



## 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](mailto:mcsd@ci.mccloudcsd.ca.us)

### REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMERO DRIVE

December 12, 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 November 14, 2022
- 4. Oath of Office** to seat Mick Hanson, Alexandria Lewis, and Jim Mullins.
- 5. Announcement of Events:**
- 6. Annual Organizational Meeting**
  - A.** Election of a President and Vice President of the Board of Directors.
  - B.** Appointment of a Secretary of the Board.
  - C.** Appointment of a Treasurer.
  - D.** Establishment of the following Committees, Committee schedules and assignment of Committee Members:
    - 1) Finance and Audit Committee (meets bi-Weekly)
    - 2) Policy Review Committee (meets monthly)
    - 3) Safety Committee (meets quarterly)
    - 4) Public Works Committee (meets monthly)
    - 5) Fire Department Committee (meets monthly)
    - 6) Old McCloud Courthouse Project Committee (meets monthly)
  - E.** Designation of a LOLA Representative.
  - F.** Designation of a back-up Representative for IRWMP meeting attendance.
  - G.** Appointment of Interview Committee for Public Works Superintendent position.
  - H.** Appointment of Interview Committee for Finance Officer position.
  - I.** Discussion of who will be the Union Negotiators.

7. **Communications:**
8. **Reports:**
  - A. Fire Chief-Verbal Report
  - B. Directors
  - C. Committees
9. **Consent Agenda:**
  - A. Approval of Expenses in the amount of \$289,440.00.
  - B. Approval of Expenses in the Amount of \$10,016.50.
10. **Old Business:**
  - A. **Discussion/possible action** regarding the second reading of Policy 3270 Compensation for Fire and Ambulance Personnel.
  - B. **Discussion/possible action** regarding approval of a Resolution approving a publicly available pay schedule as required by California Code of Regulations, Title 2, Section 570.5.
  - C. **Discussion/possible action** regarding the second reading of Policy No. 3440, Monthly Account Reconciliation.
  - D. **Discussion/possible action** regarding the Old McCloud Courthouse status based on the last courthouse meeting.
  - E. **Discussion/possible action** regarding Policy 4100-Director Electronic Device Policy-and possible unique exception to the terms of a device's (tablet) return or purchase after a certain board member has completed 4.5 terms of service.
11. **New Business:**
  - A. **Discussion/possible action** regarding approval of Resolution No. 10, 2022 In Appreciation of Catherine Young.
  - B. **Discussion/possible action** regarding approval of Resolution No. 11, 2022 In Appreciation of Raymond Zanni.
12. **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).
13. **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  
November 14, 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. Three Directors (Rorke, Young, Zanni) were present. M. Hanson and C. Richey were absent. Also present were General Manager Amos McAbier, Fire Chief Charlie Miller, Finance Officer Mike Quinn, and District Secretary Jennifer Brunello.

**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 October 24, 2022.

*R. Zanni mad a motion to approve the minutes of the Regular Meeting of October 24, 2022; seconded by C. Young. Motion passed with 2 ayes (Young, Zanni,) 1 abstain (Rorke,) and 2 absent (Hanson, Richey.)*

**4. Announcement of Events:** *None.*

**5. Communications:** SDRMA Special Recognition Award-Property/Liability Program.

**6. Reports:**

**A. General Manager-** *Verbal report on Lower Elk Spring House to MCSD tank pipeline replacement planning grant submittal status.*

**B. Finance Officer-** *Verbal Report.*

**C. Fire Chief-***See written report.*

**E. Directors-** *No reports*

**F. Committees-***Policy Review had a meeting on Oct. 9, 2022, made corrections to water ordinance.*

**7. Consent Agenda:**

**A. Approval of Expenses** in the amount of \$17,462.66

*R. Zanni made a motion to approve expenses in the amount of \$17,462.66; seconded by M. Rorke. Motion passed with 3 ayes (Young, Zanni, Rorke) and 2 absent (Hanson, Richey.)*

**8. Old Business:**

**A. Discussion/possible action** regarding proposed change to Assistant Fire Chief status on the 2021-2023 Salary Schedule.

