

SHASTA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING  
6:00 pm Tuesday, October 15th, 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.

**Financial Reports for September 1<sup>st</sup> through September 30<sup>th</sup>, 2024**

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 SFD Financial Report pg 10

4-5 SFD Monthly Bank Transactions pg 11

4-6 September 17<sup>th</sup>, 2024, meeting minutes pgs 12-16

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

5. Correspondence:

5-1 Letter from Shasta County Registrar of Voters regarding appointments in lieu of election for the November 5, 2024, General Election. pgs 17-19

6. General Business:

6-1 General Manager Report pg 20

6-2 SFD Incident Report pg 21

7. Old Business:

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**8. New Business:**

8-1 Shasta Fire Protection District water meter/bill

**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 - Water Department  
Financial Report for September 2024

	Tri Counties Bank		Umpqua
	935 General	970 Money Mult.	839 State Reimb.
<b>Beginning Cash</b>	\$ 44,452.72	\$ 2,068,711.71	\$ 60,509.51
Voided Checks - Prior Period			
Reconciling Adjustments			
<b>Revenue</b>			
Customer Payments	37,476.21	70,200.07	
Hydrant Water Sales			
Property Tax Disbursements			
Strike Team Revenue			
Capacity Expansion Fee			
Grants			
Scrap Metal		469.00	
SFD Reimbursements		4,373.44	
Asset Disposal			
Vendor Refunds		1,861.65	
Interest		4,943.22	0.49
<b>Total Revenue</b>	\$ 37,476.21	\$ 81,847.38	\$ 0.49
<b>Transfers</b>			
Transfers In - Water	90,000.00		
Transfers Out - Water		(90,000.00)	
Transfer to SFD			
<b>Total Transfers</b>	\$ 90,000.00	\$ (90,000.00)	\$ -
<b>Disbursements</b>			
Bills Paid	(102,599.58)		
Payroll	(33,601.17)		
Revolving Fund Loan Payment			
USDA Loan Payment			
Customer NSF Returns			
Bank Fees	(114.91)		
<b>Total Disbursements</b>	\$ (136,315.66)	\$ -	\$ -
<b>Ending Cash</b>	\$ 35,613.27	\$ 2,060,559.09	\$ 60,510.00

