



Shasta LAFCO
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Request for Information

Section A - Assignment/Certification

Agency Name: Shasta Community Services District

Street & Mailing Address: PO Box 2520 / 11071 French Alley Shasta, CA 96087

Telephone No. 530-241-6264 **Fax No.** 530-241-9028 **e-mail:** scsdkoeper@att.net

The undersigned **DOES HEREBY CERTIFY** that the information provided hereunder and in the attachments is, to the fullest extent possible, complete and accurate and submitted in compliance with GCS 56386:

RFI Completed By: (Print Name) Chris Koeper / Bill Palmaymesa
(Title) General Manager / Lead Operator
(Signature) _____
Date: _____

Section B - Agency Profile

1. Year Agency Established/Incorporated/Formed: 1959
2. Principal Act Under Which District Formed: Community Services District Act
3. Total Number of Agency Employees: 6
4. Acreage/Square Miles Within Agency: 11.5 Square Miles
5. Total Population Within Agency: _____ Population Date/Source: _____

Please provide a narrative history of the agency, including any knowledge of formation, historic decisions and major changes or reorganizations to the agency.

Section C - Reports, Plans, Maps, Etc.

Please provide copies of the following; if not available, please explain.

Reports, Plans, etc.

- A. Mission Statement
- B. Current Organization Chart
- C. Most Recent Adopted Budget
- D. Most Recent Audit Report
- E. Annual Report & Strategic Plan
- F. Recent Newsletters, Bulletins, etc.

Maps (contact LAFCO regarding level of detail)

- A. Large display map depicting agency boundaries.
- B. Reproducible (11"x17" or less) of agency boundaries.
- C. Reproducible (11"x17" or less) vicinity map depicting agency in proximity to nearest community center, city, or geographical sector of Shasta County.
- D. Any additional maps that may be useful.

Section D - Infrastructure, Facilities, Services

This section is to address each of the following: Police Protection, Fire Protection, Streets and Traffic Circulation, Water, Wastewater (Sanitary Sewer), Power Generation and Distribution, Solid Waste Collection and Disposal, Storm Water Drainage, Land Use Planning. Provide a narrative discussion and attach copies of related plans and exhibits.

1. For each of the listed services provided by the agency, how are infrastructure needs determined? Provide copies of capital improvement/master plans that address infrastructure. The needs of the SCSD are listed in the Master Plan 2003.

2. Provide schedules for infrastructure replacements and upgrades; explain how schedules are being met.
The Master Plan 2003 Executive Summary details maintenance and upgrades to facilities and infrastructure. We are in discussion with PACE Engineering to inspect 8 water tanks that need to be restored and setting a priority list and schedule for this to take place. We are currently in the process of restoring a 150,000 gallon tank at our treatment plant. We are also going to construct an intertie with the COR within the next 6 months to provide SCSD with water in emergency situations.

3. How will the new or upgraded infrastructure be financed?
The SCSD has acquired a loan with the State Revolving Fund for the necessary upgrades to the WTP which was completed in 2008. The SCSD is currently looking into possibilities of a grant or loan with the USDA for the COR Intertie Project. The SCSD has currently completed a Water Smart Grant with the USBR for new radio read water meters, GIS and telemetry. All water tank restoration will be paid for out of reserves.

4. List and discuss infrastructure deficiencies; indicate if deficiencies have resulted in permit or other regulatory violations; explain how deficiencies will be addressed.
We have 8 water storage tanks that need to be restored, which is our main priority right now. We are in the process of having the water tanks inspected and setting a priority list and timeframe for completion.

5. Describe capital facilities that are underutilized; explain how underutilized facilities could be shared with other agencies.
The SCSD uses all the facilities that they currently operate. Currently it would not be beneficial to share any SCSD facility with any other agency.

6. How are services needs forecast?
We base the number of services that we can provide on the average annual household usage and the water the district has available.

