



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

RESOLUTION 13-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT ADOPTING A PURCHASING POLICY.

WHEREAS, the Lake Shastina Community Services District (LSCSD) desires to establish guidelines for employees who have responsibilities that include purchasing of materials and/or supplies and contracting for outside agencies in direct support of District operations, and


WHEREAS, the LSCSD recognizes the need to allow the General Manager and Department Heads as much flexibility, within the realm of good business practices and approved budget, in carrying out their responsibility.

NOW, THEREFORE BE IT HEREBY RESOLVED that the Board of Directors of the LSCSD adopts the attached Exhibit A as the LSCSD's official Purchasing and Contract Procedure Policy, pursuant to the State of California Public Contract Code Article 43 Community Services Districts 20680-20683.

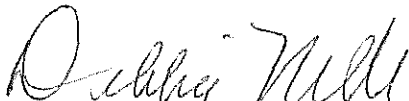
This Resolution supersedes Resolution 9-99 in its entirety.

I hereby certify that the forgoing is a full, true and correct copy of Resolution 13-15 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 16th day of December, 2015, by the following vote:

AYES: Directors French, Hoke, Layne, Mitchell and Thomsson
NOES: None
ABSENT: None


Roxanna Layne, President

ATTEST:


Debbie Nelle, Deputy Secretary

POLICY TITLE: Purchasing and Contract Procedure Policy

POLICY NUMBER: 3150

3150.10 The purpose of this policy is to establish guidelines for employees who have responsibilities that include purchasing of materials and/or supplies and contracting for outside agencies in direct support of Lake Shastina services. In accordance with accepted accounting principles, the District desires to utilize Purchase Orders as a management tool to control and track material and supply purchases for itself and all agencies under contract to provide services. The Purchase Order is to be used as the initial step in the decision making process even when a contract for material and/or services is required. The District recognizes the need to allow the General Manager as much flexibility, within the realm of good business practices and approved budget, in carrying out his responsibility. The following guidelines are hereby established:

AMOUNT	P.O. Req.d	COMMENTS
Less than \$50	No	Valid receipt
\$50 or greater but less than \$250	No	No Purchase Order required. Purchase can be made by CSD personnel using creditors who have or are willing to establish an open account for CSD. Authorization is granted to make purchase prior to obtaining formal permission from General Manager, as long as purchase is within budget and scope of responsibility.
\$250 or greater but less than \$500	Yes	Purchase Order approved by General Manager or Department Head required prior to purchase.
\$500 or greater but less than \$2,500	Yes	Purchase Order required. Quotes from 3 or more vendors are required prior to selection of lowest responsible vendor by Dept. Head or General Manager. Oral quotes may be obtained and, if there is only one source within Siskiyou County, the Purchase Order will so state.
\$2,500 or greater but less than \$25,000	Yes	An approved Purchase Order is required prior to making the purchase. Quotes from three or more vendors (if possible) are required prior to selection of lowest responsible vendor by the General Manager and final approval by the Board of Directors unless the Board has previously authorized purchases and has granted the General Manager discretion not covered herein.
\$25,000 or greater	Yes	Require bid solicited by public notice. In the event no proposals are received or where the work consists of emergency work necessary to protect life and property, the General Manager may proceed and obtain approval after the emergency. For items over \$25,000 or large quantity orders, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation to the Board of Directors for award of contract. Items on the list will be purchased from the supplier quoting the lowest

		prices and having an acceptable delivery date.
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3150.20 Required Bid Solicited by Public Notice Purchase of supplies and equipment in amount or estimated amounts between Twenty Five Hundred (\$2,500) and Twenty Five Thousand Dollars (\$25,000), or when deemed advisable by the Board, bids shall be solicited by public notice, followed by award by the governing body of District, except where it makes a finding recorded in its minutes that competitive bidding would not be in the public interest. The governing body of the District shall prescribe the method and extent of public notice. All bids shall be submitted sealed to the Secretary. The governing body of the District may reject any or all bids for any or all supplies or equipment. A tabulation of all bids received, whether accepted or rejected, shall be open for public inspection for a period of not less than 30 days after the bid opening. In all cases, the award shall be made to the lowest responsible bidder. In determining the lowest responsible bidder, the governing body of the District shall take into consideration the quality offered and its conformity with the specifications, the delivery and discount terms and conditions of the bid, and other information and data required proving bidder's responsibility. However, price and quality being equal, preference may be given to responsible local bidder. In the event no proposals are received or where the estimated cost of such work does not exceed the sum of twenty five thousand dollars (\$25,000) or where the work consists of emergency work necessary in order to protect life and property, the Board of directors may have said work done by force account.