# Shasta Water Department BANK TRANSACTIONS

9/1/2024 - 9/30/2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
13110 - Tric General Fund 935							
Deposit	09/01/2024						44,452.72
Bill Pmt -Check	09/02/2024	EFT	Humana	Batch # 9937-9939 CC	480.97		44,933.69
Bill Pmt -Check	09/02/2024	EFT	Anthem Blue Cross	September 2024 employee dental & vision September 2024 employee medical insurance		809.46	44,124.23
Deposit	09/02/2024			Batch # 9940-9946 CC		6,551.13	37,573.10
Deposit	09/03/2024			Batch # 9947-9953 CC	924.27		38,497.37
Deposit	09/04/2024			Batch # 9954-9958 CC	1,500.03		39,997.40
Paycheck	09/05/2024	16671	Hunt, Joshua E	pay period 8/16/2024 - 8/31/2024	900.75		40,898.15
Paycheck	09/05/2024	16672	Kooper, Chris D	pay period 8/16/2024 - 8/31/2024		2,582.78	38,315.37
Paycheck	09/05/2024	16673	Staup, Shawna P	pay period 8/16/2024 - 8/31/2024		3,510.44	34,804.93
Paycheck	09/05/2024	16674	Steele, Justin B.	pay period 8/16/2024 - 8/31/2024		2,273.90	32,531.03
Liability Check	09/05/2024		QuickBooks Payroll Service	Created by Payroll Service & Payroll taxes on 08/30/2024		3,117.42	29,413.61
Bill Pmt -Check	09/05/2024	16676	Ed Staub & Sons	fuel August 2024 2nd half		5,900.17	23,513.44
Bill Pmt -Check	09/05/2024	16677	SCP	chem chlor		696.84	22,816.60
Bill Pmt -Check	09/05/2024	EFT	Elan Cardmember Services	mcafee, teamviewer, scada subscription, conf rm chair, lead line ...		47.66	22,768.94
Bill Pmt -Check	09/05/2024	EFT	TASC (Optlife)	Employee Supplemental Insurance September 2024		6,282.55	16,486.39
Transfer	09/05/2024			Funds Transfer	50,000.00	910.00	15,576.39
Bill Pmt -Check	09/05/2024	16678	gWorks	gworks annual subscription 11/2024-12/2025		5,627.00	65,576.39
Bill Pmt -Check	09/05/2024	16679	PACE Civil Engineering, Inc.	2025 watershed sanitary survey		7,830.00	59,949.39
Bill Pmt -Check	09/05/2024	16680	Precision Actuarial Inc.	GASB 68 accounting valuation		600.00	52,119.39
Bill Pmt -Check	09/05/2024	EFT	Big Time Pest Control	Office pest control start up		200.00	51,519.39
Deposit	09/05/2024			Batch # 9959-9963 CC	1,133.09		51,319.39
Check	09/06/2024	16681	CUSTOMER REFUNDS	refund for overpayment on acct 1558		88.87	52,452.48
Bill Pmt -Check	09/06/2024	16682	Waste Management	September 2024 office trash		34.93	52,363.61
Deposit	09/06/2024			Batch # 9964, 9967-9970 CC	1,031.13		52,328.68
Bill Pmt -Check	09/08/2024			Batch # 9971 CC	200.00		53,359.81
Bill Pmt -Check	09/09/2024	16683	verizon	August 2024 treatment plant data		61.62	53,488.19
Bill Pmt -Check	09/09/2024	16684	Hue & Cry, Inc.	October 2024 fire/burglary alarm monitoring		178.00	53,320.19
Deposit	09/10/2024			Batch # 9972-9976 CC	1,058.81		54,379.00
Bill Pmt -Check	09/10/2024	16685	US Bureau of Reclamation	August 2024 adjustment		2,589.12	51,789.88
Bill Pmt -Check	09/10/2024	EFT	California Public Employee's Retirement	August 2024		5,463.50	46,326.38
Bill Pmt -Check	09/10/2024	EFT	PG&E	August 2024 office electric		881.08	45,445.30
Bill Pmt -Check	09/10/2024	EFT	AT&T Mobility	September 2024 office telephone		27.88	45,417.42
Bill Pmt -Check	09/10/2024	16686	Charles Schwab & Co.	September 2024		350.00	45,067.42
Bill Pmt -Check	09/10/2024	16687	PG&E	August 2024 pumps electric		2,129.84	42,937.58
Bill Pmt -Check	09/10/2024	16688	verizon	August 2024 office cell phones		156.18	42,781.40
Deposit	09/10/2024			Batch # 9977 CC	116.58		42,897.98
Bill Pmt -Check	09/11/2024	16689	Carrel's Office Machines	August 2024 copier fees		54.31	42,843.67
Bill Pmt -Check	09/11/2024	16690	PACE Civil Engineering, Inc.	August 2024 lead line inventory project, engineering programmin...		11,982.50	30,861.17
Deposit	09/11/2024			Batch # 9978-9979 CC	214.86		31,076.03
Check	09/12/2024	16691	CUSTOMER REFUNDS	deposit & overpayment refund for closed acct # 1607		376.13	30,699.90
Deposit	09/12/2024			Batch # 9980-9982 CC	250.32		30,950.22
Deposit	09/13/2024			Batch # 9985-9987 CC	436.59		31,386.81
Deposit	09/15/2024			Batch # 9988 CC	92.50		31,479.31
Bill Pmt -Check	09/16/2024	EFT	California State Disbursement Unit	Employee Garnishment		349.00	31,130.31
Transfer	09/16/2024			Funds Transfer	40,000.00		71,130.31
Deposit	09/16/2024			Batch # 9989-9991 CC	528.97		71,659.28
Bill Pmt -Check	09/17/2024	16696	Big Time Pest Control	September 2024 pest control service		85.00	71,574.28
Bill Pmt -Check	09/17/2024	16697	Ed Staub & Sons	office generator fill up		622.97	70,951.31
Check	09/17/2024	16698	CUSTOMER REFUNDS	deposit refund for closed acct # 1608		125.94	70,825.37
Bill Pmt -Check	09/17/2024	16699	Ed Staub & Sons	Fuel September 2024 1st half		957.73	69,867.64
Deposit	09/17/2024			Batch # 9993-9998 CC	911.04		70,778.68
Deposit	09/18/2024			Batch # 9999 ACH	19,736.20		90,514.88
Deposit	09/19/2024			Batch # 10000-10003 CC	571.41		91,086.29
Paycheck	09/20/2024	16692	Hunt, Joshua E	pay period 9/1/2024 - 9/15/2024		2,224.79	88,861.50
Paycheck	09/20/2024	16693	Kooper, Chris D	pay period 9/1/2024 - 9/15/2024		3,945.86	84,915.64

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**Shasta Water Department  
BANK TRANSACTIONS**

