



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

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REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

April 8, 2024 6:00 pm

AGENDA

The McCloud Community Services District welcomes you to this meeting. This agenda contains brief general descriptions of each item to be considered at this meeting by the Board of Directors. If you wish to speak on an item on the agenda, you will be provided the opportunity to do so prior to consideration of the item by the Board. If you wish to speak on an item that is not on the agenda, you are welcome to do so during the Public Comment portion of the meeting. Persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. When addressing the Board, please state your name for the record prior to providing your comments. Please address the board as a whole through the President. Comments to individual Board members or staff are not permitted.

All documentation supporting the items on this agenda are available for public review in the District office, 220 W. Minnesota Avenue, McCloud CA 96057, during normal business hours of 9:00 a.m. to 12noon and 1:00 pm to 4:00 p.m. Monday through Friday.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (530) 964-2017.

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of March 25, 2024.

4. Announcement of Events:

5. Communications:

6. Reports:

A. General Manager-None.

B. Finance Officer-None.

C. Fire Chief- Chief Charlie Miller written report.

D. Public Works Superintendent- Verbal

E. Directors- Mark Trent verbal report on his opportunity to learn more about MCS D's daily tasks in different departments.

F. Committees

7. Consent Agenda:

A. Approval of Expenses in the amount of \$8,857.27

8. Old Business:

A. Discussion/possible action regarding approving contract and service agreements to purchase Caselle Accounting Software. And email regarding data entry – an additional cost.

B. Discussion/possible action regarding the second reading of policy MCS D 2238 Recruitment and Retention Coordinator-Job-Description

C. Discussion/possible action regarding the second reading of policy MCSD 2270 District Organizational Structure attachment A

D. Discussion/possible action regarding the second reading of policy MCSD 2300 General Manager - Job Description

E. Discussion/possible action regarding the second reading of policy MCSD 1060 Exhibit B Refuse Rules

F. Discussion/possible action regarding the second reading of policy MCSD 3100 Garbage and Refuse Collection

9. New Business:

A. Discussion/possible action Update on requirements for fire dept sleeping Quarters.

B. Discussion/possible action Ambulance Billing, incorrect charges needing forgiveness authorization.

10. Public Comment: This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

11 Adjourn

MCSD Mission Statement

McCloud Community Services District will strive to provide the full range of municipal services, at a reasonable cost applied consistently to all customers, while maintaining a healthy infrastructure and environmental integrity.

**MINUTES OF A
REGULAR MEETING OF THE BOARD OF DIRECTORS
March 25th, 2024 6:00 pm**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at the Scout Hall. Three Directors (Richey, Mullins, Trent). Also present were General Manager Amos McAbier, District Secretary Sarah Roberts, Fire Chief Charlie Miller, Finance Officer Jennifer Brunello, and Eli Jones Public Works Superintendent was absent.

1. Call to Order

2. Pledge of Allegiance.

3. Approval of Minutes:

A. Discussion/action regarding approval of the minutes of the Regular Meeting of March 11th, 2024.

C. Richey made a motion to approve the minutes of the regular Meeting on March 11th, 2024; motion seconded by J. Mullins; Motion passed with 3 Ayes. (Richey, Trent, Mullins) and 2 absent (Rorke, Hanson).

4. Announcement of Events: None

5. Communications: None

6. Reports:

A. General Manager-None.

B. Finance Officer-written report.

C. Fire Chief-Verbal.

D. Public Works Superintendent-None.

E. Directors-Verbal.

F. Committees- None.

7. Consent Agenda:

A. Approval of Expenses in the amount of \$11,056.86.

C. Richey made a motion to approve expenses in the amount of \$11,056.86; motion seconded by J. Mullins. Motion passed with 3 Ayes. (Richey, Trent, Mullins) and 2 absent (Rorke, Hanson).

B. Approval of Expenses in the amount of \$1,195.00.

M. Trent made a motion to approve expenses in the amount of \$1,195.00; motion seconded by C. Richey. Motion passed with 3 Ayes. (Richey, Trent, Mullins) and 2 absent (Rorke, Hanson).

8. Old Business: None

9. New Business:

A. Discussion/action regarding the first reading of policy MCSD 2238 Recruitment and Retention Coordinator-Job-Description.

C. Richey made a motion to approve the first reading of policy MCSD 2238 Recruitment and Retention Coordinator-Job-Description; motion seconded by M. Trent; Motion passed with 3 Ayes. (Richey, Trent, Mullins) and 2 absent (Rorke, Hanson).

B. Discussion/action regarding the first reading of policy MCSD 2270 District Organizational Structure attachment A

C. Richey made a motion to approve the first reading of policy MCSD 2270 District Organizational Structure attachment A; motion seconded by M. Trent; Motion passed with 3 Ayes. (Richey, Trent, Mullins) and 2 absent (Rorke, Hanson).

C. Discussion/action regarding the first reading of policy MCSD 2300 General Manager - Job Description

C. Richey made a motion to approve the first reading of policy MCSD 2300 General Manager - Job Description; motion seconded by J. Mullins; Motion passed with 3 Ayes. (Richey, Trent, Mullins) and 2 absent (Rorke, Hanson).

D. Discussion/action regarding the first reading of policy MCSD 1060 Exhibit B Refuse Rules

C. Richey made a motion to approve the first reading of policy MCSD 1060 Exhibit B Refuse Rules; motion seconded by J. Mullins; Motion passed with 3 Ayes. (Richey, Trent, Mullins) and 2 absent (Rorke, Hanson).

E. Discussion/action regarding the first reading of policy MCSD 3100 Garbage and Refuse Collection

C. Richey made a motion to approve the first reading of policy MCSD 3100 Garbage and Refuse Collection; motion seconded by M. Trent; Motion passed with 3 Ayes. (Richey, Trent, Mullins) and 2 absent (Rorke, Hanson).

10. Public Comment: This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

11. Adjourn 6:17pm

Michael Hanson/President of the Board

Sarah Roberts/Secretary of the Board

McCloud Fire Department Monthly Fire Chiefs Report

March 2024



INCIDENT TYPE	# INCIDENTS
111 - Building fire	2
140 - Natural vegetation fire, other	1
321 - EMS call, excluding vehicle accident with injury	6
511 - Lock-out	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	1
661 - EMS call, party transported by non-fire agency	1
743 - Smoke detector activation, no fire - unintentional	1
Total Incidents	14

Fires

Total Fires: 3 Type: Structure: 2 Vegetation: 1 Vehicle: 0 Nuisance: 0
 In town: 3 Mutual Aid: 0 Z.I.B. Area: 0

Fire Notes: 2 Structure Fires in town. Both were handled quickly and had very limited fire spread due to firefighting efforts. 1 Control burn escape in town. E1712 was 1st on scene and had the incident handled before CalFire arrived.

EMS Calls

Total Medical Aid Calls: 7 (includes traffic collisions) B.L.S.: 2 ALS: 5
 Transported by Medic 17: 6 Paramedic Intercept: 0 Transported by MSAS: 1 Non-Transport: 0
 Traffic Collisions: 0 Injury: 0 Non-Injury: 0
 In town: Mutual Aid: 0 Z.I.B. Area: 1

EMS Call Notes: MSA transported 1 of our patients this month due to several members of the department being in a CA State Fire Marshal's Office training (Participants could not miss any portion of the class without being dropped from the class).

Miscellaneous Calls

Total Miscellaneous Calls: 4
 HAZMAT: 0 Lift Assist: 0 Public Assist (other): 2 Gas Leak: 0
 Rescue Calls: 0 Smoke Check: 1 Alarm Sounding: 1 Cancelled: 1
 In Town: 0 Mutual Aid/Auto Aid: 0 Z.I.B. Area: 4

Miscellaneous call notes: Nothing to report.

Total ZIB Contract Calls this calendar year: 6.

Total Calls for service this calendar year: 50.

McCloud Fire Department Monthly Fire Chiefs Report

March 2024



PERSONNEL

FIRE CHIEF

CHARLIE MILLER EMT-P

ASSISTANT CHIEF (FIRE) 1701

Trenton Vogus EMT-1

ASSISTANT CHIEF (EMS) 1702

Kirk Thomsen EMT-P

Paid Staff

A-Shift
Sean Prouty EMT-P (Captain)

B-Shift
Richard Harrison EMT-P (Lt.)

C-Shift
Open

DIVISION CHIEF (TRAINING)

NATE GIRARD EMT-1

CAPTAIN (Fire)

STEPHEN RICHARDSON 1st Responder

LIEUTENANT (FIRE) 1708

Open

LIEUTENANT (EMS) 1709

DAN FAY EMT-1/ Engine Driver

FIREFIGHTERS

Jettus Memmer EMT-1
(Amb/Engine Operator)

Alisa Glenn EMT-1
(Wildland FF)

Cindy Miller EMT-1
Engine Driver

Parker Girard EMR
Wildland FF

Joe Dewitt EMR
Engine Operator

Mike Worthington EMT-P
Engine Operator

James Lewis
Amb/Engine Operator (Trainee)

Alex Bolado
Ambulance Driver

Scott Oliver
Wildland FF & Engine Driver

Corey Teschner
Wildland FF

Nicole Fetterhoff
Ambulance Driver

Daniel Torres
Fire Academy Student

AUXILIARY/NON-FIREFIGHTERS, DRIVERS & SUPPORT STAFF

Peter Tolosano
Battalion Chief

Donna Sager
Battalion Chief

Bruce French
Ambulance Driver

Jessie Gray
Wildland FF & Ambulance Driver

Bob Masciola
Ambulance Driver

Martin Glenn
Ambulance Driver

Derrick Hanvey
Recruit

Chris Farley
Recruit

Merlin Huddleston
Administrative

Scott Cassel
Recruit

SHIFT FIREFIGHTERS

Mike Mullet
EMT 1 Captain

Justen Richardson
Captain

Bill Lachenmyer
Wildland FF/EMT/Ambulance Driver

Joel Lukenbill
Rope Rescue Technician/FF

NATE MASCIOLA
EMR/Engine Driver/Lieutenant

Jesse Tyler
EMT-P Student Engine Driver

McCloud Fire Department Monthly Fire Chiefs Report

March 2024



STATION

STATION 17 (LEATHERMAN HALL): Breathing air fill station issue was fixed by Cascade Fire Equipment. Downstairs office and Storage room project has been completed. Upstairs training room/dorm separation project begun.

APPARATUS

1700 (Dodge Ram): Good Condition, nothing to report.

1701 (White Tahoe): Good Condition, nothing to report.

1705 (Red Tahoe): Good Condition, nothing to report.

Medic 17: Good Condition, nothing to report.

Engine 1711: Good Condition, nothing to report.

Engine 1712: Good Condition, nothing to report.

Engine 1715: Good Condition, nothing to report. Stored in Mt Shasta Forest Building.

Engine 1717: Good Condition, nothing to report. Stored in Mt Shasta Forest Building.

Squad 1740: Good Condition, nothing to report.

Engine 1776: **Not repairable at this point. Going to be taken out of the fleet via the surplus process.**

Medic 17(R): Not in service yet. Needs radio install.

Fire Department Drills

#1 Fire: (Thursday 6-10 pm) Date: 3/7/24 Topic: Review of Grove Fire. EMS topics, and good of the dept.

#2 Fire: (Thursday 6-10 pm) Date: 3/14/24 Topic: Structure Fire Responses Big Water

#3 Fire: (Thursday 6-10 pm) Date: 3/21/24 Topic: Hazardous Materials Mandated Training.

#4 Fire: (Thursday 6-10 pm) Date: 3/28/24 Topic: Structure Fire Hydrant / Supply Operations.

Training Notes: Chief Miller completed the CA State Fire Marshal's Office Fire Inspector Series (4 Classes) at College of the Siskiyou's (C.O.S.). Dan Fay and Richard Harrison attended a CA State Fire Marshal's Office Company officer 2B class that was held at Station 17 provided by C.O.S. Chief Miller attended ICS 420 in Valencia.

