

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, April 21st, 2026
11570 School Street, Redding, CA 96001
AGENDA**

1. Call to Order

2. Pledge of Allegiance

3. Approve Agenda pgs 1-2

4. Public Comment Period

This time is set aside for members of the public to address the District on matters not on the agenda, as well as 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 make decisions on matters not included 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.

5. 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, 2026

5-1 SCSD Financial Report pg 3

5-2 SCSD Monthly Bank Transactions pgs 4-5

5-3 SCSD Budget vs Actual pg 6-9

5-4 March 17th, 2026, meeting minutes pgs 10-17

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

6. Correspondence:

6-1 Notice of the California Rural Water Association Annual Meeting and Election of Directors for Two Terms Expiring in 2026. pgs 18-22

7. General Business:

7-1 General Manager report pg 23

8. New Business:

9. Old Business:

10. 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.

10-1 Board Members:

10-2 Staff Members:

11. 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
Financial Report for March 2026

	Tri Counties Bank		Umpqua
	935 General	970 Money Mult.	839 State Reimb.
Beginning Cash	\$ 44,688.56	\$ 1,983,142.39	\$ 60,518.56
Voided Checks - Prior Period			
Reconciling Adjustments		0.4	
Revenue			
Customer Payments	30,044.36	44,136.90	
Bad Debt Recovery			
Hydrant Water Sales			
Property Tax Disbursements			
Capacity Expansion Fee			
Grants			
Scrap Metal			
Asset Disposal			
Vendor Refunds			
Interest		3,394.39	0.51
Total Revenue	\$ 30,044.36	\$ 47,531.29	\$ 0.51
Transfers			
Transfers In	40,000.00		
Transfers Out		40,000.00	
Total Transfers	\$ 40,000.00	\$ 40,000.00	\$ -
Disbursements			
Bills Paid	(50,161.96)		
Payroll	(32,929.02)		
Revolving Fund Loan Payment			
USDA Loan Payment			
Customer NSF Returns		(160.00)	
Bank Fees	(96.08)	(10.00)	
Total Disbursements	\$ (83,187.06)	\$ (170.00)	\$ -
Ending Cash	\$ 31,545.86	\$ 1,990,504.08	\$ 60,519.07

**Shasta Water Department
BANK TRANSACTIONS
3/1/2026 - 3/31/2026**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
13110 - Tric General Fund 935							
Deposit	03/01/2026			Batch # 422 CC			44,688.56
Bill Pmt -Check	03/02/2026	EFT	California State Disbursement Unit	Employee Garnishment	443.73		45,132.29
Bill Pmt -Check	03/02/2026	EFT	TASC (Optilife)	Employee Supplemental Insurance March 2026		349.00	44,783.29
Bill Pmt -Check	03/02/2026	17421	Badger Meter	February 2026 mbl hosting & service agreement through Jan 2027		533.00	44,250.29
Bill Pmt -Check	03/02/2026	EFT	Western Growers Assurance Trust	March 2026 employee health insurance inv # 2602236281		966.71	43,283.58
Bill Pmt -Check	03/02/2026	17422	Christopher Hunter	February 2026		100.00	38,015.03
Bill Pmt -Check	03/02/2026	17423	David Cross	February 2026		200.00	37,815.03
Bill Pmt -Check	03/02/2026	17424	Jo Ann Vayo	February 2026		200.00	37,615.03
Bill Pmt -Check	03/02/2026	17425	Randall Smith	February 2026		200.00	37,415.03
Bill Pmt -Check	03/02/2026	17426	Valerie Coon	February 2026		200.00	37,215.03
Bill Pmt -Check	03/02/2026	17427	Thatcher Company of California	chlorine cylinder x 6 invoice # 2020128775		6,929.40	30,185.63
Bill Pmt -Check	03/02/2026	EFT	Elan Cardmember Services	awwa gm job posting, answering service, copy paper receipt boo...		850.61	29,335.02
Bill Pmt -Check	03/02/2026	EFT	California Public Employee's Retirement	February 2026		3,066.95	26,268.07
Deposit	03/02/2026			Batch # 423 CC	158.33		26,426.40
Bill Pmt -Check	03/03/2026	17428	US Bureau of Reclamation	February 2026 adjustment		3,111.20	23,315.20
Bill Pmt -Check	03/03/2026	17429	Ed Staub & Sons	fuel February 2026 2nd half		482.09	22,833.11
Bill Pmt -Check	03/03/2026	17430	Charles W. Pillon	pre-audit oversight & implementation		218.75	22,614.36
Transfer	03/03/2026			Funds Transfer	40,000.00		62,614.36
Bill Pmt -Check	03/03/2026	17431	PG&E	February 2026 office electric		666.07	61,948.29
Bill Pmt -Check	03/03/2026	17432	Wells Fargo Bank, N.A.	March 2026 copier lease inv 5037800511		116.20	61,832.09
Check	03/03/2026	17434	CUSTOMER REFUNDS	closed acct # 1417 deposit & credit balance refund		249.39	61,582.70
Check	03/03/2026	17436	CUSTOMER REFUNDS	closed acct # 1477 partial deposit refund		134.37	61,448.33
Check	03/03/2026	17437	CUSTOMER REFUNDS	closed acct # 1462 partial deposit refund		129.42	61,318.91
Deposit	03/03/2026			Batch # 424 CC	948.74		62,267.65
Deposit	03/04/2026			Batch # 425 CC	1,060.14		63,327.79
Paycheck	03/05/2026	17418	Hunt, Joshua E	pay period 2/16/2026 - 2/28/2026		2,311.43	61,016.36
Paycheck	03/05/2026	17419	Staup, Shawna P	pay period 2/16/2026 2/28/2026		2,261.45	58,754.91
Paycheck	03/05/2026	17420	Steele, Justin B.	pay period 2/16/2026 2/28/2026		3,255.30	55,499.61
Liability Check	03/05/2026		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 02/27/2026		3,326.22	52,173.39
Deposit	03/05/2026			Batch # 428 CC	401.88		52,575.27
Bill Pmt -Check	03/06/2026	17438	Carrel's Office Machines	February 2026 copier fees		59.12	52,516.15
Bill Pmt -Check	03/06/2026	EFT	AT&T	February 2026 office internet		117.70	52,398.45
Bill Pmt -Check	03/06/2026	17439	Kenny & Norine	legal services file # 7014		78.00	52,320.45
Bill Pmt -Check	03/06/2026	17440	Hue & Cty, Inc.	April 2026 fire & burglary alarm system monitoring		178.00	52,142.45
Deposit	03/07/2026			Batch # 429 CC	839.66		52,982.11
Deposit	03/08/2026			Batch # 430 CC	345.62		53,327.73
Bill Pmt -Check	03/10/2026	17441	verizon	Batch # 431 CC	78.99		53,406.72
Bill Pmt -Check	03/10/2026	17442	PG&E	February 2026 filter plant data & cell phones		178.11	53,228.61
Bill Pmt -Check	03/10/2026	17443	Thompson Gas	February 2026 electrical pumps		1,618.44	51,610.17
Bill Pmt -Check	03/10/2026	17444	Downey Brand	yearly tank rental		106.18	51,503.99
Bill Pmt -Check	03/10/2026	17445	SCP	January 2026 WIIN Act services		107.86	51,396.13
Deposit	03/10/2026			chem chlor		95.32	51,300.81
Deposit	03/11/2026			Batch # 432 CC	1,083.43		52,384.24
Bill Pmt -Check	03/12/2026	17446	Amazing Amy's Cleaning	Batch # 433 CC	891.86		53,276.10
Bill Pmt -Check	03/12/2026	17447	Waste Management	March 2026 office cleaning		275.00	53,001.10
Check	03/12/2026			Batch # 434 CC	581.57		52,928.08
Deposit	03/13/2026			Batch # 435 CC	335.08		53,509.65
Deposit	03/14/2026			Batch # 436 CC	76.95		53,748.65
Deposit	03/15/2026			Batch # 437 CC	134.09		53,825.60
Bill Pmt -Check	03/16/2026	EFT	California State Disbursement Unit	Employee Garnishment		349.00	53,959.69
Bill Pmt -Check	03/16/2026	17451	Joshua Hunt	reimbursement for background check		42.00	53,610.69
Bill Pmt -Check	03/17/2026	17452	Moore & Bogner	receive & review Downey Brand WWIN Act invoice		50.00	53,568.69
Bill Pmt -Check	03/17/2026	EFT	U.S. Federal Contractor Registration	SAM registration renewal		599.00	52,919.69

