



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

August 08, 2022 at 6:00 pm

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. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of July 25, 2022

4. Announcement of Events: None.

5. Communications: None.

6. Reports:

A. General Manager: Verbal update on grants and SCADA system.

B. Finance Officer:

- 1.) Verbal update on Retirement Annuitants status.
- 2.) Verbal update on the audit.
- 3.) Strike team's payroll.

C. Fire Chief- See report.

D. Directors:

E. Committees:

7. Consent Agenda:

A. Approval of Expenses in the amount of \$12,232.74.

8. Old Business:

A. Discussion/possible action regarding approval of the second and final reading of the Interfund Loan Policy.

9. New Business:

A. Discussion/possible action regarding Mud Creek Emergency Funding

1.) LAIF balance

2.) Reserves Budget.

B. Discussion/possible action First Reading of the Water Rationing Ordinance #30.

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. Adjourn open session.

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

13. Reconvene open session and announce any action taken.

14. Adjourn.

MCS D 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
July 25, 2022 at 6:00 PM**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. Five Directors (Richey, Young, Zanni, Hanson, and Rorke) were present. Also present was District Secretary Jennifer Brunello. General Manager Amos McAbier, Finance Officer Mike Quinn, and Fire Chief Charlie Miller were absent.

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes:

A. Discussion/action regarding approval of the minutes of the Regular Meeting of July 11, 2022.

C. Richey made a motion to approve the minutes of the Regular Meeting of July 11, 2022; Seconded by C. Young. Motion passed with 4 ayes (Young, Zanni, Richey, Hanson), 1 abstain (M. Rorke).

4. Adjourn Regular Meeting: *Regular meeting adjourned at 6:03 pm.*

5. Open Public Hearing: *Proposal of special tax increase for Hoo-Hoo Park. Dawn Catherine Spoke about the proposal of the special tax increase for the Hoo-Hoo Park.*

6. Adjourn Public Hearing: *Public hearing adjourned at 6:12 pm.*

7. Reconvene Regular Meeting: *Regular meeting convened at 6:12 pm.*

8. Announcement of Events: *Lumberjack Fiesta July 28 to July 31, 2022.*

9. Communications: *None.*

10. Reports:

A. General Manager- *No report.*

B. Finance Officer- *No report.*

C. Fire Chief- *No report.*

E. Directors- *No reports.*

F. Committees- *No reports.*

11. Consent Agenda:

A. Approval of Expenses in the amount of \$9,790.64:

C. Richey made a motion to approve expenses in the amount of \$9,790.64; seconded by M. Hanson. Motion passed with 5 ayes (Young, Richey, Hanson, Zanni, and Rorke.)

12. Old Business: *None.*

13. New Business:

A. Discussion/possible action regarding first reading of proposed Water Rationing Ordinance #30.

Tabled/Sent back to the Policy Review Committee for further review.

B. Discussion/possible action regarding first reading of proposed Interfund Loan Policy:

M. Hanson made a motion to approve the first reading of the proposed Interfund Loan Policy; seconded by R. Zanni. Motion passed with 5 ayes (Young, Richey, Hanson, Zanni, and Rorke.)

C. Discussion/possible action regarding first reading of Ordinance #31 to establish proposed Increase of Hoo-Hoo Park's special tax rates on this November's election ballot.

No action-Tabled.

D. Discussion/possible action regarding a Board Resolution #6 to propose a special tax increase for Hoo-Hoo Park on the November election ballot:

No action-Tabled.

E. Discussion/possible action regarding funding the Mud Creek emergency work until we get reimbursed by state agency funding:

Will be discussed in a future Special Meeting. Tabled.

F. Discussion/possible action regarding a future board motion to budget for set aside reserves for recently acquired fire apparatus/vehicles emergency repair and/or future replacement:

Will go to Finance and Audit Committee for further discussion.

14. 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).

Brandon Criss discussed that he informed county officials of the current situation at Mud Creek to Possibly receive some kind of financial help from the county.

15. Adjourn at 7:10 PM.

Catherine Young/President of the Board

Andrea Mills/Secretary of the Board

MCSO BOARD OF DIRECTORS
Finance Officer's Report
August 08, 2022

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 6 B

- 1. Verbal update on Retired Annuitants status**
- 2. Verbal update on the Audit**
- 3. Cash flow report for**
 - a) Mud Creek**
 - b) Strike teams payroll**

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: July

Year: **2022**

Member Information

Total Department members including Auxiliary: 34

New Members: 0

Total Paramedics: 3 Active: 3 Inactive: 0

Total EMT's: 6 Active: 6 Inactive: 0

Members Resigned: 0 Members Terminated: 0

Shift Firefighters: 6 Active: 3

Members on leave of absence: 3- Ben Garcia & Bob Masciola (health reasons), & Jaden Quiring

Notes: A very busy and well-attended month for training and emergency calls. Chief Miller was called out to the Minto Lakes Fire in Fairbanks Alaska. Nate Girard took over as Acting Chief in his absence (July 1-17). Mike Mathes moved from the Shift program to Volunteer FF/Advanced EMT.

