

**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT  
REGULAR MEETING MINUTES  
November 15, 2017  
COUNTY ROAD #71 BUILDING #376 – DISTRICT OFFICE  
CALIFORNIA PINES SUBDIVISION  
MODOC COUNTY, CALIFORNIA 96101**

CALLLED MEETING TO ORDER AT BY CHAIRMAN TO THE BOARD OF DIRECTORS – Buck Rodgers at 4:05 P.M.  
FOLLOWED BY ROLL CALL AND THE PLEDGE OF ALLEGIENCE.

DIRECTORS PRESENT	STAFF PRESENT	PUBLIC PRESENT
Chairman – Buck Rodgers	Assistant Fire Chief – Ryan Sherer	Jodie Frey
Vice Chairman – Todd Ehlinger	Board Secretary - Susan Lake	Angela Wendele
Treasurer – Suzanne Ehlinger		Justin Ulrich
Director – Mark Bishop		
Director – Terri Bishop		

**ABSENT: General Manager – Ron Sherer**

**ANNOUNCEMENTS:**

**Justin Ulrich**, Captain at the Cal Pines Fire Department, announced that there will be a Concealed Weapons safety class being held on December 9, 2017. The cost is \$100.00 per person. The location is not known at the time of this meeting.  
*Interested persons, please contact Cal Pines CSD for more information.*

**PUBLIC COMENTS:**

**Angela Wendele**, Circuit Trainer for the California Rural Water Association, acknowledged the dedication and commitment that was demonstrated by Staff and Directors during the “Sustainable Utility Workshop”. The appreciation was returned by the Staff and Directors towards Mrs. Wendele for her commitment and guidance to California Pines as we make efforts to improve the District’s Utility System.

**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.)

- 1. November 15, 2017 agenda.**
- 2. Minutes from the following meetings:** October 11, 2017 Special Meeting, October 18, 2017 Special Meeting/Workshop, and October 18, 2017 regular meeting.
- 3. Approval of the Financial Reports for October 2017.**
  - Profit and Loss. Budget vs Actual - October 2017
  - Balance Sheet to Date
  - Bank Register. October 2017

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

## ACTION CALENDAR:

### General Managers Report

- **Airport Inspection Results –**

The California Department of Transportation (Caltrans), Division of Aeronautics, conducted a State permit compliance inspection and Federal Aviation Administration (FAA) Airport Master Record (5010-1) update at California Pines Airport (FAA Site No. 01234.12\*A) on October 18, 2017. We appreciate the assistance and cooperation that you provided during the inspection. The updated information will be entered into our records.

The airport was evaluated using Airport Reference Code A-I based on your current State Airport Permit dated September 17, 2007, and previous inspection letters. **We applaud your efforts related to the taxiway and ramp improvements since our last inspection.**

As a result of our inspection we bring the following items to your attention:

1. Your Runway Holding Position Markings are faded and must be re-marked. Please reference FAA Advisory Circular (AC) 150/5340-IL, *Standards for Airport Markings*, Chapter 4 and enclosure for detailed information. This is a repeat discrepancy.
2. The installation of your new wind cone is a positive addition to your airport. As the new wind cone assembly appears taller and the wind cone larger than the pre-existing wind cone, we recommend that you consider making it the airport's primary wind cone. If the new wind cone becomes the airport's primary wind cone, a segmented circle with runway traffic indicators must be constructed and maintained at the new location in accordance with FAA AC 150/5340-SD, *Segmented Circle Airport Marker System*.

**The District will schedule the above needed maintenance as weather permits.**

- **Sewer Repair and FEMA update:**

Repairs to the Sewer Ponds have been completed. The District has repaired the dispersed aggregate, that was the result of the February 2017 flooding, and has strengthened the embankments with RIP-RAP. FEMA and OES have submitted a subgrant application for reimbursement of cost in the amount of \$18,621.68. Actual cost of the work for CSD, as of 11/15/17, is \$22,287.43. Plans to widen the roads at the sewer ponds and plans to repair the roads in the mobile home park remain without a scheduled completion date.

- **Plans to purchase excavator and trailer:**

Discussions about the future purchase of an excavator for Cal Pines took place, there is no action at this time.

- **2001 Dodge District Plow & Pumper:**

Progress update included completion of transmission installation and compatibility of snow plow equipment from the old plow truck.

- **Fire Safe Council:**

Captain Justin Ulrich will be taking over as the Cal Pines representative. He is also coordinating the Active 911 efforts with Modoc County.

- **Sewer Caps:**

Dave Lake is currently working to replace missing caps on sewer lines in the mobile home park.

- **Fire House Report:**

Justin Ulrich provided a verbal summary of the Firehouse activities. Current projects include:

1. Recovery maintenance of fire equipment and engines.
2. Inventory of all equipment in the fire station loft; moving equipment to permanent storage area in fire shed.
3. Updating Standard Operating Guidelines for the fire house.

**OLD BUSINESS:**

- **Consider** closing Plumas checking account ending 4799 which is earmarked “Bond Account”. This account has no restrictions, is not set up as a trust account and has had no activity since 2006. The Record Retention Policy states a schedule of 10 years past completion. The District would then deposit the remaining balance into the General Fund/operations checking account.

**The motion to close Plumas Bank checking account ending 4799 and deposit remaining \$313.00 to the General Fund was made by Suzanne Ehlinger, seconded by Mark Bishop, motion approved unanimously.**

- **Consider** opening a savings account with Plumas Bank to be designated as an account for Capital Improvement/Replacement Reserves. This account would be listed as an expense (OTHER CHARGES) line item **5295 Reserve for Encumbrances**.

**The motion to open a savings account with Plumas Bank designated as Capitol Improvement/Replacement Reserves was made by Suzanne Ehlinger, seconded by Todd Ehlinger, motion approved unanimously.**

**NEW BUSINESS:**

- **Consider** the creation of a new CSD employee position of **Board Clerk**. This position would be created to segregate the administration duties that pertain to the Board of Directors. This position would be a part time position of no more than 40 hours per month, and would not be eligible for benefits.  
**Angela Wendele** requested permission to comment; she stated that the position of Board Secretary/Board Clerk is a position that answers solely to the Board of Directors. The position should never have been assumed by any CSD employee that answers to the General Manager. The Board will be responsible for creating the job description, qualifications, hiring, and evaluating job performance.

**A motion to create the part time position of a Cal Pines CSD Board Clerk; that would be supervised by the Cal Pines Board of Directors; was made by Mark Bishop, seconded by Terri Bishop, motion approved unanimously.**

- **Consider** approval of **Policy #4047-Board Clerk**.  
**Policy #4047 has been tabled until a candidate becomes available to fill this position, at which time policy details will be reconsidered.**
- **Consider** offer to purchase 2001 Ford (old trash truck) by Rusty Cousins, for \$500.00:  
A written offer to purchase what remains of the 2001 Ford for \$500.00 was made by public resident, Rusty Cousins. Cal Pines CSD is unable to accept this offer as the sale of surplus equipment must go through a formal bidding process. **Cal Pines CSD does not have any immediate plans to start this process.**

**CLOSED SESSION: None**

**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 AT 4:56 PM**

The next regular meeting of the Board of Directors is **December 20, 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 **November 15, 2017** Regular Meeting of the Board of said District.

---

Secretary to the Board