Q = Quantity of water in acre-feet per year we have
 N=Number of households we can serve
 R=Average annual household demand in acre-feet
 CF=Contingency Factor

$$Q / (R \times CF) = N \quad 1200 \text{ af} / (1.13 \text{ af} \times 1.2) = 885 \text{ service connections}$$

We currently have 864 connections and have 21 remaining households we can serve.

7. How are growth/population projections integrated with plans for future services?
We have been discussing the option of entering into a contract to provide additional water of up to 200 acre-feet from ACID for future development.
 8. Provide maps of service areas/zones for services that are provided less than agency wide.
 9. Describe any variance or inequity in levels of services provided to customers. Explain why unequal services levels are present.
Customers who require SCSD to pump water to the higher elevations pay an additional electrical fee for the pumping costs.
 10. Identify areas within agency boundary that could be more efficiently served by another agency.
N/A
 11. Identify areas outside agency boundary that could be efficiently served by agency facilities.
 12. Describe proposed or pending development that would require agency services; include a list of anticipated jurisdictional boundary changes (i.e., annexations) necessary to extend services to proposed or pending development; provide maps showing location of development.
Currently the District is not allowing any new construction this year due to the lack of water caused by the drought we are in. There is however a proposed development in the Foxwood Estates subdivision that would require the district to annex part of the Centerville CSD into the SCSD to allow for 7 total lots, 4 of which are currently in Centerville CSD.
 13. Describe joint powers agreements or other arrangements for sharing facilities, infrastructure, or services with other agencies.
The COR and the SCSD have a Service Agreement for the area that was annexed by the COR 85-10. This agreement states that the SCSD will provided water to those existing customers that were already receiving water before the annexation. We are currently constructing an intertie with the COR to provide for water transfer in emergency situations.
 14. Provide the parcel numbers of properties receiving agency services *which are outside the agency jurisdictional boundary*; provide a map showing parcel-to-agency boundary relationship; list type of service provided, date commenced, and when annexation is expected.
 15. Explain agency policies and procedures that establish priorities for directing services to infill areas.
 16. Describe provisions for providing services in emergency situations (i.e., storage capacity, number of days that services can be provided, etc.)
The SCSD is currently working on an Intertie Pump station with the COR. This will allow the SCSD to obtain water from the COR in an emergency situation. The SCSD WTP and Benson pump station have a generator receptacle and transfer switch as well as a standby generator. The other 4 pump stations do not have receptacles but can be connected to a generator with some work by the operator. Depending on the time of year would determine how long each pressure zone could go without electricity
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Section E – Administration, Management, Operations

Respond to the following in the context of the services listed under Section C.

1. List number of employees of agency and/or department providing each infrastructure service by category (i.e., executive, management, professional, operational, etc.).
The SCSD has 4 full time Water Dept. staff and 1 full time Fire Dept. Staff. The Water Dept. staff consists of 2 Water Operators, 1 Administrative Assistant and 1 General Manager. The Fire Dept. Staff consist of 1 full time Battalion Chief and 1 Part time Fire Chief.
2. Describe internal staff and/or operational reorganizations within the past three years; list job titles or positions which have been eliminated or created; provide pre- and post-reorganization charts.
The SCSD has had the same positions for the last several years. No new positions have been created or terminated during that time.
3. List number of annual terminations, resignations, and retirements that have occurred in each category for the preceding three years.
During the last 3 years, the SCSD has had 2 terminations and 3 resignations. One termination was a General Manager and one was an Administrative Assistant. The resignations came from a General Manager, an Interim General Manager and a Water Operator.
4. Describe positions that have remained vacant during the past three years.
During the last 3 years the SCSD has had no vacant positions for more than a few weeks.
5. Describe agency policies, rules, and procedures that regulate communications between elected officials and employees.
6. Describe level that elected officials can be involved in agency and/or departmental administrative, management and personnel matters; provide details of changes in involvement which have occurred during the past three years.
We have had much turnover of elected officials. In the past 3 years we have had 8 different elected officials. There have been huge variances in the level of involvement that elected officials have played in day to day matters depending on the elected official. There has been no clear policy in that area. Our next board meeting will be July 16, 2014 and one of the agenda items will be to require newly elected board members to attend a free training titled "Board Members Roles and Responsibilities" through RCAC. I am also going to propose that we have a more clear policy on board member communications with staff.
7. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or cost avoidance opportunities gained by these arrangements.
8. Describe cooperative arrangements with other agencies that produce administrative, management, and/or operational efficiencies.
We hold a Western Resource Managers of Shasta meeting each month where the Managers of local agencies get together to share efficiency strategies and share information.
9. Describe policies for employee and contractor performance incentives.

