



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

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REGULAR MEETING OF THE BOARD OF DIRECTORS SCOUT HALL - 405 E. COLOMERO DRIVE Monday, January 11, 2021 - 6:00 P.M.

AGENDA

The McCloud Community Services District welcomes you to this meeting. This agenda contains brief general descriptions of each item to be considered at this meeting by the Board of Directors. If you wish to speak on an item on the agenda, you will be provided the opportunity to do so prior to consideration of the item by the Board. If you wish to speak on an item that is not on the agenda, you are welcome to do so during the Public Comment portion of the meeting. Persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. When addressing the Board, please state your name for the record prior to providing your comments. Please address the board as a whole through the President. Comments to individual Board members or staff are not permitted.

All documentation supporting the items on this agenda are available for public review in the District office, 220 W. Minnesota Avenue, McCloud CA 96057, during normal business hours of 9:00 a.m. to 12 noon and 1:00 pm to 4:00 p.m. Monday through Friday.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (530) 964-2017.

1. Pledge of Allegiance

2. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of December 14, 2020.

3. Announcement of Events:

4. Communications

5. Reports:

- A. General Manager
- B. Finance Officer
- C. Fire Chief
- D. Public Works Superintendent
- E. Directors
- F. Committees

6. Consent Agenda:

- A. Approval of expenses in the amount of \$18,978.35
- B. Approval of expenses in the amount of \$6,206.56

7. Old Business:

A. Discussion/ Possible action regarding pursuing Street Lights rate increase per 2019-20 rate study.

B. Discussion Possible/ action regarding corrected county tax rolls

C. Discussion Possible/ action regarding Amended 2020-21 Budget reflecting County tax rolls corrections.

8. New Business:

A. Discussion/ Possible action regarding Resolution NO. 1, 2021 Application for Financial Assistance planning grant for towns distribution system.

B. Discussion/ Possible action regarding considering sealed bids for surplus equipment 2004 F550 diesel flatbed plow truck.

C. Discussion/ Possible action regarding Website Support, Silver Rockets or Square Space.

D. Discussion/ Possible action regard approval of the first reading of proposed changes to Policy 2093- District Cellular Telephones

E. Discussion/ Possible action regard approval of the first reading of proposed changes to Policy 2255-Providing Employment Reference Information

F. Discussion/ Possible action regard approval of the first reading of proposed changes to Policy 2360 District Secretary Job Description

9. Public Comment: This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

Adjourn open session.

10. Convene a Closed Session:

A. Pursuant to California Government Code §54957(b): General Manager - To consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee.

11. Reconvene open session and announce any action taken.

Adjourn closed session

MCSD Mission Statement

McCloud Community Services District will strive to provide the full range of municipal services, at a reasonable cost applied consistently to all customers, while maintaining a healthy infrastructure and environmental integrity.

**MINUTES OF A
REGULAR MEETING OF THE BOARD OF DIRECTORS
December 14, 2020**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at Scout Hall. Four Directors (Hanson, Richey, Young, Zanni) were present, M. Rorke was absent. Also present were General Manager Amos McAbier, Finance Officer Michael Quinn, Public Works Superintendent Richie Fesler, Fire Chief Charlie Miller, and Board Secretary Andrea Mills.

1. Pledge of Allegiance.

2. Approval of Minutes:

A. Discussion/action regarding approval of the minutes of the Regular Meeting of November 23, 2020. C. Richey made a motion to approve the minutes of the Regular Meeting of November 23, 2020, motion seconded by R. Zanni. Motion passed with 4 Ayes (Hanson, Richey, Young, Zanni).

B. Discussion/action regarding the approval of minutes of the Special Meeting of November 12, 2020. R. Zanni made a motion to approve the minutes of the Regular Meeting of November 12, 2020, motion seconded by C. Young. Motion passed with 4 Ayes (Hanson, Richey, Young, Zanni).

3. Announcement of Events: Holiday light judging will take place on the 18th of December.

4. Communications:

5. Reports:

A. General Manager's report discussed the preliminary approval of the Lower Elks Springhouse Grant. Grant has been approved for \$509,950.00. MCSD will request 50% funding before work begins. There was discussion of possibly getting a low interest, short term loan or borrowing from various reserves to cover the remaining \$254,975.00 until the final payment is received after the project has been completed. MCSD will learn final numbers and the Board will determine where up-front funds will come from once we receive the final Grant funding paperwork.

B. Finance Officer reported that the audit is complete. We are now formatting all financial reports so that future audits can be completed more effectively. MCSD has had multiple offers of low interest loans (low 2%) to replace our current higher interest loans. Re-financing our current loans would allow MCSD to repay loans quickly and free up funds for future needs or projects.

C. Fire Chiefs reported that ALS (Advanced Life Support) is up and running. Chief Miller presented a monthly breakdown of the volunteers working in the department as well as what types of call and trainings were done in the month of November. (Please see supporting documents from December 14 meeting) Chief Miller also reported that they are working on learning the history of the MCFD and improving the kitchen and lower area of the Firehouse. Possibly adding a bathroom with shower for the employees to use after returning from calls. Chief Miller may be able to get FEMA grants to cover improvement costs. He is also working on forming a committee of local volunteers to help improve the MCFD.

A member of the public commended Fire Chief Miller for his hard work on his very thorough reports this month. They also expressed concern with MCFD enforcing Ordinance No. 28, Regulating Hazardous Vegetation.

Another member of the public commented on the relationships between the Board and Staff.

D. Public Works Superintendent reported that the new dump/plow truck is in service, a new heater has been installed in the Scout Hall and its roof's nails have been replaced with screws. Three aging and unsafe light poles have been removed from Hoo Park with two more needed to be taken down. A damaged sewer main and water main were both repaired this month. R. Fesler suggested having spare tires for our essential equipment as we had to purchase two tires in the last month which delayed services to the community.

E. Directors report- None

F. Committees report- R. Zanni reported that the Old Courthouse siding and windows are in and a French drain will be installed on the north side of the Courthouse to improve drainage.

G. Assignment of Committee Members

1. Public Works Committee- Michael Rorke and Christine Richey
2. Finance and Audit Committee- Mick Hanson and Cathy Young
3. Safety Committee- Mick Hanson and Raymond Zanni
4. Policy Review Committee- Michael Rorke and Christine Richey
5. Fire and Ambulance Committee-Christine Richey and Michael Rorke
5. Old McCloud Courthouse Project- Raymond Zanni and Cathy Young
6. Water bottling ad hoc- Raymond Zanni and Mick Hanson

Designation of Michael Quinn as LOLA representative

6. Consent Agenda:

A. Approval of expenses in the amount of \$26,774.35. C. Richey made a motion to approve the expenses in the amount of \$26,774.35; motion seconded by M. Hanson. Motion passed with 4 Ayes (Hanson, Richey, Young, Zanni). One absent, Rorke

7. Old Business:

A. Discussion/possible action regarding approval of second and final reading of proposed changes to Policy 2255-Providing Employment Reference Information C. Richey made a motion to approve the second and final reading of Policy 2255-Providing Employment Reference Information seconded by M. Hanson. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke.

B. Discussion/possible action regarding approval of second and final reading of proposed changes to Policy 2260-Personnel Action. C. Richey made a motion to approve the second and final reading of proposed changes to Policy 2260-Personnel Action. Seconded by C. Young. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke.

C. Discussion/possible action regarding approval of second and final reading of proposed changes to Policy 2280-Employment Entrance Program. M. Hanson made a motion to approve the second and final reading of proposed changes to Policy 2280-Employment Entrance Program. Seconded by C. Young. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke.

D. Discussion/possible action regarding approval of second and final reading of proposed changes to Policy 2335-Interim Utility Worker- Job Description. C. Young made a motion to approve the second and final reading of proposed changes to Policy 2335-Interim Utility Worker- Job Description. Seconded by M. Hanson. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke.

E. Discussion/possible action regarding approval of second and final reading of proposed changes to Policy 2340- Utility Worker I- Job Description. C. Richey mad a motion to approve the second and final reading of proposed changes to Policy 2340- Utility Worker I- Job Description. Seconded by C. Young. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke.

F. Discussion/possible action regarding approval of second and final reading of proposed changes to Policy 2350-Refuse Equipment Operator- Job Description. R. Zanni made a motion to approve the second and final reading of proposed changes to Policy 2350-Refuse Equipment Operator- Job Description. Seconded by M. Hanson. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke.

G. Discussion/possible action regarding approval of second and final reading of proposed changes to Policy 2320-Utility Worker II- Job Description. C. Richey made a motion to approve the second and final reading of proposed changes to Policy 2320-Utility Worker II- Job Description. Seconded by C. Young. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke.

8. New Business:

A. Discussion/possible action regarding the employee salary schedule for 2021. C. Richey made a motion to approve the employee salary schedule for 2021. Seconded by C. Young. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke.

B. Discussion/possible action regarding the approval of Resolution No. 11,2020 of the Board of Directors of the McCloud Community Services District in Appreciation of Teryl Smith. R. Zanni made a motion to approve Resolution No. 11,2020 of the Board of Directors of the McCloud Community Services District in Appreciation of Teryl Smith. Seconded by C. Young. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke.

C. Discussion/possible action regarding resending Resolution No. 4, 2008. Resending a Resolution of the Board of Directors of the McCloud Community Services District designating District Negotiators and Establishing the Authority of said District Negotiators in Negotiations with Operating Engineers Local Union No. 3. R. Zanni made a motion to approve resending Resolution No. 4, 2008. Resending a Resolution of the Board of Directors of the McCloud Community Services District designating District Negotiators and Establishing the Authority of said District Negotiators in Negotiations with Operating Engineers Local Union No. 3. Seconded by C. Young. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke.

D. Discussion/ possible action regarding approval of Resolution No. 12, 2020. A Resolution of the Board of Directors of the McCloud Community Services District designating District Negotiators and Establishing the Authority of said District Negotiators in Negotiations with Operating Engineers Local Union No. 3. Motion to approve was made by C. Young. Seconded by C. Richey. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni). One absent, Rorke

9. **Public Comment:** None, all comments were made after Fire Chiefs report.
10. **Adjourn:** at 7:10 PM
11. **Convene a Closed Session:**
 - A. **Pursuant to California Government Code §54957(b):** General Manager - To consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee.
12. **Adjourn closed session:** 8:13 PM

Catherine Young/President of the Board

Andrea Mills/Secretary of the Board

MCS D BOARD OF DIRECTORS
January 11, 2021

AGENDA SUPPORTING DOCUMENT

Agenda Item No. 5 A.
General Manager's Report

Shasta IT services, Kevin Allard has directly overseen our IT support services for our computer data base systems and software for the last several years. He notified us last week that he will be moving out of state and that Mt Shasta IT services will be under new management providing the same services with more staff available to assist us when needed.

Mr. Allard also would like everyone to know that he is leaving us in good hands and that he would stake his reputation on the fact that he believes they will continue to provide us with the same quality of service if not better.

Rail Bikes- Uri Driscoll sent an Email saying - Just a quick update. I have been speaking with Troy regarding our rail bikes and things look pretty positive and hopefully we will have a contract soon.

We should probably start discussing some details for the MCS D property when you get a minute.

This should go back to the Committee that was working on it as a topic for the next committee agenda to refresh the proposal and bring the new committee members up to speed.

MCSO BOARD OF DIRECTORS
January 11, 2021

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 5B
Finance Officer's Report

1. Audit Update: Auditor requested different version of BMS Trial Balance
2. At the request of the Board, three versions of the Board Quarterly Financial are attached. These can be automated and other formats will be discussed.
3. Verbal Update on banking discussions

McCloud Community Services District
Statement of Revenue, Expenditures and Changes in Fund Balances

Unaudited Actuals

September 30, 2020

	ADMINISTRATION				DISTRICTS				BENEFIT ASSESSMENT				SPECIAL TAX FUNDS				ENTERPRISE FUNDS											
	Month Actual	Month Budget	Month Difference Over(Under)	YTD Actual Through	YTD Budget Through	YTD Difference Over(Under)	Annual Budget TOTAL	Remaining Funding (\$)	Remaining Funding (%)	Month Actual	Month Budget	Month Difference Over(Under)	YTD Actual Through	YTD Budget Through	YTD Difference Over(Under)	Annual Budget TOTAL	Remaining Funding (\$)	Remaining Funding (%)	Month Actual	Month Budget	Month Difference Over(Under)	YTD Actual Through	YTD Budget Through	YTD Difference Over(Under)	Annual Budget TOTAL	Remaining Funding (\$)	Remaining Funding (%)	
GENERAL (1010)																												
Revenue	\$ 92	\$ -	\$ 92	\$ 120	\$ -	\$ 120	\$ 78,000	\$ 77,880	100%																			
Net Operating Income	\$ 92	\$ -	\$ 92	\$ 120	\$ -	\$ 120	\$ 78,000	\$ 77,880	100%																			
Net Expenditures to be Allocated																												
Expenditures - Administration (1010)	\$ 19,950	\$ 25,544	\$ (5,594)	\$ 143,948	\$ 141,594	\$ 2,354	\$ 432,291	\$ 288,343	67%																			
Expenditures - Directors (1020)	\$ 156	\$ 267	\$ (111)	\$ 569	\$ 800	\$ (231)	\$ 3,200	\$ 2,631	82%																			
Total Administration Expenditures	\$ 20,106	\$ 25,811	\$ (5,705)	\$ 144,517	\$ 142,394	\$ 2,123	\$ 435,491	\$ 290,974																				
<i>All General Operating Expenses (including Directors) are allocated to our Benefit Assessment District, Special Tax and Enterprise Funds.</i>																												
ALLEYS (1050)																												
Revenue	\$ 3,419	\$ 3,162	\$ 257	\$ 10,407	\$ 10,269	\$ 138	\$ 37,944	\$ 27,537	73%																			
Expenditures	\$ 1,541	\$ 1,490	\$ 51	\$ 11,037	\$ 12,415	\$ (1,378)	\$ 38,682	\$ 27,645	71%																			
Net Operating Income	\$ 1,878	\$ 1,672	\$ 206	\$ (630)	\$ (2,146)	\$ 1,516	\$ (738)	\$ (108)																				
STREET LIGHTS (1060)																												
Revenue	\$ 1,629	\$ 1,720	\$ (91)	\$ 4,900	\$ 5,160	\$ (260)	\$ 20,635	\$ 15,735	76%																			
Expenditures	\$ 1,431	\$ 1,700	\$ (269)	\$ 5,621	\$ 5,100	\$ 521	\$ 20,400	\$ 14,779	72%																			
Net Operating Income	\$ 198	\$ 20	\$ 178	\$ (721)	\$ 60	\$ (781)	\$ 235	\$ 956																				
FIRE (1040)																												
Revenue	\$ 2,500	\$ -	\$ 2,500	\$ 3,644	\$ -	\$ 3,644	\$ 159,378	\$ 155,734	98%																			
Expenditures	\$ 13,268	\$ 14,247	\$ (979)	\$ 63,113	\$ 72,756	\$ (9,643)	\$ 209,664	\$ 146,551	70%																			
FSLA Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																				
FSLA Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																				
Net Operating Income	\$ (10,768)	\$ (14,247)	\$ 3,479	\$ (59,469)	\$ (72,756)	\$ 13,287	\$ (50,286)	\$ (9,183)																				
PARKS (1070 & 1075)																												
Revenue	\$ 160	\$ -	\$ 160	\$ 510	\$ -	\$ 510	\$ 46,586	\$ 46,076	99%																			
Expenditures	\$ 2,763	\$ 4,704	\$ (1,941)	\$ 15,687	\$ 23,783	\$ (8,096)	\$ 64,954	\$ 49,267	76%																			
Net Operating Income	\$ (2,603)	\$ (4,704)	\$ 2,101	\$ (15,177)	\$ (23,783)	\$ 8,606	\$ (18,368)	\$ (3,191)																				
LIBRARY (1080)																												
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,506	\$ 8,506	100%																			
Carryover																												
Expenditures	\$ 586	\$ 1,198	\$ (612)	\$ 3,031	\$ 4,747	\$ (1,716)	\$ 16,168	\$ 13,137	81%																			
Net Operating Income	\$ (586)	\$ (1,198)	\$ 612	\$ (3,031)	\$ (4,747)	\$ 1,716	\$ (7,662)	\$ -																				
REFUSE (1090)																												
Revenue	\$ 32,479	\$ 28,495	\$ 3,984	\$ 96,163	\$ 85,486	\$ 10,677	\$ 341,943	\$ 245,780	72%																			
Transfer																												
Expenditures	\$ 22,299	\$ 25,168	\$ (2,869)	\$ 92,079	\$ 100,236	\$ (8,157)	\$ 338,271	\$ 246,192	73%																			
Net Operating Income	\$ 10,180	\$ 3,327	\$ 6,853	\$ 4,084	\$ (14,750)	\$ 18,834	\$ 3,672	\$ -																				
SEWER (2000)																												
Revenue	\$ 39,822	\$ 39,650	\$ 172	\$ 119,568	\$ 118,950	\$ 618	\$ 475,794	\$ 356,226	75%																			
Expenditures	\$ 18,543	\$ 34,238	\$ (15,695)	\$ 87,970	\$ 137,545	\$ (49,575)	\$ 464,243	\$ 376,273	81%																			
Net Operating Income	\$ 21,279	\$ 5,412	\$ 15,867	\$ 31,598	\$ (18,595)	\$ 50,193	\$ 11,551	\$ (20,047)																				
WATER (3000)																												
Revenue	\$ 48,161	\$ 45,920	\$ 2,241	\$ 140,348	\$ 138,960	\$ 1,388	\$ 570,237	\$ 429,889	75%																			

