

SHASTA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING  
6:00pm Tuesday, March 19th, 2024  
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 for public comments. By law, the Board of Directors cannot make decisions 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

Matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of the items unless good cause is shown prior to the time the Board votes on the motion to adopt.

- 4-1 February 20<sup>th</sup> , 2024, meeting minutes pgs 3-6
- 4-2 February 23<sup>rd</sup> , 2024, special meeting minutes pgs 7-8

**Financial Reports for February 1<sup>st</sup> through February 29<sup>th</sup> , 2024**

- 4-3 SCSD Financial Report pg 9
- 4-4 SCSD Monthly Bank Transactions pgs 10-11
- 4-5 SCSD Budget vs Actual pgs 12-15
- 4-6 SFD Financial Report pg 16
- 4-7 SFD Monthly Bank Transactions pg 17
- 4-8 SFD Budget vs Actual pgs 18-20

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

5. Correspondence:

6. General Business:

- 6-1 General Manager Report pg 21
- 6-2 SFD Incident Report pg 22

**7. Old Business:**

- 7-1** Discuss and possible decision on what to do with the metal ramp/steps outside the office once Shasta CSD moves to new office

**Discussion/Possible Action**

**8. New Business:**

- 8-1** Customer requesting the Board of Director's to erase his water bill due to leak pg 23

**Discussion/Possible Action**

**9. Oral Communications:**

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

**9-1 Board Members:**

**9-2 Staff Members:**

**10. Adjourn:**

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, in order 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 prior to 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  
BOARD OF DIRECTORS MEETING  
6:00pm Tuesday, February 20th, 2024  
15611 Rock Creek Road Shasta, CA 96087  
DRAFT MINUTES**

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

**Board Members Absent:** Vice President David Cross.

**Staff Members Present:** General Manager Chris Koeper, Interim Fire Chief Eric Ohde, 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 Jo Ann Vayo made the motion to approve the February 20<sup>th</sup>, 2024, agenda. Director Randall Smith seconds the motion. The motion passes 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 for public comments. By law, the Board of Directors cannot make decisions 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**

Matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of the items unless good cause is shown prior to the time the Board votes on the motion to adopt.

4-1 January 16<sup>th</sup>, 2024, meeting minutes

**Financial Reports for January 1<sup>st</sup> through January 31<sup>st</sup>, 2024**

4-2 SCSD Financial Report

4-3 SCSD Monthly Bank Transactions

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

- 4-4 SCSD Budget vs Actual
- 4-5 SFD Financial Report
- 4-6 SFD Monthly Bank Transactions
- 4-7 SFD Budget vs Actual

**RECOMMENDATION:** Approval and adoption of all items on the Consent Calendar. Director Randall Smith made them motion to approve and adopt the consent calendar. Director Jane Heinan seconds the motion. The motion passes unanimously.

**5. Correspondence:**

- 5-1 California Special Districts Association nomination and election process and call for nominations for the 2024 CSDA Board of Directors, Seat A

**6. General Business:**

**6-1 General Manager Report**

- Water consumption in January 2024 was 18-acre feet compared to 24-acre feet in January 2023.
- Update on the new office project
  - The contractor received the final punch list of things to complete.
  - We will be moving into the new building in March.
  - We have a new project coordinator for USDA, and we will be meeting on March 15<sup>th</sup>.
- General Manager Chris Koeper spoke to a representative at Morgan Stanley to possibly move our money market account to get a higher interest rate.
- We're continuing to flush the mainlines until the end of the month.
- General Manager Chris Koeper submitted a plan to the state for the inventory/replacement of customer lead pipes.
- We've been submitting documents to our auditor for the 2022/2023 audit.
- General Manager Chris Koeper has started working on our electronic annual report for the state.
- The new fence is up at the treatment plant.

**6-2 SFD Incident Report**

Shasta Fire Department had a total of fifteen call for January 2024. Seven in-district medial calls, one out of District medical call, 3 traffic accidents, one fire call, in-district and three out of District fire calls, all of which Water Tender 56 was requested.

Interim Fire Chief Eric Ohde updated the Board of Directors on the progress of Shasta Fire Protection District

- They are currently working on sorting out vehicle titles and the deed to the property to get them transferred from Shasta Community Services District to the Shasta Fire Protection District.

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

- The Board of Equalization wants a map of the District with boundaries that the Shasta Fire Protection District covers. Interim Fire Chief Eric Ohde has reached out to PACE Engineering to see if they can help and is waiting for a call back.

## **7. Old Business:**

**7-2** Discuss and possible decision on what to do with the metal ramp/steps outside the office once Shasta CSD moves to new office

Options presented for the District's ramp/stairs:

- 1) Get scrap metal value around \$700 for it. It would have to be disassembled and moved by District employees and stairs would have to be placed in its place.
- 2) Sell it to the Landlords who offered to pay up to \$1000 for it and not have to disassemble or move it.
- 3) A Community Member placed an offer of \$2000 for it and would disassemble and move it himself and stairs would have to be placed in its place.

There were two quotes to have stairs built to replace the ramp, one was \$2857 and the other \$1800.

There was concern from the Board that if it was not sold for enough that the money from the sale would not cover disassembling, building replacement stairs and fixing the asphalt and that the District could end up paying instead of just leaving it where it is and at make a \$1000.

Director Jane Heinan stated that the District at one time had a policy regarding getting rid of surplus property and would like staff to try to find it and felt that for transparency she thought it should be auctioned off.

