



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Wednesday, December 18, 2024

Closed Session: 12:00 pm / Open Session: 1:00 pm

Administration Building

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

CALL TO ORDER:

LSCSD Roll Call: Directors: Chandler ____ Cupp ____ MacIntosh ____ Mitchell ____ Uttech ____

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction.

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. Public Employment – Police Chief (Gov. Code §54957)
- B. Conference with Real Property Negotiators (Gov. Code §54956.8)
Property: 16377 Everhart Dr. Weed CA; Agency Negotiators: President Cupp, GM Thompson
- C. Conference with Real Property Negotiators (Gov. Code §54956.8)
Property: 15440 Juniper Peak Rd. Weed CA; District Negotiators: President Cupp, GM Thompson
- D. Public Employee Performance Evaluation (Gov. Code §54957) -General Manager

RETURN TO OPEN SESSION:

LSCSD Roll Call: Directors: Chandler ____ Cupp ____ MacIntosh ____ Mitchell ____ Uttech ____

PLEDGE OF ALLEGIANCE:

REPORT ON CLOSED SESSION:

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction.

Those who wish to speak on a matter that does not appear on the agenda, may do so during this Public Comment period. State your name and address your comments to the Board. Each individual 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. 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.

1. CONSENT ITEMS:

- A. Approval of Minutes: Regular Meeting November 20, 2024
- B. Ratification of Disbursements: November 1 through 30, 2024
- C. Budget Comparison: FY 2024/25
- D. Department Written Reports
 - 1. Fire Department
 - 2. Police Department
 - 3. Sewer Department
 - 4. Water Department

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Manager's Report (GM)
- 3. Policy Revision -No. 1500 Job Description Police Chief (GM)
- 4. Brown Act Remote Meeting Changes (GM)
- 5. Election of Officers (Pres. Cupp)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSCSD Regular Meeting is scheduled to be held on January 15, 2025 1:00pm 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

Regular Meeting
Wednesday, November 20, 2024
Closed Session: 12:30pm/Open Session: 1:00pm
UNAPPROVED MINUTES

CALL TO ORDER: 12:29pm

LSCSD Board Roll Call: Chandler Cupp MacIntosh Mitchell Uttech

PUBLIC COMMENTS: None.

ADJOURN TO CLOSED SESSION: 1:00pm

CLOSED SESSION:

- A. Public Employment – Police Chief (Gov. Code §54957)
- B. Conference with Real Property Negotiators (Gov. Code §54956.8)
Property: 16377 Everhart Dr, Weed CA; District Negotiators: President Cupp, GM Thompson
- C. Conference with Real Property Negotiators (Gov. Code §54956.8)
Property: 15440 Juniper Peak Rd, Weed CA; District Negotiators: President Cupp, GM Thompson
- D. Public Employee Performance Evaluation (Gov. Code §54957) – General Manager

RETURN TO OPEN SESSION: 1:06 PM

LSCSD Board Roll Call: Chandler Cupp MacIntosh Mitchell Uttech

Also present: GM Thompson, FC Pappas, Cpt. Pappas, and AA Phonepaseuth. There were approximately 7 people in the audience.

PLEDGE OF ALLEGIANCE: Carried out.

PUBLIC COMMENTS:

- Charlene French: battery powered light bulbs for outages
- Charlene French: stop sign at Jackson Ranch Rd
- Noa Mohlabane: new fire open house with tree lighting
- Bill Bessey: testing for uranium
- Charlene French: uranium causes cancer

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

- 1. A. Approval of Minutes: Regular Meeting October 16, 2024
- B. Ratification of Disbursements: October 1 through 31, 2024
- C. Budget Comparison: FY 2024/25
- D. LAIF Quarterly
- E. Department Written Reports
 - 1. Fire Department
 - 2. Police Department
 - 3. Sewer Department
 - 4. Water Department

Motion by Dir. Chandler, second by Dir. Uttech, to approve Consent Calendar.

Ayes: Directors Chandler, Cupp, MacIntosh, Mitchell, Uttech
Noes: None
Absent: None

DISCUSSION / REPORTS / ACTION ITEMS:

- 2. Manager's Report (GM) -Discussed.
- 3. Traffic Safety Presentation (FC) -Presented.
- 4. Lead and Copper Rule Update (GM) -Discussed.
- 5. Holiday Office Hours changes (GM) -Discussed.
- 6. Administer Oath of Offices for Directors (GM) -Oaths administered for Directors Chandler, Cupp, MacIntosh, Uttech

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 2:12pm. The next LSCSD Regular Board Meeting to be held on December 18, 2024, 1:00pm. at the Administration Building.

Approval Date: December 18, 2024

Carol Cupp, President

ATTEST:

Richard Thompson, General Manager/Secretary

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

1B

Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of November 1-30,2024 for a total of: " \$ 151,202.14

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

Submitted for November 2024	\$ 151,202.14
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Expenses - Regular Checks Mechanics Bank Account	\$ 32,276.13
Expenses - Payroll & Liability Checks Mechanics Bank Account	\$ 118,926.01
<u>Subtotal</u>	<u>\$ 151,202.14</u>
<u>Total CSD Expenses</u>	<u>\$ 151,202.14</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
 ACCOUNTS PAYABLE - MECHANICS BANK

Date	JE or Ck #	Payee	Total Expense	Regular	Payroll	10	15	20	25	26	27	30	31
				Expenses	Expenses	General	Sewer	Water	Police	COPS Grant	Wellness	Fire	SAFER
11/6/2024	1877	FIRST NATIONAL BANK OMAHA	2,762.40	2,762.40								2,762.40	
	1878	FIRST NATIONAL BANK OMAHA	268.13	268.13			83.26	184.87					
	1879	FIRST NATIONAL BANK OMAHA	129	129					39.00	90.00			
	1880	FIRST NATIONAL BANK OMAHA	624	624		624.00							
	1881	FIRST NATIONAL BANK OMAHA	19.99	19.99		19.99							
11/13/2024	1884	PITNEY BOWES INC	220.69	220.69		220.69							
11/14/2024	26700	Payroll Checks (Live Checks)	2,166.50	2,166.50			1,822.32	344.18					
	241110016	CalPERS	9,471.22	9,471.22	2,002.22	1,924.02	1,170.15	2,367.20	753.87			748.41	505.35
	241110017	EDD EFT	1,630.03	1,630.03	332.25	279.02	219.24	262.48	189.61			310.14	37.29
	241110018	EFTPS EFT	4,354.07	4,354.07	999.35	993.71	671.20	643.42	169.03			733.62	143.74
	92201	MB EFT - Payroll Checks (Direct Deposits)	30,871.09	30,871.09	6,206.95	4,670.19	3,326.82	7,373.03	2,767.64			5,007.46	1,519.00
	1882	DEPARTMENT OF MOTOR VEHICLES	484	484			242.00	242.00					
	1883	Quill Corp	152.45	152.45	152.45								
	26702	CAL ORE Communications	488.45	488.45	192.21	79.19	79.20	116.49				21.36	
	26703	CASELLE, INC	2,262.00	2,262.00	2,262.00								
	26704	CITY OF MEDFORD	1,140.24	1,140.24								1,140.24	
	26706	DON R. ERICKSON OIL, INC.	5,003.66	5,003.66	1,173.70	849.16	849.16	1,342.83				788.81	
	26707	FERGUSON WATERWORKS	576.21	576.21		399.41	176.80						
	26709	HUE & CRY	44.42	44.42	44.42								
	26710	PACE ANAYLTICAL SERVICES LLC	562.16	562.16		562.16							
	26712	PRENTICE LONG, PC	4,742.50	4,742.50	4,742.50								
	26714	SISKIYOU DISPOSAL	355	355	125.00	62.50	62.50	26.25				78.75	
	26715	SISKIYOU TECHNOLOGY CONSULTANT	2,647.20	2,647.20	2,647.20								
	26716	SOLANO'S INC.	215.28	215.28		84.07	84.08					47.13	
	26717	STEVE PAPPAS	654.59	654.59								654.59	
	26718	SUBURBAN PROPANE-1638	424.85	424.85					424.85				
	26719	WEED PRESS	42.32	42.32		42.32							

