

SPALDING COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS



MEETING AGENDA March 17, 2023 3:00 PM

MEMBERS OF THE BOARD
MIKE ARNOLD, BOARD CHAIR
LARRY DOSS, BOARD VICE CHAIR
RANDALL AUBREY, DIRECTOR
ED LAWSON, DIRECTOR
TED THOMAS, DIRECTOR

MEETING LOCATION
EAGLE LAKE COMMUNITY CENTER
502-907 MAHOGANY WAY, SUSANVILLE, CA 96130
72060 W. MENLO AVENUE, FRESNO CA 93723 (TELEPHONIC LOCATION)
561 SWAIN AVENUE, SEBASTOPOL, CA 95472 (TELEPHONIC LOCATION)
530-825-3258

WELCOME TO THE SCSD BOARD MEETING - PLEASE SIGN IN

Welcome to the SCSD Board Meeting! Members of the public may provide public comment on any item on the Board's agenda, or on any item that is within the subject matter jurisdiction of this Board. Public comments are limited to five (5) minutes (unless the Chairman of the Board grants a longer period of time).

CALL TO ORDER

ROLL CALL

Mike Arnold Randy Aubrey Larry Doss
 Ed Lawson Ted Thomas

1. PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT - Members of the public may provide public comment on any item on the Board's agenda, or on any item that is within the subject matter jurisdiction of this Board. Public comments are limited to five (5) minutes (unless the Chairman of the Board grants a longer period of time).
3. APPROVAL OF THE AGENDA
4. APPROVAL OF MINUTES
 - A. Submitted for approval are the minutes from February 17, 2022 Board of Directors Meeting.

5. FIRE CHIEF REPORT TO BOARD

- A. Resolution 2023-04: A Resolution Of The Board Of Directors Of The Spalding Community Services District *Revoking Resolution 2023-03*, Appropriating Funds, And Approving The Acquisition Of A 2023 Mack Fire Water Truck.

6. GENERAL MANAGER REPORT TO BOARD

- A. February, 2023 Financial Reports

7. SEWER DEPARTMENT REPORT

- A. See attached report

8. BOARD MEMBER REPORTS / BOARD MEMBER COMMENTS

9. NEW BUSINESS

No New Business

10. CONTINUING BUSINESS

- A. SCSD Sewer Rate Study from NorthStar – Updated Contract Attached
- B. Update on Marina “Dredging” Permits/Project – No new data

11. ADJOURN

NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 21, 2023 AT 3:00 PM

APPROVAL OF MINUTES

SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
FEBRUARY 17, 2023

APPROVED BY DIRECTORS:

1. MEETING CALLED TO ORDER: Larry Doss called the meeting to order at 3:00 pm

<u>Roll Call</u>	<u>Present</u>	<u>Not Present</u>
Mike Arnold	<u> X </u>	_____ (through teleconferencing)
Larry Doss	<u> X </u>	_____
Randy Aubrey	<u> X </u>	_____
Ed Lawson	<u> X </u>	_____
Ted Thomas	<u> X </u>	_____

2. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was spoken.

3. PUBLIC COMMENT
There were no public comments.

4. APPROVAL OF THE AGENDA

Motion: Approve the Agenda

First: Ed Lawson moved to approve the agenda

Second: Ted Thomas second

Roll Call: Yes: Mike Arnold, Randy Aubrey, Larry Doss, Ed Lawson, Ted Thomas

5. APPROVAL OF MINUTES

Motion: Approve the minutes from January 20, 2023 Board of Directors meeting as amended.

First: Ed Lawson moved to approve the minutes as amended

Second: Randy Aubrey second

Roll Call: Yes: Mike Arnold, Randy Aubrey, Larry Doss, Ed Lawson, Ted Thomas

1. FIRE CHIEF REPORT TO BOARD

A. Report for Resolution 2023-003 : Appropriation/Purchase of Water Truck/Water Tender
Cliff Spediacci requested that the Board approve the purchase of the used water truck as presented. There was discussion regarding purchasing a used actual water tender from CalFire or the Forest Service instead of purchasing a water truck that needed to be converted to a water tender. Further discussions involved if the truck, when converted, would be appropriate for use by CalFire.

SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
FEBRUARY 17, 2023

B. Resolution 2023-003 Appropriation/Purchase of Water Truck/Water Tender
Marly read Resolution 2023-003, and she noted that the Resolution was written by Legal Counsel. There was no further discussion.

Motion: Approve Resolution 2023-03 Appropriation/Purchase of Water Truck/Water Tender
First: Ted Thomas moved to adopt Resolution 2023-003
Second: Ed Lawson second
Roll Call: Yes: Mike Arnold, Randy Aubrey, Larry Doss, Ed Lawson, Ted Thomas

Public comment from Will Turner regarding the appropriateness of purchasing a used truck that needed to be converted. He did not agree with the decision to purchase.

6. GENERAL MANAGER REPORT TO BOARD

A. December, 2022 and January, 2023 Financial Reports

There was a question regarding interest payments in the Budget. Mike asked about and expense on January 23 in Sewer – Under memberships. Marly provided some information – and again explained her Excel formatting is off. There was a question regarding Fire salaries – and it was explained that salaries needed to be appropriated in order to administer the Water Truck purchase.

7. SEWER DEPARTMENT REPORT

Sewer Report: David Handy provided some background and further information on the Sewer report.

8. BOARD MEMBER REPORTS / BOARD MEMBER COMMENTS

Randy Aubrey provided some information regarding ground water monitoring and talked about the Cascade Modoc Groundwater Assessment 7-year Study. There was further discussion regarding water quality.

Ted Thomas requested researching lapel microphones for the Board Members, as he felt it would make it easier for the audience to hear comments by the Board.

9. NEW BUSINESS

There was no new business

10. CONTINUING BUSINESS

A. SCSD Sewer Rate Study from NorthStar

There was some information provided by Marly regarding invoices from North Star and what is left of the original \$20,000. The amended contract is being resolved. Mike questioned the dates on the original contract being updated.

B. Update on Marina “Dredging” Permits/Project: No New Data

11. ADJOURN

Motion: Motion to adjourn

First: Ted Thomas moved to adjourn

Second: Ed Lawson second

Roll Call: Yes: Mike Arnold, Randy Aubrey, Larry Doss, Ed Lawson, Ted Thomas

The meeting was adjourned at 3:55 pm.

FIRE CHIEF REPORT

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPALDING COMMUNITY SERVICES DISTRICT *REVOKING RESOLUTION 2023-03*, APPROPRIATING FUNDS, AND APPROVING THE ACQUISITION OF A 2023 MACK FIRE WATER TRUCK.

