

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

1. Pledge of Allegiance

2. Approve Agenda pgs 1-2

3. Public Comment Period

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

4. Consent Calendar

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

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

4-1 SCSD Financial Report pg 3

4-2 SCSD Monthly Bank Transactions pgs 4-5

4-3 SCSD Budget vs Actual pgs 6-9

4-4 February 18th, 2025, meeting minutes pgs 10-13

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

5. Correspondence:

5-1 Letter from Clerk of the Board RE: Request for input regarding Shasta Fire Protection District's request to the Board of Supervisors for approval of election consolidation to move their election from odd years to November of even years. pg 14

5-2 Letter from SDRMA RE: Notification of nominations for 2025 election for SDRMA Board of Directors pgs 15-16

6. General Business:

6-1 General Manager Report pgs 17-18

7. Old Business:

7-1 Review Ordinance 01-05 reinstatement fee for revoked
Water service due to abandonment. pgs 19-20

Discussion/Possible Action

8. New Business:

9. Oral Communications:

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

9-1 Board Members:

9-2 Staff Members:

10. Adjourn:

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

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

	Tri Counties Bank		Umpqua
	935 General	970 Money Mult.	839 State Reimb.
Beginning Cash	\$ 298,395.10	\$ 1,966,234.02	\$ 60,512.04
Voided Checks - Prior Period			
Reconciling Adjustments			
Revenue			
Customer Payments	30,893.64	51,136.53	
Bad Debt Recovery		2,821.03	
Hydrant Water Sales			
Property Tax Disbursements			
Capacity Expansion Fee			
Grants		87,770.00	
Scrap Metal			
Asset Disposal			
Vendor Refunds			
Interest		4,851.83	0.47
Total Revenue	\$ 30,893.64	\$ 146,579.39	\$ 0.47
Transfers			
Transfers In - Water	100,000.00		
Transfers Out - Water		(100,000.00)	
Transfer to SFD			
Total Transfers	\$ 100,000.00	\$ (100,000.00)	\$ -
Disbursements			
Bills Paid	(352,421.06)		
Payroll	(34,857.18)		
Revolving Fund Loan Payment			
USDA Loan Payment			
Customer NSF Returns			
Bank Fees	(117.28)		
Total Disbursements	\$ (387,395.52)	\$ -	\$ -
Ending Cash	\$ 41,893.22	\$ 2,012,813.41	\$ 60,512.51