*Tabled. Needs a resolution to change.*

**B. Discussion/possible Action** regarding the old McCloud Courthouse status based on last courthouse meeting.

*Tabled until district speaks with attorney regarding leasing property.*

**9. New Business:**

**A. Discussion/possible action** regarding the first reading of Policy No. 3440, Monthly Account Reconciliation.

*R. Zanni made a motion to approve Policy No. 3440; seconded by C. Young. Motion passed with 3 ayes (Young, Zanni, Rorke) and 2 absent (Hanson and Richey.)*

**B. Discussion/possible action** regarding the first reading of Policy No. 3270 Compensation for Fire and Ambulance Personnel- (to reflect changes in the 2022 Salary Schedule in 8-B, old business.)

*M. Rorke made a motion to approve first reading of Policy No. 3270; seconded by C. Young. Motion passed with 3 ayes (Young, Zanni, Rorke) and 2 absent (Hanson, Richey.)*

**C. Discussion** regarding the 2022-23 Fiscal year 1<sup>st</sup> Quarter Financial Report.

*Discussed.*

**D. Discussion/possible action** regarding Policy 4100-Director Electronic Device Policy-and possible unique exception to the terms of a (tablet) devices return or purchase after a certain board member has completed 4.5 terms of service.

*Tabled until next meeting.*

**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).

*No Comments*

**11 Adjourn at 6:59 PM**

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Catherine Young/President of the Board

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Jennifer Brunello/Secretary of the Board

09/14/22  
16:39:28

MC CLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval List  
For the Accounting Period: 9/22

Page: 1 of 3  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11173		1105 Hitchcock Construction	165,190.50						
	MC Pipeline Equipment 9-10-22 to 9-24-22								
	5205 09/27/22 MC Equipment 9-10 to 9-24-22		165,190.50			5005 101630			101000
11174		1105 Hitchcock Construction	27,150.00						
	MC Labor 9-10-22 to 9-24-22								
	5206 09/27/22 MC Labor 9-10 to 9-24-22		27,150.00			5005 101630			101000
11175		1105 Hitchcock Construction	2,985.00						
	MC Transport and fuel 8-29 to 9-9-22								
	5207 09/27/22 MC transport/fuel 8-29 to 9-9-		2,985.00			5005 101630			101000
11176		1105 Hitchcock Construction	8,483.43						
	MC Dozer and Transport 9-26-22								
	5216 11/03/22 MC Dozer Ex/Trans 9-26-22		8,483.43			5005 101630			101000
		<b>Total for Vendor:</b>	<b>203,808.93</b>						
11168		1249 M. Peters, Inc.	85,100.00						
	Mud Creek Emergency Repair Vehicles								
	1746 08/11/22 Site Work 7/17/22 Low Boy		400.00		0056	5005 101630			101000
	1779 10/06/22 Site Work 9/5/22-9/25/22 Excav		84,700.00		0056	5005 101630			101000
		<b>Total for Vendor:</b>	<b>85,100.00</b>						
11172		1239 PACE SUPPLY CORP	531.07						
	2 FIP SS AIRVENT SCREEN; OPEN AMOUNT ON QUICK RELEASE CLAMP - UPPER TO LOWER ELK SPRINGS PROJECT								
	288032688 09/19/22 Open Amount -GLTCLAMP 17G		21.20		152303	5005 101630			101000
	288039468 09/23/22 14 FIP QUICK RELEASE CLAMP		509.87		152303	5005 101630			101000
		<b>Total for Vendor:</b>	<b>531.07</b>						
		<b># of Claims</b>	<b>6</b>	<b>Total:</b>	<b>289,440.00</b>	<b># of Vendors</b>	<b>3</b>		

11/14/22  
16:39:28

MCCLOUD COMMUNITY SERVICES DISTRICT  
Fund Summary for Claims  
For the Accounting Period: 9/22

Page: 2 of 3  
Report ID: AP110

Fund/Account	Amount
5005 Upper to Lower Elk Springs Project 101000 Operating Cash	\$289,440.00
Total:	\$289,440.00

11/14/22  
16:39:28

MCCLLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval Signature Page  
For the Accounting Period: 9 / 22

