



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

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REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

Monday, November 9, 2020 - 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. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of October 26, 2020.

3. Announcement of Events:

4. Communications

5. Reports:

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

6. Consent Agenda:

- A. Approval of expenses in the amount of \$4,921.92.

7. Old Business:

- A. Discussion/possible action regarding approval of the second and final reading of proposed changes to Policy 2110 - Health and Welfare Benefits.
- B. Discussion/possible action regarding approval of the second and final reading of proposed changes to Policy 2175 - Performance Evaluations.
- C. Discussion/possible action regarding approval of the second and final reading of proposed changes to Policy 2010 - Employee Compensation, Hours of Work and Overtime.
- D. Discussion/possible action regarding approval of the second and final reading of proposed changes to Policy 2011 - On-Call Duty.

E. Discussion/possible action regarding approval of the second and final reading of proposed changes to Policy 2020 - Vacation.

F. Discussion/possible action regarding approval of the second and final reading of proposed changes to Policy 2030 - Holidays.

G. Discussion/possible action regarding approval of the second and final reading of proposed changes to Policy 2090 - Uniforms and Protective Clothing.

8. New Business:

A. Discussion/possible action regarding Siskiyou County Planning Commission meetings and Vacation Rentals in McCloud.

B. Appointment of a Secretary of the Board

C. Discussion/ possible action regarding acceptance of possible donation of fire engine from the city of Berkeley

9. 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 October 26, 2020

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

1. **Pledge of Allegiance.**
2. **Approval of Minutes:**
 - A. **Discussion/action** regarding approval of the minutes of the Regular Meeting of October 12, 2020. Mrs. Young made a motion to approve the minutes of the Regular Meeting of October 12, 2020; motion seconded by Mr. Rorke. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young). 1 Absent (Zanni).
3. **Announcement of Events:** None
4. **Communications:** None
5. **Reports:**
 - A. General Manager: The General Manager's report dated October 26, 2020 was reviewed.
 - B. Finance Officer: The Finance Officer's report dated October 26, 2020 was reviewed.
6. **Consent Agenda:**
 - A. Approval of expenses in the amount of \$110.00. Mrs. Richey made a motion to approve the expenses in the amount of \$110.00; motion seconded by Mr. Rorke. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).
 - B. Approval of expenses in the amount of \$23,199.81. Mrs. Richey made a motion to approve the expenses in the amount of \$23,199.81; motion seconded by Mrs. Young. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).
7. **Old Business:**
 - A. **Discussion/possible action** regarding approval of second and final reading of proposed changes to Policy 2230 - Fire Chief Job Description. Mrs. Richey made a motion to approve the second and final reading of proposed changes to Policy 2230 - Fire Chief Job Description; motion seconded by Mrs. Young. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).
 - B. **Discussion/possible action** regarding approval of second and final reading of proposed changes to Policy 2410 - Volunteer Firefighter - Job Description. Mrs. Richey made a motion to approve the second and final reading of proposed changes to Policy 2410 - Volunteer Firefighter - Job Description; motion seconded by Mr. Hanson. Motion passed by 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).
 - C. **Discussion/possible action** regarding approval of second and final reading of proposed changes to Policy 7090 - Fire Department Disciplinary Action. Mrs. Richey made a motion to approve the second and final reading of proposed changes to Policy 7090 - Fire Department Disciplinary Action; motion seconded by Mr. Hanson. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).

8. New Business:

A. Discussion/possible action regarding approval of Resolution No. 10, 202 Approving of the 13th Annual "Read Across Siskiyou" event sponsored by First 5 Siskiyou Children and Families Commission. Mrs. Young made a motion to approve Resolution No. 10, 2020 Approving of the 13th Annual "Read Across Siskiyou" event sponsored by First 5 Siskiyou Children and Families Commission; motion seconded by Mr. Rorke. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).

B. Discussion/possible action regarding approval of first reading of proposed changes to Policy 2110 - Health and Welfare Benefits. Mrs. Richey made a motion to approve the first reading of proposed changes to Policy 2110 - Health and Welfare Benefits; motion seconded by Mrs. Young. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).

C. Discussion/possible action regarding approval of first reading of proposed changes to Policy 2175 - Performance Evaluations. Mrs. Richey made a motion to approve the first reading of proposed changes to Policy 2175 - Performance Evaluations; motion seconded by Mrs. Young. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).

D. Discussion/possible action regarding approval of first reading of proposed changes to Policy 2010 - Employee Compensation, Hours of work and Overtime. Mrs. Richey made a motion to approve the first reading of proposed changes to Policy 2010 - Employee Compensation, Hours of Work and Overtime; motion seconded by Mr. Hanson. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).

E. Discussion/possible action regarding approval of first reading of proposed changes to Policy 2011 - On-Call Duty. Mrs. Richey made a motion to approve the first reading of Policy 2011 - On-Call Duty; motion seconded by Mrs. Young. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).

F. Discussion/possible action regarding approval of first reading of proposed changes to Policy 2020 - Vacation. Mrs. Richey made a motion to approve the first reading of proposed changes to Policy 2020 - Vacation; motion seconded by Mrs. Young. Motion passed with 3 Ayes (Hanson, Richey, Young) 1 No (Rorke) 1 Absent (Zanni).

G. Discussion/possible action regarding approval of first reading of proposed changes to Policy 2030 - Holidays. Mrs. Richey made a motion to approve the first reading of proposed changes to Policy 2030 - Holidays, motion seconded by Mrs. Young. Motion passed with 4 ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).

H. Discussion/possible action regarding approval of the first reading of proposed changes to Policy 2090 - Uniforms and Protective clothing. Mrs. Young made a motion to approve the first reading of proposed changes to Policy 2090 - Uniforms and Protective Clothing; motion seconded by Mr. Hanson. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Young) 1 Absent (Zanni).

9. Public Comment: Public comment included an update on the memorial garden at Scout Hall, an announcement of a zoom meeting regarding climate preparedness on Thursday and a comment on vacation rentals.

10. Public Comment: None

11. Adjourn open session. The open session adjourned at 7:11 p.m.

- 12. **Convene a Closed Session:**
 - A. **Pursuant to California Government code §54957.6(a)** - CalPERS Contract.
- 13. **Reconvene** open session and announce any action taken. The open session reconvened at 7:40 when it was announced that the Board of Directors accepts the letter from CalPERS of October 21, 2020 with the corrections and response to go back to CalPERS from Finance Officer Michael Quinn.
- 14. **Adjourn.** The meeting adjourned at 7:41 p.m.

