

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, March 17th, 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. Closed Session:

Closed the open session:

Open the closed session:

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

Consider appointment of General Manager ."

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 February 1st through February 28th, 2026

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 February 17th, 2025, meeting minutes pgs 10-15

6-5 February 25th, 2025, special meeting minutes pgs 16-17

6-6 March 2, 2026, special meeting minutes pgs 18-19

6-7 March 3, 2026, special meeting minutes pgs 20-21

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

7. Correspondence:

7-1 CSDA board of directors' nominations for term 2027-2029 *pgs 22-26*

7-2 Bureau of Reclamation Initial Declaration of Water Made Available for 2026 *pg 27*

8. General Business:

8-1 General Manager report *pg 28*

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 *pgs 29-41* **Discussion/Possible Action**

9-2 Retention/Merit Bonus for hourly employees **Discussion/Possible Action**

10. Old 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 February 2026

	Tri Counties Bank		Umpqua
	935 General	970 Money Mult.	839 State Reimb.
Beginning Cash	\$ 77,707.91	\$ 1,934,085.85	\$ 60,518.09
Voided Checks - Prior Period Reconciling Adjustments			
Revenue			
Customer Payments	30,477.50	45,998.28	
Bad Debt Recovery		34.54	
Hydrant Water Sales			
Property Tax Disbursements	9.52		
Capacity Expansion Fee			
Grants			
Scrap Metal		100.00	
Asset Disposal			
Vendor Refunds			
Interest		3,093.72	0.47
Total Revenue	\$ 30,487.02	\$ 49,226.54	\$ 0.47
Transfers			
Transfers In			
Transfers Out			
Total Transfers	\$ -	\$ -	\$ -
Disbursements			
Bills Paid	(25,276.61)		
Payroll	(22,990.28)		
Revolving Fund Loan Payment	(15,145.00)		
USDA Loan Payment			
Customer NSF Returns		(160.00)	
Bank Fees	(94.48)	(10.00)	
Total Disbursements	\$ (63,506.37)	\$ (170.00)	\$ -
Ending Cash	\$ 44,688.56	\$ 1,983,142.39	\$ 60,518.56

**Shasta Water Department
BANK TRANSACTIONS
2/1/2026 - 2/28/2026**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
13110 · TriC General Fund 935							
Bill Pmt-Check	02/01/2026	EFT	Humana	February 2026 employee dental & vision		661.44	77,707.91
Deposit	02/01/2026			Batch # 389 CC	118.05		77,046.47
Bill Pmt-Check	02/02/2026	EFT	TASC (Optilife)	Employee Supplemental Insurance February 2026		533.00	76,513.47
Bill Pmt-Check	02/02/2026	17387	Badger Meter	January 2026 mbl hosting		66.71	76,446.76
Bill Pmt-Check	02/02/2026	EFT	Western Growers Assurance Trust	February 2026 employee health insurance inv # 2601225246		4,124.48	72,322.28
Bill Pmt-Check	02/02/2026	17388	Christopher Hunter	January 2026 regular & special meeting		200.00	72,122.28
Bill Pmt-Check	02/02/2026	17389	David Cross	January 2026 regular & special meeting		200.00	71,922.28
Bill Pmt-Check	02/02/2026	17390	Jo Ann Vayo	January 2026		100.00	71,822.28
Bill Pmt-Check	02/02/2026	17391	Randall Smith	January 2026 regular & special meeting		200.00	71,622.28
Bill Pmt-Check	02/02/2026	17392	Valerie Coon	January 2026 regular & special meeting		200.00	71,422.28
Bill Pmt-Check	02/02/2026	EFT	Elan Cardmember Services	answering service, microsoft 360 renewal, hostgator & .org doma...		405.44	71,016.84
Bill Pmt-Check	02/02/2026	EFT	California Public Employee's Retirement	January 2026		3,350.74	67,666.10
Bill Pmt-Check	02/02/2026	17392	Quadient Leasing USA, Inc.	mail sorter lease Feb 2026-May 2026		1,964.62	65,701.48
Deposit	02/02/2026			Batch # 390 CC	95.50		65,796.98
Bill Pmt-Check	02/02/2026	EFT	Humana	March 2026 employee dental & vision		661.44	65,135.54
Bill Pmt-Check	02/03/2026	17393	US Bureau of Reclamation	January 2026 adjustment		2,575.70	62,559.84
Bill Pmt-Check	02/03/2026	17394	Ed Staub & Sons	fuel January 2026 2nd half		295.45	62,264.39
Deposit	02/03/2026			Batch # 391 CC	1,378.34		60,886.05
Deposit	02/04/2026			Batch # 392 CC	983.54		59,902.51
Paycheck	02/05/2026	17379	Hunt, Joshua E	pay period 1/16/2026 - 1/31/2026		2,815.81	57,086.70
Paycheck	02/05/2026	17380	Staup, Shawna P	pay period 1/16/2026 - 1/31/2026		2,212.90	54,873.80
Paycheck	02/05/2026	17381	Steele, Justin B.	pay period 1/16/2026 - 1/31/2026		3,174.07	51,700.73
Liability Check	02/05/2026		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 01/30/2026		3,667.43	48,033.30
Bill Pmt-Check	02/05/2026	17395	Carrels Office Machines	January 2026 copier fees		65.94	47,967.36
Deposit	02/05/2026			Batch # 394 CC	842.46		47,124.90
Check	02/05/2026	EFT	USDA	COR Intertie Loan		15,145.00	31,979.90
Bill Pmt-Check	02/06/2026	EFT	AT&T	January 2026 office internet		117.70	31,862.20
Bill Pmt-Check	02/06/2026	17396	PG&E	January 2026 office electric		680.79	31,181.41
Bill Pmt-Check	02/06/2026	17397	Wells Fargo Bank, N.A.	February 2026 copier lease inv 5037436404		116.20	30,965.21
Deposit	02/06/2026			Batch # 395 CC	417.19		30,548.02
Deposit	02/07/2026			Batch # 396 CC	571.69		29,976.33
Deposit	02/08/2026			Batch # 397 CC	79.07		29,897.26
Bill Pmt-Check	02/09/2026	17398	PG&E	January 2026 pumps electric		1,694.61	28,202.65
Bill Pmt-Check	02/09/2026	17399	Pace Analytical Services LLC	drinking water monitoring coliform & e. coli		196.40	28,006.25
Bill Pmt-Check	02/09/2026	17400	Waste Management	February 2026 office trash		73.02	27,933.23
Bill Pmt-Check	02/09/2026	17401	verizon	January 2026 filter plant data & cell phones		178.13	27,755.10
Bill Pmt-Check	02/09/2026	17402	Kenny & Norine	legal services file 7014		58.50	27,696.60
Bill Pmt-Check	02/09/2026	17403	Hue & Cry, Inc.	March 2026 fire & burglary alarm system monitoring		178.00	27,518.60
Deposit	02/09/2026			Batch # 400 CC	148.53		27,370.07
Bill Pmt-Check	02/10/2026	17404	B. E. Gibbons-Consultants	annual management of cross connection control program		1,800.00	25,569.07
Deposit	02/10/2026			Batch # 401 CC	484.95		25,084.12
Bill Pmt-Check	02/11/2026	17405	Amazing Amy's Cleaning	February 2026 office cleaning		275.00	24,809.12
Deposit	02/11/2026			Batch # 402 CC	1,370.35		23,438.77
Deposit	02/12/2026			Batch # 403 CC	242.91		23,195.86
Check	02/12/2026			service charge	94.48		23,101.38
Deposit	02/13/2026			Batch # 404 CC	727.18		22,374.20
Deposit	02/13/2026			AU013126A property tax	9.52		22,364.68
Deposit	02/13/2026			Batch # 405 CC	78.26		22,286.42
Bill Pmt-Check	02/15/2026	EFT	California State Disbursement Unit	Employee Garnishment		349.00	21,937.42
Bill Pmt-Check	02/17/2026			Batch # 408 CC	347.30		21,590.12
Bill Pmt-Check	02/18/2026	17409	Ed Staub & Sons	fuel February 2026 1st half		206.26	21,383.86
Bill Pmt-Check	02/18/2026	17410	PACE Civil Engineering, Inc.	auto dialer & turbidimeter programming		1,452.50	19,931.36
Bill Pmt-Check	02/18/2026	17412	Downey Brand	WIIN Act fees for professional services		97.74	19,833.62
Bill Pmt-Check	02/18/2026	17413	State Water Resource Control Board-D...	op # 40506 treatment recert		110.00	19,723.62
Deposit	02/18/2026			Batch # 409 CC	279.89		19,443.73

