



## 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

March 27th, 2023 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 March 13th, 2023.

#### 4. Announcement of Events:

#### 5. Communications:

#### 6. Reports:

A. General Manager- See Written Report.

B. Finance Officer- See Written Report.

C. Fire Chief- None

D. Public Works Superintendent- None

E. Directors

F. Committees

#### 7. Consent Agenda:

A. Approval of Expenses in the amount of \$10,359.68.

#### 8. Old Business:

A. Discussion/possible action regarding the purchase of a storage container to use for much needed storage for old documents.

B. Discussion/possible action regarding the transfer of \$15,000.00 of the alley's disaster storm fund into the alley's operating account.

**9. New Business:**

**A. Discussion/possible action** regarding dissolving the standing Fire Department Committee.

**B. Discussion/possible action** regarding adopting Resolution No. 4, 2023 to authorize Mark Trent as a signer on the Five Star Bank Account.

**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  
March 13, 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 Jennifer Brunello and District Secretary Sarah Roberts.

**1. Call to Order**

**2. Pledge of Allegiance.**

**3. Approval of Minutes:**

**A. Discussion/action** regarding approval of the minutes of the Special Meeting of, March 6<sup>th</sup>, 2023.

*C. Richey made a motion to approve the minutes of the special Meeting on March 6th, 2023; motion seconded by J. Mullins Motion passed with 5 Ayes. (Hanson, Rorke, Richey, Mullins, Trent)*

**4. Amendments to the December 2022 Organizational meeting**

*M. Hanson Appointed the MCSD Secretary as Secretary to the Board.*

*M. Hanson Appointed Mark Trent to Safety Committee, and Public Works Committee.*

**5. Announcement of Events: None**

**6. Communications: None**

**7. Reports:**

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

**B.** Finance Officer-*Jennifer Brunello written report and 3<sup>rd</sup> Quarter financial statements.*

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

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

**E.** Committees-*None*

**8. Consent Agenda:**

**A.** Approval of Expenses in the amount of \$13,185.52.

*C. Richey made a motion to approve expenses in the amount of \$13,185.52; seconded by M. Rorke. Motion passed with 5 Ayes (Hanson, Rorke, Richey, Mullins, Trent).*

**B.** Approval of Expenses in the amount of \$114,453.86.

*M. Rorke made a motion to approve expenses in the amount of \$114,453.86; seconded by C. Richey. Motion passed with 5 Ayes (Hanson, Rorke, Richey, Mullins, Trent).*

**9. Old Business:**

**A. Discussion/ possible action** regarding the second reading of Ordinance No. 30, Adopting an Emergency Drought Water Program

*M. Rorke Made a motion to pass the second reading of Ordinance No. 30, seconded by J, Mullins. Motion passed with 5 Ayes (Hanson, Rorke, Richey, Mullins, Trent).*

**B. Discussion/ possible action** regarding the second reading of Policy No. 4010, Code of Ethics.

*M, Rorke Made a motion to approve the second reading of Policy No. 4010, Code of Ethics, seconded by C. Richey. Motion passed with 5 Ayes (Hanson, Rorke, Richey, Mullins, Trent).*

**C. Discussion/ possible action** regarding the second reading of Policy No. 4100, Director Electronic Device Policy.

*M, Rorke Made a motion to approve the second reading of Policy No. 4100, Director Electronic Device Policy, seconded by C. Richey. Motion passed with 5 Ayes (Hanson, Rorke, Richey, Mullins, Trent).*

**10. New Business:** *None*

**11. 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).

**12. Adjourn** at 6:37 pm.

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Mick Hanson/President of the Board

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Sarah Roberts/Secretary of the Board

**MCS D BOARD OF DIRECTORS**  
**General Manager's Report**  
**Date March 27, 2023**

**AGENDA SUPPORTING DOCUMENT**  
**Agenda Item No. 6A**

**Public Works Super Intendent**

Last week, our Public Works Superintendent Interview Committee met and interviewed Eli Jones. With the committee's assistance we were all in agreement that he was a good candidate to hire for the position. As of Wednesday 3-22-2023, Eli has accepted the position and we have started the hiring process.

Eli has a background in construction, this includes working with engineers, subcontractors, building suppliers, bidding, building codes, etc. for proposed new buildings from the ground up. He also has quite a bit of experience in managing crews and with customer service. He has previous experience in refuse collection and operating heavy equipment and has a Commercial class a drivers license. He has already started studying for water distribution and water treatment certifications that are required for our MCS D water system.

Eli has been a resident in McCloud for 19 years and looks forward to helping support the community and being a part of the MCS D team and likes the short commute to work at the MCS D.

**Spring Flows Update**

On January 18<sup>th</sup>, 2023, we recorded our spring flows that fill McCloud's water tank that supplies water to the MCS D water distribution system. On that date in January the flow for Intake Springs was 753 gallons a minute and the flow for the combined Upper and Lower Elk springs was 942 Gallons a minute. Those flows were considerably lower than the flows we had recorded this last fall in 2022. This decrease in flow is typical regarding the colder winter months when we have freezing weather that slows down the snow melt that directly influences the springs production, ...but... this is not typical regarding the spring flows that we used to have before the drought years that we have had the last couple of years when each spring was producing several thousand gallons per minute even in the winter months when they are typically producing less.

The Spring flows that we recorded for March 24, 2023 for the Intake Spring source is 645 Gallons per minute and the Elk Springs are 794 gallons a minute. This shows that they have decreased since January 2023.

I spoke to Jim Fitzgerald who has worked with the MCS D for several years and has kept up on the geology and hydrology aspects of our spring sources. After I updated him on the spring flows, he relayed that the Elks springs could take longer (possibly years) to show any recovery rates that will relate to the snowpack that we have received this year and that the Intake springs are more prone to reflect the precipitation levels relatively quicker, usually in that same year. This is because the intake spring source is influenced rapidly by rainfall and snow melt run off and the Elk springs sources are believed to be more influenced by the water table that resides deeper underground, and

it could take a couple of years for any snow melt rainfall or glacial melt to travel through the ground or build up and influence the Elks springs production.

What does this mean? We realistically may not see a huge turnaround in water production till this summer and fall when the snow melt has had time to influence our Intake springs source and possibly even longer for the Elk springs source flows to pick back up.

We will continue to monitor the flows and keep you all updated on any changes in flows that we are seeing.

**MCS D BOARD OF DIRECTORS**

**Date: March 27, 2023**

**AGENDA SUPPORTING DOCUMENT**

**Agenda Item No. 6B**

**Finance Officer's Report**

This month has flown by quickly. I attended the SDRMA Spring Education Day last week in Sacramento. It was very informative, and I learned a lot about the SDRMA program, and about risk management and safety in the workplace.

It is almost time to pay the annual budgeted transfer of \$128,000 to our CERBT account. On the following page it shows how much last year's deposit lowered our Net OPEB Liability. Last year it went from \$1,646,750 down to \$1,265,917. That one transfer of \$102,844 to our CERBT account lowered our liability by \$380,833.

With all of the Silicon Valley Bank news flying around recently, I wanted to include this email that we received from Five-Star Bank. They were just ranked #1 for 2022 large community banks. The following attachment shows more of the details and should reassure everyone that our money is safe and that we chose wisely when we picked Five Star to bank with.

I am bringing up the storage issue subject again because we recently had eight of the file cabinets dropped off at the office and realized that there is nowhere to put them. When this was tabled last time, the Board said they wanted to know what the laws/codes were on this topic. I have put it on the agenda and provided our policy for record retention as well as the California Government Code for special districts on the topic. There are many more file cabinets, and I don't want to have to turn them down because of nowhere to put them.

