



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

Phone (530) 964-2017 Fax (530) 964-3175 e-mail mcsd@ci.mccloudcsd.ca.us

REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

Monday, June 28, 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 12noon 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. Roll Call and Attendance**
- 3. Approval of Minutes: Discussion/action** regarding approval of the minutes of the Regular Meeting of June 14, 2021.
- 4. Announcement of Events:**
- 5. Communications:**
- 6. Reports:**
- 7. Consent Agenda:**
 - A. Approval of Expenses in the amount of \$153.06.
 - B. Approval of Expenses in the amount of \$11,223.95.
- 8. Old Business:**
 - A. **Discussion/possible action** regarding the approval of the second and final reading of MCS D Policy 2093 - District Cellular Phones.
 - B. **Discussion/possible action** regarding the approval of the second and final reading of MCS D Policy MCS D - 2094 Personal Cellular Phones and PDA Usage.
- 9. New Business:**
 - A. **Discussion/ possible action** regarding the approval of the first reading of MCS D Policy 2192 - Substance Abuse.

B. Discussion/possible action regarding the review of service contracts proposals for office copy machine lease. Ray Morgan Co. and Western Business Products (Lanier).

C. Discussion/possible action regarding Lawrence and Associates Contract renewal for four quarterly sewer lagoons monitoring.

D. Discussion/possible action regarding adoption of MCSD preliminary 2021-2022 fiscal budget.

E. Discussion/possible action regarding adoption of MCSD 2020-2021 budget last amended January 11, 2021 as preliminary MCSD 2021-2022 fiscal budget.

F. Discussion/possible action regarding possible forgiveness of loan to Streetlights from general fund.

G. Appointment of committee members to Fire Department committee.

H. Discussion/possible action regarding retaining BKS law firm for MCSD general council services.

I. Discussion/possible action regarding approval of purchasing materials for tank cleaning/discharge project not to exceed \$15,000.00 as budgeted.

J. Discussion/possible action regarding approval of purchase of four 2-yard dumpster from McLaughlin Waste Equipment, Inc. for \$4,582.89.

10. 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).

11. Public Comment: This time is provided to receive information from the public regarding issues that **do** appear on the closed session agenda.

12. Adjourn open session

13. Convene a Closed Session: Pursuant to California Government Code §54957.6 - Public Employee Performance Evaluation: General Manager.

14. Reconvene open session and announce any action taken.

15. Adjourn

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
June 14, 2021**

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

1. Pledge of Allegiance

2. Roll Call and Attendance

R. Zanni led the meeting, C. Richey and M. Rorke were present. C. Young and M. Hanson were absent.

3. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of May 24, 2021

R. Zanni made a motion to approve the minutes of the Regular Meeting of May 24, 2021; seconded by M. Rorke. Motion passed with 3 Ayes (Zanni, Rorke, Richey) 2 Absent (Young, Hanson).

4. Announcement of Events:

Shareen announced that the annual Dutch Oven cook-off will be held at the Horseman's on Saturday June 19, 2021.

5. Communications: *None*

6. Reports:

A. General Manager

Amos McAbier went over his thoroughly written report. M. Rorke questioned the quantity of repairs done to the garbage truck this year and requested the total repair costs spent this year.

B. Finance Officer

C. Richey requested the budget be tabled until changes were made to make it more accurate. Mike Quinn discussed the benefits (cost savings) of refinancing existing loans with Five Star Bank. An audience member expressed the need for a local bank and the possibility of changing local banks as well if the Districts needs are not being met with the current.

C. Fire Chief

Charlie Miller was absent. On his behalf was Cindy Miller, Firefighter/EMT. The Fire Department crew has been very busy with more than one hundred hours of Wildland Fire training in the last month. Please see Fire Chiefs report for all the hard work our volunteers have done last month.

D. Public Works Superintendent-no report

E. Directors- No report

F. Committees- No reports

7. Consent Agenda:

A. Approval of Expenses in the amount of \$10,446.17

B. Approval of the second reading of MCSD Policy 1062 Park Fee Schedule

R. Zanni made a motion to approve the consent agenda, claims in the amount of \$10,446.17 and MCSD Policy 1062 Park Fee Schedule: seconded by M. Rorke. Motion passed with 3 Ayes (Zanni, Rorke, Richey) 2 Absent (Young, Hanson).

8. Old Business:

A. Discussion/possible action regarding rescinding MCSD Resolution No. 6, 2016, A Resolution of Application Requesting Initiation of LAFCO Proceedings to Annex Certain Territory.

R. Zanni made a motion to rescind MCSD Resolution No. 6, 2016, A Resolution of Application Requesting Initiation of LAFCO Proceedings to Annex Certain Territory; seconded by M. Rorke. Motion passed with 3 Ayes (Zanni, Rorke, Richey) 2 Absent (Young, Hanson).

B. Discussion of update on Attorney findings regarding the drainage ditch from the water tanks.

Amos McAbier reported on the findings regarding the drainage ditch from the water tanks and will be reporting back with approximate costs involved in running 400' of piping from the tanks within our easement.

9. New Business:

A. Discussion/ possible action regarding the approval of the first reading of MCSD Policy 2192- Substance Abuse

Tabled until cost analysis is provided to the Board.

B. Discussion/possible action regarding the approval of the first reading of MCSD Policy 2093-District Cellular Phones.

C. Richey made a motion to approve the first reading of MCSD Policy 2093-District Cellular Phones; seconded by M. Rorke. Motion passed with 3 Ayes (Zanni, Rorke, Richey) 2 Absent (Young, Hanson).

C. Discussion/possible action regarding the approval of the first reading of MCSD Policy 2094-Personal Cellular Phone and PDA Policy.

M. Rorke made a motion to approve the first reading of MCSD Policy 2094-Personal Cellular Phone and PDA Policy; seconded by C. Richey. Motion passed with 3 Ayes (Zanni, Rorke, Richey) 2 Absent (Young, Hanson).

D. Discussion/possible action regarding the acceptance of the Jenny Jones Hero's Grant for \$15,000.00 for the purchase of a laundry washer-extractor and associated software for the MCSD Fire Department.

R. Zanni made a motion to accept the Jenny Jones Hero's Grant for \$15,000.00 for the purchase of a laundry washer-extractor and associated software for the MCSD Fire Department including the acceptance of the sales agreement not to exceed \$16,953.67 and that a letter of thanks be drafted and sent to the appropriate people and be signed by the Fire Chief and all members of the Board. seconded by C. Richey. Motion passed with 3 Ayes (Zanni, Rorke, Richey) 2 Absent (Young, Hanson). Any amount over \$15,000.00 will be covered by the Fireman's association and/or MCSD. M. Rorke requested a letter from the manufacturer stating that the warranty will not be voided if they do not install it.

E. Discussion/possible action regarding the acceptance of the Sundial Fund of Marin Community Foundation Grant for \$39,500.00 for an EKG monitor for the MCSD Fire Department.

R. Zanni made a motion to accept of the Grant from the Sundial Fund of Marin Community Foundation for \$39,500.00 for an EKG monitor for the MCSD Fire Department and that we accept the quote from Stryker Medical in the amount of \$39,257.98, send a thank you letter and authorize the general manager to sign the contract on behalf of the District; seconded by M. Rorke. Motion passed with 3 Ayes (Zanni, Rorke, Richey) 2 Absent (Young, Hanson).

10. 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).

Public comment was made regarding the safety of the intersection of Squaw Valley Road and Highway 89 with increasing numbers of vehicle accidents at that location. Resident was instructed to contact CalTrans District 2 with concerns.

11 Adjourn Open Session at 7:24 PM

Because there were two Board Members absent the Closed Session was tabled until next meeting.

Catherine Young/President of the Board

Andrea Mills/Secretary of the Board

06/14/21
15:18:07

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 6/21

Page: 1 of 3
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
10118		1122 DEPARTMENT OF HEALTH CARE	153.06					
		QA fees for ambulance transports						
		1992859052 06/14/21 QA fees for ambulance tran	153.06*			1040 405000	710	101000
		Total for Vendor:	153.06					
		# of Claims	1	Total:				
				153.06				

06/14/21
15:18:07

MCCLOUD COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 6/21

Page: 2 of 3
Report ID: AP110

Fund/Account	Amount
1040 FIRE	
101000 Operating Cash	\$153.06
Total:	\$153.06

06/14/21
15:18:08

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval Signature Page
For the Accounting Period: 6 / 21

Page: 3 of 3
Report ID: AP100A

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

Prepared by: *[Signature]*

Reviewed by: *[Signature]*

Claims Total: \$153.06

Signature #1

Signature #2

Signature #3

Signature #4

Signature #5

06/24/21
16:28:48

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 6/21

Page: 1 of 6
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/21) ****								
10130		1174 BARTKIEWICZ, KRONICK & SHANAHAN	2,537.50					
		Professional Services Ord. 27; tank & discharge easements						
	8922.0001	06/09/21 Profess Services Ord 27	1,740.00*			3000 402000	390	101000
	8922.0001	06/09/21 Tank & Discharge Easements	797.50*			3000 402000	390	101000
		Reallocate Reallocate Designated Receipts	1,740.00*			1010 521000	390	101000
		Reallocate Reallocate Designated Receipts	-1,740.00			3000 521000	390	101000
		Total for Vendor:	2,537.50					
10134		305 BURTON'S FIRE, INC.	340.00					
		Engine #1712 Pump & Vacuum Test (Passed)						
	W79783	06/14/21 Engine 1712 Pump & Vacuum Test	340.00			1040 403000	530	101000
		Total for Vendor:	340.00					
10133		277 CROSS PETROLEUM	891.66					
		Vehicle Fuel 6/1/21-6/15/21						
	CL09576	06/15/21 Fire Cheve Tahoe #11 6/2/21	58.62*			1040 403000	430	101000
	CL09576	06/15/21 Fire Cheve Tahoe #11 6/2/21	45.29*			1040 403000	430	101000
	CL09576	06/15/21 Fire Cheve Tahoe #11 6/4/21	31.39*			1040 403000	430	101000
	CL09576	06/15/21 Fire Cheve Tahoe #11 6/9/21	66.96*			1040 403000	430	101000
	CL09576	06/15/21 Rear Loader 6/02/21 14,985 mi	141.53			1090 403000	420	101000
	CL09576	06/15/21 Rear Loader 6/08/21 15,117 mi	137.49			1090 403000	420	101000
	CL09576	06/15/21 Rear Loader 6/11/21 15,231 mi	82.21			1090 403000	420	101000
	CL09576	06/15/21 Side Loader 6/15/21 18,023 mi	148.31			1090 403000	420	101000
	CL09576	06/15/21 Fire Command 1700 6/11/21	54.61*			1040 403000	430	101000
	CL09576	06/15/21 Fire Medic 17 6/09/2	35.53*			1040 403000	420	101000
	CL09576	06/15/21 Fire Engine 1712 6/07/21	89.72*			1040 403000	420	101000
		Total for Vendor:	891.66					
10132		1147 Dunsmuir Tire Shop	1,199.50					
		4 tires for Silver F-150 Ford						
	19608	06/16/21 4 Tires for Silver F-150 Ford	1,199.50		725080	1010 403000	530	101000
		Total for Vendor:	1,199.50					

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 6/21

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
10123		71 FIRST BANKCARD - DIRECTORS 2	454.97					
		*** Claim from another period (5/21) ****						
		Vehicle Fueling, Pre-employment Physical						
	0164 05/10/21	Dump Truck 3,753 MI	100.00		724988	1010 403000	420	101000
	0164 05/12/21	Silver Fort 77,523 MI	93.99		724988	1010 403000	430	101000
	0164 05/14/21	Service Truck 65,952 MI	130.00		724988	1010 403000	430	101000
	0164 05/20/21	Service-Truck Generator	20.63		724988	1010 403000	430	101000
	0164 06/01/21	Yreka Immdt-pre-emplmnt physcl	100.00*		724993	1070 402000	345	101000
	0164 06/01/21	Gas Reimb-Yreka-Pre-ee Physcl	10.35*		725075	1070 402000	345	101000
		Total for Vendor:	454.97					
		*** Claim from another period (5/21) ****						
10122		70 FIRST BANKCARD - DISTRICT CARD	449.00					
		Stamps for Monthly Billing; Monthly IT Services						
	05/07/21	ENPLAN	29.00*					
	05/21/21	USPO-Stamps for Mo Utilit Bill	220.00		725074	1010 402000	396	101000
	05/23/21	MICROSOFT	200.00*			1010 403000	411	101000
		Total for Vendor:	449.00			1010 402000	396	101000
		*** Claim from another period (5/21) ****						
10121		69 FIRST BANKCARD - FIRE DEPT	1,179.04					
		Supplies-Vehicle, Uniform, Firehouse + Membershps						
	01287 05/11/21	Cal Chiefs Vol Chief 1 yr Mmbr	123.78*		725020	1040 402000	370	101000
	JU40W2 05/11/21	Amzn-2 Radio Antennas	128.78		725051	1040 403000	530	101000
	25131 05/12/21	SSVEMSagency Prvdr Renwal	500.00*		725057	1040 402000	394	101000
	171534 05/13/21	O'Reilly Auto-Car Wash Soiap	16.09		725040	1040 403000	530	101000
	05/22/21	Home Depo-TurboJet Hose Clnr	19.97*		725039	1040 403000	400	101000
	05/22/21	COSTCO-Shop Lights & Bulbs	74.97*		725043	1040 403000	400	101000
	05/22/21	COSTCO-Tire Black, W/S Wipers	30.97		725038	1040 403000	530	101000
	05/24/21	Weed Grocery Outlet	27.91*			1040 403000	400	101000
	3565820 05/26/21	Amzn-Div Chief Collar Brass	21.42*		725067	1040 402000	360	101000
	27542 06/01/21	Bjers Auto-Utility 17 Battery	196.35		725032	1040 403000	530	101000
	06/02/21	Wal-Mart	38.80*			1040 403000	400	101000
		Total for Vendor:	1,179.04					
10120		1084 KRM Services	35.00					
		Pre-Employment Drug Screen						
	3476 06/08/21	Pre-Emplmnt Drug Screen	35.00*		724996	1070 402000	345	101000
		Total for Vendor:	35.00					

06/24/21
16:28:48

MCCLLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 6/21

Page: 3 of 6
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
10137		1051 Michael Quinn	107.95					
		EE Clothing Allowance; Postage to Ca Labor Commission						
		06/19/21 EE Clothing Allowance	100.00		725097	1010 402000	360	101000
		05/28/21 Postage to Ca Labor Commission	7.95		725097	1010 403000	411	101000
		Total for Vendor:	107.95					
		*** Claim from another period (5/21) ****						
10119		107 MT SHASTA AREA NEWSPAPERS -	98.75					
		Ord. #2 Publishing						
		8961 05/31/21 Ord. #2 Publishing	98.75			1010 402000	397	101000
		Total for Vendor:	98.75					
10138		141 NAPA Mt Shasta	83.81					
410 G		Backhoe Hydraulic Line Fitting; Fire eng 1715 Pump Repair Parts						
		812727 06/18/21 Backhoe Hydraulic Line Fitting	49.44*		725081	1010 403000	520	101000
		811993 06/08/21 Fire Eng 1715 Pump Repoair Par	34.37		725030	1040 403000	530	101000
		Total for Vendor:	83.81					
10128		116 NORTHLAND CABLE - FIRE	92.72					
		Phone & Internet Service						
		Jun2021 06/03/21 Phone & Internet Service	92.72*			1040 402000	320	101000
		Total for Vendor:	92.72					
10126		117 NORTHLAND CABLE - MCSD	299.46					
		June Office Phone, Internet & Equipment						
		Jun2021 06/03/21 June Office Phone, Internet &	299.46			1010 402000	320	101000
		Total for Vendor:	299.46					
10129		1143 NORTHLAND	137.14					
		Phone & Internet Service						
		Jun2021 06/03/21 Phone & Internet Service	137.14*			1020 402000	320	101000
		Total for Vendor:	137.14					
10124		1164 Pusher, Inc.	1,260.00					
		Web Design & Development (2nd Pmnt)						
		2127 06/14/21 Web Design & Development (2nd	1,260.00*		724770	1010 402000	396	101000
		Total for Vendor:	1,260.00					