Catherine Young/President of the Board

/Secretary of the Board

DRAFT

MCS D BOARD OF DIRECTORS
November 9, 2020

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

Financials

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

October 01, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

MC CLOUD COMMUNITY SERVICES DISTRICT

FINANCE OFFICER
P.O. BOX 640
MC CLOUD, CA 96057

[Tran Type Definitions](#)

Account Number: 16-47-002

September 2020 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	2,387,406.86
Total Withdrawal:	0.00	Ending Balance:	2,387,406.86

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

		Unaudited Actuals						September 30, 2020											
	Month	Month	Month	YTD	YTD	YTD	YTD	YTD	R E M A I N I N G	B U D G E T	Annual Budget	Remaining	Remaining						
	Actual	Budget	Difference Over(Under)	Actual Through	Budget Through	Difference Over(Under)	Annual Budget TOTAL	Funding (\$)	Funding (%)			Funding (\$)	Funding (%)						
ADMINISTRATION																			
GENERAL (1010)																			
Revenue	\$ 92	\$ -	\$ 92	\$ 120	\$ -	\$ 120	\$ 78,000	\$ 77,880	100%										
Net Operating Income	\$ 92	\$ -	\$ 92	\$ 120	\$ -	\$ 120	\$ 78,000	\$ 77,880	100%										
Net Expenditures to be Allocated																			
Expenditures - Administration (1010)	\$ 19,950	\$ 25,544	\$ (5,594)	\$ 143,948	\$ 141,594	\$ 2,354	\$ 432,291	\$ 288,343	67%										
Expenditures - Directors (1020)	\$ 1,281	\$ -	\$ 1,281	\$ 3,944	\$ -	\$ 3,944	\$ 3,200	\$ (744)	-23%										
Total Administration Expenditures	\$ 21,231	\$ 25,544	\$ (4,313)	\$ 147,892	\$ 141,594	\$ 6,298	\$ 435,491	\$ 287,599	66%										
<i>All General Operating Expenses (Including Directors) are allocated to our Benefit Assessment District, Special Tax and Enterprise Funds.</i>																			
ALLEYS (1050)																			
Revenue	\$ 3,419	\$ 3,162	\$ 257	\$ 10,407	\$ 10,269	\$ 138	\$ 37,944	\$ 27,537	73%										
Expenditures	\$ 1,541	\$ 1,490	\$ 51	\$ 11,037	\$ 12,415	\$ (1,378)	\$ 38,682	\$ 27,645	71%										
Net Operating Income	\$ 1,878	\$ 1,672	\$ 206	\$ (630)	\$ (2,146)	\$ 1,516	\$ (738)	\$ (108)											
STREET LIGHTS (1060)																			
Revenue	\$ 1,629	\$ 1,720	\$ (91)	\$ 4,900	\$ 5,160	\$ (260)	\$ 20,635	\$ 15,735	76%										
Expenditures	\$ 1,431	\$ 1,700	\$ (269)	\$ 5,621	\$ 5,100	\$ 521	\$ 20,400	\$ 14,779	72%										
Net Operating Income	\$ 198	\$ 20	\$ 178	\$ (721)	\$ 60	\$ (781)	\$ 235	\$ 956											
FIRE (1040)																			
Revenue	\$ 2,500	\$ -	\$ 2,500	\$ 3,644	\$ -	\$ 3,644	\$ 159,378	\$ 155,734	98%										
Expenditures	\$ 13,268	\$ 14,247	\$ (979)	\$ 63,113	\$ 72,756	\$ (9,643)	\$ 209,664	\$ 146,551	70%										
FSLA Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
FSLA Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Net Operating Income	\$ (10,768)	\$ (14,247)	\$ 3,479	\$ (59,469)	\$ (72,756)	\$ 13,287	\$ (50,286)	\$ (9,183)											
PARKS (1070 & 1075)																			
Revenue	\$ 160	\$ -	\$ 160	\$ 510	\$ -	\$ 510	\$ 46,586	\$ 46,076	99%										
Expenditures	\$ 2,763	\$ 4,704	\$ (1,941)	\$ 15,687	\$ 23,783	\$ (8,096)	\$ 64,954	\$ 49,267	76%										
Net Operating Income	\$ (2,603)	\$ (4,704)	\$ 2,101	\$ (15,177)	\$ (23,783)	\$ 8,606	\$ (18,368)	\$ (3,191)											
LIBRARY (1080)																			
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,506	\$ 8,506	100%										
Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Expenditures	\$ 586	\$ 1,198	\$ (612)	\$ 3,031	\$ 4,747	\$ (1,716)	\$ 16,168	\$ 13,137	81%										
Net Operating Income	\$ (586)	\$ (1,198)	\$ 612	\$ (3,031)	\$ (4,747)	\$ 1,716	\$ (7,662)	\$ -											
REFUSE (1090)																			
Revenue	\$ 32,479	\$ 28,495	\$ 3,984	\$ 96,163	\$ 85,486	\$ 10,677	\$ 341,943	\$ 245,780	72%										
Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Expenditures	\$ 22,299	\$ 25,168	\$ (2,869)	\$ 92,079	\$ 100,236	\$ (8,157)	\$ 338,271	\$ 246,192	73%										
Net Operating Income	\$ 10,180	\$ 3,327	\$ 6,853	\$ 4,084	\$ (14,750)	\$ 18,834	\$ 3,672	\$ -											
SEWER (2000)																			
Revenue	\$ 39,822	\$ 39,650	\$ 172	\$ 119,568	\$ 118,950	\$ 618	\$ 475,794	\$ 356,226	75%										
Expenditures	\$ 18,543	\$ 34,238	\$ (15,695)	\$ 87,970	\$ 137,545	\$ (49,575)	\$ 464,243	\$ 376,273	81%										
Net Operating Income	\$ 21,279	\$ 5,412	\$ 15,867	\$ 31,598	\$ (18,595)	\$ 50,193	\$ 11,551	\$ (20,047)											
WATER (3000)																			
Revenue	\$ 48,161	\$ 45,920	\$ 2,241	\$ 140,348	\$ 138,960	\$ 1,388	\$ 570,237	\$ 429,889	75%										

ENTERPRISE FUNDS ENTERPRISE FUNDS

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

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

Special Projects												
Old McCloud Courthouse Project												
Revenue	\$	-	\$	-	\$	-	\$	500	\$	-	\$	500
Carryover			\$	4,456			\$	4,456			\$	4,456
Expenditures			\$	67			\$	67			\$	67
Net Operating Income	\$	-	\$	-	\$	-	\$	4,889	\$	-	\$	4,889
MASWC District EIR Deposit Account												
Deposit	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Billing			\$	-			\$	-			\$	-
Reimbursement			\$	-			\$	-			\$	-
Balance Due	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
MASWC Reimbursable Account												
Revenue	\$	-			\$	-					\$	-
Expenditures												
Net Operating Income	\$	-			\$	-					\$	-