McCloud Community Service District  
 GASB 75 Note Disclosures and Required Supplementary Information  
 for the Reporting Year Ended June 30, 2022

**Changes in the Net OPEB Liability**

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) – (b)
<b>Balances at June 30, 2020</b>	<u>\$1,646,750</u>	<u>\$216,128</u>	<u>\$1,430,622</u>
<b>Changes for the year:</b>			
Service cost	44,699		44,699
Interest	102,844		102,844
Changes of benefit terms	0		0
Difference between expected and actual experience	0		0
Changes in assumptions or other inputs	0		0
Contributions – employer		262,615	(262,615)
Net investment income		49,725	(49,725)
Benefit payments	(145,972)	(145,972)	0
Administrative expenses		(92)	92
<b>Net changes</b>	<u>1,571</u>	<u>166,276</u>	<u>(164,705)</u>
<b>Balances at June 30, 2021</b>	<u>\$1,648,321</u>	<u>\$382,404</u>	<u>\$1,265,917</u>

**Sensitivity of the net OPEB liability to changes in the discount rate**

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage-point higher than the current discount rate:

	1% Decrease (5.35%)	Discount Rate (6.35%)	1% Increase (7.35%)
Net OPEB liability (asset)	1,421,097	1,265,917	1,133,347

**Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates**

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease (4.20% current, 3.00% ultimate, 2.50% Medicare)	Trend Rate (5.20% current, 4.00% ultimate, 3.50% Medicare)	1% Increase (6.20% current, 5.00% ultimate, 4.50% Medicare)
Net OPEB liability (asset)	1,111,252	1,265,917	1,449,909





RESEARCH & ANALYSIS

# California-based Five Star Bank tops 2022 large community bank rankings

Tuesday, March 21, 2023 11:46 AM PT

By Zain Tariq and Zuhaib Gull  
Market Intelligence

Roseville, Calif.-based Five Star Bank took the crown in S&P Global Market Intelligence's 2022 large US community bank ranking.

## About this analysis

To compile this ranking, S&P Global Market Intelligence calculated scores for each company based on seven metrics: pretax return on tangible common equity; efficiency ratio; cost of funds; five-year average operating revenue growth; five-year average net charge-offs to average loans and leases ratio; nonperforming assets and loans 90 days or more past due as a percentage of total assets; and leverage ratio. Each company's standard deviation from the industry mean was calculated for every ranking metric, weighted, then combined to derive a performance score. To help normalize the data and mitigate the impact of outliers, caps and floors were applied for each metric.

Criteria for the ranking included a gross loans and leases-to-total assets ratio of at least 33% with no more than half of those loans in credit cards; a leverage ratio of at least 5%; no active severe enforcement action; a result other than "substantial noncompliance" or "needs to improve" in the bank's most recent Community Reinvestment Act exam; a yield on loans and leases of no more than three times the industry median of 4.88%; and no more than half of the entity's revenue coming from nontraditional banking activities. Additionally, industrial banks, nondepository trusts, companies with a bankers' bank certification and banks with parent companies that have total assets of \$10 billion or more were omitted.

Based on the above criteria, 196 banks and thrifts were eligible for ranking.



Data compiled Mar. 3, 2023.  
Source: S&P Global Market Intelligence.  
© 2023 S&P Global.

Five Star Bank, established in 1999 and operating with seven branches in California, outperformed the median for all 196 banks in the analysis in all seven metrics analyzed.

The bank crossed \$3 billion in assets during the third quarter of 2022, ending the year with \$3.22 billion in total assets, up 26.1% from the end of 2021. About 92% of the bank's loan portfolio is made up of real estate loans.

According to the company's fourth-quarter 2022 financial disclosures, the increase in total assets was primarily due to \$1.4 billion in non-Paycheck Protection Program loan originations, partially offset by PPP loan forgiveness and loan payoffs.

Another new entrant to the \$3 billion club, Baltimore-based CFG Community Bank, came in at No. 2, helped by its 37.91% return on average tangible common equity before tax and 32.8% five-year average operating revenue growth. The bank had the second-highest cost of funds among the top 50, thanks to its 35.4% concentration in CDs, compared to 11.7% median for the group.

Century-old Fargo, N.D.-based Choice Financial Group, in the third spot, operates 14 branches in North Dakota and five in Minnesota and grew its total assets by 33.5% over the year. Gross loans and leases increased by 20.9%, primarily driven by real estate loans, which were up \$334.3 million from a year ago.

# Bank Summary Report

Five Star Bank  
Roseville, CA  
(FDIC Cert.#35361)

Rated 5-Stars as of 2/27/2023 based on  
financial data as of 12/31/2022



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This Summary Report was compiled from financial data as reported to federal regulators. Although the financial data obtained from these sources is consistently reliable, the accuracy and completeness of the data cannot be guaranteed by BauerFinancial Inc.

#### Definitions:

Stars	BauerFinancial's proprietary rating. (See below.)
Total Assets	Anything of value owned by the bank.
Average Tangible Assets	Total average assets less intangible assets.
Tier 1 Capital	Per regulators, primarily stock + retained earnings - intangible assets
Leverage Capital Ratio	Tier 1 Capital divided by tangible assets. (Minimum regulatory requirement is 4%.)
CET 1 Ratio	Common Equity Tier 1 Capital divided by risk-weighted assets. (Minimum regulatory requirement is 4.5% - not reported by all banks effective 2020.)
Total Risk-based Ratio	Total net worth divided by risk-weighted assets. (Minimum regulatory requirement is 8%; not reported by all banks effective 2020.)
Profit (Loss)	Profit or loss for the period noted.
Return on Assets (ROA)	Annualized net income as a percent of average assets.
Return on Equity (ROE)	Annualized net income as a percent of average equity.
Delinquent Loans	Loans past due 90 days or more plus nonaccrual loans.
Other Real Estate Owned (Repos)	Real estate owned but not being used by the bank. Usually acquired via foreclosure.
Nonperforming Assets % Tangible Assets	Delinquent loans and other real estate owned as a percent of tangible assets.
Nonperforming Assets % Tier 1 Capital	Delinquent loans and other real estate owned as a percent of Tier 1 Capital.

#### Star Ratings:

BauerFinancial star ratings classify each institution based upon a complex formula factoring in current and historical data. The first level of evaluation is the capital level of the institution followed by other relevant data including, but not limited to: profitability, historical trends, loan delinquencies, repossessed assets, reserves, regulatory compliance, proposed regulations and asset quality. Negative trends are projected forward to compensate for the lag time in the data. BauerFinancial employs conservative measures when assigning these ratings and consequently our analysis may be lower than those supplied by other analysts or the institutions themselves. More than thirty years of experience has shown this to be a prudent course of action. As a general guideline, however, the following groupings were used:

5-Stars	Superior. These institutions are recommended by <b>Bauer</b> .
4-Stars	Excellent. These institutions are recommended by <b>Bauer</b> .
3½-Stars	Good.
3-Stars	Adequate.
2-Stars	Problematic.
1-Star	Troubled.
Zero-Stars	Our lowest rating.
FDIC	Institution has failed or is operating under FDIC conservatorship.

[BauerFinancial.com](http://BauerFinancial.com)



**BauerFinancial, Inc.**  
**Bank Summary Report**

**Five Star Bank - Roseville, CA (FDIC Cert.#35361)**

(916) 626-5000

[www.fivestarbanc.com](http://www.fivestarbanc.com)

Five Star Bank was established in 1999 and has 7 branch(es).

