

Hornbrook Community Services District

P.O. Box 29, Hornbrook, CA 96044

DIRECTORS

Robert Puckett, President

Patricia Slote, Secretary

Melissa Tulleo

Bryant Schaufler

Vacant (5th seat)

Regular Meeting of the Board of Directors

Hornbrook Community Hall

220 Main Street, Hornbrook, CA 96044

February 28th, 2017, at 6:30 p.m.

AGENDA

1. CALL TO ORDER: Presiding Officer: Establish Quorum, Pledge of Allegiance:

2. PUBLIC COMMENT:

Any person may address the Board at this time on any matter within the jurisdiction of the Board that is NOT ON THE AGENDA. A maximum of three minutes is allowed each person and a maximum of 10 minutes per topic. The presiding officer has discretion to extend the time and/or reasonably limit the length of time for any individual comments. Written comments may be presented to the Board of Directors. Any person wishing to address the Board on an item ON THE AGENDA will be given the opportunity at that time. Speakers are encouraged to consult District Management or Directors prior to agenda preparation regarding any District matters, as no action will be taken on non-agenda issues.

3. PRESENTATION ONLY:

a. General Manager's Report for the Month of February 2016

4. APPROVAL OF CONSENT AGENDA: The following items may all be approved in one motion or considered separately as determined appropriate by the President

- a. Approval of the Minutes – Special Meetings of January 20 and January 24, 2017
- b. Approve bills and authorize signatures on Warrant Authorization Form for District expenses received through February 28, 2017

5. DISCUSSION AND ACTION ITEMS:

- a. Discussion and Board direction regarding various amendments to the District Water Rules and Regulations relating to fee schedule for delinquent accounts, reading of meters, changes in property use, service classifications and discontinuance of service
- b. Adopt a Resolution establishing a Regular Board Meeting schedule for 2017
- c. Discussion and Board direction regarding the benefits of election to become subject to the uniform construction cost accounting act under the California Public Contract Code
- d. Adoption of a Resolution approving a credit card use policy
- e. Discussion and action regarding the appointment of a director to replace John Moody who resigned effective January 24, 2017

6. PUBLIC HEARING – SCHEDULED CONTINUATION OF HEARING FROM JANUARY 23, 2017

The Board will continue its public hearing to receive public input and comment regarding the adoption of the Final 2017 fiscal year budget effective January 1, 2017.

- a. Approval of a Resolution adopting the Final 2017 fiscal year budget effective January 1, 2017 – December 31, 2017.

7. DIRECTORS COMMENTS:

Any Director may address the Board on any item of interest that is within the subject matter and jurisdiction of the District. Generally, no discussion or comment by other Board members should be expected on non-agenda items, except to properly place the matter on a future agenda for review, discussion or action as appropriate.

8. ADJOURNMENT:

Meeting agendas and written materials supporting agenda items, if produced, can be received by the public for free in advance of the meeting by any of the following options:

- A paper copy viewed at the District office during business hours or mailed pursuant to a written request and payment of associated mailing fees
- An electronic copy received by email. Note – if you would like electronic copies please email Chalyse Behm at cdrake@kampacs.com prior to the Board meeting.
- A limited number of copies of agenda materials will also be available at the meeting

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact any HCSD Board Member. Advance notification will enable the District to make reasonable arrangements to insure accessibility.

Hornbrook Community Services District
Regular Meeting of February 28th, 2017

AGENDA SUPPORTING DATA

3. GENERAL MANAGER'S REPORT

Included in this report you will find three notices issued to the District demanding that the Board "Cure and Correct" recent violations of the Brown Act and other laws. The District has 30 days from the time of filing such Cure and Correct notices, to take action to remedy any such violations, if they occurred. Also attached is a copy of the California Government Code section dealing with Cure and Correct Notices and related actions.

There is no need for the District to take any action to cure and correct any prior action detailed in these notices, as it has not violated the Brown Act. There is also no requirement for the District to reject any cure and correct demands, as no response is the same as rejection of the claim.

Also attached is the budget report, trial balance, and detailed financial activity report issued by the county. Normal operating expenses are running higher than normal due to ongoing legal costs and increasing electrical costs.

I will report verbally on the status of applications to the state for technical assistance funding so that we may determine our priority projects and course of action, as well as rate studies and financial evaluations to figure out how to pay for the necessary work.

54960.1.

(a) The district attorney or any interested person may commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that an action taken by a legislative body of a local agency in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 is null and void under this section. Nothing in this chapter shall be construed to prevent a legislative body from curing or correcting an action challenged pursuant to this section.

(b) Prior to any action being commenced pursuant to subdivision (a), the district attorney or interested person shall make a demand of the legislative body to cure or correct the action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5. The demand shall be in writing and clearly describe the challenged action of the legislative body and nature of the alleged violation.

(c) (1) The written demand shall be made within 90 days from the date the action was taken unless the action was taken in an open session but in violation of Section 54954.2, in which case the written demand shall be made within 30 days from the date the action was taken.

(2) Within 30 days of receipt of the demand, the legislative body shall cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct or inform the demanding party in writing of its decision not to cure or correct the challenged action.

(3) If the legislative body takes no action within the 30-day period, the inaction shall be deemed a decision not to cure or correct the challenged action, and the 15-day period to commence the action described in subdivision (a) shall commence to run the day after the 30-day period to cure or correct expires.

(4) Within 15 days of receipt of the written notice of the legislative body's decision to cure or correct, or not to cure or correct, or within 15 days of the expiration of the 30-day period to cure or correct, whichever is earlier, the demanding party shall be required to commence the action pursuant to subdivision (a) or thereafter be barred from commencing the action.

January 23, 2017

RECEIVED

President Robert Puckett, Sr./Members of the Board of Directors
Hornbrook Community Services District
PO Box 29, Hornbrook, CA 96044

JAN 24 2017

BY: RS

Re: Brown Act Cure and Correct & Cease and Desist Notice; Violation of Govt Code section 1090;
Supplemental CA Tort Claims Act Notice.

President Puckett, and Directors of the HCSD,

This letter is to call your attention to what I believe was a substantial violation conflict of interest laws, my statutory and constitutional rights, and of central provisions of the Ralph M. Brown Act, one which may jeopardize the finality of multiple actions taken by the board of Directors of the Hornbrook Community Services District. This letter is also a supplemental Tort Claims Notice to my Notice of October, 7, 2016.

The nature of the violations is as follows:

On January 3, 9, and 12, 2017, I received letters from attorney Robert Winston which stated in substance that he had been in communication with HCSD Board members, and that an agreement had been reached that provided he would be retained to represent the HCSD in Brown Act litigation I have filed as Siskiyou Superior Court case #SCCVPT 16-1293. I know for a fact that the summons and complaint in that matter were hand served to HCSD Secretary Patricia Slote at the last meeting of the HCSD Board, held on December 20, 2016, and that no discussion by the Board of that case occurred at that meeting, and that no public meeting of the Board since that time has addressed this matter, or his appointment thereto.

It is quite clear from Mr. Winston's letter that Secretary Slote and President Puckett have engaged in serial meetings, and agreed with each other, and Winston, to have the Board appoint him as counsel in that matter at the upcoming meeting. The actions taken were not in compliance with the Brown Act additionally due to the complete failure to have an open and public meeting concerning retention of Winston by the HCSD, and to describe in the Agenda for that meeting the action to be taken by the Board concerning the above-mentioned legal matter. Furthermore, this sort of corrupt behavior violates the provisions of Government Code 1090, is a waste of public funds, false claims for payment by Winston to the HCSD (since I see he regularly sends the Board "letter billing" for all such cases he self-assigns to), violates the Bylaws, and is a clear attempt to subvert the interests of justice and my constitutional rights in the proceedings related to this matter by lending your official *imprimatur* improperly to such conduct.

A "meeting" means "any congregation of a majority of the member of a legislative body at the same time and location, including teleconference locations, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body." Cal. Gov't Code § 54952.2 (West 2016). "Deliberation" refers to not only collective decision-making, but also the collective acquisition and exchange of facts preliminary to an ultimate decision. *Page v. Mira Costa Cmty. Coll. Dist.*, 180 Cal.App.4th 471, 502 (2009).

The California Supreme Court has stated that deliberative action includes a "collective decision-making

process” and “deliberative gathering .” *Roberts v. City of Palmdale* (1968) 5 Cal. 4th 363, 376 (1993), quoting *Sacramento Newspaper Guild*, 263 Cal. App. 2d, 47, 48. It also includes “informal sessions at which a legislative body commits itself collectively to a particular future decision concerning the public business.” *Roberts, supra*, 5 Cal.4th at 376, quoting *Stockton Newspapers, Inc. v. Redevelopment Agency* (1985) 171 Cal.App.3d 9 5,102. “Action taken” means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance. Cal. Gov’t Code § 54952.6 (West 2016).

This is clearly what has been done in regards to this case, and Winston's "upcoming appointment", or allegedly approved (by you) pre-authorizations for "self-assignment" via an illegal delegation of Legislative authority has already occurred outside of any public meeting, as Winston's own documents demonstrate. A majority of a board is prohibited from using “a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action” on business within its subject matter jurisdiction outside of a public meeting. Cal. Gov’t Code § 54952.2(b)(1) (West 2016).

A series of private meetings (known as serial or "spoke and wheel" meetings) by which a majority of the members of a legislative body commit to a decision or engage in collective deliberation concerning public business violates the Brown Act’s open meeting requirement. *Page v. Mira, supra*, 180 Cal.App.4th, 503 -04.

The California Supreme Court has emphasized that “the Brown Act cannot be avoided by subterfuge; a concerted plan to engage in collective deliberation on public business through a series of letters or telephone calls passing from one member of the governing body to the next would violate the open meeting requirement.” *Id.* at 504, quoting *Roberts, supra*, 5 Cal.4th at 376. This is what you and Winston are doing.

The Attorney General has opined that “while the Brown Act makes exceptions for specified matters – such as litigation, employee discipline, and negotiations for real estate transactions – these exceptions must be construed narrowly, in favor of the public's right of access to public information.” 94 Cal. Op. Att’y Gen. 82 (2011). There are no exceptions, however, for either ex parte meetings with one or two Board members with "anticipated counsel", nor for engaging in serial meetings relating to hiring lawyers.

Moreover, this is the latest of many clearly willful violations of the Brown Act, Government Code 1090, and the CPRA by the HCSD and individual Board members Pat Slote and Robert Puckett. It is clear from your ongoing pattern of behavior that your violations of these laws are willful, and intended to deprive me, and other members of the public, of the equal protection of the laws, and to do so without the due process of law. You are also now, and have been for the past six months, illegally and corruptly conspiring with, and instructing, Robert Winston to violate these laws, the HCSD Bylaws, as well as Business and Professions Code section 6104 in order for Winston and his law firm to engage in unfair business practices to my detriment and injury, causing general, and special, damages. I therefore intend to bring a legal action against each and all of you (including your agent, Winston) for these violations, as well as for injunctive relief, and such action will not be a "limited civil action". You may send notices and replies to the address below.

In the event it appears to you that the conduct of the BOD of the HCSD, and board members Slote and Puckett, as specified herein did not amount to the taking of action, I call your attention to Section 54952.6, which defines “action taken” for the purposes of the Act expansively, i.e. as “a collective decision made by a

majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance.”

As you are aware, the Brown Act creates specific agenda obligations for notifying the public with a “brief description” of each item to be discussed or acted upon, and also creates a legal remedy for illegally taken actions. Further, each member of a legislative body who has taken action in violation of any provision of the Brown Act, and where there was willful deprivation of information to the public, is guilty of a misdemeanor (§ 54959). It should be noted that Patricia Slote has on several occasions at public meetings of the Board been notified by members of the public that her various improper actions violated the Brown Act, and she has stated in essence that she does not care, and willfully refuses, and fails, to follow the provisions of the law in that regard.


Pursuant to that provision (Government Code Section 54960.1), I demand that the BOD of the HCSD cure and correct the illegally taken action as follows: rescind the improper action taken at the non-public meeting(s) to agree to hire Robert Winston in case #SCCVPT 16-1293; and, to properly authorize the solicitation of legal services by Board action or as designated by the Board, at an open and public hearing, while also including any proposals by Winston or other responding attorneys in the Agenda packet provided to the Public; and, a written commitment by these Directors and the HCSD to following all provisions of law relating to the District, appointment of Winston and/or any other lawyer to legal matters, the Brown Act, and it's own Bylaws.

Also, President Puckett, Secretary Slote, and each member of the Board participating in the above-described violations, must make a formal and explicit written and spoken withdrawal from any commitments made, coupled with a disclosure at a subsequent meeting of why individual members of the legislative body took the positions — by vote or otherwise — that they did, accompanied by the full opportunity for informed comment by members of the public at the same meeting, or in the case of closed meetings, by the affected employees - all notice of which is to be properly included on the posted agenda. Informed comment might in certain circumstances include the provision of any and all documents related to the action taken, with copies available to the public on request and also at the meeting at which reconsideration of the matter is to occur.)

As provided by Section 54960.1, you must cure and correct the challenged actions, or inform me of your decision not to do so. If you fail to cure or correct as demanded, such inaction may leave me no recourse but to pursue legal action against you, in which case I would also ask the court to order you to pay my court costs and reasonable attorney fees in this matter, pursuant to Section 54960.5.

Finally, pursuant to Section 50960.2, I demand that president Puckett, Secretary Slote and the other members of the Board issue a written, unconditional commitment to cease, desist from, and not repeat the past actions outlined above which violate the Brown Act.

Yours truly,

 1-23-17

Kimberly R. Olson, PO Box 243, Hornbrook, CA 96044 kimberlyrenee@yahoo.com

January 23, 2017

President Robert Puckett, Sr./Members of the Board of Directors
Hornbrook Community Services District
PO Box 29, Hornbrook, CA 96044

RECEIVED
JAN 24 2017
BY: *[Signature]*

Re: Brown Act Cure and Correct & Cease and Desist Notice; Violation of Govt Code section 1090;
Supplemental CA Tort Claims Act Notice.

President Puckett, and Directors of the HCSD,

This letter is to call your attention to what I believe was a substantial violation conflict of interest laws, my statutory and constitutional rights, and of central provisions of the Ralph M. Brown Act, one which may jeopardize the finality of multiple actions taken by the board of Directors of the Hornbrook Community Services District. This letter is also a supplemental Tort Claims Notice to my Notice of December 18, 2016.

The nature of the violations is as follows:

In January, 2017, I received multiple letters from attorney Robert Winston which stated in substance that he had been in communication with HCSD Board members, and that an agreement had been reached that provided he would be retained to represent the HCSD in Brown Act litigation I have filed as Siskiyou Superior Court case #SCCVPT 16-1292. I know for a fact that the summons and complaint in that matter were hand served to HCSD Secretary Patricia Slote at the last meeting of the HCSD Board, held on December 20, 2016, and that no discussion by the Board of that case occurred at that meeting, and that no public meeting of the Board since that time has addressed this matter, or his appointment thereto.

It is quite clear from Mr. Winston's letter that Secretary Slote and President Puckett have engaged in serial meetings, and agreed with each other, and Winston, to have the Board appoint him as counsel in that matter at the upcoming meeting. The actions taken were not in compliance with the Brown Act additionally due to the complete failure to have an open and public meeting concerning retention of Winston by the HCSD, and to describe in the Agenda for that meeting the action to be taken by the Board concerning the above-mentioned legal matter. Furthermore, this sort of corrupt behavior violates the provisions of Government Code 1090, is a waste of public funds, false claims for payment by Winston to the HCSD (since I see he regularly sends the Board "letter billing" for all such cases he self-assigns to), violates the Bylaws, and is a clear attempt to subvert the interests of justice and my constitutional rights in the proceedings related to this matter by lending your official *imprimatur* improperly to such conduct.

A "meeting" means "any congregation of a majority of the member of a legislative body at the same time and location, including teleconference locations, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body." Cal. Gov't Code § 54952.2 (West 2016). "Deliberation" refers to not only collective decision-making, but also the collective acquisition and exchange of facts preliminary to an ultimate decision. *Page v. Mira Costa Cmty. Coll. Dist.*, 180 Cal.App.4th 471, 502 (2009).

The California Supreme Court has stated that deliberative action includes a "collective decision-making process" and "deliberative gathering." *Roberts v. City of Palmdale* (1968) 5 Cal. 4th 363, 376 (1993), quoting *Sacramento Newspaper Guild*, 263 Cal. App. 2d, 47, 48. It also includes "informal sessions at

which a legislative body commits itself collectively to a particular future decision concerning the public business.” *Roberts, supra*, 5 Cal.4th at 376, quoting *Stockton Newspapers, Inc. v. Redevelopment Agency* (1985) 171 Cal.App.3d 9 5,102. “Action taken” means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance. Cal. Gov’t Code § 54952.6 (West 2016).

This is clearly what has been done in regards to this case, and Winston's "upcoming appointment", or allegedly approved (by you) pre-authorizations for "self-assignment" via an illegal delegation of Legislative authority has already occurred outside of any public meeting, as Winston's own documents demonstrate. A majority of a board is prohibited from using “a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action” on business within its subject matter jurisdiction outside of a public meeting. Cal. Gov’t Code § 54952.2(b)(1) (West 2016).