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
 ACCOUNTS PAYABLE - MECHANICS BANK

Date	JE or Ck #	Payee	Total Expense	Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	27 Wellness	30 Fire	31 SAFER
	26720	WESTERN BUSINESS PRODUCTS	164.05	164.05		164.05							
	26721	Wiwun Sunarto	208	208					208.00				
11/27/2024	26722	Payroll Checks (Live Checks)	2,099.43		2,099.43		1,432.13	667.30					
	26723	N.C.G. T. Security Fund	19,830.00	19,830.00		3,489.00	4,166.71	1,902.29	5,355.00	1,785.00		1,785.00	1,347.00
	26737	UNION DUES	728.72	728.72		217.00	196.32	105.68	134.48	75.24			
	241124016	Añac	150.72	150.72			18.57	5.75	126.40				
	241124017	CalPERS	9,476.62	9,476.62	2,035.15	1,802.74	1291.43	2339.67	753.87			748.41	505.35
	241124018	EDD EFT	1,686.65	1,686.65	496.45	248.72	221.87	299.14	222.14			161.04	37.29
	241124019	EFTPS EFT	4,465.66	4,465.66	1230.22	964.32	728.58	763.51	211.8			423.48	143.75
	92202	MB EFT - Payroll Checks (Direct Deposits)	31,995.30	31,995.30	7,387.79	4,445.92	3,710.20	7,892.09	2,983.60			4,056.70	1,519.00
	1885	NAPA AUTO PARTS	826.73	826.73			160.19	116.35		550.19			
	1886	US CELLULAR	389.72	389.72		39.64	19.81	19.82		310.45			
	26724	CASELLE, INC	2,262.00	2,262.00		2,262.00							
	26725	CHRIS PAPPAS	804.59	804.59								804.59	
	26726	DONALD R WOOD	1,140.00	1,140.00				1,140.00					
	26727	Gannett California LocalIQ	51	51				51.00					
	26728	GRAINGER	218.1	218.1			23.83	194.27					
	26729	HUE & CRY	44.42	44.42		44.42							
	26730	KELLIE POWER	400	400		400.00							
	26731	NATHAN PAPPAS	335	335								335.00	
	26732	NORCO INC.	13.02	13.02								13.02	
	26733	PACE ANAYLTICAL SERVICES LLC	451.6	451.6				451.60					
	26734	RODNEY VILLA	226.2	226.2			113.10	113.10					
	26735	SISKIYOU CO. TAX COLLECTOR	126	126		126.00							
	26736	USA BLUE BOOK	796.16	796.16			398.08	398.08					
			151,202.14	32,276.13	118,926.01	39,678.97	26,041.45	18,527.52	29,713.84	10,862.44	-	20,620.15	5,757.77

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1C

November 2024 Detailed Budget Comparison 2024/2025 YTD

12/3/2024

REVENUE/EXPENDITURE REPORT

For the Period: 7/1/2024 to 11/30/2024

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud	
Fund: 10 - LSCSD General Fund							
Revenues							
10-00-4055.000	Misc Operational Income	500.00	500.00	480.00	0.00	20.00	96%
10-00-4070.000	Antenna Lease Revenue	15,000.00	15,000.00	8,493.60	508.60	6,506.40	57%
10-00-5050.000	Transfer Fees	4000.00	4000.00	1020.00	260.00	2980.00	26%
10-00-5080.000	Interest Earned-OPS	30.00	30.00	3.47	0.00	26.53	12%
10-00-5081.000	Interest Earned-RSV	2,000.00	2,000.00	0.00	0.00	2,000.00	0%
Dept: 22 Medical Clinic							
10-22-4053.000	Medical Clinic Revenue	60,264.00	60,264.00	25,110.00	5,022.00	35,154.00	42%
Dept: 23 Green Waste Site							
10-23-4055.000	Misc Operational Income	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
Revenues		82,794.00	82,794.00	35,107.07	5,790.60	47,686.93	42%