The District shall have the power to purchase in the open market without calling for bids, materials and supplies for use in any work therewith either under contract, or by force account. Except work referred to in the preceding sentence, materials and supplies for use in any new construction work or improvement, either under contract, or by force account, may not be purchased if the cost thereof exceeds twenty five thousand dollars (\$25,000), without calling for bids and awarding the contract therefore to the lowest responsible bidder.

3150.30 Contractual Services: Requests for contractual services by the Manager, Department Head, and/or Secretary of the District, for department, office or other organizational unit of the District shall be submitted to the Board who may negotiate contracts for such services as it determines are necessary.

3150.40 Emergency Purchases: Emergency purchases may be made by the Manager, Department Head and/or Secretary when the supplies or equipment so purchased are necessary for the preservation of life or property. Such emergency purchases shall be submitted to the Board for ratification at its next meeting.

3150.50 Gratuities: The acceptance of any gratuity in the form of cash, merchandise, or any other thing of value by an official or an employee of the District from a vendor or contractor, or prospective vendor or contractor, may be a cause for disciplinary action.

3150.60 Unlawful Purchases: Except as otherwise provided by law and subject to prior approval by the Board, no purchase of supplies, equipment or contractual services shall be made in excess of the amount of the appropriations allowed by the budget.

3150.70 Overruns Purchases shall be monitored against appropriate budget line items. If a purchase will result in budget line item being exceeded, the department head shall provide the General Manager with information relating to the urgency of the purchase and why the purchase cannot wait for approval at the next regularly scheduled board meeting. The General Manager shall have the authority to approve or disapprove such purposes.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
 Wednesday, December 16, 2015 – 2:00 p.m. (Closed Session 1:00 p.m.)
 Administration Building
 16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

MINUTES

CALL TO ORDER AND ROLL CALL: called to order at 1:04 p.m.

LSCSD Board Roll Call: French Hoke Layne Mitchell Thomsson

Director Hoke was present until 4:00 p.m.

Also present: IGM Hankins, AA Charvez and District Counsel Robert Winston. There was one person in the audience.

APPROVAL OF AGENDA:

Motion by Dir. Thomsson second by Dir. Mitchell to approve agenda as amended: Delete Item 4 Police Department Hiring Plan and move Closed Session Item C. Conference with Labor Negotiator, Local 137 to be Item A.

Ayes: Directors French, Hoke, Layne, Mitchell and Thomsson
Noes: None
Absent: None

(minutes reflect all changes made to agenda)

PUBLIC COMMENTS ON CLOSED SESSION ITEMS: None

With no objections by the Board, Pres. Layne adjourned to Closed Session at 1:08 p.m.

CLOSED SESSION:

Also present: IGM Hankins, District Counsel Robert Winston and Gary Fitzgerald for Item A.

- A. Conference with Labor Negotiator, IGM Hankins (Gov. Code § 54957.6) Review District's position and to instruct its designated representatives: General Teamsters Professional, Health Care and Public Employees Local 137: No action reported.
- B. Conference with Legal Counsel: Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.: Dir. Mitchell made a motion, second by Dir. French, to hire an outside attorney to represent the District for the Moller v. LSCSD et. al. lawsuit. Ayes: Dirs. French and Mitchell, Noes: Dirs. Hoke, Layne and Thomsson. The motion failed.
- C. Personnel (Gov. Code § 54957) Consider Public Employee Performance Evaluation: Interim General Manager: No action reported.

