



## 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. COLOMBERO DRIVE

February 13, 2023, 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 January 23, 2023.

#### 4. Announcement of Events:

#### 5. Communications:

A. Letter from LeRoy Scarbrough

#### 6. Reports:

A. General Manager- None

B. Finance Officer-See written report.

C. Directors

D. Committees

#### 7. Consent Agenda:

A. Approval of Expenses in the amount of \$11,360.07.

#### 8. Old Business:

A. Discussion/possible action regarding the Second reading of Policy 4060 Committees of the Board of Directors.

B. Discussion/possible action regarding Adopting Amended 2022-23 Budget.

C. Discussion/possible action regarding Cash Flow Plan.

**9. New Business:**

**A. Discussion/possible action** regarding the first reading of McCloud Community Services District, Ordinance No. 30, Adopting an Emergency Drought Water Program.

**B. Discussion/possible action** regarding the First reading of Policy 4010 Code of Ethics.

**C. Discussion/possible action** regarding the First reading of Policy 4100 Director Electronic Device Policy

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

**11 Adjourn**

**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  
January 23, 2023 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. at the Scout Hall. Four Directors (Richey, Hanson, Rorke, Mullins.) Also present were General Manager Amos McAbier, 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, January 9, 2023.

*C. Richey made a Motion to approve the Minutes of the regular meeting of January 9, 2023; seconded by J. Mullins. Motion passed with 3 Ayes (Richey, Hanson, Mullins,) 1 Abstention (Rorke) and 1 Absent (Vacant).*

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

**5. Communications:** *None.*

**6. Reports:**

**A.** General Manager-*Amos McAbier written report.*

**B.** Finance Officer-*Mike Quinn reported*

**C.** Fire Chief- *see Charlie Miller's written report.*

**D.** Directors-*None.*

**E.** Committees-

*Policy Review Committee Meetings will be changed to 2<sup>nd</sup> Thursday of the month at 5 pm.*

**7. Consent Agenda:**

**A.** Approval of Expenses in the amount of \$39,478.41.

*C. Richey made a motion to approve expenses in the amount of \$39,478.41; seconded by M. Hanson. Motion passed with 4 Ayes (Hanson, Rorke, Richey, Mullins) and 1 Absent (Vacant.)*

**B.** Approval of Expenses in the Amount of \$28,979.11.

*C. Richey made a motion to approve expenses in the amount of \$28,979.11; seconded by M. Hanson. Motion passed with 4 Ayes (Hanson, Richey, Rorke, Mullins) 1 Absent (Vacant.)*

**8. Old Business:**

**A. Discussion/possible action** regarding Old McCloud Courthouse status and Letter from Coffee Shop Owner.

*Tabled.*

**B. Discussion/possible action** regarding the \$17,122 amount for Employee Health Insurance Benefits increasing as of January 1, 2023.

*Tabled.*

**C. Discussion/possible action** regarding adopting Amended 2022-23 Budget.

*Tabled.*

**D. Discussion/possible action** regarding Cash Flow Plan.

*Tabled.*

**E. Discussion/possible action** regarding Finance Officer Mike Quinn retiring but staying on an hourly retainer for training and consulting purposes.

*M. Hanson made a motion to approve Finance Officer Mike Quinn staying on hourly retainer for training purposes no longer than six months; seconded by C. Richey. Motion passed with 3 Ayes (Hanson, Richey, Mullins), 1 No (Rorke) and 1 Absent (Vacant.)*

**9. New Business:**

**A. Discussion/possible action** regarding establishing an Interview Committee for hiring a District Secretary.

*M. Hanson appointed C. Richey and himself to be on the Interview Committee for District Secretary.*

**B. Discussion/possible action** regarding accepting the 2020 GASB 75 Valuation Report.

*C. Richey made a motion to accept the 2020 GASB 75 Valuation Report; seconded by M. Hanson. Motion passed with 4 Ayes (Rorke, Richey, Hanson, Mullins) and 1 Absent (Vacant.)*

**C. Discussion/possible action** regarding the resignation of board member Alexandria Lewis, and filling the vacancy with a new Director.

*M. Hanson made a motion to accept the resignation of Alexandria Lewis; seconded by M. Rorke. Motion passed with 4 Ayes (Rorke, Hanson, Richey, Mullins) and 1 Absent (Vacant.)*

**D. Discussion/possible action** regarding the first reading of Policy No. 4060, Committees of the Board of Directors.

*M. Rorke made a motion to accept the first reading of Policy 4060, Committees of the Board of Directors; seconded by C. Richey. Motion passed with 4 Ayes (Richey, Rorke, Mullins, Hanson) and 1 Absent (Vacant.)*

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

**11 Adjourn** at 7:47 pm.

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Mick Hanson/President of the Board

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Jennifer Brunello/Secretary of the Board

DRAFT

Vearline LeRoy Scarbrough

February 2<sup>nd</sup>, 2023

Retired

831 Hill Street, McCloud, Ca 96057

Dear MCSD Board:

I am writing to express my strong interest in the position of Director. I believe I would be an ideal fit for this position with the MCSD.

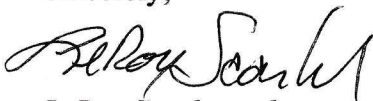
I was a former Director on the Board from January 2013 to November 2014. I was assigned to be on the Public Works Committee. I was also one of the union negotiators. I was deeply involved in the selection of a General Manger and a two Finance Officers.

I am retired from the Union Pacific Railroad and have been for the past 10 years. I am also retired from the Navy. I spent three years in the Army as a Military Policeman, 9 years in the Army Guard as a cook and heavy equipment operator, and 9 years in the Navy Reserve where I worked as the Battalion Training Chief / Intelligence Chief.

I believe the abilities and firm commitment that I have would make it possible for me to be able to help advance McCloud into the future. We can no longer continue to do as we have in the past, we need to look father than today and try to put together a strategy that will allow our children to live here and flourish. There is only so much we can do and we need to be on the same page to make it work.

I believe my experience, communication skills, and professional manner would make me a strong fit for this position. I look forward to speaking with you more about my qualifications.

Sincerely,



LeRoy Scarbrough

[bmwed.1196@nctv.com](mailto:bmwed.1196@nctv.com)

530-859-1397

**MCSO BOARD OF DIRECTORS**  
**Date February 13, 2023**

**AGENDA SUPPORTING DOCUMENT**  
**Agenda Item No. 6B**  
**Finance Officer's Report**

Becoming the new Finance Officer has been a whirlwind experience so far. I am learning a lot of new things and am excited to learn as much as I can for this new position and am not sure if I will ever stop learning! I will be attending a webinar on February 15 for Budgets for Special Districts and am also going to be going to the SDRMA Spring Education Day in Sacramento in March. I have been out with a cold most of this past week, but now I am better and back to work. I am getting ready to start the quarterly financial statements, and am waiting for the approved amended budget to finish them. The following are items I want to report to the Board of Directors:

- 1. The SDRMA has notified the District that the Experience Modification for the Workers Comp Policy for the 2023/24 year has been reduced from 38% to 9% for next year. They have not released the rates for the categories. The market for Worker's Compensation coverage continues to remain stable. The only thing anticipated is medical inflation that may cause minor rate increases for excess/reinsurance coverage for the 2023-24 program year.**
- 2. The SDRMA has notified the District that the estimated liability insurance cost for the 2023/24 year will be \$103,672 which is a 2.2% raise over the 2022/23 amount.**