WHEREAS, the Spalding Volunteer Fire Department (“SVFD”) has requested that the District terminate the prior request to purchase a used 2019 Peterbilt water truck (“Water Truck”); and

WHEREAS, SVSD has discovered, researched, and requests to purchase a new 2023 Mack MD Cummins 6.7L, 220HP Fire Water Truck which comes upon purchase modified to the specifications of CalFIRE, is less expensive than the original acquisition request, and retains the ability to be utilized by both the Fire Department and the Sewer Department which is a benefit to the District as a whole; and

WHEREAS, section 3.01.060(a) of the District Code provides that “[e]xcept as otherwise provided in this Article, purchases of supplies and equipment of an estimated value greater than \$10,000 shall be awarded to the lowest responsible bidder pursuant to the formal bid procedure prescribed in this section”; and

WHEREAS, the formal bidding required by section 3.01.060(a) of the District Code does not apply “[w]hen the Board finds that the commodity is unique and not subject to competitive bidding” (District Code, § 3.01.090(a)(3)) and the Board may waive such formal bidding requirement “[...] in an appropriate circumstance as determined by the Board [...] when deemed in the best interest of the District” (District Code, § 3.01.110); and

WHEREAS, by this Resolution, the Board desires to make the findings that are necessary under the District Code to exempt the District’s purchase of the Fire Water Truck pursuant to and consistent with SVFD’s original request; and

WHEREAS, the Board of Directors of the Spalding Community Services District is required by California Government Code Section 61110(f) to annually adopt a budget prior to September 1st of each year; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Spalding Community Services District as follows:

Section 1. Resolution 2023-03 is hereby immediately revoked upon the adoption of this Resolution.

Section 2. Incorporation of Recitals. That the foregoing recitals are true, correct, and constitute a substantive part of this Resolution.

Section 3. Formal Bidding Exemption and Waiver. The Board finds that the Water Truck is unique and, pursuant to section 3.01.090(a)(3) of the District Code, exempt from competitive bidding. The Board further finds that, even if not exempt from competitive bidding, it is appropriate and in the District’s best interest to (and the Board hereby does) waive competitive bidding as permitted by section 3.01.110 of the District Code.

Section 4. The Board hereby appropriates \$150,000 to line item 3006200 (Equipment) for the purchase of the Fire Water Truck.

Section 5. Severability. The provisions of this Resolution are severable, and it is the legislative intention to confer upon the whole or any part of the Resolution the powers herein provided. If any provision of this Resolution shall be held unenforceable by any court of competent jurisdiction, the decision of such court shall not affect or impair any remaining provisions of the Resolution. It is hereby declared to be the legislative intent that this Resolution would have been adopted had such unenforceable provision not been included herein.

Section 6. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Secretary of the Board

Chairman of the Board

GENERAL MANAGER

**Spalding Fire Finances - February 2023
Revenue**

		225 Fire Fund		22/23 FY
		22/23	22/23	YTD
Account #	Balances and Income	Budget	to date	Budget
0100000	Cash Balance		172,717.37	172,717.37
2011200	Rental Income (chairs, tables, building)			
2011200	Rental Income (Directory Signs)			
2011200	Fire Apparatus Rental			
2011200	Misc Income -Donations, Equip., Sales, Etc.		60.00	60.00
2012200	Operating Transfers In (from Dixie Fire Settlement)		70,000.00	70,000.00
2000904	Fire Parcel Assessment Fee (225 Fund)	36,635	23,936.00	12,699.00
2000905	Fire Parcel Assessment Fee Prior Year		612.91	612.91
2003000	Interest Income	1,000	1,297.49	1,297.49
2006200	State Grants		110.00	110.00
2007200	Federal Grants			
2012200	Capital Improvement (Dev Imp Fees)			
2008106	Sewer Service Fees			
2010600	Sewer Operations/Maint. Assessments			
2000600	Other Charges Current Services			
2001300	Annual Parking Permits			
2001300	Day Use Fees			
2001300	Dock Permit & Slip Sales			
2020000	Revenue - Special Districts			
	Revenue, Transfers In & Cash	37,635.00	268,733.77	257,496.77

**Spalding Fire Finances -February 2023
EXPENSES**

		225 Fire Fund		22/23 FY
Account #	Balances and Income	22/23 Budget	22/23 to date	Remaining Budget
3000100	Wages and Taxes	13,000.00		13,000.00
3000100	Volunteer Firefighter Stipend			
3000211	Special District Benefits	360.00		360.00
3001100	Clothing and Personal	200.00	335.59	-135.59
3001200	Communications	4,500.00		4,500.00
3001300	Food	200.00		200.00
3001400	Household Expenses			
3001500	Insurance (workers Comp/auto/Liability)	14,000.00	3,738.00	10,262.00
3001700	Maintenance - Equipment	1,300.00	1,110.73	189.27
3001701	Maintenance Vehicles & Fuel	8,000.00	4,316.51	3,683.49
3001800	Maintenance Building/Improvements	2,000.00	931.00	1,069.00
3001900	Medical Supplies	100.00	320.68	-220.68
3002000	Memberships			
3002200	Office Expenses	125.00	21.12	103.88
3002201	Postage			
3002205	Grant Expenditures			
3002300	Professional and Specialized Services	0.00	2,525.78	2,525.78
3002400	Publications and Legal Notices			
3002500	Rents and Leased Equipment			
3002700	Small Tools and Minor Equipment	1,100.00	101.34	998.66
3002800	Special Department Expense			
3002900	Transportation and Travel	500.00		500.00
3002901	Conferences and Training	250.00		250.00
3003000	Utilities	2,000.00	32.02	1,967.98
3006100	Buildings/Improvements - Capital Improv.			
3006200	Equipment	150,000.00		150,000.00
3007000	Administrative Allocation - Transfer Out			
3008500	Bond/Solar (Special Items)			
Total Expenses & Input to Reserve Accounts		197,635.00	13,432.77	184,202.23
Budget Balance (Revenue Minus Total Expenses)			255,301.00	244,064.00

10:55 AM

03/11/23

Spalding Community Services District
Reconciliation Summary
1.225 · 225 Fire - Cash Account, Period Ending 02/28/2023

	<u>Feb 28, 23</u>
Beginning Balance	256,301.00
Cleared Transactions	
Checks and Payments - 1 item	<u>-1,000.00</u>
Total Cleared Transactions	<u>-1,000.00</u>
Cleared Balance	<u>255,301.00</u>
Uncleared Transactions	
Deposits and Credits - 1 item	<u>110.00</u>
Total Uncleared Transactions	<u>110.00</u>
Register Balance as of 02/28/2023	<u>255,411.00</u>
New Transactions	
Deposits and Credits - 1 item	<u>10.00</u>
Total New Transactions	<u>10.00</u>
Ending Balance	<u>255,421.00</u>

**County of Lassen
Auditor Controller
General Ledger**

From 2/1/2023 to 2/28/2023

Account	Date	Program	Description	Document	Debit	Credit	Balance
01-00000	02/01/2023	*****	SPALDING CSD-FIRE		\$0.00	\$0.00	\$256,301.00
01-00000	02/02/2023		WARRANTS	WA020223	\$0.00	\$1,000.00	\$255,301.00
			Ending Balance:		\$0.00	\$1,000.00	\$255,301.00
20-00000	02/28/2023	*****	REVENUE		\$0.00	\$0.00	(\$95,956.56)
			Ending Balance:		\$0.00	\$0.00	(\$95,956.56)
30-00000	02/28/2023	*****	EXPENDITURES		\$0.00	\$0.00	\$13,372.93
			Ending Balance:		\$0.00	\$0.00	\$13,372.93
75-00000	02/01/2023	*****	FUND BALANCE AVAILABLE		\$0.00	\$0.00	(\$172,717.37)
			Ending Balance:		\$0.00	\$0.00	(\$172,717.37)

