

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, April 15th, 2025
11570 School Street, Redding, CA 96001
AGENDA**

1. Pledge of Allegiance

2. Approve Agenda pgs 1-2

3. Public Comment Period

This time is set aside for members of the public to address the District on matters, not on the agenda and matters on the Consent Calendar. If your comments concern an item noted on the regular agenda, please address the Board after that item is open to public comments. By law, the Board of Directors cannot decide on matters not on the agenda. The Board will customarily refer these matters to the General Managers' Office. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the District.

4. Consent Calendar

The Board considers matters listed under the Consent Calendar routine and will enact them by one motion in the form listed below. There will be no separate discussion of the items unless good cause is shown before the Board votes on the motion to adopt.

Financial Reports for March 1st through March 31st, 2025

4-1 SCSD Financial Report pg 3

4-2 SCSD Monthly Bank Transactions pgs 4-5

4-3 SCSD Budget vs Actual pgs 6-9

4-4 March 18th, 2025, meeting minutes pgs 10-14

RECOMMENDATION: Approval and adoption of all items on the Consent Calendar.

5. Correspondence:

6. General Business:

6-1 General Manager Report pg 15

7. Old Business:

8. New Business:

8-1 Revisions to roles and procedure policies public
Inquiries/complaints section 11.0 *pgs 16-19*

Discussion/Possible Action

8-2 Appoint committee regarding GM review

Discussion/Possible Action

9. Oral Communications:

These Comment sessions are for information and reporting purposes only. Board action cannot be taken. If it becomes apparent that action is necessary or desired, the matter(s) will be scheduled on a subsequent board agenda.

9-1 Board Members:

9-2 Staff Members:

10. Adjourn:

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, for that person to participate in the public meeting. A person needing assistance should contact the district office by mail at PO Box 2520 Shasta, CA 96087 48 hours before the meeting. Accommodations may include but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format. If requested, this document and other agenda materials can be made available in an alternative format for persons with a disability who are covered by the Americans with Disabilities Act

Shasta Community Services District - Water Department
Financial Report for March 2025

	Tri Counties Bank		Umpqua
	935	970	839
	General	Money Mult.	State Reimb.
<i>Beginning Cash</i>	\$ 41,893.22	\$ 2,012,813.41	\$ 60,512.51
Voided Checks - Prior Period			
Reconciling Adjustments		(2,821.03)	
<i>Revenue</i>			
Customer Payments	26,399.73	46,581.50	
Bad Debt Recovery		330.53	
Hydrant Water Sales			
Property Tax Disbursements			
Capacity Expansion Fee			
Grants		11,570.00	
Scrap Metal			
Asset Disposal			
Vendor Refunds			
Interest		4,493.30	0.51
<i>Total Revenue</i>	\$ 26,399.73	\$ 62,975.33	\$ 0.51
<i>Transfers</i>			
Transfers In - Water	280,000.00		
Transfers Out - Water		(280,000.00)	
Transfer to SFPD	(210,302.23)		
<i>Total Transfers</i>	\$ 69,697.77	\$ (280,000.00)	\$ -
<i>Disbursements</i>			
Bills Paid	(65,205.27)		
Payroll	(32,364.01)		
Revolving Fund Loan Payment			
USDA Loan Payment			
Customer NSF Returns		(443.15)	
Bank Fees	(109.67)	(20.00)	
<i>Total Disbursements</i>	\$ (97,678.95)	\$ (463.15)	\$ -
<i>Ending Cash</i>	\$ 40,311.77	\$ 1,792,504.56	\$ 60,513.02

