

**SHASTA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' MEETING  
3:30 pm Tuesday, December 16th, 2025  
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. Closed Session:**

Closed the open session:

Open the closed session:

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

**Public Employee Performance Evaluation to consider discipline, dismissal, or release."**

Closed the closed session:

Open the open session:

Report on closed session:

**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 November 1<sup>st</sup> through November 30<sup>th</sup>, 2025**

**6 -1 SCSD Financial Report** pg 3

**6-2 SCSD Monthly Bank Transactions** pgs 4-5

**6-3 SCSD Budget vs Actual** pgs 6-9

**6-4 November 18<sup>th</sup>, 2025, meeting minutes** pgs 10-15

**6-5 December 8<sup>th</sup>, 2025, special meeting minutes** pgs 16-17

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

**7. Correspondence:**

**8. General Business:**

8-1 General Manager Report

**9. Old Business:**

9-1 Review of customer electrical pumping fees

**Discussion/Possible Action**

Compared to the District's electrical bills *pgs 18-21*

**10. New Business:**

**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:**

**11-2 Staff Members:**

**12. 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 November 2025

	Tri Counties Bank		Umpqua
	935	970	839
	General	Money Mult.	State Reimb.
<b><i>Beginning Cash</i></b>	\$ 103,796.18	\$ 1,948,221.86	\$ 60,516.57
Voided Checks - Prior Period			
Reconciling Adjustments			
<b><i>Revenue</i></b>			
Customer Payments	36,186.33	50,899.83	
Bad Debt Recovery			
Hydrant Water Sales			
Property Tax Disbursements	21.82		
Capacity Expansion Fee			
Grants			
Scrap Metal			
Asset Disposal			
Vendor Refunds			
Interest		3,885.13	0.50
<b><i>Total Revenue</i></b>	\$ 36,208.15	\$ 54,784.96	\$ 0.50
<b><i>Transfers</i></b>			
Transfers In			
Transfers Out			
<b><i>Total Transfers</i></b>	\$ -	\$ -	\$ -
<b><i>Disbursements</i></b>			
Bills Paid	(43,202.75)		
Payroll	(35,965.33)		
Revolving Fund Loan Payment			
USDA Loan Payment			
Customer NSF Returns		(933.34)	
Bank Fees	(92.48)	(30.00)	
<b><i>Total Disbursements</i></b>	\$ (79,260.56)	\$ (963.34)	\$ -
<b><i>Ending Cash</i></b>	\$ 60,743.77	\$ 2,002,043.48	\$ 60,517.07

