

SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
6:00 pm Tuesday, September 17th, 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 August 1st through August 31st, 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 August 20th, 2024, meeting minutes pgs 12-14

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

5. Correspondence:

- 5-1 Letter from SDRMA regarding no paid workers' compensation claims in 2023-24. pg 15
- 5-2 Letter and special acknowledgement award for zero paid claims for the Property/Liability program years 2019-2024 from SDRMA. pgs 16-17
- 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 pg 18

6. General Business:

- 6-1 General Manager Report pg 19
- 6-2 SFD Incident Report pgs 20-21

7. Old Business:

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. pgs 22-23

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 August 2024

	Tri Counties Bank		Umpqua
	935 General	970 Money Mult.	839 State Reimb.
Beginning Cash	\$ 74,344.24	\$ 2,048,086.52	\$ 60,508.99
Voided Checks - Prior Period			
Reconciling Adjustments			
Revenue			
Customer Payments	38,662.28	80,773.11	
Hydrant Water Sales			
Property Tax Disbursements			
Strike Team Revenue			
Capacity Expansion Fee			
Grants			
SFD Reimbursements		4,701.26	
Asset Disposal			
Vendor Refunds			
Interest		5,150.82	0.52
Total Revenue	\$ 38,662.28	\$ 90,625.19	\$ 0.52
Transfers			
Transfers In - Water	70,000.00		
Transfers Out - Water		(70,000.00)	
Transfer to SFD	(30,000.00)		
Total Transfers	\$ 40,000.00	\$ (70,000.00)	\$ -
Disbursements			
Bills Paid	(72,590.30)		
Payroll	(35,850.03)		
Revolving Fund Loan Payment			
USDA Loan Payment			
Customer NSF Returns			
Bank Fees	(113.47)		
Total Disbursements	\$ (108,553.80)	\$ -	\$ -
Ending Cash	\$ 44,452.72	\$ 2,068,711.71	\$ 60,509.51