Page: 3 of 3  
Report ID: AP100A

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

Prepared by: Keith Anderson  
Reviewed by: \_\_\_\_\_

Claims Total: \$289,440.00  
Signature #2

\_\_\_\_\_  
Signature #4

\_\_\_\_\_  
Signature #3

\_\_\_\_\_  
Signature #5





12/07/22  
10:42:25

MCCLLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval List  
For the Accounting Period: 12/22

Page: 1 of 5  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
		*** Claim from another period (11/22) ****							
11206		1256 Balado, Alexander	47.00						
		Reimburse DMV Live Scan Fee for Ambulance							
		VISA4586 11/09/22 DMV Live Scan Fee Reimburse	47.00*		0006	1040 402000	345	20	101000
		<b>Total for Vendor:</b>	<b>47.00</b>						
11200		10 BAXTER AUTO PARTS	89.85						
		Snow Chain Tighteners for Garbage Truck							
		1567416135 12/02/22 Snow Chain Tighteners	89.85*		0067	1090 403000	400		101000
		<b>Total for Vendor:</b>	<b>89.85</b>						
		*** Claim from another period (11/22) ****							
11198		11 BLACK BUTTE TRANSFER STATION	3,507.00						
		November 2022 Dump Fees							
		Nov2022 12/04/22 Dump Fees	3,507.00*			1090 405000	710		101000
		<b>Total for Vendor:</b>	<b>3,507.00</b>						
		*** Claim from another period (11/22) ****							
11203		13 BLUE STAR GAS	1,353.12						
		Commercial Propane @ Firehouse, 409 Tucci							
		1389176 11/29/22 Fuel-Firehouse 308.9 @ \$4.039	1,353.12*			1040 403000	440		101000
		<b>Total for Vendor:</b>	<b>1,353.12</b>						
		*** Claim from another period (11/22) ****							
11210		1140 Daniel Fay	55.00						
		AMBULANCE STIPENDS 10/24/22 THRU 11/6/22							
		11/21-12/4 12/05/22 AMBULANCE STIPEND SHIFTS	55.00*		CHARLI	1040 402000	380	20	101000
		<b>Total for Vendor:</b>	<b>55.00</b>						
		*** Claim from another period (11/22) ****							
11211		42 DON R ERICKSON OIL	203.90						
		Dyed Diesel							
		192414 11/29/22 Dyed Diesel 45 @ \$4.38 1/4th	50.98*			1050 403000	420		101000
		192414 11/29/22 Dyed Diesel 45 @ \$4.38 1/4th	50.98*			1090 403000	420		101000
		192414 11/29/22 Dyed Diesel 45 @ \$4.38 1/4th	50.98*			2000 403000	420		101000
		192414 11/29/22 Dyed Diesel 45 @ \$4.38 1/4th	50.96*			3000 403000	430		101000
		<b>Total for Vendor:</b>	<b>203.90</b>						



12/07/22  
10:42:25

MCCLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval List  
For the Accounting Period: 12/22

Page: 3 of 5  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
*** Claim from another period (11/22) ****									
11212		1240 VALLEY PACIFIC PETROLEUM	1,072.37						
Fuel	11/16-11/30/22								
C899341	11/30/22	Fire Eng 1712 11/29/22 23,421	63.79*			1040 403000	420		101000
C899341	11/30/22	Fire WtTahoe 11/27/22 143,374	72.82*			1040 403000	430		101000
C899341	11/30/22	Slvr SvcTrk 11/28/22 85,703mi	17.23*			1050 403000	430		101000
C899341	11/30/22	Slvr SvcTrk 11/28/22 85,703mi	17.23*			1090 403000	430		101000
C899341	11/30/22	Slvr SvcTrk 11/28/22 85,703mi	17.23*			2000 403000	430		101000
C899341	11/30/22	Slvr SvcTrk 11/28/22 85,703mi	17.23*			3000 403000	430		101000
C899341	11/30/22	Park Trk & Eq 11/28/22 148,12	80.72*			1070 403000	430		101000
C899341	11/30/22	RearLoader 11/22/22 20,828mi	207.87*			1090 403000	420		101000
C899341	11/30/22	SideLoader 11/22/22 25,382mi	203.18*			1090 403000	420		101000
C899341	11/30/22	FireRdDodge 11/23/22 114,953m	64.73*			1040 403000	430		101000
C899341	11/30/22	Medic 17 11/23/22 33,220mi	67.42*			1040 403000	420	20	101000
C899341	11/30/22	Medic 17 11/28/22	36.78*			1040 403000	420	20	101000
C899341	11/30/22	Medic 17 11/29/22	163.50*			1040 403000	420	20	101000
C899341	11/30/22	FireSquad 1740 11/27/22 10,44	42.64*			1040 403000	420	20	101000
		<b>Total for Vendor:</b>	<b>1,072.37</b>						
11204		117 VYVE - MCSD	314.01						
December 2022		Phone & Internet Service							
Dec2022	12/02/22	Phone & Internet Service	314.01*			1010 402000	320		101000
		<b>Total for Vendor:</b>	<b>314.01</b>						
		<b># of Claims</b>	<b>14</b>	<b>Total:</b>	<b>10,016.50</b>	<b># of Vendors</b>	<b>14</b>		