Expenditures

Dept: 01 General Admin

10-01-7002.000	Admin Overhead Alloc	-330,243.000	-330,243.000	-105,137.77	0.00	-225,105.23	32%
10-01-7010.000	Capital Improvement	44,000.00	44,000.00	0.00	0.00	44,000.00	0%
	Less Reimbursement due from LAIF Savings	-44,000.00	-44,000.00	0.00	0.00	-44,000.00	0%
10-01-7026.000	Contract Services	70,000.00	70,000.00	43,105.75	3,807.81	26,894.25	62%
10-01-7033.000	Licenses, Permits, Fees	5,200.00	5,200.00	1,811.70	0.00	3,388.30	35%
10-01-7034.000	Dues & Subscriptions	9,000.00	9,000.00	3,060.14	21.16	5,939.86	34%
10-01-7035.000	Advertising	300.00	300.00	281.00	0.00	19.00	94%
10-01-7041.000	Legal	10,000.00	10,000.00	6,642.50	0.00	3,357.50	66%
10-01-7050.100	Off Exp-Supplies	5,000.00	5,000.00	643.93	0.00	4,356.07	13%
10-01-7050.200	Off Exp-Postage	10,000.00	10,000.00	225.33	0.00	9,774.67	2%
10-01-7050.400	Off Exp-Maint	1,000.00	1,000.00	86.11	41.58	913.89	9%
10-01-7062.000	Repair & Maintenance	300.00	300.00	180.50	0.00	119.50	60%
10-01-7063.000	Fuel	100.00	100.00	0.00	0.00	100.00	0%
10-01-7064.000	Materials/Supplies/Small Tools	5,000.00	5,000.00	0.00	-1,799.66	5,000.00	0%
10-01-7065.000	Vehicle Repair/Maintenance	300.00	300.00	0.00	0.00	300.00	0%
10-01-7101.000	Property Taxes	126.00	126.00	126.00	126.00	0.00	100%
10-01-7105.000	Utilities - CSD	0.00	0.00	39.64	0.00	-39.64	#DIV/0!
10-01-7105.100	Util-Telephone	0.00	0.00	118.92	0.00	-118.92	#DIV/0!
10-01-7105.200	Util-Electric	4,000.00	4,000.00	1,085.72	0.00	2,914.28	27%
10-01-7105.400	Utilities-Propane	200.00	200.00	87.50	0.00	112.50	44%
10-01-7105.600	Utility - Internet	1,600.00	1,600.00	640.70	128.14	959.30	40%
10-01-7204.000	Events	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
10-01-7501.000	Payroll Expense	246,067.00	246,067.00	101,815.31	19,238.90	144,251.69	41%
10-01-7513.000	Payroll-TAXES	5,192.00	5,192.00	1,477.96	278.97	3,714.04	28%
10-01-7514.000	Payroll-Benefits	48,995.00	48,995.00	17,497.85	3,489.00	31,497.15	36%
10-01-7516.200	Pension Cost (CalPERS)	19,525.00	19,525.00	7,519.33	1,389.51	12,005.67	39%
10-01-7516.400	CalPERS Fees	215.00	215.00	0.00	0.00	215.00	0%

10-01-7516.500	CalPERS UAL Expense	405.30	405.30	405.30	0.00	0.00	100%
10-01-7518.000	Workers Comp	18,472.00	18,472.00	27,046.33	1,620.22	-8,574.33	146%
10-00-1104.000	Due from LSPQA	-58,000.00	-58,000.00	-17,162.01	1,878.51	-40,837.99	30%
10-01-7550.000	Travel & Training	7,500.00	7,500.00	1,778.14	0.00	5,721.86	24%
10-01-7551.000	Meals	1,500.00	1,500.00	345.81	0.00	1,154.19	23%
Dept: 22 Medical Clinic							
10-22-7026.000	Contract Services	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
10-22-7062.000	Repair & Maintenance	200.00	200.00	0.00	0.00	200.00	0%
10-22-7080.000	Interest Expense	2,595.55	2,595.55	0.00	0.00	2,595.55	0%
10-22-7084.000	Loan Principle Expense	41,404.45	41,404.45	0.00	0.00	41,404.45	0%
10-22-7501.000	Payroll Expense	400.00	400.00	177.05	0.00	222.95	44%
10-22-7513.000	Payroll-TAXES	50.00	50.00	4.69	0.00	45.31	9%
10-22-7514.000	Payroll-Benefits	50.00	50.00	66.88	0.00	-16.88	134%
10-22-7516.200	Pension Cost (CalPERS)	50.00	50.00	13.94	0.00	36.06	28%
10-22-7518.000	Workers Comp	50.00	50.00	15.26	0.00	34.74	31%
Dept: 23 Green Waste							
10-23-7026.000	Contract Services	50.00	50.00	0.00	0.00	50.00	0%
10-23-7063.000	Fuel	25.00	25.00	0.00	0.00	25.00	0%
10-23-7064.000	Materials/Supplies/Small Tools	100.00	100.00	0.00	0.00	100.00	0%
10-23-7501.000	Payroll Expense	50.00	50.00	0.00	0.00	50.00	0%
10-23-7513.000	Payroll-TAXES	10.00	10.00	0.00	0.00	10.00	0%
10-23-7518.000	Workers Comp	5.00	5.00	0.00	0.00	5.00	0%
Expenditures		132,794.30	132,794.30	93,999.51	30,220.14	38,794.79	71%

For the Period: 7/1/2024 to 11/30/2024

Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 15 - LSCSD Sewer Dept

Revenues							
Dept: 00							
15-00-4001.100	Assmt/Revenue-Residential	800,000.00	800,000.00	200,723.96	0.00	599,276.04	25%
15-00-4001.200	Assmt/Revenue-Standby	66,250.00	66,250.00	-30.00	0.00	66,280.00	0%
15-00-4001.300	Assmt/Revenue-Commercial	10,000.00	10,000.00	4,538.26	615.90	5,461.74	45%
15-00-4056.000	Misc-Non Operating Income	300.00	300.00	1,450.00	0.00	-1,150.00	483%
15-00-5004.000	Sewer Hook Up Fee	25,000.00	25,000.00	39,603.20	0.00	-14,603.20	158%
15-00-5081.000	Interest Earned-RSV	10,000.00	10,000.00	0.00	0.00	10,000.00	0%
Revenues		911,550.00	911,550.00	246,285.42	615.90	665,264.58	27%

Expenditures

Dept: 01 General Admin

15-01-7001.000	Accounting Audit/Review	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
15-01-7002.000	Admin Overhead Alloc	105,677.76	105,677.76	33,644.08	0.00	72,033.68	32%
15-01-7010.000	Capital Improvement	150,000.00	150,000.00	0.00	0.00	150,000.00	0%
Less Reimbursement due from LAIF Savings		-150,000.00	-150,000.00	0.00	0.00	-150,000.00	0%
15-01-7026.000	Contract Services	20,000.00	20,000.00	6,790.36	562.16	13,209.64	34%
15-01-7033.000	Licenses, Permits, Fees	20,000.00	20,000.00	321.93	0.00	19,678.07	2%
15-01-7034.000	Dues & Subscriptions	500.00	500.00	150.00	0.00	350.00	30%
15-01-7040.000	Insurance (Liability)	43,239.36	43,239.36	43,239.36	0.00	0.00	100%