McCloud Fire Department Monthly Fire Chiefs Report



March 2024

Billing

EF Recovery (Fire/Rescue Responses only)

Billed This month: \$0.00 Billed FY 23/24: \$909.20 Received FY 23/24: \$0.00
 Received (FY 22/23): \$0.00 Outstanding Balance: \$4,658.27

Ambulance Billing

Fiscal Year 23/24 Wittman Enterprises Billing Report

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	AB716 WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	COLL ADJ	NET PAYMENTS	BAD DEBT WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
JULY '23	\$ 22,526.15	\$ 11,938.68	\$ 1,235.80	\$ -	\$ -	\$ 9,351.67	\$ 6,209.03	\$ -	\$ -	\$ 6,209.03	\$ -	\$ -	\$ 89,785.00
AUGUST '23	\$ 43,815.45	\$ 9,661.69	\$ 10,759.59	\$ 1,756.49	\$ -	\$ 21,637.68	\$ 9,229.47	\$ -	\$ -	\$ 9,229.47	\$ -	\$ -	\$ 102,193.21
SEPTEMBER '23	\$ 9,740.35	\$ 2,089.44	\$ (109.48)	\$ -	\$ -	\$ 7,760.39	\$ 9,395.67	\$ -	\$ -	\$ 9,395.67	\$ -	\$ -	\$ 100,557.93
OCTOBER '23	\$ 25,908.50	\$ 7,307.66	\$ 5,844.78	\$ -	\$ -	\$ 12,756.06	\$ 15,585.24	\$ -	\$ -	\$ 15,585.24	\$ -	\$ -	\$ 97,728.75
NOVEMBER '23	\$ 23,926.80	\$ 4,326.59	\$ 6,690.31	\$ -	\$ -	\$ 12,909.90	\$ 11,623.16	\$ -	\$ -	\$ 11,623.16	\$ -	\$ -	\$ 99,015.49
DECEMBER '23	\$ 29,205.65	\$ 9,939.90	\$ 5,166.09	\$ -	\$ -	\$ 14,099.66	\$ 9,709.20	\$ -	\$ -	\$ 9,709.20	\$ -	\$ -	\$ 103,405.95
JANUARY '24	\$ 23,491.85	\$ 10,340.76	\$ 6,043.93	\$ -	\$ -	\$ 7,107.16	\$ 13,632.90	\$ -	\$ -	\$ 13,632.90	\$ -	\$ -	\$ 96,880.21
FEBRUARY '24	\$ 11,768.20	\$ 1,010.45	\$ 686.18	\$ -	\$ -	\$ 10,071.57	\$ 11,236.98	\$ -	\$ -	\$ 11,236.98	\$ -	\$ -	\$ 95,714.80
MARCH '24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
APRIL '24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MAY '24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JUNE '24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YEAR TO DATE TOTALS	\$ 190,382.95	\$ 56,615.17	\$ 36,317.20	\$ 1,756.49	\$ -	\$ 95,694.09	\$ 86,621.65	\$ -	\$ -	\$ 86,621.65	\$ -	\$ -	\$ -

(Fiscal year 23/24) Avg. Net Payments/Revenue: \$10,827.70 Projected Net Revenue FY 23/24: \$129,932.47
(Fiscal year 22/23) Avg. Net Charges: \$11,961.76 Projected Net charges FY 23/24: \$143,541.13
Outstanding Whitman Accounts Receivable as of 2/28/24: \$95,714.80

Fiscal Year 22/23 Wittman Enterprises Billing Report for comparison against current FY

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	COLL ADJ	NET PAYMENTS	BAD DEBT WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
JULY '22	\$ 49,776.70	\$ 20,291.68	\$ 10,287.43	\$ 2,479.64	\$ 16,717.95	\$ 12,815.05	\$ -	\$ -	\$ 12,815.05	\$ -	\$ -	\$ 79,201.05
AUGUST '22	\$ 18,065.05	\$ 7,131.25	\$ 10,610.58	\$ -	\$ 323.22	\$ 17,082.33	\$ -	\$ -	\$ 17,082.33	\$ -	\$ -	\$ 62,441.94
SEPTEMBER '22	\$ 36,989.65	\$ 6,695.02	\$ 10,732.03	\$ -	\$ 19,562.60	\$ 10,875.34	\$ -	\$ -	\$ 10,875.34	\$ -	\$ -	\$ 71,129.20
OCTOBER '22	\$ 2,422.45	\$ 1,083.91	\$ 2,126.92	\$ -	\$ (788.38)	\$ 6,805.53	\$ -	\$ -	\$ 6,805.53	\$ -	\$ -	\$ 63,535.29
NOVEMBER '22	\$ 36,905.30	\$ 15,231.79	\$ 2,317.11	\$ (506.10)	\$ 19,862.50	\$ 4,796.60	\$ -	\$ -	\$ 4,796.60	\$ -	\$ -	\$ 78,601.19
DECEMBER '22	\$ 12,838.35	\$ 10,586.17	\$ 5,624.92	\$ -	\$ (3,372.74)	\$ 7,844.55	\$ 1,661.83	\$ -	\$ 6,182.72	\$ -	\$ -	\$ 69,045.73
JANUARY '23	\$ 12,132.25	\$ 7,941.88	\$ 1,772.41	\$ -	\$ 2,417.96	\$ 4,423.45	\$ -	\$ -	\$ 4,423.45	\$ -	\$ -	\$ 67,040.24
FEBRUARY '23	\$ 11,592.65	\$ 3,015.20	\$ 170.25	\$ -	\$ 8,407.20	\$ 5,699.75	\$ -	\$ -	\$ 5,699.75	\$ -	\$ -	\$ 69,747.69
MARCH '23	\$ 22,991.80	\$ 8,990.66	\$ (6.92)	\$ -	\$ 14,008.06	\$ 12,463.18	\$ 546.65	\$ -	\$ 11,916.53	\$ -	\$ (91.57)	\$ 71,747.65
APRIL '23	\$ 20,283.57	\$ 10,082.65	\$ 1,550.53	\$ -	\$ 8,650.39	\$ 7,130.50	\$ 154.15	\$ -	\$ 6,976.35	\$ -	\$ -	\$ 73,421.69
MAY '23	\$ 11,890.90	\$ 977.39	\$ 2,078.57	\$ -	\$ 8,834.94	\$ 9,445.45	\$ -	\$ -	\$ 9,445.45	\$ -	\$ -	\$ 72,811.18
JUNE '23	\$ 31,270.55	\$ 10,094.34	\$ 2,592.72	\$ -	\$ 18,583.49	\$ 4,752.31	\$ -	\$ -	\$ 4,752.31	\$ -	\$ -	\$ 86,642.36
YEAR TO DATE TOTALS	\$ 267,159.22	\$ 102,121.94	\$ 49,856.55	\$ 1,973.54	\$ 113,207.19	\$ 104,134.04	\$ 2,362.63	\$ -	\$ 101,771.41	\$ -	\$ (91.57)	\$ -

(Fiscal year 22/23) Avg. Net Payments/Revenue: \$8,480.95 Total Net Payments 22/23 FY: 101,771.41
(Fiscal year 22/23) Avg. Net Charges: \$9,433.9 Total Net Charges 22/23 FY: \$113,207.19

Billing Notes: EF Recovery and Wittman Enterprises have been billing and recovering monies owed to us. We will continue to work with them to bill for all additional revenue.

McCloud Fire Department Monthly Fire Chiefs Report

March 2024



Major occurrences this month:

- **2 Structure fires. Both were well attended by our personnel as well as mutual aid providers.**
- **1 Escaped control burn in the Modoc Ave area. Engine 1712 extinguished it and was well into mopping up the fire when CalFire arrived.**
- **The downstairs update/remodel has been completed. No structural modifications were done to the building. We are still waiting for an Engineering firm to draw plans for repairs to the sagging beam. Eli Jones is handling this.**
- **Upstairs separation of the training room and living area has begun. No structural modifications are being done.**
- **Our new apparatus and training modules in our records management system are being utilized and should decrease the amount of handwriting and tabulating of reports.**
- **Chief Miller completed the CA State Fire Marshal's Office Fire Inspector Series (4 Classes) at College of the Siskiyou's (C.O.S.). These classes were paid for by the Siskiyou County Fire Warden's Office and will allow the department to meet CA State and Nation Fire Code requirements for mandatory annual inspections of all R-2 (Hotel/Motels), R-3 (Apartment buildings), and Schools in town.**
- **Dan Fay and Richard Harrison attended a CA State Fire Marshal's Office Company officer 2B class that was held at Station 17 provided by C.O.S. This class was paid for by the County Fire Warden's Office and the department will be paid by C.O.S. for the use of our facility.**
- **Chief Miller attended ICS 420 in Valencia. This class is designed for upper management fire personnel and is mandatory for Command Staff responses to CFAA fires.**

#####

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
		*** Claim from another period (3/24) ****							
12356		10 BAXTER AUTO PARTS	87.37						
		Hose for Old Backhoe							
	1567427119	03/26/24 Hose for Old Backhoe	21.85		JERRY	1050 403000	530		101000
	1567427119	03/26/24 Hose for Old Backhoe	21.84*		JERRY	1090 403000	530		101000
	1567427119	03/26/24 Hose for Old Backhoe	21.84		JERRY	2000 403000	530		101000
	1567427119	03/26/24 Hose for Old Backhoe	21.84		JERRY	3000 403000	530		101000
		Total for Vendor:	87.37						
		*** Claim from another period (3/24) ****							
12350		1018 BOUND TREE MEDICAL, LLC	121.93						
		supplies for ambulance: syringes, needles, Dextrose, catheters, supraglottic airway for pediatrics, IV solution.							
	85293931	03/27/24 ambulance supplies	121.93		4100	1040 403000	400	20	101000
		Total for Vendor:	121.93						
		*** Claim from another period (3/24) ****							
12363		42 DON R ERICKSON OIL	144.74						
		Diesel 35gal @ \$3.85							
	199285	03/14/24 Diesel 35gal @ \$3.85 1/4th	36.17			1050 403000	420		101000
	199285	03/14/24 Diesel 35gal @ \$3.85 1/4th	36.19			1090 403000	420		101000
	199285	03/14/24 Diesel 35gal @ \$3.85 1/4th	36.19			2000 403000	420		101000
	199285	03/14/24 Diesel 35gal @ \$3.85 1/4th	36.19			3000 403000	420		101000
		Total for Vendor:	144.74						
		*** Claim from another period (3/24) ****							
12368		1105 Hitchcock Construction	600.00						
		Transport (new) Backhoe from Peterson CAT, Redding, to MCSD Shop							
	5447	03/26/24 Move Backhoe-Rdg to MCSD	6.00*		ELI	1040 406000	830		101000
	5447	03/26/24 Move Backhoe-Rdg to MCSD	117.00*		ELI	1050 406000	830		101000
	5447	03/26/24 Move Backhoe-Rdg to MCSD	15.00*		ELI	1070 406000	830		101000
	5447	03/26/24 Move Backhoe-Rdg to MCSD	150.00*		ELI	1090 406000	830		101000
	5447	03/26/24 Move Backhoe-Rdg to MCSD	132.00*		ELI	2000 406000	830		101000
	5447	03/26/24 Move Backhoe-Rdg to MCSD	180.00*		ELI	3000 406000	830		101000
		Total for Vendor:	600.00						
		*** Claim from another period (3/24) ****							
12352		1267 Jennifer Brunello	55.47						
		clothing allowance reimbursement							
	2024087515	03/27/24 clothing allowance 2 shirt	55.47*		4351	1010 402000	360		101000
		Total for Vendor:	55.47						

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
*** Claim from another period (3/24) ****									
12359		449 KEVIN SHEARER, DDS	115.00						
Employee Dental									
	PatID5399	03/27/24 Employee Dental	11.50			1040 401300	270		101000
	PatID5399	03/27/24 Employee Dental	2.30			1050 401300	270		101000
	PatID5399	03/27/24 Employee Dental	5.75			1070 401300	270		101000
	PatID5399	03/27/24 Employee Dental	1.15*			1080 401300	270		101000
	PatID5399	03/27/24 Employee Dental	11.50			1090 401300	270		101000
	PatID5399	03/27/24 Employee Dental	31.05*			2000 401300	270		101000
	PatID5399	03/27/24 Employee Dental	51.75*			3000 401300	270		101000
		Total for Vendor:	115.00						
*** Claim from another period (3/24) ****									
12362		120 PACIFIC POWER - 001 7 FIRE	835.93						
March 2024 Power									
	Mar2024	03/26/24 Shop-Area Light	48.67			1010 403000	450		101000
	Mar2024	03/26/24 Library-Area Light	24.34			1080 403000	450		101000
	Mar2024	03/26/24 Shop	48.85			1010 403000	450		101000
	Mar2024	03/26/24 Dist. Office	175.39			1010 403000	450		101000
	Mar2024	03/26/24 Fire	378.50			1040 403000	450		101000
	Mar2024	03/26/24 Ambulance	75.18			1040 403000	450	20	101000
	Mar2024	03/26/24 Library	85.00			1080 403000	450		101000
		Total for Vendor:	835.93						
*** Claim from another period (10/23) ****									
12234		124 PACIFIC POWER - 005 8 PARK	1.00						
Oct 2023 Power -		off set by Small Bus Climate Credit							
	Oct2023	10/17/23 Scout Hall-Area Light 80%	17.24*			1070 403000	450		101000
	Oct2023	10/17/23 Scout Hall-Area Light 20%	4.31			1010 403000	450		101000
	Oct2023	10/17/23 Hoo Hoo-Field Lights	39.61*			1070 403000	450		101000
	Oct2023	10/17/23 Hoo Hoo-Gazebo	18.46*			1070 403000	450		101000
	Oct2023	10/17/23 Scout Hall 80%	37.30*			1070 403000	450		101000
	Oct2023	10/17/23 Scout Hall 20%	9.32			1010 403000	450		101000
	Oct2023	10/17/23 Small Bus. Climate Credit	-13.63			1010 304110			101000
	Oct2023	10/17/23 Small Bus. Climate Credit	-112.61			1070 304110			101000
	Oct2023	10/17/23 Pmt Net of Credit	1.00			1010 101250			101000