A series of private meetings (known as serial or "spoke and wheel" meetings) by which a majority of the members of a legislative body commit to a decision or engage in collective deliberation concerning public business violates the Brown Act’s open meeting requirement. *Page v. Mira, supra*, 180 Cal.App.4th, 503 - 04.

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The Attorney General has opined that “while the Brown Act makes exceptions for specified matters – such as litigation, employee discipline, and negotiations for real estate transactions – these exceptions must be construed narrowly, in favor of the public's right of access to public information.” 94 Cal. Op. Att’y Gen. 82 (2011). There are no exceptions, however, for either ex parte meetings with one or two Board members with "anticipated counsel", nor for engaging in serial meetings relating to hiring lawyers.

Moreover, this is the latest of many clearly willful violations of the Brown Act, Government Code 1090, and the CPRA by the HCSD and individual Board members Pat Slote and Robert Puckett. It is clear from your ongoing pattern of behavior that your violations of these laws are willful, and intended to deprive me, and other members of the public, of the equal protection of the laws, and to do so without the due process of law. You are also now, and have been for the past six months, illegally and corruptly conspiring with, and instructing, Robert Winston to violate these laws, the HCSD Bylaws, as well as Business and Professions Code section 6104 in order for Winston and his law firm to engage in unfair business practices to my detriment and injury, causing general, and special, damages. I therefore intend to bring a legal action against each and all of you (including your agent, Winston) for these violations, as well as for injunctive relief, and such action will not be a "limited civil action". You may send notices and replies to the address below.

In the event it appears to you that the conduct of the BOD of the HCSD, and board members Slote and Puckett, as specified herein did not amount to the taking of action, I call your attention to Section 54952.6, which defines “action taken” for the purposes of the Act expansively, i.e. as “a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or

ordinance.”

As you are aware, the Brown Act creates specific agenda obligations for notifying the public with a “brief description” of each item to be discussed or acted upon, and also creates a legal remedy for illegally taken actions. Further, each member of a legislative body who has taken action in violation of any provision of the Brown Act, and where there was willful deprivation of information to the public, is guilty of a misdemeanor (§ 54959). It should be noted that Patricia Slote has on several occasions at public meetings of the Board been notified by members of the public that her various improper actions violated the Brown Act, and she has stated in essence that she does not care, and willfully refuses, and fails, to follow the provisions of the law in that regard.


Pursuant to that provision (Government Code Section 54960.1), I demand that the BOD of the HCSD cure and correct the illegally taken action as follows: rescind the improper action taken at the non-public meeting(s) to agree to hire Robert Winston in case #SCCVPT 16-1292; and, to properly authorize the solicitation of legal services by Board action or as designated by the Board, at an open and public hearing, while also including any proposals by Winston or other responding attorneys in the Agenda packet provided to the Public; and, a written commitment by these Directors and the HCSD to following all provisions of law relating to the District, appointment of Winston and/or any other lawyer to legal matters, the Brown Act, and it’s own Bylaws.

Also, President Puckett, Secretary Slote, and each member of the Board participating in the above-described violations, must make a formal and explicit written and spoken withdrawal from any commitments made, coupled with a disclosure at a subsequent meeting of why individual members of the legislative body took the positions — by vote or otherwise — that they did, accompanied by the full opportunity for informed comment by members of the public at the same meeting, or in the case of closed meetings, by the affected employees - all notice of which is to be properly included on the posted agenda. Informed comment might in certain circumstances include the provision of any and all documents related to the action taken, with copies available to the public on request and also at the meeting at which reconsideration of the matter is to occur.)

As provided by Section 54960.1, you must cure and correct the challenged actions, or inform me of your decision not to do so. If you fail to cure or correct as demanded, such inaction may leave me no recourse but to pursue legal action against you, in which case I would also ask the court to order you to pay my court costs and reasonable attorney fees in this matter, pursuant to Section 54960.5.

Finally, pursuant to Section 50960.2, I demand that president Puckett, Secretary Slote and the other members of the Board issue a written, unconditional commitment to cease, desist from, and not repeat the past actions outlined above which violate the Brown Act.

Yours truly,



Roger Gifford, 15226 Hornbrook Rd., Hornbrook, CA 96044

bestwayb16@gmail.com

February 20, 2017

President Robert Puckett, Sr./Members of the Board of Directors
Hornbrook Community Services District
PO Box 29, Hornbrook, CA 96044

Re: Brown Act Cure and Correct & Cease and Desist Notice; Violation of Govt Code section 1090;
Supplemental CA Tort Claims Act Notice.

President Puckett, and Directors of the HCSD,

This letter is to call your attention to what I believe was a substantial violation conflict of interest laws, my statutory and constitutional rights, and of central provisions of the Ralph M. Brown Act, one which may jeopardize the finality of multiple actions taken by the board of Directors of the Hornbrook Community Services District. This letter is also a supplemental Tort Claims Notice to my previous tort claims notices.

The nature of the violations is as follows:

When I received the agenda and agenda packet last month for the Board's meeting of January 24, 2017, I learned you were alerted to the fact that the Agenda failed to list and describe each or any of the many items comprising the "consent calendar" for that meeting. I also objected to you about this deficiency at the meeting itself. In spite of that warning, and the provision to you of example documents from the Siskiyou County Board of Supervisors, you failed and refused to amend the agenda to provide proper notice to the public concerning the items you intended to consider as part of the "consent calendar". You have also been alerted (on multiple occasions now) to the fact that your attempts to limit the public input subject matter at the public comments period are in direct opposition to the provisions of the Brown Act.

The actions taken were not in compliance with the Brown Act due to improper restriction on the subject matter of public comments, and the complete failure to describe in the Agenda for that meeting the individual items, and proposed action to be taken by the Board concerning, the above-mentioned "consent calendar" matters. Furthermore, this sort of corrupt behavior violates the Bylaws, and is a clear attempt to subvert the interests of justice and my constitutional rights in the proceedings related to this matter by lending your official *imprimatur* improperly to such conduct.

A "meeting" means "any congregation of a majority of the member of a legislative body at the same time and location, including teleconference locations, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body." Cal. Gov't Code § 54952.2 (West 2016). "Deliberation" refers to not only collective decision-making, but also the collective acquisition and exchange of facts preliminary to an ultimate decision. *Page v. Mira Costa Cmty. Coll. Dist.*, 180 Cal.App.4th 471, 502 (2009).

The California Supreme Court has stated that deliberative action includes a "collective decision-making process" and "deliberative gathering." *Roberts v. City of Palmdale* (1968) 5 Cal. 4th 363, 376 (1993), quoting *Sacramento Newspaper Guild*, 263 Cal. App. 2d, 47, 48. It also includes "informal sessions at which a legislative body commits itself collectively to a particular future decision concerning the public business." *Roberts, supra*, 5 Cal.4th at 376, quoting *Stockton Newspapers, Inc. v. Redevelopment Agency* (1985) 171 Cal.App.3d 9 5,102. "Action taken" means a collective decision made by a majority of the

members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance. Cal. Gov't Code § 54952.6 (West 2016).

This is clearly what has been done in regards to your collective decision (prior to publication of the Agenda) to hide individually-described items from the public. A majority of a board is prohibited from using "a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action" on business within its subject matter jurisdiction outside of a public meeting. Cal. Gov't Code § 54952.2(b)(1) (West 2016).

A series of private meetings (known as serial or "spoke and wheel" meetings) by which a majority of the members of a legislative body commit to a decision or engage in collective deliberation concerning public business violates the Brown Act's open meeting requirement. *Page v. Mira, supra*, 180 Cal.App.4th, 503 - 04.

The California Supreme Court has emphasized that "the Brown Act cannot be avoided by subterfuge; a concerted plan to engage in collective deliberation on public business through a series of letters or telephone calls passing from one member of the governing body to the next would violate the open meeting requirement." *Id.* at 504, quoting *Roberts, supra*, 5 Cal.4th at 376. This is what you and Winston are doing.

The Attorney General has opined that "while the Brown Act makes exceptions for specified matters – such as litigation, employee discipline, and negotiations for real estate transactions – these exceptions must be construed narrowly, in favor of the public's right of access to public information." 94 Cal. Op. Att'y Gen. 82 (2011). There are no exceptions, however, for either ex parte meetings with one or two Board members to decide to hide agenda item descriptions, nor for engaging in serial meetings relating to circumvention of the Brown Act in that way.

Moreover, this is the latest of many clearly willful violations of the Brown Act, Government Code 1090, and the CPRA by the HCSD and individual Board members Pat Slote and Robert Puckett. It is clear from your ongoing pattern of behavior that your violations of these laws are willful, and intended to deprive me, and other members of the public, of the equal protection of the laws, and to do so without the due process of law. I therefore intend to bring a legal action against each and all of you for these violations, as well as for injunctive relief, and such action will not be a "limited civil action". You may send notices and replies to the address below.

In the event it appears to you that the conduct of the BOD of the HCSD, and board members Slote and Puckett, as specified herein did not amount to the taking of action, I call your attention to Section 54952.6, which defines "action taken" for the purposes of the Act expansively, i.e. as "a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance."

As you are aware, the Brown Act creates specific agenda obligations for notifying the public with a "brief description" of each item to be discussed or acted upon, and also creates a legal remedy for illegally taken actions. Further, each member of a legislative body who has taken action in violation of any provision of the Brown Act, and where there was willful deprivation of information to the public, is guilty of a misdemeanor

(§ 54959). It should be noted that Patricia Slote has on several occasions at public meetings of the Board been notified by members of the public that her various improper actions violated the Brown Act, and she has stated in essence that she does not care, and willfully refuses, and fails, to follow the provisions of the law in that regard.

Pursuant to that provision (Government Code Section 54960.1), I demand that the BOD of the HCSD cure and correct the illegally taken action as follows: rescind the improper action taken at the January 24, 2017 meeting relating to the non-described, non-listed agenda items comprising the "consent calendar"; and, to properly authorize the items at an open and public hearing, while also including a proper listing and description of each item in the Agenda packet provided to the Public at that meeting, and for all subsequent meetings of the Board henceforth; and, a written commitment by these Directors and the HCSD to following all provisions of law relating to the District, the Brown Act, and it's own Bylaws.

Also, President Puckett, Secretary Slote, and each member of the Board participating in the above-described violations, must make a formal and explicit written and spoken withdrawal from any commitments made, coupled with a disclosure at a subsequent meeting of why the Board decided to alter its policy of listing and describing consent calendar items individually, as well as an explanation by individual members of the legislative body as to why they took the positions — by vote or otherwise — that they did, accompanied by the full opportunity for informed comment by members of the public at the same meeting, or in the case of closed meetings, by the affected employees - all notice of which is to be properly included on the posted agenda. Informed comment might in certain circumstances include the provision of any and all documents related to the action taken, with copies available to the public on request and also at the meeting at which reconsideration of the matter is to occur.)

As provided by Section 54960.1, you must cure and correct the challenged actions, or inform me of your decision not to do so. If you fail to cure or correct as demanded, such inaction may leave me no recourse but to pursue legal action against you, in which case I would also ask the court to order you to pay my court costs and reasonable attorney fees in this matter, pursuant to Section 54960.5.

Finally, pursuant to Section 50960.2, I demand that president Puckett, Secretary Slote and the other members of the Board issue a written, unconditional commitment to cease, desist from, and not repeat the past actions outlined above which violate the Brown Act.

Yours truly,



Roger Gifford
15226 Hornbrook Rd.
Hornbrook, CA 96044

gunsnhorses@yahoo.com

REPORT FGRBDSC
 FISCAL YEAR: 17

Siskiyou County
 Budget Status (Current Period)
 AS OF 31-JAN-2017

RUN DATE: 02/03/2017
 TIME: 11:19 AM
 PAGE: 1

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD
 PRED ORG: 405000 COMMUNITY SERVICE DISTRICT
 ORG: 405010 HORN BROOK CSD

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
530100	INTEREST	300.00	119.08	292.35	.00	7.65	U
TOTAL	REVENUE FROM USE OF MONEY & PROP	300.00	119.08	292.35	.00	7.65	
552250	WATER FEES	.00	6,534.74	41,362.28	.00	-41,362.28	U
552251	WATER LATE FEES	800.00	.00	.00	.00	800.00	U
552500	PARK AND RECREATION SERVICES	86,291.00	.00	.00	.00	86,291.00	U
TOTAL	CHARGES FOR SERVICES	87,091.00	6,534.74	41,362.28	.00	45,728.72	
560200	MISCELLANEOUS OTHER REVENUE	.00	.00	1,686.82	.00	-1,686.82	U
TOTAL	MISCELLANEOUS	.00	.00	1,686.82	.00	-1,686.82	
611100	REGULAR WAGES	21,590.00	1,622.00	7,743.26	.00	13,846.74	U
TOTAL	PERSONNEL SERVICES	21,590.00	1,622.00	7,743.26	.00	13,846.74	
623100	WORKERS' COMPENSATION	2,494.00	.00	917.25	.00	1,576.75	U
TOTAL	FRINGE BENEFITS	2,494.00	.00	917.25	.00	1,576.75	
728000	SPECIAL DEPARTMENTAL EXPENSE	48,299.00	6,426.33	34,553.71	.00	13,745.29	U
TOTAL	SERVICES & SUPPLIES	48,299.00	6,426.33	34,553.71	.00	13,745.29	
762100	EQUIPMENT - SPECIAL DISTRICTS	5,000.00	.00	2,492.05	.00	2,507.95	U
763000	INFRASTRUCTURE	20,000.00	.00	.00	.00	20,000.00	U
TOTAL	CAPITAL OUTLAY	25,000.00	.00	2,492.05	.00	22,507.95	
TOTAL ORGANIZATION							
405010	HORN BROOK CSD						
TOTAL	REVENUES	87,391.00	6,653.82	43,341.45	.00	44,049.55	
TOTAL	LABOR	24,084.00	1,622.00	8,660.51	.00	15,423.49	
TOTAL	EXPENDITURES	73,299.00	6,426.33	37,045.76	.00	36,253.24	
NET		-9,992.00	-1,394.51	-2,364.82	.00	-7,627.18	

REPORT FGRBDSC
 FISCAL YEAR: 17

Siskiyou County
 Budget Status (Current Period)
 AS OF 31-JAN-2017

RUN DATE: 02/03/2017
 TIME: 11:19 AM
 PAGE: 2

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD
 PRED ORG: 405000 COMMUNITY SERVICE DISTRICT
 ORG: 405010 HORN BROOK CSD

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
TOTAL FUND							
781100	HORN BROOK CSD						
TOTAL	REVENUES	87,391.00	6,653.82	43,341.45	.00	44,049.55	
TOTAL	LABOR	24,084.00	1,622.00	8,660.51	.00	15,423.49	
TOTAL	EXPENDITURES	73,299.00	6,426.33	37,045.76	.00	36,253.24	
NET		-9,992.00	-1,394.51	-2,364.82	.00	-7,627.18	

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

		***** BALANCE *****	
ACCOUNT	ASSETS TITLE	CURRENT AS OF 31-JAN-2017	PRIOR AS OF 31-JAN-2016
101000	INTERFUND CASH	56,392.08 D	47,445.44 D
TOTAL:	CASH & CASH EQUIVALENTS	56,392.08 D	47,445.44 D
121050	ACCOUNTS RECEIVABLE - ACCRUAL	.00 D	.00 D
TOTAL:	CURRENT RECEIVABLES	.00 D	.00 D
	TOTAL ASSETS	56,392.08 D	47,445.44 D
LIABILITIES			
ACCOUNT	TITLE		
211100	ACCOUNTS PAYABLE	.00 C	.00 C
211150	ACCOUNTS PAYABLE ACCRUAL	.00 C	.00 C
TOTAL:	CURRENT LIABILITIES	.00 C	.00 C
	TOTAL LIABILITIES	.00 C	.00 C
CONTROL ACCOUNTS			
ACCOUNT	TITLE		
311000	C/Y REVENUE CONTROL	43,341.45 C	39,898.56 C
311100	C/Y EXPENDITURE CONTROL	45,706.27 D	38,495.64 D
311500	C/Y ESTIMATED REVENUE CONTROL	87,391.00 D	87,391.00 D
311600	C/Y APPROPRIATIONS CONTROL	97,383.00 C	86,099.00 C
311800	C/Y BUDGETED CHANGE TO F/B CONTROL	9,992.00 D	1,292.00 C
TOTAL:	CONTROL ACCOUNTS	2,364.82 D	1,402.92 C
	TOTAL CONTROL ACCOUNTS	2,364.82 D	1,402.92 C
FUND BALANCES			
ACCOUNT	TITLE		

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

ACCOUNT	FUND BALANCES TITLE	***** BALANCE *****	
		CURRENT AS OF 31-JAN-2017	PRIOR AS OF 31-JAN-2016
471000	FUND BALANCE UNASSIGNED	58,756.90 C	46,042.52 C
TOTAL:	FUND BALANCE - UNASSIGNED	58,756.90 C	46,042.52 C
	TOTAL FUND BALANCES	58,756.90 C	46,042.52 C
	TOTAL LIABILITIES & FUND BALANCE:	56,392.08 C	47,445.44 C
	GRAND TOTAL:	.00 C	.00 C