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 2/1/2023 to 2/28/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
02/01/2023	*****	ACCOUNT : 30-01100 CLOTHING & PERSONAL			\$0.00	\$0.00	\$335.59	(\$335.59)
		Ending Balance			\$0.00	\$0.00	\$335.59	(\$335.59)
02/01/2023	*****	ACCOUNT : 30-01500 INSURANCE			\$0.00	\$0.00	\$3,738.00	(\$3,738.00)
		Ending Balance			\$0.00	\$0.00	\$3,738.00	(\$3,738.00)
02/01/2023	*****	ACCOUNT : 30-01700 MAINTENANCE-OFFICE EQUIPMENT RUSH TRUCK CENTERS OF CA, INC DWN PYMNT 2019 PETERBUILT TRK	01000441	CL832698	\$0.00	\$0.00	\$1,000.00	(\$2,962.50)
		Ending Balance			\$0.00	\$0.00	\$2,962.50	(\$2,962.50)
02/01/2023	*****	ACCOUNT : 30-01800 MAINTENANCE-COUNTY VEHICLES			\$0.00	\$0.00	\$2,485.14	(\$2,485.14)
		Ending Balance			\$0.00	\$0.00	\$2,485.14	(\$2,485.14)
02/01/2023	*****	ACCOUNT : 30-01800 MAINT-BUILDINGS & IMPROVEMENTS			\$0.00	\$0.00	\$931.00	(\$931.00)
		Ending Balance			\$0.00	\$0.00	\$931.00	(\$931.00)
02/01/2023	*****	ACCOUNT : 30-01900 MEDICAL,DENTAL & LAB SUPPLIES			\$0.00	\$0.00	\$422.02	(\$422.02)
		Ending Balance			\$0.00	\$0.00	\$422.02	(\$422.02)
02/01/2023	*****	ACCOUNT : 30-02300 PROFESSIONAL & SPECIALIZED SV			\$0.00	\$0.00	\$2,466.66	(\$2,466.66)
		Ending Balance			\$0.00	\$0.00	\$2,466.66	(\$2,466.66)
02/01/2023	*****	ACCOUNT : 30-03000			\$0.00	\$0.00	\$32.02	(\$32.02)
		Ending Balance			\$0.00	\$0.00	\$32.02	(\$32.02)

12:42 PM

03/14/23

Spalding Community Services District Reconciliation Summary

1.227 · 227 Sewer - Main Cash Account, Period Ending 02/28/2023

	<u>Feb 28, 23</u>
Beginning Balance	50,930.52
Cleared Transactions	
Checks and Payments - 19 items	-15,749.71
Deposits and Credits - 20 items	17,976.96
Total Cleared Transactions	<u>2,227.25</u>
Cleared Balance	<u><u>53,157.77</u></u>
Uncleared Transactions	
Checks and Payments - 21 items	-15,771.68
Total Uncleared Transactions	<u>-15,771.68</u>
Register Balance as of 02/28/2023	<u><u>37,386.09</u></u>
New Transactions	
Checks and Payments - 11 items	-8,633.73
Deposits and Credits - 2 items	7,143.43
Total New Transactions	<u>-1,490.30</u>
Ending Balance	<u><u>35,895.79</u></u>

**Spalding Sewer Finances - February 2023
Revenue**

		227 Sewer Fund		22/23 FY
Account #	Balances and Income	22/23 Budget	22/23 to date	Remaining Budget
0100000	Cash Balance	5,000	7,229.01	
2011200	Rental Income (chairs, tables, building)			
2011200	Rental Income (Directory Signs)			
2011200	Fire Apparatus Rental			
2011200	Misc Income (Donations, Equipment Sales, Etc.)	3,000	30.00	2,970.00
2012200	Operating Trans In (Trust Account Transfers)	32,000	35,000.00	
2000904	Fire Parcel Assessment Fee (225 Fund)			
2000905	Fire Parcel Assessment Fee Prior Year			
2003000	Interest Income	1,000	555.33	444.67
2006200	State Grants (PG&E Fire Settlement)		70,000.00	
2007200	Federal Grants			
2012200	Capital Improvement (Dev Imp Fees)			
2008106	Sewer Service Fees			
2010600	Sewer Operations/Maint. Assessments	200,000	147,094.68	52,905.32
2000600	Other Charges Current Services			
2001300	Annual Parking Permits			
2001300	Day Use Fees			
2001300	Dock Permit & Slip Sales			
2020000	Revenue - Special Districts			
	Revenue, Transfers In & Cash	241,000.00	259,909.02	56,319.99

**Spalding Sewer Finances - February 2023
Expenses**

		227 Sewer Fund		22/23 FY
Account #	Balances and Income	22/23 Budget	22/23 to date	Remaining Budget
3000100	Salaries and Wages	105,000.00	49,175.60	55,824.40
3000211	Special District Benefits	25,000.00	16,440.36	8,559.64
3001200	Communications	20,000.00	14,102.38	5,897.62
3001500	Insurance (workers Comp/auto/Liability)	15,000.00	9,693.00	5,307.00
3001700	Maintenance - Equipment	15,000.00	2,463.36	12,536.64
3001701	Maintenance Vehicles & Fuel	8,000.00	3,794.55	4,205.45
3001800	Maintenance Building/Improvements	4,000.00	4,117.38	-117.38
3002000	Memberships	2,300.00	1,387.00	913.00
3002200	Office Expenses	2,700.00	1,973.20	726.80
3002201	Postage	1,500.00	486.24	1,013.76
3002205	Grant Expenditures			
3002300	Professional and Specialized Services	23,000.00	22,985.43	14.57
3002400	Publications and Legal Notices	2,000.00	163.50	1,836.50
3002500	Rents and Leased Equipment	2,500.00	1,513.84	986.16
3002700	Small Tools and Minor Equipment	2,000.00		2,000.00
3002800	Special Department Expense		300.00	-300.00
3002900	Transportation and Travel	1,000.00		1,000.00
3002901	Conferences and Training	2,000.00		2,000.00
3003000	Utilities	10,000.00	8,155.41	1,844.59
3006100	Buildings/Improvements - Capital Improv.			0.00
3006200	Equipment			0.00
3007000	Administrative Allocation - Transfer Out (transfer to Fire)		70,000.00	
3008500	Bond/Solar (Special Items)			
Total Expenses		241,000.00	206,751.25	104,248.75
Budget Balance (Revenue Minus Total Expenses)			53,157.77	

