



# **LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

## **AGENDA**

Wednesday, July 17, 2019, 1:00 p.m.

Administration Building

16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 938-3281

### **CALL TO ORDER:**

LSCSD Board Roll Call: Directors: Beck \_\_\_\_\_ Cupp \_\_\_\_\_ MacIntosh \_\_\_\_\_ Mitchell \_\_\_\_\_ Thompson \_\_\_\_\_

### **PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS:** This is an opportunity for members of the public to address the Board on subjects within its jurisdiction. Those wishing to address the Board must complete a speaker card and present it to the District Secretary. Each individual comment will be limited to three minutes. The public comment portion of the meeting will be limited to thirty minutes (total time). If needed, time limits may be extended with concurrence of the Board. No person may speak twice to the same item. For items that are on this agenda, speakers may request that their comments be heard instead at the time the item appears on the agenda prior to the Board addressing the agenda item. The Board may ask questions but may not act during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place the item on a future agenda.

**CONSENT CALENDAR:** Items on the Consent Calendar are considered routine, not requiring separate discussion. However, if discussion is wanted, the item may be removed from the Consent Calendar and considered separately. Board members may ask questions of clarification without removing an item from the Calendar. Individual items are approved by the vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

1. A. Approval of Minutes: Regular Meeting June 19, 2019
- B. Ratification of Disbursements: June 1 through June 30, 2019
- C. Budget Comparison: FY 2018/19
- D. Accounts Receivable Aging Analysis: FY 2018/19
- E. Ratification for transfer of funds in LAIF Savings

### **MONTHLY REPORTS: NO ACTION ITEMS:**

2. Department Written Reports
  - A. Fire Department
  - B. Police Department
  - C. Sewer Department
  - D. Water Department
3. Committee Written Reports / Approved Minutes  
(Pres. Thompson may make committee appointments/changes as necessary.)
  - A. Budget / Finance Committee
  - B. Fire Department Advisory Committee
  - C. Police Department Advisory Committee
  - D. Policy Committee
  - E. Safety Committee
  - F. Sewer and Water Systems Oversight Committee

### **DISCUSSION / REPORTS: ACTION ITEMS:**

4. Consideration of adoption of Resolution of Intention to approve an amendment to contract between CalPERS and LSCSD (GM Moser)
5. Public Hearing: Delinquent Charges [Government Code §61115(b)] to be sent to 2019 Tax Roll: Public Hearing to hear and consider all objections or protests to CSD's Impending Delinquency Report of taxes, assessment and other charges levied for the fiscal year 2018-2019, being delinquent, shall be declared tax-defaulted pursuant to Government Code §61115(b) and shall direct the General Manager to file with the Siskiyou County Auditor/Tax Collector a copy of the final report, on or before August 10, 2019. (Pres. Thompson)
6. Proposed Ordinance 2-19, Animal Control: introduce by title only, waive second reading and consideration of adoption (Pres. Thompson)
7. Discussion / Possible Action regarding Burn Site program (GM Moser)

8. Discussion / Possible Action regarding a Fire Department Tax Measure (GM Moser)
9. Consideration of resolution regarding the General Manager's purchasing authority (GM Moser)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on August 21, 2019 1:00 p.m. at the Administration Building.

Supplementary documents and other materials distributed to the District board after their agenda packets have been distributed to the members may be viewed at the District office and obtained at the meeting.



## LAKE SHASTINA COMMUNITY SERVICES DISTRICT

*Rum*

Regular Meeting  
Wednesday, June 19, 2019, 1:00 p.m.  
Administration Building  
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

### **Unapproved MINUTES**

CALL TO ORDER AND ROLL CALL: 1:00 p.m.

LSCSD Board Roll Call: Beck ✓ Cupp ✓ MacIntosh ✓ Mitchell ✓ Thompson absent

Also present: GM Moser, SAC Nelle and AA Charvez (APC Bullington and FC Pappas for part of the meeting).

Vice Pres. Mitchell chaired the meeting. There were approximately 13 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

Vice Pres. Mitchell stated that those wishing to address the Board on any item must complete a speaker card and present it to the District Secretary.

PUBLIC COMMENTS: Comments received.

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

1. A. Approval of Minutes: Regular Meeting May 15, 2019, Special Meeting May 17, 2019, Special Meeting May 21, 2019 and Special Meeting June 5, 2019
- B. Ratification of Disbursements: May 1 through May 31, 2019
- C. Budget Comparison: FY 2018/19 YTD

**Motion by Dir. Cupp second Dir. MacIntosh to approve Consent Calendar.**

**Ayes: Directors Beck, Cupp, MacIntosh and Mitchell**

**Noes: None**

**Absent: Director Thompson**

MONTHLY REPORTS: NO ACTION ITEMS:

2. Department Written Reports
  - A. Fire Department: FC Pappas reported.
  - B. Police Department: GM Moser reported.
  - C. Sewer Department: GM Moser reported.
  - D. Water Department: GM Moser reported.
3. Committee Written Reports / Approved Minutes
  - A. Budget / Finance Committee: No report.
  - B. Fire Department Advisory Committee: Dir. Mitchell reported.
  - C. General Manager Search/Recruitment Committee: Dir. Mitchell reported that this committee is no longer needed.
  - D. Police Department Advisory Committee: No report.
  - E. Policy Committee: No report.
  - F. Safety Committee: No report.
  - G. Sewer and Water Systems Oversight Committee: No report.

DISCUSSION / REPORTS: ACTION ITEMS:

4. Proposed Ordinance 1-19, modification to residential and commercial monthly sewer rates and sewer connection fee. Introduce by title only, waive second reading and consideration of adoption: Vice Pres. Mitchell introduced proposed Ordinance 1-19 by title.

**Motion by Dir. Cupp second Dir. Beck to waive the second reading and adopt Ordinance 1-19, residential and commercial monthly sewer rates and sewer connection fee, as submitted.**

**Ayes: Directors Beck, Cupp, MacIntosh and Mitchell**

**Noes: None**

**Absent: Director Thompson**

5. Proposed Ordinance 2-19, Animal Control: Introduce by title only, waive first reading, and set second reading: Vice Pres. Mitchell introduced proposed Ordinance 2-19 by title. Staff reported. Comments from the public were received. The Board discussed. Dir. Beck made a motion to table item at this time due to his concerns with the proposed ordinance; the motion failed due to no second. Dir. Beck made a motion to form an Ad Hoc committee to review the proposed ordinance; the motion failed due to no second. Dir. Beck made another motion to form an Ad Hoc committee; the motion failed due to no second. The Board discussed specific modifications/clarifications to the proposed ordinance; Counsel Long read all modifications to ordinance.

**Motion by Dir. Cupp second Dir. MacIntosh to waive the first reading and approve the modifications read by District counsel.**

**Ayes:** Directors Cupp, MacIntosh and Mitchell  
**Noes:** Director Beck  
**Absent:** Director Thompson

Vice Pres. Mitchell set the second reading for proposed Ordinance 2-19 to be on the July 17, 2019, 1:00 p.m. Regular Meeting agenda.

The Board took a break: 2:55 p.m. – 3:02 p.m.

6. FY 2019/20 Operating Budget: Public Hearing and consideration of approval by resolution: Staff reported. The Board discussed. Vice Pres. Mitchell opened the Public Hearing at 3:11 p.m. No comments from the audience. Vice Pres. Mitchell closed the Public Hearing at 3:11 p.m.

**Motion by Dir. MacIntosh second Dir. Cupp to adopt Resolution 2-19 approving FY 2019/20 Operating Budget, as presented.**

**Ayes:** Directors Beck, Cupp, MacIntosh and Mitchell  
**Noes:** None  
**Absent:** Director Thompson

7. Consideration of approval of amendments to Personnel Policy – Public Works Department Job Descriptions: GM Moser reported. The Board discussed.

**Motion by Dir. Cupp second Dir. MacIntosh to approve amendments to Personnel Policy – Public Works Department Job Descriptions Nos. 1338, 1339, 1400, 1405, 1410, 1415 and 1420 Et al., as presented.**

**Ayes:** Directors Beck, Cupp, MacIntosh and Mitchell  
**Noes:** None  
**Absent:** Director Thompson

8. Consideration of approval of adjustment to Salary Schedule – Public Works Leadman position: GM Moser reported. The Board discussed.

**Motion by Dir. Beck second Dir. Cupp to authorize the GM to execute an LOU with the General Teamsters 137 regarding a salary adjustment for the Maintenance Leadman position, per salary schedule submitted.**

**Ayes:** Directors Beck, Cupp, MacIntosh and Mitchell  
**Noes:** None  
**Absent:** Director Thompson

9. Consideration of appointment of District negotiator for all aspects of applying for Community Development Block Grant for new Fire Station, including negotiations for land purchase: GM Moser reported. The Board discussed.

**Motion by Dir. Cupp second Dir. MacIntosh to appoint GM Moser as District negotiator for all aspects of applying for a CDBG for a new Fire Station, including initial negotiations for land purchase pending approval of the grant funds.**

**Ayes:** Directors Beck, Cupp, MacIntosh and Mitchell  
**Noes:** None  
**Absent:** Director Thompson

10. Consideration of proposal(s) received from the Request for Qualifications to select an engineering firm to provide planning and engineering design for its Drinking Water Planning Grant (SWRCB Proposition 1 funding): GM Moser reported. The Board discussed.

**Motion by Dir. Beck second Dir. Cupp to award the contract to SHN Consulting Engineers and Geologists, Inc. for Engineering and Planning Services for Drinking Water Rehabilitation and Upgrade Project and authorize the GM to proceed with Letter of Intent to SHN.**

**Ayes:** Directors Beck, Cupp, MacIntosh and Mitchell  
**Noes:** None  
**Absent:** Director Thompson

11. Consideration of approval of LSCSD/LSPOA Maintenance Yard Agreement: GM Moser reported. The Board discussed.

**Motion by Dir. Cupp second Dir. MacIntosh to approve the LSCSD/LSPOA Maintenance and Employee Agreement, as presented.**

**Ayes:** Directors Beck, Cupp, MacIntosh and Mitchell  
**Noes:** None  
**Absent:** Director Thompson

12. Ratification of Robert Moser's Employment Agreement dated May 20, 2019 and approval of clarification to Section 8 of Agreement: The Board discussed.

Motion by Dir. Cupp second Dir. MacIntosh to ratify Robert Moser's Employment Agreement dated May 21, 2019, with a fixed salary at \$104,000 per annum and approve modification to Section 8 Item f of Agreement, as submitted.

Ayes: Directors Beck, Cupp, MacIntosh and Mitchell

Noes: None

Absent: Director Thompson

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Vice Pres. Mitchell adjourned the meeting at 3:45 p.m.

The next LSCSD Regular Board Meeting is on Wednesday, July 17, 2019, 1:00 p.m. at the Administration Building.

Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Rick Thompson, President

ATTEST:

\_\_\_\_\_  
Robert Moser, General Manager/Secretary

RM

TREASURER'S REPORT - RATIFICATION OF DISBURSEMENTS  
LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1B

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Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of June 1 thru June 30, 2019 for a total of: " \$ 222,521.83

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Each check has been signed by two directors with documentation attached to each check.