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: July

Year: 2022

CHIEF 1700

Darrell "Charlie" Miller (EMT-P) Engine Operator

ASST. CHIEF/OPERATIONS 1701

Trenton Vogus (Firefighter/EMT) Engine Operator

ASST. CHIEF/EMS DIRECTOR 1702

Kirk Thomsen (Firefighter/EMT -P) Engine Operator

Recruitment/Retention Coordinator

Sean Prouty (Firefighter/EMT-P)

DIV. CHIEF/TRAINING OFFICER 1705

Nate Girard (Firefighter/EMT) Engine Operator

FIRE CAPTAIN 1706

Stephen Richardson

FIRE LIEUTENANT 1708

OPEN

SQUAD LIEUTENANT 1709

OPEN

FIRE FIGHTERs / EMTs

Jettus Memmer (FF/EMR)
Engine Operator

Mike Worthington (FF/EMT-1)
Engine Operator

Cindy Miller (FF/EMT-1)
Engine Driver Trainee

James Lewis
Engine Operator (Trainee)

Nathan Masciola (Eng./1st Resp.)
Engine Operator

Joe Dewitt (FF/EMR)
Engine Operator

Alisa Glenn

Jaden Quiring (Admin. Leave)

KC Chandler

Mike Mathes
(Advanced EMT)

Dan Fay (Wildland FF)
(Ambulance/Engine Operator)

Auxiliary/Non-Firefighters, Drivers & Support Staff

Peter Tolosano
(Battalion Chief)

Donna Sager
(Battalion Chief)

Amos McAbier (Wildland FF)
(Engine Driver)

Ulianna Roseberry
(Ambulance & Engine Driver trainee)

Jessie Gray (Wildland FF)
(Ambulance Driver)

Jerry Glynn
(Engine Driver)

Bruce French
(Ambulance Driver)

Bob Masciola
(Ambulance Driver)

Alex Bolado

Merlin Huddleston

Shift Firefighters

Mike Mullet
(Fire Captain)

CJ Palmer
(Dunsmuir FD)

Joel Lukenbill
(Rope Rescue Technician)

Justen Richardson
(Fire Captain)

Bill Lachenmeyer
(Wildland EMT)

Orion Alley
(USFS)

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: July

Year: **2022**

INCIDENT TYPE	# INCIDENTS
141 - Forest, woods or wildland fire	2
150 - Outside rubbish fire, other	1
300 - Rescue, EMS incident, other	1
321 - EMS call, excluding vehicle accident with injury	21
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	1
550 - Public service assistance, other	2
551 - Assist police or other governmental agency	2
553 - Public service	1
554 - Assist invalid	5
611 - Dispatched & cancelled en route	2
651 - Smoke scare, odor of smoke	1
Total Incidents	41

Total Calls for service this calendar year: 194

Total ZIB Contract Calls this Fiscal Year: 2

Fire Calls

Total Fires: 3 Structure: 0 Vegetation: 2 Vehicle Fires: 0 Nuisance: 1

In Town: 1 Mutual Aid/Auto Aid: 2 Z.I.B. Area: 2

Fire Notes: Small mutual aid vegetation fires and one illegal burning. (CalFire issued a ticket)

Medical Calls

Total Medical Calls: 25 (includes traffic collisions) Traffic Collisions: 4 Non-Injury: 1

Transported by Medic: 23 Paramedic Intercept: 0

Transported by MSAS: 0 Non-Transport: 2 BLS: 5 ALS: 18

In Town: 21 Mutual Aid/Auto Aid: 4 Z.I.B. Area: 4

Medical Notes: Nothing to note.

Miscellaneous Calls

Total Miscellaneous Calls: 13

HAZMAT: 0 Lift Assist: 5 Public Assist (other): 8

Rescue Calls: 0 Smoke Check: 1 Alarm Sounding: 0 Gas Leak: 0

In Town: 13 Mutual Aid/Auto Aid: 0 Z.I.B. Area: 0

Miscellaneous call notes: Again, no calls were missed this month.

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: July

Year: **2022**

Station

Station 17-Leatherman Fire Hall:

Yardwork project by Cindy Miller and Scott Oliver continues

Apparatus

Unit 1705 (Red Chevy Tahoe): Oil changed

Unit 1701 (White Chevy Tahoe): Nothing mechanical to report.

Utility 17 (Dodge Ram Pickup): Nothing mechanical to report.

Squad 1740: Nothing mechanical to report.

Medic 17: Battery issues continue.

Engine 1711: Serviced. Oil changed.

Engine 1712: Serviced. Oil changed. Nothing to report.

Engine 1715: Good condition. Stored in Shasta Forest Estates.

Engine 1717: Good condition. Nothing to report.

Engine 1776: Not in service yet.

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: July

Year: 2022

Training

Fire Department Drills

#1 Fire: (Thursday 6-10 pm)

Date: 7/07/2022 Topic: Mobile attack (Wildland)

#2 Fire: (Thursday 6-10 pm)

Date: 7/14/2022 Topic: Progressive Hoselays

#3 Fire: (Thursday 6-10 pm)

Date: 7/21/2022 Topic: Ladders

#4 Fire: (Thursday 6-10 pm)

Date: 7/28/2022 Topic: Pumping hoselays

Training Notes: See monthly training reports

Community Involvement: Assisted MCSD handing out water emergency information.