**County of Lassen
Auditor Controller
General Ledger**

From 2/1/2023 to 2/28/2023

Account	Date	Program	Description	Document	Debit	Credit	Balance
01-00000	02/01/2023	*****	SPALDING CSD/SEWER		\$0.00	\$0.00	\$50,930.52
01-00000	02/01/2023		O & M SEWER FEES	DP155493	\$12,031.00	\$0.00	\$62,961.52
01-00000	02/02/2023		Spalding/Sewer on 1/30	DP155527	\$78.00	\$0.00	\$63,039.52
01-00000	02/02/2023		WARRANTS	WA020223	\$0.00	\$1,372.53	\$61,666.99
01-00000	02/03/2023		2/3/23 BIWEEKLY DD NET PAY	CM000909	\$0.00	\$3,023.52	\$58,643.47
01-00000	02/03/2023		2/3/23 BIWEEKLY DD FEES	CM000910	\$0.00	\$10.00	\$58,633.47
01-00000	02/03/2023		Spalding/Sewer on 1/31	DP155546	\$78.00	\$0.00	\$58,711.47
01-00000	02/06/2023		Spalding/Sewer on 2/1	DP155565	\$378.00	\$0.00	\$59,089.47
01-00000	02/07/2023		Spalding/Sewer on 2/2	DP155593	\$156.00	\$0.00	\$59,245.47
01-00000	02/07/2023		Spalding/Sewer on 2/4	DP155595	\$78.00	\$0.00	\$59,323.47
01-00000	02/09/2023		Spalding/Sewer on 2/6	DP155641	\$78.00	\$0.00	\$59,401.47
01-00000	02/09/2023		WARRANTS	WA020923	\$0.00	\$2,566.66	\$56,834.81
01-00000	02/14/2023		Spalding/Sewer on 2/8	DP155686	\$300.00	\$0.00	\$57,134.81
01-00000	02/16/2023		2/15/23 PAYROLL TAXES	CM000965	\$0.00	\$2,177.70	\$54,957.11
01-00000	02/16/2023		Spalding/Sewer on 2/14	DP155738	\$83.91	\$0.00	\$55,041.02
01-00000	02/16/2023		O & M SEWER-BOND PRPY	DP155740	\$10,201.27	\$0.00	\$65,242.29
01-00000	02/17/2023		2/17/23 BIWEEKLY DD NET PAY	CM000967	\$0.00	\$3,278.39	\$61,963.90
01-00000	02/17/2023		2/17/23 BIWEEKLY DD FEES	CM000968	\$0.00	\$10.00	\$61,953.90
01-00000	02/17/2023		WARRANTS	WA021723	\$0.00	\$2,386.91	\$59,566.99
01-00000	02/22/2023		Spalding/Sewer on 2/18	DP155816	\$319.80	\$0.00	\$59,886.79
01-00000	02/28/2023		Spalding/Sewer on 2/23	DP155974	\$378.00	\$0.00	\$60,264.79
20-00000	02/28/2023	*****	REVENUE		\$0.00	\$14,825.71	\$60,264.79
			Ending Balance:	17,052.96	\$24,159.98		\$3,157.77
			Ending Balance:		\$0.00		(\$189,910.06)
			Ending Balance:		\$0.00		(\$189,910.06)

**County of Lassen
Auditor Controller
General Ledger**

From 2/1/2023 to 2/28/2023

Account	Date	Program	Description	Document	Debit	Credit	Balance
30-00000	02/28/2023	*****	EXPENDITURES		\$0.00	\$0.00	\$136,874.28
			Ending Balance:				\$136,874.28
75-00000	02/01/2023	*****	JUNE 30 ESTIMATED FUND BALANCE		\$0.00	\$0.00	(\$7,229.01)
			Ending Balance:				(\$7,229.01)

County of Lassen
Auditor Controller
Revenue Ledger

From 2/1/2023 to 2/28/2023

Account	Date	Program	Description	Warrant	Document	Estimated	Revenue	Unrealized
20-03000	02/01/2023	*****	INTEREST			\$0.00	\$555.83	(\$555.83)
20-10600	02/01/2023	*****	OTH- CHARGES FOR CURR SERVICES			\$0.00	\$555.83	(\$555.83)
20-10600	02/01/2023		O & M SEWER FEES		DP155493	\$0.00	\$12,031.00	(\$130,194.25)
20-10600	02/02/2023		Rohner, Kay		DP155527	\$0.00	\$78.00	(\$142,225.25)
20-10600	02/03/2023		Cunnington, Gary		DP155546	\$0.00	\$78.00	(\$142,303.25)
20-10600	02/06/2023		Noxon, Tim		DP155565	\$0.00	\$78.00	(\$142,381.25)
20-10600	02/06/2023		Moreno, Ruben		DP155565	\$0.00	\$78.00	(\$142,459.25)
20-10600	02/07/2023		Hamblin, Julie		DP155593	\$0.00	\$156.00	(\$142,759.25)
20-10600	02/07/2023		James, Steve		DP155595	\$0.00	\$78.00	(\$142,915.25)
20-10600	02/09/2023		Keller, William		DP155641	\$0.00	\$78.00	(\$142,993.25)
20-10600	02/14/2023		Mitchell, Darren		DP155686	\$0.00	\$300.00	(\$143,071.25)
20-10600	02/16/2023		Gallego, Kanyon		DP155738	\$0.00	\$83.91	(\$143,371.25)
20-10600	02/22/2023		Price, Deborah		DP155816	\$0.00	\$319.80	(\$143,455.16)
20-10600	02/28/2023		Hembree, Linda		DP155974	\$0.00	\$78.00	(\$143,774.96)
20-10600	02/28/2023		Eastman, Jeanne		DP155974	\$0.00	\$300.00	(\$143,852.96)
20-11200	02/01/2023	*****	MISCELLANEOUS			\$0.00	\$144,152.96	(\$144,152.96)
20-11200	02/16/2023		O & M SEWER		DP155740	\$0.00	\$3,094.25	(\$144,152.96)
20-11200	02/16/2023		BOND PRPY		DP155740	\$0.00	\$7,107.02	(\$144,152.96)
			Ending Balance:			\$0.00	\$10,201.27	(\$10,201.27)