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
		*** Claim from another period (11/23) ****							
12237		124 PACIFIC POWER - 005 8 PARK	1.00						
Nov 2023		Power - Offset by Climate Credit							
	Nov2023	11/17/23 Pmt net of Credit	1.00			1010 101250			101000
	Nov2023	11/17/23 Small Bus. Climate Credit	-14.90			1010 304110			101000
	Nov2023	11/17/23 Scout Hall - Area Light - 80%	17.24			1010 403000	450		101000
	Nov2023	11/17/23 Scout Hall - Area Light - 20%	4.31			1010 403000	450		101000
	Nov2023	11/17/23 Small Bus. Climate Credit	-103.74			1070 304110			101000
	Nov2023	11/17/23 Hoo Hoo - Field Lights	25.68*			1070 403000	450		101000
	Nov2023	11/17/23 Hoo Hoo - Gazebo	18.46*			1070 403000	450		101000
	Nov2023	11/17/23 Scout Hall - 80%	42.36*			1070 403000	450		101000
	Nov2023	11/17/23 Scout Hall - 0%	10.59*			1070 403000	450		101000
		*** Claim from another period (12/23) ****							
12238		124 PACIFIC POWER - 005 8 PARK	1.00						
Dec 2023		Power = Less Climat Credit							
	Dec2023	12/19/23 Pmt net of Credit	1.00			1010 101250			101000
	Dec2023	12/19/23 Small Bus. Climate Credit	-16.61			1010 304110			101000
	Dec2023	12/19/23 Scout Hall - Area Light - 20%	4.31			1010 403000	450		101000
	Dec2023	12/19/23 Scout Hall - 20%	12.30			1010 403000	450		101000
	Dec2023	12/19/23 Small Bus. Climate Credit	-161.00			1070 304110			101000
	Dec2023	12/19/23 Hoo Hoo - Area Light - 80%	17.24*			1070 403000	450		101000
	Dec2023	12/19/23 Hoo Hoo - Field Lights	75.91*			1070 403000	450		101000
	Dec2023	12/19/23 Hoo Hoo - Gazebo	18.63*			1070 403000	450		101000
	Dec2023	12/19/23 Scout Hall - 80%	49.22*			1070 403000	450		101000
		*** Claim from another period (1/24) ****							
12239		124 PACIFIC POWER - 005 8 PARK	1.00						
Jan 2024		Power - Less Small Bus. Climate Credit							
	Jan2024	01/19/24 Pmt net of Credit	1.00			1010 101250			101000
	Jan2024	01/19/24 Small Bus. Climate Credit	-14.32			1010 304110			101000
	Jan2024	01/19/24 Scout Hall - Area Light - 20%	4.45			1010 403000	450		101000
	Jan2024	01/19/24 Scout Hall - 20%	9.87			1010 403000	450		101000
	Jan2024	01/19/24 Small Bus. Climate Credit	-116.00			1070 304110			101000
	Jan2024	01/19/24 Hoo Hoo - Field Lights	38.94*			1070 403000	450		101000
	Jan2024	01/19/24 Hoo Hoo - Gazebo	19.77*			1070 403000	450		101000
	Jan2024	01/19/24 Scout Hall - 80%	39.48*			1070 403000	450		101000
	Jan2024	01/19/24 Scout Hall - Area Light - 80%	17.81*			1070 403000	450		101000

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
*** Claim from another period (2/24) ****									
12273		124 PACIFIC POWER - 005 8 PARK	1.00						
Feb2024		Park Power							
Feb2024	02/20/24	Cur Per Pmt Net of Credit	1.00			1010 101250			101000
Feb2024	02/20/24	Small Bus. Climate Credit	-18.88			1010 304110			101000
Feb2024	02/20/24	Scout Hall-Area Light 20%	4.87			1010 403000	450		101000
Feb2024	02/20/24	Scout Hall-20%	14.01			1010 403000	450		101000
Feb2024	02/20/24	Small Bus. Climate Credit	-123.14			1070 304110			101000
Feb2024	02/20/24	Scout Hall-Area Light 80%	19.47*			1070 403000	450		101000
Feb2024	02/20/24	Hoo Hoo-Field Lights	24.46*			1070 403000	450		101000
Feb2024	02/20/24	Hoo Hoo-Gazebo	23.17*			1070 403000	450		101000
Feb2024	02/20/24	Scout Hall-80%	56.04*			1070 403000	450		101000
*** Claim from another period (3/24) ****									
12344		124 PACIFIC POWER - 005 8 PARK	28.02						
Mar2025		Park Power net of Climate Credit							
Mar2024	03/20/24	Rvrs Pr-5-Period Pmt net of C	-5.00			1010 101250			101000
Mar2024	03/20/24	Small Bus. Climate Credit	-15.29			1010 304110			101000
Mar2024	03/20/24	Scout Hall-Area Light 20%	4.87			1010 403000	450		101000
Mar2024	03/20/24	Scout Hall-20%	14.86			1010 403000	450		101000
Mar2024	03/20/24	Small Bus. Climate Credit	-98.42			1070 304110			101000
Mar2024	03/20/24	Hoo Hoo - Field Lights	24.69*			1070 403000	450		101000
Mar2024	03/20/24	Hoo Hoo -Gazebo	23.41*			1070 403000	450		101000
Mar2024	03/20/24	Scout Hall-Area Light 80%	19.47*			1070 403000	450		101000
Mar2024	03/20/24	Scout Hall-80%	59.43*			1070 403000	450		101000
Total for Vendor:			33.02						
12349		140 SDRMA	1,338.57						
SDRMA Property/Liability & vehicle invoice after adding the donated ambulance in January and adding new backhoe in March to our insurance policy. Using same percentages we used to purchase backhoe. ITEM # 35 CAT 420 backhoe serial #: OH8T03398 796.60. Vehicle policy item #134. 1998 ford horton ambulance VIN #: 1FOWE30F9WHC14864 \$612.42. Multiprogram discount of -70.45.									
	75096	04/01/24	Add new backhoe to SDRMA polic	7.97*		1040 402000	310		101000
	75096	04/01/24	Add new backhoe to SDRMA polic	155.34*		1050 402000	310		101000
	75096	04/01/24	Add new backhoe to SDRMA polic	19.92		1070 402000	310		101000
	75096	04/01/24	Add new backhoe to SDRMA polic	199.14*		1090 402000	310		101000
	75096	04/01/24	Add new backhoe to SDRMA polic	175.25*		2000 402000	310		101000

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MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	75096	04/01/24 Add new backhoe to SDRMA polic	238.98*			3000 402000	310		101000
	75096	04/01/24 Add ambulance to policy (Jan)	612.42*			1040 402000	310	20	101000
	75096	04/01/24 multi prgm discnt	-70.45			1010 402000	310		101000
		Total for Vendor:	1,338.57						
		*** Claim from another period (3/24) ****							
12357		148 SISKIYOU COUNTY GENERAL SERVICES	3,321.00						
March	2024	Dump Fees							
	BBTS03.202	04/03/24 Mar2024 Dump Fees	3,321.00			1090 405000	710		101000
		Total for Vendor:	3,321.00						
		*** Claim from another period (3/24) ****							
12354		156 STAPLES	241.22						
		office supplies: batteries, copy paper, envelopes, folders, labels, etc.							
	6000936234	03/31/24 highlighters, whiteout	58.20			1010 403000	410		101000
	6000936236	03/31/24 batteries, copy paper	74.52			1010 403000	410		101000
	6000936230	03/31/24 red labels & green labels	26.15			1010 403000	410		101000
	6000936232	03/31/24 manila folders, copy paper	82.35			1010 403000	410		101000
		Total for Vendor:	241.22						
		*** Claim from another period (3/24) ****							
12353		1240 VALLEY PACIFIC PETROLEUM	1,064.06						
Vehicle	Fuel	3/16/24 - 3/31/24							
	CL899341	03/31/24 Fire Eng 1712 3/18/24 24,000	47.84			1040 403000	420		101000
	CL899341	03/31/24 Fire Eng 1701 3/29/24 159,79	120.43			1040 403000	430		101000
	CL899341	03/31/24 F350 3/21/24 74,693mi 1/4th	35.54			1050 403000	430		101000
	CL899341	03/31/24 F350 3/21/24 74,693mi 1/4th	35.56			1090 403000	430		101000
	CL899341	03/31/24 F350 3/21/24 74,693mi 1/4th	35.56*			2000 403000	430		101000
	CL899341	03/31/24 F350 3/21/24 74,693mi 1/4th	35.56			3000 403000	430		101000
	CL899341	03/31/24 SlvrTrk 3/27/24 95,757mi 1/4	25.83			1050 403000	430		101000
	CL899341	03/31/24 SlvrTrk 3/27/24 95,757mi 1/4	25.82			1090 403000	430		101000
	CL899341	03/31/24 SlvrTrk 3/27/24 95,757mi 1/4	25.82*			2000 403000	430		101000
	CL899341	03/31/24 SlvrTrk 3/27/24 95,757mi 1/4	25.82			3000 403000	430		101000
	CL899341	03/31/24 SlvrTrk 3/29/24 95,865mi 1/4	24.89			1050 403000	430		101000
	CL899341	03/31/24 SlvrTrk 3/29/24 95,865mi 1/4	24.91			1090 403000	430		101000
	CL899341	03/31/24 SlvrTrk 3/29/24 95,865mi 1/4	24.91*			2000 403000	430		101000
	CL899341	03/31/24 SlvrTrk 3/29/24 95,865mi 1/4	24.91			3000 403000	430		101000
	CL899341	03/31/24 RearLoader 3/25/24 25,847mi	155.35			1090 403000	420		101000
	CL899341	03/31/24 SideLoader 3/25/24 31,858mi	186.82			1090 403000	420		101000
	CL899341	03/31/24 Fire DdgRam 3/30/24 122,253m	78.19			1040 403000	430		101000

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MCCLLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	CL899341	03/31/24 Medic 17 3/19/24 39,167mi	32.51			1040 403000	420	20	101000
	CL899341	03/31/24 Medic 17 3/22/24 39,209mi	57.23			1040 403000	420	20	101000
	CL899341	03/31/24 Fire Squad 1740 3/16/24 11,4	40.56			1040 403000	420		101000
		Total for Vendor:	1,064.06						
		*** Claim from another period (2/24) ****							
12367		170 WITTMAN ENTERPRISES, LLC	898.96						
Feb 2024		Ambulance Billing Services							
	2402028	03/29/24 Feb2024 Billing Services	898.96		CHARLI	1040 402000	394	20	101000
		Total for Vendor:	898.96						
		# of Claims	18	Total:	8,857.27	# of Vendors	13		

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MCCLOUD COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 4/24

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Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	510.24
1040 FIRE	
101000 Operating Cash	2,489.22
1050 ALLEYS	
101000 Operating Cash	418.92
1070 PARKS	
101000 Operating Cash	62.60
1080 LIBRARY	
101000 Operating Cash	110.49
1090 REFUSE	
101000 Operating Cash	4,168.13
2000 SEWER	
101000 Operating Cash	482.62
3000 WATER	
101000 Operating Cash	615.05
Total:	8,857.27

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MCCLLOUD COMMUNITY SERVICES DISTRICT
Claim Approval Signature Page
For the Accounting Period: 4 / 24

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The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

Prepared by: Keith Anderson
Reviewed by: _____

Claims Total: \$8,857.27 Claims


Signature #1

Signature #2

Signature #3

Signature #4

Signature #5



Caselle® Hosted Software & Services Proposal

McCloud Community Services District, CA

March 25, 2024

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle® Hosted Software & Services Proposal
McCloud Community Services District, CA
March 25, 2024

Proposal Summary

License Type	Hosted
Total Training	\$18,100
Total Setup	17,200
Total Conversion	5,549
Total Investment	\$40,849

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of all training or 60 days following the completed training for core applications, whichever comes first.

Monthly Hosted Maintenance & Support will be \$3,122.

I have read and agree to all terms & conditions proposed herein. I understand if McCloud Community Services District is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Hosted Software & Services Proposal
 McCloud Community Services District, CA
 March 25, 2024

Proposal Detail

<i>Caselle</i> ® Application Software	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$2,250	\$700	\$1,200	\$4,150
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	1,000	1,000
miExcel GL	Hosted	Included	1,000	-	1,000
Payroll/Direct Deposit	Hosted	2,250	1,750	629	4,629
Electronic W2/1099	Hosted	Included	-	-	-
Timekeeping	Hosted	550	500	-	1,050
Human Resources	Hosted	550	-	-	550
Online Pay Stubs/W2's	Hosted	-	3,000	-	3,000
miExcel PR	Hosted	Included	1,000	-	1,000
Accounts Payable	Hosted	550	500	120	1,170
Purchases & Requisitions	Hosted	550	-	-	550
miExcel AP	Hosted	Included	500	-	500
Utility Management	Hosted	3,375	1,500	1,600	6,475
Utility Service Orders	Hosted	550	500	-	1,050
Online Mapping	Hosted	-	-	-	-
miExcel UM	Hosted	Included	1,000	-	1,000
Cash Receipting	Hosted	550	500	-	1,050
Payment Import	Hosted	Included	1,000	-	1,000
Cash Receipting Web Services	Hosted	-	-	-	-
Utility/Service Orders Web Services	Hosted	-	-	-	-
Asset Management	Hosted	550	500	500	1,550
Materials Management	Hosted	1,125	500	500	2,125
Project Accounting	Hosted	2,250	500	-	2,750
miExcel PA	Hosted	Included	250	-	250
Caselle Document Management	Hosted	3,000	2,000	-	5,000
Zonal OCR	Hosted	-	-	-	-
Four (4) Concurrent User Licenses	Hosted	-	-	-	Included
Grand Total	Hosted	\$18,100	\$17,200	\$5,549	\$40,849

Caselle® Hosted Software & Services Proposal
McCloud Community Services District, CA
March 25, 2024

Notes:

1. Training will take place at Caselle. We offer several options for training: at our location in Provo Utah, Onsite and Online. We offer a significant discount to come to our location for training and have found that taking you out of your environment helps avoid interruptions and can be the most beneficial. Some sites request a combination of all three. We encourage training at Caselle but are more than happy to do what works best for you and your staff.
2. Online Paystubs includes 37 employees paid bi-weekly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
3. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
4. If during the Implementation the Pre-Live and Go-Live needs to be re-scheduled you may be subject to additional charges up to \$10,000, depending on frequency and reason.