Shasta Water Department BANK TRANSACTIONS

8/1/2024 - 8/31/2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
13110 - Tric General Fund 935							
Bill Pmt -Check	08/01/2024	EFT	Anthem Blue Cross	August 2024 employee medical insurance		6,551.13	74,344.24
Bill Pmt -Check	08/01/2024	EFT	Humana	August 2024 employee dental & vision		809.46	67,793.11
Deposit	08/01/2024			Batch # 9812-9818 CC	1,902.94		66,983.65
Bill Pmt -Check	08/01/2024	EFT	California State Disbursement Unit	Employee Garnishment		349.00	68,886.59
Deposit	08/02/2024			Batch # 9819-9825 CC	1,510.39		68,537.59
Deposit	08/03/2024			Batch # 9826 CC	356.87		70,047.98
Deposit	08/04/2024			Batch # 9827-9828 CC	428.37		70,404.85
Paycheck	08/05/2024	16631	Hunt, Joshua E	Pay period 7/16/2024 - 7/31/2024		2,588.48	70,833.22
Paycheck	08/05/2024	16628	Koeper, Chris D	Pay period 7/16/2024 - 7/31/2024		3,830.51	68,244.74
Paycheck	08/05/2024	16629	Staup, Shawna P	Pay period 7/16/2024 - 7/31/2024		2,353.18	64,414.23
Paycheck	08/05/2024	16630	Steele, Justin B.	Pay period 7/16/2024 - 7/31/2024		2,874.48	62,061.05
Liability Check	08/05/2024		QuickBooks Payroll Service	Created by Payroll Service & Payroll taxes on 08/01/2024		6,174.09	59,186.57
Bill Pmt -Check	08/05/2024	EFT	TASC (Optilife)	Employee Supplemental Insurance August 2024		910.00	53,012.48
Deposit	08/05/2024			Batch # 9829-9839 CC	2,763.32		52,102.48
Deposit	08/06/2024			Batch # 9840-9841, 9843, 9845-9847 CCM	976.40		54,865.80
Deposit	08/07/2024			Batch # 9848-9850 CCM	591.99		55,842.20
Bill Pmt -Check	08/08/2024	16632	Hue & Cry, Inc.	September 2024 fire/burglary alarm monitoring		178.00	56,434.19
Bill Pmt -Check	08/08/2024	16633	Wells Fargo Bank, N.A.	August 2024 copier lease inv 5030726019		116.20	56,256.19
Bill Pmt -Check	08/08/2024	16634	Badger Meter	July 2024 beacon mbl hosting		66.43	56,139.99
Bill Pmt -Check	08/08/2024	16635	Hardware Express	first aid kit, gas can, gloves, tie downs, wrench pipe, tubing cutter...		318.56	56,073.56
Bill Pmt -Check	08/08/2024	16636	verizon	July 2024 treatment plant data		61.62	55,755.00
Bill Pmt -Check	08/08/2024	EFT	Quadrant Leasing USA, Inc.	Mail sorter lease August, September, October 2024		1,964.82	53,728.76
Bill Pmt -Check	08/08/2024	16637	SCP	chem chlor		95.32	53,633.44
Bill Pmt -Check	08/08/2024	16638	Beeler Tractor Company	generator & backhoe maintenance		1,728.69	51,904.75
Bill Pmt -Check	08/08/2024	16639	SDRMA	property/liability 2023/2024 new office adjustment		5,142.35	46,762.40
Bill Pmt -Check	08/08/2024	16640	Ed Staub & Sons	Fuel July 2024 2nd hail		677.25	46,085.15
Bill Pmt -Check	08/08/2024	EFT	AT&T	August 2024 office phone		27.88	46,057.27
Bill Pmt -Check	08/08/2024	16641	PG&E	July 2024 office & pumps		3,701.02	42,356.25
Bill Pmt -Check	08/08/2024	16642	Charles Schwab & Co.	August 2024		350.00	42,006.25
Deposit	08/08/2024			Batch # 9851-9853 CCM	360.91		42,367.16
Bill Pmt -Check	08/09/2024	16643	Carrel's Office Machines	July 2024 copier fees		46.71	42,320.45
Bill Pmt -Check	08/09/2024	EFT	California Public Employee's Retirement	July 2024		4,895.70	37,424.75
Bill Pmt -Check	08/09/2024	16644	US Bureau of Reclamation	July 2024 adjustment		3,182.46	34,242.29
Deposit	08/09/2024			Batch # 9854-9858, 9860 CCM	577.51		34,819.80
Deposit	08/10/2024			Batch # 9861 CCM	78.96		34,898.76
Deposit	08/12/2024			Batch # 9862-9863 CCM	264.79		35,163.55
Check	08/12/2024			Service Charge		113.47	35,050.08
Deposit	08/13/2024			Batch # 9864 CCM	63.43		35,113.51
Transfer	08/13/2024			Funds Transfer	40,000.00		75,113.51
Bill Pmt -Check	08/14/2024	16645	Waste Management	August 2024 office trash		34.93	75,078.58
Bill Pmt -Check	08/14/2024	16646	verizon	July 2024 cell phones & equipment charges		199.71	74,878.87
Bill Pmt -Check	08/14/2024	16647	Kenny & Norine	file # 7014 legal advise re: customer credit reports		156.00	74,722.87
Bill Pmt -Check	08/14/2024	16648	California Rural Water Association	annual membership dues 9/2024-9/2025		744.00	73,978.87
Bill Pmt -Check	08/14/2024	16649	Ferguson DBA Groeniger & Co.	34/ cts comp ang, cts comp union, fix mtr an, mtr coup		1,862.45	72,116.42
Bill Pmt -Check	08/14/2024	16650	PACE Civil Engineering, Inc.	July 2024 final office design, lead service line inventory, general ...		27,406.00	44,710.42
Deposit	08/14/2024			Batch # 9865-9867 CC	363.97		45,074.39
Deposit	08/15/2024			Batch # 9868-9870 CC	482.64		45,557.03
Bill Pmt -Check	08/16/2024	EFT	California State Disbursement Unit	Employee Garnishment		349.00	45,208.03
Deposit	08/16/2024			Batch # 9871-9872, 9874, 9876 CC	395.22		45,603.25
Deposit	08/17/2024			Batch # 9877 CC	212.82		45,816.07
Deposit	08/19/2024			Batch # 9879 ACH	18,643.76		64,459.83
Deposit	08/19/2024			Batch # 9878, 9880 CC	129.28		64,589.11
Paycheck	08/20/2024	16651	Hunt, Joshua E	Pay period 8/1/2024 - 8/15/2024		2,689.65	61,899.46
Paycheck	08/20/2024	16652	Koeper, Chris D	Pay period 8/1/2024 - 8/15/2024		3,830.52	58,068.94
Paycheck	08/20/2024	16653	Staup, Shawna P	Pay period 8/1/2024 - 8/15/2024		2,179.59	55,889.35