Shasta Water Department
BANK TRANSACTIONS
3/1/2025 - 3/31/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
13110 - Tric General Fund 935							
Bill Pmt-Check	03/01/2025	EFT	Humana	March 2025 employee vision/dental		809.46	41,893.22
Bill Pmt-Check	03/01/2025	EFT	Anthem Blue Cross	March 2025 employee health insurance		6,551.13	41,083.76
Bill Pmt-Check	03/01/2025	EFT	TASC (Optilife)	Employee Supplemental Insurance March 2025		607.00	34,532.63
Deposit	03/01/2025			Batch # 10708-10712 CC	430.47		33,925.63
Deposit	03/02/2025			Batch # 10713 CC	91.11		34,356.10
Bill Pmt-Check	03/03/2025	16937	Badger Meter	February 2025 mbl hosting & mobile license through 2/2026		966.43	34,447.21
Bill Pmt-Check	03/03/2025	16938	Charles W. Pilon	progress invoice #1 for SFD final audit 2024/2025		3,046.75	33,480.78
Transfer	03/03/2025			Funds Transfer	240,000.00		30,434.03
Bill Pmt-Check	03/03/2025	16939	Shasta Fire Department (v)	transfer to sfd		210,302.23	270,434.03
Deposit	03/03/2025			Batch # 10714-10730 CC	2,005.38		60,131.80
Bill Pmt-Check	03/04/2025	16940	CASSIDY'S AUTO LUBE	u13 truck oil change		94.65	62,137.18
Bill Pmt-Check	03/04/2025	16941	Wells Fargo Bank, N.A.	March 2025 copier lease inv 5033368428		116.20	62,042.53
Bill Pmt-Check	03/04/2025	EFT	AT&T	February 2025 office internet		43.30	61,926.33
Bill Pmt-Check	03/04/2025	EFT	Elan Cardmember Services	answering service, 1099 forms & efile, scada subscription, office ...		667.91	61,215.12
Bill Pmt-Check	03/04/2025	16942	PG&E	February 2025 office electric		705.91	60,509.21
Bill Pmt-Check	03/04/2025	16943	Charles Schwab & Co.	March 2025		350.00	60,159.21
Bill Pmt-Check	03/04/2025	16944	verizon	February 2025 scada data filter plant		61.62	60,097.59
Bill Pmt-Check	03/04/2025	16945	Computer Logistics Corporation	setup new firewall & switch, access wifi access points		555.00	59,542.59
Deposit	03/04/2025			Batch # 10731-10735 CC	470.94		60,013.53
Paycheck	03/05/2025	16933	Hunt, Joshua E	pay period 2/16/2025 - 2/28/2025		2,220.85	57,792.68
Paycheck	03/05/2025	16934	Koeper, Chris D	pay period 2/16/2025 - 2/28/2025		3,886.48	53,906.20
Paycheck	03/05/2025	16935	Staup, Shawna P	pay period 2/16/2025 - 2/28/2025		2,051.60	51,854.60
Paycheck	03/05/2025	16936	Steele, Justin B.	pay period 2/16/2025 - 2/28/2025		2,449.42	49,405.18
Liability Check	03/05/2025		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 02/28/2025		5,420.99	43,984.19
Deposit	03/05/2025			Batch # 10736-10737 CC	194.46		44,178.65
Check	03/06/2025	16946	CUSTOMER REFUNDS	deposit refund for closed acct # 599		72.32	44,106.33
Bill Pmt-Check	03/06/2025	16947	Ed Staub & Sons	Fuel February 2025 2nd half		533.90	43,572.43
Bill Pmt-Check	03/06/2025	16948	US Bureau of Reclamation	February 2025		307.45	43,264.98
Deposit	03/06/2025			Batch # 10738-10739 CC	239.37		43,504.35
Bill Pmt-Check	03/06/2025	16949	Carrel's Office Machines	February 2025 copier fees		35.50	43,468.85
Bill Pmt-Check	03/06/2025	16950	PACE Civil Engineering, Inc.	February 2025 office building final design		1,611.75	41,857.10
Deposit	03/07/2025			Batch # 10740, 10741, 10743-10745 CC			42,604.39
Deposit	03/08/2025			Batch # 10746-10747 CC	747.29		42,834.97
Deposit	03/09/2025			Batch # 10748-10749 CC	230.58		42,834.97
Deposit	03/10/2025			Batch # 10750 CC	153.96		42,988.93
Bill Pmt-Check	03/11/2025	EFT	California Public Employee's Retirement	February 2025	71.78		43,060.71
Bill Pmt-Check	03/11/2025	16951	Dylan Bennett	yard maintenance/weed eating		4,499.12	38,561.59
Bill Pmt-Check	03/11/2025	16952	Waste Management	March 2025 office trash		80.00	38,481.59
Bill Pmt-Check	03/11/2025	16953	verizon	February 2025 cell phones		54.57	38,427.02
Bill Pmt-Check	03/11/2025	16954	Kenny & Norine	legal services file # 7014		156.54	38,270.48
Bill Pmt-Check	03/11/2025	16955	Thatcher Company of California	choirline cylinders		97.50	38,172.98
Bill Pmt-Check	03/11/2025	16955	AT&T Mobility	March 2025 office phone		6,949.35	31,223.63
Deposit	03/11/2025			Deposit		28.13	31,195.50
Bill Pmt-Check	03/11/2025	16956	PG&E	February 2025 pump station electric	164.87		31,360.37
Bill Pmt-Check	03/11/2025	16957	CASSIDY'S AUTO LUBE	truck U14 oil change		1,591.48	29,768.89
Deposit	03/11/2025			Batch # 10751-10753, 10755-10757 CC		78.55	29,690.34
Transfer	03/12/2025			Funds Transfer	1,568.75		31,259.09
Deposit	03/13/2025			Batch # 10758-10760 CC	40,000.00		71,259.09
Bill Pmt-Check	03/13/2025	16958	Amazing Amy's Cleaning	March 2025 office cleaning	377.80		71,636.89
Deposit	03/14/2025			Batch # 10761-10764 CC		275.00	71,361.89
Deposit	03/16/2025			Batch # 10766 CC	300.63		71,662.52
Deposit	03/17/2025			Batch # 10767-10770 CC	300.00		71,962.52
Bill Pmt-Check	03/17/2025	16963	Signsations	truck u15 business decals	282.84		72,245.36
Bill Pmt-Check	03/17/2025	16964	Thompson Gas	office propane		306.60	71,938.76
Deposit	03/17/2025			Batch # 10771-10773 CC	221.23		71,167.51
							71,388.74