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
BEGINNING BALANCE: INTERFUND CASH					101000			57,786.59
01/01/2017	CR05	IA164118		2ND QTR 16/17 INTEREST ALLOCAT	101000	119.08		
01/10/2017	CR05	J1708200		HORNCSD H2O FEES DEC 16/17	101000	286.00		
01/10/2017	CR05	J1708202		HORNCSD H2O FEES DEC 16/17	101000	740.00		
01/10/2017	CR05	J1708202		HORNCSD DANTAS CONNECT FEE 16/	101000	40.00		
01/10/2017	CR05	J1708202		HORNCSD DANTAS DEPOSIT FEE 16/	101000	100.00		
01/11/2017	DNNI	10462752	I1714075	DINGMAN, CLINT	101000		478.41	
01/17/2017	CR05	J1708454		HORNCSD H2O FEES DEC 16/17	101000	1,350.00		
01/17/2017	CR05	J1708455		HORNCSD H2O FEES DEC 16/17	101000	553.00		
01/19/2017	DNNI	10463112	I1714516	DINGMAN, CLINT	101000		382.21	
01/23/2017	CR05	J1708747		HORNCSD - H2O FEES DEC 16/17	101000	821.00		
01/25/2017	CR05	J1708857		HORNCSD - H2O FEES DEC 16/17	101000	610.00		
01/26/2017	CR05	J1708939		HORNCSD H2O FEES DEC 16/17	101000	1,459.74		
01/30/2017	CR05	J1709132		HORN BROOK CSD H2O FEES DEC 201	101000	575.00		
01/31/2017	DNNI	10463900	I1715502	ACE HARDWARE - YREKA	101000		90.61	
01/31/2017	DNNI	10463903	I1715501	AT&T	101000		143.17	
01/31/2017	DNNI	10463905	I1715498	BASIC LABORATORY	101000		228.00	
01/31/2017	DNNI	10463910	I1715499	CR WATER TREATMENT	101000		100.00	
01/31/2017	DNNI	10463912	I1715507	EMPLOYMENT DEVELOPMENT DEPART	101000		33.19	
01/31/2017	DNNI	10463915	I1715506	INTERNAL REVENUE SERVICE	101000		728.19	
01/31/2017	DNNI	10463916	I1715505	KAMPA COMMUNITY SOLUTIONS	101000		1,500.00	
01/31/2017	DNNI	10463917	I1715504	KIRSHER, WINSTON, & BOSTON	101000		1,500.00	
01/31/2017	DNNI	10463919	I1715503	MURPHY, PEARSON, BRADLEY & FE	101000		1,000.00	
01/31/2017	DNNI	10463922	I1715497	PACIFIC POWER	101000		888.90	
01/31/2017	DNNI	10463927	I1715578	SISKIYOU DAILY NEWS	101000		47.00	
01/31/2017	DNNI	10463931	I1715579	STREAMLINE	101000		50.00	
01/31/2017	DNNI	10463932	I1715500	SUM IT UP ACCOUNTING, JULIE B	101000		878.65	
ENDING BALANCE: INTERFUND CASH					101000	6,653.82	8,048.33	56,392.08
BEGINNING BALANCE: ACCOUNTS RECEIVABLE - ACCRUAL					121050			0.00
ENDING BALANCE: ACCOUNTS RECEIVABLE - ACCRUAL					121050	0.00	0.00	0.00
BEGINNING BALANCE: ACCOUNTS PAYABLE					211100			0.00
01/10/2017	INNI	I1713796		DINGMAN, CLINT	211100		478.41	
01/10/2017	ICNI	I1713796		DINGMAN, CLINT	211100	478.41		
01/11/2017	INNI	I1714075		DINGMAN, CLINT	211100		478.41	
01/11/2017	DNNI	10462752	I1714075	DINGMAN, CLINT	211100	478.41		
01/19/2017	INNI	I1714516		DINGMAN, CLINT	211100		382.21	
01/19/2017	DNNI	10463112	I1714516	DINGMAN, CLINT	211100	382.21		
01/31/2017	INNI	I1715497		PACIFIC POWER	211100		888.90	
01/31/2017	INNI	I1715498		BASIC LABORATORY	211100		228.00	
01/31/2017	INNI	I1715499		CR WATER TREATMENT	211100		100.00	
01/31/2017	INNI	I1715500		SUM IT UP ACCOUNTING, JULIE B	211100		878.65	

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
01/31/2017	INNI	I1715501		AT&T	211100		143.17	
01/31/2017	INNI	I1715502		ACE HARDWARE - YREKA	211100		90.61	
01/31/2017	INNI	I1715503		MURPHY, PEARSON, BRADLEY & FE	211100		1,000.00	
01/31/2017	INNI	I1715504		KIRSHER, WINSTON, & BOSTON	211100		1,500.00	
01/31/2017	INNI	I1715505		KAMPA COMMUNITY SOLUTIONS	211100		1,500.00	
01/31/2017	INNI	I1715506		INTERNAL REVENUE SERVICE	211100		728.19	
01/31/2017	INNI	I1715507		EMPLOYMENT DEVELOPMENT DEPART	211100		33.19	
01/31/2017	INNI	I1715578		SISKIYOU DAILY NEWS	211100		47.00	
01/31/2017	INNI	I1715579		STREAMLINE	211100		50.00	
01/31/2017	DNNI	10463900	I1715502	ACE HARDWARE - YREKA	211100	90.61		
01/31/2017	DNNI	10463903	I1715501	AT&T	211100	143.17		
01/31/2017	DNNI	10463905	I1715498	BASIC LABORATORY	211100	228.00		
01/31/2017	DNNI	10463910	I1715499	CR WATER TREATMENT	211100	100.00		
01/31/2017	DNNI	10463912	I1715507	EMPLOYMENT DEVELOPMENT DEPART	211100	33.19		
01/31/2017	DNNI	10463915	I1715506	INTERNAL REVENUE SERVICE	211100	728.19		
01/31/2017	DNNI	10463916	I1715505	KAMPA COMMUNITY SOLUTIONS	211100	1,500.00		
01/31/2017	DNNI	10463917	I1715504	KIRSHER, WINSTON, & BOSTON	211100	1,500.00		
01/31/2017	DNNI	10463919	I1715503	MURPHY, PEARSON, BRADLEY & FE	211100	1,000.00		
01/31/2017	DNNI	10463922	I1715497	PACIFIC POWER	211100	888.90		
01/31/2017	DNNI	10463927	I1715578	SISKIYOU DAILY NEWS	211100	47.00		
01/31/2017	DNNI	10463931	I1715579	STREAMLINE	211100	50.00		
01/31/2017	DNNI	10463932	I1715500	SUM IT UP ACCOUNTING, JULIE B	211100	878.65		
ENDING BALANCE: ACCOUNTS PAYABLE					211100	8,526.74	8,526.74	0.00
BEGINNING BALANCE: ACCOUNTS PAYABLE ACCRUAL					211150			0.00
ENDING BALANCE: ACCOUNTS PAYABLE ACCRUAL					211150	0.00	0.00	0.00
BEGINNING BALANCE: C/Y REVENUE CONTROL					311000			36,687.63
01/01/2017	CR05	IA164118		2ND QTR 16/17 INTEREST ALLOCAT	311000		119.08	
01/10/2017	CR05	J1708200		HORNCSD H2O FEES DEC 16/17	311000		286.00	
01/10/2017	CR05	J1708202		HORNCSD DANTAS DEPOSIT FEE 16/	311000		100.00	
01/10/2017	CR05	J1708202		HORNCSD H2O FEES DEC 16/17	311000		740.00	
01/10/2017	CR05	J1708202		HORNCSD DANTAS CONNECT FEE 16/	311000		40.00	
01/17/2017	CR05	J1708454		HORNCSD H2O FEES DEC 16/17	311000		1,350.00	
01/17/2017	CR05	J1708455		HORNCSD H2O FEES DEC 16/17	311000		553.00	
01/23/2017	CR05	J1708747		HORNCSD - H2O FEES DEC 16/17	311000		821.00	
01/25/2017	CR05	J1708857		HORNCSD - H2O FEES DEC 16/17	311000		610.00	
01/26/2017	CR05	J1708939		HORNCSD H2O FEES DEC 16/17	311000		1,459.74	
01/30/2017	CR05	J1709132		HORN BROOK CSD H2O FEES DEC 201	311000		575.00	
ENDING BALANCE: C/Y REVENUE CONTROL					311000	0.00	6,653.82	43,341.45
BEGINNING BALANCE: C/Y EXPENDITURE CONTROL					311100			37,657.94
01/10/2017	INNI	I1713796		DINGMAN, CLINT	311100	478.41		

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
01/10/2017	ICNI	I1713796		DINGMAN, CLINT	311100		478.41	
01/11/2017	INNI	I1714075		DINGMAN, CLINT	311100	478.41		
01/19/2017	INNI	I1714516		DINGMAN, CLINT	311100	382.21		
01/31/2017	INNI	I1715497		PACIFIC POWER	311100	888.90		
01/31/2017	INNI	I1715498		BASIC LABORATORY	311100	228.00		
01/31/2017	INNI	I1715499		CR WATER TREATMENT	311100	100.00		
01/31/2017	INNI	I1715500		SUM IT UP ACCOUNTING, JULIE B	311100	878.65		
01/31/2017	INNI	I1715501		AT&T	311100	143.17		
01/31/2017	INNI	I1715502		ACE HARDWARE - YREKA	311100	90.61		
01/31/2017	INNI	I1715503		MURPHY, PEARSON, BRADLEY & FE	311100	1,000.00		
01/31/2017	INNI	I1715504		KIRSHER, WINSTON, & BOSTON	311100	1,500.00		
01/31/2017	INNI	I1715505		KAMPA COMMUNITY SOLUTIONS	311100	1,500.00		
01/31/2017	INNI	I1715506		INTERNAL REVENUE SERVICE	311100	728.19		
01/31/2017	INNI	I1715507		EMPLOYMENT DEVELOPMENT DEPART	311100	33.19		
01/31/2017	INNI	I1715578		SISKIYOU DAILY NEWS	311100	47.00		
01/31/2017	INNI	I1715579		STREAMLINE	311100	50.00		
ENDING BALANCE: C/Y EXPENDITURE CONTROL					311100	8,526.74	478.41	45,706.27
BEGINNING BALANCE: C/Y ESTIMATED REVENUE CONTROL					311500			0.00
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311500	300.00		
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311500	800.00		
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311500	86,291.00		
ENDING BALANCE: C/Y ESTIMATED REVENUE CONTROL					311500	87,391.00	0.00	87,391.00
BEGINNING BALANCE: C/Y APPROPRIATIONS CONTROL					311600			1,000.00
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311600		16,590.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311600		1,494.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311600		20,000.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311600		2,500.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311600		55,799.00	
ENDING BALANCE: C/Y APPROPRIATIONS CONTROL					311600	0.00	96,383.00	97,383.00
BEGINNING BALANCE: C/Y BUDGETED CHANGE TO F/B CONTROL					311800			1,000.00 D
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311800		300.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311800		86,291.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311800		800.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311800	20,000.00		
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311800	1,494.00		
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311800	55,799.00		
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311800	2,500.00		
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCSD	311800	16,590.00		
ENDING BALANCE: C/Y BUDGETED CHANGE TO F/B CONTROL					311800	96,383.00	87,391.00	9,992.00 D

COAS: S COUNTY OF SISKIYOU
 FUND: 781100 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE	
BEGINNING BALANCE:					FUND BALANCE UNASSIGNED	471000		58,756.90	
ENDING BALANCE:					FUND BALANCE UNASSIGNED	471000	0.00	58,756.90	
						TOTAL DEBITS	TOTAL CREDITS	ENDING BALANCE	
TOTAL FUND: 781100 HORN BROOK CSD					ASSETS	01	6,653.82	8,048.33	56,392.08
					LIABILITIES	02	8,526.74	8,526.74	0.00
					CONTROL ACCOUNTS	03	192,300.74	190,906.23	2,364.82
					FUND BALANCES	04	0.00	0.00	58,756.90

Siskiyou County
 Organization Detail Activity
 From 01-JAN-2017 To 31-JAN-2017

COAS: S COUNTY OF SISKIYOU
 ORG: 405010 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				HORN BROOK CSD	781100				
				BEGINNING BALANCE: INTEREST	530100	0.00	173.27	0.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCS	530100	300.00			U
01/01/2017	CR05	IA164118		2ND QTR 16/17 INTEREST ALLO	530100		119.08		U
				ENDING BALANCE: INTEREST	530100	300.00	292.35	0.00	
				BEGINNING BALANCE: WATER FEES	552250	0.00	34,827.54	0.00	
01/10/2017	CR05	J1708200		HORNCSD H2O FEES DEC 16/17	552250		286.00		U
01/10/2017	CR05	J1708202		HORNCSD DANTAS CONNECT FEE	552250		40.00		U
01/10/2017	CR05	J1708202		HORNCSD DANTAS DEPOSIT FEE	552250		100.00		U
01/10/2017	CR05	J1708202		HORNCSD H2O FEES DEC 16/17	552250		740.00		U
01/17/2017	CR05	J1708454		HORNCSD H2O FEES DEC 16/17	552250		1,350.00		U
01/17/2017	CR05	J1708455		HORNCSD H2O FEES DEC 16/17	552250		553.00		U
01/23/2017	CR05	J1708747		HORNCSD - H2O FEES DEC 16/1	552250		821.00		U
01/25/2017	CR05	J1708857		HORNCSD - H2O FEES DEC 16/1	552250		610.00		U
01/26/2017	CR05	J1708939		HORNCSD H2O FEES DEC 16/17	552250		1,459.74		U
01/30/2017	CR05	J1709132		HORN BROOK CSD H2O FEES DEC	552250		575.00		U
				ENDING BALANCE: WATER FEES	552250	0.00	41,362.28	0.00	
				BEGINNING BALANCE: WATER LATE FEES	552251	0.00	0.00	0.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCS	552251	800.00			U
				ENDING BALANCE: WATER LATE FEES	552251	800.00	0.00	0.00	
				BEGINNING BALANCE: PARK AND RECREATION SERVICES	552500	0.00	0.00	0.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCS	552500	86,291.00			U
				ENDING BALANCE: PARK AND RECREATION SERVICES	552500	86,291.00	0.00	0.00	
				BEGINNING BALANCE: MISCELLANEOUS OTHER REVENUE	560200	0.00	1,686.82	0.00	
				ENDING BALANCE: MISCELLANEOUS OTHER REVENUE	560200	0.00	1,686.82	0.00	
				BEGINNING BALANCE: REGULAR WAGES	611100	5,000.00	6,121.26	0.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCS	611100	16,590.00			U
01/10/2017	INNI	I1713796		DINGMAN, CLINT	611100		478.41		U
01/10/2017	ICNI	I1713796		DINGMAN, CLINT	611100		-478.41		U
01/11/2017	INNI	I1714075		DINGMAN, CLINT	611100		478.41		U
01/19/2017	INNI	I1714516		DINGMAN, CLINT	611100		382.21		U

COAS: S COUNTY OF SISKIYOU
 ORG: 405010 HORN BROOK CSD

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				HORN BROOK CSD	781100				
01/31/2017	INNI	I1715506		INTERNAL REVENUE SERVICE	611100		728.19		U
01/31/2017	INNI	I1715507		EMPLOYMENT DEVELOPMENT DEP	611100		33.19		U
ENDING BALANCE: REGULAR WAGES					611100	21,590.00	7,743.26	0.00	
BEGINNING BALANCE: WORKERS' COMPENSATION					623100	1,000.00	917.25	0.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCS	623100	1,494.00			U
ENDING BALANCE: WORKERS' COMPENSATION					623100	2,494.00	917.25	0.00	
BEGINNING BALANCE: SPECIAL DEPARTMENTAL EXPENSE					728000	-7,500.00	28,127.38	0.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCS	728000	55,799.00			U
01/31/2017	INNI	I1715497		PACIFIC POWER	728000		888.90		U
01/31/2017	INNI	I1715498		BASIC LABORATORY	728000		228.00		U
01/31/2017	INNI	I1715499		CR WATER TREATMENT	728000		100.00		U
01/31/2017	INNI	I1715500		SUM IT UP ACCOUNTING, JULI	728000		878.65		U
01/31/2017	INNI	I1715501		AT&T	728000		143.17		U
01/31/2017	INNI	I1715502		ACE HARDWARE - YREKA	728000		90.61		U
01/31/2017	INNI	I1715503		MURPHY, PEARSON, BRADLEY &	728000		1,000.00		U
01/31/2017	INNI	I1715504		KIRSHER, WINSTON, & BOSTON	728000		1,500.00		U
01/31/2017	INNI	I1715505		KAMPA COMMUNITY SOLUTIONS	728000		1,500.00		U
01/31/2017	INNI	I1715578		SISKIYOU DAILY NEWS	728000		47.00		U
01/31/2017	INNI	I1715579		STREAMLINE	728000		50.00		U
ENDING BALANCE: SPECIAL DEPARTMENTAL EXPENSE					728000	48,299.00	34,553.71	0.00	
BEGINNING BALANCE: EQUIPMENT - SPECIAL DISTRICTS					762100	2,500.00	2,492.05	0.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCS	762100	2,500.00			U
ENDING BALANCE: EQUIPMENT - SPECIAL DISTRICTS					762100	5,000.00	2,492.05	0.00	
BEGINNING BALANCE: INFRASTRUCTURE					763000	0.00	0.00	0.00	
01/01/2017	BD01	J1708255		2017 RECOMMENDED BUDGET HCS	763000	20,000.00			U
ENDING BALANCE: INFRASTRUCTURE					763000	20,000.00	0.00	0.00	
TOTAL ORGANIZATION: 405010 HORN BROOK CSD									
				REVENUES	05	87,391.00	43,341.45	0.00	

03-FEB-2017 11:50:00 AM
FISCAL YEAR 17

Siskiyou County
Organization Detail Activity
From 01-JAN-2017 To 31-JAN-2017

PAGE 3
FGRODTA

COAS: S COUNTY OF SISKIYOU
ORG:

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				LABOR	06	24,084.00	8,660.51	0.00	
				EXPENDITURES	07	73,299.00	37,045.76	0.00	

HORN BROOK COMMUNITY SERVICES DISTRICT
P.O. BOX 29, HORN BROOK, CA. 96044
REGULAR MEETING MINUTES OF 1/24/17
6:36 P.M., HORN BROOK ELEMENTARY SCHOOL HORN BROOK, CA

BOARD OF DIRECTORS: Robert Puckett, Patricia Slote, Melissa Tulleo, John Moody, Bryant Schaffler

1. Call to Order, Pledge of Allegiance, Roll Call and Establishment of Quorum:

The meeting was called to order at 6:36 pm by President Puckett. Pledge of Allegiance recited. Roll Call: Present: Robert Puckett, Patricia Slote. Melissa Tulleo Absent: John Moody, Bryant Schaffler Quorum Established.