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Submitted for June 2019	\$ 222,521.83
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Expenses - Regular Checks Mechanics Bank Account	\$ 142,117.21
Expenses - Payroll & Liability Checks Mechanics Bank Account	\$ 80,404.62
<u>Subtotal</u>	<u>\$ 222,521.83</u>
<u>Total CSD Expenses</u>	<u>\$ 222,521.83</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
ACCOUNTS PAYABLE - MECHANICS BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
6/6/2019	23328-23331	Payroll Checks (Live Checks)	3,932.01		3,932.01		2,842.89				1,089.12
6/6/2019	504104	EDD EFT	1,316.11		1,316.11	329.07	548.29		117.32	183.73	137.70
6/6/2019	504105	EFTPS EFT	4,650.37		4,650.37	891.70	1,488.46		771.04	848.66	650.51
6/6/2019	504106	American Funds EFT	348.58		348.58				126.71	94.95	126.92
6/6/2019	504107	CalPERS Classic EFT	2,264.74		2,264.74	985.76	1,278.98				
6/6/2019	504108	CalPERS PEPRA EFT	559.16		559.16	205.17	353.99				
6/6/2019	504109	CalPERS 457 EFT	711.07		711.07	230.00	243.62		100.00	137.45	
6/6/2019	504110	MB EFT - Payroll Checks (Direct Deposits)	20,777.14		20,777.14	6,315.69	5,847.21		2,991.86	3,322.54	2,299.84
6/6/2019	JE #78623	Returned Item Fee (Dixon)	10.00	10.00		10.00					
6/13/2019	892	AT&T	97.28	97.28			48.64	48.64			
6/13/2019	893	US Bank Equipment Finance	126.58	126.58						126.58	
6/13/2019	23332	Associated Pension Consultant	75.00	75.00					75.00		
6/13/2019	23333	Basic Lab	511.00	511.00			376.60	134.40			
6/13/2019	23334	Burton's Fire Inc.	300.00	300.00							300.00
6/13/2019	23335	C&A Rubber Stamps & Signs	30.80	30.80		30.80					
6/13/2019	23336	Cal Ore Telephone	420.56	420.56		192.21	60.78	60.78	85.43		21.36
6/13/2019	23337	California Police Chiefs Association	348.00	348.00					348.00		
6/13/2019	23338	Consolidated Electrical Distributed	7,171.72	7,171.72			4,383.22	2,788.50			
6/13/2019	23339	Dave Hankins	22.03	22.03		22.03					
6/13/2019	23340	Ferguson Waterworks	7,402.60	7,402.60			846.87	6,555.73			
6/13/2019	23341	Gatehouse Media, Inc.	331.18	331.18		331.18					
6/13/2019	23342	Heckers Power Equipment	31.66	31.66							31.66
6/13/2019	23343	Kens Glass Company	226.97	226.97		226.97					
6/13/2019	23344	Lake Shastina Golf Resort	100.66	100.66							100.66
6/13/2019	23345	Lake Shastina Golf Resort	33.89	33.89						33.89	
6/13/2019	23346	LSCSD Utilities	248.14	248.14		98.26			66.69		83.19
6/13/2019	23347	MRJC Inc.	25.00	25.00			25.00				
6/13/2019	23348	Mt.Shasta IT Services	2,200.00	2,200.00		660.00	330.00	330.00	660.00		220.00
6/13/2019	23349	Municipal Emergency Services	2,422.53	2,422.53							2,422.53
6/13/2019	23350	N.C.G.T. Security Fund	16,077.00	16,077.00		4,368.50	2,979.99	2,538.51	2,860.00	1,665.00	1,665.00
6/13/2019	23351	Prentice, Long, & Epperson	1,557.50	1,557.50		962.50	227.50		315.00		52.50
6/13/2019	23352	Quill	173.90	173.90		142.81					31.09
6/13/2019	23353	Rusty Owens	35.79	35.79		35.79					
6/13/2019	23354	Shasta Auto Supply	27.37	27.37			3.49	3.49			20.39
6/13/2019	23355	Siskiyou Co. Community Development	238.75	238.75			119.37	119.38			
6/13/2019	23356	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
6/13/2019	23357	Solano's	295.34	295.34		85.75	20.78			102.89	85.92
6/13/2019	23358	Steve Pappas	292.49	292.49							292.49
6/13/2019	23359	Suds City Auto Spa	23.00	23.00						23.00	
6/13/2019	23360	Valley Pump & Motor Works	33,671.68	33,671.68			33,671.68				
6/13/2019	23361	Weed Press	188.80	188.80		56.45			132.35		
6/13/2019	23362	Western Business Products	99.87	99.87		99.87					
6/13/2019	23363	Will Johnson Electric	1,404.50	1,404.50			1,404.50				
6/19/2019	23364-23374	Payroll Checks (Live Checks)	4,027.29		4,027.29						4,027.29
6/19/2019	504117	EDD EFT	356.99		356.99						356.99
6/19/2019	504118	EFTPS EFT	1,356.46		1,356.46						1,356.46
6/19/2019	504119	MB EFT - Payroll Checks (Direct Deposits)	1,780.84		1,780.84						1,780.84
6/20/2019	898	Pitney Bowes-Refill	499.64	499.64		499.64					

LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
ACCOUNTS PAYABLE - MECHANICS BANK

1B

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
6/20/2019	23375-23380	Payroll Checks (Live Checks)	4,705.04		4,705.04		3,143.97				1,561.07
6/20/2019	23381	Union Dues	588.98		588.98	247.50	210.00		75.24	56.24	
6/20/2019	504132	EDD EFT	1,269.20		1,269.20	359.26	515.84		115.62	127.45	151.03
6/20/2019	504133	EFTPS EFT	4,627.03		4,627.03	933.79	1,506.61		745.02	654.76	786.85
6/20/2019	504134	American Funds EFT	341.03		341.03				108.61	105.50	126.92
6/20/2019	504135	CalPERS Classic EFT	2,288.51		2,288.51	1,009.53	1,278.98				
6/20/2019	504136	CalPERS PEPRA EFT	559.16		559.16	205.17	353.99				
6/20/2019	504137	Aflac EFT	253.48		253.48	33.12	220.36				
6/20/2019	504138	CalPERS 457 EFT	689.48		689.48	230.00	243.62		100.00	115.86	
6/20/2019	504139	MB EFT - Payroll Checks (Direct Deposits)	20,516.76		20,516.76	6,672.64	5,667.96		2,836.55	2,819.52	2,520.09
6/21/2019	23382-23384	Payroll Checks (Live Checks)	660.62		660.62						660.62
6/21/2019	504144	EDD EFT	109.05		109.05						109.05
6/21/2019	504145	EFTPS EFT	24.19		24.19						24.19
6/21/2019	504146	MB EFT - Payroll Checks (Direct Deposits)	1,483.18		1,483.18						1,483.18
6/27/2019	23385	Payroll Checks (Live Checks)	194.04		194.04						194.04
6/27/2019	504147	EDD EFT	14.11		14.11						14.11
6/27/2019	894	First Ntl Bank-DN	641.09	641.09		513.10	63.99	64.00			
6/27/2019	895	First Ntl Bank-WB	612.48	612.48						612.48	
6/27/2019	896	First Ntl Bank-RM	3,166.78	3,166.78		1,215.06	895.59	1,056.13			
6/27/2019	897	First Ntl Bank-SP	400.25	400.25							400.25
6/27/2019	899	Pitney Bowes Inc	202.70	202.70		202.70					
6/27/2019	900	Williams Scotsman	293.33	293.33			146.67	146.66			
6/27/2019	901	Utility Telephone	648.07	648.07		388.84				194.42	64.81
6/27/2019	902	Pacific Power	15,337.54	15,337.54		655.99	4,752.78	9,486.57	214.46		227.74
6/27/2019	23386	Alanna DeBon	41.41	41.41		36.54				4.87	
6/27/2019	23387	Allan Hancock JCCD	115.00	115.00						115.00	
6/27/2019	23388	Brandon Staton	186.35	186.35							186.35
6/27/2019	23389	Capital Research & Management	196.38	196.38			12.27	12.26	122.75	24.55	24.55
6/27/2019	23390	Jerry Bell	174.81	174.81		174.81					
6/27/2019	23391	Kellie Power	530.00	530.00		400.00			65.00		65.00
6/27/2019	23392	Lake Shastina Golf Resort	91.78	91.78						91.78	
6/27/2019	23393	LSPOA	222.51	222.51							222.51
6/27/2019	23394	Quill Corp	286.54	286.54		276.90				9.64	
6/27/2019	23395	Shasta Valley Chainsaw	6.41	6.41			3.21	3.20			
6/27/2019	23396	SHN Consulting Engineers	7,421.37	7,421.37			7,421.37				
6/27/2019	23397	Siskiyou Escrow Services	20.00	20.00		20.00					
6/27/2019	23398	State Water Resources Control	95.00	95.00			95.00				
6/27/2019	23399	Suburban Propane	10.00	10.00					5.00		5.00
6/27/2019	23400	US Postal Service	273.00	273.00		273.00					
6/27/2019	23401	Valley Pump & Motor Works	33,532.25	33,532.25			33,532.25				
6/27/2019	23402	Wal Mart	224.01	224.01			112.01	112.00			
6/27/2019	23403	Wilfred Eastman, MD	23.22	23.22		23.22					
6/27/2019	23404	XIO, Inc	382.00	382.00				382.00			
6/27/2019	23405	Chris Pappas	81.50	81.50							81.50
6/27/2019	23406	William Bullington	108.54	108.54					99.82	8.72	
6/27/2019	22520	Void - William Bullington lost check	(108.54)	(108.54)					(99.82)	(8.72)	
6/27/2019	23043	Void - Chris Pappas lost check	(61.50)	(61.50)							(61.50)
6/27/2019	23070	Void - Chris Pappas lost check	(20.00)	(20.00)							(20.00)
6/28/2019	JE #78624	Bank Online ACH Fee	11.70	11.70		11.70					
			222,521.83	142,117.21	80,404.62	30,748.02	117,320.83	23,884.75	13,077.65	11,470.76	26,019.82



1.C. Budget Comparison: FY 2018/19 YTD

Document was not available for packet delivery; it will be forwarded to the Board prior to the meeting.

# Lake Shastina Community Services District

## Quarterly

Accounts Receivable Analysis 2018/2019 YTD

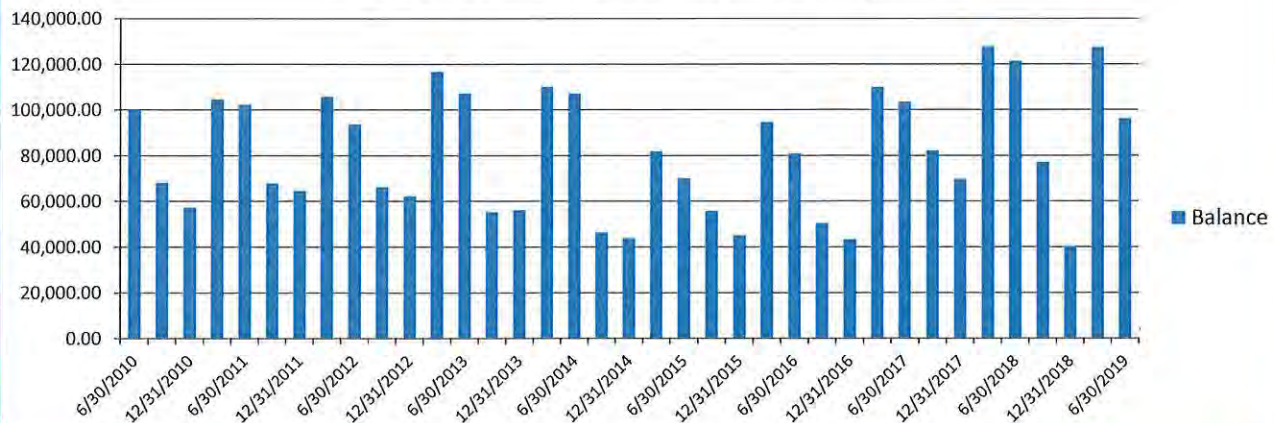
June 30, 2010 to June 30, 2019

Date	<30 Days	30-60 Days	60-90 Days	>90 Days	Balance	Balance of Tax Rolls Receivable	Total Tax Rolls & A/R
6/30/2010	3,818.24	572.82	444.31	95,336.02	100,171.39		
9/30/2010	7,627.17	589.19	172.63	59,775.28	68,164.27	122,414.84	190,579.11
12/31/2010	2,511.51	1,166.60	243.00	53,366.06	57,287.17		
3/31/2011	1,451.65	8,707.07	49,643.23	44,717.88	104,519.83		
6/30/2011	3,742.66	2,543.75	155.42	95,950.10	102,391.93		
9/30/2011	8717.23	164.48	128.73	58,775.90	67,786.34	175,202.41	242,988.75
12/31/2011	1,544.52	3,041.72	333.00	59,626.85	64,546.09		
3/31/2012	7,516.60	1,118.76	62.89	97,012.76	105,711.01		
6/30/2012	2,148.52	321.90	160.10	90,977.93	93,608.45		
9/30/2012	7,203.09	288.50	16.50	58,859.23	66,367.32	196,649.49	263,016.81
12/31/2012	2,236.28	148.34	111.26	59,728.50	62,224.38		
3/31/2013	8,240.48	282.06	53,663.99	54,515.14	116,701.67		
6/30/2013	3,047.85	56.00	521.55	103,570.95	107,196.35		
9/30/2013	6,493.34	20.00	31.50	48,871.39	55,416.23	248,515.30	303,931.53
12/31/2013	2,653.17	92.58	33.30	53,340.80	56,119.85		
3/31/2014	8,360.90	65.99	52,413.07	49,243.31	110,083.27		
6/30/2014	3,156.77	30.00	317.76	103,631.03	107,135.56		
9/30/2014	5,475.68	1,131.57	0.77	39,772.05	46,380.07	245,334.21	291,714.28
12/31/2014	854.19	1,010.20	50.00	41,956.34	43,870.73		
3/31/2015	6,457.83	841.30	40,425.31	34,158.64	81,883.08		
6/30/2015	2,036.06	50.00	632.03	67,320.96	70,039.05		
9/30/2015	7,481.65	15.00	163.00	48,095.75	55,755.40	249,946.12	305,701.52
12/31/2015	928.60	1,504.10	429.37	42,257.93	45,120.00		
3/31/2016	419.41	7,981.59	103.78	86,213.68	94,718.46		
6/30/2016	2,371.53	67.41	237.21	78,228.48	80,904.63		
9/30/2016	7,400.59	183.89	31.09	42,908.53	50,524.10	302,614.41	353,138.51
12/31/2016	1,054.74	729.49	0.00	41,547.90	43,332.13		
3/31/2017	9,490.48	470.19	64,303.28	35,641.63	109,905.58		
6/30/2017	2,705.90	206.46	59.94	100,580.03	103,552.33		
9/30/2017	9,927.46	731.59	335.68	71,124.61	82,119.34	343,676.42	425,795.76
12/31/2017	245.76	2,007.73	240.05	67,129.23	69,622.77		
3/31/2018	665.99	9,083.79	65,631.73	52,348.93	127,730.44		
6/30/2018	3,005.61	216.94	1,998.22	116,055.47	121,276.24		
9/30/2018	9,562.53	925.75	321.90	66,249.63	77,059.81	385,577.80	462,637.61
12/31/2018	-17,681.74	1,511.41	1,104.39	55,381.43	40,315.49		
3/31/2019	8,503.57	447.48	68,411.14	49,976.97	127,339.16		
6/30/2019	-22,603.12	613.48	0.02	118,199.06	96,209.44		

Note: 1) This report includes accounts that have been prepaid. 2) Police, Fire, Sewer and Water have been combined.