Shasta Water Department
BANK TRANSACTIONS
3/1/2025 - 3/31/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	03/17/2025	16965	Big Time Pest Control	March 2025 office pest control		85.00	71,303.74
Bill Pmt -Check	03/17/2025	16966	Ed Staub & Sons	Fuel March 2025 1st half		426.41	70,877.33
Check	03/18/2025	16967	CUSTOMER REFUNDS	deposit refund for closed acct 640		100.00	70,777.33
Bill Pmt -Check	03/18/2025	16968	Government Payments	returned payment for insufficient funds acct 2508200		443.23	70,334.10
Deposit	03/18/2025			Batch # 10774-10777 CC			70,676.42
Deposit	03/19/2025			Batch # 10781 ACH	342.32		81,951.76
Bill Pmt -Check	03/19/2025	16969	Signsations	district road signs	11,275.34		81,661.63
Deposit	03/19/2025			Batch # 10778, 10780, 10782-10785 CC		290.13	82,336.52
Paycheck	03/20/2025	16959	Hunt, Joshua E	pay period 3/1/2025 - 3/15/2025	674.89		80,255.13
Paycheck	03/20/2025	16960	Koeper, Chris D	pay period 3/1/2025 - 3/15/2025		2,081.39	76,688.16
Paycheck	03/20/2025	16961	Staup, Shawna P	pay period 3/1/2025 - 3/15/2025		3,566.97	74,656.76
Paycheck	03/20/2025	16962	Steele, Justin B.	pay period 3/1/2025 - 3/15/2025		2,031.40	71,122.23
Bill Pmt -Check	03/20/2025	EFT	California State Disbursement Unit	Employee Garnishment		3,534.53	70,773.23
Liability Check	03/20/2025		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 03/14/2025		349.00	65,652.85
Deposit	03/20/2025			Batch # 10786-10791 CC	552.76		66,205.61
Deposit	03/21/2025			Batch # 10792 CC	72.81		66,278.42
Deposit	03/22/2025			Batch # 10794-10795 CC	173.89		66,452.31
Deposit	03/23/2025			Batch # 10796 CC	90.25		66,542.56
Deposit	03/24/2025			Batch # 10797-10799 CC	516.71		67,059.27
Bill Pmt -Check	03/25/2025	16970	Sage Designs, Inc.	Trio Q-Series serial-ethernet radios		3,852.42	63,206.85
Deposit	03/25/2025			Batch # 10800-10805 CC	606.53		63,813.38
Deposit	03/26/2025			Batch # 10806-10807, 10809-10813 CC	946.80		64,760.18
Bill Pmt -Check	03/27/2025	16971	Hardware Express	skt wrnch set, dw drivr maxifix set, gloves,nuts, bolts, screws, ke...		152.80	64,607.38
Bill Pmt -Check	03/27/2025	16972	Christopher Hunter	March 2025		100.00	64,507.38
Bill Pmt -Check	03/27/2025	16973	David Cross	March 2025		100.00	64,407.38
Bill Pmt -Check	03/27/2025	16974	Jo Ann Vayo	March 2025		100.00	64,307.38
Bill Pmt -Check	03/27/2025	16975	Randall Smith	March 2025		100.00	64,207.38
Bill Pmt -Check	03/27/2025	16976	Valerie Coon	March 2025		100.00	64,107.38
Deposit	03/27/2025			Batch # 10814-10821 CC	975.86		65,083.24
Bill Pmt -Check	03/28/2025	16977	Hue & Cry, Inc.	April 2025 fire & burglary monitoring		178.00	64,905.24
Bill Pmt -Check	03/28/2025	EFT	Elan Cardmember Services	water filters, answering service, cold patch, scada subscription p...		1,356.53	63,548.71
Deposit	03/28/2025			Batch # 10822-10823 CC	227.89		63,776.60
Deposit	03/29/2025			Batch # 10824-10826 CC	312.82		64,089.42
Deposit	03/30/2025			Batch # 10827-10828 CC	297.73		64,387.15
Bill Pmt -Check	03/31/2025	16982	Badger Meter	March 2025 mbl hosting		66.43	64,320.72
Bill Pmt -Check	03/31/2025	16983	Gifford Construction, Inc.	application 15 office building project		13,391.11	50,929.61
Bill Pmt -Check	03/31/2025	16984	Schneider Electric Systems USA, Inc.	update geo scada software treatment plant years 2020-2025		11,924.00	39,005.61
Deposit	03/31/2025			Batch # 10829-10838 CC	1,481.67		40,487.28
Total 13110 · Tric General Fund 935					306,399.73	307,805.67	40,487.28
TOTAL					306,399.73	307,805.67	40,487.28