Shasta Water Department BANK TRANSACTIONS

2/1/2025 - 2/28/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
13110 - Tric General Fund 935							
Bill Pmt -Check	02/01/2025	16890	Wells Fargo Bank, N.A.	February 2025 copier lease inv 5033002808		116.20	298,395.10
Bill Pmt -Check	02/01/2025	EFT	Humana	February 2025 employee vision/dental		809.46	298,278.90
Bill Pmt -Check	02/01/2025	EFT	Anthem Blue Cross	February 2025 employee health insurance		6,551.13	297,469.44
Deposit	02/01/2025			Batch # 10568-10577 CC	927.74		290,918.31
Deposit	02/02/2025			Batch # 10578-105781 CC	299.47		291,846.05
Bill Pmt -Check	02/03/2025	EFT	TASC (Optilife)	Employee Supplemental Insurance February 2025		607.00	292,145.52
Bill Pmt -Check	02/03/2025	16899	Charles W. Pillion	progress invoice #3 audit 2023/2024		6,168.75	291,538.52
Deposit	02/03/2025			Batch # 10582-105790 CC	1,078.72		285,369.77
Deposit	02/04/2025			Batch # 10591-105796 CC	1,382.37		286,448.49
Paycheck	02/05/2025	16892	Hunt, Joshua E	payroll 1/16/2025 - 1/31/2025		2,840.65	287,830.86
Paycheck	02/05/2025	16894	Koeper, Chris D	payroll 1/16/2025 - 1/31/2025		3,611.10	284,990.21
Paycheck	02/05/2025	16895	Staup, Shawna P	payroll 1/16/2025 - 1/31/2025		2,408.95	281,379.11
Paycheck	02/05/2025	16896	Steele, Justin B.	payroll 1/16/2025 - 1/31/2025		3,649.82	278,970.16
Liability Check	02/05/2025		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 01/31/2025		6,305.49	275,320.34
Bill Pmt -Check	02/05/2025	16900	Ed Staub & Sons	fuel January 2025 2nd half		644.15	269,014.85
Bill Pmt -Check	02/05/2025	EFT	Elan Cardmember Services	website.quickbooks & microsoft subscription, answering service		1,540.40	268,370.70
Bill Pmt -Check	02/05/2025	16901	PG&E	January 2025 electric pumps & office		350.00	266,830.30
Bill Pmt -Check	02/05/2025	16903	Charles Schwab & Co.	January 2025		2,615.26	264,215.26
Deposit	02/05/2025		verizon	January 2025		61.64	263,803.62
Bill Pmt -Check	02/06/2025	16904	verizon	January 2025 scada data filler plant	607.06		264,410.68
Bill Pmt -Check	02/06/2025	16905	Charles W. Pillion	Batch # 10597, 10598, 10600, 10601 CC		156.54	264,254.14
Bill Pmt -Check	02/06/2025	16906	PACE Civil Engineering, Inc.	final audit & single audit invoice for 2023/2024		3,793.75	260,460.39
Deposit	02/06/2025		Carrel's Office Machines	January 2025 isi inventory, office final design, general engineerin...	1,453.37		257,897.39
Bill Pmt -Check	02/07/2025	16907		Batch # 10602-10609 CC		2,563.00	259,350.76
Deposit	02/07/2025			January 2025 copier fees		102.63	259,248.13
Deposit	02/08/2025			Batch # 10610-10613 CC	293.93		259,542.06
Deposit	02/09/2025			Batch # 10614 CC	80.86		259,622.92
Deposit	02/10/2025			Batch # 10615-10618 CC	648.94		260,271.86
Bill Pmt -Check	02/11/2025	EFT	California Public Employee's Retirement	Batch # 10620-10627 CC	1,701.17		261,973.03
Deposit	02/11/2025			January 2025		4,945.70	257,027.33
Deposit	02/12/2025			Batch # 10628-10631 CC	752.66		257,779.99
Bill Pmt -Check	02/13/2025	EFT	AT&T Mobility	Batch # 10632-10633 CC	204.49		257,984.48
Bill Pmt -Check	02/13/2025	16908	Amazing Army's Cleaning	February 2025 office phone		28.13	257,956.35
Bill Pmt -Check	02/13/2025	16909	Thompson Gas	February 2025 office cleaning		275.00	257,681.35
Bill Pmt -Check	02/13/2025	16910	Waste Management	yearly propane tank rent & monitoring fee		106.18	257,575.17
Bill Pmt -Check	02/13/2025	16911	Kenny & Norine	February 2025 office trash		54.57	257,520.60
Check	02/13/2025	16912	CUSTOMER REFUNDS	Brown Act preparation & training file # 7014		899.10	256,621.50
Bill Pmt -Check	02/13/2025	16913	Hue & Coy, Inc.	partial deposit refund for closed acct 1478		42.96	256,578.54
Bill Pmt -Check	02/13/2025	16915	PACE Supply Corp	March 2025 fire & burglary monitoring		178.00	256,400.54
Bill Pmt -Check	02/13/2025	16916	US Bureau of Reclamation	meter registers x24 & meter mobile endpoints x24		3,566.19	252,834.35
Transfer	02/13/2025			January 2025 adjustment		419.25	252,415.10
Bill Pmt -Check	02/13/2025	16917	Gifford Construction, Inc.	Funds Transfer	50,000.00		302,415.10
Deposit	02/13/2025			payment app 13 prv replacement		254,431.07	47,984.03
Bill Pmt -Check	02/14/2025	EFT	California State Disbursement Unit	Batch # 10634-10635 CC	223.28		48,207.31
Bill Pmt -Check	02/14/2025	16922	CASSIDY'S AUTO LUBE	Employee Garnishment		349.00	47,858.31
Deposit	02/14/2025			truck oil change		54.06	47,804.25
Deposit	02/15/2025			Batch # 10637-10638 CC	144.37		47,948.62
Deposit	02/16/2025			Batch # 10639-10643 CC	529.11		48,477.73
Deposit	02/17/2025			Batch # 10644 CC	83.71		48,561.44
Deposit	02/17/2025			Batch # 10645-10646 CC	768.35		49,329.79
Bill Pmt -Check	02/18/2025	16923	Pace Analytical Services LLC	drinking water monitoring		86.68	49,243.11
Deposit	02/18/2025			Batch # 10648 CC	145.86		49,388.97
Bill Pmt -Check	02/19/2025	16924	Ed Staub & Sons	Fuel February 2025 1st half		410.98	48,977.99
Bill Pmt -Check	02/19/2025	EFT	Quadient Finance USA, Inc	January 2025 postage		1,000.00	47,977.99
Deposit	02/19/2025			Batch # 10652 ACH	11,778.84		59,756.83