Shasta Water Department
BANK TRANSACTIONS
 2/1/2026 - 2/28/2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Deposit	02/19/2026			Batch # 410 CC	545.04		36,139.18
Paycheck	02/20/2026	17406	Hunt, Joshua E	pay period 2/1/2026 - 2/15/2026		2,484.82	33,654.36
Paycheck	02/20/2026	17407	Staup, Shawna P	pay period 2/1/2026 - 2/15/2026		2,234.48	31,419.88
Paycheck	02/20/2026	17408	Steele, Justin B.	pay period 2/1/2026 - 2/15/2026		3,144.45	28,275.43
Liability Check	02/20/2026		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 02/17/2026		3,266.32	25,009.11
Bill Pmt-Check	02/20/2026	EFT	Quadrant Finance USA, Inc	January 2026 postage		1,000.00	24,009.11
Deposit	02/20/2026			Batch # 411 CC	3,672.38		27,681.49
Deposit	02/21/2026			Batch # 412 CC	395.72		28,077.21
Deposit	02/22/2026			Batch # 415 CC	151.00		28,228.21
Bill Pmt-Check	02/23/2026	EFT	AT&T Mobility	January 2026 office phone		67.79	28,160.42
Bill Pmt-Check	02/23/2026	17414	Moore & Bogener	review WJIN Act bills & draft letter to district		50.00	28,110.42
Bill Pmt-Check	02/23/2026	17415	Usalco Modesto Plant LLC	polymer drum		798.53	27,311.89
Bill Pmt-Check	02/24/2026	EFT	TASC (Optilife)	hira-admin fees-ins carrier reimbursement-claim card fee		171.48	27,140.41
Deposit	02/24/2026			Batch # 416 CC	534.99		27,675.40
Deposit	02/25/2026			Batch # 417 ACH	15,179.63		42,855.03
Deposit	02/26/2026			Batch # 418 CC	285.60		43,140.63
Deposit	02/27/2026			Batch # 419 CC	527.29		43,667.92
Deposit	02/28/2026			Batch # 420 CC	1,020.64		44,688.56
Total 13110 · TrnC General Fund 935					30,487.02	63,506.37	44,688.56
TOTAL					30,487.02	63,506.37	44,688.56

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

	Jul '25 - Feb 26	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	722,407.88	1,107,500.00	-385,092.12
41150 · Hydrant Water Sales	0.00	500.00	-500.00
41200 · Water Sales/Pumping	6,453.36	9,500.00	-3,046.64
41800 · Late Fees	12,093.43	15,000.00	-2,906.57
42230 · Service Connection Fee/Meters	0.00	0.00	0.00
Total 41000 · Water Sales	740,954.67	1,132,500.00	-391,545.33
42000 · Special Service Fees			
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	31,236.89	55,000.00	-23,763.11
44500 · Umpqua Interest	4.03	10.00	-5.97
Total 44000 · Interest Revenue	31,240.92	55,010.00	-23,769.08
47000 · Copies, Faxes, Document Request			
47300 · SFD Reimbursement	0.00	10.00	-10.00
71000 · Gain/Loss Fixed Asset Disposal			
71000 · Gain/Loss Fixed Asset Disposal	0.00	0.00	0.00
Total Income	786,776.94	1,229,020.00	-442,243.06
Gross Profit	786,776.94	1,229,020.00	-442,243.06
Expense			
50500 · Bad Debt Expense			
50500 · Bad Debt Expense	-759.67	5,000.00	-5,759.67
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	23,536.95	25,000.00	-1,463.05
51012 · Other Water Purchases/Deficit	0.00	0.00	0.00
51018 · Water Testing Expense	3,483.80	6,300.00	-2,816.20
Total 51000 · Water Service Expenses	27,020.75	31,300.00	-4,279.25
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	1,060.12	1,400.00	-339.88
51022 · Benson - PGE 937 #6	689.22	1,300.00	-610.78
51023 · Bandana Tr. - PGE 337 #7	1,136.63	2,000.00	-863.37
51024 · Highland Cir - PGE 355 #3	82.33	150.00	-67.67
51025 · Highland Circle - PGE 013 #5	1,199.82	2,500.00	-1,300.18
51026 · Record Heights - PGE 206 #4	2,368.79	5,000.00	-2,631.21
51027 · Lower Brunswick - PGE 936 #2	4,326.94	6,000.00	-1,673.06
51028 · Keswick WTP - 956 #9	119.18	500.00	-380.82
Total 51020 · Pumping Expense	10,983.03	18,850.00	-7,866.97
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	23,472.93	28,000.00	-4,527.07
51032 · W.T. Filter Plant PGE 254 #8	3,346.77	5,500.00	-2,153.23
51033 · W.T. Plant Repair/Maint.	1,397.67	8,500.00	-7,102.33

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

	Jul '25 - Feb 26	Budget	\$ Over Budget
51034 · Backwash Sludge Disposal	0.00	5,500.00	-5,500.00
51035 · W.T. Security/Telephone	431.36	750.00	-318.64
Total 51030 · Water Treatment Expense	28,648.73	48,250.00	-19,601.27
51039 · Transmission/Distribution			
51040 · Transmission/Distribution-Gen	50,031.53	50,000.00	31.53
51083 · Meters - New & Replacements	1,793.89	7,000.00	-5,206.11
51084 · Pump & Tank Level Telemetry	3,891.87	10,000.00	-6,108.13
Total 51039 · Transmission/Distribution	55,717.29	67,000.00	-11,282.71
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	2,942.50	6,000.00	-3,057.50
51093.2 · Gas & Oil - Backhoe	290.59	750.00	-459.41
51093.4 · Gas & Oil 2025 Toyota Truck #15	2,467.37	6,000.00	-3,532.63
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	6,322.00	16,750.00	-10,428.00
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	36,309.52	74,776.00	-38,466.48
55012.3 · Maintenance Hourly/Vacation	2,408.65		
55012.4 · Maintenance/Hourly/Sick	6,917.81		
55012.5 · Maintenance/Hourly/Holiday	4,026.40		
55012.6 · Maintenance/OT	6,363.82	10,000.00	-3,636.18

