

AGENDA
LEWISTON COMMUNITY SERVICES DISTRICT
POST OFFICE BOX 164, LEWISTON, CA 96052
REGULAR MEETING TUESDAY APRIL 2, 2024, AT 7:00 PM

LOCATION: LEWISTON COMMUNITY CENTER, 130 TEXAS AVENUE, LEWISTON, CA 96052

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND DETERMINATION OF QUORUM
2. INPUT REGARDING AGENDA & NON-AGENDA ITEMS:
The president of the Board will allow any individual or group representative to address the Board on any subject covered or not covered by an item in the agenda at this time. Additional opportunities will be given for the public to comment on Agenda items as they are recognized and given the opportunity to speak. The Board of Directors reserves the right to limit the time allotted to each speaker and the number of times an individual is allowed to address the Board on a given subject. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may (1) acknowledge receipt of the information; (2) refer to staff for further study; (3) refer the matter to the next meeting.
3. CONSENT ITEMS
 - 3.1 Regular Meeting Minutes 3/5/2024
 - 3.2 Fund 8207 Authorizations: Mid Months Bills \$4,311.66, Grants:
Well8 & Distribution Replacement \$556,876.97, \$222,113.54
 - 3.3 Fund 8217 Authorizations: Mid-Month Bills \$2605.52, PerCapita Grant \$68250.86
4. DISTRICT GENERAL ITEM
 - 4.1 Discussion & possible advertising for Grade 3 Operator for the Waste Water Plant
5. FINANCE PAYMENT OF DISTRICT BILLS & INVOICES
 - 5.1 Payment of water/sewer Fund 8207 & 8247 monthly bills, Payroll & Grant Authorizations
 - 5.2 Payment of non-enterprise Fund 8217 monthly bills & Grant invoices
 - 5.3 Report Water/Sewer Fund 8207 & Fund 8217 Cash positions as of 4/01/2024 \$
Fund 8207:\$56,018, Fund 8217: \$133,541.81
6. FACILITIES
 - 6.1 Discussion & possible action on maintenance & repair items at the Lewiston Community Center, Community Park (Toilets & Snack Shack)
 - 6.2 Update on office renovations & at the Community Center
7. FIRE DEPARTMENT
 - 7.1 Monthly Activity Report (Information only, no Board action required)
 - 7.2 Declare surplus E2331 and authorize utilization of on line Public Surplus auction service.
8. PUBLIC COMMENT: The public is invited to address issues not on the agenda.

Agenda posted March 28,2024 at the "Lewiston Mini Mart" Community Bulletin Board, Lewiston, CA and at the Lewiston Community Center & Lewiston Fire Station. The Lewiston Community Services District ("District") in complying with the American Disabilities Act (ADA) requests individuals who require special accommodations to access, attend, or participate in District Board Meetings due to a disability, please contact the President of the Board of Directors at 530-949-0553, at least one day prior to the scheduled meeting to ensure that we may assist you.

LEWISTON COMMUNITY SERVICES DISTRICT (2023/2024 Fiscal Yr)
AUTHORIZATION FOR RELEASE OF FUNDS - TOTAL ISSUANCE AMOUNT =

\$ 4,311.66

Special District Information					Vendor Invoice Information		
Transaction Amount	Vendor #	Payee Info	Dept#	Acct #	Customer I.D. (30 Spaces Available)	Invoice # (16 Spaces Avail)	Total Invoice
\$ 141.93	V20491	AT&T Mobility PO Box 6463 Carol Stream IL 60197-6463	8207	2850	First Net Cell Phones	Acct#287303339073	\$ 141.93
\$ 156.50	V08579	Trinity County Solid Waste PO Box 2700 Weaverly, CA 96093	8207	2090	Dumpster WWTP Mar 2024	Acct#20610	\$ 156.50
\$ 36.14	V20491	AT&T Mobility PO Box 6463 Carol Stream IL 60197-6463	8207	2850	530-778-0306	Acct#287305656382	\$ 36.14
\$ 110.00	V27998	Number Crunchers 1300 Court Street Redding, CA 96001	8207	2300	Payroll Preparation Mar 24	Inv# 03022256	\$ 110.00
\$ 1,330.94	V24057	USA Blue Book PO Box 9004 Gurnee, IL 60031-9004	8207	2660	Lab Supplies	Inv# INV 00024462 075265 00232434	\$ 1,330.94
\$ 253.40	V02640	Plotzke Ace Hardware PO Box 2549 Weaverly, CA 96093	8207	2140	Misc Parts	Acct#38226,	\$ 253.40
\$ 324.52		California EDD	8207	1010	Journal Payment	Confirmation Settlement date: 4/15/2024	\$ 324.52
\$ 1,958.23		IRS 941 EFT Payment	8207	1010	Journal Payment	Confirmation Settlement date: 4/15/2024	\$ 1,958.23