CRA Rating: Satisfactory

Data as of:	12/31/2022	09/30/2022	06/30/2022	03/31/2022	12/31/2021
Bauer's Star Rating:	5-Stars	5-Stars	5-Stars	5-Stars	5-Stars
Recommended for 41 consecutive quarters.					
Number of Employees	181	177	182	177	157
Total Assets:	\$3,224.069	\$3,073.288	\$2,836.570	\$2,776.995	\$2,557.072
Average Tangible Assets:	\$3,067.622	\$2,921.516	\$2,764.429	\$2,616.486	\$2,463.868
Tier 1 Capital:	\$327.787	\$315.505	\$266.438	\$258.891	\$255.807
Leverage Capital Ratio:	10.69%	10.80%	9.64%	9.90%	10.38%
CET 1 Ratio:	11.17%	11.49%	10.53%	11.74%	12.55%
Total Risk-based Capital Ratio:	12.14%	12.51%	11.55%	12.83%	13.69%
Current Quarter's Profit (Loss):	\$14.876	\$13.153	\$10.694	\$10.560	\$11.859
Year-to-date Profit (Loss):	\$49.283	\$34.407	\$21.254	\$10.560	\$46.960
Profit (Loss) Previous Calendar Year:	\$46.960				
Profit (Loss) 2 Calendar Years Ago:	\$38.713				
Return on Assets (annualized): (Tax equivalent for Sub S corporations.)	1.73%	1.66%	1.58%	1.61%	1.83%
Return on Equity (annualized): (Tax equivalent for Sub S corporations.)	17.78%	17.17%	16.62%	16.52%	21.60%
Delinquent Loans:	\$0.404	\$0.429	\$0.442	\$1.328	\$0.587
Other Real Estate Owned:	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
Nonperforming Assets % of Tangible Assets:	0.01%	0.02%	0.02%	0.05%	0.02%
Nonperforming Assets % of Tier 1 Capital:	0.12%	0.14%	0.17%	0.51%	0.23%

Bank and Credit Union data compiled from financial data for the period noted, as reported to federal regulators. The financial data obtained from these sources is consistently reliable, although; the accuracy and completeness of the data cannot be guaranteed by BauerFinancial, Inc. BauerFinancial relies upon this data in its judgment and in rendering its opinion (e.g. determination of star ratings) as well as supplying the data fields incorporated herein. BauerFinancial, Inc. is not a financial advisor; it is an independent bank research firm. BauerFinancial is a registered trademark. Any unauthorized use of its content, logos, name, and/or Star-ratings is forbidden.

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**BauerFinancial, Inc.**  
**Bank Summary Report**

**Five Star Bank - Roseville, CA (FDIC Cert.#35361)**

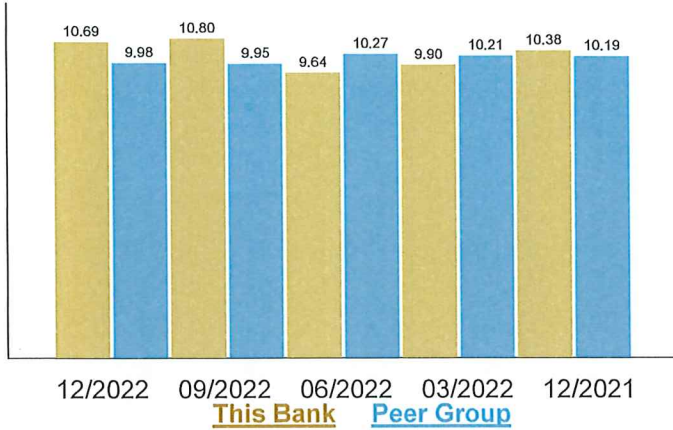
(916) 626-5000

[www.fivestarbanc.com](http://www.fivestarbanc.com)

Five Star Bank was established in 1999 and has 7 branch(es).

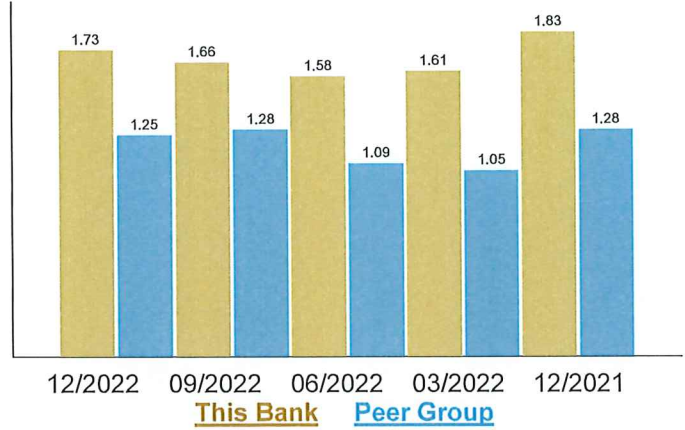
**Leverage Capital Ratio**

Min. for Adequately Capitalized is 4%



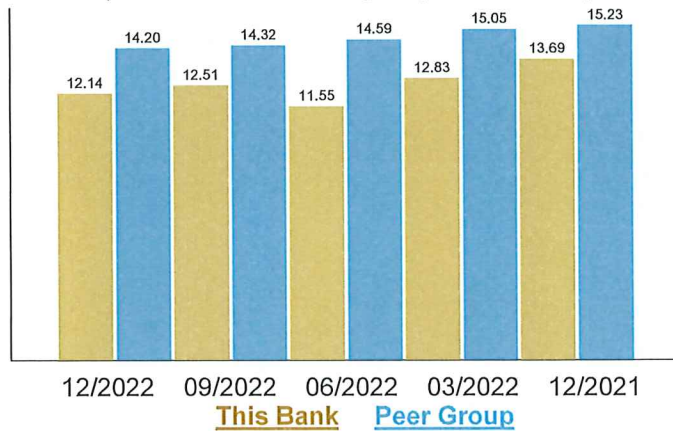
**Return on Assets (annualized)**

(Tax equivalent for Sub S corporations.)

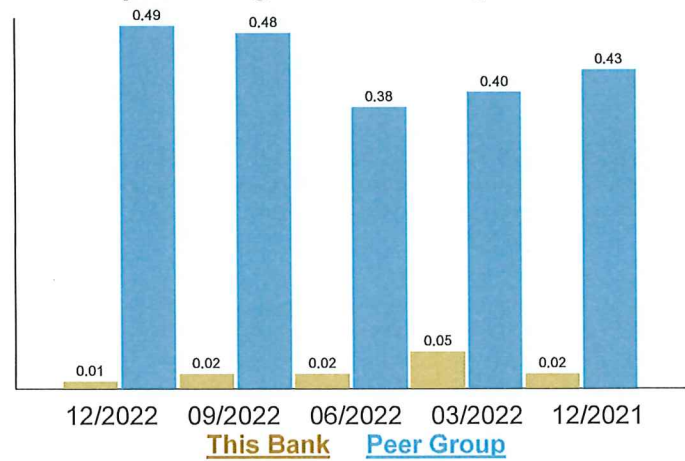


**Risk-based Capital Ratio**

(not available for all banks beginning March 2020 Data)



**Nonperforming Asset % of Tangible Assets**



Dollar amounts are in millions. For example, \$12,345.678 represents \$12 billion, 345 million, 678 thousand.