**Shasta Water Department
BANK TRANSACTIONS
2/1/2025 - 2/28/2025**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Deposit	02/19/2025			Batch # 10649-10651, 10653 CC	803.78		60,560.61
Paycheck	02/20/2025	16918	Hunt, Joshua E	pay period 2/1/2025 - 2/15/2025		2,145.83	58,414.78
Paycheck	02/20/2025	16919	Kooper, Chris D	pay period 2/1/2025 - 2/15/2025		3,842.36	54,572.42
Paycheck	02/20/2025	16920	Staup, Shawna P	pay period 2/1/2025 - 2/15/2025		2,031.40	52,541.02
Paycheck	02/20/2025	16921	Steele, Justin B.	pay period 2/1/2025 - 2/15/2025		2,714.23	49,826.79
Liability Check	02/20/2025		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 02/14/2025		5,307.35	44,519.44
Transfer	02/20/2025			Funds Transfer	50,000.00		94,519.44
Bill Pmt -Check	02/20/2025	16925	Lithia Toyota	New utility truck #15 purchase		43,000.00	51,519.44
Deposit	02/20/2025			Batch # 10654-10659 CC	1,210.54		52,729.98
Deposit	02/21/2025			Batch # 10660-10663, 10665 CC	1,198.48		53,928.46
Bill Pmt -Check	02/22/2025	EFT	TASC (Optilife)	HRA admin fees & claim card fee 3/1-25 - 5/31/2025		171.48	53,756.98
Deposit	02/22/2025			Batch # 10666-10669 CC	653.61		54,410.59
Deposit	02/23/2025			Batch # 10670-10672 CC	226.23		54,636.82
Deposit	02/24/2025			Batch # 10673-10678 CC	583.97		55,220.79
Bill Pmt -Check	02/25/2025	16931	Pace Analytical Services LLC	drinking water monitoring		185.80	55,034.99
Deposit	02/25/2025			Batch # 10679-10689 CC	954.12		55,989.11
Bill Pmt -Check	02/26/2025	16926	Government Payments	payment returned for insufficient funds acct # 2508200		320.73	55,668.38
Deposit	02/26/2025			Batch # 10690, 10692-10697 CC	1,060.55		56,728.93
Bill Pmt -Check	02/27/2025	16927	Hardware Express	3 bags of redi-mix		22.49	56,706.44
Bill Pmt -Check	02/27/2025	16928	Jo Ann Vayo	February 2025		100.00	56,606.44
Bill Pmt -Check	02/27/2025	16929	Randall Smith	February 2025		100.00	56,506.44
Bill Pmt -Check	02/27/2025	16930	Valerie Coon	February 2025		100.00	56,406.44
Check	02/27/2025	16932	CUSTOMER REFUNDS	refund for closed acct 10001 overpayment		4.62	56,401.82
Deposit	02/27/2025			Batch # 10698-10700 CC	325.56		56,727.38
Bill Pmt -Check	02/28/2025	EFT	California State Disbursement Unit	Employee Garnishment	849.13	349.00	56,378.38
Deposit	02/28/2025			Batch # 10701-10707 CC			57,227.51
Total 13110 - TriC General Fund 935					130,970.27	372,137.86	57,227.51
TOTAL					130,970.27	372,137.86	57,227.51