Shasta Water Department
BANK TRANSACTIONS
 3/1/2026 - 3/31/2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	03/17/2026	17453	Redding Printing Company, Inc.	window & return envelopes for billing		429.00	52,490.69
Bill Pmt -Check	03/17/2026	17454	Ed Staub & Sons	fuel March 2026 1st half		314.98	52,175.71
Bill Pmt -Check	03/17/2026	17455	Big Time Pest Control	March 2026 office pest control		85.00	52,090.71
Deposit	03/17/2026			Batch # 439 CC	372.01		52,462.72
Deposit	03/18/2026			Batch # 440 CC	74.26		52,536.98
Deposit	03/19/2026			Batch # 443 CC	3,650.62		56,187.60
Paycheck	03/20/2026	17448	Hunt, Joshua E	pay period 3/01/2026 - 3/15/2026		2,393.33	53,794.27
Paycheck	03/20/2026	17449	Staup, Shawna P	pay period 3/01/2026 - 3/15/2026		2,343.33	51,450.94
Paycheck	03/20/2026	17450	Steele, Justin B.	pay period 3/01/2026 - 3/15/2026		3,040.27	48,410.67
Liability Check	03/20/2026		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 03/16/2026		3,227.69	45,182.98
Deposit	03/20/2026			Batch # 444 CC	259.77		45,442.75
Deposit	03/21/2026			Batch # 445 CC	716.52		46,159.27
Deposit	03/22/2026			Batch # 449 CC	149.81		46,309.08
Paycheck	03/23/2026	17456	Staup, Shawna P	Employee performance bonus		4,015.75	42,293.33
Paycheck	03/23/2026	17457	Steele, Justin B.	Employee performance bonus		3,377.01	38,916.32
Liability Check	03/23/2026		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 03/20/2026		3,377.24	35,539.08
Bill Pmt -Check	03/23/2026	17458	USA Blue Book	kimwipes, hach dpd		339.87	35,199.21
Deposit	03/23/2026			Batch # 450 CC	167.98		35,367.19
Deposit	03/24/2026			Batch # 451 ACH	14,104.18		49,471.37
Deposit	03/25/2026			Batch # 452 CC	582.19		50,053.56
Deposit	03/26/2026			Batch # 453 CC	399.75		50,453.31
Bill Pmt -Check	03/27/2026	17459	Ace Payment Processing	priv parts, weed backpack spray, shop shelf, gloves, nuts, bolts, s...		990.65	49,462.66
Bill Pmt -Check	03/27/2026	17460	Triad Water Solutions LLC	lower brunswick check valve & labor		3,798.00	45,664.66
Bill Pmt -Check	03/27/2026	17461	Continental Utility Solutions, Inc.	software annual subscription 3/1/26 - 2/28/27		16,236.00	29,428.66
Bill Pmt -Check	03/27/2026	17462	Dylan Bennett	office yard maintenance/weed eating		70.00	29,358.66
Deposit	03/27/2026			Batch # 454 CC	1,540.20		30,898.86
Deposit	03/28/2026			Batch # 455 CC	500.52		31,399.38
Deposit	03/29/2026			Batch # 456 CC	72.89		31,472.27
Deposit	03/30/2026			Batch # 457 CC	73.59		31,545.86
Total 13110 · Tric General Fund 935					70,044.36	83,187.06	31,545.86
TOTAL					70,044.36	83,187.06	31,545.86