**Peer Groups:**

- Group 1 Banks with: foreign and domestic offices; assets >=\$100 bill; and/or adv. approach banks
- Group 2 Assets >= \$3 billion
- Group 3 Assets >= \$1 billion and < \$3 billion
- Group 4 Assets >= \$300 million and < \$1 billion
- Group 5 Assets >= \$100 million and < \$300 million
- Group 6 Assets < \$100 million

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\* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11417	February 2023 Legal Services Feb2023 03/06/23 Legal Services	1174 BARTKIEWICZ, KRONICK & SHANAHAN	800.00 800.00		91	3000 402000	390		101000
			<b>Total for Vendor:</b>						
11431	Kerosene Heating Oil for Scout Hall 1494829IN 03/16/23 Heating 100.7 @ \$4.25 1494829IN 03/16/23 Heating 100.7 @ \$4.25	277 CROSS PETROLEUM	459.66 367.73* 91.93			1070 403000 1010 403000	440 440		101000 101000
			<b>Total for Vendor:</b>						
11416	2/27/23 to 3/12/23 Ambulance Stipend 2/27-3/12 03/13/23 AMBULANCE STIPEND SHIFTS	1140 Daniel Fay	110.00 110.00			1040 402000	380	20	101000
			<b>Total for Vendor:</b>						
11428	February 2022 Directors 2 Credit Card activity Rushorder 02/09/23 12 MCSD Employee T-Shirts 1 Rushorder 02/09/23 12 MCSD Employee T-Shirts 1 Rushorder 02/09/23 12 MCSD Employee T-Shirts 1 Rushorder 02/09/23 12 MCSD Employee T-Shirts 1 Smartsign 02/16/23 New Directors Name Plates Onlinead 03/01/23 Public Works-Help Wanted McCloudMkt 03/01/23 Epoxy (Loader Repair) McCloudMkt 03/01/23 Epoxy (Loader Repair) McCloudMkt 03/01/23 Epoxy (Loader Repair) Reginato's 03/01/23 Flatbed 3/1/23 5,889mi 1/4 Reginato's 03/01/23 Flatbed 3/1/23 5,889mi 1/4 Reginato's 03/01/23 Flatbed 3/1/23 5,889mi 1/4 Reginato's 03/01/23 Flatbed 3/1/23 5,889mi 1/4	71 FIRST BANKCARD - DIRECTORS 2	111.10 111.10 111.10 111.10* 46.89* 88.00* 3.61 3.61 3.61 42.48 42.48 42.48* 42.47			3000 402000 2000 402000 1090 402000 1050 402000 1020 403000 1010 402000 1050 403000 2000 403000 90 403000 90 403000 90 403000 G GLYN 1050 403000 G GLYN 1090 403000 G GLYN 2000 403000 G GLYN 3000 403000	360 360 360 360 400 345 520 520 520 520 420 420 420 420		101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000
			<b>Total for Vendor:</b>						

\* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Line #	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash
11420		70 FIRST BANKCARD - DISTRICT CARD				****					
	February District Credit Card Activity			1,876.88							
	ENPLAN 02/07/23 IT Services			29.00*				1010 402000	396		101000
	StealthCam 02/16/23 (6) Digital Cameras			283.83				1010 403000	520		101000
	Shp CCTV 02/16/23 Security System Equipment			1,135.05				1010 403000	520		101000
	DOT Cmplnc 02/17/23 Permit Fees			199.00			222	1090 405000	710		101000
	Microsoft 02/27/23 IT Services			230.00*				1010 402000	396		101000
	<b>Total for Vendor:</b>			<b>1,876.88</b>							
11427		69 FIRST BANKCARD - FIRE DEPT				****					
	January & February Fire 2023 Department Credit Card activity			1,676.70							
	FireNugget 01/16/23 WPY Fire Nuggets refund			-500.00				1040 402000	350		101000
	TMCC 01/24/23 Wildlnd Training & Trkeemdwsc			275.00*			0137	1041 402000	350		101000
	JPerryLitn 01/28/23 Light Bar Lens Replacement			20.00			0138	1040 403000	530		101000
	InsntCrds 02/01/23 I.D. Cards			15.00			3923	1040 402000	345		101000
	EmMedSvc 02/06/23 Paramedic Licensure			250.00			0141	1040 402000	370	20	101000
	BoundTree 02/07/23 Ambulance Supplies			163.01			0135	1040 403000	400	20	101000
	BoundTree 02/07/23 Ambulance Supplies			487.98			0135	1040 403000	400	20	101000
	BoundTree 02/14/23 Ambulance Supplies			28.44			0135	1040 403000	400	20	101000
	RgnlTrain' 02/15/23 Wildland Fire Training			135.50*			3925	1041 402000	350		101000
	SSVEMS 02/15/23 EMT Recertification			86.00			3733	1040 402000	392	20	101000
	SanzoSpcti 02/18/23 24 accountability tags-saf			218.29			3734	1040 402000	365		101000
	McCldOtdrs 02/18/23 Starting Fluid			8.03			3922	1040 403000	400		101000
	BoundTree 02/22/23 Ambulance Supplies			34.40			3650	1040 403000	400		101000
	BryGrcotl 02/26/23 Apple Ipad Cards			15.62			3735	1040 402000	396		101000
	Amazon 02/26/23 EMS Equipment Bags			68.56			3920	1040 403000	400	20	101000
	PstvPrmtns 03/03/23 FF Advertising Supplies			160.43			3919	1040 402000	397		101000
	Amazon 03/06/23 Presnth (Office) Supplies			38.88*			0136	1040 403000	410		101000
	Anazib 03/06/23 EMS Fanny Packs			171.56			3918	1040 403000	400	20	101000
	<b>Total for Vendor:</b>			<b>1,676.70</b>							
11425		1202 Jettus Memmer				207.00					
	Reimburse EMT Certification by Sierra-Sacramento Valley			124.00			3904	1040 402000	392	20	101000
	Siera-Sacv 03/17/23 EMT Cert'n by S-SV			83.00			3906	1040 402000	392	20	101000
	UPS Store 03/13/23 EMT Live Scan										
	<b>Total for Vendor:</b>			<b>207.00</b>							

\* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11415	1131 Kirk Thomsen	85.00						
2/27/23 to 3/12/23	Ambulance Stipend	85.00			1040	402000	380	20 101000
2/27-3/12/ 03/13/23	AMBULANCE STIPEND SHIFTS	85.00						
	<b>Total for Vendor:</b>	<b>85.00</b>						
	*** Claim from another period ( 2/23) ****							
11414	126 PACIFIC POWER - 007 4 STREET	1,541.86						
February 2023	Street Light Power	1,541.86			1060	403000	450	101000
Feb2023	03/06/23 Street Light Power	1,541.86						
	<b>Total for Vendor:</b>	<b>1,541.86</b>						
	*** Claim from another period ( 1/23) ****							
11432	1206 SEAN A. PROUTY	184.78						
Reimburse Hotel Room-2 nights-FEMA meeting		184.78*		0142	5004	402000	340	101000
TrvlrsInn 01/18/23	Riemb-FEMA Meeting Hotel co	184.78*						
	<b>Total for Vendor:</b>	<b>184.78</b>						
11430	169 SOLANOS HOME IMPROVEMENT CNTR	16.13						
Chain for Dump Truck's Tailgate		16.13*		G GLYN	1090	403000	530	101000
312236	03/21/23 Chain for Dump Trk Tailgate	16.13						
	<b>Total for Vendor:</b>	<b>16.13</b>						
	*** Claim from another period ( 2/23) ****							
11419	156 STAPLES	392.85						
Office Supplies Expense incurred 1/24/23-3/8/23		91.81			1010	403000	410	101000
3214493761	01/24/23 Copy Paper	108.58			1010	403000	410	101000
3228652011	02/17/23 Copy Paper, Stapler, etc	53.29			1010	403000	410	101000
3229256411	02/18/23 Banker's Box Storage	139.17			1010	403000	410	101000
3238598821	03/08/23 Copy Pager	392.85						
	<b>Total for Vendor:</b>	<b>392.85</b>						
11426	165 USDA FOREST SERVICE	200.00						
S-290	Intermediate Wildland Fire Behavior Course for Daniel Fay 4/3/23 - 4/7/23	200.00*		3908	1041	402000	350	101000
S-290	03/17/23 Wldlnd Fir Bhvr Course-D. Fay	200.00*						
	<b>Total for Vendor:</b>	<b>200.00</b>						



\* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
11429			1240 VALLEY PACIFIC PETROLEUM	1,029.26								
		Fuel 3/1/23 - 3/15/23										
		CU2360713	03/15/23 Fire RdDodge 3/2/23 11,525m	97.40			1040		403000	430		101000
		CU2360713	03/15/23 Fire WtTahoe 3/5/23	87.07			1040		403000	430		101000
		CU2360713	03/15/23 Fire WtTahoe 3/13/23 147,42	61.14			1040		403000	430		101000
		CU2360713	03/15/23 Fire WtTahoe 3/14/23 147,56	52.16			1040		403000	430		101000
		CU2360713	03/15/23 Fire WtTahoe 3/15/23 147,70	48.47			1040		403000	430		101000
		CU2360713	03/15/23 SlvrTrk 3/1/23 86,723mi 1/4	16.50			1050		403000	430		101000
		CU2360713	03/15/23 SlvrTrk 3/1/23 86,723mi 1/4	16.50*			1090		403000	430		101000
		CU2360713	03/15/23 SlvrTrk 3/1/23 86,723mi 1/4	16.50*			2000		403000	430		101000
		CU2360713	03/15/23 SlvrTrk 3/1/23 86,723mi 1/4	16.49			3000		403000	430		101000
		CU2360713	03/15/23 FltBed 3/8/23 5,969mi 1/4th	35.67			1050		403000	420		101000
		CU2360713	03/15/23 FltBed 3/8/23 5,969mi 1/4th	35.67			1090		403000	420		101000
		CU2360713	03/15/23 FltBed 3/8/23 5,969mi 1/4th	35.66*			2000		403000	420		101000
		CU2360713	03/15/23 FltBed 3/8/23 5,969mi 1/4th	35.67			3000		403000	420		101000
		CU2360713	03/15/23 FltBed 3/13/23 6,042mi 1/4t	34.85			1050		403000	420		101000
		CU2360713	03/15/23 FltBed 3/13/23 6,042mi 1/4t	34.85			1090		403000	420		101000
		CU2360713	03/15/23 FltBed 3/13/23 6,042mi 1/4t	34.85*			2000		403000	420		101000
		CU2360713	03/15/23 FltBed 3/13/23 6,042mi 1/4t	34.84			3000		403000	420		101000
		CU2360713	03/15/23 SideLoader 3/8/23 22,798mi	108.91			1090		403000	420		101000
		CU2360713	03/15/23 Fire RdDody 3/7/23 115,994m	49.17			1040		403000	430		101000
		CU2360713	03/15/23 FireMedic 17 3/5/23 33,925m	17.60			1040		403000	420	20	101000
		CU2360713	03/15/23 FireMedic 17 3/5/23 33,925m	26.42			1040		403000	420	20	101000
		CU2360713	03/15/23 FireMedic 17 3/5/23 33,984m	77.70			1040		403000	420	20	101000
		CU2360713	03/15/23 Squad 1740 3/15/23 10,605mi	55.17			1040		403000	420	20	101000
			<b>Total for Vendor:</b>	<b>1,029.26</b>								
			*** Claim from another period ( 2/23) ****	422.07								
11412			255 VERIZON WIRELESS - MCGSD									
		February Cell Phone Services										
		9929076196	03/01/23 Feb Celll Phone Services	220.35			1010		402000	320		101000
		9929076196	03/01/23 PWS, ON CALL, GM PHONE	100.40			1010		402000	320		101000
		9929076196	03/01/23 Fire Chief Phone	33.60			1040		402000	320		101000
		9929076196	03/01/23 Ambulance Phone	67.72			1040		402000	320	20	101000
			<b>Total for Vendor:</b>	<b>422.07</b>								

\* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
11421		116 VYVE - FIRE		141.48						
		Phone & Internet Service		141.48						
		Mar2023 03/02/23 Phone & Internet Services		141.48			1040 402000	320		101000
		<b>Total for Vendor:</b>		<b>141.48</b>						
		*** Claim from another period ( 2/23) ****								
				455.98						
11418		170 WITTMAN ENTERPRISES, LLC								
		Ambulance Billing Services performed in February 2023		455.98						
		2302028 03/09/23 Feb2023 Ambulance Billing Svc		455.98			1040 402000	394	20	101000
		<b>Total for Vendor:</b>		<b>455.98</b>						
		<b># of Claims</b>	17							
		<b>Total:</b>		<b>10,359.68</b>						
		<b># of Vendors</b>	17							

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$2,571.41
1020 DIRECTORS	
101000 Operating Cash	\$46.89
1040 FIRE	
101000 Operating Cash	\$2,939.28
1041 FIRE - FSLA	
101000 Operating Cash	\$610.50
1050 ALLEYS	
101000 Operating Cash	\$244.21
1060 LIGHTS	
101000 Operating Cash	\$1,541.86
1070 PARKS	
101000 Operating Cash	\$367.73
1090 REFUSE	
101000 Operating Cash	\$564.64
2000 SEWER	
101000 Operating Cash	\$244.20
3000 WATER	
101000 Operating Cash	\$1,044.18
5004 Safer Grant	
101000 Operating Cash	\$184.78
<b>Total:</b>	<b>\$10,359.68</b>

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: \$10,359.68  
Signature #2

Signature #4

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

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

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

**POLICY TITLE:** Records Retention  
**POLICY NUMBER:** 3090  
**ADOPTED:** March 24, 2003  
**REVIEWED:** November 14, 2013; July 12, 2016, March 11, 2020  
**REVISED:** March 23, 2020

**3090.10** The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of McCloud Community Services District records, for the purpose of identifying, maintaining, safeguarding and disposal of records in the normal course of business. Ensure prompt and accurate retrieval of records and ensure compliance with legal and regulatory requirements.

**3090.20** Vital and important records, regardless of recording media, are those having legal, financial, operational or historical value to the District.

**3090.30** The General Manager is authorized by the Board of Directors to interpret and implement this policy and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records as specified below.

**3090.40** Pursuant to the provisions of California Government Code §60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following criteria will govern the retention and disposal of records of the McCloud Community Services District.

**3090.50** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

**3090.51** Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

**3090.511** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**3090.52** Original records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

**3090.521** The record, paper or document is photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;

**3090.522** The device used to reproduce such record, paper or document on film, or which retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details.

**3090.523** The photographs or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

**3090.53** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

**3090.531** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

**3090.532** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

**3090.533** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements.

**3090.534** Said audit or audits contain the expression of an unqualified opinion.

**3090.54** Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects been terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

**3090.541** Duplicated (original-subject to aforementioned requirements).

**3090.542** Rough drafts, notes or working papers (except audit).

**3090.543** Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

**3090.55** All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been shared on electronic media and qualify for destruction as detailed in Appendix A. Payroll and personnel records include the following:

- 3090.561** Accident reports, injury claims and settlements.
- 3090.552** Medical histories.
- 3090.553** Injury frequency charts.
- 3090.554** Applications, changes and terminations of employees.
- 3090.555** Insurance records of employees.
- 3090.556** Time cards.
- 3090.557** Classification specifications (job descriptions).
- 3090.558** Performance evaluation forms, record of oral or written reprimand.
- 3090.559** Earning records and summaries.
- 3090.5591** Retirements.

**3090.56** All assessment records may upon authorization be destroyed after seven years retention from lien date; however, these records may be destroyed three years after the lien date when said records are shared on electronic media as provided for in Appendix A.

**3090.57** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in Appendix A above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if saved on electronic media as provided for in Appendix A. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

**3090.60** Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are saved on electronic media as provided for in Appendix A. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

**3090.61** Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

**3090.62** Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

**3090.63** Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

**3090.70** Files prepared or reproduced electronically, photographed, micro photographed, reproduced on film of a type approved for permanent photographic records, once created, shall not be deleted or destroyed without prior authorization of the General Manager.



**Appendix A**  
**Definitions for Records Retention and Disposal Policy**

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		I	I	I
3	Minutes, ordinances & resolutions of Board.	X		I	I	I
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.

13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supercession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely

## **202 RECORDS RETENTION**

### 202.1 Purpose

The purpose of this policy is to: 1) provide guidelines to staff regarding the retention or disposal of public records of the District; 2) provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; 3) ensure prompt and accurate retrieval of records; and 4) ensure compliance with legal and regulatory requirements. This section also provides the District's intent as to document management, storage, and backup.