Concerns were raised that if the District were to auction it off that we would have to take the highest bidders' offer and the District could lose money compared to the options the District already has if it was an unreasonable offer.

After discussion it was the consensus of the Board to put the ramp/stairs up for auction and send a notice out in the upcoming bill with the bidding to start at \$3500.00 with a bidding window of ten (10) days and an additional seven (7) days for removal after the acceptance of the bid.

## **8. New Business:**

**8-1** Customer asking the Board of Director's consideration for an extended leak adjustment due to several line breaks over a three-month period

Director Jo Ann Vayo stated that she was concerned that if the Board went against their policy that it would set a precedence and that other customers would be asking for the same consideration. Director Jo Ann Vayo made the motion to deny the request for an extended leak adjustment. Director Jane Heinan seconds the motion. The motion carries unanimously.

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

8-2 New property owner requesting the Board of Directors forgive all or some of the late fees on the previous owner's account

After Board discussion it was the consensus of the Board that again they did not want to go against the District's policy and set a precedence for future customers. Director Jane Heinan made the motion to deny the request to waive some or forgive all the late fees. Director Jo Ann Vayo seconds the motion. Motion carries 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:** Director Jo Ann Vayo stated that it would great to have an open house at the new office once it was finished so that the customers and the Board members could have a tour.

**9-2 Staff Members:**

**10. Adjourn: 7:08 PM.**

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SHASTA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
9:00am Friday, February 23rd, 2024  
15611 Rock Creek Road Shasta, CA 96087  
DRAFT MINUTES

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

**Board Members Absent:** Vice President David Cross.

**Staff Members Present:** Secretary to the Board Shawna Staup.

President Valerie Coon called the meeting to order at **9:00 AM**.

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

**2. Approve Agenda** Director Jane Heinan made the motion to approve the February 23<sup>rd</sup>, 2024, special meeting agenda. Director Jo Ann Vayo seconds the motion. The motion passes 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 for public comments. By law, the Board of Directors cannot make decisions 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.

No public present.

**4. New Business:**

**4-1 Review Shasta Community Services District's Surplus Disposal Policy.**

President Valerie Coon stated that the District's current surplus disposal policy was created in 2012 and that legal counsel informed us that we could start all over with policy or amend it. After board discussion and all questions were answered Director Jo Ann Vayo made the motion to rescind the current Shasta Community Services District's surplus disposal policy, with a new policy to be updated by the policy committee at a future date. President Valerie Coon seconds the motion. Motion passes unanimously.

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

**5. Old Business:**

**5-1** Discuss and possible decision on what to do with the metal ramp/steps outside the office once Shasta CSD moves to the new office.

After board discussion President Valerie Coon made the motion to auction the ramp/stairs off and use GovDeals website with a minimum bid on the auction of \$3000.00 and to include a flier in the bill to let the community know. Director Jane Heinan seconds the motion. Motion passes unanimously.

**6. 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.

**6-1 Board Members:** None.

**6-2 Staff Members:** None.

**7. Adjourn: 9:22 AM.**

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, in order 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 prior to 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 2024

	Tri Counties Bank		Umpqua
	935	970	839
	General	Money Mult.	State Reimb.
<b>Beginning Cash</b>	\$ 43,688.12	\$ 1,542,871.56	\$ 60,505.97
Voided Checks - Prior Period			
Reconciling Adjustments			
<b>Revenue</b>			
Customer Payments	21,688.87	49,813.47	
Hydrant Water Sales			
Property Tax Disbursements	92.73		
Strike Team Revenue			
Capacity Expansion Fee			
Grants			
SFD Reimbursements		3,736.33	
Vendor Refunds			
Interest		1,923.83	0.49
<b>Total Revenue</b>	\$ 21,781.60	\$ 55,473.63	\$ 0.49
<b>Transfers</b>			
Transfers In - Water	470,000.00		
Transfers Out - Water		(470,000.00)	
Transfer to SFD			
<b>Total Transfers</b>	\$ 470,000.00	\$ (470,000.00)	\$ -
<b>Disbursements</b>			
Bills Paid	(459,657.30)		
Payroll	(30,747.03)		
Revolving Fund Loan Payment			
USDA Loan Payment			
Customer NSF Returns			
Bank Fees	(105.34)		
<b>Total Disbursements</b>	\$ (490,509.67)	\$ -	\$ -
<b>Ending Cash</b>	\$ 44,960.05	\$ 1,128,345.19	\$ 60,506.46