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Shasta Community Services District
Profit & Loss Budget vs. Actual
July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	797,431.43	1,100,000.00	-302,568.57
41150 · Hydrant Water Sales	115.78	500.00	-384.22
41200 · Water Sales/Pumping	6,953.49	9,000.00	-2,046.51
41800 · Late Fees	10,490.05	15,000.00	-4,509.95
42230 · Service Connection Fee/Meters	0.00	16,000.00	-16,000.00
Total 41000 · Water Sales	814,990.75	1,140,500.00	-325,509.25
42000 · Special Service Fees	2,336.38	3,500.00	-1,163.62
42160 · Property Tax Revenue - SCSD	23,304.43	37,000.00	-13,695.57
42220 · Scrap Metal	469.00	469.00	0.00
44000 · Interest Revenue			
44100 · TriC Interest	42,899.80	50,000.00	-7,100.20
44500 · Umpqua Interest	4.54	20.00	-15.46
Total 44000 · Interest Revenue	42,904.34	50,020.00	-7,115.66
47000 · Copies, Faxes, Document Request	0.00	10.00	-10.00
47300 · SFD Reimbursement	2,711.05	3,600.00	-888.95
Total Income	886,715.95	1,235,099.00	-348,383.05
Gross Profit	886,715.95	1,235,099.00	-348,383.05
Expense			
50500 · Bad Debt Expense	1,727.23	8,000.00	-6,272.77
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	17,568.54	22,000.00	-4,431.46
51012 · Other Water Purchases/Deficit	0.00	0.00	0.00
51018 · Water Testing Expense	3,674.18	5,000.00	-1,325.82
Total 51000 · Water Service Expenses	21,242.72	27,000.00	-5,757.28
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	774.64	1,200.00	-425.36
51022 · Benson - PGE 937 #6	773.28	1,300.00	-526.72
51023 · Bandana Tr. - PGE 337 #7	1,394.57	2,000.00	-605.43
51024 · Highland Cir - PGE 355 #3	52.10	150.00	-97.90
51025 · Highland Circle - PGE 013 #5	1,805.90	2,300.00	-494.10
51026 · Record Heights - PGE 206 #4	3,178.95	5,000.00	-1,821.05
51027 · Lower Brunswick - PGE 936 #2	4,038.84	5,900.00	-1,861.16
51028 · Keswick WTP - 956 #9	643.70	900.00	-256.30
Total 51020 · Pumping Expense	12,661.98	18,750.00	-6,088.02
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	23,953.67	28,000.00	-4,046.33
51032 · W.T. Filter Plant PGE 254 #8	3,773.41	5,000.00	-1,226.59
51033 · W.T. Plant Repair/Maint.	6,952.92	6,000.00	952.92
51034 · Backwash Sludge Disposal	0.00	2,400.00	-2,400.00
51035 · W.T. Security/Telephone	554.60	800.00	-245.40
Total 51030 · Water Treatment Expense	35,234.60	42,200.00	-6,965.40