- 2. Public Comment Period:** Comments from Peter Harrell Re: wording of public comment agenda item ,citing 54954.3(a) Govt. Code. Comment from Roger Gifford that Clint Dingman is living at the plant. Fran Straton questioned the Board as to why the water quality is bad. Short discussion concluded that minerals from well water contribute to the unpleasant taste.

- 3. Presentation Only:** Peter Kampa, General Manager, gave his report for the month of January, 2017. outlining actions he has taken on behalf of the District. Chalyse Behm, Kampa Community Solutions Administrative Assistant gave a presentation on the website being developed for the District.

- 4. Consent Agenda:** Short discussion.
Motion by Patricia Slote, second by Robert Puckett to approve the Consent Agenda as read by President Puckett.
Ayes: Puckett, Slote, Tulleo
Absent: Moody, Schaffler

5. Public Hearing:

President Puckett opened the Public Hearing to receive public input and comments regarding the adoption of the Final 2017 Budget for the calendar year 2017 effective January 1, 2017. Peter Kampa advised that he had been in contact with the Siskiyou County Auditor-Controller's Office and, at this time, he advised we continue the Public Hearing until the next meeting based on the County needing to have completed reports, including all expenditures from the 2016 budget, prior to setting up the 2017 budget. The consensus of the Board was to continue the Public Hearing to the next regularly scheduled meeting on 2/28/17.

6. Discussion and Action Items:

- a. Due to lack of enough board members, the annual appointment of officers is tabled.
- b. Discussion re: Adoption of a Resolution to direct General Manager to act as liaison between the Board and legal counsel.

Motion made by Patricia Slote, second by Robert Puckett to adopt a Resolution Instructing District General Manager to act as liaison between the Board and Legal Counsel and to give direction to legal counsel when the Board is not in session.

Ayes: Puckett, Slote, Tulleo
Absent: Moody, Schaffler

(NOTE: AT 7:15 P.M. BRYANT SCHAUFFLER JOINED THE BOARD)

- c. Presentation by Peter Kampa, Kampa Community Solutions, LLC of scope of work and initial management evaluation report.
- d. Discussion and review of first draft of the management objectives for the General Manager.

e. Discussion re: establishment of a Board policy regarding the scheduling of meetings.
Motion by Bryant Schaffler, second by Patricia Slote to Adopt a Resolution for HCSD Regular Board Meetings to be held the fourth Tuesday of each month at 6:30 p.m.
Ayes: Puckett, Schaffler, Slote, Tulleo
Absent: Moody

f. Discussion regarding amendment to District Water Rules and Regulations. Upon consensus by the Board, this matter is tabled to a future meeting.

At this time, with four board members present, the President called for discussion and annual election of officers.
Motion made by Patricia Slote to appoint Robert Puckett as President for 2017, second by Bryant Schaffler.

Ayes: Slote, Schaffler, Tulleo
Abstain: Puckett
Absent: Moody

Motion by Patricia Slote to appoint Bryant Schaffler as Vice President for 2017, second by Robert Puckett.

Ayes: Slote, Puckett, Tulleo
Abstain: Schaffler
Absent: Moody

Motion by Robert Puckett to appoint Patricia Slote as Board Secretary for 2017, second by Bryant chauffler.

Ayes: Puckett, Schaffler, Tulleo
Abstain: Slote
Absent: Moody

g. Discussion regarding Adoption of a Resolution to apply for a CSDA credit card through Bank of the West to assist in timely bill payments.

Motion by Bryant Schaffler, second by Robert Puckett to Adopt a Resolution to apply for a CSDA credit card.

Ayes: Puckett, Schaffler, Tulleo, Slote
Absent: Moody

h. Discussion to adopt a resolution approving a board policy on fulfilling public records requests.

Motion by Patricia Slote, second by Bryant Schaffler to approve the Resolution Adopting a Public Records Response Policy.

Ayes: Puckett, Schaffler, Tulleo, Slote
Absent: Moody

i. Discussion to become subject to the uniform construction cost accounting act under the California Public Contract Code is tabled to a future meeting on consensus of the Board.

6. Directors Comments: Thank you's to Peter Kampa and Chalyse Behm for their presentations.

7. Adjournment: Meeting adjourned at 8:30 p.m. Next meeting 2/28/17 at 6:30 p.m.

Submitted by: _____
Patricia E. Slote
Board Secretary

HORNBROOK COMMUNITY SERVICES DISTRICT
P.O. BOX 29, HORNBROOK, CA. 96044
SPECIAL MEETING MINUTES OF 1/20/17
9:30 A.M., HORNBROOK COMM. HALL, 220 MAIN STREET, HORNBROOK, CA9

BOARD OF DIRECTORS: Robert Puckett, Patricia Slote, Melissa Tulleo, John Moody, Bryant Schaffler

- 1. Call to Order, Pledge of Allegiance, Roll Call and Establishment of Quorum:**
The meeting was called to order at 9:34 AM by President Puckett. Pledge of Allegiance recited. Roll Call: Present: Robert Puckett, Patricia Slote. Bryant Schaffler., Melissa Tulleo. Absent: John Moody, Quorum Established.
- 2. Announcement of Closed Session Items:**
 - A. EXISTING LITIGATION (Government Code Section 54956.9(d)(1)**
Conference with Legal Counsel Regarding Existing Litigation:
Harrell v. Hornbrook Community Services District (#14-672)
Olson v. Hornbrook Community Services District (#14-671)
- 3. Public Comment on Closed Session Items:** No public comment.
- 4. Adjourn to Closed Session**
- 5. Reconvene to Open Session (Immediately following Closed Session): 10:06 a.m.**
- 6. Report out of Closed Session Meeting:** After discussion with Robert Winston, legal counsel via telephone from Hornbrook Association Hall parking lot, the Board approved the recommended settlement of the above-referenced cases.
Motion made by Patricia Slote, second by Bryant Schaffler to approve the settlement of the cases of Harrell v. Hornbrook Community Service District (#14-672) and Olson v. Hornbrook Community Services District (#14-671) as presented by Robert Winston and directing him to prepare the necessary court documents.
Ayes: Puckett, Schaffler, Slote, Tulleo
Absent: Moody
- 7. Adjournment:** Meeting adjourned at 10:08 a.m.

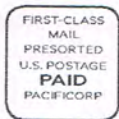
Submitted By: _____
Patricia E. Slote
Board Secretary

Agenda Item 4b, Warrant List

Payable To	Amount
Pacific Power - Plant	\$ 471.92
Pacific Power - Well 2	\$ 441.05
Pacific Power - Well 1	\$ 275.74
Pacific Power - Well 4	\$ 878.22
Basic Laboratory - Routine Coliform	\$ 72.00
CR Water Treatment	\$ 100.00
Clint Dingman - Payroll 2/1-2/15	\$ 403.61
Sum It Up	\$ 750.00
AT&T	\$ 70.45
G&G Hardware	\$ 63.84
Murphy, Pearson, Bradley & Feeney, P.C. (per agreement)	\$ 1,000.00
Kirsher, Winston, & Boston (Per Statement)	\$ 1,500.00
Kampa Community Solutions - \$1500.00 (per agreement)	\$ 1,500.00
Kampa Community Solutions - Board Requested Attendance	\$ 1,000.00
EDD (Tax Liability Report)	\$ 120.10
State Board of Equalization	\$ 169.48
Siskiyou County Community Development Dept - CUPA Facility Fee	\$ 180.00
State Compensation Insurance Fund	\$ 285.75
ChemQuip	\$ 1,281.16
Reimbursement to Pat Slote	\$ 27.99
Streamline - website	\$ 50.00
Total	\$ 10,641.31

TOTAL DUE
#2066.93

00041 01 AV 0.370 1-1
HORN BROOK COMM SER PMP
PO BOX 29
HORN BROOK CA 96044-0029



Questions: Call
1-888-221-7070
24 hours a day,
7 days a week
pacificpower.net



BILLING DATE: Jan 30, 2017
ACCOUNT NUMBER: 63182911-001 6
DATE DUE: Feb 20, 2017
AMOUNT DUE: \$483.34



Your Balance With Us

Previous Account Balance	55.33
Payments/Credits	-13.04
New Charges	+441.05
Current Account Balance	\$ 483.34

Payments Received

DATE	DESCRIPTION	AMOUNT
Jan 5, 2017	Payment Received - Thank You	13.04
Total Payments		\$ 13.04

Pd. #4229 / Med. 1/31/17 Due #441.05

Detailed Account Activity

ITEM 1 - ELECTRIC SERVICE

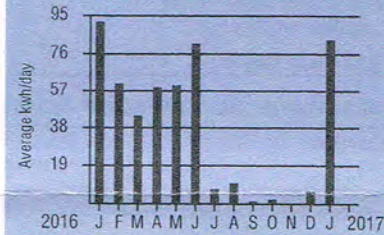
Well 2 Bradley Henley Rd Hornbrook CA
California General Service Schedule 25

METER NUMBER	SERVICE PERIOD		ELAPSED DAYS	METER READINGS		METER MULTIPLIER	AMOUNT USED THIS MONTH
	From	To		Previous	Current		
41336679	Dec 28, 2016	Jan 27, 2017	30	64319	66809	1.0	2,490 kwh

Current Month Estimated - Muddy Conditions Prevent Read. Your bill may not reflect actual usage.
Next scheduled read date: 02-27. Date may vary due to scheduling or weather.

NEW CHARGES - 01/17	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1p			
for 27 day(s)			11.96
for 3 day(s)			1.30
Energy Charge			
for 27 day(s)	2,241 kwh	0.1592700	356.92
for 3 day(s)	249 kwh	0.1580800	39.36
C E M A Adjustment	2,490 kwh	0.0009300	2.32
Cpuc Surcharge			
for 27 day(s)	2,241 kwh	0.0004300	0.96
for 3 day(s)	249 kwh	0.0003300	0.08
Low Income Assistance Charge			
for 27 day(s)	2,241 kwh	0.0064900	14.54
for 3 day(s)	249 kwh	0.0050800	1.26
Carbon Pollution Permit Cost			

Historical Data - ITEM 1



Your Average Daily kwh Usage by Month

PERIOD ENDING	Jan 2017	Jan 2016
Avg. Daily Temp.	31	35
Total kwh	2490	2751
Avg. kwh per Day	83	92
Cost per Day	\$14.68	\$15.61

Cash incentives are available for energy-efficient LED lighting upgrades. Not only will you save money, but lighting quality may improve too. Before you start your project, visit Pacific Power at bewattsmart.com to learn more.

Pacific Power makes it easy for customers and municipalities to report streetlight outages and manage streetlight accounts. You can report a streetlight outage at pacificpower.net/streetlights or call toll free at 1-888-221-7070.

Late Payment Charge for California
A late payment charge of 1.5% may be charged on the total unpaid balance, if greater than \$20.

Write account number on check & mail to: Pacific Power, PO Box 26000, Portland, OR 97256-0001

See reverse

RETAIN THIS PORTION FOR YOUR RECORDS.
RETURN THIS PORTION WITH YOUR PAYMENT.



↑ INSERT THIS EDGE FIRST ↑

PACIFIC POWER
PO BOX 26000
PORTLAND OR 97256-0001



Change of Mailing Address or Phone?
Check here & provide information on back.

Account Number: 63182911-001 6

Date Due: Feb 20, 2017

AMOUNT DUE: \$483.34

Please enter the amount enclosed.

HORN BROOK COMM SER PMP
PO BOX 29
HORN BROOK CA 96044-0029

H 63182911 001 610 000048334 000004229 000044105



BILLING DATE: **Jan 30, 2017** ACCOUNT NUMBER: **63182911-001 6** DATE DUE: **Feb 20, 2017** AMOUNT DUE: **\$483.34**

NEW CHARGES - 01/17- CONTINUED	UNITS	COST PER UNIT	CHARGE
for 27 day(s)	2,241 kwh	0.0081900	18.35
for 3 day(s)	249 kwh	0.0154400	3.84
Klamath Dam Removal	2,490 kwh	0.0027900	6.95
California Climate Credit			
for 27 day(s)	2,241 kwh	-0.0065500	-14.68
for 3 day(s)	249 kwh	-0.0139000	-3.46
State Energy Resource Tax	2,490 kwh	0.0002900	0.72
Late Payment Charge		0.0150000	0.63
Total New Charges			441.05

BREAKDOWN OF CHARGES BY SERVICE CATEGORY

CATEGORY	TOTALS
Distribution	143.32
Interstate (FERC) Transmission	11.38
State Transmission	18.37
Generation	
Competition Transition Charge	135.30
**Market Price @ 0.0363600	90.54
Public Purpose	40.82
Late Payment Charge	0.63
State Energy Resource Tax	0.72
Total Breakdown by Service Category	\$ 441.08

**This Service is subject to competition. You may purchase electricity from another supplier. The Market Energy Price portion of this bill is provided for comparison with prices offered by other Energy Service Providers. Pacific Power's charge is based on the weighted average cost of the energy at the California Oregon Border (COB) index for this billing period.

Should you question this bill, please request an explanation or investigation from the company.

If, after the company's investigation, you disagree with the company's services, charges or payment arrangements, you may request an investigation or file an informal complaint with the California Public Utilities Commission by writing to the Consumer Affairs Branch, California State Building, 505 Van Ness Avenue, San Francisco, California 94102, or by calling toll free (800) 649-7570, or TTD (415) 703-2032. You will be required to provide the commission a summary of your dispute and a deposit equal to the amount of the disputed bill to avoid disconnection of your service. The Commission will not accept a deposit to hold collections when the dispute is not related to the accuracy of the bill. It is your responsibility to timely inform the Commission of the contested bill in order to avoid disconnection of your service. Upon receipt of the deposit, the commission will review your dispute, and advise you and the company of its findings and disburse payment of the deposit.

New Mailing Address or Phone?

Please print your new information below and check the box on the reverse side of this Payment Stub. Thank you.

If you feel your meter read is incorrect, draw lines where the hands appear on the dials or for digital meters record the numbers shown on the display.



ACCOUNT NUMBER: **63182911-001 6**

LAST FIRST M.I.

NEW STREET ADDRESS

CITY

ST ZIP TELEPHONE NUMBER

This product contains fiber from well-managed, independently certified forests.

00063 01 AV 0.370 1-2
HORN BROOK COMM SER DIST
PO BOX 29
HORN BROOK CA 96044-0029



Questions: Call
1-888-221-7070
24 hours a day,
7 days a week
pacificpower.net



BILLING DATE: **Jan 30, 2017**
ACCOUNT NUMBER: **63182981-001 1**
DATE DUE: **Feb 15, 2017**
AMOUNT DUE: **\$715.95**

ACCOUNT PAST DUE

Our records indicate that your account is past due. If the past due amount has been paid, please remember that this bill also contains New Charges.

Your Balance With Us

Previous Account Balance	418.01
Payments/Credits	-173.98
Past Due Amount	<i>pd</i> 244.03
New Charges	<i>Due</i> +471.92
Current Account Balance	\$ 715.95

You Must Act Now to Avoid Shut-Off!

- Your Electric Service Past Due Amount of **\$244.03** must be received by **Feb 15, 2017** to avoid shut-off.

Remember: Your New Charges of \$471.92 are still due by Feb 20, 2017.

Payments Received

DATE	DESCRIPTION	AMOUNT
Jan 5, 2017	Payment Received - Thank You	173.98

Total Payments \$ 173.98

Detailed Account Activity

ITEM 1 - ELECTRIC SERVICE

16118 1ST Ave # Wtr Plant Hornbrook CA
Plant California General Service Schedule 25

METER NUMBER	SERVICE PERIOD		ELAPSED DAYS	METER READINGS		METER MULTIPLIER	AMOUNT USED THIS MONTH
	From	To		Previous	Current		
80899301	Dec 28, 2016	Jan 27, 2017	30	51147	53799	1.0	2,652 kwh

Next scheduled read date: 02-27. Date may vary due to scheduling or weather.