**Shasta Water Department
BANK TRANSACTIONS
8/1/2024 - 8/31/2024**

Type	Date	Numb	Name	Memo	Debit	Credit	Balance
Paycheck	08/20/2024	16654	Steele, Justin B.	Pay period 8/1/2024 - 8/15/2024		3,428.70	52,460.65
Liability Check	08/20/2024		QuickBooks Payroll Service	Created by Payroll Service & Payroll taxes on 08/16/2024		5,900.83	46,559.82
Bill Pmt -Check	08/20/2024	16655	Amazing Amy's Cleaning	August 2024 office cleaning		275.00	46,284.82
Bill Pmt -Check	08/20/2024	16656	Ferguson DBA Groeniger & Co.	megalug acc pkg, hydrant, mtr bx lid		4,386.94	41,897.88
Bill Pmt -Check	08/20/2024	16657	PACE Civil Engineering, Inc.	engineering programming		1,584.75	40,313.13
Deposit	08/20/2024			Batch # 9881-9884 CC	582.84		40,895.97
Deposit	08/21/2024			Batch # 9885-9888 CC	566.05		41,462.02
Deposit	08/22/2024			Batch # 9889-9893 CC	461.80		41,923.82
General Journal	08/22/2024	1303		returned ach payment acct 1542		432.02	41,491.80
Transfer	08/23/2024			Funds Transfer	30,000.00		71,491.80
Bill Pmt -Check	08/23/2024	16658	Shasta Fire Department (v)	Transfer to SFD		30,000.00	41,491.80
Bill Pmt -Check	08/23/2024	16659	David Cross	August 2024		100.00	41,391.80
Bill Pmt -Check	08/23/2024	16660	Jane Heinan	August 2024		100.00	41,291.80
Bill Pmt -Check	08/23/2024	16661	Jo Ann Vayo	August 2024		100.00	41,191.80
Bill Pmt -Check	08/23/2024	16662	Randall Smith	August 2024		100.00	41,091.80
Bill Pmt -Check	08/23/2024	16663	Valette Coon	August 2024		100.00	40,991.80
Bill Pmt -Check	08/23/2024	16664	Ed Staub & Sons	Fuel August 2024 1st half		735.02	40,256.78
Bill Pmt -Check	08/23/2024	16665	Usalco Modesto Plant LLC	polymer drum	2,602.51	856.15	39,400.63
Deposit	08/23/2024			Batch # 9894-9901, 9903-9904 CC			42,003.14
Deposit	08/25/2024			Batch # 9905-9909 CC	723.91		42,727.05
Deposit	08/26/2024			Batch # 9910-9914, 9916-9917 CC	783.27		43,510.32
Deposit	08/27/2024			Batch # 9918-9920 CC	686.99		44,197.31
Bill Pmt -Check	08/28/2024	EFT	TASC (Optilife)	Employee HRA Health Acct		163.50	44,033.81
Bill Pmt -Check	08/28/2024	16666	Quadratic Finance USA, Inc	July 2024 postage		1,000.00	43,033.81
Bill Pmt -Check	08/28/2024	16667	Wells Fargo Bank, N.A.	September 2024 copier lease inv 5031107354		116.20	42,917.61
Bill Pmt -Check	08/28/2024	16668	Pace Analytical Services LLC	drinking water monitoring		253.80	42,663.81
Bill Pmt -Check	08/28/2024	16669	Hardware Express	gloves, duct tape, torch trigger, propane hose, ball valves, pipe c...		272.02	42,391.79
Bill Pmt -Check	08/28/2024	EFT	AT&T	August 2024 internet		107.00	42,284.79
Deposit	08/28/2024			Batch # 9921-9922 CC	363.37		42,648.16
Check	08/29/2024	16670	CUSTOMER REFUNDS	closed acct# 1577 deposit refund		106.60	42,541.56
Deposit	08/29/2024			Batch # 9923-9928 CC	1,266.12		43,807.68
Bill Pmt -Check	08/30/2024	EFT	California State Disbursement Unit	Employee Garnishment		349.00	43,458.68
Bill Pmt -Check	08/30/2024	16675	Badger Meter	August 2024 mbl hosting		66.43	43,392.25
Deposit	08/30/2024			Batch # 9929-9931, 9933-9935 CC	964.90		44,357.15
Deposit	08/31/2024			Batch # 9936 CC	95.57		44,452.72
Total 13110 - TrIC General Fund 935					109,200.90	139,092.42	44,452.72
TOTAL					109,200.90	139,092.42	44,452.72

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

	Jul - Aug 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	226,631.59	1,050,000.00	-823,368.41
41150 · Hydrant Water Sales	0.00	500.00	-500.00
41200 · Water Sales/Pumping	1,492.45	8,700.00	-7,207.55
41800 · Late Fees	1,235.79	25,000.00	-23,764.21
42230 · Service Connection Fee/Meters	0.00	16,000.00	-16,000.00
Total 41000 · Water Sales	229,359.83	1,100,200.00	-870,840.17
42000 · Special Service Fees	526.50	3,500.00	-2,973.50
42160 · Property Tax Revenue - SCSD	1,343.26	37,000.00	-35,656.74
44000 · Interest Revenue			
44100 · TriC Interest	10,178.13	25,000.00	-14,821.87
44500 · Umpqua Interest	1.03	20.00	-18.97
Total 44000 · Interest Revenue	10,179.16	25,020.00	-14,840.84
47000 · Copies, Faxes, Document Request	0.00	10.00	-10.00
47300 · SFD Reimbursement	1,985.52	500.00	1,485.52
Total Income	243,394.27	1,166,230.00	-922,835.73
Gross Profit	243,394.27	1,166,230.00	-922,835.73
Expense			
50500 · Bad Debt Expense	9,229.91	2,000.00	7,229.91
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	5,340.06	13,500.00	-8,159.94
51012 · Other Water Purchases/Deficit	0.00	0.00	0.00
51018 · Water Testing Expense	643.32	7,500.00	-6,856.68
Total 51000 · Water Service Expenses	5,983.38	21,000.00	-15,016.62
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	66.62	1,200.00	-1,133.38
51022 · Benson - PGE 937 #6	153.91	1,000.00	-846.09
51023 · Bandana Tr. - PGE 337 #7	286.39	1,700.00	-1,413.61
51024 · Highland Cir - PGE 355 #3	22.32	150.00	-127.68
51025 · Highland Circle - PGE 013 #5	250.60	2,300.00	-2,049.40
51026 · Record Heights - PGE 206 #4	628.77	3,000.00	-2,371.23
51027 · Lower Brunswick - PGE 936 #2	544.65	3,100.00	-2,555.35
51028 · Keswick WTP - 956 #9	93.74	900.00	-806.26
Total 51020 · Pumping Expense	2,047.00	13,350.00	-11,303.00
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	999.13	28,000.00	-27,000.87
51032 · W.T. Filter Plant PGE 254 #8	575.05	3,700.00	-3,124.95
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
Total 51030 · Water Treatment Expense	1,697.42	35,950.00	-34,252.58
51039 · Transmission/Distribution			