Analysis: Past Due / Outstanding accounts have decreased 20.67% since the same period last year 6/30/18.  
(This does not include past due assessments sent to tax rolls)

## Lake Shastina Community Services District Accounts Receivable Analysis





## LAKE SHASTINA COMMUNITY SERVICES DISTRICT

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1E

### MEMORANDUM

To: LSCSD Board of Directors

From: Debbie Nelle, Senior Accounting Clerk

Meeting Date: July 17, 2019

Re: Ratification for Transfer of funds in LAIF Savings

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This is a request to ratify a book transfer of funds to deposit and withdraw LSCSD Reserve Savings in LAIF with the CSD Operating bank account at Mechanics Bank.

The first part of this transfer was to deposit to LAIF savings excess funds from the Operating fund checking account. On June 28, 2019, **\$120,000** was transferred to LAIF for the General Fund. This was to return \$100,000 withdrawn last year to cover Strike team payrolls, \$11,000 for the April 2019 payment for the Clinic loan, \$6,000 for the 17/18 Clinic Reserve set aside and \$3,000 for part of the 18/19 Clinic Reserve set aside.

The second part of this transfer was to withdraw from LAIF **\$56,000** for the Water fund to cover capital expenditures and the recent annual insurance liability and Worker's Comp invoices due. The remaining amount is to withdraw from LAIF **\$64,000** for the Police fund to cover the same insurance bills due and bring the Police operating account back to a positive balance originating from the 17/18 FY negative cash balance that has continued to date.

General Manager Moser approved the transfer which was posted to the books on June 28, 2019. A wire transfer was not necessary as the amounts were equal in and out of both accounts, thus avoiding payment of a wire fee to Mechanics Bank.

Recommend ratification of book transfer postings to Mechanics Bank Operating account from LAIF savings account for a total of **\$120,000** (Water \$56,000 and Police \$64,000) and ratification of book transfer postings from Mechanics Bank Operating account to LAIF savings account for a total of **\$120,000** (General Fund).



## Lake Shastina Fire Department

16309 Everhart Drive  
Weed CA 96094

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For the month of June LSFD responded to a total of 31 calls. This included

- 19 Medical Aids
- 1 Residential Fire
- 2 Vehicle Fires
- 4 Traffic Collision
- 5 Wildland Fires

On June 14th LSFD responded to its first reimbursable fire of the year. E-3112 and OES-8331 both were committed to the fire for an extended period. The fire was located on Rocky lane in the Shasta Vista response area. One outbuilding was destroyed in the fire.

LSFD had a very successful fundraiser at the concert in Hoy Park. In total \$1758 were raised. All funds went directly into the budget and allowed us to purchase 8 pairs of Nomex wildland pants for wildfire firefighting as well as a Stihl chainsaw that will be used doing fuel abatement on properties within the district.



***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

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TO: LSCSD BOARD OF DIRECTORS

FROM: Will Bullington, Acting Chief of Police

MEETING DATE: July 17, 2019

SUBJECT: **June 2019 Police Monthly Board Report**

**POLICE ACTIVITY:** LSPD HAD 126 CALLS FOR SERVICE IN JUNE, COMPARED TO 138 REPORTED IN MAY OF 2018, WHILE ONLY WORKING WITH TWO OFFICERS. ONE OFFICER WAS OFF TO TRAINING FOR ONE WEEK.

**SUMMARY:**

MISDEMEANOR ARRESTS: 2

FELONY ARRESTS: 0

TRAFFIC WARNINGS: 8

TRAFFIC CITATIONS: 2

ANIMAL RELATED: 19

PARKING CITES: 1

MISC. POLICE CALLS, INCLUDING NON-CRIMINAL: 94

**NOTE:** I APPLIED FOR AN OPPORTUNITY TO GET 3 TASERS DONATED BY BUENA PARK P.D. AND RECEIVED THEM. THEY ARE NEWER THAN THE TASERS WE CARRY WITH LIGHTS AND MULTIPLE CARTRIDGES. THEY ARE WORTH AROUND \$900.00 EACH. I ALSO APPLIED FOR AND WAS GRANTED FREE NARCAN MEDICATIONS FOR US AND LSFD. 48 NASAL SPRAYS TO REVERSE OPIOID OVERDOSES. TRAINING WAS COMPLETED LAST YEAR ON ITS USE.



Lake Shastina Police Department, 16309 Everhart Drive, Weed, CA 96094

July 5, 2019

Chief Corey S. Sianez  
Buena Park Police Department  
6640 Beach Blvd.  
Buena Park, CA 90622

Dear Chief Sianez,

I would like to take this opportunity to thank you and the City of Buena Park for donating X26 Tasers to our police department. We are a small agency with a small budget and our tasers are much older. We were not able to purchase newer ones at this time and the e-mail about the possible donation was very opportune for us. I know we were in competition with numerous agencies all over the state.

On behalf of the Lake Shastina Community Services District and this department we convey our deepest gratitude.

Yours in Service,

William N. Bullington  
Sergeant  
Acting Chief of Police

## **Lake Shastina Sewer Department**

To: Lake Shastina CSD Board  
From: Robert Moser, Public Works Supervisor  
Meeting Date: July 17, 2019  
Subject: Board Report – June 2019 (Sewer)

We are still working on repairs to B-104 and B-108 of the buildings after upgrades to the stations.

Sewer pond maintenance on the walls of the sewer ponds. This is a constant process that needs to be done every year.

Sewer camera was out for repairs, we have received that back in full working order.

B-106 will need to be repaired and upgraded soon. We are working on planning and ideas for fixes to this station. It provides some unique challenges that we haven't had in other stations.

## **Lake Shastina Water Department**

To: Lake Shastina CSD Board  
From: Robert Moser, Public Works Supervisor  
Meeting Date: July 17, 2019  
Subject: Board Report – June 2019 (Water)

Well #9 in Rancho Hills is still undergoing a complete rehab. We expect it to be completely restored and operational by the end of the month.

B-56 in Rancho Hills has undergone a complete restoration of tanks, pumps, electrical, and is now running on the SCADA system.

Meter reads for the entire district was completed for this quarter.





**LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

**MINUTES**

Fire Department Advisory Standing Committee Meeting

Friday, June 14, 2019, 2:00 p.m.

Administration Building

16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 938-3281

CALL TO ORDER: 2:00 p.m.

Committee Roll Call:

Director Cupp ✓ Director Mitchell ✓ FC Pappas ✓ Charlene French absent

Ex-Officio Member IGM Moser ✓ Staff: SAC Nelle ✓

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: Approximately 4 people present in audience; no comments received.

COMMITTEE MEMBER COMMENTS: None.

BUSINESS ITEMS:

1. Minutes of May 20, 2019: Approved as amended (added that it needs to be determined which CSD Department should take the lead on emergency sirens).
2. Plan to develop income
  - A) forming new committee
  - B) fundraising options
  - C) potential measure: Discussion of steps for putting a measure on the ballot: 1) FDAC bring to Board to initiate tax measure, 2) FD develop fact sheet that includes equipment, building and ISO rating, 3) proposed target – by the end of 2019 have Board approve measure for ballot in 2020, and 4) what amount to propose. Also, plan what to do if there is no increase.
3. Set next committee meeting date and time: July 1, 2019, 10:00 a.m.

ADJOURN: 3:10 p.m.



## LAKE SHASTINA COMMUNITY SERVICES DISTRICT

### **MINUTES**

Fire Department Advisory Standing Committee Meeting

Monday, May 20, 2019, 10:00 a.m.

Administration Building

16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 938-3281

CALL TO ORDER: 10:00 a.m.

Committee Roll Call:

Director Cupp ✓ Director Mitchell ✓ FC Pappas ✓ Charlene French ✓

Ex-Officio Member IGM Moser ✓ Staff: SAC Nelle absent

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS: Approximately 7 people present in audience; no comments received.

COMMITTEE MEMBER COMMENTS: None.

#### BUSINESS ITEMS:

1. Minutes of April 12, 2019: Approved
2. Budget update: IGM Moser gave an update.
3. Hazardous Vegetation Abatement Ordinance update: FC Pappas reported that next area to be addressed is Rancho Hills with a focus on lots adjacent to homes.
4. Fire Department development: FC Pappas gave an update on new fire engine and possible grant for a new fire station.
  - A) equipment needs
  - B) other issues
5. Plan to develop income
  - A) forming new committee: Karla and Dwayne Chandler volunteered to help with ballot measure.
  - B) fundraising options
  - C) potential measure
6. Emergency Sirens within the District (District support or not): Discussion; more research on sirens and on which CSD Department should take the lead on sirens / budget issues.
7. Set next committee meeting date and time: July 1, 2019, 10:00 a.m.

ADJOURN: 10:58 a.m.



***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

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**TO:** LSCSD BOARD OF DIRECTORS  
**MEETING DATE:** July 17, 2019  
**FROM:** Robert Moser, General Manager  
**SUBJECT:** Consideration of Resolution regarding CalPERS for PD

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**BACKGROUND:**

The previous General Manager and staff have been working on this for well over a year now. It has come to past Boards in previous years and was never considered a viable option due to the Classic designation that CalPERS once used. Since 2013 and the introduction of PEPR, this has now become an option for Board consideration.

**RECOMMENDATION:**

- A. By Motion approve the Resolution of Intention to approve an Amendment to contract between the Board of Administration California Public Employee's Retirement System and the Board of Directors Lake Shastina Community Services District.



# LAKE SHASTINA COMMUNITY SERVICES DISTRICT

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## DRAFT RESOLUTION \_\_\_\_-19

### RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE BOARD OF DIRECTORS LAKE SHASTINA COMMUNITY SERVICES DISTRICT

**WHEREAS**, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

**WHEREAS**, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

**WHEREAS**, the following is a statement of the proposed change:

To provide for a new police category with Section 7522.25(d)  
(2.7% @ 57 Full formula) and Section 21574 (Fourth Level of  
1959 Survivor Benefits) with 0% prior service.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

\*\*\*\*\*

I hereby certify that the forgoing is a full, true and correct copy of Resolution \_\_\_\_-19 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 17<sup>th</sup> day of July 2019, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

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Rick Thompson, President

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Robert Moser, Secretary



## **EXHIBIT**

California  
Public Employees' Retirement System

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# **AMENDMENT TO CONTRACT**

**Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Directors  
Lake Shastina Community Services District**

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The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective June 22, 2002, and witnessed 6/26/02, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective June 22, 2002, and hereby replaced by the following paragraphs numbered 1 through 13 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members, age 62 for new local miscellaneous members and age 57 for local safety members.
  2. Public Agency shall participate in the Public Employees' Retirement System from and after June 22, 2019 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

## PLEASE DO NOT SIGN "EXHIBIT ONLY"

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
  - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
  - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
  - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Local Police Officers (herein referred to as local safety members);
  - b. Employees other than local safety members (herein referred to as local miscellaneous members).
5. Any exclusion(s) shall remain in effect until such time as the Public Employees' Retirement System determines that continuing said exclusion(s) would risk a finding of non-compliance with any federal tax laws or regulations. If such a determination is contemplated, the Public Employees' Retirement System will meet with the Public Agency to discuss the matter and coordinate any required changes or amendments to the contract.

In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

- a. **FIREFIGHTERS; AND**

PLEASE DO NOT SIGN "EXHIBIT ONLY"

- b. MEMBERS OF THE GOVERNING BODY FIRST ELECTED OR APPOINTED PRIOR TO JULY 1, 1994. (Elected or appointed officials who are first elected or appointed on or after July 1, 1994 or to a term of office not consecutive with a term held on June 30, 1994 are excluded pursuant to Government Code Section 20322)**
- 6. The percentage of final compensation to be provided for local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
- 7. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
- 8. The percentage of final compensation to be provided for local police members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).
- 9. Public Agency elected and elects to be subject to the following optional provisions:

  - a. Section 21031 (Public Service Credit for Limited Prior Service) for local miscellaneous members only.
- 10. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.
- 11. Public Agency shall also contribute to said Retirement System as follows:

  - a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members and local safety members.
  - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.

- c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
12. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
13. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS  
LAKE SHASTINA COMMUNITY  
SERVICES DISTRICT

BY \_\_\_\_\_  
ARNITA PAIGE, CHIEF  
PENSION CONTRACTS AND PREFUNDING  
PROGRAMS DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date

Attest:

\_\_\_\_\_  
Clerk





P.O. Box 942709 Sacramento, CA 94229-2709  
888 CalPERS (or 888-225-7377)  
TTY: (877) 249-7442 | Fax: (916) 795-3005  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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California Public Employees' Retirement System

May 23, 2019

CalPERS ID #5921251632

Ms. Debbie Nelle  
Senior Accounting Clerk  
Lake Shastina Community Services District  
16320 Everhart Drive  
Weed, CA 96094

Dear Ms. Nelle:

Thank you for contacting CalPERS regarding your retirement contract. Provided in myCalPERS you will find the Resolution of Intention and Exhibit Amendment to Contract to provide for a new police category with Section 7522.25(d) (2.7% @ 57 Full formula) and Section 21574 (Fourth Level of 1959 Survivor Benefits) with 0% prior service.