Expenditures	\$ 21,527	\$ 25,384	\$ (3,857)	\$ 115,664	\$ 120,178	\$ (4,514)	\$ 370,111	\$ 254,447	69%
Net Operating Income	\$ 26,634	\$ 20,536	\$ 6,098	\$ 24,684	\$ 18,782	\$ 5,902	\$ 200,126	\$ 175,442	\$ 0
SUBTOTAL OF ALL OPERATING FUNDS									
Revenue	\$ 128,262	\$ 118,947	\$ 9,315	\$ 375,660	\$ 358,825	\$ 16,835	\$ 1,739,023	\$ 1,380,198	79%
Expenditures (Including Admin)	\$ 81,958	\$ 108,129	\$ (26,171)	\$ 394,202	\$ 476,760	\$ (82,558)	\$ 1,522,492	\$ 1,045,732	69%
Net Operating Income	\$ 46,212	\$ 10,818	\$ 35,394	\$ (18,542)	\$ (117,935)	\$ 99,273	\$ 216,531	\$ 334,466	
Non Operating Revenue/Expense									
LAIIF Interest Income	\$ 8,680	\$ 11,030	\$ (2,350)	\$ 8,680	\$ 11,030	\$ (2,350)	\$ 44,122	\$ 33,092	
CERBT Earnings				\$ -		\$ -			
NET INCOME/LOSS					\$ (106,905)	\$ (2,350)	\$ 260,653	\$ 367,558	

BUDGETED FINANCIAL GOALS AND OBLIGATIONS									
SET ASIDES/CAPITAL OUTLAYS									
Administrative Restricted Set Asides	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000	100%
Administrative Set Asides									
Administrative Capital Outlays							\$ 18,000	\$ 18,000	100%
Alley Restricted Set Asides							\$ 3,292	\$ 3,292	100%
Alley Set Asides									
Alley Capital Outlays									
Lights Restricted Set Asides							\$ 977	\$ 977	100%
Lights Set Asides									
Lights Capital Outlays									
Park Restricted Set Asides							\$ 1,897	\$ 1,897	100%
Park Set Asides									
Park Capital Outlays	\$ 20,764	\$ 21,000	\$ (236)	\$ 20,764	\$ 21,000	\$ (236)	\$ 21,000	\$ 236	1%
Fire Restricted Set Asides									
Fire Set Asides									
Fire Capital Outlays				\$ 7,400	\$ -	\$ 7,400	\$ 15,000	\$ 7,600	51%
Library Restricted Set Asides							\$ 47	\$ 47	100%
Library Set Asides									
Library Capital Outlays									
Refuse Restricted Set Asides									
Refuse Set Asides									
Refuse Capital Outlays									
Sewer Restricted Set Asides							\$ 28,927	\$ 28,927	100%
Sewer Set Asides									
Sewer Capital Outlays									
Water Restricted Set Asides									
Water Set Asides							\$ 8,500	\$ 8,500	100%
Water Capital Outlays							\$ 128,287	\$ 128,287	100%
Total Set Asides/Capital Outlays	\$ 20,764	\$ 21,000	\$ (236)	\$ 28,164	\$ 21,000	\$ 7,164	\$ 306,839	\$ 278,675	91%
SUBTOTAL OF ALL SET ASIDES AND CAPITAL OUTLAYS									
Net Change in Funds Cash Position	\$ 25,448	\$ (10,182)	\$ 35,630	\$ (46,706)	\$ (138,935)	\$ 92,109	\$ (90,308)	\$ 55,791	

McCloud Community Services District

Statement of Revenue, Expenditures and Changes in Fund Balance

Unaudited Actuals September 30, 2020	Fiscal Year	1st Quarter	Remaining	Remaining
	Budget Revenue	Expenses Expense	Fund Total	Fund %
General (1010)	\$ 78,000	\$ -	\$ 78,000	100%
ALLEYS (1050)	\$ 37,944	\$ 11,037	\$ 26,907	71%
STREET LIGHTS (1060)	\$ 20,635	\$ 5,621	\$ 15,014	73%
FIRE (1040)	\$ 159,378	\$ 63,113	\$ 96,265	60%
PARKS (1070 & 1075)	\$ 46,586	\$ 15,687	\$ 30,899	66%
LIBRARY (1080)	\$ 8,506	\$ 3,031	\$ 5,475	64%
REFUSE (1090)	\$ 341,943	\$ 92,079	\$ 249,864	73%
SEWER (2000)	\$ 475,794	\$ 87,970	\$ 387,824	82%
WATER (3000)	\$ 570,237	\$ 115,664	\$ 454,573	80%
SUBTOTAL OF ALL OPERATING FUNDS	\$ 1,739,023	\$ 394,202	\$ 1,344,821	77%

McCloud Community Services District
Statement of Revenue, Expenditures and Changes in Fund Balance

<i>Unaudited Actuals</i>		Fiscal Year Budget	1st Quarter Expenses	Remaining Fund Total	Remaining Fund %
September 30, 2020					
General (1010)					
Revenue	\$ 78,000	\$ 120	\$ 77,880	100%	
ALLEYS (1050)					
Revenue	\$ 37,944	\$ 10,407	\$ 27,537	73%	
Expenses	\$ 38,682	\$ 11,037	\$ 27,645	71%	
STREET LIGHTS (1060)					
Revenue	\$ 20,635	\$ 4,900	\$ 15,735	76%	
Expenses	\$ 20,400	\$ 5,621	\$ 14,779	72%	
FIRE (1040)					
Revenue	\$ 159,378	\$ 3,644	\$ 155,734	98%	
Expenses	\$ 209,664	\$ 63,113	\$ 146,551	70%	
PARKS (1070 & 1075)					
Revenue	\$ 46,586	\$ 510	\$ 46,076	99%	
Expenses	\$ 64,954	\$ 15,687	\$ 49,267	76%	
LIBRARY (1080)					
Revenue	\$ 8,506	\$ -	\$ 8,506	100%	
Expenses	\$ 16,168	\$ 3,031	\$ 13,137	81%	
REFUSE (1090)					
Revenue	\$ 341,943	\$ 96,163	\$ 245,780	72%	
Expenses	\$ 338,271	\$ 92,079	\$ 246,192	73%	
SEWER (2000)					
Revenue	\$ 475,794	\$ 119,568	\$ 356,226	75%	
Expenses	\$ 464,243	\$ 87,970	\$ 376,273	81%	
WATER (3000)					
Revenue	\$ 570,237	\$ 140,348	\$ 429,889	75%	
Expenses	\$ 370,111	\$ 115,664	\$ 254,447	69%	
FUNDS REVENUE		\$ 1,739,023	\$ 375,660	\$ 1,363,363	78%
FUNDS EXPENSE		\$ 1,522,493	\$ 394,202	\$ 1,128,291	74%

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **December**

Year: **2020**

Member Information

Active Firefighters:	15	Inactive Firefighters:	2
Active Paramedics:	2	Inactive paramedics:	2
Active EMT 1's:	4	Inactive EMT 1's:	0
Active Auxiliary:	6	Inactive Auxiliary:	5
Members Resigned:	0	Members Terminated:	0
New Members:	1		
Members on Leave of Absence:	0		

Notes: We welcome Mathew Dalleske to the Department. Mathew is 19 and very interested in a career in emergency medicine.

Total Calls for Service: 23

Fire Calls

Total Fires: 0 Structure: 0 Vegetation: 0 Vehicle Fires: 0 Nuisance: 0
In Town: 0 Mutual Aid/Auto Aid: 0

Notes: No Fires (Prevention activities seem to be working)

Medical Calls

Total Medical Calls: 16 (includes traffic collisions) Traffic Collisions: 3 Non Injury: 2
Transported by Medic 17: 12 Paramedic Intercept: 0
Transported by MSAS: 2 Non-Transport: 1 BLS: 7 ALS: 6
In Town: 12 Mutual Aid/Auto Aid: 4

Notes: See Emergency Medical Services (EMS) run statistics report below.

Miscellaneous Calls

Total Miscellaneous Calls: 7
HAZMAT: 0 Lift Assist: 6 Public Assist (other): 1
Rescue Calls: 0 Smoke Check: 0 Alarm Sounding: 0
In Town: 6 Mutual Aid/Auto Aid: 1

Notes: None

McCloud Fire Department Monthly Fire Chiefs Report

Response Reports

McCloud Volunteer Fire Department

McCloud, CA

This report was generated on 1/6/2021 8:04:44 AM



Count of Incidents by Incident Type for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Sort By: IncidentType | Start Date: 12/01/2020 | End Date: 12/31/2020

INCIDENT TYPE	# INCIDENTS
321 - EMS call, excluding vehicle accident with injury	11
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	2
554 - Assist invalid	6
622 - No incident found on arrival at dispatch address	1
661 - EMS call, party transported by non-fire agency	2
Total Incidents	23

McCloud Volunteer Fire Department

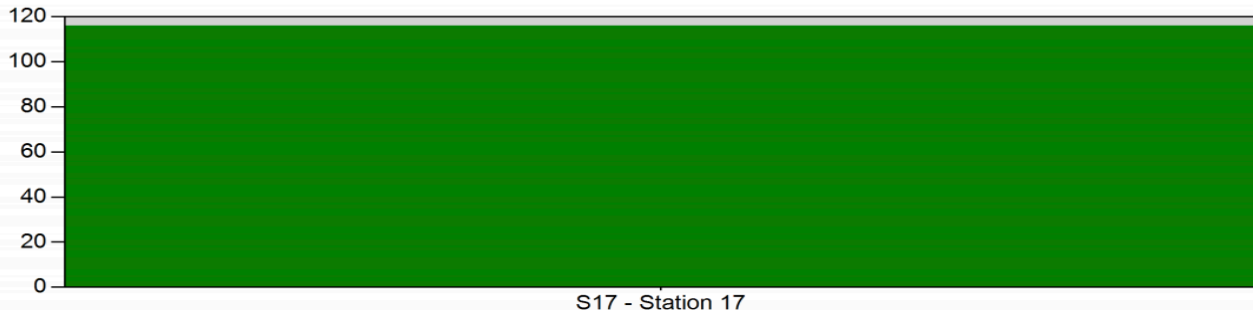
McCloud, CA

This report was generated on 1/6/2021 8:05:21 AM



Incident Count per Personnel per Station For Date Range

Start Date: 12/01/2020 | End Date: 12/31/2020



STATION: S17 - Station 17	COUNT
Borden, Jack	6
Borden, Terry	3
Dalleske, Matthew L	2
Fay, Dan P	9
Girard, Nate	7
Girard, Parker	14
Gray, Jeff	1
Gray, Jessie	13
Masciola, Bob	15
Miller, Cindy Ann	6
Miller, Darrell "Charlie"	20
Thomsen, Kirk S	1
Vogus, Trenton	12
Worthington, Michael	1
Worthington, Michael C	6
TOTAL:	116

McCloud Fire Department Monthly Fire Chiefs Report

Elite icema

MCU Ambulance Run Data Report

Average Run Mileage Summary Report

Average Run Mileage to Scene	Minimum Run Mileage to Scene	Maximum Run Mileage To Scene	Average Run Mileage Scene to Destination	Minimum Run Mileage Scene to Destination	Maximum Run Mileage Scene to Destination	Average Run Total Distance	Minimum Run Total Distance	Maximum Run Total Distance	Number of Runs
8.42	0	23	16.83	12	26	45.44	26	126	15

Average Run Time Summary Report (In Minutes)

Avg Unit Notified to Enroute in Minutes	Avg Unit Enroute to Arrived at Scene	Avg Unit Arrived on Scene to Left Scene	Avg Unit Left Scene to Arrived at Dest	Avg Patient Arrived at Destination to Patient Transfer of Care	Avg Patient Arrived at Destination to Unit Back in Service	Number of Runs
3.00	7.59	12.27	26.19	3.78	23.43	15

Runs by Time and Day of Call

Incident Day Name	Incident Three Hour Range Of Day 24	Number of Runs	Percent of Total Runs
Sunday	09:00:00 - 11:59:59	1	6.67%
	12:00:00 - 14:59:59	1	6.67%
Monday	15:00:00 - 17:59:59	1	6.67%
	12:00:00 - 14:59:59	3	20.00%
Tuesday	18:00:00 - 20:59:59	1	6.67%
	15:00:00 - 17:59:59	1	6.67%
Wednesday	18:00:00 - 20:59:59	1	6.67%
	09:00:00 - 11:59:59	1	6.67%
Thursday	12:00:00 - 14:59:59	2	13.33%
	18:00:00 - 20:59:59	1	6.67%
	09:00:00 - 11:59:59	1	6.67%
Friday	12:00:00 - 14:59:59	1	6.67%
Saturday	00:00:00 - 02:59:59	1	6.67%
Total: 15			Total: 100.00%

Runs by Hour of Day

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	1	6.67%
09:00:00 - 09:59:59	1	6.67%
10:00:00 - 10:59:59	1	6.67%
12:00:00 - 12:59:59	2	13.33%
13:00:00 - 13:59:59	5	33.33%
15:00:00 - 15:59:59	2	13.33%
19:00:00 - 19:59:59	2	13.33%
20:00:00 - 20:59:59	1	6.67%
Total: 15		Total: 100.00%

Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	1	6.67%
Monday	2	13.33%
Tuesday	4	26.67%
Wednesday	2	13.33%
Thursday	4	26.67%
Friday	1	6.67%
Saturday	1	6.67%
Total: 15		Total: 100.00%

McCloud Fire Department Monthly Fire Chiefs Report

Station/Apparatus

Station 17-Fire Hall: Garage door for Squad 1740 broke on 12/8. It was repaired by Mt Shasta Garage Door Company on 12/9. All other doors were checked for operation. It was found that both engine bay doors safety mechanisms are not working (door company is researching how to repair as the system is "old tech") all personnel notified of safety issue. Doorbell installed on east entrance due to a complaint of no way to contact personnel inside the station. Signs will need to be made for front and east entrances to advise the public how to reach department/CSD staff for non-emergency situations.