# Shasta Water Department BANK TRANSACTIONS

11/1/2025 - 11/30/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
13110 - Tric General Fund 935							
Bill Pmt -Check	11/01/2025	EFT	Humana	November 2025 employee vision/dental		859.18	103,796.18
Deposit	11/01/2025			Batch # 246 CC	547.51		102,937.00
Deposit	11/02/2025			Batch # 249 CC	88.84		103,484.51
Bill Pmt -Check	11/03/2025	EFT	California State Disbursement Unit	Employee Garnishment		349.00	103,573.35
Bill Pmt -Check	11/03/2025	17267	US POSTAL SERVICE	yearly post office box 2520 fee		162.00	103,224.35
Bill Pmt -Check	11/03/2025	EFT	TASC (Optilife)	Employee Supplemental Insurance November 2025		607.00	103,062.35
Bill Pmt -Check	11/03/2025	EFT	AT&T	October 2025 office internet		107.00	102,455.35
Bill Pmt -Check	11/03/2025	EFT	Western Growers Assurance Trust	November 2025 employee health insurance inv # 2510234284		6,412.62	102,348.35
Bill Pmt -Check	11/03/2025	EFT	Elan Cardmember Services	board packet supplies, office supplies, answering service, filter pl...		708.94	95,935.73
Bill Pmt -Check	11/03/2025	17269	gWorks	gWorks UBHub cloud data export x2		10,000.00	95,226.79
Bill Pmt -Check	11/03/2025	EFT	Quadient Leasing USA, Inc.	Mail sorter lease Nov 2025 - Feb 2026		1,964.62	85,226.79
Deposit	11/03/2025			Batch # 250 CC	397.04		83,262.17
Bill Pmt -Check	11/04/2025	17270	Pace Analytical Services LLC	drinking water coliform & E.coli monitoring		185.80	83,659.21
Bill Pmt -Check	11/04/2025	17271	Ed Staub & Sons	fuel October 2025 2nd half		439.85	83,473.41
Bill Pmt -Check	11/04/2025	EFT	California Public Employee's Retirement	November 2025		5,586.47	83,033.56
Bill Pmt -Check	11/04/2025	17272	PG&E	October 2025 office electric		515.11	77,447.09
Deposit	11/04/2025			Batch # 251 CC	1,078.65		76,931.98
Paycheck	11/05/2025	17254	Hunt, Joshua E	pay period 10/16/2025 - 10/31/2025		2,781.98	78,010.63
Paycheck	11/05/2025	17255	Koeper, Chris D	pay period 10/16/2025 - 10/31/2025		3,841.71	75,228.65
Paycheck	11/05/2025	17256	Staup, Shawna P	pay period 10/16/2025 - 10/31/2025		2,504.26	71,386.94
Paycheck	11/05/2025	17258	Steele, Justin B.	pay period 10/16/2025 - 10/31/2025		3,169.66	68,882.68
Liability Check	11/05/2025		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 10/31/2025		6,539.41	65,713.02
Bill Pmt -Check	11/05/2025	17273	US Bureau of Reclamation	October 2025 adjustment		57,004.21	59,173.61
Check	11/05/2025	17274	CUSTOMER REFUNDS	partial deposit refund for closed acct 1629		2,169.40	57,004.21
Bill Pmt -Check	11/05/2025	17275	Ray Excavating and Grading	Trinity Aly water line tap & asphalt		194.31	56,809.90
Deposit	11/05/2025			Batch # 252 CC	859.23	5,350.00	51,459.90
Deposit	11/06/2025			Batch # 253 CC	1,597.79		52,319.13
Deposit	11/07/2025			Batch # 254 CC	2,823.45		53,916.92
Deposit	11/08/2025			Batch # 255 CC	1,256.75		56,740.37
Deposit	11/09/2025			Batch # 256 CC	77.55		57,997.12
Deposit	11/10/2025			Batch # 257 CC	24.65		58,074.67
Deposit	11/11/2025			Batch # 258 CC	209.48		58,099.32
Bill Pmt -Check	11/12/2025	17276	Carrel's Office Machines	October 2025 copier fees		67.68	58,308.80
Bill Pmt -Check	11/12/2025	17277	verizon	October 2025 scada data filter plant		61.62	58,241.12
Bill Pmt -Check	11/12/2025	17278	Waste Management	November 2025 office trash		85.94	58,179.50
Bill Pmt -Check	11/12/2025	17279	PG&E	October 2025 pumps electric		1,674.35	58,093.56
Bill Pmt -Check	11/12/2025	17280	Charles Schwab & Co.	November 2025		375.00	56,419.21
Bill Pmt -Check	11/12/2025	17281	verizon	October 2025 office cell phones		116.58	56,044.21
Deposit	11/12/2025			Batch # 259 CC	67.07		55,927.63
Deposit	11/13/2025			Batch # 301 CC	518.49		55,994.70
Bill Pmt -Check	11/14/2025	17286	Amazing Amy's Cleaning	November 2025 office cleaning		275.00	56,513.19
Bill Pmt -Check	11/14/2025	17287	Wells Fargo Bank, N.A.	November 2025 copier lease inv 5036349679		116.20	56,238.19
Deposit	11/14/2025			AU103125A property tax	21.82		56,121.99
Bill Pmt -Check	11/14/2025	17288	Downey Brand	WIIN Act fees for professional services		15.00	56,143.81
Deposit	11/15/2025			Batch # 302 CC	392.80		56,128.81
Deposit	11/15/2025			Batch # 303 CC	911.18		56,521.61
Deposit	11/16/2025			Batch # 304 CC	239.30		57,432.79
Bill Pmt -Check	11/17/2025	EFT	California State Disbursement Unit	Employee Garnishment		349.00	57,672.09
Bill Pmt -Check	11/18/2025	EFT	AT&T Mobility	November 2025 office phone		67.59	57,323.09
Bill Pmt -Check	11/18/2025	17289	California Department of Tax and Fee ...	7/01/25-6/30/26 water rights acct# 094-000209		1,499.39	57,255.50
Bill Pmt -Check	11/18/2025	17290	Ed Staub & Sons	Fuel November 2025 1st half		226.48	55,756.11
Bill Pmt -Check	11/18/2025	17291	Big Time Pest Control	November 2025 office pest control		85.00	55,529.63
Bill Pmt -Check	11/18/2025	17292	Hue & Cry, Inc.	December 2025 fire & burglary alarm system monitoring		178.00	55,444.63
Deposit	11/18/2025			Batch # 306 CC	136.15		55,266.63
Paycheck	11/20/2025	17282	Hunt, Joshua E	pay period 11/1/2025 - 11/15/2025		2,292.35	55,402.78
							53,110.43