Shasta Community Services District Profit & Loss Budget vs. Actual July 2025 through March 2026

Ordinary Income/Expense	Jul '25 - Mar 26	Budget	\$ Over Budget
Income			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	796,866.41	1,107,500.00	-310,633.59
41150 · Hydrant Water Sales	0.00	500.00	-500.00
41200 · Water Sales/Pumping	7,287.44	9,500.00	-2,212.56
41800 · Late Fees	13,891.33	15,000.00	-1,108.67
42230 · Service Connection Fee/Meters	0.00	0.00	0.00
Total 41000 · Water Sales	818,045.18	1,132,500.00	-314,454.82
42000 · Special Service Fees	1,046.24	1,500.00	-453.76
42160 · Property Tax Revenue - SCSD	13,551.36	40,000.00	-26,448.64
42220 · Scrap Metal	100.00	0.00	100.00
44000 · Interest Revenue			
44100 · TriC Interest	34,631.28	55,000.00	-20,368.72
44500 · Umpqua Interest	4.03	10.00	-5.97
Total 44000 · Interest Revenue	34,635.31	55,010.00	-20,374.69
47000 · Copies, Faxes, Document Request	0.00	10.00	-10.00
47300 · SFD Reimbursement	0.00	0.00	0.00
71000 · Gain/Loss Fixed Asset Disposal	0.00	0.00	0.00
Total Income	867,378.09	1,229,020.00	-361,641.91
Gross Profit	867,378.09	1,229,020.00	-361,641.91
Expense			
50500 · Bad Debt Expense	-759.67	5,000.00	-5,759.67
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	27,884.10	25,000.00	2,884.10
51012 · Other Water Purchases/Deficit	0.00	0.00	0.00
51018 · Water Testing Expense	4,067.40	6,300.00	-2,232.60
Total 51000 · Water Service Expenses	31,951.50	31,300.00	651.50
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	1,217.04	1,400.00	-182.96
51022 · Benson - PGE 937 #6	758.33	1,300.00	-541.67
51023 · Bandana Tr. - PGE 337 #7	1,254.20	2,000.00	-745.80
51024 · Highland Cir - PGE 355 #3	98.53	150.00	-51.47
51025 · Highland Circle - PGE 013 #5	1,369.41	2,500.00	-1,130.59
51026 · Record Heights - PGE 206 #4	2,511.55	5,000.00	-2,488.45
51027 · Lower Brunswick - PGE 936 #2	4,804.39	6,000.00	-1,195.61
51028 · Keswick WTP - 956 #9	143.82	500.00	-356.18
Total 51020 · Pumping Expense	12,157.27	18,850.00	-6,692.73
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	23,568.25	28,000.00	-4,431.75
51032 · W.T. Filter Plant PGE 254 #8	3,790.97	5,500.00	-1,709.03
51033 · W.T. Plant Repair/Maint.	1,397.67	8,500.00	-7,102.33

Shasta Community Services District Profit & Loss Budget vs. Actual July 2025 through March 2026