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

	Jul '24 - Feb 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	729,180.62	1,100,000.00	-370,819.38
41150 · Hydrant Water Sales	115.78	500.00	-384.22
41200 · Water Sales/Pumping	6,162.49	9,000.00	-2,837.51
41800 · Late Fees	9,367.28	15,000.00	-5,632.72
42230 · Service Connection Fee/Meters	0.00	16,000.00	-16,000.00
Total 41000 · Water Sales	744,826.17	1,140,500.00	-395,673.83
42000 · Special Service Fees	2,060.63	3,500.00	-1,439.37
42160 · Property Tax Revenue - SCSD	23,287.94	37,000.00	-13,712.06
42220 · Scrap Metal	469.00	469.00	0.00
44000 · Interest Revenue			
44100 · TriC Interest	38,406.50	50,000.00	-11,593.50
44500 · Umpqua Interest	4.03	20.00	-15.97
Total 44000 · Interest Revenue	38,410.53	50,020.00	-11,609.47
47000 · Copies, Faxes, Document Request	0.00	10.00	-10.00
47300 · SFD Reimbursement	2,530.96	3,600.00	-1,069.04
Total Income	811,585.23	1,235,099.00	-423,513.77
Gross Profit	811,585.23	1,235,099.00	-423,513.77
Expense			
50500 · Bad Debt Expense	2,057.76	8,000.00	-5,942.24
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	15,701.09	22,000.00	-6,298.91
51012 · Other Water Purchases/Deficit	0.00	0.00	0.00
51018 · Water Testing Expense	3,431.68	5,000.00	-1,568.32
Total 51000 · Water Service Expenses	19,132.77	27,000.00	-7,867.23
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	707.65	1,200.00	-492.35
51022 · Benson - PGE 937 #6	770.81	1,300.00	-529.19
51023 · Bandana Tr. - PGE 337 #7	1,284.46	2,000.00	-715.54
51024 · Highland Cir - PGE 355 #3	94.21	150.00	-55.79
51025 · Highland Circle - PGE 013 #5	1,696.47	2,300.00	-603.53
51026 · Record Heights - PGE 206 #4	3,049.75	5,000.00	-1,950.25
51027 · Lower Brunswick - PGE 936 #2	3,719.82	5,900.00	-2,180.18
51028 · Keswick WTP - 956 #9	625.38	900.00	-274.62
Total 51020 · Pumping Expense	11,948.55	18,750.00	-6,801.45
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	17,004.32	28,000.00	-10,995.68
51032 · W.T. Filter Plant PGE 254 #8	3,370.67	5,000.00	-1,629.33
51033 · W.T. Plant Repair/Maint.	6,952.92	6,000.00	952.92
51034 · Backwash Sludge Disposal	0.00	2,400.00	-2,400.00
51035 · W.T. Security/Telephone	492.98	800.00	-307.02
Total 51030 · Water Treatment Expense	27,820.89	42,200.00	-14,379.11