Ordinance 28 Issues: None this month.

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: July

Year: **2022**

Billing

Billing: Billing for all possible revenue continues.

CSA 4/ZIB Billing: 1st, 2nd, 3rd & 4th quarter bills sent by CFO

CSA 4/ZIB Total Fiscal Year Payments Received: 3 quarters received. Report by CFO

CSA 3 Stipend/equipment purchases Total CSA 3 Fiscal Year Received: \$

EF Recovery: \$712.89 Billed.

Billed (FY 21/22): \$3,680.10 **Received (FY 21/22):** \$1404.75

EF Recovery Accounts Receivable: \$1827.35 - \$89.54 for denied claim= \$1737.81

CALFIRE: CFO to report on invoice to CalFire for Rainbow Ridge Fire in June.

USFS: \$0

CA Office of Emergency Services/CA Fire Assistance Agreement (CFAA): June Department Revenue from Electra Fire and Minto Lakes Fire: \$23,361.77

Year to Date projected CFAA Dept. Revenue Vehicles & Administrative Rate: \$23,361.77
(Our administrative rate was increased this year from 10% to 22.346% of all charges)

Medical Billing:

TO: McCloud Community Service District
FROM: Wittman Enterprises, LLC
DATE: July 12, 2022
FOR: Billing Services Performed in **June 2022**

Gross Collections	\$	10,115.10
Less Refunds	\$	-
Net Collections	\$	10,115.10

Fee Based on 8% of Net Collections	\$	809.21
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CURRENT MONTH BALANCE: \$ 809.21

Prior month (February) balance: \$ 363.43

Prior month (March) balance: \$ 802.17

Prior month (April) balance: \$ 151.10

Prior month (May) balance: \$ 736.22

TOTAL AMOUNT: \$ 2,862.13

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: July

Year: 2022

Fiscal Year 20/21 Whitman Enterprises Billing Report

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	COLL ADJ	NET PAYMENTS	BAD DEBT WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
JULY '21	\$ 23,780.75	\$ 9,805.84	\$ 76.07	\$ -	\$ 13,898.84	\$ 8,110.94	\$ -	\$ -	\$ 8,110.94	\$ -	\$ -	\$ 63,493.75
AUGUST '21	\$ 35,496.35	\$ 21,863.66	\$ 10,031.91	\$ -	\$ 3,600.78	\$ 13,484.85	\$ -	\$ -	\$ 13,484.85	\$ -	\$ 6.15	\$ 53,615.83
SEPTEMBER '21	\$ 28,923.66	\$ 12,423.89	\$ 2,161.33	\$ -	\$ 14,338.44	\$ 10,063.53	\$ -	\$ -	\$ 10,063.53	\$ -	\$ -	\$ 57,890.74
OCTOBER '21	\$ 21,265.55	\$ 14,457.06	\$ 7,221.40	\$ -	\$ (412.91)	\$ 8,448.29	\$ 466.45	\$ -	\$ 7,981.84	\$ -	\$ (324.81)	\$ 49,171.18
NOVEMBER '21	\$ 11,298.60	\$ 580.07	\$ 7,704.39	\$ -	\$ 3,014.14	\$ 9,616.79	\$ -	\$ -	\$ 9,616.79	\$ -	\$ -	\$ 42,568.53
DECEMBER '21	\$ 28,188.50	\$ 13,386.44	\$ 3,303.09	\$ -	\$ 11,498.97	\$ 2,100.87	\$ -	\$ -	\$ 2,100.87	\$ -	\$ -	\$ 51,966.63
JANUARY '22	\$ 20,828.00	\$ 7,626.35	\$ 3,960.48	\$ -	\$ 9,241.17	\$ 5,312.80	\$ -	\$ -	\$ 5,312.80	\$ -	\$ -	\$ 55,895.00
FEBRUARY '22	\$ 18,872.05	\$ 11,465.43	\$ 141.51	\$ -	\$ 7,265.11	\$ 4,542.87	\$ -	\$ -	\$ 4,542.87	\$ -	\$ (125.00)	\$ 58,492.24
MARCH '22	\$ 19,237.20	\$ (476.24)	\$ 9,797.72	\$ -	\$ 9,915.72	\$ 10,027.15	\$ -	\$ -	\$ 10,027.15	\$ -	\$ -	\$ 58,380.81
APRIL '22	\$ 29,117.65	\$ 11,630.26	\$ 6,864.54	\$ -	\$ 10,622.85	\$ 1,888.71	\$ -	\$ -	\$ 1,888.71	\$ -	\$ -	\$ 67,114.95
MAY '22	\$ 34,138.50	\$ 14,436.89	\$ 9,756.65	\$ -	\$ 9,944.96	\$ 9,202.78	\$ -	\$ -	\$ 9,202.78	\$ -	\$ -	\$ 67,857.13
JUNE '22	\$ 38,422.20	\$ 13,171.07	\$ 7,695.01	\$ -	\$ 17,556.12	\$ 10,115.10	\$ -	\$ -	\$ 10,115.10	\$ -	\$ -	\$ 75,298.15

Average Net Charges (Fiscal year to date): \$9,207.01

Average Net Payments/Revenue (Fiscal Year to Date): \$7,704.01

Outstanding Whitman Accounts Receivable as of May 15, 2022: \$75,298.15

General department message:

Medic 17 was staffed ALS at most times during July even in Chief Millers absence. No calls were unattended by department personnel.