County of Lassen
Auditor Controller
General Ledger

From 2/1/2023 to 2/28/2023

Account	Date	Program	Description	Document	Debit	Credit	Balance
01-00000	02/01/2023	*****	SPAULDING CSD/SEWER		\$0.00	\$0.00	\$50,930.52
01-00000	02/01/2023		O & M SEWER FEES	DP155493	\$12,031.00 ✓	\$0.00	\$62,961.52
01-00000	02/02/2023		Spalding/Sewer on 1/30	DP155527	\$78.00 ✓	\$0.00	\$63,039.52
01-00000	02/02/2023		WARRANTS	WA020223	\$0.00	\$1,372.53	\$61,666.99
01-00000	02/03/2023		2/3/23 BIWEEKLY DD NET PAY	CM000909	\$0.00	\$3,023.52	\$58,643.47
01-00000	02/03/2023		2/3/23 BIWEEKLY DD FEES	CM000910	\$0.00	\$10.00	\$58,633.47
01-00000	02/03/2023		Spalding/Sewer on 1/31	DP155546	\$78.00 ✓	\$0.00	\$58,711.47
01-00000	02/06/2023		Spalding/Sewer on 2/1	DP155565	\$378.00 ✓	\$0.00	\$59,089.47
01-00000	02/07/2023		Spalding/Sewer on 2/2	DP155593	\$156.00 ✓	\$0.00	\$59,245.47
01-00000	02/07/2023		Spalding/Sewer on 2/4	DP155595	\$78.00 ✓	\$0.00	\$59,323.47
01-00000	02/09/2023		Spalding/Sewer on 2/6	DP155641	\$78.00 ✓	\$0.00	\$59,401.47
01-00000	02/09/2023		WARRANTS	WA020923	\$0.00	\$2,566.66	\$56,834.81
01-00000	02/14/2023		Spalding/Sewer on 2/8	DP155686	\$300.00 ✓	\$0.00	\$57,134.81
01-00000	02/16/2023		2/15/23 PAYROLL TAXES	CM000965	\$0.00	\$2,177.70	\$54,957.11
01-00000	02/16/2023		Spalding/Sewer on 2/14	DP155738	\$83.91	\$0.00	\$55,041.02
01-00000	02/16/2023		O & M SEWER-BOND PRPY	DP155740	\$10,201.27	\$0.00	\$65,242.29
01-00000	02/17/2023		2/17/23 BIWEEKLY DD NET PAY	CM000967	\$0.00	\$3,278.39	\$61,963.90
01-00000	02/17/2023		2/17/23 BIWEEKLY DD FEES	CM000968	\$0.00	\$10.00	\$61,953.90
01-00000	02/17/2023		WARRANTS	WA021723	\$0.00	\$2,386.91	\$59,566.99
01-00000	02/22/2023		Spalding/Sewer on 2/18	DP155816	\$319.80	\$0.00	\$59,886.79
01-00000	02/28/2023		Spalding/Sewer on 2/23	DP155974	\$378.00 ✓	\$0.00	\$60,264.79
20-00000	02/28/2023	*****	REVENUE		\$0.00	\$14,825.71	\$60,264.79
			Ending Balance:		\$24,159.98		(\$189,910.06)
			Ending Balance:		\$0.00		(\$189,910.06)

NOT ALL BOND
BOND

17,052.96

**County of Lassen
Auditor Controller
General Ledger**

From 2/1/2023 to 2/28/2023

Account	Date	Program	Description	Document	Debit	Credit	Balance
30-00000	02/28/2023	*****	EXPENDITURES		\$0.00	\$0.00	\$136,874.28
			Ending Balance:		\$0.00	\$0.00	\$136,874.28
75-00000	02/01/2023	*****	JUNE 30 ESTIMATED FUND BALANCE		\$0.00	\$0.00	(\$7,229.01)
			Ending Balance:		\$0.00	\$0.00	(\$7,229.01)

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 2/1/2023 to 2/28/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
02/01/2023	*****	ACCOUNT : 30-00100 SALARIES AND WAGES			\$0.00	\$0.00	\$42,873.69	(\$42,873.69)
02/03/2023		2/3/23 BIWEEKLY DD NET PAY		CM000909	\$0.00	\$0.00	\$3,023.52 ✓	(\$45,897.21)
02/17/2023		2/17/23 BIWEEKLY DD NET PAY		CM000967	\$0.00	\$0.00	\$3,278.39 ✓	(\$49,175.60)
02/01/2023	*****	ACCOUNT : 30-00211 SPECIAL DISTRICTS BENEFITS			\$0.00	\$0.00	\$49,175.60	(\$49,175.60)
02/03/2023		2/3/23 BIWEEKLY DD FEES		CM000910	\$0.00	\$0.00	\$14,242.66	(\$14,242.66)
02/16/2023		2/15/23 EDD PAYROLL TAXES		CM000965	\$0.00	\$0.00	\$10.00 ✓	(\$14,252.66)
02/16/2023		2/15/23 IRS PAYROLL TAXES		CM000965	\$0.00	\$0.00	\$670.13 ✓	(\$14,922.79)
02/17/2023		2/17/23 BIWEEKLY DD FEES		CM000968	\$0.00	\$0.00	\$1,507.57 ✓	(\$16,430.36)
		Ending Balance			\$0.00	\$0.00	\$10.00 ✓	(\$16,440.36)
		Ending Balance			\$0.00	\$0.00	\$16,440.36	(\$16,440.36)
		SAL & BENS Totals As of 2/1/2023			\$0.00	\$0.00	\$57,116.35	(\$57,116.35)
		Current Period			\$0.00	\$0.00	\$8,499.61	(\$8,499.61)
		Ending Balance			\$0.00	\$0.00	\$65,615.96	(\$65,615.96)
02/01/2023	*****	ACCOUNT : 30-01200 COMMUNICATIONS			\$0.00	\$0.00	\$13,819.50	(\$13,819.50)
02/02/2023		SACRAMENTO VALLEY LMTD PARTNER 9925148845 12/12/22-1/11/23		CL832580	\$0.00	\$0.00	\$174.68 ✓	(\$13,994.18)
02/01/2023	*****	ACCOUNT : 30-01400 HOUSEHOLD EXPENSES			\$0.00	\$0.00	\$13,994.18	(\$13,994.18)
02/09/2023		LIFESTYLE SUSANVILLE, LLC 511349 12/15/22		CL832928	\$0.00	\$0.00	\$123.03	(\$123.03)
		Ending Balance			\$0.00	\$0.00	\$108.20	(\$231.23)
02/01/2023	*****	ACCOUNT : 30-01500 INSURANCE			\$0.00	\$0.00	\$231.23	(\$231.23)
02/01/2023	*****	ACCOUNT : 30-01700 MAINTENANCE - EQUIPMENT			\$0.00	\$0.00	\$9,693.00	(\$9,693.00)
		Ending Balance			\$0.00	\$0.00	\$9,693.00	(\$9,693.00)
		Ending Balance			\$0.00	\$0.00	\$1,239.04	(\$1,239.04)