15-01-7041.000	Legal	500.00	500.00	43.75	0.00	456.25	9%
15-01-7055.000	Safety Equipment	2,000.00	2,000.00	0.00	0.00	2,000.00	0%
15-01-7062.000	Repair & Maintenance	40,000.00	40,000.00	1,587.13	0.00	38,412.87	4%
15-01-7063.000	Fuel	8,000.00	8,000.00	3,157.94	0.00	4,842.06	39%
15-01-7064.000	Materials/Supplies/Small Tools	22,500.00	22,500.00	11,914.15	398.08	10,585.85	53%
15-01-7065.000	Vehicle Repair/Maintenance	6,000.00	6,000.00	785.76	0.00	5,214.24	13%
15-01-7105.100	Util-Telephone	0.00	0.00	79.26	0.00	-79.26	#DIV/0!
15-01-7105.200	Util-Electric	55,000.00	55,000.00	16,025.34	0.00	38,974.66	29%
15-01-7105.300	Util-Waste	800.00	800.00	312.50	62.50	487.50	39%
15-01-7105.600	Utility - Internet	700.00	700.00	393.90	79.19	306.10	56%
15-01-7501.000	Payroll Expense	172,796.00	172,796.00	66,462.21	16,744.91	106,333.79	38%
15-01-7513.000	Payroll-TAXES	3,592.00	3,592.00	1,254.20	331.83	2,337.80	35%
15-01-7514.000	Payroll-Benefits	36,946.00	36,946.00	13,231.04	4,291.71	23,714.96	36%
15-01-7516.200	Pension Cost (CalPERS)	16,313.00	16,313.00	7,008.01	1,609.69	9,304.99	43%
15-01-7516.400	CalPERS Fees	186.00	186.00	0.00	0.00	186.00	0%
15-01-7516.500	CalPERS UAL Expense	51,772.85	51,772.85	51,772.85	0.00	0.00	100%
15-01-7518.000	Workers Comp	9,796.00	9,796.00	15,706.32	1,416.13	-5,910.32	160%
15-01-7550.000	Travel & Training	5,000.00	5,000.00	2,245.80	0.00	2,754.20	45%
15-01-7551.000	Meals	500.00	500.00	0.00	0.00	500.00	0%
15-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	389.37	0.00	110.63	78%
15-01-7555.000	Personal Protective Equip PPE	500.00	500.00	69.99	0.00	430.01	14%
15-01-7556.000	Uniforms	2,000.00	2,000.00	966.22	0.00	1,033.78	48%
Expenditures		629,818.97	629,818.97	277,577.44	25,496.20	352,241.53	44%

For the Period: 7/1/2024 to 11/30/2024		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Fund: 20 - LSCSD Water Dept							
Revenues							
Dept: 00							
20-00-4001.100	Assmt/Revenue-Residential	710,236.00	710,236.00	196,988.60	-76.91	513,247.40	28%
20-00-4001.200	Assmt/Revenue-Standby	101,000.00	101,000.00	-166.22	-132.88	101,166.22	0%
20-00-4001.300	Assmt/Revenue-Commercial	15,000.00	15,000.00	6,992.63	999.13	8,007.37	47%
20-00-4075.000	Water Capacity Expansion Fee	1,000.00	1,000.00	478.00	0.00	522.00	48%
20-00-5006.000	Water Hook Up Fee	1,000.00	1,000.00	265.00	0.00	735.00	27%
20-00-5081.000	Interest Earned-RSV	20,000.00	20,000.00	0.00	0.00	20,000.00	0%
Dept: 22 Medical Clinic							
20-22-4054.000	Loan Principle Revenue	41,404.45	41,404.45	0.00	0.00	41,404.45	0%
20-22-5081.000	Interest Earned-RSV	2,595.55	2,595.55	0.00	0.00	2,595.55	0%
Revenues		892,236.00	892,236.00	204,603.01	789.34	687,632.99	23%

Expenditures							
20-01-7001.000	Accounting Audit/Review	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
20-01-7002.000	Admin Overhead Alloc	118,887.48	118,887.48	37,849.60	0.00	81,037.88	32%
20-01-7010.000	Capital Improvement	58,000.00	58,000.00	0.00	0.00	58,000.00	0%
Less Reimbursement due from LAIF Savings		-58,000.00	-58,000.00	0.00	0.00	-58,000.00	0%
20-01-7026.000	Contract Services	27,000.00	27,000.00	4,179.65	1,140.00	22,820.35	15%

20-01-7033.000	Licenses, Permits, Fees	15,000.00	15,000.00	3,768.47	484.00	11,231.53	25%
20-01-7034.000	Dues & Subscriptions	1,000.00	1,000.00	150.00	0.00	850.00	15%
20-01-7035.000	Advertising	0.00	0.00	199.00	0.00	-199.00	#DIV/0!
20-01-7040.000	Insurance (Liability)	48,644.28	48,644.28	48,644.28	0.00	0.00	100%
20-01-7041.000	Legal	500.00	500.00	43.75	0.00	456.25	9%
20-01-7050.200	Off Exp-Postage	700.00	700.00	0.00	0.00	700.00	0%
20-01-7055.000	Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
20-01-7062.000	Repair & Maintenance	20,000.00	20,000.00	5,690.27	0.00	14,309.73	28%
20-01-7063.000	Fuel	8,000.00	8,000.00	3,137.02	0.00	4,862.98	39%
20-01-7064.000	Materials/Supplies/Small Tools	16,000.00	16,000.00	7,356.52	398.08	8,643.48	46%
20-01-7065.000	Vehicle Repair/Maintenance	7,000.00	7,000.00	667.37	0.00	6,332.63	10%
20-01-7105.100	Util-Telephone	0.00	0.00	79.26	0.00	-79.26	#DIV/0!
20-01-7105.200	Util-Electric	120,000.00	120,000.00	46,359.85	0.00	73,640.15	39%
20-01-7105.300	Util-Waste	755.00	755.00	312.50	62.50	442.50	41%
20-01-7105.600	Utility - Internet	700.00	700.00	393.91	79.20	306.09	56%
20-01-7501.000	Payroll Expense	129,474.04	129,474.04	65,105.78	11,122.27	64,368.26	50%
20-01-7513.000	Payroll-TAXES	2,691.74	2,691.74	1,574.79	276.07	1,116.95	59%
20-01-7514.000	Payroll-Benefits	27,687.99	27,687.99	14,490.76	2,027.29	13,197.23	52%
20-01-7516.200	Pension Cost (CalPERS)	12,225.47	12,225.47	5,584.47	943.23	6,641.00	46%
20-01-7516.400	CalPERS Fees	186.42	186.42	0.00	0.00	186.42	0%
20-01-7516.500	CalPERS UAL Expense	51,772.85	51,772.85	51,772.85	0.00	0.00	100%
20-01-7518.000	Workers Comp	9,795.69	9,795.69	15,160.58	891.74	-5,364.89	155%
20-01-7550.000	Travel & Training	5,000.00	5,000.00	2,272.50	0.00	2,727.50	45%
20-01-7551.000	Meals	500.00	500.00	0.00	0.00	500.00	0%
20-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	253.78	0.00	246.22	51%
20-01-7555.000	Personal Protective Equip PPE	500.00	500.00	0.00	0.00	500.00	0%
20-01-7556.000	Uniforms	1,000.00	1,000.00	983.17	0.00	16.83	98%
Dept: 36 Planning Grants							
20-36-7026.000	Contract Services	0.00	0.00	8,001.70	0.00	-8,001.70	#DIV/0!
Expenditures		631,520.96	631,520.96	324,031.83	17,424.38	307,489.13	51%

For the Period: 7/1/2024 to 11/30/2024

Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 25 - LSCSD Police Department