10. Explain policies and procedures for competitive bidding and sole source procurement. Describe sole-source services provided during the past three years.
We advertise in the Record Searchlight twice that we have a project going out to bid. We run the ads at least 10 days before the bid opening date and not less than 5 days apart. We also post the advertisement for bid to the CIP website. Anything resulting in expenses greater than \$5,000 are required to go out to bid unless it is an emergency situation.
11. What awards or recognitions has the agency or service-providing department received in the past three years? Explain why awarded.

Section F – Fiscal

Respond to the following in the context of the services listed under Section C.

1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.) to provide and finance infrastructure services.
Water related fees, grants, property taxed, donations.
2. Explain agency constraints to generate revenues to finance infrastructure services.
3. Describe policies and procedures for limiting expenditures; note which policies and procedures require board/council approval before implementation.
All purchases over \$500 require a purchase order signed by the General Manager prior to purchase unless there is an emergency situation. All purchases over \$5,000 requires that the project either goes out to bid or staff get 3 price estimates.
4. Explain the agency's bond rating; discuss basis for rating.
5. Describe policies and procedures for investment practices.
6. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated contingency and emergency reserves to annual gross revenue?
7. Explain any variances in rates, fees, taxes, etc. which are charged to agency customers.
Customers in higher elevations that require us to pump water to a storage tank pay additional electrical fees for pumping. Inactive customers with their water shut off pay less than active customers. There are also different rates for commercial customers as compared to residential customers.
8. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers. Provide details of any rebates, etc. issued during the past three years.
Drought over usage limit penalties for May 2014 were reduced by one third by the BOD at our June 2014 BOD meeting.
9. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years.
Our rates were kept as low as possible from 1963 to 2011, which left nothing in reserves. In July 2011 the base rate was raised \$8.00 in order to start putting money into reserves so that we can

perform much needed maintenance on an aging distribution system. The base rate was raised \$0.84 in July 2012. We have an ordinance stating that the board can raise rates by 2.5% each year if they choose to.

10. Discuss opportunities for rate restructuring.
11. Describe other policies and practices for depreciations and replacement of infrastructure.