**Shasta Water Department**  
**BANK TRANSACTIONS**  
11/1/2025 - 11/30/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Paycheck	11/20/2025	17283	Koeper, Chris D	pay period 11/1/2025 - 11/15/2025		4,141.55	48,988.88
Paycheck	11/20/2025	17284	Staup, Shawna P	pay period 11/1/2025 - 11/15/2025		2,052.28	46,916.60
Paycheck	11/20/2025	17285	Steele, Justin B.	pay period 11/1/2025 - 11/15/2025		2,864.34	44,052.26
Liability Check	11/20/2025		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 11/14/2025		5,777.79	38,274.47
Deposit	11/20/2025			Batch # 307 CC	3,322.78		41,597.25
Bill Pmt -Check	11/21/2025	17293	CASSIDY'S AUTO LUBE	oil change for truck u14 & u12		191.43	41,405.82
Bill Pmt -Check	11/21/2025	17294	Moore & Bogener	receive & review invoice from Downey Brand & draft letter to Chris		50.00	41,355.82
Bill Pmt -Check	11/21/2025	EFT	Quadient Finance USA, Inc	October 2025 postage		1,000.00	40,355.82
Deposit	11/21/2025			Batch # 308 CC	233.62		40,589.44
Deposit	11/22/2025			Batch # 309 CC	697.75		41,287.19
Bill Pmt -Check	11/24/2025		TASC (Optilife)	HRA admin fees & card fee	162.54	171.48	41,115.71
Deposit	11/24/2025			Batch # 312 CC		160.00	41,278.25
Bill Pmt -Check	11/25/2025	17295	State Water Resource Control Board-D...	op # 43301 distribution recert	19,549.20		60,667.45
Deposit	11/25/2025			Batch # 313 ACH		120.02	60,547.43
Bill Pmt -Check	11/26/2025	17296	Ace Payment Processing	tarp, blowgun, air coupler, trowel, gloves, catalyst penetrt pb		100.00	60,447.43
Bill Pmt -Check	11/26/2025	17297	Christopher Hunter	November 2025		200.00	60,247.43
Bill Pmt -Check	11/26/2025	17298	David Cross	November 2025		200.00	60,047.43
Bill Pmt -Check	11/26/2025	17299	Jo Ann Vayo	November 2025		200.00	59,847.43
Bill Pmt -Check	11/26/2025	17300	Randall Smith	November 2025		200.00	59,647.43
Bill Pmt -Check	11/26/2025	17301	Valerie Coon	November 2025		200.00	59,447.43
Deposit	11/26/2025			Batch # 314 CC	427.48		60,074.91
Deposit	11/27/2025			Batch # 315 CC	217.27		60,292.18
Deposit	11/28/2025			Batch # 316 CC	275.12		60,567.30
Deposit	11/29/2025			Batch # 317 CC	268.95		60,836.25
Total 13110 · TriC General Fund 935					36,402.46	79,362.39	60,836.25
<b>TOTAL</b>					<b>36,402.46</b>	<b>79,362.39</b>	<b>60,836.25</b>