\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
11357		1265	All Trade Services, Inc.	433.44	****							
			Fire Station's Ice Machine Repair									
		30203576	08/23/22 Fire Stat'n Ice Machine Repa	433.44*		134	1040		402000	392		101000
			<b>Total for Vendor:</b>	<b>433.44</b>	****							
11339			10 BAXTER AUTO PARTS	321.46	****							
			Shop equipment/supply; Repair Parts for '99 Ford F-350									
		1567417176	01/20/23 Cutting Tip; Flap Disc 25%	14.95*		205	1050		403000	400		101000
		1567417176	01/20/23 Cutting Tip; Flap Disc 25%	14.95*		205	1090		403000	400		101000
		1567417176	01/20/23 Cutting Tip; Flap Disc 25%	14.95*		205	2000		403000	400		101000
		1567417176	01/20/23 Cutting Tip; Flap Disc 25%	14.95*		205	3000		403000	400		101000
		1567413995	09/14/22 Fittings	8.04*		206	1010		403000	520		101000
		oct-dec'22	12/31/22 Past Due Fin Chg-Undr Nego	1.29*		205	1010		405000	710		101000
		1567415914	11/22/22 Heater Core for F-350 50%	34.08*		206	2000		403000	530		101000
		1567415914	11/22/22 Heater Core for F-340 50%	34.17*		206	3000		403000	530		101000
		1567417176	01/04/23 Repair Ford F-350 Engine 5	92.04*		206	2000		403000	530		101000
		1567417176	01/04/23 Repair Ford F-350 Engine 5	92.04*		206	3000		403000	530		101000
			<b>Total for Vendor:</b>	<b>321.46</b>	****							
11353			11 BLACK BUTTE TRANSFER STATION	3,765.60	****							
			Jan 2023 Dump Fees									
		JAN2023	02/02/23 Dump Fees	3,765.60*			1090		405000	710		101000
			<b>Total for Vendor:</b>	<b>3,765.60</b>	****							
11355			1165 CAL FIRE	450.00	****							
			6 Confined Space Awareness Classes									
		CSRA1043	10/11/22 2 Cnfd Spc Awrnss Classes	150.00*		207	5004		402000	350		101000
		CSRA1043	10/11/22 4 Cnfd Spc Awrnss Classes	300.00*		207	1040		402000	350		101000
			<b>Total for Vendor:</b>	<b>450.00</b>	****							
11348			1263 Chris Lewis	340.00	****							
			1/16/23-1/29/23 Ambulance Stipends									
		1/16-1/29	01/29/23 AMBULANCE STIPENED SHIFTS	340.00*			1040		402000	380		20 101000
			<b>Total for Vendor:</b>	<b>340.00</b>	****							



\* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11350	1135 Cindy Miller							
1/16/23-1/29/23	Ambulance Stipends	220.00	***					
1/16-1/29	01/29/23 AMBULANCE	220.00*			1040	402000	380	20 101000
	<b>Total for Vendor:</b>	<b>220.00</b>						
	*** Claim from another period ( 1/23) ***	220.00						
11349	1140 Daniel Fay							
1/16/23-1/29/23	Ambulance Stipend	220.00*						
1/16-1/29	01/29/23 AMBULANCE	220.00	***		1040	402000	380	20 101000
	<b>Total for Vendor:</b>	<b>220.00</b>						
	*** Claim from another period ( 1/23) ***	481.16						
11335	42 DON R ERICKSON OIL							
111 Gal	Dyed Diesel @ 4.19/Gal	120.29*			1050	403000	420	101000
192136	01/01/23 Dyed Diesel 111 @ \$4.19/gal	120.29*			1090	403000	420	101000
192136	01/01/23 Dyed Diesel 111 @ \$4.19/gal	120.29*			2000	403000	420	101000
192136	01/01/23 Dyed Diesel 111 # \$4.19/gal	120.29*			3000	403000	420	101000
	<b>Total for Vendor:</b>	<b>481.16</b>						
	*** Claim from another period ( 1/23) ***	85.00						
11347	1131 Kirk Thomsen							
1/15/23-1/29/23	Ambulance Stipend	85.00*						
1/16-1/29	01/29/22 AMBULANCE	85.00	***		1040	402000	380	20 101000
	<b>Total for Vendor:</b>	<b>85.00</b>						
11352	416 MT SHASTA IT SERVICES							
Feb 2023	IT Services	800.00						
inv-0228	02/01/23 Feb 2023 IT Services	800.00*			1010	402000	396	101000
	<b>Total for Vendor:</b>	<b>800.00</b>						
	*** Claim from another period ( 1/23) ***	89.44						
11341	1219 Pace Analytical Services LLC							
January	Drinking Water Monitoring	89.44*						
2300795-28	01/27/23 2 Coliform & E.Coli Analy	89.44*			3000	402000	392	101000
	<b>Total for Vendor:</b>	<b>89.44</b>						

\* ... Over spent expenditure

Claim/ Check	Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line #	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
11344		120 PACIFIC POWER - 001 7 FIRE									
		*** Claim from another period ( 1/23) ****	788.21								
Jan 2023	Power										
		Jan2023 01/19/23 Shop-Area Light	38.89*			1010		403000	450		101000
		Jan2023 01/19/23 Library-Area Light	19.45*			1080		403000	450		101000
		Jan2023 01/19/23 Shop	44.48*			1010		403000	450		101000
		Jan2023 01/19/23 Dist. Office	129.76*			1010		403000	450		101000
		Jan2023 01/19/23 Fire	401.07*			1040		403000	450	20	101000
		Jan2023 01/19/23 Ambulance	67.28*			1040		403000	450		101000
		Jan2023 01/19/23 Library	87.28*			1080		403000	450		101000
		<b>Total for Vendor:</b>	<b>788.21</b>								
		*** Claim from another period ( 1/23) ****									
11345		124 PACIFIC POWER - 005 8 PARK									
		*** Claim from another period ( 1/23) ****	114.49								
Jan2023	Power										
		Jan2023 01/19/23 Scout Hall-Area Light	15.56*			1070		403000	450		101000
		Jan2023 01/19/23 Scout Hall-Area Light	3.89*			1010		403000	450		101000
		Jan2023 01/19/23 Hoo Hoo-Field Lights	24.57*			1070		403000	450		101000
		Jan2023 01/19/23 Hoo Hoo-Gazebo	18.15*			1070		403000	450		101000
		Jan2023 01/19/23 Scout Hall	41.86*			1070		403000	450		101000
		Jan2023 01/19/23 Scout Hall	10.46*			1010		403000	450		101000
		<b>Total for Vendor:</b>	<b>114.49</b>								
		*** Claim from another period ( 1/23) ****									
11359		1040 Petty Cash - MCSD									
		for Office Bathroom	7.56								
		MCCld Mkt 01/25/23 Drano for Office Bathroom	7.56*			1010		403000	415		101000
		<b>Total for Vendor:</b>	<b>7.56</b>								
		*** Claim from another period ( 1/23) ****									
11336		399 POWERPLAN - OIB									
		(2) (Alley) Snow Plow Pads									
		14142470 01/18/23 (2) Snow Plow Pads (95%)	460.96*			1050		403000	520		101000
		14142470 01/18/23 (2) Snow Plow Pads (2%)	9.70*			2000		403000	520		101000
		14142470 01/18/23 (2) Snow Plow Pads (2%)	9.70*			202		403000	520		101000
		14142470 01/18/23 (2) Snow Plow Pads (.5%)	2.43*			1040		403000	520		101000
		14142470 01/18/23 (2) Snow Plow Pads (.5%)	2.43*			1090		403000	520		101000
		<b>Total for Vendor:</b>	<b>485.22</b>								