The above items were approved for payment and entered into the minutes of the District on: **3/15/2024**

RECORDED

Approving Signature: *Mary McNamee Nelson* Approving Signature: *Angela [Signature]*

LEWISTON COMMUNITY SERVICES DISTRICT (2023/2024)
AUTHORIZATION FOR RELEASE OF FUNDS - TOTAL ISSUANCE AMOUNT =

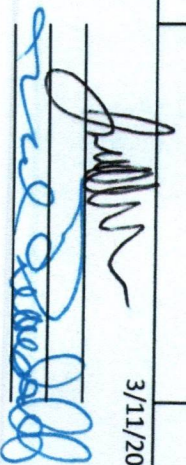
\$ 556,876.97

Special District Information							Vendor Invoice Information		
Transaction Amount	Vendor #	Payee Info	Dept#	Acct #	Job Code	Customer I.D. (30 Spaces Available)	Invoice # (16 Spaces Avail)	Total Invoice	
\$ 5,000.00		John D. Orellana PO Box 427 Lewiston, Ca 96052	8207	4200	Pipe 2	Construction Spoils Disposal	Inv# 1	\$ 5,000.00	
\$ 230,529.62	V25223	Pace Engineering 5155 Venture Parkway Redding, CA 96002	8207	2300	Pipe2	Engineering & document prep	Inv#45580 45581 45837 45838 46101 46102 46358 46359 46660 46661 47465 47466 47803 47804 48098	\$ 230,529.62	
\$ 180,974.25	V25223	Pace Engineering 5155 Venture Parkway Redding, CA 96002	8207	2300	Pipe2	Engineering & document prep	Inv# 48099 48372 48373 48651 48652	\$ 180,974.25	
\$ 92,419.85	V29332	RTA Construction 9614 Tanqueray Ct Redding, CA 96003	8207	4200	Pipe2	SRF Claim 7 Distribution Project	IRWMM Claim 1	\$ 92,419.85	
\$ 41,895.00	V29332	RTA Construction 9614 Tanqueray Ct Redding, CA 96003	8207	4200	Pipe2	SRF Claim 7 Distribution Project	IRWMM Claim 1	\$ 41,895.00	
\$ 6,058.25	V25223	Pace Engineering 5155 Venture Parkway Redding, CA 96002	8207	2300	Pipe2	Engineering & document prep	IRWMM Claim 1 Inv# 43277 45581 46102 46359 46661 47466 48099 48373	\$ 6,058.25	

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3/11/2024

Approving Signature:
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LEWISTON COMMUNITY SERVICES DISTRICT (2023/2024)
AUTHORIZATION FOR RELEASE OF FUNDS - TOTAL ISSUANCE AMOUNT =

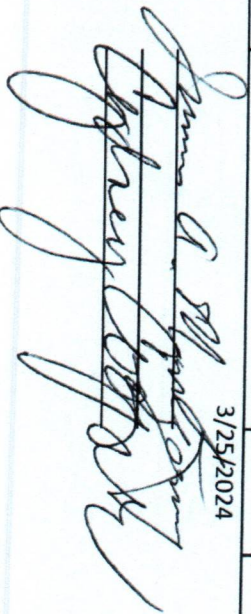
\$ 222,113.54

Special District Information							Vendor Invoice Information		
Transaction Amount	Vendor #	Payee Info	Dept#	Acct #	Job Code	Customer I.D. (30 Spaces Available)	Invoice # (16 Spaces Avail)	Total Invoice	
\$ 100,834.34	V29332	RTA Construction Inc. 9614 Tanqueray Ct Redding, CA 96003	8207	4200	Pipe 2		claim 8	\$ 100,834.34	
\$ 68,933.20	V32164	SnL Group Inc 9818 Holton Way Redding, CA 96003	8207	4200	Well8		claim 8	\$ 68,933.20	
\$ 34,149.50	V25223	Pace Engineering 5155 Venture Parkway Redding, CA 96002	8207	2300	Pipe2	Engineering & document prep	Inv# 48989	\$ 34,149.50	
\$ 18,169.50	V25223	Pace Engineering 5155 Venture Parkway Redding, CA 96002	8207	2300	Well8	Engineering & document prep	Inv# 48988	\$ 18,169.50	