9/1/2024 - 9/30/2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Paycheck	09/20/2024	16694	Staup, Shawna P	pay period 9/1/2024 - 9/15/2024		2,019.68	82,895.96
Paycheck	09/20/2024	16695	Steele, Justin B.	pay period 9/1/2024 - 9/15/2024		2,571.52	80,324.44
Liability Check	09/20/2024		QuickBooks Payroll Service	Created by Payroll Service & Payroll taxes on 09/16/2024		5,454.61	74,869.83
Check	09/20/2024	16700	CUSTOMER REFUNDS	deposit refund for closed acct # 1194		124.42	74,745.41
Deposit	09/20/2024			Batch # 10004-10009 CC	834.86		75,580.27
Deposit	09/22/2024			Batch # 10011-10013 CC	244.81		75,825.08
Bill Pmt -Check	09/23/2024	16701	Pace Analytical Services LLC	drinking water monitoring		259.44	75,565.64
Bill Pmt -Check	09/23/2024	16702	Two Men & a Truck	furniture moved in to new office		643.00	74,922.64
Deposit	09/23/2024			Batch # 10014-10018 CC	523.92		75,446.56
Bill Pmt -Check	09/24/2024	16703	Jane Heinan	September 2024		100.00	75,346.56
Bill Pmt -Check	09/24/2024	16704	Jo Ann Vayo	September 2024		100.00	75,246.56
Bill Pmt -Check	09/24/2024	16705	Randall Smith	September 2024		100.00	75,146.56
Bill Pmt -Check	09/24/2024	16706	Valerie Coon	September 2024		100.00	75,046.56
Deposit	09/24/2024			Batch # 10019-10028 CC	1,500.01		76,546.57
Deposit	09/25/2024			Batch # 10029-10036 CC	822.46		77,369.03
Bill Pmt -Check	09/26/2024	16707	Hardware Express	blue paint, torx key, pliers, redi mix, drill set, torxbit sckt, gloves, fl...		226.43	77,142.60
Bill Pmt -Check	09/26/2024	16708	Gifford Construction, Inc.	payment application #11		45,000.00	32,142.60
Deposit	09/26/2024			Batch # 10038-10041 CC	1,093.66		33,236.26
Deposit	09/27/2024			Batch # 10042-10043 CC	213.20		33,449.46
Deposit	09/28/2024			Batch # 10044-10047 CC	1,063.66		34,513.12
Deposit	09/29/2024			Batch # 10048-10052 CC	753.07		35,266.19
Deposit	09/30/2024			Batch # 10053-10059 CC	1,805.06		37,071.25
Bill Pmt -Check	09/30/2024	16722	Ed Staub & Sons	Fuel September 2024 2nd half		592.41	36,478.84
Total 13110 - TrIC General Fund 935					128,942.23	136,916.11	36,478.84
<b>TOTAL</b>					<b>128,942.23</b>	<b>136,916.11</b>	<b>36,478.84</b>

## Shasta Community Services District Profit & Loss Budget vs. Actual July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	326,639.91	1,050,000.00	-723,360.09
41150 · Hydrant Water Sales	0.00	500.00	-500.00
41200 · Water Sales/Pumping	2,258.92	8,700.00	-6,441.08
41800 · Late Fees	2,725.79	25,000.00	-22,274.21
42230 · Service Connection Fee/Meters	0.00	16,000.00	-16,000.00
<b>Total 41000 · Water Sales</b>	<b>331,624.62</b>	<b>1,100,200.00</b>	<b>-768,575.38</b>
42000 · Special Service Fees	802.50	3,500.00	-2,697.50
42160 · Property Tax Revenue - SCSD	1,343.26	37,000.00	-35,656.74
42220 · Scrap Metal	469.00	0.00	469.00
44000 · Interest Revenue			
44100 · TriC Interest	15,121.35	25,000.00	-9,878.65
44500 · Umpqua Interest	1.52	20.00	-18.48
<b>Total 44000 · Interest Revenue</b>	<b>15,122.87</b>	<b>25,020.00</b>	<b>-9,897.13</b>
47000 · Copies, Faxes, Document Request	0.00	10.00	-10.00
47300 · SFD Reimbursement	2,667.08	500.00	2,167.08
<b>Total Income</b>	<b>352,029.33</b>	<b>1,166,230.00</b>	<b>-814,200.67</b>
<b>Gross Profit</b>	<b>352,029.33</b>	<b>1,166,230.00</b>	<b>-814,200.67</b>
<b>Expense</b>			
50500 · Bad Debt Expense	9,511.76	2,000.00	7,511.76
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	9,158.98	13,500.00	-4,341.02
51012 · Other Water Purchases/Deficit	0.00	0.00	0.00
51018 · Water Testing Expense	902.76	7,500.00	-6,597.24
<b>Total 51000 · Water Service Expenses</b>	<b>10,061.74</b>	<b>21,000.00</b>	<b>-10,938.26</b>
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	160.65	1,200.00	-1,039.35
51022 · Benson - PGE 937 #6	293.01	1,000.00	-706.99
51023 · Bandana Tr. - PGE 337 #7	459.66	1,700.00	-1,240.34
51024 · Highland Cir - PGE 355 #3	43.58	150.00	-106.42
51025 · Highland Circle - PGE 013 #5	463.07	2,300.00	-1,836.93
51026 · Record Heights - PGE 206 #4	1,066.44	3,000.00	-1,933.56
51027 · Lower Brunswick - PGE 936 #2	1,040.37	3,100.00	-2,059.63
51028 · Keswick WTP - 956 #9	183.61	900.00	-716.39
<b>Total 51020 · Pumping Expense</b>	<b>3,710.39</b>	<b>13,350.00</b>	<b>-9,639.61</b>
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	5,084.82	28,000.00	-22,915.18
51032 · W.T. Filter Plant PGE 254 #8	1,041.50	3,700.00	-2,658.50
51033 · W.T. Plant Repair/Maint.	0.00	1,000.00	-1,000.00
51034 · Backwash Sludge Disposal	0.00	2,400.00	-2,400.00
51035 · W.T. Security/Telephone	123.24	850.00	-726.76
<b>Total 51030 · Water Treatment Expense</b>	<b>6,249.56</b>	<b>35,950.00</b>	<b>-29,700.44</b>