12/07/22  
10:42:25

MCCLLOUD COMMUNITY SERVICES DISTRICT  
Fund Summary for Claims  
For the Accounting Period: 12/22

Page: 4 of 5  
Report ID: AP110

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Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$1,646.81
1040 FIRE	
101000 Operating Cash	\$3,911.80
1050 ALLEYS	
101000 Operating Cash	\$72.98
1070 PARKS	
101000 Operating Cash	\$158.08
1090 REFUSE	
101000 Operating Cash	\$4,080.88
2000 SEWER	
101000 Operating Cash	\$72.98
3000 WATER	
101000 Operating Cash	\$72.97
<b>Total:</b>	<b>\$10,016.50</b>

12/07/22  
10:42:25

MCCLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval Signature Page  
For the Accounting Period: 12 / 22

Page: 5 of 5  
Report ID: AP100A

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

Prepared by: Keith Anderson  
Reviewed by: \_\_\_\_\_

Claims Total: \$10,016.50  
Signature #2

\_\_\_\_\_  
Signature #4

\_\_\_\_\_  
Signature #3

\_\_\_\_\_  
Signature #5



**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Compensation for Fire and Ambulance Personnel  
**POLICY NUMBER:** 3270  
**ADOPTED:** April 12, 1999  
**REVIEWED:** May 13, 2008; February 27, 2014, May 8, 2019  
**REVISED:** June 9, 2008; March 24, 2014, June 10, 2019, December 12, 2022

**3270.10** Volunteer members of the McCloud Fire Department shall be reimbursed on a point system for wear and tear of clothing and equipment, use of private vehicles (per fire department bylaws) and other personal expenses incurred in rendering protection to lives and property in and surrounding the community of McCloud.

**3270.11** Points shall be accumulated for each attendance at an authorized Fire Department activity to include emergency calls, meetings, drills and other activities as may be prescribed by the Fire Chief or his/her authorized representative.

**3270.12** Attendance shall be indicated by documentation provided by the Fire Chief or his/her authorized representative.

**3270.13** Points shall be awarded for attendance based upon the following activity schedule:

**3270.131** Points Paid to Firefighters: One (1) point shall be awarded for attendance at each emergency fire call, weekly meeting, and/or for unusual activities as authorized by the Fire Chief.

**3270.132** Points Paid to EMTs or Paramedics: Two (2) points shall be awarded for each EMT or Paramedic emergency ambulance response.

**3270.133** Regular quarterly points stipend (29.29) compensation shall be paid to the First Assistant Fire Chief, unless he/she is acting as the Fire Chief, at which time he/she will forfeit points for Fire Chief pay.

**3270.20** The Fire Chief or his/her authorized representative shall be responsible for the accounting of points accumulated by members and shall prepare a summary of such points at the end of each quarter.

**3270.21** A point accumulation summary shall be provided to the Finance Officer by the Fire Chief or his/her authorized representative for fire-fighters and EMTs.

**3270.22** The value of each point shall be established by the Board of Directors and appear in the current salary schedule.

**3270.23** Wages earned and paid to the Assistant Chiefs, plus reimbursement to other volunteer members for primary wages lost in the performance of service to the department shall be paid and accounted for separately and directly by the McCloud Community Services District in accordance with state law. Points shall be forfeited in favor of receiving wage benefits.