The District's records management system is designed to apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of District records with the goal of ensuring that records are kept only as long as they have some administrative, fiscal, historic, or legal value to the District. Records of the District should not be retained "just in case" if they have no administrative, fiscal, historic, or legal utility to the District. When records of the District no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case, the records should be preserved by an appropriate historical agency.

### 202.2 Scope of Retention Policy

This policy shall apply to all public records of the District. "Public Records" are defined as any writing containing information relating to conduct of the public's business prepared, owned, used, or retained by the District in the course of its business, regardless of physical form or characteristics. Therefore, Public Records include any handwriting, typewriting, printing, facsimiles, photographs, photocopies, electronic mail, film, audio tape, and any other means of recording containing information including words, pictures, sounds, symbols, or combinations thereof. A listing of records deemed to be official by the District is contained in Appendix 200-B—Categories of District Records and Record Retention Schedule.

### 202.3 Authorization

The General Manager is authorized by the Board of Directors to interpret and implement this policy, including but not limited to determining which Public Records should be included in each category of records under this policy; appraising the utility to the District of various categories of Public Records; identifying vital and/or confidential records; and establishing reasonable retention periods for various categories of Public Records.

### 202.4 Records Retention Schedule Principles

Pursuant to the provisions of California Government Code Sections 60200 through 60203, California Government Code § 61061(c), and the Local Government Records Management Guidelines prepared by the Secretary of State, the following principles will govern the retention, management and disposal of Public Records of the District.

A. Inventory of Records

The General Manager shall cause a records inventory of the District's records to be conducted. The inventory shall describe the type of records, volume of each type of records, where the records are kept, and how the records are used. The following information should be obtained during any inventory of District records:

1. Prepare a list of categories of records with each category consisting of a group of similar records kept together as a unit either because they deal with a particular subject (budget, personnel, etc.) or result from the same activity (property assessments, utility bills, etc.) or have a special form (maps, blueprints, etc.);
2. Determine the period of years covered by each category of records;
3. Determine the activity level for each category of records in order to determine whether the records need to be stored in the office or at a remote location; and
4. Note the volume of records in each category. The list of categories of records utilized by the District is attached hereto as Appendix 200-B—Categories of District Records and Record Retention Schedule.

B. Appraisal of Utility of Records

After completion of the records inventory, each category of records shall be appraised for their utility and value to the District. The records appraisal will:

1. identify vital records that are permanent and may not be destroyed or disposed of pursuant to law;
2. identify records with historic and/or research value;
3. identify records that can be destroyed immediately because they have no administrative, fiscal, historic or legal utility to the District; and
4. identify records that should be transferred to low-cost storage.

C. Establishment of Retention Period

Establish reasonable retention periods for each category of records based upon the immediate and future usefulness of each category of records to the District. Retention periods should be assigned to records based on the principle that records should be retained only as long as they serve the immediate administrative, fiscal, historic and/or legal purpose for which they were created, and that such categories of records should be disposed of when they no longer serve such purposes. The Records Retention Schedule listing the Categories of District Records and the retention periods assigned to each such Category of District Records is attached hereto as Appendix 200-B—Categories of District Records and Record Retention Schedule.

D. Disposal of Records

The General Manager shall ensure that records are disposed of as soon as possible after fulfilling their respective administrative, fiscal, historic or legal function in accordance with the retention period for each Category of Records specified in the District's Record Retention Schedule. Such disposition of records shall occur periodically at the discretion of the General Manager. Disposition may include recycling or destroying unneeded records, or sending appropriate records of historical or research value to an archival facility.

The District's Record Retention Schedule, consisting of the Categories of Records and the retention periods assigned to each Category of Records, is attached hereto as Appendix 200-B—Categories of District Records and Record Retention Schedule. The Records Retention Schedule shall be periodically evaluated by the General Manager.

## 202.5 Permanent Records

Pursuant to the provisions of Government Code Section 60201, the District may not destroy or dispose of any record that is any of the following:

- A. Any document relating to formation, change of organization, including annexations and/or detachments, or reorganization of the District;
- B. An ordinance adopted by the District. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of five (5) years after it was repealed or became invalid or unenforceable;
- C. Minutes of any meeting of the Board of Directors of District;
- D. Any record relating to any pending claim or litigation, including any settlement, judgment, arbitration award or other disposition of litigation within the past two (2) years;

- E. Any record which is the subject of any pending Public Records Act request made pursuant to the California Public Records Act at Government Code § 6250 et seq., until either: 1) request for production has been granted; or 2) two years have elapsed since the District provided written notice to the requester that his or her request has been denied;
- F. Any record relating to any pending construction that the District has not accepted, or as to which a stop notice claim legally may be presented;
- G. Any document relating to any non-discharged debt of the District;
- H. Any document relating to the title for real property in which the District may have an interest, including but not limited to deeds, easements, right of entry agreements and leases;
- I. Any document relating to any non-discharged contract to which the District is a party;
- J. Any document that constitutes an unaccepted bid or proposal for the construction of installation of any building, structure or public work which is less than two years old;
- K. Any document which specifies the following:
  - 1. The amount of compensation paid to District employees, or members of the Board of Directors or independent contractors providing personal and professional services to the District;
  - 2. Relates to expense reimbursement to District employees or members of the Board of Directors, or to the use of District paid credit cards, or to any travel compensation mechanism utilized by the District;
  - 3. Notwithstanding the foregoing, Government Code § 60201 provides that any record described in Paragraphs (1) and (2) above may be destroyed or disposed of no earlier than seven (7) years after the date of payment to which the record relates.



**GOVERNMENT CODE - GOV**

**TITLE 6. DISTRICTS [58000 - 62312]** (*Title 6 added by Stats. 1951, Ch. 331.*)

**DIVISION 1. GENERAL [58000 - 60375.5]** (*Heading of Division 1 renumbered from Division 2 by Stats. 1987, Ch. 56, Sec. 88.*)

**CHAPTER 7. Destruction of Records of Special Districts [60200 - 60204]** (*Chapter 7 added by Stats. 1959, Ch. 1038.*)

**60203.** (a) Notwithstanding Section 60201, the legislative body of a district may authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are complied with:

(1) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.

(2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.

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(*Amended by Stats. 2004, Ch. 362, Sec. 3. Effective January 1, 2005.*)



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**GOVERNMENT CODE - GOV**

**TITLE 6. DISTRICTS [58000 - 62312]** (*Title 6 added by Stats. 1951, Ch. 331.*)

**DIVISION 1. GENERAL [58000 - 60375.5]** (*Heading of Division 1 renumbered from Division 2 by Stats. 1987, Ch. 56, Sec. 88.*)

**CHAPTER 7. Destruction of Records of Special Districts [60200 - 60204]** (*Chapter 7 added by Stats. 1959, Ch. 1038.*)

**60204.** For the purposes of this chapter, the terms "special district" and "district" also include the South Coast Air Quality Management District, the Bay Area Air Quality Management District, and the San Joaquin Valley Air Pollution Control District, and the term "legislative body" also includes the boards of the districts.

(*Amended by Stats. 2001, Ch. 767, Sec. 4. Effective January 1, 2002.*)





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

### Background

Jen found free file cabinets from a school in Yreka, it is extra surplus they were going to toss out and can be delivered at no cost. Priced out brand new file cabinets \$200.00-\$300.00. We have years and years of important files in boxes in every part of the office with no more room to store. We thought about closing up the upstairs in the shop so it can be locked at all times, the shop storage is already in use, and we would be taking up valuable space.

### Recommendations

Another option is purchasing a 40ft storage container from Norcal Containers.

-40ft Std. Height, Watertight Cargo Worthy (WWT) grade- **\$4,100.00** each, sales tax and delivery included. This container is used and has had many trips over the sea and will have rust, digs, and scratches.

-40ft Std. Height, Cargo Worthy Plus grade - **\$4,500.00** each, sales tax and delivery included. This container is used and has had many trips over the sea and will have rust, digs, and scratches.