\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
11337		1234	SCHAEFFER PLASTICS NORTH AMERICA, Parts for Refuse Carts	625.06	****							
			pc122933 09/19/22 Parts for Refuse Carts	1,167.64*		152305	1090	403000	403000	520		101000
			pfcmm004631 10/31/22 Freight Credit	-542.58*		152305	1090	403000	403000	520		101000
			<b>Total for Vendor:</b>	<b>625.06</b>								
11358		1038	SCOTT VALLEY RESPIRATORY HOME Ambulance Hydro and Oxygen Tanks	36.55	****							
			Order292256 09/09/22 Hydro D Cyl	23.11*		139	1040	403000	403000	400	20	101000
			Order292256 09/09/22 Oxygen Cyl Fill	13.44*		139	1040	403000	403000	400	20	101000
			<b>Total for Vendor:</b>	<b>36.55</b>								
11338		169	SOLANOS HOME IMPROVEMENT CNTR Shop Tools and supply; Plumbing Parts for District Office Sink Repair	76.63	****							
			309612 01/20/23 Qt threadcut oil; 2 Drill Bits	11.96*		203	1050	403000	403000	520		101000
			309612 01/20/23 Qt threadcut oil; 2 Drill Bits	11.96*		203	1090	403000	403000	520		101000
			309612 01/20/23 Qt threadcut oil; 2 Drill Bits	11.96*		203	2000	403000	403000	520		101000
			309612 01/20/23 Qt threadcut oil; 2 Drill Bits	11.95*		203	3000	403000	403000	520		101000
			309866 01/25/23 Pimng Prts-Dist Off Snk Repai	28.80*		094	1010	403000	403000	510		101000
11354		169	SOLANOS HOME IMPROVEMENT CNTR Lag Bolts to put up new Green Waste Signs	10.15								
			310293 02/03/23 Lab Bolts for Green Waste Sign	10.15*		208	1090	403000	403000	400		101000
			<b>Total for Vendor:</b>	<b>86.78</b>								
11334		156	STAPLES Office Supplies	73.94	****							
			3202285791 01/04/23 AtAGlance, Wall Calendars	73.94*			1010	403000	403000	410		101000
			<b>Total for Vendor:</b>	<b>73.94</b>								
11346		345	US BANK EQUIPMENT FINANCE Jan 2023 Richoe Copier Lease	602.04	****							
			492421805 01/21/23 Richo Copier 1/14/23-2/14/2	410.13*			1010	403000	403000	410		101000
			492421805 01/21/23 Sales&Use Tax 2/14/23	29.74*			1010	403000	403000	410		101000
			492421805 01/21/23 12/14/-1/14/23 Overage	151.21*			1010	403000	403000	410		101000
			492421805 01/21/23 Sales&Use Tax 1/14/23	10.96*			1010	403000	403000	410		101000
			<b>Total for Vendor:</b>	<b>602.04</b>								

\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
11356			1240 VALLEY PACIFIC PETROLEUM									
	Fuel	1/16-1/31/23		1,019.71	****							
			*** Claim from another period ( 1/23) ****									
			1/18/23 145,613m	45.34*			1040		403000	430		101000
			1/20/23 145,973m	62.34*			1040		403000	430		101000
			1/20/23 145,973m	17.81*			1040		403000	430		101000
			1/20/23 146,052m	58.64*			1040		403000	430		101000
			1/23/23 146,347m	102.29*			1040		403000	430		101000
			1/26/23 146,496m	53.92*			1040		403000	430		101000
			1/18/23 86,282mi 1/4th	20.17*			1050		403000	430		101000
			1/18/23 86,282mi 1/4th	20.17*			1090		403000	430		101000
			1/18/23 86,282mi 1/4th	20.17*			2000		403000	430		101000
			1/18/23 86,282mi 1/4th	20.18*			3000		403000	430		101000
			1/26/23 86,392mi 1/4th	11.25*			1050		403000	430		101000
			1/26/23 86,392mi 1/4th	11.25*			1090		403000	430		101000
			1/26/23 86,392mi 1/4th	11.25*			2000		403000	430		101000
			1/26/23 86,392mi 1/4th	11.25*			3000		403000	430		101000
			1/18/23 26,073mi	164.26*			1090		403000	420		101000
			1/30/23 26,217mi	194.19*			1090		403000	420		101000
			1/20/23 115,361mi	83.96*			1040		403000	430		101000
			17 1/20/23	83.69*			1040		403000	420	20	101000
			17/1/21/23 33,172m	27.58*			1040		403000	420	20	101000
			<b>Total for Vendor:</b>	<b>1,019.71</b>								
			*** Claim from another period ( 1/23) ****									
			314.41									
11351			117 VYVE - MCSD									
			Jan 2023 Phone & Internet Service	314.41*			1010		402000	320		101000
			Jan2023 01/03/23 Phone & Internet Service	314.41								
			<b>Total for Vendor:</b>	<b>314.41</b>								
			<b># of Claims</b>	<b>23</b>			<b># of Vendors</b>	<b>22</b>				
			<b>Total:</b>	<b>11,360.07</b>								

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$2,063.56
1040 FIRE	
101000 Operating Cash	\$2,641.34
1050 ALLEYS	
101000 Operating Cash	\$639.58
1070 PARKS	
101000 Operating Cash	\$100.14
1080 LIBRARY	
101000 Operating Cash	\$106.73
1090 REFUSE	
2000 SEWER	
101000 Operating Cash	\$4,940.31
3000 WATER	
101000 Operating Cash	\$314.44
5004 Safer Grant	
101000 Operating Cash	\$403.97
101000 Operating Cash	\$150.00

Total: \$11,360.07

02/08/23  
11:58:55

MCCLOUD COMMUNITY SERVICES DISTRICT  
Claim Approval Signature Page  
For the Accounting Period: 2 / 23

Page: 7 of 7  
Report ID: API00A

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

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

Claims Total: \$11,360.07  
Signature #2 \_\_\_\_\_ Signature #4

Signature #3 \_\_\_\_\_ Signature #5

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

**POLICY TITLE:** Committees of the Board of Directors  
**POLICY NUMBER:** 4060  
**ADOPTED:** September 23, 2002  
**REVIEWED:** 02/27/14, 08/21/19, 01/21/20, 09/08/21  
**REVISED:** 03/24/14, 09/23/19, 02/10/20, 01/12/23

**4060.10** The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable. The duties of the ad hoc committees shall be outlined at the time of appointment and the committee shall be ~~considered~~ dissolved when its final report has been made.

~~4060.20~~ The following shall be standing committees of the Board:

~~4060.201~~ Policy Review Committee

~~4060.212~~ Safety Committee

~~4060.223~~ Public Works Committee

~~4060.234~~ Finance and Audit Committee

~~4060.245~~ Old McCloud Courthouse Project

~~4060.256~~ Fire and Ambulance Committee

**4060.30** The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than a the Board's regular meeting in January. The chair of each committee will establish and announce a yearly meeting schedule at the next regular meeting of the Board of Directors.

**4060.40** The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on the committee's ~~it~~ own initiative. Any recommendations resulting from ~~the~~ said review shall be submitted to the Board via a written or oral report.

**4060.50** All meetings of standing committees shall comply with applicable open meeting laws (e.g. the "Brown Act").

**4060.60** The Board's standing Policy Review Committee shall be concerned with proposed ordinances and/or District policies. The Committee shall review all District Policies and Ordinances annually.

**4060.70** The Board's standing Safety Committee shall be concerned with review, update and performance of the District safety and other liability reduction programs.

**4060.80** The Board's standing Public Works Committee shall be concerned with developing District facility improvement plans, and focus on current and future modifications of the District's infrastructure.