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

	Jul - Aug 24	Budget	\$ Over Budget
51040 · Transmission/Distribution-Gen	7,530.83	30,000.00	-22,469.17
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	4,890.07	2,000.00	2,890.07
51084 · Pump & Tank Level Telemetry	70.34	1,500.00	-1,429.66
Total 51039 · Transmission/Distribution	12,491.24	36,500.00	-24,008.76
51090 · Vehicle Maintenance			
51094 · Backhoe/Trailer/Generator	1,728.69	2,500.00	-771.31
51098 · U11 Ford Ranger 2011	961.65	1,000.00	-38.35
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
Total 51090 · Vehicle Maintenance	2,690.34	6,500.00	-3,809.66
51093 · Gas & Oil Expense			
51091 · Gas & Oil - Generator	111.69	200.00	-88.31
51092 · Gas & Oil Ford 150 Truck #13	356.86	3,500.00	-3,143.14
51093.1 · Gas & Oil 2021 F-150 Truck #14	1,065.47	5,000.00	-3,934.53
51093.2 · Gas & Oil - Backhoe	279.15	500.00	-220.85
51093.8 · Gas & Oil 2011 Ford Truck #11	740.66	5,000.00	-4,259.34
51093.9 · Gas & Oil 2016 Ford 350 #12	447.21	1,500.00	-1,052.79
Total 51093 · Gas & Oil Expense	3,001.04	15,700.00	-12,698.96
52000 · Training			
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
Total 52000 · Training	0.00	4,150.00	-4,150.00
55010 · Payroll Expenses			
55011 · Manager Salary			
55011.0 · Manager/Salary	20,992.92	129,810.00	-108,817.08
Total 55011 · Manager Salary	20,992.92	129,810.00	-108,817.08
55012 · Maintenance/Hourly			
55012.2 · Maintenance/Hourly	10,143.56	68,723.00	-58,579.44
55012.3 · Maintenance Hourly/Vacation	379.96		
55012.4 · Maintenance/Hourly/Sick	567.87		
55012.5 · Maintenance/Hourly/Holiday	528.64		
55012.6 · Maintenance/OT	2,059.96	7,000.00	-4,940.04
55012.7 · Maintenance 2 / Lead Operator	13,297.57	82,597.00	-69,299.43
Total 55012 · Maintenance/Hourly	26,977.56	158,320.00	-131,342.44
55013 · Office/Hourly			
55013.1 · Office/Hourly-FD Reimburse	-6,849.43	-3,000.00	-3,849.43
55013.2 · Office Hourl/ Vacation	1,321.60		
55013.3 · Office/Hourly/Sick	402.64		
55013.4 · Office Hourly	8,947.96	68,723.00	-59,775.04

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

	Jul - Aug 24	Budget	\$ Over Budget
55013.5 · Office/Hourly/Holiday	528.64		
55013.6 · Office Hourly Overtime	254.94	1,500.00	-1,245.06
Total 55013 · Office/Hourly	4,606.35	67,223.00	-62,616.65
55014 · On Call Time	4,365.07	25,000.00	-20,634.93
55010 · Payroll Expenses - Other	424.73	2,800.00	-2,375.27
Total 55010 · Payroll Expenses	57,366.63	383,153.00	-325,786.37
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	16,724.00	100,000.00	-83,276.00
55035 · Retiree Health Insurance	700.00	4,200.00	-3,500.00
55040 · Workers Compensation Insurance	8,276.65	9,500.00	-1,223.35
55055 · CALPERS	10,359.20	60,000.00	-49,640.80
Total 55029 · Employee Benefits	36,059.85	173,700.00	-137,640.15
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	926.64	5,500.00	-4,573.36
55063 · Employer Social Security Exp	3,962.24	24,000.00	-20,037.76
55070 · State Unemployment Insurance	0.00	1,736.00	-1,736.00
Total 55060 · Payroll Tax Expense	4,888.88	31,236.00	-26,347.12
55130 · Office Expense			
55110 · Answering Service Expense	356.00	2,200.00	-1,844.00
55121 · Office/Cellular Telephone	312.30	2,000.00	-1,687.70
55125 · Office/Security Expense	534.00	2,200.00	-1,666.00
55131 · Office/PGE 761	1,078.97	8,000.00	-6,921.03
55132 · Office/Telephone	269.76	1,500.00	-1,230.24
55133 · Office/Supplies	1,248.34	3,000.00	-1,751.66
55134 · Office/Postage	1,000.00	7,000.00	-6,000.00
55135 · Office/Equipment Expense	395.31	3,500.00	-3,104.69
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	819.86	1,000.00	-180.14
55141 · Office/Safety	0.00	1,000.00	-1,000.00
55142 · Employee Pre-emp. Physical	0.00	200.00	-200.00
Total 55130 · Office Expense	6,014.54	34,800.00	-28,785.46
55140 · Advertising Expense	1,392.22		
55145 · Banking Fees	216.42	1,500.00	-1,283.58
55150 · Insurance - Liability & E&O	75,867.83	76,000.00	-132.17
55160 · Professional Services			
55162 · Legal Services	716.62	2,500.00	-1,783.38
55163 · Engineering Services	26,857.50	10,000.00	16,857.50
55164 · Auditing Services	0.00	11,000.00	-11,000.00
55165 · Professional Services Misc.	0.00	1,000.00	-1,000.00
Total 55160 · Professional Services	27,574.12	24,500.00	3,074.12
55170 · Directors Compensation	1,000.00	6,500.00	-5,500.00
55180 · Dues/Permit Fees	11,051.52	14,000.00	-2,948.48