The indemnification language was added in paragraph 3 of the Amendment to Contract because you have requested a change to existing retirement benefits, provisions or formulas.

Also provided are the following documents:

1. Certification of Governing Body's Action, Form CON-12.
2. Certification of Compliance with Government Code Section 7507, Form CON-12AA.
3. Employee Ballot.
4. Certification of Employee Election, Form CON-15N.
5. Fourth Level of 1959 Survivor Benefits Ballot, Form CON-24c.
6. 1959 Survivor Benefits Certification of Employee Election, Form CON-18.
7. Instruction sheet for submission of Resolution of Intention documents and required certifications into myCalPERS.

After the governing body has adopted the enclosed Resolution of Intention declaring its intention to amend the contract, an election is required to permit the employees proposed to be included in this system to express by secret ballot their approval or disapproval of the retirement proposal, pursuant to Government Code Section 20469. A ballot for the employees' election is enclosed. The results of the election are to be certified on the enclosed Form CON-15N, Certification of Employee Election. The contract amendment shall not be approved if a majority of the affected members vote to disapprove the proposed plan.

The employer normal cost rate for new local safety members is estimated to be 13.034%.

Estimate the new safety payroll for the next twelve months and multiply by 13.034% to calculate the estimated total cost. As your contract reads, the employer rate is subject to change with future amendments and/or experience and other factors.

For the Fourth Level of 1959 Survivor Benefits, the initial employer cost to join the 1959 Survivor program is the payment of the pool's annual employer normal cost, \$5.40 per covered member per month (subject to annual change), for a period of five years. Agencies will be billed annually and the normal cost will be recalculated each year. After the first five years, the employer is required to pay the net premium for the Fourth Level pool, which will vary from year to year due to investment returns and experiences by the pool. In addition, members covered by the 1959 Survivor Benefits contribute \$2.00 per month.

Effective January 1, 2009 Government Code Section 7507 requires the following:

- **Future annual costs** of the proposed contract amendment be made public at a public meeting at least two weeks prior to the adoption of the final Resolution.
- An actuary be present at the public meeting to provide information if future costs exceed  $\frac{1}{2}$  of 1% of the future annual costs of existing benefits.
- A local public agency's chief executive officer acknowledge in writing that he or she understands the current and future cost of the retirement benefit as determined by the actuary.
- Expansion of the definition of the term "future annual costs" to include "normal cost and any change in accrued liability".
- Adoption of the retirement benefit increase or change cannot be placed on the consent calendar.

The agency is to certify compliance on the enclosed Certification of Compliance with Government Code Section 7507, Form CON-12AA.

The local police member contribution rate will be 12% of reportable earnings as of the effective date of the amendment to the contract.

After your governing body has adopted the Resolution of Intention, the next procedure with respect to the 1959 Survivor Benefits is to allow each current employee, proposed to be included in this system, to make an individual election. Members in employment on the effective date of the amendment may elect whether to be covered. Participation is required of all future entrants into membership. The supervision of this election and the details of its conduct are under the control and direction of your agency.

A ballot, Form CON-24c, including the summary of benefits is to be distributed to all eligible employees to complete and sign. The original ballots must be returned to this office along with a listing, in duplicate, of the employees, their Social Security numbers and category (miscellaneous, fire, police, etc.) wherein the employees are grouped according to those: 1) who elected coverage; 2) who did not elect coverage; and 3) who did not return the ballot. Employees who do not return the ballot within the prescribed time limitation thereby elect not to be covered. The list should confirm the results of the election, which are certified on the enclosed Form CON-18, 1959 Survivor Benefits Certification of Employee Election. Any employees hired after the election or employed prior to or on the effective date of the amendment must also be given the opportunity to elect coverage.

In summary, the following documents must be submitted through my|CalPERS before we can forward the actual contract and final documents necessary to complete the proposed amendment. **DO NOT HOLD THESE DOCUMENTS PENDING ADOPTION OF THE FINAL RESOLUTION.**

1. Resolution of Intention, certified copy.
2. Certification of Governing Body's Action, Form CON-12.
3. Certification of Compliance with Government Code Section 7507, Form CON-12AA.
4. Fourth Level of 1959 Survivor Benefits Ballot, Form CON-24c.
5. 1959 Survivor Benefits Certification of Employee Election, Form CON-18.
6. Summary listing of employees for 1959 Survivor Benefits.

If your agency adopts the Resolution of Intention on June 19, 2019, the earliest date the final Resolution may be adopted is July 9, 2019. There must be a 20 day period between the adoption of the Resolution of Intention and the adoption of the final Resolution pursuant to Government Code Section 20471. There are no exceptions to this law.

The effective date of this amendment cannot be earlier than the first day of a payroll period following the effective date of the final Resolution.

May 23, 2019

**Please do not retype the Amendment to Contract and/or agreement documents. Only documents provided by this office will be accepted. If you have any questions regarding any documents, please contact this office prior to presenting to your governing body for adoption. Another contract amendment cannot be started until this amendment is completed or cancelled.**

We are here to assist you. If you have any questions or would like additional information, please visit our website [www.calpers.ca.gov](http://www.calpers.ca.gov), or you may contact us toll free at **888 CalPERS** or (888-225-7377).

Sincerely,

A handwritten signature in black ink, appearing to read "Tracy Donoghue", with a stylized flourish at the end.

Tracy Donoghue  
Employer Representative  
Public Agency Contract Services

Enclosures

## **Instructions for Uploading Documents in**

### **my|CalPERS**

1. Scan all required documents **individually**.
2. Save documents to your computer.
3. Log into my|CalPERS.
4. Click on the **"Profile"** tab.
5. Click on the **"Retirement Contract"** tab.
6. In the Contract Event Summary Box, click on the blue link that says **"Amendment"** with the status showing **"Amendment in Progress"**.
7. Scroll down to the **"Documents"** Box.
8. You will need to click on each of the corresponding blue links that say **"Provide Document"**, hit the browse button, locate the saved document on your computer and upload.
9. Once all the documents have been uploaded into the links, scroll down to **"Available Actions"** box and click the button to **"Submit Initial Contract Amendment Documents"**.
10. Click the **"Submit"** button.

**\*\*Special Note:** Please save this instruction sheet for submitting the Amendment to Contract **"final"** documents packet.

**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

Financial Office | Pension Contract Management

& Prefunding Programs

P.O. Box 942703

Sacramento, CA 94229-2703

(888) CalPERS (225-7377)

**1959 SURVIVOR BENEFITS  
CERTIFICATION OF EMPLOYEE ELECTION**

I hereby certify the following local miscellaneous employees of the Lake Shastina Community Services District were given an opportunity to elect to be subject to Government Code Section 21574, Fourth Level of 1959 Survivor Benefits, as described in the Resolution of Intention adopted by said Agency's governing body on \_\_\_\_\_, \_\_\_\_:

Number of employees  
eligible to elect coverage

Number employees electing  
to be covered

Number of employees  
electing not to be covered

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The attached list identifies the names and Social Security numbers of the CalPERS members eligible to elect such coverage and indicates the choices made.

\_\_\_\_\_  
Clerk or Secretary

\_\_\_\_\_  
Date

**RESOLUTION OF INTENTION  
TO APPROVE AN AMENDMENT TO CONTRACT  
BETWEEN THE  
BOARD OF ADMINISTRATION  
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
AND THE  
BOARD OF DIRECTORS  
LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide for a new police category with Section 7522.25(d) (2.7% @ 57 Full formula) and Section 21574 (Fourth Level of 1959 Survivor Benefits) with 0% prior service.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: \_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date adopted and approved

# **New Member Category Actuarial Valuation**

**As of March 31, 2019**

**For the  
Proposed PEPRA Safety Police Plan for the  
LAKE SHASTINA COMMUNITY SERVICES DISTRICT,  
2.7% at 57 PEPRA SAFETY Full Formula with  
3-year Final Average Compensation  
0% Prior Service**



# **TABLE OF CONTENTS**

**COVER LETTER AND ACTUARIAL CERTIFICATION**

**SECTION 1 – PLAN SPECIFIC INFORMATION**

**SECTION 2 – RISK POOL ACTUARIAL VALUATION INFORMATION**

**April 24, 2019**

**PROPOSED PEPRA SAFETY POLICE PLAN FOR LAKE SHASTINA COMMUNITY SERVICES DISTRICT  
2.7% @ 57 PEPRA SAFETY RISK POOL**

Dear Employer,

Enclosed please find a copy of the actuarial valuation conducted to determine the contributions necessary should the LAKE SHASTINA COMMUNITY SERVICES DISTRICT elect to participate in the California Public Employees' Retirement System (CalPERS) and adopt the proposed PEPRA SAFETY POLICE PLAN. This valuation is based on a valuation date and a contract start date of March 31, 2019. CalPERS staff actuaries are available to discuss the contents of this report with you.

Since your public agency has less than 100 active members, your proposed plan would be required to participate in a risk pool. The following valuation report provides specific information for your proposed plan, including the development of your pooled employer contribution rate, an analysis of the risks to the proposed plan, and an appendix with plan provisions and assumptions.

In the event your public agency elects to contract for CalPERS membership, your employees will be entitled to retirement benefits as provided by CalPERS per the Public Employees' Retirement Law. The contract for CalPERS membership will specify that, to the extent, if any, your employees may claim entitlement to additional benefits resulting from prior membership in a different retirement plan, such benefits will be the responsibility of your agency alone, and not of CalPERS.

**Actuarial Cost Estimates in General**

What will this pension plan cost? Unfortunately, there is no simple answer. There are two major reasons for the complexity of the answer.

1) Actuarial calculations, including the ones in this report, are based on a number of assumptions about the future. These assumptions can be divided into two categories.

- Demographic assumptions include the percentage of employees that will terminate, die, become disabled, and retire in each future year.
- Economic assumptions include future salary increases for each active employee, and – the assumption with the greatest impact – future asset returns at CalPERS for each year into the future until the last dollar is paid to current members of your plan.

While CalPERS has set these assumptions to reflect our best estimate of the real future of your plan, it must be understood that these assumptions are very long-term predictors and will surely not be realized in any one year. For example, the investment earnings at CalPERS have averaged 6.6 percent over the 20 years ending June 30, 2017, yet individual fiscal year returns have ranged from -24.0 percent to +21.7 percent.

2) Plan cost is represented as the sum of two separate pieces:

- The Normal Cost (i.e., the future annual premiums in the absence of surplus or unfunded liability) expressed as a percentage of total active payroll.
- The Past Service Cost or Accrued Liability (i.e., the current value of the benefit for all credited past service of current members) which is expressed as a lump sum dollar amount.

On January 1, 2013, the Public Employees' Pension Reform Act of 2013 (PEPRA) took effect. In addition to creating new retirement formulas for newly hired members, PEPRA also effectively closed all existing active risk pools to new employees. As such, it was no longer appropriate to assume that the payroll of the risk pools for the classic formulas would continue to grow at the actuarially assumed payroll increase annually. Funding the promised pension benefits as a percentage of payroll would have led to the underfunding of the plans. In addition, the allocation of the existing unfunded liabilities based on payroll would have created equity issues for employers within the risk pools. Furthermore, the declining payroll of the classic formula risk pools would have led to unacceptable levels of employer rate volatility.

In order to address these issues, the CalPERS Board of Administration approved structural changes to the risk pools at their May 21, 2014 meeting. All pooled plans were combined into two active pools, one for all miscellaneous groups and one for all safety groups, effective with the 2013 valuations. By combining the pools this way, the payroll of the risk pools and the employers within the pools could once again be expected to increase at the actuarially assumed annual payroll increase (2.875 percent as of the June 30, 2017 Annual Actuarial Valuation). This change would allow

the continuation of current level percent of payroll amortization schedule. However, two important changes have been made which affect employers.

1. Beginning with FY 2015-16, CalPERS has been collecting employer contributions toward any unfunded liability as dollar amounts instead of the prior method of a contribution rate. This change addresses the funding issue that would still arise from the declining population of classic formula members. Although employers are invoiced at the beginning of the fiscal year for their unfunded liability payments, the plan's normal cost contribution continues to be collected as a percentage of payroll.
2. The pool's unfunded liability has been allocated to each individual plan based on the plan's total liability rather than by the plan's individual payroll. This allows employers to track their own unfunded liability and pay it down faster if they choose.

At its December 2016 meeting, the CalPERS Board of Administration lowered the discount rate from 7.50 percent to 7.00 percent using a three-year phase-in beginning with the June 30, 2016 actuarial valuation. The minimum employer contributions for Fiscal Year 2019-20 determined in this New Member Category valuation were calculated using a discount rate of 7.25 percent. Should LAKE SHASTINA COMMUNITY SERVICES DISTRICT choose to contract with CalPERS, future valuations will be performed at a discount rate of 7.00 percent, as adopted by the Board, except in the event that the Board adopts a new discount rate.