6

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

	Jul '24 - Feb 25	Budget	\$ Over Budget
51039 · Transmission/Distribution			
51040 · Transmission/Distribution-Gen	14,348.80	25,000.00	-10,651.20
51070 · Minor Equipment Expense	0.00	1,000.00	-1,000.00
51082 · Maintenance/Misc.Equipment	0.00	2,000.00	-2,000.00
51083 · Meters - New & Replacements	6,548.65	5,600.00	948.65
51084 · Pump & Tank Level Telemetry	282.33	4,000.00	-3,717.67
Total 51039 · Transmission/Distribution	21,179.78	37,600.00	-16,420.22
51090 · Vehicle Maintenance			
51094 · Backhoe/Trailer/Generator	2,003.34	2,010.00	-6.66
51098 · U11 Ford Ranger 2011	1,338.26	1,350.00	-11.74
51099 · U12 Ford F350 2016	0.00	500.00	-500.00
51100 · U13 Ford F-150 2018	9.64	500.00	-490.36
51101 · U14 Ford F-150 2021	30.01	500.00	-469.99
Total 51090 · Vehicle Maintenance	3,381.25	4,860.00	-1,478.75
51093 · Gas & Oil Expense			
51091 · Gas & Oil - Generator	1,168.59	1,100.00	68.59
51092 · Gas & Oil Ford 150 Truck #13	1,872.80	2,700.00	-827.20
51093.1 · Gas & Oil 2021 F-150 Truck #14	3,451.50	5,000.00	-1,548.50
51093.2 · Gas & Oil - Backhoe	545.60	650.00	-104.40
51093.4 · Gas & Oil 2025 Toyota Truck #15	56.34	0.00	56.34
51093.8 · Gas & Oil 2011 Ford Truck #11	2,993.31	5,000.00	-2,006.69
51093.9 · Gas & Oil 2016 Ford 350 #12	771.45	1,500.00	-728.55
Total 51093 · Gas & Oil Expense	10,859.59	15,950.00	-5,090.41
52000 · Training			
52001 · Training Course Fees	0.00	0.00	0.00
52002 · Travel	0.00	0.00	0.00
52003 · Lodging	0.00	0.00	0.00
52004 · Meals	0.00	0.00	0.00
Total 52000 · Training	0.00	0.00	0.00
55010 · Payroll Expenses			
55011 · Manager Salary			
55011.0 · Manager/Salary	81,131.25	129,810.00	-48,678.75
Total 55011 · Manager Salary	81,131.25	129,810.00	-48,678.75
55012 · Maintenance/Hourly			
55012.2 · Maintenance/Hourly	37,665.60	68,723.00	-31,057.40
55012.3 · Maintenance Hourly/Vacation	1,635.48		
55012.4 · Maintenance/Hourly/Sick	4,061.90		
55012.5 · Maintenance/Hourly/Holiday	3,171.84		
55012.6 · Maintenance/OT	6,994.65	10,000.00	-3,005.35
55012.7 · Maintenance 2 / Lead Operator	49,478.66	82,597.00	-33,118.34
Total 55012 · Maintenance/Hourly	103,008.13	161,320.00	-58,311.87
55013 · Office/Hourly			
55013.1 · Office/Hourly-FD Reimburse	-14,842.81	-18,000.00	3,157.19
55013.2 · Office Hourl/ Vacation	1,965.88		

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

	Jul '24 - Feb 25	Budget	\$ Over Budget
55013.3 · Office/Hourly/Sick	2,395.40		
55013.4 · Office Hourly	36,079.68	68,723.00	-32,643.32
55013.5 · Office/Hourly/Holiday	3,171.84		
55013.6 · Office Hourly Overtime	768.18	1,200.00	-431.82
Total 55013 · Office/Hourly	29,538.17	51,923.00	-22,384.83
55014 · On Call Time	15,798.21	25,000.00	-9,201.79
55010 · Payroll Expenses - Other	1,204.86	1,750.00	-545.14
Total 55010 · Payroll Expenses	230,680.62	369,803.00	-139,122.38
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	66,199.88	100,000.00	-33,800.12
55035 · Retiree Health Insurance	2,800.00	4,200.00	-1,400.00
55040 · Workers Compensation Insurance	8,276.65	9,500.00	-1,223.35
55055 · CALPERS	38,725.82	60,000.00	-21,274.18
Total 55029 · Employee Benefits	116,002.35	173,700.00	-57,697.65
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	3,741.64	5,500.00	-1,758.36
55063 · Employer Social Security Exp	15,998.74	24,000.00	-8,001.26
55070 · State Unemployment Insurance	1,736.00	1,736.00	0.00
Total 55060 · Payroll Tax Expense	21,476.38	31,236.00	-9,759.62
55130 · Office Expense			
55110 · Answering Service Expense	1,424.00	2,000.00	-576.00
55121 · Office/Cellular Telephone	1,406.73	2,200.00	-793.27
55125 · Office/Security Expense	1,602.00	2,500.00	-898.00
55131 · Office/PGE 761	6,041.01	9,400.00	-3,358.99
55132 · Office/Telephone	865.95	1,500.00	-634.05
55133 · Office/Supplies	4,231.74	4,000.00	231.74
55134 · Office/Postage	5,048.40	6,500.00	-1,451.60
55135 · Office/Equipment Expense	1,404.77	2,500.00	-1,095.23
55137 · Office/Employee Background Chec	0.00	0.00	0.00
55138 · Office/Propane	106.18	0.00	106.18
55139 · Office/Building Maintenance	2,973.72	4,600.00	-1,626.28
55141 · Office/Safety	367.22	1,000.00	-632.78
55142 · Emplpyoee Pre-emp. Physical	0.00	0.00	0.00
Total 55130 · Office Expense	25,471.72	36,200.00	-10,728.28
55140 · Advertising Expense	1,392.22	1,400.00	-7.78
55145 · Banking Fees	912.82	1,500.00	-587.18
55150 · Insurance - Liability & E&O	69,074.98	70,000.00	-925.02
55160 · Professional Services			
55162 · Legal Services	2,713.37	2,500.00	213.37
55163 · Engineering Services	70,620.75	85,000.00	-14,379.25
55164 · Auditing Services	10,424.12	11,000.00	-575.88
55165 · Professional Services Misc.	51,719.95	37,200.00	14,519.95
Total 55160 · Professional Services	135,478.19	135,700.00	-221.81
55170 · Directors Compensation	3,600.00	6,500.00	-2,900.00