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## Shasta Community Services District Profit & Loss Budget vs. Actual July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget
<b>51039 · Transmission/Distribution</b>			
51040 · Transmission/Distribution-Gen	7,757.26	30,000.00	-22,242.74
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	4,956.50	2,000.00	2,956.50
51084 · Pump & Tank Level Telemetry	105.51	1,500.00	-1,394.49
<b>Total 51039 · Transmission/Distribution</b>	<b>12,819.27</b>	<b>36,500.00</b>	<b>-23,680.73</b>
<b>51090 · Vehicle Maintenance</b>			
51094 · Backhoe/Trailer/Generator	1,728.69	2,500.00	-771.31
51098 · U11 Ford Ranger 2011	1,294.53	1,000.00	294.53
51099 · U12 Ford F350 2016	0.00	1,000.00	-1,000.00
51100 · U13 Ford F-150 2018	0.00	1,500.00	-1,500.00
51101 · U14 Ford F-150 2021	0.00	500.00	-500.00
<b>Total 51090 · Vehicle Maintenance</b>	<b>3,023.22</b>	<b>6,500.00</b>	<b>-3,476.78</b>
<b>51093 · Gas &amp; Oil Expense</b>			
51091 · Gas & Oil - Generator	1,062.85	200.00	862.85
51092 · Gas & Oil Ford 150 Truck #13	599.57	3,500.00	-2,900.43
51093.1 · Gas & Oil 2021 F-150 Truck #14	1,550.53	5,000.00	-3,449.47
51093.2 · Gas & Oil - Backhoe	324.16	500.00	-175.84
51093.8 · Gas & Oil 2011 Ford Truck #11	1,031.00	5,000.00	-3,969.00
51093.9 · Gas & Oil 2016 Ford 350 #12	606.04	1,500.00	-893.96
<b>Total 51093 · Gas &amp; Oil Expense</b>	<b>5,174.15</b>	<b>15,700.00</b>	<b>-10,525.85</b>
<b>52000 · Training</b>			
52001 · Training Course Fees	0.00	1,650.00	-1,650.00
52002 · Travel	0.00	500.00	-500.00
52003 · Lodging	0.00	1,500.00	-1,500.00
52004 · Meals	0.00	500.00	-500.00
<b>Total 52000 · Training</b>	<b>0.00</b>	<b>4,150.00</b>	<b>-4,150.00</b>
<b>55010 · Payroll Expenses</b>			
<b>55011 · Manager Salary</b>			
55011.0 · Manager/Salary	31,810.42	129,810.00	-97,999.58
<b>Total 55011 · Manager Salary</b>	<b>31,810.42</b>	<b>129,810.00</b>	<b>-97,999.58</b>
<b>55012 · Maintenance/Hourly</b>			
55012.2 · Maintenance/Hourly	15,099.56	68,723.00	-53,623.44
55012.3 · Maintenance Hourly/Vacation	710.36		
55012.4 · Maintenance/Hourly/Sick	687.00		
55012.5 · Maintenance/Hourly/Holiday	792.96		
55012.6 · Maintenance/OT	3,042.62	7,000.00	-3,957.38
55012.7 · Maintenance 2 / Lead Operator	19,849.72	82,597.00	-62,747.28
<b>Total 55012 · Maintenance/Hourly</b>	<b>40,182.22</b>	<b>158,320.00</b>	<b>-118,137.78</b>
<b>55013 · Office/Hourly</b>			
55013.1 · Office/Hourly-FD Reimburse	-10,541.31	-3,000.00	-7,541.31
55013.2 · Office Hourl/ Vacation	1,321.60		
55013.3 · Office/Hourly/Sick	749.56		

