



Lake Shastina Community Services District

RESOLUTION #5-89

A RESOLUTION ESTABLISHING DISTRICT POLICY REGARDING USE OF PRIVATE OR DISTRICT VEHICLES

WHEREAS, District Resolution No. 2-89 only covers expense reimbursement when using personal vehicle for conducting District business or attending training sessions, and

WHEREAS, it is the desire of the District Board of Directors to expand policy to meet State mandated requirements pertaining to insurance, and

WHEREAS, potential risk associated with non-District personnel riding in District vehicles is unacceptable;

NOW THEREFORE BE IT RESOLVED THAT:

1. District employees and volunteers using their private vehicles on District business shall possess a valid California Drivers License to legally operate the class of vehicle used.

2. District employees and volunteers shall show proof of automobile liability insurance coverage equal to or greater than following state requirements:

Bodily Injury (Each Person)	\$15,000
Bodily Injury (Each Accident)	\$30,000
Property Damage (Each Accident)	\$ 5,000

3. Choice of District or private vehicle shall rest with department Head for Police and Fire Departments and with the General Manager for all other personnel that will need use of a vehicle to conduct District business. Those who authorize use of District or private vehicle shall weigh such factors as cost-benefit to the District, amount of likely personal mileage to be accumulated enroute or at the destination and space in or appropriateness of the vehicle available. Multiple employee training trips may be seen as being more appropriate for use of a single District vehicle, if available, than multiple private vehicles with separate mileage paid for each.

4. An odometer log separating business from personal travel shall be kept on all travel expected to exceed 100 miles either in a District or private vehicle. Informal audits of direct-line distances compared to logged mileage may be conducted from time to time. No mileage is paid for personal miles.

5. Transportation of people other than personnel conducting the business of the District in a District vehicle is prohibited. Exceptions are made, of course, for Police and Fire vehicles used in the course of their safety purposes.

6. Public carrier transportation may be combined, when cost-effective, with private vehicle use. Long term (lowest rate) parking is, then, reimbursed with proof of cost upon return to the District.

I hereby certify that the forgoing is full, true and correct copy of a resolution 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 9th day of May 1989, by the following vote:

AYES: and in favor thereof, Directors Spahr, Trager, Johns and Wallace

NOES: NONE

ABSENT: Director Applegate

J. Richard Spahr
J. RICHARD SPAHR, President

ATTEST:

Mary M. Krolak
MARY M. KROLAK, District Secretary

6. Sewer Report for April 1989 - Director Trager moved that District accept Phase II of Plan for Lot 562 & 563 Unit 4 to extend a 6" gravity line to service the consolidated lots. Seconded by Director Wallace. Upon vote, motion carried unanimously.

7. Other Reports

a. Computer Status - General Manager reported that it has recently been learned that the 20 MB computer system for accounting is not large enough for the size of accounts Lake Shastina has. It will be necessary to expand the size of the hard disk space.

(1) Ratify action to send Finance Officer and Clerk II to PC Fund School in Colorado, May 11, 1989 Cost Approximately \$1391 - CSD Share \$464 - Director Wallace moved Board ratify action to send Finance Officer and Clerk II to PC-Fund School in Colorado, May 11, 1989. Seconded by Director Trager. Upon vote, motion carried unanimously.

b. Fire/Police Station Status - President Spahr deferred this item to CSD Planning Committee.

c. CSD Planning Committee - Director Wallace moved Board approve expenditure of \$1200 to be taken from the General Fund for landscaping at the new fire/police station to include: seed, nitrogenated mulch for soil treatment (approximately 20 yds), mowing strips and sprinkler system with electric timers. Seconded by Director Johns. Upon vote, motion carried unanimously.

NOTE: Director Trager to work with Director of Public Works to acquire needed clean fill for leveling lawn area and use of backhoe to move some larger rocks that cannot be moved manually.

d. Consolidation Status - President Spahr reported that Ad hoc Committee is scheduled to meet Friday, May 12, 1989 at 9:00 a.m.

(1) SCA ltr dtd 3/22/89 - By reference letter is incorporated herein.

e. Safety - Board members are to give General Manager their driver's license number and proof of insurance per SDIA insurance request.

B. Proposed Policy (Resolution 5-89) Concerning Use of Private or District Vehicles. - Director Johns moved Board approve Resolution 5-89 deleting WHEREAS 3 and paragraph 7 under NOW THEREFORE BE IT RESOLVED THAT: . Seconded by Director Trager. Upon vote, motion carried unanimously.