**3270.24** Volunteers performing cover duties for other agencies such as the California Department of Forestry (Cal-Fire) shall be compensated for their services at the hourly rate determined by the agency for which services were provided. All payments to volunteers will be made through District payroll.



**MCLOUD COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 12, 2022**

**APPROVING A PUBLICLY AVAILABLE PAY SCHEDULE AS REQUIRED BY**

**CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5**

**WHEREAS**, the California Code of Regulations (CCR), Title 2, Section 570.5 requires CalPERS member agencies to have a duly approved and adopted publicly available pay schedule; and

**WHEREAS**, the pay schedule must meet the following criteria: position title for every employee position, pay rate for each position, and time base for each pay rate position; and

**WHEREAS**, this regulation requires this criteria be contained in a single board approved document; and

**WHEREAS**, the attached pay schedule meets the above requirements.

**THEREFORE, IT IS HEREBY RESOLVED** that the Board of Directors of the McCloud Community Services District hereby adopts the attached Pay Schedule.

**BE IT FURTHERED RESOLVED AND ORDERED** that the attached Exhibit 1 is part of this Resolution.

**ADOPTED** on \_\_\_\_\_, 2022 by the following votes:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
, President of the Board

\_\_\_\_\_  
Jennifer Brunello, District Secretary



**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Monthly Account Reconciliation Policy  
**POLICY NUMBER:** 3440  
**ADOPTED:** December \_\_\_ 2022  
**REVIEWED:**  
**AMENDED:**

**3440.10** Primary Policy Goals and Objectives

**3440.11** Fraud Prevention. The primary reason to reconcile accounts monthly is to increase frequency of reconciliation, which is essential to prevent fraud and to ensure the MCSD's funds are handled with fiscal and fiduciary responsibility.

**3440.12** Balanced Books. The reconciliation of all bank accounts in a timely manner is a key component of good controls over cash. The reconciliation of the bank balance with the book balance (i.e. general ledger) is necessary to ensure that:

1. All receipts and disbursements are recorded, which is an essential process for ensuring complete and accurate financial statements;
2. Checks are clearing the bank in a reasonable time frame;
3. Fraudulent claims can be discovered and investigated;
4. Reconciled cash balance agrees to the general ledger cash balance;
5. Accounts are well-prepared and balanced for annual auditing Purposes.

**3440.13** Internal Controls. Bank reconciliations help to create stronger internal control, whereby accountability over cash assets is greatly enhanced.

**3440.14** Safeguard Cash. Bank reconciliations safeguard cash by detecting errors on the part of the bank and/or the District when recording activities in accounts.

**3440.15** Policy Detail.

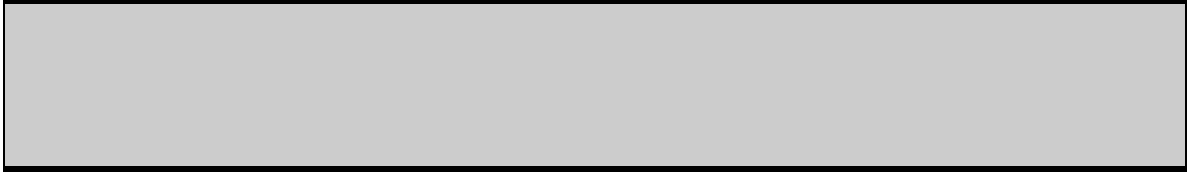
Reconciliations are performed on a monthly basis with both internal and external entities, including but not limited to:

- All Bank accounts
- Accounts Payable
- Accounts Receivable
- Reserve Accounts
- Loans/LOC/Financing
- General Ledger Accounts

**3440.16** Procedures. The Chief Financial Officer will develop and maintain documented procedures for reconciling each account. Each account will be reconciled on a monthly basis and within 20 business days of the end of the month. Accounting Department will work together with banks and other financial institutions to identify and resolve reconciling items on a timely basis. Any unmatched book/bank lines or other reconciling items should be corrected within 120 days of the reconciled month.

**3440.17** Review of Bank Reconciliation. The Chief Financial Officer will review the completed account reconciliation reports to ensure there are no questionable transactions, outstanding checks, or deposits in transit. They will initial and date the reconciliation, which will indicate that the review was completed and any follow-up action, if needed, was taken. Written documentation of follow-up action and resolution is retained with each reconciliation for auditing purposes.