**4060.90** The Board's standing Finance and Audit Committee shall be concerned with the financial management of the District, including assisting the preparation of an annual budget and major expenditures.

**4060.100** The Board's standing Old McCloud Courthouse Project Committee shall be concerned with the rehabilitation of the building and keeping the rehabilitation to as close as possible to the building's original condition. Funding for the courthouse restoration is comprised solely of donated funds.

**4060.110** The Board's standing Fire and Ambulance Committee shall review and evaluate all components of the MCSD Fire Department and Ambulance Service.





**McCloud Community Services District**  
**Approved 2022-23 Budget Amendment 2-8-2023**

	1010	1020	1040	1050	1060	1070	1080	1090	2000	3000	2022/2023	2021/2022	2021/2022	\$	%
	General	Directors	Fire	Alleys	Lights	Park	Library	Refuse	Sewer	Water	Budget	Actual	Budget	Difference	Chng
<b>Revenue:</b>															
Tax Revenue	\$ 78,000	\$ -	\$ 123,378	\$ -	\$ -	\$ 46,586	\$ 6,706	\$ -	\$ -	\$ -	\$ 254,670	\$ 255,974	\$ 254,670	\$ 1,304	
Utility Fees	\$ -	\$ -	\$ -	\$ 40,710	\$ 19,408	\$ -	\$ -	\$ 410,526	\$ 545,580	\$ 601,662	\$ 1,617,886	\$ 1,461,180	\$ 1,564,141	\$ (102,961)	
Ambulance	\$ -	\$ -	\$ 98,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,000	\$ 93,497	\$ 85,000	\$ 8,497	
ZIB Contract			\$ 30,000								\$ 30,000	\$ -	\$ -		
Donations, Misc <span style="color:red">fn6</span>	\$ -	\$ -	\$ 114,000	\$ -	\$ -	\$ 4,000	\$ 1,000	\$ 4,000	\$ -	\$ 7,000	\$ 130,000	\$ 789,850	\$ 765,464	\$ 24,386	
Grants <span style="color:red">fn8</span>	\$ -	\$ -	\$ 154,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,063	\$ -	\$ 81,775	\$ (81,775)	
Strike Team Revenue <span style="color:red">fn15</span>			\$ 454,300												
<b>TOTAL REVENUE</b>	<b>\$ 78,000</b>	<b>\$ -</b>	<b>\$ 973,741</b>	<b>\$ 40,710</b>	<b>\$ 19,408</b>	<b>\$ 50,586</b>	<b>\$ 7,706</b>	<b>\$ 414,526</b>	<b>\$ 545,580</b>	<b>\$ 608,662</b>	<b>\$ 2,738,919</b>	<b>\$ 2,600,501</b>	<b>\$ 2,751,050</b>	<b>\$ (150,549)</b>	<b>-5.5</b>
<b>Expenses:</b>															
Salaries <span style="color:red">fn12</span>	\$ 247,387	\$ -	\$ 86,869	\$ 14,771	\$ -	\$ 23,006	\$ 3,249	\$ 45,840	\$ 44,217	\$ 64,509	\$ 529,848	\$ 866,733	\$ 911,942	\$ 45,209	
Strike Team Payroll Expenses <span style="color:red">fn15</span>			\$ 266,893								\$ 266,893	\$ -	\$ -		
PERS <span style="color:red">fn12</span>	\$ 15,625	\$ -	\$ 4,442	\$ 1,062	\$ -	\$ 525	\$ 2	\$ 3,290	\$ 2,172	\$ 4,305	\$ 31,423	\$ 33,971	\$ 29,598	\$ (4,373)	
Payroll Taxes <span style="color:red">fn12</span>	\$ 22,089	\$ -	\$ 7,595	\$ 1,278	\$ -	\$ 2,263	\$ 449	\$ 5,201	\$ 2,858	\$ 5,552	\$ 47,285	\$ 74,173	\$ 77,983	\$ 3,810	
Employee Hlth Benefits <span style="color:red">fn12</span>	\$ 83,780	\$ -	\$ 20,578	\$ 5,679	\$ -	\$ 2,779	\$ 11	\$ 17,663	\$ 11,615	\$ 23,197	\$ 165,302	\$ 115,436	\$ 151,161	\$ 35,725	
Workers Comp <sup>(32893)</sup> <span style="color:red">fn3 fn12</span>	\$ 2,463	\$ -	\$ 16,463	\$ 1,168	\$ -	\$ 1,995	\$ 20	\$ 4,125	\$ 2,615	\$ 4,866	\$ 33,715	\$ 28,937	\$ 36,194	\$ 7,257	
Retiree Benefits Retirement <span style="color:red">fn1</span>	\$ 50,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,667	\$ 42,495	\$ 42,945	\$ 450	\$ 1,377,057
Retiree Benefits Health	\$ 251,924	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 251,924	\$ 230,184	\$ 241,900	\$ 11,716	
<b>Total Employee Costs</b>	<b>\$ 673,935</b>	<b>\$ -</b>	<b>\$ 402,840</b>	<b>\$ 23,958</b>	<b>\$ -</b>	<b>\$ 30,568</b>	<b>\$ 3,731</b>	<b>\$ 76,119</b>	<b>\$ 63,477</b>	<b>\$ 102,429</b>	<b>\$ 1,377,057</b>	<b>\$ 1,391,929</b>	<b>\$ 1,491,723</b>	<b>\$ (114,666)</b>	<b>-7.7</b>
Insurance	\$ 49,019	\$ -	\$ 10,982	\$ 2,200	\$ -	\$ 4,388	\$ 394	\$ 4,200	\$ 6,371	\$ 17,767	\$ 95,321	\$ 85,861	\$ 83,018	\$ (2,843)	
Telephone	\$ 6,800	\$ -	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 500	\$ 11,500	\$ 10,196	\$ 10,955	\$ 759	
Publications	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 412	\$ 50	\$ (362)	
Travel	\$ 800	\$ 500	\$ 1,034	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 1,000	\$ 4,334	\$ 3,197	\$ 6,234	\$ 3,037	
Hiring	\$ 400	\$ -	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 300	\$ 300	\$ 2,750	\$ 1,637	\$ 4,600	\$ 2,963	
Training	\$ 6,000	\$ 2,000	\$ 11,073	\$ -	\$ -	\$ 200	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 28,273	\$ 8,142	\$ 14,950	\$ 6,808	
Uniforms	\$ 500	\$ -	\$ 2,200	\$ 200	\$ -	\$ 200	\$ -	\$ 300	\$ 300	\$ 300	\$ 4,000	\$ 9,596	\$ 4,600	\$ (4,996)	
Safety	\$ 300	\$ -	\$ 1,000	\$ 300	\$ -	\$ 300	\$ 100	\$ 400	\$ 600	\$ 600	\$ 3,600	\$ 1,983	\$ 4,900	\$ 2,917	
Memberships	\$ 5,000	\$ -	\$ 800	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 800	\$ 8,100	\$ 6,172	\$ 6,600	\$ 428	
Volunteer Reimbursements <span style="color:red">fn8 fn16</span>	\$ -	\$ -	\$ 118,400									\$ 6,214	\$ 25,600	\$ 19,386	
Operating Lease	\$ 5,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,800	\$ 4,132	\$ 6,600	\$ 2,468	
Attorney	\$ 16,000	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 48,000	\$ 33,214	\$ 47,000	\$ 13,786	
Accountant	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,500	\$ 56,670	\$ 30,170	
Professional Services	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 20,000	\$ 5,500	\$ 42,100	\$ 97,714	\$ 33,600	\$ (64,114)	
Prof Svc-Ambulance <span style="color:red">fn5</span>	\$ -	\$ -	\$ 11,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,480	\$ 4,740	\$ 6,800	\$ 2,060	
IT Services	\$ 13,000	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,500	\$ 20,585	\$ 23,800	\$ 3,215	
Advertising	\$ 1,200	\$ -	\$ 6,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 745	\$ 3,700	\$ 2,955	
Election Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Other Costs</b>	<b>\$ 134,869</b>	<b>\$ 2,500</b>	<b>\$ 182,769</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ 5,088</b>	<b>\$ 494</b>	<b>\$ 9,150</b>	<b>\$ 32,171</b>	<b>\$ 59,767</b>	<b>\$ 430,308</b>	<b>\$ 321,040</b>	<b>\$ 339,677</b>	<b>\$ 18,637</b>	<b>5.5</b>