Unit 1700: Good condition. Serviced/oil changed by MCSD.

Squad 1740: Good condition. Tires rotated. Serviced/oil changed by MCSD.

Medic 17: Serviced/oil changed by MCSD. Electrical issues continue. Inverter still out of service (OOS) and out for repairs. All ambulance staff is adept at fixing issues that arise during responses. Oxygen system seems to be leaking again (Chief Miller to attempt repairs in house) ALS inspection passed and began ALS service on Thursday December 10th.

Engine 1712: Good condition. Serviced/oil changed by MCSD. Still needs pump packing tightened. Back burner issue as this is our first out engine. This issue will not damage the engine or the pump in any way.

Engine 1715: Good condition. Serviced/oil changed by MCSD. NFPA/OSHA.

Fire Department Drills

EMT: #1 Date: 12/10/20

Topic: Vehicle checks. Medic 17 ALS equipment locations & how to assist ALS providers.

Fire: #1 Date: 12/3/2020

Topic: Vehicle checks. Flowing big water. Deck gun on 1712 and ground monitor on 1715.

Fire: #2 Date: 12/25/2020

Topic: Christmas Day. No training.

Fire: #3 Date: 12/31/2020

Topic: New Years Eve. No training.

Business Meeting's: Date: 12/17/2020 Business Covered: Uniforms, badges, procedures,

Special Training Notes: Confined Space Awareness class on Dec 12, 2020 was attended by several department members and the department received income from outside students. Covid19 precautions were in place for all who attended. Follow up with all students found no Covid issues. January training will be new technology systems for training and responses, water safety awareness, and fire attack.

McCloud Fire Department Monthly Fire Chiefs Report

Community Involvement: Station 17 has been closed to the general public after direction came down from the County in late November. Delivered Santa to downtown tree Lighting ceremony. Downtown chamber event planned to assist, but it was cancelled.

Ordinance 28 Issues: Chief Miller met with concerned citizens about Ordinance 28. General Manager and Chief Miller met with Calfire Chief Tulman about Ordinance 28. Calfire says that McCloud only has standing to enforce issues on open land without structures. Due to the fact we used Lake Shastina CSD's Ordinance to build Ordinance 28, Chief Miller met with Chief Pappas from Lake Shastina FD/CSD. Chief Pappas says that unless McCloud has a system in place to perform the necessary vegetation management, McCloud should not enforce attempt to enforce the ordinance as there is little benefit to the safety of the community due to the length of time it takes to mitigate the situation in a legal manner if a resident is not cooperating. A possible solution is to develop a vegetation management crew ran by the fire department/CSD that can offer a low-cost solution to residents to mitigate hazards and assist in staffing fire department responses. I feel we need to revisit this issue with the board and Calfire.

Billing: Chief Miller and the CSD worked with our medical biller (Whitman Enterprises) to streamline the process of billing EMS responses. The department billed for all medical transports and 2 patients who signed Against Medical Advice (AMA). More data will be available soon as our medical biller has developed an online reporting system and gave us access to it late in December. EF Recovery billing for December consisted of 2 vehicle accident incidents for a total of \$1042.00. No income was received from EF Recovery this month. Chief Miller is researching the possibility of changing medical billing to EF Recovery to further streamline the process and the possibility of higher recoveries. The CSD also needs to research any claims that may be at the collection point.

General Message: The department is running well during the pandemic. Morale is high and no emergency calls were unattended by the department this month. Explorers and department staff received new uniforms shirts and the new department badges are almost completed. We continue to have high turnout rates among active members. The Confined Space Awareness class was well attended and generated revenue for the department training budget. Medic 17 is now ALS!! EMS and rescue calls are being billed per policies. Technologies that have been put in place are assisting to decrease staff workload. Chief Miller will be proposing to CSA3 to purchase new pagers, 2 handheld radios (two radios per year are supposed to be provided to each agency in CSA3), and to reimburse the department for the costs of getting Medic 17 recertified on Jan 6, 2021

Submitted By: _____ Darrell "Charlie" Miller

Date: 1/6/2021

MCSO BOARD OF DIRECTORS
January 11, 2021

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 5 D
Public Works Superintendent's Report

On Dec 26, 2020, our crew came in after Christmas to open Alley Ways from the Berms left by County Snowplows.

We have marked all 100 fire hydrants with snow poles.

We have received 2 Bids on the F-550 Flatbed Truck.

Verbal update on California Air Resources Board (ARB) restrictions on F-550 Flatbed Truck 17,500GVWR.

We have been taking advantage of the inclement weather by burning all the piles at the Green Waste Facility making room for next Spring.

On Jan 7, 2021, our entire Public Works Crew attended the CALOSHA required 8hr Confined Space Training.



Number 416

TRUCK AND BUS REGULATION DISCLOSURE AND RECORD KEEPING REQUIREMENTS

On December 12, 2008, the California Air Resources Board (ARB) approved a new regulation to significantly reduce emissions of diesel particulate matter and oxides of nitrogen from existing on-road diesel vehicles operating in California. The Truck and Bus Regulation (the regulation) requires affected trucks and buses to achieve the required emissions reductions between 2011 and 2023. California sellers of a vehicle subject to the regulation have to disclose the regulation's potential applicability to buyers of the vehicles and meet record retention requirements. The regulation is being evaluated for potential changes; however, staff is not proposing changes to the disclosure and record retention requirements described below.

Disclosure Requirements

California sellers of vehicles subject to the regulation must notify the buyer that the vehicle may be subject to retrofit or accelerated replacement requirements and to print the disclosure on the bill of sale, sales contract addendum, or invoice. In addition, the seller must keep records of the disclosure notice for three years for each buyer. Sellers should provide the disclosure prior to the sale so that the buyer can be aware of the regulation when making a purchase decision.

The requirements are specified in title 13, California Code of Regulations, section 2025 which directs the seller to make the following text available to the buyer:

"An on-road heavy-duty diesel or alternative-diesel vehicle operated in California may be subject to the California Air Resources Board Regulation to Reduce Particulate Matter and Criteria Pollutant Emissions from In-Use Heavy-Duty Diesel Vehicles. It, therefore, could be subject to exhaust retrofit or accelerated turnover requirements to reduce emissions of air pollutants." For more information, please visit the California Air Resources Board website at <http://www.arb.ca.gov/dieseltruck>."

The disclosure requirements became effective on January 8, 2010. If you sold a vehicle covered under the regulation on or after January 8, 2010, and did not include the disclosure, please contact all buyers and provide them with the disclosure.

Record Retention

Dealers and other sellers must maintain records of the disclosure of regulation applicability for three years after the sale. In the event that ownership of the seller's fleet is transferred to another party, records required by the regulation must be transferred to the buyer.

Right of Entry

For the purpose of inspecting vehicles subject to this regulation and their records to determine compliance with this regulation, an agent or employee of ARB, upon presentation of proper credentials, has the right to enter any facility (with any necessary safety clearances) where vehicles are located or vehicle records are kept.

Non-Compliance

Health and Safety Code, Section 39674 (a) authorizes civil penalties for the violation of the programs for the regulation of toxic air contaminants not to exceed one-thousand dollars (\$1,000) for each day in which the violation occurs.

Health and Safety Code, Section 39674 (b) authorizes civil penalties for the violation of the programs for the regulation of toxic air contaminants not to exceed ten-thousand dollars (\$10,000) for each day in which the violation occurs.

The standard for assessing penalties is one of strict liability. The seller will be responsible for the penalty.

For More Information

For further information, including reporting and labeling information questions and the full text of the Truck and Bus Regulation, please visit our website at www.arb.ca.gov/dieseltruck, or call 866-6DIESEL (866-634-3735), or email us at 8666diesel@arb.ca.gov.



Truck & Bus Regulation



PROGRAM
HOMEPAGE ►

(<https://ww2.arb.ca.gov/our-work/programs/truck-and-bus-regulation>)

(<https://ww2.arb.ca.gov/our-work/programs/truck-and-bus-regulation>)

Regulation Basics & Exemptions

Learn More ▼

Diesel trucks and buses with a gross vehicle weight rating (GVWR) that are greater than 14,000 pounds (lbs), must reduce exhaust emissions by meeting particulate matter (PM) filter requirements and upgrading to a 2010 or newer engine model year (EMY).

The Regulation applies to:

- Diesel vehicles with a GVWR greater than 14,000 lbs.
- Privately and federally owned trucks and buses that operate in California
- Any person, business, school district, tribal reservation, or federal government agency that owns, operates, leases or rents affected vehicles.

The Regulation does not apply to:

- Vehicles fueled exclusively with gasoline or alternative fuels
- Public Agency and Utility Vehicles (Not Federal) (<https://www.arb.ca.gov/msprog/publicfleets/publicfleets.htm>)
- Drayage (Port or Rail) Trucks (Until January 1, 2023) ([/msprog/onroad/porttruck/porttruck.htm](https://www.arb.ca.gov/msprog/onroad/porttruck/porttruck.htm))
- Transit/Urban Buses (<https://www.arb.ca.gov/msprog/bus/bus.htm>)
- Personal use motor homes or recreational vehicles
- More info on excluded vehicles ► (<https://ww3.arb.ca.gov/msprog/truckstop/tb/excluded.htm>)

Program Homepage ► (<https://ww2.arb.ca.gov/our-work/programs/truck-and-bus-regulation>)

Cummins Recall

Learn More ▼

Regulation Requirements

Learn More ▼

School Buses

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Flexibility Options

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Lawson Lawsuit

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DMV Compliance Verification

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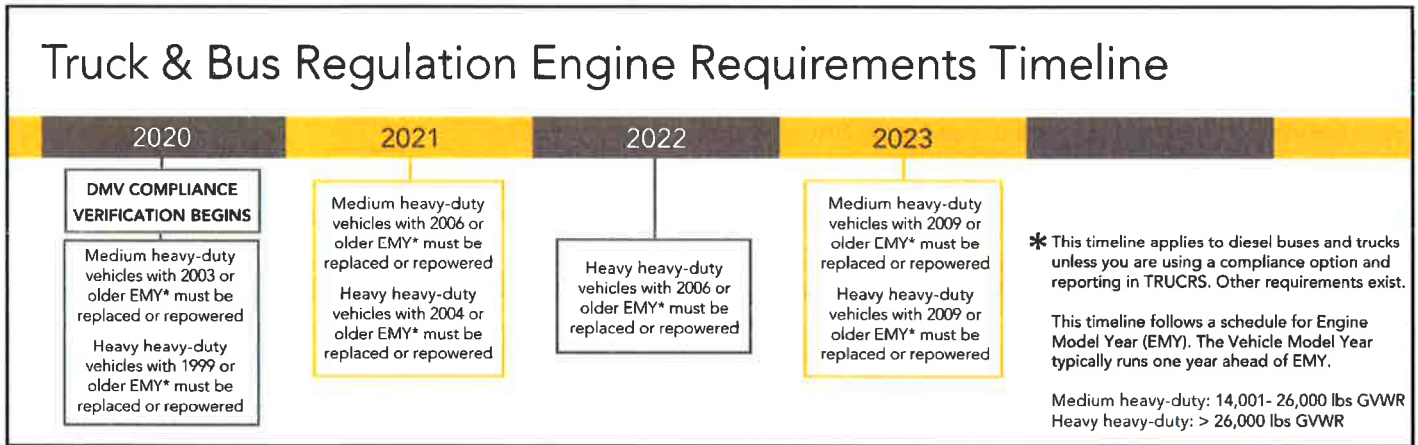
Learn More ▼



Upcoming Deadlines

[Learn More](#) ▼

Regulation Timeline



(../images/tbtimeline.png)



(../enforcement/edandcit.htm)

ENFORCEMENT & CITATIONS (../enforcement/edandcit.htm)



(https://ssl.arb.ca.gov/ssltrucrctb/trucrs_reporting/login.php)

TRUCRS REPORTING (https://ssl.arb.ca.gov/ssltrucrctb/trucrs_reporting/login.php)



(https://www.arb.ca.gov/msprog/onrdiesel/onrdiesel.htm)

BACKGROUND (https://www.arb.ca.gov/msprog/onrdiesel/onrdiesel.htm)



(https://www.arb.ca.gov/msprog/truckstop/azregs/fa_resources.htm)

FINANCIAL ASSISTANCE (https://www.arb.ca.gov/msprog/truckstop/azregs/fa_resources.htm)



(https://www.arb.ca.gov/msprog/truckstop/azregs/training.htm)