Caselle allocates resources and staffing to accomplish your implementation in a timely manner. When hard dates are set and missed it affects multiple projects and requires more time and resources.

5. History Conversion is available on a per-bid basis. Additional fees may apply upon review of existing legacy data.

Caselle® Hosted Software & Services Proposal
McCloud Community Services District, CA
March 25, 2024

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Caselle[®] Hosted Software & Services Proposal
McCloud Community Services District, CA
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Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

- General Ledger Setup**
- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
 - Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
 - Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

- Data Conversion**
- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

600 accounts are included

- Bank Reconciliation
Data Conversion**
- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

2 bank accounts are included

Caselle[®] Hosted Software & Services Proposal
McCloud Community Services District, CA
March 25, 2024

- Payroll/Direct Deposit Setup**
- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
 - Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
 - Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
 - Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
 - Set up header and batch information with the appropriate ACH/NACHA file information.
 - Set up bank file with all necessary employee bank routing information.
 - Format one direct deposit voucher and one transmittal voucher.
 - Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

- Data Conversion**
- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
 - Each employee's wage distribution for salary and benefits will be established.
 - Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
 - Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
 - Payroll processing to verify data conversion is accurate will be completed.
 - Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
 - Caselle will provide reports of the converted data for auditing purposes.
 - Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

37 employees are included

- Timekeeping Setup**
- Establish activity codes and appropriate payroll overrides.
 - Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
 - Set up employee defaults for tasks, activities, and shifts.
 - Set up applicable FLSA shifts.

Caselle[®] Hosted Software & Services Proposal
McCloud Community Services District, CA
March 25, 2024

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.
- 60 vendors are included**

Purchases & Requisitions Setup

- Format one purchase order form.
- Create a Checklist to document Purchase Order procedures.
- Additional custom purchase order form set up will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
 - All appropriate transactions for balancing the billing will be converted.
 - Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
 - Caselle will provide reports of the converted data for auditing purposes.
- 800 meters or customers are included**

Caselle® Hosted Software & Services Proposal
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- Service Orders Setup**
- Set up the Service Order options (including user, department, and actions).
 - Customize Service Order data entry screens.
 - Format three Service Order form layouts.
 - Set up the Utility Management interface.
 - Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.
- Cash Receipting Setup**
- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
 - Set up category and distribution codes.
 - Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
 - Create default reports to assist in daily operation.
 - Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.
- Asset Management Setup**
- Establish the default depreciation frequency and method, with the asset number format.
 - Set up departments, classifications, and asset types.
 - Create a Checklist to document procedures, including the asset creation and General Ledger updates.
- Data Conversion**
- Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
 - Accumulated depreciation can be converted to ensure an accurate beginning balance.
- Materials Management Setup**
- Create the inventory number mask.
 - Set up the Department, Category, and Location files.
 - Establish inventory levels, turnover, and valuation reports.
 - Create a Checklist to document daily, monthly, and inventory procedures.
- Data Conversion**
- Inventory items will be converted. This includes the inventory number, description, location, category, quantity, and unit cost for each item. Inventory valuation will be balanced if available.
- Project Accounting Setup**
- Set up organization settings and all system defaults.
 - Determine job number mask with segments and values for all projects.
 - Determine and set up General Ledger accounts for WIP, depreciation, accumulated depreciation, and clearing accounts for labor and purchases.
 - Interface all applicable Caselle applications.
 - Set up the Crew Rate, Departments, and Jobs for creation, approval, and completion procedures.

CASELLE, INC.

Software as a Service Agreement

Caselle, Inc.
1656 S East Bay Blvd
Suite 100
Provo, UT 84606

McCloud Community
Services District
220 W Minnesota Ave
PO Box 640
McCloud, CA 96057

TERMS OF SERVICE

These Terms of Service constitute an agreement (this "Agreement") by and between Caselle, Inc., a Utah Corporation, ("Provider") and the McCloud Community Services District, CA, ("Recipient").

1. Definitions.

- (a) "Account" refers to the Service plans and features selected by Recipient at the time of this Agreement and accepted by Provider, as such plans and features may change by mutual consent of the parties, as recorded by Provider.
- (b) "AUP" refers to Provider's acceptable use policy as described in Schedule B.
- (c) "Authorized Representative" refers to an individual who is authorized under applicable law to bind and/or consent on behalf of the Provider or Recipient.
- (d) "Data Policy" refers to Provider's standard data deletion policy as described in Schedule A of this Agreement.
- (e) "Effective Date" refers to the date of this Agreement.
- (f) "Materials" refers to written and graphical content provided by or through the Service, including, without limitation, text, photographs, illustrations, and designs, whether provided by Provider, another customer of the Service, or any other third party.
- (g) "Recipient Data" refers to data in electronic form input or collected through the Service by or from Recipient.
- (h) "Service" refers to Provider's hosted version of the Caselle Connect software. The Service includes such features as are set forth on Provider's website (www.caselle.com), as Provider may change such features from time to time, in its sole discretion.
- (i) "Service Failure" refers to an event during which Recipient is unable to access or use the Service for more than four (4) hours.

2. Service & Payment.

- (a) *Service*: Provider will provide the Service to Recipient pursuant to its standard policies and procedures then in effect.

- (b) *Payment.* Upon completion of data conversion and training, Recipient will pay Provider a monthly Service fee of \$3,122.00. The Service fee will be considered due five (5) days before the start of the calendar month of Service.

3. Service Level Agreement.

In the event of any "Service Failure," as that term is defined above, Provider will issue Recipient a credit. Credit will be 10% of the Recipient's monthly Service fee. Credits issued will apply to outstanding or future payments only and are forfeited upon termination of this Agreement. Provider is not required to issue refunds or to make payments against such credits under any circumstances, including without limitation termination of this Agreement. Credits issued are the Recipient's sole remedy for the Service Failure in question. Provider shall not be liable for service failures caused by factors beyond the reasonable control of the Provider, such as, but not limited to, strikes, insurrection, war, fire, lack of energy, acts of God, mechanical or electrical breakdown, governmental acts or regulations, computer malfunction, quality of data from the customer's software or acts of third parties.

4. Materials, Software, & IP.

- (a) *Materials.* Recipient recognizes and agrees that: (i) the Materials are the property of Provider or its licensors and are protected by copyright, trademark, and other intellectual property laws; and (ii) Recipient does not acquire any right, title, or interest in or to the Materials except the limited and temporary right to use them as necessary for Recipient's use of the Service.
- (b) *Intellectual Property in General.* Provider retains all right, title, and interest in and to the Service, including without limitation all software used to provide the Service and all logos and trademarks reproduced through the Service, and this Agreement does not grant Recipient any intellectual property rights in or to the Service or any of its components.

5. Online Policies.

- (a) *AUP.* Recipient will comply with the AUP. In the event of Recipient's material breach of the AUP, including without limitation any copyright infringement, Provider may suspend or terminate Recipient's access to the Service, in addition to such other remedies as Provider may have at law or pursuant to this Agreement. Neither this Agreement nor the AUP requires that Provider take any action against Recipient or any other customer for violating the AUP, but Provider is free to take any such action it sees fit.
- (b) *Privacy Policy.* The Privacy Policy applies only to the Service and does not apply to any third party site or service linked to the Service or recommended or referred to through the Service or by Provider's employees.

6. Each Party's Warranties.

- (a) *Recipient's Identity.* Recipient warrants: (i) that it has accurately identified itself through its Account and will maintain the accuracy of such identification; and (ii) that it is a corporation or other business entity authorized to do business pursuant to applicable law.
- (b) *Right to Do Business.* Each party warrants that it has the full right and authority to enter into, execute, and perform its obligations under this Agreement and that no pending or threatened

claim or litigation known to it would have a material adverse impact on its ability to perform as required by this Agreement.

- (c) *Disclaimers.* Except for the express warranties specified in this section, THE SERVICE IS PROVIDED "AS IS" AND AS AVAILABLE, AND PROVIDER MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS. Without limiting the generality of the foregoing, (i) PROVIDER HAS NO OBLIGATION TO INDEMNIFY OR DEFEND RECIPIENT AGAINST CLAIMS RELATED TO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS; and (ii) Provider does not warrant that the Service will perform without error or immaterial interruption.

7. Limitation of Liability.

IN NO EVENT: (a) WILL PROVIDER'S LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE AMOUNT PAID FOR 60 DAYS OF SERVICE; AND (b) WILL PROVIDER BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES. THE LIABILITIES LIMITED BY THIS SECTION 7 APPLY: (i) TO LIABILITY FOR NEGLIGENCE; (ii) REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, STRICT PRODUCT LIABILITY, OR OTHERWISE; (iii) EVEN IF PROVIDER IS ADVISED IN ADVANCE OF THE POSSIBILITY OF THE DAMAGES IN QUESTION AND EVEN IF SUCH DAMAGES WERE FORESEEABLE; AND (iv) EVEN IF RECIPIENT'S REMEDIES FAIL OF THEIR ESSENTIAL PURPOSE. If applicable law limits the application of the provisions of this Section 7, Provider's liability will be limited to the maximum extent permissible.

8. Data Management.

- (a) *Access, Use, & Legal Compulsion.* Unless it receives Recipient's prior written consent, Provider: (i) will not access or use Recipient Data other than as necessary to facilitate the Service; and (ii) will not give any third party access to Recipient Data. Notwithstanding the foregoing, Provider may disclose Recipient Data as required by applicable law or by proper legal or governmental authority. Provider will give Recipient prompt notice of any such legal or governmental demand and reasonably cooperate with Recipient in any effort to seek a protective order or otherwise to contest such required disclosure, at Recipient's expense.
- (b) *Recipient's Rights.* Recipient possesses and retains all right, title, and interest in and to Recipient Data, and Provider's use and possession thereof is solely as Recipient's agent.
- (c) *Retention & Deletion.* Provider will retain all Recipient Data until erased pursuant to the Data Policy.
- (d) *Injunction.* Provider agrees that violation of the provisions of this Section 8 might cause Recipient irreparable injury, for which monetary damages would not provide adequate compensation, and that in addition to any other remedy, Recipient will be entitled to injunctive relief against such breach or threatened breach, without proving actual damage or posting a bond or other security.

9. Term & Termination.

- (a) *Term.* This Agreement will continue for one (1) year following the Effective Date (a "Term"). Thereafter, this Agreement will renew for subsequent terms ("Terms") of thirty (30) days, unless

either party notifies the other of its intent not to renew thirty (30) or more days before the beginning of the next Term.

- (b) *Termination for Cause.* Either party may terminate this Agreement for material breach by written notice, effective in 30 days, unless the other party first cures such breach.
- (c) *Effects of Termination.* The following provisions will survive termination of this Agreement: (i) any obligation of Recipient to pay for Service rendered before termination; (ii) Sections 4, 5(b), 6(c), and 7 of this Agreement; and (iii) any other provision of this Agreement that must survive termination to fulfill its essential purpose.

10. Miscellaneous.

- (a) *Notices.* Provider may send notices pursuant to this Agreement to Recipient's address at McCloud Community Services District, 220 W Minnesota Ave, PO Box 640, McCloud, CA 96057, and such notices will be deemed received ten (10) days after they are sent. Recipient may send notices pursuant to this Agreement to Caselle, Inc, 1656 S East Bay Blvd, Suite 100, Provo, UT 84606, and such notices will be deemed received ten (10) days after they are sent.
- (b) *Amendment.* Provider may amend this Agreement (including the SLA and Data Policy) from time to time by posting an amended version at its website and sending Recipient written notice thereof. Such amendment will be deemed accepted and become effective 30 days after such notice (the "Proposed Amendment Date") unless Recipient first gives Provider written notice of rejection of the amendment. In the event of such rejection, this Agreement will continue under its original provisions, and the amendment will become effective at the start of Recipient's next Term following the Proposed Amendment Date (unless Recipient first terminates this Agreement pursuant to Section 9 above). Recipient's continued use of the Service following the effective date of an amendment will confirm Recipient's consent thereto. This Agreement may not be amended in any other way except through a written agreement executed by Authorized Representatives of each party. Notwithstanding the foregoing, Provider may amend the AUP or Privacy Policy at any time by posting a new version at its website and/or sending Recipient notice thereof, and such amended version will become effective 30 business days after such notice is sent.
- (c) *Independent Contractors.* The parties are independent contractors and will so represent themselves in all regards. Neither party is the agent of the other and neither may bind the other in any way.
- (d) *No Waiver.* Neither party will be deemed to have waived any of its rights under this Agreement by lapse of time or by any statement or representation other than (i) by an Authorized Representative and (ii) in an explicit written waiver. No waiver of a breach of this Agreement will constitute a waiver of any prior or subsequent breach of this Agreement.
- (e) *Force Majeure.* To the extent caused by force majeure, no delay, failure, or default will constitute a breach of this Agreement.
- (f) *Assignment & Successors.* Neither party may assign this Agreement or any of its rights or obligations hereunder without the other's express written consent, except that either party may assign this Agreement to the surviving party in a merger of that party into another entity. Except to the extent forbidden in the previous sentence, this Agreement will be binding upon and inure to the benefit of the respective successors and assigns of the parties.

