**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT**

**REGULAR MEETING MINUTES**

**July 19, 2017**

**COUNTY ROAD #71 BUILDING #376 – DISTRICT OFFICE**

**CALIFORNIA PINES SUBDIVISION**

**MODOC COUNTY, CALIFORNIA 96101**

**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.**

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| DIRECTORS PRESENT | STAFF PRESENT | PUBLIC PREESENT |
| Chairman – Buck Rodgers | General Manager - Ron Sherer | Carmen Grant |
| Vice Chairman – Todd Ehlinger | Board Secretary - Susan Lake | Janice (Rusty) Noss |
| Treasurer – Suzanne Ehlinger | Assistant Fire Chief – Ryan Sherer |  |
| Director – Mark Bishop |  |  |
| Director – Terri Bishop |  |  |
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**ANNOUNCEMENTS:**

Section 61110 of the California Government Code requires the Board of Directors of a Community Service District to publicly notice the adoption of a final budget in a newspaper of general circulation, one time, at least two weeks before budget adoption.

**July 1 – 61110(c)** “On or before July 1st of each year…the board of directors shall publish a notice stating all of the following:

1. Either that it has adopted a preliminary budget or that the general manager has prepared a proposed final budget which is available for inspection at a time and place within the district specified in the notice.
2. The date, time, and place when the board of directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

**September 1 – 61110(f) “**On or before September 1st of each year the board of directors shall adopt a final budget that conforms to generally accepted accounting and budgeting procedures for special districts. The general manager shall forward a copy of the final budget to the auditor of each county in which the district is located.

**In an effort towards compliancy of Section 61110, The California Pines CSD will draft a resolution no later than June 1st each year for the adopting of a final budget beginning in fiscal year 2017/18. *(During implementation year, the District is working on a preliminary budget, and it will meet the September deadline for 17/18.)***

**PUBLIC COMENTS:** None

**APROVAL 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.)

1. **July 19, 2017 agenda.**
2. **Minutes from the following meeting:**  **June 15, 2017**
3. **Approval of the Financial Reports for June 2017.**

* Profit and Loss by month - current Fiscal Year
* Profit and Loss. Budget vs Actual - Prior Month and Prior Fiscal Year
* Balance Sheet to Date
* Bank Register. Prior Month

**Treasurers Report:** Treasurer, Suzanne Ehlinger, explained that the higher than average expenses for July 2017 were due to the annual insurance premiums paid for the district. She also provided a forecast of the current financial status over the next 5-month period.

**MOTION:**  The motion to approve all items on the consent calendar was unanimous.

**ACTION CALENDAR:**

**General Managers Report:**

* Lot Mowing is near completion, although slightly later than last year, due to the later start this year because of weather.
* The voluntary termination of a fire captain has created a shortage of the number of personnel required to run three engines for contracted fire assignments. The general manager recommends that, upon completion of the current assignment, the District cut back the number of engines available for contracted fire assignments to 2. The General manager stated the amount of potential income we risk losing, but does not have another solution at present.
* Mosquito sprayer is not working. It was taken for repairs to Redding, CA. The Shasta Vector Control District has provided a loaner for us to use while they attempt repair. Due to the age of our sprayer, parts may not be available for repairs. The estimated cost of a new sprayer is between $8,500.00-$11,000.00.
* General Manager was in contact with someone to repair to the airport runway. Repairs could begin sometime in August. Directors had also reached out to available contractors and were able to locate someone that would be able to begin work in 1 week. The General Manager had already confirmed the job with the contractor, and would like to have parking lot at the Fire Department repaired at the same time. There were no additional objections to this plan.
* There are problems with the #2 lift station. A pump burned up, and was pulled and had a mop head tangled in it. The pump was replaced with a spare. Discussions ensued about methods of preventing people from putting things down the caps and manholes, since this is a common problem. Director Ehlinger suggested the addition of a Tek screw to the caps as a deterrent.
* The General Manager requested consideration of the purchase of a new Fire Engine in the next couple of years. For us to continue to work with other agencies on contracted fires we need to keep our equipment up to date. Director Elhinger questioned the justification of a new engine if we were unable to maintain staffing requirements. The General Manager would look other methods of recruiting personnel.
* Possible upcoming expense for a cutter motor (grinder pump) to resolve the problems at the #2 lift station. Cost would be about $3,200.00. The new equipment would grind foreign objects before they could become an issue.

The General Manager requests pre-approval for the purchase of the grinder pump the next time an incident occurs.

**The motion to approve the purchase of a grinder pump when it becomes necessary was made by Mark Bishop, seconded by Todd Ehlinger, motion approved unanimously.**

**Old Business:**

* **Budget posting requirements** reviewed again and the plan to implement the process confirmed.

**New Business:**

* **Review Policy # 3150-Purchasing:** The General Manager requests review of this policy to uncomplicate the process, update to allow on line purchases without bidding requirement unless the item is above $2000.00.

Upon review of Policy #3150 -Purchasing, a unanimous decision was made to make the following revisions:

**3150.1 and 3150.1.1** – Remove the entire section of this policy.

**3150.2** – Change the wording from “items costing more than $500.00 and up to $25,000.00” to “Items costing more than $2,000.00 and up to $25,000.00”, and to change the last sentence to “The General Manager must approve purchase orders” (Removing the Finance Division Manager).

**3150.4** - Remove the entire section of this policy.

**A draft of the revisions to policy #3150 will be presented to the Board for final approval at the regularly scheduled board meeting on August 16, 2017.**

* **Review Policy #3205 Employment of Outside Contractors and Consultants:** No changes needed.

**A motion to accept Policy #3205 as it is written was made by Mark Bishop, seconded by Suzanne Ehlinger, motion approved unanimously.**

* **Claim Against the District:** On July 12, 2017, Janice (Rusty)Noss came into the District Office and requested this issue be put on the agenda for the July 19, 2017 regular board meeting. Rusty Noss, a resident in Cal Pines, brought before the Board, a claim for damages to her home. The damage was caused by a sewer back up on March 24, 2017 that was a result of a foreign object put into the system via a manhole. Rusty described the incident and requested assistance to repair the damage.

Rusty called a plumber to her home immediately upon discovering the water, after the water receded from her home, Rusty had the carpets cleaned and was reimbursed for both the plumber and the carpet cleaning by the District on 3/31/2017. At that time, she was also instructed to assess any additional damage and get back to us as soon as possible. On 5/3/17, after not hearing back from Rusty, the District sent a registered letter to her home along with a claim form for her to complete and return. During the month of June Rusty submitted 3 different estimates for restoration (which she had rejected) but still had not completed the claim form. The General manager arranged with Rusty to have a Haz-Mat trained, District employee go to her house on July 20, 2017 @ 10:00 A.M., pull out and bleach behind the washer and dryer.

The Board recommends that the General Manager provide Rusty with a list of qualified local contractors to contact. The Board explained to Rusty that the District is not allowed to make recommendations or assist her in this process.

**After the meeting, Rusty was given a claim form and was given information about the required estimates and time limits for submitting a claim to the District’s insurance company.**

**CLOSED SESSION:** NONE

**DIRECTORS REPORT:** NONE

**MEETING ADJOURNED AT 5:39 PM**

The next regular meeting of the Board of Directors is **August 16, 2017** at **4 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 **July 19, 2017** Regular Meeting of the Board of said District.

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Secretary to the Board