	2010	2020	2040	2050	2060	2070	2080	2090	2000	3000					
To	General	Directors	Fire	Alleys	Lights	Park	Library	Refuse	Sewer	Water	TOTAL	TOTAL	TOTAL	Difference	
Supplies	\$ 900	\$ -	\$ 55,241	\$ 5,000	\$ -	\$ 1,100	\$ -	\$ 800	\$ 3,900	\$ 4,300	\$ 71,241	\$ 43,233	\$ 35,200	\$ (8,033)	
Office Supplies	\$ 9,000	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,100	\$ 9,028	\$ 5,600	\$ (3,428)	
Postage & Delivery	\$ 3,600	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,850	\$ 3,724	\$ 5,200	\$ 1,476	
Computer & IT Supplies	\$ 1,000	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 897	\$ 3,100	\$ 2,203	
Janitorial Supplies	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 261	\$ 2,100	\$ 1,839	
Diesel	\$ 5,000	\$ -	\$ 9,200	\$ 3,000	\$ -	\$ -	\$ -	\$ 13,800	\$ 1,200	\$ 1,800	\$ 34,000	\$ 37,068	\$ 30,183	\$ (6,885)	
Fuel	\$ 4,000	\$ -	\$ 6,900	\$ 2,000	\$ -	\$ 800	\$ -	\$ 700	\$ 600	\$ 2,400	\$ 17,400	\$ 13,389	\$ 15,133	\$ 1,744	
Heating Fuel	\$ 6,000	\$ -	\$ 6,600	\$ -	\$ -	\$ 2,200	\$ 800	\$ -	\$ -	\$ -	\$ 15,600	\$ 13,016	\$ 14,300	\$ 1,284	
Power	\$ 3,400	\$ -	\$ 4,500	\$ -	\$ 18,000	\$ 1,200	\$ 1,200	\$ -	\$ -	\$ -	\$ 28,300	\$ 23,673	\$ 28,432	\$ 4,759	
Building/Grounds (parking lot, paint)	\$ 1,000	\$ -	\$ 2,500	\$ 5,500	\$ -	\$ 800	\$ 2,000	\$ -	\$ -	\$ 5,000	\$ 16,800	\$ 6,427	\$ 108,300	\$ 101,873	
Equip Maintenance <b>fn4 fn14</b>	\$ 3,000	\$ -	\$ 36,000	\$ 2,000	\$ -	\$ 500	\$ -	\$ 6,000	\$ 3,000	\$ 9,600	\$ 60,100	\$ 43,468	\$ 28,150	\$ (15,318)	
Vehicle Maint.	\$ 800	\$ -	\$ 7,700	\$ 800	\$ -	\$ 500	\$ -	\$ 1,800	\$ 1,000	\$ 1,000	\$ 13,600	\$ 9,602	\$ 21,100	\$ 11,498	
Strike Team Misc Expenses <b>fn15</b>			\$ 15,218												
<b>Total Supplies, Maintenance</b>	\$ <b>38,700</b>	\$ <b>-</b>	\$ <b>144,709</b>	\$ <b>18,300</b>	\$ <b>18,000</b>	\$ <b>8,100</b>	\$ <b>4,000</b>	\$ <b>23,100</b>	\$ <b>9,700</b>	\$ <b>24,100</b>	\$ <b>288,709</b>	\$ <b>203,786</b>	\$ <b>296,798</b>	\$ 93,012	31.3
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest/Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,161	\$ 101,619	\$ 1,680	\$ 164,460	\$ 67,966	\$ 158,727	\$ 90,761	
Administrative Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,605	\$ 1,003	\$ (3,602)	
<b>Total Debt Service</b>	\$ <b>-</b>	\$ <b>-</b>	\$ <b>-</b>	\$ <b>-</b>	\$ <b>-</b>	\$ <b>-</b>	\$ <b>-</b>	\$ <b>61,161</b>	\$ <b>101,619</b>	\$ <b>1,680</b>	\$ <b>164,460</b>	\$ <b>72,571</b>	\$ <b>159,730</b>	\$ 87,159	54.6
Fees <b>fn7 fn13</b>	\$ 600	\$ -	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ 52,000	\$ 21,000	\$ 7,600	\$ 82,100	\$ 81,110	\$ 52,925	\$ (28,185)	
Permits	\$ 600	\$ -	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300	\$ -	\$ 22,800	\$ 22,800	
Director's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,908	\$ -	\$ (12,908)	
Property Tax	\$ 126	\$ -	\$ 70	\$ -	\$ -	\$ 180	\$ -	\$ 60	\$ -	\$ 150	\$ 586	\$ 468	\$ 436	\$ (32)	
Fund Allocation of General/Director Costs	\$ -	\$ -	\$ 49,019	\$ 24,509	\$ -	\$ 32,679	\$ 8,170	\$ 155,226	\$ 261,434	\$ 285,943	\$ 816,981	\$ -	\$ -	\$ -	
<b>Total Miscellaneous Costs</b>	\$ <b>1,326</b>	\$ <b>-</b>	\$ <b>50,689</b>	\$ <b>24,509</b>	\$ <b>-</b>	\$ <b>32,859</b>	\$ <b>8,170</b>	\$ <b>207,286</b>	\$ <b>282,434</b>	\$ <b>293,693</b>	\$ <b>900,967</b>	\$ <b>94,486</b>	\$ <b>76,161</b>	\$ (18,325)	-24.1
<b>fn9</b>	\$ 816,981	\$ 100	\$ 6	\$ 3	\$ -	\$ 4	\$ 1	\$ 19	\$ 32	\$ 35	\$ 100				
<b>TOTAL OPERATING EXPENSES</b>			\$ <b>781,007</b>	\$ <b>70,267</b>	\$ <b>18,000</b>	\$ <b>76,615</b>	\$ <b>16,395</b>	\$ <b>376,816</b>	\$ <b>489,401</b>	\$ <b>481,669</b>	\$ <b>2,310,171</b>	\$ <b>2,083,812</b>	\$ <b>2,364,089</b>	\$ 280,277	11.9
<b>OVER/UNDER FROM OPERATIONS</b>	\$ <b>78,000</b>	\$ <b>-</b>	\$ <b>192,734</b>	\$ <b>(29,557)</b>	\$ <b>1,408</b>	\$ <b>(26,029)</b>	\$ <b>(8,689)</b>	\$ <b>37,710</b>	\$ <b>56,179</b>	\$ <b>126,993</b>	\$ <b>428,748</b>	\$ <b>516,689</b>	\$ <b>386,961</b>	\$ (129,728)	-33.5
											\$ <b>428,748</b>				
<b>Non Operating Revenue/Expense:</b>															
Interest Income 1.5%	\$ 4,767	\$ -	\$ 5,267	\$ 1,443	\$ 6	\$ 1,160	\$ 49	\$ 1,015	\$ 15,486	\$ 4,105	\$ 33,298	\$ 5,239	\$ 7,136	\$ -	
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Non Operating Revenue/Expense</b>	\$ <b>4,767</b>	\$ <b>-</b>	\$ <b>5,267</b>	\$ <b>1,443</b>	\$ <b>6</b>	\$ <b>1,160</b>	\$ <b>49</b>	\$ <b>1,015</b>	\$ <b>15,486</b>	\$ <b>4,105</b>	\$ <b>33,298</b>	\$ <b>5,239</b>	\$ <b>7,136</b>	\$ <b>-</b>	
<b>NET INCOME/(LOSS) FROM OPERATIONS</b>	\$ <b>82,767</b>	\$ <b>-</b>	\$ <b>198,001</b>	\$ <b>(28,114)</b>	\$ <b>1,414</b>	\$ <b>(24,869)</b>	\$ <b>(8,640)</b>	\$ <b>38,725</b>	\$ <b>71,665</b>	\$ <b>131,098</b>	\$ <b>462,046</b>	\$ <b>521,928</b>	\$ <b>394,097</b>	\$ <b>(129,728)</b>	
<b>fn1 19% increase in Retirees minimum payment</b>															
<b>fn3 Fire Dept WC 27x325 Vol. 8x650 + employees</b>															
<b>fn4 Fire Dept increase in equipment inspections+replace pump</b>															
<b>fn5 Wittman + CA ambulance fees</b>															
<b>fn6 \$60k Strike team , \$24k CSA3, \$30k ZIB, \$17k RFC, \$23k gifts</b>															
<b>fn7 Refuse Dump Fees, sewer/water SWRCB fees</b>															
<b>fn8 FD points, Safer points, Ambulance plan</b>															
<b>fn9 Change FD to 6%, Refuse to 19, sew to 32 water to 35</b>															
<b>fn10 Additional dumpsters</b>															
<b>fn11 Safer Grant with carryover of unused funds from 21/22</b>															
<b>fn12 Payroll adjusted for 1/2 year Public Works Director</b>															
<b>fn13 Additional \$10,000 bank fee for upper/lower elk LOC</b>															
<b>fn14 Per Board 30% of Strike Team vehicle rev to repairs \$24k</b>															
<b>fn15 2022-23 Strike Team Revenue, Payroll, Expense</b>															
<b>fn16 Ambulance Stipend shifts adjusted rates \$12,500</b>															