# Shasta Water Department

## BANK TRANSACTIONS

2/1/2024 - 2/29/2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
13110 - Tric General Fund 935							
Bill Pmt -Check	02/01/2024	EFT	California State Disbursement Unit	Employee Garnishment		349.00	43,688.12
Bill Pmt -Check	02/01/2024	16359	PG&E	December 2023 pumps electric		993.90	43,339.12
Bill Pmt -Check	02/01/2024	16360	Com-pair services	February 2024 office internet		50.00	42,345.22
Bill Pmt -Check	02/01/2024	16361	Pace Analytical Services LLC	drinking water monitoring		179.08	42,295.22
Bill Pmt -Check	02/01/2024	EFT	TASC (Optilife)	Employee Supplemental Insurance		910.00	42,116.14
Bill Pmt -Check	02/01/2024	EFT	TASC (Optilife)	Employee Supplemental Insurance		910.00	41,206.14
Bill Pmt -Check	02/01/2024	16362	Charles Schwab & Co.	Employee health retirement		325.00	40,296.14
Bill Pmt -Check	02/01/2024	EFT	Humana	Employee dental/vision ins February 2024		773.19	39,971.14
Bill Pmt -Check	02/01/2024	EFT	Elan Cardmember Services	hostgator & domain renewal, u13 baattery, answering service, sc...		722.45	39,197.95
Bill Pmt -Check	02/01/2024	EFT	Anthem Blue Cross	February 2024 employee health insurance		5,349.22	38,475.50
Bill Pmt -Check	02/01/2024	16363	PG&E	January 2024 office electric		169.82	33,126.28
Transfer	02/01/2024			Funds Transfer	40,000.00		32,956.46
Deposit	02/01/2024			Batch # 9088, 9090-9092 CC	536.72		72,956.46
Deposit	02/02/2024			Batch # 9093-9097, 9099 CC	643.30		73,493.18
Deposit	02/03/2024			Batch # 9100-9101 CC	181.24		74,136.48
Deposit	02/04/2024			Batch # 9102-9105 CC	493.27		74,317.72
Paycheck	02/05/2024	16355	Hunt, Joshua E	Pay period 1/16/2024 - 1/31/2024		2,184.27	74,810.99
Paycheck	02/05/2024	16356	Koeper, Chris D	Pay period 1/16/2024 - 1/31/2024		3,465.98	72,626.72
Paycheck	02/05/2024	16357	Staup, Shawna P	Pay period 1/16/2024 - 1/31/2024		2,278.28	69,160.74
Paycheck	02/05/2024	16358	Steele, Justin B.	Pay period 1/16/2024 - 1/31/2024		2,580.45	66,882.46
Liability Check	02/05/2024		QuickBooks Payroll Service	Created by Payroll Service & payroll taxes on 02/01/2024		5,338.90	64,302.01
Deposit	02/05/2024			Batch # 9106, 9108-9110 CC	584.10		58,963.11
Check	02/05/2024	EFT	USDA	COR Interlie Payment		15,145.00	59,547.21
Bill Pmt -Check	02/06/2024	16364	California Safety	February 2024 office security		55.00	44,402.21
Bill Pmt -Check	02/06/2024	16365	Quadient Leasing USA, Inc.	postage lease Feb-May 2024		2,010.09	44,347.21
Bill Pmt -Check	02/06/2024	16366	Badger Meter	mbl hosting service January 2024		66.43	42,337.12
Bill Pmt -Check	02/06/2024		verizon	January 2023 data		61.64	42,270.69
Deposit	02/06/2024			Batch # 9111-9113 CC	434.94		42,209.05
Bill Pmt -Check	02/07/2024	16368	Ed Staub & Sons	January 2024 2nd half		707.63	42,643.99
Bill Pmt -Check	02/07/2024	16369	PG&E	January 2024 pumps electric		1,463.79	41,936.36
Bill Pmt -Check	02/07/2024	16370	David Cross	January 2024		100.00	40,472.57
Bill Pmt -Check	02/07/2024	16371	Jane Heinan	January 2024		100.00	40,372.57
Bill Pmt -Check	02/07/2024	16372	Jo Ann Vayo	January 2024 board meeting & committee meeting		100.00	40,272.57
Bill Pmt -Check	02/07/2024	16373	Randall Smith	January 2024 board meeting & committee meeting		150.00	40,122.57
Bill Pmt -Check	02/07/2024	16374	Valerie Coon	January 2024		100.00	39,972.57
Check	02/07/2024	16375	CUSTOMER REFUNDS	closed acct 2512310 deposit refund		9.42	39,872.57
Deposit	02/07/2024			Batch # 9114-9117, 9119 CC	898.52		39,863.15
Deposit	02/08/2024			Batch # 9120-9122 CC	685.44		40,761.67
Deposit	02/09/2024			Batch # 9123 CC	60.00		41,447.11
Deposit	02/10/2024			Batch # 9125-9126 CC	228.66		41,507.11
Bill Pmt -Check	02/13/2024	16376	Carrel's Office Machines	January 2024 copier fees		77.14	41,735.77
Bill Pmt -Check	02/13/2024	16377	Kenny & Norine	personnel manual review, employee handbook committee meeting		224.25	41,658.63
Bill Pmt -Check	02/13/2024	16378	Wells Fargo Bank, N.A.	copier lease December 2023 & January 2024		232.40	41,434.38
Check	02/13/2024	16379	CUSTOMER REFUNDS	refund closed acct 2517700 overpayment		39.78	41,201.98
Deposit	02/13/2024			Batch # 9127-9133 CC	921.77		41,162.20
Bill Pmt -Check	02/14/2024	EFT	California Public Employee's Retirement	Employer Code 0858		4,720.89	42,083.97
Bill Pmt -Check	02/14/2024	16380	Todd and Lan Bennet	March 2024 office rent		37,363.08	37,363.08
Deposit	02/14/2024			Batch # 9134-9136 CC	302.93		35,263.08
Check	02/15/2024	16381	CUSTOMER REFUNDS	closed acct # 1413 deposit refund		114.25	35,566.01
Bill Pmt -Check	02/15/2024	16382	Thompson Gas	February 2024 propane & yearly tank rental new office		1,596.82	35,451.76
Bill Pmt -Check	02/15/2024	16383	US Bureau of Reclamation	February 2024		1,065.09	33,854.94
Bill Pmt -Check	02/15/2024	16384	AT&T Mobility	February 2024 office cellular		27.91	32,789.85
Bill Pmt -Check	02/15/2024	16385	verizon	January 2024 cell phones		156.06	32,761.94
Bill Pmt -Check	02/15/2024	16386	Moore & Bogener	review downey brand invoice for wiin act		75.00	32,605.88
Bill Pmt -Check	02/15/2024	16387	Usalco Modesto Plant LLC	polymer drum		814.96	32,530.88
							31,715.92