	Jul '25 - Mar 26	Budget	\$ Over Budget
51034 · Backwash Sludge Disposal	0.00	5,500.00	-5,500.00
51035 · W.T. Security/Telephone	492.98	750.00	-257.02
Total 51030 · Water Treatment Expense	29,249.87	48,250.00	-19,000.13
51039 · Transmission/Distribution			
51040 · Transmission/Distribution-Gen	55,160.05	50,000.00	5,160.05
51083 · Meters - New & Replacements	1,860.60	7,000.00	-5,139.40
51084 · Pump & Tank Level Telemetry	3,927.18	10,000.00	-6,072.82
Total 51039 · Transmission/Distribution	60,947.83	67,000.00	-6,052.17
51090 · Vehicle Maintenance			
51094 · Backhoe/Trailer/Generator	7,021.66	10,000.00	-2,978.34
51098 · U11 Ford Ranger 2011	0.00	0.00	0.00
51099 · U12 Ford F350 2016	773.73	800.00	-26.27
51100 · U13 Ford F-150 2018	325.00	500.00	-175.00
51101 · U14 Ford F-150 2021	839.51	600.00	239.51
51102 · U15 Toyota Tacoma 2025	311.56	500.00	-188.44
Total 51090 · Vehicle Maintenance	9,271.46	12,400.00	-3,128.54
51093 · Gas & Oil Expense			
51091 · Gas & Oil - Generator	50.15	1,000.00	-949.85
51092 · Gas & Oil Ford 150 Truck #13	229.98	1,500.00	-1,270.02
51093.1 · Gas & Oil 2021 F-150 Truck #14	3,503.13	6,000.00	-2,496.87
51093.2 · Gas & Oil - Backhoe	362.64	750.00	-387.36
51093.4 · Gas & Oil 2025 Toyota Truck #15	2,955.80	6,000.00	-3,044.20
51093.8 · Gas & Oil 2011 Ford Truck #11	0.00	0.00	0.00
51093.9 · Gas & Oil 2016 Ford 350 #12	341.41	1,500.00	-1,158.59
Total 51093 · Gas & Oil Expense	7,443.11	16,750.00	-9,306.89
52000 · Training			
52001 · Training Course Fees	98.00	1,700.00	-1,602.00
52002 · Travel	0.00	500.00	-500.00
52003 · Lodging	0.00	1,500.00	-1,500.00
52004 · Meals	0.00	500.00	-500.00
Total 52000 · Training	98.00	4,200.00	-4,102.00
55010 · Payroll Expenses			
55011 · Manager Salary			
55011.0 · Manager/Salary	64,732.25	141,234.00	-76,501.75
55011.1 · Manager/Salary/Vacation	17,237.31	17,238.00	-0.69
Total 55011 · Manager Salary	81,969.56	158,472.00	-76,502.44
55012 · Maintenance/Hourly			
55012.2 · Maintenance/Hourly	41,684.05	74,776.00	-33,091.95
55012.3 · Maintenance Hourly/Vacation	2,408.65		
55012.4 · Maintenance/Hourly/Sick	7,335.69		
55012.5 · Maintenance/Hourly/Holiday	4,314.00		
55012.6 · Maintenance/OT	7,378.57	10,000.00	-2,621.43

Shasta Community Services District Profit & Loss Budget vs. Actual July 2025 through March 2026

	Jul '25 - Mar 26	Budget	\$ Over Budget
55012.7 · Maintenance 2 / Lead Operator	57,564.00	85,280.00	-27,716.00
Total 55012 · Maintenance/Hourly	120,684.96	170,056.00	-49,371.04
55013 · Office/Hourly			
55013.1 · Office/Hourly-FD Reimburse	0.00	0.00	0.00
55013.2 · Office Hourl/ Vacation	2,013.20		
55013.3 · Office/Hourly/Sick	3,361.33		
55013.4 · Office Hourly	42,061.53	74,776.00	-32,714.47
55013.5 · Office/Hourly/Holiday	4,314.00		
55013.6 · Office Hourly Overtime	1,779.70	1,500.00	279.70
Total 55013 · Office/Hourly	53,529.76	76,276.00	-22,746.24
55014 · On Call Time	17,222.35	26,327.00	-9,104.65
55010 · Payroll Expenses - Other	11,228.92	1,850.00	9,378.92
Total 55010 · Payroll Expenses	284,635.55	432,981.00	-148,345.45
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	67,863.00	100,000.00	-32,137.00
55035 · Retiree Health Insurance	2,250.00	2,250.00	0.00
55040 · Workers Compensation Insurance	11,269.98	11,300.00	-30.02
55055 · CALPERS	41,519.42	65,000.00	-23,480.58
Total 55029 · Employee Benefits	122,902.40	178,550.00	-55,647.60
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	4,109.40	6,000.00	-1,890.60
55063 · Employer Social Security Exp	17,571.21	25,500.00	-7,928.79
55070 · State Unemployment Insurance	1,302.00	1,736.00	-434.00
Total 55060 · Payroll Tax Expense	22,982.61	33,236.00	-10,253.39
55130 · Office Expense			
55110 · Answering Service Expense	1,673.75	2,136.00	-462.25
55121 · Office/Cellular Telephone	932.25	1,400.00	-467.75
55125 · Office/Security Expense	1,424.00	2,136.00	-712.00
55131 · Office/PGE 761	5,880.49	9,500.00	-3,619.51
55132 · Office/Telephone	1,476.05	1,500.00	-23.95
55133 · Office/Supplies	4,025.44	6,500.00	-2,474.56
55134 · Office/Postage	5,427.71	9,000.00	-3,572.29
55135 · Office/Equipment Expense	1,590.92	2,500.00	-909.08
55137 · Office/Employee Background Chec	0.00	0.00	0.00
55138 · Office/Propane	106.18	1,000.00	-893.82
55139 · Office/Building Maintenance	3,575.99	5,000.00	-1,424.01
55141 · Office/Safety	0.00	500.00	-500.00
55142 · Emplpyoyee Pre-emp. Physical	42.00	0.00	42.00
Total 55130 · Office Expense	26,154.78	41,172.00	-15,017.22
55140 · Advertising Expense	299.00	1,000.00	-701.00
55145 · Banking Fees	951.76	1,500.00	-548.24
55150 · Insurance - Liability & E&O	58,921.97	59,000.00	-78.03

Shasta Community Services District Profit & Loss Budget vs. Actual July 2025 through March 2026