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

	Jul '25 - Feb 26	Budget	\$ Over Budget
55012.7 · Maintenance 2 / Lead Operator	51,332.00	85,280.00	-33,948.00
Total 55012 · Maintenance/Hourly	107,358.20	170,056.00	-62,697.80
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	36,740.92	74,776.00	-38,035.08
55013.5 · Office/Hourly/Holiday	4,026.40		
55013.6 · Office Hourly Overtime	1,267.36	1,500.00	-232.64
Total 55013 · Office/Hourly	47,409.21	76,276.00	-28,866.79
55014 · On Call Time	15,562.35	26,327.00	-10,764.65
55010 · Payroll Expenses - Other	1,088.93	1,850.00	-761.07
Total 55010 · Payroll Expenses	253,388.25	432,981.00	-179,592.75
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	61,400.01	100,000.00	-38,599.99
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	38,023.56	65,000.00	-26,976.44
Total 55029 · Employee Benefits	112,943.55	178,550.00	-65,606.45
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	3,658.35	6,000.00	-2,341.65
55063 · Employer Social Security Exp	15,642.56	25,500.00	-9,857.44
55070 · State Unemployment Insurance	1,302.00	1,736.00	-434.00
Total 55060 · Payroll Tax Expense	20,602.91	33,236.00	-12,633.09
55130 · Office Expense			
55110 · Answering Service Expense	1,491.75	2,136.00	-644.25
55121 · Office/Cellular Telephone	815.76	1,400.00	-584.24
55125 · Office/Security Expense	1,246.00	2,136.00	-890.00
55131 · Office/PGE 761	5,880.49	9,500.00	-3,619.51
55132 · Office/Telephone	1,290.56	1,500.00	-209.44
55133 · Office/Supplies	3,254.04	6,500.00	-3,245.96
55134 · Office/Postage	5,427.71	9,000.00	-3,572.29
55135 · Office/Equipment Expense	1,415.60	2,500.00	-1,084.40
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	3,072.97	5,000.00	-1,927.03
55141 · Office/Safety	0.00	500.00	-500.00
55142 · Employee Pre-emp. Physical	0.00	0.00	0.00
Total 55130 · Office Expense	23,894.88	41,172.00	-17,277.12
55140 · Advertising Expense	299.00	1,000.00	-701.00
55145 · Banking Fees	845.68	1,500.00	-654.32
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 February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget
55160 · Professional Services			
55162 · Legal Services	3,755.67	4,000.00	-244.33
55163 · Engineering Services	1,980.00	20,000.00	-18,020.00
55164 · Auditing Services	10,732.00	12,000.00	-1,268.00
55165 · Professional Services Misc.	123.75	7,000.00	-6,876.25
Total 55160 · Professional Services	16,591.42	43,000.00	-26,408.58
55170 · Directors Compensation	7,000.00	9,500.00	-2,500.00
55180 · Dues/Permit Fees	42,557.02	44,900.00	-2,342.98
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	684,048.09	1,060,789.00	-376,740.91
Net Ordinary Income	102,728.85	168,231.00	-65,502.15
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	-3,636.00	0.00	-3,636.00
Net Other Income	-3,636.00	0.00	-3,636.00
Net Income	99,092.85	168,231.00	-69,138.15

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
5:00 pm Tuesday, February 17th, 2026
11570 School Street, Redding, CA 96001
DRAFT MINUTES**

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

Board Members Absent: Vice President Dave Cross.

Staff Members Present: Interim Officer in Charge Shawna Staup, Water Operator Justin Steele, and Water Operator Josh Hunt.

1. Call to Order: President Valerie Coon called the meeting to order at **5:00 PM**.

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

3. Approve Agenda: Director Randy Smith motioned to approve the February 17, 2026, 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 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 **5:02 PM**.

Open the closed session: President Valerie Coon opened the closed session at **5:02 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 **5:57 PM**.

Open the open session: President Valerie Coon reopened the open session at **5:57 PM**.

Report on closed session: President Valerie Coon announced that no action has been taken; however, a pool of candidates for the General Manager position has been established, and the process will continue.

Initials_____ Initials_____

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 January 1st through January 31st, 2026

6 -1 SCSD Financial Report

6-2 SCSD Monthly Bank Transactions

Director Chris Hunter inquired whether the payment to Triad Water Solutions for the Brunswick pump replacement aligned with our initial estimate. Officer in Charge Shawna Staup confirmed that it did.

6-3 SCSD Budget vs Actual

Director Chris Hunter inquired whether we are still engaged with gWorks and CUSI. Officer in Charge Shawna Staup confirmed that we are indeed working with both, noting that CUSI is progressing with the development of our software, with a go-live date anticipated for early April. Director Chris Hunter further asked if we have received any communication from gWorks regarding our outstanding balance. Officer in Charge Shawna Staup replied that we have not received any updates and mentioned that she has emailed them multiple times to inform them that the district would not be responsible for an additional full year, but has yet to receive a response. President Valerie Coon suggested that once we are operational with the new software, we should send them a document outlining our attempts to contact them, noting that we have not received any replies and that we consider our account closed.

6-4 January 20th, 2025, meeting minutes

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

7. Correspondence:

7-1 Letter from customer John Wood requesting time to speak with the board of directors regarding water damage at his property

Mr. Wood expressed his gratitude to the board for their attention and proceeded to articulate his belief that water discharged from the District's water tower, situated above his property, which occurred following the 2018 CARR Fire, resulted in significant erosion to his land. He believed that PG&E was responsible and reached out to them, as the incident coincided with the installation of a pole, and he suspected that a trail had been cleared with a bulldozer for the pole's placement; however, he was informed that this was not the case and PG&E proceeded to conduct an investigation and acquired aerial photographs showing water being discharged from the tower just months after the CARR Fire.

Initials_____ **Initials**_____

He clarified that this is the reason he is seeking remediation or a solution to the erosion issue.

President Valerie Coon requested that Mr. Wood forward the documentation he possesses, along with the aerial photographs from PG&E, for the board's review. Director Chris Hunter inquired whether the damage is visible from Brunswick Drive. Mr. Wood clarified that PG&E had placed ¾ crushed gravel around the pole, which is now being washed approximately 200 feet into his driveway and along Brunswick Drive. He also mentioned having photographs of this issue, as well as a clogged drain located about 150 feet further down, which requires cleaning due to sedimentation that poses a risk of washing out the road.

Director Randy Smith inquired with Mr. Wood regarding whether the damage was continuing as a result of the storms. Mr. Wood affirmed that it is, in fact, ongoing. Interim Office in Charge Shawna Staup suggested arranging a meeting for one of the District's water operators to visit the site alongside Mr. Wood to evaluate the erosion, while also forwarding the documentation and photographs.

Director Chris Hunter inquired about the location and elevation of the site on Brunswick Drive. Mr. Wood noted that he is the first property situated south of the first of the two towers, which stands approximately 200 feet above his property. Water Operator Josh Hunt raised a question regarding whether sufficient drainage along the road would resolve the issue. Mr. Wood replied that the pad supporting the tank is equipped with riff raff rock on the downslope side, and he suspects that the district's hose had extended downslope beyond the rock, resulting in an area approximately 25 feet wide by 100 feet long that is eroding into his driveway. Director Chris Hunter then asked if the district frequently discharges water from that tank. Water Operator Josh Hunt clarified that water would only flow from that tank in the event of an overflow. Mr. Wood further noted that he had obtained two estimates for the repairs, one amounting to \$12,000 and the other to \$15,000, but indicated that he found the estimates to be excessively high and expressed a preference for remediation options such as rock and gravel.

President Valerie Coon requested that Mr. Wood submit all relevant documentation and photographs to the office for the board's review.

8. General Business:

8-1 Interim Officer in Charge monthly report

- Water Consumption: This January- 40-acre feet
Last January-25-acre feet

Director Chris Hunter noted that he was aware January was a dry month; however, this represents an additional 15 acre-feet compared to last year. He inquired whether the board could be provided with historical usage data from previous years for comparison purposes. Water Operator Josh Hunt indicated that he could supply data from the last four to five years. President Valerie Coon inquired if the increased usage raises any concerns.

Initials_____ Initials_____

Water Operator Josh Hunt responded that, at present, there are no concerns due to the ongoing construction of new homes, the utilization of hydrant meters, and the dry conditions in January; however, if the trend continues to rise, it may become a concern. Director Chris Hunter requested that the number of active accounts be included in the monthly report going forward.

- Water Samples:
 - Total Coliforms & E Coli (Present/Absent) – Done Monthly
Victoria Highlands: Absent for both
Newfound Way: Absent for both
Valaparsio: Absent for both

- CUSI Software update:
 - CUSI has been given access to our gWorks account. They are using the data already provided by gWorks and generating reports out of gWorks for software development. Additionally, they will contact Badger Beacon to confirm that the file format for meter reading is correct. We will receive training on the software and conduct a parallel billing in March, with the transition to CUSI planned for April 1st.

- Ground penetrating radar:
 - Training took place on February 4, 2026, and it is being used out in the field for our USA locates.