Shasta Water Department  
BANK TRANSACTIONS  
2/1/2024 - 2/29/2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	02/15/2024	16388	PACE Civil Engineering, Inc.	new office/lead line inventory		13,549.45	18,166.47
Bill Pmt -Check	02/15/2024	16389	Ferguson DBA Groeniger & Co.	pump/hose/coupler		537.77	17,628.70
Bill Pmt -Check	02/15/2024	16390	Napa Auto Parts 96001	u14 windshield wipers		51.46	17,577.24
Deposit	02/15/2024			AU013124A property taxes	92.73		17,669.97
Deposit	02/15/2024			Batch # 9137-9139 CC	239.71		17,909.68
Transfer	02/16/2024			Funds Transfer	30,000.00		47,909.68
Bill Pmt -Check	02/16/2024	EFT	California State Disbursement Unit	Employee Garnishment		349.00	47,560.68
Deposit	02/16/2024			Batch # 9140 ACH	10,480.68		58,041.36
Deposit	02/16/2024			Batch # 9142-9146, 9148 CC	741.76		58,783.12
Deposit	02/17/2024			Batch # 9149-1950 CC	322.59		59,105.71
Deposit	02/18/2024			Batch # 9151-9152 CC	235.24		59,340.95
Deposit	02/19/2024			Batch # 9153 CC	152.43		59,493.38
Paycheck	02/20/2024	16391	Hunt, Joshua E	Pay period 2/1/2024 - 2/15/2024	2,202.27		57,291.11
Paycheck	02/20/2024	16392	Koeper, Chris D	Pay period 2/1/2024 - 2/15/2024	3,489.40		53,801.71
Paycheck	02/20/2024	16393	Staup, Shawna P	Pay period 2/1/2024 - 2/15/2024	2,053.19		51,748.52
Paycheck	02/20/2024	16394	Steele, Justin B.	Pay period 2/1/2024 - 2/15/2024	2,345.72		49,402.80
Liability Check	02/20/2024		QuickBooks Payroll Service	Created by Payroll Service& payroll taxes on 02/16/2024	4,808.57		44,594.23
Transfer	02/20/2024			Funds Transfer	400,000.00		444,594.23
Bill Pmt -Check	02/20/2024	16395	Ed Staub & Sons	Fuel February 2024 1st half	454.24		444,139.99
Bill Pmt -Check	02/20/2024	16396	Gifford Construction, Inc.	Payment application # 9	378,540.72		65,599.27
Bill Pmt -Check	02/20/2024	16397	Ultra Fencing	new fence at filter plant	42,747.02		42,747.02
Bill Pmt -Check	02/20/2024	16398	Hue & Cry, Inc.	Feb- March 2024 fire monitoring	22,852.25		42,654.02
Bill Pmt -Check	02/20/2024	16399	State Water Resources Control Board	operator # 32364 T3	93.00		42,564.02
Deposit	02/20/2024			Batch # 9154-9157 CC	392.82		42,956.84
Deposit	02/21/2024			Batch # 9158-9160 CC	272.27		43,229.11
Check	02/22/2024		CUSTOMER REFUNDS	closed acct 1545 deposit refund	150.38		43,078.73
Deposit	02/22/2024			Batch # 9161-9162 CC	181.02		43,259.75
Deposit	02/23/2024			Batch # 9164-9173 CC	700.56		43,960.31
Deposit	02/24/2024			Batch # 9174-9177 CC	363.44		44,323.75
Deposit	02/25/2024			Batch # 9178-9183 CC	448.71		44,772.46
Bill Pmt -Check	02/26/2024	EFT	TASC (Optilife)	Employee HRA Health Acct		173.52	44,598.94
Bill Pmt -Check	02/26/2024	16401	SCP	chem chlor		45.80	44,553.14
Bill Pmt -Check	02/26/2024	16402	Hardware Express	gloves, pvc nipples, paint paracord, screwdriver, female coupler		156.87	44,396.27
Deposit	02/26/2024			Batch # 9184, 9186-9189 CC	399.37		44,795.64
Bill Pmt -Check	02/27/2024	16403	Wilgus Fire Control, Inc.	district's fire extinguisher service	641.30		44,154.34
Deposit	02/27/2024			Batch # 9190-9192 CC	267.67		44,422.01
Deposit	02/28/2024			Batch # 9193-9197 CC	472.10		44,894.11
Deposit	02/29/2024			Batch # 9198-9201 CC	300.47		45,194.58
Total 13110 - TriC General Fund 935					492,034.46	490,528.00	45,194.58
TOTAL					492,034.46	490,528.00	45,194.58