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 2/1/2023 to 2/28/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
02/09/2023		CITIBANK, N.A SW220041959 9/15/22	01000629	CL832902	\$0.00	\$0.00	\$1,003.14	(\$2,242.18)
02/09/2023		PORTER ENTERPRISES-NAPA SIERRA 428796 1/31/23	01000631	CL832907	\$0.00	\$0.00	\$221.18	(\$2,463.36)
02/01/2023	*****	ACCOUNT : 30-01701 MAINTENANCE-COUNTY VEHICLES			\$0.00	\$0.00	\$2,463.36	(\$3,794.55)
02/01/2023	*****	ACCOUNT : 30-01800 MAINT-BUILDINGS & IMPROVEMENTS			\$0.00	\$0.00	\$3,794.55	(\$3,794.55)
02/02/2023		LASSEN CO ASSESSOR 1/12/23 COPIES-34 PG REPORT	01000438	CL832578	\$0.00	\$0.00	\$4,862.54	(\$4,862.54)
02/17/2023		UMPQUA BANK	01000872	CL833300	\$0.00	\$0.00	\$18.50	(\$4,881.04)
02/17/2023		AMAZON 12/28/22 #2477	01000872	CL833300	\$0.00	\$0.00	\$43.96	(\$4,925.00)
02/17/2023		UMPQUA BANK	01000872	CL833300	\$0.00	\$0.00	\$16.99	(\$4,941.99)
02/17/2023		ADOBE SUB 12/4/22 #2477	01000872	CL833300	\$0.00	\$0.00	\$30.57	(\$4,972.56)
02/17/2023		UMPQUA BANK	01000872	CL833300	\$0.00	\$0.00	\$203.02	(\$5,175.58)
02/17/2023		PAYPAL BEMES 12/24/22 #1390	01000872	CL833300	\$0.00	\$0.00	\$43.96	(\$5,219.54)
02/17/2023		UMPQUA BANK	01000872	CL833300	\$0.00	\$0.00	\$16.08	(\$5,235.62)
02/17/2023		AMZN PRIME 12/10/22 #2477	01000872	CL833300	\$0.00	\$0.00	\$3.95	(\$5,239.57)
02/17/2023		UMPQUA BANK	01000872	CL833300	\$0.00	\$0.00	\$110.00	(\$5,349.57)
02/17/2023		FREE CONF CALL 12/9/22 #2477	01000872	CL833300	\$0.00	\$0.00	\$16.08	(\$5,365.65)
02/17/2023		UMPQUA BANK	01000872	CL833300	\$0.00	\$0.00	\$35.00	(\$5,400.65)
02/17/2023		STARLINK 12/27/22 #2477	01000872	CL833300	\$0.00	\$0.00	\$56.84	(\$5,457.49)
02/17/2023		UMPQUA BANK	01000872	CL833300	\$0.00	\$0.00	\$1,810.46	(\$7,267.95)
02/17/2023		AMZN PRIME 12/11/22 #2477	01000872	CL833300	\$0.00	\$0.00		
02/17/2023		UMPQUA BANK	01000872	CL833300	\$0.00	\$0.00		
02/17/2023		LATE FEE 11/30/22	01000872	CL833300	\$0.00	\$0.00		
02/17/2023		UMPQUA BANK	01000872	CL833300	\$0.00	\$0.00		
02/17/2023		FINANCE CHRG 11/30/22	01000872	CL833300	\$0.00	\$0.00		
02/17/2023		UMPQUA BANK	01000872	CL833300	\$0.00	\$0.00		

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 2/1/2023 to 2/28/2023

GLD - 853
FD: 227 SPALDING CSD - SEWER FUND
B/U: 2270 SPALDING CSD - SEWER
C/C: NONE

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
		VERIZON 12/22/22 #2477						
02/01/2023	*****	ACCOUNT : 30-02000 MEMBERSHIPS			\$0.00	\$0.00	\$7,267.95	(\$7,267.95)
02/09/2023		CA ASSN OF MUTUAL WATER CO CALMUTUALS MMBR 2023 DUES	01000628	CL832942	\$0.00	\$0.00	\$1,287.00	(\$1,287.00)
02/01/2023	*****	ACCOUNT : 30-02200 OFFICE EXPENSE			\$0.00	\$0.00	\$100.00 ✓	(\$1,387.00)
02/09/2023		RONALD D REBELL SV005140 1/31/23	01000630	CL832906	\$0.00	\$0.00	\$124.36	(\$1,085.22)
02/01/2023	*****	ACCOUNT : 30-02201 POSTAGE			\$0.00	\$0.00	\$1,209.58	(\$1,209.58)
02/01/2023	*****	ACCOUNT : 30-02300 PROFESSIONAL & SPECIALIZED SV			\$0.00	\$0.00	\$246.24	(\$246.24)
02/02/2023		MARY CHEEK 7144 1/17/23 CALPERS REPORT	01000437	CL832577	\$0.00	\$0.00	\$22,711.43	(\$22,711.43)
02/02/2023		MARTIN SECURITY SYSTEMS, INC 044424 12/31/22	01000440	CL832579	\$0.00	\$0.00	\$99.00 ✓	(\$22,886.43)
02/01/2023	*****	ACCOUNT : 30-02400 PUBLICATIONS AND LEGAL NOTICES			\$0.00	\$0.00	\$22,985.43	(\$22,985.43)
02/01/2023	*****	ACCOUNT : 30-02500 RENTS AND LEASES - EQUIPMENT			\$0.00	\$0.00	\$54.00	(\$54.00)
02/01/2023	*****	ACCOUNT : 30-02800 SPECIAL DEPARTMENTAL EXPENSE			\$0.00	\$0.00	\$1,513.84	(\$1,513.84)
02/01/2023	*****	ACCOUNT : 30-03000 UTILITIES			\$0.00	\$0.00	\$300.00	(\$300.00)
02/01/2023	*****	ACCOUNT : 30-03000 UTILITIES			\$0.00	\$0.00	\$300.00	(\$300.00)
02/01/2023	*****	ACCOUNT : 30-03000 UTILITIES			\$0.00	\$0.00	\$4,202.83	(\$4,202.83)

**County of Lassen
Auditor Controller
Appropriation Ledger**

From 2/1/2023 to 2/28/2023

Date	Program	Description	Warrant	Document	Appropriations	Encumbrances	Expenditures	Unencumbered
02/02/2023	LMUD	138490 1/16/23	01000439	CL832701	\$0.00	\$0.00	\$93.48 ✓	(\$4,296.31)
02/02/2023	LMUD	138529 1/16/23	01000439	CL832701	\$0.00	\$0.00	\$164.81 ✓	(\$4,461.12)
02/02/2023	LMUD	434362 1/16/23	01000439	CL832701	\$0.00	\$0.00	\$30.00 ✓	(\$4,491.12)
02/02/2023	LMUD	138532 1/16/23	01000439	CL832701	\$0.00	\$0.00	\$169.30 ✓	(\$4,660.42)
02/02/2023	LMUD	138507 1/16/23	01000439	CL832701	\$0.00	\$0.00	\$207.29 ✓	(\$4,867.71)
02/02/2023	LMUD	138510 1/16/23	01000439	CL832701	\$0.00	\$0.00	\$240.47 ✓	(\$5,108.18)
02/09/2023	LMUD	138510 12/20/22-1/20/23	01000632	CL832908	\$0.00	\$0.00	\$184.44 ✓	(\$5,292.62)
02/09/2023	LMUD	138507 12/20/22-1/20/23	01000632	CL832908	\$0.00	\$0.00	\$216.00 ✓	(\$5,508.62)
02/09/2023	LMUD	138490 12/20/22-1/20/23	01000632	CL832908	\$0.00	\$0.00	\$102.22 ✓	(\$5,610.84)
02/09/2023	LMUD	138529 12/20/22-1/20/23	01000632	CL832908	\$0.00	\$0.00	\$177.43 ✓	(\$5,788.27)
02/09/2023	LMUD	387675 12/20/22-1/20/23	01000632	CL832908	\$0.00	\$0.00	\$60.26 ✓	(\$5,848.53)
02/09/2023	LMUD	138532 12/20/22-1/20/23	01000632	CL832908	\$0.00	\$0.00	\$178.30 ✓	(\$6,026.83)
02/09/2023	LMUD	353455 12/20/22-1/20/23	01000632	CL832908	\$0.00	\$0.00	\$61.13 ✓	(\$6,087.96)
02/09/2023	LMUD	434362 12/20/22-1/20/23	01000632	CL832908	\$0.00	\$0.00	\$30.00 ✓	(\$6,117.96)
Ending Balance								
SERVICES AND SUP Totals As of 2/1/2023								
Current Period								
Ending Balance								
Cost Center Totals As of 2/1/2023								
Current Period								
Ending Balance								
					\$0.00	\$0.00	\$6,117.96	(\$6,117.96)
					\$0.00	\$0.00	\$64,932.22	(\$64,932.22)
					\$0.00	\$0.00	\$6,326.10	(\$6,326.10)
					\$0.00	\$0.00	\$71,258.32	(\$71,258.32)
					\$0.00	\$0.00	\$122,048.57	(\$122,048.57)
					\$0.00	\$0.00	<u>\$14,825.71</u>	(\$14,825.71)
					\$0.00	\$0.00	\$136,874.28	(\$136,874.28)