-40ft Std. Height, IICL grade (International Institute of Container Lessors)- **\$5,100.00**, sales tax and delivery included. This container is used and one or two trips over the sea and will have rust, digs, and scratches.

-40ft High Cube, New 1-Trip grade with Covered Lock Box- **\$6,700.00** each, sales tax and delivery included. This is a brand-new container that has only been shipped once to the location it is sold from and will stay watertight longer than the others. This container only comes in a 9.5 ft ceiling.

*\*All quoted containers include a 5yr warranty that covers factory materials and workmanship and natural caused leaks.*

We will need a ten-yard truck load of washed base rock from Sousa Ready Mix to put down under the container to keep it from sitting directly in the dirt and mud. Priced out \$250.00







CICU  
200116  
45G1

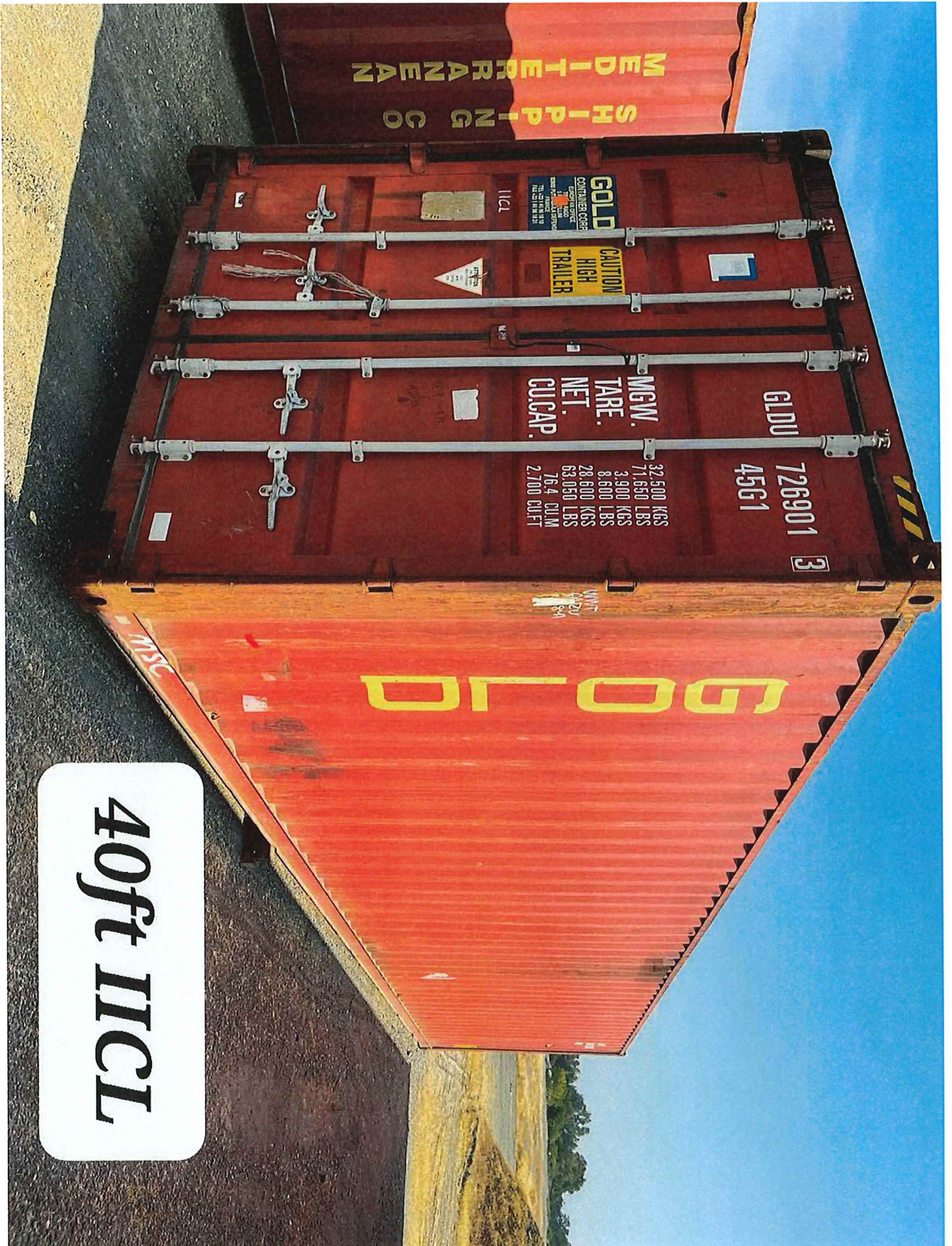
MAX. GROSS  
TARE  
NET

30,480 KGS.
67,200 LBS.
3,750 KGS.
8,290 LBS.
26,720 KGS.
58,910 LBS.

CU. CAP.  
76.4 CU.M.  
2,700 CU.FT.

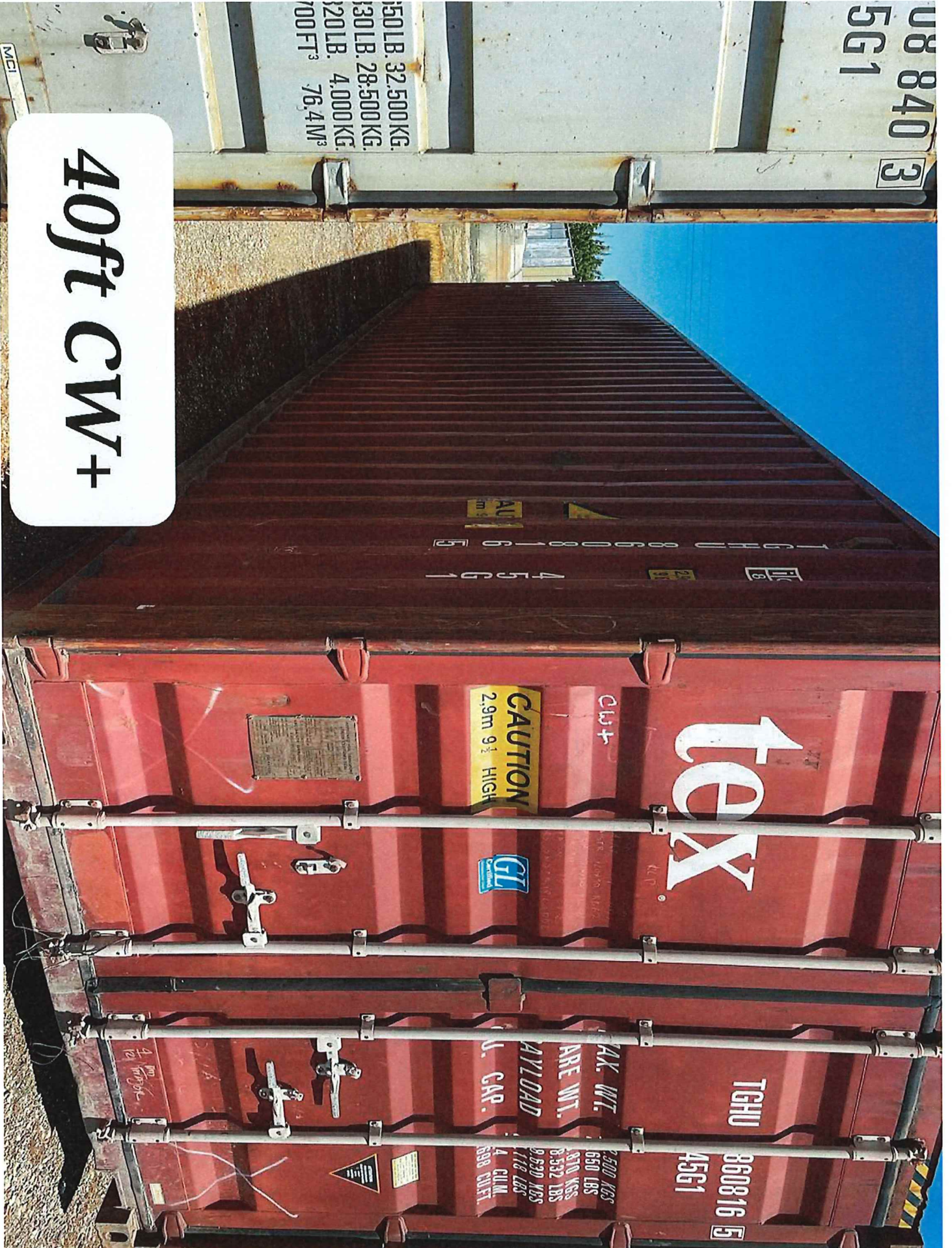
**40ft New 1Trip**





**40ft HCL**





U8 840  
5G1

3

150LB. 32,500 KG.  
130LB. 28,500 KG.  
120LB. 4,000 KG.  
700FT<sup>3</sup> 76.4M<sup>3</sup>