# Shasta Community Services District

## Profit & Loss Budget vs. Actual

July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	426,850.91	1,107,500.00	-680,649.09
41150 · Hydrant Water Sales	0.00	500.00	-500.00
41200 · Water Sales/Pumping	3,214.81	9,500.00	-6,285.19
41800 · Late Fees	5,543.79	15,000.00	-9,456.21
42230 · Service Connection Fee/Meters	0.00	0.00	0.00
Total 41000 · Water Sales	435,609.51	1,132,500.00	-696,890.49
42000 · Special Service Fees	464.99	1,500.00	-1,035.01
42160 · Property Tax Revenue - SCSD	1,006.72	40,000.00	-38,993.28
42220 · Scrap Metal	0.00	0.00	0.00
44000 · Interest Revenue			
44100 · TriC Interest	20,951.89	55,000.00	-34,048.11
44500 · Umpqua Interest	2.54	10.00	-7.46
Total 44000 · Interest Revenue	20,954.43	55,010.00	-34,055.57
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	458,035.65	1,229,020.00	-770,984.35
Gross Profit	458,035.65	1,229,020.00	-770,984.35
Expense			
50500 · Bad Debt Expense	0.00	5,000.00	-5,000.00
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	13,477.40	25,000.00	-11,522.60
51012 · Other Water Purchases/Deficit	0.00	0.00	0.00
51018 · Water Testing Expense	2,122.60	6,300.00	-4,177.40
Total 51000 · Water Service Expenses	15,600.00	31,300.00	-15,700.00
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	765.31	1,400.00	-634.69
51022 · Benson - PGE 937 #6	539.25	1,300.00	-760.75
51023 · Bandana Tr. - PGE 337 #7	836.69	2,000.00	-1,163.31
51024 · Highland Cir - PGE 355 #3	48.40	150.00	-101.60
51025 · Highland Circle - PGE 013 #5	806.75	2,500.00	-1,693.25
51026 · Record Heights - PGE 206 #4	1,730.34	5,000.00	-3,269.66
51027 · Lower Brunswick - PGE 936 #2	3,347.91	6,000.00	-2,652.09
51028 · Keswick WTP - 956 #9	68.25	900.00	-831.75
Total 51020 · Pumping Expense	8,142.90	19,250.00	-11,107.10
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	15,112.32	28,000.00	-12,887.68
51032 · W.T. Filter Plant PGE 254 #8	2,442.95	5,500.00	-3,057.05
51033 · W.T. Plant Repair/Maint.	346.29	8,500.00	-8,153.71

# Shasta Community Services District

## Profit & Loss Budget vs. Actual

July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget
51034 · Backwash Sludge Disposal	0.00	5,500.00	-5,500.00
51035 · W.T. Security/Telephone	308.10	750.00	-441.90
Total 51030 · Water Treatment Expense	18,209.66	48,250.00	-30,040.34
51039 · Transmission/Distribution			
51040 · Transmission/Distribution-Gen	16,028.34	27,000.00	-10,971.66
51083 · Meters - New & Replacements	5,042.32	7,000.00	-1,957.68
51084 · Pump & Tank Level Telemetry	3,750.44	10,000.00	-6,249.56
Total 51039 · Transmission/Distribution	24,821.10	44,000.00	-19,178.90
51090 · Vehicle Maintenance			
51094 · Backhoe/Trailer/Generator	2,313.10	5,000.00	-2,686.90
51098 · U11 Ford Ranger 2011	0.00	0.00	0.00
51099 · U12 Ford F350 2016	43.73	500.00	-456.27
51100 · U13 Ford F-150 2018	0.00	500.00	-500.00
51101 · U14 Ford F-150 2021	0.00	500.00	-500.00
51102 · U15 Toyota Tacoma 2025	311.56	500.00	-188.44
Total 51090 · Vehicle Maintenance	2,668.39	7,000.00	-4,331.61
51093 · Gas & Oil Expense			
51091 · Gas & Oil - Generator	50.15	2,000.00	-1,949.85
51092 · Gas & Oil Ford 150 Truck #13	229.98	3,500.00	-3,270.02
51093.1 · Gas & Oil 2021 F-150 Truck #14	1,869.20	6,000.00	-4,130.80
51093.2 · Gas & Oil - Backhoe	241.97	750.00	-508.03
51093.4 · Gas & Oil 2025 Toyota Truck #15	1,668.11	6,000.00	-4,331.89
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	4,400.82	19,750.00	-15,349.18
52000 · Training			
52001 · Training Course Fees	0.00	1,700.00	-1,700.00
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	0.00	4,200.00	-4,200.00
55010 · Payroll Expenses			
55011 · Manager Salary			
55011.0 · Manager/Salary	52,962.75	141,234.00	-88,271.25
Total 55011 · Manager Salary	52,962.75	141,234.00	-88,271.25
55012 · Maintenance/Hourly			
55012.2 · Maintenance/Hourly	21,956.47	74,776.00	-52,819.53
55012.3 · Maintenance Hourly/Vacation	1,797.50		
55012.4 · Maintenance/Hourly/Sick	4,593.04		
55012.5 · Maintenance/Hourly/Holiday	1,150.40		
55012.6 · Maintenance/OT	3,102.44	10,000.00	-6,897.56
55012.7 · Maintenance 2 / Lead Operator	31,447.00	85,280.00	-53,833.00