- (g) *Choice of Law & Jurisdiction.* This Agreement will be governed and construed solely by the laws of the State of Utah, without reference to such State’s principles of conflicts of law. The parties consent to the personal and exclusive jurisdiction of the state courts of Utah.
- (h) *Severability.* To the extent permitted by applicable law, the parties hereby waive any provision of law that would render any clause of this Agreement invalid or otherwise unenforceable in any respect. In the event that a provision of this Agreement is held to be invalid or otherwise unenforceable, such provision will be interpreted to fulfill its intended purpose to the maximum extent permitted by applicable law, and the remaining provisions of this Agreement will continue in full force and effect.
- (i) *Certain Notices.* Pursuant to 47 U.S.C. Section 230(d), Provider hereby notifies Recipient that parental control protections (such as computer hardware, software, or filtering services) are commercially available that may assist in limiting access to material that is harmful to minors. Information regarding providers of such protections may be found on the Internet by searching “parental control protection” or similar terms.
- (j) *Conflicts among Attachments.* In the event of any conflict between the terms of this main body of this Agreement and those of any accompanying schedule, the terms of this main body will govern. In the event of any conflict between this Agreement and any Provider policy posted online, including without limitation the AUP and Privacy Policy, the terms of this Agreement will govern.
- (k) *Entire Agreement.* This Agreement sets forth the entire agreement of the parties and supersedes all prior or contemporaneous writings, negotiations, and discussions with respect to the subject matter hereof. Neither party has relied upon any such prior or contemporaneous communications.

Note: The attached proposal is considered part of this Agreement.

The signatures below indicate each party’s acceptance of the Agreement. Each party has caused this Agreement to be executed by its duly Authorized Representative.

CASELLE, INC.

MCCLLOUD COMMUNITY SERVICES DISTRICT

By: 

By:

Name: Larry Hutchings

Name:

Title: President

Title:

Date: March 25, 2024

Date:

Schedule A – Data Policy

- (a) *Access, Use, & Legal Compulsion.* Unless it receives Recipient’s prior written consent, Provider: (i) will not access or use data in electronic form collected through the Services from Recipient’s customers or other third parties, or collected or accessible directly from Recipient, (collectively, “Data”) other than as necessary to facilitate the Services; and (ii) will not give any third party access to Data. Notwithstanding the foregoing, Provider may disclose Data as required by applicable law or by proper legal or governmental authority. Provider will give Recipient prompt notice of any such legal or governmental demand and reasonably cooperate with Recipient in any effort to seek a protective order or otherwise to contest such required disclosure, at Recipient’s expense.
- (b) *Recipient’s Rights.* Recipient possesses and retains all right, title, and interest in and to Project Data, and Provider’s use and possession thereof is solely as Recipient’s agent.
- (c) *Retention & Deletion.* Provider will retain any Data in its possession until Erased. Provider will Erase: (i) all copies of Data promptly after Recipient’s written request; and (ii) all copies of Data no sooner than 90 days after termination of this Agreement and no later than 120 days after such termination. Promptly after Erasure pursuant to this Subsection (c), Provider will certify such Erasure in writing to Recipient. (“Erase” and “Erasure” refer to the destruction of data so that no copy of the data remains or can be accessed or restored in any way.)
- (d) *Individuals’ Access.* Provider will not allow any of its employees to access Data, except to the extent that an employee needs access in order to facilitate the Services and executes a written agreement with Provider agreeing to comply with Provider’s obligations set forth in this Section.
- (e) *Compliance with Law & Policy.* Provider will comply with all applicable federal and state laws and regulations governing the handling of Data.
- (f) *Leaks.* Provider will promptly notify Recipient of any actual or potential exposure or misappropriation of Data (any “Leak”) that comes to Provider’s attention. Provider will cooperate with Recipient and with law enforcement authorities in investigating any such Leak, at Provider’s expense. Provider will likewise cooperate with Recipient and with law enforcement agencies in any effort to notify injured or potentially injured parties, and such cooperation will be at Provider’s expense, except to the extent that the Leak was caused by Recipient. The remedies and obligations set forth in this Subsection (f) are in addition to any others Recipient may have.

Schedule B – Acceptable Use Policy

A. Unacceptable Use

Provider requires that all customers and other users of Provider's service (the "Service") conduct themselves with respect for others. In particular, please observe the following rules in your use of the Service:

- 1) *Privacy*: Do not violate the privacy rights of any person. Do not collect or disclose any personal address, social security number, or other personally identifiable information without each holder's written permission. Do not cooperate in or facilitate identity theft.
- 2) *Intellectual Property*: Do not infringe upon the copyrights, trademark rights, trade secret rights, or other intellectual property rights of any person or entity. Do not reproduce, publish, or disseminate software, audio recordings, video recordings, photographs, articles, or other works of authorship without the written permission of the copyright holder.
- 3) *Hacking, Viruses, & Network Attacks*: Do not access any computer or communications system without authorization, including the computers used to provide the Service. Do not attempt to penetrate or disable any security system. Do not intentionally distribute a computer virus, launch a denial of service attack, or in any other way attempt to interfere with the functioning of any computer, communications system, or website. Do not attempt to access or otherwise interfere with the accounts of other users of the Service.
- 4) *Fraud*: Do not issue fraudulent offers to sell or buy products, services, or investments. Do not mislead anyone about the details or nature of a commercial transaction. Do not commit fraud in any other way.
- 5) *Violations of Law*: Do not violate any law.

B. Consequences of Violation

Violation of this Acceptable Use Policy (this "AUP") may lead to suspension or termination of the Recipient's use of the Service or legal action. In addition, the Recipient may be required to pay for the costs of investigation and remedial action related to AUP violations.

C. Reporting Unacceptable Use

Provider requests that anyone with information about a violation of this AUP report it to the following address: Caselle, Inc. 1656 S East Bay Blvd, Suite 100, Provo, Utah 84606. Please provide the date and time of the violation and any identifying information regarding the violator, including e-mail or IP (internet protocol) address if available, as well as details of the violation.

D. Revision of AUP

Provider may change this AUP at any time by posting a new version on its website (www.caselle.com) or by sending the Recipient written notice thereof. The new version will become effective on the date of such notice.

PROPOSED APPLICATION SOFTWARE

General Ledger

The Caselle General Ledger system integrates with a multitude of other Caselle applications. This allows for optimal control and balancing capability. The Chart of Accounts allows up to 25 different segments that can be defined by the organization. This is a true “fund accounting” application. It allows for journal entries, budget integration, bank reconciliation as well as recurring entries.

The General Ledger application allows for 14 distinct accounting periods in a fiscal year. It allows for prior periods to be “locked” which prevents modifying that data without proper authorization. Users can post entries to the next fiscal year while the current fiscal year is still open or in the process of being closed.

The budgeting function with General Ledger allows for budgets to be entered, reviewed and approved at multiple levels. Integration with Excel gives additional functionality of providing what-if scenarios and allowing department managers to submit budgets using a tool they are familiar with. In addition to Excel, the budget module also provides the ability to populate the new budget based on data from the current or previous fiscal years.

miExcel General Ledger

This Excel integration module provides access to the General Ledger data without the need to import from or export to an Excel worksheet.

Payroll/Direct Deposit

Caselle’s Payroll provides easy payroll processing and complete fund and departmental allocations. Printed checks, direct deposit advises and multiple deposit accounts are all supported. EFT files are available and all check programs can create a Positive Pay file.

The Payroll application utilizes pay codes to organize and report on various types of gross pay, taxes, other deductions, reimbursements, garnishments, etc. A variety of reports are available including reports that are compatible with CALPers as well as state and federal reports such as 941, Workers Comp, W2s, etc. Payroll interfaces with General Ledger, Timekeeping, Human Resources, Check on Demand and Project Accounting.

Electronic W2/1099

This module will keep you in compliance with the IRS. Electronically transfer all employee and employer W2 information eliminating manual printing and mailing to IRS.

Timekeeping

Designed for organizations like public works or police departments, Caselle Timekeeping lets you track special projects or comply with specific FLSA regulations. Easily import entries from a time clock directly to your Caselle software in order to track special shifts that cross pay periods and automatically calculate overtime based on time entries. Imported data defaults directly into the required fields so you don’t have to waste time on tedious data entry. Increase your efficiency and manage your employees’ complex schedules. Timekeeping interfaces to General Ledger, Payroll and Project Accounting.

Human Resources

Track sensitive employee information, reduce hiring costs, increase productivity, and generate on-demand reports and cost scenarios all in an electronic format. Employee events, including benefits, pay history, grievances, disciplinary action and time off can be tracked with individual task checklists. Through several user-defined fields and actions, Caselle Human Resources is scalable to fit perfectly to your organization. Human Resources interfaces with Payroll and Timekeeping.

Online Pay Stubs & W2's

Powered by NatPay, this application makes the distribution of pay stubs, W2 forms and other documents easy to accomplish. It securely stores data, and you benefit from robust reporting and search functionality.

miExcel Payroll

This Excel integration module provides access to the Payroll data without the need to import from or export to an Excel worksheet.

Accounts Payable

The Accounts Payable application provides an easy and efficient way to track invoices. Multiple invoices from a single vendor can be combined into one check or multiple checks if desired. If a remittance advice is needed, it can automatically be generated to accommodate invoice detail overflow.

Invoice entry allows invoices to be entered using existing detail from a corresponding Purchase Order. This can save the operator time by reducing duplicate entry of the details. A budget warning can prompt when budget levels are exceeded.

Attaching documents can be accomplished using the built in "attachments" function or by utilizing the Caselle Document Management application.

Vendor Maintenance has full security and management tracking for any changes or deletions. Multiple remittance addresses and emails can be stored. Vendor terms including discounts can be setup by individual vendor. The Accounts Payable application also provides for 1099 reporting. Add the AP Direct Pay application to accommodate requests from vendors for payment as an ACH transaction instead of a printed check. Accounts Payable interfaces with General Ledger, Asset Management, Materials Management, Project Accounting and Document Management.

Purchases & Requisitions

With this module, you can effectively manage the entire purchasing process from requisitions to receiving. To ensure that purchases comply with company standards, a warning message will display if a purchase exceeds the budgeted amount. You can also enter requisitions for approval before creating an actual purchase order. Once a purchase order has been approved, it can be sent directly to the vendor, and then you can keep track of both requisitions and purchase orders with easy-to-generate reports and powerful search options. Purchases & Requisitions interfaces seamlessly to the General Ledger, Accounts Payable and Materials Management.

miExcel Accounts Payable

This Excel integration module provides access to the Accounts Payable data without the need to import from or export to an Excel worksheet.

Utility Management

This robust application is designed for any organization that deals directly with customers and needs an efficient way to keep track of billings and metered services.

Track customers, meters, and services by location and customize your billings and payment arrangements to meet the unique needs of your organization. Send out bills while reporting all the necessary information. Additional interface options like Service Orders and Backflow Management help expand your capacity to accomplish more with less effort by synchronizing work throughout your organization. Additional interfaces include Utility Tax Certification, Utility Energy Assistance and Utility Water Conservation as well as the General Ledger, Cash Receipting, Check on Demand and Maintenance Orders.

Utility Service Orders

You can create, print, edit, and complete service orders with information that can be easily accessed later using Customer or Service Order Inquiry. You can also make billing changes to update services and send final bills to customers. As a powerful addition to the Caselle Utility Management application, this flexible module makes it easy to meet the unique needs of your customers.

miExcel Utilities

This Excel integration module provides access to the Utility data without the need to import from or export to an Excel worksheet.

Cash Receipting

Record all payments in one central location, then print and balance deposits. Push a button, sit back, and watch payment information update to the General Ledger and other Caselle applications. Master contacts make this process more efficient by displaying outstanding charges for all applications when helping customers make payments. A miscellaneous category allows you to collect customer payments for convenience fees and other miscellaneous charges that do not apply to other Caselle applications, sending that information directly to General Ledger. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due, and account balance.

Asset Management

This software allows you to track the capitalization or depreciation of an organization's assets in an effective way that makes the year-end financial report simple and stress-free. Track assets by department and classification, and easily update information to General Ledger for seamless reporting. The Asset Management application also supports multiple depreciation methods, allowing you to tailor the software to your organization's unique needs. Give your company the power to grow through an increased ability to monitor the strength of your assets. Asset Management interfaces with General Ledger, Payroll, Accounts Payable, Project Accounting and Document Management.

Materials Management

Managing inventory is about more than just quantity levels. This program facilitates the necessary tracking, costing, and accountability involved in all aspects of managing inventory.

Project Accounting

This application is a comprehensive solution for tracking all aspects of a job from start to finish. Seamless integration with other Caselle applications allows you to accumulate all your project costs. With this software, you can not only track where all your money is going, but you can use that information to create a realistic budget and estimate the total cost of the project at hand. Project Accounting also allows for projects to cross fiscal years, keeping it easy to manage year-end information even with ongoing projects.

miExcel Project Accounting

This Excel integration module provides access to the Project Accounting data without the need to import from or export to an Excel worksheet.

Caselle Document Management

Powered by eFileCabinet[®], this product is an easy-to-use, affordable document management system that makes going paperless easy. Simplify the process of scanning paper documents, archiving email and managing critical files in a secure database repository.

SOFTWARE USE AGREEMENT

CASELLE, INC.
1656 S. East Bay Blvd.
Suite 100
Provo, UT 84606

**MCCLLOUD COMMUNITY
SERVICES DISTRICT**
220 W Minnesota Ave
PO Box 640
McCloud, CA 96057

("Caselle")

("You" or "Your")

You agree to Use the Software and Purchase the services detailed below ("Items"), and Caselle, Inc. agrees to provide them, subject to the terms and conditions on pages two and three of this Agreement.