	<u>Jul '25 - Mar 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>
55160 · Professional Services			
55162 · Legal Services	3,991.53	4,000.00	-8.47
55163 · Engineering Services	1,980.00	20,000.00	-18,020.00
55164 · Auditing Services	10,950.75	12,000.00	-1,049.25
55165 · Professional Services Misc.	123.75	7,000.00	-6,876.25
Total 55160 · Professional Services	<u>17,046.03</u>	<u>43,000.00</u>	<u>-25,953.97</u>
55170 · Directors Compensation	8,400.00	9,500.00	-1,100.00
55180 · Dues/Permit Fees	59,392.02	44,900.00	14,492.02
55182 · maintenance contracts/support	0.00	1,200.00	-1,200.00
60000 · Interest	9,701.82	11,000.00	-1,298.18
Total Expense	<u>761,747.31</u>	<u>1,060,789.00</u>	<u>-299,041.69</u>
Net Ordinary Income	105,630.78	168,231.00	-62,600.22
Other Income/Expense			
Other Income			
72000 · SRF Grant Reimbursement	-3,636.00	0.00	-3,636.00
72100 · USDA Grant	0.00	0.00	0.00
72300 · Miscellaneous Grants	0.00	0.00	0.00
Total Other Income	<u>-3,636.00</u>	<u>0.00</u>	<u>-3,636.00</u>
Net Other Income	<u>-3,636.00</u>	<u>0.00</u>	<u>-3,636.00</u>
Net Income	<u><u>101,994.78</u></u>	<u><u>168,231.00</u></u>	<u><u>-66,236.22</u></u>

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, March 17th, 2026
11570 School Street, Redding, CA 96001
DRAFT MINUTES**

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

Board Members Absent: Director Chris Hunter.

Staff Members Present: General Manager Josh Hunt, Secretary to the Board Shawna Staup.

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

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

3. Approve Agenda: Director Jo Ann Vayo motioned to approve the March 17, 2026, agenda. Director Randy Smith seconded the motion. The motion passed unanimously.

4. Public Comment Period

This time is set aside for members of the public to address the District on matters not on the agenda, as well as 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 make decisions on matters not included 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.

None.

5. Closed Session:

Closed the open session: President Valerie Coon closed the open session at **6:01 PM**.

Open the closed session: President Valerie Coon opened the closed session at **6:01 PM**.

5-1 "Closed Session. (Gov. Code 54957)

Consider appointment of General Manager ."

Closed the closed session: President Valerie Coon closed the closed session at **6:10 PM**.

Open the open session: President Valerie Coon reopened the open session at **6:10 PM**.

Report on closed session: The Board of Directors has confirmed the appointment of Josh Hunt as the General Manager of Shasta Community Services District, effective March 16, 2026.

Initials _____ Initials _____

Director Jo Ann Vayo expressed her confidence that the board conducted thorough due diligence in selecting the new general manager. She personally reviewed all resumes and letters of recommendation and took detailed notes during the interviews. Director Jo Ann Vayo stated her belief that the board has selected the most suitable candidate for the district and its ratepayers. She expressed satisfaction with the responses provided by Josh Hunt during his interview and noted that she has spoken with him on multiple occasions, believing he is a good fit for both the current staff and the customers.

6. 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, 2026

6-1 SCSD Financial Report

6-2 SCSD Monthly Bank Transactions

Vice President Dave Cross inquired about the purpose of Quadient Finance. Secretary to the Board Shawna Staup clarified that it is the company with which we lease our mail sorter.

6-3 SCSD Budget vs Actual

6-4 February 17th, 2025, meeting minutes

6-5 February 25th, 2025, special meeting minutes

6-6 March 2, 2026, special meeting minutes

6-7 March 3, 2026, special meeting minutes

RECOMMENDATION: Approval and adoption of all items on the Consent Calendar. Director Jo Ann Vayo motioned to approve the consent calendar. Vice President Dave Cross seconded the motion. The motion passed unanimously.

7. Correspondence:

7-1 CSDA board of directors' nominations for term 2027-2029

7-2 Bureau of Reclamation Initial Declaration of Water Made Available for 2026

President Valerie Coon asked if this is the bureau's commitment and whether we receive one of these notices each year. Vice President Dave Cross noted that this is encouraging news, indicating we will receive 100%, though it may fluctuate with snowpack conditions.

8. General Business:

8-1 General Manager report

- Water Consumption: This Feb-43.77 Last Feb-17.54

Initials _____ Initials _____

General Manager Josh Hunt indicated that he had some historical data for the district and distributed a spreadsheet to the directors. He elaborated on the ongoing investigation into customer data to assess water sales, noting that the five customer leak forgiveness applications received thus far have amounted to 2 acre-feet, representing only the leaks currently known. He mentioned that the year has been relatively dry; however, he does not attribute the situation solely to construction or dry weather. He referenced his bullet point later in his report that we have started an investigation into water usage and a possible leak, and is actively searching for leaks, but has found no evidence thus far, examining every stream for chlorine and noting that tank level trends do not suggest a leak and that he is not encountering any substantial data indicating a leak and is beginning to consider that this may be our new normal.

President Valerie Coon inquired whether the district was receiving compensation for this water usage. General Manager Josh Hunt affirmed that the district was, although some loss is inevitable. Vice President Dave Cross noted that the leak forgiveness policy permits customers to pay for the previous year's usage, with the option to utilize this every five years. President Valerie Coon added that if customers have already taken advantage of the leak adjustment application, they will be placed on a payment plan.

Director Jo Ann Vayo reported observing standing water on Rock Creek Road near Granite Drive. President Valerie Coon indicated that she had seen the area and driven over it. Director Vayo noted that the leak was a different one and speculated it might belong to the City of Redding. General Manager Josh Hunt clarified that the leak is most likely associated with our system, mentioning that Redding has a 30-inch pipe in that vicinity. He explained that we have three meters there, and it is likely a service line leak, which accounts for approximately 95% of the district's leaks involving copper service lines. He is currently awaiting a quote for traffic control to address the leak promptly. Secretary to the Board Shawna Staup further clarified that the other leak near Granite Drive, referenced in the General Manager's report, was a customer leak that has been resolved.

