



CALIFORNIA PINES COMMUNITY SERVICES DISTRICT
 HC 4 BOX 43002 / County Road 71 Building 376
 ALTURAS, CALIFORNIA 96101
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 General Manager: Ron Sherer 530-i640-1040
 Employer Identification # 94-2195606
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REGULAR MEETING MINUTES
November 20, 2018

CALLED MEETING TO ORDER AT BY CHAIRMAN TO THE BOARD OF DIRECTORS – Buck Rodgers at 4:00 P.M.
 FOLLOWED BY ROLL CALL AND THE PLEDGE OF ALLEGIENCE.

DIRECTORS PRESENT	STAFF PRESENT	PUBLIC PRESENT
Chairman – Buck Rodgers	Fire Chief-Ron Sherer	Nancy Rodgers
Vice Chairman – Todd Ehlinger	Board Secretary-Jodi Adams	Justin Ulrich
Treasurer – Suzanne Ehlinger	Executive Secretary-Susan Lake	
Director – Mark Bishop	Assistant General Manager-Ryan Sherer	
Director – Terri Bishop		

ANNOUNCEMENTS, INTRODUCTIONS, RECOGNITIONS:

Executive Secretary Susan Lake reported that the Fire Department had received a “Thank You” card from the Mendocino Complex Fire.

APPROVAL OF THE CONSENT CALENDAR: (All matters under the Consent Calendar are routine and will be approved by one motion, unless a board member requests separate action on a specific item.)

- **Adoption of the November 20, 2018 agenda.**
- **Approval of minutes from October 17 regular meeting.**
- **Approval of Financial Reports**
 - **Profit and Loss. Budget Vs Actual YTD**
 - **Balance Sheet YTD**
 - **Bank Register-October 2018**

MOTION: The motion to approve all items on the consent calendar was made by Mark Bishop seconded by Todd Ehlinger. Motion approved unanimously.

General Managers Report

- The fire department would like to submit for another 50/50 matching Cal-Fire Grant. Cost to the District will be \$9460.00 for new wildland gear. Much of the existing gear is over 10-years old and expired.

MOTION: The motion to approve resolution 2018/19-9 authorizing the District to apply for 50/50 matching grant with Cal Fire, with a cost to the District of \$9,460.00 was made by Mark Bishop seconded by Terri Bishop. Motion approved unanimously.

- Three new full-time firefighters are being hired to ensure that the department is adequately staffed for possible contracted fire assignments. The additional un-budgeted wages will come from contracted fire income.
- Engines from the Camp Fire and Deer Springs will be back November 21st.

- There was significant discussion regarding funding, reserves, and payment of the existing IRS debt.
- GM Sherer requested authorization for the fire department to work with Modoc Fire Safe Council to conduct the annual S212 training in the Cal Pines Hill Units. The Board directed Board Clerk Adams to prepare a letter of approval to the Council.
- GM Sherer advised that there are ten water meters, located in Castle Rock Estates, that are not reading correctly and will need to be replaced. Infrastructure is different in this area and the meters that the District uses may not work. Crews are going to try replacing the existing meters using ones that are on hand before ordering the new meters. If new meters are required, the cost is approximately \$392.00 per meter. Updates and possible approval to be done at the December meeting.

OLD BUSINESS:

Contract Fire Updates:

net income from contracted fire is approximately \$284,000 to date. Surplus income from contracted fire assignments will be used to pay the existing tax debt.

NEW BUSINESS:

- **Plan for Tax Payments after January/Current Status:** Current balance is slightly more than \$145,000; which incurs monthly interest in the amount of 4%. The current financial plan is to pay off the debt as quickly as possible while awaiting the outcome of trial and removal of the interest and penalties.
- **Christmas Party-** The Christmas party will be held at the Running Y in Klamath Falls, OR on December 14 & 15th. Budget for the event is \$5,000.
- **Policy Review Procedures:** The Board reviewed the Policy Review Procedures submitted by Board Clerk Adams. Clerk Adams and General Manager will work together reviewing policies for any changes and submit those changes to the Board for approval. Clerk Adams noted that many of the existing policies do not require revisions but simply require the Board to review them and acknowledge that they have been reviewed.
- **Policy Review:**
 - **2028-Dress Code and Personal Standards:** The Board reviewed the revisions to this policy as presented.

MOTION: The motion to approve revisions to section 2028.3 of Policy 2028 with an additional revision to section 2028.4 was made by Terri Bishop and duly seconded by Todd Ehlinger. Motion approved unanimously.

- **2029-Uniforms and Protective Clothing:** The Board reviewed the policy as presented.

MOTION: The motion to approve policy 2029 with revisions to section 2029.3 revisions to section 2029.3 of the policy was made by Mark Bishop and duly seconded by Todd Ehlinger. Motion approved unanimously.

- **2088-Unemployment Insurance:** The Board reviewed the policy as presented.

MOTION: The motion to approve policy 2088 with revisions to section 2088.2 and additional revisions to section 2088.1 was made by Mark Bishop and duly seconded by Todd Ehlinger. Motion approved unanimously.

- **2120 Entry Level Positions & 2140-Selection Process Non-Entry Level Job Openings-Outside Applicants:** The Board reviewed these policies as presented.

MOTION: The motion to combine policies 2120 and 2140 and approve the revisions to sections 2020.2, 2140.2 and 2140.3 of the policies was made by Suzanne Ehlinger and duly seconded by Todd Ehlinger. Motion approved unanimously. Policy Numbers 2130-Wages & Salaries; 2400-Hours of Work & Overtime; 2500-Vacations and 2906-Job Description-Administrative Assistant will be reviewed at the December meeting.

- **Pump Proposals:** The Board reviewed proposals submitted by JW Kerns and Copps Irrigation for a replacement pump for the sewer ponds.

MOTION: The motion to approve the proposal from JW Kerns for approximately \$4,600.00 was made by Mark Bishop, seconded by Terri Bishop. Motion approved unanimously.

- **CALPERS EMPC-Executive Secretary Lake** advised that there had been changes to the CalPers retirement plan in 2013 and the district is no longer able to pay the employees portion of the contribution. The Board discussed these changes and determined that a fringe benefit would be given to those individuals previously hired in order to cover the additional costs. Moving forward, employment contracts will be revised to indicate that employees are responsible for their portion of the contribution.

CLOSED SESSION: None scheduled

DIRECTORS REPORT:

In accordance with Government Code 54954.2(a), Directors may make brief announcements of brief reports on their own activities. They may ask questions for clarification, make a referral to staff or act to have staff place a matter of business on a future agenda.

MEETING ADJOURNED:

MOTION: A motion was made by Treasurer Ehlinger and duly seconded by Director Ehlinger to adjourn the meeting at 5:50 p.m. Motion Carried Unanimous.

The next regular meeting of the Board of Directors is **December 19, 2018 at 4 p.m.**

CERTIFICATE OF POSTING

I **Jodi Adams**, 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 20, 2018 Regular Meeting of the Board of said District.**

Jodi Adams

Secretary to the Board