Director Chris Hunter inquired about the effectiveness of the ground-penetrating radar in the field. Water Operator Josh Hunt responded that it is faster, as well as significantly more definitive and precise.

- Hazmat Inspection:
 - The inspection took place on January 22, 2026. Paul McCarty from the County has requested that we update our emergency response plan and submit a revised registration form due to a change in the primary emergency contact. Additionally, we are required to provide an office site map, as we store diesel generators on-site, and complete our compliance audit that was due in October 2025. Josh and I are collaborating to ensure that all submissions are completed by February 21st.

- Truck Windshields:
 - The windshields of Truck 13 and Truck 14 were replaced due to cracks. We contacted the insurance company, which informed us that the deductible is \$1,000 for each truck. We opted not to go through the insurance and to have both windshields replaced for a total cost of \$910.

Director Chris Hunter stated that whenever there is a rock chip in one of the truck windshields, it should be taken to a shop for repair, as this is significantly more cost-effective than replacing the windshields.

- Cross-Connection update:
 - We have received a significant number of completed questionnaires, which have been forwarded to Byron Gibbons. He is currently reviewing them and will reach out once he is prepared to begin the inspections.

9. New Business:

9-1 Charles W. Pillon, CPA, non-audit services agreement

Officer in Charge Shawna Staup reported that Mr. Pillon has proceeded with the hiring of Mr. Heign. As previously discussed, Mr. Heign may potentially offer accounting services and establish checks and balances for the district. Mr. Pillon indicated his intention to present this information to the board and proposed that the board might meet Mr. Heign prior to making a decision. Unfortunately, Mr. Heign was unable to attend the meeting this evening.

Officer in Charge Shawna Staup stated that, following her conversation with Mr. Pillon, we have the option to utilize Mr. Heign on a monthly basis or every three months, and that the situation is quite flexible, and we will need to determine what arrangement works best for the district moving forward.

President Valerie Coon inquired whether the board preferred to meet Mr. Heign or if they were prepared to proceed with the engagement letter. Director Chris Hunter recommended addressing the General Manager position first. Director Jo Ann Vayo proposed that the board advance and establish the necessary checks and balances. Officer in Charge Shawna Staup stated that we are currently in compliance with the checks and balances regarding the situation; however, it is not a long-term solution. Director Jo Ann Vayo then motioned to approve the engagement letter agreement for non-audit services with Jeff Heign. Director Randy Smith seconded the motion. The motion passed unanimously.

10. Old Business:

10-1 2026 Redding Area Watershed Sanitary Survey

President Valerie Coon made the motion to accept the 2026 Redding Area Watershed Sanitary Survey. Director Randy Smith seconded the motion. The motion passed unanimously.

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: None.

12. Adjourn: 6:24 PM.

Initials_____ Initials_____

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

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' SPECIAL MEETING
1:00 pm Wednesday, February 25th, 2026
11570 School Street, Redding, CA 96001
DRAFT MINUTES**

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

Board Member Absent: Director Chris Hunter.

Staff Members Present: Interim Officer in Charge Shawna Staup.

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

2. Approve Agenda: Director Jo Ann Vayo motioned to approve the February 25, 2026, 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.

4. Closed Session:

Closed the open session: President Valerie Coon closed the open session at **1:01 PM**.

Open the closed session: President Valerie Coon opened the closed session at **1:01 PM**.

4-1 “Closed Session. (Gov. Code 54957)

Consider appointment of General Manager .”

Closed the closed session: President Valerie Coon closed the closed session at **2:33 PM**.

Open the open session: President Valerie Coon reopened the open session at **2:33 PM**.

Report on closed session: No action has been taken. The board is still considering the appointment of the General Manager.

Initials_____ Initials_____

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.

5-1 Board Members: None.

5-2 Staff Members: None.

6. Adjourn: 2:33 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

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' SPECIAL MEETING
4:00 pm Monday, March 2nd, 2026
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: Interim Officer in Charge Shawna Staup.

1. Call to Order: President Valerie Coon called the meeting to order at **4:00 PM**.

2. Approve Agenda: Director Jo Ann Vayo motioned to approve the March 2, 2026, 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.

4. Closed Session:

Closed the open session: President Valerie Coon closed the open session at **4:01 PM**.

Open the closed session: President Valerie Coon opened the closed session at **4:01 PM**.

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

Consider appointment of General Manager ."

Closed the closed session: President Valerie Coon closed the closed session at **5:47 PM**.

Open the open session: President Valerie Coon reopened the open session at **5:47 PM**.

Report on closed session: No action has been taken. The board is still considering the appointment of the General Manager.

Initials _____ Initials _____

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.

5-1 Board Members: None.

5-2 Staff Members: None.

6. Adjourn: 5:48 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

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' SPECIAL MEETING
5:15 pm Tuesday, March 3rd, 2026
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: Interim Officer in Charge Shawna Staup.

1. Call to Order: President Valerie Coon called the meeting to order at **5:15 PM.**

2. Approve Agenda: Director Jo Ann Vayo motioned to approve the March 3, 2026, 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.

4. Closed Session:

Closed the open session: President Valerie Coon closed the open session at **5:16 PM.**

Open the closed session: President Valerie Coon opened the closed session at **5:16 PM.**

4-1 “Closed Session. (Gov. Code 54957)

Consider appointment of General Manager .”

Closed the closed session: President Valerie Coon closed the closed session at **7:19 PM.**

Open the open session: President Valerie Coon reopened the open session at **7:19 PM.**

Report on closed session: The board of directors has appointed a general manager and is currently preparing an offer letter, pending the completion of a background check.

Initials _____ Initials _____

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.

5-1 Board Members: None.

5-2 Staff Members: None.

6. Adjourn: 7:20 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



**California Special
Districts Association**

Districts Stronger Together

DATE: February 9, 2026

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2027 - 2029 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2026. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 9, 2026. All votes must be received through the system no later than 5:00 p.m. July 24, 2026. The successful candidates will be notified no later than July 31, 2026. All selected Board Members will be introduced at the CSDA Annual Conference in Palm Desert, CA in August 2026.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat C – Fred Ryness, Director, Burney Water District*
Sierra Network	Seat C – Pete Kampa, General Manager, Groveland Community Services District*
Bay Area Network	Seat C – Antonio Martinez, Director, Contra Costa Water District*
Central Network	Seat C – Curtis Jorritsma, General Manager, Hilmar County Water District*
Coastal Network	Seat C – Vince Ferrante, Director, Moss Landing Harbor District*
Southern Network	Seat C – Nikki Winslow, District Director, Altadena Library District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 9, 2026. All votes must be received through the system no later than 5:00 p.m. July 24, 2026.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 24, 2026** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 9, 2026 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



California Special Districts Association
Districts Stronger Together

2027-2029 TERM BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

Title/District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csla.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2026 at 5:00 p.m.



2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):

3. List your local government involvement (such as LAFCo, Association of Governments, etc.):

4. List your involvement in civic and/or non-profit organization:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS



2026 Board of Directors by Networks

Northern Network

Greg Orsini, *McKinleyville Community Service District*
 Fred Ryness, *Burney Water District*
 Kevin Phillips, *Paradise Irrigation District*

Sierra Network

Steve Palmer, *Donner Summit Public Utilities District*
 Pete Kampa, *Groveland Community Services District*
 Noelle Mattock, *El Dorado Hills Community Services District*

Bay Area Network

Kathryn Slater-Carter, *San Mateo County Harbor District*
 Ryan Clausnitzer, *Alameda County Mosquito Abatement District*
 Antonio Martinez, *Contra Costa Water District*

Central Network

Curtis Jorritsma, *Hilmar County Water District*
 Patrick Ostly, *North of River Sanitary District*
 Lorenzo Rios, *Clovis Veterans Memorial District*

Coastal Network

Scott Duffield, *Heritage Ranch Community Services District*
 Vincent Ferrante, *Moss Landing Harbor District*
 Elaine Magner, *Pleasant Valley Recreation & Park District*

Southern Network

Don Bartz, *Phelon Pinon Hills Community Services District*
 Jo MacKenzie, *Vista Irrigation District*
 Nikki Winslow, *Altadena Library District*

26



United States Department of the Interior



BUREAU OF RECLAMATION
Northern California Area Office
16349 Shasta Dam Boulevard
Shasta Lake, California 96019-8400

IN REPLY REFER TO:
NC-440
2.2.4.22

February 25, 2026

Ms. Shawna Staup
Shasta Community Services District
P.O. Box 2520
Shasta, California 96087-2520

Subject: Initial Declaration of Water Made Available for 2026 - Contract No. 14-06-200-862A
(Contract) - Central Valley Project (CVP), California

Dear Ms. Staup:

Pursuant to Article 4(a) of the Contract, the initial amount of Water Made Available for 2026 is 100% for Irrigation Water and 100% for Municipal and Industrial Water.