12/30/20
15:57:39

MCCLLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 12/20

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Report ID: AP100V

BANNER BANK

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
9759		10 BAXTER AUTO PARTS MOWER/SWEEPER SUPPLIES		24.26	*** Claim from another period (11/20) ****							
	237020	11/18/20 MOWER/SWEEPER REPAIR SUPPLY		24.26			1070	403000		400		101000
		Total for Vendor:		24.26								
9785		1138 BDI -- M&S Redding Nitrile Palm Gloves (Extra Large)		42.75	*** Claim from another period (8/20) ****							
	9501386459	08/12/20 Ex Lg Nitrile Palm Gloves		42.75			1010	402000		365		101000
		Total for Vendor:		42.75								
9802		11 BLACK BUTTE TRANSFER STATION ACC 150 NOVEMBER DUMP FEES		3,110.51	*** Claim from another period (11/20) ****							
		NOV 2020 12/02/20 150 NOV DUMP FEES		3,110.51			1090	405000		710		101000
		Total for Vendor:		3,110.51								
9771		13 BLUE STAR GAS OFFICE PROPANE		939.47	*** Claim from another period (11/20) ****							
	25522	11/18/20 OFFICE PROPANE		941.61			1010	403000		440		101000
	38982	PP 03/26/20 PRIOR MC OVERPAYMENT		-2.14			1010	403000		440		101000
		Total for Vendor:		939.47								
9773		1018 BOUND TREE MEDICAL, LLC AMBULANCE MEDICAL SUPPLIES		153.16	*** Claim from another period (11/20) ****							
	63837626	11/11/20 AMBULANCE MEDICAL SUPPLIES		51.26*			1040	403000		400		101000
	83834880	11/03/20 AMBULANCE MEDICAL SUPPLIES		98.19*			1040	403000		400		101000
	83848367	11/13/20 AMBULANCE MEDICAL SUPPLIES		3.71*			1040	403000		400		101000
		Total for Vendor:		153.16								
9761		15 BROOKS COMPLETE AUTO REPAIR INC. SIDE LOADER & BACKHOE TIRE REPAIRS		255.54								
	91700	12/03/20 SPARE TIRE & RIM FOR SIDE LOAD		210.54		724926	1090	403000		530		101000
	91715	12/02/20 BACKHOE FLAT TIRE REPAIR		45.00		724926	1010	403000		520		101000
		Total for Vendor:		255.54								

BANNER BANK

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/	Vendor #/Name/	Disc \$	Document \$/	PO #	Fund Org	Acct	Object	Proj	Cash
			Description	Line \$							Account
9800		277 CROSS PETROLEUM		222.86							
		SCOUT HALL HEATING OIL									
		1452368-IN 12/16/20 SCOUT HALL HEATING OIL		222.86			1010	403000	440		101000
9801		277 CROSS PETROLEUM		414.87							
		VEHICLE FUEL									
		CL03382 12/15/20 12/1/20-12/15/20 SERVICE VEH		160.52			1010	403000	430		101000
		CL03382 12/15/20 12/1/20-12/15/20 REAR LOADER		63.34			1090	403000	420		101000
		CL03382 12/15/20 12/1/20-12/15/20 SIDE LOADER		115.93			1090	403000	420		101000
		CL033882 12/15/20 12/1/20-12/15/20 FIRE COMMAN		33.23			1040	403000	430		101000
		CL033882 12/15/20 12/1/20-12/15/20 FIRE MEDIC		41.85			1040	403000	420		101000
		Total for Vendor:		637.73							
9760		1148 CROSS PETROLEUM-HEATING DIVISION		2,080.43							
		NEW KEROSENE HEATER REPLACING MONITOR HEATER IN SCOUT HALL - 90 DAY GUARANTEE									
		H-30628 12/09/20 TOYOTOMI L-730 KEROSENE HEATE		2,080.43			1010	403000	510		101000
		Total for Vendor:		2,080.43							
9763		1149 Darrell (Charlie) Miller		110.00							
		AMBULANCE DRIVER LIVE SCAN FEE REIMBURSEMENTS FOR									
		REIMBURSE 12/14/20 LIVE SCAN		55.00			1040	402000	345		101000
		REIMBURSE 11/05/20 LIVE SCAN		55.00			1040	402000	345		101000
		Total for Vendor:		110.00							
9769		460 DEPT. OF JUSTICE		32.00							
		NOVEMBER FINGERPRINT APPS									
		484763 12/03/20 NOV FINGERPRINT APPS		32.00			1010	402000	392		101000
		Total for Vendor:		32.00							
		*** Claim from another period (11/20) ****									
9757		72 FIRST BANKCARD - DIRECTORS 1		36.94							
		(2) PLASTIC NAME PLATES w/foam strips									
		93900 11/04/20 2 PLSTIC NAME PLATES w/strips		36.94			1020	403000	410		101000
		Total for Vendor:		36.94							

BANNER BANK

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
9758		70 FIRST BANKCARD - DISTRICT CARD		935.64								
		IT Services (Enplan, Survey Monkey, Microsoft), Vehicle Maintenance										
		11/07/20 ENPLAN		29.00			1010		402000	396		101000
		11/10/20 WEBFOOT - BK LOADR MIRROR BRAC		71.37			1090		403000	530		101000
		11/16/20 76 LAKESTREET STA-NEW DIESEL T		92.86			1010		403000	420		101000
		11/16/20 YREKA VALERO-NEW TRUCK-DIESEL		20.02			1010		403000	420		101000
		11/18/20 LES SCHWAB TIRE FOR SIDE LOADR		596.83			1090		403000	530		101000
		11/22/20 MICROSOFT ONLINE SERVICES		200.00			1010		402000	396		101000
		11/29/20 SURVEY MONKEY		37.00			1010		402000	396		101000
		11/30/20 AMAZON PRIME REFUND		-13.93			1010		402000	396		101000
		11/30/20 AMAZON PRIME REFUND		-13.93			1010		402000	396		101000
		11/30/20 AMAZON PRIME REFUND		-13.93			1010		402000	396		101000
		11/30/20 AMAZON PRIME REFUND		-13.93			1010		402000	396		101000
		11/30/20 AMAZON PRIME REFUND		-13.93			1010		402000	396		101000
		11/30/20 AMAZON PRIME REFUND		-13.93			1010		402000	396		101000
		11/30/20 AMAZON PRIME REFUND		-13.93			1010		402000	396		101000
		Total for Vendor:		935.64								
9756		69 FIRST BANKCARD - FIRE DEPT		874.56								
		Fire Department Supplies										
		26602 11/09/20 BJERS MODERN-2 BATERIES FOR 17		322.39		724875	1040		403000	530		101000
		00219 11/16/20 AMZN-LED BULBS FOR M17		24.66		724901	1040		403000	530		101000
		1283 11/16/20 CHEVRON-DIESEL		60.60			1040		403000	420		101000
		3294 11/16/20 CHEVRON-DIESEL		23.53			1040		403000	420		101000
		11/20/20 RDG GROC OUTLET-IPAD SUPPLIES		10.83		724913	1040		402000	320		101000
		11/20/20 LOWES-SUPPLIES		71.24			1040		403000	400		101000
		11/24/20 WALMART - COVID MASKS		23.70			1040		402000	365		101000
		2234 12/01/20 AMZN-4 PACK LABEL MAKER LABELS		18.44		724941	1040		403000	400		101000
		12/01/20 GALLS-UNIFORM NAME TAGS		107.20			1040		402000	360		101000
		47926 12/03/20 SUPERBRIGHT LEDS for medic 17		27.32		724944	1040		403000	530		101000
		CE2020 12/03/20 SSVMSAGENCY-CE PRVDR RENWL (4		100.00		724900	1040		402000	350		101000
		SHIPPING 12/04/20 USFS-MEDIC 17 ELEC INVTR REP		84.65		724911	1040		403000	530		101000
		Total for Vendor:		874.56								

12/30/20
15:57:39

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 12/20

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BANNER BANK

* *** Over spent expenditure

Claim/ Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9765	1136 Jack Borden AMBULANCE DRIVER'S LICENSE LIVESCAN @ SISKIYOU COUNTY REIMB 12/14/20 REIMB AMBLNC DRVR LIVE SCAN	55.00 55.00*			- 1040 402000	- 345	101000
	Total for Vendor: *** Claim from another period (11/20) **** 148.75	55.00					
9795	443 LAWRENCE & ASSOCIATES WASTEWATER FOND CONSULTING SERVICE 27574 12/15/20 NOV. WST WTR FND CNSULTING	148.75* 148.75			- 2000 402000	- 392	13 101000
	Total for Vendor: *** Claim from another period (11/20) **** 350.00	148.75					
9770	238 MT SHASTA AMBULANCE SERVICE, AMBULANCE RUN TO MERCY 20-4943 11/23/20 AMBULANCE RUN TO MERCY	350.00 350.00			- 1040 402000	- 394	101000
	Total for Vendor:	350.00					
9767	116 NORTHLAND CABLE - FIRE FIRE DEPT PHONE/INTERNET 215151 12/03/20 PHONE/INTERNET SERVICE	91.15 91.15*			- 1040 402000	- 320	101000
	Total for Vendor:	91.15					
9766	117 NORTHLAND CABLE - MCS DISTRICT PHONE/INTERNET 231282 12/03/20 DISTRICT PHONE/INTERNET	291.03 291.03			1010 402000	- 320	101000
	Total for Vendor:	291.03					
9796	124 PACIFIC POWER - 005 8 PARK POWER - SCOUT HALL, SCOUT HALL AREA, HOO HOO PARK 0058 12/17/20 SCOUT HALL AREA LIGHT 0058 12/17/20 HOO HOO PARK 0058 12/17/20 SCOUT HALL	128.02 17.69 38.22 72.11			1010 403000 1070 403000 1010 403000	450 450 450	101000 101000 101000
	Total for Vendor:	128.02					
9772	342 RAY MORGAN COMPANY COLOR COPIES-OFFICE CANON COPIER 3160791 12/04/20 COLOR COPIES-OFFICE CANON COPI	273.32 273.32			1010 403000	- 410	101000
	Total for Vendor:	273.32					

BANNER BANK
* ... Over spent expenditure

Claim/	Check	Invoice #/Name/	Vendor #/Name/	Description	Document \$/ Line \$	Disco \$	PO #	Fund Org Acct	Object Proj	Cash
9787	DMV PHYSICAL	102 SHASTA CASCADE HEALTH CENTER	102 SHASTA CASCADE HEALTH CENTER	180.00	180.00	****				
	179184	05/13/20 DMV PHYSICAL		180.00* - <i>AM</i>	180.00	****		402000	345	101000
9788	IMMUNIZATION HEP B	102 SHASTA CASCADE HEALTH CENTER	102 SHASTA CASCADE HEALTH CENTER	140.00	140.00	****				
	181314	06/03/20 IMMUNIZATION HEP B		140.00* - <i>AM</i>	140.00	****		402000	345	101000
9789	IMMUNIZATION, POST-SURGICAL EXAM, INITIAL WORK PHYSICAL	102 SHASTA CASCADE HEALTH CENTER	102 SHASTA CASCADE HEALTH CENTER	510.00	510.00	****				
	185388	08/05/20 IMMUNIZATION - HEP B		150.00* - <i>JS</i>	150.00	****		402000	345	101000
	186854	08/20/20 INITIAL WORK PHYSICAL		180.00* - <i>DS</i>	180.00	****		402000	345	101000
	186277	08/06/20 FULL UP POST-SURGICAL		180.00* - <i>CM</i>	180.00	****		402000	345	101000
9790	IMMUNIZATIONS, DRUG TEST	102 SHASTA CASCADE HEALTH CENTER	102 SHASTA CASCADE HEALTH CENTER	855.00	855.00	****				
	188414	09/01/20 IMMUNIZATIONS: HEP B, HEP A		395.00* - <i>TB</i>	395.00	****		402000	345	101000
	187844	09/01/20 DRUG TEST		100.00* - <i>SB</i>	100.00	****		402000	345	101000
	188773	09/03/20 MEDICAL		180.00* - <i>SR</i>	180.00	****		402000	345	101000
	188774	09/03/20 MEDICAL		180.00* - <i>MW</i>	180.00	****		402000	345	101000
9792	MEDICAL	102 SHASTA CASCADE HEALTH CENTER	102 SHASTA CASCADE HEALTH CENTER	180.00	180.00	****				
	192888	10/29/20 MEDICAL		180.00* - <i>LM</i>	180.00	****		402000	345	101000
9793	MEDICAL	102 SHASTA CASCADE HEALTH CENTER	102 SHASTA CASCADE HEALTH CENTER	540.00	540.00	****				
	190551	11/10/20 MEDICAL		180.00* - <i>CB</i>	180.00	****		402000	345	101000
	193379	11/10/20 MEDICAL		180.00* - <i>DF</i>	180.00	****		402000	345	101000
	195207	11/17/20 MEDICAL		180.00* - <i>AM</i>	180.00	****		402000	345	101000
9794	PRE-EMPLOYMENT PHYSICALS	102 SHASTA CASCADE HEALTH CENTER	102 SHASTA CASCADE HEALTH CENTER	360.00	360.00	****				
	191914	12/04/20 PRE-EMPLOYMENT PHYSICAL		180.00* - <i>SC</i>	180.00	****		402000	345	101000
	192454	12/04/20 PRE-EMPLOYMENT PHYSICAL		180.00* - <i>LM</i>	180.00	****		402000	345	101000
Total for Vendor:										2,765.00

BANNER BANK
* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9762	1048 Silver Rockets		50.00					
	Monthly WordPress Maintenance		50.00			1010	402000 - 396	101000
	000661 12/10/20 Monthly WordPress Maintenance		50.00					
	Total for Vendor:		50.00					
9803	169 SOLANOS HOME IMPROVEMENT CNTR		546.99					
	SUPPLIES FOR PARK, DISTRICT OFFICE, SCOUT HALL REPAIRS							
	37596 12/02/20 BOOM LIFT FOR PARK LIGHT		342.93			1070	403000 - 510	101000
	269375 12/03/20 PLUG COVERS FOR PARK		25.61			1070	403000 - 510	101000
	269389 12/03/20 OFFICE EXHAUST FANS		85.63*		724766	1010	403000 - 510	101000
	269632 12/09/20 PLUG FOR SCOUT HALL HEATER		7.19*		724930	1010	403000 - 510	101000
	270092 12/17/20 PIPE-FIRE HYDRANT REPAIR		24.81			1010	403000 520	101000
	270179 12/18/20 BATHROOM EXHAUST FANS		87.80*			1010	403000 - 510	101000
	270180 12/18/20 BATHROOM EXHAUST FANS-RETURNS		-26.98*			1010	403000 - 510	101000
	Total for Vendor:		546.99					
9799	156 STAPLES		119.28					
	OFFICE SUPPLIES							
	2711736091 12/03/20 DESK PADS, OFFICE SUPPLIES		43.02			1010	403000 - 410	101000
	2712414541 12/03/20 2021 WALL CALENDAR		17.25			1010	403000 - 410	101000
	2714343441 12/05/20 SANITIZER, FACE MASKS, SOA		117.22			1010	403000 410 365	101000
	RO95107630 12/16/20 RETURN-SANITIZER, FACE MAS		-88.85		ANDREA	1010	403000 - 410 365	101000
	2720930171 12/11/20 BATTERIES, RECEIPT BOOKS		30.64			1010	403000 - 410	101000
	Total for Vendor:		119.28					
9798	1151 SWRCB Accounting Office		1,491.60					
	WATER SYSTEM ANNUAL PROGRAM FEES-PERIOD 07/1/20 THROUGH 06/30/21							
	SM-1030412 12/18/20 7/1/20-6/30/21 PROGRAM FEE		1,491.60*			3000	405000 - 710	101000
	Total for Vendor:		1,491.60					
9764	1150 TERRY BORDF ¹		26.06					
	REIMBURSE FUEL FOR ENGINE 1712 4							
	REIMBURSE 12/14/20 FUEL-ENGIN 1712 REIMBURSEME		26.06			1040	403000 420	101000
	Total for Vendor:		26.06					