-- UNAUDITED ACTUALS ~ DOES NOT INCLUDE DEPRECIATION AND OTHER ANNUAL TRANSACTIONS --



**McCloud Community Services District
Budget 2020/2021
Proposed Budget Amendment 10-12-20**

	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	\$ -	\$ 20,635	\$ 46,586	\$ 6,706	\$ -	\$ -	\$ -	\$ 254,670	\$ 277,719	\$ 361,760	\$ 84,041	
Utility Fees	\$ -	\$ -	\$ -	\$ 37,844	\$ -	\$ -	\$ -	\$ 335,943	\$ 475,794	\$ 558,237	\$ 1,428,553	\$ 1,276,429	\$ 1,246,005	\$ (24,424)	
Amulance	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ (22,000)	
Donations, Misc	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ 1,800	\$ 6,000	\$ -	\$ 12,000	\$ 33,800	\$ -	\$ -	\$ (33,800)	
TOTAL REVENUE	\$ 78,000	\$ -	\$ 159,378	\$ 37,844	\$ 20,635	\$ 46,586	\$ 8,506	\$ 341,943	\$ 475,794	\$ 570,237	\$ 1,739,023	\$ 1,606,948	\$ 1,631,087	\$ 24,139	1.5
Expenses:															
Salaries	\$ -	\$ -	\$ 73,351	\$ 12,612	\$ -	\$ 25,082	\$ 6,371	\$ 90,471	\$ 117,148	\$ 124,559	\$ 449,594	\$ 430,259	\$ 438,570	\$ 8,311	
PERs	\$ -	\$ -	\$ 3,839	\$ 886	\$ -	\$ 1,181	\$ 295	\$ 5,315	\$ 6,569	\$ 9,449	\$ 29,528	\$ 26,566	\$ 29,287	\$ 1,631	
Payroll Taxes	\$ -	\$ -	\$ 5,267	\$ 1,216	\$ -	\$ 7,293	\$ 405	\$ 7,293	\$ 11,749	\$ 12,594	\$ 40,515	\$ 45,562	\$ 40,017	\$ (5,451)	
Employee Hlth Benefits	\$ -	\$ -	\$ 15,576	\$ 3,594	\$ -	\$ 4,792	\$ 1,198	\$ 21,566	\$ 34,745	\$ 38,340	\$ 119,811	\$ 103,242	\$ 111,175	\$ 7,993	
Workers Comp (misc)	\$ -	\$ -	\$ 6,845	\$ 760	\$ -	\$ 1,014	\$ 253	\$ 5,292	\$ 8,525	\$ 9,407	\$ 32,096	\$ 31,026	\$ 31,027	\$ -	
Retiree Benefits Retirement	\$ 30,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,790	\$ 30,790	\$ 30,790	\$ 30,790	\$ -	
Retiree Benefits Health	\$ 230,834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230,834	\$ 218,846	\$ 222,819	\$ 3,973	
Total Employee Costs	\$ 261,624	\$ -	\$ 104,878	\$ 19,068	\$ -	\$ 33,690	\$ 8,522	\$ 129,937	\$ 180,730	\$ 194,719	\$ 933,168	\$ 881,381	\$ 897,685	\$ 35,483	4.0
Insurance	\$ 32,762	\$ -	\$ 10,452	\$ 3,049	\$ -	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 1,500	\$ 3,600	\$ 950	\$ 800	\$ (150)	
Training	\$ 2,000	\$ 1,600	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 1,500	\$ 1,500	\$ 8,500	\$ 837	\$ 9,900	\$ 9,063	
Uniforms	\$ 1,500	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100	\$ 1,680	\$ 2,100	\$ 420	
Safety	\$ 1,000	\$ -	\$ 800	\$ -	\$ -	\$ 200	\$ 100	\$ 500	\$ 800	\$ 600	\$ 4,000	\$ 1,250	\$ 4,100	\$ 2,850	
Memberships	\$ 3,600	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ 4,350	\$ 5,426	\$ 4,180	\$ (1,246)	
Operating Lease	\$ 6,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 6,468	\$ 6,000	\$ (468)	
Attorney	\$ 11,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,300	\$ 2,666	\$ 11,300	\$ 8,634	
Accountant	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 15,270	\$ 29,000	\$ 9,730	
Professional Services	\$ 7,200	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 11,800	\$ 6,800	\$ 11,800	\$ 5,000	
Prof Svc-Ambulance	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200	\$ 2,200	\$ 5,200	\$ 3,000	
Advertising	\$ 15,555	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,855	\$ 18,000	\$ 14,700	\$ (3,300)	
Election Expense	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ 1,800	\$ (1,000)	
Total Other Costs	\$ 115,917	\$ 2,600	\$ 24,552	\$ 3,049	\$ -	\$ 3,204	\$ 551	\$ 8,946	\$ 10,528	\$ 22,662	\$ 191,609	\$ 128,292	\$ 167,540	\$ 39,248	23.4
TOTAL	\$ 1010	\$ 1020	\$ 1040	\$ 1050	\$ 1060	\$ 1070	\$ 1080	\$ 1090	\$ 2000	\$ 3000	\$ TOTAL	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650	\$ 5,450	\$ 4,832	\$ 5,450	\$ 618	
Computer & IT Supplies	\$ 4,700	\$ -	\$ 1,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,050	\$ 2,840	\$ 5,000	\$ 2,160	
Janitorial Supplies	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ 300	\$ 300	\$ -	
Diesel	\$ 6,600	\$ -	\$ 1,900	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ 600	\$ 600	\$ 20,200	\$ 16,000	\$ 20,200	\$ 4,200	
Fuel	\$ 4,000	\$ -	\$ 700	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 5,800	\$ 4,400	\$ 5,800	\$ 1,400	
Hearing 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	\$ -	\$ -	\$ 450	\$ -	\$ 2,000	\$ 3,800	\$ 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	22.7
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,500	\$ 65,092	\$ -	\$ 128,592	\$ 126,348	\$ 126,348	\$ -	
Interest Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,706	\$ -	\$ 29,706	\$ 41,506	\$ 41,506	\$ -	
Administrative Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,500	\$ 1,494	\$ -	\$ 1,494	\$ 1,972	\$ 1,972	\$ -	
Total Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,500	\$ 96,292	\$ -	\$ 159,792	\$ 169,826	\$ 169,826	\$ -	0.0
Fees	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,800	\$ 17,500	\$ 338	\$ 59,938	\$ 57,500	\$ 56,438	\$ (1,062)	