06/24/21
16:28:48

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 6/21

Page: 4 of 6
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
10127		1048 Silver Rockets	200.00					
		WordPress Monthly Maintenance Fee						
		Inv000880 06/10/21 WordPress Mo'y Maintenance	50.00*			1010 402000	396	101000
		INV000880 06/10/21 Annual Plugin License Fee	150.00*			1010 402000	396	101000
		Total for Vendor:	200.00					
10131		196 SISKIYOU COUNTY	862.29					
		Parking Lot Material						
		03/17/21 Parking Lot Material 2020 Proj	862.29*		725096	1010 403000	510	101000
		Total for Vendor:	862.29					
10136		164 USA BLUE BOOK	674.63					
		Water Tank/System Dechlorination						
		625718 06/07/21 Tank/System Dechlorination	674.63		725083	3000 403000	400	101000
		Total for Vendor:	674.63					
10125		255 VERIZON WIRELESS - MCSD	320.53					
		June Cell Phone Service						
		9880965278 06/23/21 Jun Cell Phones	120.03			1010 402000	320	101000
		9880965278 06/23/21 Pws, On Call, & Gm Phone	100.50			1010 402000	320	101000
		9880965278 06/23/21 Fire Chief & Ambulance Pho	100.00*			1040 402000	320	101000
		Total for Vendor:	320.53					
		# of Claims 19	Total:	11,223.95				

06/24/21
16:28:49

MCCLOUD COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 6/21

Page: 5 of 6
Report ID: AP110

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$6,831.54
1020 DIRECTORS	
101000 Operating Cash	\$137.14
1040 FIRE	
101000 Operating Cash	\$2,128.25
1070 PARKS	
101000 Operating Cash	\$145.35
1090 REFUSE	
101000 Operating Cash	\$509.54
3000 WATER	
101000 Operating Cash	\$1,472.13
Total:	\$11,223.95

06/24/21
16:28:49

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval Signature Page
For the Accounting Period: 6 / 21

Page: 6 of 6
Report ID: AP100A

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

Prepared by: Keith Anderson

Reviewed by: 

Claims Total: \$11,223.95

Signature #1 _____

Signature #2 _____

Signature #3 _____

Signature #4 _____

Signature #5 _____

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; January 25, 2021

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~~ *have* determined ~~which~~ *that all* employees are required to possess *and use* cellular phones to enhance normal and emergency operations. The General Manager, ~~or designee,~~ *and Public Works Superintendent has* ~~shall~~ *determined that if* cellular telephone service is required, *and provided by the District,* 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. *Field staff cell phones shall remain, plugged in, at the District office during non-business hours.*

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 *personal cell phone or* 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 of communication for non-District purposes.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Personal Cellular Phone and PDA Policy
POLICY NUMBER: 2094
ADOPTED: November 9, 2015
COMMITTEE REVIEW: October 13, 2015, June 21, 2016
AMENDED:

2094.10 The purpose of this policy is to establish uniform guidelines for the use of personal cell phones and PDA's (Personal Digital Assistant), *cell phones, smartwatches or any other digital devices* while at work and the safe use of personal cell phones and PDA's by employees while driving.

2094.20 Use of Personal Cell Phones, PDA's, Tablets, etc.: Employees are prohibited from making and responding to personal calls, texts, emails, etc. during working hours. Such activities should be limited to lunch and break periods.

2094.21 The District will not be liable for the loss or damage of personal devices brought to the workplace.

2094.30 Safety: All employees are expected to follow applicable state and federal laws or regulations regarding the use of cell phones or PDA's at all times.

2094.31 Employees are strictly prohibited from using personal cell phones while driving a vehicle on District time or driving a District vehicle anytime.

2094.311 Employees who are charged with traffic violations resulting from the use of a cellular phone/PDA while driving will be solely responsible for and may be subject to disciplinary action and personal liability resulting from such traffic violations, while on District business.

2094.32 The use of camera phones, PDA's and other audio or video recording devices within the District may constitute not only an invasion of employees personal privacy, but may breach confidentiality of MCSD protected information. Therefore, the use of camera or other video-capable recording devices within the District is prohibited without the express prior permission of the employee's supervisor and the person(s) present at the time.

MCS D BOARD OF DIRECTORS
June 28, 2021

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 9 A

Discussion/possible action regarding the approval of the first reading of MCS D Policy 2192 - Substance Abuse.

Background:

The total miles for a round trip to KRM Services in Yreka is 82 miles. The reimbursement rate for 2021 is 56 cents a mile.

$82 \text{ miles} \times 0.56 = \$45.92 \times 40 \text{ employees, volunteers and } 5 \text{ board members} = \$2,066.40$

The cost for pre-employment testing is \$35.00 per person.

$40 \text{ employees, volunteers and } 5 \text{ board members} \times \$35.00 = \$1,575.00$. Employees and volunteers would all have to be tested to be included in the random pool.

The cost for the 45 employees, volunteers and 5 board of directors to be included in the random pool and be tested per year is \$35.00 per test.

$45 \times \$35.00 = \$1,575.00$.

Total cost for 40 employees, volunteers and 5 board of directors would be \$5,216.40.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Substance Abuse**
POLICY NUMBER: **2192**
ADOPTED: **June 14, 2004**
REVIEWED: **April 12, 2016**
AMENDED: **August 08, 2005, October 24, 2016**

TABLE OF CONTENTS

SECTION 1 – POLICY STATEMENT

2192.10 APPLICABILITY.....

2192.20 PROHIBITED SUBSTANCES.....

 2192.21 Drugs.....

 2192.22 Alcohol.....

 2192.23 Legal Medications.....

2192.30 PROHIBITED CONDUCT.....

 2192.31 Manufacturing, Trafficking, Possession and Use.....

 2192.32 Impaired/Not Fit for Duty.....

 2192.33 Alcohol Use.....

 2192.34 Compliance with Testing Requirements.....

2192.40 NOTIFYING THE DISTRICT OF CRIMINAL DRUG CONVICTION.....

2192.50 PROPER APPLICATION OF THE POLICY.....

2192.60 TESTING FOR PROHIBITED SUBSTANCES.....

 2192.61 Employee Entrance Testing.....

 2192.62 Reasonable Suspicion Testing.....

 2192.63 Post-Accident Testing.....

 2192.64 Random Testing.....

 2192.65 Employee Requested Testing.....

 2192.66 Records Retention.....

2192.70 CONTACT PERSON.....

2192.80 DEFINITIONS.....

 2192.81 Accident.....

 2192.82 Alcohol.....

 2192.83 Alcohol Concentration.....

 2192.84 Alcohol Use.....

 2192.85 Breath Alcohol Technician (BAT).....

 2192.86 Chain of Custody.....

 2192.87 Collection Site.....

 2192.88 Commercial Motor Vehicle.....

	2192.89 Confirmation Test.....
2192.90	DEFINITIONS (CONTINUED).....
	2192.91 Controlled Substance (Drug) Test.....
	2192.92 Covered Employee.....
	2192.93 Department of Transportation Guidelines.....
	2192.94 Designated Employee Representative.....
	2192.95 District.....
	2192.96 District Time.....
	2192.97 Driver.....
	2192.98 Drug (Controlled Substance) Metabolite.....
	2192.99 Evidential Breath Testing Device (EBT).....
2192.100	DEFINITIONS (CONTINUED)
	2192.101 Medical Review Officer (MRO).....
	2192.102 Performing Safety-Sensitive Function.....
	2192.103 Post-Accident Alcohol and/or Controlled Substance Testing.....
	2192.104 Employment Entrance Controlled Substance Testing.....
	2192.105 Prohibited Drugs (Controlled Substances).....
	2192.106 Prohibited Substances.....
	2192.107 Random Alcohol and/or Controlled Substance Testing.....
	2192.108 Reasonable Suspicion Alcohol and/or Controlled Substance Testing.....
	2192.109 Refuse to Submit to an Alcohol and/or Controlled Substance Test.....
2192.110	DEFINITIONS (CONTINUED)
	2192.111 Safety-Sensitive Employee (Function and/or Position).....
	2192.112 Screening (Initial) Test.....
	2192.113 Substance Abuse Professional (SAP).....
	2192.114 Supervisor.....
	2192.115 Vehicle.....

SECTION 2 – PROCEDURES

	2192.120 REASONABLE SUSPICION.....
	2192.130 RANDOM TESTING.....
	2192.140 POST-ACCIDENT.....
	2192.150 CHAIN OF CUSTODY FOR CONTROLLED SUBSTANCE SPECIMENS.....
	2192.160 SPECIMENT COLLECTION OF STRANGE AND/OR UNRECOGNIZABLE SUBSTANCES
	2192.170 ALCOHOL CONCENTRATION.....
	2192.180 DEVIATIONS FROM PROCEDURES.....

SECTION 3 - APPENDICES

- APPENDIX A – SAFETY SENSITIVE CLASSIFICATIONS AND FUNCTIONS
- APPENDIX B – VOLUNTARY PARTICIPATION IN RANDOM TESTING
- APPENDIX C – STATEMENT OF DRUG ABUSE POLICY
- APPENDIX D – ACKNOWLEDGEMENT OF TRAINING AND RECEIPT
- APPENDIX E – PREVIOUS EMPLOYER INQUIRY FORM
- APPENDIX F – KRM SERVICES*

SECTION 1

POLICY STATEMENT

The purpose of this policy is to assure worker fitness for duty and to protect District employees and the public from risks posed by the use of alcohol and controlled substances by District employees while on District business. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation (DOT) has enacted 49 CFR Part 382 that mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988", which requires the establishment of drug free workplace policies and the reporting of certain drug related offenses to the Department of Transportation. This policy incorporates those requirements applicable to safety-sensitive employees and others, when so noted, and shall be deemed amended to comply with subsequent changes in applicable law or regulation.

McCloud Community Services District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances.

All employees, including new hires, shall receive a copy of this policy and be informed of their responsibilities with respect to compliance with Federal drug and alcohol testing regulations 49 CFR 382.601. All employees are required to read and sign the acknowledgement of receipt of this policy attached hereto as Appendix D.

The District shall not be responsible for the cost of rehabilitation, treatment or to reinstate employees who test positive for controlled substances or alcohol pursuant to this policy.

2192.10 Applicability: This policy applies to all employees when they are performing any District related business, regardless of locale. Certain provisions, where identified, will apply only to safety-sensitive employees. It also applies to off-site lunch periods and breaks when an employee is scheduled to return to work.

2192.11 A safety-sensitive employee is:

2192.111 An individual in any classification requiring the use of a Class A or Class B commercial drivers license, as listed in Appendix A.

2192.112 An individual who has voluntarily driven a District vehicle requiring a commercial license within the last 12 month period, or who desires in the future to voluntarily drive a District vehicle requiring a commercial license, or

2192.113 An individual who performs safety-sensitive functions as specified in Appendix A.

2192.12 A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform or immediately available to perform any safety-sensitive function.

2192.20 Prohibited Substances: Prohibited substances addressed by this policy shall include the following:

2192.21 Drugs: marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine.

2192.22 Alcohol: The use of beverages or substances, including any medications containing alcohol, such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform or immediately available to perform any District business is prohibited. *Alcohol* is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol, including methyl or isopropyl alcohol.

2192.23 Legal Medications: Using or being under the influence of any legally prescribed medication(s) or non-prescription medication(s) while performing District business is prohibited to the extent that such use or influence affects job safety or impairs an employee's effective and efficient job performance. An employee taking any medication which carries a warning label that indicates that mental functioning, motor skills and/or judgment may be adversely affected must report such use to his/her supervisor and medical advice should be sought before performing work-related duties. In the above instance, an employee using legally prescribed medication or non-prescription medication may continue to work if the supervisor determines that the employee does not pose a safety threat and that job performance is not adversely affected by such use. Failure to notify the supervisor of the use of such legally prescribed medication or non-prescription medication may result in disciplinary action up to and including termination of employment.

2192.30 Prohibited Conduct

2192.31 Manufacture, Trafficking, Possession and Use: Conviction of the unlawful manufacture, distribution or dispensing of a controlled substance, dispensing or consuming alcohol on District premises or in a District vehicle while conducting District business is absolutely prohibited and will result in termination of employment. Law enforcement shall be notified, as appropriate, where criminal activity is suspected. Engaging in unlawful possession or use of a controlled substance or alcohol on District premises or in a District vehicle while conducting District business is

absolutely prohibited. Violation will result in discipline, up to and including, termination of employment.

2192.32 Impaired/Not Fit for Duty: Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance or not fit for duty shall be removed from job duties and be required to undergo a reasonable suspicion controlled substance or alcohol test. Employees failing to pass, receiving a negative dilute controlled substance test result or refusing to take this reasonable suspicion controlled substance or alcohol test shall remain off duty and shall be subject to disciplinary action up to and including, termination of employment.

2192.33 Alcohol Use: No safety-sensitive employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.02 or greater. No employee shall use any alcohol during working hours or operate any District vehicle or equipment while under the influence of alcohol regardless of the amount. No safety sensitive employee shall use alcohol within four (4) hours of reporting for duty. Violation of this provision will subject the employee to disciplinary action up to and including, termination of employment.

2192.34 Compliance and Testing Requirements: All employees are subject to employment entrance, reasonable suspicion and post-accident controlled substance testing and breath alcohol testing. In addition, all safety-sensitive employees are subject to random controlled substance testing and breath alcohol testing. Any employee who refuses to submit to a required test, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration or substitution shall be removed from duty immediately and subject to disciplinary action up to and including, termination of employment. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

2192.40 Notifying the District of Criminal Drug Conviction: Pursuant to the *Drug Free Workplace Act of 1988*, any employee who fails to notify the District prior to reporting to work of any criminal controlled substance statute conviction shall be subject to disciplinary action up to and including, termination of employment.

2192.50 Proper Application of the Policy: The District is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy or who is found to deliberately misuse the policy with respect to his/her subordinates, shall be subject to disciplinary action up to and including, termination of employment.

2192.60 Testing for Prohibited Substances: Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under DOT guidelines. All employees shall be subject to testing prior to employment and for reasonable suspicion of unlawful use and following an accident defined in the DOT guidelines during employment with the District. All safety-sensitive employees shall also be subject to testing randomly as defined in the DOT guidelines *per most current KRM Policy/Contract; see Appendix F.*

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and, using up to date techniques, equipment and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS) under the National Laboratory Certification Program, including split-sample testing. All testing will be conducted consistent with the procedures put forth in the DOT guidelines. An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmation test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. The employee being tested may request that a urinalysis or blood analysis be performed for the alcohol confirmation test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02, but less than 0.04, will be removed from his/her position for at least twenty-four (24) hours unless a re-test results in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of DOT guidelines and this policy.

Circumstances under which employees may be tested:

2192.61 Employment Entrance Exam: All job applicants who have been offered District employment shall undergo urine controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the candidate from further consideration for employment. Current employees, who promote, demote or transfer from non-safety-sensitive to safety-sensitive positions must test negative prior to assignment to a safety-sensitive classification. The District will obtain records from previous employers of new safety-sensitive employees in conformance with DOT guidelines. Job applicants for safety-sensitive positions are required to complete an authorization form allowing previous employers to release the results of alcohol and controlled substance testing records obtained while under their employ. The release authorization form is attached to this policy as Appendix E. Job applicants who refuse to release prior employment alcohol and controlled substance testing results or have received a positive alcohol and/or substance abuse test within the two (2) years prior to submitting a job application to the District will be disqualified for consideration for District employment.

