

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, May 20th, 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 April 1st through April 30th, 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 April 15th, 2025, meeting minutes pgs 10-13

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

5. Correspondence:

6. General Business:

6-1 General Manager Report pg 14

7. Old Business:

8. New Business:

8-1 COLA (cost of living adjustment) increase pg 15

Discussion/Possible Action

8-2 Ordinance 01-25 Cross Connection Control Program pg 16-18

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, 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 April 2025

| | Tri Counties Bank | | Umpqua |
|------------------------------|-------------------|-----------------|--------------|
| | 935 | 970 | 839 |
| | General | Money Mult. | State Reimb. |
| Beginning Cash | \$ 40,311.77 | \$ 1,792,504.56 | \$ 60,513.02 |
| Voided Checks - Prior Period | | | |
| Reconciling Adjustments | | | |
| Revenue | | | |
| Customer Payments | 12,108.06 | 47,272.61 | |
| Bad Debt Recovery | | 129.51 | |
| Hydrant Water Sales | | | |
| Property Tax Disbursements | | | |
| Capacity Expansion Fee | | | |
| Grants | | | |
| Scrap Metal | | | |
| Asset Disposal | 2,800.00 | | |
| Vendor Refunds | | 561.01 | |
| Interest | | 4,346.41 | 0.50 |
| Total Revenue | \$ 14,908.06 | \$ 52,309.54 | \$ 0.50 |
| Transfers | | | |
| Transfers In - Water | 30,000.00 | | |
| Transfers Out - Water | | (30,000.00) | |
| Transfer to SFD | | | |
| Total Transfers | \$ 30,000.00 | \$ (30,000.00) | \$ - |
| Disbursements | | | |
| Bills Paid | (29,440.93) | | |
| Payroll | (34,727.19) | | |
| Revolving Fund Loan Payment | | | |
| USDA Loan Payment | | | |
| Customer NSF Returns | | | |
| Bank Fees | (126.56) | | |
| Total Disbursements | \$ (64,294.68) | \$ - | \$ - |
| Ending Cash | \$ 20,925.15 | \$ 1,814,814.10 | \$ 60,513.52 |