	1010	1020	1040	1050	1060	1070	1080	1090	2000	3000	TOTAL			
	General	Directors	Fire	Alleys	Lights	Park	Library	Refuse	Sewer	Water				
Permits	\$ 100	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Director's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Property Tax	\$ 130	\$ -	\$ 70	\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ -	\$ -	
Fund Allocation of General/Director Costs	\$ (432,291)	\$ (3,200)	\$ 56,614	\$ 13,065	\$ -	\$ 17,420	\$ 4,355	\$ 76,388	\$ 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	\$ -	
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ 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/JUNDER 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
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	fn2	fn3	fn4	fn5	fn6	fn7	fn8						
fn1	The purchase of the 6500 Utility Truck will be paid for by the amount received from the sale of 4 surplus MCSO vehicles (approx. \$14,000) and amounts noted on Withdrawals from LAF 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 scales 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	1020	1040	1050	1060	1070	1080	1090	2000	3000	TOTAL			
EST LAF BALANCE 6-30-2020	\$ 314,107	\$ 347,131	\$ 100,455	\$ 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	\$ 11,551	\$ 200,126	\$ 221,375			
EST CERBT BALANCE 6-30-2020	\$ 196,600	\$ 426,518	\$ 216,327	\$ (1,871)	\$ 150,670	\$ 13,009	\$ 85,047	\$ 1,268,476	\$ 580,633	\$ 3,236,578	\$ 3,236,578			
BEGINNING CASH BALANCE 7-1-2020	\$ 547,699	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
OPERATING BALANCE 7-1-2020	\$ 37,062	\$ 79,387	\$ 105,872	\$ (2,248)	\$ 71,694	\$ 9,759	\$ 15,068	\$ 124,203	\$ 11,551	\$ 200,126	\$ 221,375			
NET INCOME/(LOSS) FROM OPERATIONS	\$ 78,000	\$ (46,835)	\$ (738)	\$ 235	\$ (17,135)	\$ (7,501)	\$ 3,672	\$ 8,672	\$ 18,500	\$ 32,000	\$ 100,000			
CAPITAL OUTLAYS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (8,500)			
GAIN (LOSS) SALE OF ASSETS	\$ (70,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
RESERVE ASSIGNMENTS	\$ 45,062	\$ -	\$ 32,552	\$ 101,842	\$ (2,990)	\$ 52,662	\$ 2,211	\$ 7,828	\$ 98,327	\$ 292,292	\$ 629,786			
Projected Operating Cash Balance 6-30-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
CAPITAL OUTLAYS														
Sewer Upgrades- Bio-solid Plan	Operating													
6500 Utility Truck	LAF fn1			\$ 18,000		\$ 3,000		\$ 18,000		\$ 29,000		\$ 32,000	\$ 100,000	
Electrical Rewire	LAF fn4			\$ 15,000									\$ 15,000	
Office floor	LAF	\$ 18,000											\$ 18,000	
Mower	LAF					\$ 21,000							\$ 21,000	
TOTAL CAPITAL OUTLAYS	\$ 18,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 21,000	\$ -	\$ -	\$ 8,500	\$ -	\$ 62,500	\$ -	\$ 62,500	
GAIN/LOSS SALE OF ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Book Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sale Price	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
NET GAIN/LOSS SALE OF ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
RESERVE ASSIGNMENT														
Restricted (by Contract)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Committed (Board Approved Allocations)	\$ 70,000	\$ -	\$ -	\$ 3,075	\$ -	\$ 1,665	\$ -	\$ -	\$ -	\$ -	\$ 6,917	\$ -	\$ 20,903	
Committed (Rate Study Annual Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,363	\$ 3,046	\$ 107,114	\$ -	\$ -	\$ 74,740	
Assigned (Operating Reserves) 5 year plan	\$ -	\$ -	\$ -	\$ 217	\$ 977	\$ 232	\$ 47	\$ 8,549	\$ 11,895	\$ 14,256	\$ -	\$ -	\$ 56,172	
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	\$ 244,338	\$ 244,338	

McCloud Fire Department Monthly Fire Chiefs Report

Report Month: **October**

Year: **2020**

Member Information

Active Firefighters:	16	Inactive Firefighters:	0
Active Paramedics:	3	Inactive paramedics:	1
Active EMT 1's:	4	Inactive EMT 1's:	0
Active Auxiliary:	6	Inactive Auxiliary:	3
Members Resigned:	0	Members Terminated:	0
New Members:	0		
Members on Leave of Absence:	0		

Total Calls for Service: 21

Fire Calls

Structure: 0 Vegetation: 0 Vehicle Fires: 0 Nuisance: 0
Mutual Aid/Auto Aid: 0

Total Fires: 0

Medical Calls

In McCloud: 14 Out of Town: 0
Transported by Medic 17: 4 Paramedic Intercept: 2
Transported by MSAS: 10
Non-Transport: 0 BLS: 2 ALS: 12
Ambulance Assist: 0

Total Medical Calls: 14

Miscellaneous Calls

HAZMAT: 0 Alarm Sounding: Public Assist: 2
Traffic Collisions: 0 Rescue Calls: 1 Smoke Check: 3
Cancelled Calls: 1

Total Misc. Calls: 7

Station/Apparatus

Fire Hall: Open House on October 10, 2020. Pancake Breakfast and tours of Station 17. Over \$1,500.00 in donations to the MCFA. Food trailer cleaned and work is progressing towards making it easier to use and maintain. MCFA donated gear racks to the department that were purchased at JC Penny Yreka. Several other donations by the MCFA for various needs of the department were accepted (a full accounting will be given to the Community Services District CFO ASAP by the MCFA Secretary).

Squad 1740: Good condition. Nothing to report.

Medic 17: Placed in service BLS (basic life support only). 4 Total transports (2 basic life support, and 2 advanced life support rendezvous with Mt. Shasta Ambulance). M17 has some sort of electrical system issue that we are trying to figure out.

**McCloud Fire Department
Monthly Fire Chiefs Report**

Station/Apparatus (Continued)

Engine 1712: Still needs pump packing tightened. Amos says that we should take it to Redding to have done. Will schedule ASAP.

Engine 1715: Nothing to report.

Fire Department Drills

EMT: X Date: 10/1/2020

Topic: Equipment familiarization and worked with the EMT 1 class on scenarios

Fire: #1 Date: 10/8/2020

Topic: Water Supplies

Fire: #2 Date: 10/15/2020

Topic: Vehicle checks and maintenance training.

Fire: #3 Date: 10/29/2020

Topic: Water supplies (continued) and worked with the EMT 1 class on scenarios

Business Meeting's: Date: 10/22/2020 Business Covered: Nothing new to report.

Special Notes: None

Fire Hall: Nothing to report.

Community Involvement: Open House. Attempted to provide Elementary School presentatiosn, but due to COVID 19, we were not able to this year. We will schedule safety presentatiosn for MCES as soon as we can.

General Message: A very busy month spent cleaning and preparing M17 to be able to provide ALS service. Chief 1700 attended the CSA 3 meeting where several interesting patient care items were approved for purchase to be used in the surrounding area (River Rescue equipment and rafts for McCloud and Dunsmuir river calls, and an Ice Rescue raft for Mt Shasta FD to use at Castle and Heart Lakes). Ordered the majority of ALS equipment and medications which should be arriving soon in preparation of putting M17 into service with ALS capabilities. Explorer Program was reinstated by the Boy Scouts of America on 10/28/2020. Our Charter should be here by the end of the 1st week of November 2020. Placed our National Fire Incident Reporting System (NFIRS) in service and began the process of data entry for as far abck as posible so that we can qualify for federal fire service grants as soonn as possible.

Submitted By:  _____ Darrell "Charlie" Miller

Date: 11/3/2020

MCSO BOARD OF DIRECTORS
November 9, 2020

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

Dallas at Advanced Truck says that our new truck will be ready for his final inspection on Monday 11-9-20 and should be ready for pick up that same week. He will have the final number for payment on Monday also.

Outside waters have been shut off throughout town.

We have resecured and replaced as necessary the roof screws on Scout hall.

