

AGENDA

**LEWISTON COMMUNITY SERVICES DISTRICT
POST OFFICE BOX 164, LEWISTON, CA 96052
REGULAR MEETING TUESDAY JUNE 7, 2022, 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 Authorizations: Fund 8217 & 8207 normal monthly bills \$13,277.66
Regular Meeting Minutes May 3, 2022
4. LCSD WEB SITE PROJECT (Director Kasper)
 - 4.1 Verbal update on District web site
5. LEWISTON CSD WATER & SEWER
 - 5.1 Payment of water/sewer monthly bills & payroll
 - 5.2 Verbal report on Water Distribution Replacement and Well 8 Grant bidding schedule
 - 5.3 Verbal report on Water Board Arrearage fund program
 - 5.4 Discussion & possible action on authorizing paid study time certifications for D2 & T2
 - 5.5 Public hearing on adoption of the 2022-2023 Enterprise Preliminary Budget
 - 5.6 Verbal Report Water/Sewer Cash position as of 6/01/2022: \$124,136
6. FACILITIES
 - 6.1 Discussion & possible action on maintenance & repair items at the Lewiston Community Center, Community Park (Toilets & Snack Shack)
 - 6.2 Discussion & possible action on repairs to ballfield lights
 - 6.3 Discussion & possible action on repairs to park pavilion
 - 6.4 Verbal report on cost repairs to old church project.
 - 6.5 Discussion & possible action on surveying certain District properties
 - 6.6 Discussion & possible action on District facilities rental rates
7. FIRE DEPARTMENT
 - 7.1 Verbal report on repairs to Engine 2312
 - 7.2 Monthly Activity Report (Information only, no Board action required)
8. FINANCE
 - 8.1 Payment of non-enterprise monthly bills
 - 8.2 Discussion & possible action on Budget Adjustment to Fund 8217
 - 8.3 Public hearing on adoption of the 2022-2023 Non-Enterprise Preliminary Budget
 - 8.4 Verbal Report of non-enterprise cash position as of 5/01/2022: \$219,463
9. PUBLIC COMMENT: The public is invited to address issues not on the agenda. (Five-minute time limit) .

Agenda posted June 3, 2022 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 530-778-3018, at least one day prior to the scheduled meeting to ensure that we may assist you.

MINUTES

LEWISTON COMMUNITY SERVICES DISTRICT
POST OFFICE BOX 164, LEWISTON, CA 96052
REGULAR MEETING TUESDAY MAY 3, 2022, AT 7:00 PM

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

1. The meeting was called to order at 7:03 pm by President Mel Deardorff. The Pledge of Alliance was said. Present: Jenni Brookins, Cyd Cooper, Mel Deardorff, and Jim Montgomery. Director Joe Kasper had an excused absence. Guests were Les and Shirean Duntsch
2. INPUT REGARDING AGENDA & NON-AGENDA ITEMS: - None.
3. CONSENT ITEMS:
 - 3.1 Cooper moved/Brookins seconded to approve the consent items: Fund 8217 & 8207 normal monthly bills \$16,492.92, Wastewater Authorization \$50,886.14 (Grant funds received) as well as the minutes from the Regular Meeting on April 5, 2022. Motion passed unanimously.
4. LCSD WEB SITE PROJECT: Cooper moved/Montgomery seconded to move to June meeting as Director Kasper was absent. Motion passed unanimously.
5. LEWISTON CSD WATER & SEWER:
 - 5.1 Payment of water/sewer monthly bills & payroll: Cooper moved/Brookins seconded to pay \$10,293.59 which includes \$3,742.75 insurance costs from SDRMA for liability and property damage for tank and WWPT plant. Motion passed unanimously.
 - 5.2 The State of CA signed off on the Water Distribution Replacement and Well 8 Grant \$3,301,300 and hope to get to bid this summer.
 - 5.3 The Water/Sewer Cash position as of 5/01/2022: \$120,500
6. FACILITIES
 - 6.1 Brookins stated there would be a group using the Pavilion on May 7 and that Pam Carthew would open and close facilities for them.