SEWER REPORT



Spalding Community Services District

502-907 Mahogany Way Susanville, CA 96130 • (530) 825-3258

SEWER - MAINTENANCE

17 Mar 2023

David Handy

Steve Stump will oversee my sewage and well samples on 21 Mar 2023. He also will oversee my 1st Quarterly Report submittal to GEOTRACKER on 8 April 2023.

Stewart McBroom (Peterson CAT) who services/repairs our generators did a site visit with me. Made minor repairs. Showed me how make minor repairs/service/check faults/manually run tests through transfer box.

Mike Busse simplified my excel SCADA program that is used for my daily, monthly, and quarterly reporting. He verified that the information was populating accurately.

The Hyper Server Module (HSM003), which is a core component of the Hyper SCADA Server went down 13 February 2023. Received a temporary replacement and installed it 13 March 2023.

SCSD - Temporarily sealed an attic entry in the Community Center. Ed Staub fixed diesel leak at the refuel tank. H2O water softener system is scheduled for a service call. Robert Whitworth assisted me with the installation/training of the Snowblower. Snowblower developed a hole below the chute that sprayed snow through it. I had a metal plate welded over the hole to prevent this and push the snow up and out through the chute opening. Snow removal at the Pump Stations and Sewage Ponds. Created new Fuel Log/Reading sheets that are stored in MAIN.

Currently working on plans:

1. Replace and/or rent a tractor for SCSD as needed. **No update.**
2. Remove the Dump Truck (sell?). **No update.**
3. Contact SUSP to address PS #1 and #4 that have been sinking. **Had a conference call with SUSP, 10 March 2023. On call was Nicole Cook, Dan Lafontaine, Mike Arnold and David Handy. Productive call. Should receive a proposal for a site visit by 24 March 2023 to address Pump Station #1 and #4 that have been sinking/settling.**
4. Cost of materials for Pump Stations fence replacement. **No update.**
5. Repair/replace SCSD building siding/trim/paint. **No update.**
6. Cost to add gutter guards to maintenance building. **No update.**
7. Repair of current Snowplow and bids for a new Snowplow. **Snowplow was welded. Now needs to have the hydraulics bled and light set repaired.**
8. Cost for left side door for Mahindra tractor (exhaust is front left of tractor). **Door has been ordered through Keno Tractors in Oregon for \$2,500. Arrives around 17 March 2023.**
9. Collect more bids from SCADA vendors to simplify and upgrade our computer systems. **Currently have received a proposal from Aqua Sierra. Waiting on a proposal from Western States Controls.**
10. Update the SCADA computer. **See #9.**
11. Simplify and accurately program SCADA to collect and add information into quarterly and annual reports. To include daily flows. **See #9.**
12. Continually SCADA and sewer training through CRWA. **Completed a Zoom Meeting call with Mike Busse covering my excel SCADA program. I am currently going through the old sewage records/data/maps.**
13. Tech support availability. **I am currently receiving support from Mike Busse (CRWA) and Jon Densmore (Aqua Sierra).**

CONTINUING BUSINESS

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

THIS FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT (this “Amendment”) is entered into as of February __, 2023, by and between the **SPALDING COMMUNITY SERVICES DISTRICT**, a California Community Services District (the “District”), and **NORTHSTAR** (the “Consultant”), for the provision by the Consultant of certain services described below. District and Consultant are sometimes individually referred to herein as a “Party” and collectively as the “Parties.”

RECITALS

- A. The District engaged Consultant to perform the professional services described in the Professional Services Agreement, dated February, 2019 (the “Agreement”) which services generally consist of conducting a comprehensive Sewer Rate Study to assess and evaluate existing sewer rates and fees to provide recommendations for adequately funding sewer operations, capital improvements while minimizing rates to the extent possible (the “Project”).
- B. The Parties now desire to enter into this First Amendment to revise the Schedule of Services and the Scope of Services attached as **Exhibit “A”** to the Agreement.

NOW, THEREFORE, in consideration of the of the mutual covenants and undertakings set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, District and Consultant hereby agree as follows:

1. **Amendment of Section 2.2 (“Schedule of Services.”)** Section 2.2 of the Agreement is hereby amended and restated in its entirety as follows:

2.2 Schedule of Services. Consultant shall perform the Services pursuant to the below schedule. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. District shall respond to Consultant’s submittals in a timely manner and shall not unreasonably delay the Consultant in performing the Services. Upon request of District, Consultant shall provide a detailed schedule of anticipated performance.

- 2.2.1 **Ten calendar days after Execution of this Amendment.** Consultant to provide District leadership and staff with a DRAFT Water Rate Study. The DRAFT Water Rate Study will focus upon the elements involved in conducting a typical rate study, including:
 - (A) Developing revenue trends and expense trends based on recent history (four year look back),
 - (B) Gaining knowledge about future capital needs,
 - (C) Gaining knowledge about customer types,
 - (D) Projecting future years activity (five year projection),
 - (E) Reviewing possible rate structure options and equity issues,
 - (F) Reporting results.
- 2.2.2 The DRAFT Water Rate Study should consider:
 - (A) Rates must recover the “true costs” of providing service, including all operational costs, funding of necessary reserve accounts and debt

service.

- (B) Rates must generate sufficient revenue to pay for the total cost of the system.
- (C) Rates must distribute the costs of the system fairly across all user types.
- (D) Rates should enable the customer accounting to be easily performed.
- (E) Rates should be easily understood and accepted by the customer.

2.2.3 **Thirty calendar days after Notice to Proceed.** Consultant to conduct an onsite meeting with District leadership and staff to review and discuss the DRAFT Water Rate Study. Takeaways from this meeting would include:

- (A) Agreement on the scope and purpose of the FINAL Water Rate Study document,
- (B) Identification of all resources and documents we will need to complete the study, including:
 - (1) Recent financial data (annual audits);
 - (2) Current budget;
 - (3) Capital Improvement Plan;
 - (4) Budget reserve goals;
- (C) Agreement on a schedule moving forward.