# Shasta Community Services District

## Profit & Loss Budget vs. Actual

July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget
Total 55012 · Maintenance/Hourly	64,046.85	170,056.00	-106,009.15
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	1,060.53		
55013.4 · Office Hourly	23,547.27	74,776.00	-51,228.73
55013.5 · Office/Hourly/Holiday	1,150.40		
55013.6 · Office Hourly Overtime	552.78	1,500.00	-947.22
Total 55013 · Office/Hourly	28,324.18	76,276.00	-47,951.82
55014 · On Call Time	9,809.77	26,327.00	-16,517.23
55010 · Payroll Expenses - Other	619.44	1,850.00	-1,230.56
Total 55010 · Payroll Expenses	155,762.99	415,743.00	-259,980.01
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	40,308.37	100,000.00	-59,691.63
55035 · Retiree Health Insurance	1,875.00	4,500.00	-2,625.00
55040 · Workers Compensation Insurance	11,269.98	11,300.00	-30.02
55055 · CALPERS	27,110.98	65,000.00	-37,889.02
Total 55029 · Employee Benefits	80,564.33	180,800.00	-100,235.67
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	2,249.59	6,000.00	-3,750.41
55063 · Employer Social Security Exp	9,618.90	25,500.00	-15,881.10
55070 · State Unemployment Insurance	0.00	1,736.00	-1,736.00
Total 55060 · Payroll Tax Expense	11,868.49	33,236.00	-21,367.51
55130 · Office Expense			
55110 · Answering Service Expense	763.75	2,136.00	-1,372.25
55121 · Office/Cellular Telephone	582.78	2,200.00	-1,617.22
55125 · Office/Security Expense	712.00	2,136.00	-1,424.00
55131 · Office/PGE 761	3,894.36	9,500.00	-5,605.64
55132 · Office/Telephone	852.21	1,500.00	-647.79
55133 · Office/Supplies	2,908.77	6,500.00	-3,591.23
55134 · Office/Postage	3,413.06	9,000.00	-5,586.94
55135 · Office/Equipment Expense	872.94	2,500.00	-1,627.06
55137 · Office/Employee Background Chec	0.00	0.00	0.00
55138 · Office/Propane	0.00	1,000.00	-1,000.00
55139 · Office/Building Maintenance	1,956.83	5,000.00	-3,043.17
55141 · Office/Safety	0.00	500.00	-500.00
55142 · Emplpyoyee Pre-emp. Physical	0.00	0.00	0.00
Total 55130 · Office Expense	15,956.70	41,972.00	-26,015.30
55140 · Advertising Expense	0.00	1,000.00	-1,000.00
55145 · Banking Fees	519.14	1,500.00	-980.86
55150 · Insurance - Liability & E&O	58,921.97	59,000.00	-78.03
55160 · Professional Services			



# Shasta Community Services District

## Profit & Loss Budget vs. Actual

July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget
55162 · Legal Services	1,852.53	3,000.00	-1,147.47
55163 · Engineering Services	527.50	20,000.00	-19,472.50
55164 · Auditing Services	1,000.00	12,000.00	-11,000.00
55165 · Professional Services Misc.	123.75	15,000.00	-14,876.25
<b>Total 55160 · Professional Services</b>	<b>3,503.78</b>	<b>50,000.00</b>	<b>-46,496.22</b>
55170 · Directors Compensation	4,100.00	6,500.00	-2,400.00
55180 · Dues/Permit Fees	34,869.98	27,000.00	7,869.98
55182 · maintenance contracts/support	0.00	1,200.00	-1,200.00
60000 · Interest	573.78	11,000.00	-10,426.22
<b>Total Expense</b>	<b>440,484.03</b>	<b>1,007,701.00</b>	<b>-567,216.97</b>
<b>Net Ordinary Income</b>	<b>17,551.62</b>	<b>221,319.00</b>	<b>-203,767.38</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
72000 · SRF Grant Reimbursement	0.00	0.00	0.00
72100 · USDA Grant	0.00	0.00	0.00
72300 · Miscellaneous Grants	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>17,551.62</b>	<b>221,319.00</b>	<b>-203,767.38</b>

SHASTA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' MEETING  
6:00 pm Tuesday, November 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, and Director Chris Hunter.

**Staff Members Present:** General Manager Chris Koeper and 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:** Vice President Dave Cross motioned to approve the November 18, 2025, agenda. Director Jo Ann Vayo 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 given three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the authority of the District.

None Present.

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 subjects unless a worthy cause is presented to the Board before it votes on the motion to adopt.