Shasta Water Department
BILLS PRESENTED FOR PAYMENT
1/1/17 - 1/31/17

| Type | Date | Num | Name | Memo | Debit | Credit | Balance |
|-------------------------------|------------|-------|---|--|-----------|----------|-----------|
| 13110 - TriC General Fund 935 | | | | | | | |
| Bill Pmt -Check | 04/01/2025 | EFT | Humana | April 2025 employee vision/dental | | 809.46 | 40,311.77 |
| Bill Pmt -Check | 04/01/2025 | EFT | Anthem Blue Cross | April 2025 employee health insurance | | 6,551.13 | 39,502.31 |
| Transfer | 04/01/2025 | | | Funds Transfer | 30,000.00 | | 32,951.18 |
| Bill Pmt -Check | 04/01/2025 | 16985 | Wells Fargo Bank, N.A. | April 2025 copier lease inv 5033755878 | | 116.20 | 62,951.18 |
| Bill Pmt -Check | 04/01/2025 | 16986 | SDRMA | 2024/2025 property/liability adjustment truck u15 | | 557.06 | 62,834.98 |
| Bill Pmt -Check | 04/01/2025 | EFT | TASC (Optilife) | Employee Supplemental Insurance April 2025 | | 607.00 | 62,277.92 |
| Deposit | 04/01/2025 | | | Batch # 10839-10849 CC | | | 61,670.92 |
| Bill Pmt -Check | 04/02/2025 | EFT | AT&T | March 2025 office internet | 1,408.35 | | 63,079.27 |
| Bill Pmt -Check | 04/02/2025 | 16987 | Ed Staub & Sons | fuel March 2025 2nd half | | 107.00 | 62,972.27 |
| Bill Pmt -Check | 04/02/2025 | 16988 | Pace Analytical Services LLC | drinking water monitoring report compilation | | 640.47 | 62,331.80 |
| Deposit | 04/02/2025 | | | Batch # 10850-10851 -10853-10854 CC | | 242.50 | 62,089.30 |
| Deposit | 04/03/2025 | | | Batch # 10855-10859 CC | 398.46 | | 62,487.76 |
| Paycheck | 04/04/2025 | 16978 | Hunt, Joshua E | pay period 3/16/2025 - 3/31/2025 | 627.61 | | 63,115.37 |
| Paycheck | 04/04/2025 | 16979 | Koeper, Chris D | pay period 3/16/2025 - 3/31/2025 | | 2,400.74 | 60,714.63 |
| Paycheck | 04/04/2025 | 16980 | Staup, Shawna P | pay period 3/16/2025 - 3/31/2025 | | 3,842.36 | 56,872.27 |
| Paycheck | 04/04/2025 | 16981 | Steele, Justin B. | pay period 3/16/2025 - 3/31/2025 | | 2,289.73 | 54,582.54 |
| Bill Pmt -Check | 04/04/2025 | EFT | California State Disbursement Unit | Employee Garnishment | | 3,139.49 | 51,443.05 |
| Liability Check | 04/04/2025 | | QuickBooks Payroll Service | Created by Payroll Service & payroll taxes on 03/31/2025 | | 349.00 | 51,094.05 |
| Deposit | 04/04/2025 | | | Batch # 10860 CC | 100.00 | 6,015.42 | 45,078.63 |
| Deposit | 04/05/2025 | | | Batch # 1 CC | 769.63 | | 45,178.63 |
| Deposit | 04/07/2025 | | | Batch #2 CC | 140.08 | | 45,948.26 |
| Bill Pmt -Check | 04/08/2025 | 16989 | Carrel's Office Machines | March 2025 copier fees | | 224.02 | 45,864.32 |
| Bill Pmt -Check | 04/08/2025 | 16990 | Waste Management | April 2025 office trash | | 49.13 | 45,815.19 |
| Bill Pmt -Check | 04/08/2025 | 16991 | verizon | March 2025 scada data filler plant | | 61.62 | 45,753.57 |
| Bill Pmt -Check | 04/08/2025 | 16992 | PG&E | March 2025 office & pumps electric | | 1,697.49 | 44,056.08 |
| Bill Pmt -Check | 04/08/2025 | 16993 | Charles Schwab & Co. | April 2025 | | 350.00 | 43,706.08 |
| Bill Pmt -Check | 04/08/2025 | EFT | AT&T Mobility | April 2025 office phone | | 28.13 | 43,677.95 |
| Deposit | 04/08/2025 | | | Batch # 5 CC | 460.19 | | 44,138.14 |
| Bill Pmt -Check | 04/09/2025 | 16994 | verizon | March 2025 cell phones | | 156.54 | 43,981.60 |
| Bill Pmt -Check | 04/09/2025 | 16995 | Hue & Cry, Inc. | May 2025 fire & burglary monitoring | | 178.00 | 43,803.60 |
| Bill Pmt -Check | 04/09/2025 | 16996 | PACE Civil Engineering, Inc. | scada software upgrade/pc workstation replacement | | 328.50 | 43,475.10 |
| Bill Pmt -Check | 04/09/2025 | 16997 | US Bureau of Reclamation | March 2025 | | 1,867.45 | 41,607.65 |
| Bill Pmt -Check | 04/09/2025 | 16998 | Amazing Army's Cleaning | April 2025 office cleaning | | 275.00 | 41,332.65 |
| Deposit | 04/09/2025 | | | Batch # 6 CC | 682.59 | | 42,015.24 |
| Bill Pmt -Check | 04/10/2025 | EFT | California Public Employee's Retirement | Batch # 8 CC | | 4,631.30 | 37,383.94 |
| Deposit | 04/10/2025 | | | Batch # 8 CC | 1,818.09 | | 39,202.03 |
| Deposit | 04/11/2025 | | | sale of truck #11 | 2,800.00 | | 42,002.03 |
| Deposit | 04/11/2025 | | | Batch # 9 CC | 108.48 | | 42,110.51 |
| Deposit | 04/12/2025 | | | Batch # 10 CC | 420.63 | | 42,531.14 |
| Check | 04/12/2025 | | | Service Charge | | 126.56 | 42,404.58 |
| Deposit | 04/13/2025 | | | Batch # 11 CC | 246.27 | | 42,650.85 |
| Bill Pmt -Check | 04/14/2025 | 16999 | Aveva Select | 2025 topview software support subscription for tank & auto dialer... | | 520.00 | 42,130.85 |
| Bill Pmt -Check | 04/14/2025 | 17000 | Usalco Modesto Plant LLC | polymer drum | | 769.96 | 41,360.89 |
| Deposit | 04/14/2025 | | | Batch # 12 CC | 64.60 | | 41,425.49 |
| Bill Pmt -Check | 04/15/2025 | 17001 | Pace Analytical Services LLC | drinking water monitoring | | 1,016.20 | 40,409.29 |
| Deposit | 04/15/2025 | | | Batch # 14 CC | 832.00 | | 41,241.29 |
| Bill Pmt -Check | 04/16/2025 | 17002 | Dylan Bennett | yard maintenance/weed eating | | 80.00 | 41,161.29 |
| Bill Pmt -Check | 04/16/2025 | EFT | California State Disbursement Unit | Employee Garnishment | | 349.00 | 40,812.29 |
| Deposit | 04/17/2025 | | | Batch # 15 CC | 135.04 | | 40,947.33 |
| Paycheck | 04/18/2025 | 17003 | Hunt, Joshua E | Batch # 16 CC | 90.65 | | 41,037.98 |
| Paycheck | 04/18/2025 | 17004 | Koeper, Chris D | pay period 4/1/2025 - 4/15/2025 | | 2,340.10 | 38,697.88 |
| Paycheck | 04/18/2025 | 17005 | Staup, Shawna P | pay period 4/1/2025 - 4/15/2025 | | 3,886.49 | 34,811.39 |
| Paycheck | 04/18/2025 | 17006 | Steele, Justin B. | pay period 4/1/2025 - 4/15/2025 | | 2,265.08 | 32,546.31 |
| Liability Check | 04/18/2025 | | QuickBooks Payroll Service | Created by Payroll Service payroll taxes on 04/16/2025 | | 2,814.76 | 29,731.55 |
| | | | | | | 5,733.02 | 23,998.53 |