## Shasta Community Services District Profit & Loss Budget vs. Actual July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget
55013.4 · Office Hourly	14,003.08	68,723.00	-54,719.92
55013.5 · Office/Hourly/Holiday	792.96		
55013.6 · Office Hourly Overtime	354.06	1,500.00	-1,145.94
<b>Total 55013 · Office/Hourly</b>	<b>6,679.95</b>	<b>67,223.00</b>	<b>-60,543.05</b>
55014 · On Call Time	6,367.78	25,000.00	-18,632.22
55010 · Payroll Expenses - Other	626.08	2,800.00	-2,173.92
<b>Total 55010 · Payroll Expenses</b>	<b>85,666.45</b>	<b>383,153.00</b>	<b>-297,486.55</b>
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	24,994.59	100,000.00	-75,005.41
55035 · Retiree Health Insurance	1,050.00	4,200.00	-3,150.00
55040 · Workers Compensation Insurance	6,415.00	9,500.00	-3,085.00
55055 · CALPERS	14,990.50	60,000.00	-45,009.50
<b>Total 55029 · Employee Benefits</b>	<b>47,450.09</b>	<b>173,700.00</b>	<b>-126,249.91</b>
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	1,385.93	5,500.00	-4,114.07
55063 · Employer Social Security Exp	5,926.06	24,000.00	-18,073.94
55070 · State Unemployment Insurance	0.00	1,736.00	-1,736.00
<b>Total 55060 · Payroll Tax Expense</b>	<b>7,311.99</b>	<b>31,236.00</b>	<b>-23,924.01</b>
55130 · Office Expense			
55110 · Answering Service Expense	534.00	2,200.00	-1,666.00
55121 · Office/Cellular Telephone	468.48	2,000.00	-1,531.52
55125 · Office/Security Expense	712.00	2,200.00	-1,488.00
55131 · Office/PGE 761	1,960.05	8,000.00	-6,039.95
55132 · Office/Telephone	404.64	1,500.00	-1,095.36
55133 · Office/Supplies	1,540.66	3,000.00	-1,459.34
55134 · Office/Postage	1,000.00	7,000.00	-6,000.00
55135 · Office/Equipment Expense	496.21	3,500.00	-3,003.79
55136 · Office/Rent Expense	0.00	0.00	0.00
55137 · Office/Employee Background Chec	0.00	200.00	-200.00
55138 · Office/Propane	0.00	3,000.00	-3,000.00
55139 · Office/Building Maintenance	1,214.79	1,000.00	214.79
55141 · Office/Safety	0.00	1,000.00	-1,000.00
55142 · Emplpyoee Pre-emp. Physical	0.00	200.00	-200.00
<b>Total 55130 · Office Expense</b>	<b>8,330.83</b>	<b>34,800.00</b>	<b>-26,469.17</b>
55140 · Advertising Expense	1,392.22	0.00	1,392.22
55145 · Banking Fees	331.33	1,500.00	-1,168.67
55150 · Insurance - Liability & E&O	75,867.83	76,000.00	-132.17
55160 · Professional Services			
55162 · Legal Services	900.77	2,500.00	-1,599.23
55163 · Engineering Services	40,146.75	10,000.00	30,146.75
55164 · Auditing Services	0.00	11,000.00	-11,000.00
55165 · Professional Services Misc.	0.00	1,000.00	-1,000.00
<b>Total 55160 · Professional Services</b>	<b>41,047.52</b>	<b>24,500.00</b>	<b>16,547.52</b>
55170 · Directors Compensation	1,400.00	6,500.00	-5,100.00



## Shasta Community Services District Profit & Loss Budget vs. Actual July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget
55180 · Dues/Permit Fees	11,051.52	14,000.00	-2,948.48
55182 · maintenance contracts/support	0.00	1,200.00	-1,200.00
60000 · Interest	421.50	12,000.00	-11,578.50
<b>Total Expense</b>	<b>330,821.37</b>	<b>893,739.00</b>	<b>-562,917.63</b>
<b>Net Ordinary Income</b>	<b>21,207.96</b>	<b>272,491.00</b>	<b>-251,283.04</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
72000 · SRF Grant Reimbursement	0.00	300,000.00	-300,000.00
72100 · USDA Grant	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>300,000.00</b>	<b>-300,000.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>300,000.00</b>	<b>-300,000.00</b>
	<b>21,207.96</b>	<b>572,491.00</b>	<b>-551,283.04</b>

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

	Umpqua	
	256 General	591 Volunteer
<b><i>Beginning Cash</i></b>	\$ 37,996.32	\$ 1,291.98
Voided Checks - Prior Period		
Reconciling Adjustments		
<b><i>Revenue</i></b>		
Donations		
Interest	0.29	
<b><i>Total Receipts</i></b>	<b>\$ 0.29</b>	<b>\$ -</b>
<b><i>Transfers</i></b>		
Transfer from SCSD		
<b><i>Total Transfers</i></b>	<b>\$ -</b>	<b>\$ -</b>
<b><i>Disbursements</i></b>		
Bills Payable	(2,568.94)	
Reimburse Water Department	(4,373.44)	
Employee Per Diems		
<b><i>Total Disbursements</i></b>	<b>\$ (6,942.38)</b>	<b>\$ -</b>
<b><i>Ending Cash</i></b>	<b>\$ 31,054.23</b>	<b>\$ 1,291.98</b>