**CASH, CAPITAL AND RESERVE BUDGET 2022/2023**

	1010 General	1020 Directors	1040 Fire	1050 Alleys	1060 Lights	1070 Park	1080 Library	1090 Refuse	2000 Sewer	3000 Water	TOTAL		
<b>EST LAIF BALANCE 6-30-2022</b>	\$ 317,782	\$ -	\$ 351,177	\$ 96,172	\$ 381	\$ 77,301	\$ 3,288	\$ 67,658	\$ 1,032,403	\$ 273,680	\$ 2,219,842		
<b>EST OPERATING BALANCE 6-30-2022</b>	\$ 126,702	\$ -	\$ 349,521	\$ 107,177	\$ 3,741	\$ 48,728	\$ 3,069	\$ 108,318	\$ 395,766	\$ 515,964	\$ 1,658,986		
<b>EST CERBT BALANCE 6-30-2022</b>	\$ 367,268	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,411	\$ 14,860	\$ 52,241	\$ 438,780		
<b>BEGINNING CASH BALANCE 7-1-2022</b>	\$ 811,752	\$ -	\$ 700,698	\$ 203,349	\$ 4,122	\$ 126,029	\$ 6,357	\$ 180,387	\$ 1,443,029	\$ 841,885	\$ 4,317,608	\$ 4,317,608	\$ 4,317,608
<b>OPERATING BALANCE 7-1-2022</b>	\$ 126,702	\$ -	\$ 349,521	\$ 107,177	\$ 3,741	\$ 48,728	\$ 3,069	\$ 108,318	\$ 395,766	\$ 515,961	\$ 1,658,983		
<b>NET INCOME/(LOSS) FROM OPERATIONS</b>	\$ 82,767	\$ -	\$ 198,001	\$ (28,114)	\$ 1,414	\$ (24,869)	\$ (8,640)	\$ 38,725	\$ 71,665	\$ 131,098	\$ 462,046		
<b>CAPITAL OUTLAYS</b>	\$ -	\$ -	\$ 53,400	\$ -	\$ -	\$ -	\$ -	\$ (5,000)	\$ 12,000	\$ -	\$ 60,400		
<b>BALANCE TRANSFERS</b>	\$ 128,000	\$ -	\$ 300,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 350,000	\$ 400,000	\$ 1,318,000		
<b>RESERVE ASSIGNMENTS</b>	\$ -	\$ -	\$ -	\$ 217	\$ 977	\$ 232	\$ 47	\$ 15,757	\$ 58,778	\$ 143,231	\$ 219,239		
<b>Projected Operating Cash Balance 6-30-23</b>	\$ 81,469	\$ -	\$ 194,122	\$ 38,846	\$ 4,178	\$ 23,627	\$ (5,618)	\$ 36,286	\$ 46,653	\$ 103,828	\$ 523,390	\$ 523,390	\$ 523,390
<b>CAPITAL OUTLAYS</b>													
Sewer Upgrades- Bio-solid Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000		
Refuse additional dumpsters								\$ 5,000	\$ -	\$ -	\$ 5,000		
Fire Department Safer PPE	\$ -		\$ 28,400								\$ 28,400		
Fire Department CFAA Wildland training,PPE			\$ 25,000								\$ 25,000		
<b>TOTAL CAPITAL OUTLAYS</b>	\$ -	\$ -	\$ 53,400	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 12,000	\$ -	\$ 70,400		
<b>GAIN/LOSS SALE OF ASSETS</b>													
Book Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Sale Price	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>NET GAIN/LOSS SALE OF ASSETS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>RESERVE ASSIGNMENT</b>													
Board Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,986	\$ 7,136	\$ 21,122		
Committed (Board Approved Allocations)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Committed (Rate Study Annual Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,841	\$ 31,757	\$ 121,077	\$ 158,675		
Assigned (Operating Reserves) 5 year plan	\$ -	\$ -	\$ -	\$ 217	\$ 977	\$ 232	\$ 47	\$ 9,916	\$ 13,035	\$ 15,018	\$ 39,442		
Assigned (Capital Reserves) 5 year plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned (after all commitments met)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL RESERVE ASSIGNMENTS</b>	\$ -	\$ -	\$ -	\$ 217	\$ 977	\$ 232	\$ 47	\$ 15,757	\$ 58,778	\$ 143,231	\$ 219,239	\$ 219,239	\$ 219,239
<b>LAIF ACTIVITY</b>													
Beginning Balance 7-1-2022	\$ 317,782	\$ -	\$ 351,177	\$ 96,172	\$ 381	\$ 77,301	\$ 3,288	\$ 67,658	\$ 1,032,403	\$ 273,680	\$ 2,219,842		
Interest	\$ 4,767	\$ -	\$ 5,267	\$ 1,443	\$ 6	\$ 1,160	\$ 49	\$ 1,015	\$ 15,486	\$ 4,105	\$ 33,298		
Reserve Assignments	\$ -	\$ -	\$ -	\$ 217	\$ 977	\$ 232	\$ 47	\$ 15,757	\$ 58,778	\$ 143,231	\$ 219,239		
Balance Transfers	\$ -	\$ -	\$ 300,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 350,000	\$ 400,000	\$ 1,190,000		
Withdrawal CERBT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>NET LAIF ACTIVITY</b>	\$ 4,767	\$ -	\$ 305,267	\$ 41,660	\$ 983	\$ 1,392	\$ 96	\$ 116,772	\$ 424,264	\$ 547,336	\$ 1,442,537		
<b>PROJECTED LAIF BALANCE 6-30-2023</b>	\$ 322,549	\$ -	\$ 656,444	\$ 137,832	\$ 1,364	\$ 78,693	\$ 3,384	\$ 184,430	\$ 1,456,667	\$ 821,016	\$ 3,662,379	\$ 3,662,379	\$ 3,662,379
<b>CERBT ACTIVITY</b>													
Beginning Balance	\$ 367,268							4411	14860	52241	\$ 438,780		
Deposits	\$ 128,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,000		
Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Withdrawals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>NET CERBT ACTIVITY</b>	\$ 128,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,000		
<b>PROJECTED CERBT BALANCE 6-30-2023</b>	\$ 495,268	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,411	\$ 14,860	\$ 52,241	\$ 566,780	\$ 566,780	\$ 566,780
<b>NET CASH 6-30-2023</b>	\$ 899,286	\$ -	\$ 850,566	\$ 176,678	\$ 5,542	\$ 102,320	\$ (2,234)	\$ 225,127	\$ 1,518,180	\$ 977,085	\$ 4,752,549	\$ 4,752,549	\$ 4,752,549
<b>NET CASH CHANGE IN POSITION</b>	\$ 87,534	\$ -	\$ 149,868	\$ (26,671)	\$ 1,420	\$ (23,709)	\$ (8,591)	\$ 44,740	\$ 75,151	\$ 135,200	\$ 434,941	\$ 434,941	\$ 434,941