8

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

	Jul - Aug 24	Budget	\$ Over Budget
55182 · maintenance contracts/support	0.00	1,200.00	-1,200.00
60000 · Interest	421.50	12,000.00	-11,578.50
Total Expense	258,993.84	893,739.00	-634,745.16
Net Ordinary Income	-15,599.57	272,491.00	-288,090.57
Other Income/Expense			
Other Income			
72000 · SRF Grant Reimbursement	0.00	300,000.00	-300,000.00
72100 · USDA Grant	0.00	0.00	0.00
Total Other Income	0.00	300,000.00	-300,000.00
Net Other Income	0.00	300,000.00	-300,000.00
	-15,599.57	572,491.00	-588,090.57

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

	Umpqua	
	256 General	591 Volunteer
<i>Beginning Cash</i>	\$ 14,950.62	\$ 1,291.98
Voided Checks - Prior Period		
Reconciling Adjustments		
<i>Revenue</i>		
Donations		
Interest	0.11	
<i>Total Receipts</i>	\$ 0.11	\$ -
<i>Transfers</i>		
Transfer from SCSD	30,000.00	
<i>Total Transfers</i>	\$ 30,000.00	\$ -
<i>Disbursements</i>		
Bills Payable	(783.15)	
Reimburse Water Department	(4,701.26)	
Employee Per Diems	(1,470.00)	
<i>Total Disbursements</i>	\$ (6,954.41)	\$ -
<i>Ending Cash</i>	\$ 37,996.32	\$ 1,291.98

Shasta Fire Department
BANK TRANSACTIONS
8/1/2024 - 8/31/2024

11:25 AM
09/10/24
Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
13169 - Umpqua Bank - 256						
Bill Pmt -Check	08/08/2024	12226	Ed Staub & Sons	Fuel July 2024 2nd half	-48.02	14,950.62
Bill Pmt -Check	08/08/2024	12227	PG&E	July 2024 fire hall electric	-379.97	14,902.60
Bill Pmt -Check	08/09/2024	12228	SCSD	July 2024 reimbursement	-4,701.26	14,522.63
Bill Pmt -Check	08/09/2024	12229	Waste Management Anderson Cottonwood Disp	August 2024 fire hall trash service	-34.93	9,821.37
Bill Pmt -Check	08/14/2024	EFT	AT & T	August 2024 phone & internet	-156.63	9,786.44
Bill Pmt -Check	08/20/2024	12230	Chris Adams	Per diem 1/1/24-6/30/24	-150.00	9,629.81
Bill Pmt -Check	08/20/2024	12231	Chris Varnum	Per diem 1/1/24-6/30/24	-460.00	9,479.81
Bill Pmt -Check	08/20/2024	12232	Eric Ohde	Per diem 1/1/24-6/30/24	-260.00	9,019.81
Bill Pmt -Check	08/20/2024	12233	John Whitmer	Per diem 1/1/24-6/30/24	-80.00	8,759.81
Bill Pmt -Check	08/20/2024	12234	Marcus Pereira	Per diem 1/1/24-6/30/24	-360.00	8,679.81
Bill Pmt -Check	08/20/2024	12235	Weston Flynn	Per diem 1/1/24-6/30/24	-160.00	8,319.81
Deposit	08/23/2024			Transfer from SCSD	30,000.00	8,159.81
Bill Pmt -Check	08/23/2024			Fuel August 2024 1st half	-163.60	38,159.81
Deposit	08/31/2024			Interest	0.11	37,996.21
Total 13169 - Umpqua Bank - 256					23,045.70	37,996.32
TOTAL					23,045.70	37,996.32

SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
6:00 pm Tuesday, August 20th, 2024
11570 School Street, Redding, CA 96001
DRAFT MINUTES

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

Staff Members Present: Interim Fire Chief Eric Ohde, Secretary to the Board Shawna Staup, and Water Operator Justin Steele.

Staff Members Absent: General Manager Chris Koeper.

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 agenda for August 20, 2024. 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.