BANNER BANK
* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
9768		255 VERIZON WIRELESS - MCS		2,013.11								
	9868180690	12/01/20 MONTHLY SERVICE		402.86*		724846	1040	402000	402000	320		101000
	98681806	12/01/20 3 IPADS AND WIRELESS KEYBOAR		1,610.25*		724846	1040	402000	402000	320		101000
		Total for Vendor:		2,013.11								
		*** Claim from another period (3/20) ****		309.34								
9778		170 WITTMAN ENTERPRISES, LLC		309.34								
	March	Ambulance Services Balance		309.34			1040	402000	402000	394		101000
	Mar 2020	11/23/20 Ambulance Svc Balance		163.81								
		*** Claim from another period (4/20) ****		163.81								
9779		170 WITTMAN ENTERPRISES, LLC		163.81								
	April	Ambulance Service Balance		163.81			1040	402000	402000	394		101000
	Apr 2020	11/23/20 Ambulance Service Balance		368.64								
		*** Claim from another period (5/20) ****		368.64								
9780		170 WITTMAN ENTERPRISES, LLC		368.64								
	May	Ambulance Services Balance		368.64			1040	402000	402000	394		101000
	May 2020	11/23/20 Ambulance Services Balance		159.54								
		*** Claim from another period (6/20) ****		159.54								
9781		170 WITTMAN ENTERPRISES, LLC		159.54								
	June	Ambulance Services Balance		159.54			1040	402000	402000	394		101000
	Jun 2020	11/23/20 Ambulance Services Balance		75.52								
		*** Claim from another period (7/20) ****		75.52								
9782		170 WITTMAN ENTERPRISES, LLC		75.52								
	July	Ambulance Services Balance		75.52			1040	402000	402000	394		101000
	Jul 2020	11/23/20 Ambulance Services Balance		8.00								
		*** Claim from another period (8/20) ****		8.00								
9783		170 WITTMAN ENTERPRISES, LLC		8.00								
	August	Ambulance Services Balance		8.00			1040	402000	402000	394		101000
	Aug 2020	11/23/20 Ambulance Services Balance		311.20								
		*** Claim from another period (9/20) ****		311.20								
9784		170 WITTMAN ENTERPRISES, LLC		311.20								
	September	Ambulance Services Balance		311.20			1040	402000	402000	394		101000
	Sep 2020	11/23/20 Ambulance Services Balance		1,396.05								
		Total for Vendor:		1,396.05								
		# of Claims		41								
		Total:		18,978.35								

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$5,554.68
1020 DIRECTORS	
101000 Operating Cash	\$36.94
1040 FIRE	
101000 Operating Cash	\$6,923.98
1070 PARKS	
101000 Operating Cash	\$653.88
1090 REFUSE	
101000 Operating Cash	\$4,168.52
2000 SEWER	
101000 Operating Cash	\$148.75
3000 WATER	
101000 Operating Cash	\$1,491.60
Total:	\$18,978.35

12/30/20
15:57:40

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval Signature Page
For the Accounting Period: 12 / 20

Page: 10 of 10
Report ID: AP100A

The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

Prepared by: J. Keith Anderson, Assistant Accountant

Reviewed by: 

Claims Total: \$18,978.35
Signature #1

Signature #2

Signature #4

Signature #3

Signature #5

Signature #5

Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
9797		10 BAXTER AUTO PARTS										
		1712 AIR BRAKE SHUT/OFF VALVE, BATTERY-GENERATOR-SERVICE TRUCK		1,058.54	****							
		237499 12/09/20 Gloves for Covid		53.73			1010		402000	365		101000
		237513 12/10/20 BATTERY-GENERATOR-SVC TRUCK		67.68		742928	2000		403000	520		101000
		237513 12/10/20 BATTERY-GENERATOR-SVC TRUCK		67.68		742928	3000		403000	520		101000
		237636 12/15/20 FIRE DEPT OIL CHANGES		435.26		724934	1040		403000	530		101000
		257642 12/15/20 De Icer, Brake Cleaner		42.25		724933	1010		403000	520		101000
		237726 12/18/20 BATTERY CHGR FOR DIST SHOP		236.49		724936	1010		403000	520		101000
		237806 12/22/20 1700 CHIEF OIL CHANGE		45.92		724934	1040		403000	530		101000
		237824 12/23/20 SHOP GREASE, Window Wash		96.64		724933	1010		403000	520		101000
		237837 12/23/20 1712 AIRBRAKE SH/OFF VALVE		12.89		724947	1040		403000	520		101000
		Total for Vendor:		1,058.54								
		*** Claim from another period (12/20) ****										
9808		13 BLUE STAR GAS		938.57								
		FIREHOUSE PROPANE										
		1216887 12/22/20 FIREHOUSE PROPANE		938.57*			1040		403000	440		101000
		Total for Vendor:		938.57								
		*** Claim from another period (11/20) ****										
9812		277 CROSS PETROLEUM		475.08								
		Fuel 11/16/20 - 11/20/10										
		CL03731 12/31/20 Dist Svc Veh 11/16/20-11/30/2		46.74		724887	1010		403000	430		101000
		11/17/20										
		CL03731 12/31/20 Rear Loader 11/16/20-11/30/20		80.76			1090		403000	420		101000
		11/20/20										
		CL03731 12/31/20 Side Loader 11/16/20-11/30/20		94.84			1090		403000	420		101000
		11/18/20										
		CL03731 12/31/20 Side Loader 11/16/20-11/30/20		55.82			1090		403000	420		101000
		11/24/20										
		CL03731 12/31/20 Command 11/16/20-11/30/20		55.01			1040		403000	430		101000
		11/15/20										
		CL03731 12/31/20 Command 11/16/20-11/30/20		30.38			1040		403000	430		101000
		11/26/20										
		CL03731 12/31/20 Medic 11/16/20-11/30/20		31.56			1040		403000	420		101000
		11/14/20										
		CL03731 12/31/20 Medic 11/16/20-11/30/20		14.50			1040		403000	420		101000
		11/23/20										

* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11/29/20	CL03731 12/31/20 Medic 11/16/20-11/30/20		42.71			1040 403000	420	101000
11/21/20	CL03731 12/31/20 Squad 11/16/20-11/30/20		22.76			1040 403000	420	101000
	9813	277 CROSS PETROLEUM						
	Fuel 12/16/20 - 12/31/20		866.84					
12/16/20	CL 3731 12/31/20 NEW DUMP 12/16/20-12/31/20		88.45			1010 403000	420	101000
12/23/20	CL 3731 12/31/20 DIST SVC VEH 12/16/20-12/31/2		86.93			1010 403000	430	101000
12/23/20	CL 3731 12/31/20 DIST SVC VEH 12/16/20-12/31/2		59.34			1010 403000	430	101000
12/23/20	CL 3731 12/31/20 REAR LOADER 12/16/20-12/31/20		81.38			1090 403000	420	101000
12/15/20	CL 3731 12/31/20 SIDE LOADER 12/16/20-12/31/20		60.74			1090 403000	420	101000
12/22/20	CL 3731 12/31/20 SIDE LOADER 12/16/20-12/31/20		57.76			1090 403000	420	101000
12/30/20	CL 3731 12/31/20 SIDE LOADER 12/16/20-12/31/20		65.37			1090 403000	420	101000
12/14/20	CL 3731 12/31/20 COMMAND 12/16/20-12/31/20		69.27			1040 403000	430	101000
12/22/20	CL 3731 12/31/20 COMMAND 12/16/20-12/31/20		39.42			1040 403000	430	101000
12/23/20	CL 3731 12/31/20 COMMAND 12/16/20-12/31/20		31.08			1040 403000	430	101000
12/18/20	CL 3731 12/31/20 MEDIC 12/16/20-12/31/20		35.00			1040 403000	420	101000
12/22/20	CL 3731 12/31/20 MEDIC 12/16/20-12/31/20		55.52			1040 403000	420	101000
12/25/20	CL 3731 12/31/20 MEDIC 12/16/20-12/31/20		31.63			1040 403000	420	101000
12/15/20	CL 3731 12/31/20 ENGINE 1715 12/16/20-12/31/20		19.28			1040 403000	420	101000
12/23/20	CL 3731 12/31/20 ENGINE 1712 12/16/20-12/31/20		31.72			1040 403000	420	101000

* ** Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		CL 3731 12/31/20 SQUAD 1740 12/16/20-12/31/20	31.19			1040 403000	420	101000
		12/15/20						
		CL 3731 12/31/20 SQUAD 1740 12/16/20-12/31/20	23.76			1040 403000	420	101000
		12/22/20						
		Total for Vendor:	1,341.92					
		*** Claim from another period (11/20) ****						
		9821 392 DR. ROBERT SHOFF, DDS	1,000.00					
		Dental Expenses for Dependant						
		On Acc't 01/06/20 Dental Expenses for Dependan	1,000.00			1010 401300	270	101000
		Total for Vendor:	1,000.00					
		*** Claim from another period (12/20) ****						
		9805 1084 KRM Services	510.00					
		2021 Annual Membership & Fees						
		3282 12/31/20 2021 Annual Mbrshp/Fees	510.00			1010 402000	392	101000
		Total for Vendor:	510.00					
		9809 416 MT SHASTA IT SERVICES	800.00					
		JANUARY IT SERVICES						
		1881 12/30/20 JANUARY IT SERVICES	800.00*			1010 402000	396	101000
		Total for Vendor:	800.00					
		*** Claim from another period (12/20) ****						
		9807 120 PACIFIC POWER - 001 7 FIRE	557.53					
		POWER-SHOP, LIBRARY, OFFICE, FIRE						
		0017 12/24/20 SHOP-AREA LIGHT	35.41			1010 403000	450	101000
		0017 12/24/20 LIBRARY-AREA LIGHT	17.69			1080 403000	450	101000
		0017 12/24/20 SHOP	42.17			1010 403000	450	101000
		0017 12/24/20 DISTRICT OFFICE	141.73			1010 403000	450	101000
		0017 12/24/20 FIRE	198.32			1040 403000	450	101000
		0017 12/24/20 FIRE-AMBULANCE STORAGE	61.32			1040 403000	450	101000
		0017 12/24/20 LIBRARY	60.89			1080 403000	450	101000
		Total for Vendor:	557.53					
		# of Claims	8					
		Total:	6,206.56					

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$3,238.88
1040 FIRE	
101000 Operating Cash	\$2,257.07
1080 LIBRARY	
101000 Operating Cash	\$78.58
1090 REFUSE	
101000 Operating Cash	\$496.67
2000 SEWER	
101000 Operating Cash	\$67.68
3000 WATER	
101000 Operating Cash	\$67.68

Total: \$6,206.56


01/07/21
10:16:44

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval Signature Page
For the Accounting Period: 1 / 21

Page: 5 of 5
Report ID: AP100A

The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

Prepared by: J. Keith Anderson, Assistant Accountant

Reviewed by: 

Claims Total: \$6,206.56
Signature #1

Signature #2

Signature #4

Signature #3

Signature #5

SISKIYOU COUNTY AUDITOR-CONTROLLER
FY 2020/2021
FINALIZE ASSESSMENTS

Clear Form

Deadline: Submit Anytime Now, but NO later than Friday, August 7, 2020

To: Siskiyou County Auditor-Controller
311 Fourth St, Room 101
Yreka, CA 96097

District name & Direct Charge# (Select Your Entity)

Primary Contact name: Phone#
District Email:

Secondary Contact name: Phone#
District Email:

Total Number of Parcels Charged (#)

Total Assessment Charged (\$)

Upon satisfactory proof, Revenue and Taxation (R & T) Code section 4986 authorizes the Auditor to cancel all or any portion of any tax, penalty or cost if it was levied or charged: 1) More than once; 2) Erroneously or illegally; 3) On the cancelled portion of an assessment that has been decreased pursuant to a correction; 4) On property that did not exist on the lien date; 5) On property annexed after lien date by the public entity owing it; 6) On property acquired by a public entity; 7) On that portion of an assessment in excess of the value of the property as determined by the Assessor pursuant to R & T code section 469.

Furthermore, upon the recommendation of the Tax Collector, R & T Code section 4986.8 authorizes the Auditor to cancel "any tax bill if the amount is so small as not to justify the cost of collection. Any penalties, costs, fees, or special assessments....of any tax bill which is cancelled pursuant to this section may also be cancelled." Any tax bill so cancelled will result in an adjustment to current tax apportionments. (See R & T Code section 4707).

The City/District certifies that it has read and understands the above paragraph regarding the potential effect on property tax apportionments if tax bills are cancelled. The City/District also certifies that it has complied will all applicable laws prior to imposing these taxes/fees/assessments and agrees to defend, indemnify, hold harmless and release the County from any and all actions, claims, and damages arising out of or in connection with any claim or lawsuit alleging that the City/District unlawfully imposed the taxes/fees/assessments.

The City/District certifies that the parcel data and taxes/fees/assessments have been updated to the City/District's satisfaction. The City/District requests placement of the City/District's taxes/fees/assessments on the 2019/2020 Siskiyou County tax statements and agrees to the County's administration charge of a ¼ of 1% (.0025) per GC 29142 & GC 29304. For Property Assessed Clean Energy (PACE) assessments and entities formed under the Improvement Bond Act of 1915 the administration charges will be a total of \$16 per parcel annually. For those entities participating in PACE and formed under Mello Roos, we will have a separately agreed upon amount for the administration charge.

City/District approval of the complete listing, including all modifications, in electronic form and on hard copy.
(Space bar will enter a check mark)

District Name & Direct Charge #: McCloud C.S. - Parks/Rec, 54200

Signature _____	Print Name Catherine Young	Date 01/11/2021
Signature _____	Print Name Michael Hanson	Date 01/11/2021
Signature _____	Print Name Raymond Zanni	Date 01/11/2021
Signature _____	Print Name Christine Richey	Date 01/11/2021
Signature _____	Print Name Michael Rorke	Date 01/11/2021

Please mail the original Finalize Assessments form to the address listed above. Email a copy to Seth Worthen at sworthen@co.siskiyou.ca.us along with the completed electronic listing of your assessments.

SISKIYOU COUNTY AUDITOR-CONTROLLER
FY 2020/2021
FINALIZE ASSESSMENTS

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Primary Contact name: Phone#
District Email:

Secondary Contact name: Phone#
District Email:

Total Number of Parcels Charged (#)

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City/District approval of the complete listing, including all modifications, in electronic form and on hard copy.

(Space bar will enter a check mark)

District Name & Direct Charge #: McCloud C.S. - Library, 54300

Signature _____	Print Name Catherine Young	Date 01/11/2021
Signature _____	Print Name Michael Hanson	Date 01/11/2021
Signature _____	Print Name Raymond Zanni	Date 01/11/2021
Signature _____	Print Name Christine Richey	Date 01/11/2021
Signature _____	Print Name Michael Rorke	Date 01/11/2021

Please mail the original Finalize Assessments form to the address listed above. Email a copy to Seth Worthen at sworthen@co.siskiyou.ca.us along with the completed electronic listing of your assessments.