Section G - Governance

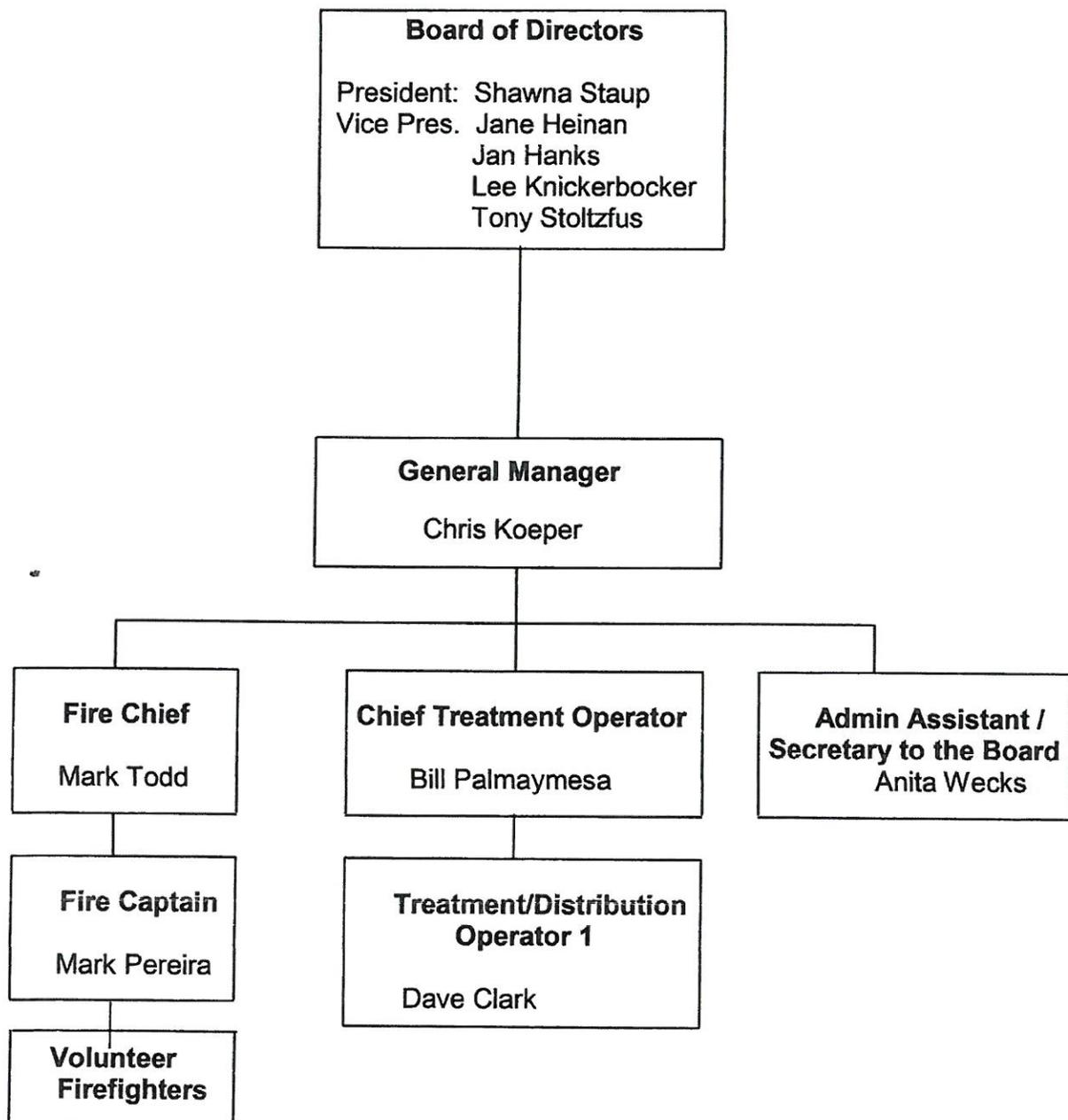
1. Explain the composition of agency's governing body; if a district, indicate if elections or appointments are at-large or by defined sector of the district.
We hold elections at-large.
2. Provide an *eight-year* history of agency election and appointment results. Has the agency had difficulty in establishing a slate of candidates for election?
3. Explain compensation and benefits provided to the governing body.
The governing body receives \$25 each for each board meeting they attend.
4. How frequently does the governing body meet? How many agency meetings have been cancelled in the last three years?
They meet once per month unless special circumstances arise that require immediate attention. In that case we will hold a special board meeting. No agency meetings have been cancelled in the last three years.
5. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e. evening meetings, adequate meeting space, etc.?
Regular board meetings are held on the third Wednesday of each month at 6:00 pm. The board meeting agendas are posted outside our office in the window, at the local post office and J's Market. We also post our board agenda on our website www.shastacsd.org. Public Hearings are posted in the Record Searchlight 45 days in advance of the hearing.
6. Have there been violations or investigations within the past three years relative to the Ralph M. Brown Act and/or the Political Reform Act? Describe any grand jury or law enforcement investigations and the outcome.
No
7. Describe the agency's prior involvement in a reorganization (i.e. consolidation, merger, etc.), if applicable. Explain opportunities and obstacles for future reorganizations. Provide copies of any relevant studies on reorganization that the agency has conducted, and summarize options.
N/A

Section H - Additional Information

1. Please provide any additional information that Shasta LAFCO should evaluate as part of their review of municipal services provided by your agency.
2. Indicate any information relevant to Shasta LAFCO's review of municipal services provided by your agency that should be obtained from other agencies.
3. Please specify the amount of staff time and costs associated with providing responses to this Request for Information.
It took 24 hours, 12 hours for our Lead Operator and 12 hours for our General Manager. The estimated cost is \$754.20.
4. **Optional:** Please feel free to state your understanding of the purpose of the municipal services reviews, as well as your opinion as to the value of the project in terms of providing a tool for evaluating services needs.
I feel the purpose of this review is very beneficial in both identifying important topics that require discussion and addressing efficiency within the organization.