# Shasta Fire Department BANK TRANSACTION

09/01/2024 - 09/30/2024

10:15 AM

10/07/24

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>13169 · Umpqua Bank - 256</b>						
Bill Pmt -Check	09/05/2024	EFT	First Bankcard 1741-ss0245	swamp cooler repair	-895.66	37,996.32
Bill Pmt -Check	09/05/2024	12237	Shasta Gas Propane, Inc.	tank rental	-1.00	37,100.66
Bill Pmt -Check	09/05/2024	12238	Precision Acturtial Inc.	GASB 68 accounting valuation	-400.00	36,699.66
Bill Pmt -Check	09/09/2024	12239	Waste Management Anderson Cottonwood Disp	September 2024 fire hall trash	-34.93	36,664.73
Bill Pmt -Check	09/09/2024	12240	PG&E	August 2024 fire hall electric	-418.87	36,245.86
Bill Pmt -Check	09/09/2024	12241	Ed Staub & Sons	fuel August 2024 2nd half	-144.35	36,101.51
Bill Pmt -Check	09/10/2024	12242	SCSD	August 2024 reimbursement	-4,373.44	31,728.07
Bill Pmt -Check	09/10/2024	12243	AT & T	September 2024 phone/internet	-156.63	31,571.44
Bill Pmt -Check	09/10/2024	12244	Express Services, Inc.	Payroll services 9/1/2024 for 10 hours	-345.00	31,226.44
Bill Pmt -Check	09/24/2024	12245	Express Services, Inc.	payroll services 9/8/2024 for 3 hours	-103.50	31,122.94
Bill Pmt -Check	09/26/2024	12246	Express Services, Inc.	payroll services for 9/15/2024 for 2 hours	-69.00	31,053.94
Total 13169 · Umpqua Bank - 256					-6,942.38	31,053.94
<b>TOTAL</b>					<b>-6,942.38</b>	<b>31,053.94</b>

SHASTA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' MEETING  
6:00 pm Tuesday, September 17th, 2024  
11570 School Street, Redding, CA 96001  
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 motioned to approve the September 17, 2024 agenda. Director Jane Heinan seconded 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 given 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**

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 before the time the Board votes on the motion to adopt.

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

- 4-1 SCSD Financial Report
- 4-2 SCSD Monthly Bank Transactions

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

4-3 SCSB Budget vs Actual

General Manager Chris Koeper explained that the lead line service inventory being done will end up as an expense, and that is why PACE Engineering is higher than budgeted and will have to be adjusted when the next budget adjustments are made, but the grant will cover the costs.

4-4 SFD Financial Report

4-5 SFD Monthly Bank Transactions

4-6 August 20<sup>th</sup>, 2024, 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 Randall Smith seconded the motion. The motion passes unanimously.

**5. Correspondence:**

**5-1** Letter from SDRMA regarding no paid workers' compensation claims in 2023-24.

President Valerie Coon asked what the credit incentive point we were awarded, and the lower experience modification factor meant for the district. General Manager Chris Koeper explained that the credit incentive point is directly related to the MOD factor. Since there were no claims last year it reduces our workers' compensation expenses.

**5-2** Letter and special acknowledgement award for zero paid claims for the Property/Liability program years 2019-2024 from SDRMA.

**5-3** Divestiture of fire services from the Shasta Community Services District and formation of the Shasta Fire Protection District certificate of completion from Shasta LAFCO.

General Manager Chris Koeper explained that the next step is to get the Fire Department's money transferred to the County so they can start paying the Fire Department's bills. Director Jane Heinan asked when the finances would be transferred over. Interim Fire Chief Eric Ohde said that he believes that it will be completed by the end of the month and that they will also need to get insurance set up. General Manager Chris Koeper said workers' comp needs to be set up to cover volunteers on calls and when training is held. Director Jo Ann Vayo asked if Fire Board members would be the check signers. Interim Fire Chief Eric Ohde explained that the County charges per check they write so they will pay their bills with a credit card and the County will pay the credit card bill so only one check will be written. Director Jo Ann Vayo suggested to Interim Fire Chief Eric Ohde that their Fire Board meetings be held in the evening so community members can attend.