2192.62 Reasonable Suspicion Testing: All employees will be subject to urine and/or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made by a trained supervisor on the basis of documented objective facts and circumstances which are consistent with the effects of substance and/or alcohol abuse. Examples of reasonable suspicion include, but are not limited to, the following:

2192.621 Adequate documentation of unsatisfactory work performance or on-the-job behavior.

2192.622 Physical signs and symptoms consistent with prohibited substance or alcohol use.

2192.623 Occurrence of a serious or potentially serious accident that may have been caused by human error.

2192.624 Fights (i.e. physical contact), assaults and flagrant disregard or violations of established safety, security or other operational procedures.

Reasonable suspicion determinations will be made by a supervisor or other employee who is trained to detect the signs and symptoms of controlled substance and alcohol use and when he/she reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

2192.63 Post-Accident Testing: Employees are required, as a condition of employment, to notify the General Manager or his/her designee as soon as possible following any accident in a District vehicle. All employees will be required to undergo controlled substance and/or breath alcohol testing as soon as possible if they are involved in an accident while on District business that results in a serious injury or a fatality. In addition, post-accident tests will be conducted if an accident results in injuries requiring transportation to a medical treatment facility, or where one or more vehicles incurs disabling damage that requires towing from the site, or the employee receives a citation under state or local law for a moving traffic violation arising from the accident.

2162.631 Any employee who leaves the scene of the accident without authorization from the General Manager or his/her designee prior to submission to controlled substance and alcohol testing will be considered to have refused the test and be subject to disciplinary action up to and including, termination of employment as set forth herein. All post-accident controlled substance and alcohol testing will be conducted in accordance with DOT guidelines *at KRM Services*.

2192.64 Random Testing: Employees working in safety-sensitive classifications will be subjected to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, during duty or just after the safety-sensitive employee has finished performing his/her duty.

2192.641 When safety-sensitive employees are off work due to long-term lay-offs, illness, injury or vacation, the employee's name will be placed back into the pool and another employee name selected.

2192.642 The number of safety-sensitive employees selected for random testing will be determined pursuant to DOT guidelines.

2192.65 Employee Requested Testing: Any employee who questions the result of a required controlled substance test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing and testing the split sample will be consistent with the procedure set forth in the DOT guidelines. The safety-sensitive employee's request for a retest must be made to the General Manager or his/her designee within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the reasonable control of the employee.

2192.66 Records Retention: The District shall maintain complete records of alcohol and/or controlled substance test results for each employee in a secure location with access restricted to the Designated Employee Representative (DER). For the purposes of this policy, the District General Manager is designated as the DER. Employee records are confidential and will be available only to the DOT or any state or local officials with regulatory authority over the District or any of the District's employees. Records will be kept for a minimum of:

2192.661 Five (5) years regarding the following: employee alcohol tests, positive controlled substance tests, documentation on refusals to take alcohol or controlled substance tests and employee evaluations and referrals.

2192.662 Two (2) years regarding the alcohol and controlled substance collection process.

2192.663 One (1) year regarding the following: collection process, collection logbooks, documents of random selection process, calibration documents for breath testing device and documentation of breath alcohol technician training.

District employees may request access to review or receive copies of records contained in their personnel files. All employee requests for copies of personnel information shall be submitted in writing on forms provided by the District.

2192.70 Contact Person: Any questions regarding this policy should be directed to the following District representative: Title: General Manager

Address: P.O. Box 640, McCloud, CA 96057

Telephone: (530) 964-2017

Fax: (530) 964-2872

2192.80 Definitions:

2192.81 Accident: An unintended happening or mishap where there is loss of human life, regardless of fault, bodily injury or significant property damage.

2192.82 Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

2192.83 Alcohol Concentration: The alcohol in a volume of breath, blood or urine.

2192.84 Alcohol Use: Consumption of any beverage, mixture or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, the DOT prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing effect due to the presence of other elements (e.g., antihistamines).

2192.85 Breath Alcohol Technician (BAT): A person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BATs are the only personnel authorized to administer the EBT tests.

2192.86 Chain of Custody: The procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of collection to final disposition.

2192.87 Collection Site: A place designated by the District where individuals present themselves for the purpose of providing a specimen of urine and/or breath.

2192.88 Commercial Motor Vehicle: A motor vehicle, or combination of motor vehicles, used in commerce to transport passengers or property if the motor vehicle:

2192.881 has a gross combination weight ratio of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds, or

2192.882 has a gross vehicle weight rating of 26,001 or more pounds, or

2192.883 is designed to transport sixteen (16) passengers, including the driver, or

2192.884 is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the hazardous materials regulations.

2192.89 Confirmation Test: For alcohol testing, a second test following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing, this is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry ,GC/MS, is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines and phencyclidine.)

2192.90 Definitions Continued:

2192.91 Controlled Substance (Drug) Test: A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.

2192.911 Controlled substances will be tested under the DHHS guidelines. The primary (initial or screening) controlled substance test thresholds (subject to change based on DHHS guidelines) for a verified positive test result are those that are equal to or greater than:

Marijuana Metabolites	50 ng/ml
Cocaine Metabolites	300 ng/ml
Phencyclidine (PCP)	25 ng/ml
Opiates Metabolites ¹	2000 ng/ml

Amphetamines 1000 ng/ml

¹ 25 ng/ml if immunoassay

2192.912 A confirmation drug testing is a second analytical procedure to detect the presence of a specific drug or its metabolite. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principle in order to confirm reliability and accuracy. The confirmatory controlled substance test thresholds for a verified positive test result are those that are equal to or greater than:

Marijuana Metabolite (THC) ²	15 ng/ml
Cocaine Metabolite ³	150 ng/ml
Phencyclidine (PCP)	25 ng/ml
Opiates – Morphine	2000 ng/ml
Codeine	2000 ng/ml
Amphetamines – Amphetamine	500 ng/ml
Methamphetamine ⁴	500 ng/ml

² Delta-9-tetrahydrocannabinol-9-carboxylic acid

³ Benzoylcegonine

⁴ Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/ml

2192.92 Covered Employee: A person, including a volunteer or applicant, who performs any function for the District.

2192.93 Department of Transportation Guidelines: The controlled substance and alcohol testing rules – 49 CFR Part 382 (FWHA-Commercial Motor Vehicle) – setting forth the procedures for controlled substances and alcohol testing (49 CFR Part 40) in all transportation industries.

2192.94 Designated Employee Representative: The District employee responsible for direct contact with the testing laboratories and Medical Review Officer in the receipt, review, processing and retention of controlled substance and alcohol testing records. For the purposes of this policy, the Designated Employee Representative is the General Manager of the District or his/her designee.

2192.95 District: McCloud Community Services District.

2192.96 District Time: Any period of time in which an employee is actually performing a District function. Any period of time in which a safety-sensitive employee is actually performing, ready to perform or immediately available to perform any safety-sensitive functions.

2192.97 Driver: Any person ~~who operates a commercial motor vehicle for the District.~~ *who operates a District owned vehicle or commercial vehicle.* This includes full-time, regularly employed drivers and casual, intermittent or occasional drivers.

2192.98 Drug (Controlled Substance) Metabolite: The specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.

2192.99 Evidential Breath Testing Device (EBT): The device to be used for breath alcohol testing which shall be compliant with current industry standards.

2192.100 Definitions Continued:

2192.101 Medical Review Officer (MRO): A licensed physician responsible for analyzing laboratory results generated by the District's substance abuse policy testing program. The MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results.

2192.102 Performing a Safety-Sensitive Function: A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which the safety-sensitive employee is actually performing, ready to perform or immediately available to perform such function(s).

2192.103 Post-Accident Alcohol and/or Controlled Substance Testing: Testing conducted after accidents on employees whose performance could have contributed to the accident.

2192.104 Employment Entrance Controlled Substance Testing: Testing conducted after an offer to hire has been extended to a job applicant, but before actually performing District functions as an employee. Also required when employees transfer to a safety-sensitive position.

2192.105 Prohibited Drugs (Controlled Substances): Marijuana, cocaine, opiates, amphetamines or phencyclidine.

2192.106 Prohibited Substances: Synonymous with drug abuse and/or alcohol misuse or abuse.

2192.107 Random Alcohol and/or Controlled Substance Testing: Testing conducted on District time on a random, unannounced basis just before, during or just after performance of safety-sensitive functions.

2192.108 Reasonable Suspicion Alcohol and/or Controlled Substance Testing:

Testing conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol use or controlled substance abuse.

2192.109 Refuse to Submit (to an Alcohol and/or Controlled Substance Test):

Failure by an employee to provide an adequate breath or urine sample for testing after that employee received notice of the requirement to be tested or engages in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior or physical absence resulting in the inability to conduct the test).

2192.110 Definitions Continued:

2192.111 Safety-Sensitive Employee (Function and/or Position): An employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform or immediately available to perform any safety-sensitive function(s). A complete list of safety-sensitive classifications and function is listed in Appendix A of this policy.

2192.112 Screening (Initial) Test: An analytical procedure in alcohol testing to determine whether an employee has a prohibited concentration of blood alcohol. A controlled substance test is an immunoassay screen to eliminate negative urine specimens from further consideration.

2192.113 Substance Abuse Professional (SAP): A licensed physician (Medical Doctor or Doctor of Osteopathy) or a licensed or certified psychologist, social worker (with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders, the license alone does not authorize this), Certified Employee Assistance Professional (CEAP) or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

2192.114 Supervisor: General Manager and/or management level employees in accordance with DOT guidelines that has had one ~~(1)~~ (2) hour of training on the signs and symptoms of alcohol abuse and an additional ~~(1)~~ (2) hour training on the signs and symptoms of controlled substance abuse.

2192.115 Vehicle: Bus, electric bus, van, automobile, truck, rail car, trolley bus or vessel used for mass transportation.

SECTION 2
PROCEDURES

2192.120 Reasonable Suspicion Testing: An employee who may possibly be under the

influence of alcohol and/or controlled substances is observed by a supervisor. Any employee may report someone suspected of alcohol and/or controlled substance abuse to any supervisor. Employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action. The supervisor trained to detect the signs and symptoms of controlled substance and alcohol use must witness first-hand the employee's signs and symptoms.

2192.121 The supervisor trained to detect the signs and symptoms of controlled substance and alcohol use is then obligated to ensure that the matter is immediately investigated. If possible, two (2) supervisors determine (independently or together) that the employee in question may be under the influence of alcohol and/or controlled substances.

2192.122 When the supervisor(s) suspect and believe that the employee may be under the influence of alcohol and/or controlled substances, the employee is then immediately suspended from duty (with pay) and driven by a District employee (or others designated) to the District specified collection site. Because of a testing facility requirement, the employee in question must show proof of identification such as a driver's license photo or state-issued photo identification card.

2192.123 At the collection site, the employee will be required to submit a urine sample in the event that controlled substances are suspected or a breath sample in the event that alcohol intoxication is suspected by the on-duty technician, or both. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample. Confirmation tests for alcohol shall be EBT unless urine or blood analysis is requested by the employee being tested.

2192.124 The District will take precautions to prevent the employee being tested from going back to work and driving their own car home if any of the tests are positive. Instead, the employee will be taken home from the collection site by a District employee (or other designated).

2192.125 The employee whose alcohol test results are negative (less than 0.02 alcohol concentration) will be reinstated immediately. The employee whose confirmation test results indicate an alcohol concentration of 0.02 or greater but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him/her.

2192.126 The employee whose controlled substance test results are verified negative will be reinstated immediately. The employee whose controlled substance test is

verified negative dilute by the Medical Review Officer will not be allowed to return to duty during his/her current shift and will not be subject to recollection. The employee whose controlled substance test is verified positive by the Medical Review Officer will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him/her.

2192.130 Random Testing: ~~The compliance company~~ *KRM Services* notifies the General Manager or his/her designee who, in turn, directs the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing.

2192.131 The General Manager or his/her designee notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing immediately. Because of a testing facility requirement, the safety-sensitive employee sent to the collection site must have proof of identification such as a driver's license photo or state-issued photo identification card.

2192.132 At the collection site, the safety-sensitive employee will be required to submit a urine sample (in the event that controlled substances are to be tested for) or a breath sample (in the event that alcohol is being tested for) to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample. Confirmation tests for alcohol shall be EBT unless urine or blood analysis is requested by the employee being tested.

2192.133 The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him or her.

2192.134 The safety-sensitive employee whose controlled substance test results are verified negative will be released to return to work. The safety-sensitive employee whose controlled substance test is verified dilute negative shall be re-tested. The safety-sensitive employee whose controlled substance test is verified positive or positive dilute by the Medical Review Officer will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him or her.

2192.140 Post Accident: As soon as possible following the accident, the employee shall notify the General Manager or his/her designee that an accident has occurred.

2192.141 The General Manager or his/her designee determines that the circumstances of the accident warrant a post-accident test. Thereafter, the General Manager or his/her designee directs the employee to carry his/her photo identification and immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the employee in question must have proof of identification such as a driver's license photo or state-issued photo identification card.

2192.142 If law enforcement is on scene at the accident, the employee is to notify the investigating police officers that it is a condition of his/her employment to undergo a drug and alcohol screening test as soon as possible after such an accident, ask the officer to include that information in the accident report and request the investigating officers to utilize their radios to assist the employee in arranging for testing. If that is unsuccessful, the employee shall contact the testing facility as soon as possible to arrange for such testing.

2192.143 At the collection site, the employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample. Confirmation tests for alcohol shall be EBT unless urine or blood analysis is requested by the employee being tested.

2192.144 The employee whose test results are negative (less than 0.02 alcohol concentration) will be released to return to work. The employee whose confirmation test results indicate an alcohol concentration of 0.02 or greater but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him or her.

2192.145 The employee whose controlled substance test results are verified negative or dilute negative will be released to return to work. The employee whose controlled substance test is verified positive by the Medical Review Officer will be subject to disciplinary action up to and including termination of employment and provided information regarding the educational and/or treatment options readily available to him or her.

2192.150 Chain of Custody for Controlled Substance Specimens: Prior to the time a specimen is collected, the employee will be given a copy of the specimen collection procedures.

2192.151 Urine will be collected in an appropriate clinical specimen container which

will remain in full view of the employee until split, transferred to, sealed and initialed in two (2) tamper-resistant urine bottles.

2192.152 Immediately after the specimens are collected, the urine bottles will, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at the site other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in the secured transportation container. The container will be sealed in the employee's presence and the employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.

2192.153 a chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

2192.160 Specimen Collection of Strange and/or Unrecognizable Substances: An employee is observed with a strange and/or unrecognizable substance.

2192.161 The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance into a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and the witness.

2192.162 An incident report is written by the supervisor and signed by both the supervisor and the witness.

2192.163 The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

2192.170 Alcohol Concentration: The employee and the on-duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.

2192.171 After an explanation of how the breathalyzer works, an initial breath sample is taken.

2192.172 If the results of the initial test show an alcohol concentration of 0.02 or greater, a second or confirmation test must be conducted. If the employee chooses an EBT for the confirmation test, such test must not be conducted less than fifteen (15) minutes after, nor more than twenty (20) minutes after, the screening test.

2192.173 The confirmation test will utilize Evidential Breath Testing (EBT) devices that print out the results, date and time, a sequential test number and the name and serial number of the EBT device to ensure the reliability of the results. If a urine or blood analysis the chosen by the employee, such test shall be conducted as soon as possible following the positive initial test.

2192.180 Deviations from Procedures: Unless otherwise provided in DOT guidelines, minor deviations from the foregoing procedures shall not invalidate the results of any prohibited substance tests verified positive by the Medical Review Officer.

APPENDIX A

SAFETY-SENSITIVE CLASSIFICATIONS AND FUNCTIONS

McCloud Community Services District Safety-Sensitive Classifications

Utility Worker I and II
Interim Utility Worker
Maintenance Worker Park
Maintenance Worker
Refuse Operator
Firefighters

Safety-Sensitive Function: Operating any vehicle where a Class A or Class B driver's license would be required.