Pursuant to Article 4(b) of the Contract, please submit a written schedule to this office on or before March 1, 2026, showing the monthly quantities of CVP water to be delivered based on the above declaration of Water Made Available. Reclamation's water conservation staff is available to assist contractors with questions regarding their water conservation plans and proposed water management measures.

Reclamation will update the declaration as needed as conditions warrant. If you have any questions, please contact Jake Berens, at 530-892-6203 or by email at jberens@usbr.gov, or Yesenia Sigala, at 530-892-6242 or by email at ysigala@usbr.gov.

Sincerely,

Elizabeth Hadley
Area Manager

INTERIOR REGION 10 • CALIFORNIA-GREAT BASIN

CALIFORNIA*, NEVADA*, OREGON*

* PARTIAL

March 2026 Board meeting

- Water Consumption: This Feb-43.77 Last Feb-17.54
- Updated CalARP Registration form (accidental release prevention program)
- Catalyst Environmental meeting for RMP update-Previously ENPLAN-March 10, 2026
Verified info, updated contacts, updated safety procedures-They will be completed with the new RMP in about 2 weeks and after that we 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
- 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.
- SAM.Gov Registration renewal for grant
- Backflow testing-over ½ completed
- Triad Water Solutions got our Lower Bruns PS check valve in-installing 9am Mar 23
- 811 account overview-Have not got a call back yet
- Service line leak on 2nd street-OURS-Shut off valve leaking
- Service line leak on Sandy Ln.-OURS-Pinhole in copper service line
- Service Line leak on Swasey/Ontario-OURS-Leak at the base of shutoff valve
- Customer Leak at 15238 Rock creek; across from Granite, heavy flow for a few days before discovered by operators and customer got it repaired-274,718 gallons
- Customer leak at 11361 Tanstaaf-242,411 gal
- Customer Leak at 15824 Old Stagecoach-141,484 gallons
- Customer Leak-15162 Rock Creek Road-50,000 gal/month-shut off.
- Customer Leaks total over 2 acre feet.
- Leak under the road on rock creek across from Grisham, USA done, 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 coordinating to fix errors in the files-Endpoint types changed during a file transfer of meter data

Mr. Wood Drainage Complaints- Brunswick Drive

40.59074 N

122.49729 W

- Brunswick Drive is a non county-maintained Road-It is privately maintained only
- Undergrounding of electrical utilities took place late 2025 and into early 2026
- PGE sent Mr. Wood a satellite image of the Brunswick tank with an arrow pointing to the side of 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 (see provided pictures)
As the operator mainly in charge of the pump stations and tanks I can say with full confidence that neither myself nor any other SCSD employee did this or would do this. We have many other places we could flush a line and it certainly would not have been in the area that 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 leftover from the Carr fire that has blocked most of the drainage ditches and therefore changed the path of large amounts of rain water 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 water district.

Subject **Brunswick Drive Erosion Issue**
From John C Wood <jwsurvey56@yahoo.com>
To Shawna Staup <sstaup@shastacsd.org>
Date 2026-02-18 12:14 pm

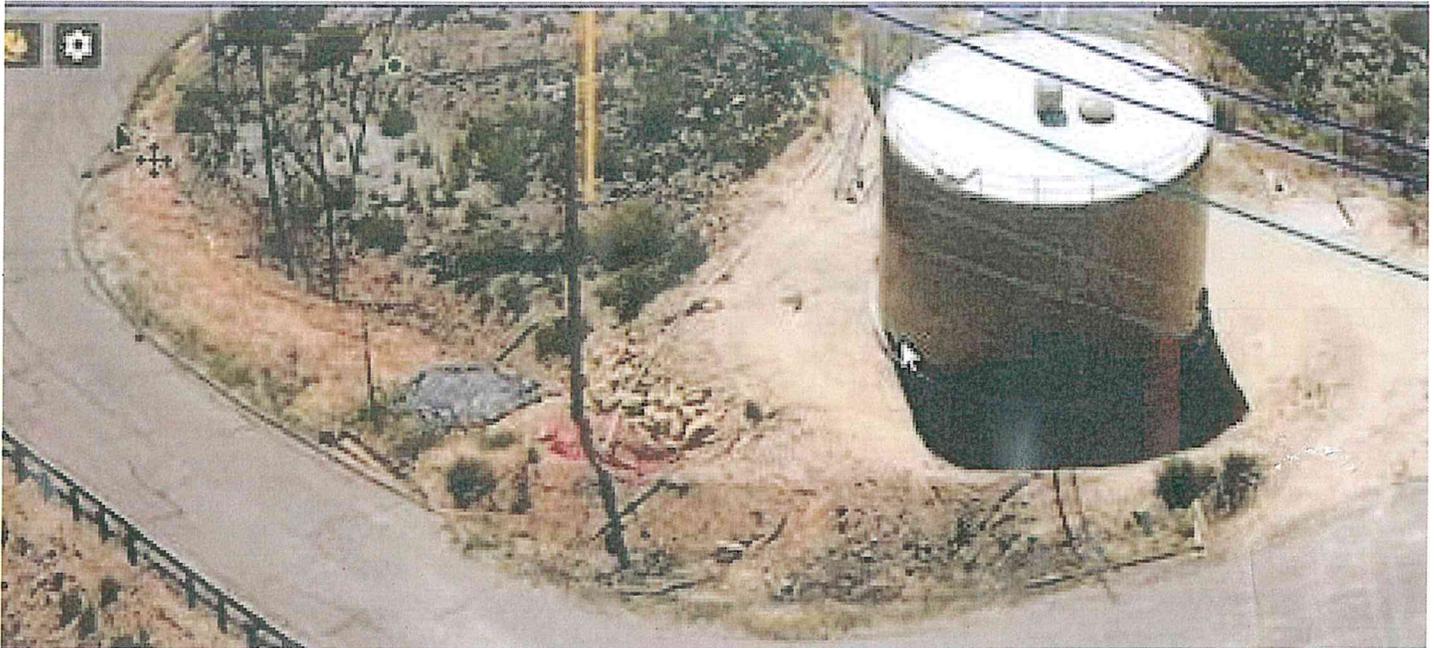


Shawna,

This is an aerial photo of water being discharged from the water tank on Brunswick Drive. This photo was provided to me by PG&E in August 2025.

The photo is dated September 2018. A small white arrow is pointing to a drain bung on the lower side of the tank. If you look closely, a four inch lay-flat hose can be seen extending from the tank Northwest across the tank pad and over the edge of the slope to the eroded area. Also in the photo can be seen a black plastic sheet of visqueen, I presume placed as a catch-mat for the water discharge.

Thank you.
John Wood.