Submitted By: *Darrell Miller* Darrell "Charlie" Miller

Date: 8/06/2022

08/04/22
14:41:39

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 8/22

Page: 3 of 6
Report ID: AP100V

5 Star Bank
* ... 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 (7/22) ****							
10917		162 UNDERGROUND SERVICE ALERT	300.00						
2022	Membership Fee								
	2022152414	07/20/22 2022 Membership Fee	150.00*		3754	2000 405000	710		101000
	2022152414	07/20/22 2022 Membership Fee	150.00*		3754	3000 405000	710		101000
		Total for Vendor:	300.00						
		*** Claim from another period (7/22) ****							
10926		1240 VALLEY PACIFIC PETROLEUM	2,321.23						
	Vehicle Fuel 7/16-7/31/22								
	CL22520969	07/31/22 Fire-Red Dodge7/31/22 111,	123.45*			1040 403000	430		101000
	CL22520969	07/31/22 Fire-Wt Tahoe7/24/22 139,6	95.41*			1040 403000	430		101000
	CL22520969	07/31/22 Fire-Wt Tahoe7/25/22 139,8	70.95*			1040 403000	430		101000
	CL22520969	07/31/22 Fire-RedTahoe7/24/22 129,2	72.53*			1040 403000	430		101000
	CL22520969	07/31/22 Fire-RedTahoe7/25/22 Sacra	85.79*			1040 403000	430		101000
	CL22520969	07/31/22 Fire-Engine 1712 7/29/22	115.45*			1040 403000	420		101000
	CL22520969	07/31/22 Fire-Eng 1717 7/31/22 40,6	43.56*			1040 403000	420		101000
	CL22520969	07/31/22 Fire-Wt Tahoe 7/16/22 139,	65.30*			1040 403000	430		101000
	CL22520969	07/31/22 Slvr Ford 7/21/22 83,483mi	23.17*			1050 403000	430		101000
	CL22520969	07/31/22 Slvr Ford 7/21/22 83,483mi	23.17*			1090 403000	430		101000
	CL22520969	07/31/22 Slvr Ford 7/21/22 83,483mi	23.17*			2000 403000	430		101000
	CL22520969	07/31/22 Slvr Ford 7/21/22 83,483mi	23.17*			3000 403000	430		101000
	CL22520969	07/31/22 Svc Trk 7/21/22 69,098mi	24.68*			1050 403000	430		101000
	CL22520969	07/31/22 Svc Trk 7/21/22 69,098mi	24.68*			1090 403000	430		101000
	CL22520969	07/31/22 Svc Trk 7/21/22 69,098mi	24.68*			2000 403000	430		101000
	CL22520969	07/31/22 Svc Trk 7/21/22 69,098mi	24.69*			3000 403000	430		101000
	CL22520969	07/31/22 Slvr Ford 7/27/22 83,741mi	25.41*			1050 403000	430		101000
	CL22520969	07/31/22 Slvr Ford 7/27/22 83,741mi	25.41*			1090 403000	430		101000
	CL22520969	07/31/22 Slvr Ford 7/27/22 83,741mi	25.41*			2000 403000	430		101000
	CL22520969	07/31/22 Slvr Ford 7/27/22 83,741mi	25.39*			3000 403000	430		101000
	CL22520969	07/31/22 Rear Loader 7/26/22 19,483	227.89*			1090 403000	420		101000
	CL22520969	07/31/22 Side Loader 7/25/22 23,395	214.66*			1090 403000	420		101000
	CL22520969	07/31/22 Side Loader 7/27/22 23,487	123.69*			1090 403000	420		101000
	CL22520969	07/31/22 Fire-Rd Dodge-7/17/22 Alas	153.65*			1041 403000	430		101000
	CL22520969	07/31/22 Fire-Rd Dodge 7/17/22 Alas	78.37*			1041 403000	430		101000
	CL22520969	07/31/22 Fire-Rd Dodge 7/25/22 110,	71.73*			1040 403000	430		101000
	CL22520969	07/31/22 Fire-Rd Dodge 7/27/22 111,	91.96*			1040 403000	430		101000
	CL22520969	07/31/22 Fire-Rd Dodge 7/29/22 111,	84.14*			1040 403000	430		101000

08/04/22
14:41:39

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 8/22

Page: 4 of 6
Report ID: AP100V

5 Star Bank
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	CL22520969	07/31/22 Fire-Rd Dodge 7/31/22 111,	24.63*			1040 403000	430		101000
	CL22520969	07/31/22 Fire Medic 17 7/24/22	75.26*			1040 403000	420	20	101000
	CL22520969	07/31/22 Fire Medic 17 7/27/22 30,7	38.94*			1040 403000	420	20	101000
	CL22520969	07/31/22 Fire Medic 17 7/28/22 30,8	55.65*			1040 403000	420	20	101000
	CL22520969	07/31/22 Fire Medic 17 7/29/22 30,8	47.17*			1040 403000	420	20	101000
	CL22520969	07/31/22 Fire Eng 1740 7/21/22 10,0	68.02*			1040 403000	420		101000
		Total for Vendor:	2,321.23						
		# of Claims	13	Total:	12,232.74	# of Vendors	12		