Cash with Elk Reimbursement														
Cash Flow Statement 2/6/2023	General/Directors	Fire	Fire Strike Team	Alleys	Lights	Parks	Library	Refuse	Sewer	Water	Springhouse Proj	Safer Grant	Upper/Lower Elk	Total
Operating Cash	59,795	373,235	(64,854)	101,828	6,388	53,527	5,582	152,448	469,114	691,141	247,404	(95,832)	-	1,999,776
Reserve Restricted	119,768	160,451	-	55,053		65,223	2,938	62,489	613,065	98,023				1,177,010
Reserve Unrestricted	199,779	192,677	-	41,653	383	12,508	369	5,546	425,073	177,178				1,055,166
Total Cash Available	379,342	726,363	(64,854)	198,534	6,771	131,258	8,889	220,483	1,507,252	966,342	247,404	(95,832)	-	4,231,952
Operating Cash	59,795	373,235	(64,854)	101,828	6,388	53,527	5,582	152,448	469,114	691,141	247,404	(95,832)	-	1,999,776
LOC/Grant Due											51,000		-	51,000
Accounts Receivable			248,662							324,000	49,885	98,310	-	720,857
Net Operating Cash after AR	59,795	373,235	183,808	101,828	6,388	53,527	5,582	152,448	469,114	1,015,141	297,289	2,478	-	2,771,633
Budgeted Transfer to Reserve		30,000	150,000	50,000		-		100,000	400,000	700,000				1,430,000

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2,720,633



## 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

### Ordinance No. 30

Adopted by the MCS D on \_\_\_\_\_, 2023

### Adopting an Emergency Drought Water Program

**WHEREAS**, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of an emergency drought or necessity in order to prevent water contamination are essential to the public health, safety and welfare; and

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

**WHEREAS**, California Water Code sections 375 et seq. authorize water suppliers to adopt and enforce an emergency drought water program; and

**WHEREAS**, adoption and enforcement of an Emergency Drought water program will allow the McCloud Community Services District to delay or avoid implementing measures such as water rationing or more restrictive water use regulations pursuant to a declared water shortage emergency as authorized by California Water Code sections 350 et seq.; and

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

**WHEREAS**, on \_\_\_\_\_, 2023, the MCS D declared the existence of a local water emergency; and

**WHEREAS**, on \_\_\_\_\_, 2023, the MCS D held a public hearing and made appropriate findings of necessity for the adoption of an Emergency Drought Water Program; and

**WHEREAS**, Water Code 377 establishes that, from the publication of an ordinance or resolution pursuant to Section 376 until the repeal of the ordinance or end of the emergency, it is a misdemeanor

punishable by up to 30 days in county jail and/or a fine of up to \$1,000 for any person to violate a requirement of the Emergency Drought Water Program: and

**WHEREAS**, this ordinance will provide guidance for the MCSD to manage water supply and demand within all areas supplied water by the MCSD in the event of a water supply disruption due to drought, earthquake, fires or other natural disasters or emergencies. It addresses progressive situations, such as those that are weather-related where conditions may change over time, and more immediate situations, such as facility emergencies like a pipeline break. The MCSD has primary responsibility for administering and implementing this ordinance; and

**WHEREAS**, the Emergency Drought Water Program measures and sets progressive restrictions on water use and method of use identified by this ordinance provide certainty to water users and enable MCSD to control water use, provide water supplies, and plan and implement water management measures in a fair and orderly manner for the benefit of the public.

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

1. This ordinance is effective 30 days after its adoption or as otherwise established by State law; and
2. Pursuant to Water Code section 376 and Government Code 6061, the MCSD shall publish in a Newspaper of general circulation this ordinance adopting an Emergency Drought Water Program within ten (10) days after its adoption; and
3. This ordinance establishes water management requirements necessary to conserve water, enable effective water supply planning, assure reasonable and beneficial use of water, prevent waste of water, prevent unreasonable use of water, prevent unreasonable method of use of water within the MCSD in order to assure adequate supplies of water to meet the needs of the public, and further public health, safety, and welfare, recognizing that water is a scarce natural resource that requires careful management not only in times of drought, but at all times; and
4. This Ordinance establishes four (4) levels of Emergency Drought response actions to be implemented in times of shortage, with increasing restrictions on water use in response to intensifying drought conditions and decreasing available supplies; and determine by demand and availability with respect to environmental integrity, and when to move to next level if previous level is not sufficient; and

5. The Board of Directors will determine the level of the Emergency Drought response needed and will direct the General Manager to publish notifications on the MCSD website, bills, Facebook, and post notices in the

community. Mandatory conservation measures would take effect within 10 days after declaration of the response level is published. In emergency situations, notice will be given by door-to-door delivery within three days after declaration of the response level is made, and

6. **During a Level One (1) Emergency Drought Response Condition**, MCSD will increase its Public education and outreach efforts to emphasize increased public awareness of the need to implement the following water conservation practices:

- a.) Stop washing down paved surfaces, including but not limited to sidewalks, driveways, parking lots, tennis courts, or patios, except when it is necessary to alleviate safety or sanitation hazards.
- b.) Wash vehicles using a bucket and a handheld hose with positive shut-off nozzle, mobile high pressure/low volume wash system, or at a commercial site that recirculates water on-site. Avoid washing in hot conditions when additional water is required due to evaporation.
- c.) Irrigate residential and commercial landscape before 10 am or after 7 pm only. Outdoor irrigation shall be limited to three (3) days a week, with specific days to be designated by the General Manager or Board of Directors.
- d.) Use recirculated water to operate ornamental fountains.
- e.) Serve and refill water in restaurants and food service establishments only upon request.
- f.) Repair all water leaks within five (5) days of notification by the MCSD unless other arrangements are made with the General Manager.
- g.) Use recycled or non-potable water for construction purposes when available.
- h.) No landscape irrigation during or within 24 hours of rain.
- i.) Draining and refilling of private swimming pools is prohibited unless necessary for public health and safety and approved by the General Manager.