Total Price \$40,849.00

Deposit: \$20,425.00

Balance Due \$20,424.00

Items

License Type	Hosted
Total Training	\$18,100.00
Total Setup	17,200.00
Total Conversion	5,549.00
Total Price	<u>\$40,849.00</u>

The attached Proposal is considered part of this Agreement.

The signatures below indicate each party's acceptance of this Agreement. Each party has caused this Agreement to be executed by its duly authorized representative.

CASELLE, INC.

By:



Name & Title: Larry Hutchings, President

Date: March 25, 2024

**MCCLLOUD COMMUNITY
SERVICES DISTRICT**

By:

Name & Title:

Date:

**CASELLE, INC.
SOFTWARE USE AGREEMENT**

Grant of Right

Caselle, Inc. and its Licensors agrees to grant, and You agree to accept a limited, non-transferable, non-exclusive right ("Right") to use the computer programs, with the accompanying manuals, literature and other materials ("Software") as detailed under Items, subject to the terms and conditions of this Software Use Agreement and subject to termination as provided herein. The term Software shall also include all revisions, updates, enhancements and new modules or add-ons to the existing Software as detailed under Items.

Payment

The Deposit shall be paid by You upon execution of this Software Use Agreement with the Balance to be paid upon completion of all Training or 60 days following the completed Training for core applications, whichever comes first. Payment shall be in U.S. Dollars and shall not be deemed to have been received by Caselle until Your check clears the banking process. Any costs incurred in collecting Your check, due to insufficient funds or any other reason, shall be reimbursed by you. Late payments shall be subject to a FINANCE CHARGE OF 1.5% PER MONTH, OR 18% PER ANNUM.

Taxes

Prices and fees are exclusive of all federal, state, municipal, or other government excise, duties, sales, use, occupational, or like taxes now or hereafter in force, and are therefore subject to increase in an amount equal to any tax Caselle may be required to collect or pay upon licensing or delivery of any Items, other than federal, state and local taxes based on Caselle's income. You also agree to pay all personal property taxes which accrue to you by reason of this Agreement.

Title and Confidentiality

Title and full ownership rights to the Software licensed under this Agreement, including, without limitation, all intellectual property rights therein and thereto, and any copies You make, remain with Caselle. It is agreed the Software is the proprietary, confidential, trade secret property of Caselle, whether or not any portions thereof are or may be copyrighted and You shall take all reasonable steps necessary to protect the confidential nature of the Software as You would take to protect Your own confidential and trade secret information. You further agree that You shall not make any disclosure of any or all such Software (including methods or concepts utilized therein) to anyone, except to employees, agents, or contractors working for You to whom such disclosure is necessary to the use for which rights are granted hereunder. You shall appropriately notify all employees, agents, and contractors to whom any such disclosure is made that such disclosure is made in confidence and shall be kept in confidence by them. Upon Caselle's request, such employees, agents, and contractors shall enter into an appropriate confidentiality agreement for secrecy and nonuse of such information which by its terms shall be enforceable by injunctive relief at the request of Caselle. If Caselle makes such a request, it shall provide You with the appropriate confidentiality agreements. The obligations imposed by this section upon You, Your employees, agents, and contractors, shall survive and continue after any termination of rights under this Agreement. It shall not be a breach of this Agreement if you are required to disclose or make the Software available to a third party or to a court if the Software is

subpoenaed or otherwise ordered by an administrative agency or court of competent jurisdiction to be produced or disclosed.

Rights

You may not:

- a) Rent, lease, sublicense, assign, sell, loan or otherwise transfer this Right, in whole or in part, except as expressly permitted by this Agreement.
- b) Inspect, disassemble, decompile, reverse engineer or in any way attempt to determine the internal methods of the Software.
- c) Modify the Software or merge it into any other product without the express written consent of Caselle.
- d) Reproduce, prepare derivative works based upon, transmit or distribute the Software, or any part of it, in any form or by any means except as expressly permitted in this Agreement.
- e) Transfer or assign the Software and the rights under this agreement to another party without the express written consent of Caselle.

Any attempt to do any of the above (a to e) shall void and terminate this Agreement.

Term

This Software Use Agreement is and shall be effective from the date of full execution and shall remain in force until terminated. You may terminate this Agreement at any time by notifying Caselle in writing at least 30 days prior to the date of termination Your Right terminates automatically if you materially fail to comply with any terms or conditions of this Agreement.

Warranty

Caselle warrants that it has sufficient right and title to the Software to grant You this Right. For one (1) year from the date of receipt of the Software ("Warranty Period"), Caselle also warrants the Software media to be free from defects in materials and workmanship under normal use, and Software operation will substantially conform to the specification published by Caselle. If an error or a defect in the Software or its media becomes apparent within the Warranty Period You must promptly notify Caselle, in writing, describing the defect. Upon confirming the error or defect Caselle will, at its exclusive option, repair or replace the item or refund the price paid for the defective item. Caselle does not warrant that the functions contained in the Software will meet Your requirements or that the operation of the Software will be uninterrupted or error free. The warranty does not cover Software modified by anyone other than Caselle and problems with, or caused by, computer hardware or non-Caselle software. This limited warranty is VOID if failure of the licensed Software has resulted from accident, abuse or misapplication.

Disclaimers and Limitations of Warranty and Remedies

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Returns

- a) No returns will be accepted without a written request to Caselle. To receive full credit, less the cancellation fee (set forth below), such requests must be made in writing to and received by Caselle's corporate office within thirty (30) days of this agreement. No returns will be considered for credit until appropriate notice has occurred within the time limits specified and all related materials are returned to Caselle's corporate office within ten (10) days of notice.
- b) Pre-approved returns occurring after the thirty-day period has lapsed will be allowed 75% credit, if such requests are made in writing to and received by Caselle's corporate office within sixty (60) days of this agreement. Any returns attempted after the sixty-day period has lapsed will receive no credit.
- c) A minimum cancellation fee of 10% will be assessed to all pre-authorized returns.
- d) In addition, You agree that You will return all written materials received from Caselle, including program materials, instruction manuals, and any and all training materials to Caselle.

Additional Services

Support, Training and Data Conversion for the Software will be provided directly by Caselle, or its authorized support centers, and are subject to separate agreements.

General

- a) This Agreement shall be governed and construed in accordance with the laws of the State of Utah and You hereby consent to the jurisdiction of State and Federal courts in Utah. If any part of this Agreement violates applicable law, that part shall be deemed to be amended to the extent necessary to comply with the law.
- b) This Agreement constitutes the entire Agreement between Caselle and You and supersedes any prior Agreement or understanding, written or oral, relating to the subject matter of this Agreement. Except as provided herein, this Agreement may not be amended or supplemented except in writing and properly executed by both parties.
- c) If any provision of this Agreement shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or the enforceability of this Agreement.
- d) All rights and remedies provided herein are cumulative and are in addition to all other rights and remedies available at law or equity.
- e) In the event that either party successfully takes legal action to enforce any provision of this Agreement the unsuccessful party shall pay full costs and expenses of such action, including reasonable attorney's fees.
- f) Any notice required by this Agreement shall be deemed to have been properly given if sent by registered or certified mail to the address set forth in this Agreement.
- g) The waiver of any breach or default of this Agreement shall constitute a waiver only as to such particular breach or default and shall not constitute a waiver of any other breach or default. Failure to act by either party in exercising any right, power, or remedy under this Agreement, except as specifically provided herein, shall not operate as a waiver of any such right, power or remedy, and will not affect the validity of the whole or any part of this Agreement, or prejudice such party's right to take subsequent action.
- h) Neither party shall be held liable for delays in any of its performance resulting from acts of God, war, civil disturbance, court order, labor dispute or any other cause beyond its control.
- i) The relationship of the Parties shall be solely that of independent contractors. No partnership, joint venture, employment, agency or other relationship is formed, intended or to be inferred under this Agreement. Neither party to this Agreement shall attempt to bind the other, incur liabilities on behalf of the other, act as agent of the other, or authorize any representation contrary to the foregoing.
- j) This Agreement is binding upon and shall inure to the benefit of the parties, their successors and assigns. However, this Agreement is not assignable by you. This Agreement is personal to you and neither the Agreement, nor the rights or duties hereunder, may be voluntarily or involuntarily, directly or indirectly, assigned or otherwise transferred without the prior written consent of Caselle. Any unauthorized assignment or transfer shall constitute a breach hereof and shall be voidable by Caselle.

663884 18/04

Amos McAbier

From: Jennifer Brunello
Sent: Friday, April 5, 2024 11:55 AM
To: Wade Walker
Cc: Amos McAbier; Scott Cook
Subject: Re: Data Retrieval

Yes please update quote and send it over so we can still get it into the agenda for Mondays meeting.
Thanks

From: Wade Walker <pww@caselle.com>
Sent: Friday, April 5, 2024 8:29 AM
To: Jennifer Brunello <cfo@ci.mccloudcsd.ca.us>
Cc: Amos McAbier <amos@ci.mccloudcsd.ca.us>; Scott Cook <skc@caselle.com>
Subject: Data Retrieval

Hi Jennifer,

I wanted to give you a heads up the Ladd is no longer with Q90. I know he had some issues gaining access to your data and couldn't get you a quote. In almost all the proposals I've seen from them they range from \$25k-\$35k. I've spoken with our CEO Scott, and we want this to be as smooth of a transition as possible. We will allocate resources to pull out the data and move it into our load tables for \$20k. Just like Q90 we will still need to figure out how to gain access to your current system and we'll need assistance and communication from you in cleaning up the data, but the majority of heavy lifting will be done by our data consultants.

If this works for you, I'll update the contracts to include the additional \$20k and get them over to you as soon as possible.

Thanks,

Wade Walker
Territory Manager
Direct **801.850.5085**
Email pww@caselle.com



See what our customers are saying:
Customer Testimonials

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Fire Department Recruitment & Retention Coordinator –
Job Description

POLICY NUMBER: 2238

ADOPTED: November 8, 2021

REVIEWED: 2/14/24

REVISED:

2238.10 The position of Recruitment & Retention Coordinator is an overtime exempt position under the Fair Labor Standards Act. The Recruitment & Retention Coordinator is hired by the General Manager and Fire Chief for a period not to exceed four (4) years. This position is funded by a Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant. Under the general direction of the District's Fire Chief, the Recruitment & Retention Coordinator is responsible for recruiting new volunteer firefighters and retaining current volunteers through various outlets including but not limited to incentive programs, training programs, career fairs, school presentations, and advertisements. The recruitment and retention coordinator will also respond to fire, hazmat, rescue, medical emergencies and provide care and transport to ambulance patients.

2238.20 Recruitment & Retention Coordinator must have knowledge of:

2238.21 Public safety administration, fire administration, emergency and disaster preparedness, fire investigation, hazardous materials management, and municipal water systems.

2238.22 The operation and maintenance of modern fire and EMS apparatus and firefighting equipment.

2238.23 Structural and wildland fireground tactics and strategies.

2238.24 The incident command system.

2238.25 Local water systems, roads, and geography.

2238.26 Modern emergency medical services (EMS) operations and procedures.

2238.27 Modern communications, business and computer systems and related software.

2238.30 Ability to:

2238.31 Provide the necessary fire and rescue operations during adverse conditions.

2238.32 Operate computers, software and modern communications equipment related to fire service and business applications.

2238.33 Compile and prepare written reports and oral programs.

2238.34 Communicate effectively orally and in writing.

2238.35 Must have the ability to interact with members of the public and co-workers tactfully and professionally.

2238.40 Education/Experience Required

Education equivalent to graduation from high school. Graduation from an accredited CA Fire Academy is preferred. Must possess a current California Emergency Medical Technician (EMT) certification or obtain within 60 days. Current enrollment or graduation from an accredited Paramedic Academy/Class.

All state and federal required standards for a Recruitment & Retention Coordinator to be met within one (1) year of employment as Recruitment & Retention Coordinator, Policy 2238 Appendix A, Minimum Standards for a Recruitment & Retention Coordinator.

2238.50 License/Certificates

Must possess a driving record acceptable to the District's insurance carrier. Must, within eight (8) months of employment, possess a current Emergency Medical Technician Paramedic License and CPR Certification, a valid California Class B or C driver's license with Firefighter Endorsement. A Hazardous Materials Operational Certification. All required certificates and licenses must be maintained throughout employment.

~~**2238.60** Residency Requirement~~

~~*Employees in this position must establish and maintain residency in a location which allows response to emergency calls for service.*~~

2238.7060 Basic Work Hours

This is a 40 hour per week position with work hours coordinated with the Fire Chief. The Recruitment and Retention Coordinator is also subject to respond to calls after regular hours as available and with close coordination with the Fire Chief. The Recruitment & Retention Coordinator is exempt from overtime pay or compensatory time off in accordance with Policy 2010.

2238.8070 Essential Job Duties (Continued)

The Recruitment & Retention Coordinator is required to work the hours necessary or required to complete necessary projects or job functions. The Recruitment and Retention Coordinator's primary duties include:

2238.8171 Responding to emergency calls for service at any hour of the day or night.

2238.8272 Treat and transport patients in an ambulance.

2238.8373 Perform administrative and technical work recruiting and retaining candidates for volunteer positions with the McCloud Community Services District Fire Department.

2238.8474 Provide informational programs at community job fairs, media outlets, web-based sources, and high school work programs.