**Shasta Community Services District**  
**Profit & Loss Budget vs. Actual**  
July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	654,275.00	1,045,000.00	-390,725.00
41150 · Hydrant Water Sales	197.50	500.00	-302.50
41200 · Water Sales/Pumping	5,647.40	8,000.00	-2,352.60
41400 · ACID Water Reservation	0.00	10,000.00	-10,000.00
41800 · Late Fees	18,034.86	28,000.00	-9,965.14
42230 · Service Connection Fee/Meters	0.00	16,000.00	-16,000.00
Total 41000 · Water Sales	678,154.76	1,107,500.00	-429,345.24
42000 · Special Service Fees	2,041.00	3,500.00	-1,459.00
42160 · Property Tax Revenue - SCSD	20,552.66	35,000.00	-14,447.34
44000 · Interest Revenue			
44100 · TriC Interest	13,777.65	20,000.00	-6,222.35
44500 · Umpqua Interest	8.04	20.00	-11.96
Total 44000 · Interest Revenue	13,785.69	20,020.00	-6,234.31
47000 · Copies, Faxes, Document Request	0.00	10.00	-10.00
47300 · SFD Reimbursement	3,422.42	5,000.00	-1,577.58
47500 · Insurance Reimbursement	1,745.15	1,750.00	-4.85
Total Income	719,701.68	1,172,780.00	-453,078.32
Gross Profit	719,701.68	1,172,780.00	-453,078.32
Expense			
50500 · Bad Debt Expense	0.00	10,000.00	-10,000.00
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	5,174.49	15,000.00	-9,825.51
51014 · ACID Water	0.00	7,000.00	-7,000.00
51018 · Water Testing Expense	4,672.36	6,500.00	-1,827.64
Total 51000 · Water Service Expenses	9,846.85	28,500.00	-18,653.15
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	783.33	1,500.00	-716.67
51022 · Benson - PGE 937 #6	664.27	1,500.00	-835.73
51023 · Bandana Tr. - PGE 337 #7	1,113.62	2,000.00	-886.38
51024 · Highland Cir - PGE 355 #3	104.51	150.00	-45.49
51025 · Highland Circle - PGE 013 #5	1,526.75	1,800.00	-273.25
51026 · Record Heights - PGE 206 #4	2,083.30	3,200.00	-1,116.70
51027 · Lower Brunswick - PGE 936 #2	2,101.29	3,300.00	-1,198.71
51028 · Keswick WTP - 956 #9	578.82	1,000.00	-421.18
Total 51020 · Pumping Expense	8,955.89	14,450.00	-5,494.11
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	17,575.57	25,500.00	-7,924.43
51032 · W.T. Filter Plant PGE 254 #8	2,325.49	3,800.00	-1,474.51
51033 · W.T. Plant Repair/Maint.	0.00	7,000.00	-7,000.00
51034 · Backwash Sludge Disposal	2,275.00	2,300.00	-25.00
51035 · W.T. Security/Telephone	484.98	1,000.00	-515.02

# Shasta Community Services District

## Profit & Loss Budget vs. Actual

### July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget
Total 51030 · Water Treatment Expense	22,661.04	39,600.00	-16,938.96
51039 · Transmission/Distribution			
51040 · Transmission/Distribution-Gen	11,807.13	30,000.00	-18,192.87
51070 · Minor Equipment Expense	0.00	1,000.00	-1,000.00
51082 · Maintenance/Misc.Equipment	1,739.10	3,500.00	-1,760.90
51083 · Meters - New & Replacements	1,752.98	1,000.00	752.98
51084 · Pump & Tank Level Telemetry	248.14	2,000.00	-1,751.86
Total 51039 · Transmission/Distribution	15,547.35	37,500.00	-21,952.65
51090 · Vehicle Maintenance			
51094 · Backhoe/Trailer/Generator	496.16	5,000.00	-4,503.84
51098 · U11 Ford Ranger 2011	0.00	1,000.00	-1,000.00
51099 · U12 Ford F350 2016	0.00	1,000.00	-1,000.00
51100 · U13 Ford F-150 2018	557.73	1,500.00	-942.27
51101 · U14 Ford F-150 2021	351.27	500.00	-148.73
Total 51090 · Vehicle Maintenance	1,405.16	9,000.00	-7,594.84
51093 · Gas & Oil Expense			
51091 · Gas & Oil - Generator	82.26	650.00	-567.74
51092 · Gas & Oil Ford 150 Truck #13	2,092.49	3,500.00	-1,407.51
51093.1 · Gas & Oil 2021 F-150 Truck #14	3,492.26	5,000.00	-1,507.74
51093.2 · Gas & Oil - Backhoe	400.92	700.00	-299.08
51093.8 · Gas & Oil 2011 Ford Truck #11	2,841.37	4,000.00	-1,158.63
51093.9 · Gas & Oil 2016 Ford 350 #12	764.16	1,300.00	-535.84
Total 51093 · Gas & Oil Expense	9,673.46	15,150.00	-5,476.54
52000 · Training			
52001 · Training Course Fees	1,605.00	1,650.00	-45.00
52002 · Travel	0.00	500.00	-500.00
52003 · Lodging	1,268.12	1,300.00	-31.88
52004 · Meals	17.38	500.00	-482.62
Total 52000 · Training	2,890.50	3,950.00	-1,059.50
55010 · Payroll Expenses			
55011 · Manager Salary			
55011.0 · Manager/Salary	71,500.05	114,400.00	-42,899.95
Total 55011 · Manager Salary	71,500.05	114,400.00	-42,899.95
55012 · Maintenance/Hourly			
55012.2 · Maintenance/Hourly	34,507.20	62,400.00	-27,892.80
55012.3 · Maintenance Hourly/Vacation	232.96		
55012.4 · Maintenance/Hourly/Sick	2,740.92		
55012.5 · Maintenance/Hourly/Holiday	2,562.56		
55012.6 · Maintenance/OT	4,196.09	7,000.00	-2,803.91
55012.7 · Maintenance 2 / Lead Operator	43,645.00	72,800.00	-29,155.00
Total 55012 · Maintenance/Hourly	87,884.73	142,200.00	-54,315.27
55013 · Office/Hourly			
55013.1 · Office/Hourly-FD Reimburse	-22,498.88	-35,000.00	12,501.12
55013.2 · Office Hourl/ Vacation	495.04		