With no objections by the Board, Pres. Layne adjourned Closed Session at 2:04 p.m.

OPEN SESSION: called to order at 2:08 p.m.

Also present: IGM Hankins, SAC Nelle, AA Charvez, WL Colombo, AFC Pappas and District Counsel Robert Winston. There were approximately 27 people in the audience.

PLEDGE OF ALLEGIANCE: Dir. Thomsson led the Pledge of Allegiance.

REPORT ON CLOSED SESSION: Counsel Winston reported; refer to Item B above.

PUBLIC COMMENTS: Five (5) speakers; no follow up action required.

CONSENT CALENDAR: (All items accepted/approved by the Board unless otherwise noted.)

1. A. Approval of Minutes: Regular Meeting November 18, 2015 and Corrected Minutes Special Meeting September 8, 2015
- B. Ratification of Disbursements: November 1 to November 30, 2015
- C. Budget Comparison: FY 2015/2016 YTD: Item removed from Consent

Motion by Dir. French second by Dir. Layne to approve Consent Calendar, as amended (Item 1.C removed).

Ayes: Directors French, Hoke, Layne and Mitchell
Noes: Director Thomsson
Absent: None

Dir. Mitchell asked for clarification on Item 1.C report.

Motion by Dir. French second by Dir. Mitchell to approve Item 1.C Budget Comparison, as presented.

Ayes: Directors French, Hoke, Layne, Mitchell and Thomsson

Noes: None

Absent: None

DISCUSSION / ACTION ITEMS:

1. Presentation: update of Wastewater and Water Systems and Medical Clinic Building: Wastewater Leadman Mike Colombo gave a brief overview. The Board directed staff to prepare long-range planning recommendations for Board consideration.
2. Fire and Police Departments Report: AFC Pappas updated the Board. IGM Hankins recognized Officers Marshall and Owens for their efforts handling the Police Department's recent workload.
3. Contract/Salary Schedule for Police Chief, Fire Chief and Assistant Fire Chief: SAC Nelle updated the Board. The Board discussed.

Motion by Dir. Mitchell second by Dir. French to adopt the Salary Step Schedule for Police and Fire Departments, as presented.

Ayes: Directors French, Hoke, Layne, Mitchell and Thomsson

Noes: None

Absent: None

The Board discussed that AFC Pappas should target working, on average, 15 hours per week, based on initial Board approval of \$1,000 per month rate of pay.

Motion by Dir. Mitchell second by Dir. French to place Steven Pappas at Step 1 for part-time Assistant Fire Chief, retroactive to appointment date.

Ayes: Directors French, Hoke, Layne, Mitchell and Thomsson

Noes: None

Absent: None

The Board discussed that FC/PC Wilson should target working, on average, 5 hours per week as Police Chief and 10 hours per week as Fire Chief, based on initial Board approval of \$2,000 per month rate of pay.

Motion by Dir. Mitchell second by Dir. Thomsson to place Mike Wilson at Step 4 for part-time Fire Chief and Step 4 for part-time Police Chief, retroactive to appointment date.

Ayes: Directors French, Hoke, Layne, Mitchell and Thomsson

Noes: None

Absent: None

4. Resolution re: CalPERS Employer Paid Member Contributions: SAC Nelle updated the Board.

Motion by Dir. Thomsson second by Dir. Mitchell to approve Resolution 12-15 regarding CalPERS Employer Paid Member Contributions.

Ayes: Directors French, Hoke, Layne, Mitchell and Thomsson

Noes: None

Absent: None

5. Resolution updating Purchasing Policy: IGM Hankins updated the Board. The Board discussed.

Motion by Dir. French second by Dir. Thomsson to approve Resolution 13-15 adopting a Purchasing Policy.

Ayes: Directors French, Hoke, Layne, Mitchell and Thomsson

Noes: None

Absent: None

6. Hire consultant for CEQA reporting of current and future District projects: IGM Hankins updated the Board. The Board discussed. The Board agreed that it is within the purview of the IGM/GM job responsibilities to hire a professional/consultant to assist with preparation of CEQA documents for the development of District property, as needed.