On December 19, 2017, the CalPERS Board of Administration adopted new actuarial assumptions based on the recommendations in the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. This study reviewed the retirement rates, termination rates, mortality rates, rates of salary increases and the inflation assumption for Public Agencies. These new assumptions were incorporated in this New Member Category actuarial valuation and will impact the required contribution for FY 2019-20. In addition, the Board adopted a new asset portfolio as part of its Asset Liability Management. The new asset mix supports a 7.00 percent discount rate. The reduction of the inflation assumption will be implemented in two steps in conjunction with the decreases in the discount rate. For this new category valuation, an inflation rate of 2.625 percent has been used. Should LAKE SHASTINA COMMUNITY SERVICES DISTRICT choose to contract with CalPERS, an inflation rate of 2.50 percent will be used in subsequent valuations, unless amended by the Board.

The required contribution for FY 2018-19 provided in this report is based on the previous actuarial assumptions adopted in February 2014, as shown in the 2014 CalPERS Experience Study Report. Both experience study reports are available on the CalPERS website in the "Forms and Publications" section.

## Rate Volatility

As is stated above, the actuarial calculations supplied in this communication are based on a number of assumptions about very long term demographic and economic behavior. Unless these assumptions (terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year to year basis. The year to year differences between actual experience and the assumptions are called actuarial gains and losses and serve to raise or lower the employer's required contributions from year to year. So, the required contributions will fluctuate, especially due to the unpredictability of investment returns.

The actuarial methods and assumptions used in determining your rate can be found in Section 2, Appendix A of the June 30, 2016 and June 30, 2017 Annual Valuation Reports. A list of class 1 benefit provisions used in determining your rate is included in Section 1 of the report. A description of these provisions can be found in Section 2, Appendix B.

If your agency would like to consider other benefit formulas or other combinations of benefit provisions, please contact us and we will be pleased to assist you.

Sincerely,

A handwritten signature in black ink that reads "Nate Jensen". The signature is written in a cursive, slightly slanted style.

NATHAN JENSEN, ASA, MAAA  
Associate Pension Actuary, CalPERS

## Actuarial Certification

This report was prepared by the Agency Actuary in order to provide the employer with information about the cost of benefits and the contributions required in order to assist in the decision as to whether or not to contract for the benefits.

Use of this report for other purposes is inappropriate.

Section 1 of this report is based on the member and financial data provided by your agency in October 2018, the member and financial data contained in the CalPERS databases as of March 2019 (provided by other CalPERS employers), and the benefit provisions under your proposed contract with CalPERS.

Section 2 of this report is based on the member and financial data as of June 30, 2017 provided by employers participating in the Safety Risk Pool to which the proposed plan will belong and the benefit provisions under the CalPERS contracts for those agencies.

As set forth in Section 2 of this report, the pool actuaries have certified that, in their opinion, the valuation of the risk pool that will contain your PEPPRA Safety Police Plan has been performed in accordance with generally accepted actuarial principles consistent with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool as of the date of the June 30, 2017 valuation date and as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for the plan, it is my opinion as the plan actuary that the proposed employer contribution as of July 1, 2019, has been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary for CalPERS, a member of both the American Academy of Actuaries and Society of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.



NATHAN JENSEN, ASA, MAAA  
Associate Pension Actuary, CalPERS

## **Section 1**

# **Plan Specific Information for The Proposed PEPRA Safety Police Plan for LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

# Funding Information

- **REQUIRED EMPLOYER CONTRIBUTION**
- **PLAN'S UNFUNDED LIABILITY**
- **PROJECTED EMPLOYER CONTRIBUTIONS**
- **RISK ANALYSIS**
  - **Future Investment Return Scenarios**
  - **Discount Rate Sensitivity**
  - **Maturity Measures**
  - **Hypothetical Termination Liability**
- **SUMMARY OF PARTICIPANT DATA**
- **LIST OF CLASS 1 BENEFIT PROVISIONS**
- **SUBSEQUENT EVENTS**
- **SUMMARY OF MAJOR BENEFIT OPTIONS**

## Required Employer Contribution

Required Employer Contribution	Fiscal Year 2018-19	Fiscal Year 2019-20
Employer Normal Cost Rate	12.141%	13.034%
<i>Plus, Either</i>		
1) Monthly Employer Dollar UAL Payment <sup>1</sup>	\$ 0	\$ 0
<i>Or</i>		
2) Annual Lump Sum Prepayment Option	\$ 0	\$ 0

The total minimum required employer contribution is the **sum** of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) **plus** the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).

Only the UAL portion of the employer contribution can be prepaid (**which must be received in full no later than July 31**). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.

In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.

	Fiscal Year 2018-19	Fiscal Year 2019-20
<b>Development of Normal Cost as a Percentage of Payroll</b>		
Base Total Normal Cost for Formula	24.141%	25.034%
Surcharge for Class 1 Benefit <sup>2</sup>		
None	0.000%	0.000%
Plan's Total Normal Cost	24.141%	25.034%
Plan's Employee Contribution Rate	12.000%	12.000%
Employer Normal Cost Rate	12.141%	13.034%
Projected Payroll for the Contribution Fiscal Year <sup>3</sup>	\$ 208,309	\$ 214,298
<b>Estimated Employer Contributions Based on Projected Payroll</b>		
Plan's Estimated Employer Normal Cost <sup>4</sup>	\$ 6,323	\$ 27,932
Plan's Payment on Amortization Bases	0	0
Estimated Total Employer Contribution	\$ 6,323	\$ 27,932

These rates will be in effect for Fiscal Years 2018-19 and 2019-20 unless there are further benefits or funding changes. If the membership or asset information is significantly different at the actual contract date or if the actual contract effective date is delayed beyond the proposed effective date of March 31, 2019 by more than 90 days, the employer contributions shown above may have to be recalculated. The contribution rates shown above were based on the results of the June 30, 2016 and June 30, 2017 valuations.

In accordance with PEPPA, the member contribution rate shown above is set at 50 percent of the expected normal cost rate for the benefits that will apply to your PEPPA SAFETY POLICE PLAN. Note that the member contribution rate may change over time if the total normal cost for PEPPA members fluctuates by more than one percent of payroll in future valuations.

<sup>1</sup> The Monthly Employer Dollar UAL Payment will be charged beginning the July following the contract date. As such, the FY 2019-20 Monthly UAL payment assumes a contract date during FY 2018-19.

<sup>2</sup> Appendix C of Section 2 contains the list of class 1 benefits with their corresponding surcharges.



<sup>3</sup> The Payroll figure included in this report is based on the member data reported by your agency in October 2018. In contrast to the payroll values provided in the 100% Prior Service valuation you received previously, the payroll in this report does not reflect payrates being paid to your employees by other CalPERS employers.

Payroll from the prior year is assumed to increase by the 2.875 percent payroll growth assumption.

<sup>4</sup> The Plan's Estimated Employer Normal Cost for Fiscal Year 2018-19 reflects three months worth of Normal Cost payments for the months between March 31, 2019 and June 30, 2019. The FY 2019-20 assumes payments made for an entire Fiscal Year. The estimates provided are based on the member data reported by your agency in October 2018. The actual dollar amounts paid will depend on your agency's payroll as reported in the month of payment.

## Plan's Unfunded Liability

At the time of joining a risk pool, an unfunded liability will be created to account for whether the assets that were brought into the pool were more or less than what was required to maintain the funded ratio of the pool. The unfunded liability for your proposed PEPRA SAFETY POLICE PLAN at the effective date of the contract (March 31, 2019) was developed as follows:

	<b>As of March 31, 2019</b>
1. Entry Age Normal Accrued Liabilities	\$ 0
2. Market Value of Assets	\$ 0
3. Plan's Unfunded Liability as of the Effective Date of the Contract	\$ 0
4. Amortization Period in Years	N/A

## Projected Employer Contributions

The table below shows projected employer contributions (before cost sharing) for the next six fiscal years. Projected results reflect the adopted changes to the discount rate described in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report. The projections also assume that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period.

	<b>Required Contribution</b>	<b>Projected Future Employer Contributions</b>				
<b>Fiscal Year</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Normal Cost %</b>	13.034%	13.1%	13.1%	13.1%	13.1%	13.1%
<b>UAL Payment</b>	\$0	\$0	\$0	\$0	\$0	\$0

Changes in the UAL due to actuarial gains or losses as well as changes in actuarial assumptions or methods are amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A of Section 2. This method phases in the impact of unanticipated changes in UAL over a 5-year period and attempts to minimize employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years where there is a large increase in UAL the relatively small amortization payments during the ramp up period could result in a funded ratio that is projected to decrease initially while the contribution impact of the increase in the UAL is phased in.

Due to the adopted changes in the discount rate for next year's valuation in combination with the 5-year phase-in ramp, the increases in the required contributions are expected to continue for six years from Fiscal Year 2019-20 through Fiscal Year 2024-25.

Please note that the projected Employee Normal Cost Percentage is expected to increase from 12 percent to 13 percent beginning in Fiscal Year 2020-2021.

For projected contributions under alternate investment return scenarios, please see the "Analysis of Future Investment Return Scenarios" in the "Risk Analysis" section.

## **Risk Analysis**

The actuarial calculations supplied in this communication are based on a number of assumptions about very long term demographic and economic behavior. Unless these assumptions (terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year to year basis. The year to year differences between actual experience and the assumptions are called actuarial gains and losses and serve to raise or lower the employer's required contributions from year to year. As a result, the required contributions will fluctuate, especially due to the unpredictability of investment returns.

Provided on the following pages are several measures to help your agency understand the risks associated with the proposed contract.

Specifically, these exhibits illustrate the risk associated with:

- The Future Investment Return
- The Plan's Sensitivity to the Discount Rate
- The Plan's Maturity, and
- The Potential Costs for Terminating the Proposed Contract

The risks analyzed here are not a comprehensive list, but are instead the risks we believe to have the greatest impact on the plan's costs. There are other risks associated with the proposed contract not analyzed here that could impact the cost of the plan.

## Future Investment Return Scenarios

Analysis was performed to determine the effects of various future investment returns on required employer contributions. The projections below provide a range of results based on five investment return scenarios assumed to occur during the next four fiscal years (2017-18, 2018-19, 2019-20, and 2020-21). The projections also assume that all other actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur.

Each of the five investment return scenarios assumes a return of 7.25 percent for fiscal year 2017-18. For fiscal years 2018-19, 2019-20, and 2020-21 each scenario assumes an alternate fixed annual return. The fixed return assumptions for the five scenarios are 1.0 percent, 4.0 percent, 7.0 percent, 9.0 percent, and 12.0 percent.

The alternate investment returns were chosen based on stochastic analysis of possible future investment returns over the four-year period ending June 30, 2021. Using the expected returns and volatility of the asset classes in which the funds are invested, we produced five thousand stochastic outcomes for this period based on the recently completed Asset Liability Management process. We then selected annual returns that approximate the 5<sup>th</sup>, 25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup>, and 95<sup>th</sup> percentiles for these outcomes. For example, of all the 4-year outcomes generated in the stochastic analysis, approximately 25 percent of them had an average annual return of 4.0 percent or less.

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 1.0 percent or greater than 12.0 percent over this four-year period, the possibility of a single investment return less than 1.0 percent or greater than 12.0 percent in any given year is much greater.

Assumed Annual Return From 2018-19 through 2020-21	Projected Employer Contributions			
	2020-21	2021-22	2022-23	2023-24
<b>1.0%</b>				
Normal Cost	13.1%	13.1%	13.1%	13.1%
<b>4.0%</b>				
Normal Cost	13.1%	13.1%	13.1%	13.1%
<b>7.0%</b>				
Normal Cost	13.1%	13.1%	13.1%	13.1%
<b>9.0%</b>				
Normal Cost	13.1%	13.4%	13.7%	14.0%
<b>12.0%</b>				
Normal Cost	13.1%	13.4%	13.7%	14.0%

Provided above are the plan's projected Normal Cost rates under the outlined scenarios. Because the plan does not currently have assets, an analysis of the impact on the Plan's UAL contribution could not be performed. However, we anticipate that the projected UAL Payment amounts shown in the Projected Employer Contributions section of this report will be an adequate estimate of the plan's UAL Dollar Payments under each Future Investment Return Scenario. Should your agency decide to contract, future estimates will emerge in the annual valuation reports as the plan begins to accumulate assets.

The increase in Normal Cost seen in the 9.0% and 12.0% investment return scenarios above are the result of the CalPERS Risk Mitigation Policy, described in more detail in the "Subsequent Events" section of this report.

Due to a temporary suspension of the Risk Mitigation Policy during the period over which the discount rate assumption is being phased down to 7.0 percent, the projections above were performed without reflection of any possible impact of this Policy for Fiscal Year 2020-21.

In addition, the projections above do not reflect recent changes to the CalPERS Amortization Policy, effective with the June 30, 2019 valuation (also described in the "Subsequent Events" section); however, the impact of this Policy change on the results above is expected to be minimal.