NEW CHARGES - 01/17 UNITS COST PER UNIT CHARGE

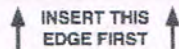
Basic Charge - 1p

See reverse

RETAIN THIS PORTION FOR YOUR RECORDS.

RETURN THIS PORTION WITH YOUR PAYMENT.

Write account number on check & mail to: Pacific Power, PO Box 26000, Portland, OR 97256-0001



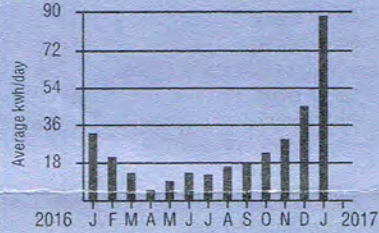
ACCOUNT PAST DUE



PACIFIC POWER
PO BOX 26000
PORTLAND OR 97256-0001



Historical Data - ITEM 1



Your Average Daily kwh Usage by Month

PERIOD ENDING	Jan 2017	Jan 2016
Avg. Daily Temp.	31	35
Total kwh	2652	971
Avg. kwh per Day	88	32
Cost per Day	\$15.61	\$5.79

Cash incentives are available for energy-efficient LED lighting upgrades. Not only will you save money, but lighting quality may improve too. Before you start your project, visit Pacific Power at bewattsmart.com to learn more.

Pacific Power makes it easy for customers and municipalities to report streetlight outages and manage streetlight accounts. You can report a streetlight outage at pacificpower.net/streetlights or call toll free at 1-888-221-7070.

Late Payment Charge for California
A late payment charge of 1.5% may be charged on the total unpaid balance, if greater than \$20.

Change of Mailing Address or Phone?
Check here & provide information on back

Account Number: **63182981-001 1**

Date Due: **Feb 15, 2017**

AMOUNT DUE: \$715.95

Please enter the amount enclosed.

HORN BROOK COMM SER DIST
PO BOX 29
HORN BROOK CA 96044-0029

H 63182981 001 111 000071595 000024403 000047192

BILLING DATE: **Jan 30, 2017** ACCOUNT NUMBER: **63182981-001 1** DATE DUE: **Feb 15, 2017** AMOUNT DUE: **\$715.95**

NEW CHARGES - 01/17- CONTINUED	UNITS	COST PER UNIT	CHARGE
for 27 day(s)			11.96
for 3 day(s)			1.30
Energy Charge			
for 27 day(s)	2,387 kwh	0.1592700	380.18
for 3 day(s)	265 kwh	0.1580800	41.89
C E M A Adjustment	2,652 kwh	0.0009300	2.47
Cpuc Surcharge			
for 27 day(s)	2,387 kwh	0.0004300	1.03
for 3 day(s)	265 kwh	0.0003300	0.09
Low Income Assistance Charge			
for 27 day(s)	2,387 kwh	0.0064900	15.49
for 3 day(s)	265 kwh	0.0050800	1.35
Carbon Pollution Permit Cost			
for 27 day(s)	2,387 kwh	0.0081900	19.55
for 3 day(s)	265 kwh	0.0154400	4.09
Klamath Dam Removal	2,652 kwh	0.0027900	7.40
California Climate Credit			
for 27 day(s)	2,387 kwh	-0.0065500	-15.63
for 3 day(s)	265 kwh	-0.0139000	-3.68
State Energy Resource Tax	2,652 kwh	0.0002900	0.77
Late Payment Charge		0.0150000	3.66
Total New Charges			471.92

BREAKDOWN OF CHARGES BY SERVICE CATEGORY

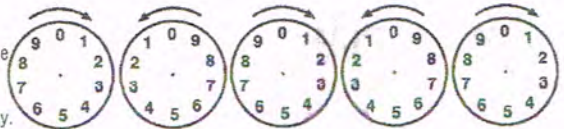
CATEGORY	TOTALS
Distribution	151.79
Interstate (FERC) Transmission	12.12
State Transmission	19.56
Generation	
Competition Transition Charge	144.10
**Market Price @ 0.0363600	96.43
Public Purpose	43.47
Late Payment Charge	3.66
State Energy Resource Tax	0.77
Total Breakdown by Service Category	\$ 471.90

**This Service is subject to competition. You may purchase electricity from another supplier. The Market Energy Price portion of this bill is provided for comparison with prices offered by other Energy Service Providers. Pacific Power's charge is based on the weighted average cost of the energy at the California Oregon Border (COB) index for this billing period.

New Mailing Address or Phone?

Please print your new information below and check the box on the reverse side of this Payment Stub. Thank you.

If you feel your meter read is incorrect, draw lines where the hands appear on the dials or for digital meters record the numbers shown on the display.



ACCOUNT NUMBER: **63182981-001 1**

LAST FIRST M.I.

NEW STREET ADDRESS

CITY

ST ZIP TELEPHONE NUMBER

This product contains fiber from well-managed, independently certified forests.

00149 01 AV 0.370 1-3
 HORN BROOK COMM SER DIST
 PO BOX 29
 HORN BROOK CA 96044-0029



Questions: Call
1-888-221-7070
 24 hours a day,
 7 days a week
 pacificpower.net



BILLING DATE: **Jan 30, 2017**
 ACCOUNT NUMBER: **63182981-002 9**
 DATE DUE: **Feb 20, 2017**
 AMOUNT DUE: **\$288.78**



Your Balance With Us

Previous Account Balance	13.04
Payments/Credits	0.00
New Charges	+275.74
Current Account Balance	\$ 288.78

Payments Received

No payments have been received since your last billing statement.

Detailed Account Activity

ITEM 1 - ELECTRIC SERVICE

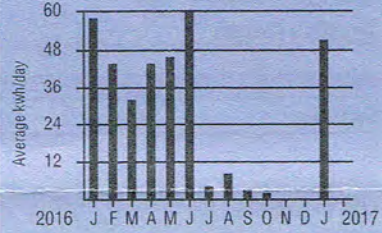
Well 1 Rancharia 5hp Hornbrook CA
 Back Up Well/5hp California General Service Schedule 25

METER NUMBER	SERVICE PERIOD From To	ELAPSED DAYS	METER READINGS		METER MULTIPLIER	AMOUNT USED THIS MONTH
			Previous	Current		
89996898	Dec 28, 2016 Jan 27, 2017	30	32994	34524	1.0	1,530 kwh

Current Month Estimated - Snow Prevented Meter Access. Your bill may not reflect actual usage.
 Next scheduled read date: 02-27. Date may vary due to scheduling or weather.

NEW CHARGES - 01/17	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1p			
for 27 day(s)			11.96
for 3 day(s)			1.30
Energy Charge			
for 27 day(s)	1,377 kwh	0.1592700	219.31
for 3 day(s)	153 kwh	0.1580800	24.19
C E M A Adjustment	1,530 kwh	0.0009300	1.42
Cpuc Surcharge			
for 27 day(s)	1,377 kwh	0.0004300	0.59
for 3 day(s)	153 kwh	0.0003300	0.05
Low Income Assistance Charge			
for 27 day(s)	1,377 kwh	0.0064900	8.94
for 3 day(s)	153 kwh	0.0050800	0.78
Carbon Pollution Permit Cost			

Historical Data - ITEM 1



Your Average Daily kwh Usage by Month

PERIOD ENDING	Jan 2017	Jan 2016
Avg. Daily Temp.	31	35
Total kwh	1530	1748
Avg. kwh per Day	51	58
Cost per Day	\$9.19	\$10.07

Cash incentives are available for energy-efficient LED lighting upgrades. Not only will you save money, but lighting quality may improve too. Before you start your project, visit Pacific Power at bewarettsmart.com to learn more.

Pacific Power makes it easy for customers and municipalities to report streetlight outages and manage streetlight accounts. You can report a streetlight outage at pacificpower.net/streetlights or call toll free at 1-888-221-7070.

Late Payment Charge for California

A late payment charge of 1.5% may be charged on the total unpaid balance, if greater than \$20.

Write account number on check & mail to: Pacific Power, PO Box 26000, Portland, OR 97256-0001

See reverse

RETAIN THIS PORTION FOR YOUR RECORDS.

RETURN THIS PORTION WITH YOUR PAYMENT.



PACIFIC POWER
 PO BOX 26000
 PORTLAND OR 97256-0001



Change of Mailing Address or Phone?
 Check here & provide information on back

Account Number: **63182981-002 9**

Date Due: **Feb 20, 2017**

AMOUNT DUE: \$288.78

Please enter the amount enclosed.

HORN BROOK COMM SER DIST
 PO BOX 29
 HORN BROOK CA 96044-0029

H 63182981 002 918 000028878 000001304 000027574

BILLING DATE: **Jan 30, 2017** ACCOUNT NUMBER: **63182981-002 9** DATE DUE: **Feb 20, 2017** AMOUNT DUE: **\$288.78**

NEW CHARGES - 01/17- CONTINUED	UNITS	COST PER UNIT	CHARGE
for 27 day(s)	1,377 kwh	0.0081900	11.28
for 3 day(s)	153 kwh	0.0154400	2.36
Klamath Dam Removal	1,530 kwh	0.0027900	4.27
California Climate Credit			
for 27 day(s)	1,377 kwh	-0.0065500	-9.02
for 3 day(s)	153 kwh	-0.0139000	-2.13
State Energy Resource Tax	1,530 kwh	0.0002900	0.44
Total New Charges			275.74

BREAKDOWN OF CHARGES BY SERVICE CATEGORY

CATEGORY	TOTALS
Distribution	93.18
Interstate (FERC) Transmission	6.99
State Transmission	11.29
Generation	
Competition Transition Charge	83.14
**Market Price @ 0.0363500	55.63
Public Purpose	25.08
State Energy Resource Tax	0.44
Total Breakdown by Service Category	\$ 275.75

**This Service is subject to competition. You may purchase electricity from another supplier. The Market Energy Price portion of this bill is provided for comparison with prices offered by other Energy Service Providers. Pacific Power's charge is based on the weighted average cost of the energy at the California Oregon Border (COB) index for this billing period.

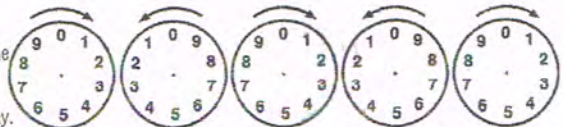
Should you question this bill, please request an explanation or investigation from the company.

If, after the company's investigation, you disagree with the company's services, charges or payment arrangements, you may request an investigation or file an informal complaint with the California Public Utilities Commission by writing to the Consumer Affairs Branch, California State Building, 505 Van Ness Avenue, San Francisco, California 94102, or by calling toll free (800) 649-7570, or TTD (415) 703-2032. You will be required to provide the commission a summary of your dispute and a deposit equal to the amount of the disputed bill to avoid disconnection of your service. The Commission will not accept a deposit to hold collections when the dispute is not related to the accuracy of the bill. It is your responsibility to timely inform the Commission of the contested bill in order to avoid disconnection of your service. Upon receipt of the deposit, the commission will review your dispute, and advise you and the company of its findings and disburse payment of the deposit.

New Mailing Address or Phone?

Please print your new information below and check the box on the reverse side of this Payment Stub. Thank you.

If you feel your meter read is incorrect, draw lines where the hands appear on the dials or for digital meters record the numbers shown on the display.



ACCOUNT NUMBER: **63182981-002 9**

LAST FIRST M.I.

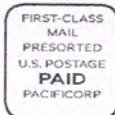
NEW STREET ADDRESS

CITY

ST ZIP TELEPHONE NUMBER

This product contains fiber from well-managed, independently certified forests.

00026 01 AV 0.370 1-1
HORN BROOK COMM SER DIST
PO BOX 29
HORN BROOK CA 96044-0029



Questions: Call
1-888-221-7070
24 hours a day,
7 days a week
pacificpower.net



BILLING DATE: **Jan 30, 2017**
ACCOUNT NUMBER: **63182981-003 7**

DATE DUE: **Feb 15, 2017**

AMOUNT DUE: **\$1,467.76**



ACCOUNT PAST DUE

Our records indicate that your account is past due. If the past due amount has been paid, please remember that this bill also contains New Charges.

Your Balance With Us

Previous Account Balance	1,159.59
Payments/Credits	-570.05
Past Due Amount	<i>Pd.</i> 589.54
New Charges	<i>Due</i> +878.22
Current Account Balance	\$ 1,467.76

You Must Act Now to Avoid Shut-Off!

- Your Electric Service Past Due Amount of **\$589.54** must be received by **Feb 15, 2017** to avoid shut-off.

Remember: Your New Charges of **\$878.22** are still due by **Feb 20, 2017.**

Payments Received

DATE	DESCRIPTION	AMOUNT
Jan 5, 2017	Payment Received - Thank You	570.05

Total Payments **\$ 570.05**

Detailed Account Activity

ITEM 3 - ELECTRIC SERVICE

WELL 4 Bradley Henle Rd Well Hornbrook CA
Well Up Hill Schedule 25

METER NUMBER	SERVICE PERIOD From	To	ELAPSED DAYS	METER READINGS Previous	Current	METER MULTIPLIER	AMOUNT USED THIS MONTH
51415731	Dec 28, 2016	Jan 27, 2017	30	0	0	1.0	0 kwh

Next scheduled read date: 02-27. Date may vary due to scheduling or weather.

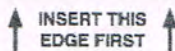
NEW CHARGES - 01/17	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1p			

See reverse

Write account number on check & mail to: Pacific Power, PO Box 26000, Portland, OR 97256-0001

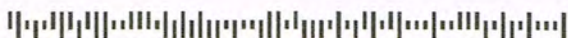
RETAIN THIS PORTION FOR YOUR RECORDS.

RETURN THIS PORTION WITH YOUR PAYMENT.



ACCOUNT PAST DUE

PACIFIC POWER
PO BOX 26000
PORTLAND OR 97256-0001



Late Payment Charge for California
A late payment charge of 1.5% may be charged on the total unpaid balance, if greater than \$20.

Change of Mailing Address or Phone?
Check here & provide information on back.

Account Number: **63182981-003 7**

Date Due: **Feb 15, 2017**

AMOUNT DUE: **\$1,467.76**

Please enter the amount enclosed.

HORN BROOK COMM SER DIST
PO BOX 29
HORN BROOK CA 96044-0029

H 63182981 003 717 000146776 000058954 000087822



BILLING DATE: **Jan 30, 2017** ACCOUNT NUMBER: **63182981-003 7** DATE DUE: **Feb 15, 2017** AMOUNT DUE: **\$1,467.76**

NEW CHARGES - 01/17- CONTINUED	UNITS	COST PER UNIT	CHARGE
for 27 day(s)			11.96
for 3 day(s)			1.30
Total New Charges			13.26

BREAKDOWN OF CHARGES BY SERVICE CATEGORY

CATEGORY	TOTALS
Distribution	13.26
Total Breakdown by Service Category	\$ 13.26

ITEM 4 - ELECTRIC SERVICE

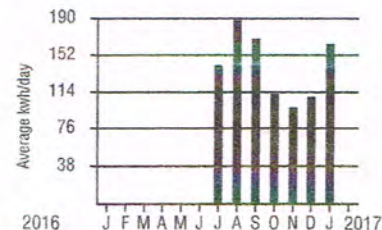
WELL 4 Bradley Henle Rd Well Hornbrook CA
General Service Schedule 25

METER NUMBER	SERVICE PERIOD		ELAPSED DAYS	METER READINGS		METER MULTIPLIER	AMOUNT USED THIS MONTH
	From	To		Previous	Current		
66819435	Dec 28, 2016	Jan 27, 2017	30	25553	30467	1.0	4,914 kwh

Next scheduled read date: 02-27. Date may vary due to scheduling or weather.

NEW CHARGES - 01/17	UNITS	COST PER UNIT	CHARGE
Basic Charge - 1p			
for 27 day(s)			11.96
for 3 day(s)			1.30
Energy Charge			
for 27 day(s)	4,423 kwh	0.1592700	704.45
for 3 day(s)	491 kwh	0.1580800	77.62
C E M A Adjustment	4,914 kwh	0.0009300	4.57
Cpuc Surcharge			
for 27 day(s)	4,423 kwh	0.0004300	1.90
for 3 day(s)	491 kwh	0.0003300	0.16
Low Income Assistance Charge			
for 27 day(s)	4,423 kwh	0.0064900	28.71
for 3 day(s)	491 kwh	0.0050800	2.49
Carbon Pollution Permit Cost			
for 27 day(s)	4,423 kwh	0.0081900	36.22
for 3 day(s)	491 kwh	0.0154400	7.58
Klamath Dam Removal	4,914 kwh	0.0027900	13.71
California Climate Credit			
for 27 day(s)	4,423 kwh	-0.0065500	-28.97
for 3 day(s)	491 kwh	-0.0139000	-6.82
State Energy Resource Tax	4,914 kwh	0.0002900	1.43
Late Payment Charge		0.0150000	8.65
Total New Charges			864.96

Historical Data - ITEM 4



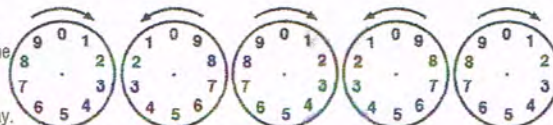
Your Average Daily kwh Usage by Month

PERIOD ENDING	Jan 2017	Jan 2016
Avg. Daily Temp.	31	35
Total kwh	4914	0
Avg. kwh per Day	164	0
Cost per Day	\$28.54	\$0.43

New Mailing Address or Phone?