- Updated CalARP Registration for (accidental release prevention program).
- Catalyst Environmental meeting for RMP update-Previously ENPLAN, March 10, 2026. Verified info, updated contacts, updated safety procedures-They will complete the new RMP in about 2 weeks, and after that, we will update/renew it every 5 years. We should have a draft back from them within two weeks.
- CERS Submittal for office and plant-Done (California Environmental Reporting System).
- Compliance Audit-Done (Cleared by county environmental health, Paul McCarty).
- Seismic Walkdown checklist in progress and will go into the RMP.
- Zoom meeting with Sean from Pace and Jessica about Cybersecurity Grant. Jessica got back to us Tues. March 10th to get some numbers and let us review the grant worksheet. We will hear around November or December if we will receive the grant.

Initials _____ Initials _____

- SAM.Gov Registration renewal for grant.
- Backflow testing-over ½ completed.
- Triad Water Solutions got our Lower Brunswick Pump Station check valve in- installing 9 am March 23.
- 811 account overview-Have not got a call back yet.
- Service line leak on Second St-OURS-Shut off valve leaking.
- Service line leak on Sandy Ln.-OURS-Leak at the base of the shutoff valve.
- Customer leak-15238 Rock Creek; across from Granite, heavy flow for a few days before discovered by operators, and customer got it repaired-274,718 gal.
- Customer leak-11361 Tanstaafle-242,411 gal.
- Customer leak -11824 Old Stage Coach-141,484 gal.
- Customer leak -15162 Rock Creek Road.
- Customer leaks total over 2 acre-feet.
- Leak under the road on Rock Creek, across from Grisham, USA, is done; we need traffic control.
- Started investigation into water use/possible leak we aren't aware of, but we have seen no evidence of that, and all the tank level trends don't suggest anything out of the ordinary. There is a hydrant meter that's been rented since last July and multiple construction crews running vac trucks, pressure washers, and doing pole replacements, plus new home construction projects around the district, as well as the above-mentioned customer leaks and SCSD leaks. We are on top of the situation.
- Backwash tank cleaning to take place this month.
- Filter inspections to take place this month as well.
- CUSI and Badger are coordinating to fix errors in the meter read file-endpoint types changed during a file transfer of meter data, so we should go live in April. President Valerie Coon indicated that after transitioning to CUSI, a final letter should be sent to gWorks requesting the prorated bill within 30 days. If no response is received, we will regard our account as closed and paid in full, ensuring we have documentation in case they later present an excessive bill.

9. New Business:

9-1 Request from customer John Wood for the board's consideration regarding the repair of his property due to water damage

General Manager Josh Hunt stated that he had gone out and taken some pictures and presented a summary of his findings:

- Brunswick Drive is a non-county-maintained road that is privately maintained only.
- Undergrounding of electrical utilities took place late 2025 and into early 2026.

Initials _____ Initials _____

- PG&E sent Mr. Wood a satellite image of the Brunswick tank with an arrow pointing to the side of the tank, saying we were discharging water from that area and onto the dirt shoulder of the road, where there now sits an underground utility box. We have no such connection on the side of this tank or any other tank. As the operator mainly in charge of the pump stations and tanks, I can say with full confidence that neither I nor any other SCSD employee did this or would do this. We have many other places we could have flushed a line, and it certainly would not have been in the area where it was said to have taken place. There is a hydrant about 75 feet up the road from this tank that we could use to flush lines, and another hydrant closer to the bottom of the hill, which would be the appropriate places for any flushing to occur.
- No tank maintenance or pump station maintenance has taken place at that site in the last 3 years.
- The other concern Mr. Wood had was regarding the drainage pipe approximately 60 feet up from the electrically operated gate on Brunswick Drive at the base of a small ledge at the edge of his property; Again, this road is privately maintained and I struggle to see how maintenance of the drainage piping, culverts, or ditches on a privately maintained road falls to SCSD water district.
- Brunswick Drive still has a large amount of debris left over from the Carr Fire that has blocked most of the drainage ditches and therefore changed the path of large amounts of rainwater over the years, and in turn filled up drainage piping with dirt and rocks as well as vegetation.
- In conclusion, my suggestions to Mr. Wood would be to contact the undergrounding utility or excavating company that prepared the site in question for the undergrounding of the electrical utilities and ask how they can accommodate him to remedy this issue, as I do not believe this issue has anything to do with the water district.

General Manager Josh Hunt expressed that after reviewing the satellite image and inspecting the site, he does not believe the water district is responsible. He noted that what PG&E claims to be a hose appears to be remnants of anti-erosion rolls, and he is able to provide photographs to support this observation. Additionally, he mentioned that the PG&E satellite image shows a cursor next to the tank indicating water being discharged; however, he did not observe any water being discharged in the image, and is not convinced that it is a hose, as there is no apparent connection point for a hose on the tank.

Vice President Dave Cross inquired whether drainage and erosion were the primary concerns. He noted his attempt to inspect the area, but encountered a gate. Furthermore, he mentioned having seen photographs of the electrical box and the tank, expressing difficulty in understanding the situation. He also asked if the gravel washing onto his driveway was the main issue.