Shasta Water Department
BILLS PRESENTED FOR PAYMENT
1/1/17 - 1/31/17

| Type | Date | Num | Name | Memo | Debit | Credit | Balance |
|-------------------------------------|------------|-------|----------------------------------|---|------------------|------------------|------------------|
| Deposit | 04/18/2025 | | | Batch # 17 CC | 206.01 | | 24,204.54 |
| Deposit | 04/19/2025 | | | Batch # 18 CC | 158.56 | | 24,363.10 |
| Deposit | 04/22/2025 | | | Batch # 21 CC | 1,108.08 | | 25,471.18 |
| Deposit | 04/23/2025 | | | Batch # 22 CC | 67.04 | | 25,538.22 |
| Bill Pmt -Check | 04/24/2025 | 17007 | Ferguson DBA Groeniger & Co. | fire hydrant & supplies | | 5,901.42 | 19,636.80 |
| Bill Pmt -Check | 04/24/2025 | 17008 | American Water Works Association | member # 507292, membership dues for 7/1/2025 - 6/30/2026 | | 525.00 | 19,111.80 |
| Bill Pmt -Check | 04/24/2025 | 17009 | Computer Logistics Corporation | IT services for internet & network issues | | 660.00 | 18,451.80 |
| Bill Pmt -Check | 04/24/2025 | 17010 | Ed Staub & Sons | fuel April 2025 1st half | | 489.84 | 17,961.96 |
| Bill Pmt -Check | 04/24/2025 | EFT | Quadrant Finance USA, Inc | March 2025 postage | | 1,000.00 | 16,961.96 |
| Deposit | 04/24/2025 | | | Batch # 23 CC | 146.87 | | 17,108.83 |
| Deposit | 04/25/2025 | | | Batch # 24 CC | 317.22 | | 17,426.05 |
| Deposit | 04/26/2025 | | | Batch # 25 CC | 637.28 | | 18,063.33 |
| Deposit | 04/27/2025 | | | Batch # 26 CC | 74.02 | | 18,137.35 |
| Deposit | 04/28/2025 | | | Batch # 27 CC | 250.53 | | 18,387.88 |
| Deposit | 04/29/2025 | | | Batch # 28 CC | 429.93 | | 18,817.81 |
| Deposit | 04/30/2025 | | | Batch # 29 CC | 409.85 | | 19,227.66 |
| Total 13110 - TrnC General Fund 935 | | | | | 44,908.06 | 65,992.17 | 19,227.66 |
| TOTAL | | | | | 44,908.06 | 65,992.17 | 19,227.66 |