SISKIYOU COUNTY AUDITOR-CONTROLLER
FY 2020/2021
FINALIZE ASSESSMENTS

Clear Form

Deadline: Submit Anytime Now, but NO later than Friday, August 7, 2020

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District name & Direct Charge# (Select Your Entity)

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District Email:

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Total Assessment Charged (\$)

Upon satisfactory proof, Revenue and Taxation (R& T) Code section 4986 authorizes the Auditor to cancel all or any portion of any tax, penalty or cost if it was levied or charged: 1) More than once; 2) Erroneously or illegally; 3) On the cancelled portion of an assessment that has been decreased pursuant to a correction; 4) On property that did not exist on the lien date; 5) On property annexed after lien date by the public entity owing it; 6) On property acquired by a public entity; 7) On that portion of an assessment in excess of the value of the property as determined by the Assessor pursuant to R & T code section 469.

Furthermore, upon the recommendation of the Tax Collector, R & T Code section 4986.8 authorizes the Auditor to cancel "any tax bill if the amount is so small as not to justify the cost of collection. Any penalties, costs, fees, or special assessments...of any tax bill which is cancelled pursuant to this section may also be cancelled." Any tax bill so cancelled will result in an adjustment to current tax apportionments. (See R & T Code section 4707).

The City/District certifies that it has read and understands the above paragraph regarding the potential effect on property tax apportionments if tax bills are cancelled. The City/District also certifies that it has complied will all applicable laws prior to imposing these taxes/fees/assessments and agrees to defend, indemnify, hold harmless and release the County from any and all actions, claims, and damages arising out of or in connection with any claim or lawsuit alleging that the City/District unlawfully imposed the taxes/fees/assessments.

The City/District certifies that the parcel data and taxes/fees/assessments have been updated to the City/District's satisfaction. The City/District requests placement of the City/District's taxes/fees/assessments on the 2019/2020 Siskiyou County tax statements and agrees to the County's administration charge of a ¼ of 1% (.0025) per GC 29142 & GC 29304. For Property Assessed Clean Energy (PACE) assessments and entities formed under the Improvement Bond Act of 1915 the administration charges will be a total of \$16 per parcel annually. For those entities participating in PACE and formed under Mello Roos, we will have a separately agreed upon amount for the administration charge.



City/District approval of the complete listing, including all modifications, in electronic form and on hard copy.

(Space bar will enter a check mark)

District Name & Direct Charge #: McCloud C.S. - Fire & Ambulance, 54106

Signature _____	Print Name Catherine Young	Date 01/11/2021
Signature _____	Print Name Michael Hanson	Date 01/11/2021
Signature _____	Print Name Raymond Zanni	Date 01/11/2021
Signature _____	Print Name Christine Richey	Date 01/11/2021
Signature _____	Print Name Michael Rorke	Date 01/11/2021

Please mail the original Finalize Assessments form to the address listed above. Email a copy to Seth Worthen at sworthen@co.siskiyou.ca.us along with the completed electronic listing of your assessments.

**McCloud Community Services District
Budget 2020/2021
Proposed Budget Amended 01-11-2021**



	1010	1020	1040	1050	1060	1070	1080	1090	2000	3000	2020/21	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	
	General	Directors	Fire	Alleys	Lights	Park	Library	Refuse	Sewer	Water	Budget	Actual	Budget	Actual	Budget	Difference	% Chng	
Revenue:																		
Tax Revenue	\$ 78,000	\$ -	\$ 123,378	\$ -	\$ -	\$ 46,586	\$ 6,706	\$ -	\$ -	\$ -	\$ 254,670	\$ 277,719	\$ 361,760	\$ 84,041				
Utility Fees	\$ -	\$ -	\$ -	\$ 37,944	\$ 20,635	\$ -	\$ -	\$ 335,943	\$ 475,794	\$ 558,237	\$ 1,428,553	\$ 1,270,429	\$ 1,246,005	\$ (24,424)				
Ambulance	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 58,800	\$ 23,322	\$ (35,478)				
Donations, Misc	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ 1,800	\$ 6,000	\$ -	\$ 12,000	\$ 33,800	\$ -	\$ -	\$ -				
TOTAL REVENUE	\$ 78,000	\$ -	\$ 159,378	\$ 37,944	\$ 20,635	\$ 46,586	\$ 8,506	\$ 341,943	\$ 475,794	\$ 570,237	\$ 1,739,023	\$ 1,606,948	\$ 1,631,087	\$ 24,139			1.5	
Expenses:																		
Salaries	\$ -	\$ -	\$ 73,351	\$ 12,612	\$ -	\$ 25,082	\$ 6,371	\$ 90,471	\$ 117,148	\$ 124,559	\$ 449,594	\$ 430,259	\$ 438,570	\$ 8,311				
PERS	\$ -	\$ -	\$ 3,839	\$ 886	\$ -	\$ 1,181	\$ 295	\$ 5,315	\$ 8,563	\$ 9,449	\$ 29,528	\$ 21,656	\$ 23,287	\$ 1,631				
Payroll Taxes	\$ -	\$ -	\$ 5,267	\$ 1,216	\$ -	\$ 1,621	\$ 405	\$ 7,293	\$ 11,749	\$ 12,964	\$ 40,515	\$ 45,562	\$ 40,017	\$ (5,545)				
Employee Hlth Benefits	\$ -	\$ -	\$ 15,576	\$ 3,594	\$ -	\$ 4,792	\$ 1,198	\$ 21,566	\$ 34,745	\$ 38,340	\$ 119,811	\$ 103,242	\$ 111,175	\$ 7,933				
Workers Comp (2288)	\$ -	\$ -	\$ 6,845	\$ 760	\$ -	\$ 1,014	\$ 253	\$ 5,292	\$ 8,525	\$ 9,407	\$ 32,096	\$ 31,026	\$ 31,027	\$ 1				
Retiree Benefits Retirement	\$ 30,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,790	\$ 30,790	\$ 30,790	\$ -				
Retiree Benefits Health	\$ 230,834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230,834	\$ 218,846	\$ 222,819	\$ 3,973				
Total Employee Costs	\$ 261,624	\$ -	\$ 104,878	\$ 19,068	\$ -	\$ 33,690	\$ 8,522	\$ 129,937	\$ 180,730	\$ 194,719	\$ 933,168	\$ 881,381	\$ 897,685	\$ 35,483			4.0	
Insurance	\$ 32,762	\$ -	\$ 10,452	\$ 3,049	\$ (1,954)	\$ 3,004	\$ 251	\$ 7,746	\$ 7,468	\$ 14,832	\$ 79,564	\$ 55,783	\$ 55,000	\$ (783)				
Telephone	\$ 4,000	\$ -	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360	\$ 480	\$ 7,240	\$ 7,652	\$ 10,360	\$ 2,708				
Publications	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 740	\$ 800	\$ 60				
Travel	\$ 1,600	\$ 1,000	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 400	\$ 400	\$ 4,100	\$ 670	\$ 4,500	\$ 3,830				
Hiring	\$ 400	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 3,600	\$ 950	\$ 800	\$ (150)				
Training	\$ 2,000	\$ 1,600	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 1,500	\$ 1,500	\$ 8,500	\$ 837	\$ 9,900	\$ 9,063				
Uniforms	\$ 1,500	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100	\$ 1,680	\$ 2,100	\$ 420				
Safety	\$ 1,000	\$ -	\$ 800	\$ -	\$ -	\$ 200	\$ 100	\$ 500	\$ 800	\$ 600	\$ 4,000	\$ 1,250	\$ 4,100	\$ 2,850				
Memberships	\$ 3,600	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ 4,350	\$ 5,426	\$ 4,180	\$ (1,246)				
Operating Lease	\$ 6,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,600	\$ 6,468	\$ 6,000	\$ (468)				
Attorney	\$ 11,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,300	\$ 2,666	\$ 11,300	\$ 8,634				
Accountant	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 15,270	\$ 25,000	\$ 9,730				
Professional Services	\$ 7,200	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 11,800	\$ 6,800	\$ 11,800	\$ 5,000				
Prof Svc-Ambulance	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200	\$ 2,200	\$ 5,200	\$ 3,000				
Advertising	\$ 15,555	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,855	\$ 18,000	\$ 14,700	\$ (3,300)				
Election Expense	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,900	\$ 1,800	\$ (100)				
Total Other Costs	\$ 115,917	\$ 2,600	\$ 24,552	\$ 3,049	\$ -	\$ 3,204	\$ 551	\$ 8,946	\$ 10,528	\$ 22,262	\$ 191,609	\$ 128,292	\$ 167,540	\$ 39,248			23.4	

To	1010 General	1020 Directors	1040 Fire	1050 Alleys	1060 Lights	1070 Park	1080 Library	1090 Refuse	2000 Sewer	3000 Water	TOTAL	Difference	
Supplies	\$ 3,000	\$ -	\$ 4,600	\$ 1,400	\$ -	\$ 3,000	\$ -	\$ 2,500	\$ 6,500	\$ 5,000	\$ 26,000	\$ 14,500	\$ 5,700
Office Supplies	\$ 5,400	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -	\$ 6,140	\$ 5,800	\$ 340
Postage & Delivery	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650	\$ 5,450	\$ 4,832	\$ 618
Computer & IT Supplies	\$ 4,700	\$ -	\$ 1,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,050	\$ 2,840	\$ 2,160
Janitorial Supplies	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ 300	\$ -
Diesel	\$ 6,600	\$ -	\$ 1,900	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ 600	\$ 600	\$ 20,200	\$ 16,000	\$ 4,200
Fuel	\$ 4,000	\$ -	\$ 700	\$ 600	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 5,800	\$ 4,400	\$ 1,400
Heating Fuel	\$ 3,600	\$ -	\$ 2,800	\$ -	\$ -	\$ 600	\$ 1,100	\$ -	\$ -	\$ -	\$ 8,100	\$ 6,500	\$ 600
Power	\$ 4,600	\$ -	\$ 3,000	\$ -	\$ 20,400	\$ 1,200	\$ 1,100	\$ -	\$ -	\$ -	\$ 30,300	\$ 32,032	\$ (1,732)
Building/Grounds (parking lot, paint)	\$ 7,800	\$ -	\$ 800	\$ -	\$ -	\$ 4,600	\$ 400	\$ 500	\$ 500	\$ 2,800	\$ 17,400	\$ 5,600	\$ 3,000
Equip Maintenance	\$ 2,500	\$ -	\$ 4,800	\$ 500	\$ -	\$ 450	\$ -	\$ 2,000	\$ 3,800	\$ 9650	\$ 14,050	\$ 11,250	\$ 9,800
Vehicle Maint.	\$ 5,920	\$ -	\$ 3,000	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,200	\$ 3,000	\$ 2,000	\$ 16,120	\$ 9,870	\$ 7,330
Total Supplies, Maintenance	\$ 53,220	\$ 600	\$ 22,950	\$ 3,500	\$ 20,400	\$ 10,500	\$ 2,740	\$ 16,700	\$ 14,400	\$ 11,050	\$ 156,060	\$ 113,924	\$ 33,416
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,500	\$ 65,092	\$ -	\$ 128,592	\$ 126,348	\$ -
Interest Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,706	\$ -	\$ 29,706	\$ 41,506	\$ -
Administrative Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,494	\$ -	\$ 1,494	\$ 1,972	\$ -
Total Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,500	\$ 96,292	\$ -	\$ 159,792	\$ 169,826	\$ 0.0
Fees	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,800	\$ 17,500	\$ 338	\$ 59,938	\$ 57,500	\$ (1,062)
Permits	\$ 100	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,500	\$ 2,300	\$ 21,500	\$ 20,500	\$ (1,002)
Director's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ 130	\$ -	\$ 70	\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -	\$ 85	\$ 425	\$ 425	\$ -
Fund Allocation of General/Director Costs	\$ (432,291)	\$ (3,200)	\$ 56,614	\$ 13,065	\$ -	\$ 17,420	\$ 4,355	\$ 78,388	\$ 126,292	\$ 139,357	\$ -	\$ -	\$ -
Total Miscellaneous Costs	\$ -	\$ -	\$ 57,284	\$ 13,065	\$ -	\$ 17,560	\$ 4,355	\$ 119,188	\$ 162,292	\$ 142,080	\$ 81,863	\$ 78,425	\$ (2,064)
TOTAL OPERATING EXPENSES	\$ -	\$ 100	\$ 209,664	\$ 38,682	\$ 20,400	\$ 64,954	\$ 16,168	\$ 338,271	\$ 464,243	\$ 370,111	\$ 1,522,492	\$ 1,371,848	\$ 63,740
OVER/UNDER FROM OPERATIONS	\$ 78,000	\$ -	\$ (50,286)	\$ (738)	\$ 235	\$ (18,368)	\$ (7,662)	\$ 3,672	\$ 11,551	\$ 200,126	\$ 216,531	\$ 235,100	\$ 44,196
Non Operating Revenue/Expense:													
Interest Income	\$ 5,993	\$ -	\$ 6,360	\$ 2,043	\$ 7	\$ 1,460	\$ 60	\$ 1,295	\$ 21,166	\$ 5,738	\$ 44,122	\$ 56,000	\$ -
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Operating Revenue/Expense	\$ 5,993	\$ -	\$ 6,360	\$ 2,043	\$ 7	\$ 1,460	\$ 60	\$ 1,295	\$ 21,166	\$ 5,738	\$ 44,122	\$ 56,000	\$ -
NET INCOME/(LOSS) FROM OPERATIONS	\$ 83,993	\$ -	\$ (43,926)	\$ 1,305	\$ 242	\$ (16,908)	\$ (7,602)	\$ 4,967	\$ 32,717	\$ 205,864	\$ 260,653	\$ 291,100	\$ 44,196
Footnotes	fn1												
	fn2												
	fn3												
	fn4												
	fn5												
	fn6												
	fn7												
	fn8												

The purchase of the 6500 Utility Truck will be paid for by the amount received from the sale of 4 surplus MCSO vehicles (approx \$14,000) and amounts noted on Withdrawals from LAIF by Fund

Includes new security camera system \$1,200 and 2 new computer modules, \$850.