		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
Revenues							
25-00-4001.100	Assmt/Revenue-Residential	140,000.00	140,000.00	34,198.63	0.00	105,801.37	24%
25-00-4001.200	Assmt/Revenue-Standby	280,000.00	280,000.00	-366.66	-220.00	280,366.66	0%
25-00-4001.300	Assmt/Revenue-Commercial	3,100.00	3,100.00	0.00	0.00	3,100.00	0%
25-00-4056.000	Misc-Non Operating Income	300.00	300.00	60.00	0.00	240.00	20%
25-00-5055.000	Animal License Fee	2,000.00	2,000.00	440.00	0.00	1,560.00	22%
25-00-5056.000	Warrant	5,000.00	5,000.00	-193.74	-281.96	5,193.74	-4%
25-00-5061.000	Donations	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
25-00-5081.000	Interest Earned-RSV	10,000.00	10,000.00	0.00	0.00	10,000.00	0%
Revenues		441,400.00	441,400.00	34,138.23	-501.96	407,261.77	8%

Expenditures

25-01-7001.000	Accounting Audit/Review	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
25-01-7002.000	Admin Overhead Alloc	56,140.82	56,140.82	17873.42	0.00	38,267.40	32%
25-01-7026.000	Contract Services	4,700.00	4,700.00	8439.64	0.00	-3,739.64	180%
25-01-7033.000	Licenses, Permits, Fees	250.00	250.00	335.80	0.00	-85.80	134%

25-01-7034.000	Dues & Subscriptions	17,000.00	17,000.00	210.00	0.00	16,790.00	1%
25-01-7035.000	Advertising	150.00	150.00	0.00	0.00	150.00	0%
25-01-7040.000	Insurance (Liability)	22,970.91	22,970.91	22970.91	0.00	0.00	100%
25-01-7041.000	Legal	500.00	500.00	0.00	0.00	500.00	0%
25-01-7050.200	Off Exp-Postage	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
25-01-7051.000	Public Safety Supplies	1,600.00	1,600.00	0.00	0.00	1,600.00	0%
25-01-7051.100	Public Safety Equipment	6,000.00	6,000.00	0.00	0.00	6,000.00	0%
25-01-7062.000	Repair & Maintenance	600.00	600.00	150.46	0.00	449.54	25%
25-01-7063.000	Fuel	16,000.00	16,000.00	4855.57	0.00	11,144.43	30%
25-01-7064.000	Materials/Supplies/Small Tools	2,600.00	2,600.00	155.48	0.00	2,444.52	6%
25-01-7065.000	Vehicle Repair/Maintenance	1,500.00	1,500.00	0.00	0.00	1,500.00	0%
25-01-7105.100	Util-Telephone	2,200.00	2,200.00	0.00	0.00	2,200.00	0%
25-01-7105.200	Util-Electric	1,500.00	1,500.00	398.39	0.00	1,101.61	27%
25-01-7105.300	Util-Waste	320.00	320.00	131.25	26.25	188.75	41%
25-01-7105.400	Utilities-Propane	1,000.00	1,000.00	424.85	424.85	575.15	42%
25-01-7105.600	Utility - Internet	3,000.00	3,000.00	582.55	116.49	2,417.45	19%
25-01-7204.000	Events	250.00	250.00	0.00	0.00	250.00	0%
25-01-7501.000	Payroll Expense	268,770.56	268,770.56	110992.93	19812.73	157,777.63	41%
25-01-7513.000	Payroll-TAXES	5,432.81	5,432.81	1611.51	287.28	3,821.30	30%
25-01-7514.000	Payroll-Benefits	52,530.00	52,530.00	26841.88	5355.00	25,688.12	51%
25-01-7516.200	Pension Cost (CalPERS)	27,331.84	27,331.84	11483.44	2101.41	15,848.40	42%
25-01-7516.400	CalPERS Fees	270.00	270.00	0.00	0.00	270.00	0%
25-01-7516.500	CalPERS UAL Expense	539.00	539.00	539.00	0.00	0.00	100%
25-01-7518.000	Workers Comp	20,268.00	20,268.00	29329.10	1420.43	-9,061.10	145%
25-01-7550.000	Travel & Training	1,500.00	1,500.00	0.00	0.00	1,500.00	0%
25-01-7551.000	Meals	500.00	500.00	0.00	0.00	500.00	0%
25-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0%
25-01-7556.000	Uniforms	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
Expenditures		522,923.94	522,923.94	237,326.18	29,544.44	285,597.76	45%

For the Period: 7/1/2024 to 11/30/2024

Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 26 - COPS Grant

Revenues		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
26-00-5075.000	Grant Income	186,000.00	186,000.00	118741.93	118333.43	67,258.07	64%
Revenues		186,000.00	186,000.00	118,741.93	118,333.43	67,258.07	64%

Expenditures		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
26-01-7033.000	Licenses, Permits, Fees	600.00	600.00	116.67	0.00	483.33	19%
26-01-7050.100	Off Exp-Supplies	100.00	100.00	0.00	0.00	100.00	0%
26-01-7051.000	Public Safety Supplies	1,500.00	1,500.00	953.84	0.00	546.16	64%
26-01-7051.100	Public Safety Equipment	6,000.00	6,000.00	6250.14	0.00	-250.14	104%
26-01-7062.000	Repair & Maintenance	400.00	400.00	28.50	0.00	371.50	7%
26-01-7063.000	Fuel	24,000.00	24,000.00	71.10	0.00	23,928.90	0%
26-01-7064.000	Materials/Supplies/Small Tools	4,000.00	4,000.00	1170.65	0.00	2,829.35	29%
26-01-7065.000	Vehicle Repair/Maintenance	3,500.00	3,500.00	1879.88	0.00	1,620.12	54%
26-01-7105.100	Util-Telephone	1,758.00	1,758.00	1241.80	0.00	516.20	71%
26-01-7501.000	Payroll Expense	92,017.20	92,017.20	38043.44	7317.50	53,973.76	41%
26-01-7513.000	Payroll-TAXES	1,768.20	1,768.20	551.63	106.10	1,216.57	31%
26-01-7514.000	Payroll-Benefits	21,012.00	21,012.00	8925.00	1785.00	12,087.00	42%
26-01-7516.200	Pension Cost (CalPERS)	7,840.79	7,840.79	3732.83	703.20	4,107.96	48%
26-01-7518.000	Workers Comp	8,503.81	8,503.81	11188.69	480.70	-2,684.88	132%

26-01-7550.000	Travel & Training	5,000.00	5,000.00	3.10	0.00	4,996.90	0%
26-01-7551.000	Meals	2,000.00	2,000.00	84.80	0.00	1,915.20	4%
26-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0%
26-01-7555.000	Personal Protective Equip PPE	4,000.00	4,000.00	0.00	0.00	4,000.00	0%
26-01-7556.000	Uniforms	1,500.00	1,500.00	227.89	0.00	1,272.11	15%
Expenditures		186,000.00	186,000.00	74,469.96	10,392.50	111530.04	40%