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 July 1st through July 31st , 2024

- 4-1 SCSD Financial Report
- 4-2 SCSD Monthly Bank Transactions
- 4-3 SCSD Budget vs Actual
- 4-4 SFD Financial Report

Initials_____ Initials_____

4-5 SFD Monthly Bank Transactions

4-6 July 15th, 2024, meeting minutes

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

Vice President David Cross motioned to approve and adopt the consent calendar. Director Jo Ann Vayo seconds the motion. The motion passes unanimously.

5. Correspondence: None.

6. General Business:

6-1 General Manager Report. The secretary to the board, Shawna Staup, presented the Manager's report in his absence.

- Water consumption for July 2024 was 69-acre feet compared to 53-acre feet in July of last year.
- Update on the new office project:
 - We had the new switchover equipment installed for the generator.
 - We should be getting our USDA reimbursement for \$515,000 this month.
- Lower Fire:
 - We had one customer who lost his house.
 - Power went out for the Record Heights Pump Station. We got one of our mobile generators ready but did not need to use it.
- We will open the lead line inventory inspection project bids on August 29th.

6-2 SFD Incident Report

Shasta Fire Department had eleven in-district and five out-of-district medical calls, one in-district, and three out-of-district traffic accidents, and no in-district and three out-of-district fire calls for a total of twenty-three calls for July 2024.

Interim Fire Chief Ohde gave an update on Shasta Fire Protection District: The finished boundary description, map, and preliminary application have been submitted to the Board of Equalization, and are waiting for approval confirmation, there is a \$3465 filing fee but does not have to be paid until they collect the first year's tax revenue. The VESTRA contract for the maps said the cost of the work would be up to \$6500 and we paid them a total of \$10,000, after talking to them we will not get a bill for the remaining balance of \$4500. They have hired an employee through Express Personnel to help in the office and will transfer her to their payroll once the separation is completed. President Valerie Coon asked if they were just looking for prospects or if there was a formal hiring process for hiring firefighters because she might know someone that would be interested. Interim Fire Chief Eric Ohde explained that they are looking for prospects now.

Initials _____ Initials _____

7. **Old Business:** President Valerie Coon asked if we were able to find a collection agency for the delinquent accounts. Secretary to the Board Shawna Staup explained that we were trying to find a local company but had no luck but did find some options from the internet and have narrowed it down to three, so when General Manager Chris Koeper returns, we will be making that final decision and getting it all set up.

8. **New Business:** None.

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: Vice President David Cross wanted to let the Board know that he would be out of town and unable to attend September's meeting.

9-2 Staff Members: Secretary to the Board Shawna Staup gave an update that she left a message with Darrin at the County and was waiting for him to get back to her about the fire station sign on Iron Mountain Road.

10. **Adjourn:** 6:30 PM.

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, for that person to participate in the public meeting. A person needing assistance should contact the district office by mail at PO Box 2520 Shasta, CA 96087 48 hours 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

Board President

Secretary to the Board



August 28, 2024

Valerie Coon, Board President
Shasta Community Services District
Post Office Box 2520
Shasta California, 96087-2520

Re: No Paid Workers' Compensation Claims in 2023-24

Dear Valerie,

On behalf of SDRMA Board of Directors and staff, I am thrilled to extend our heartfelt congratulations to you and your organization for achieving an outstanding milestone during the 2023-24 program year—completing the year with no “paid” workers’ compensation claims! A “paid” claim for the purposes of this recognition represents the first payment on an open claim during the prior program year.

In recognition of this significant accomplishment, I am pleased to inform you that Shasta Community Services District has earned one credit incentive point (CIP) and received a lower “experience modification factor” (EMOD). This well-deserved recognition not only highlights your excellence in risk management, but also rewards your efforts by reducing your annual contribution amount. It is our way of acknowledging the hard work and dedication that went into maintaining a safe and secure environment.

This remarkable achievement is a testament to the dedication, diligence, and proactive risk management strategies that you and your team have consistently demonstrated. Managing risks effectively is no small feat, and your success in preventing paid claims speaks volumes about your commitment to safety, careful planning, and the well-being of your community and employees.

We are genuinely excited about your success and look forward to continuing our partnership in fostering a culture of safety and responsibility within your special district. Your leadership sets a powerful example for other members, and we are proud to have Shasta Community Services District as a part of SDRMA.

Once again, congratulations on this exceptional achievement. Please do not hesitate to reach out if there is anything we can do to support your continued success.

Sincerely,

Sandy A. Seifert-Raffelson, President
Board of Directors
Special District Risk Management Authority





August 28, 2024

Valerie Coon, Board President
Shasta Community Services District
Post Office Box 2520
Shasta California, 96087-2520

Re: President’s Special Acknowledgement Award – Property/Liability Program

Dear Valerie,

On behalf of SDRMA Board of Directors and staff, it is my great pleasure to extend our heartfelt congratulations to you, your governing body at Shasta Community Services District, management, and staff on achieving an outstanding milestone of maintaining an impeccable record of zero “paid” claims for the Property/Liability Program years 2019-2024. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims.