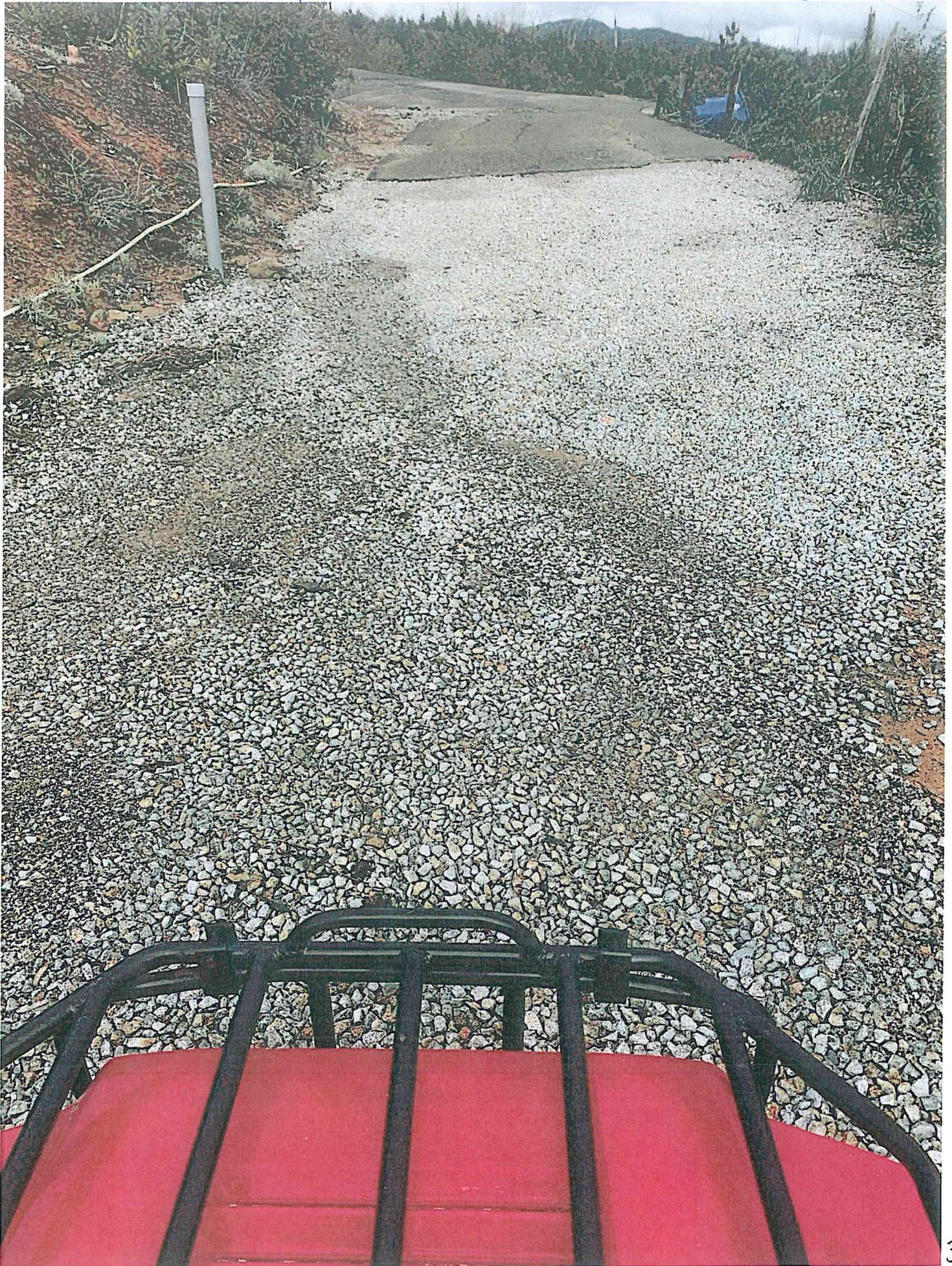
Sent from Yahoo Mail for iPhone

MR. wood's PG + E photo









District photo #1



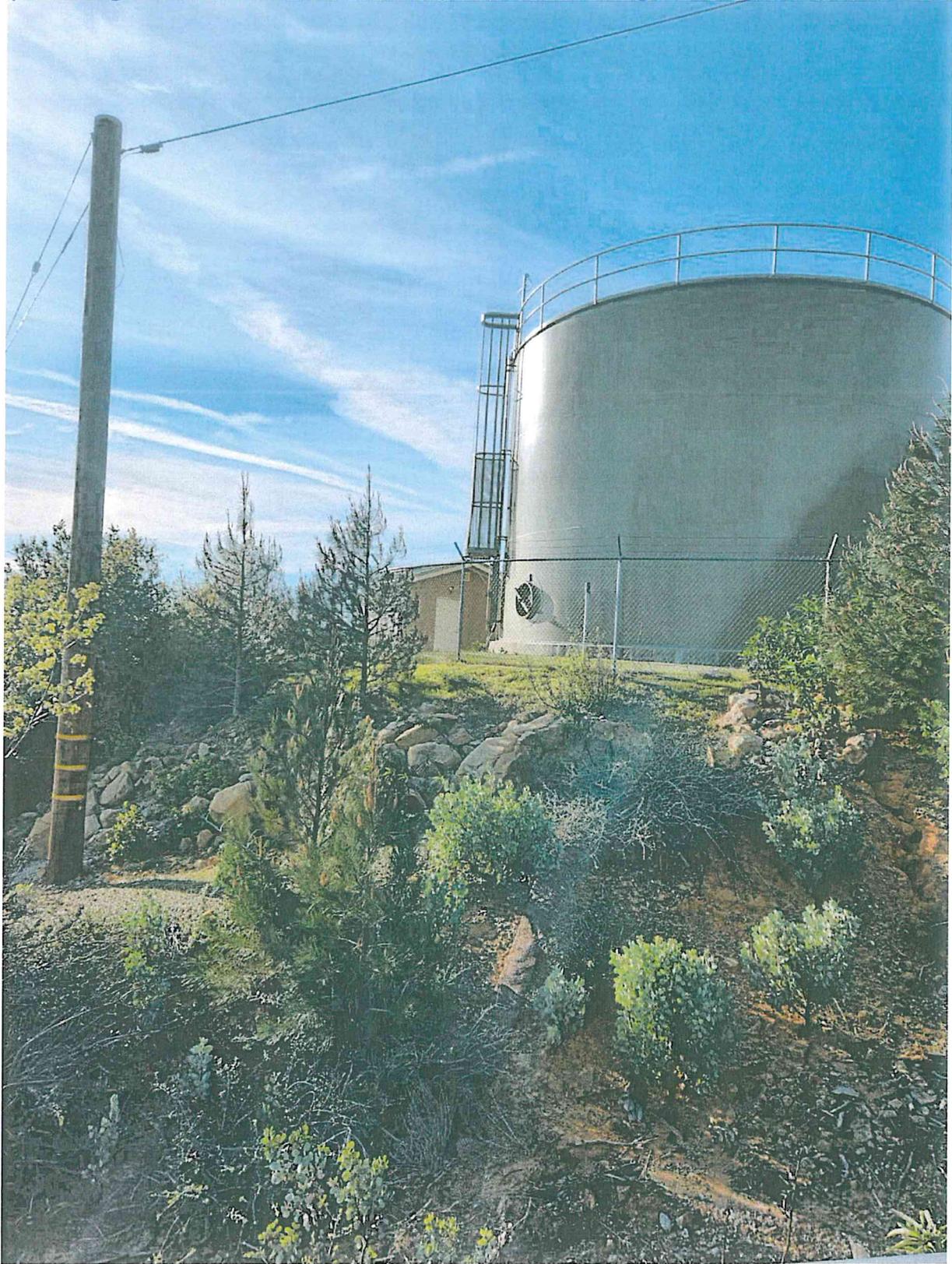
Mr. Wood
driveway
↓

roundcube (1200x1600)

3/11/26, 1:22 PM

District photo # 2

Middle Brunswick Tank Side View from Road



roundcube (1200x1600)

3/11/26, 1:23 PM

District photo #3

Brunswick Drive (Looking Down toward Driveway)