Shasta Community Services District
Profit & Loss Budget vs. Actual
July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget
51039 · Transmission/Distribution			
51040 · Transmission/Distribution-Gen	15,366.89	25,000.00	-9,633.11
51070 · Minor Equipment Expense	0.00	1,000.00	-1,000.00
51082 · Maintenance/Misc.Equipment	0.00	2,000.00	-2,000.00
51083 · Meters - New & Replacements	6,615.08	5,600.00	1,015.08
51084 · Pump & Tank Level Telemetry	16,094.17	4,000.00	12,094.17
Total 51039 · Transmission/Distribution	38,076.14	37,600.00	476.14
51090 · Vehicle Maintenance			
51094 · Backhoe/Trailer/Generator	2,003.34	2,010.00	-6.66
51098 · U11 Ford Ranger 2011	1,450.76	1,350.00	100.76
51099 · U12 Ford F350 2016	0.00	500.00	-500.00
51100 · U13 Ford F-150 2018	9.64	500.00	-490.36
51101 · U14 Ford F-150 2021	108.56	500.00	-391.44
51102 · U15 Toyota Tacoma 2025	306.60	0.00	306.60
Total 51090 · Vehicle Maintenance	3,878.90	4,860.00	-981.10
51093 · Gas & Oil Expense			
51091 · Gas & Oil - Generator	1,191.49	1,100.00	91.49
51092 · Gas & Oil Ford 150 Truck #13	2,060.45	2,700.00	-639.55
51093.1 · Gas & Oil 2021 F-150 Truck #14	3,911.26	5,000.00	-1,088.74
51093.2 · Gas & Oil - Backhoe	545.60	650.00	-104.40
51093.4 · Gas & Oil 2025 Toyota Truck #15	452.91	0.00	452.91
51093.8 · Gas & Oil 2011 Ford Truck #11	2,993.31	5,000.00	-2,006.69
51093.9 · Gas & Oil 2016 Ford 350 #12	771.45	1,500.00	-728.55
Total 51093 · Gas & Oil Expense	11,926.47	15,950.00	-4,023.53
52000 · Training			
52001 · Training Course Fees	0.00	0.00	0.00
52002 · Travel	0.00	0.00	0.00
52003 · Lodging	0.00	0.00	0.00
52004 · Meals	0.00	0.00	0.00
Total 52000 · Training	0.00	0.00	0.00
55010 · Payroll Expenses			
55011 · Manager Salary			
55011.0 · Manager/Salary	91,948.75	129,810.00	-37,861.25
Total 55011 · Manager Salary	91,948.75	129,810.00	-37,861.25
55012 · Maintenance/Hourly			
55012.2 · Maintenance/Hourly	42,423.36	68,723.00	-26,299.64
55012.3 · Maintenance Hourly/Vacation	1,635.48		
55012.4 · Maintenance/Hourly/Sick	4,683.61		
55012.5 · Maintenance/Hourly/Holiday	3,436.16		
55012.6 · Maintenance/OT	8,037.13	10,000.00	-1,962.87
55012.7 · Maintenance 2 / Lead Operator	55,474.87	82,597.00	-27,122.13
Total 55012 · Maintenance/Hourly	115,690.61	161,320.00	-45,629.39
55013 · Office/Hourly			
55013.1 · Office/Hourly-FD Reimburse	-14,842.81	-18,000.00	3,157.19

Shasta Community Services District
Profit & Loss Budget vs. Actual
July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget
55013.2 · Office Hourl/ Vacation	2,230.20		
55013.3 · Office/Hourly/Sick	2,511.04		
55013.4 · Office Hourly	40,655.72	68,723.00	-28,067.28
55013.5 · Office/Hourly/Holiday	3,436.16		
55013.6 · Office Hourly Overtime	867.30	1,200.00	-332.70
Total 55013 · Office/Hourly	34,857.61	51,923.00	-17,065.39
55014 · On Call Time	17,561.27	25,000.00	-7,438.73
55010 · Payroll Expenses - Other	1,344.84	1,750.00	-405.16
Total 55010 · Payroll Expenses	261,403.08	369,803.00	-108,399.92
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	74,167.47	100,000.00	-25,832.53
55035 · Retiree Health Insurance	3,150.00	4,200.00	-1,050.00
55040 · Workers Compensation Insurance	8,276.65	9,500.00	-1,223.35
55055 · CALPERS	43,357.12	60,000.00	-16,642.88
Total 55029 · Employee Benefits	128,951.24	173,700.00	-44,748.76
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	4,185.08	5,500.00	-1,314.92
55063 · Employer Social Security Exp	17,894.85	24,000.00	-6,105.15
55070 · State Unemployment Insurance	1,736.00	1,736.00	0.00
Total 55060 · Payroll Tax Expense	23,815.93	31,236.00	-7,420.07
55130 · Office Expense			
55110 · Answering Service Expense	1,602.00	2,000.00	-398.00
55121 · Office/Cellular Telephone	1,563.27	2,200.00	-636.73
55125 · Office/Security Expense	1,602.00	2,500.00	-898.00
55131 · Office/PGE 761	6,622.33	9,400.00	-2,777.67
55132 · Office/Telephone	937.38	1,500.00	-562.62
55133 · Office/Supplies	4,687.19	4,000.00	687.19
55134 · Office/Postage	5,048.40	6,500.00	-1,451.60
55135 · Office/Equipment Expense	1,744.99	2,500.00	-755.01
55137 · Office/Employee Background Chec	0.00	0.00	0.00
55138 · Office/Propane	877.43	0.00	877.43
55139 · Office/Building Maintenance	3,468.29	4,600.00	-1,131.71
55141 · Office/Safety	367.22	1,000.00	-632.78
55142 · Emplpyoyee Pre-emp. Physical	0.00	0.00	0.00
Total 55130 · Office Expense	28,520.50	36,200.00	-7,679.50
55140 · Advertising Expense	1,392.22	1,400.00	-7.78
55145 · Banking Fees	1,042.49	1,500.00	-457.51
55150 · Insurance - Liability & E&O	69,074.98	70,000.00	-925.02
55160 · Professional Services			
55162 · Legal Services	2,713.37	2,500.00	213.37
55163 · Engineering Services	70,620.75	85,000.00	-14,379.25
55164 · Auditing Services	10,424.12	11,000.00	-575.88
55165 · Professional Services Misc.	51,719.95	37,200.00	14,519.95
Total 55160 · Professional Services	135,478.19	135,700.00	-221.81