Please print your new information below and check the box on the reverse side of this Payment Stub. Thank you.

If you feel your meter read is incorrect, draw lines where the hands appear on the dials or for digital meters record the numbers shown on the display.



ACCOUNT NUMBER: **63182981-003 7**

LAST _____ FIRST _____ M.I. _____

NEW STREET ADDRESS _____

CITY _____

ST _____ ZIP _____ TELEPHONE NUMBER _____

This product contains fiber from well-managed, independently certified forests.

BILLING DATE: **Jan 30, 2017** ACCOUNT NUMBER: **63182981-003 7** DATE DUE: **Feb 15, 2017** AMOUNT DUE: **\$1,467.76**
BREAKDOWN OF CHARGES BY SERVICE CATEGORY

CATEGORY	TOTALS
Distribution	269.94
Interstate (FERC) Transmission	22.46
State Transmission	36.25
Generation	
Competition Transition Charge	267.01
**Market Price @ 0.0363600	178.68
Public Purpose	80.55
Late Payment Charge	8.65
State Energy Resource Tax	1.43
Total Breakdown by Service Category	\$ 864.97

**This Service is subject to competition. You may purchase electricity from another supplier. The Market Energy Price portion of this bill is provided for comparison with prices offered by other Energy Service Providers. Pacific Power's charge is based on the weighted average cost of the energy at the California Oregon Border (COB) index for this billing period.

THE ELECTRIC SERVICE AT THE FOLLOWING ADDRESS(ES) IS IN DANGER OF BEING DISCONNECTED DUE TO NON-PAYMENT. THE AMOUNT(S) LISTED BELOW DOES NOT REFLECT ENERGY ASSISTANCE PROGRAM PLEDGES YOU MAY BE RECEIVING:

SERVICE TYPE	SERVICE ADDRESS / SERVICE DESCRIPTION	AMOUNT
ITEM 3 Electric Service	WELL 4 Bradley Henle Rd Well Hornbrook, CA 96044 Well Up Hill	\$13.04
ITEM 4 Electric Service	WELL 4 Bradley Henle Rd Well Hornbrook, CA 96044 General Service	\$576.50
Total		\$589.54

Pacific Power employees no longer accept payments at your home or business for safety reasons. No- and low-cost payment options are available. Visit pacificpower.net/pay or call 1-888-221-7070.

Should you question this bill, please request an explanation or investigation from the company. If, after the company's investigation, you disagree with the company's services, charges or payment arrangements, you may request an investigation or file an informal complaint with the California Public Utilities Commission by writing to the Consumer Affairs Branch, California State Building, 505 Van Ness Avenue, San Francisco, California 94102, or by calling toll free (800) 649-7570, or TTD (415) 703-2032. You will be required to provide the commission a summary of your dispute and a deposit equal to the amount of the disputed bill to avoid disconnection of your service. The Commission will not accept a deposit to hold collections when the dispute is not related to the accuracy of the bill. It is your responsibility to timely inform the Commission of the contested bill in order to avoid disconnection of your service. Upon receipt of the deposit, the commission will review your dispute, and advise you and the company of its findings and disburse payment of the deposit. Your service will not be disconnected during the Commission's investigation.

A charge of **\$20.00** may be assessed to your account if it is necessary to send Company personnel to your premises for collection purposes. Service will not be discontinued for delinquency of payment on any Saturday, Sunday or legal holiday.

IMPORTANT: If your service is disconnected, in addition to paying your total past due account balance, you may be required to pay a deposit and a reconnection charge for each service location. Pacific Power's charges and times for reconnecting service are as follows: weekdays from 8:00 A.M. to 5:00 P.M. (**\$30**) and 5:00 P.M. to 8:00 P.M. (**\$60**), weekends and holidays from 8:00 A.M. to 5:00 P.M. (**\$75**). The Company will make a reasonable attempt to switch on power for an Applicant or Customer within 24 hours after the Company is notified that all required charges have been paid and any required inspections are finalized.

RE-ESTABLISHMENT OF CREDIT: Customers failing to pay bills within 19 days after presentation and 15 days after presentation of disconnect notice for non-payment of such bills, may be required to pay such bills and a deposit equal to two times the maximum bill to re-establish credit.

Effective January 1, 2017 the California Public Utilities Commission approved price changes within the basic charge, energy charge, CPUC charge, Low Income Assistance and Carbon Pollution Permit Cost charges. Your bill may reflect charges billed at old and new rates.



Invoice

Invoice Number

1701464

Invoiced On

02/10/17

Invoice To

HORN BROOK CSD
ACCOUNTS PAYABLE
POST OFFICE BOX 29
HORN BROOK, CA 96044

Project

DRINKING WATER MONITORING

Project Contact

ROBERT PUCKETT

Project / PO Numbers**Work Order(s)**

17B0496

**Remit To**

Accounts Receivable
Basic Laboratory, Inc
2218 Railroad Avenue
Redding, CA 96001-2504
530-243-7234 x 219 or 203
accounting@basiclab.com

Terms: Due Upon Receipt

Quantity	Matrix	Analysis/Description	Unit Cost	Extended Cost
		Project turn around time: 1 day		
1	Drinking Water	Sampling Fee - Route	\$40.00	\$40.00
1	Drinking Water	Total Coliform & E.coli by Colilert SM 9223B	\$32.00	\$32.00
			Invoice Total	\$72.00



TIN 68-0310946 / DUNS 081274326

Pricing based on Bid/Contract: 2016-17 - 20% DISCOUNT

CR WATER TREATMENT INC

P.O. Box 717
 Lakehead, CA 96051
 530-238-2336/CCL#731716

Invoice

Date	Invoice #
1/31/2017	7841

Bill To
Hornbrook CSD po 29 Hornbrook ca 96044

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	CERTIFICATION MONTHLY	100.00	100.00
		Total	\$100.00

CLINT DINGMAN

Employee ID: DINGMAN, CLINT
Social Sec # xxx-xx-0206

	This Check	Year to Date		Hours	Rate	Total
Gross	483.75	2,043.75				
Fed Income	-38.79	-172.73	Regular	32.25	15.00	483.75
Soc Sec	-29.99	-126.71				
MEDICARE	-7.01	-29.63				
St Income		-5.49				
St Dis Ins	-4.35	-18.39				

Net Check: \$403.61 Total 32.25 483.75

Pay Period Beginning: Feb 1, 2017
Pay Period Ending: Feb 15, 2017

Check Date: 2/20/17
Weeks in Pay Period: 2

Four Hundred Three and 61/100 Dollars

Feb 20, 2017 403.61

CLINT DINGMAN
P.O. BOX 3451
HORN BROOK, CA 96044

CLINT DINGMAN

Employee ID: DINGMAN, CLINT
Social Sec # xxx-xx-0206

	This Check	Year to Date		Hours	Rate	Total
Gross	483.75	2,043.75				
Fed Income	-38.79	-172.73	Regular	32.25	15.00	483.75
Soc Sec	-29.99	-126.71				
MEDICARE	-7.01	-29.63				
St Income		-5.49				
St Dis Ins	-4.35	-18.39				

Net Check: \$403.61 Total 32.25 483.75

Pay Period Beginning: Feb 1, 2017
Pay Period Ending: Feb 15, 2017

Check Date: 2/20/17
Weeks in Pay Period: 2

Check Number: 2/1/17 - 2/15/17

SUM IT UP
P.O. BOX 27
YREKA, CA 96097

INVOICE

Invoice Number: JAN. 2017
Invoice Date: Jan 1, 2017
Page: 1

Voice: 530-937-3279
Fax:

Duplicate

Bill To:
HORN BROOK COMMUNITY SERVICE DISTRICT P.O. BOX 29 HORN BROOK, CA 96044

Ship to:

Customer ID	Customer PO	Payment Terms	
HCS D		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		1/31/17

Quantity	Item	Description	Unit Price	Amount
		Bookkeeping Revenue		750.00
Subtotal				750.00
Sales Tax				
Total Invoice Amount				750.00
Payment/Credit Applied				
TOTAL				750.00

Check/Credit Memo No:



HORN BROOK COMMUNITY SERVICES
DISTRICT
PO BOX 29
HORN BROOK CA 96044 - 0029

Page 1 of 3
Account Number 530 475-3730 484 9
Billing Date Feb 8, 2017
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	143.17
Payment Received 2-04 Thank you!	143.17CR
Adjustments	.00
Balance	.00
Current Charges	70.45
Total Amount Due	\$70.45
Amount Due in Full by	Mar 2, 2017

Billing Summary

Online: att.com/myatt	Page	
Plans and Services	1	54.29
1 800 750-2355		
AT&T Long Distance	1	16.16
1 800 321-2000		
Total Current Charges		70.45

Plans and Services

Monthly Service - Feb 8 thru Mar 7

1. Bus Local Calling Unlimited B	45.00
Single Line Meas Business Line	
Unlimited Local Usage	
Caller ID	

Surcharges and Other Fees

2. Federal Subscriber Line Charge	4.47
3. Rate Surcharge	.58CR
4. State Regulatory Fee	.13
5. Federal Universal Service Fee	.74
Total Surcharges and Other Fees	4.76

Government Fees and Taxes

6. CA High Cost Fund Surcharge - A:	.16
7. California Teleconnect Fund Surcharge	.48
8. Universal Lifeline Telephone Service Surcharge	2.11
9. CA Relay Service and Communications Devices Fund	.22
10. 9-1-1 Emergency System	.33
11. Federal	1.23
Total Government Fees and Taxes	4.53

Total Plans and Services

54.29

AT&T Long Distance

Important Information

Message Regarding Terms & Conditions:
To view your Terms & Conditions for AT&T Long Distance, access www.att.com/servicepublications or call AT&T at the toll free number on your bill.

Account Summary

Description	
Charges for February	16.16
Total Account Summary Charges	16.16

Invoice Summary

(as of JANUARY 26, 2017)

Current Charges

Service Charges	3.00
Credits and Adjustments	.00
Call Charges	11.84

News You Can Use Summary

- PREVENT DISCONNECT
 - CARRIER INFORMATION
 - THIRD-PARTY BLOCKING
- See "News You Can Use" for additional information

Local Services provided by AT&T California or AT&T Nevada based upon the service address location.

GO GREEN - Enroll in paperless billing.

MURPHY, PEARSON, BRADLEY & FEENEY

ATTORNEYS AT LAW
A PROFESSIONAL CORPORATION
88 KEARNY STREET, TENTH FLOOR
SAN FRANCISCO, CALIFORNIA 94108
(415) 788-1900

HORNBROOK COMMUNITY SERVICES DISTRICT
FILE NUMBER: 116971.2
INVOICE NO.: 1702125

Feb 15, 2017 PAGE 2

REMITTANCE COPY

TOTAL DUE THIS STATEMENT

\$ 42604.01
=====

All legal services rendered, amounts received or
disbursements made on your behalf after Jan 31, 2017
will be reflected on your next statement.

Tax ID#94-2538761

WEED OFFICE
150 Alamo, Suite 103
(530) 938-3438

YREKA OFFICE
216 Lane St.
(530) 842-3552

www.kwb-law.net

KWBSM
EST. 1970
KIRSHER, WINSTON & BOSTON
LAW CORPORATION

WRAY E. KIRSHER (1922-2003)
U.S. Magistrate Judge, Retired

ROBERT D. WINSTON
ROBERT B. BOSTON

Attorneys' Assistants:
SARA E. COLLINS
AMY S. HALL

Please Respond To:

205 N. Mt. Shasta Blvd., Suite 400
P.O. Box 177, Mt. Shasta, CA 96067
(530) 926-3444, Fax (530) 926-3599

February 15, 2017

Hornbrook Community Services District
P.O. Box 13
Hornbrook, CA 96044

Re: Account Summaries through 1/31/17; Request for Payment

Dear Board Members:

For your information, here are the **approximate and unaudited** balances due on each HCSD account as of January 31st, after applying payments received:

<u>Account</u>	
Harrell v. HCSD (#671)	\$23,937.92
Olson v. HCSD (#672)	7,994.36
HCSD v. Olson & Harrell (#797)	43,145.45
Gifford v. Dingman (#044)	17,419.19
Gifford v. Hanson (#206)	5,718.27
Harrell v. HCSD (#847)	15,884.58
Harrell v. Hanson (#982)	2,802.56
Gifford v. HCSD (#1392)	11,156.70
Olson v. HCSD (#1393)	11,442.20
Gifford v. HCSD (#1088)	4,564.50
Olson v. HCSD (#1089)	5,328.90
Gifford v. HCSD (#1292)	764.40
Olson v. HCSD (1293)	852.60
HCSD - Misc. (incl. admin. proceed.)	17,712.80

We are requesting a payment by the District in March in the minimum amount of \$1,000.00, which we shall apply to any or all of these accounts in our discretion unless you instruct us otherwise.

This report is **not** intended to be confidential; it is to be considered to be a public record. Itemized statements for the above are, however, confidential, but they can be reviewed at our office, upon request, by the GM and by members of the District Board of Directors.

Sincerely,



Robert D. Winston
RDW/

Letter ID: L0097550880
 Issued Date: February 14, 2017
 Mail Date: February 22, 2017
 Account ID: 288-0240-3
 1437589504_P3951_E3598

HORN BROOK COMMUNITY SERVICES DISTRICT
 PO BOX 29
 HORN BROOK CA 96044-0029

Statement of Account

This is a summary of your liability for each period, along with the balance owed on your account. The daily interest for these liabilities has been calculated through March 1, 2017. Payment may be submitted online through our secure Web site or by mail using the attached payment voucher at the bottom of the page.

Account ID: 288-0240-3 Account Type: Employment Tax

<u>Period Ending</u>	<u>Tax</u>	<u>Penalty</u>	<u>Interest</u>	<u>Credit</u>	<u>Balance</u>
30-Jun-2016	\$238.57	\$15.60	\$0.54	\$134.61	\$120.10
Total:					\$120.10

If you have any questions regarding this statement, you can review your employer account on the Employment Development Department's e-Services for Business at edd.ca.gov/e-Services_for_Business or call 855-866-2655.

DE 2176 Rev. 13 (12-16) e-Services for Business. Online. Anytime. edd.ca.gov/e-Services_for_Business

Detach and return this portion with payment

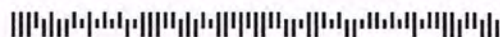
Account ID 288-0240-3	Amount Due \$120.10
Letter ID L0097550880	Issue Date February 14, 2017
Media Number 1312368487	

Make remittances payable to Employment Development Department. Include Account ID on all checks and inquiries.



HORN BROOK COMMUNITY SERVICES
 DISTRICT
 PO BOX 29
 HORN BROOK CA 96044-0029

EMPLOYMENT DEVELOPMENT DEPT
 PO BOX 989061
 WEST SACRAMENTO, CA 95798-9061



BILLING AND REFUND NOTICE

STATE OF CALIFORNIA
BOARD OF EQUALIZATION

P.O. BOX 942879 SACRAMENTO, CALIFORNIA 94279-0056
SPECIAL TAXES AND FEES (800) 400-7115



FOR BOE USE ONLY		
RE	PM	
EFFECTIVE DATE OF PAYMENT		
MO	DAY	YEAR

HORN BROOK COMM SERVICES DIST
ATTN: HORN BROOK COMM SERVICES DIST
PO BOX 29
HORN BROOK CA 96044-0029

Account: **WR STF 094-009117**

Express Login Code: **g573104p**

Notice ID: 0002 5563 059	February 17, 2017
Amount Due	169.48
Amount enclosed	_____
Additional charges are due if not paid by 03/08/17 (See instructions below)	
5	



Payments can be made online by going to www.boe.ca.gov and selecting the "Make a Payment" tab.

Otherwise, cut on the dotted line and return the top portion with your check or money order made payable to the State Board of Equalization.

**** DEMAND FOR IMMEDIATE PAYMENT ****

Demand for payment from you is hereby made for the
DELINQUENT AMOUNT AS SHOWN BELOW.

Account: **WR STF 094-009117**
Notice ID: **0002 5563 059**

APP.ID. A023449

Water Rights Fee	Fee	Interest	Penalty	Total
WATER RIGHTS				
DETERMINATION ISSUED 11/08/16 AS DETERMINED For the Period 07/01/16-06/30/17				
Revenue	151.76			151.76
Penalty			15.18	15.18
Interest 12/09/16-03/08/17		2.54		2.54
Subtotal	151.76	2.54	15.18	169.48

Amount Past Due 169.48

Note: This billing was issued by the State Board of Equalization (BOE) on behalf of the State Water Resources Control Board. Checks should be made payable to BOE and mailed to Special Taxes and Fees Remittance Processing, State Board of Equalization, P.O. Box 942879, Sacramento, CA 94279-0001. An envelope is enclosed for your convenience.

Why take care of this now?

Interest is added on any unpaid tax or fee amounts at the rate of 0.583 % per month. Interest of 0.89 will accrue if the FEE is not paid on or before 03/08/17. You can prevent additional interest from being added to your bill by acting now.

Avoid Collection Cost Recovery fees by paying on time.