2238.8575 Develop and implement plans, projects, and programs designed to solicit new volunteer firefighters, retain current volunteer firefighters, and to ensure the sustainability and growth of the McCloud Fire Department.

2238.8676 Create and monitor MCSD Fire Department website and social media platforms in hopes to recruit new volunteers

2238.8777 Pursue opportunities for external support of recruitment and retention programs, including grants and partnerships, and ensure compliance with requirements of grant awards and other support.

2238.8878 Maintaining cordial relations with all persons entitled to the services of McCloud Fire Department and attempting to resolve all public and firefighter complaints.

2238.8979 Represents the department at local, county, state and federal agencies and organizations.

2238.9080 Does other related work as required.

2238.91-9981-89 Left blank intentionally

2238.10090 Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2238.11191 Task: Operate, repair, and maintain firefighting, ambulance and rescue equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling, and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle, or feel objects, tools or controls, driving vehicle and heavy equipment.

2238.11292 Task: Fire suppression and emergency response.

Physical Demand: Wearing self-contained breathing apparatus for extended periods, sitting, standing, climbing ladders while carrying 25 lbs., walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, working in low visibility areas containing smoke, ash, etc., working in confined spaces.

2238.11393 Task: Prepares handwritten and type written reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various laws and standards and district policies and procedures.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle, or feel objects, tools or controls, operating a computer and typewriter.

2238.11494 Task: Perform traffic control operations during emergency situations.

Physical Demand: Standing continuously in one location wearing turnouts and in temperatures below freezing and above 100 degrees, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs and to give direction to vehicle operators.

2238.10090 Physical Requirements (Continued)

2238.11595 Task: Plan, direct and control the recruitment of volunteer firefighters.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, sitting in office environment for extended periods, driving vehicle, travel to out-of-town meetings with overnight stays.

2238.11696 Task: Conducts meetings of personnel, attends meetings of other governmental agencies and organizations, attends, and conducts training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicle, out-of-town travel, and overnight stays.

2238.120100 Environmental Demands

2238.121101 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow, cold below freezing and heat to +100 degrees Fahrenheit.

2238.122 102 Usually works outdoors wearing heavy personal protective equipment.

2238.123 103 Exposure to various colognes/perfumes, frequent exposure to fumes/dust from equipment.

2238.124 104 Noise/Vibration: Business/office machines, office located near and sometimes in highway traffic.

2238.125 105 Exposure to smoke, flames, intense heat and low visibility in firefighting conditions.

2238.130110 Mental Requirements

2238.131111 Reads and comprehends complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2238.132112 Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the district's word processing software.

2238.133113 Math: Ability to perform mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use or quickly learn the district's current spreadsheet software.

2238.134114 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform management functions, produce reports and spreadsheets.

2238.135115 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2238.136116 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

2238.137117 Social Skills: Ability to relate cooperatively with the fire Chief, volunteers, members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2238.138118 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2238.140120 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



McCloud Fire Department

Policy 2238

Recruitment & Retention Coordinator Job Description Appendix A Minimum Standards for Recruitment & Retention Coordinator

CA State Requirements:

1. ICS 200, 300 (CICCS)
2. ICS 700, and 800 (SEMS)
3. Fire Control 1 and Fire Control 2 (California SB 1207)
4. Minimum First Aid/CPR (22 CCR, §100015, H&S Code §1797.182)
5. Haz-Mat FRO (8 CCR §5192, 19 CCR §2520)
6. Haz-Mat Decontamination (8 CCR §5192, 19 CCR §2520)
7. Haz-Mat Incident Commander (8 CCR §5192)
8. Sexual Harassment training (CCR Government code §12950.1)
9. Supervisory training (Government Code §19995.4)

Federal Requirements:

1. IS 100, 200, 700, 800

ISO Requirements:

1. State required training

MCSD Requirements

1. Current EMT Paramedic License or the ability to be licensed within 8 months.
2. CPR certificates.
3. Class A, B, Commercial or Class C Drivers license with Firefighter Endorsement.
4. Ambulance Drivers License.
5. Requirements as set forth in MCSD Policy 2238, Recruitment & Retention Coordinator Job Description (computer knowledge, basic education requirements, etc.).

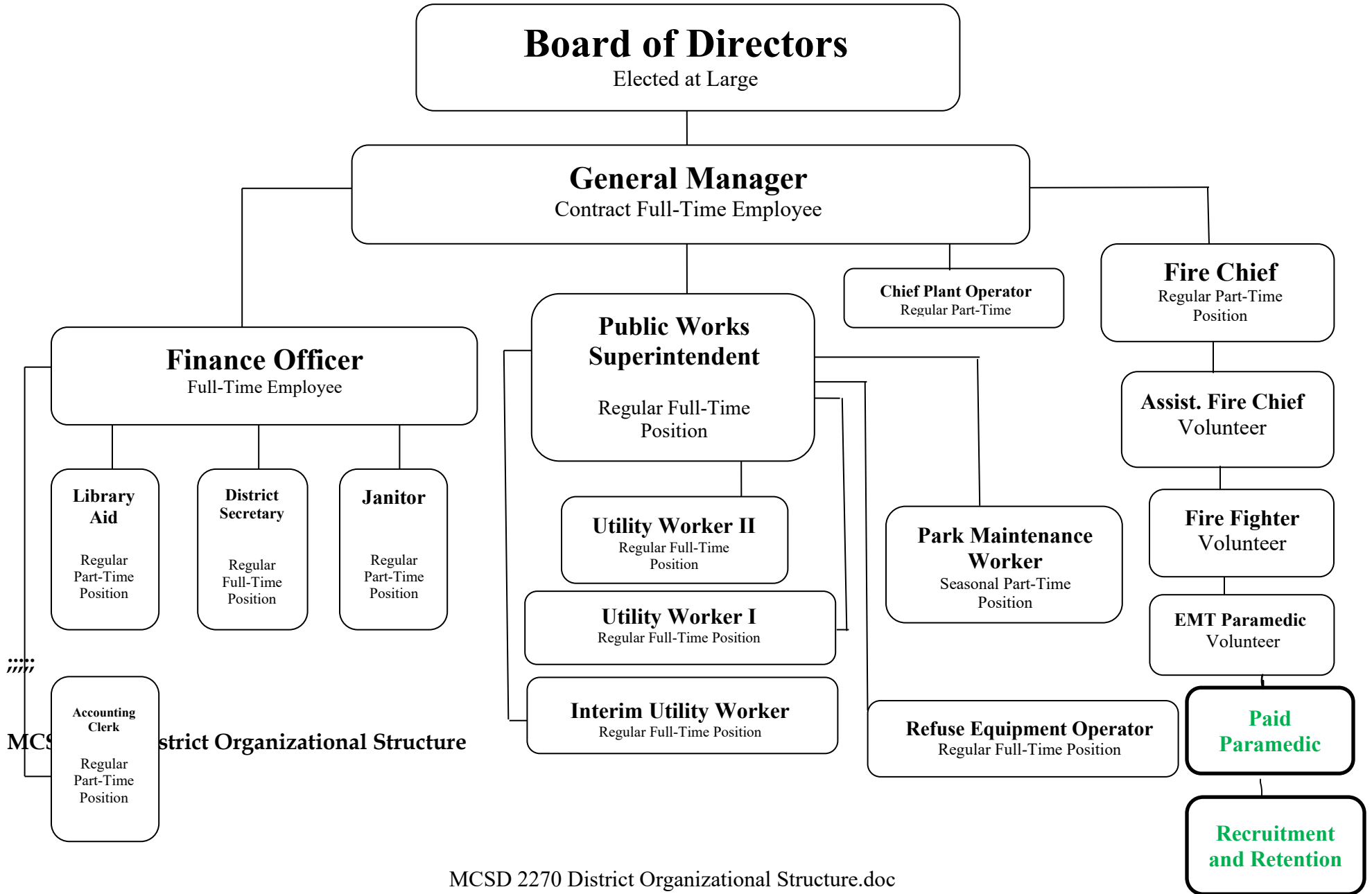
McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Organizational Structure
POLICY NUMBER: 2270
ADOPTED: November 12, 2002
REVIEWED: 08/12/13; 06/09/15; 05/10/16; 10/03/16; 01/10/17; 04/11/18; 09/11/20; 2/14/24
REVISED: 08/12/13; 01/27/14; 07/13/15; 06/13/16; 02/13/17; 05/14/18; 10/12/20

2270.10 The Board of Directors hereby establishes the positions and classifications shown as Attachment A to this Policy. As positions or individual job descriptions are created, eliminated or modified, Attachment A shall be amended to reflect such change.

2270.20 Adoption of this policy shall in no way limit the Board of Directors' ability to add, eliminate or modify individual positions or job responsibilities.

Attachment A



McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: General Manager - Job Description
POLICY NO.: 2300
ADOPTED: November 25, 2002
REVIEWED: 02/11/13; 02/25/13; 03/10/15; 09/08/15; 02/09/16; 05/10/16; 10/03/16;
01/10/17; 05/09/17; 07/11/19; 9/11/20; 2/14/24
REVISED: 02/25/13; 01/27/14; 04/13/15; 10/12/15; 03/14/16; 06/13/16; 02/13/17;
06/12/17; 08/12/19

2300.05 The General Manager is hired, evaluated annually or as otherwise warranted and terminated by the Board of Directors.

2300.10 Major Responsibilities

2300.11 Management: The General Manager is the Executive Officer of the District and for the Board of Directors. The General Manager oversees, organizes, and directs the activities and operations of the McCloud Community Services District, develops policy recommendations for the Board of Directors action and provides highly responsible and complex administrative support to the Board of Directors. The General Manager's position is a class that has **full responsibility** to the Board of Directors for the administration of **all** District services and activities and policies.

2300.12 The General Manager shall carry into effect the expressed policies of the Board of Directors. The General Manager shall communicate the goals and objectives of the Board to the community.

2300.13 The General Manager maintains cordial relations with all customers of the District and attempts to resolve all public and employee complaints. The General Manager shall encourage citizen participation in the affairs of the District.

2300.14 The General Manager shall ensure that all contracts, grants, agreements and policies and procedures of the District are properly carried out and implemented.

2300.15 The General Manager shall develop, maintain and advance appropriate relationships with other local governments and their staffs.

2300.16 The General Manager utilizes appropriate legal, accounting and other professional consultants hired by the Board of Directors.

2300.17 The General Manager shall establish, maintain quality standards, and coordinate the delivery of all public services for which the District is responsible.

2300.18 The General Manager shall serve as the District Treasurer upon appointment by the Board of Directors.

2300.20 Public Services and Facilities Planning and Development: The General Manager shall participate in the development of the District's work plans, projects and programs with the Public Works Superintendent, Finance Officer and other staff as appropriate, monitor work flow, review and evaluate departments' products, methods and procedures.

2300.21 The General Manager shall recommend a long-range plan of capital improvements, including provision of pertinent financial data and financing recommendations.

2300.30 Personnel: The General Manager acts as personnel officer for the District and employs such assistants and other employees as the General Manager deems necessary for the proper administration of the District and the proper operation of the works of the District in accordance with the positions authorized within the annual budget approved by the Board of Directors. The General Manager, Finance Officer and/or Public Works Superintendent and two (2) Board of Directors will be the interview committee for the hiring of all full-time employees.

2300.31 The General Manager, shall implement personnel and performance evaluation procedures, recruit, screen and select all District employees, and review all staff performance evaluations, ensure that all staff receive appropriate and necessary training, develop and maintain rapport among all staff members and promote a positive work atmosphere.

2300.40 Fiscal Operations:

2300.41 The General Manager shall supervise and direct preparation of the annual District budget, direct, review and evaluate annual budget requests of all District departments, direct and participate in continuous review of District expenditures throughout the fiscal year.

2300.42 The General Manager shall keep the Board informed of potential significant sources of funds other than operating revenue that may be available to implement present or contemplated District programs.

2300.50 Duties in the Absence of a Finance Officer

2300.51 Serves as office manager and supervises, evaluates and trains all clerical staff, including reviewing their work for accuracy and organizing work schedules and priorities and provides back-up to the District Secretary as needed.

2300.52 Responsible for signing liens for the District.

2300.53 Supervises and maintains the District's various insurance policies to ensure appropriate coverage.

2300.54 Task: Supervises and assists clerical staff, library aid and janitor in their daily work activities.

2300.55 Task: Interacts with other special districts, county, state and federal agencies, to obtain financial information, and to respond to inquiries for information from same.

2300.60 Board of Directors: The General Manager attends all meetings of the District's Board of Directors and such other meetings as the Board specifies from time to time.

2300.61 The General Manager shall advise the Board on matters of policy and administration, formulate and present to the Board plans to implement policies and accomplish goals established by the Board including planning the short, medium and long term work program and capital improvements for the District, and direct implementation of the system of priorities and levels of service established by the Board.

2300.62 The General Manager shall provide guidance to the Board of Directors in developing strategic goals and objectives, plan Board and community meetings and be responsible to maintain Board meeting and District business records.

2300.70 Prerequisite Qualifications

2300.71 The General Manager shall have a minimum of five (5) years of management experience, including experience in an increasingly responsible public agency position. Operations and/or experience of a water and/or sewer system is preferred.

2300.72 The General Manager shall possess or obtain and continuously maintain a valid California driver's license and a satisfactory driving record.

2300.73 High School diploma or Equivalent required.

2300.74 Possess or obtain within one year and continuously maintain a State certification in Water Treatment and/or Distribution (D-2 License). This may be extended by one (1) year with approval by the Board of Directors.