Motion by Dir. Mitchell second by Dir. Layne to authorize hiring SHN Consulting Engineers, per Scope of Work and Fee Estimate dated December 11, 2015, to provide the LSCSD assistance in the preparation of the development of District property for use as a municipal well (to include CEQA document preparation): total Planning Costs estimated not-to-exceed \$9,825.

Ayes: Directors French, Hoke, Layne, Mitchell and Thomsson

Noes: None

Absent: None

7. IT responsibility and remote access to IT files - direction to District Counsel: Pres. Layne reported that remote access to the server has been disabled.

Dir. Hoke left the meeting at 4:00 p.m.

The Board discussed the hard drive copy that is located in District Counsel Winston's office. Dir. Mitchel made a motion, second by Dir. French, to have Computer Logistics remove LSPOA file from hard drive and return hard drive to the Administration Office. Ayes: Dirs. French and Mitchell, Noes: Dirs. Layne and Thomsson, Absent: Dir. Hoke. The motion failed.

8. Authorize IGM to hire full-time Accounts Payable/Payroll Clerk: The Board discussed. Dir. French made a motion, second by Dir. Mitchell, to authorize the IGM to proceed with the recruitment and hiring of a full-time AP/Payroll Clerk. The Board discussed; the motion was amended.

Motion by Dir. French second by Dir. Mitchell to approve the IGM initiating the hiring process for a full-time AP/Payroll Clerk.

Ayes: Directors French, Layne, Mitchell and Thomsson
Noes: None
Absent: Director Hoke

9. General Manager's Report: IGM Hankins updated the Board.

10. Appointment of Interim General Manager to be effective January 1, 2016: IGM Hankins reported that he will not be the IGM after December 31, 2015 and made a recommendation to have Mike Colombo, District Wastewater Leadman, be appointed as IGM. The Board discussed.

Motion by Dir. French second by Dir. Mitchell to appoint Mike Colombo as Interim General Manager, effective January 1, 2016; rate of pay \$45/hour.

Ayes: Directors French, Layne, Mitchell and Thomsson
Noes: None
Absent: Director Hoke

ELECTION OF OFFICERS FOR 2016 CALENDAR YEAR (Effective January 1, 2016)

- A. President: Directors Mitchell and Thomsson were nominated. Dir. Mitchell read and submitted a statement regarding the election of officers. The vote for appointing Dir. Mitchell was: Ayes: Directors French and Mitchell, Noes: Directors Layne and Thomsson, Absent: Director Hoke. The vote for appointing Dir. Thomsson was: Ayes: Directors Layne and Thomsson, Noes: Directors French and Mitchell, Absent: Director Hoke. No appointment was made; the item will be on the January agenda.
- B. Vice President: Directors French and Layne were nominated. The vote for appointing Dir. French was: Ayes: Directors French and Mitchell, Noes: Directors Layne and Thomsson, Absent: Director Hoke. The vote for appointing Dir. Layne was: Ayes: Directors Layne and Thomsson, Noes: Directors French and Mitchell, Absent: Director Hoke. No appointment was made; the item will be on the January agenda.
- C. Appoint General Manager as Board's Secretary/Clerk and District's Treasurer:

Motion by Dir. Mitchell second by Dir. French to appoint IGM/GM as the Board's Secretary/Clerk and the District's Treasurer, per Board Policy.

Ayes: Directors French, Layne, Mitchell and Thomsson
Noes: None
Absent: Director Hoke


GENERAL MANAGER/STAFF COMMENTS: One (1) speaker; no follow up action required.

BOARD MEMBER COMMENTS: One (1) speaker; no follow up action required.


ADJOURNMENT:

With no objections by the Board, Pres. Layne adjourned the meeting at 4:54 p.m. to the next LSCSD Regular Board Meeting scheduled to be held on Wednesday, January 20, 2016, 2:00 p.m. at the Administration Building.

Approval Date: 1/20/16


 Barbara Thomsson, President

ATTEST:


 Mike Colombo, Secretary