08/04/22
14:41:40

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval Signature Page
For the Accounting Period: 8 / 22

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: \$12,232.74

Signature #2

Signature #4

Signature #3

Signature #5

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

PROCEDURE TITLE: *Interfund Loans*

PROCEDURE NUMBER: 3436

IMPLEMENTED:

REVISED:

Agenda Item 8 A

***McCLOUD COMMUNITY SERVICES DISTRICT
INTERFUND LOAN POLICY***

3045.1 The purpose of this policy documents requirements and responsibilities to be followed regarding interfund borrowing between funds of the McCloud Community Services District.

3045.2 Local governments will often loan resources from one fund to another fund that is experiencing a temporary cash shortage. Under Generally Accepted Accounting Principles (GAAP), funds that account for reserved or dedicated monies may make temporary loans to other funds. This policy addresses the approval, terms, and accounting requirements for interfund loans.

3045.3 Interfund loans are amounts provided between funds with a requirement for repayment. Interfund loans will be applied according to GAAP, as interfund receivables in lender funds and interfund payables in borrower funds. If repayment is not made within same fiscal year, it shall be considered a default. No future loans will be allowed for that department until the loan is repaid.

3045.4 Policy

A. Interfund Loans-Types:

1. Internal loans that are a necessary part of normal business operations.

a. To maintain cash flow and provide working capital in anticipation of revenue, the General Fund may require cash advances from other funds during course of a fiscal year. Other funds eligible to make cash advances include:
water, sewer, refuse, parks, streetlights, alleys, library.

b. Cash advances to provide working capital to the General Fund or other funds must be approved by the Board of Directors. Such approval must be in writing and should specify maximum allowable amounts.

2. Internal loans that provide for advance spending for a capital project prior to securing project financing. Such loans must be approved by the MCSD Board.

B. Interfund Loans-Terms:

1. Repayment of an interfund loan shall be within the same fiscal year. Exceptions to this rule require approval by the MCSD Board.

2. Interest will be paid by the borrowing fund to the lending fund, during the time the loan is outstanding, at a minimum rate of 2% for interfund loans that are not repaid within 30 days.

3. Upon receipt of the anticipated revenue, the borrowing fund shall repay the lending fund within 30 calendar days.

4. Interfund loans shall not hinder the accomplishment of any function or project for which the lending fund was established.

Account Balances in the LAIF Account

May-22

Fund	Account	Reserve Category	Balance	Fund Balance
General	101110	Contingency	\$ 118,823.26	
		OPEB	\$ 283.16	
	101130	Assigned set asides pending Audits	\$ 122,419.17	
	101135	Assigned Surplus pending Audits	\$ 76,256.63	\$ 317,782.22
Fire	101110	Non-Operating	\$ 159,564.38	
	101115	Ambulance Fund	\$ 58,606.80	
	101116	Ambulance & Equipment Donations	\$ 393.23	
	101130	Assigned set asides pending Audits	\$ 40,912.24	
	101135	Assigned Surplus pending Audits	\$ 91,700.29	\$ 351,176.94
Alleys	101110	Winter Storm Disaster Fund	\$ 38,341.71	
		Loader Future Payment	\$ 10,719.82	
		Future Dump Truck	\$ 226.44	
		Trucks	\$ 5,460.64	
	101130	Assigned set asides pending Audits	\$ 27,668.26	
	101135	Assigned Surplus pending Audits	\$ 13,754.68	\$ 96,171.55
Lights	101130	Assigned set asides pending Audits	\$ 381.06	\$ 381.06
Parks	101110	Park Fund	\$ 57,025.69	
		Loader Future Payment	\$ 866.24	
		Future Dump Truck	\$ 2,187.87	
		Future Trucks	\$ 4,782.93	
	101130	Assigned set asides pending Audits	\$ 12,438.71	\$ 77,301.44
Library	101110	Library Fund	\$ 2,068.61	
		Building Maintenance	\$ 799.59	
		Future Dump Truck	\$ 26.55	
		Future Trucks	\$ 26.55	
	101130	Assigned set asides pending Audits	\$ 366.76	\$ 3,288.06
Refuse	101110	General Refuse	\$ 52,458.81	
		Loader Future Payment	\$ 6,443.54	
		Future Dump Truck	\$ 52.40	
		Future Trucks	\$ 3,188.64	
	101130	Assigned set asides pending Audits	\$ 5,515.00	\$ 67,658.39
Sewer	101110	General Sewer	\$ 562,796.45	
		Loader Future Payment	\$ 10,851.97	
		Future Dump Truck	\$ 370.04	
		Future Trucks	\$ 14,402.04	
		Camera	\$ 21,257.47	
	101130	Assigned set asides pending Audits	\$ 177,365.60	
	101135	Assigned Surplus pending Audits	\$ 91,951.40	
	101120	USDA RD 2003-2042 Payment Reserve	\$ 46,647.03	
	101120	USDA RD 2003-2042 Renewal & Extension	\$ 23,323.51	
	101120	CDBG 1999 (\$5583/yr thru 06/2038)	\$ 113,747.87	
	101120	SWRCB Capital Reserve 2000-2023	\$ 69,689.55	\$ 1,132,402.93
Water	101110	General Water	\$ 35,718.69	
		Loader Future Payment	\$ 24,286.71	
		Future Dump Truck	\$ 275.00	
		Future Trucks		
		Main Line Project	\$ 37,200.61	
	101130	Assigned set asides pending Audits	\$ 35,120.77	
	101120	CDBG 1999 (\$6917/yr thru 06/2038)	\$ 141,078.40	\$ 273,680.18
Totals				\$ 2,319,842.77