Initials _____ Initials _____

Mr. Wood elaborated that there was surface erosion approximately 50 feet east of the tank, extending down to a brush line. He expressed concern regarding the cause of this erosion. When PG&E visited to underground their lines, he inquired about the matter, as he believed they had constructed a road 60 to 70 feet leading to the power pole installed next to the water tank. However, PG&E informed him that they had set the pole from the street and suggested that the erosion may have resulted from a hose connected to the water tank, which ran over the bank and down some rocks. He noted that the photograph was taken just a couple of months after the Carr Fire, and he speculated that either the Shasta County Fire Marshal's office or the California Division of Forestry had drawn water from that tank, potentially contaminating it. Approximately 60 days later, maintenance was performed on the tank, the reasons for which were unclear, but it was after this maintenance that the erosion occurred. Mr. Wood mentioned that when PG&E installed its new underground transformer, it addressed about 75% of the erosion issue, leaving approximately 25% still present. He has engaged a civil engineer to conduct a topographic survey at the intersection of Brunswick and his driveway, with plans to install a drain inlet. His primary concern with SCSD remains the remediation of the immediate erosion damage below the tank.

General Manager Josh Hunt indicated that he spoke with Operator Justin Steele, who was present during the Carr Fire, and he does not recall any maintenance occurring at that tank during that period. The General Manager noted that he recalls PG&E contractors installing a recent pole before the commencement of underground work, and that they removed a significant portion of the bank and brought in large rocks located near the pole. General Manager Josh Hunt expressed his belief that the PG&E contractors conducted part of the cleanup as part of their responsibilities, as the district has not engaged with the area surrounding the tank, which is not even owned by the district; he believes the district only owns approximately three feet outside the fence. Vice President Dave Cross remarked that the road is quite steep and mentioned the considerable rainfall experienced in a short timeframe this year, inquiring whether this was the first year Mr. Wood had observed the issue. Mr. Wood responded that he purchased the property in December 2024, indicating that there have not been many seasons to observe the situation.

President Valerie Coon noted that Mr. Wood had previously mentioned the drainage pipe was clogged and unable to function properly, and inquired whether this issue had been resolved. Mr. Wood replied that it had not yet been fixed. Vice President Dave Cross indicated that water is not being discharged from that tank. General Manager Josh Hunt confirmed this, stating that he has never discharged water from that tank and that there is no connection for such a discharge. He pointed out the hatch available for access during structural inspections when the tank is drained. Furthermore, he explained that even if he intended to discharge water from the tank, he would utilize the overflow, which is situated in the ground and would drain to the opposite side of the tank, behind Mr. Wood's property.

Vice President Dave Cross indicated that much of the issue appears to stem from natural runoff. President Valerie Coon noted that significant erosion has occurred as a result of the Carr Fire and rainfall throughout the district.

Initials _____ Initials _____

Director Jo Ann Vayo remarked that Rock Creek has completely rerouted itself due to the impacts of the Carr Fire and debris. President Valerie Coon emphasized that, unfortunately, property owners must mitigate these issues as much as possible, sharing that she has encountered similar challenges on her own property. Vice President Dave Cross mentioned that if there were regular discharges from that tank, the situation would be different. General Manager Josh Hunt clarified that if it were necessary to drain that tank, the water would flow through a pipe buried underground behind the pump station and into the ravine on the opposite side of Mr. Wood's property.

Mr. Wood expressed his desire to collaborate with the district, indicating he was looking for the district to provide rock for the project and that he would manage all subsequent tasks, including those related to his driveway. He mentioned that he has a design for a retaining wall on the upslope side of the driveway, where it meets Brunswick, and plans to install a drain inlet approximately three feet above the existing grade that will drop down vertically and then horizontally eastward beneath his driveway, redirecting water from the upslope area. He also suggested a cost-sharing arrangement with the district and noted that he received a quote from Crystal Creek Quarry for two truckloads of rock at a cost of \$850. President Valerie Coon inquired whether the rock would be placed around the district's tank, to which Mr. Wood clarified that it would be located in the immediate area of erosion. President Coon then confirmed that the rock would be placed on his property. Director Randy Smith asked if any other homeowners utilize the road, and Mr. Wood indicated that there were others, but they were affected by the Carr Fire. Director Smith remarked that, generally, under the civil code, users of a private road are responsible for its maintenance.

Vice President Dave Cross remarked that he could support cost-sharing if it is necessary for the district to mitigate erosion affecting our tank. However, if the issue arises on private property, is unrelated to any impact from our tank, and results from natural runoff, it could establish a precedent. Mr. Wood expressed his gratitude to the board for considering his request.

President Valerie Coon apologized to Mr. Wood for what he is going through, but the district would not be able to accommodate anything at this time.

9-2 Retention/Merit Bonus for hourly employees

Director Jo Ann Vayo announced her intention to recuse herself from the agenda item and subsequently left the room. After her departure, President Valerie Coon expressed the board's gratitude for the dedication and hard work of the entire staff during the recent challenges faced by the district. She emphasized that the board aims to demonstrate this appreciation financially to the hourly employees, specifically Shawna Staup and Justin Steele. Vice President Dave Cross then proposed a motion to approve retention merit bonuses of \$6,000 for Shawna and \$4,000 for Justin. President Valerie Coon seconded the motion. The motion passed with three votes in favor from Coon, Cross, and Smith, one member absent (Hunter), and one member abstaining (Vayo).

10. Old Business: None.

Initials _____ Initials _____

11. 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.

11-1 Board Members: All board members present will be available to attend next month's meeting.

11-2 Staff Members: Secretary to the board Shawna Staup thanked the board for their recognition and the bonus.