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

| | Jul '24 - Apr 25 | Budget | \$ Over Budget |
|---|------------------|--------------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 41000 · Water Sales | | | |
| 41100 · Water Sales - Res. & Comm. | 896,389.76 | 1,100,000.00 | -203,610.24 |
| 41150 · Hydrant Water Sales | 115.78 | 500.00 | -384.22 |
| 41200 · Water Sales/Pumping | 7,761.21 | 9,000.00 | -1,238.79 |
| 41800 · Late Fees | 11,557.27 | 15,000.00 | -3,442.73 |
| 42230 · Service Connection Fee/Meters | 0.00 | 16,000.00 | -16,000.00 |
| Total 41000 · Water Sales | 915,824.02 | 1,140,500.00 | -224,675.98 |
| 42000 · Special Service Fees | 2,452.63 | 3,500.00 | -1,047.37 |
| 42160 · Property Tax Revenue - SCSD | 23,304.43 | 37,000.00 | -13,695.57 |
| 42220 · Scrap Metal | 469.00 | 469.00 | 0.00 |
| 44000 · Interest Revenue | | | |
| 44100 · TriC Interest | 47,246.21 | 50,000.00 | -2,753.79 |
| 44500 · Umpqua Interest | 5.04 | 20.00 | -14.96 |
| Total 44000 · Interest Revenue | 47,251.25 | 50,020.00 | -2,768.75 |
| 47000 · Copies, Faxes, Document Request | 0.00 | 10.00 | -10.00 |
| 47300 · SFD Reimbursement | 2,711.05 | 3,600.00 | -888.95 |
| 71000 · Gain/Loss Fixed Asset Disposal | 2,800.00 | 0.00 | 2,800.00 |
| Total Income | 994,812.38 | 1,235,099.00 | -240,286.62 |
| Gross Profit | 994,812.38 | 1,235,099.00 | -240,286.62 |
| Expense | | | |
| 50500 · Bad Debt Expense | 1,597.72 | 8,000.00 | -6,402.28 |
| 51000 · Water Service Expenses | | | |
| 51010 · Bureau of Reclamation | 18,918.85 | 22,000.00 | -3,081.15 |
| 51012 · Other Water Purchases/Deficit | 0.00 | 0.00 | 0.00 |
| 51018 · Water Testing Expense | 4,690.38 | 5,000.00 | -309.62 |
| Total 51000 · Water Service Expenses | 23,609.23 | 27,000.00 | -3,390.77 |
| 51020 · Pumping Expense | | | |
| 51021 · Middle Brunswick - PGE 573 #1 | 880.56 | 1,200.00 | -319.44 |
| 51022 · Benson - PGE 937 #6 | 847.09 | 1,300.00 | -452.91 |
| 51023 · Bandana Tr. - PGE 337 #7 | 1,486.75 | 2,000.00 | -513.25 |
| 51024 · Highland Cir - PGE 355 #3 | 71.17 | 150.00 | -78.83 |
| 51025 · Highland Circle - PGE 013 #5 | 1,948.85 | 2,300.00 | -351.15 |
| 51026 · Record Heights - PGE 206 #4 | 3,482.58 | 5,000.00 | -1,517.42 |
| 51027 · Lower Brunswick - PGE 936 #2 | 4,406.67 | 5,900.00 | -1,493.33 |
| 51028 · Keswick WTP - 956 #9 | 721.14 | 900.00 | -178.86 |
| Total 51020 · Pumping Expense | 13,844.81 | 18,750.00 | -4,905.19 |
| 51030 · Water Treatment Expense | | | |
| 51031 · W.T. Chemicals | 24,723.63 | 28,000.00 | -3,276.37 |
| 51032 · W.T. Filter Plant PGE 254 #8 | 4,168.80 | 5,000.00 | -831.20 |
| 51033 · W.T. Plant Repair/Maint. | 6,952.92 | 6,000.00 | 952.92 |
| 51034 · Backwash Sludge Disposal | 5,415.00 | 2,400.00 | 3,015.00 |
| 51035 · W.T. Security/Telephone | 616.22 | 800.00 | -183.78 |

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

| | Jul '24 - Apr 25 | Budget | \$ Over Budget |
|---|------------------|------------|----------------|
| Total 51030 · Water Treatment Expense | 41,876.57 | 42,200.00 | -323.43 |
| 51039 · Transmission/Distribution | | | |
| 51040 · Transmission/Distribution-Gen | 22,043.99 | 25,000.00 | -2,956.01 |
| 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 | 6,681.51 | 5,600.00 | 1,081.51 |
| 51084 · Pump & Tank Level Telemetry | 16,614.17 | 4,000.00 | 12,614.17 |
| Total 51039 · Transmission/Distribution | 45,339.67 | 37,600.00 | 7,739.67 |
| 51090 · Vehicle Maintenance | | | |
| 51094 · Backhoe/Trailer/Generator | 2,003.34 | 2,010.00 | -6.66 |
| 51098 · U11 Ford Ranger 2011 | 1,450.76 | 1,350.00 | 100.76 |
| 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 | 108.56 | 500.00 | -391.44 |
| 51102 · U15 Toyota Tacoma 2025 | 306.60 | | |
| Total 51090 · Vehicle Maintenance | 3,878.90 | 4,860.00 | -981.10 |
| 51093 · Gas & Oil Expense | | | |
| 51091 · Gas & Oil - Generator | 1,191.49 | 1,100.00 | 91.49 |
| 51092 · Gas & Oil Ford 150 Truck #13 | 2,242.73 | 2,700.00 | -457.27 |
| 51093.1 · Gas & Oil 2021 F-150 Truck #14 | 4,300.37 | 5,000.00 | -699.63 |
| 51093.2 · Gas & Oil - Backhoe | 545.60 | 650.00 | -104.40 |
| 51093.4 · Gas & Oil 2025 Toyota Truck #15 | 871.42 | | |
| 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 | 12,916.37 | 15,950.00 | -3,033.63 |
| 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 | 102,766.25 | 129,810.00 | -27,043.75 |
| Total 55011 · Manager Salary | 102,766.25 | 129,810.00 | -27,043.75 |
| 55012 · Maintenance/Hourly | | | |
| 55012.2 · Maintenance/Hourly | 47,709.76 | 68,723.00 | -21,013.24 |
| 55012.3 · Maintenance Hourly/Vacation | 1,635.48 | | |
| 55012.4 · Maintenance/Hourly/Sick | 5,569.64 | | |
| 55012.5 · Maintenance/Hourly/Holiday | 3,436.16 | | |
| 55012.6 · Maintenance/OT | 8,861.10 | 10,000.00 | -1,138.90 |
| 55012.7 · Maintenance 2 / Lead Operator | 62,106.44 | 82,597.00 | -20,490.56 |
| Total 55012 · Maintenance/Hourly | 129,318.58 | 161,320.00 | -32,001.42 |
| 55013 · Office/Hourly | | | |