Agenda Item 9 A 2

CASH, CAPITAL AND RESERVE BUDGET 2022/2023

	1010 General	1020 Directors	1040 Fire	1050 Alleys	1060 Lights	1070 Park	1080 Library	1090 Refuse	2000 Sewer	3000 Water	TOTAL		
EST LAIF BALANCE 6-30-2022	\$ 317,782	\$ -	\$ 351,177	\$ 96,172	\$ 381	\$ 77,301	\$ 3,288	\$ 67,658	\$ 1,032,403	\$ 273,680	\$ 2,219,842		
EST OPERATING BALANCE 6-30-2022	\$ 126,702	\$ -	\$ 349,521	\$ 107,177	\$ 3,741	\$ 48,728	\$ 3,069	\$ 108,318	\$ 395,766	\$ 515,964	\$ 1,658,986		
EST CERBT BALANCE 6-30-2022	\$ 367,268	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,411	\$ 14,860	\$ 52,241	\$ 438,780		
BEGINNING CASH BALANCE 7-1-2022	\$ 811,752	\$ -	\$ 700,698	\$ 203,349	\$ 4,122	\$ 126,029	\$ 6,357	\$ 180,387	\$ 1,443,029	\$ 841,885	\$ 4,317,608	\$ 4,317,608	\$ 4,317,608
OPERATING BALANCE 7-1-2022	\$ 126,702	\$ -	\$ 349,521	\$ 107,177	\$ 3,741	\$ 48,728	\$ 3,069	\$ 108,318	\$ 395,766	\$ 515,961	\$ 1,658,983		
NET INCOME/(LOSS) FROM OPERATIONS	\$ 82,767	\$ -	\$ 19,118	\$ (31,169)	\$ 1,414	\$ (23,828)	\$ (8,476)	\$ 46,004	\$ 93,248	\$ 144,673	\$ 323,751		
CAPITAL OUTLAYS	\$ -	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 29,500		
BALANCE TRANSFERS	\$ 128,000		\$ 300,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 350,000	\$ 250,000	\$ 1,168,000		
RESERVE ASSIGNMENTS	\$ -		\$ 217	\$ 977	\$ 232	\$ 47	\$ 15,757	\$ 58,778	\$ 143,231	\$ 219,239	\$ 219,239		
Projected Operating Cash Balance 6-30-23	\$ 81,469	\$ -	\$ 51,139	\$ 35,791	\$ 4,178	\$ 24,668	\$ (5,454)	\$ 38,565	\$ 68,236	\$ 267,403	\$ 565,995	\$ 565,995	\$ 565,995
CAPITAL OUTLAYS													
Sewer Upgrades- Bio-solid Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000		
								\$ -	\$ -	\$ -	\$ -		
									\$ -	\$ -	\$ -		
Fire Department Safer PPE	\$ -		\$ -								\$ -		
Fire Department CFAA Wildland training,PPE			\$ 17,500								\$ 17,500		
		\$ -	\$ -								\$ -		
TOTAL CAPITAL OUTLAYS	\$ -	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 29,500		
GAIN/LOSS SALE OF ASSETS													
Book Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Sale Price	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
NET GAIN/LOSS SALE OF ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
RESERVE ASSIGNMENT													
Board Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,986	\$ 7,136	\$ 21,122		
Committed (Board Approved Allocations)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Committed (Rate Study Annual Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,841	\$ 31,757	\$ 121,077	\$ 158,675		
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	\$ -	\$ -	\$ -	\$ 217	\$ 977	\$ 232	\$ 47	\$ 15,757	\$ 58,778	\$ 143,231	\$ 219,239	\$ 219,239	\$ 219,239

	LAIF ACTIVITY											22 of 28
Beginning Balance 7-1-2021	\$ 317,782	\$ -	\$ 351,177	\$ 96,172	\$ 381	\$ 77,301	\$ 3,288	\$ 67,658	\$ 1,032,403	\$ 273,680	\$ 2,219,842	
Interest	\$ 4,767	\$ -	\$ 5,267	\$ 1,443	\$ 6	\$ 1,160	\$ 49	\$ 1,015	\$ 15,486	\$ 4,105	\$ 33,298	
Reserve Assignments	\$ -	\$ -	\$ 217	\$ 977	\$ 232	\$ 47	\$ 15,757	\$ 58,778	\$ 143,231	\$ 219,239	\$ 219,239	

NET CASH 6-30-2023	\$ 899,286	\$ -	\$ 707,583	\$ 173,623	\$ 5,542	\$ 103,361	\$ (2,070)	\$ 227,406	\$ 1,539,763	\$ 990,660	\$ 4,645,154	\$ 4,645,154
NET CASH CHANGE IN POSITION	\$ 87,534	\$ -	\$ 6,885	\$ (29,726)	\$ 1,420	\$ (22,668)	\$ (8,427)	\$ 47,019	\$ 96,734	\$ 148,775	\$ 327,546	\$ 327,546



McCloud Community Services District

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Agenda Item 9 B

ORDINANCE NO. 30 Adopted by the MCS D August 08, 2022

ADOPTING A WATER CONSERVATION PROGRAM

Agenda Item 9 B.

