

CALIFORNIA PINES COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
November 15, 2017 @ 1:30 P.M.
COUNTY ROAD #71 BUILDING #376 – DISTRICT OFFICE
CALIFORNIA PINES SUBDIVISION
MODOC COUNTY, CALIFORNIA 96101

CALLED MEETING TO ORDER AT 1:30 P.M.

DIRECTORS PRESENT: William Rodgers, Todd Ehlinger, Mark Bishop, Suzanne Ehlinger

ABSENT: Terri Bishop

STAFF PRESENT: Ryan Sherer, Susan Lake

PUBLIC PRESENT: Angela Wendele – Workshop facilitator from California Rural Water Association

ADOPTION OF THE AGENDA: A motion to adopt the November 15, 2017 Special Meeting Agenda was made by Mark Bishop, seconded by Suzanne Ehlinger, motion approve unanimously.

ACTION CALENDAR:

- A. To complete the improvements worksheets from the “Sustainable Utilities Workshop” that was held on October 18, 2017 and facilitated by Angel Wendele.**

The District’s Board of Directors and the assistant General Manager participated in a workshop designed to:

- Increase knowledge of key utility management areas
- Perform a self-assessment on our District’s performance
- Begin to create an action plan that will enable the District to maintain a viable utility system

After completing the self-assessment, board directors and staff were able to recognize areas that need improvement as our District to continues to provide quality utility services to Cal Pines residents. The most challenging of these are Financial Viability, Operational Resiliency, and Infrastructure Stability. Cal Pines CSD will begin to take steps towards overcoming these challenges.

- **Financial Viability:** As the cost to provide service to our community continues to rise, the District is not financially prepared to fund unexpected expense to maintain, repair, replace equipment or infrastructure as needed without reserves.
The District will have a rate study completed by *Specialized Utility Service Program Inc.* This analysis will include recommendations on the District’s utility rates. The District will continue to inform the community of all progress and the results of this study.
- **Infrastructure Stability:** Ageing infrastructure is one of the challenges that Cal Pines faces. The District will compile an accurate written inventory of equipment and supplies on hand that are available for maintenance and repair of the utility system.
The District will continue to work towards completing an updated mapping system of our infrastructure to be entered into the *Government Information System (GIP)*.
The District will consider taking steps necessary to evaluate the capacity of Viceroy Well.
- **Operational Resiliency:** The District will be conducting several audits of our utility system to gather data that will aid in capital improvement planning. These will include an Energy Audit, Water Audit, Vulnerability Assessment and a Source Water Protection Plan. The District will continue to inform the community of the results.
The Vulnerability Assessment will be performed by Angela Wendele. Angela will visit the District on December 19, 2017, to begin the assessment.

B. Public Comments - None

ADJOURNMENT:

A motion to adjourn the special meeting was made by Todd Ehlinger, seconded by Mark Bishop, motion approved unanimously. **MEETING ADJOURNED AT 3:57 P.M**

The next regular meeting of the Board of Directors is November 15, 2017 at 4:00 P.M.

CERTIFICATE OF POSTING

I, Susan Lake, Secretary to the Board of Directors of the California Pines Community Services District, hereby certify, to the best of my knowledge, that this is a true excerpt of the minutes to the November 15, 2017 Special Meeting of the Board of said District.

Susan Lake, Secretary to the Board