Shasta Community Services District

Profit & Loss Budget vs. Actual

July 2024 through April 2025

| | Jul '24 - Apr 25 | Budget | \$ Over Budget |
|--|-------------------|-------------------|-------------------|
| 55013.1 · Office/Hourly-FD Reimburse | -14,842.81 | -18,000.00 | 3,157.19 |
| 55013.2 · Office Hourl/ Vacation | 2,230.20 | | |
| 55013.3 · Office/Hourly/Sick | 2,643.20 | | |
| 55013.4 · Office Hourly | 46,338.60 | 68,723.00 | -22,384.40 |
| 55013.5 · Office/Hourly/Holiday | 3,436.16 | | |
| 55013.6 · Office Hourly Overtime | 1,115.10 | 1,200.00 | -84.90 |
| Total 55013 · Office/Hourly | 40,920.45 | 51,923.00 | -11,002.55 |
| 55014 · On Call Time | 19,807.76 | 25,000.00 | -5,192.24 |
| 55010 · Payroll Expenses - Other | 1,509.49 | 1,750.00 | -240.51 |
| Total 55010 · Payroll Expenses | 294,322.53 | 369,803.00 | -75,480.47 |
| 55029 · Employee Benefits | | | |
| 55030 · Employee Health/Life Insurance | 82,135.06 | 100,000.00 | -17,864.94 |
| 55035 · Retiree Health Insurance | 3,500.00 | 4,200.00 | -700.00 |
| 55040 · Workers Compensation Insurance | 8,276.65 | 9,500.00 | -1,223.35 |
| 55055 · CALPERS | 48,120.62 | 60,000.00 | -11,879.38 |
| Total 55029 · Employee Benefits | 142,032.33 | 173,700.00 | -31,667.67 |
| 55060 · Payroll Tax Expense | | | |
| 55062 · Employer Medicare Expense | 4,660.02 | 5,500.00 | -839.98 |
| 55063 · Employer Social Security Exp | 19,925.65 | 24,000.00 | -4,074.35 |
| 55070 · State Unemployment Insurance | 1,736.00 | 1,736.00 | 0.00 |
| Total 55060 · Payroll Tax Expense | 26,321.67 | 31,236.00 | -4,914.33 |
| 55130 · Office Expense | | | |
| 55110 · Answering Service Expense | 1,602.00 | 2,000.00 | -398.00 |
| 55121 · Office/Cellular Telephone | 1,719.18 | 2,200.00 | -480.82 |
| 55125 · Office/Security Expense | 1,958.00 | 2,500.00 | -542.00 |
| 55131 · Office/PGE 761 | 7,065.98 | 9,400.00 | -2,334.02 |
| 55132 · Office/Telephone | 1,179.51 | 1,500.00 | -320.49 |
| 55133 · Office/Supplies | 4,687.19 | 4,000.00 | 687.19 |
| 55134 · Office/Postage | 6,048.40 | 6,500.00 | -451.60 |
| 55135 · Office/Equipment Expense | 1,906.08 | 2,500.00 | -593.92 |
| 55137 · Office/Employee Background Chec | 0.00 | 0.00 | 0.00 |
| 55138 · Office/Propane | 877.43 | 0.00 | 877.43 |
| 55139 · Office/Building Maintenance | 3,872.42 | 4,600.00 | -727.58 |
| 55141 · Office/Safety | 367.22 | 1,000.00 | -632.78 |
| 55142 · Empl oyee Pre-emp. Physical | 0.00 | 0.00 | 0.00 |
| Total 55130 · Office Expense | 31,283.41 | 36,200.00 | -4,916.59 |
| 55140 · Advertising Expense | 1,392.22 | 1,400.00 | -7.78 |
| 55145 · Banking Fees | 1,169.05 | 1,500.00 | -330.95 |
| 55150 · Insurance - Liability & E&O | 69,632.04 | 70,000.00 | -367.96 |
| 55160 · Professional Services | | | |
| 55162 · Legal Services | 2,713.37 | 2,500.00 | 213.37 |
| 55163 · Engineering Services | 70,949.25 | 85,000.00 | -14,050.75 |
| 55164 · Auditing Services | 10,424.12 | 11,000.00 | -575.88 |
| 55165 · Professional Services Misc. | 52,379.95 | 37,200.00 | 15,179.95 |