For the Period: 7/1/2024 to 11/30/2024

Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 27 - Wellness Grant

Revenues							
27-00-5075.000	Grant Income	8,668.00	8,668.00	0.00	0.00	8,668.00	0%
Revenues		8,668.00	8,668.00	0.00	0.00	8668.00	0%

Expenditures							
27-01-7064.000	Materials/Supplies/Small Tools	4,000.00	4,000.00	2885.45	0.00	1,114.55	72%
Expenditures		4,000.00	4,000.00	3,089.45	0.00	910.55	77%

For the Period: 7/1/2024 to 11/30/2024

Original Bud. Amended Bud. YTD Actual CURR MTH UnencBal % Bud

Fund: 30 - LSCSD Fire Department

Revenues							
Dept: 00							
30-00-4001.100	Assmt/Revenue-Residential	100,000.00	100,000.00	24835.89	0.00	75,164.11	25%
30-00-4001.200	Assmt/Revenue-Standby	165,000.00	165,000.00	-131.66	-130.00	165,131.66	0%
30-00-4001.300	Assmt/Revenue-Commercial	1,440.00	1,440.00	0.00	0.00	1,440.00	0%
30-00-4055.000	Misc Operational Income	4,000.00	4,000.00	0.00	0.00	4,000.00	0%
30-00-5056.000	Warrant	5,000.00	5,000.00	556.27	273.32	4,443.73	11%
30-00-5061.000	Donations	5,000.00	5,000.00	2700.00	2500.00	2,300.00	54%
30-00-5075.000	Grant Income	9,991.00	9,991.00	0.00	0.00	9,991.00	0%
30-00-5081.000	Interest Earned-RSV	20,000.00	20,000.00	0.00	0.00	20,000.00	0%
Dept: 45 Mutual Aid Strike Team							
30-45-4080.000	Strike Team Rev Payroll Reimb	200,000.00	200,000.00	42483.81	31481.12	157,516.19	21%
30-45-4081.000	Strike Team Rev Engine Reimb	25,000.00	25,000.00	783.70	0.00	24,216.30	3%
30-45-4082.000	Strike Team Rev Admin OH Reimb	26,000.00	26,000.00	20190.29	14690.35	5,809.71	78%
Revenues		561,431.00	561,431.00	87,243.30	48,814.79	474187.70	16%

Expenditures							
Dept: 01 General Admin							
30-01-7001.000	Accounting Audit/Review	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
30-01-7002.000	Admin Overhead Alloc	49,536.85	49,536.85	15770.67	0.00	33,766.18	32%
30-01-7010.000	Capital Improvement	379,000.00	379,000.00	4863.56	0.00	374,136.44	1%
Less Reimbursement due from LAIF Savings		-379,000.00	-379,000.00	-4,863.56	0.00	-374,136.44	1%
30-01-7026.000	Contract Services	6,000.00	6,000.00	1069.30	0.00	4,930.70	18%
30-01-7033.000	Licenses, Permits, Fees	150.00	150.00	364.70	0.00	-214.70	243%
30-01-7034.000	Dues & Subscriptions	500.00	500.00	154.47	0.00	345.53	31%
30-01-7040.000	Insurance (Liability)	20,268.45	20,268.45	20268.45	0.00	0.00	100%
30-01-7041.000	Legal	500.00	500.00	0.00	0.00	500.00	0%
30-01-7050.200	Off Exp-Postage	100.00	100.00	0.00	0.00	100.00	0%
30-01-7051.000	Public Safety Supplies	2,100.00	2,100.00	411.96	0.00	1,688.04	20%
30-01-7051.100	Public Safety Equipment	525.00	525.00	1000.59	0.00	-475.59	191%
30-01-7062.000	Repair & Maintenance	2,500.00	2,500.00	725.96	0.00	1,774.04	29%
30-01-7063.000	Fuel	15,000.00	15,000.00	4311.08	528.32	10,688.92	29%

30-01-7064.000	Materials/Supplies/Small Tools	11,550.00	11,550.00	1477.34	0.00	10,072.66	13%
30-01-7065.000	Vehicle Repair/Maintenance	15,000.00	15,000.00	1534.26	0.00	13,465.74	10%
30-01-7076.000	Grant Expenditures	19,982.00	19,982.00	11920.15	0.00	8,061.85	60%
30-01-7105.200	Util-Electric	5,000.00	5,000.00	1195.15	0.00	3,804.85	24%
30-01-7105.300	Util-Waste	900.00	900.00	393.75	78.75	506.25	44%
30-01-7105.400	Utilities-Propane	50.00	50.00	0.00	0.00	50.00	0%
30-01-7105.600	Utility - Internet	250.00	250.00	106.80	21.36	143.20	43%
30-01-7204.000	Events	250.00	250.00	0.00	0.00	250.00	0%
30-01-7501.000	Payroll Expense	90,500.00	90,500.00	37327.94	5546.96	53,172.06	41%
30-01-7513.000	Payroll-TAXES	2,700.00	2,700.00	1136.86	80.44	1,563.14	42%
30-01-7514.000	Payroll-Benefits	21,420.00	21,420.00	8925.00	1785.00	12,495.00	42%
30-01-7516.200	Pension Cost (CalPERS)	8,705.00	8,705.00	3887.69	733.86	4,817.31	45%
30-01-7518.000	Workers Comp	14,727.00	14,727.00	17878.82	477.04	-3,151.82	121%
30-01-7550.000	Travel & Training	420.00	420.00	1834.07	1182.24	-1,414.07	437%
30-01-7551.000	Meals	525.00	525.00	83.62	83.62	441.38	16%
30-01-7552.000	Employee Physical Exams-Shots	500.00	500.00	0.00	0.00	500.00	0%
30-01-7556.000	Uniforms	2,000.00	2,000.00	1356.96	0.00	643.04	68%
Dept: 45 Mutual Aid Strike Team							
30-45-7501.000	Payroll Expense	175,000.00	175,000.00	270672.00	5828.00	-95,672.00	155%
30-45-7513.000	Payroll-TAXES	5,000.00	5,000.00	3481.90	0.00	1,518.10	70%
30-45-7518.000	Workers Comp	20,000.00	20,000.00	15437.18	501.20	4,562.82	77%
Expenditures		496,659.30	496,659.30	423,212.04	16,846.79	73,447.26	85%
Total Net Effect:		480,361.53	480,361.53	-707,587.45	43,917.65	1,187,948.98	



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of November Lake Shastina Fire Department responded to a total of 33 calls of service. These calls included:

- 21 Medical Aids
- 1 Debris Fire
- 4 Public Assists
- 5 Traffic Collisions
- 1 Structure Fires / Fire Alarms
- 1 Wildland Fire

LSFD still has 5 cadets as part of Academy 47 at College of the Siskiyous. One of our sleepers is currently the Academy leader or "Battalion Chief." This is one of the most sought-after spots in the academy and comes with a variety of leadership, communication, and accountability responsibilities.

