	1,648,487
EXPENSES							
7001.0 - Accounting Audit		4,060	3,828	2,900		812	11,600
7002.0 - Admin Overhead Allocation	(207,819)	87,284	87,284	16,626		16,626	-
7004.0 - Contingency	2,000	10,000	15,400			8,000	35,400
7005.0 - Depreciation		20,000	61,500				81,500
7010.0 - Capital Improvement/Reserve Exp.	10,500	183,000	450,000	20,000		10,000	673,500
7026.0 - Contract Services	5,000	15,000	10,000	3,500		1,200	34,700
7032.0 - Filing Fees	650						650
7033.0 - Licenses & Permits & Fees	600	4,000	11,000			75	15,675
7034.0 - Dues & Subscriptions	3,200	550	1,300	2,600		600	8,250
7035.0 - Advertising				200			200
7040.0 - Insurance (property & liability)	500	23,000	25,000	10,000		6,700	65,200
7041.0 - Legal	4,000	1,000	2,000	500			7,500
7050.1 - Office Exp Supplies	3,500	400	500	3,900		350	8,650
7050.2 - Office Exp Postage	4,500	300	250	420		75	5,545
7050.4 - Office Exp Maintenance	4,500			390		390	5,280
7051.0 - Public Safety Supplies (PD/Fire)						6,000	6,000
7053.0 - DECO - Medical Clinic	71,400						71,400
7061.0 - Rental equipment		500					500
7062.0 - Repair & Maintenance	1,500	60,000	49,000	1,300		4,200	116,000
7063.0 - Fuel		13,000	9,000	12,000		4,000	38,000
7064.0 - Materials, Supplies & Small Tools	250	7,000	7,000	1,750		1,000	17,000
7065.0 - Vehicle Repair/Maintenance		5,000	6,000	2,000		6,000	19,000
7080.0 - Interest Expense (Sewer Pond Loan)		31,266					31,266
7085.0 - Municipal Finance (Principle)		29,760					29,760
7101.0 - Property Taxes	150						150
7105.0 - Utilities - CSD	1,000			700		900	2,600
7105.1 - Utilities - Telephone	2,050	350	2,600	5,400		650	11,050
7105.2 - Utilities - Electric	4,000	18,000	86,000	2,800		4,000	114,800
7105.3 - Utilities - Waste		640	640	450		450	2,180
7105.4 - Utilities - Propane	500			500		500	1,500
7204.0 - Events	1,000			2,500		500	4,000
7245.0 - Election	-						-
7501.0 - Payroll Expense	307,505	250,430		119,285	82,136	27,577	786,934
7513.0 - Payroll Taxes	7,054	6,183		10,319	5,526	3,086	32,168
7514.0 - Payroll Benefits	103,539	121,573		42,297	48,339	6,042	321,790
7516.1 - Pension (EJ)				5,182	2,520	887	8,589
7516.2 - Pension (CalPERS)	51,152	38,734			4,303		94,189
7516.3 - Pension (CalPERS EE Share)	6,174						6,174
7518.0 - Workers Comp	3,814	20,882		7,229	3,568	9,807	45,300
7530.0 - Payroll Services Billed (Maint/An Ctrl)			106,727	1,000	(22,000)	(3,724)	82,003
7530.1 - Payroll Services Billed (Admin)	(214,378)	(225,000)					(439,378)
7530.2 - Payroll Services Billed (Admin 100%)	(69,138)						(69,138)
7549.0 - Volunteer FF Stipend						10,000	10,000
7550.0 - Travel & Training	2,000	1,500	3,000	2,100		4,000	12,600
7551.0 - Meals	1,000	400	350	150		1,800	3,700
7552.0 - Employee Physical Exams/Shots		500	300	250		500	1,550
7556.0 - Uniforms		1,000	1,000	1,200		3,000	6,200
Dept. 40 - Animal Control - Police Sub Dept.							
7062.0 - Repair & Maintenance				200			200
7064.0 - Materials, Supplies & Small Tools				250			250
7035.0 - Advertising				150			150
7530.0 - Payroll Services Billed (Animal Ctrl)					22,000		22,000
COPS Grant Shortfall (to Dept 25 Police)				46,392	(46,392)		-
Reimbursement for Cap. Exp. from Reserves	(10,500)	(183,000)	(450,000)	(20,000)		(10,000)	(673,500)
TOTAL EXPENSE 2013-2014 projected	101,204	547,312	489,679	306,439	100,000	126,004	1,670,636
Reimbursement from Reserves for shortfall				27,104			27,104
NET PROFIT (LOSS) 2013-2014 projected	0	1,150	415	0	0	3,388	4,955

Notes:

Administrative Overhead Allocation Calculation from 2011/2012 was used for this budget period: Sewer 42%, Water 42%, Police 8%, Fire 8%.

Worker's Comp includes the Board coverage.