Shasta Community Services District

Profit & Loss Budget vs. Actual

July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget
55170 · Directors Compensation	4,100.00	6,500.00	-2,400.00
55180 · Dues/Permit Fees	23,313.43	24,000.00	-686.57
55182 · maintenance contracts/support	1,158.07	1,200.00	-41.93
60000 · Interest	10,247.87	12,000.00	-1,752.13
Total Expense	813,246.04	1,017,599.00	-204,352.96
Net Ordinary Income	73,469.91	217,500.00	-144,030.09
Other Income/Expense			
Other Income			
72000 · SRF Grant Reimbursement	116,375.25	300,000.00	-183,624.75
72100 · USDA Grant	0.00	0.00	0.00
Total Other Income	116,375.25	300,000.00	-183,624.75
Net Other Income	116,375.25	300,000.00	-183,624.75
Net Income	189,845.16	517,500.00	-327,654.84

SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, March 18th, 2025
11570 School Street, Redding, CA 96001
DRAFT MINUTES

Board Members Present: President Valerie Coon, Vice President Dave Cross, Director Randy Smith, Director Jo Ann Vayo, Director Chris Hunter.

Staff Members Present: General Manager Chris Koeper, Secretary to the Board Shawna Staup.

President Valerie Coon called the meeting to order at **6:00 PM**.

1. Pledge of Allegiance: Was led by President Valerie Coon.

2. Approve Agenda: Director Randy Smith motioned to approve the March 18, 2025, agenda. Director Jo Ann Vayo seconded the motion. The motion passed unanimously.

3. Public Comment Period

This time is set aside for members of the public to address the District on matters, not on the agenda and matters on the Consent Calendar. If your comments concern an item noted on the regular agenda, please address the Board after that item is open to public comments. By law, the Board of Directors cannot decide on matters not on the agenda. The Board will customarily refer these matters to the General Managers' Office. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the District.

Jane Heinan congratulated Chris Hunter, the new board member who took her place, and hopes that he does extremely well.

A community member said that after looking at the district's website it shows that the district is open from 8:00 am to 4:30 pm but is closed from noon to 1:00 pm for lunch, which makes for a 7.5-hour workday, and wanted to know if we were paying the secretary for an 8-hour day. General Manager Chris Koeper explained that the staff takes a half-hour lunch, but the office is closed for an hour because a former board member thought the secretary needed a half hour without interruptions due to a previous administrative assistant claiming that there was not enough time without customers to get everything done. The secretary to the board stated that most of the time she is at the office through the lunch hour and does not close the doors and that she does not always take lunch exactly at noon, for example; if there is a customer here needing assistance she may not go to lunch until 12:15 pm. Director Chris Hunter asked how we keep track of employee time in the district. General Manager Chris Koeper said that we have time cards.

Initials_____ Initials_____

4. Consent Calendar

The Board considers matters listed under the Consent Calendar routine and will enact them by one motion in the form listed below. There will be no separate discussion of the items unless good cause is shown before the Board votes on the motion to adopt.

Financial Reports for February 1st through February 28th, 2025

4-1 SCSD Financial Report

4-2 SCSD Monthly Bank Transactions

Director Chris Hunter asked if the district charges a processing fee for customers who pay with a credit card. General Manager Chris Koeper said that the credit card processing company that the district uses charges \$3.00 up to \$100 and if it is over \$100 another \$3.00 and so on but that will change when we switch over to our new billing software. Director Chris Hunter asked if we process credit card payments at the office since we use a third party. General Manager Chris Koeper stated that we can take credit card payments if a customer comes in or calls but the third party collects the processing fee, and the billed amount is deposited into the district's account.