# Shasta Community Services District

## Profit & Loss Budget vs. Actual

### July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget
55013.3 · Office/Hourly/Sick	931.84		
55013.4 · Office Hourly	33,720.96	62,400.00	-28,679.04
55013.5 · Office/Hourly/Holiday	2,562.56		
55013.6 · Office Hourly Overtime	709.80	1,350.00	-640.20
Total 55013 · Office/Hourly	15,921.32	28,750.00	-12,828.68
55014 · On Call Time	13,564.44	21,000.00	-7,435.56
55010 · Payroll Expenses - Other	1,794.43	2,800.00	-1,005.57
Total 55010 · Payroll Expenses	190,664.97	309,150.00	-118,485.03
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	51,506.04	75,000.00	-23,493.96
55035 · Retiree Health Insurance	2,600.00	3,900.00	-1,300.00
55040 · Workers Compensation Insurance	4,839.22	5,000.00	-160.78
55055 · CALPERS	36,966.20	55,000.00	-18,033.80
Total 55029 · Employee Benefits	95,911.46	138,900.00	-42,988.54
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	3,065.28	5,000.00	-1,934.72
55063 · Employer Social Security Exp	13,106.70	21,000.00	-7,893.30
55070 · State Unemployment Insurance	1,736.00	2,000.00	-264.00
Total 55060 · Payroll Tax Expense	17,907.98	28,000.00	-10,092.02
55130 · Office Expense			
55110 · Answering Service Expense	1,384.00	2,500.00	-1,116.00
55121 · Office/Cellular Telephone	1,345.76	2,000.00	-654.24
55125 · Office/Security Expense	533.00	750.00	-217.00
55131 · Office/PGE 761	1,835.41	3,000.00	-1,164.59
55132 · Office/Telephone	641.87	800.00	-158.13
55133 · Office/Supplies	3,302.99	5,000.00	-1,697.01
55134 · Office/Postage	10,511.89	15,500.00	-4,988.11
55135 · Office/Equipment Expense	1,966.31	5,000.00	-3,033.69
55136 · Office/Rent Expense	18,900.00	12,600.00	6,300.00
55137 · Office/Employee Background Chec	0.00	200.00	-200.00
55138 · Office/Propane	2,607.54	2,300.00	307.54
55139 · Office/Building Maintenance	259.20	1,000.00	-740.80
55141 · Office/Safety	1,081.00	1,500.00	-419.00
55142 · Employee Pre-emp. Physical	0.00	200.00	-200.00
Total 55130 · Office Expense	44,368.97	52,350.00	-7,981.03
55145 · Banking Fees	774.55	1,500.00	-725.45
55150 · Insurance - Liability & E&O	53,207.89	53,500.00	-292.11
55160 · Professional Services			
55162 · Legal Services	1,372.68	6,500.00	-5,127.32
55163 · Engineering Services	5,816.00	6,500.00	-684.00
55164 · Auditing Services	1,450.00	11,000.00	-9,550.00
Total 55160 · Professional Services	8,638.68	24,000.00	-15,361.32
55170 · Directors Compensation	4,600.00	6,500.00	-1,900.00
55180 · Dues/Permit Fees	10,875.05	17,000.00	-6,124.95

# Shasta Community Services District

## Profit & Loss Budget vs. Actual

### July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget
55182 · maintenance contracts/support	1,106.80	2,000.00	-893.20
60000 · Interest	9,247.64	9,500.00	-252.36
Total Expense	508,284.24	800,550.00	-292,265.76
Net Ordinary Income	211,417.44	372,230.00	-160,812.56
Other Income/Expense			
Other Income			
72000 · SRF Grant Reimbursement	1,906,700.71	3,300,000.00	-1,393,299.29
72100 · USDA Grant	0.00	515,000.00	-515,000.00
Total Other Income	1,906,700.71	3,815,000.00	-1,908,299.29
Net Other Income	1,906,700.71	3,815,000.00	-1,908,299.29
Net Income	2,118,118.15	4,187,230.00	-2,069,111.85

Shasta Community Services District - Fire Department  
Financial Report for February 2024

	Bank of Commerce	
	256	591
	General	Volunteer
<b><i>Beginning Cash</i></b>	\$ 31,746.83	\$ 1,291.98
Voided Checks - Prior Period		
Reconciling Adjustments		
<b><i>Revenue</i></b>		
Donations		
Interest	0.24	
<b><i>Total Receipts</i></b>	\$ 0.24	\$ -
<b><i>Transfers</i></b>		
Transfer from SCSD		
<b><i>Total Transfers</i></b>	\$ -	\$ -
<b><i>Disbursements</i></b>		
Bills Payable	(1,810.14)	
Reimburse Water Department	(3,736.33)	
Employee Per Diems		
<b><i>Total Disbursements</i></b>	\$ (5,546.47)	\$ -
<b><i>Ending Cash</i></b>	\$ 26,200.60	\$ 1,291.98