As a symbol of our appreciation and acknowledgment of your exceptional performance, we are honored to present Shasta Community Services District with the *President's Special Acknowledgement Award*, representing our admiration for your outstanding achievement and our encouragement to continue your excellent work. In addition to this annual recognition, members with no “paid” claims receive the following, all resulting in a reduction to their annual contribution amount:

- during 2023-24 earned one credit incentive point (CIP)
- for the prior five consecutive program years earned three additional bonus CIPs

This remarkable accomplishment is a testament to your agency's unwavering commitment to risk management excellence and a culture of safety and proactive governance. By consistently prioritizing risk management and fostering an environment where safety and diligence are paramount, your agency has set a standard of excellence that is truly commendable.

The success you have achieved is not by chance, but through the dedication, hard work, and collaboration of your entire team. It reflects the high level of professionalism and care with which you approach your responsibilities and serve your community.

Please accept our sincerest thanks and appreciation for your efforts in making your agency a model of excellence within the special district community. We look forward to continuing our partnership and supporting you in all your future endeavors.

Once again, congratulations on this extraordinary achievement. May your agency continue to thrive, setting an inspiring example for others.

Sincerely,

Sandy A. Seifert-Raffelson, President
Board of Directors
Special District Risk Management Authority





President's Special Acknowledgement Award

The President of the Special District Risk Management Authority

Hereby gives special recognition to

Shasta Community Services District

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Property/Liability Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period and excludes property claims. Congratulations on your excellent claims record!

A handwritten signature in black ink, appearing to read "Sandy Seifert-Raffelson".

Sandy A. Seifert-Raffelson, SDRMA Board President

August 28, 2024

Date

No FEES PER GOVERNMENT CODE 27383

RECORDING REQUESTED BY:
Shasta Local Agency
Formation Commission

WHEN RECORDED RETURN TO:
Shasta LAFCO
PO Box 8693
South Lake Tahoe, CA 96158

2024-0019147

Leslie Morgan
Shasta - Assessor/Recorder
09/10/2024 11:37 AM

CONFORMED COPY

Copy of document recorded.
Has not been compared with original.



CERTIFICATE OF COMPLETION

As Executive Officer of the Shasta County Local Agency Formation Commission, I hereby certify to the completion of the following change of organization:

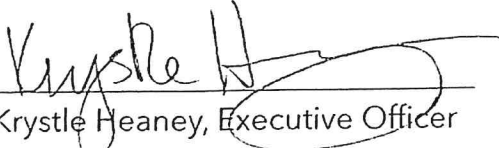
Divestiture of fire service powers from the Shasta Community Services District and formation of the Shasta Fire Protection District which encompasses an area of approximately 7,207 acres consisting of the community of Shasta (or Old Shasta) along Highway 299 between Whiskeytown Lake and the City of Redding in Shasta County, California.

The short form designation of this action is: Shasta Fire Protection District, 2022-14.

Reference is hereby made to the attached Resolution No. 2022-14, approved by the Shasta Local Agency Formation Commission on October 6, 2022, for a description of the territory involved, for the terms and conditions of approval, and for other particulars regarding this action. Reference is also made to attached LAFCO Resolution 2022-08 approving divestiture of fire service powers from Shasta Community Services District and attached Shasta Community Services District Resolution No. 2022-02 regarding allocation of base year (2021) property tax revenue and annual property tax increment revenue.

This action is effective as of September 10, 2024.

Shasta Local Agency Formation Commission



Krystle Heaney, Executive Officer

09/10/2024
Date

General Manager Report

August 2024

- Water consumption for July:
 - This Year – 58 Acre Feet
 - Last Year – 49 Acre Feet

- Update on the new office project
 - The backup generator is up and running.
 - We should be getting our USDA reimbursement for \$515,000 soon.

- Our billing software is switching to G Works.

- 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.

August 2024 Shasta Fire Department Requests and Responses

8/2	Medical	WNP Visitor Ctr.	person down	WNP no SFD, CF
8/6	Truck Fire	WNP Oak Bottom	semi on fire	WNP, CF no SFD
8/6	Medical	WNP Whiskey Cr.	man down	WNP, CF no SFD
8/7	Medical	WNP Visitor Center	unknown med	no SFD, WNP, CF
8/8	Medical	Valpraiso	lift assist	no SFD, CF, WNP
8/8	Medical	Walker Terrace	male fainted	no SFD, CF
8/8	T.C,	Iron Mtn Rd	vehicle accident	no SFD, CF
8/10	Wildland Fire	Lower Springs	110 ac veg. fire	SFD, CF
8/10	Medical	2 nd Street	male fall victim	no CF, SFD
8/11	Medical	Red Bluff	low blood sugar	no SFD, CF
8/11	T.C.	WNP Kennedy Mem	vehicle acc	no SFD,CF, WNP
8/14	Medical	White Star Dr	male vomiting	SFD, CF
8/15	Medical	Nova Ln	male bleeding	no SFD, CF, WNP
8/15	T.C.	WNP- Kennedy Mem UTL		SFD, CF, WNP
8/15	Veg Fire	299 @ Rock Cr.	.5 ac fire	SFD, CF
8/19	Medical	WNP-Whiskey Cr	fall on dock	no SFD, CF, WNP
8/25	Medical	Cross Cr.	Male passed out	no SFD, CF
8/26	Veg Fire	Bear Mtn	WT56	no SFD, CF
8/29	Medical	White Star Dr	GI bleed	no SFD, CF
8/30	Medical	Walker Terrace	lift assist	no SFD, CF
8/30	Medical	Trinity Alley	seizures	no SFD, CF