WHEREAS, Article X, section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare; and

WHEREAS, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of drought are essential to the public health, safety and welfare; and

WHEREAS, regulation of the time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, installation and use of water-saving devices, provide an effective and immediately available means of conserving water; and

WHEREAS, California Water Code sections 375 et seq. empower any public entity which supplies water at retail or wholesale to adopt and enforce a water conservation program to reduce the quantity of water used by those within its service area after holding a public hearing and making appropriate findings of necessity for the adoption of a water conservation program; and

WHEREAS, Water Code section 375, subdivision (c) defines "public entity" to include a city, county, special district, water authority, or any other municipal public corporation or district; and

WHEREAS, pursuant to Water Code section 376 and Government Code 6061, the MCS D must publish in a newspaper of general circulation any ordinance or resolution adopting a water conservation program within 10 days after its adoption; and

WHEREAS, Water Code section 377 establishes that, from the publication of an ordinance or resolution pursuant to section 376 until the repeal of the ordinance or end of the emergency, it is a misdemeanor punishable by up to 30 days in county jail and/or a fine of up to \$1,000 for any person to violate a requirement of the water conservation program; and

WHEREAS, the adoption and enforcement of a comprehensive water conservation program will allow the MCSD to delay or avoid declaring a water shortage emergency pursuant to Water Code section 350; and

WHEREAS, on July 16th, 2022, the MCSD declared the existence of a local drought emergency; and

WHEREAS, on August 8, 2022, the MCSD held a public hearing and made appropriate findings of necessity for the adoption of a water conservation program; and

NOW, THEREFORE, BE IT ORDAINED by the MCSD, as follows:

1. This ordinance is effective immediately upon adoption or as otherwise established by State law; and
2. Pursuant to Water Code section 376 and Government Code section 6061, the MCSD shall publish in a newspaper of general circulation this ordinance adopting a water conservation program within 10 days after its adoption; and
3. This ordinance establishes regulations to be implemented during times of declared water shortages or declared water shortage emergencies. It establishes four levels of drought response actions to be implemented in times of shortage, with increasing restrictions on water use in response to worsening drought conditions and decreasing available supplies.
4. The General Manager will determine by demand and availability with respect to environmental integrity, the level of drought response necessary, and when to move to the next level if the previous level is not sufficient. MCSD will publish notifications on the district website, bills, Facebook, and post notices around town. Mandatory conservation measures would take effect within 10 days after declaration of the response level is published. In emergency situations, notice will be given by door-to-door delivery. Within three (3) days after declaration of the response level is made, mandatory conservation measures will take effect.
5. During a Level 1 Drought Response condition, MCSD will increase its public education and outreach efforts to emphasize increased public awareness of the need to implement the following voluntary water conservation practices:
 - a. Stop washing down paved surfaces, including but not limited to sidewalks, driveways, parking lots, tennis courts, or patios, except when it is necessary to alleviate safety or sanitation hazards.
 - b. Stop water waste resulting from inefficient landscape irrigation, such as runoff, low head drainage, or overspray, etc. Similarly, stop water flows onto non- targeted areas, such as adjacent property, non-irrigated areas, hardscapes, roadways, or structures. Limit residential and commercial landscape irrigation to no more than three assigned days a week on a schedule established by the General Manager and posted by the MCSD. This section shall not apply to commercial growers or nurseries.
 - c. Irrigate residential and commercial landscape before 10 a.m. and after 7 p.m. only.
 - d. Use a hand-held hose equipped with a positive shut-off nozzle or bucket to water