McCloud Community Services District Supervisors Classification

General Manager
Public Works Supervisor
Finance Officer
Fire Chief

APPENDIX B

VOLUNTARY PARTICIPATION IN RANDOM TESTING

In accordance with Appendix A of the District's Substance Abuse Policy, my classification is not considered safety-sensitive. Therefore, I am not required to participate in the random testing for controlled substances even though I may have a Class A or Class (commercial) driver's license.

However, for the convenience of the District, and because I would like to have the opportunity to operate District vehicles and equipment requiring a commercial license designated as safety-sensitive functions in the District's policy, I hereby request that I be included, during the current calendar year, in the pool of safety-sensitive employees for the purpose of controlled substance random testing, in conformance with the District's Substance Abuse Policy.

Date: _____

Employee's Printed Name: _____

Employee's Signature: _____

APPENDIX C

STATEMENT OF DRUG ABUSE POLICY

The McCloud Community Services District has a firm commitment to its employees and their families to provide a safe work environment and to its customers to safely provide municipal services. For these reasons, the McCloud Community Services District strives to achieve and maintain a drug free workplace. The use of illegal drugs is not condoned by the McCloud Community Services District.

To achieve the goal of a drug free workplace, we have developed an on-going education program. On the date of adoption of this policy, the District will begin employment entrance testing pursuant to this policy. All applicants will be tested prior to starting employment and prior to assignment to a safety-sensitive position. Additionally, the McCloud Community Services District will screen employees when there is reasonable suspicion to believe they are under the influence of drugs or alcohol, when they return to work following any drug or alcohol rehabilitation program, when they have been involved in an accident while engaged in District business and a fatality has occurred or the driver received a citation for a moving traffic violation and a person involved in the accident needed medical care away from the scene, or if a vehicle is towed from the scene of an accident. In addition, all employees who hold safety-sensitive positions will be subject to Federal Highways Administration's (FHWA) mandated drug and alcohol regulations as prescribed by the 49 CFR Part 40.

Applicants and employees will be tested for the following drugs: Cocaine, Methamphetamines, Amphetamines, Marijuana, Opiates, PCP and Alcohol.

Conviction of a District employee for the possession, transfer, use or sale of illegal drugs while on District business is prohibited and is grounds for immediate discharge. In addition, the use of alcohol during assigned work hours, lunch or rest periods is prohibited and is grounds for immediate discharge.

The McCloud Community Services District's drug testing philosophy and policies should be communicated by the manager or his/her designee to both applicants and employees. It is not the intent of the McCloud Community Services District to intrude into the private lives of its employees. However, the District must take steps to ensure that employees report to work in the mental and physical condition necessary to perform their jobs safely and efficiently. Similarly, any employee reporting to work with measurable alcohol content in excess of the applicable statutes is in violation of the McCloud Community Services District's Substance Abuse Policy.

To be successful, we must all do our part to contribute and ensure that the McCloud Community Services District is a drug free workplace.

APPENDIX D

ACKNOWLEDGEMENT OF TRAINING AND RECEIPT

My signature below acknowledges that I have been informed of the McCloud Community Services District's Substance Abuse Policy through District training. I have received a copy of the Substance Abuse Policy and I have been offered an opportunity to review the McCloud Community Services District's Substance Abuse Policy and Procedures.

Furthermore, I understand that employment entrance, reasonable suspicion and post accident employee testing is a condition of continued employment in all positions with the District and, in addition, that random employee testing is a condition of continued employment for all safety-sensitive personnel. I agree to comply with the rules and regulations as described in the policy and that failure to do so may lead to disciplinary action being taken against me up to and including termination of employment.

Date: _____

Applicant's Signature: _____

Applicant's Printed Name: _____

APPENDIX E
PREVIOUS EMPLOYER INQUIRY FORM

Date: _____ Applicant' Full Printed Name: _____

I authorize _____ to release and forward all information on my alcohol and controlled substance testing/training records to the McCloud Community Services District.

Signature of Applicant: _____

To Previous Employer: The above named individual has advised us that he/she has worked for your company in a safety-sensitive position or that he/she has applied to work for your company in a safety-sensitive position after _____ (date).

Regulations of the Federal Highways Administration (FHWA) 49 CFR 382.413 require our district to obtain from your company, and require you to provide us, information concerning the above name applicant's drug and alcohol test results for the past ~~two (2)~~ *three (3)* years including refusals to be tested. In accordance with FHWA's regulations, we are providing you with the applicant's written authorization requesting your company provide us with the following information concerning this applicant:

1. Has this person tested positive for a controlled substance in the past ~~two (2)~~ *three (3)* years?
Yes ____ No ____

2. Has this person had an alcohol test with a breath alcohol concentration of 0.04 or greater in the past ~~two (2)~~ *three (3)* years? Yes ____ No ____

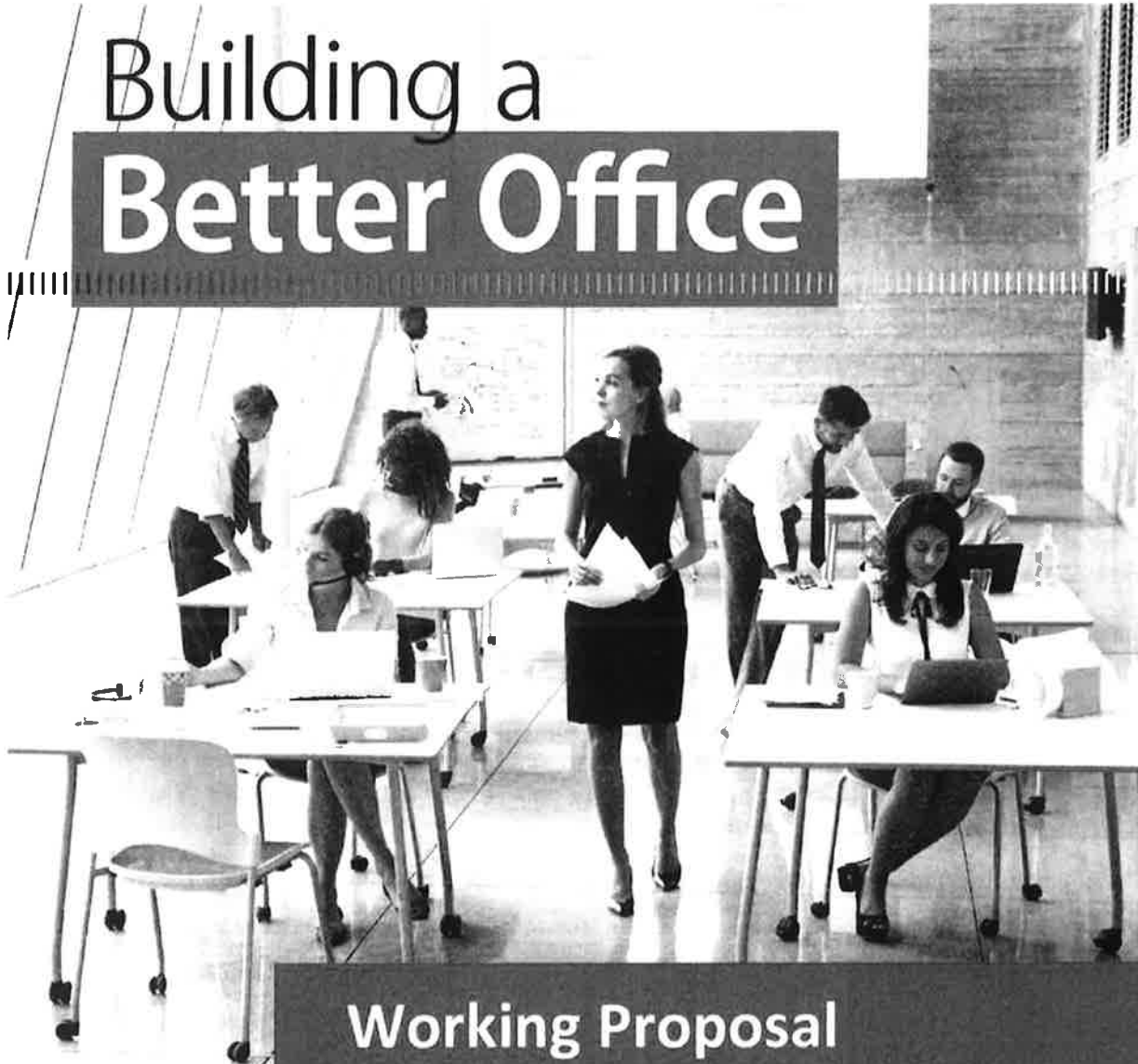
3. Has this person refused a required test for drugs or alcohol in the past ~~two (2)~~ *three (3)* years?
Yes ____ No ____

If the answer is "Yes" to any of the above questions, please give the Substance Abuse Professional's name, full address and telephone number: _____

Signed: _____ Title/Company: _____

Date: _____

Building a Better Office



Working Proposal

Document Technology Recommendation

PREPARED FOR:
McCloud Community Service District
Amos MCAbier
220 W Minnesota
McCloud, CA, 96057-0640

PREPARED BY:
Paul Cavagnaro
(530) 226-4422
pcavagnaro@raymorgan.com

Proposal Submitted:
Proposal Expiration:



McCloud Community Service District
220 W Minnesota
McCloud, CA, 96057-0640

3/24/2021

Dear Amos,

The Ray Morgan Company (RMC) appreciates the opportunity to provide this proposal for your organization. It is our intention to share the extensive history and experience that RMC has providing imaging technology and services to clients locally, nationally and inter-nationally. In fact, RMC currently supports document technologies in over 40,000 clients. Our success is based on a very specific goal: customer loyalty. We have developed a very solid infrastructure over the past 60+ years based on this belief:

"Our mission is to ensure the ongoing trust and loyalty of our clients by providing them with uncommonly great customer service and value in the sales and support of document technology products and services."

We believe that the most critical decision you can make in the selection of a document solutions provider is "what they can do to help you reach your technology goals". Proven expertise is vital in the vendor you select. When considering a provider, ask yourself this question: "is the vendor trying to sell a copier or is the vendor positioned to integrate that solution into the office of the future". We believe unequivocally that RMC is the only vendor you will interview that will help navigate these future uncharted waters.

Our unique program offers a complete solution that will simplify the billing and support functions.

We look forward to discussing these strategies. If you have any questions after reviewing this proposal, I would be more than happy to assist.

Best Regards,

Paul Cavagnaro
Account Executive





Ray Morgan Company Overview

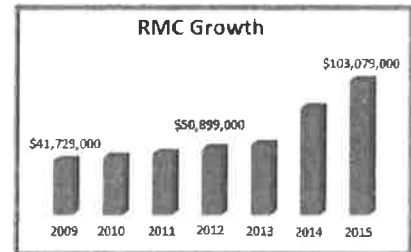
Experience

Established in 1956, the Ray Morgan Company (RMC) has grown to be one of the largest independent dealers in the United States. With over 60 years providing document technology products and services, RMC is uniquely positioned to be a valued partner for our clients due to the extensive experience and resources:

- 17 Branch Offices Throughout California & Nevada
- 445+ Dedicated Staff
- 200+ Service Support Personnel

Financial Strength

It is important to have a provider with the financial strength and continued growth to ensure that long term contracts will be supported. RMC has been on a consistent growth track for many years due to our customer focused approach.



Customers First

Though our revenues have exceeded \$100 million, we remain a highly responsive and customer centered organization. RMC ownership is actively involved in day-to-day operations, and are always "one phone call away" to respond to any customer. Customer Service is our number one priority. All clients have the ability to rate our support. Here is how RMC rates amongst the top companies in the U.S.

STELLAR CUSTOMER SERVICE		
The Net Promoter Score system is what percentage of your customers would recommend you to others. Below are the scores of some of the top companies in North America.		
	RAY MORGAN CO.	93
	USAA	80
	COSTCO	78
	NORDSTROM	75
	APPLE/IPHONE	70
	AMAZON	69
	SOUTHWEST	66

Scope of Services

As a leading provider of document technologies, RMC recommends the right solution for a specific need. Mobile data and cloud solutions are important with many clients. RMC provides a full suite of hosted and cloud technologies.



Imaging Systems



Document Management



ProCare IT Outsourcing



Managed Print Services



Facilities Management



Print & Mail Fulfillment Services



Business Process Outsourcing



Paperless Workflow Solutions



Vertical Industry Solutions



Secure Output Management Solutions

We have you covered.

RMC can support all types of document processing, scanning, printing, mailing, electronic document archiving. Also, the network infrastructure used to manage data is supported by the RMC ProCare IT services.



Ray Morgan Company
DOCUMENT TECHNOLOGY SOLUTIONS

Ray Morgan Company

RMC Service Support

Field Service

All RMC technicians are manufacturer trained and certified. They carry car stock to reduce the amount of call back visits. Focusing on **first call fixes** is key to maintaining the uptime you require when a field technician is needed.



Preventing Copier Emergencies

Gone are the days of shaking toner cartridges because someone forgot to order replacements on time! With Ray Morgan Company's **Proactive Maintenance and Automatic Replenishment**, problems are taken care of *before* they become an office emergency. Similar to routine maintenance for your car, Proactive Maintenance keeps equipment in optimal shape and prevents additional service calls, which can reduce downtime. And so long as it's connected to the network, Ray Morgan Company's Automatic Replenishment system enables office equipment to take care of itself.

Answering the Call

All calls are handled by a **LIVE** operator during business hours. Placing a service/supply call is quick and easy since all phone operators are cross-trained, thus eliminating the need for your call to be transferred. Toll Free 866-754-7677. Or use your personal web portal.

Performance Guaranty

After the technician has contacted the customer with an ETA, the technician arrives and communicates with the key operator or individual that placed the service call to confirm the problem. The technician then services the equipment, resolving the problem(s) and performing all preventative maintenance.

- *If at any time and for a period of up to 5 years from the date of purchase of any Multifunction equipment from us, and as long as such unit is continually covered under an RMC Maintenance Agreement, we will, at your request and for cause, replace the machine in question with another one of same or similar model, age or newer and meter at absolutely no cost to you.*
- *All we ask is that you provide us with a written description of what your equipment complaint is and give us 30 days to resolve the specific technical problem(s) to your satisfaction. Should we fail with a remedy within the stated timeframe we will then promptly exchange the machine in question.*

Peace of Mind

RMC has the experience, with the most tenured sales and technical staff in the industry. We can support your organization now and in the future.





imageRUNNER ADVANCE DX C5750i




Product Description

The imageRUNNER ADVANCE DX C5750i operates at speeds of up to 50-ppm in B&W and Color. Includes a 200-sheet Single Pass Duplex Automatic Document Feeder, PCL/PS/UFR II printing and Color Universal Send (Compact PDF, Searchable PDF/XPS, Office Open XML Word and PowerPoint, Smooth and Trace), 2 x 550-sheet Paper Cassettes, 100 Sheet Stack Bypass, 4GB of RAM, 250GB HDD with encryption, and USB 3.0/2.0 connectivity. Includes uniFLOW Online Express, Universal Login Manager (ULM), Wireless LAN, Remote Operator's Software Kit, McAfee Embedded Control and other Standard Security Features.