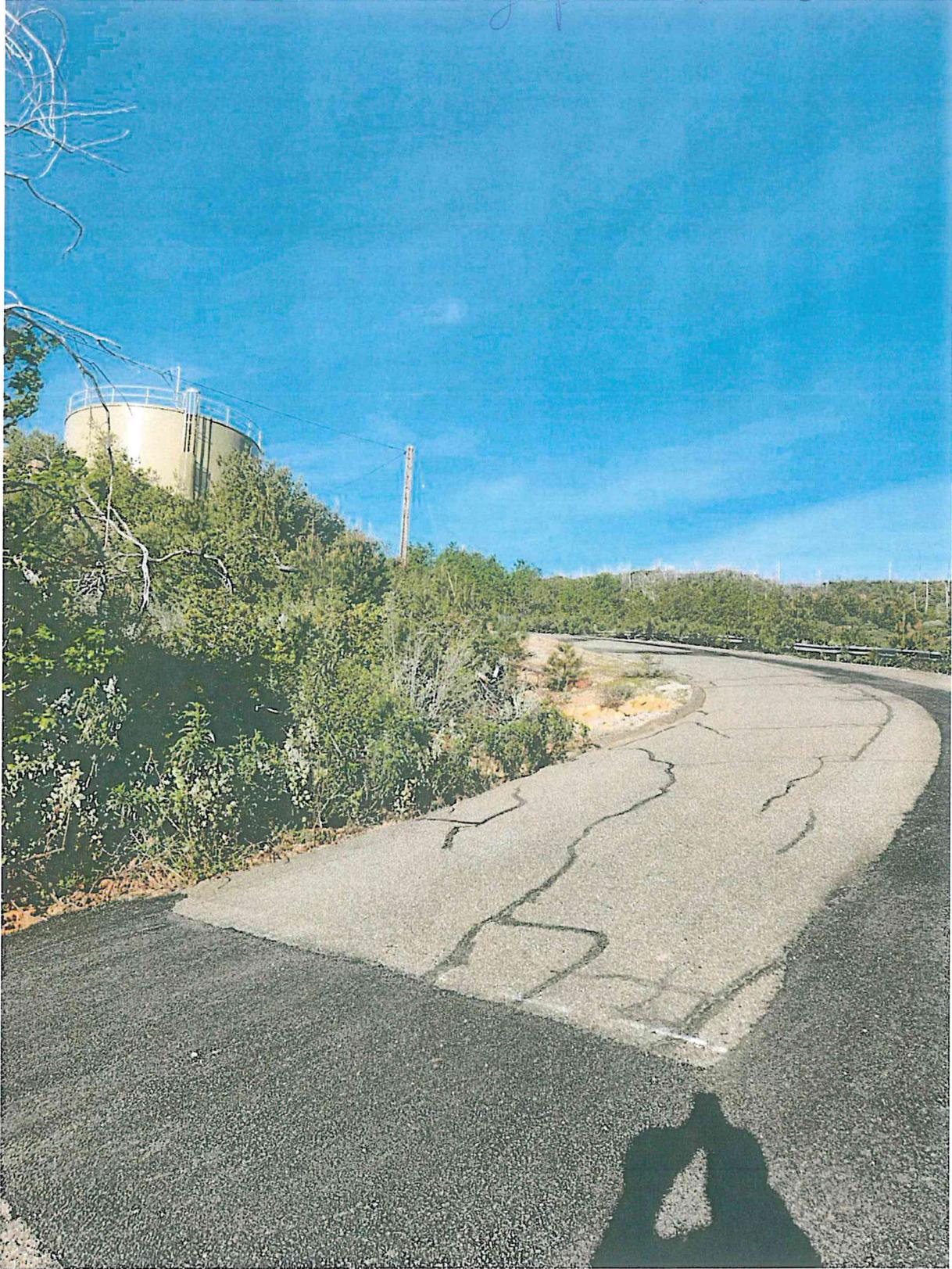


roundcube (1200x1600)

3/11/26, 1:50 PM

District photo #4

Brunswick Drive (Looking up from Mr. Wood's Driveway)

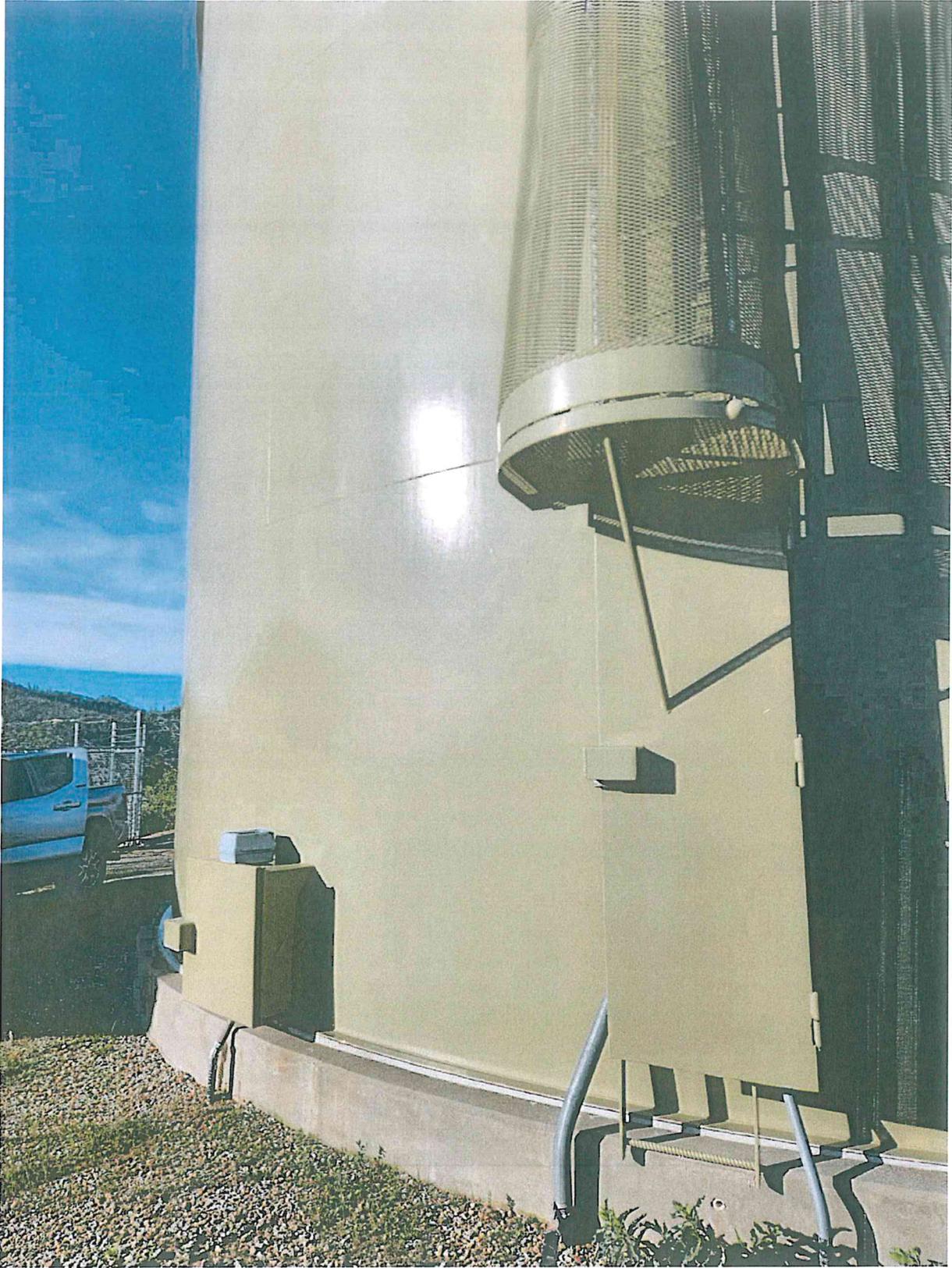


roundcube (1200x1600)