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

**6. General Business:**

**6-1 General Manager Report.**

- Water consumption for August 2024 was 58-acre feet compared to 49-acre feet in August of last year.
- Update on the new office project:
  - The office backup generator is up and running.
  - We should be getting our USDA reimbursement for \$515,000 soon, it has taken a little longer than expected due to a new process.
- Our billing software is switching to gWorks, there will no longer be any support for UBMAx at the end of the year. There will be a cost increase for the new software.
- The lead line inventory is being done this week.
- LAFCO filed the certificate to form the Shasta FPD, and they are now able to operate as their own entity.
- We will be using the collection agency Forest Recovery Services for our delinquent accounts.

**6-2 SFD Incident Report**

Shasta Fire Department had ten in-district and four out-of-district medical calls, no in-district, and three out-of-district traffic accidents, and two in-district and one out-of-district fire calls for a total of twenty calls for August 2024.

**7. Old Business: None.**

**8. New Business:**

**8-1** Customer's request for water bill adjustment due to the Lower Fire and request the board's consideration for a policy to adjust water bills for wildfire victims due to wildfires.

Director Jo Ann Vayo said that she wouldn't mind having a policy to help customers during a wildfire but her only concern would be which customers would try to use it, for example, Rock Creek Road was evacuated but they did not have to use water, but some chose to. Director Jane Heinan stated that the district already has a leak adjustment policy and does not think that the district needs another policy. Director Jo Ann Vayo said that in the future an event like the CARR Fire should happen where people's water lines burned and some had insurance, but others didn't, we could override the policy. Jane Heinan said that she thinks customers can come to the board and explain the situation and ask for help. General Manager Chris Koeper explained that the leak adjustment policy is only for leaks and that this is a different situation. Director Jane Heinan expressed that during the CARR Fire, there was so much water being used that a notification had to be sent out to ask people to stop using water.

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

General Manager Chris Koeper explained that during the CARR Fire, so many customer lines had burnt and that is why so much water was used, and the board decided that the district would average the last three years of usage for customers and adjust their bills. Director Randall Smith said that the only similarity to the CARR Fire with this situation is that there was a mandatory evacuation. Director Jane Heinan stated that the district already supplies firefighters with water to fight the fires. Director Jo Ann Vayo suggested that the board let General Manager Chris Koeper decide on this situation since it was a mandatory evacuation, and not do a policy but felt that an adjustment should be made since the customer was so close to the fire. President Valerie Coon said that the CARR Fire adjustment was due to customer lines being burnt not from people staying and running water and that the district should move forward with caution because it would be setting precedence. Secretary to the Board Shawna Staup suggested that if the board wants to give forgiveness on water bills for wildfire victims the board should create a policy, so the staff has guidelines to follow. Director Jane Heinan stated that if there is damage to the district and community piping and out of our control then it should be brought to the board by the General Manager like what was done during the CARR Fire. President Valerie Coon said that maybe the district should have an emergency fire policy that if pipes are damaged and there is water loss then we adjust the water bill. Director Jane Heinan suggested that we check with our legal counsel because the wording should be precise and would not want to get into more problems if we do a policy. Director Randall Smith said that if we do anything we set a precedence which is almost like setting a policy. Director Jane Heinan suggested responding to the customer with a letter stating that the board has reviewed and discussed and that if everyone is running their hoses it takes a lot longer for the fire department to fill up their engines and, the district does not want to promote that and to have President Valerie Coon look it over before sending it to him. Director Jo Ann Vayo suggested explaining to the customer that had infrastructure burnt it would have been a different situation.

Interim Fire Chief Eric Ohde questioned if the Fire Department is going to be charged for their water meter now since they have separated from the Water Department. Director Jane Heinan stated that it will have to be put on next month's agenda for discussion. Director Jo Ann Vayo agreed that since it was not on the agenda they could not discuss or make a decision.

**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 Jane Heinan advised everyone to lock up their homes and cars because there has been theft in the neighborhood again.

**9-2 Staff Members:** None.

**10. Adjourn: 6:48 PM.**

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

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, for that person to 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 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

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Board President

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Secretary to the Board





# SHASTA COUNTY

Tom Toller, County Clerk / Registrar of Voters

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Joanna Francescut, Assistant County Clerk / Registrar of Voters

County Clerk / Elections Department / [elections.shastacounty.gov](http://elections.shastacounty.gov)

1450 Court St., Suite 108, Redding, CA 96001 / PO Box 990880, Redding, CA 96099-0880

Phone: 530-225-5730 / FAX: 530-225-5454 / CA Relay Service: 711 or 800-735-2922

October 1, 2024

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

RE: Appointments in Lieu of Election for the General Election of November 5, 2024

Dear Shasta Community Services District,

Attached is a copy of the Certified List of Qualified Candidates who filed for special district directors and will be appointed in-lieu of election by the Shasta County Board of Supervisors at a regular meeting on **Tuesday, October 15, 2024** per Election Code Section 10515.