Brookins reported that she and Director Cooper and Katie Quinn met to discuss new rates for the usage of the facilities. It was suggested to charge \$15/hour with a 4-hour minimum and a \$200 Security Deposit that must be paid at least a week prior to the use. Cooper will prepare the rental agreement forms.

Nicole from Pace asked if the LCSD would prefer to move forward on the Per Capita recreational Grant and use for either the Community Center exterior or for a small skate pad. Brookins moved/Cooper seconded to pursue the skate pad. Motion passed unanimously.Brookins also reported that the new playground equipment will be installed by Travis Christensen.
 - 6.2 Quinn reported that additional work has been done on the interior of the old Congregational Church. Work is progressing on having local artists do 'faux' windows to replace the boarded-up look. These will be installed by Peddlers' faire on June 4. Over \$20,000 has been raised so far.
 - 6.3 Brookins will let Tom Barnes know that he is not to mow the park until asked to. The mower needs service and that will be discussed at the next meeting.

7. FIRE DEPARTMENT

7.1 There were 11 calls in April. Training continues for the new volunteers. Deb Crawford is completing her EMT course.

8. FINANCE

8.1 Cooper moved/Brookins seconded to pay the non-enterprise monthly bills in the amount of \$3884.54. Motion passed unanimously.

8.2 The 2020/2021 Financial Audit passed with flying colors.

8.3 The non-enterprise cash position as of 5/01/2022: \$230,949

9. PUBLIC COMMENT: Cooper is working on an advertisement for a secretary and Bookkeeper for the District

Meeting adjourned at 8:09 pm.

Respectfully submitted by Katie Quinn, Secretary

LEWISTON CSD BUDGET ADJUSTMENT

6/4/2022

Department: Lewiston Community Services District

Number: 8217

Justification for budget adjustment:

Unforeseen Expenses, Repair to Old Church & Repairs to Fire Engines

Revenue Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
8565	Fire Dept Revenue	150,000	150,234	234
0580	Balance Forward from 20/21	134,370	224,160	89,790
9283	Old Church Donations	-	14,000	14,000
				-
				-
				-
				-
				-
				-
TOTAL REVENUE CHANGES				104,024

Expenditure Changes

Account Number	Description	Amount Budgeted	Revised Amount	Change
2140	Maintenance of Equipment	25,000	70,000	45,000
2150	Maintenance of Structures	15,000	30,000	15,000
2300	Professional & Special Services	10,000	25,000	15,000
				-
				-
				-
				-
				-
				-
				-
TOTAL EXPENDITURE CHANGES				75,000

Origin	<div style="display: flex; justify-content: space-between;"> Signature _____ Title _____ </div>
Auditor	_____ Date Reviewed: ____/____/____
CAO	CAO Approval _____ Date: ____/____/____
BOS	Approved by Board of Directors on: ____/____/____