Shasta Community Services District

Organizational Chart



SHASTA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

MISSION STATEMENT

It is the mission of the Shasta Fire Department to provide the best possible care to the people that live, visit and travel through the area served by the Shasta Fire Department. Professional care and treatment will be provided to all patients without prejudice to race, color, creed, religion or sexual orientation. We are constantly striving for improvements in the care delivered, the quality of membership, the quality of training and education provided to our members, patients and members of the community. It is the Shasta Fire Departments' commitment to serve and protect the lives, property and natural resources of the community of Old Shasta, Shasta County and State of California.

LAFCO

07-18-14

A.

B. 1-5 SEE SCSD REPORT

C. ENCLOSED

D-1 WE HAVE NO FUNDS FOR CAPITAL IMPROVEMENTS

D-2 NO SCHEDULE DUE TO LACK OF FUNDS

D-3 UNKNOWN

D-4 NONE

D-5 N/A

D-6 BY RESIDENTIAL GROWTH AND CALL VOLUME

D-7 ?

D-8 SEE SCSD REPORT

D-9 WE DO NOT HAVE UNEQUAL SERVICE

D-10 NONE

D-11 WE HAVE NO BOUNDRIES FOR OUR SERVICE. WE RESPOND TO ANYWHERE IN THE STATE OF CALIFORNIA, VIA MASTER MUTIAL AID PLAN.

D-13 N/A

D-14 N/A

D-15 WHAT IS INFILL ?

D-16 WE ARE THE EMERGENCY SERVICE PROVIDER.

^{Mark}
E-1 ONE FULL TIME, ON PART TIME FIRE CHIEF, 3 SEASONAL

FIREF IGHTERS, 10 VOL.

E-2 NONE

Sumis
Captain - *Med*
Fire

80% Red Cards

E-3 NO PAID PERSONEL TURNOVER

E-4 NONE

E-5 FD PERSONEL ONLY COMMUNICATEDS WITH BOARD OF DIRESTORS AT BOARD MEETINGS.

E-6 BOARD MEMBERS ARE NOT INVOLVED WITH FIRE DEPARTMET MANAGEMENT OR OPPERATIONS.

E-7 NONE

E-8 OPPERATIONAL AGREEMENTS FOR MUTIAL AID WITH SHASTA COUNTY FIRE DEPARTMENT. AGREEMENTS WITH CAL FIRE AND OES

E-9 NONE

E-10 SEE SCSD REPORT

E-11 NONE

 F-1 PROPERTY TAX, STRIKE TEAM REVENUE, CAPACITY FEES, GRANTS.

Venice

F-2

F-3 FIRE DEPATMENT SPENDS WITHIN IT'S BUDGET.

F-4 N/A

F-5 N/A

F-6 NO POLICY

F-7 N/A

F-8 N/A

F-9 N/A

F-10 N/A

F-11 NO POLICY, WE DO HOWEVER WE TRY TO COMPLY TO NFPA STANDARDS.

G-7 SEE SCSD REPORT

H-1-4

NOTES: THE PRESSURE ZONE BOUNDARIES IN THIS FIGURE ARE GENERAL REPRESENTATION OF A PRESSURE ZONE. AREAS THAT ARE NOT COLORED ARE IN THE MAIN PRESSURE ZONE EXCEPT FOR AREAS ABOVE THE 1050-FOOT COUNTOUR LEVEL.