**Financial Reports for October 1<sup>st</sup> through October 31<sup>st</sup>, 2025**

5-1 SCSD Financial Report

5-2 SCSD Monthly Bank Transactions

5-3 SCSD Budget vs Actual

Director Chris Hunter inquired with the general manager about which items were exceeding the budget and which were within it. General Manager Chris Koeper clarified that budget revisions will take place in January, which coincides with the midpoint of the fiscal year, making it easier to assess the situation at that time. Director Chris Hunter requested that during the budget revisions, the general manager provide an explanation of the items that are over budget and the reasons for the overspending.

Initials \_\_\_\_\_ Initials \_\_\_\_\_

General Manager Chris Koeper indicated that the transmission and distribution budget will exceed projections due to the necessity of replacing the Brunswick pump and the coagulant pump at the filter plant.

5-4 October 21<sup>st</sup>, 2025, meeting minutes

5-5 November 3<sup>rd</sup>, 2025, special 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. Vice President Dave Cross seconded the motion. The motion passed unanimously.

6. Correspondence: None.

7. General Business:

7-1 General Manager Report

- Water consumption for October 2025 was 49 acre-feet compared to 48 acre-feet in October 2024.
- Water Samples:
  - Total Coliforms & E. Coli (Present/Absent) – Done Monthly  
Victoria Highlands: Absent for both  
Newfound Way: Absent for both  
Valparaiso Way: Absent for both
  - TTHM Max Contaminant Level: 80 ug/L – Done Quarterly  
The next sample will be done in December
  - HAA5 Max Contaminant Level: 60 ug/L – Done Quarterly  
The next sample will be done in December
- We have been working on the CUSI business requirements and academy. We think we will be able to switch over by January 1<sup>st</sup>. President Valerie Coon inquired about the payment method for gWorks, noting that if it is processed as an ACH, it would take sixty days to halt the payment. Shawna Staup, the board secretary, clarified that our annual subscription was paid via check.
- The price for the ground penetrating radar pipe locator was reduced from \$18,000 to \$16,590. However, the original quote did not include a tablet, which we will need. The cost of the tablet is \$875, the freight charge is \$475, and the sales tax is \$1,266, bringing the total to \$19,206.21. Training is at no cost. It comes with a one-year warranty.
- The General Manager has reviewed the draft watershed sanitary survey that we are required to complete every 5 years. PACE Engineering conducts this survey for all of Shasta County, and the agencies pay based on the number of connections they have. Director Chris Hunter inquired about the expenses incurred by the district for the watershed sanitary survey. General Manager Chris Koeper indicated that the cost is \$5,000. Director Chris Hunter then asked whether this survey had been included in the budget and under which account it falls. General Manager Chris Koeper responded that it had been allocated under professional services.
- We had our annual chlorinator system service.

8. Old Business:

8-1 Shasta CSD Workplace Violence Prevention Policy

Initials \_\_\_\_\_ Initials \_\_\_\_\_

President Valerie Coon stated that this item was tabled from the last meeting. Vice President Dave Cross said he was not sure why it was tabled. Director Chris Hunter indicated that the issue was located on page thirty-three, which included the last two check boxes, and posed the question of whether to remove those check boxes. The board reached a consensus to eliminate the two check boxes on page thirty-three. General Manager Chris Koeper mentioned that the panic buttons had been ordered, but there had been no updates from Hue & Cry. Secretary to the board, Shawna Staup, noted that she had been contacted by them earlier that afternoon, and they would be coming on December 1st to install the buttons.

Director Jo Ann Vayo motioned to approve and adopt the workplace violence prevention policy with the removal of the two questions on page thirty-three. Director Chris Hunter seconded the motion. The motion passes unanimously.

#### **8-2 Committee update on employee handbook and possibly reinstate paragraph on page 48**

Director Jo Ann Vayo indicated that the paragraph on page 48 was highlighted due to its removal from the policy at some point. She noted that all text in red corresponds to content from the last employee handbook policy approved by the board in 2011. Consequently, the committee reinstated this content in the handbook, allowing the board to decide whether to retain, remove, or modify it. General Manager Chris Koeper mentioned that the handbook had been reviewed several times since 2011. Vice President Dave Cross remarked that the board intended to revise the handbook; however, this process was interrupted by the CARR fire. Director Jo Ann Vayo added that the handbook was tabled five times in 2018, and while there is a revision date of June 2021, she found no evidence of board approval for the omitted paragraphs during that year. Vice President Dave Cross suggested that the phrase "board policy" could be eliminated throughout the document, as the entire handbook constitutes board policy. Director Jo Ann Vayo responded that the policy previously included distinctions between board policy and other content, and she was uncertain how all board policies were removed. This was the reason for their reinstatement, and it could be decided to state that the entire handbook is board policy. Furthermore, Director Jo Ann Vayo noted that in April 2012, only the credit card policy was amended in the handbook, which marked the last board approval of the employee handbook.