Includes rewiring of Office Building @ \$4,000 and parking lot chip seal @ \$1,000

Remove and replace electrical system in Fire Department Bldg

Audits for 18/19 and 19/20

Includes new narcotic safes for FD \$3,400

NHRS Bundle emergency reporting program

Removal of up to 5 power poles from park \$3,800

CASH, CAPITAL AND RESERVE BUDGET 2020/2021

	1010	1020	1040	1050	1060	1070	1080	1090	2000	3000	TOTAL
	General	Directors	Fire	Alleys	Lights	Park	Library	Refuse	Sewer	Water	
EST LAIF BALANCE 6-30-2020	\$ 314,107		\$ 347,131	\$ 110,455	\$ 377	\$ 78,976	\$ 3,250	\$ 69,979	\$ 1,144,273	\$ 310,180	\$ 2,378,728
EST OPERATING BALANCE 6-30-2020	\$ 37,062		\$ 79,387	\$ 105,872	\$ (2,248)	\$ 71,694	\$ 9,759	\$ 15,068	\$ 124,203	\$ 220,453	\$ 661,250
EST CERBT BALANCE 6-30-2020	\$ 196,600										\$ 196,600
BEGINNING CASH BALANCE 7-1-2020	\$ 547,769	\$ -	\$ 426,518	\$ 216,327	\$ (1,871)	\$ 150,670	\$ 13,009	\$ 85,047	\$ 1,268,476	\$ 530,633	\$ 3,236,578
OPERATING BALANCE 7-1-2020	\$ 37,062		\$ 79,387	\$ 105,872	\$ (2,248)	\$ 71,694	\$ 9,759	\$ 15,068	\$ 124,203	\$ 220,453	\$ 661,250
NET INCOME/(LOSS) FROM OPERATIONS	\$ 78,000	\$ -	\$ (46,835)	\$ (738)	\$ 235	\$ (17,135)	\$ (7,501)	\$ 3,672	\$ 11,551	\$ 200,126	\$ 221,375
CAPITAL OUTLAYS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (8,500)	\$ -	\$ (8,500)
GAIN (LOSS) SALE OF ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESERVE ASSIGNMENTS	\$ (70,000)			\$ (3,292)	\$ (977)	\$ (1,897)	\$ (47)	\$ (10,912)	\$ (28,927)	\$ (128,287)	\$ (244,339)
Projected Operating Cash Balance 6-30-21	\$ 45,062	\$ -	\$ 32,552	\$ 101,842	\$ (2,990)	\$ 52,662	\$ 2,211	\$ 7,828	\$ 98,327	\$ 292,292	\$ 629,786
CAPITAL OUTLAYS											
Sewer Upgrades- Bio-solid Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500	\$ -	\$ 8,500
6500 Utility Truck	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ 3,000	\$ -	\$ 18,000	\$ 29,000	\$ 32,000	\$ 100,000
Electrical Rewire	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Office Roof	\$ 18,000										
Mower	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ 21,000
TOTAL CAPITAL OUTLAYS	\$ 18,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 21,000	\$ -	\$ -	\$ 8,500	\$ -	\$ 62,500
GAIN/LOSS SALE OF ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Book Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale Price	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET GAIN/LOSS SALE OF ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESERVE ASSIGNMENT											
Restricted (By Contract)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,986	\$ 6,917	\$ 20,903
Committed (Board Approved Allocations)	\$ 70,000	\$ -	\$ -	\$ 3,075	\$ -	\$ 1,665	\$ -	\$ -	\$ -	\$ -	\$ 74,740
Committed (Rate Study Annual Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,363	\$ 3,046	\$ 107,114	\$ 112,523
Assigned (Operating Reserves) 5 year plan	\$ -	\$ -	\$ -	\$ 217	\$ 977	\$ 232	\$ 47	\$ 8,549	\$ 11,895	\$ 14,256	\$ 36,172
Assigned (Capital Reserves) 5 year plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned (after all commitments met)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RESERVE ASSIGNMENTS	\$ 70,000	\$ -	\$ -	\$ 3,292	\$ 977	\$ 1,897	\$ 47	\$ 10,912	\$ 28,927	\$ 128,287	\$ 244,338
LAIF ACTIVITY											
Beginning Balance 7-1-2020	\$ 314,107		\$ 347,131	\$ 110,455	\$ 377	\$ 78,976	\$ 3,250	\$ 69,979	\$ 1,144,273	\$ 310,180	\$ 2,378,728
Reserve Assignments	\$ 70,000	\$ -	\$ -	\$ 3,292	\$ 977	\$ 1,897	\$ 47	\$ 10,912	\$ 28,927	\$ 128,287	\$ 244,338
Interest	\$ 5,993	\$ -	\$ 6,360	\$ 2,043	\$ 7	\$ 1,460	\$ 60	\$ 1,295	\$ 21,166	\$ 5,738	\$ 44,122
Withdrawal 6500 Utility Truck	\$ (12,362)										\$ (12,362)
From Future Dump Truck				\$ (13,512)		\$ (2,580)		\$ (3,118)	\$ (22,087)	\$ (16,389)	\$ (57,686)
From Future Truck				\$ (1,968)		\$ -		\$ -	\$ (2,853)	\$ (11,131)	\$ (15,952)
Withdrawal Park Mower						\$ (21,000)					\$ (21,000)
Withdrawal Fire Dept Electrical			\$ (15,000)								\$ (15,000)
Withdrawal Roof			\$ (2,340)	\$ (180)		\$ (720)		\$ (3,420)	\$ (5,400)	\$ (5,940)	\$ (18,000)
Withdrawal CERBT	\$ (116,643)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (116,643)
NET LAIF ACTIVITY	\$ (53,012)	\$ -	\$ (10,980)	\$ (10,325)	\$ 984	\$ (20,943)	\$ 107	\$ 5,669	\$ 19,753	\$ 100,565	\$ 31,817
PROJECTED LAIF BALANCE 6-30-2021	\$ 261,095	\$ -	\$ 336,151	\$ 100,130	\$ 1,361	\$ 58,033	\$ 3,357	\$ 75,648	\$ 1,164,026	\$ 410,745	\$ 2,410,545

CERBT ACTIVITY																						
Beginning Balance	\$	196,600																				
Deposits	\$	116,643	\$	-	\$	-	\$	-	\$	-	\$	116,643										
Earnings	\$	12,655	\$	-	\$	-	\$	-	\$	-	\$	12,655										
Withdrawals	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-										
NET CERBT ACTIVITY	\$	129,298	\$	-	\$	-	\$	-	\$	-	\$	129,298										
PROJECTED CERBT BALANCE 6-30-2021	\$	325,898	\$	-	\$	-	\$	-	\$	-	\$	325,898										
NET CASH 6-30-2021	\$	632,055	\$	-	\$	368,703	\$	201,972	\$	(1,629)	\$	110,695	\$	5,568	\$	83,476	\$	1,262,353	\$	703,037	\$	3,366,229
NET CHANGE IN POSITION	\$	84,286	\$	-	\$	(57,815)	\$	(14,355)	\$	242	\$	(39,975)	\$	(7,441)	\$	(1,571)	\$	(6,123)	\$	172,404	\$	129,651

REQUEST FOR PROPOSAL

McCloud Community Services District

4710006

Introduction

The McCloud Community Services District is in the process of applying for Drinking Water State Revolving Funding (DWSRF) and requests proposals from qualified engineering firms to provide expertise related to Public Drinking Water Systems. This expertise will be directed towards assisting in fulfilling the requirements of California Drinking Water Regulations. The result of this Request for Proposal (RFP) will be an opportunity to contract for technical services as described below.

Purpose/Anticipated Results

The McCloud Community Services District (MCSD) owns and operates a water utility (including water source, storage and distribution system) serving the community of McCloud in Siskiyou County, California. The existing water system was constructed between 1920 and 1950. The distribution system as a whole was not well documented nor engineered at the time it was installed, and there is currently no complete and reliable record of existing infrastructure. Over time, the MCSD compiled a book and maps of the known system components including water mains, valves, etc., though there are still large areas of town where the location of the water infrastructure is unknown.

The existing water system is aging and there are numerous health and safety concerns associated with maintaining the distribution system. Additionally, the lack of engineering and documentation as to the location and character of the distribution system results in pressure variability, unexpected service outages, extensive maintenance and increased operation costs to the MCSD. Health concerns include leakage from the system and existing pipe material, some of which is asbestos concrete (AC).

The MCSD has previously (2009 and 2010) prepared a Preliminary Engineering Report (PER) and CEQA documentation to seek funding for replacement of the water distribution system, but the proposed projects were not funded and the environmental documentation has lapsed. The 2009 PER identified necessary improvements and a plan to fund and construct the project in four phases. The purpose of this proposal is to seek funding to complete the engineering design and environmental documentation for one of these projects; Phase 4. Phase 4 consists of the water distribution system south of Highway 89 which is at the lowest elevation and, thus, the highest operating pressure. This area historically experiences the greatest number of leaks and maintenance needs due to the high pressure.

The McCloud CSD is applying for funding from the California State Water Resources Control Board Division of Financial Assistance. This RFP is for identifying the tasks and the estimated costs associated with addressing the issues identified above. The proposal will include any environmental requirements, permitting, service agreements, application fees or any other administrative costs that might be encountered. In addition to the Estimated Budget/Scope/Schedule please include the following information:

- Brief technical approach
- List of work on similar projects
- Identification of main staff performing the work
- Labor rates on main staff

- Cost estimate with hours for each task.

Technical Approach

This project will build on work previously completed by and for the McCloud CSD. The 2009 PER prepared by Schlumberger Engineers in September 2009 will be reviewed and discussed with the MCSD to determine what project components still need to be implemented and what others need to be added or modified. An updated PER will be prepared to capture the MCSD's current needs with a focus on prioritizing those areas that are most prone to failure or highest maintenance needs. The goal of the PER is to identify a design project that can be completed within the funding provided by the funding agency, and also prioritizes most critical needs first. Additionally, the proposed project will need to be constructible and fundable. The PER will document the proposed project and include cost estimates. The PER will also serve as the technical document necessary for future construction funding applications. Once the PER has been reviewed by the MCSD and Division of Drinking Water, it will be finalized and used as the basis of design for construction document preparation.

The first step in producing construction documents is to complete a topographic survey of the area where the new water infrastructure will go. The survey will capture any surface visible features, including valve boxes, hydrants, etc. The survey data will be augmented with any known locations of water infrastructure from the MCSD's water maps, and will be the background for the plan and profile sheets.

Construction Documents will be prepared in and submitted at 50-percent, 75-percent and 95-percent deliverables. These documents will include the construction drawings with pipeline plans and profiles, and details of water meters, hydrants, pressure reducing stations, etc. These documents will be stamped by the engineers of record, but not signed. Signatures will be added once construction funding is available, and final details such as permit requirements, easements modifications, etc. will be added. This approach is desired since there is often a time lag between completing construction documents and actually being able to fund the project, during which time project features or requirements may change and need to be addressed by drawing revision.

CEQA compliance will be accomplished during the Environmental Documentation task. This task will, like the Preliminary Engineering Report task, build off of prior work, and is anticipated to result in an Initial Study/Mitigated Negative Declaration (IS/MND). The MCSD prepared an IS/MND more than 10 years ago, in 2010. As a result, a new IS/MND will be required to meet current regulatory requirements.

Similar Project Experience

Water Works Engineers has collective extensive experience with water distribution system design. We recently completed a similar design for the Trinity Knolls Mutual Water Company in Trinity County. This project was also funded by SRF. Additional project experience is available upon request, or via our website at <https://www.waterworksengeers.com/>.

Project Team

The key team members we anticipate to work on this project, with labor rates, include:

- Sami Kader, PE (Principal) \$249/hr
- Joe Riess, PE (Project Manager) \$215/hr
- Mike Fisher, PE (QA/QC) \$215/hr
- Kristina Alacon, PE (Project Engineer) \$185/hr
- Perry Webster (CADD Lead Designer) \$149/hr
- Jim Bianchin, Bajada Geosciences (Geotechnical Investigations-Subconsultant)



Water Works Engineers Fee Estimate

Client McCloud Community Services District
 Project SRF Funding Application-Phase 4 Water Distribution System Replacement
 Task Order No 1
 Prepared by Joe Riess
 Date 12/29/2020



			Hours and Fee							
			Task 1		Task 2		Task 3		Task 4	
			2021		2021		2021.5		2021.5	
			Project Management		Preliminary Engineering Report		Construction Documents		Environmental Documentation	
Water Works Engineers	Classification	Title	2021	2021	2021	2021	2021.5	2021.5	2021.5	2021.5
		Hourly Rate	hrs	fee	hrs	fee	hrs	fee	hrs	fee
	AA1	Administrative Assistant		\$77						
	AA2	Senior Administrative Assistant	26	\$2,808	4	\$432	16	\$1,754	6	\$658
	E0	Jr Engineer / Jr Field Engineer		\$108						
	E1	Staff Engineer		\$135						
	E2	Associate Engineer		\$165	160	\$26,400	300	\$50,237	60	\$10,047
	E3	Project / Structural Engineer		\$185	16	\$2,960	240	\$45,061		
	E4	Senior Project Engineer / Manager	80	\$17,200	24	\$5,160	160	\$34,912	24	\$5,237
	E5	Principal Engineer		\$249						
	I1	Field Inspector		\$145						
	I2	Senior Inspector		\$162						
	I3	Supervising Inspector		\$180						
	T1	CADD Tech 1 / Drafter/Jr. Technician		\$91			400	\$36,942		
	T2	CADD Tech 2 / Designer/Sr. Technician		\$122			240	\$29,716		
	T3	CADD Tech 3 / Senior Designer		\$149			400	\$60,487		
Expenses										
		Travel and Expenses		\$10,000						
		Geotechnical Report						\$20,000		
		Surveying						\$40,000		
		CEQA Consultant								\$100,000
		Subconsultant/Expense Markup	0%	\$0		\$0		\$0		\$0
		Annual Increase for WWE rates of	3%							
Subtask Total Hours			106		204		1756		90	
Subtask Total Fee				\$30,008		\$34,952		\$319,109		\$115,942

Project Total	
Hours	2156
Fee	\$500,011

PROJECT TASK LIST

Task No.	Scope of the Project
1	<p>Project Management</p> <ul style="list-style-type: none"> • Organize and attend project kickoff meeting and site visits to collect data on existing water distribution system • Monitor and track project budget and schedule • Coordinate sub-consultant activities • Prepare monthly progress reports and invoices • Attend up to two (2) board meetings to discuss the project • Assist with claim process for project reimbursement • Quality assurance/quality control
2	<p>Preliminary Engineering Report</p> <ul style="list-style-type: none"> • Prepare a Preliminary Engineering Report (PER) for the design of the distribution system replacement south of Highway 89 (Phase W8 from 2009 PER). Existing topography data or Google Earth (or similar level of detail) will be used for preliminary engineering activities. The 2009 PER will be used as a basis for this PER. This PER will be used in subsequent construction funding applications. • Phase W8 Distribution System Replacement: <ul style="list-style-type: none"> ○ Approximately 13,870 LF of 6 to 12-inch PVC pipeline replacement ○ Approximately 23 new fire hydrants ○ Approximately 89 public water laterals ○ Approximately 6 new water sampling stations ○ Approximately 3 pressure reducing stations • Prepare cost estimates • Prepare project phasing and construction schedules
3	<p>Construction Documents</p> <ul style="list-style-type: none"> • Prepare technical construction plans, specifications, and cost estimate for a single construction project, up to a 95-percent design level suitable for use in construction funding applications. These documents will be fully engineered, and submitted as 50-percent, 75-percent and 95-percent deliverables. The remaining 10-percent of the design would be completed once construction funding is secured, and would include final contract document preparation, easement documentation, and any changes to the documents related to permit requirements. Major subtasks will include the following: <ul style="list-style-type: none"> ○ Topographic survey, including mapping of existing water system the extent practicable ○ Geotechnical investigation and report for pipe trenches and structures ○ Plan and profile drawings for piping systems

	<ul style="list-style-type: none">○ Details for water meters, fire hydrants and other accessory structures○ Technical specifications (Divisions 01 through 46)
4	Environmental Documentation <ul style="list-style-type: none">● Review project for possible CEQA Exemptions.● Prepare required environmental documents.● Prepare CEQA Documents for selected construction project to ensure compliance with CEQA and other State and Federal Cross Cutters environmental requirements.