## Discount Rate Sensitivity

Shown below are various valuation results as of March 31, 2019 assuming alternate discount rates. Results are shown using the current discount rate of 7.25 percent as well as alternate discount rates of 6.0 percent, 7.0 percent, and 8.0 percent. The alternate rate of 7.0 percent was selected since the Board has adopted this rate as the final discount rate at the end of the three-year phase-in of the reduction in this assumption. The rates of 6.0 percent and 8.0 percent were selected since they illustrate the impact of a 1 percent increase or decrease to the 7.0 percent assumption. This analysis shows the potential plan impacts if the PERF were to realize investment returns of 6.0 percent, 7.0 percent, or 8.0 percent over the long-term.

This type of analysis gives the reader a sense of the long-term risk to required contributions. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" at the end of this section.

Sensitivity Analysis				
As of March 31, 2019	Plan's Total Normal Cost	Accrued Liability	Unfunded Accrued Liability	Funded Status
7.25% (current discount rate)	25.034%	\$0	\$0	N/A
6.0%	32.466%	\$0	\$0	N/A
7.0%	26.066%	\$0	\$0	N/A
8.0%	21.181%	\$0	\$0	N/A

## Maturity Measures

As pension plans mature they become much more sensitive to risks than plans that are less mature. Understanding plan maturity and how it affects the ability of a pension plan to tolerate risk is important in understanding how the plan is impacted by investment return volatility, other economic variables, and changes in longevity or other demographic assumptions.

### Asset Volatility Ratio (AVR)

Plans that have higher asset-to-payroll ratios experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with an asset-to-payroll ratio of 8 may experience twice the contribution volatility due to investment return volatility than a plan with an asset-to-payroll ratio of 4. Shown below is the asset volatility ratio, a measure of the plan's current volatility. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as the plan matures.

### Liability Volatility Ratio (LVR)

Plans that have higher liability-to-payroll ratios experience more volatile employer contributions (as a percentage of payroll) due to investment return and changes in liability. For example, a plan with a liability-to-payroll ratio of 8 is expected to have twice the contribution volatility of a plan with a liability-to-payroll ratio of 4. The liability volatility ratio is also included in the table below. It should be noted that this ratio indicates a longer-term potential for contribution volatility. The asset volatility ratio, described above, will tend to move closer to the liability volatility ratio as the plan matures. Since the liability volatility ratio is a long-term measure, it is shown below at the current discount rate (7.25 percent) as well as the discount rate the Board has adopted to determine the contribution requirement in the June 30, 2018 actuarial valuation (7.00 percent).

Rate Volatility	As of March, 2019	
1. Market Value of Assets	\$	0
2. Payroll		208,309
3. Asset Volatility Ratio (AVR) [(1) / (2)]		0.0
4. Accrued Liability	\$	0
5. Liability Volatility Ratio (LVR) [(4) / (2)]		0.0
6. Accrued Liability (7.00% discount rate)		0
7. Projected Liability Volatility Ratio [(6) / (2)]		0.0

## Hypothetical Termination Liability

The hypothetical termination liability is an estimate of the financial position of the plan had the contract with CalPERS been terminated as of March 31, 2019. The plan liability on a termination basis is calculated differently compared to the plan's ongoing funding liability. For the hypothetical termination liability calculation, both compensation and service are frozen as of the valuation date and no future pay increases or service accruals are assumed. This measure of funded status is not appropriate for assessing the need for future employer contributions in the case of an ongoing plan, that is, for an employer that continues to provide CalPERS retirement benefits to active employees.

A more conservative investment policy and asset allocation strategy was adopted by the CalPERS Board for the Terminated Agency Pool. The Terminated Agency Pool has limited funding sources since no future employer contributions will be made. Therefore, expected benefit payments are secured by risk-free assets and benefit security for members is increased while funding risk is limited. However, this asset allocation has a lower expected rate of return than the PERF and consequently, a lower discount rate is assumed. The lower discount rate for the Terminated Agency Pool results in higher liabilities for terminated plans.

The effective termination discount rate will depend on actual market rates of return for risk-free securities on the date of termination. As market discount rates are variable, the table below shows a range for the hypothetical termination liability based on the lowest and highest interest rates observed during an approximate 2-year period centered around June 30, 2017.

Market Value of Assets (MVA)	Hypothetical Termination Liability <sup>1,2</sup> @ 1.75%	Funded Status	Unfunded Termination Liability @ 1.75%	Hypothetical Termination Liability <sup>1,2</sup> @ 3.00%	Funded Status	Unfunded Termination Liability @ 3.00%
\$0	\$0	N/A	\$0	\$0	N/A	\$0

<sup>1</sup> The hypothetical liabilities calculated above include a 5 percent mortality contingency load in accordance with Board policy. Other actuarial assumptions can be found in Appendix A of the Section 2 report.

<sup>2</sup> The current discount rate assumption used for termination valuations is a weighted average of the 10-year and 30-year U.S. Treasury yields where the weights are based on matching asset and liability durations as of the termination date. The discount rates used in the table are based on 20-year Treasury bonds, rounded to the nearest quarter percentage point, which is a good proxy for most plans. The 20-year Treasury yield was 2.61 percent on June 30, 2017, and was 2.83 percent on January 31, 2018.

In order to terminate the plan, you must first contact our Retirement Services Contract Unit to initiate a Resolution of Intent to terminate. The completed Resolution will allow the plan actuary to give you a preliminary termination valuation with a more up-to-date estimate of the plan liabilities. CalPERS advises you to consult with the plan actuary before beginning this process.

## Summary of Participant Data

Below is a table showing a summary of the participant data for your plan upon which this valuation is based

1.	Number of Active Members	5
2.	Total Payroll	\$208,309
3.	Average Salary	\$41,662
4.	Number of Transferred Members	0
5.	Number of Separated Members	0
6.	Number of Retired Members and Beneficiaries	0

The Total Payroll figure included in this report is based on the member data reported by your agency in October 2018. In contrast to the payroll values provided in the 100% Prior Service valuation you received previously, the payroll in this report does not reflect payrates being paid to your employees by other CalPERS employers.

## List of Class 1 Benefit Provisions

- None

## Subsequent Events

### Discount Rate Change

On December 21, 2016, CalPERS Board of Administration adopted policy to lower the discount rate from 7.5 percent to 7.0 percent over the next three years to reduce risk in the pension system. Lowering the discount rate will result in higher normal cost, higher unfunded liability payments, and a lower funded status. A discount rate of 7.375 percent was used to determine FY 2018-19 contribution rates and payments, a 7.25 percent discount rate was used for FY 2019-20, and a discount rate of 7.0 percent will be used in subsequent years. Please refer to CalPERS website for the details on the new discount rate policy.

### Inflation Rate Change

On December 19, 2017, CalPERS Board of Administration adopted policy to lower the inflation rate from 2.75 percent to 2.5 percent over the next two years in conjunction with the adoption of the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. Lowering the inflation rate will result in lower normal cost, lower unfunded liability payments, and a higher funded status. An inflation rate of 2.75 percent was used to determine FY 2018-19 contribution rates and payments and a 2.625 percent inflation rate was used for FY 2019-20 and a rate of 2.5 percent will be used in subsequent years. Please refer to CalPERS website for the details on the new actuarial assumptions.

### Amortization Policy Change

The CalPERS Board of Administration has adopted a new amortization policy effective with the June 30, 2019 actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed using a level dollar amount. In addition, the new policy removes the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains/losses. The new policy removes the 5-year ramp-down on investment gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019.



### **Risk Mitigation**

The CalPERS board of Administration adopted a Risk Mitigation policy which is designed to reduce funding risk over time. The policy establishes a mechanism whereby CalPERS investment performance that significantly outperforms the discount rate triggers adjustments to the discount rate, expected investment return and strategic asset allocation targets. A minimum excess investment return of 2 percent above the existing discount rate is necessary to cause a funding risk mitigation event. More details on the Risk Mitigation policy can found on our website.

**Plan Specific Information for Proposed PEPR Safety Police Plan for the LAKE SHASTINA COMMUNITY SERVICES DISTRICT**

## Summary of Major Benefit Options

Shown below is a summary of the major optional benefits for which your agency has contracted. A description of principal standard and optional plan provisions is in Appendix B of this report.

Benefit Provision	Contract package	
	Active Police	Active Police
Benefit Formula	2.7% @ 57	2.7% @ 57
Enrollment Level	Classic	PEPRA
Social Security Coverage	No	No
Full/Modified	Full	Full
Employee Contribution Rate	12.00%	12.00%
Final Average Compensation Period	Three Year	Three Year
Sick Leave Credit	Yes	Yes
Non-Industrial Disability	Standard	Standard
Industrial Disability	Yes	Yes
Pre-Retirement Death Benefits		
Optional Settlement 2	Yes	Yes
1959 Survivor Benefit Level*	Level 4	Level 4
Special	Yes	Yes
Alternate (firefighters)	No	No
Post-Retirement Death Benefits		
Lump Sum	\$600	\$600
Survivor Allowance (PRSA)	No	No
COLA	2%	2%

\*1959 Survivor Benefit is provided by a separate program and will be billed separately by the agency.

## Section 2

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

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**Section 2 can be found on the CalPERS website  
([www.calpers.ca.gov](http://www.calpers.ca.gov)) in the Forms and  
Publications section**

- Item 5: Public Hearing: Delinquent Charges [Government Code §61115(b)] to be sent to 2019 Tax Roll: Public Hearing to hear and consider all objections or protests to CSD's Impending Delinquency Report of taxes, assessment and other charges levied for the fiscal year 2018-2019, being delinquent, shall be declared tax-defaulted pursuant to Government Code §61115(b) and shall direct the General Manager to file with the Siskiyou County Auditor/Tax Collector a copy of the final report, on or before August 10, 2019. (Pres. Thompson)

There was no document available for packet delivery.

If document is received prior to the meeting, it will be forwarded to the Board.

*Rev*

Item 6

**ORDINANCE 2-19**

**ANIMAL CONTROL WITHIN DISTRICT BOUNDARIES**

- 1. Introduction and First Reading – June 19, 2019**
- 2. Second Reading and Possible Adoption by Board – July 17, 2019**

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## ***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

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### **DRAFT ORDINANCE NO. 2-19 INDEX**

<b>Article 1.</b>	<b>Title and Scope</b>	
Sec. 1.01.	Title .....	1
Sec. 1.02.	Application and Scope .....	1
Sec. 1.03.	Constitutionality.....	1
<b>Article 2.</b>	<b>Office of Animal Control</b>	
Sec. 2.01.	Establishment of Office of Animal Control .....	1
<b>Article 3.</b>	<b>Definitions</b>	
Sec. 3.01.	Health Officer .....	1
Sec. 3.02.	Authorized Representative Environmental Health.....	1
Sec. 3.03.	Animal Control Officer .....	1
Sec. 3.04.	Police.....	1
Sec. 3.05.	Licensing Clerk.....	2
<b>Article 4.</b>	<b>Duties of the LSPD Chief of Police</b>	
Sec. 4.01.	Duties of the Chief of Police or Designee .....	2
<b>Article 5.</b>	<b>Licensing</b>	
Sec. 5.01.	Licensing Required .....	2
Sec. 5.02.	Duties of the LSPS .....	2
Sec. 5.03.	License Due Date.....	2
Sec. 5.04.	License Form .....	3
Sec. 5.05.	Required Records: Tags.....	3
Sec. 5.06.	License Tags to be Worn .....	3
<b>Article 6.</b>	<b>Rabies Vaccination</b>	
Sec. 6.01.	Rabies Vaccination Required .....	3
Sec. 6.02.	Puppies to be Confined.....	3
Sec. 6.03.	Vaccination Certificates .....	3
Sec. 6.04.	Vaccination Certificates: Issuance .....	3
Sec. 6.05.	Unlawful Tags.....	3
<b>Article 7.</b>	<b>Impoundment, Reclaiming, Adoption; Fees</b>	
Sec. 7.01.	Impounding and Destruction of Dogs.....	4
Sec. 7.02.	Adoption of Animals .....	4
Sec. 7.03.	Reclaiming Animals.....	4

Sec. 7.04.	Fines and Charges Upon Impounded Animals.....	4
Sec. 7.05.	Destruction of Impounded Animals.....	4
<b>Article 8.</b>	<b>Rabies</b>	
Sec. 8.01.	Rabies and Animal Bites: Reporting.....	4
Sec. 8.02.	Isolation of Rabid Animals or Clinically Suspected Rabid Animals .....	4
Sec. 8.03.	Confinement of Biting Animals .....	4
Sec. 8.04.	Charge to Animal Owner for Animal Bite .....	5
Sec. 8.05.	Cat Bites .....	5
<b>Article 9.</b>	<b>Dead Animals; Abandoned Animals</b>	
Sec. 9.01.	Disposal of Dead Animals.....	5
Sec. 9.02.	Dumping Animals Forbidden .....	5
Sec. 9.03.	Cost of Removal of Dead Animals.....	5
Sec. 9.04.	Abandoning Animals Forbidden .....	5
<b>Article 10.</b>	<b>Animals at Large, Dog and Public Nuisances, Police Dogs</b>	
Sec. 10.01.	Dogs at Large.....	6
Sec. 10.02.	Dog Nuisances Prohibited .....	6
Sec. 10.03.	Public Nuisances Prohibited .....	6
Sec. 10.04.	Injuring or Teasing a Police Dog.....	7
Sec. 10.05.	Violations; Penalties.....	7
<b>Article 11.</b>	<b>Enforcement</b>	
Sec. 11.01.	Administration and Enforcement .....	7
Sec. 11.02.	Right of Entry .....	7
Sec. 11.03.	Interference with Officials .....	7
Sec. 11.04.	Animal Kept in Vehicles .....	7
Sec. 11.05.	Cruelty to Animals Prohibited.....	8
Sec. 11.06.	Refusal to Present Animals for Inspection Prohibited.....	8
Sec. 11.07.	Female Dogs in Heat - Confinement .....	8
Sec. 11.08.	Interference with Law Enforcement.....	8
Sec. 11.09.	Records of Impounded Animals.....	8
Sec. 11.10.	Authority of Police Officers.....	8
Sec. 11.11.	Notification to Owner .....	8
Sec. 11.12.	Non-Liability of LSPD and/or LSCSD.....	9
Sec. 11.13.	Violation-Penalty.....	9
Sec. 11.14.	Alternative Actions Available.....	9
Sec. 11.15.	Violation-Public Nuisance .....	9
<b>Article 12.</b>	<b>Account of Sums Collected</b>	
Sec. 12.01.	Account of Sums Collected .....	9



## *LAKE SHASTINA COMMUNITY SERVICES DISTRICT*

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### **DRAFT ORDINANCE NO. 1-19**

#### **AN ORDINANCE OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT REGARDING ANIMAL CONTROL WITHIN DISTRICT BOUNDARIES.**

##### **Article 1. Title and Scope**

Sec. 1.01. Title: This ordinance shall be known as the Lake Shastina Community Services District (LSCSD) Animal Control Ordinance.