2.2.4 **Sixty calendar days after Notice to Proceed.** Consultant to provide District leadership and staff with a PRELIMINARY Water Rate Study that includes tentative rates. Consultant to attend a Board of Director meeting to present the status of the study and obtain input from the Board and public.

2.2.5 **Ninety calendar days after Notice to Proceed.** Consultant to provide District leadership and staff with a FINAL Water Rate Study that incorporates modifications from comments at the first Board of Director meeting. Consultant to provide five copies of the Final Water Rate Study plus an electronic copy in Microsoft Word and Excel format, and a bookmarked PDF. Consultant to provide an electronic rate model in Microsoft Excel for the District to use in future rate settings. The FINAL Water Rate Study shall include a summary and Public FAQ's on the rate changes that can be posted on the District's website. Consultant to attend a Board of Director meeting to present the final report and recommendations.

2.2.6 **District to Schedule Prop 218 Hearing.** After the FINAL Water Rate Study is provided to District, District shall schedule, and Consultant shall attend a Prop 218 public hearing where the sewer rates are considered for adoption.

2. **Amendment of Exhibit A ("Scope of Services.")** Exhibit A of the Agreement is hereby amended and restated as Exhibit A attached to this Amendment.
3. **Final Payment.** Upon Consultant's completion of the services described in this Amendment, the District will pay \$968.00 as final payment (the "Final Payment") for the completion of the Services. The Parties agree that no further fees or other form of compensation, other than the Final Payment will be paid for Consultant's completion of the Services as described in this Amendment.
4. **Confirmation.** The Agreement, as amended by this Amendment, is hereby ratified, approved, and confirmed and all other provisions of the Agreement shall remain in full force and effect.

5. **Counterparts.** This Amendment may be signed in one or more counterparts, each of which shall be deemed on and the same agreement.

DISTRICT:

**SPALDING COMMUNITY SERVICES
DISTRICT**, a california community services district

By: _____
President

ATTEST:

District Secretary

CONSULTANT:

NORTHSTAR

By: _____
Name: _____
Its: _____

EXHIBIT "A"

SCOPE OF SERVICES

The District needs a rate study completed for its Sewer services. Any rate increase(s) shall be governed by the need to meet operating and capital costs, maintain adequate debt coverage, and build reserve funds. It is critical for the District to maintain reasonable reserves in order to handle emergencies, fund working capital, maintain a good credit rating, and generally follow sound financial management practices. In making its rate recommendations, the final reports shall explicitly include the following elements and analysis:

A. Current and Recommend Rate Structure: Assess the current rate structure's suitability for sustaining cost recovery based on customer demands as well as conformance with existing statutory regulations making recommendations for any changes that are necessary to achieve compliance. The study shall recommend rates that consider and make provisions for the following factors:

- a. Current and future cost of providing sewer service in accordance with established and anticipated standards and regulations.
- b. Projected demands.
- c. Age and condition of sewer systems and the need to fund long-term capital improvement/replacements.
- d. Upcoming revisions to California's Sewer codes.
- e. Impact of current and future environmental regulations.
- f. Other impacts as identified.
- g. Comparison of Districts of similar size with similar sewer systems. A nonexhaustive list of districts that Consultant will analyze and compare to the District's Rate Study include: Greenville, CA; Portola, CA; Janesville, CA; Stones/Bengard CSD; Plumas Eureka Community Services District; Lake Shastina Community Services District; Happy Camp Sanitary District; Redwood Park Community Services District; Klamath Community Services District.

The recommended rates shall result in no decrease in stability of the revenue stream to the Sewer Fund, as compared to the current structure. Any proposed rates must take into consideration the District's automated billing system capabilities. Consultant shall explain the advantages and disadvantages during the evaluation of methods analysis.

B. Equity: Assess the equity of recommended sewer rates for all types of property ownership. Justifications for any special classes of customers under the recommended rate structure shall be demonstrated. The recommended rates shall be based on cost of service and shall be sufficient to meet the short and long-term revenue requirements of the District's wastewater utility operations. The benefits of any proposed modifications shall be weighed against the financial impacts on ratepayers.

C. Industry Standards: The recommended rates shall be consistent with industry practices for utility rate making in California. The study shall recommend rates based upon standard rate practices that meet the criteria.

D. Conservation Impacts: Assess any decreased commercial water usage in recommended rates and the impact on the ability to fund sewer operations.

E. Environmental Regulations: The study shall include an assessment of the revenue stream

generated by the recommended rates and their ability to continue to fully fund sewer system costs under the impacts of future water quality and environmental regulations and standards.

F. Connection Fees: Evaluate the existing connection fees and make recommendations for any changes for “buy-in” and new capacity and development fees to offset demands for future/new service locations.

G. Other Service Charges: Assess existing customer service fee structure and identify other potential areas for service and system charges and recommend changes, if appropriate. Assessment is to note any resulting increase in liability the District may incur as a result of assessing the fees.

H. Reserve Balance Targets: Recommend reserve levels for operating and capital replacement as well as cash flow and unforeseen events. The recommended rates shall consider the type and amount of reserves for cash flow, catastrophes, infrastructure replacement and other appropriate purposes.

I. Electronic Rate Model: Provide an easy-to-use electronic rate model for the District to use in future rate setting.

In addition to the actual study, analysis and rate recommendations, the District also requires assistance with the Proposition 218 Noticing Requirements. Consultant will be required to prepare the Public Hearing Notices and all Public Outreach Materials during the process and to effectuate the rate change.

Consultant agrees to perform and provide the following deliverables:

A. Provide a schedule for conducting the review and analysis so that recommended rates may be adopted for and implemented in FY 2018/19.

B. Conduct a detailed review of the existing sewer rates and status of the sewer funds, and develop a general familiarity with the District’s billing system.

C. Meet and confer with staff as needed throughout the process.

D. Attend one to two Board of Director meetings to present the interim status of the study and obtain input, and one public hearing where the sewer rates are considered for adoption.

E. Conduct analysis as required to address the scope of work, reviewing all fixed and variable costs.

F. Prepare Preliminary Report providing the study and tentative rates.

G. Prepare Final Report incorporating changes/modifications from comments at the Board of Trustee meetings.

a. Provide five copies of the Final Report plus an electronic copy in Microsoft Word and Excel format, and a bookmarked PDF.

b. Present Final Report and recommendations to the Board of Directors at designated Board meeting.

c. Report shall include a summary and PUBLIC FAQ’s on the rate changes that can be posted on the District’s website.

H. Provide an easy-to-use electronic rate model in Microsoft Excel for the District to use in future rate settings.

I. Provide a “one-sheet” informational brochure, suitable to provide to the voters within the District explaining the proposed rates set forth in the Final Water Rate Study

J. Provide assistance with the Proposition 218 Noticing Requirements. Consultant will be required to prepare the Public Hearing Notices and all Public Outreach Materials during the process and to effectuate the rate change. District will provide all the copies and mailing services.