4-3 SCSD Budget vs Actual

4-4 February 18th, 2025, meeting minutes

RECOMMENDATION: Approval and adoption of all items on the Consent Calendar. Director Jo Ann Vayo motioned to approve and adopt the consent calendar. Director Randy Smith seconded the motion. The motion passed unanimously.

5. Correspondence:

5-1 Letter from Clerk of the Board RE: Request for input regarding Shasta Fire Protection District's request to the Board of Supervisors to approve election consolidation to move their election from odd years to November of even years.

The secretary to the board explained that the election that was held in 2023 for the Shasta Fire Department was a special election and their next election would be in two years, which is an odd year. They are asking that their future elections be held in November of even years which would put their next election in November 2026 along with the general election.

Director Chris Hunter asked if there was any reason we were still dealing with the fire district, as there was nobody here from the fire district. General Manager Chris Koeper explained that this is a letter from the County. Vice President Dave Cross said that the county wants to know if any of the agencies in the area have any objections. The board consensus was that there were no objections.

Initials_____ Initials_____

5-2 Letter from SDRMA RE: Notification of nominations for 2025 election for SDRMA Board of Directors.

Secretary to the board Shawna Staup said that she was not sure if anyone would be interested but wanted to let the board be aware in case someone was.

6. General Business:

6-1 General Manager Report

- Water consumption for February 2025 was 18 acre-feet compared to 18 acre-feet in February 2024.
- Filter inspections are done, everything looks good, and we are considering replacing the media soon.
- Main line flushing was performed in February.
- April 1st is our go-live date with gWorks our new billing software.
- The annual Electronic Annual Report for the state was completed yesterday.
- I've been working on the Consumer Confidence Report which we are required to complete and make available to the public by June 30th.
- The Fire Department part of the 2024/2025 audit has been completed and the remaining Fire Department reserve funds have been transferred. The county has not completed the property tax split, but our auditor called them and the person working on it was out of the office for a couple of weeks, Nolda is working on it but said that it probably won't be done until the other employee gets back.
- The 2011 Ford Ranger needed \$6000 of work, so it has been replaced with a 2025 Toyota Tacoma and the old truck has been put on the auction website.

President Valerie Coon asked if the district has a map or a number of fire hydrants that are in the district. General Manager Chris Koeper explained that the district does for Shasta but not for Keswick since we annexed them, but we can get someone to update that for the district. President Valerie Coon said that one of the questions insurance companies ask are about fire hydrant locations and she thought that if we had something like that it could be made available. Vice President Dave Cross asked if the fire hydrants were on a GIS system. General Manager Chris Koeper stated that the district could do that and that PACE used some of our remaining grant money from the lead line inventory and started to GPS the meters and the fire hydrants did come up. Director Chris Hunter asked if the district has a list of the fire hydrants or if they were numbered and how we know maintenance has been done on them. General Manager Chirs Koeper explained that staff knows where all the fire hydrants are, and they are flushed at least once a year starting on one side of the system and making their way to the end of the system. Vice President Dave Cross stated that it would be nice to have them on a GIS system along with the meters.

Initials _____ Initials _____

Director Chris Hunter stated that it would cost a decent amount to map them but thought that we could at least get a county map and have the operators mark the fire hydrant locations as they are flushing the lines. General Manager Chris Koeper agreed that it would be nice to have them mapped and would get a quote.

7. Old Business:

7-1 Review Ordinance 01-05 reinstatement fee for revoked water service due to abandonment.

Vice President Dave Cross asked for clarification that our attorney said that the district should not charge a new property owner the previous owner's past due fees. Director Jo Ann Vayo stated that the old version of Ordinance 01-05 is ambiguous and could see how customers would read it differently. Vice President Dave Cross asked if the capacity fees are only charged if it is a new piece of property being developed and once it is paid it is passed on with the property. The General Manager said that that was correct and that we are sending the past-due accounts to collections. Director Chris Hunter asked if we had the reinstatement fee posted anywhere. Vice President Dave Cross thought that it would be a good idea to have a list of the cost of meters and charges for unlocking meters etc. on the website. Director Chris Hunter asked if the capacity fees needed to be updated because PACE had not updated them for several years. General Manager Chris Koeper explained that we have capacity fees and PACE updated them around the time the last rate study was done but the board did not pass them. Director Chris Hunter said that with inflation the way it is, and it is changing yearly and he was not sure how many new developments we are getting out here and assumes most of the properties are probably just getting turned back on but thought it would be good to have a detailed accounting of what the different criteria and costs are. Vice President Dave Cross thought that if it is on paper for customers to see for themselves, would probably be better for the district. Director Chris Hunter asked if a property is bought that has a meter and the meter needs to be turned on the district will just go out and turn it on without charging. General Manager Chris Koeper stated that the district does not charge if it is within working hours but does charge if it is outside working hours. Vice President Dave Cross wanted to clarify that the new owners would have to pay a reinstatement fee. The secretary to the board stated that the attorney said the reinstatement fee for new property owners should be what it costs the district to reinstate the water service. Vice President Dave Cross liked the idea of not charging for every little thing like charging the customer to turn the water on during business hours to help the customer because we want more customers on the system and our rates are high and cover the district costs and the guys are out and about anyway.