Sec. 1.02. Application and Scope: The provisions of this ordinance shall apply to the unincorporated area of the County known as Lake Shastina Community Services District (LSCSD) to any person, firm or corporation owning, controlling, harboring or keeping dogs, cats or domestic animals. This ordinance supersedes all prior animal control ordinances in conflict.

Sec. 1.03. Constitutionality: If any one part of this ordinance is declared unconstitutional or illegal, the rest of the Ordinance is intended to remain in effect.

##### **Article 2. Office of Animal Control**

Sec. 2.01. Establishment of Office of Animal Control: On December 21, 2011, the LSCSD Board of Directors established Animal Control responsibility under the authority of the LSCSD Police Department (LSPD).

##### **Article 3. Definitions**

Sec. 3.01. Health Officer: Wherever the term "Health Officer" is used in this ordinance, it means the County Health Officer or their authorized representative.

Sec. 3.02. Authorized Representative Environmental Health: Wherever the term "authorized representative environmental health" is used in this ordinance, it means a public health inspector, registered with the State and working under the supervision of the Health Officer (investigation of health and safety of environment).

Sec. 3.03. Animal Control Officer: Whenever the term "Animal Control Officer" is used in this ordinance, it means the LSPD Chief of Police or any authorized LSPD designee.

Sec. 3.04. Police: Whenever the term "Police" is used in this ordinance, it means the LSPD Chief of Police or the authorized Police Officers.



Sec. 3.05. Licensing Clerk: Whenever the term "Licensing Clerk" is used in this ordinance, it means the LSPD Animal Control Officer or their authorized employee/ volunteer.

#### **Article 4. Duties of the LSPD Chief of Police**

Sec. 4.01. Duties of the Police Chief or Officers doing Animal Control related work: The Chief of Police or designated officer shall attempt to maintain public office hours necessary to efficiently administer the applicable provisions of this ordinance and amendments thereto, and shall perform the following duties:

- (a) Receive initial reports of animal bites and investigate the same.
- (b) Complete animal bite investigation report forms and issue quarantine notices where applicable.
- (c) Quarantine and release reported biting animals; enforce quarantine regulations, as set forth by the County Ordinance or California State Law.
- (d) Forward, when requested, initial and completed copies of the animal bite report form to the County Health Officer.
- (e) Issue citations to appropriate persons, when violations of the provisions of this ordinance or regulations pertaining thereto are brought to their attention.
- (f) Retain the prime responsibility for the administration of the provisions of this ordinance and render consultations to appropriate departments, as necessary, to carry out the effectiveness and intent of the provisions of this ordinance.
- (g) Establish appropriate regulations necessary to effectively administer the provisions of this ordinance.

#### **Article 5. Licensing**

Sec. 5.01. Licensing Required: Any person residing within the boundaries of the LSCSD and owning or having charge, care, control or custody of one or more dogs shall pay for an annual license to keep such dogs. A schedule of dog license fees will be established by resolution of the LSCSD Board of Directors, as needed.

Sec. 5.02. Duties of the LSPD: The LSPD shall attempt to maintain the public office hours necessary to efficiently administer the applicable provisions of this ordinance and amendments thereto and shall perform the following duties.

- (a) Collect all dog license fees, with verification of rabies vaccination.
- (b) Issue dog license tags and receipts.
- (c) Enforce the provisions of this ordinance, Siskiyou County ordinances and California State law.

Sec. 5.03. License Due Date: Annual Licensing for the LSCSD will take place in January of each year. The cost of such license will be payable to the LSPD Animal Control Fund and shall be valid for one year. It shall be delinquent thirty (30) days thereafter. New residents in the LSCSD owning or having the custody or control of a dog required to be licensed shall have thirty (30) days after taking up residence in which to obtain such license. LSCSD residents who obtain a dog shall have (30) days to license the dog. Any new licensing shall be pro-rated at six (6) month intervals.

Sec. 5.04. License Form: Each license form issued pursuant to the provisions of this ordinance shall be signed by a LSPD employee or representative and shall state the name, telephone number and residence address of the person to whom the license is issued, the date when issued, the expiration date, the number of the tag and the breed, sex, approximate size and coloration of the dog. Verification of rabies vaccination and dates will also be included.

Sec. 5.05. Required Records: Tags: The LSPD shall keep a record of all licenses so issued. With each dog license there shall be issued a durable metal tag with a unique number and imprinted with the words, "Lake Shastina".

Sec. 5.06. License Tags to be Worn: Such tags shall be securely affixed to a collar, harness or other device worn by the dog, and shall be worn by such dog.

## **Article 6. Rabies Vaccination**

Sec. 6.01. Rabies Vaccination Required: Each person owning or having charge, care, custody or control of a dog the age of four (4) months or older shall have such dog vaccinated by a licensed veterinarian with a rabies vaccine approved for use in the State of California. No dog shall be required to be vaccinated while such dog is afflicted with an illness or other condition, which, in the opinion of a licensed veterinarian, would be detrimental to the dog. Such animal shall be strictly confined to the premises of, or kept under physical constraint by, the owner or keeper for the duration of the illness or condition. Immediately following the termination of the illness or condition, such dog shall be vaccinated in accordance with the provisions of this ordinance. Should the animal license renewal fall due during such period of time, the LSPD shall issue a dog a license upon presentation by the applicant of a recent letter from a licensed veterinarian indicating the reason for non-vaccination.

Sec. 6.02. Puppies to be Confined: All dogs under the age of four (4) months shall be strictly confined to the premises of, or kept under physical restraint by, the owner or keeper. The provision of this section shall not prevent the sale or transportation of puppies four (4) months of age or younger.

Sec. 6.03. Vaccination Certificate: A valid rabies vaccination certificate shall be presented to the LSPD upon an application for an animal dog license. A valid rabies vaccination certificate shall be a requisite for the issuance of a dog license for each dog.

Sec. 6.04. Vaccination Certificates: Any veterinarian, upon vaccinating any dog for rabies in the County, shall issue to each person presenting a dog for vaccination a numbered rabies vaccination tag and a completed certificate of vaccination approved by the Health Officer. The licensed veterinarian shall provide a legible copy of each vaccination certificate to the owner, to be presented at the time of licensing application with the LSPD.

Sec. 6.05. Unlawful Tags: No person shall attach or keep upon any dog any other license tag except the license tags issued for such dog pursuant to the provisions of this ordinance.

## **Article 7. Impoundment, Reclaiming, Adoption; Fees**

Sec. 7.01. Impounding Dogs: It shall be the duty of all peace officers employed by the LSCSD and all LSPD employees to take up, impound and safely keep dogs found within the area of the LSCSD, which have not been properly vaccinated and licensed as required by this ordinance or which are found running free or at large within the LSCSD. All peace officers of the State are authorized to proceed under the provisions of this section.

Sec. 7.02. Adoption of Animals: When any animal is so impounded, the animal may be adopted to a new owner after the ten (10) days holding period has been satisfied. If the animal is found to be ill or incompatible with the adoptive family within two (2) weeks of the date of adoption, the person adopting the animal may return the animal.

Sec. 7.03. Reclaiming Animals: The owner of any impounded animal shall have the right to reclaim such animal with proof of rabies vaccination and licensing.

Sec. 7.04. Fines and Charges Upon Impounded Animals:

- (a) After 24 Hours, the LSPD may charge, receive and collect Twenty and no/100<sup>th</sup> Dollars (\$20.00) per day, per animal for feeding and caring for impounded animals.
- (b) The LSPD shall keep the required record of each animal impounded.
- (c) Animals taken into custody by the LSPD pursuant to the provisions of this ordinance shall be kept to satisfy the minimum mandated requirement of State law or regulation. All animals unclaimed thereafter shall be considered abandoned.
- (d) All animals determined abandoned pursuant to the provisions of this ordinance shall be adopted or disposed of in accordance with the provisions of this ordinance.

Sec. 7.05. Destruction of Impounded Animals: It shall be the duty of the LSPD, as a last resort, to destroy any animal lawfully impounded which is unclaimed, or which requires destruction for safety or humane reasons. The destruction procedure shall be humane and shall be set forth by the LSPD.

## **Article 8. Rabies**

Sec. 8.01. Rabies and Animal Bites: Reporting: Any persons having knowledge of the whereabouts of an animal known to have or suspected of having rabies shall report the facts immediately to the LSPD. The LSPD shall be notified immediately, whenever a person has been bitten by an animal of a species subject to rabies, whether or not the animal is suspected of having rabies.

Sec. 8.02. Isolation of Rabid Animals or Clinically Suspected Rabid Animals: Any rabid animal or clinically suspected rabid animal, shall be isolated in compliance with the provisions of subsection (b) of Section 2606 of Title 17 of the California Code of Regulations.

Sec. 8.03. Confinement of Biting Animals: Any animal susceptible to rabies which has bitten or is suspected of having bitten a person shall be strictly confined upon the private premises of the owner under restraint as provided by Section 2606, Title 17 of the California Code of

Regulations or may be impounded and quarantined by the LSPD, at the cost and expense of the owner, until it can be ascertained whether the animal in question is rabid. Any animal susceptible to rabies, which has bitten or is suspected of having bitten a person, and is not protected, to the satisfaction of the LSPD by a current rabies vaccination, may be impounded by the LSPD at the expense of the owner, until it can be ascertained whether the animal in question is rabid. Any violation of the provisions of this section shall be a misdemeanor.

Sec. 8.04. Charge to Animal Owner for Animal Bite: After investigation, any animal owner whose animal has bitten another person may be charged the actual cost of processing and investigating the animal bite incident, at the discretion of the Chief of the LSPD.

Sec. 8.05. Cat Bites: Any cat bite will follow the same procedures lined out in this ordinance for dog bites.

## **Article 9. Dead Domestic Animals; Abandoned Domestic Animals**

Sec. 9.01. Disposal of Dead Domestic Animals: It shall be the duty of all persons having a dead domestic animal creating a health hazard or a nuisance upon their premises, or who shall be the owner or possessor of any dead domestic animal, which died within the LSCSD, to have such domestic animal disposed of by a licensed animal facility or bury such domestic animal underground at a sufficient depth to allow at least two (2") feet of backfill earth cover. Such burial shall be either upon the premises of such owner or upon the premises where such dead domestic animal is found or by other means acceptable to the LSPD. Dead domestic animals shall be properly disposed of within forty-eight (48) hours after they die. For the purposes of this section, a dead animal shall be considered to be an animal in whole or parts thereof.

Sec. 9.02. Dumping of Dead Domestic Animals Forbidden: Any person owning or having control of a dead domestic animal shall not place the body in any street, park, public place or public refuse receptacle. Dead domestic animals shall not be dumped or deposited upon any dump or dumpsite in the LSCSD, except in an appropriate site approved and so designed by the LSPD.

Sec. 9.03. Cost of Removal of Dead Domestic Animals: The LSPD shall be entitled to dispose of any dead domestic animal coming within the prohibitions of this ordinance, if such domestic animals remains unburied for a period in excess of forty-eight (48) hours and/or is placed in any street, park, public place or in any public refuse receptacle. The LSPD shall attempt to contact the owner of such dead domestic animal prior to disposing of the same. Such costs of removal and burial shall be a fine against the owner and person in charge of the domestic animal immediately prior to its death. The fine amount will be the total cost to offset the actual cost of officer time involved for removal and burial.