Space And Power Requirements

- Total Dimensions (W x D x H): 45.75" x 28.43" x 46.77"
- Total Installation Space (W x D x H): 63.86" x 45.75" x 46.77"
- Main Unit Power Requirements: 120V/11.5A
- Main Unit Plug: NEMA 5-20P

Product name	Net component size			Additional Power Supply	Plug Image
	W	D	H		
	inch	inch	inch		
imageRUNNER ADVANCE DX C5750i	24.41	28.43	36.89		
Cassette Feeding Unit-AM1	24.41	27.56	9.88	None	
Buffer Pass Unit-L1	-	-	-	None	
Staple Finisher-Y1	21.14	24.53	43.11	None	
Super G3 FAX Board-AS2	-	-	-	None	
uniFLOW Online Express	-	-	-	None	
Total	45.75	28.43	46.77		

Ray Morgan Company

Current Technology Financial Profile:

Here is the breakdown of your expenses today:

Monthly Equipment Lease Payment: \$ 478.60

Monthly Service Expense: Color Overage \$119.00

Other Expenses: Ins Charge \$ 27.84

True Monthly Costs: \$625.44

Proposed RMC Solution Overview:

Here is the breakdown of your expenses in the future state: (Machine information on next page)

Equipment Monthly Investment Total: \$485.05

QTY	MODEL	DESCRIPTION
1	imageRUNNER ADVANCE DX C5750i	imageRUNNER ADVANCE DX C5750i

Lease Options

PAYMENT	TERM
\$485.05	63

Maintenance and Supplies

The option also includes:

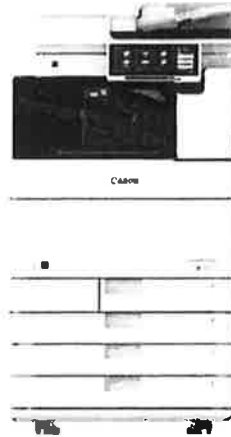
- All parts, labor, toner and service calls.
- Up to 10,000 mono copies per month with additional mono copies billed monthly at \$0.0100 per copy.
- Up to 850 color copies per month with additional color copies billed monthly at \$0.0580 per copy.
- 4-hour response time in the metro area and next-day service for out-of-town customers.

EXCLUDES: paper and staples.





imageRUNNER ADVANCE DX C5750i




Product Description

The imageRUNNER ADVANCE DX C5750i operates at speeds of up to 50-ppm in B&W and Color. Includes a 200-sheet Single Pass Duplex Automatic Document Feeder, PCL/PS/UFR II printing and Color Universal Send (Compact PDF, Searchable PDF/XPS, Office Open XML Word and PowerPoint, Smooth and Trace), 2 x 550-sheet Paper Cassettes, 100 Sheet Stack Bypass, 4GB of RAM, 250GB HDD with encryption, and USB 3.0/2.0 connectivity. Includes uniFLOW Online Express, Universal Login Manager (ULM), Wireless LAN, Remote Operator's Software Kit, McAfee Embedded Control and other Standard Security Features.

Space And Power Requirements

- Total Dimensions (W x D x H): 24.41" x 29.17" x 46.77"
- Total Installation Space (W x D x H): 38.58" x 45.75" x 46.77"
- Main Unit Power Requirements: 120V/11.5A
- Main Unit Plug: NEMA 5-20P

Product name	Net component size			Additional Power Supply	Plug Image
	W	D	H		
	inch	inch	inch		
imageRUNNER ADVANCE DX C5750i	24.41	28.43	36.89		
Cassette Feeding Unit-AM1	24.41	27.56	9.88	None	
Inner Finisher-H1	24.61	29.17	8.82	None	
Super G3 FAX Board-AS2	-	-	-	None	
uniFLOW Online Express	-	-	-	None	
Total	24.41	29.17	46.77		

Ray Morgan Company

Current Technology Financial Profile:

Here is the breakdown of your expenses today:

Monthly Equipment Lease Payment: \$478.60

Monthly Service Expense: Color Overage \$119.00

Other Expenses: Ins Charge \$27.84

True Monthly Costs: \$ 625.44

Proposed RMC Solution Overview:

Here is the breakdown of your expenses in the future state: (Machine information on next page)

Equipment Monthly Investment Total: \$464.15

QTY	MODEL	DESCRIPTION
1	imageRUNNER ADVANCE DX C5750i	imageRUNNER ADVANCE DX C5750i

Lease Options

PAYMENT	TERM
\$464.15	63

Maintenance and Supplies

The option also includes:

- All parts, labor, toner and service calls.
- Up to 10,000 mono copies per month with additional mono copies billed monthly at \$0.0090 per copy.
- Up to 850 color copies per month with additional color copies billed monthly at \$0.0590 per copy.
- 4-hour response time in the metro area and next-day service for out-of-town customers.

EXCLUDES: paper and staples.



McCloud Community Services District

220 W Minnesota Ave, McCloud, CA 96057

June 17, 2021

Brand New Energy Star Certified

Lanier IM C6000 – scan, print, and fax

- **120 ipm simplex & 240 ipm dual scanner**
- **Productive 220 original document feeder capacity**
- Delivers an impressive color print resolution of up to 1200 x 1200 dpi
- 60 prints/copies per minute, respectively, in both Color and BW
- FAST productive 320 GB Hard Drive 2.0 GB RAM
- Auto job promotion – *if one print job is held up, the copier will continue printing the remaining jobs in the queue, while the errant print job is on hold*
- **Customizable larger 10.1" interface screen** – *speeds workflow w/USB & SD slots*
- Scanning is in either black or color – *to network folders or direct email*
- 1,200 sheet paper capacity – Up to **166 lb. index** (300g/m) – *via all sources*
 - Two 550-sheet paper trays – *one adjustable up to 12x18*
 - 100 sheet bypass – *adjustable up to 12x18*
- **Includes: Adobe Postscript3 Emulation**
- **Includes: New Lanier Network Electrical Surge Protector** – *retail \$349: No Charge*
- **Includes: Space saving SR3130 Internal 500-Sheet Finisher** – *with 2 & 3 Hole Punch*
- **Includes: Walk up & Network LAN Fax** – *for faxing directly from and forwarding to your PC*

Equipment Lease with a Full Maintenance and Supply Agreement:

IMC6000: Via National IPA Contract Pricing*	Monthly TOTAL
48 Month Agreement <i>including full maintenance and supply (.02057)</i>	\$ 452.16*
63 Month Agreement <i>including full maintenance and supply (.01638)</i>	\$ 398.52*
Above Price <i>w/fax, stapling finisher, hole punch & initial supplies</i>	Included
Pay-Off Final 5 Months at \$478/month = \$2,390 <i>(August thru December)</i>	Included

Full Maintenance and Supply Agreement Includes:

- All parts, labor and toner, everything – *but paper and staples*
- A monthly allowance base of 10,000 black copies/prints with overages at only .0095 per page
- A monthly allowance base of 850 color copies/prints with overages at only .059 per page
- No charge ever for scanning, shipping or delivery of supplies – *except staples*
- Service loaner provided at no charge – *in the unlikely event a loaner is needed*
- Service Response of 4 hours or less – *in the event your machine is non-operational*

Delivery Terms:

- Delivery, installation and training is \$145
- Network setup, initial IT support and follow-up training is \$60 per hour or – *up to four hours for \$150*
- Electrical Line Conditioner/Stabilizer is discounted to \$229 – *prevents power spikes and power lull issues*
- Network Surge Protector provided at NO charge
- IT telephone support is available

Above cost exclude any applicable tax. Above pricing is via a Fair Market Value USB Lease.

Approved: _____ Date: _____

Randy Yergenson (530) 221-2566 Office / (530) 209-4479 Mobile
 2269 Hartnell Avenue, Redding CA 96002
randy@westernbusinessproducts.com

LANIER

**LANIER
IM C4500
IM C6000**

☑ Copier ☑ Printer ☑ Facsimile ☑ Scanner



11" x 17" Multifunction Color

Work smarter and more effectively with the LANIER IM C4500/IM C6000 range of Intelligent Devices — technology that is designed to grow and adapt, just as your business does.

It's time to:

- Work smarter — using integrated workflow scan processes.
- Get personal — with easy access to the apps you use most often.
- Stay current — add new functions as needed.
- Save costs — by reducing energy and paper consumption.

Have access to essential feature enhancements and upgrades, whenever you need them. Boost productivity by seamlessly integrating apps from our secure application site to optimize and streamline your workflow. Have confidence that your Intelligent Devices are ready to meet all your demands now and in the future — using technology that's scalable, secure, sustainable and simple.



Lanier IM C4500
Outstanding 45-ppm Color Copier MFP



Lanier
Outstanding Achievement in Innovation for
Lanier Intelligent

Get more from your intelligent device:

- Save time and streamline workflow — with the right finishing solution for the job.
- Scan smaller documents with the small size paper scan unit.
- Improved scan accuracy — double feed detection unit.
- Enhance print management — with the Color Controller E-25C.



Take advantage of a variety of finishing and paper options to add a professional touch while meeting the printing demands of medium to large workgroups. Environmentally-friendly low TEC (Typical Electricity Consumption) values deliver reduced energy consumption and cut running costs. Intelligent Support tools ensure your device uptime is maximized while self-help tools enable your teams to make simple fixes such as changing supplies — without involving expensive IT-resources.

With print speeds from 45 to 60 CPM, the LANIER IM C4500/IM C6000 Intelligent Devices are here to add value to your business. The easy-to-use 10.1" Smart Operation Panel with touch screen controls has a new look with large icons. Settings can be configured to suit each individual user's needs. With easier mobile connectivity, users can print or scan to the office network or cloud from their smart device — with built-in support for NFC, Apple AirPrint® or Mopria.

All devices let you:

- Produce professional flyers with the optional multi-folding unit.
- Reduce outsourcing costs — by producing printed materials in-house.
- Work efficiently and reduce user intervention — by expanding paper capacity.
- Stay productive — with Intelligent Support.



LANIER IM C4500/IM C6000

MAIN SPECIFICATIONS

	IM C4500	IM C6000
GENERAL		
Warm-up time		21 seconds
First output speed: B/W	3.6 seconds	2.9 seconds
First output speed: full color	5.4 seconds	4.2 seconds
Continuous output speed	45 ppm	60 ppm
Memory: standard		2 GB
Memory: maximum		4 GB
HDD: standard		320 GB
HDD: maximum		320 GB
SPDF capacity		220 sheets
Weight		223.5 lbs / 101.4 kg
Dimensions: W x D x H		23.1" x 27" x 37.9"
Power source		120V - 127V 60Hz
COPIER (STANDARD)		
Multiple copying	Up to 999 copies	
Resolution	600 dpi	
Zoom	From 25% to 400% in 1% steps	
PRINTER (STANDARD)		
CPU	Intel Apollo Lake 1.6GHz	
Printer language: standard	PCL5c, PCL6, PostScript 3 (emulation), PDF direct (emulation)	
Printer language: option	Genuine Adobe® PostScript® 3™, IPDS*, PDF Direct from Adobe® * Available December 2019.	
Print resolution	Up to 1,200 x 1,200 dpi	
Network interface: standard	Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B	
Network interface: option	Wireless LAN (IEEE 802.11a/b/g/n), Additional NIC (2nd port)	
Mobile printing capability	Apple AirPrint®, Mopria, Google Cloud Print, NFC, Ricoh Smart Device Connector	
Windows® environments	Windows® 7, Windows® 8.1, Windows® 10, Windows® Server 2008, Windows® Server 2008R2, Windows® Server 2012R2, Windows® Server 2016	
Mac OS environments	Macintosh OS X v10.11 or later	
UNIX environments	UNIX Sun® Solaris, HP-UX, SCO OpenServer, RedHat® Linux Enterprise, IBM® AIX	
SAP® environments	SAP® R/3®, S/4®	
Other supported environments	IBM iSeries AS/400 using OS/400 Host Print Transform	
SCANNER (STANDARD)		
Scanning speed	120 ipm (simplex) / 240 ipm (duplex)	
Resolution: maximum	Up to 1,200 dpi	
Compression method	TIFF (MH, MR, MMR, JBIG2), Grayscale	
File formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encryption PDF, OCR* Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encryption PDF, OCR* * Requires optional OCR Unit Type M13	
Scan modes	E-mail, Folder, USB, SD Card	
FACSIMILE (OPTIONAL)		
Circuit	PSTN, PBX	
Transmission speed	2 seconds (200 x 100 dpi, JBIG, ITUT #1 chart TTI off, memory transmission)	
Modem speed: maximum	33.6 Kbps	
Resolution: standard	8 x 3.85 line/mm, 200 x 100 dpi	
Resolution: option	16 x 15.4 line/mm, 400 x 400 dpi	
Compression method	MH, MR, MMR, JBIG	
Scanning speed	81 spm (A4/LT LEF Image Rotation)	
Memory: standard	4 MB (320 pages)	
Memory: maximum	60 MB (4,800 pages)	
PAPER HANDLING		
Recommended paper size	Tray 1: 8-1/2" x 11" (A4) Tray 2: 5-1/2" x 8" - 12" x 18" (SRA3, A3 - A6, B4 - B6), Envelopes Bypass tray: Up to 12" x 18", Envelopes, Custom Sizes (Width: 3.5" - 12.6" (90 - 320 mm), Length: 5.8" - 49.6" (148 - 1260 mm))	
Paper input: standard	1,200 sheets	
Paper input: maximum	4,700 sheets	
Paper output: standard	500 sheets 8.5" x 11" (A4) or smaller; 250 sheets (B4) or larger	
Paper output: maximum	3,625 sheets	
Paper weight	Trays: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m²) Bypass: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m²) Duplex: 14 - 68 lb. Bond/142 lb. Index (52 - 256 g/m²)	
Paper types	Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss	
ECOLOGY		
Power consumption: maximum	Less than 1,584 W	
Power consumption operation: B/W	619.7 W	822.5 W
Power consumption operation: full color	704.6 W	938.2 W
Power consumption: ready	54.3 W	
Power consumption: sleep	0.59 W	
TEC ¹	0.51 kWh	0.76 kWh
ENERGY STAR®	Certified	
EPEAT®	Gold Rated*	
	* EPEAT Gold rating is applicable only in the USA.	

¹ TEC value is measured based on the ENERGY STAR Ver. 3.0 test method.

LANIER IM C4500/IM C6000

MAIN SPECIFICATIONS

IM C4500

IM C6000

OUTPUT TRAYS AND FINISHER OPTIONS

1 x 550-sheet Paper Tray (PB3270)	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m ²)
2 x 550-sheet Paper Tray (PB3280)	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m ²)
2,000-sheet Large Capacity Tray (PB3290)	Paper size: 8.5" x 11" (A4), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m ²)
1,500-sheet Side Large Capacity Tray (LCIT RT3040)	Paper size: 8.5" x 11" (A4, B5), Paper weight: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m ²)
1,000-sheet Hybrid Finisher (SR3260)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²); Staple capacity: 50 sheets; Staple paper size: 8.5" x 11" to 12" x 18" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 Staples
3,000-sheet Finisher (SR3280)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Paper weight: 14 - 80 lb. Bond (52 - 300 g/m ²); Stack capacity: 3,000 sheets; Staple capacity: 50 sheets; Staple paper size: 8.5" x 11" to 11" x 17" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 staples, Top Slant
1,000-sheet Booklet Finisher (SR3270)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Booklet Tray: 8.5" x 11" to 12" x 18" (A4 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²); Stack capacity: 1,000 sheets; Staple capacity: 50 sheets; Staple paper size: Normal Staple: 8.5" x 11" to 12x18" (A4 - A3); Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 staples, Booklet
2,000-sheet Booklet Finisher (SR3290)	Paper size: Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3); Booklet Tray: 8.5" x 11" to 12" x 18" (A4 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²); Stack capacity: 2,000 sheets; Staple capacity: 50 sheets; Staple paper size: Normal Staple: 8.5" x 11" to 11 x 17" (A4 - A3); Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 staples, Top Slant, Booklet
500-sheet Internal Finisher (SR3250)*	Paper size: 5.5" x 8.5" to 12" x 18" (A6 - A3); Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²); Stack capacity: 500 sheets; Staple capacity: 50 sheets; Staple paper size: 7.25" x 10.5" to 11" x 17" (B5 - A3); Staple paper weight: 14 - 28 lb. Bond (52 - 105 g/m ²); Staple positions: Top, Bottom, 2 staples
* IM C4500 only	
Internal Shift Tray (SH3080)	Tray capacity: 250 sheets with 80g/m ² paper (A4, LT or smaller); 125 sheets with 80g/m ² paper (B4, LG or larger); Paper size: 12.60" x 23.62" or smaller, 12.60" x 49.61" by using SP mode; Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²)
One-bin Tray (BN3130)	Tray capacity: 125 sheets, Paper size: 5.5" x 8.5" to 12" x 18" (A5 - A3), Paper weight: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m ²)
Internal Multi-fold Unit (FD3010)	When External Finisher is attached: A3 - A6 SEF, DLT - HLT, 12.6" x 17.7", 12" x 18" Z folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) Half-folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio), 12" x 18", 12.6" x 17.7" (SRA3) Inner three-folding: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) When External Finisher is not attached: A3 - A6 SEF, DLT - HLT Z folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) Half-folding: A3, B4, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) Inner three-folding: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) Outer three-folding: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) Paper Weights for Folding: 20 - 28 lb. Bond/58 lb. Index (64 - 105 g/m ²) Stack Capacity: Folded: 20 sheets Unfolded: 100 sheets

OTHER OPTIONS

Fax Option Type M37, G3 Interface Unit Type M37, Memory Unit Type M37 4GB, VM CARD Type M37, Punch Unit PU3070, Punch Unit PU3080, Punch Unit PU3090, Device Server Option Type M37, IPDS Unit Type M37*, PostScript3 Unit Type M37, Color Controller E-25C, IEEE 802.11a/g/n Interface Unit Type M19, File Format Converter Type M19, OCR Unit Type M13, Small Paper Feeding Unit Type M37, Page Keeper Type M37, Imageable Area Extension Unit Type M19, External Keyboard Bracket Type M19, Optional Counter Interface Unit Type M12, Key Counter Bracket Type M3, NFC Card Reader Type M37, Smart Card Reader Built-in Unit Type M37, Caster Table Type M3, Banner Paper Guide Tray Type M19, Cabinet Type F, ESP XG-PCS-15D, External USB Keyboard (No Bracket), EFI Impose Type FS150, EFI Compose Type FS150, Hot Folders Type FS-100, Spot On Type FS100, Auto Trap Type FS-100, Fiery CPS v4, Fiery ES-2000 Spectrophotometer, EFI Productivity Pack for Fiery E22b E22c, Bridge Unit BU3090

* Available December 2019.