tex

CAUTION  
2.9m 9 1/2 HIGH

GL

CW+

TGHU

860816 5

45G1

MAX. WT.  
ARE WT.  
LOAD  
U.S. CAP.  
2500 KGS  
550 LBS  
1870 KGS  
4100 LBS  
1718 LBS  
4 CUM.  
690 CUFT

40ft CW+





**40ft WWT**

## MCSD Detail Ledger Query by Fund @ 05/31/22

Page 1 of 2

Account	Fund	Opening 05/01/22	Debit	Credit ____304160	Ending 05/31/22	
1010	<u>GENERAL</u>			124.31		
	Contingency*	118,776.78	46.48		118,823.26	
	OPEB	<u>283.05</u>	0.11		<u>283.16</u>	
-101110	Non-Operating	119,059.83			119,106.42	
-101130	Pending Audits	122,371.28	47.89		122,419.17	
-101135	Surplus Pending Audits	76,226.80	29.83		<u>76,256.63</u>	317,782.22
1040	<u>FIRE</u>			137.37		
-101110	Non-Operating	159,501.96	62.42		159,564.38	
-101115	Ambulance	58,583.87	22.93		58,606.80	
-101116	Ambulance & Equip Donation	393.08	0.15		393.23	
-101130	Pending Audits	40,896.24	16.00		40,912.24	
-101135	Surplus Pending Audits	91,664.42	35.87		<u>91,700.29</u>	351,176.94
1050	<u>ALLEYS</u>			37.62		
	Wntr Strm Dstr	<u>38,326.71</u>	15.00		38,341.71	
	Loader Fut Pmt	10,715.63	4.19		10,719.82	
	Future Dump Trk	226.35	0.09		226.44	
	Trucks	<u>5,458.50</u>	2.14		<u>5,460.64</u>	
-101110	Non-Operating	54,727.19			54,748.61	
-101130	Pending Audits	27,657.44	10.82		27,668.26	
-101135	Surplus Pending Audits	13,749.30	5.38		<u>13,754.68</u>	96,171.55
1060	<u>LIGHTS</u>			0.15		
-101130	Pending Audits	380.91	0.15		381.06	381.06
1070	<u>PARKS</u>			30.24		
	Park Fund	33,629.27	13.16		33,642.43	
	Lawnmower	23,374.12	9.15		23,383.27	
	Loader Fut Pmt	865.90	0.34		866.24	
	Future Dump Trk	2,187.01	0.86		2,187.87	
	Trucks	<u>4,781.06</u>	1.87		<u>4,782.93</u>	
-101110	Non-Operating	64,837.36			64,862.73	
-101130	Pending Audits	12,433.84	4.87		<u>12,438.71</u>	77,301.44
1080	<u>LIBRARY</u>			1.29		
	Library Fund	2,067.80	0.81		2,068.61	
	Building Maint	799.28	0.31		799.59	
	Future Dump Trk	26.54	0.01		26.55	
	Trucks	<u>26.54</u>	0.01		<u>26.55</u>	
-101110	Non-Operating	2,920.16			2,921.30	
-101130	Pending Audits	366.62	0.14		<u>366.76</u>	3,288.07



MCS D Detail Ledger Query by Fund @ 05/31/22

Account	Fund	Opening 05/01/22	Debit	Credit ____304160	Ending 05/31/22	
1090	<u>REFUSE</u>			26.47		
	General Refuse	52,438.29	20.52		52,458.81	
	Loader Fut Pmt	6,441.02	2.52		6,443.54	
	Fture Dump Trk	52.38	0.02		52.40	
	Trucks	<u>3,187.39</u>	1.25		<u>3,188.64</u>	
-101110	Non-Operating	62,119.08			62,143.39	
-101130	Pending Audits	5,512.84	2.16		<u>5,515.00</u>	67,658.39
2000	<u>SEWER</u>			403.85		
	General Sewr	562,576.30	220.15		562,796.45	
	Loader Fut Pmt	10,847.72	4.25		10,851.97	
	Future Dump Trk	369.90	0.14		370.04	
	Trucks	14,396.41	5.63		14,402.04	
	Camera	<u>21,249.15</u>	8.32		<u>21,257.47</u>	
-101110	Non-Operating	609,439.48			609,677.97	
	USDA RD pmt rsv	46,628.78	18.25		46,647.03	
	USDA RD RnlExt	23,314.39	9.12		23,323.51	
	CDBG	13,742.49	5.38		13,747.87	**100K withdraw
	SWRCB CapRsv	<u>69,662.29</u>	27.26		<u>69,689.55</u>	
-101120	Debt Agreement	153,347.95			153,407.96	
-101130	Pending Audits	177,296.22	69.38		177,365.60	
-101135	Surplus Pending Audits	91,915.43	35.97		<u>91,951.40</u>	1,032,402.93
3000	<u>WATER</u>			107.06		
	General Water	35,704.72	13.97		35,718.69	
	Loader Fut Pmt	24,277.21	9.50		24,286.71	
	Future Dump Trk	274.89	0.11		275.00	
	Trucks	0.00	0.00		0.00	
	Main Line Projec	<u>37,186.06</u>	14.55		<u>37,200.61</u>	
-101110	Non-Operating	97,442.88			97,481.01	
-101120	Debt Agmt (CDBC	141,023.21	55.19		141,078.40	
-101130	Pending Audits	35,107.03	13.74		<u>35,120.77</u>	273,680.18
	TOTAL	<u>2,218,974.42</u>	<u>868.35</u>	<u>868.35</u>	<u>2,219,842.77</u>	<u>2,219,842.77</u>

-1097.3

\*\* On 12/2/21 5 Star transfered \$100,000 from Svgs #6575 to new Chkg #6532 - "held per loan documents"



**McCLOUD COMMUNITY SERVICES DISTRICT**

P.O. Box 640 McCloud, California 96057

Tel: (530) 964-2017 Fax: (530) 964-3175

**RESOLUTION No. 4, 2023**

**A RESOLUTION DESIGNATING SIGNERS AND DESIGNATING DISTRICT CONTACTS ON THE FIVE STAR BANK ACCOUNT**

**WHEREAS**, the District has a bank account with Five Star Bank: and

**WHEREAS**, the District wishes to add a certain signer.

**NOW, THEREFORE, BE IT RESOLVED** that the signer will be added to the bank account as follows:

Mark Trent

**BE IT FURTHER RESOLVED** that General Manager, Amos McAbier and Finance Officer, Jennifer Brunello, will have the privilege of making bank inquiries on the Five Star Bank account.

The foregoing resolution was introduced at a regular meeting of the Board of Directors of the McCloud Community Services District held on March 27, 2023, and adopted by the following vote:

Ayes:

Noes:

Absent:

Abstain:

---

Michael Hanson/President of the Board

---

Sarah Roberts/District Secretary