Sec. 9.04. Abandoning Domestic Animals Forbidden: No live domestic animal shall be abandoned in or upon public or private premises, land, building, structures or dump sites in the LSCSD. Unwanted domestic animals shall be taken to a humane shelter for lawful surrender during regular business hours.

## **Article 10. Animals at Large, Dog and Public Nuisances, Police Dogs**

Sec. 10.01. Dogs at Large: No persons shall cause, permit or allow any dog to run at large upon any public street or other public place, including parks and playgrounds or upon any private property or premises other than those of the owner. All dogs, anywhere within the LSCSD, must be under the control of its owner at all times. Owners must have a leash in hand and attached to their dog, having the ability to restrain it. Exceptions are:

- (a) When a dog is assisting a law enforcement officer in the performance of police work.
- (b) When such a dog is assisting a duly authorized person in an official search and rescue operation.
- (c) When such a dog is participating in a dog training class, exhibition or competition or an ongoing training program related thereto, under the direction and control of a dog trainer, lessee or other person in control thereof.
- (d) When dog is under control by use of a functioning dog shock collar.

Sec. 10.02. Dog Nuisances Prohibited: No owner of any dog shall permit or allow such dog to do any of the following:

- (a) Defecate on any public road or street or other public property without immediately cleaning or removing the excrement to a proper receptacle.
- (b) Defecate on any private property other than that of its owner without the consent of the owner, lessee or other person in control thereof.
- (c) The requirements of this section shall be in addition to all other restrictions applying to dogs and the owners of dogs within the LSCSD.

Sec. 10.03. Public Nuisances Prohibited:

- (a) No owner of any animal shall do any of the following:
  - (1) Permit such animal to obstruct the reasonable and comfortable use of property in any neighborhood or community by chasing vehicles, molesting passersby, or with excessive barking, howling or other noise. Excessive barking means noise which is frequently, easily and readily heard on the property of other persons, and which would be disturbing to the normal peaceful use, occupancy or enjoyment of the property of such other persons, considering the use to which the property is being put, the time of day and other relevant factors. Barking for one hour or longer and barking unprovoked are also considerations.
  - (2) Permit such animal to damage and/or trespass on public or private property.
  - (3) Permit unsanitary conditions to exist on the premises where such animal is kept which would cause odors, attract flies or vermin or an obstruction to the free use of property so as to interfere with the comfortable enjoyment of life or property by members of the neighborhood or community or any considerable number of other persons.
  - (4) Maintain a dangerous animal in a manner that creates a significant threat to the public health, safety and welfare.
- (b) Any violation of this section is hereby declared to be a public nuisance.
- (c) Whenever the LSPD has reasonable cause to believe that a public nuisance as defined in this section exists, the PD may conduct an investigation of the alleged nuisance. Whenever it is affirmed in writing by two (2) or more persons residing in separate

residences or are regularly residing in the neighborhood that a public nuisance as defined in this section exists, the LSPD shall investigate the alleged nuisance.

- (d) Any person may maintain an action under Civil Code Section 3493 for compliance with the requirements of this section.
- (e) The requirements of this section shall be in addition to all other restrictions applying to dogs and the owners of dogs within the LSCSD. Any violation of the provisions of this section shall be an infraction and may result in impounding of the dog.

Sec. 10.04. Injuring or Teasing a Police Dog: No persons shall injure, tease, agitate, kick, strike, torture or otherwise interfere with any police dog while the dog is in the custody of or being used by a law enforcement officer in the performance of their official duties. As used in this section, police dog shall mean any dog specifically trained for assistance in law enforcement.

Sec. 10.05. Violations; Penalties : Any person violating any section or subsection of this chapter shall be deemed guilty of an infraction and subject to penalties as specified below and any fines and penalties provided in State law and determined by the Chief of Police.

- (a) First violation: One Hundred and no/100<sup>th</sup> Dollars (\$100.00)
- (b) Second violation: Two Hundred Fifty and no/100<sup>th</sup> Dollars (\$250.00)
- (c) Third and subsequent violations: Five Hundred and no/100<sup>th</sup> Dollars (\$500.00)

## **Article 11. Enforcement**

Sec. 11.01. Administration and Enforcement: The Chief of Police and designees shall administer and enforce the provisions of this ordinance.

Sec. 11.02. Right of Entry: Any official designated to administer and enforce the provisions of this ordinance may enter upon all private and/or public premises for the purpose of enforcing the provisions of this ordinance.

Sec. 11.03. Interference with Officials: No person shall interfere with any official designated to administer and enforce the provisions of this ordinance or regulations pertaining thereto, in the performance of their official duties. Any violation of the provisions of this section shall be a misdemeanor.

Sec. 11.04. Animal Kept in Vehicles:

- (a) An animal shall not be confined in a vehicle unless there is adequate ventilation and unless the temperature or other conditions do not threaten the health of the animal. If the animal is confined in a manner that threatens its health, a police officer may enter the vehicle by whatever force is necessary to release the animal without liability upon the LSCSD or any person for resulting damage.
- (b) Any person who owns or has custody or control of an animal that has been confined in a vehicle in a manner that threatens its health may be charged with a violation.
- (c) Any animal that has been confined in a vehicle in violation of this section may be impounded pending a hearing to determine if the animal shall be returned to its owner. In the event of any such impoundment, the owner or keeper of the animal shall be liable for all costs and expenses of impounding or keeping the animal.

Sec. 11.05. Cruelty to Animals Prohibited:

- (a) No person shall tease, torment or physically abuse any animal.
- (b) No parent shall allow or permit their minor child to tease, torment or physically abuse any animal.
- (c) No person who owns, has custody or control of, an animal shall neglect such animal by leaving them outside in extreme hot or cold weather conditions for an extended amount of time, without providing them with access to adequate shelter and provisions to ensure their safety and wellbeing.
- (d) No dog may be tied up outside, unattended, for a period of more than two (2) hours, for their safety and wellbeing.
- (e) The provisions of Penal Code Section 579.1 shall be operative within the LSCSD.

Sec. 11.06. Refusal to Present Animals for Inspection Prohibited: No person shall fail or refuse to comply with any order of the LSPD under this title to present an animal for inspection.

Sec. 11.07. Female Dogs in Heat-Confinement: Female dogs in copulation season shall be kept confined to the owner's or custodian's premises.

Sec. 11.08. Interference with Law Enforcement:

- (a) No person shall interfere with, oppose or resist any Police Officer while he or she is engaged in the performance of any act authorized by this title or California Penal Code Section 148(a).
- (b) No person shall willfully or maliciously torture, torment, beat, kick, strike, mutilate, injure, disable or kill any dog used by any government police agency or private patrol service in the performance of the functions or duties of such department or interfere with or meddle with any such dog while being used by said department or any member thereof in the performance of any of the functions of said department.

Sec. 11.09. Records of Impounded Animals: The LSPD shall keep a record of each animal impounded, the date of receipt of such animal, the date and manner of its disposal, and if redeemed, reclaimed or sold, the name of the person by whom redeemed, reclaimed or purchased (adopted), the address of such person, and the amounts of all fees received or collected for or because of the impounding, reclaiming or purchasing (adoption) thereof, together with the number of any tag and the date of any license exhibited or issued upon the redemption or sale of any such animal.

Sec. 11.10. Authority of Police Officers: In addition to the power vested in the LSPD for the impoundment of animals found at large or otherwise in violation of this title, any peace officer is empowered to impound such animal.

Sec. 11.11. Notification to Owner: The LSPD shall immediately upon impoundment of dogs or other animals, make every reasonable effort to notify the owners of such dogs or other animals impounded, and inform such owners of the conditions whereby they may regain custody of such animals. If an animal has a valid license, the owner shall be notified.

Sec. 11.12. Non-Liability of LSPD and/or LSCSD: No liability shall be incurred by the LSPD and/or the LSCSD for the disposition of any animal made pursuant to the provisions of this ordinance.

Sed. 11.13. Violation Penalty: Any persons violating any provision of this ordinance is guilty of an infraction, unless specifically noted as a misdemeanor.

Sec. 11.14. Alternative Actions Available: Nothing in this ordinance shall be deemed to prevent the LSPD from ordering the commencement of an administrative citation or civil or criminal proceeding to abate a public nuisance or from pursuing any other means available to them under provision of applicable ordinances or state law to correct violations in addition to or as alternatives to the proceedings set forth in this title.

Sec. 11.15. Violation-Public Nuisance: It is declared that the keeping, harboring or maintaining of any animal in violation of the provisions of this ordinance constitutes a public nuisance and is unlawful. In addition to all other remedies available to the LSPD, whether criminal, civil, at law or in equity, any nuisance may be abated pursuant to this code or in any other manner provided by law.

## **Article 12: Account of Sums Collected**

Sec. 12.01. Account of Sums Collected: The LSPD shall keep records of all income from animal licensing and fines associated with this ordinance and pay said sums collected pursuant to the provisions of this ordinance to the LSCSD Administration Office.

-----  
It is hereby certified that the forgoing Ordinance No. 2-19 was duly introduced at a regular meeting of the Lake Shastina Community Services District on the 19th of June 2019 and adopted at a regular meeting of the Lake Shastina Community Services District on 17th of July 2019

ROLL CALL VOTE

AYES:

NOES:

ABSENT:

Lake Shastina Community Services District by:

\_\_\_\_\_  
Rick Thompson, President

ATTEST

\_\_\_\_\_  
Robert Moser, District Secretary





***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

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**TO:** LSCSD BOARD OF DIRECTORS  
**MEETING DATE:** July 17, 2019  
**FROM:** Robert Moser, General Manager  
**SUBJECT:** Consideration of Burn Site

---

**BACKGROUND:**

On Friday, May 10, 2019, there was a fire at the burn site at approximately 8:00 pm. Crews were dispatched to the scene and the fire was contained. CalFire and GSRMA (the District's insurance company) conducted investigations.

CalFire's recommendation was to only allow dumping at the burn site in the winter months and burn in the spring while it is still wet. This would be the Fire Chief's recommendation as well.

GSRMA is not comfortable and does have some concerns about the burn site. If the community is to continue burning at the site, some changes will need to be made. They have recognized the lack of containment at the site in its current configuration. Furthermore, the District would be liable for damages and fire suppression should a fire ever break out and escape the site.

As the General Manager my biggest concern over this issue is the liability to the District and our constituents going forward. Now that CalFire has recognized a problem and GSRMA has voiced their concerns, there is a huge burden and liability on this Board and me as the General Manager.

**RECOMMENDATION:**

- A. To remove the liability of the Burn Site, close it completely.
- B. Close the Burn Site for the remainder of the summer and explore options or alternatives.



***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

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**TO:** LSCSD BOARD OF DIRECTORS  
**MEETING DATE:** July 17, 2019  
**FROM:** Robert Moser, General Manager  
**SUBJECT:** Fire Department Tax Measure

---

**BACKGROUND:**

As most of you may know the Fire Department hasn't had an increase in fees since 1991. They have been working off a budget and fee that is well outdated as stated below:

**According to the Bureau of Labor Statistics consumer price index, today's prices in 2019 are 88.03% higher than average prices throughout 1991. The dollar experienced an average inflation rate of 2.28% per year during this period.**

**In other words, \$6,540 in 1991 is equivalent in purchasing power to about \$12,296.93 in 2019, a difference of \$5,756.93 over 28 years.**

As you can see with this information the Fire Department has done a great job subsidizing the department with strike teams and cutting costs. The Fire Department Advisory Committee has been working on solutions for a tax measure increase and have asked that the Board give direction to staff to start working with the attorney on the proper procedures and time frames going forward.

**RECOMMENDATION:**

- A. Give staff direction to work with Attorney on a Fire Department tax measure.

***LAKE SHASTINA COMMUNITY SERVICES DISTRICT***

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**TO:** LSCSD BOARD OF DIRECTORS  
**MEETING DATE:** July 17, 2019  
**FROM:** Robert Moser, General Manager  
**SUBJECT:** Consideration of Resolution regarding GM Purchasing Authority

---

**BACKGROUND:**

The General Manager has been given a purchasing Authority of \$25,000.00 in our current purchase policy. After looking over the policy and having our attorney look at it, more clarification was needed.

The resolution before you will give that clarification and provide protection for the Board and the General Manager.

**RECOMMENDATION:**

- A. To approve the resolution before the Board.
- B. To amend or change the resolution.



## LAKE SHASTINA COMMUNITY SERVICES DISTRICT

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### DRAFT RESOLUTION \_\_\_\_-19

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT REGARDING THE GENERAL MANAGER'S PURCHASING AUTHORITY.**

**WHEREAS**, Resolution 13-15 (Purchasing Policy) allows the Board of Directors to authorize the General Manager to make purchases up to \$25,000; and

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

**THEREFORE, BE IT RESOLVED:** The Board of Directors authorizes the General Manager to make purchases up to \$25,000 without further authorization of the Board of Directors if such purchases are within the approved budget.

\*\*\*\*\*

I hereby certify that the forgoing is a full, true and correct copy of Resolution \_\_\_\_-19 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 17<sup>th</sup> day of July 2019, by the following vote:

AYES:  
NOES:  
ABSENT:

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Rick Thompson, President

ATTEST:

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Robert Moser, Secretary



## LAKE SHASTINA COMMUNITY SERVICES DISTRICT

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### 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.