* *** Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org Acct	Object Proj	Cash Account
9697		1	ACE HARDWARE							
			2 6packs of 50/50 Gas/Oil Mix	44.27						
			520668 10/09/20 2 6 packs of 50/50 Gas Oil Mix	44.27			1070	403000	400	101000
			Total for Vendor:	44.27						
			*** Claim from another period (10/20) ****							
9694		9	BASIC LABORATORY							
			Drinking Water Sampling	67.20						
			2010990 10/28/20 Drinking Water Sampling	67.20			3000	402000	392	101000
			Total for Vendor:	67.20						
			*** Claim from another period (10/20) ****							
9681		10	BAKTER AUTO PARTS							
			Antri-freeze to winterize Park Bathrooms	141.74						
			Grease and Gloves for Refuse vehicles							
			Total for Vendor:	141.74						
			*** Claim from another period (10/20) ****							
9692		1132	Bob Masciola							
			Reimbursement-Ambulance Driver's License-DOJ Scan Fees	55.00*						
			Claimform 10/12/20 Reimb Ambulanc Driver Scan	55.00*			1040	402000	345	101000
			Total for Vendor:	55.00						
			*** Claim from another period (10/20) ****							
9682		20	CALIFORNIA RURAL WATER							
			Calendar Yr 2021 CRWA Membership	321.50*						
			2021 YR 10/25/20 Calendar Yr 2021 CRWA Mmbrshp	321.50*			2000	402000	370	101000
			Total for Vendor:	643.00						
			*** Claim from another period (10/20) ****							
9683		277	CROSS PETROLEUM							
			10/16-31/20 petroleum	337.37						
			CI01635 10/31/20 MCSD Svc Veh 10/16-31/20	60.70			1010	403000	430	101000
			CI01635 10/31/20 Rear Loader 10/16-31/20	78.35			1090	403000	420	101000
			CI01635 10/31/20 Side Loader 10/16-31/20	58.81			1090	403000	420	101000
			CI01635 10/31/20 Fire-Command 10/16-31/20	50.01			1040	403000	430	101000
			CI01635 10/31/20 Fire-Medic 10/16-31/20	55.38			1040	403000	420	101000
			CI01635 10/31/20 Fire-Eng 1712 10/16-31/20	23.56			1040	403000	420	101000

11/05/20
10:21:01

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 11/20

Page: 2 of 5
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CL01635	10/31/20	Fire-Squad	10/16-31/20	10.56		1040 403000	420	101000
				Total for Vendor:	337.37				
				*** Claim from another period (10/20) ****					
9693			1140 Dan Fay		55.00				
			Ambulance Driver's License-Live Scan Fee		55.00*		1040 402000	345	101000
			Claimform 10/20/20 Reimb Sheriff Scan Fee		55.00				
				Total for Vendor:	55.00				
				*** Claim from another period (10/20) ****					
9695			42 DON R ERICKSON OIL		281.90				
			Dyed Diesel		281.90		1010 403000	420	101000
				Total for Vendor:	281.90				
				*** Claim from another period (9/20) ****					
9691			443 LAWRENCE & ASSOCIATES		1,507.74				
			Wastewater Ponds Consulting Services		1,507.74*		2000 402000	392	13 101000
			27427 10/19/20 Wastewater Consulting		1,507.74				
				Total for Vendor:	1,507.74				
9689			416 MT SHASTA IT SERVICES		800.00				
			Nov. IT Services		800.00		1010 402000	396	101000
			1856 11/01/20 November IT Services		800.00				
				Total for Vendor:	800.00				
				*** Claim from another period (6/20) ****					
9696			140 SDRMA		726.07				
			2019-20 Workers' Comp Payroll Audit		726.07		1040 401300	280	101000
					95.33		1050 401300	280	101000
			19-20 WC 11/02/20 19-20 Wrkkm's Comp Audit		22.00		1070 401300	280	101000
			19-20 WC 11/02/20 19-20 Wrkkm's Comp Audit		29.33		1080 401300	280	101000
			19-20 WC 11/02/20 19-20 Wrkkm's Comp Audit		7.33		1090 401300	280	101000
			19-20 WC 11/02/20 19-20 Wrkkm's Comp Audit		139.33		2000 401300	280	101000
			19-20 WC 11/02/20 19-20 Wrkkm's Comp Audit		205.41		3000 401300	280	101000
			19-20 WC 11/02/20 19-20 Wrkkm's Comp Audit		227.34				
				Total for Vendor:	726.07				

Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/Description	Document #/	Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9688	20-21	Property Tax (Old Tank)	150 SISKIYOU COUNTY TAX COLLECTOR		17.94					
		028240250 10/12/20 028-240-250-000 Old Tank 20			17.94					
		Total for Vendor:			17.94					
		*** Claim from another period (10/20) ****								
9698		Vac Trailer Cleaning Supplies	169 SOLANO CONTRACTOR BUILDING		89.39					
		266130 10/02/20 Vac Trailer Cleaning Supplies			44.20					
		266130 10/02/20 Vac Trailer Cleaning Supplies			45.19					
		Total for Vendor:			89.39					
		*** Claim from another period (9/20) ****								
9686		File Folders, Professional CF	156 STAPLES		62.00					
		2644811331 09/16/20 File Folder, Earloop Face			31.64					
		2651037361 09/23/20 Coastwide Prof'l CF			30.36					
		*** Claim from another period (10/20) ****								
9687		Canon Toner Cartridge	156 STAPLES		93.30					
		2659877701 10/03/20 Canon Black Toner Cartridge			93.30					
		Total for Vendor:			155.30					
		# of Claims			15					
		Total:			4,921.92					

11/05/20
10:21:02

MCCLOUD COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 11/20

Page: 4 of 5
Report ID: AP110

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$1,204.60
1040 FIRE	
101000 Operating Cash	\$344.84
1050 ALLEYS	
101000 Operating Cash	\$22.00
1070 PARKS	
101000 Operating Cash	\$99.36
1080 LIBRARY	
101000 Operating Cash	\$100.63
1090 REFUSE	
101000 Operating Cash	\$392.47
2000 SEWER	
101000 Operating Cash	\$2,078.85
3000 WATER	
101000 Operating Cash	\$679.17
Total:	\$4,921.92

11/05/20
10:21:02

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

Prepared by: J. Keith Anderson, Assistant Accountant

Reviewed by:



Claims Total: \$4,921.92 Signature #1

Signature #2

Signature #3

Signature #4

Signature #5

Signature #5

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110
ADOPTED: November 25, 2002
REVIEWED: October 14, 2020
REVISED: January 12, 2015

2110.10 Medical Expense Insurance

Accident, health and hospital insurance to cover non-occupational injuries and sickness for regular full-time employees and their eligible dependents, including probationary employees, in all job classifications, and their dependents, shall be provided by the District. The scope of coverage and the payment of premiums are subject to availability and periodic review and revision by the Board of Directors.

2110.20 Workers' Compensation Insurance

All District employees will be insured against injuries received while on the job as required by state law.

2110.30 Retirement Plan

Regular full-time employees shall be enrolled in the District's *PERS* employee retirement plan.

2110.40 Vision Insurance

The District shall provide a vision care insurance plan to all regular full-time employees, including probationary employees, in all job classifications, and their dependents. The scope of coverage and the payment of premiums are subject to availability of coverage, periodic review and revision by the Board of Directors

2110.50 Dental Care Benefit

The District shall provide a dental care benefit plan to all regular full-time employees. As of the date of this policy, the District shall self-insure and manage said benefit and shall not utilize commercial insurance policies. The District's self insurance shall cover the dental services shown in the Plan Provisions, Attachment A to this policy.

2110.51 A Dental Care Account shall be established and maintained for each regular full-time employee and their eligible dependents. The District will reimburse an employee from the account for expenses related to dental care (up to the limit set forth below), or will pay such expenses directly to the provider. Reimbursement or payment shall be authorized after submission by the employee of a receipt or invoice for dental care expenses.