LEWISTON COMMUNITY SERVICES DISTRICT

PRELIMINAY BUDGET FUND 8217 2022/2023 FISCAL YEAR

ESTIMATED INCOME	BUDGET AMOUNT
	\$150,000.00
0580-21/22 CASH CARRYOVER	\$111,735.00
6010-CURRENT SECURED TAX	\$2,100.00
6020-CURRENT UNSECURED TAX	\$122.00
6040-PRIOR UNSECURED	\$100.00
6070-TIMBER YIELD TAX	\$300.00
6090-SUPPLEMENTA TAX	\$1,500.00
6601- INTEREST	\$1,500.00
6659-RENTAL INCOME	\$1,300.00
7430 -STATE HOPTR	\$1,000.00
8565-FIRE DEPART REVENUES	\$50,000.00
9283-DONATIONS	\$500.00
9520-MISCELLANEOUS	\$2,000.00
TOTAL INCOME	\$322,157.00
ESTIMATED EXPENSES	
1010-Salaries & Wages	\$10,000.00
1500-Workers Compensation	\$2,000.00
2050-Clothing & Personal Supplies	\$2,000.00
2080-Food	\$500.00
2090 Household expense	\$1,200.00
2100-Insurance	\$12,400.00
2140-Equipment Maintenance	\$10,000.00
2150-Maintenance of Structures	\$10,000.00
2210-Fire Equipment & Supplies	\$5,000.00
2220-Medical & Lab Supplies	\$1,000.00
2240-Memberships	\$2,000.00
2250-Miscellaneous Expenses	\$250.00
2260-Office Expense	\$1,000.00
2263-Office Expense/Office Equip	\$2,500.00
2300-Professional & Special Services	\$10,000.00
2500-Publications & Notices	\$150.00
2660-Small Tools & Instruments	\$1,000.00
2700 Special Dept Expenses	\$500.00
2750-Travel	\$0.00
2752-Fuel	\$2,000.00
2756-Training	\$1,000.00
2850-Utilities	\$15,000.00
3325-Debt Service	\$33,250.00
TOTALSERVICES & SUPPLIES	\$122,750.00
TOTAL EXPENSES	\$122,750.00

**LEWISTON COMMUNITY SERVICES DISTRICT
WATER & SEWER
ORG 8207**

PRELIMINARY BUDGET FUND 8207 2022/2023 FISCAL YEAR

INCOME	BUDGET AMOUNT
0580-20/21 CASH CARRYOVER	\$150,000.00
6601 INTEREST	\$1,000.00
9520 RATE PAYER REVENUES	\$300,000.00
7190 STATE GRANT SEWER	\$565,100.00
7190 STATE GRANT WATERSYSTEM	\$3,301,000.00
TOTAL INCOME	\$5,002,000.00
 EXPENSES	
1010-Salaries & Wages	\$100,000.00
1500-Workers Compensation	\$8,000.00
2090- Household	\$1,700.00
2100-Insurance	\$10,000.00
2140 Equipment Maintenance	\$30,000.00
2150 Maintenance of Structures	\$4,000.00
2240 Memberships & License	\$25,000.00
2250-Miscellaneous Expenses	\$1,000.00
2260-Office Expense	\$4,000.00
2300-Professional & Special Services	\$1,000,000.00
2336-Professional /Training	\$5,000.00
2500-Publications & Notices	\$2,000.00
2600 Rents & Leases Equipment	\$500.00
2630-Rents & Leases Structures	\$0.00
2660-Small Tools & Instruments	\$2,000.00
2700 Special Dept Expenses	\$5,000.00
2750-Travel	\$1,000.00
2752-Fuel	\$3,000.00
2850-Utilities	\$35,000.00
 Total Services And Supply	 \$1,237,200.00
 4200-Fixed Assets Wastewater Project	 \$500,000.00
4200-Fixed Assets LPMWC Water System Replace Project	\$3,301,000.00
 Total Fixed Assets	 \$3,801,000.00
 TOTAL EXPENSES	 \$5,038,200.00

LEWISTON FIRE DEPARTMENT MONTHLY RESPONSE REPORT

MONTH: MAY 2022

MEDICAL CALL SUMMARY:			
Vehicle Accident: 1	Residential/Bus: 5	Outside District: 2	
FIRE SUMMARY:			
Vehicle: 0	Vegetation: 0 Smoke Check: 0	Structure: 0	Outside District: 0

DATE	CALL	LOCATION	FF RESP.	VEHICLE	OUT OF DIST
5/2	Chest Pain	Lewiston	6	R2353	
5/9	Lift Assist	Lewiston	3	POV	
5/10	Internal Bleed	Lewiston	5	R2353	
5/12	Vehicle Accident	Hwy 299	5	Cancelled	
5/13	Back Pain	Lewiston	1	R2353	
5/13	Weakness	Lewiston	2	R2353	
5/20	Rib Pain	Lewiston	3	R2353	
5/21	Unresponsive	Ponderosa Pines	4	R2353	

Total Calls May 2022: `8