**7. During a Level two (2) Emergency Drought Response Condition**, all persons using MCSD water shall comply with level one (1) Emergency Drought Response water conservation practices during a level two (2) Emergency Drought Alert, and shall also comply with the following additional mandatory conservation measures:

- a.) The General Manager shall continue all public information actions specified for Stage one (1) but shall request that customers immediately reduce their usage.
- b.) Irrigate residential and commercial landscape before 10 am or after 7 pm only. Outdoor irrigation shall be limited to two (2) days a week, with specific days to be designated by the Board of Directors.

**8. During a Level Three (3) Emergency Drought Response: "Drought Critical Condition,"**

All persons using MCSD water shall comply with level one (1) and level two (2) Emergency Drought Response water conservation practices during a Level three (3) Emergency Drought Alert, and shall also comply with the following additional mandatory conservation measures:

- a.) The General Manager shall continue all public information actions specified for Stage one (1) and two (2) but shall request that customers immediately reduce their usage.
- b.) Irrigate residential and commercial landscape before 10 am or after 7 pm only. Outdoor irrigation shall be limited to one (1) day a week, with specific days to be designated by the General Manager or Board of Directors.
- c.) The use of fountains or other decorative water features is prohibited unless necessary as habitat for aquatic pets, in which case recirculating water shall be permitted.

**9. During a Level Four (4) Emergency Drought Response "Drought Emergency"**

All persons using MCSD water shall comply with Levels one (1) through three (3) Emergency Drought Response water conservation practices during a Level Four (4) Emergency Drought Alert, and shall also comply with the following additional mandatory conservation measures:

- a.) The General Manager shall continue all public information actions specified for Stages one (1), two (2) and three (3), but shall request that customers immediately reduce their usage.
- b.) All residential, commercial, and industrial outdoor irrigation is prohibited.

**10. Determination and Declaration of Emergency Drought Stages/Levels**

The General Manager shall review and analyze all available water supply data and shall regularly report findings to the Board of Directors during Emergency Drought stages one (1) through four (4.)



The Board of Directors shall declare the existence of an Emergency Drought Stages 1 through 4 conditions by Resolution adopted at a regular, special, or emergency public meeting.

**11. Fines and Penalties**

1.) *Violations.* Pursuant to Section 377 of the Water Code, violation of this ordinance may be prosecuted as a misdemeanor, punishable by imprisonment in the County jail for no more than thirty (30) days or by fine not exceeding \$1,000, or by both. In addition to the Water Code penalties, violations of this ordinance may result in the imposition of fines and restriction by the General Manager or designee as set forth below:

- A.) First Violation, Notice of Violation and Warning of Penalties, a written warning accompanied by a copy of this ordinance, delivered by certified U.S. Mail and hand delivered or posted on customer’s door.
- B.) Second Violation (within one year of the date of the last violation) A fine of \$100.00.
- C.) Third Violation (within one year of the date of the last violation) A fine of \$500.00.
- D.) Fourth and subsequent Violations (within one year of the date of the last violation) A fine of \$1,000.00.

Before imposing the fines authorized by this section, the General Manager or designee shall provide notice and an opportunity for a hearing. The General manager shall initiate the process to impose a fine by sending a written complaint to the customer at least 30 days before the hearing of the complaint. The complaint shall state the basis for the proposed fine.

2.) *Fines, additional charges.* Any fine hereunder shall be in addition to the basic water rates and other charges for the account and shall appear on and be payable with the billing statement for the period during which the violation occurred; nonpayment shall be subject to the same remedies available for non-payment of basic water rates.

**12. Effective Dates and Publication**

This ordinance was adopted pursuant to Section 375 of the Water Code. This ordinance shall take effect immediately pursuant to the provisions of Section 376 (a) of the Water Code. Pursuant to Water Code Section 376 and Government Code 6061, the Secretary of the Board shall publish in a newspaper of general circulation this ordinance, or summary thereof, adopting a water conservation program within 10 days after its adoption.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT \_\_\_\_\_

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Mick Hanson, Board President

**SIGNED AND CERTIFIED THAT A COPY  
OF THIS DOCUMENT HAS BEEN DELIVERED  
TO THE BOARD OF DIRECTORS.**

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District Secretary

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

**POLICY TITLE:** Code of Ethics  
**POLICY NUMBER:** 4010  
**ADOPTED:** December 09, 2002  
**REVIEWED:** 02/27/14, 07/11/19, 09/08/21, 02/09/23  
**AMENDED:** December 06, 2004

**4010.10** The Board of Directors of the McCloud Community Services District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

**4010.11** The dignity, style, values and opinions of each director shall be respected.

**4010.12** Responsiveness and attentive listening in communication is encouraged.

**4010.13** The needs of the District's constituents should be the priority of the Board of Directors.

**4010.14** The primary responsibility of the Board of Directors is the formulation and evaluation of ordinance resolution and policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**4010.15** Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.

**4010.16** Directors should commit themselves to focusing on issues and not personalities.

**4010.17** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, directors should commit to supporting said action and not to create barriers to the implementation of said action.

**4010.18** Directors should practice the following procedures:

**4010.181** In seeking clarification on informational items, directors may directly approach professional staff members to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision-making.

**4010.182** In handling complaints from residents and property owners of the District said complaints should be referred directly to the General Manager.

**4010.183** Safety issues or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4010.184** In presenting items for discussion at Board meetings, see Policy 5020.

**4010.185** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances and programming, said concerns should be referred directly to the General Manager.

**4010.19** When approached by District personnel concerning specific District policy, directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

**4010.20** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**4010.21** When responding to constituent requests and concerns, directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

**4010.22** Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

**4010.23** Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**4010.24** Directors are responsible for monitoring the District's progress in attaining its goals and objectives while pursuing its mission.

**4010.30** Board members are sworn to uphold the constitution of the United States and the constitution of the State of California. Board members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure, and open government laws. Board members will work in cooperation with other public officials unless prohibited from doing so by law or officially recognized confidentiality of their work. (Government Code Section 1360, Article 20, Section 3 of the California Constitution)

**4010.40** Board members will not, in the performance of their official functions, discriminate against or harass any person based on race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual preference, medical condition or disability. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

**4010.50** Pursuant to California law and provisions of the Brown Act, no Board member present during a Closed Session of the District shall disclose to any person the content or substance of any discussion regarding the subject matter of, and which took place during, the Closed Session unless the

District Board shall authorize the disclosure of such information by majority vote. In no event shall a Board member use such information to advance the financial or other private interest of themselves or others.

**4010.60** In addition to any other penalty or remedy as provided by law, violations of section 4010.50 may be used as a basis for disciplinary action or censure of a Board member by the Board. The Board shall decide by a majority vote at a noticed meeting if a violation has occurred. If the Board determines a violation has occurred, penalties and remedies include, but are not limited to, censure or exclusion from participation on that particular topic following a noticed hearing conducted by a majority of the Board. Violations of sections 4010.50 by a Board member shall constitute official misconduct which may require that Board member's testimony before the grand jury and, if convicted under section 3060 of the Government Code, would be cause for removal from office.

**4010.70** A Board member is not authorized to disclose information that qualifies as confidential information to a person not authorized to receive it, that: (a) is protected from disclosure under the attorney/client or other evidentiary privilege, or (b) is not required to be disclosed under the California Public Records Act. A Board member who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

**4010.80** Board members are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Board member will not accept, solicit or direct a political contribution from District vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A director will not use the District's seal, logo, stationery or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. (Government Code section 3205)

**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, 02/09/23  
**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~~ \$400.00 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. The 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 ~~\$150.00~~-\$200.00. 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  
  
\_\_\_\_\_