2110.52 Reimbursements or payments from the Dental Care Account may not exceed \$1,500.00 per eligible employee and \$1,500.00 for each of the eligible employee's dependants annually. If dental care expenses exceed the account's balance, the employee will be responsible for the difference.

2110.53 The District will reimburse or pay dental care expenses, as specified above, for regular full-time employees and their dependents. The annual payment limitation set forth herein applies to all expenses incurred by the regular full-time employee and their dependents. Qualified dependents of an employee are detailed in Attachment A to this policy.

2110.54 Because Dental Care Account funds may be used only for expenses related to dental care as specified in 2110.51 above, unused funds will not be paid to employees upon termination of employment, nor will unused amounts accumulate from year to year.

2110.60 Life Insurance

The District, at its expense, provides to all regular full-time employees term life insurance in the amount of \$15,000, which coverage terminates upon termination of employment.

2110.70 Deferred Compensation Plan

All regular full-time employees are eligible to participate in the District's deferred compensation plan.

2110.80 Social Security

Coverage for employees is provided by the District pursuant to Title II of the Federal Social Security Act.

ATTACHMENT A - PLAN PROVISIONS

Effective Date for Insurance: If you are in an eligible status, you will be eligible on the first day of the first calendar month coinciding with or following the date you complete 30 days in continuous eligible status.

Dependents Eligibility Date: The dependent becomes eligible on the latest of (1) your eligibility date, (2) the date you acquire your first dependent, or (3) the date on which Dependents Insurance is made available under the policy. A legally married spouse acquired while in this plan or newborn children must be enrolled by application within 31 days of marriage or birth; otherwise, evidence of good dental health will be required at the subscriber's expense.

Definition of Dependent: Dependent means only (1) your legally married spouse, significant other or (2) your unmarried child, including a legally adopted child or any stepchild residing in your household, who is less than 26 years of age, and confirms with Obama care.

Termination of Insurance: Your insurance will terminate on the earliest of the following dates (1) the date the policy terminates, (2) the date of the expiration of the period for which the last premium payment is made by the policyholder on account of your insurance, (3) the date on which you enter the military service, or (4) the date you cease to be in an eligible status under the policy.

DENTAL CARE BENEFITS

Dental Insurance benefits are provided to all regular, full-time employees and their eligible dependents through an MCSD funded program administered by MCSD. The Dental benefit limit is \$1500 per ~~calendar~~ *fiscal* year, any portion of which may be used towards the payment of cosmetic dental work.

Coordination of Benefits: The standard coordination of benefits between other plans applies. The plan of the parent with the earliest birthdate in the year is primary for dependent children.

Your Group Dental Insurance Plan is totally underwritten and funded by your employer.

Send all claims to: McCloud Community Services District
P.O. Box 640
McCloud, CA 96057

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Performance Evaluations
POLICY NUMBER: 2175
ADOPTED: September 23, 2002
REVIEWED: 10/13/09, 10/03/16, 01/10/17, 10/14/20
REVISED: January 27, 2014, February 13, 2017

2175.10 This policy shall apply to all employees.

2175.20 The General Manager or his/her designated representative shall conduct a scheduled performance review of each employee annually.

~~**2175.21** The General Manager will conduct a scheduled performance review of employees annually.~~

2175.22 The Board of Directors will conduct a scheduled performance review of the General Manager annually.

2175.30 Performance evaluations shall be in writing. Said evaluation shall provide recognition for effective performance and also identify areas which need improvement.

2175.40 The performance evaluation shall be signed by the evaluator and shall be discussed with and signed by the employee.

2175.50 Performance evaluations of employees may be undertaken more frequently, if necessary, to monitor job performance then annually at the discretion of the General Manager.

2175.51 Performance evaluations of the General Manager may be undertaken more frequently than annually, if necessary, to monitor job performance at the discretion of the Board of Directors.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Employee Compensation, Hours of Work and Overtime
POLICY NUMBER: 2010
ADOPTED: September 23, 2002
REVIEWED: 10/13/15, 04/12/16, 09/09/20
REVISED: October 12, 2004, September 12, 2016

2010.10 This policy shall apply to all employees.

2010.20 Regular Full-Time Employees

2010.21 The Board of Directors has established a salary schedule for each full-time regular position classification within the District. At the time of hiring, an employee shall be placed on the first step of the salary schedule unless otherwise recommended by the General Manager and approved by the Board of Directors.

2010.22 Regular full-time employees shall be entitled to a ~~cost of living increase~~ *percentage increase per the MOU* for the ensuing fiscal year, effective July 1st, if approved by the Board of Directors in the annual budget. Employees are eligible on their anniversary date for advancement to the next step on the salary schedule within their position classifications and the limits of the salary schedule, dependent upon satisfactory performance and upon the approval by the General Manager. *The General Manager position shall be entitled to the same percentage increase per the MOU as stated above.*

2010.23 Employees within certain position classifications may be eligible for a 1% incentive pay increase upon successful completion of coursework approved jointly by representatives of the Union, Public Works Superintendent and the General Manager and relevant to the job, achievement of certification above and beyond that required for the position held by the employee and/or for superior performance.

2010.24 Employees successfully passing/receiving certifications from the California Department of Health Services to move to the next job classification, shall go to the step which provides the next highest salary.

2010.30 Temporary or Seasonal Employees

Temporary or seasonal employees will be paid at the hourly rate detailed in the salary schedule approved by the Board of Directors. If the temporary employee is provided by a temporary personnel service, said employee will be paid by the temporary personnel service and not the District.

2010.40 Regular Part-Time Employees

2010.41 The Board of Directors has established a salary schedule for each part-time regular position classification within the District. At the time of hiring, an employee shall be placed on the first step of the salary schedule unless otherwise recommended by the General Manager and approved by the Board of Directors.

2010.42 Regular part-time employees shall be entitled to a cost of living increase for the ensuing fiscal year, effective July 1, if approved by the Board of Directors in the annual budget. Employees are eligible on a fiscal year basis for advancement to the next step on the salary schedule within their position classification and the limits of the salary schedule, dependent upon satisfactory performance and written recommendation by the General Manager.

2010.50 Work Week and Job Assignments

The workweek shall consist of seven (7) consecutive days from 12:00 a.m. Monday through midnight Sunday. Regular office staff hours begin at 8:00 a.m. and end at 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30 p.m. Alternative work hours may be established by the District as necessary to facilitate snow removal and/or emergency situations. The basic day of work for full-time employees is eight (8) hours, exclusive of a ~~one (1) hour~~ *one-half (1/2) hour* meal period, which is not compensated. *Basic day of work for full time office staff employees is eight (8) hours exclusive of a one (1) hour meal period which is not compensated.* Rest periods are provided on employer-paid time for a period of ~~fifteen (15)~~ *ten (10)* minutes during each four (4) consecutive hours of work. Such rest periods will be scheduled in accordance with District business requirements and in a location acceptable to the District. Various factors such as work load, operational efficiency and staffing needs may require variations in an employee's starting and quitting times and total hours worked each day or each week. The District reserves the right to assign employees to jobs other than their usual assignments when required. When reasonable justification or public service needs require, employees may be required to work "on-call time", "call-out time", overtime or hours other than those

normally scheduled. As part of its responsibility to its customers, the District expects its employees to be at work as scheduled, to arrange their personal schedules to accommodate the District's established working hours and to notify the District prior to their schedule start time if they expect to be absent or tardy. If it becomes necessary for non-exempt employees to leave during working hours for personal business, permission to leave must be obtained from the employee's supervisor or the General Manager. A leave application form must be completed for time to be charged to accrued vacation or sick leave.