Director Jo Ann Vayo motioned to accept the changes to ordinance 01-05 regarding turn-on fees and reinstatement fees for new water service. Director Randy Smith seconded the motion. The motion passed unanimously.

Initials _____ Initials _____

8. New Business: None.

9. Oral Communications:

These Comment sessions are for information and reporting purposes only. Board action cannot be taken. If it becomes apparent that action is necessary or desired, the matter(s) will be scheduled on a subsequent board agenda.

9-1 Board Members: President Valerie Coon asked if all directors would be at next month's meeting. Director Chris Hunter will not be at April's meeting.

9-2 Staff Members: The General Manager Chris Koeper stated that the agendas for this meeting that were placed on the bulletin boards at J's were either blown down or taken down by someone and it was just noticed today. Moving forward he will check the bulletin boards when he checks the mail.

10. Adjourn: 6:37 PM.

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, for that person to take part in the public meeting. A person needing assistance should contact the district office by mail at PO Box 2520 Shasta, CA 96087 48 hours before the meeting. Accommodations may include but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format. If requested, this document and other agenda materials can be made available in an alternative format for persons with a disability who are covered by the Americans with Disabilities Act

Board President

Secretary to the Board

General Manager Report

April 2025

-
- Water consumption for March: This Year – 20 Acre Feet
 Last Year – 19 Acre Feet
 - We are currently cleaning up shrubbery around the water tank fences and pump stations.
 - We're updating the cross connection control policy for the state.
 - We are now using gWorks for billing.
 - I've completed the Electronic Annual Report for the state.
 - We're still working on the Consumer Confidence Report which we are required to have completed and available to the public by June 30th.
 - Truck #11 was sold for \$2,800 on the auction website.
 - COLA increases

original

Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

10.03 Training Requirements

Each designated official shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service at least once every two years. Each designated official who commences service with the District shall receive the training required by subdivision of this Article no later than one (1) year from the first day of service with the District.

10.04 District Obligations

The District shall provide information on training available to meet the requirements of this Article to its designated officials at least once annually. The District shall also maintain records indicating (i) the dates that designated officials satisfied the requirements of this Article, and (ii) the entity that provided the training. Said records shall be maintained for at least five (5) years after a designated official receives the training and are public records subject to disclosure under the California Public Records Act.

Section 11.0 Public Complaints

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

The method of resolving complaints shall be as follow:

- The individual with a complaint shall first discuss the matter with the Secretary with the objective of resolving the matter informally.
- If the individual registering the complaint is not satisfied with the disposition of the complaint by the Secretary, the complaint may be filed with the General Manager. Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the General Manager.
- If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or implementing considerations of the Board.

Section 12.0 Claims Against the District

The purpose of this policy is to provide directions to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be

possible changes

Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

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The District shall provide information on training available to meet the requirements of this Article to its designated officials at least once annually. The District shall also maintain records indicating (i) the dates that designated officials satisfied the requirements of this Article, and (ii) the entity that provided the training. Said records shall be maintained for at least five (5) years after a designated official receives the training and are public records subject to disclosure under the California Public Records Act.

Section 11.0 Public Inquiries and Complaints

Public inquiries and complaints will be resolved at the lowest possible administrative level, and the method for resolving inquiries or complaints will be logical and systematic.

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

The method of resolving inquiries and complaints shall be as follows:

- The individual with an inquiry or complaint shall first discuss the matter with the Secretary with the objective of resolving the matter informally.
- If the individual registering the inquiry or complaint is not satisfied with the disposition of the Secretary, the inquiry or complaint may be filed with the General Manager. Within a reasonable time, the General Manager shall meet with the person filing to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the inquiry or complaint. An individual filing the inquiry or complaint may request a written decision from the General Manager.
- If the individual filing the inquiry or complaint is not satisfied with the disposition of the matter by the General Manager, a written inquiry or complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. If the board deems it necessary, they may discuss the matter at the next regular meeting or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the inquiry or complaint may request a written decision from the Board.

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Section 12.0 Claims Against the District