Director Chris Hunter emphasized the importance of documenting any revisions made, along with their respective dates. President Valerie Coon referred to pages 9 and 10, which mention the general manager or the Board of Directors (BOD), and inquired whether the preference would be to designate the general manager and/or the BOD. Director Jo Ann Vayo explained that the rationale behind this approach is that if the matter pertains to employees, it would involve the manager, whereas if it concerns the manager, it would involve the BOD, given that there is no policy addressing the board's authority over the manager. President Valerie Coon suggested that it might be prudent to inform future boards that any changes to a policy should be documented within the policy itself, including the revision date. Director Jo Ann Vayo noted that the policy states it supersedes all previous policies and amendments, and that no changes to this policy may occur without board approval; therefore, any modifications should be approved by the board, and the policy must be dated and re-signed.

Vice President Dave Cross expressed a desire for clarity regarding operations, stating that the general manager would handle most aspects of this policy, and he does not want employees to believe they can approach a board member instead of the general manager, unless it pertains to a grievance or harassment complaint.

Director Chris Hunter remarked that the policy does not indicate that the board would get involved and is strictly a board policy. Director Randy Smith mentioned that if the board encounters a frivolous complaint, they can refer it back to the general manager.

Director Jo Ann Vayo expressed her discontent with the wording on page 25, which states that a salaried employee will receive their full salary for any work week in which they perform any work, regardless of the number of days or hours worked, and requested its removal.

President Valerie Coon proposed a motion to approve and adopt the amendments to the employee handbook. The proposed changes include the removal of the highlighted paragraph on page 25, replacing it with the exempt employee status paragraph from page 23; eliminating all instances of "board policy" marked in red throughout the document; placing "Board Policy" and the supersedes paragraph from the last page on the title page; reinstating the paragraph on page 43; removing the highlighted paragraph on page 44; and approving the addition of the proposed changes highlighted in red. Director Jo Ann Vayo seconded the motion. The motion passed unanimously.

#### **8-3 Review of customer electrical pumping fees compared to the District's electrical bills**

General Manager Chris Koeper indicated that a decision was made last month to review the electrical fees as though everyone was using water. Director Chris Hunter noted that customers on Highland Circle are currently paying \$18.97 and inquired about the proposed new electrical fee. General Manager Koeper clarified that there is no new fee proposed and recalled that Director Hunter had requested a comparison several months prior. Director Hunter countered that his request from last month was to calculate the new monthly fee by taking the total annual bill for each pump station and dividing it by the total number of customers assigned to each pump station. President Valerie Coon asked whether customers would need to be notified if there were changes to the fees. General Manager Koeper responded that, according to RCAC, the electrical fees were not subject to Proposition 218 during the last rate study; however, he intended to verify this after last month's meeting but forgot to do so. President Valerie Coon proposed that this agenda item be tabled once again and requested that the General Manager investigate the implications of Proposition 218.

#### **8-4 GPS tracking system for all district vehicles**

President Valerie Coon stated that several quotes were included in the board packet. Vice President Dave Cross inquired about the objectives we hope to achieve from the GPS. Director Jo Ann Vayo expressed her belief that the district does not require dash cams. The board reached a consensus that tracking, mileage, geo-fencing, and maintenance reminders would be adequate.

President Valerie Coon proposed a motion to adopt quote #3 from Quartix to equip the district trucks with GPS. Director Randy Smith seconded the proposal. The motion was approved unanimously.

## 9. New Business:

### 9-1 Request from customer for relief on water bill due to squatter situation

Vice President Dave Cross indicated that this situation may be applicable to the leak policy. General Manager Chris Koeper clarified that leaving a hose running does not qualify an individual for the leak forgiveness policy, as receipts for repairs must be provided.

Vice President Valerie Coon expressed that while this is an unfortunate circumstance, she is reluctant to establish a precedent. Director Randy Smith proposed offering a payment plan to settle the outstanding balance. Director Chris Hunter suggested that the customer pursue restitution from the individual responsible for the elevated bill, while recommending that late fees on the account be waived.