2300.75 The ability to effectively communicate both written and verbal with political officials, the constituents of the District and other governmental agency personnel.

2300.76 Understand and implement principles and practices of leadership, motivation,

team building and conflict resolution.

2300.77 Knowledge of the organizational and management practices as applied to the analysis and evaluation of District programs, policies and operational needs.

2300.78 Knowledge of the principles and practices of public agency organization, administration, personnel management, and finance.

2300.79 Must live within 30 minutes of the District to be able to respond to emergencies.

2300.80 Knowledge of the principles and practices of policy development and implementation.

2300.81 Knowledge of the principles and practices of local government administration and operations, local, state and federal laws, regulations and codes especially those affecting governance of a community services district as defined in the California Government Code.

2300.82 Knowledge of the principles and practices of government budget preparation and administration.

2300.80 Basic Work Hours Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however, this position requires regular work before and/or after normal office hours as necessary to effectively administer the affairs of the District. The General Manager is exempt from overtime pay or compensatory time off as an administrative employee pursuant to Section 2080.62 of Board Policy.

2300.90 Essential Job Duties The General Manager is required to work as necessary to complete projects and job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2300.91 Task: Assist in planning, direction and control of the administration and operation of District, including personnel management.

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; sitting in office environment for extended periods; driving vehicle; travel to out of town meetings with overnight stays.

2300.92 Task: Prepare and/or review policy proposals, timesheets, written instructions and drawings, reads and negotiates contracts, specifications, details and plans and perform related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, handwriting, use of hands to finger, handle, or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

2300.93 Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2300.94 Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer and other office equipment.

2300.95 Task: Conducts meetings of personnel, may attend meetings of other governmental agencies and organizations, attends training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicles, out of town travel and overnight stays.

2300.96 Task: Perform customer work relations.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2300.100 Marginal Job Duties

2300.101 Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls; driving vehicle.

2300.102 Task: Performs construction inspection work, exterior emergency utility and facility service work in the absence of adequate staffing or in the event of an emergency.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.), climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2300.110 Environmental Demands

2300.111 Outside: Travels to do out-of-office business in a variety of weather

conditions including, rain, snow and heat to +100 degrees Fahrenheit.

2300.112 Works indoors in temperature-controlled environment.

2300.113 Exposure to various colognes/perfumes; infrequent exposure to fumes/dust from printing cartridges.

2300.114 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2300.120 Mental Requirements

2300.121 Reads: complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2300.122 Writes: reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word-processing software.

2300.123 Math: Ability to perform complex mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2300.124 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform high level management functions, produce reports and spreadsheets.

2300.125 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2300.126 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2300.127 Social Skills: Ability to relate cooperatively with members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2300.128 Communication Skills: Ability to quickly organize and communicate

thoughts orally, written or graphically. Ability to understand communications from others.

2300.130 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

2300.140 The General Manager shall be required to sign the General Manager Employment Agreement Policy 2301 – Terms and Conditions of General Manager Employment – Attachment 2301A at time of employment.



ATTACHMENT B

COMMERCIAL DUMPSTERS AND RESIDENTIAL CUSTOMERS

ITEMS RESTRICTED FROM COLLECTION

- ~~Hot~~ Ashes.
- Unbagged animal wastes.
- Infectious wastes.
- Dead animals are not to be placed in refuse.
- Green waste (all vegetation).
- Construction materials (boards, ~~and~~ siding, roofing material, pressure treated, saw dust, and wood shavings).
- Appliances, refrigerators, stoves (ovens and ranges) microwave ovens, etc. (including all household appliances) hot water heaters, televisions, radios, stereos or computers (including monitors).

Please remember the following tips when placing your refuse can:

1. The lid on your can must be able to close. Items placed on top of your refuse container count as extra refuse. Extra refuse tags can be purchased at the district office for \$4.00 each. One tag covers one 30 - gallon bag with a fifty pound maximum limit. Tags should be visible on the garbage bag and be placed next to your refuse container.
2. Cans need to have at least three feet of clearance on all sides.
3. Your can will not be picked up if its strapped, tied, locked or latched shut.
4. No green waste allowed. Please take your green waste to the MCSD Green Waste Disposal Facility on Squaw Valley Road. It is approximately 1-mile south of the District office down Squaw Valley road, on the East side of the road, just north of the Golf Course.

Green Waste accepted by the District is biodegradable yard and garden waste such as:

- Grass, shrub and tree trimmings.
- Pinecones and needles.
- Leaves, branches, flowers and weeds.
- Apples (fruits and vegetables).
- Cold ashes in designated area

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Garbage and Refuse Collection
POLICY NUMBER: 3100
ADOPTED: January 25, 1999
REVIEWED: 1/22/13; 1/28/13; 7/12/16; 10/11/16; 11/13/19; 5/27/20; 5/27/20;
2/14/24
REVISED: 02/11/13, 12/09/19, 06/22/20

3100.10 Board policy regarding the collection of garbage and/or refuse is found in Ordinance 26, appended herein.

3100.11 Definitions appear in Section 5.

3100.12 Receptacle requirements appear in Section 9.

3100.13 Location placement of receptables for pickup appears in Section 10.

3100.14 Allotment entitlements for both residential and commercial properties appear in Section 9.

3100.15 A list of restricted items appears in Section 12 and 13.

3100.16 Additional collection services appear in Section 11 of Ordinance 26 An Ordinance Regulating the Collection of Solid Waste and Policy 1060 - Miscellaneous Fee Schedule.

3100.17 Regulations concerning Door Yard Burns refer to Policy 3280.

3100.18 Miscellaneous policies concerning burying garbage, accumulating offensive matter and littering appear in Section 12, 13 and 14 respectively.

3100.20 The collection of garbage and/or refuse: The administration of this Policy shall be the responsibility of the General Manager and Public Works Superintendent. The General Manager and Public Works Superintendent shall establish a regular schedule for the collection of garbage and/or refuse in conjunction with the project contractor for all the premises within the boundaries of the District.

This schedule shall be posted in the office of the District and on the web site.

3100.30 The General Manager shall have the authority to provide for reasonable accommodation to customers determined to be handicapped in regard to the required location of containers.

3100.40 Owners/operators of commercial enterprises have the option to add or decrease dumpster size once per month (by the 5th of each month). The District will bill based on the dumpster size/cubic yards and how many times per week the dumpster is emptied per Policy 1060 - Miscellaneous Fee Schedule.

Bulk refuse customers who engage in commercial enterprises must have a minimum of a one-yard dumpster or equivalent at any given time.

The District finds that loose refuse or garbage that is on the ground draws wildlife such as rats, raccoons and bears, which pose public health and safety risks. Based on this finding, the District finds it in the best of interest of owners and operators of businesses to closely monitor their bulk refuse needs.

The District will perform random inspections at Refuse/Dumpster containment areas. If overflowing or loose refuse or garbage is apparent, the incident shall be photographed, and the Homeowner/Commercial Enterprises shall be notified of the refuse consequences and issues by phone or in writing. If the overflowing and or loose refuse or garbage is not removed, and additional dumpster capacity is not acquired after four (4) hours of the initial phone notification the District shall bill a minimum of \$~~60~~42.00 per hour (during work hours) and a minimum of 2 hours at \$~~90~~63.00 per hour (after work hours) for labor and removal of refuse. Fines levied are pursuant to the Districts Miscellaneous Fee Schedule.

McCloud Fire Department

Agenda Supporting Document

For the Regular Meeting of the MCSD Board of Directors on Monday April 8, 2024

Agenda Item: Sleeping at Station 17.

Background:

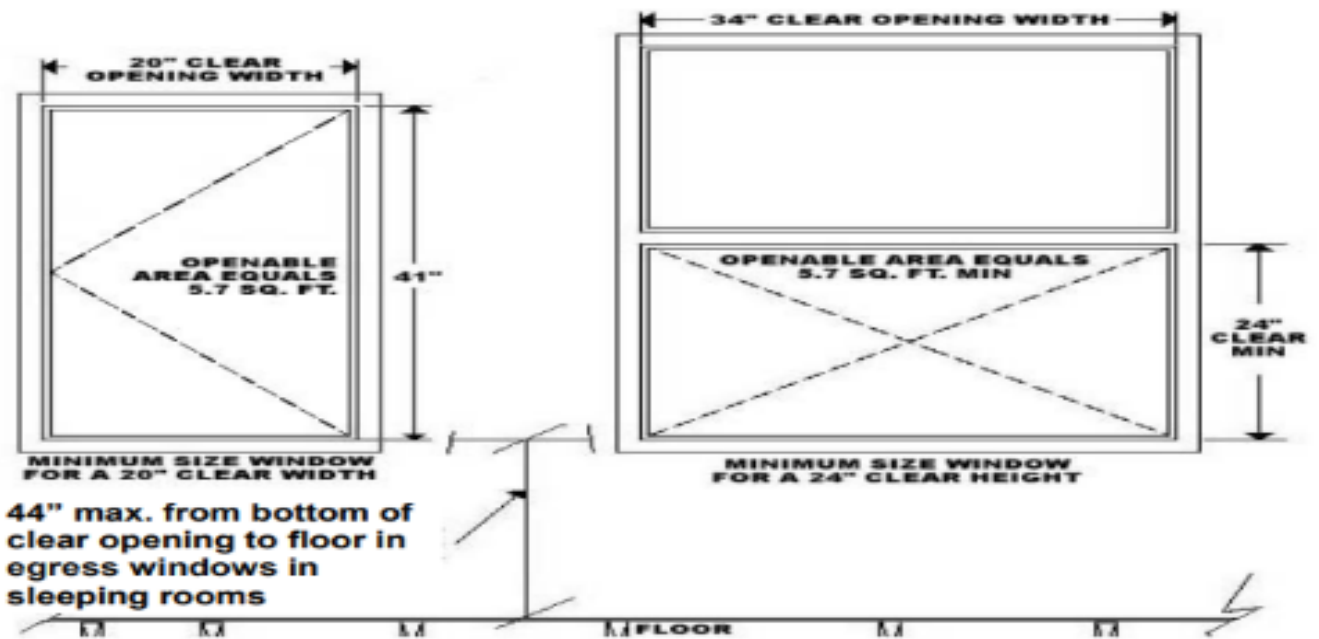
When Chief Miller took over in August of 2020, he soon after asked the board to allow for a sleeper program at the McCloud Fire Department. It was identified in the current configuration the department had no spaces that could be used as “Sleeping Rooms” as identified by board members in the CA and National Building and fire Codes.

During Chief Millers recent classes to allow him to be a certified Fire Inspector we found that the code that controls the question of whether or not a sleeping room in a class B occupancy (Station 17 is categorized Class B or Business) can be utilized is the **California Building Code CBC, Title 24, Part 9, Section 1030.7** quoted here, **“Emergency Escape Openings Required- emergency escape openings SHALL be maintained in accordance with the code in effect at the time of construction.”**

Historically the now the building at 409 Tucci Ave known now as “Station 17” or “McCloud FD Fire Hall” or Leatherman Hall”, has been used for several types of occupancies including originally as a boarding house which would have allowed for sleeping in areas deemed sleeping rooms.

We have also identified 3 areas of Station 17 that would also meet the current CA Building code of having an egress window of at least 5.7 square feet. The recently completed office room and a storage room both have a window in them that adds up to 6 square feet. The 3rd space is the upstairs space which has an exit door and 2 windows that someone could get out of in an emergency but are under 5.7 square feet.

The 3 identified rooms that could possibly be deemed as sleeping rooms meet the new requirements as well. The new requirements are on page 2.



Because so many fire deaths occur when occupants of residential buildings are asleep at the time of a fire, the 2019 California Residential Code (CRC), Section R310.1 requires that:

- Habitable Attics
- Basements contain one or more sleeping rooms and
- Every sleeping room below the fourth story

Shall have at least one operable window or exterior door opening approved for emergency escape and rescue (egress windows/doors). Such openings shall open directly into a public way or to a yard or court that opens to a public way.

- The net clear openable area shall be no less than 5.7 square feet (5 square feet for grade floor openings from exterior grade and basement window wells).
- In addition to the above requirement, the net clear openable height dimension shall be a minimum of 24 inches. The net clear openable width dimension shall be a minimum of 20 inches (Note: using both minimum figures will not obtain the required 5.7 square feet.)

Fire Department Recommendation:

Allow Fire Department personnel to utilize legally deemed sleeping areas at Station 17.

McCloud Fire Department

Agenda Supporting Document

For the Regular Meeting of the MCSD Board of Directors on Monday April 8, 2024

Agenda Item: Directing Wittman Enterprises to delete two medical bills for ambulance services.

Background:

Wittman Enterprises handles all Fire Department Ambulance EMS billing after we complete a call and the associated paperwork. While in the process of beginning the Paid Paramedic Program, two calls were incorrectly billed as the patient in each case lives in the MCSD and was not transported. Typically, these types of incidents do not generate a bill as MCSD residents pay for the ambulance through their MCSD billing. If our personnel do not mark the calls not billable, Wittman automatically sends out a bill and then as per their normal billing processes they send out very sternly worded correspondence saying that need to pay the bill or risk going to collections.

These bills were to two long-term members of the MCSD community. Due to the Health Insurance Portability and Accountability Act we cannot identify them, but they were definitely incorrectly billed due to a paperwork error by FD personnel.

Fire Department Recommendation:

Allow Chief Miller to contact Wittman Enterprise and have them write off the bills in questions. In turn Chief Miller will contact the residents and advise them of the bill being forgiven.