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Approving Signature:
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3/25/2024



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 Approving Signature:





LEWISTON COMMUNITY SERVICES DISTRICT (2023/2024 Fiscal Yr)
AUTHORIZATION FOR RELEASE OF FUNDS - TOTAL ISSUANCE AMOUNT =

\$ 2,605.52

Special District Information					Vendor Invoice Information		
Transaction Amount	Vendor #	Payee Info	Dept#	Acct #	Customer I.D. (30 Spaces Available)	Invoice # (16 Spaces Avail)	Total Invoice
\$ 155.73	V20491	AT&T Mobility PO Box 6463 Carol Stream IL 60197-6463	8217	2850	First Net Cell Phones	Acct#287303339073	\$ 155.73
\$ 2,246.37	V25853	M&M Truck Repair Trinity Quick Lube 7390 Pacheco School Road Redding, CA 96002-4067	8217	2140	Annual Service WT2341 & E2310	Inv# 69 & 70	\$ 2,246.37
\$ 61.92	V20491	AT&T Mobility PO Box 6463 Carol Stream IL 60197-6463	8217	2850	530-778-3711 & 530-778-3869	Acct#287305656382	\$ 61.92
\$ 141.50	V08579	Trinity County Solid Waste PO Box 2700 Weaverville, CA 96093	8217	2090	Dumpster Community Cntr	Acct#20897	\$ 141.50

The above items were approved for payment and entered into the minutes of the District on: 3/15/2024

Approving Signature: 

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LEWISTON COMMUNITY SERVICES DISTRICT (2023/2024)
AUTHORIZATION FOR RELEASE OF FUNDS - TOTAL ISSUANCE AMOUNT =

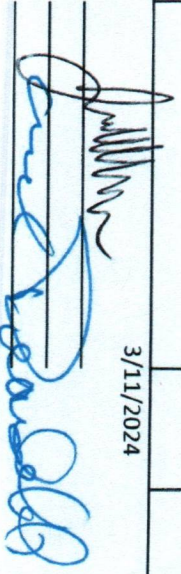
\$ 68,250.86

Special District Information						Vendor Invoice Information		
Transaction Amount	Vendor #	Payee Info	Dept#	Acct #	Job Code	Customer I.D. (30 Spaces Available)	Invoice # (16 Spaces Avail)	Total Invoice
\$ 40,987.26	V01497	Robert J. Frank Construction 2806 Tarmac Road Redding, CA 96003	8247	4200	Park1	Progress Payment 1	Progress Payment 2 & 3	\$ 40,987.26
\$ 11,341.10	V32164	SnL Group Inc. 9818 Holton Way Redding, CA 96003	8247	4200	Park1	Partial Progress Payments Claims 2 & 3		\$ 11,341.10
\$ 15,922.50	V25223	Pace Engineering 5155 Venture Parkway Redding, CA 96002	8247	2300	Park1	Engineering & document prep	Inv#47163, 47468, 47806	\$ 15,922.50

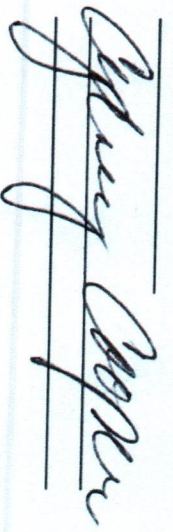
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3/11/2024

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LEWISTON COMMUNITY SVC DISTRICT

Memorandum

To: LCSD Board of Directors

From: Mel Deardorff, Fire Chief

Date: 3/28/2024

Re: Type 6 Engine Received from Cal Fire

Earlier this month, I was contacted by a Cal Fire representative located in Sacramento. This person inquired if Lewiston Fire was interested in obtaining a 2007 Type 6 engine for no cost. Lewiston can utilize this engine as it's own with the caveat if we wish to get rid of the engine it goes back to Cal Fire for reassignment.

This unit is going to replace a 1975 unit of the same type. This 1975 unit is outdated and possibly overloaded resulting in it's use being restricted. Attached is paper work for your review and information. The only requirement from Cal Fire is that we paint the newer unit red covering up the Forest Service green.

Actions Requested:

- (1) Authorize painting of the new unit at cost \$5600.00. This includes all door jams of the cab.
- (2) Declare E2331 the 1975 Dodge surplus and authorize selling on the auction service Public Surplus. The Scope of Work for that firm is attached for your review. Check out their web site at: publicsurplus.com



2007

1975



Scope of Work

A. Scope of Work Agreement:

This Scope of Work Agreement explains in general terms the services offered to Agency of Lewiston Community Services District by The Public Group, LLC ("Public Surplus," "Contractor") through Contractor's online auction and surplus management system.