# Shasta Fire Department BANK TRANSACTIONS

11:26 AM  
03/12/24  
Accrual Basis

2/1/2024 - 2/29/2024

Type	Date	Num	Name	Memo	Amount	Balance
13169 · Columbia Bank - 256						
Bill Pmt -Check	02/08/2024	12183	PG&E	January 2024 fire hall electric	-546.67	31,746.83
Bill Pmt -Check	02/08/2024	EFT	First Bankcard 1741-ss0245	volunteer physical/health screen	-145.00	31,200.16
Bill Pmt -Check	02/13/2024	12184	Kenny & Norine	personnel manual review, employee handbook committ...	-224.25	31,055.16
Bill Pmt -Check	02/13/2024	12185	Ed Staub & Sons	January 2024 fuel	-266.08	30,830.91
Bill Pmt -Check	02/14/2024	EFT	California Public Employees' Retirement	January 2024	-443.50	30,564.83
Bill Pmt -Check	02/14/2024	12186	Waste Management Anderson Cottonwood Disp	February 2024 fire hall garbage	-33.32	30,121.33
Bill Pmt -Check	02/14/2024	12187	SCSD	February 2024 reimbursement	-3,736.33	30,088.01
Bill Pmt -Check	02/20/2024	12188	AT & T	January 2024 reimbursement	-151.32	26,351.68
Deposit	02/29/2024			February 2024 phone/internet interest	0.24	26,200.36
Total 13169 · Columbia Bank - 256					-5,546.23	26,200.60
TOTAL					-5,546.23	26,200.60

# Shasta Fire Department

## Profit & Loss Budget vs. Actual

### July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
44000 · Interest Revenue			
44700 · Interest - Umpqua	1.94	10.00	-8.06
Total 44000 · Interest Revenue	1.94	10.00	-8.06
45000 · Property Tax Revenue			
45100 · Shasta County Taxes	184,973.94	311,060.00	-126,086.06
Total 45000 · Property Tax Revenue	184,973.94	311,060.00	-126,086.06
Total Income	184,975.88	311,070.00	-126,094.12
Gross Profit	184,975.88	311,070.00	-126,094.12
Expense			
59275 · SCSD Reimbursement	4,326.28	6,000.00	-1,673.72
59450 · Volunteer Fund Expenses	890.67	1,500.00	-609.33
59080 · Gas/Oil/Diesel/Expense			
59088 · Station Fuel/Equipment	0.00	153.00	-153.00
59087 · 2009 Ford F150 SuperCb C56/R256	870.98	1,000.00	-129.02
59086 · Water Tender WT56	608.81	1,000.00	-391.19
59085 · 2000 Ford rescue R56	112.61	1,530.00	-1,417.39
59084 · Engine E56	145.35	510.00	-364.65
59083 · 2006 International E556	0.00	510.00	-510.00
59082 · 2011 F150 UT56	98.37	510.00	-411.63
59081 · 2000 Freightliner E256	130.09	510.00	-379.91
Total 59080 · Gas/Oil/Diesel/Expense	1,966.21	5,723.00	-3,756.79
59000 · Office Expense			
59016 · Office Equipment	0.00	510.00	-510.00
59010 · PG&E	2,062.87	3,000.00	-937.13
59015 · Office Supplies	4,049.34	510.00	3,539.34
59020 · Telephone Expense	1,207.35	1,652.40	-445.05
59021 · Telephone - Cellular	0.00	0.00	0.00
59025 · Propane	1.00	500.00	-499.00
59026 · Waste & Garbage Disposal	266.56	408.00	-141.44
Total 59000 · Office Expense	7,587.12	6,580.40	1,006.72
59030 · Building Maintenance	0.00	3,060.00	-3,060.00
59040 · Vehicle Maintenance			
59058 · 2000 Freightliner E-256	0.00	1,020.00	-1,020.00
59056 · 2011 F150 UT56	0.00	510.00	-510.00
59079 · 2006 International E556	0.00	1,020.00	-1,020.00
59041 · Engine E56	0.00	1,020.00	-1,020.00
59049 · 2000 Ford Rescue R56	0.00	510.00	-510.00
59054 · Water Tender - New 05/06 WT56	3,790.84	5,000.00	-1,209.16
59055 · C56 - 2009 Ford F150 Supercab	0.00	510.00	-510.00
Total 59040 · Vehicle Maintenance	3,790.84	9,590.00	-5,799.16
59060 · Repairs/Replace Equipment			
59050 · Tools/Minor Equipment	3.89	10.00	-6.11