2012-2013 Audit - D R Watts \$11,600

Payroll for 2013-2014 includes:

- Anticipated current staffing level Step increases
- COLA at 2% Effective first full pay period of 2013-2014 Fiscal Year (excludes General Manager and Leadman positions)
- Increase WC & Ins 110%, CalPERS per Actuarial

**LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2013-2014**

Capital Improvements/Expenditures:

<u>General Fund:</u>		<u>Current Balace in LAIF Reserves:</u>	\$ 157,203.00
Capital Improvements from Reserves-	\$ 10,500.00	Replace 2 computers	\$ 4,000.00
		New Overhead Projector	\$ 1,500.00
		Policy Manual updates/templates	\$ 5,000.00
<u>Sewer Department:</u>		<u>Current Balace in LAIF Reserves:</u>	\$ 323,529.00
Capital Improvements from Reserves-	\$ 183,000.00	Rebuild B-105	\$ 50,000.00
		Rebuild B-100 (temp fix)	\$ 45,000.00
		New Monitoring Wells @ WW Plant	\$ 30,000.00
		Sludge Drying Beds @ WW Plant	\$ 20,000.00
		Apex Evap Unit	\$ 30,000.00
		Aeration Unit #2	\$ 8,000.00
<u>Water Department:</u>		<u>Current Balace in LAIF Reserves:</u>	\$ 1,646,342.00
Capital Improvements from Reserves-	\$ 450,000.00	Maintenance Yard upgrades to Crew Quarters	\$ 70,000.00
		New Well Development	\$ 95,000.00
		Telemetry Upgrade	\$ 50,000.00
		New well South end	\$ 150,000.00
		New Fire Hydrants (4)	\$ 15,000.00
		Landscaping Reduction Project (water conservation)	\$ 5,000.00
		Tank Inspection - 4 tanks	\$ 6,000.00
		Repair Backhoe #31	\$ 15,000.00
		New Portable Trash Pump	\$ 14,000.00
		Replacement of one 2005 F150 Pick up truck	\$ 30,000.00
<u>Public Safety - Police Division:</u>		<u>Current Balace in LAIF Reserves:</u>	\$ 204,449.00
Capital Improvements from Reserves-	\$ 20,000.00	Replace 1 computer - Officer Desk	\$ 2,000.00
		Tasers (3) & Training	\$ 3,000.00
		Kennels	\$ 2,500.00
		Used PD Vehicle	\$ 3,000.00
		New Computer Software & Installation	\$ 5,000.00
		New insulated windows	\$ 2,500.00
		New heat pump	\$ 2,000.00
<u>Public Safety - Fire Division:</u>		<u>Current Balace in LAIF Reserves:</u>	\$ 147,218.00
Capital Improvements from Reserves-	\$ 10,000.00	Grant Writing	\$ 1,500.00
		Hand Held Radio & Pagers	\$ 2,000.00
		Structual Turnouts	\$ 2,000.00
		New insulated windows	\$ 2,500.00
		New heat pump	\$ 2,000.00



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, June 19, 2013 – 5:00 p.m.
Administration Building
MINUTES

CALL TO ORDER AND ROLL CALL: called to order at 4:30 p.m.

LSCSD Board Roll Call: Cupp absent Mitchell ✓ Moller ✓ Roths absent Wetter ✓

PUBLIC COMMENTS BEFORE CLOSED SESSION: None

CLOSED SESSION: called to order at 4:31 p.m.

Also present was GM McCarthy.

1. A. Conference with Legal Counsel: Existing Litigation (Gov. Code Section 54956.9)
APN: 109-090-170, DECO Industries LLC v. LSCSD et al.
- B. Conference with Legal Counsel: Anticipated Litigation (Gov. Code Section 54956.9)
James and Deborah Lea: APN 020-270-320

With no objections by the Board, Pres. Moller adjourned Closed Session at 4:55 p.m.

REGULAR MEETING: called to order at 5:00 p.m.

Also present were GM McCarthy, PWS Moser, SAC Nelle, CPS Wilson and AA Charvez.
There were approximately 8 people in the audience.

PLEDGE OF ALLEGIANCE: Pres. Moller led the Pledge of Allegiance.

REPORT ON CLOSED SESSION:

Items 1.A and B: The Board received updates. No action taken.

PUBLIC COMMENTS: None

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

2. A. Approval of Minutes: Regular Meeting May 15, 2013
- B. Ratification of Disbursements: May 1 to May 31, 2013
- C. Budget Comparison: FY 2012/13 YTD

With no objection by the Board, Pres. Moller moved to approve Consent Calendar.

Ayes: Directors Mitchell, Moller and Wetter

Noes: None

Absent: Directors Cupp and Roths

PUBLIC HEARING:

3. **FY 2013/14 Operating Budget: public hearing and consideration of approval: Pres. Moller opened the Public Hearing at 5:02 p.m. Comments were received from the audience. Pres. Moller closed the Public Hearing at 5:03 p.m.**

Motion by Dir. Moller second by Dir. Mitchell to adopt Resolution 4-13, approving FY 2013/14 Operating Budget, as presented.

Ayes: Directors Mitchell, Moller and Wetter

Noes: None

Absent: Directors Cupp and Roths

Pres. Moller directed staff to add "Discussion regarding ballot initiatives for Fire and Police fees on the 2014 General Election ballot" to the July agenda.

DISCUSSION / ACTION ITEMS:

4. Department of Public Safety Monthly Report: Chief Wilson updated the Board on Fire and Police activities.
 - A. Approval of new logo for Department of Public Safety: Pres. Moller thanked Chief Wilson for the many positive steps since January to successfully transition to a Department of Public Safety. The Board discussed proposed logo.