12. Adjourn: 6:56 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 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

Board President

Secretary to the Board



April 3, 2026

ANNUAL MEETING NOTICE

Dear CRWA Member:

The California Rural Water Association (CRWA) 2026 Annual Business Meeting will be held from **5:00 – 5:30 p.m.** on **Tuesday, April 28th, 2026**, on the conference center floor of **Caesars Republic Lake Tahoe**. All members are encouraged to attend.

There are two (2) seats up for election this year:

SEAT	INCUMBENT	STATUS	TERM ENDING
Seat 1	Bill Massey	Seeking reelection	2030
Seat 2	Jon Curry	Seeking reelection	2030

CRWA’s mission is to represent and serve rural water and wastewater systems in California. We are *your* association and we welcome your input! We look forward to having your agency represented at the Annual Meeting.

If you have any questions regarding the meeting, please don’t hesitate to contact Ruby Brungess at the CRWA Headquarters by either phone, 800.833.0322, or email, rbrungess@calruralwater.org.

We hope to see you on April 28th!

Most Sincerely,

John Covington
Board President

(4) Encl.





Item	Directive
I. Call to Order	
II. Establish a Quorum	
III. Reading of the Annual Meeting Notice	Information
IV. Reading and Approval of the Minutes	Action
a. Annual Meeting Minutes April 29 th , 2025	
V. Presentation of Reports	Action
a. 2025 Financial Report (unaudited)	
VI. Election of Directors	Action
a. Seat 1 – Currently held by Bill Massey who is seeking reelection term ending in 2030.	
b. Seat 2 – Currently held by Jon Curry who is seeking reelection term ending in 2030.	
VII. New Business	Information
VIII. Adjournment	



DELEGATE DESIGNATION FORM

I, _____ (name), am authorized to represent _____ (name of agency) at the California Rural Water Association (CRWA) April 28th, 2026, Annual Business Meeting. The agency listed above is a CRWA member in good standing. I am the sole representative of the agency and have the authority to vote on its behalf. I am an employee, director, or designated third-party of the agency.

Signature of Delegate

Title of Delegate

Date

This form must be received in the CRWA offices by April 24th, 2026.

Please return this form by fax, email, or mail to:

CRWA
Attn: Ruby Brungess
1234 North Market Blvd.
Sacramento, CA 95834
(888) 833-0322 / (916) 553-4904 fax
rbrungess@calruralwater.org



Two (2) Terms Expiring in 2026

The California Rural Water Association (CRWA) Board of Directors is the governing body responsible for all policy decisions affecting CRWA's member services and legislative programs. Its functions are crucial to the operation of the Association and the representation of the common interests of all California's rural water/wastewater systems before the state and federal governments, and regulatory agencies.

Serving on the board requires interest in the issues confronting water/wastewater systems statewide and a strong commitment to representing their interests. In addition, it means attending all quarterly board meetings, an annual trip to Washington, DC, and other National Rural Water Association events. CRWA reimburses directors for all related travel expenses as outlined in board policy.

CRWA has recognized significant growth over the last several years and remains committed to expanding our membership base and member services. The CRWA Board of Directors is responsible for guiding that future.

Nominations/Election

Candidates must be affiliated with a member agency in good standing with CRWA. Directors are nominated and elected at large. Candidates must come from a member agency serving a population of 10,000 or less. Nominations can be mailed or faxed, and will also be taken from the floor of the Annual Meeting prior to the vote. Voting will take place at the annual meeting. Each member system will receive one (1) ballot. Please fill out and return the delegate designation form authorizing an employee or director to vote on behalf of your agency prior to the annual meeting.

If you have any questions, please call Ruby Brungess at (800) 833-0322.

Terms Expiring in 2026

SEAT	INCUMBENT	STATUS	TERM ENDING
Seat 1	Bill Massey	Seeking reelection	2030
Seat 2	Jon Curry	Seeking reelection	2030



BOARD OF DIRECTORS NOMINATING FORM

Name of Candidate: _____

System: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Population Served by System: _____

Nominated by (optional): _____

Please return this form by fax, email, or mail to:

CRWA
Attn: Ruby Brungess
1234 North Market Blvd.
Sacramento, CA 95834
(800) 833-0322 / (916) 553-4904 fax
rbrungess@calruralwater.org

To be PRINTED on the ballot, this form must be returned by April 24, 2026.

GENERAL MANAGER'S REPORT

Water Consumption-59 Ac-Ft compared to 20 Ac-Ft last march (Found Victoria PRV leak on March 20th) 17 Ac-Ft so far this month

- GLI Undergrounding hit a 6" AC main in Keswick-Fixed within an hour
- Leak under Rock Creek Road fixed-Used GLI traffic control
- Fixed large leak on Victoria PRV-We will have a much clearer picture of water consumption at the end of April
- Benson Leak fixed- Caused by heavy truck and equipment parking on a muddy bank over and over

Water Samples:

March TTHM & HAA5 & Total Coliform & E. Coli- ABSENT for all 3

1. 10274 New Found Way
2. 11557 Weiland
3. 11370 Tanstaaf
4. 16084 Laurie Ann

April Total Coliforms & E. Coli- ABSENT for both

1. 11343 Brunswick Drive
 2. 15790 Highland Circle
 3. 9770 Skywalker Drive
- Backflow testing is finished
 - EAR Submitted (Electronic Annual Report)
 - Treatment Operator Selected-starts March 27th
 - Live with CUSI
 - Tour of plant with Tom Warnock and engineer students 4/17/2026