Shasta Community Services District

Profit & Loss Budget vs. Actual

July 2024 through April 2025

| | Jul '24 - Apr 25 | Budget | \$ Over Budget |
|---------------------------------------|------------------|--------------|----------------|
| Total 55160 · Professional Services | 136,466.69 | 135,700.00 | 766.69 |
| 55170 · Directors Compensation | 4,500.00 | 6,500.00 | -2,000.00 |
| 55180 · Dues/Permit Fees | 23,838.43 | 24,000.00 | -161.57 |
| 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 | 885,427.58 | 1,017,599.00 | -132,171.42 |
| Net Ordinary Income | 109,384.80 | 217,500.00 | -108,115.20 |
| Other Income/Expense | | | |
| Other Income | | | |
| 72000 · SRF Grant Reimbursement | 116,375.25 | 300,000.00 | -183,624.75 |
| 72100 · USDA Grant | 0.00 | 0.00 | 0.00 |
| Total Other Income | 116,375.25 | 300,000.00 | -183,624.75 |
| Net Other Income | 116,375.25 | 300,000.00 | -183,624.75 |
| Net Income | 225,760.05 | 517,500.00 | -291,739.95 |

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, April 15th, 2025
11570 School Street, Redding, CA 96001
DRAFT MINUTES**

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

Board Member Absent: 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 Jo Ann Vayo motioned to approve the April 15, 2025, 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 given 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 was present. President Valerie Coon said that if there were public present each speaker would have three minutes to speak and by law the board of directors cannot decide on matters not on the agenda and that any inquiries should be referred to the General Manager's office.

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 worthy cause is shown before the Board votes on the motion to adopt.

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

4-1 SCSD Financial Report

4-2 SCSD Monthly Bank Transactions

Initials_____ Initials_____

Vice President Dave Cross thought the district was done paying Gifford Construction and asked about payment application #15. General Manager Chris Koeper said the payment was for the final retainage for the new office and for partial payment of the PRV project that was included in the new office project.

4-3 SCSD Budget vs Actual

Vice President Dave Cross said that June 30th is when the district would need to adjust the budgets and asked if there was anything that would need to be adjusted. General Manager Chris Koeper said that adjustments will have to be made to pump and tank level telemetry for software updates and radios, and to professional services for the risk management plan that the county required, which Guzi West completed for the District. Vice President Dave Cross asked what the risk management plan covers. General Manager Chris Koeper said that it covers the District's whole operation for the treated water and the filter plant. Director Randy Smith asked if the new truck was saving the district money on gas. General Manager Chris Koeper stated that the new truck gets better gas mileage.

4-4 March 18th, 2025, meeting minutes

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

5. Correspondence: None.

6. General Business:

6-1 General Manager Report

- Water consumption for March 2025 was 20 acre-feet compared to 19 acre-feet in March 2024.
- We are currently cleaning up shrubbery around the water tank fences and pump stations.
- We're updating the cross-connection control policy, which addresses the district's water lines and outside water sources, like wells. The state has some new rules, and it must be submitted by July 1st.
- We are now using gWorks for billing.
- The General Manager completed the Electronic Annual Report for the state.
- We're still working on the Consumer Confidence Report, which we are required to complete and make available to the public by June 30th.
- Truck #11 was sold for \$2,800 on the auction website.
- COLA increases. The General Manager, Chris Koeper, said that the district usually completes COLA increases in June.

Initials_____ Initials_____

7. Old Business: None.

8. New Business:

8-1 Revisions to roles and procedure policies, public Inquiries/complaints section 11.0

President Valerie Coon stated that we have a policy regarding complaints but don't have anything in the policy about inquiries and thought that the board could adopt some of the verbiage from the public comment section from the agenda and that they might want to consider possibly adding a bullet point in the policy. Director Jo Ann Vayo stated that she supports the change because the board directors are not involved in the daily operations of the district, and most of the time, the staff can answer or resolve inquiries and complaints without customers having to wait until a board meeting to get their answers. Director Jo Ann Vayo also pointed out that having the policy in place provides a procedure that will allow the board to help when a solution cannot be reached by the staff. President Valerie Coon stated that the way she understands it is that the board should not engage in any discussion during public comment and customers with inquiries should be directed to contact the office because it is not on the agenda and that time is for their comments. Vice President Dave Cross said that there was little verbiage change to the policy, basically to add inquiries in there along with complaints. President Valerie Coon said so that the policy correlates and that we are consistent with the agenda and moving forward she would be reading the public comment verbiage off the agenda so there is no misunderstanding and that we are not going to engage in open discussion. Vice President Dave Cross stated that when we have one or two in the audience and the answer is readily available, we might have answered but understood the reason and importance of having procedures in place, especially if there are rate increases and there is a larger audience, we have to maintain decorum. Director Jo Ann Vayo said that the staff are going to have the answers, and thought it was a good thing to encourage customers to have a relationship with the staff. Vice President Dave Cross agreed and said that he has had people reach out to him, and he directed them to contact the office. He also suggested that we put something on the bill letting customers know how and where to contact the office if they have any questions.