CONSUMABLES

Toner: black	33,000 prints
Toner: cyan/magenta/yellow	22,500 prints

Consumable yield measuring method based on A4, 5% coverage

Some options may not be available at the time of market release.

Specifications are subject to change without notice.

For maximum performance and yield, we recommend using genuine Lanier parts and supplies.

Some features may require additional options and/or charges.

Ricoh USA, Inc.

300 Eagleview Boulevard
Exton, PA 19341



1-855-5-LANIER



www.lanier.com

LANIER

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June 22, 2021

Mr. Amos McAbier
 General Manager
 McCloud Community Services District
 220 West Minnesota Avenue, P.O. Box 640
 McCloud, CA 96057

Dear Mr. McAbier:

SUBJECT: PROPOSAL TO CONDUCT AND REPORT FOUR EVENTS OF QUARTERLY WATER-QUALITY MONITORING FOR MC CLOUD COMMUNITY SERVICES DISTRICT WASTEWATER PONDS, MC CLOUD, CALIFORNIA

Lawrence & Associates (L&A) is pleased to present our proposal to conduct and report four events of quarterly water-quality monitoring for the McCloud Community Services District (District) wastewater ponds, McCloud, California, pursuant to Waste Discharge Requirements Order No. R5-2017-0078 (WDR), issued by the California Regional Water Quality Control Board, Central Valley Region (CVRWQCB) on June 9, 2017. The proposal period will include the third and fourth quarters of 2021 and the first and second quarters of 2022.

Three shallow (12 to 18 feet in depth) groundwater-monitoring wells (MW-1, MW-2, and MW-3) were installed at the Facility in February 2016. Monitoring-point EFF-1, which monitors effluent percolating from Pond 1, was installed in April 2016. **Table 1** presents monitoring well/point completion details. To date, MW-2 has always been dry.

**TABLE 1
 GROUNDWATER- MONITORING WELL COMPLETION DATA**

Item	MW-1 Background	MW-2 Compliance	MW-3 Compliance	EFF-1 Compliance
Top of casing elevation, approximate, feet MSL	3,190.50	3,186.33	3,160.33	3249.88
Total depth, feet below ground surface (bgs)	18.25 Refusal on volcanic rock	12 Refusal on volcanic rock	15 Refusal on volcanic rock	15
Size of hole, inches	7-5/8	7-5/8	7-5/8	7-5/8
Casing material	Sch. 40 PVC, 1"	Sch. 40 PVC, 1"	Sch. 40 PVC, 1"	Sch. 40 PVC, 1"
Surface seal material and interval, feet bgs	Bentonite Grout, 0 - 6	Bentonite Grout, 0 - 5	Bentonite Grout, 0 - 3.25	Bentonite Grout, 0 - 8
Filter pack interval, feet bgs	6 - 18.25	5 - 12	3.5 - 14, caved hole, 14 - 16	8 - 15
Screened interval, feet bgs	0.020" slot, 8.25 - 18.25	0.020" slot, 7 - 12	0.020" slot, 4 - 14	0.020" slot, 10 - 15
Lithology	Silt, sand, & gravel	Gravel and silty sand	Silt, sand, & gravel	Sandy silt
Initial Water Level, feet bgs	~5	Dry (>12)	~3	13.75

Prior to sampling, depth to groundwater will be measured to the nearest 0.01 feet in the wells to calculate groundwater elevations. The wells and effluent point then will be purged until temperature, pH, electrical conductivity (EC), and/or dissolved oxygen (DO) stabilize. Micropurging and sampling will be conducted using disposable polyethylene tubing and a peristaltic pump. Pond 1 contains wastewater and will be sampled by dipping the sample bottles directly into the pond.

Laboratory analysis will be performed by Basic Laboratory of Redding, California, a California-licensed environmental-testing laboratory.

All samples will be collected using approved EPA methods. Water-table elevations will be calculated to determine groundwater gradient and direction of flow.

Table 2 shows the monitoring parameters and sampling frequency.

**TABLE 2
 MONITORING CONSTITUENTS & FREQUENCY**

Constituent ¹	Units	Sample Type	Minimum Sampling Frequency
Depth to groundwater	0.01 Feet	Measured	Quarterly
Groundwater elevation	Feet & 100 th MSL	Calculated	
Groundwater gradient	Feet/foot	Calculated	
Groundwater gradient direction	Degrees	Calculated	
pH	pH Units	Grab	
Electrical conductivity	µmhos/cm	Grab	
Total dissolved solids (TDS)	mg/L	Grab	
Nitrate as nitrogen	mg/L	Grab	
Nitrite as nitrogen	mg/L	Grab	
Total Kjeldahl nitrogen (TKN)	mg/L	Grab	
Ammonia as N	mg/L	Grab	
Total Nitrogen, total	mg/L	Grab	
Sodium ¹	mg/L	Grab	
Chloride ¹	mg/L	Grab	
Total Coliform Organisms ^{1,2}	MPN/100 ml	Grab	
Dissolved Oxygen (DO) ³	mg/L	Grab	
Biological Oxygen Demand (BOD) ³	mg/L	Grab	
Fixed dissolved solids (FDS) ³	mg/L	Grab	
Freeboard ⁴	0.1 Feet	Measured	Monthly
Berm Condition ⁴		Observed	Monthly
Pond 1 observations ⁵		Observed	Monthly
Influent Flow	Monthly total and gallons per day	Measured	Continuous
Solids/Biosolids Disposal ⁶	Dry metric tons	Observed	Annual

1. Groundwater only.
2. Using a minimum of 15 tubes or 3 dilutions.
3. Effluent and pond only.
4. Pond only.
5. Note presence or absence of weeds in water or along berm; algae, vegetation, scum, or debris on pond surface; animal burrows in berms; seepage from berms or downslope of ponds; and tears, abrasions, cracks, and holes in liners.
6. Analyze biosolids for As, Pb, Ni, Cd, Hg, Se, Cu, Mo, Zn, total nitrogen, total solids; one sample per 290 metric tons.

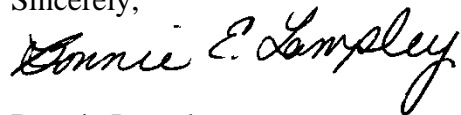
The District will furnish influent flow data, monthly freeboard and berm conditions, and solids/biosolids disposal data.

The Project Manager for this work will be Ms. Bonnie Lampley. She is a CA Professional Geologist (PG) 6541 and CA Certified Hydrogeologist (CHG) 626, and is the President, Chief Financial Officer, and Principal Hydrogeologist of L&A. Ms. Lampley is responsible for management of all ground- and surface-water projects, statistical and water-chemistry applications, and technical review of all reports.

Our detailed cost estimate is on the following page. The total estimated cost is \$14,853. Additional work requested outside this scope will be performed on a time-and expense basis per our fee schedule. Please provide your authorization if you would like us to perform the work.

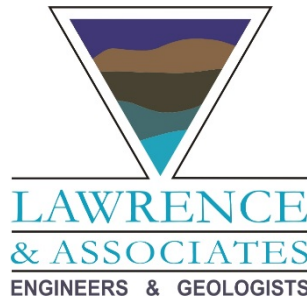
Thank you for the opportunity to provide a proposal for this project. Please feel free to contact me at (530) 275-4800 or blampley@lwrnc.com if you have questions or concerns about this proposal.

Sincerely,



Bonnie Lampley
President/Principal Hydrogeologist

Cost Estimate - July 1, 2021 to June 30, 2022										
McCloud CSD WWTF - Perform and Report 4 Events of Quarterly Groundwater, Effluent, and Pond Monitoring										
	Principal Geologist	Senior Hydro-Geologist	Associate Geologist	Monitoring Technician	AutoCAD Operator	Clerical	Mileage	Lab Expenses	Other Expenses	Task Total
	\$165	\$140	\$120	\$85	\$90	\$65	\$0.70	\$1	\$1	
FIELD & LAB WORK										
Purge, field test, sample, and lab-test wells		4		36			640	6,049	575	
Subtotals		\$560		\$3,060			\$448	\$6,049	\$575	\$10,693
REPORTING										
Prepare quarterly monitoring report	4		24		4	4				
Subtotals	\$660		\$2,880		\$360	\$260				\$4,160
Subtotal hours and units	4	4	24	36	4	4	640	6,049	575	
Subtotal cost	\$660	\$560	\$2,880	\$3,060	\$360	\$260	\$448	\$6,049	\$575	
ESTIMATED COST										\$14,853
<p>Note: Our commitment is to the total project budget.</p> <p>Work-hour and staff allocations to individual activities are approximate, and are shown to indicate approximate level of effort.</p> <p>The maximum indicated total fee will not be exceeded without written authorization.</p>										



SCHEDULE OF FEES
EFFECTIVE JANUARY 1, 2021

Professional Services

Engineering Geologist/Hydrogeologist	
Principal	\$165/hour
Senior	\$140/hour
Associate	\$120/hour
Staff	\$110/hour
Assistant	\$105/hour
Engineer	
Principal Engineer	\$180/hour
Senior Registered Civil	\$160/hour
Associate Civil	\$130/hour
Assistant Civil	\$110/hour
Engineering Technician.....	\$90/hour
Project Manager.....	\$130/hour
Environmental Assessor	\$115/hour
AutoCAD Operator (Level I).....	\$90/hour
AutoCAD Operator (Level II)	\$80/hour
Field Technician	\$85/hour
Laborer	\$70/hour
Surveyor	\$85/hour
Tank Fund Administrator	\$65/hour
Clerical	\$65/hour

Deposition and Court Appearances

Minimum charge.....	\$1400 part or full day
Deposition or Court Appearance Rate	\$250/hour
Preparation at consulting-service rates	as listed above

Drilling Services (CME-55 drilling rig)

7-5/8 and 9-5/8-inch OD augers with operator and helper	(See drilling schedule of fees)
Mobilization	(See drilling schedule of fees)

Other In-House Equipment

Test pumps (submersible, through 5 HP)	quoted/job
Campbell 21X data loggers w/ transducers (water and gas).....	quoted/job
Conductivity, oxygen, temperature and dissolved oxygen probes.....	quoted/job
Meteorological station (wind direction and velocity).....	quoted/job
Gas-extraction and air-monitoring pumps	quoted/job
Mileage	\$0.70
Mileage (drilling rig)	\$1.00
Per diem – Northern CA (per person/day; may vary dep. upon location).....	\$150/night
Per diem – Southern CA (per person/day; may vary dep. upon location).....	\$250/night
Level D protection (per person/day).....	\$30/day
Survey equipment (per day).....	\$50/day
GPS Survey (per day).....	\$150/day

Expenses, Materials, Outside Services

(All direct-job related expenses: reproduction, rental equipment, materials, subcontracted labor and equipment)	at cost + 15%
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**McCloud Community Services District
Proposed Budget 2021/2022
6/28/2021**

	1010 General	1020 Directors	1040 Fire	1050 Alleys	1060 Lights	1070 Park	1080 Library	1090 Refuse	2000 Sewer	3000 Water	2021/22 Budget	2020/21 Actual	2020/21 Budget	\$ Difference	% Chng
Revenue:															
Tax Revenue	\$ 78,000	\$ -	\$ 123,378			\$ 46,586	\$ 6,706		\$ -	\$ -	\$ 254,670	\$ 264,309	\$ 254,670	\$ (9,639)	
Utility Fees	\$ -	\$ -	\$ -	\$ 40,848	\$ 19,536	\$ -	\$ -	\$ 390,633	\$ 521,414	\$ 591,710	\$ 1,564,141	\$ 1,525,001	\$ 1,428,553	\$ (96,448)	
Ambulance	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 57,505	\$ 22,000	\$ (35,505)	
Donations, Misc <i>fn1</i>	\$ -	\$ -	\$ 79,300	\$ -	\$ -	\$ -	\$ 3,418	\$ 6,000	\$ -	\$ 9,000	\$ 97,718	\$ 56,303	\$ 33,800	\$ (22,503)	
TOTAL REVENUE	\$ 78,000	\$ -	\$ 252,678	\$ 40,848	\$ 19,536	\$ 46,586	\$ 10,124	\$ 396,633	\$ 521,414	\$ 600,710	\$ 1,966,529	\$ 1,903,118	\$ 1,739,023	\$ (164,095)	-9.4
Expenses:															
Salaries	\$ 201,382	\$ 13,500	\$ 27,192	\$ 15,810	\$ -	\$ 35,711	\$ 2,964	\$ 44,263	\$ 36,834	\$ 71,078	\$ 448,734	\$ 398,510	\$ 449,594	\$ 51,084	
PERS	\$ 13,955	\$ -	\$ 74	\$ 1,140	\$ -	\$ 505	\$ 4	\$ 3,183	\$ 2,435	\$ 4,794	\$ 26,090	\$ 25,527	\$ 29,528	\$ 4,001	
Payroll Taxes	\$ 17,420	\$ 1,870	\$ 2,596	\$ 1,357	\$ -	\$ 3,235	\$ 407	\$ 3,811	\$ 3,129	\$ 6,055	\$ 39,880	\$ 41,947	\$ 40,515	\$ (1,432)	
Employee Hlth Benefits	\$ 71,314	\$ -	\$ 433	\$ 6,868	\$ -	\$ 3,108	\$ 24	\$ 19,275	\$ 14,582	\$ 28,759	\$ 144,363	\$ 109,972	\$ 119,811	\$ 9,839	
Workers Comp <i>(10/2021)</i>	\$ 3,567	\$ 85	\$ 4,904	\$ 1,376	\$ -	\$ 3,088	\$ 21	\$ 3,840	\$ 3,281	\$ 6,128	\$ 26,290	\$ 28,589	\$ 32,096	\$ 3,507	
Retiree Benefits Retirement	\$ 42,945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,945	\$ 30,790	\$ 30,790	\$ -	
Retiree Benefits Health	\$ 241,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,900	\$ 269,238	\$ 230,834	\$ (38,404)	
Total Employee Costs	\$ 592,483	\$ 15,455	\$ 35,199	\$ 26,551	\$ -	\$ 45,647	\$ 3,420	\$ 74,372	\$ 60,261	\$ 116,814	\$ 970,202	\$ 904,573	\$ 933,168	\$ 37,034	4.0
Insurance	\$ 35,762	\$ -	\$ 10,452	\$ 3,049	\$ -	\$ 3,004	\$ 251	\$ 8,000	\$ 7,600	\$ 14,900	\$ 83,018	\$ 79,330	\$ 79,564	\$ 234	
Telephone	\$ 5,295	\$ -	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380	\$ 480	\$ 10,955	\$ 10,533	\$ 7,240	\$ (3,293)	
Publications	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 39	\$ 800	\$ 761	
Travel	\$ 1,600	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 400	\$ 1,400	\$ 6,200	\$ 4,423	\$ 4,100	\$ (323)	
Hiring	\$ 400	\$ -	\$ 3,000	\$ 100	\$ -	\$ 200	\$ 300	\$ 200	\$ 200	\$ 200	\$ 4,600	\$ 4,220	\$ 3,600	\$ (620)	
Training	\$ 1,600	\$ 2,500	\$ 4,000	\$ -	\$ -	\$ 100	\$ -	\$ 500	\$ 1,500	\$ 1,500	\$ 11,700	\$ 1,561	\$ 8,500	\$ 6,939	
Uniforms	\$ 500	\$ -	\$ 2,400	\$ 200	\$ -	\$ -	\$ -	\$ 400	\$ 450	\$ 450	\$ 4,400	\$ 3,221	\$ 2,100	\$ (1,121)	
Safety	\$ 900	\$ -	\$ 1,000	\$ 400	\$ -	\$ 400	\$ -	\$ 600	\$ 800	\$ 800	\$ 4,900	\$ 2,674	\$ 4,000	\$ 1,326	
Memberships	\$ 5,000	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 600	\$ 6,600	\$ 8,833	\$ 4,350	\$ (4,483)	
Volunteer Reimbursements			\$ 15,600									\$ 6,570,00		\$ (6,570)	
Operating Lease	\$ 6,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,600	\$ 6,040	\$ 6,600	\$ 560	
Attorney	\$ 12,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 47,000	\$ 6,530	\$ 11,300	\$ 4,770	
Accountant	\$ 56,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,670	\$ 14,350	\$ 25,000	\$ 10,650	
Professional Services <i>fn4</i>	\$ 7,000	\$ -	\$ 3,600	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 18,000	\$ 4,500	\$ 33,600	\$ 9,496	\$ 11,800	\$ 2,304	
Prof Svc-Ambulance	\$ -	\$ -	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800	\$ 5,502	\$ 4,200	\$ (1,302)	
IT Services	\$ 23,000	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,800	\$ 20,636	\$ 15,855	\$ (4,781)	
Advertising	\$ 1,800	\$ -	\$ 600	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 1,200	\$ 3,700	\$ 1,218	\$ 1,800	\$ 582	
Election Expense		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ 800	\$ 745	
Total Other Costs	\$ 158,177	\$ 3,500	\$ 57,552	\$ 3,749	\$ -	\$ 3,804	\$ 551	\$ 11,000	\$ 29,830	\$ 56,030	\$ 324,193	\$ 185,231	\$ 191,609	\$ 6,378	3.3