**3440.18** Amendment. Whenever a change in law or other circumstances require, this Policy shall be amended on adoption of an appropriate resolution by the Board of Directors of the District. This Policy shall be reviewed at least annually to determine if any amendments are appropriate, given reconciliation experience of the District during the preceding period, or as may be required by law.



**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Director Electronic Device Policy  
**POLICY NUMBER:** 4100  
**ADOPTED:** 07/10/17  
**REVIEWED:** 05/09/17, 06/13/17, 10/08/19, 09/08/21  
**REVISED:** 11/12/19

**4100.10** Purpose

At the Regular Meeting of the Board of Directors on March 27, 2017, the Board approved the purchase of electronic devices for the Directors at a maximum cost of \$300 per device. Use of an electronic device will assist the McCloud Community Services District (“MCSD”) Board of Directors in the efficient performance of their duties.

**4100.20** Policy

**4100.21** Receipt of Electronic Devices

MCSD will furnish any Director an electronic device upon request, cost not to exceed the approved budget. Any additional accessories, such as keyboards, styluses, screen protectors, cables or adapters, shall be at an individual Director’s own expense and shall remain the property of the Director at the end of their term. Directors will be issued appropriate MCSD e-mail accounts. Software for e-mail, file management, document processing, etc. will be installed by MCSD’s current IT technicians on the device and shall be used for MCSD’s official business only.

**4100.22** Care of Tablets

Each Director is responsible for the general care and maintenance of the device that has been issued. The Director should follow the manufacturer’s recommended guidelines for the appropriate care. Devices that malfunction or are damaged must be reported promptly to MCSD. MCSD will be responsible for having the malfunctioning unit repaired. If, due to the Director's misuse or neglect, the tablet is stolen or lost, the Director shall replace the electronic device at the Director’s cost. Devices that have been damaged from misuse or neglect may be repaired by MCSD with the cost borne by the



Director. If the repair cost exceeds the cost of purchasing a new device, the Director shall pay the full replacement value. Cause of malfunction will be determined the IT technician.

**4100.23 Software on Electronic Devices.**

The software and applications installed by MCSD must remain on the tablets in usable condition and be readily accessible at all times. Directors may be required to return their devices to the MCSD IT technician for periodic updates and maintenance. Any software, e-mail messages or files downloaded via the Internet into MCSD's systems become the property of MCSD and may only be used with applicable licenses, trademarks or copyrights. If technical difficulties occur or illegal software is discovered, the electronic devices will be wiped clean and restored to factory default. MCSD does not accept responsibility for the loss of any software, electronic content or documents deleted due to a wipe and restore.

**4100.24 Acceptable Use and Compliance with Policy**

The electronic devices, Internet and e-mail access are tools provided for conducting MCSD business only. All of MCSD's systems, including the electronic devices, are considered to be public property until the end of the Director's term. All documents, files and e-mail messages created, received, stored in, or sent from any MCSD device may be considered public records, subject to disclosure to the public pursuant to the California Public Records Act with only limited exceptions, and are considered the property of MCSD.

**4100.241** The device and all data and applications contained on the device are intended for MCSD business and are the property of MCSD, regardless of the content and including any personal communications or personal data. MCSD reserves the right to inspect any and all files stored on the device in order to ensure compliance with this policy. By acknowledging the receipt of the device, the Director understands that the device and all data and applications contained therein are not private or confidential. The Director should have no expectation of privacy with respect to any use of the electronic device or its applications

**4100.242** All MCSD Electronic Media Use and Telephone Policies will continue to apply to a Director's conduct on the Internet and in the use of e-mail. A Director's use of the device could constitute actions on behalf of MCSD and thereby expose MCSD to risk of liability.

**4100.243** Board of Directors shall not use the tablets in any way as to violate federal, state, or local laws, including but not limited to, the public meeting requirements of the Brown Act.

**4100.244** Directors shall not use the device to deliberately propagate any

virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

**4100.25 Retention of Tablets at End of Term/Service**

When a Director successfully completes his or her full term of service, he/she may purchase their electronic device for of \$150.00. After backing up appropriate files, the electronic device will be wiped clean of any and all MCSD information and restored to factory defaults.