Shasta Fire Dept. Requests and Responses:

Medical In-district	10	
Medical Out of District	4	
Traffic Accidents In/Dist	0	
Traffic Accidents Out/Dist	3	WNP and Keswick
Fire In-District	2	Structure into Veg and Veg fires
Fire Out of District	<u>1</u>	<u>WT 56 Requested</u>
Total Incidents	20	for July 2024 16 no SFD response

Ronald I. Parker
10352 White Star Drive
Redding CA 96001

Bus: (925) 437-8291
Email: tripservices@sbcglobal.net

To: Shasta Community Services District (Water Department)
Attention: Board of Director's

From: Ronald Parker,

Date: August 30, 2024

Regarding: Request for adjustment in water billing payment

Residents residing in the unincorporated area of Shasta County to include Redding, Shasta, and Whiskeytown locations, face an ongoing threat of extensive fire damage to their residential and business properties. Even though we all experienced tragedy brought on by the Carr Fire, some of the same residents in the Shasta County area were recently forced to yet again endure another wild fire.

On August 11th at about 3:30 p.m., the "Lower Fire" came upon us. My wife and I were spending a peaceful and pleasant Sunday afternoon when in an instant that suddenly changed. We were alerted to the sound of emergency vehicle sirens racing back and forth on Hwy 299 in the area of Iron Mountain Rd. at the base of our property. We also witnessed the sudden emergence of helicopters and other first responder aircraft flying with urgency while dispersing fire retardant and water on a rapidly raging fire. My wife and I in a panic suddenly felt the similar horror feelings as experienced with our introduction to the Carr Fire.

Shasta County Sheriff's Deputies were racing up and down our neighborhood going door to door personally advising residents that they were under a "mandatory evacuation. A Deputy drove into my driveway while excitedly telling my wife and I that the fire was just over a small hill East of my residence and was rapidly approaching in my direction.

Recognizing that my wife and I had made significant improvements toward extending our "defensible space", to include owning (5) German Shepherd dogs all with Champion show bloodlines kenneled on our property; (2) boats; Wave Runner; and (5) vehicles, our response to the Deputy was, "We are not going anywhere. We are staying to defend our property and animals."

The Deputy reiterated, "The fire is moving in your direction and is a short distance away. You are on your own." He then drove away not to be seen again.

My wife and I without saying anything quickly moved into action to prepare a defense for our home. That included extending all our residence water hoses at all corners and areas of our residence; spraying water to all the shrubs as far as we were able. Our residence property includes about (3) acres with the property line being closest to Hwy 299 comprising of wild lands brush and trees. For the next (5) hours we watched as CalFire did an amazing job with overhead flights and ground work,. During that time my wife and I continued to run our water in an effort to saturate the shrubs, trees, and ground closest to our residence and as far out as we could go. Plan being to prevent the fire from igniting in the brush close to our home, to include wetting the roof area/gutters.

That night and after the evacuation to our area was lifted my wife and I were able to then calm and share our aftermath thoughts.

I expressed to my wife that we had our water running to combat the "Lower Fire" for about (5) hours and from every external water outlet to our home. I am confident that if the fire had approached our property we were in a real good position to save our home\animals, in part due to our ability to wet down the fire danger area of our property.

I also shared with my wife the extensive cost in water usage we likely incurred to our month's billing. I also shared with my wife that I suspect the Shasta Community Service District will have some consideration in regard to an "emergency exception" for water use. I explained to my wife that we had no choice but to defend our property which included having to use an excessive amount of water as described. I further explained that I am hopeful the Shasta Community Services District recognizes that our overt use of water was done as an emergency act and not for something considered unreasonable or a wasteful mind set.

Today, I received my water bill and saw that it was much higher than normal. For the last few months and prior to this months billing I had a high water bill. A Water Department worker found that I had a break in my main water line. He suggested I contact "Leak Finders" to locate the leak. Leak Finders located the leak. I then had a Plumber repair the mainline break. I was told by your Office Staff to submit a form describing the reason for the leak and information requested toward seeking some sort of financial compensation regarding my billing. Your office decided to grant me a partial reduction in my water billing and which I paid.

Today, I called your office and was told that there was no regulation or rule that the Shasta Community Service District has adopted to reasonably adjust a water bill during times a customer/resident is forced to use an excessive amount of water to defend their home from a wild fire. It was suggested that I make a written request to the "Board" to evaluate the feasibility of adopting a policy that grants forgiveness/financial leniency to wild fire victim's and their reasonably use of water as determined necessary toward defending their home, property, and lives of people/animals.

Please consider my recommendation as described herein. I realize some conditions and requirements must be made before such a policy may be adopted to ensure the policy is fair and reasonable to the property owner and Shasta Community Service District.

Please contact me at (925) 437-8291 with any questions or further concern on this issue.

Warmest regards;

Ron Parker

A handwritten signature in black ink, appearing to be the initials 'RP' with a large, stylized flourish.