- landscaped areas, including trees and shrubs located on residential and commercial properties that are not irrigated by a landscape irrigation system. Irrigate nursery and commercial grower's products before 10 a.m. and after 7 p.m. only.
- e. watering is permitted at any time with a hand-held hose equipped with a positive shut-off nozzle, a bucket, or when a drip/micro-irrigation system/equipment is used. Irrigation of nursery propagation beds is permitted at any time. Watering of livestock is permitted at any time.
 - f. Use re-circulated water to operate ornamental fountains.
 - g. Wash vehicles using a bucket and a hand-held hose with positive shut-off nozzle, mobile high pressure/low volume wash system, or at a commercial site that re-circulates (reclaims) water on-site. Avoid washing during hot conditions when additional water is required due to evaporation.
 - h. Serve and refill water in restaurants and other food service establishments only upon request.
 - i. Offer guests in hotels, motels, and other commercial lodging establishments the option of not laundering towels and linens daily.
 - j. Repair all water leaks within five (5) days of notification by the MCSD unless other arrangements are made with the General Manager.
 - k. Use recycled or non-potable water for construction purposes when available.
6. During a Level 2 Drought Response condition, all persons using MCSD water shall comply with level 1 Drought Response water conservation practices during a Level 2 Drought Alert, and shall also comply with the following additional mandatory conservation measures:
- a. Limit residential and commercial landscape irrigation to no more than three assigned days per week on a schedule established by MCSD. During the months of November through April, landscape irrigation is limited to no more than once per week on a schedule established by the General Manager and posted by the MCSD. This section shall not apply to commercial growers or nurseries.
 - b. Limit lawn watering and landscape irrigation using sprinklers to no more than twenty (20) minutes per watering station per day. Limit residential and commercial landscape irrigation to no more than three (3) times a week or on a schedule established by the General Manager and posted on the MCSD website. During November through April, landscape irrigation is limited to no more than once per week on a schedule established by the General Manager and posted on the MCSD website. This section shall not apply to commercial growers or nurseries.
 - c. Water landscaped areas, including trees and shrubs located on residential and commercial properties, and not irrigated by a landscape irrigation system governed by section 5, on the same schedule set forth in section 5 of level 1 by using a bucket, hand-held hose with positive shut-off nozzle, or low-volume non-spray irrigation.
 - d. Repair all leaks within seventy-two (72) hours of notification by the MCSD unless other arrangements are made with the General Manager
 - e. Stop operating ornamental fountains or similar decorative water features unless recycled water is used.

7. During a Level 3 Drought Response condition, all persons using MCSD water shall comply with Level 1 and Level 2 Drought Response conditions and shall also comply with the following additional mandatory conservation measures:

- a. Limit residential and commercial landscape irrigation to no more than two assigned days per week on a time schedule established by the General Manager and posted by the MCSD. During the months of November through April, landscape irrigation is limited to no more than once per week on a time schedule established by the General Manager and posted by the MCSD. This section shall not apply to commercial Growers or nurseries.
- b. Water landscaped areas, including trees and shrubs located on residential and commercial properties, and not irrigated by a landscape irrigation system governed by section 5 (b), and on the same time schedule set forth in section 5 (c) by using a bucket, hand-held hose with a positive shut-off nozzle, or low-volume non-spray irrigation.
- c. Stop filling or re-filling ornamental lakes or ponds, except to the extent needed to sustain aquatic life, provided that such animals are of significant value and have been actively managed within the water feature prior to declaration of a drought response level under this ordinance.
- d. Stop washing vehicles except at commercial carwashes, or by pressure washers.
- e. Repair all leaks within forty-eight (48) hours of notification by the MCSD unless other arrangements are made with the General Manager.
- f. Additionally, no new potable water service shall be provided and no statements of immediate ability to serve or provide potable water service (such as, will serve letters, certificates or letters of availability) shall be issued, except under the following circumstances:
 - i. A valid, unexpired building permit has been issued for the project; or
 - ii. The project is necessary to protect the public's health, safety, and welfare; or
 - iii. The applicant provides substantial evidence of an enforceable commitment that water demands for the project will be offset prior to the provision of a new water meter(s) to the satisfaction of MCSD. *This provision shall not be construed to preclude the resetting or turn-on of meters to provide continuation of water service or to restore service that has been interrupted for a period of one year or less.*

8. During a Level 4 Drought Response condition, all persons using MCSD water shall comply with Level 1, Level 2, and Level 3 Drought Response conditions and shall also comply with the following additional mandatory conservation measures:

- a. Stop all landscape irrigation, except crops and landscape products of commercial growers and nurseries. This restriction shall not apply to the following categories of use unless the MCSD has determined that recycled water is available and may be lawfully applied to the use.
 - i. Maintenance of trees and shrubs that are watered on the same schedule set forth in section 5 (b) by using a bucket, hand-held hose with a positive shut-off nozzle, or low-volume non-spray irrigation;
 - ii. Maintenance of existing landscaping necessary for fire protection as specified by the Fire Marshal of the local fire protection agency having jurisdiction over the property to be irrigated;
 - iii. Maintenance of existing landscaping for erosion control;
 - iv. Maintenance of plant materials identified to be rare or essential to the well-being of rare animals;
 - v. Maintenance of landscaping within active public parks and playing fields,

day care centers, school grounds, cemeteries, and golf course greens, provided that such irrigation does not exceed two (2) days per week.

according to the time schedule established under section 5 (c).

vi. Watering of livestock.

vii. Public works projects and actively irrigated environmental mitigation projects.

b. Repair all water leaks within twenty-four (24) hours of notification by the MCSD unless other arrangements are made with the General Manager.

9. Violation of the requirements of the Water Conservation Program shall constitute a misdemeanor, subject to the following penalties:

a. Each violation of this ordinance may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days or by a fine not exceeding \$1,000, or by both as provided in Water Code section 377.

b. Each day that a violation of this ordinance occurs is a separate offense.

c. Administrative penalties may be levied for each violation of a provision of this ordinance in accordance with Water Code section 71590.

Passed and adopted this ___ day of _____ 2022, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____