Director Jo Ann Vayo motioned to make the proposed changes to section 11.0 of the District's roles and procedures policies to add public inquiries to public complaints. Vice President Dave Cross seconded the motion. The motion passed unanimously.

8-2 Appoint a committee regarding GM review

General Manager Chris Koeper stated that last year, John Kenny mentioned that appointing a committee is how it should be done, and that is how it was done last year, and it should be done by the May meeting because his review is in June. Director Jo Ann Vayo motioned to appoint President Valerie Coon and Vice President Dave Cross to the committee for the General Manager's review. Director Randy Smith seconded the motion. The motion passed unanimously. The committee decided to meet after May's board meeting.

Initials_____ Initials_____

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 later board agenda.

9-1 Board Members: President Valerie Coon asked if all board members and staff would be at the next month's meeting. Everyone present at the meeting said that they would be at next month's meeting.

9-2 Staff Members:

10. Adjourn: 6:20 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 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

General Manager Report

May 2025

- Water consumption for April:
This Year – 27 Acre Feet
Last Year – 23 Acre Feet
- We had the backwash tank cleaned out.
- I'm still updating the cross connection control policy for the state.
- We are now using gWorks for billing. There have been several issues.
- We're still working on the Consumer Confidence Report which we are required to have completed and available to the public by June 30th.

2025-26 COLA Worksheet
Social Security Proposed, CPI, and N. California Comparisons

| Agency | # of Cust. | Staff Size | 2023-24 | 2024-2025 | 25/26 Proposed | Notes | 3/4" Mo. Metered Charge | 1" Mo. Metered Charge | cft included in Meter Rates | Consumption Charge | Mo. Sewer Charge |
|---|------------|------------|---------|-----------|----------------|--------------------------|-------------------------|-----------------------|-----------------------------|-----------------------|--|
| Social Security - Proposed | n/a | | 8.70% | 3.20% | 2.60% | | | | | | |
| CPI U {March to March Comparison} | n/a | | 4.98% | 3.47% | 2.39% | | | | | | |
| Centerville - Water Only | 1280 | 5FT + 1 PT | 8.15% | 4.217% | 2.60% | | \$36.25 | \$36.50 | 0 | \$1.383 per ccf | N/A |
| Clear Creek CSD - Water Only | 2400 | 11 | 4.00% | 3.20% | 2.80% | | \$59.31 | \$59.31 | 0 | \$0.56 per ccf | N/A |
| Bella Vista - Water Only - Union MOU | 6400 | 27 | 2.00% | 2.00% | 3.00% | | \$52.43 | \$58.38 | 0 | \$0.81 per ccf | N/A |
| Humbolt CSD - Water & Sewer | 7800 | 26 | 8.00% | 7.00% | 4.00% | | \$36.61 | \$58.96 | 0 | \$5.73 per ccf | \$32.86+\$10.98ccft ave winter consumption |
| City of Anderson - Water/Sewer - Union MOU | | | 3.00% | 3.00% | 3.00% | | \$21.73 | \$29.02 | 1000 | .0256 per cft | \$22.72 + 1.52ccft |
| City of Redding - Water/Sewer - Union MOU | | | 5.00% | 5.00% | 3.00% | | \$41.97 | \$66.44 | 0 | \$2.00 per ccf | \$70.35 |
| Shasta Lake City- Water/Sewer - Union MOU | | | 2.00% | 3.00% | 3.00% | | \$49.39 | \$108.89 | 0 | \$3.03 per ccf | \$80.76 |
| Fall River Mills - Water & Sewer | 482 | 4 | 3.00% | 3.00% | 2.75% | | \$49.12 | \$125.74 | 0 | \$3.23 per ccf | \$56.59 |
| Burney Water District-Water/Sewer-Union MOU | 1300 | 7 | 3.00% | 3.00% | 3.00% | | \$21.50 | \$23.05 | 0 | \$0.83 ccf | \$33.92 +0.024 cft consumption |
| City of Red Bluff - Water Only | 4000 | 6 | 3.00% | 3.00% | 3.00% | No rate incr. since 2012 | \$15.04 | \$25.70 | 0 | \$.79 , 74 & .69ccft | \$34.00 |
| Shasta CSD - Water Only | 950 | 4 | 4.00% | 3.47% | 2.80% | | \$64.95 | \$64.95 | 0 | \$2.44 per ccf | N/A |
| Cottonwood Water District - Water Only | 1200 | 3 | 4.00% | | | Based on PERS Cola | \$49.00 | \$49.00 | 800 | \$1.40 per ccf | N/A |
| Weaverville CSD Water Only | 1650 | 4FT + 2 PT | 7.00% | 3.75% | 2.50% | | \$48.00 | \$68.00 | 900 | \$1.65 per ccf | N/A |
| Rio Alto Water District - Water & Sewer | 1420 | 7 | 5.00% | 3.25% | 2.39% | | \$20.55 | \$28.01 | 0 | \$1.35 per ccf | \$63.53 |

