



CALIFORNIA PINES COMMUNITY SERVICES DISTRICT  
 HC 4 BOX 43002 / County Road 71 Building 376  
 ALTURAS, CALIFORNIA 96101  
 PHONE: 530-233-2766 FAX: 530-233-270  
 General Manager: Ron Sherer 530-i640-1040  
 Employer Identification # 94-2195606  
 cpcsd.specialdistrict.org

**REGULAR MEETING MINUTES**  
**March 20, 2019**

**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.**

<b>DIRECTORS PRESENT</b>	<b>STAFF PRESENT</b>	<b>PUBLIC PRESENT</b>
Chairman – Buck Rodgers	General Manager-Ron Sherer	
Vice Chairman – Todd Ehlinger	Board Secretary-Jodi Adams	
Director-Mark Bishop	Executive Secretary-Susan Lake	

**ANNOUNCEMENTS, INTRODUCTIONS, RECOGNITIONS:**

None.

**PUBLIC COMMENT:**

None.

**CLOSED SESSION:**

None.

**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 March 20, 2019 agenda.**
- **Approval of minutes from February 27, 2019 regular meeting.**
- **Approval of Financial Reports**
  - **Profit and Loss. Budget Vs Actual YTD**
  - **Balance Sheet YTD**
  - **Bank Register-February 2019**

**MOTION:** The motion to approve all items on the consent calendar with the exception of the Treasurers’ report which was tabled was made by Mark Bishop seconded by Todd Ehlinger. Motion approved unanimously.

**General Managers Report:**

- Sewer pond had to be pumped into the field resulting in a citation.
- Currently working to install the new electric pump that was purchased.
- Lift Station 1 is receiving influent from lake. Unable to camera at this time to locate leak.
- Smoke check of trailer park has been completed; several water seepage areas have been identified.
- Repair loose joints in pipes at corner of CSD building.
- Screens installed at Lift Station 2 to prevent pump damages from mop heads and other items that shouldn’t be placed in sewers.
- Road grading performed over the past couple of days.
- Discussion regarding use of OES Funds to pay off IRS debt was held. Executive Secretary Susan Lake advised that she is not comfortable using all of the OES Funds to pay this debt as it will leave the district without access to funds that may be needed for daily operating costs. She advised that she is going through the budget to determine if an error had been made. Director Bishop inquired about a line of credit for the District. Susan advised that there isn’t an existing line of credit and discouraged the Board from pursuing this avenue due to the short payback timeframe.

**OLD BUSINESS:**

**Fire Department Overview**-No Action. Schedule for ½ hour prior to April Board meeting when all Directors can be present.

**NEW BUSINESS:**

- Policy Reorganization-Secretary Adams provided the Board with a reorganization chart for existing CSD policies compared to sample policies that were received from the California Special Districts Association. She advised that she is currently working on re-numbering the existing CPCSD policies and ensuring that they match the sample policies provided.
- Policy Review-April Meeting-The Board members received the following policies that were initialed by GM Sherer for review and approval at the April 17, 2019 Board meeting: 2016-Customer Relations; 2022-Housekeeping; 2025-Personal Possessions in the Workplace; 2035-Employee References and 2040-Cellular Telephone Usage.

**DIRECTORS REPORT:** Director Bishop reported that he had attended the POA meeting and they had approved funds to hire an engineer to find solutions to the dam leak and deficiencies noted in the inspector’s report. The Board discussed various ways to repair the issues at reduced cost to both the POA and the District.

**MOTION:** A motion was made by Mark Bishop and seconded by Todd Ehlinger for GM Sherer to contact the POA Board or General Manager and discuss the various solutions so that all options could be explored by the Engineer. Motion carried unanimous.

**MEETING ADJOURNED:**

**MOTION:** A motion was made by Todd Ehlinger and seconded by Mark Bishop to adjourn the meeting at 5:05 p.m. Motion carried unanimous.

The next regular meeting of the Board of Directors is **April 17, 2019 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 **February 27, 2019 Regular Meeting of the Board of said District.**

*Jodi Adams*

Secretary to the Board