The Clerk of the Board of Supervisors will issue certificates of appointment in lieu of election. If you have any questions, please contact our office at 225-5730 or the Board of Supervisors at 225-5550. Thank you for all of your help with this election.

Sincerely,

Mary Paul  
Candidate Services / Analyst II

Enclosures



# SHASTA COUNTY

Tom Toller, County Clerk/Registrar of Voters

Joanna Francescut, Assistant County Clerk/Registrar of Voters  
County Clerk/Elections Department / elections.shastacounty.gov  
1643 Market St., Redding, CA 96001 / PO Box 990880, Redding, CA 96099-0880  
Phone: 530-225-5730 / FAX: 530-225-5454 / CA Relay Service: 711 or 800-735-2922

**Certificate of County Clerk of  
Qualified Candidates to be Appointed in-Lieu of Election for  
the General Election of November 5, 2024**

STATE OF CALIFORNIA }  
COUNTY OF SHASTA } ss.

I, Thomas P. Toller, Shasta County Clerk, do hereby certify pursuant to the provisions of Section 10515 of the Elections Code, that each of the attached named candidates has filed a declaration of candidacy for the office of Director and that the number of candidates who have filed for that office of the said district does not exceed the number of offices to be filled at said election and that no petition has been submitted requesting that the general election be held. As such, I respectfully request Pursuant to Section 10515 of the Elections Code that these said candidates (attached hereto as Exhibit A) be appointed at a Board of Supervisors' meeting held prior to Monday, December 2, 2024.

WITNESS my hand and Official Seal this 26<sup>th</sup> day of September 2024.



Thomas P. Toller  
Shasta County Clerk/Registrar of Voters



## Certified List of Qualified Special District Candidates Appointed in-Lieu of Election for the November 5, 2024 Presidential General Election

Special Disticts	Open Seats	Candidates
Anderson Cottonwood Irrigation District, Area 3	1	Daniel Woolery
Anderson Cottonwood Irrigation District, Area 4	1	Grant Amen
Burney Fire Protection District	2	Forrest Bartell Roger Valinoti
Burney Water District	2	David Barry Fred Ryness
Castella Fire Protection District	3	Lisa Hubbard No one filed No one filed
Centerville Community Sevices District	2	Walton Richison Eric Woodstrom
Clear Creek Community Services District	3	Logan Johnston Patricia Beaver Scott McVay
Cottonwood Fire Protection District	2	Lindsay Sundal Stephen Brown
Cottonwood Water District - 2 year	1	Byron Peebles
Cottonwood Water District - 4 year	3	Ronald Spurgeon Arthur Parham Lewis Presley
Fall River Valley Community Services District	2	Tamara Lopez No one filed
Happy Valley Fire Protection District	2	Stephen Wogoman Earnest Bostick
Mayers Memorial Hospital District	3	James Ferguson Tami Humphry Jerry Hathaway
Millville Fire Protection District	2	Anthony Roberts Jess Rodriguez
Shasta Commmunity Service District	2	Christopher Hunter Valerie Coon
Shasta Lake Fire Protection District	3	Patricia Morningstar Stephen Morgan David Thompson
Anderson Fire Protection District	2	Jeffery Hogue No one filed



September 2024

Shasta Fire Department Responses

9/1	Structure Fire	2 <sup>nd</sup> Street	garage fire	SFD, CF
9/2	Traffic Acc	299 @ Tollhouse	FA	SFD, CF
9/3	Structure Fire	Keswick, Jake Rd	unknown	SFD, CF
9/4	Traffic Acc	299 Buckhorn	FA	no SFD, CF
9/5	Traffic Acc	WNP – dam	cancelled	SFD, CF, WNP
9/6	Medical	Highland Circle	man bleeding	no SFD, CF
9/8	Veg. fire	Centerville	WT-56	no SFD, CF
9/10	Veg Fire	WNP, off dozer line		no SFD, CF, WNP
9/14	Medical	Benson Drive	drug OD	no SFD, CF
9/15	Medical	Bandana Trail	migraine	no SFD, CF
9/15	Medical	Granite Dr.	Diabetic issue	no SFD, CF
7/15	Medical	Highland Circle	Diabetic issue	no SFD, CF
9/23	Medical	Rock Creek Rd	lift assist	SFD, CF
9/28	Traffic Acc.	Lower Springs Rd	auto crash notification	no SFD, CF

Shasta Fire Dept. Responses:

Medical In-district	5	
Medical Out of District	0	
Traffic Accidents In/Dist	2	
Traffic Accidents Out/Dist	2	WNP & Buckhorn
Structure Fire In-District	1	
Structure Fire Out of Dist	1	
Vegetation fire In district	0	
<u>Vegetation fire Out of Dist</u>	<u>2</u>	<u>Centerville &amp; WNP</u>

Total Incidents 13 for September 2024 8 no SFD response