Total Colas: 74.83% 53.56% 42.83%
Average : 4.6769% 3.5705% 2.8553%

ORDINANCE # 01-25

AN ORDINANCE INSTITUTING A CROSS-CONNECTION CONTROL PROGRAM

TO PROTECT THE PUBLIC WATER SYSTEM

THE SHASTA COMMUNITY SERVICES DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION I – PURPOSE

The purpose of this ordinance is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by the establishment of a cross-connection control program as required by State regulations. This ordinance is adopted pursuant to Title 17, Section 7583 – 7605, inclusive, of the California Code of Regulations, entitled “Regulations Relating to Cross-Connections”.

SECTION II – RESPONSIBILITY
The General Manager or cross-connection control specialist shall be responsible for implementing and enforcing the cross-connection control program. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each user connection where required to prevent backflow from the water user’s premises to the domestic water system. It shall be the water user’s responsibility to comply with the Shasta Community Services District’s requirements.

SECTION III – CROSS-CONNECTION PROTECTION REQUIREMENTS

The type of protection that shall be provided to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user’s premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes: Air-gap separation (AG), Reduced Pressure Principle Backflow Prevention Assembly (RP), and Double Check Valve Assembly (DC). The water user may choose a higher level of protection than required by the water supplier. The minimum types of backflow prevention required to protect the approved water supply at the user’s water connection to premises with varying degrees of hazard are listed in Table 1 of Section 7604, Title 17. Situations which are not covered in Table 1 shall be evaluated on a case-by-case basis and the appropriate backflow prevention shall be determined by the water supplier or health agency.

SECTION IV – BACKFLOW PREVENTION ASSEMBLIES

Only backflow prevention assemblies which have been approved by the Shasta Community Services District shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon required to any affected customer. Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, Title 17.

Location of the assemblies shall be as close as practical to the user's connection. The Shasta Community Services District shall have the final authority in determining the required location of the backflow prevention assembly. Testing of backflow assemblies shall be conducted only by qualified testers and testing will be the responsibility of the water user. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. More frequent testing may be required if deemed by the Shasta Community Services District. No assembly shall be placed back in service unless it is functioning as required. These assemblies shall be serviced, overhauled, or replaced whenever they are found to be defective and all costs of testing, repair, and maintenance shall be borne by the water user. Approval must be obtained from the Shasta Community Services District prior to removing, relocating or replacing a backflow prevention assembly.

SECTION V – ADMINISTRATION

The cross-connection control program shall be administered by the General Manager or cross-connection control specialist. The Shasta Community Services District will establish and maintain a list of approved backflow prevention assemblies as well as a list of approved backflow prevention assembly testers. The Shasta Community Services District shall conduct necessary surveys of water user premises to evaluate the degree of potential health hazards. The Shasta Community Services District shall notify users when an assembly needs to be tested. The notice shall contain the date when the test must be completed.

SECTION VI – WATER SERVICE TERMINATION

When the Shasta Community Services District encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the procedure for terminating water service shall be instituted. Conditions of water uses that create a basis for water service termination shall include, but are not limited to, the following:

1. Refusal to install or to test a backflow prevention assembly, or to repair or replace a faulty backflow prevention assembly.
2. Direct or indirect connection between the public water system and a sewer line.
3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.
4. Unprotected direct or indirect connection between the public water system and an auxiliary water system.

For condition 1, the Shasta Community Services District will terminate service to a water user's premises after proper notification has been sent. If no action is taken within the allowed time period, water service shall be terminated.

For conditions 2, 3, or 4, the Shasta Community Services District shall take the following steps:

1. Make reasonable effort to advise the water user of intent to terminate water service;
2. Terminate water service and lock service valve. The water service shall remain inactive until correction of violations has been approved by the Shasta Community Services District.

PASSED, APPROVED, AND ADOPTED this 20th day of May 2025 by the following vote: Board Members – Valerie Coon, David Cross, Jo Ann Vayo, Randall Smith and Chris Hunter.

AYES:

NOES:

ABSTAINS:

ABSENT:

Board President
Shasta Community Services District

Secretary to the Board
Shasta Community Services District

Date:_____

Date:_____