The above assessment is based upon amounts due for the annual fee on a Water Rights Permit or License as required under California Code of Regulations, Title 23, Section 1066.



Payments can be made online by going to www.boe.ca.gov and selecting the "Make a Payment" tab.

If you are paying by check or money order, write your account number and Notice ID shown above. Make check or money order payable to the State Board of Equalization. Include the top portion of this form with your payment. Keep the bottom portion for your records.

2321 P Street, First Floor
Sacramento, CA 95816
(916) 900-6619
support@getstreamline.com



INVOICE

Patricia Slato
Hornbrook Community Services District
P.O. Box 29
Hornbrook, CA 96044

INVOICE NO. 04677
DATE 02/05/2017
DUE DATE 03/07/2017
TERMS Net 30

ACTIVITY	AMOUNT
Streamline Monthly Member Fee	50.00

Based upon annual revenue of 50K - \$249,999K
Base fee of \$75.00 less association member discount of \$25.00.

Time Period: For the month of the date of this invoice (See "Invoice Date", above.)

Thank you for helping to make Streamline the best content management system for Special Districts! We appreciate that you're part of our community. Your monthly membership includes all new features and updates, hosting for unlimited content, and all the support you need. You can cancel at any time. If you have any questions or feedback, please feel free to reach out via the support portal at <https://support.getstreamline.com/> or by sending an email to support@getstreamline.com, 1 @ \$50.00

BALANCE DUE 50.00



AMOUNT DUE

\$285.75

DUE DATE

02/10/17

AMOUNT ENCLOSED

10000991386351605000013117520000000000028575116

P.O. BOX 7441
SAN FRANCISCO, CA
94120-7441

01/31/17 5 B 2

HORNBROOK COMMUNITY SERVICES DISTR

GROUP 0

PO BOX 29
HORNBROOK, CA 96044

POLICY/UNIT 9138635 - 16 5

NA R 4

CHECK BOX AT LEFT FOR ADDRESS CHANGE

ADDRESS
CITY, STATE ZIP

Paying by check? Detach and return top portion of bill with your payment.

REPORT/AUDIT PERIOD	CODE	STANDARD CLASSIFICATION	PAYROLL	RATE	PREMIUM
FROM	TO				
1/29/17	4/29/17	PREMIUM ON ACCOUNT			285.75
TOTAL BASE PREMIUM					285.75
TOTAL PREMIUM FOR 1/29/17 - 4/29/17					

PREVIOUS BILLS NOT PAID

PLEASE DISREGARD IF PAYMENT HAS BEEN MADE.

5	343	9138635-16	PAY THIS AMOUNT	→	\$285.75
---	-----	------------	-----------------	---	----------

STATE COMPENSATION INSURANCE FUND
P.O. BOX 7441
SAN FRANCISCO, CA 94120-7441



See the back for important payment instructions.

January 20, 2017

SISKIYOU COUNTY COMMUNITY DEVELOPMENT DEPT.
806 S. MAIN STREET
YREKA, CA 96097
(530) 841-2100

2017 ANNUAL CUPA FACILITY FEE INVOICE (HAZ/MAT)
January 1, 2017 through December 31, 2017

HORN BROOK COMM. SERVICE
BOX 29
HORN BROOK,, CA 96044

Annual State Surcharge (CERTIFIED UNIFIED PROGRAM AGENCY
OVERSIGHT) \$35.00 per Facility. This fee is assessed by
the State of California for Program Oversight. It is an
annual fee subject to change from year to year.

Fee Category: DD-HAZARDOUS MATERIALS RESPONSE PLAN AND/OR HAZARDOUS WASTE GENERATOR
Past Due:
County Fee: \$145.00
State Surcharge: \$35.00
Cal-ARP Fee:
APSA Surcharge:
Total Due: \$180.00

PLEASE RETURN BOTTOM PORTION WITH YOUR PAYMENT

ALL FEES DUE WITHIN 30 DAYS. A CUMULATIVE
10% OF THE UNPAID BALANCE SHALL BE PAID ON
ALL BALANCES 60 DAYS PAST DUE.

Account #: 127444
Facility: HORN BROOK COMM. SERVICE, 15025 BRADLEY/HENLEY RD., HORN BROOK
Total Due: \$180.00
(HAZ)

Please remit payment to: Siskiyou County Community Development
806 S. Main Street
Yreka, CA 96097



Chem Quip, Inc.
 Branch: 02 Redding
 2551 Land Avenue
 Sacramento, CA 95815
 (916) 923-5091

INVOICE

INVOICE	
5513131	
Invoice Date	Page
2/1/2017 06:42:20	1 of 1
ORDER NUMBER	
1647244	

Bill To:

Hornbrook C.S.D. WHS-3
 P.O. Box 29
 Hornbrook, CA 96044
 USA

Ship To:

Hornbrook C.S.D. WHS-3
 15025 Henley Bradley Road
 Hornbrook, CA 96044
 USA

Customer ID: 2517

*** REGISTRANT PAYS CA MILL TAX ***

PO Number	Term Description	Net Due Date	Disc Due Date	Discount Amount
	Net 30 Days	3/3/2017	3/3/2017	0.00

Order Date	Pick Ticket No	Primary Salesrep Name	Taker
1/30/2017 12:36:49	3484197	House Account	KENBULLARD.CQI

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Shipped	Remaining	UOM Unit Size	Disp.				

Order Note: CALL BEFORE DELIVERY: CLINT 475-3730
 (OFFICE) OR 340-5243 (CEL)

Carrier:

Tracking #:

Ordered	Shipped	Remaining	UOM Unit Size	Disp.	Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
12	12	0	EA		0845212015 Sierra 15 gal carboy Sani Chlor, deposit	EA 1.0000	82.43	989.16
12	12	0	EA		0905219015 Deposit, 15 gallon Carboy	EA 1.0000	20.00	240.00

Total Lines: 2

SUB-TOTAL:	1,229.16
TAX:	0.00
DRUM CLEANING 15G:	12.00
FUEL RED IND Z3:	40.00
AMOUNT DUE:	1,281.16



Chem Quip, Inc.
 Branch: 02 Redding
 2551 Land Avenue
 Sacramento, CA 95815
 (916) 923-5091

CREDIT MEMO

CREDIT MEMO	
5513530	
Invoice Date	Page
2/1/2017	1 of 1
ORDER NUMBER	
1647946	

Bill To:

Hornbrook C.S.D. WHS-3
 P.O. Box 29
 Hornbrook, CA 96044
 USA

Ship To:

Hornbrook C.S.D. WHS-3
 15025 Henley Bradley Road
 Hornbrook, CA 96044
 USA

Customer ID: 2517

*** REGISTRANT PAYS CA MILL TAX ***

PO Number	Term Description	Net Due Date	Disc Due Date	Discount Amount
5513131				0.00

Order Date	Pick Ticket No	Primary Salesrep Name	Taker
2/2/2017 13:24:05	3484771	House Account	KIMTHOMAS.CQI

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Shipped	Remaining	UOM Unit Size	Disp.				
-12	-12	0	EA		0905219015	EA	20.00	-240.00
				1.0	Deposit, 15 gallon Carboy	1.0000		

Carrier:

Tracking #:

Total Lines: 1

SUB-TOTAL: -240.00
TAX: 0.00
AMOUNT DUE: -240.00

STAPLES

45 East Stewart Ave.
Medford, OR 97501
(541) 774-9919

SALE 1733143 6 001 72421
0485 12/30/16 02:31

QTY SKU PRICE

1 SPLS 8.5X11 COPY 2
718103185721 27.99
SUBTOTAL 27.99
TOTAL *5reams* \$27.99

Debit Tender: USD\$27.99
Card No.: XXXXXXXXXX1084 [S]
Auth No.: 872041

TOTAL ITEMS 1

Patricia Stote Reimbursement

Staples brand products.
Below Budget. Above Expectations.

THANK YOU FOR SHOPPING AT STAPLES !

Shop online at www.staples.com

Get with the program.

Staples Rewards members get up to 5%
back in rewards and free shipping every
day. Exclusions apply. See an associate
for full program details or to enroll.

Oregon E-Cycles: Free Recycling for
Computers, Monitors and TVs
www.oregonecycles.org 1-888-5-ECYCLE



2016 Tax Forms are in!

**G & G HARDWARE INC.
729 SOUTH BROADWAY**

**YREKA CA 96097
PHONE: (530) 842-7351**

SOLD TO: HORN BROOK COMM. SERV. DISTRICT
P.O. BOX 29

HORN BROOK CA 96044

SHIP TO:

CUST NO: 1373
TERMS: NET 30 DAYS

DATE: 2/24/17
CLERK: PJH
SALESPERSON:
TAX: 001 CALIFORNIA TAX

REFERENCE:
JOB NO: 000

INVOICE: 220804

LINE	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/	PER	EXTENSION
1	2	EA	43104	COUPLE 1/2" SXS SCH40	2		0.39	/EA	.78
2	1	EA	2079093	WHEEL GRIND METAL 4.5XU/	1		3.59	/EA	3.59
3	1	EA	2079077	WHEEL GRIND METAL 4.5X1/	1		3.59	/EA	3.59
4	1	EA	45045	STOP VALVE PVC 1/2"	1		4.99	/EA	4.99
5	1	EA	17312	LUBE ACE LUB-E 11OZ ACE	1		4.59	/EA	4.59
6	1	EA	9284324	FIBERFIX 4"X60" ROLL	1		11.99	/EA	11.99
7	1	EA	2415693	ANGLE GRINDER 4.5" 6AMPS	1	31.99	29.99	/EA	29.99 S

REPRINT

TAXABLE 59.52
NON-TAXABLE 0.00
SUBTOTAL 59.52


(CLINT DINGMAN)
** AMOUNT CHARGED TO STORE ACCOUNT **

63.84

TAX AMOUNT 4.32

TOTAL 63.84

TOT WT: 7.02



Received By

Hornbrook Community Services District

Regular Meeting of February 28th, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- a. Consideration of various amendments and updates to the District Water Rules and Regulations relating to delinquent accounts, reading of meters, changes in property use, service classifications and discontinuance of service.

Recommended Motion

Staff recommends no specific motion, and seeks direction only regarding potential regulation amendments

Background

Staff recommends that the board consider the following amendments to the District Water Rules and Regulations:

- a. Adoption of fees and charges for delinquent accounts including the requirement for a security deposit, penalty and water service lockoff
- b. Adding provisions for customer water billing during Winter when meters cannot be read, and generating estimated billing
- c. Adding the ability for the General Manager to enter into agreement for customer payment arrangements in the case of delinquent accounts
- d. Adding provisions related to the voluntary discontinuance of water service and the ability to temporarily discontinue service due to fire or other disaster
- e. Adding provisions to address change in use of property. For example, when a restaurant shuts down indefinitely, or if it converts to office spaces, we need the ability to bill at a modified monthly rate and/or charge fees for the additional system capacity needed.
- f. Establish customer classifications and billing rates based on service line and/or meter size

Our current Water Rules and Regulations do not address the above items. At this meeting, the General Manager will introduce each proposed revision and seek Board direction to return with amendments to be considered at a future Board meeting. Below are our relevant bylaws sections, and a copy of the existing water rules is available upon request.

IX: GENERAL REGULATIONS FOR WATER SERVICE

A: Accounts for water service shall be classified "governmental", "commercial", and "residential". Residential customers of the HCSD shall be charged a base rate of \$39.00 per month for 12,000 gallons, Commercial base rates will be charged \$165.00 per month and Governmental will be charged a base rate of \$225.00 per month. Over 12,000 gallons shall be billed at a rate of \$1.75 per 1000 gallons used. Customers must complete an application and deposit of \$100.00 plus turn on fee of \$40.00 before service can be used.

B: Customers must complete an application and deposit of \$100.00 plus turn on fee of \$40.00 before service can be used.

C: The Board of Directors may adopt rules and regulations regarding the use of water and the charges therefore.

RESOLUTION 2017-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HORN BROOK COMMUNITY SERVICES DISTRICT ESTABLISHING THE 2017 REGULAR BOARD MEETING SCHEDULE

WHEREAS, the Board of Directors has adopted a policy requiring the annual establishment of its regular Board meeting schedule.

NOW THEREFORE BE IT RESOLVED, by the Governing Board of the Hornbrook Community Services District as follows for the 2017 calendar year:

1. The Board will hold monthly regular board meetings
2. The meetings will be held starting at 6:30 PM
3. The meetings will be located at the Hornbrook Community Hall located at 220 Main Street, Hornbrook

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors of the Hornbrook Community Services District on February 28, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Robert Puckett, President

Patricia Slote, Board Secretary

Board of Directors

Hornbrook Community Services District

Regular Meeting of February 28th, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- c. Discussion regarding the benefits of election to become subject to the uniform construction cost accounting act under the California Public Contract Code.

Recommended Motion

Staff recommends the following motion:

This item is for Discussion only, therefore no motion is necessary.

Background

Community Services District law limits the amount of work we can perform by force account (internal labor) and by contract, without seeking competitive bids. Competitive bidding requirements can add 15% to 20% to a project cost, do not always guarantee that you get the project or bids you want, and can overwhelm a small district with no administrative staff. Noncompliance with competitive bidding laws can result in serious fines, lawsuits and scrutiny.

Many of our infrastructure projects cost enough to require competitive bidding. The California Public Contract Code 22000 allows for the District to elect to become subject to the Uniform Construction Cost Accounting Act and use informal bidding procedures for projects costing up to \$175,000 and even less formal bidding procedures for projects costing less than \$45,000, including direct negotiation with contractors. Adopting these procedures will save the District many thousands of dollars in project and administrative costs.

Attached is a copy of the question and answers document produced by the state regarding the UCCAA.

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT FREQUENTLY ASKED QUESTIONS (FAQs)

These FAQs have been compiled to assist agencies that are participating in the California Uniform Public Construction Cost Accounting Act (“the Act”). Public Contract Code section 22000 et seq. Unless stated otherwise, all references are to the Public Contract Code.

1. What is the Uniform Public Construction Cost Accounting Act?

The Act is legislation that was enacted in 1983 to help promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state.” Section 22001. The Act is a voluntary program that is available to all public entities in the State but it only applies to those public agencies that have “opted in” to the provisions set forth by the Act. The entirety of the Act is found at Sections 22000-22045.

2. What are some of the key provisions of the Act?

The Act allows for public project work in the amount of \$45,000 or less to be performed by the public agency’s force account, by negotiated contract, or by purchase order. Section 22032(a). Public projects in the amount of \$175,000 or less can use the informal bidding procedures set forth in the Act in Section 22032(b). Public projects at a cost of more than \$175,000 shall use formal bidding procedures to let the contract pursuant PCC Section 22032(c).

3. What are the benefits of the program?

- a) Increased force account limit
- b) Informal bidding for projects that are \$175,000 or less which do not require advertising.
- c) Reduces the number of formal bids.
- d) Expedited contracting for small projects.

Many participants laud the program because it gives them more leeway in the execution of public works projects; has speeded up the awards process; has improved timeliness of the project completion; has eliminated considerable red tape and cumbersome paperwork relative to advertising and filing of reports; and has simplified administration. Many agencies have encountered only minimal challenges with the accounting requirements and the overhead portion. Moreover, where required, the adjustment was relatively simple; most of the required procedures were already actually in place, so there was no noticeable change in the existing operations. The Standard Accounting Codes Structure will satisfy the reporting requirements when used properly.

4. Is the Uniform Public Construction Cost Accounting Act mandatory for public agencies?

No. The Act is a voluntary program

5. How does a public agency become subject to the Act?

The governing body must elect by resolution to become subject to the Act and file a copy of the resolution with the State Controller's Office. Section 22030. Sample documents are available at: http://www.sco.ca.gov/ard_cuccac.html. Once an agency has opted into the Act it will remain a part of the program.

6. May a public agency withdraw from the Act?

Yes. An agency may withdraw from the Act by filing a resolution of the agency's election to withdraw with the State Controller's Office.

7. What is the California Uniform Construction Cost Accounting Commission?

It is the Commission created to administer the Act. Section 22010. It consists of fourteen (14) members: thirteen (13) members are appointed by the State Controller and one is a designated member of the Contractors' State License Board. Seven members represent the public sector (counties, cities, school districts, and special districts). Six members represent the private sector (public works contractors and unions). The Commission members receive no salary, but are eligible for reimbursement of their direct expenses related to the Commission.

8. What are the Uniform Public Construction Cost Accounting Procedures?

They are procedures to be used to estimate costs for determining if a public project is required to be bid out and to capture and record actual costs when a public project is performed by the agency's own work force found at www.sco.ca.gov/ard_cuccac.html. The procedures follow normal accounting in the industry and in many cases are not much different from those already in place at the agency. Sample forms are available in the CUCCAC Cost Accounting Policies and Procedures Manual at http://www.sco.ca.gov/Files-ARD-Local/CUCCAC_Manual.pdf

School districts may use the Standard Accounting Code Structure to comply with the tracking requirements.

9. Are the cost accounting policies and procedures applicable for agencies whose work force only performs maintenance tasks as defined in the Act and that contract all of its public projects to third parties?

The cost accounting policies and procedures are only applicable for agencies that perform public project work by force account. This does not exclude from the program agencies whose public projects are all contracted out. In fact, they might want to review the benefits available and elect to participate now in the event conditions change at some time in the future.