***I, the undersigned Director of McCloud Community Service District, have been provided a copy of McCloud Community Service District's Director Electronic Device Policy for Board of Directors and understand its contents fully. I understand and accept the terms of this Policy and agree to abide by all terms contained in it.***

\_\_\_\_\_  
Director Name (please print)

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

Attest  
  
\_\_\_\_\_

**McCLOUD COMMUNITY SERVICES DISTRICT**

P.O. Box 640 McCloud, California 96057  
Tel: (530) 964-2017 Fax: (530) 964-3175

**RESOLUTION NO. 10, 2022**

**A RESOLUTION OF APPRECIATION FOR CATHERINE YOUNG**

**WHEREAS**, Director Young was elected to the position of Director by the voting public of McCloud in November of 2000 and re-elected in November of 2004 to continue serving the community in this capacity through November 2008.

**WHEREAS**, Director Young served as President of the Board of Directors from January of 2004 through December of 2007. She served as the Designated Representative to the Local League of Agencies from 2005 through 2008. She additionally served as an elected member of the Board of Directors of the California Special Districts Association from May of 2005 through September of 2007. She was elected again in 2013 and served as a Director, as well as being the MCS D Board President since 2018.

**WHEREAS**, Director Young has set a high standard of personal commitment to researching issues that have come before the Board of Directors including the Intake Spring Water System Replacement project, the Sewer Collection System Replacement project and two significant Hoo-Hoo Park Improvement projects for which she also volunteered her personal time with hands-on labor. During the Mud Creek emergency, she was there to help in any way she could.

**WHEREAS**, Director Young has spent many hours serving on the Finance and Audit, Policy Review, Public Works, Old McCloud Courthouse Project, and Safety committees throughout her tenure. This service has provided her with a detailed understanding of all aspects of District operations.

**WHEREAS**, Director Young has spent many hours of her personal time to assist the District staff with many tasks, such as locating Ordinances, Resolutions and Policies, and assisted in preparing agendas for many Board Meetings. Cathy attended multiple trainings and certifications well beyond what was required.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McCloud Community Services District hereby publicly expresses respect and gratitude to Catherine Young for her dedicated service to this community for a total of 18 years as a member of this board.



McCLOUD COMMUNITY SERVICES DISTRICT

The foregoing resolution was introduced at a meeting of the Board of Directors of the McCloud Community Services District held on December 12, 2022 and adopted by the following vote:

Ayes:  
Noes:  
Absent:

\_\_\_\_\_  
Vice President/MCSD Board of Directors

ATTEST: \_\_\_\_\_  
Jennifer Brunello/Secretary of the Board

**Resolution No. 11, 2022**

**MCCLOUD COMMUNITY SERVICES DISTRICT  
HONORING DIRECTOR RAYMOND ZANNI  
FOR SERVICE ON THE BOARD OF DIRECTORS**

WHEREAS, from 1991 TO 1993, Raymond Zanni served on the MCSD Board of Directors and served as President of the Board in 1994. In November of 2018, voters once again elected Raymond Zanni to serve on the Board of Directors of McCloud Community Services District.

WHEREAS, Director Zanni is commended for the many hours he extended in preparation for his participation and service on the Board Committees, including Finance and Audit, Fire Department, Old McCloud Courthouse Project, Safety, and Water Ad Hoc Committees.

WHEREAS, Director Zanni is much-admired for serving as a competent District representative on the McCloud Community Services District Board of Directors.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MCCLOUD COMMUNITY SERVICES DISTRICT as follows:

Section 1. This Board expresses its sincere appreciation to Director Zanni for his years of dedicated service to the MCCLOUD COMMUNITY SERVICES DISTRICT and to the people of Siskiyou County. The results of his efforts will benefit the District and the community for years to come.

Section 2. The Board also recognizes Director Zanni for his understanding of complex issues facing the District, and his ability to formulate solutions at Board meetings by promoting and encouraging public input, and working with other Directors in fostering consensus.

PASSED AND ADOPTED by the Board of Directors of McCloud Community Services District on December 12, 2022 by the following vote:

Ayes:

Noes:

Abstain:

\_\_\_\_\_  
, Board President

\_\_\_\_\_  
Jennifer Brunello, District Secretary