Engine 3110 is still in the process of being put in service. Items that have been ordered are coming in slowly to help us get it fully stocked with the necessary equipment.



LAKE SHASTINA POLICE DEPARTMENT

William N. Bullington

Chief of Police

16309 Everhart Dr., Weed, CA 96094

(530) 938-2226

TO: LSCSD Board of Directors

FROM: Chief Bullington

SUBJECT: NOVEMBER 2024 Police Monthly Board Report

POLICE ACTIVITY: LSPD had 251 calls for service in NOVEMBER.

SUMMARY:

Misdemeanor Arrests: 5

Felony Arrests: 0

Traffic Warnings: 63

Traffic Citations: 19

Animal Control Cites: 1

Animal Related Calls: 3

Parking Cites: 0

House Watch: 140+-

Misc. Police Calls (Non-Criminal): 161

NOTABLE ACTIVITY:

11/9/24- Subject arrested for driving on a suspended license. Subject arrested for warrants. Subject arrested for possessing brass knuckles.

11/23/24 – Subject arrested possession of methamphetamine.

11/25/24- Subject arrested possession of methamphetamine.

23 extra patrols in Rancho Hills for problem dogs at large home. One citation issued after a citizen's arrest was signed.

TRAINING:

Officer conducting online training on Lexipol for airborne and bloodborne pathogens and financial success.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: RODNEY VILLA, Maintenance Leadman
Meeting Date: December 18, 2024
Subject: Board Report for November 2024

Notable Activity:

- We removed debris from B-110 twice and from B-107 also.
- We cleaned B-113 to the bottom and found lots of sand. We continue monitoring the performance of the pumps.
- Jay has started his Operator in Training (OIT) program at the WWTP.
- We did more sewer main 'JETTING' at the South end of the district and more training for the new guys.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: RODNEY VILLA: Maintenance Leadman
Meeting Date: December 18,2024
Subject: Board Report- November 2024

Notable Activity:

- Part of the roof on B-50 blew off and had to be patched.
- Some conduit and wires on tank #4 were broken and had to be replaced.
This affected the XIO telemetry system.
- Water samples were delivered to Pace Lab in Redding.
- There was regular maintenance and cleaning done at all the water stations and wells, winterizing was done.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: December 18, 2024

FROM: General Manager, Rick Thompson

SUBJECT: Manager's Report

The letter informing our customers that the required Lead Service Line Inventory was not completed by the deadline was sent out on December 10th. We anticipate there will be questions and encourage people to contact the District should they have any. We reiterate that our water supply is safe, that we periodically test for lead, and it is unlikely that there are any lead service lines in the District.

We're not the only ones who have failed to complete the inventory. The State of California recognizes this and has contracted with an engineering firm to assist water systems in complying with the requirement. The assistance is free of charge to the District. The contractor has given us guidance on the information they require and will be assisting us throughout the project.

An important part of the process is determining the composition of the customer-owned piece of the service lines. If there is lead, this is where it is most likely to be found. In the coming months we will be conducting outreach to gain permission for access to customer-owned lines to identify these lines.

Another regulatory issue we are dealing with is the requirement to develop a Cross Connection Control Program (CCCP). CCCP is designed to protect drinking water systems from contamination caused by backflow. Backflow occurs when water flows in the opposite direction from its intended path, potentially bringing harmful substances into the clean water supply. In the case of the LSCSD, contamination is most likely to occur by backflow from irrigation systems.

The development of the program will entail determining risk and ensuring proper backflow devices are installed where required, ensuring that these devices are regularly tested and maintained, and developing compliance and enforcement mechanisms. It is important to note that, while the District is responsible for developing, implementing and enforcing the program, installation and maintenance of the devices are the responsibility of the property owner. The CCCP must be developed and implemented by July 1, 2025.

Finally, Chief Bullington is retiring at the end of January. The District has begun the process of replacing him. The Chief has built a professional, well-trained department that is worthy of respect. His replacement will have big shoes to fill.

POLICY TITLE: Job Description - Chief of Police

POLICY NUMBER: 1500

Job Description:

Under the direction of the District's General Manager, the Chief of Police is responsible for overseeing and managing all operations of the police department and ensuring the safety and security of the community. This role involves strategic planning, policy development, and community engagement to maintain public trust and effective law enforcement. Full staffing of the District's police force consists of one (1) Police Chief; one (1) Sergeant; two (2) full-time officers; and one (1) part-time reserve officer.

Key Responsibilities:

- **Leadership and Management:** Provide leadership to the police department, ensuring alignment with the District's mission, goals, and objectives.
- **Frontline Policing:** Assumes patrol duties as necessary.
- **Policy Development:** Develop and implement policies and procedures to enhance department efficiency and effectiveness.
- **Community Engagement:** Foster positive relationships with community members, civic organizations, and other stakeholders.
- **Budget Management:** Oversee the development and administration of the department's budget.
- **Personnel Management:** Supervise, train, and evaluate department staff, ensuring compliance with POST (Peace Officer Standards and Training) requirements.
- **Operational Oversight:** Direct the investigation of major crimes, manage emergency response operations, and ensure the enforcement of laws and ordinances.
- **Strategic Planning:** Participate in the development of strategic plans and performance measures for the department.

Educational Requirements:

- **Preferred Education:** A bachelor's degree from an accredited college or university in criminal justice, public administration, business administration, or a related field is preferred.
 - **Equivalent Education and Experience:** In lieu of a bachelor's degree, candidates may qualify with a combination of education and experience that provides the required knowledge, skills, and abilities. This typically includes:
 - **Education:** Completion of college-level coursework in criminal justice, public administration, business administration, or a related field.
 - **Experience:** A minimum of ten (10) years of progressively responsible experience in law enforcement, including five (5) years in supervisory or administrative roles. This experience should demonstrate the ability to perform the essential duties of the position effectively.

Candidates must provide documentation and a detailed explanation of how their education and experience meet the requirements for the position.

Experience Requirements:

- **Law Enforcement Experience:** A minimum of ten (10) years of progressively responsible law enforcement experience, including at least five (5) years in a supervisory or administrative role equivalent to a police sergeant or higher.
- **California Peace Officer:** Must possess a California POST Advanced Certificate. Must possess or obtain a POST Management Certificate within two years of initial employment.
- **Community Policing:** Experience in community-focused policing and working in a culturally diverse environment is highly desirable.