**Shasta Fire Department**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through February 2024**

	Jul '23 - Feb 24	Budget	\$ Over Budget
59061 · R/R Equipment	753.12	2,000.00	-1,246.88
59062 · R/R Clothing	2,382.62	1,877.75	504.87
59064 · R/R Radios	0.00	172.55	-172.55
59066 · R/R Upgrade SCBA	0.00	2,030.00	-2,030.00
Total 59060 · Repairs/Replace Equipment	3,139.63	6,090.30	-2,950.67
59070 · General Supplies	514.52	250.00	264.52
59090 · Training/Travel Expense	200.00	1,500.00	-1,300.00
59091 · Meals	0.00	500.00	-500.00
59095 · Firefighter Health Screen/RIOH	145.00		
59100 · Per Diem Expense	0.00	8,000.00	-8,000.00
59130 · Memberships/Dues			
59131 · Dues/Membership	1,695.50	1,210.00	485.50
59140 · Lafco Fees	1,205.30	1,000.00	205.30
Total 59130 · Memberships/Dues	2,900.80	2,210.00	690.80
59205 · Professional Expenses			
59210 · Audit Expense	300.00	6,000.00	-5,700.00
59220 · Legal Expense	1,634.25	2,000.00	-365.75
59205 · Professional Expenses - Other	120.00	500.00	-380.00
Total 59205 · Professional Expenses	2,054.25	8,500.00	-6,445.75
59300 · Payroll Expenses			
59356 · W/C wages	0.00	0.00	0.00
59318 · Overtime Pay	0.00	0.00	0.00
59372 · Vacation Expense	4,135.17	4,200.00	-64.83
59319 · Shift Pay	0.00	0.00	0.00
59310 · Chief Salary	0.00	0.00	0.00
59360 · SCSD Office Hourly/W/PR Burden	25,632.07	40,000.00	-14,367.93
59375 · Payroll Expense/Other	0.00	0.00	0.00
Total 59300 · Payroll Expenses	29,767.24	44,200.00	-14,432.76
59305 · Employee Benefits			
59330 · Social Security FICA	256.38	260.00	-3.62
59340 · Social Security - Medicare	59.96	60.00	-0.04
59350 · SUI	256.38	260.00	-3.62
59355 · Pension Contributions	3,898.00	6,050.00	-2,152.00
59345 · Health Insurance	4,761.72	4,800.00	-38.28
59200 · Workers Compensation	14,122.68	16,200.00	-2,077.32
Total 59305 · Employee Benefits	23,355.12	27,630.00	-4,274.88
59400 · Liab/Fire/Auto Insurance	8,919.00	9,000.00	-81.00
59600 · Interest Expense	17.71	18.00	-0.29
59700 · Tax Administration	0.00	0.00	0.00
Total Expense	89,574.39	140,351.70	-50,777.31
Net Ordinary Income	95,401.49	170,718.30	-75,316.81
Net Income	95,401.49	170,718.30	-75,316.81

Shasta Fire Department  
Profit & Loss Budget vs. Actual  
July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget
Cash in Bank	27,492.58		
Reserve Account	612,550.41		
Total Reserves	640,042.99		

## General Manager Report

March 2024

- Water consumption for February:  
This Year – 18 Acre Feet  
Last Year – 17 Acre Feet
- Update on the new office project
  - We moved in the first week in March and have ordered a few things to finish up with furnishing the office.
  - We have to raise the fire hydrant in front of the office.
  - We are still waiting on the state amendment to complete our reimbursements.
  - We met with the new project coordinator for USDA on Friday.
- We finished the mainline flushing.
- We have a new scope of work for the lead line inventory.
- Our auditor is coming out tomorrow to finish up the field work.
- I'll be finishing the annual EAR report for the state in the next few weeks.
- We finished the backflow testing on customer backflow devices.
- We will be doing the filter inspections this month.
- We will be upgrading to the TU5300sc turbidimeters at the treatment plant.

## February 2024 Shasta Fire Department Responses

2/6	Medical	Red Bluff St.	medical cancelled	SFD, CF
2/9	Vehicle Acc	French Gulch	over the embankment	no SFD, CF
2/10	Structure Fire	Downtown Shasta	Fatal fire	SFD, CF, SCSO, RFD
2/12	Medical	Bally View Ln	female choking	SFD, CF
2/13	Medical	Red Bluff St	low blood sugar	SFD, CF
2/13	Structure Fire	French Gulch	fully involved WT56	SFD, CF
2/14	Vehicle Rollover	WNP	Double Fatal TC rollover	SFD, CF, WNP
2/19	Medical	Sandy Ln	lift assist	SFD, CF
2/21	Vehicle Acc	Hwy 299W	over embankment w/ fire	WNP, SFD, CF
2/24	Medical	Bandana Trail	female difficulty breathing	no SFD, CF
2/24	Medical	Jays Market	male w/ weakness	no SFD, CF
2/24	Gas Leak	Hwy 299	smell of propane	SFD, CF

### Summary of February 2024 Shasta Fire Dept. Responses:

Medical In-district	6	4 SFD responses, 2 unavailable
Medical Out of District	0	
Traffic Accidents	3	1 in-dist, 2 out of dist over embank, 1 no SFD
Fire In-District	1	1 fatal structure fire
Haz Condition	1	1 smell of gas
Fire Out of District	<u>1</u>	<u>1 Structure Fire WT56 to French Gulch</u>

Total Incidents	12	For February 2024
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Att. Board of Directors

S.C.S.D. From Steven J. Pelozo  
16438 Lower Springs Rd. Redding CA.  
530-351-2763 96001

I Recently Had another LEAK  
That was catastrophic! Resulting in  
a water Bill of Excess of ~~\$800.00~~ —  
I was not aware of this water LEAK.  
Until I received the 1. Bill of 360 —  
I was told that u were aware of  
this excess water usage But did not  
bother 2 contact me! I have been  
inrolled in the Leak Forgiveness  
Program Paying in Excess of 220<sup>Mon.</sup>  
which u can only do Every 5 yrs.  
which I Believe is B.S.  
Redding ult. Has the Proper Program 2  
alert there customers of a problem.  
ur Meter is very Hard 4. Me 2 access  
I am 70 yr. and Handicapped! —  
I am Prepared 2 Take Legal action —  
if, this Bogus Bill. is not Erased!  
2/14/2024 Steven Pelozo 73