B. Registration:

Lewiston Community Services District will register to become a user on Public Surplus using the link below.

<https://www.publicsurplus.com/sms/register/agency>

C. Training/Support:

Public Surplus will assist and train as many employees of the Agency as is necessary to utilize system for this Sale. Training will be done online and on dates and times convenient to the Agency. Public Surplus will also offer user support for Agency Monday-Friday 9 AM – 7 PM ET. Agency will have access to an account manager by cell phone after hours if needed to resolve any unforeseen training or support issues.

D. Auction Management:

The Agency will have total control over their auction process. The Agency has 3 options for auction listing.

1. The Agency will photograph all items and post a description on the auction themselves to create and manage the auction.
2. The Agency will send photographs and description to Public Surplus and Public Surplus will create the auctions online (additional fee applies, outlined in section F).
3. The Agency will have Public Surplus come on location to take photographs and gather a description of items to be sold (additional fee applies, outlined in section F).

E. Payment:

Public Surplus outsources its payment processing to PayMac. PayMac will process all payments made by buyers for Agency's auctions. PayMac will receive sales tax payments made by buyers and remit those payments to the state. PayMac accepts Credit Card payments up to \$4,000 and wire transfer payments from the buyer on all amounts.

PayMac has two payment remittance options to the Agency.

1. Net30 Cycle – Any auctions sold in one month are paid out the end of the next month. For example, any auctions sold in January are paid out the end of February.
2. Net7Cycle – Any auctions sold in one week are paid out the end of the next week.

F. Fees:

Public Surplus charges buyer's a **10.5%** fee on the sale price of the item. Example of payment breakdown on a \$100 auction below:

\$110.50 – Amount Buyer Pays

\$100 – Amount Agency receives

\$10.50 – Amount Public Surplus receives

For “modified auction tech services” where the Agency sends photographs to Public Surplus there is an additional 1% fee so the charge to buyers would be **11.5%** in that scenario.

For “full auction tech services) where the Agency has Public Surplus come on site to take photographs and create auctions there is an additional 4% fee so the charge to the buyers would be **14.5%** in that scenario.

G. Auction Follow Up:

Public Surplus will notify the winning bidder by email that they need to contact Agency to arrange for pickup (and payment, if applicable) of the auction item. Buyers agree to these conditions of pickup and payment upon registration with Us. As noted above, Agency will be able to upload onto the Public Surplus site additional terms and conditions of sale, such as how long each buyer has to make payment and pickup an auction item. Buyers must agree to Agency's terms and conditions using their legally binding digital signature before they can bid on Agency's auctions.

H. Customization and Added Services:

Public Surplus realizes that no two agencies are the same. The Agency may have need for enhancements and additions to Contractor's standard system to realize the full effectiveness of online auctions. Contractor is committed to working with Agency if these changes are needed. Some of these services are customized reporting tools, integration to existing software, and customized branding. Contractor brings years of experience and Contractor's desire to see each of Contractor's clients succeed with this new and exciting technology.

I. Enhanced Auctions Services (Marketing and Sell Strategies):

Public Surplus is willing to help Agency with various marketing and sales strategies for all vehicles and heavy equipment and items of value over \$5000. For support with all other items, the Agency's Support Rep can be a resource to assist. Contractor's marketing team is tasked with contacting bidders and sometimes selling agencies who have bid on similar items in the past. Their goal is to attempt to bring competition to the auctions in the hopes that it will increase auction totals.

J. System Accessibility/Reliability:

The Public Surplus system is accessible 24 hours a day/7 days a week for buyers and sellers. When Contractor takes down the system for maintenance it is done late at night so as not to interrupt service. Contractor's servers are located in a secure environment with multiple

redundant connections and equipment.

K. Terms and Conditions of Use:

This Scope of Work Agreement ("Agreement") is intended to set forth in general terms the services offered to Agency by Public Surplus through Contractor's on-line auction and surplus management system. These services are subject to the terms and conditions of use set forth in the on-line Seller Agreement, which is incorporated herein by reference as if set forth in full. Nothing in this Agreement is intended to supersede or take precedence over the terms and conditions of the Seller Agreement. If there is a conflict between a provision of this Agreement and the Seller Agreement, the Seller Agreement shall control.

The Public Group, LLC
P.O. Box 50676
Provo, UT 84606

Zackary Corbett, Product Manager

Date

Lewiston Community Services District

Date