2010.60 Overtime Policy

2010.61 Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as administrative, executive or professional employees within the meaning of the State and Federal Wage and Hour laws are exempt from overtime pay and are not subject to this policy. Only regular, full-time employees, other than employees who qualify as administrative, executive, or professional employees within the meaning of the State and Federal Wage and Hour laws may normally be authorized to work overtime hours within the meaning of this policy.

2010.62 Overtime should be kept to a minimum. All overtime other than overtime for "on-call duty" described below necessitates prior written authorization by the General Manager or his/her designated representative. Employees subject to this policy or authorized to work overtime shall receive overtime pay or compensatory time as provided below.

2010.63 Authorized overtime is compensated at one and one-half (1 ½) times an employee's regular rate of pay for all hours worked over eight (8) hours in one day or forty (40) hours in any single workweek. For the purposes of this overtime policy, the District's work week begins at 12:00 a.m. Monday and ends at 11:59 p.m. the following Sunday. For purposes of the overtime policy, each work day begins at 12:00 a.m. and ends at 11:59 p.m. on the same day.

2010.64 Authorized overtime shall be recorded on the timesheet by the employee in writing, along with reference to the date and time of authorization by the General Manager or his/her designated representative. The timesheet shall be initialed and dated by the General Manager. The General Manager may waive the requirement to initial for overtime authorization in order to avoid an unfair result but any such waiver shall be made in the sole discretion of the General Manager.

2010.641 Overtime is rounded out to the nearest quarter of an hour.

2010.642 Sick time, holiday and vacation hours paid but not worked are not included in calculating overtime. Overtime is based on actual hours worked as required by law.

2010.70 Compensatory Time Off in Lieu of Overtime Pay

2010.71 Employees who qualify as administrative, executive or professional employees within the meaning of the State and Federal wage and hour laws (exempt employees) are paid a fixed salary that is intended to cover all of the compensation to which they are entitled, regardless of the number of hours worked in any work week. As such, exempt employees are not entitled to overtime pay under any circumstances. However, the General Manager may authorize compensatory time off for exempt employees under special circumstances who perform authorized work in excess of forty (40) hours during any work week.

2010.72 Full-time non-exempt employees may choose to be given compensatory time off in lieu of overtime pay for authorized work in excess of forty (40) hours per week to be computed at one and one-half (1 ½) times the excess hours worked. The District Finance Officer shall keep an accurate record of compensatory time earned and compensatory time off for all such employees. An employee may not accrue more than two hundred and forty (240) hours of compensatory time off. After two hundred and forty (240) hours have been accrued, any additional authorized overtime worked will be compensated with overtime pay at the rate of one and one-half (1 ½) times the excess hours worked over forty (40) hours in one week. Request for taking compensatory time off should be submitted to the General Manager in writing as far in advance as feasible. Accumulated compensatory time off may not be used in excess of the total amount specified in the current Memorandum of Understanding between the District and an employee organization.

2010.80 On-Call Duty

“On-call duty” is defined as that time during which a non-exempt employee of the District is assigned to be available for work after normal working hours Monday through Friday and on those Saturdays, Sundays and holidays officially designated by the District. Any District employee assigned on-call duty shall be entitled to additional pay in the amount of \$150 per week in addition to any overtime hours incurred as a result of a call-out during this period. In the event there are less than 3 field staff who are Operating Engineer members, and available on the roll, staff shall be temporarily compensated \$200 per week in addition to any overtime hours incurred as a result of a call-out during this period.

2010.90 Call-Out Time Call Back Pay

2010. When the employee is required to return to work outside of the employee's normal work schedule after the employee has completed the employee's usual work shift and has left the work site, the employee shall earn call back pay. An employee who has been called back shall earn call back pay in an amount equal to a minimum of two (2) hours of overtime pay or the overtime pay for the hours actually worked, whichever is greater. If an employee is called back to work on a holiday, all compensated hours will be paid at double-time (2x the normal hourly wage).

2010.92 Non-exempt District employees required to return to work outside of the employees' normally assigned work shift for the purpose of attendance at District meetings or functions will receive a minimum of two (2) hours of compensation. If actual time spent in such meetings or at such functions exceeds the minimum two (2) hours, employees will receive compensation for actual time of attendance in excess of the two (2) hour minimum. Employees will be compensated at their regular hourly rate for all such time worked except to the extent that such work exceeds forty (40) hours in any work week for any particular employee, and such excess hours shall then be compensated at one and one-half (1 ½) that employee's regular hourly rate of pay by means of overtime, compensation or compensatory time off as defined in these policies. Employees who qualify as administrative, executive or professional employees within the meaning of the State and Federal wage and hour laws are not subject to this policy and shall not receive payment for call-out time in addition to their usual salary.

2010.100 Paydays *Pay Date*

Timesheets are due on Monday from each employee. Yearly paydays will consist of a total of twenty-six (26) pay periods with paydays being every other Friday; unless Friday falls on a scheduled holiday, in which instance the pay date shall be the last regular workday immediately prior to that holiday.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: On-Call Duty
POLICY NUMBER: 2011
ADOPTED: November 25, 2002
REVIEWED: 09/09/20
REVISED: January 12, 2015

2011.10 In order to insure that no emergency within District facilities goes unattended, an On-Call Duty Operator system has been established. This system requires that at least one (1) District Operations or Utility Worker be available twenty-four (24) hours a day to respond to any emergency which may arise. The designated Duty Operator will be provided with a cellular telephone which will be in his/her possession at all times and a fully equipped District service vehicle which may be kept at the employee's residence while on-call.

2011.20 *The Public Works Superintendent or* the General Manager will post an On-Call Duty Operator schedule for operations and ~~Utility Worker~~ *field staff* to cover off-shift, night, weekend and holiday emergency work. The schedule will rotate assignments to be fair to all employees. Any employee so scheduled will be on-call seven (7) consecutive days, including holidays, from 0800 hours Monday through 0800 the following Monday.

2011.30 It is the scheduled Duty Operator's responsibility to insure that coverage is available during all assigned off-shift hours. If an employee has a conflict with the schedule or is otherwise unable to maintain coverage, it is that person's responsibility to get another qualified employee to cover time away from the District and inform *the Public Works Superintendent or* the General Manager of the substitution.

2011.31 Under non-emergency circumstances, all requests for schedule changes or substitutions will be approved by *the Public Works Superintendent or* the General Manager or his/her designee.

2011.32 In the event an emergency substitution is needed during off-shift hours, the Duty Operator must arrange with someone else to take his/her place and note the substitution in the Duty Operator Shift Log. The substituting employee will immediately notify *the Public Works Superintendent or* the General Manager or his/her designee.

2011.40 The On-Call Duty Operator will have the following responsibilities:

2011.41 The assigned Duty Operator will be available by District cell phone, ~~telephone and/or radio~~. When on call, the Duty Operator shall be free to utilize his/her time as desired, but must remain within the general McCloud area, going no farther than 30 minutes travel time away from the District *office and within cell phone reception*.