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

	Jul '24 - Feb 25	Budget	\$ Over Budget
55180 · Dues/Permit Fees	23,313.43	24,000.00	-686.57
55182 · maintenance contracts/support	1,158.07	1,200.00	-41.93
60000 · Interest	10,247.87	12,000.00	-1,752.13
Total Expense	735,189.24	1,017,599.00	-282,409.76
Net Ordinary Income	76,395.99	217,500.00	-141,104.01
Other Income/Expense			
Other Income			
72000 · SRF Grant Reimbursement	104,805.25	300,000.00	-195,194.75
72100 · USDA Grant	0.00	0.00	0.00
Total Other Income	104,805.25	300,000.00	-195,194.75
Net Other Income	104,805.25	300,000.00	-195,194.75
Net Income	181,201.24	517,500.00	-336,298.76

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

Board Members Present: President Valerie Coon, Director Randall Smith, Director Jo Ann Vayo.

Board Members Absent: Vice President David Cross, Director Chris Hunter.

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

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

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

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

3. Public Comment Period

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

None.

4. Consent Calendar

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

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

4-1 SCSD Financial Report

4-2 SCSD Monthly Bank Transactions

4-3 SCSD Budget vs Actual

4-4 January 21st, 2025, Brown Act Training meeting minutes

4-5 January 21st, 2025, meeting minutes

Initials_____ Initials_____

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

5. Correspondence:

5-1 California Special Districts Association board of directors call for 2026-2028 term nominations.

6. General Business:

6-1 General Manager Report

- Water consumption for January 2025 was 25 acre-feet compared to 18 acre-feet in January 2024.
- We have received the 2023/2024 audit report.
- The PRV replacement project has been completed.
- Grant Revenue:
 - We received reimbursement #1 from the state for \$87,770 for the lead line inventory project.
 - We're waiting for the state's second reimbursement for \$10,964 for the lead line inventory project.
 - We have submitted our third and final reimbursement claim for \$606 for the lead line inventory project to the state.
 - We have submitted a reimbursement to the county for \$104,585 for the pressure-reducing valve replacement project.
- We've had a difficult time reaching gWorks regarding our new billing software but finally got a response and found out our representative no longer works there. Our new representative has contacted us to answer questions about reports that we need before the switchover.

Director Randall Smith asked why water consumption increased this year compared to last year. General Manager Chris Koeper stated that he believed it was due to having a dry January this year. President Valerie Coon asked if there were any updates with the collections company. General Manager Chris Koeper stated that we have received approximately \$5000.

7. Old Business: None.

8. New Business:

8-1 Review 2023/2024 draft audit

General Manager Chris Koeper stated that there were no findings for the 2023/2024 audit. The auditor had him move the Zogg Fire grant money for the fire department to a restricted fund because it was designated for safety. President Valerie Coon asked if those funds were still in our custody.

Initials_____ Initials_____

General Manager Chris Koeper stated that even though we no longer have the funds the auditor wanted it recorded that way for auditing purposes and that he would start the fire department's part of this year's audit soon. No action was taken.

8-2 Board discussion of possible City of Redding intertie USDA loan payoff.

General Manager Chris Koeper explained that the district makes yearly payments of \$15,145 and about \$10,000 of the payment goes to interest. The district could either pay the remaining loan of \$311,427 or keep making the yearly payments of \$15,145 through February 2055. If the loan was paid off it could save the district \$165,764 in interest. President Valerie Coon stated that if the loan interest is a 3% fixed rate and the bank account that the money would come out of is yielding 5% interest, we are making 2% interest by keeping the money in the account. Director Randall Smith stated that he thought we should keep the loan because we are making money and could revisit it in the future if needed. It was the consensus of the board not to pay off the loan at this time. No Action was taken.