President Valerie Coon proposed a motion to deny the customer's request for \$900 forgiveness as outlined in the letter dated November 3rd on page 134, and instead suggested offering a twelve-month payment plan. Director Randy Smith seconded the motion. The motion was unanimously approved.

### 9-2 Letter from Parker Stanbury LLP requesting reversal of the outstanding account balance for Customer

General Manager Chris Koeper clarified that the property in question was destroyed in the CARR fire, after which the customer ceased payments, resulting in the account being sent to collections. President Valerie Coon noted that continuing to pay the monthly base rate for water enhances the value of a customer's property. Vice President Dave Cross emphasized that the base rate is essential for maintaining the system, ensuring that water remains available for customers who may choose to rebuild or sell their properties. General Manager Koeper further explained that, based on legal counsel's advice, back fees can be charged to the original owner, but not to new owners; they can only be charged the cost incurred by the district to reinstate water service. The board reached a consensus to consult with legal counsel regarding the possibility of imposing a fee on new customers acquiring these abandoned or inactive water accounts.

Director Jo Ann Vayo proposed a motion to deny the request for debt forgiveness outlined in the letter on page 135. Director Chris Hunter seconded the proposal. The motion was approved unanimously.

## 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:** Following discussions regarding the potential rescheduling of the December board meeting due to the absence of the Secretary to the Board, Shawna Staup, who will be undergoing surgery from December 3rd to 11th, and the General Manager, Chris Koeper, who will be unavailable on December 12th, it was determined that the meeting will proceed on the originally scheduled date.

Initials\_\_\_\_\_ Initials\_\_\_\_\_

Director Chris Hunter indicated that he will be unable to attend the meeting on December 16th and emphasized the need to arrange their sixty-day closed session meeting. The board reached a consensus that the special closed session meeting will take place on December 8th at 8:30 AM.

**10-2 Staff Members:** None.

**11. Adjourn: 7:24 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. Accommodation may include, but is 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

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Board President

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Secretary to the Board

**SHASTA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' SPECIAL MEETING  
8:30 am Monday, December 8th, 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, Legal Counsel John Kenny.

**1. Call to Order:** President Valerie Coon called the meeting to order at **8:30 AM**

**2. Approve Agenda** Director Jo Ann Vayo motioned to approve the December 8, 2025, special meeting agenda. Director Randy Smith 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.

None present.

**4. Closed Session:**

Closed the open session: President Valerie Coon closed the open session at **8:31 AM**.

Open the closed session: President Valerie Coon opened the closed session at **8:31 AM**.

**4-1 "Closed Session. (Gov. Code 54957)**

**Public Employee Performance Evaluation to consider discipline, dismissal, or release."**

Closed the closed session: President Valerie Coon closed the closed session at **9:25 AM**

Open the open session: President Valerie Coon reopened the open session at **9:25 AM**.

Report on closed session: An ad hoc committee, consisting of President Valerie Coon and Vice President Dave Cross, was established to address an employee situation.

**5. 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.

Initials\_\_\_\_\_ Initials\_\_\_\_\_



5-1 Board Members: None.

5-2 Staff Members: None.

6. Adjourn: 9:26 AM.

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Board President

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Secretary to the Board

# Electrical 1 - Highland Circle

Total Customers	Using Water	Not Using Water	Monthly Fee	Monthly Total	Average PG&E bill	Difference	Fee to Break Even
21	12	9	\$ 18.97	\$ 398.37	\$ 197.85	\$ 200.52	\$ 9.42

# Electrical 2 - Upper Brunswick

Total Customers	Using Water	Not Using Water	Monthly Fee	Monthly Total	Average PG&E bill	Difference	Fee to Brak Even
3	1	2	32.05	\$ 96.15	\$ 100.40	\$ (4.25)	\$ 33.47

### Electrical 3 - Brunswick

Total Customers	Using Water	Not Using Water	Monthly Fee	Monthly Total	Average PG&E bill	Difference	Fee to Break Even
30	22	8	14.00	\$ 420.00	\$ 518.02	\$ (98.02)	\$ 17.27

# Electrical 4 - Record Heights

Total Customers	Using Water	Not Using Water	Monthly Fee	Monthly Total	Average PG&E bill	Difference	Fee to Break Even
10	10	0	26.07	\$ 260.70	\$ 371.80	\$ (111.10)	\$ 37.18