PROJECT BUDGET SHEET

Task No.	Scope of the Project	Hours	Estimated Cost
1	Project Management	106	\$30,000
2	Preliminary Engineering Report	204	\$35,000
3	Construction Documents	1,756	\$320,000
4	Environmental Documentation	90	\$115,000
	Total	2,156	\$500,000



PROJECT SCHEDULE FOR PLANNING

Task No.	Item Description	Expected Time of Completion from the Date of Execution of a Funding Agreement
1	Project Management	18 Months
2	Preliminary Engineering Report	6 Months
3	Construction Documents	18 Months
4	Environmental Documentation	18 Months



**MC CLOUD COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 01, 2021
AUTHORIZING RESOLUTION**

WHEREAS, The McCloud Community Services District water distribution system is in need of replacement.

WHEREAS, RESOLVED BY THE BOARD OF DIRECTORS OF THE MC CLOUD COMMUNITY SERVICES DISTRICT (the "Entity"), AS FOLLOWS:

WHEREAS, The General Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the McCloud CSD Distribution System Improvements Project (the "Project")

WHEREAS, This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

WHEREAS, The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at the meeting of the Board of Directors held on January 11, 2021.

AYES:
NOES:
ABSENT:
Abstain:

Catherine Young, President of the Board

ATTEST:

Andrea Mills, District Secretary

MCS D BOARD OF DIRECTORS
January 11, 2021

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 8 C

Background: Silver rockets provides our current website support at \$50.00 a month (\$600.00 per year). And they charge \$75.00 an hour for any work outside of hosting our site. It seems that the site we use through Silver Rockets has had quite a few hiccups and has caused a lot of extra work for staff and also created an inconvenience to site visitors when our ordinances, policy's, etc. have a 404 error code and have to be put back onto the site, they seem to disappear without a reason.. It has been requested that we investigate a different website supporter, our IT personnel highly recommended that we investigate Square Space for a website platform. It is said to be a more user friendly site for our staff for uploading links and making any of the adjustments that are necessary for our daily activities such as updating and adding policies, ordinances, posting meetings agendas and minutes etc.

Square Space will support everything we currently do on our website at a lesser cost per month. at between \$240.00 a year and \$300.00 per year. This will include tech support if the site acts up.

This will need to be set up by a website specialist to switch over.

Our IT personnel also recommended that we use a local company called Pusher – for our Website design and development. I contacted Pusher and they looked up our site and confirmed that we could use Squarespace and that it would cover all our needs. They have built several sites for businesses and utilities using Square Space and recommend it to 90% of their customers. Pushers current rate is \$105.00 per hr. After they develop/design websites they offer their services at that current rate or they offer to contract for a lesser fee on retainer. After our website is initially migrated over to Square Space it's unlikely, we will need to have them on a retainer which would generate another monthly fee since the Square Space platform offers support included in their monthly services charge.

One of the customers that Pusher transitioned to Square Space a couple years ago is the City of Dunsmuir. I spoke to a couple of Dunsmuir's employees about their opinion of the site through Square space and their Finance Officer Blake Michelsen who uses the site daily had very good things to say about how easy and user friendly the site platform is to use and how it is simultaneously compatible with Email, twitter and Facebook and how that supports transparency and a broader customer base when they are posting agendas or news bulletins. Both Dunsmuir's staff that I spoke with were very happy with how easy Squarespace is to operate.

This proposed transition would cost us initially upfront but would save money over time with a lower cost of a site platform through Square Space and potentially have less downtime with errors and at the same time be faster and easier to use with less staff time required uploading links or maintaining the sites updated content.

See Pushers attached estimate for this possible transition.

Recommendation: Contract with Square space as our website host platform for an estimated cost of \$240.00 a year.
Hire the company Pusher to migrate our website over to the Square Space platform for a one-time estimated cost of \$2,520.00.



Pusher Inc.
530-235-6671

P.O. Box 13
Dunsmuir, California
96025
United States

Prepared For
Amos McAbier
McCloud Community Services District (MCSD)

Proposal Date
01/05/2021

Proposal Number
16674

Scope of Work

Design and develop a new website for McCloud Community Services District on the Squarespace platform.

Pusher is a local and experienced partner working with Squarespace sites for over 8 years. We can migrate your existing website content to the more user-friendly Squarespace platform so that edits can be made easily by non-technical staff at MCSD. When the new site is built, we'll train staff on how to make updates.

Timeline

2-4 Weeks

Pricing

Description	Rate	Qty	Line Total
Web Design & Development - create new Squarespace - rebuild all MCSD page content on new site, migrate over all documents and functionality - train staff on new site operation (1 hour training)	\$105.00	24	\$2,520.00
	Subtotal		2,520.00
	Tax		0.00
	Proposal Total (USD)		\$2,520.00

Terms

- Should this proposal be accepted, Pusher can begin this work in January.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Cellular Telephones
POLICY NUMBER: 2093
ADOPTED: November 22, 2004
REVIEWED: June 21, 2016, September 11, 2020
AMENDED: January 27, 2014

2093.10 The purpose of this policy is to establish uniform guidelines for the purchase and use of cellular telephones and the appropriate use of the phone and plan.

2093.20 The District's business needs shall determine which employees are required to possess cellular phones to enhance normal and emergency operations. The General Manager, or designee, shall determine if cellular telephone service is required based on reviewing the following guidelines:

2093.21 Safety/Emergency Response: The employee's duties involve monitoring, responding or performing other duties or activities that are essential to the safe operation of the District facilities, such that making mobile communication with a cellular telephone is necessary.

2093.22 On-Call: The employee's job assignment involves being on-call, either on a formal assignment basis or as an inherent level of responsibility based on the responsibilities of the position.

2093.23 Fieldwork: The employee's normal work duties involve the need to communicate from the field with non-District and District employees. Typically, this will involve working in locations where no public telephone is reasonably available or practical.

2093.30 The District reserves the right to monitor usage of all District provided cellular telephones. Employees shall be familiar with the required protocol and skill set for effective usage of a cellular telephone.

2093.31 Employees shall use discretion in relaying confidential information over cellular telephones. Care shall be exercised to prevent equipment theft or vandalism.

2093.32 Employees shall not use a cell phone, *smartwatch or any other mobile device* while driving.

2093.33 The General Manager, or designee, shall approve the purchase and/or installation of cellular telephones. It shall be the responsibility of the General

Manager to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with such equipment prior to its use.

2093.40 It is the responsibility of the General Manager and Finance Officer to determine which cellular plan is appropriate based on estimated phone usage. The plan should address the amount of airtime and other features needed to effectively perform assigned duties. Plans should not be inflated to simply make sure they are sufficient.

2093.50 A District-provided wireless telephone and wireless telephone airtime service are to be used for official District business only. However, it is understood that incidental personal calls will sometimes be necessary.

2093.51 The District recognizes that work related situations, such as the necessity to work unanticipated overtime or family emergencies may require the use of a cellular telephone by an employee for personal business. Cellular telephones shall not be used when a less costly alternative is safe, convenient and readily available. Employees should keep personal calls brief and use a landline (standard telephone service) when available.

2093.511 Cellular telephone charges for all calls, whether personal or business related, are included in the monthly statement from the District's cellular service provider. Employees are required to reimburse the District for the cost of personal calls in excess of the employee's predetermined plan threshold, including all applicable taxes. Records shall be maintained to monitor the usage of cellular telephones and shall be reviewed by the General Manager or designee.

2093.52 Personal use should not exceed 10% of the total airtime.

2093.60 Cellular telephones that are District property shall not be misused. Employees using or having access to cellular telephone equipment shall be held accountable for their misuse of this equipment and shall be subject to appropriate disciplinary action for misuse. Examples of cellular telephone misuse may include, but are not limited to, use for personal profit or to transmit an inappropriate message to another party, continual use as a primary means communication for non-District purposes.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Providing Employment Reference Information
POLICY NUMBER: 2255
ADOPTED: September 08, 2003
REVIEWED: 10/28/13; 11/12/13; 11/12/15; 10/21/20
REVISED: 11/12/13; 02/08/16

2255.10 All information pertaining to the work performance of District employees or volunteers, promotions, demotions, terminations, layoffs or any other personnel information shall be considered confidential and shall not be publicly disclosed, except as specifically authorized in writing by the General Manager or Board of Directors and in accordance with law.

2255.20 Only the following information, once verified as accurate, may be publicly disclosed by the General Manager or his/her designee to anyone calling for an employment reference for a current or former District employee:

2255.21 Employee or Volunteer name

2255.22 Employee job title(s)

2255.23 Dates of service

~~**2255.30**— A current or former District employee may submit a written request to the General Manager for preparation of a letter of recommendation which contains additional information regarding the employee's/former employee's work performance.~~

~~**2255.31**— The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager or his/her designee before dissemination.~~

~~2255.32~~—The General Manager or designee shall process all requests for letters of recommendation regarding all District employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his/her designee.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Secretary – Job Description
POLICY NUMBER: 2360
REVIEWED: 02/25/13; 03/11/13; 08/17/15
ADOPTED: October 28, 2002
AMENDED: March 11, 2013; February 22, 2016

2360.10 Description. The District Secretary acts as the Secretary of the Board. The District Secretary is hired by the General Manager and the Finance Officer. The District Secretary will be given an annual performance evaluation by the Finance Officer in accordance with MCSD Policy 2175 – Performance Evaluations and presented to the General Manager for recommendations. Under direction of the General Manager and with little supervision, acts as administrative assistant to the General Manager, Finance Officer and Public Works Superintendent.

2360.11 The District Secretary attends to administrative detail on special matters assigned by the General Manager, Finance Officer and Public Works Superintendent, composes correspondence on own initiative on matters not requiring personal attention of the General Manager, Finance Officer or Public Works Superintendent, writes reports and letters and acts as office manager in the absence of the Finance Officer.

2360.12 The District Secretary prepares agendas, coordinates time schedules and attends meetings of the Board of Directors and other District related meetings and functions as required, transcribes and edits minutes, prepares drafts of agenda items requiring action by the Board, gives information to organizations, employees, customers and the general public regarding Board matters, prepares correspondence and maintains files on official actions of the Board and the General Manager.
Processes public records requests.

2360.13 The District Secretary serves as receptionist for the District, greeting persons conducting business with the District, answering telephones, preparing deposits of daily receipts, picking up and processing mail.

2360.14 The District Secretary collects service fees and miscellaneous receipts and posts to the appropriate accounts, sends late notices, files and records liens on delinquent accounts.

2360.15 The District Secretary reviews, scans and files all run reports and sends the billings to the contractor.

2360.16 The District Secretary sends thank you letters to donors to the ambulance memorial fund sends letters of acknowledgment to the families and orders memorial plaques to be placed in the library.

2360.17 The District Secretary oversees workers' compensation claims.

2360.18 The District Secretary maintains a filing system for all pertinent District documents.

2360.20 Prerequisite Qualifications:

2360.21 Graduation from High School and four (4) years of increasingly responsible clerical and secretarial experience.

2360.22 The District Secretary shall possess a valid California driver's license and a satisfactory driving record.

2360.30 Desirable Qualifications

2360.31 The District Secretary should have knowledge of modern office methods, practices and equipment, and techniques of business letter and report writing.

2360.32 The District Secretary should have the ability to perform responsible clerical and secretarial duties and independently take care of administrative detail, compose correspondence independently or from general directions, take, transcribe and edit Board material and minutes quickly and accurately, type at a speed of not less than sixty (60) words per minute from clear copy and maintain cooperative relationships with those contacted in the course of work.

2360.33 The District Secretary should have the ability to: plan, organize and supervise the work of others in the performance of general clerical work, express ideas and give instructions effectively, apply rules and regulations to specific cases, analyze data and draw logical conclusions and take the lead and become a primary source of reference for assigned areas of responsibility.

2360.34 The District Secretary should have knowledge of the principles and practices of financial record-keeping, basic principles of accounting, computerized accounting and principles of effective supervision. *A working knowledge of the Ralf M. Brown Act and it's principles applicable to District operations.*

2360.40 Basic Work Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. *The basic day of work for full-time employees is eight (8) hours, exclusive of a one (1) hour meal*

period, which is not paid.

2360.50 Essential Job Duties:

2360.51 The District Secretary may be required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2360.52 Task: Performs receptionist, customer service, clerical and accounting work including operation of related business equipment.

Physical Demand: Sitting, standing, stooping, twisting, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, lifting up to 25 lbs.

2360.53 Task: Performs accounting tasks, including writing journal entries, inputting data to the computer system and using calculator and computer to complete and balance spreadsheets and do other accounting calculations and mails claim checks.

Physical Demand: Sitting, close vision, twisting, bending, use of hands to finger, handle or feel objects, tools or controls, operating a computer.

2360.54 Task: Prepares and mails billings, reports, forms, questionnaires, etc.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2360.55 Task: Filing.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying up to 25 lbs. kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2360.56 Task: Interacts with other special districts, city, county, state and federal agencies, to obtain information, attend meetings, and to respond to inquiries for information from same.

Physical Demand: Sitting, standing, walking, close and distance vision, speaking, hearing, driving vehicle.

2360.57 Task: Attends meetings of the Board of Directors and other meetings, ~~and~~ training as assigned and prepares associated minutes, notes and reports.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, use of

hands to finger, hand written notes, handle or feel objects, tools or controls, driving vehicles, overnight lodging in hotels.

2360.58 Task: Answering telephones, processing mail, providing direct customer service.

Physical Demand: Sitting, standing, twisting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2360.60 Essential Job Duties – Continued

2360.61 Task: Communicates with District customers and members of the public, to provide requested information and resolve complaints and/or problems.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, and driving vehicle.

2360.62 Task: Acts as Office Manager in the absence of the Finance Officer

Physical Demand: Sitting, standing, stooping, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operate computer, attend out of town meetings with possible overnight stays, training and functions, driving vehicles

2360.70 Marginal Job Duties

2360.71 Task: Routine and minor maintenance of office machines.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying up to 25 lbs. kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2360.80 Environmental Demands:

2360.81 Outside: Travels to do out-of-office business in a variety of weather conditions including rain, snow and heat to +100 degrees Fahrenheit.

2360.82 Inside: Usually works indoors in temperature-controlled environment.

2360.83 Fumes/Gases: Exposure to various colognes/perfumes; infrequent exposure to fumes/dust from printing cartridges.

2360.84 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2360.90 Mental Requirements:

2360.91 Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2360.92 Writing: Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's currently used word-processing software.

2360.93 Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's currently used spreadsheet software.

2360.94 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and spreadsheets.

2360.95 Repetition: Repetitive data entry to journals and computer system for accounting purposes.

2360.96 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals

2360.97 Social Skills: Ability to relate cooperatively with members of the public, directors and District personnel on a constant and face-to-face basis.

2360.98 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2360.100 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.