8-3 Review Ordinance 01-05 reinstatement fee for revoked Water service due to abandonment.

General Manager Chris Koeper explained that more of the burned properties in the district are being sold, and some of the water services on these properties have been considered abandoned and the meter was revoked due to six months of non-payment per district policy. The district's legal counsel advised that we cannot charge the new property owner for the previous owner's past-due amounts. Director Jo Ann Vayo stated that she does not think the district should charge capacity expansion fees for a service that already exists because those fees would have already been paid, but they should be charged for brand-new accounts. President Valerie Coon stated that if you bought a piece of property with delinquent taxes on it you would have to pay those taxes because it follows the property. Secretary to the Board Shawna Staup explained that since the district does not put liens on delinquent water accounts the past due amounts are not paid through escrow during the sale. President Valerie Coon asked why we wouldn't put liens on past-due water accounts. Secretary to the Board Shawna Staup stated that she thought it had been looked into a long time ago and she was not sure why the district decided against putting liens on delinquent accounts, but the delinquent accounts are sent to collections. Director Randall Smith stated that if we did go the lien route and had to get a judgment or force a judgment, we would get a lot of negative publicity. Director Jo Ann Vayo asked what kind of reinstatement fee are we looking at. Secretary to the Board Shawna Staup stated that legal counsel advised that the district can only charge the new property owner what it costs the district to reinstate the water, for example, if a meter needs to be installed, we could charge them for the meter.

Initials _____ Initials _____

President Valerie Coon stated that the past due amounts should be sent to collections, and we would treat the new property owner as a new customer and only charge a hook-up fee.

Director Jo Ann Vayo motioned to have General Manager Chris Koeper make the necessary changes to Ordinance 01-05 and bring it back to the board next month. President Valerie Coon seconded the motion. The motion passed unanimously.

9. Oral Communications:

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

9-1 Board Members: None.

9-2 Staff Members: None.

10. Adjourn: 6:24 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. 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 County

CLERK OF THE BOARD OF SUPERVISORS

A DIVISION OF THE ADMINISTRATIVE OFFICE

DAVID J. RICKERT, CEO/CLERK OF THE BOARD

Stefany Blankenship, Chief Deputy Clerk of the Board

1450 COURT STREET, SUITE 308B
REDDING, CALIFORNIA 96001-1673
VOICE - (530) 225-5550
TOLL FREE IN NORTH STATE - (800) 479-8009
FAX - (530) 229-8238
clerkoftheboard@co.shasta.ca.us
www.co.shasta.ca.us

March 6, 2025

Shasta Community Services District
P.O. Box 2520
Shasta, CA 96087

RE: Request for Input Regarding Election Consolidation for Shasta County Fire Protection District

Dear Shasta Community Services District,

The Shasta Fire Protection District has submitted a resolution to the Shasta County Board of Supervisors requesting approval to move their election from odd years to November of even years.

In accordance with California Elections Code sections 10404, upon receipt of a resolution to consolidate an election, the Board of Supervisors shall notify all districts located in the county of receipt of the resolution to consolidate and shall request input from each district on the effect of consolidation.

Please consider this letter as our formal request for input. While you are not obligated to do so, please note that any input regarding this consolidation must be submitted no later than 5:00 p.m. on March 21, 2025.

To submit written input, please email shastacountybos@shastacounty.gov or send it via U.S. Postal Service to be received by the deadline noted above to the following address:

Shasta County Clerk of the Board
1450 Court Street, Suite 308B
Redding, CA 96001

For additional information, contact Joanna at Shasta County Elections at (530) 225-5730.

Thank you for your time and consideration. We look forward to hearing from you, should you choose to provide any input.