Physical Requirements:

- **Strength and Endurance:** Candidates must demonstrate sufficient strength and endurance to handle the physical demands of the job, including managing emergency situations and leading from the front.
- **Flexibility and Agility:** Adequate flexibility and agility are required to perform tasks such as climbing, jumping, and maneuvering through various environments.
- **Medical Examination:** Candidates must pass a comprehensive medical examination to ensure they are free from any physical conditions that might adversely affect their ability to perform the duties of a peace officer.
- **Vision and Hearing:** Must meet vision and hearing standards as specified in the POST Medical Screening Manual to ensure they can effectively observe and respond to their surroundings.
- **General Health:** Must be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer.

Additional Requirements:

- **Age and Legal Requirements:** Must be at least 21 years of age and legally authorized to work in the United States. Must possess a valid California Class C driver's license.
- **Background Check:** Must pass a thorough background investigation, including fingerprinting and a review of criminal records.

Salary:

- The Chief of Police salary is determined by contract.

POLICY TITLE: Job Description – Chief of Police
POLICY NUMBER: 1500

1500.10 General Job Description

Under direction of the General Manager, the Chief of Police is responsible for managing the police force for the Lake Shastina Community Services District. The police force consists of three (3) full time officers, two (2) part time officers, and one (1) full time Community Services Officer/Clerk.

The Chief of Police’s primary duties include:

Perform duties as per written employment contract and be able to perform equivalent to what is required of post trained police officers of District.

Preparing written and oral reports for and attending the board meetings of the Lake Shastina Community Services District, and such other meetings as the board specifies from time to time.

Supervising officers in their tasks of patrolling in a radio equipped car, answering calls for the protection of life and property, enforcing all applicable laws, preventing and detecting crime, making house security calls, maintaining animal control, investigating crimes, responding to various emergencies, enforcing traffic laws, preparing complete and accurate reports, preparing cases for prosecution, appearing as a court witness, maintaining contact with citizens regarding police problems and preserving good relationships with the general public, and any other duties that may be required.

Assuring that all required county, state, and federal records and reports are compiled and submitted.

Maintaining cordial relations with all persons entitled to the services of Lake Shastina police force, and attempting to resolve all public and officer complaints. He/she shall encourage citizen participation in the affairs of Lake Shastina.

Preparing the budgets and disposition of various grants for the Police Department.

Representing Lake Shastina Police Department to all outside law enforcement agencies.

Defining, administering, and maintaining records for a training program for all police officers.

Defining and maintaining a set of Police Department Regulations and Standards for the conduct of Police activities.

Effectively working as a member of a problem-solving team to resolve, within set time schedules, a variety of tasks in support of the Lake Shastina community.

1500.20 Prerequisite Qualifications. He/she must be a citizen of the United States, shall have graduated from a California POST approved Basic Academy and possession of a POST Advanced Certificate, possess a bachelors degree in police administration, a related field, and/or shall have five (5) years experience in an increasingly responsible police agency management position, height and weight proportional to each other, physical health, strength, stature and agility necessary to meet the demands of police work, vision correctable to 20/20, uncorrected to 20/100, a valid California driver's license, free from criminal record, and be of good moral character.

He/she must have a working knowledge of police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, police records and reports, first aid, criminal law procedures apprehension and arrest, custody of persons, search and seizure, collection and preservation of evidence, offensive and defensive weapons, basic self defense, interviewing and interrogation techniques, civil actions, understanding and interpreting applications of law, departmental policies and regulations, and related rules pertaining to police work.

1500.25 Additional Desirable Qualifications. Possession of EMT I or II certificate or paramedic certificate.

1500.30 Salary Table. The Chief of Police's salary is determined by contract.

1500.40 Essential Job Physical Demands: Maintain a physical condition necessary to perform essential duties, as specified by POST certification. Activities may include effecting arrests; subduing resisting persons; chasing fleeing subjects; walking, running, crouching, or crawling during emergency operations; moving equipment and injured/deceased persons; climbing stairs/ladders; assisting in life saving and rescue procedures; walking, standing, or sitting for extended periods of time; operating assigned equipment and vehicles; effectively dealing with personal danger, which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of driving, natural and man-made disasters; maintaining effective audio-visual discrimination; and perception for making. Operation of telephone, two-way radio, fire arms, police vehicle for patrolling, computer and other related business machines, and access file storage facilities.

1500.50 Environmental Demands:

- Outside: Occasionally patrols out-of-office and directs traffic in a variety of weather conditions including, rain, snow and heat to +100 DEG F.
- Inside: Primarily works indoors in temperature-controlled environment.
- Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to fumes/dust from printing cartridges.
- Noise/Vibration: Business/office machines, use of fire arms.

1500.60 Mental Requirements:

- Reading: Ability to read laws and regulations, letters, reports, memos, messages, etc.
- Writing: Ability to write prompt, clear, and accurate reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn to use laptop computer and associated report software.
- Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Attention to Detail: High level concentration and attention to detail for extended periods of time.
- Repetition: Not a particularly repetitive job.
- Judgment: Ability to react quickly and calmly in emergency or hazardous situations and adopt an effective course of action. Ability to observe and remember facts and details of incidents and learn information through interview and observations. Ability to manage, prioritize work, and make decisions regarding the operation of services to the Lake Shastina community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.
- Social Skills: Ability to relate cooperatively with members of the public, Directors, and District personnel on a constant and face-to-face basis.
- Communication: Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: December 18, 2024

FROM: General Manager, Rick Thompson

SUBJECT: Brown Act Changes 2025

The Brown Act provides for board member participation in meetings via teleconference subject to specific conditions. Changes to the law became effective January 1, 2023. These changes allow alternative teleconferencing in specified circumstances. These changes are effective until January 1, 2026.

Just Cause and Emergency Circumstances: The temporary alternative rules allow remote participation based upon “just cause” (e.g., caregiving responsibilities, contagious illness) or “emergency circumstances” (e.g., physical or family emergencies).

Beginning January 1, 2025, there are notable changes to the Brown Act regarding the use of alternative teleconferencing.

Remote Participation Limits: Assembly Bill 2302 introduces new limits on how often members of Brown Act bodies can participate remotely using the alternative teleconferencing provisions relating to just cause and emergency circumstances:

Two times per year if the body meets once per month or less.

Five times per year if the body meets twice per month.

Seven times per year if the body meets three or more times per month.

Under these new limits, LSCSD Directors can only use “just cause” as justification for remote participation twice per year.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: December 18, 2024

FROM: General Manager, Rick Thompson

SUBJECT: Board Officer Election 2025

The LSCSD Board Policy provides for the election of officers and appointment of the Board's Secretary and District's Treasurer annually at each December regular meeting.

5010.5 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Clerk from among its members to serve during the coming calendar year and will appoint the General Manager as the Board's Secretary and District's Treasurer.

Election of Officers for 2025 Calendar Year (Effective December 18, 2024):

- 1) President
- 2) Vice President
- 3) Secretary/Treasurer/Clerk (Appointment)