To	1010	1020	1040	1050	1060	1070	1080	1090	2000	3000	TOTAL	TOTAL	TOTAL	Difference	
	General	Directors	Fire	Alleys	Lights	Park	Library	Refuse	Sewer	Water					
Supplies	\$ 3,000	\$ -	\$ 6,000	\$ 2,000	\$ -	\$ 1,200	\$ 200	\$ 1,000	\$ 8,500	\$ 11,000	\$ 32,900	\$ 12,566	\$ 26,000	\$ 13,434	
Office Supplies	\$ 4,800	\$ 600	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,600	\$ 4,034	\$ 6,140	\$ 2,106	
Postage & Delivery	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 5,200	\$ 3,045	\$ 5,450	\$ 2,405	
Computer & IT Supplies	\$ 1,700	\$ -	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100	\$ 1,598	\$ 6,050	\$ 4,452	
Janitorial Supplies	\$ 1,000	\$ -	\$ 200	\$ -	\$ -	\$ 700	\$ 200	\$ -	\$ -	\$ -	\$ 2,100	\$ -	\$ 450	\$ 450	
Diesel	\$ 6,600	\$ -	\$ 3,900	\$ 1,200	\$ -	\$ 400	\$ -	\$ 9,000	\$ 1,000	\$ 1,000	\$ 23,100	\$ 12,111	\$ 20,200	\$ 8,089	
Fuel	\$ 4,200	\$ -	\$ 2,300	\$ 300	\$ -	\$ 300	\$ -	\$ 100	\$ 200	\$ 500	\$ 7,900	\$ 3,771	\$ 5,800	\$ 2,029	
Heating Fuel	\$ 3,800	\$ -	\$ 4,500	\$ -	\$ -	\$ 900	\$ 1,100	\$ -	\$ -	\$ -	\$ 10,300	\$ 9,208	\$ 8,100	\$ (1,108)	
Power	\$ 3,800	\$ -	\$ 3,000	\$ -	\$ 19,332	\$ 1,200	\$ 1,100	\$ -	\$ -	\$ -	\$ 28,432	\$ 20,547	\$ 30,300	\$ 9,753	
Building/Grounds (parking lot, paint) fn2	\$ 6,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 3,000	\$ 800	\$ 500	\$ 500	\$ 3,000	\$ 15,800	\$ 8,485	\$ 17,400	\$ 8,915	
Equip Maintenance fn3	\$ 3,000	\$ -	\$ 4,800	\$ 800	\$ -	\$ 450	\$ -	\$ 4,500	\$ 5,800	\$ 8,800	\$ 28,150	\$ 8,357	\$ 14,050	\$ 5,693	
Vehicle Maint.	\$ 3,200	\$ -	\$ 3,000	\$ 1,000	\$ -	\$ 400	\$ -	\$ 6,500	\$ 3,000	\$ 3,000	\$ 20,100	\$ 3,414	\$ 16,120	\$ 12,706	
Total Supplies, Maintenance	\$ 45,300	\$ 600	\$ 31,300	\$ 5,300	\$ 19,332	\$ 8,550	\$ 3,400	\$ 21,600	\$ 19,000	\$ 28,300	\$ 182,682	\$ 87,136	\$ 156,060	\$ 68,924	44.2
					1579x1.02										
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,180	\$ 67,369	\$ -	\$ 130,549	\$ 128,293	\$ 128,592	\$ 299	
Interest Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,178	\$ -	\$ 28,178	\$ 29,344	\$ 29,706	\$ 362	
Administrative Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,003	\$ -	\$ 1,003	\$ 1,494	\$ 1,494	\$ -	
Total Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,180	\$ 96,550	\$ -	\$ 159,730	\$ 159,131	\$ 159,792	\$ 661	0.4
Fees fn5	\$ 1,400	\$ -	\$ 3,150	\$ -	\$ -	\$ -	\$ -	\$ 48,375	\$ -	\$ -	\$ 52,925	\$ 47,292	\$ 59,938	\$ 12,646	
Permits fn6	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000	\$ 5,400	\$ 22,800	\$ 21,118	\$ 21,500	\$ 382	
Director's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Property Tax	\$ 130	\$ -	\$ 70	\$ -	\$ -	\$ 140	\$ -	\$ 11	\$ -	\$ 85	\$ 436	\$ 413	\$ 425	\$ 12	
Fund Allocation of General/Director Costs	\$ (797,890)	\$ (19,555)	\$ 106,268	\$ 24,523	\$ -	\$ 32,698	\$ 8,174	\$ 147,140	\$ 237,059	\$ 261,582	\$ -	\$ -	\$ -	\$ -	
Total Miscellaneous Costs	\$ -	\$ -	\$ 109,488	\$ 24,523	\$ -	\$ 32,838	\$ 8,174	\$ 195,526	\$ 254,059	\$ 267,067	\$ 76,161	\$ 68,823	\$ 81,863	\$ 13,040	15.9
		100	13	3		4	1	18	29	32					
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ 233,539	\$ 60,123	\$ 19,332	\$ 90,839	\$ 15,545	\$ 365,678	\$ 459,700	\$ 468,211	\$ 1,712,968	\$ 1,404,894	\$ 1,522,492	\$ 190,476	12.5
	\$ 433,839	\$ 4,600													
OVER/UNDER FROM OPERATIONS	\$ 78,000	\$ -	\$ 19,139	\$ (19,275)	\$ 204	\$ (44,253)	\$ (5,421)	\$ 30,955	\$ 61,714	\$ 132,499	\$ 253,561	\$ 498,224	\$ 216,531	\$ 37,030	17.1
											\$ 253,561		\$ 216,531		
Non Operating Revenue/Expense:															
Interest Income .3%	\$ 942	\$ -	\$ 1,041	\$ 331	\$ 1	\$ 237	\$ 10	\$ 210	\$ 3,433	\$ 931	\$ 7,136	\$ -	\$ 44,122	\$ -	
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Non Operating Revenue/Expense	\$ 942	\$ -	\$ 1,041	\$ 331	\$ 1	\$ 237	\$ 10	\$ 210	\$ 3,433	\$ 931	\$ 7,136	\$ -	\$ 44,122	\$ -	
											\$ 7,136				
NET INCOME/(LOSS) FROM OPERATIONS	\$ 78,942	\$ -	\$ 20,181	\$ (18,944)	\$ 205	\$ (44,016)	\$ (5,412)	\$ 31,165	\$ 65,147	\$ 133,429	\$ 260,697	\$ -	\$ 260,653	\$ 37,030	
Footnotes fn1	Fire Misc includes \$30k ZIB, \$39,500 ECG, and 10,000 misc donations										\$ 260,697				
fn2	Monitor heater for Office Building. \$3200														
fn3	Digital Line Locator 70% Water \$3360, 30% Sewer \$1,440. Equipment Maint														
fn4	Professional Serv. Fire: Ambulance, EMT licenses \$600. Ladder and Hose Inspections \$3000, Refuse: KRM \$500, Sewer Lawrence & Assoc \$18,000, Water Basic Labs \$4,500														
fn5	Fees General: Bank Fees \$1400 Fire Dept: Dept of Health fees \$2400, Backdraft fees \$750, Refuse: \$48,375 Dump fees														
fn6	Permits General Hazmat \$400 Sewer: SWRCB permits \$17,000 Water: permits AWWA \$800, SWRCB \$4600														
fn7															
fn8															

CASH, CAPITAL AND RESERVE BUDGET 2020/2021

	1010 General	1020 Directors	1040 Fire	1050 Alleys	1060 Lights	1070 Park	1080 Library	1090 Refuse	2000 Sewer	3000 Water	TOTAL		
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	\$ 84,158		\$ 89,003	\$ 104,607	\$ (15)	\$ 62,998	\$ 6,768	\$ 32,963	\$ 119,060	\$ 404,081	\$ 903,623		
EST CERBT BALANCE 6-30-2020	\$ 261,268										\$ 261,268		
BEGINNING CASH BALANCE 7-1-2020	\$ 659,533	\$ -	\$ 436,134	\$ 215,062	\$ 362	\$ 141,974	\$ 10,018	\$ 102,942	\$ 1,263,333	\$ 714,261	\$ 3,543,619	\$ 3,543,619	\$ 3,543,619
OPERATING BALANCE 7-1-2020	\$ 84,158	\$ -	\$ 89,003	\$ 104,607	\$ (15)	\$ 62,998	\$ 6,768	\$ 32,963	\$ 119,060	\$ 404,081	\$ 903,623		
NET INCOME/(LOSS) FROM OPERATIONS	\$ 78,942	\$ -	\$ 20,181	\$ (18,944)	\$ 205	\$ (44,016)	\$ (5,412)	\$ 31,165	\$ 65,147	\$ 133,429	\$ 260,697		
CAPITAL OUTLAYS	\$ -	\$ -	\$ (53,400)	\$ -	\$ -	\$ -	\$ -	\$ (10,000)	\$ (8,500)	\$ (15,000)	\$ (86,900)		
BALANCE TRANSFERS				\$ (3,292)	\$ (977)	\$ (1,897)	\$ (47)	\$ (10,912)	\$ (28,927)	\$ (128,287)	\$ (174,339)		
RESERVE ASSIGNMENTS	\$ (106,000)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (106,000)		
Projected Operating Cash Balance 6-30-21	\$ 57,100	\$ -	\$ 55,784	\$ 82,371	\$ (787)	\$ 17,085	\$ 1,309	\$ 43,216	\$ 146,780	\$ 394,223	\$ 797,081	\$ 797,081	\$ 797,081
CAPITAL OUTLAYS													
Sewer Upgrades- Bio-solid Plan Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500	\$ -	\$ 8,500		
Dumpsters								\$ 10,000			\$ 10,000		
Water Tank Drainage Project										\$ 15,000	\$ 15,000		
Office Roof	\$ -										\$ -		
EKG, Extractor		\$ -	\$ 53,400								\$ 53,400		
TOTAL CAPITAL OUTLAYS	\$ -	\$ -	\$ 53,400	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 8,500	\$ 15,000	\$ 86,900		
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)	\$ 106,000	\$ -	\$ -	\$ 3,075	\$ -	\$ 1,665	\$ -	\$ -	\$ -	\$ -	\$ 110,740		
Committed (Rate Study Annual Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,755	\$ 31,180	\$ 118,995	\$ 155,930		
Assigned (Operating Reserves) 5 year plan	\$ -	\$ -	\$ -	\$ 217	\$ 977	\$ 232	\$ 47	\$ 9,916	\$ 13,035	\$ 15,018	\$ 39,442		
Assigned (Capital Reserves) 5 year plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned (after all commitments met)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL RESERVE ASSIGNMENTS	\$ -	\$ -	\$ -	\$ 3,292	\$ 977	\$ 1,897	\$ 47	\$ 15,671	\$ 58,201	\$ 140,930	\$ 221,015	\$ 221,015	\$ 327,015
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	\$ -	\$ -	\$ -	\$ 3,292	\$ 977	\$ 1,897	\$ 47	\$ 15,671	\$ 58,201	\$ 140,930	\$ 221,015		
Interest	\$ 942	\$ -	\$ 1,041	\$ 331	\$ 1	\$ 237	\$ 10	\$ 210	\$ 3,433	\$ 931	\$ 7,136		
											\$ -		
											\$ -		
											\$ -		
											\$ -		
Withdrawal CERBT		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
NET LAIF ACTIVITY	\$ 942	\$ -	\$ 1,041	\$ 3,623	\$ 978	\$ 2,134	\$ 57	\$ 15,881	\$ 61,634	\$ 141,860	\$ 228,151		
PROJECTED LAIF BALANCE 6-30-2021	\$ 315,049	\$ -	\$ 348,172	\$ 114,078	\$ 1,355	\$ 81,110	\$ 3,307	\$ 85,860	\$ 1,205,907	\$ 452,040	\$ 2,606,879	\$ 2,606,879	\$ 2,606,879

CERBT ACTIVITY											
Beginning Balance	\$ 381,621										\$ 381,621
Deposits	\$ 106,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,000
Earnings	\$ 14,353	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,353
Withdrawals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CERBT ACTIVITY	\$ 120,353	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,353
PROJECTED CERBT BALANCE 6-30-2021	\$ 501,974	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 501,974
NET CASH 6-30-2021	\$ 874,124	\$ -	\$ 403,956	\$ 196,449	\$ 568	\$ 98,195	\$ 4,616	\$ 129,076	\$ 1,352,687	\$ 846,263	\$ 3,905,934
NET CASH CHANGE IN POSITION	\$ 214,591	\$ -	\$ (32,178)	\$ (18,613)	\$ 206	\$ (43,779)	\$ (5,402)	\$ 26,134	\$ 89,354	\$ 132,002	\$ 362,315