Sincerely,

Stefany Blankenship
Chief Deputy Clerk of the Board of Supervisors



March 3, 2025

Shawna Staup
Administrative Assistant
Shasta Community Services District
Post Office Box 2520
Shasta, California 96087-2520

Re: Notification of Nominations – 2025 Election for SDRMA Board of Directors

Dear Shawna:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2025 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information has been posted to the SDRMA MemberPlus website:

- Nomination Packet Checklist
- Board of Director Fact Sheet
- Nomination/Election Schedule
- SDRMA Election Policy No. 2024-08
- Sample Resolution for Candidate Nomination
- Candidate Statement of Qualifications Form

General Election Information - Four (4) Directors seats are up for election. The nomination filing deadline is Friday, May 16, 2025. This year, SDRMA will be using an electronic voting system in MemberPlus, allowing the primary contact of each member to easily vote online. ***Ballots will be uploaded to MemberPlus and electronic voting will begin in mid-June. The deadline to submit your vote will be Monday, September 22, 2025.***





Nominee Qualifications - Nominees must be a member of the agency's governing body or full-time management employee (see SDRMA Election Policy 2024-08, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete/submit a "Statement of Qualifications."

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidate Statement of Qualifications) and nomination guideline information may be obtained by logging in to MemberPlus at memberplus.sdrma.org. From the MemberPlus homepage, click on the "Board Election" button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office - Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2026 and expire December 31, 2029.

Nomination Filing Deadline - Nomination documents must be submitted to SDRMA no later than 4:30 P.M. on Friday, May 16, 2025. Documents may be uploaded to MemberPlus, emailed, or mailed to the SDRMA office.

Mail: SDRMA Election Committee
C/O Candice Richardson
1112 "I" Street, Suite 300
Sacramento, California 95814
E-mail: crichardson@sdrma.org

Please do not hesitate to contact us at 800.537.7790 or crichardson@sdrma.org, if you have any questions regarding the 2025 SDRMA Board of Director Nominations or the election process.

Sincerely,

A handwritten signature in blue ink that reads "Candice Richardson".

Candice Richardson
Management Analyst



- We had to replace truck #11 (2011 Ford Ranger). The estimated repair cost was between \$5,000 and \$6,000. We have placed truck #11 on the auction website.

F. Re-Hook Up Fees

To resume service disconnected all delinquent rates and charges, plus a re-hookup fee of \$75.00 after working hours (outside the hours of 8:00am to 4:30pm Monday through Friday and on holidays) must be paid by the customer, prior to actual reinstatement of water service. Water service may also be discontinued if the district finds that an unauthorized water service connection or sale of water has occurred, subject to the notice and reinstatement provisions of this paragraph.

G. Access to Policy

This policy shall be available on the District website in English and the five languages listed under Civil Code Section 1632, which are Spanish, Korean, Chinese, Vietnamese, and Tagalog. It must also be available in any other language spoken by at least 10% of the people residing in the District jurisdiction.

H. Revocation of Water Service Due to Abandonment.

If, after discontinuance of service, the property owner fails to pay the minimum rates and charges set forth in Part I above for a period of up to six (6) months, the District may, at the District's discretion, elect to revoke water service. Notice of intention to revoke water service shall be given to the property owner by certified mail, return receipt requested, at the property owner's last known address as shown on the most recent Shasta County Equalized Assessment Roll.

If the delinquent rates and charges have not been paid within thirty (30) days from the date of the certified letter, the water service connection is considered abandoned. Reinstatement of water service shall be subject to payment of the service connection fees assessed by this ordinance and all charges assessed by this Article. Said fees shall be collected prior to reinstatement and are subject to water availability.

If the District elects to revoke water service as set forth herein, then in the event of a subsequent application for renewal of water service by a bona fide purchaser for value of the subject premises, the District Board of Directors may reinstate water service subject to payment of a reinstatement fee. The reinstatement fee shall be updated yearly based upon the Engineering News Record Construction cost Index (ENR CCI). New Service Connection fees minus the Capacity Fee will be charged.

Current

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If the delinquent rates and charges have not been paid within thirty (30) days from the date of the certified letter, the water service connection is considered abandoned. Reinstatement of water service shall be subject to payment of all past due balances if ownership has remained the same. Said fees shall be collected prior to reinstatement and are subject to water availability.

If the District elects to revoke water service as set forth herein, then in the event of a subsequent application for renewal of water service by a bona fide purchaser for value of the subject premises, the District Board of Directors may reinstate water service subject to payment of a reinstatement fee which covers the district's cost to reinstate the water service. The reinstatement fee shall be updated yearly based upon the Engineering News Record Construction cost Index (ENR CCI). New Service Connection fees minus the Capacity Fee will be charged.

Suggested
Changes