2011.42 The Duty Operator will promptly respond to all calls received by any means. All District cell phone call outs will be considered an emergency requiring immediate response and will not be ignored.

~~**2011.43** The Duty Operator will be assigned a District service vehicle for response to off hour District emergencies. Restrictions regarding use of District vehicles and equipment as described in Policy Number 2150 will apply to a Duty Operator's use of a vehicle unless exceptions are clearly stated in this section. The Duty Operator will insure that the vehicle is available for immediate response to District emergencies and may operate the assigned vehicle only for limited personal transportation within the District service boundaries.~~

2011.44 The Duty Operator will receive compensation in addition to his/her regular compensation at the current rate established by the Board of Directors as detailed in the MOU.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Vacation
POLICY NUMBER: 2020
ADOPTED: November 12, 2002
REVIEWED: August 21, 2014, September 9, 2020
AMENDED: January 12, 2015

2020.10 This policy shall apply to regular and probationary employees in all classifications.

2020.20 Paid vacations shall be accrued according to the following schedule on an annual basis:

2020.21 During the first year of continuous work, 10 days;

2020.22 13th month of employment through 9 years of service, 12 days;

2020.23 At the start of the 10th year of service and years following, 15 days;

2020.30 Employees who have completed six (6) months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six (6) months in regular employee status. *Vacation will be taken at a minimum of one hour.*

2020.40 The time during which an employee may take vacation shall be approved ~~by the General Manager~~ *in writing by the supervisor or his/her designee at least seventy-two (72) hours in advance.* If the requirements of the District are such that part of all of an employee's vacation must be deferred beyond a particular calendar year, the employee may take this vacation during the following calendar year.

2020.50 An employee may carry up to 240 hours of vacation time in their vacation banks. ~~District will pay the employee for any hours of vacation time in their vacation banks.~~ District will pay the employee for any hours *accrued* over the 240 hours at his/her normal rate of pay.

2020.60 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.70 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.80 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2020.90 Vacation shall be earned monthly and after the employee has worked six months it will be available to him/her effective the day of his/her six (6) month anniversary date.

~~**2020.91** Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee.~~

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Holidays**
POLICY NUMBER: **2030**
ADOPTED: **November 12, 2002**
REVIEWED: **September 9, 2013; 09/23/13; 05/09/18; 09/09/20**
AMENDED: **09/23/13**

2030.10 This policy shall apply to all employees.

2030.20 The following days shall be recognized and observed as paid holidays:

New Years Day
Martin Luther King, Jr.'s Birthday
President's Day
César Chavez Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day

2030.30 In addition to those days listed above as recognized and observed as paid holidays, all District employees shall be provided paid holiday time off according to the following schedule:

2030.31 Two (2) floating holidays per calendar year consisting of eight (8) hours each, taken one full day at a time.

2030.32 One (1) personal leave day per calendar year consisting of eight (8) hours taken one full day at a time.

2030.33 Any day declared as a holiday by the President of the United States or Governor of the State of California *as a special onetime only holiday.*

2030.34 ~~Any day declared a holiday at the discretion of General Manager for the District.~~ *If Christmas Eve falls during the normal work week (Monday through Friday), employees shall work only the first half of the day and be paid as if they worked the entire day.*

2030.35 *If New Year's Eve falls during the normal work week (Monday through Friday)*

employees shall work only the first half of the day and be paid as if they worked the entire day.

2030.40 All regular work shall be suspended and employees shall receive one (1) day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified *their superior and/or* the General Manager and received permission to be absent from work on that specific day or days.

2030.50 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

2030.60 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

2030.70 If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1-1/2) his/her regular rate of pay, or as otherwise specified under Policy 2010, Employee Compensation, Hours of Work and Overtime.

McCLOUD COMMUNITY SERVICES DISTRICT
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POLICY TITLE: Uniforms and Protective Clothing
POLICY NUMBER: 2090
ADOPTED: November 25, 2002
REVIEWED: June 9, 2009; September 9, 2020
AMENDED: January 12, 2004; January 12, 2015

2090.10 The cost of employee uniforms including, but not limited to, jackets and shirts required by the District, shall be borne by the District.

2090.11 Changes in uniforms required by the District shall be agreed upon by the District and employees required to wear such uniforms.

2090.12 Care and laundering of required uniforms shall be the responsibility of the employee.

2090.13 Personal protective equipment such as rubber boots, gloves, goggles, safety glasses, face shields, respirators and hard hats shall be purchased by the District for use by employees.

2090.20 All new Utility Workers will be issued five long sleeved shirts and one jacket at the expense of the District and receive a pant allowance of \$190 every year from the date of hire at the expense of the District. Shirts and jackets will be replaced approximately every two years or as needed. Each new field staff employee shall receive a \$200 allowance for the purchase of work boots upon hire, and every two years thereafter.

2090.21 Office staff covered by this MOU shall receive on their anniversary date payment of \$100.00 for the purchase of business casual dress shirts, blouses or collared tops.

2090.30 The District reserves the option of authorizing reimbursements to qualifying employees upon proof of purchase, or of arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased.

2090.31 The employee shall secure pre-approval from the General Manager or his/her designee of any uniform purchase for which the employee will be seeking reimbursement.

2090.40 District purchased or reimbursed uniforms and personal protective equipment shall remain the property of the District. Such uniforms and personal protective equipment shall be used by the employee while performing District related duties including travel.

2090.50 If an employee for whom uniforms were purchased or reimbursed is separated from District employment for any reason, his or her uniforms shall be returned to the District at the same time as his/her final paycheck is issued.

Amos McAbier

From: Charlie Miller
Sent: Thursday, November 5, 2020 12:22 PM
To: Amos McAbier
Subject: Fwd: donation of Type I engine to MCCSD

Follow Up Flag: Follow up
Flag Status: Flagged

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From: Girard, Nathaniel >
Sent: Wednesday, November 4, 2020 11:10:55 AM
To: amos@mcccloudcsd.ca.us <amos@mcccloudcsd.ca.us>
Cc: Charlie Miller <firechief@ci.mcccloudcsd.ca.us>
Subject: donation of Type I engine to MCCSD

Good day Amos,

I am writing to you to follow up on the possibility of a donation of one of our Type I fire engines that are scheduled to be decommissioned. As of today there still is no clear date on when and which engine will be available to be donated. We are still receiving our new fleet and there is some scheduled training that still needs to occur before they can be placed in-service. With regards to some of the questions that have come up regarding maintenance and condition here is what I have obtained from the warehouse Captain in charge of our reserve fleet. Our engines are on a 20 year replacement program. All engines are serviced every 300 hours. As issues arise these issues are also taken care of at that time. All maintenance is conducted by our cities certified transfer station mechanics. Tires are replaced on an as needed basis per DMV regulations. Pump testing is conducted annually by an outside vendor. As we get closer to the date of decommissioning the engines we can identify which engine would go to McCloud and provide the exact records and condition of the tires. All of these engines remain in service with our fire department and therefore are response ready. I hope this can answer some of the questions that have come up. If I can help in any other way please feel free to contact me.

Nate Girard
Fire Captain

Berkeley Fire Department