\$ 501,974



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

	1010 General	1020 Directors	1040 Fire	1050 Alleys	1060 Lights	1070 Park	1080 Library	1090 Refuse	2000 Sewer	3000 Water	2020/21 Budget	2019/20 Actual	2019/20 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		100	13	3	-	4	1	18	29	32					
PER'S	\$ -	\$ -	\$ 73,351	\$ 12,612	\$ -	\$ 25,082	\$ 6,371	\$ 90,471	\$ 117,148	\$ 124,559	\$ 449,594	\$ 430,259	\$ 438,570	\$ 8,311	
Payroll Taxes	\$ -	\$ -	\$ 3,839	\$ 886	\$ -	\$ 1,181	\$ 295	\$ 5,315	\$ 8,563	\$ 9,449	\$ 29,528	\$ 21,656	\$ 23,287	\$ 1,631	
Employee Hlth Benefits	\$ -	\$ -	\$ 5,267	\$ 1,216	\$ -	\$ 1,621	\$ 405	\$ 7,293	\$ 11,749	\$ 12,964	\$ 40,515	\$ 45,562	\$ 40,017	\$ (5,545)	
Workers Comp (03/2021)	\$ -	\$ -	\$ 15,576	\$ 3,594	\$ -	\$ 4,792	\$ 1,198	\$ 21,566	\$ 34,745	\$ 38,340	\$ 119,811	\$ 103,242	\$ 111,175	\$ 7,933	
Retiree Benefits Retirement	\$ 30,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,096	\$ 31,026	\$ 31,027	\$ 1	
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	\$ -	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,600	\$ 6,468	\$ 6,000	\$ (468)	
Operating Lease	\$ 6,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ 4,350	\$ 5,426	\$ 4,180	\$ (1,246)	
Attorney	\$ 11,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,300	\$ 2,666	\$ 11,300	\$ 8,634	
Accountant	fn5 \$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 15,270	\$ 25,000	\$ 9,730	
Professional Services	\$ 7,200	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200	\$ 2,200	\$ 5,200	\$ 3,000	
Prof Svc-Ambulance	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 11,800	\$ 6,800	\$ 11,800	\$ 5,000	
Advertising	\$ 15,555	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,855	\$ 18,000	\$ 14,700	\$ (3,300)	
Election Expense	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,900	\$ 1,800	\$ (100)	
	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	
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

	1010	1020	1040	1050	1060	1070	1080	1090	2000	3000				
To	General	Directors	Fire	Alleys	Lights	Park	Library	Refuse	Sewer	Water	TOTAL		TOTAL	Difference
Supplies	\$ 3,000	\$ -	\$ 4,600	\$ 1,400	\$ -	\$ 3,000	\$ -	\$ 2,500	\$ 6,500	\$ 5,000	\$ 26,000	\$ 14,500	\$ 20,200	\$ 5,700
Office Supplies	\$ 5,400	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -	\$ 6,140	\$ 5,800	\$ 6,140	\$ 340
Postage & Delivery	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800	\$ 4,832	\$ 5,450	\$ 618
Computer & IT Supplies	\$ 4,700	\$ -	\$ 1,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650	\$ 5,450	\$ 4,832	\$ 5,450	\$ 618
Janitorial Supplies	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ 6,050	\$ 2,840	\$ 5,000	\$ 2,160
Diesel	\$ 6,600	\$ -	\$ 1,900	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ 600	\$ 600	\$ 450	\$ 300	\$ 300	\$ -
Fuel	\$ 4,000	\$ -	\$ 700	\$ 600	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 5,800	\$ 4,400	\$ 5,800	\$ 1,400
Heating Fuel	\$ 3,600	\$ -	\$ 2,800	\$ -	\$ -	\$ 600	\$ 1,100	\$ -	\$ -	\$ -	\$ 8,100	\$ 6,500	\$ 7,100	\$ 600
Power	\$ 4,600	\$ -	\$ 3,000	\$ -	\$ 20,400	\$ 1,200	\$ 1,100	\$ -	\$ -	\$ -	\$ 30,300	\$ 32,032	\$ 30,300	\$ (1,732)
Building/Grounds (parking lot, paint)	\$ 7,800	\$ -	\$ 800	\$ -	\$ -	\$ 4,600	\$ 400	\$ 500	\$ 500	\$ 2,800	\$ 17,400	\$ 5,600	\$ 8,600	\$ 3,000
Equip Maintenance	\$ 2,500	\$ -	\$ 4,800	\$ 500	\$ -	\$ 450	\$ -	\$ 2,000	\$ 3,800	fn4 9650	\$ 14,050	\$ 11,250	\$ 21,050	\$ 9,800
Vehicle Maint.	\$ 5,920	\$ -	\$ 3,000	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,200	\$ 3,000	\$ 2,000	\$ 16,120	\$ 9,870	\$ 17,200	\$ 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	\$ 147,340	\$ 33,416
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,500	\$ 65,092	\$ -	\$ 128,592	\$ 126,348	\$ 126,348	\$ -
Interest Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,706	\$ -	\$ 29,706	\$ 41,506	\$ 41,506	\$ -
Administrative Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,494	\$ -	\$ 1,494	\$ 1,972	\$ 1,972	\$ -
Total Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,500	\$ 96,292	\$ -	\$ 159,792	\$ 169,826	\$ 169,826	\$ -
Fees	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,800	\$ 17,500	\$ 338	\$ 59,938	\$ 57,500	\$ 56,438	\$ (1,062)
Permits	\$ 100	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,500	\$ 2,300	\$ 21,500	\$ 20,500	\$ 19,498	\$ (1,002)
Director's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ 130	\$ -	\$ 70	\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -	\$ 85	\$ 425	\$ 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	\$ 76,361	\$ (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	\$ 1,458,752	\$ 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	\$ 172,335	\$ 44,196
											\$ 216,531			25.6
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	\$ 60,679	\$ -
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	\$ 60,679	\$ -
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	\$ 233,014	\$ 44,196
Footnotes	fn1	The purchase of the 6500 Utility Truck will be paid for by the amount received from the sale of 4 surplus MCSD vehicles (approx \$14,000) and amounts noted on Withdrawals from LAIF by Fund												
	fn2	Includes new security camera system \$1,200 and 2 new computer modules, \$850.												
	fn3	Includes rewiring of Office Building @ \$4,000 and parking lot chip seal @ \$1,000												
	fn4	Remove and replace electrical system in Fire Department Bldg												
	fn5	Audits for 18/19 and 19/20												
	fn6	Includes new narcotic safes for FD \$3,400												
	fn7	NFIRS Bundle emergency reporting program												
	fn8	Removal of up to 5 power poles from park \$3,800												

CASH, CAPITAL AND RESERVE BUDGET 2020/2021

	1010 General	1020 Directors	1040 Fire	1050 Alleys	1060 Lights	1070 Park	1080 Library	1090 Refuse	2000 Sewer	3000 Water	TOTAL
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	LAIF fn1	\$ -	\$ -	\$ 18,000	\$ -	\$ 3,000	\$ -	\$ 18,000	\$ 29,000	\$ 32,000	\$ 100,000
Electrical Rewire	LAIF fn4	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Office Roof	LAIF	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Mower	LAIF	\$ -	\$ -	\$ -	\$ -	\$ 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	fn1	\$ (12,362)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,362)
From Future Dump Truck	fn1			\$ (13,512)		\$ (2,580)	\$ -	\$ (3,118)	\$ (22,087)	\$ (16,389)	\$ (57,686)
From Future Truck	fn1			\$ (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	\$ 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	\$ 129,651

Detail Query

For the Accounting Periods: 6 / 10 - 6 / 21

Funds 1010-1010, AND ACCT=101301,201011

Fund/ Account / Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit
1010 GENERAL					
101301 Due from other fund					
<u>JV 167 19</u>			6/12	7,322.00	
<u>JV 560 169</u>	June 2013 Audit AJE's		6/13	4,884.00	
<u>JV 461 3</u>	LAIF-081015 GenRes Training		1/16	1,000.00	
<u>JV 695 1</u>	Reverse JV461 Clear DFOFA		1/16		1,000.00
<u>JV 472 7</u>	LAIF Tfr--050916 GM Training		5/16	1,500.00	
<u>JV 472 11</u>	LAIF Tfr--081015 IGM Training		5/16	200.00	
<u>JV 700 3</u>	Correct JV472 Transfers LAIF/O		5/16		1,500.00
<u>JV 700 5</u>	Correct JV472 Transfers LAIF/O		5/16		200.00
<u>JV 511 1</u>	Gen Res Loan to Fire Op Fund		2/17	53,000.00	
<u>JV 824 2</u>	Repay reserve loan frm FD to G		4/20		53,000.00
	Account Total:			67,906.00	55,700.00
	Fund Total:			67,906.00	55,700.00
	Grand Total:			67,906.00	55,700.00

1060 LIGHTS

Assets

Current Assets

Operating Cash	(15.21)
LAIF Assigned set asides pending audits		251.64
LAIF Assigned Surplus pending Audits		10.92
Accounts Receivable Utility Billing		4,520.53

Total Current Assets 4,767.88

Total Assets 4,767.88

Liabilities and Equity

Current Liabilities

Accounts Payable	(1,308.42)
Due to other fund		12,206.00
Fund Balance - Unreserved	(13,359.88)

Total Current Liabilities (2,462.30)

Other Liabilities

Conversion Balancing Account		1,815.15
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Total Other Liabilities 1,815.15

Total Liabilities (647.15)

Equity

CURRENT YEAR INCOME/(LOSS)		5,415.03
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Total Equity 5,415.03

Total Liabilities & Equity 4,767.88

1010 GENERAL

Assets

Current Assets

Operating Cash	1,144,741.26
Imprest Cash	200.00
LAIF Non-Operating Cash	29,850.58
LAIF Assigned set asides pending audits	80,834.00
LAIF Assigned Surplus pending Audits	512,233.63
CERBT - OPEB	261,267.88
Due from other fund	12,206.00
Equipment	6,774.00
Payroll Advance	350.00

Total Current Assets 2,048,457.35

Total Assets 2,048,457.35

Liabilities and Equity

Current Liabilities

Accounts Payable	1,739.82
Accrued Payroll	4,582.37
Checks Payable	1,078,998.37
Fund Balance - Unreserved	886,293.22
CAPITAL RESERVE	6,801.00

Total Current Liabilities 1,978,414.78

Other Liabilities

Conversion Balancing Account	47,981.19
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Total Other Liabilities 47,981.19

Total Liabilities 2,026,395.97

Equity

CURRENT YEAR INCOME/(LOSS)	22,061.38
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Total Equity 22,061.38

Total Liabilities & Equity 2,048,457.35

MCS D BOARD OF DIRECTORS
(June 28th 2021)

AGENDA SUPPORTING DOCUMENT

Agenda Item No. 9 L

Retaining BKS Law firm for MCS D legal counsel services

Background:

Our Current general counsel law firm, Prentice Long has served us for several years as our MCS D general council. @ \$175.00 per hour for services performed by an attorney and we are charged \$125.00 per hour for services provided by a paralegal working for their firm.

Recently our Board of Directors retained Bartkiewicz, Kronick & Shanahan (BKS) law firm @ \$290.00 per hour for their services not to exceed \$8,000.00. They were hired specifically for water and they were very prompt and accurate with the work they provided for us regarding our water ordinance 27. And completed the work for much less than what the board estimated it to cost.

The Board recently also approved us to use BKS law firm for navigating the MCS D's property and easement rights around the water tank site. Again, they were very prompt and accurate with their services and provided us with legal options that did not require a lot of back-and-forth communication.

What has impressed us the most is the timeframe they have turned out a great finished product in, with more than one solution as well as in both cases they called and discussed the matter right away or responded via email and it was obvious they had done their homework above and beyond the information that we had provided.

Andrew Ramos has been the attorney that we have worked with on these topics, and we have asked him if he would be interested in representing the MCS D as our General Council with BKS law firm. And asked him to confirm the hourly rate. He did ask if I thought the Board would require legal councils' physical presence on a regular basis and I let him know that it is rare. He was concerned that it takes quite a few hours to get here from Sacramento and that they typically charge the hourly rate for travel.

He replied as follows:

. I'd be happy to work with the District and I think we're a great fit for what the District needs.

My hourly rate would not change with this new scope of work. We adjust the hourly rate annually, but it's typically around a cost-of-living adjustment. Subject to Board approval, we could accomplish the change with a letter and acknowledgment of the change rather than through a formal amendment.

My hourly rate for travel is the same as my usual hourly rate, which is \$290 per hour. My firm occasionally reduces the rate for travel when we're asked to regularly attend meetings, but it sounds like that isn't required here. In my opinion, for almost all services these days, it's more efficient and just as workable to attend by phone or Zoom.

I would like to come up and meet you and the Board and see the water system at some point. I would not charge you for that travel time or expense, so I'd coordinate it for a time that's convenient for both of us.

Regarding the process, the Board of Directors would need to have an agenda item to approve retaining my firm for general counsel services and acknowledging the current \$8,000 limit would not apply to those services. I am happy to appear by Zoom or phone to meet with the Board if necessary. Assuming that change is approved, we could make that change formal by executing an amended legal services agreement but it is not necessary. The current legal services agreement says BKS will perform any other services agreed to in writing by the District and firm, so I suggest that I prepare a confirmation letter to you stating BKS has been retained by the District for general counsel services per the Board's authorization and you or the Board president sign it.

I'm flexible on meeting times and I do not have any current meetings on Monday evenings. I do not mind if the closed session is placed last on the agenda if that's the Board's preference – it comes with the territory.

Andrew J. Ramos

Recommendation:

Approve retaining BKS for general counsel services for the MCSD @ \$290.00 per hour subject to possible annual hourly rates increases typical of cost-of-living increases and waive the previous cap for legal expenses not to exceed \$8,000.00.

And authorize the (Board President) or (General Manager) to sign a Confirmation Letter stating the MCSD Board of Directors has retained BKS for general council services.

MCSO BOARD OF DIRECTORS
(June 28, 2021)

AGENDA SUPPORTING DOCUMENT

Agenda Item No. 9 J

Tank draining materials costs.

Background: We recently found that we could not use the drainage ditch that we typically used when we needed to drain the town's water tank for cleaning as it could interfere with possible future sales of property in that area.

We have worked diligently to find a solution and had our attorney validate that it was our best alternative.

This alternative is to install 500' of 15" dual wall plastic culvert pipes its corrugated outside and smooth inside. This is a snap together product with bell ends. (\$7,000.00 free delivery)

We will also need to fabricate a concrete D.I. box 4'x6'x4' and slurry the head of the inlet pipe. Seven yards concrete (\$1,160.00) where our angle changes with a steel nonslip cover (\$520.00.)

This will also serve as a sampling point and cleanout basin for O&M.

We will also need to purchase 1 truck and transfer leach rock (\$600.00), 1 truck and transfer washed rock (\$525.00), 2 truck and transfers $\frac{3}{4}$ minus road base (\$920.00), and drainage fabric (\$70.00) for erosion control and installing silt traps and road maintenance.

Estimated cost for materials \$10,795.00

We estimated \$15,000.00 for materials with a price on different pipe material in the budget also attached in this board packet.

Recommendation: Approve the purchasing of the materials for the water tanks drainage project not to exceed \$13,000.00

McLaughlin Waste Equip., Inc.

P. O. Box 637
 Galt, CA 95632
 Voice: (209) 367-8810
 Fax: (209) 367-8629



QUOTATION

Quote Number: 143271
 Quote Date: Jun 24, 2021
 Page: 1

Quoted To:
City of McCloud PO Box 640 Mccloud, CA 96057

Shipped To:
220 W Minnesota Ave Mccloud, CA 96057

Customer ID	Expires	Payment Terms	Sales Representative
City of Mccloud	7/24/21	Net 15 Days	Hana Carrasco

Quantity	Item	UM	Description	Unit Price	Amount
4.00	CRL2YD	<Each>	2yd Rear Loader 14GA from Stock with metal lids and locking bar as is	941.00	3,764.00
-4.00			As Is Discount per DM	100.00	-400.00
1.00	FREIGHT	<Each>	Freight Outbound	975.00	975.00

Subtotal	4,339.00
Sales Tax	243.89
TOTAL	4,582.89