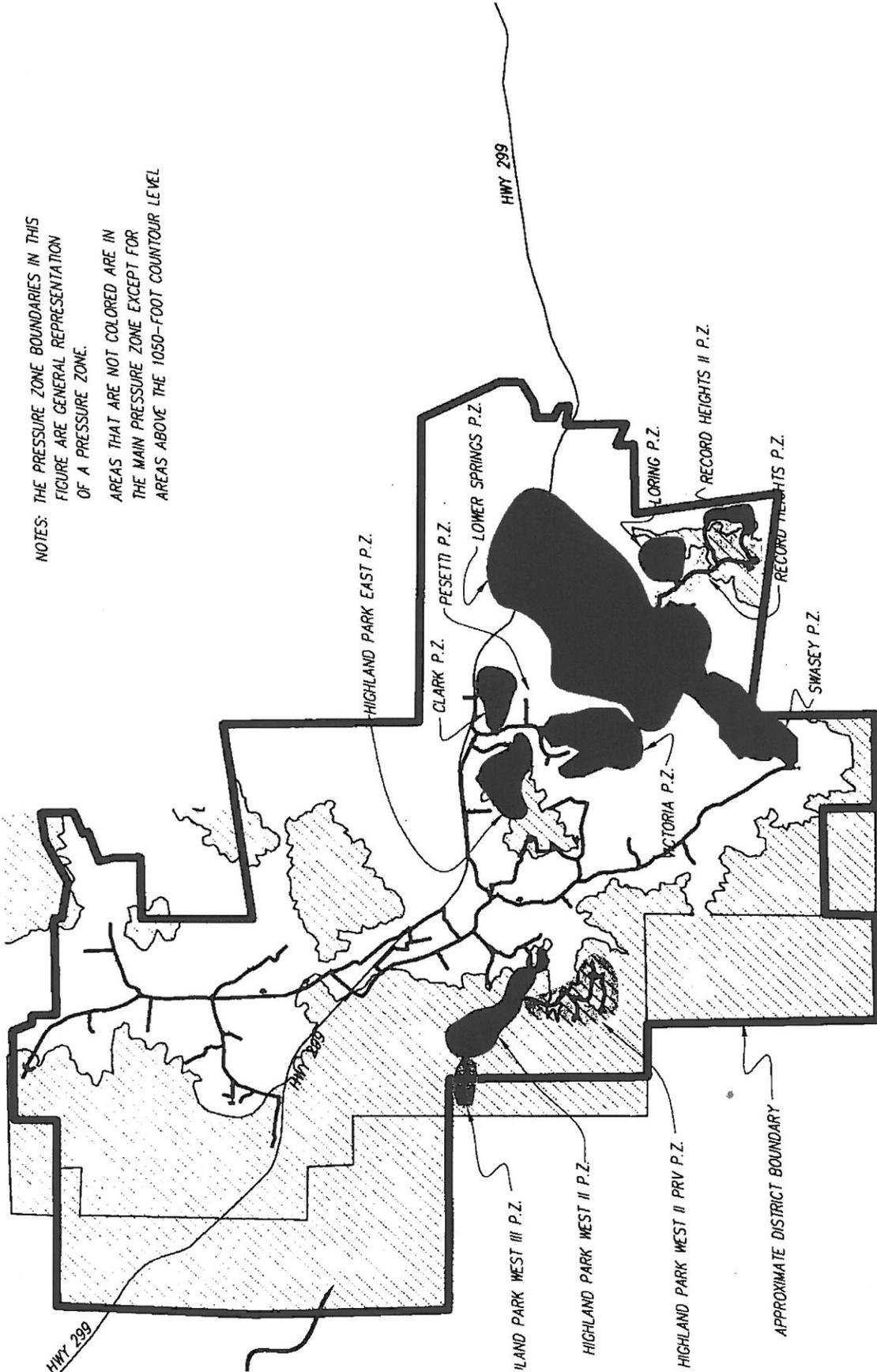


FIGURE 2
DATE 3/03
JOB # 149.28

SHASTA COMMUNITY SERVICES DISTRICT
PRESSURE ZONES

PACE
CIVIL, INC.
REDDING, CALIFORNIA