3/11/26, 1:21 PM

District photo # 5

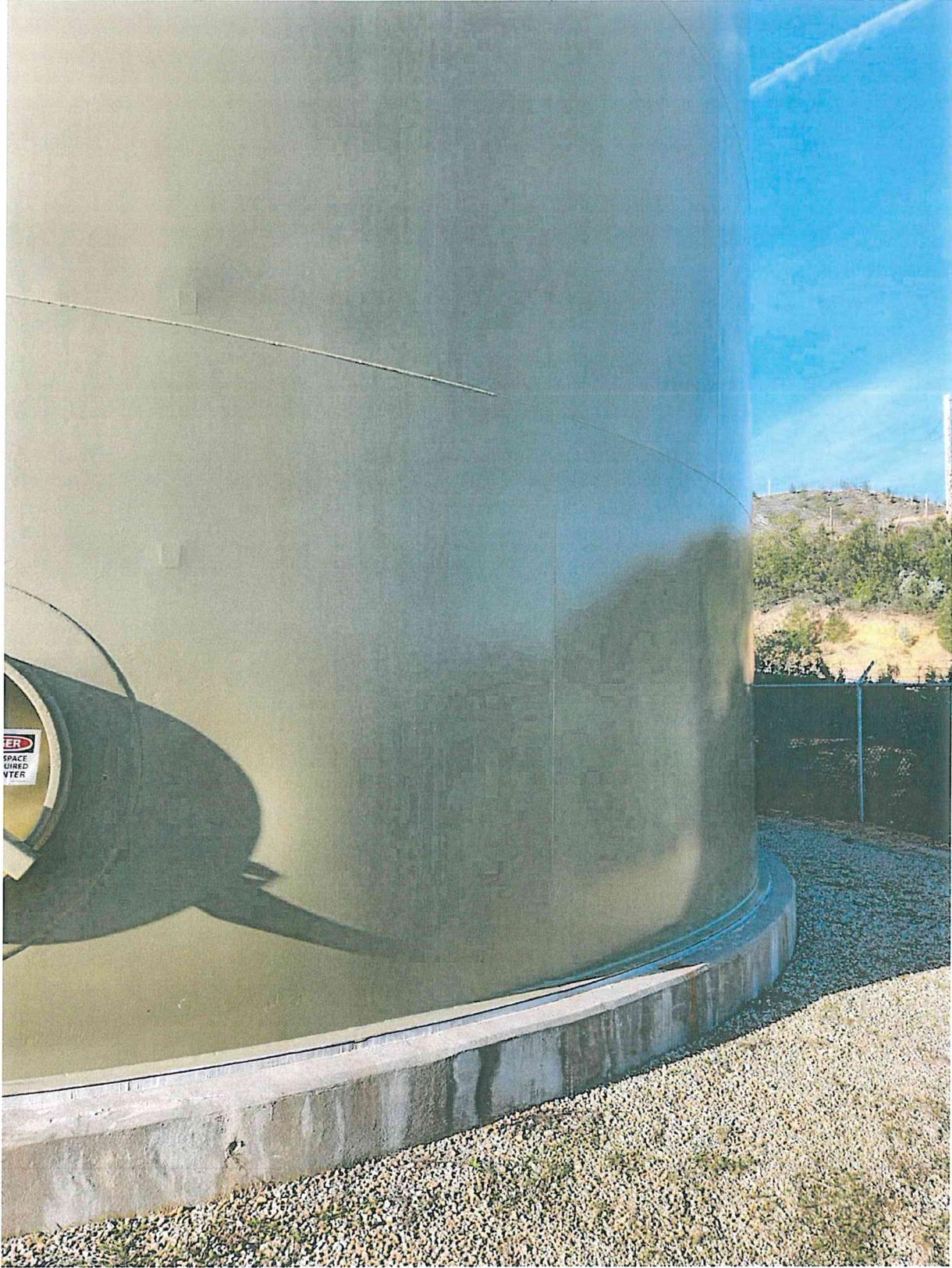
Middle Brunswick Tank (Pump Station Side)



roundcube (1200x1600)

District photo #6

Middle Brunswick tank (side closest to road)

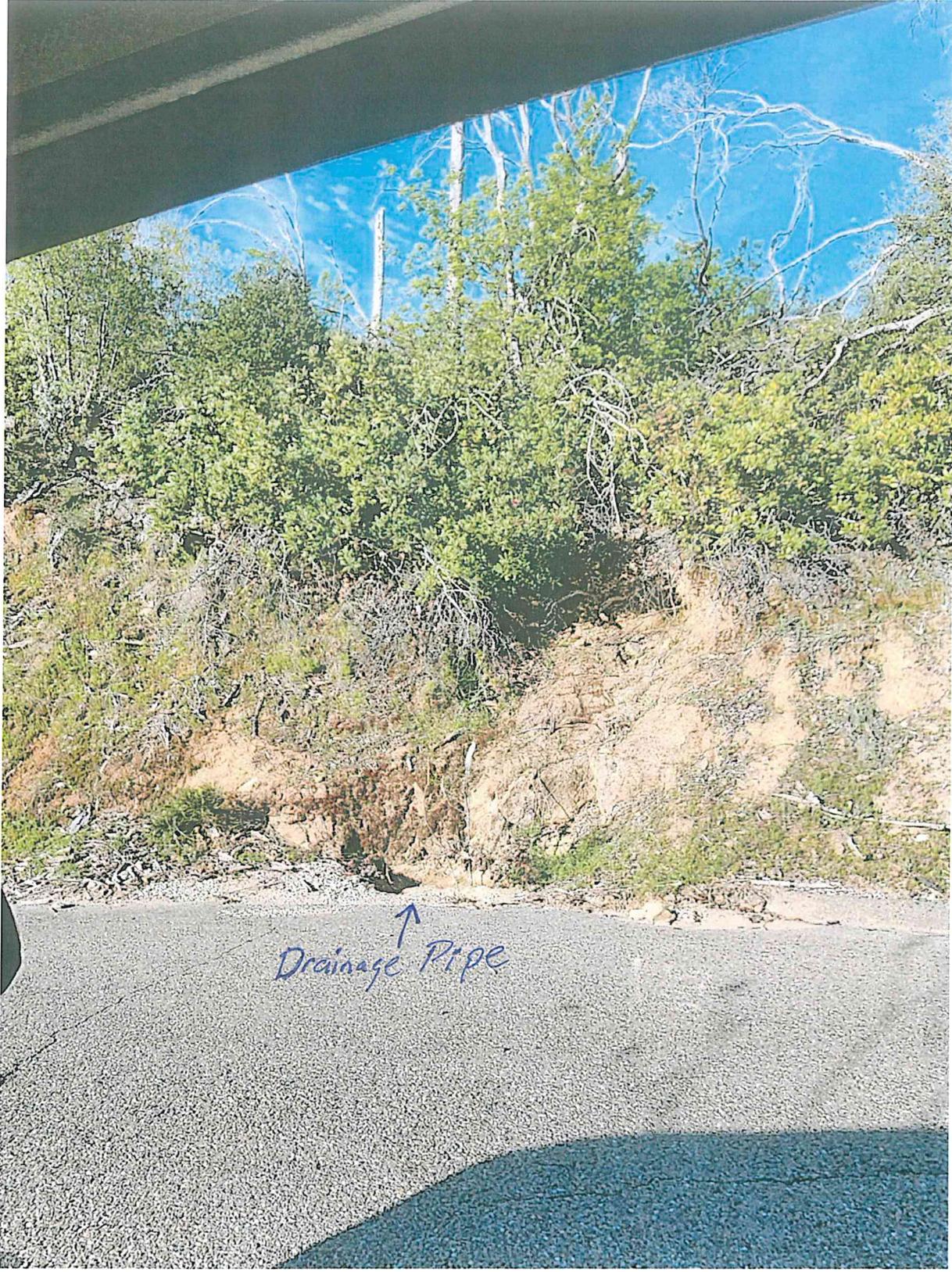


roundcube (1200x1600)

11/26, 3:20 PM

40

District Photo # 7



roundcube (1200x1600)

3/11/26, 1:22 PM