10. What is meant by the term “qualified contractors” as it pertains to the Act?

Qualified contractors are legally qualified contractors who perform work as a licensed contractor. In addition, the Commission has determined that nothing in the Act prohibits a participating agency from, at their discretion, using an objective pre-qualification process in the formation and maintenance of their Qualified Contractors lists.

11. Can a public agency disqualify or exclude certain contractors from the Qualified Contractors List required in Section 22034(a)(1)?

Agencies may disqualify contractors from the Qualified Contractors List when a contractor fails to furnish information to meet the minimum criteria as established by the Commission.

12. For agencies that do not maintain an informal bidders list, are they allowed to choose who will get notifications on information projects?

No. Section 22034(a)(2) provides for notifications to construction trade journals and exchanges in lieu of sending notifications to contractors on an informal bidders list.

13. What is the difference between qualifying contractors under the Act and requalification of contractors under Section 20101?

Qualifying contractors is a process that allows contractors to register with a public agency for notification of public works opportunities. The prequalification process under Section 20101 is a more complex process that requires a standardized questionnaire and evaluation of contractors using standard scoring criteria and does not apply to the Act. The prequalification process is applicable under the Local Agency Public Construction Act.

14. Must a public agency: (1) Notify contractors about public projects if the contractor is believed to not have the skills, credentials, or experience to perform the work required for the public project? (2) Consider bids submitted by a contractor that the public agency believes does not have the skills, credentials, or experience to perform the work?

- a) Yes. If a contractor is on the Qualified Contractors List the contractor must be notified by the agency of public projects for which he is licensed to perform. Section 22034(a)(1)
- b) Yes. All bids received from qualified contractors must be considered. Section 22034(a)(1).

15. Does the Act allow flexibility in cases of emergency and when repair or replacements are necessary to permit the continued conduct of the operations or services of a public agency?

For the purposes of the Public Contract Code, “emergency” is defined at Section 1102 as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.” The Act sets forth in Section 22035(a) how a governing body would proceed in the case of emergency repairs or replacements. This section states, “In cases of emergency when repair or

replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two.”

Section 22050 et seq. provides the emergency contract procedures to be followed in these cases.

16. Do the alternative bidding procedures apply only to public projects as defined in Section 22002(c)?

No. The alternative bidding procedures can be used when contracting for “maintenance work” as defined at Section 22002(d) or when contracting for other work that does not fall within the definition of “public work” as defined in Section 22002(c).

17. What will membership in the Act cost my agency?

Nothing. There are no membership fees or dues. However, the Commission does accept grants to assist it in carrying out its duties. Section 22015(c).

18. What are the most common concerns addressed by the Act?

These are:

- a) Cost accounting policies and procedures;
- b) Informal bidding procedures;
- c) Accounting procedures review.

The cost accounting requirements follow those common to the construction industry. The informal bidding on public projects up to \$175,000 is seen by the agencies as an asset enhancing project completion. Maintenance of a Qualified Contractor Bid List is routine, since interested contractors make it a point to be included on the list. While an accounting procedures review could potentially hold up a project for a minimum of 45 days pursuant to Section 22043(c)(1), these types of reviews have been rare in the Commission’s history.

19. Does an agency have to calculate an overhead rate in order to apply the accounting procedures?

No. Cities with populations of less than 75,000 shall assume an overhead rate equal to 20% of the total costs of the public project, including the costs of material, equipment and labor. Section 22017(b)(1). Cities with a population of more than 75,000, may either calculate an actual overhead or assume an overhead rate of 30% of the total costs of a public project including the costs of material, equipment and labor. Section 22017(b)(2).

20. When a public entity opts into the Act, does the Act supersede other contracting legal requirements such as statutory requirements for performance bonds, prevailing wages, and certificates of insurance, etc.?

No. The Act only supersedes the bidding procedures used once a public agency has opted into the Act and has notified the Controller. All other contracting requirements are applicable.

21. Can a public agency, claim to be to be exempt from following all of the requirements in the Public Contract Code by claiming they only have to follow the language and procedures within the Act?

The Act is part of the Public Contract Code therefore, if the Act is silent on a particular matter the rest of the Public Contract Code would apply.

22. If public agencies are not following the advertising requirements in the Act, will the Commission address those agencies? Can a complaint be brought to the Commission?

No. The Commission cannot review any complaint of improper advertising by any public agency. The Commission can only review the accounting procedures of a public agency when a complaint from an interested party provides evidence that the participating agency:

1. Performs work, after rejecting all bids, claiming it can do it less expensively. (Section 22042(a))
2. The work performed exceeded the force account limits. (Section 22042(b))
3. The work has been improperly classified as maintenance. (Section 22042(c))
4. A public agency is accused of not complying with the informal bidding procedures set forth at Section 22034. (Section 22042.5)

23. Section 20112 specifically requires school districts to advertise twice for a two week period, while Section 22037 requires advertising once, 14 days in advance of the date of opening of bids. How do participating school districts reconcile this conflict?

When the Act is in conflict with any other section in the Public Contract Code, the Act shall supersede. Advertising once, 14 days in advance of the date of opening of bids is what is required by the Act. Districts participating in the Act may choose to maximize their outreach by continuing to advertise twice.

24. May a public agency contract separately for like work at the same site at the same time using the under \$45,000 Force Account method?

No. Section 22033 provides that, "It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding". Separating "like work" would only be permitted as long as the total of all the "like work" is less than \$45,000. If the work is more than \$45,000, the

work needs to be advertised and bid according to the provisions of the Act (i.e. bid informally if the total amount is less than \$175,000 and bid formally if the total amount exceeds \$175,000).

25. May a public agency bid out 2 separate projects that occur at the same time and site, but are different types of work?

Yes, there is no violation if the work is being competitively bid. If the agency wants to use the negotiated or informal bidding processes, the agency must apply the appropriate limits to each of the projects. Each project must be separate in scope. Projects may not be separated by trade to avoid bidding. If the total of all jobs is greater than \$45,000; the informal or formal bid limits will apply.

26. How does a public agency process change orders when the standard code conflicts with the Act?

For contracts below \$45,000, the total cost of the contract may not exceed \$45,000. For informal contracts, under the Act, the limit is \$175,000. If the public agency is a school district, there may be additional limits and it is recommended the agency consult with their legal counsel for interpretation of change order limits.

27. Does a public agency by opting into the Act, automatically bring all departments of the public agency into the Act?

Yes. When a public agency elects to become subject to the uniform construction cost accounting procedures, the entire legal entity is considered subject to the Act and no divisions or departments will be exempt.

28. When a public agency opts into the Act, does it automatically bring all districts under control of the Board into the Act?

No. Special Districts, which are governed by a board of supervisors or city council, are only subject if a separate election is made for each special district.

29. PCC 22034 requires that participating agencies adopt an Informal Bidding Ordinance. What do schools and special districts that cannot adopt Ordinances do to comply?

The Commission cannot provide legal advice. The school districts and special districts should check with their own legal counsel on how to comply with Section 22034.

Additional inquiries and questions can be directed to:

State Controller's Office

Division of Accounting and Reporting or email LocalGovPolicy@sco.ca.gov

Local Government Policy Section

P.O. Box 942850

Sacramento, CA 94250

HORNBROOK COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Credit Card Use
POLICY NUMBER: (To be numbered)
ADOPTED: February 28, 2017
AMENDED:

Purpose

The purpose of this policy is to establish the policies and procedures for the issuance and usage of District Credit Cards.

Policy/Procedure

Purpose of District Credit Cards

District credit cards will be issued for the sole purpose of conducting the official business of the District. Credit cards will be provided for the purpose of making purchases, securing reservations, paying travel expenses, placing orders, paying utility and other recurring bills, and doing District business in the most efficient manner.

Issuance of District Credit Cards

When a District credit card is issued, the General Manager will require the employee or authorized Board member receiving the card to sign a form acknowledging his/her understanding of the policies and procedures for the use of the District credit card and acknowledging the receipt of the credit card.

Restricted Use of the Credit Card

The following restrictions are placed on all District credit cards:

Credit cards are issued to the General Manager and designated member of the Board for the sole purpose of conducting official business of the District. Improper use of a District credit card will be treated as misuse of public funds and will subject the Cardholder to termination or public censure.

The District credit card is for the cardholder's use only.

Cardholders must ensure that budgeted funds are available prior to making purchases. The General Manager or Bookkeeper can assist the cardholder with any needed budget information.

The District credit card shall not be used for any of the following:

- Cash advances, wire transfers, money orders, etc.
- Betting, casino gaming, or related activities.
- Political or religious organizations.
- Personal court costs, fines, bail or bonds.
- Purchases of items for which the District has cash discount agreements, unless for an emergency situation.
- Any personal items and personal services.

Safekeeping of the Credit Card

The Cardholder is responsible for the security of the District credit card. If a District credit card is used infrequently, such as for staff travel, the card will be safely stored and under the control of the General Manager while it is not in use, and will be signed in and out as needed.

Credit Card Purchase Procedures

Cardholders will complete the following steps with each purchase:

- For all orders, including mail and phone, require the vendor to provide a sales draft with pertinent information such as the vendor name, date, items purchased, and total sales. Email or fax confirmation shall be provided to the Bookkeeper upon receipt.
- Retain the sales draft with accompanying receipt/invoice.
- Submit any late received order confirmation receipts to the Bookkeeper on a monthly basis in conjunction with the credit card billing cycle.

Payment of Credit Card Account

The District's Bookkeeper shall complete the following steps upon receipt of the credit card statement:

- Balance all sales drafts to the statement, which will show all transactions made during the billing cycle. All items must be accounted for on the statement with a supporting sales draft, receipt/invoice, log entry, or order form, and district employee signature verifying receipt of all items purchased and/or billed.
- Indicate the account number to be charged for each item by writing it on the statement, or statement recap.
- As quickly as possible following receipt of the monthly statement, the statement will be verified, reconciled and prepared for payment. The payment will be mailed in a timely manner to avoid finance charges. The General Manager or his/her designee is authorized to arrange for automatic payment of the monthly credit card billing if all payment conditions above are met.

Lost or Stolen Credit Card

Should a cardholder lose or have his/her District credit card stolen, it is his/her responsibility to contact the bank immediately, and notify the General Manager or Bookkeeper as well. The Bookkeeper will record the following: cardholder's complete name; District credit card number; date reported to police, if stolen; date the bank was notified, and; any purchase(s) made on the

day the card was lost or stolen. A new District credit card will be provided to the cardholder as soon as possible from the time the loss or theft is reported to the bank

Return of the Credit Card

The General Manager is responsible for retrieving the credit card when an employee separates from the District. Use of the credit card for any purpose after its surrender is prohibited.

Responsibility Assignments

Cardholders:

Purchase supplies and services on behalf of the District in accordance with these guidelines

Notify both the bank and the Bookkeeper if the card is lost or stolen

Return card to the General Manager if it is not to be used for an extended period

Provide order confirmation and verification of order receipt as quickly as possible

Bookkeeper:

Review of the monthly credit card charge summary provided by the bank

Ensure each transaction is fully documented, and ensure that the correct budget account is charged for each purchase

Prompt payment of the monthly credit card statement

General Manager

Ensure that the credit card is surrendered upon separation from the District

Review credit card program administration for compliance with this policy

Exhibit A
Hornbrook Community Services District
*Acknowledgment of Receipt of Credit Card and
Cardholder Agreement*

1. I acknowledge that I have received a Credit Card issued through Hornbrook Community Services District to be used for purposes of conducting District business. I also acknowledge that I have received the District's Credit Card Policy providing guidelines for the use of this card. I agree to read the policy and abide by its procedures.
2. I understand that this card is issued as a convenience to the District and may be cancelled by the District at any time for any reason. I will not permit another person to use the Credit Card issued to me. I further understand that misuse of the card may result in discipline, up to and including termination and legal action.
3. I will be responsible for the security of the card. If lost or stolen, I will immediately notify the District's General Manager and the issuing bank.

I HAVE READ, UNDERSTAND AND AGREE TO THE CONDITIONS ABOVE:

Name of Cardholder

Signature

Date

CARD RECEIPT:

Card Account Number: _____

Date Issued to Cardholder: _____

CARD RETURN:

I hereby surrender the credit card issued to me by the Hornbrook Community Services District. I declare that all outstanding charges on the credit card are for official District business and will be paid through established procedures.

Card Holder Name: _____

Signature/Date Returned: _____

RESOLUTION 2017-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HORN BROOK COMMUNITY SERVICES DISTRICT APPROVING A CREDIT CARD USE POLICY

WHEREAS, Credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of the Hornbrook Community Services District (District); and

WHEREAS, the Board of Directors has authorized the application for a credit card and a policy regarding the use of such cards is now necessary to protect the District funds and provide for purchasing transparency; and

NOW THEREFORE BE IT RESOLVED, that the Governing Board of the Hornbrook Community Services District approves the attached credit card use policy.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors of the Hornbrook Community Services District on February 28, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Robert Puckett, President

Patricia Slote, Board Secretary

Board of Directors



COUNTY OF SISKIYOU

Colleen Setzer
County Clerk • Registrar of Voters

510 N Main Street
Yreka, CA 96097-2525

County Clerk
(530) 842-8084

Board of Supervisors
(530) 842-8081

Elections
(530) 842-8084

Fax
(530) 841-4110

Toll Free
1-888-854-2000 x8084

Website
www.sisqvotes.org

February 6, 2017

Hornbrook Community Service District
P O Box 29
Hornbrook CA 96044

You are receiving this letter because the Clerk's Office has received notification that a member of your special district board has resigned from office.

John Moody has resigned effective January 24, 2017. The Clerk's Office will send a Leaving Office Form 700 to Mr. Moody.

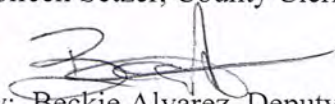
Your district board may appoint a replacement board member no later than March 25, 2017. The district is required to post a Notice of Unscheduled Vacancy in three locations within the district and complete an Affidavit of Posting. The posting must be done at least 15 days prior to the date your board makes the appointment. Please send the County Clerk's Office a copy of Notice of Unscheduled Vacancy and Affidavit of Posting so that we have them for our records.

When your district board has made the appointment, please send me a copy of the Notice of Appointment form, so that we can update our district file records and send the new office holder a Form 700 Packet.

If your district board does not make an appointment by March 25, 2017, the Board of Supervisors may make the appointment no later than April 24, 2017. If your district board wants the Board of Supervisors to make the appointment, you must notify me no later than March 28, 2017. If the Board of Supervisors is unable to make an appointment by April 24, 2017, the District shall call an election to fill the vacancy.

Please feel free to give me a call at 842-8084 if you have any questions.

Sincerely,
Colleen Setzer, County Clerk


By: Beckie Alvarez, Deputy

January 24, 2017

RECEIVED

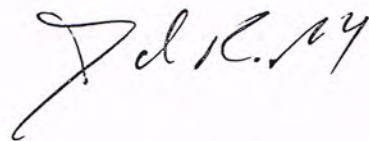
FEB 03 2017

SISKIYOU COUNTY
CLERK'S OFFICE

Hornbrook Community Service District

*I, John Moody, do here by give my
resignation to this board. After considerable
thought, I feel that I am unable to dedicate the time
needed to be a productive member of the board,
due to my other obligations.*

Sincerely,

A handwritten signature in cursive script that reads "John Moody".

John Moody

HORN BROOK COMMUNITY SERVICES DISTRICT
DRAFT FINAL 2017 BUDGET

Account #	Revenue	2016 Budget	Proposed 2017 Budget
530100	Interest	\$ 300.00	\$ 300.00
552250	Water Fees	\$ 86,291.00	\$ 86,291.00
552251	Water Late Fees	\$ 800.00	\$ 800.00
	Fund Balance Transfer In	\$ -	\$ 14,000.00
	Total Revenue	\$ 87,391.00	\$ 101,391.00

Account #	Expenses	2016 Budget	Proposed 2017 Budget
611100	Regular Wages	\$ 15,800.00	\$ 16,590.00
623100	Workers Comp	\$ -	\$ 1,493.10
728000	Special Department Expenses	\$ 50,799.00	\$ 55,799.00
762100	Equipment -Special Districts	\$ 2,500.00	\$ 2,500.00
	Capital Improvement Projects	\$ -	\$ 20,000.00
800000	Contingencies	\$0.00	\$5,000.00
	Total Expense	\$ 69,099.00	\$ 101,382.10
	Revenue over (under) Expense	\$ 18,292.00	\$ 8.90

RESOLUTION 2017-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HORN BROOK
COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE DISTRICT'S
FINAL FISCAL YEAR 2017 BUDGET**

WHEREAS, the Hornbrook Community Services District (District) desires to manage its fiscal affairs according to an adopted budget; and

WHEREAS, in accordance with California Government Code Section 61110 et seq the Board of Directors desires to adopt a Final Budget for the 2017 Fiscal Year; and

WHEREAS, the 2017 budget reflecting the input and direction of the Board is included herein for consideration.

WHEREAS, a Notice of Public Hearing was published in the newspaper of local circulation, as required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby approve and adopt the 2017 Final Budget as presented.

PASSED AND ADOPTED by the Board of Directors of the Hornbrook Community Services District on February 28, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Robert Puckett, President

Patricia Slote, Board Secretary

Board of Directors