**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT**

**REGULAR MEETING MINUTES**

**JULY 20, 2016**

**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 - Todd Elinger at 6:01 P.M.**

**DIRECTORS PRESENT:**

* Chairman - Todd Ehlinger
* Treasurer - Bruce Rodgers
* Director - Buck Rodgers
* Vice Chair - Mark Bishop

**PUBLIC PRESENT:**

* Terri Bishop

**STAFF PRESENT:**

* Ron Sherer
* Susan Lake

**DIRECTORS ABSENT: John Oates**

**ADOPTION OF THE AGENDA:**

Motion to adopt the agenda for meeting held on **July 20, 2016** made by **Todd Ehlinger**, motion seconded by **Mark Bishop**, motion approved.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Motion to approve the minutes from meeting held on **June 15, 2016** made by **Mark Bishop**, motion seconded by **Bruce Rodgers**, motion approved.

**GENERAL MANAGERS REPORT:**

* Fire on Hill Unit 1 was contained and extinguished. Cal Pines fire fighters were the first on scene, the fire appeared to be intentional.
* GM requested Board of Directors to approve a non-scheduled step raise of $100.00 per month for a firefighter that was mistakenly hired at the wage of a seasonal firefighter without experience. Firefighter has qualifications for Engineer, and previous experience with Cal Fire.

Motion to approve the raise made by **Bruce Rodgers,** seconded by **Buck Rodgers**, motion approved.

* The District has the opportunity to purchase a Road Roller for $15,000.00. This would greatly improve the end result when grading road. Roads stay in better condition for longer after being rolled, and we will no longer have the expense of renting a roller. This purchase would cut cost for the District over time. The seller has agreed to let us have the roller in advance of payment, with the understanding that District will pay the debt at the first opportunity.

Motion to approve the purchase made by **Mark Bishop**, seconded by **Bruce Rodgers**, motion approved.

* Riff Raffling is underway at the sewer ponds. Eagle Peak has delivered cement, and the firefighters are making good use time (slow start of 2016 fire season) making much needed repairs to the rodent damage at the ponds. We hope this maintenance will prevent more costly problems in the future.
* GM announced that he will be pursuing his Grade 1 Waste Water Plant Operator License this year. He has all other requirements and is studying for the test. The long term savings to the District will be significant, as we will no longer have to contract out for the monthly required sewer reports.
* GM will also pursue a special license for removal of ground squirrels at the sewer ponds in an effort to control the population and potential damage caused by these rodents.

**TREASURERS REPORT:**

Bruce Rodgers provided brief update on current financial status. This was followed with explanations of various financial reports by Susan Lake. After discussing the current financial status of the District, concerns over adequate cash flow for the remainder of the year shared with the Board. Plumas Bank denied the request for a line of credit because of the previous financial crisis and the lack of audits performed.

Community First Bank has agreed to issue the District a short term line of credit up to $100,000.00 for use as needed to stay current on District expenses. This will have to be paid back within 60 to 90 days, but we will have use of this line for at least one year, at which time credit will be re-evaluated. This will relieve much of the timing issues where the District Budget is concerned. The need to establish a reserve fund is a high priority.

**APPROVAL OF THE FINANCIAL REPORTS AND THE RESOLUTION FOR A LINE OF CREDIT:**

Motion to approve the financial reports made by **Mark Bishop**, seconded by **Buck Rodgers,** motion approved.

**NEW BUISNESS:**

* The Chairman to the Board of Directors asked about the schedule for “flushing the sewer lines”. This has not been done in two years and liability issues are a concern. GM said that he would prefer, due to the drought, to schedule this after the end of the dry season. To meet conservation standards, that water could then be used to water the roads. The GM assured the Directors that the District is in compliance, that our recent chemical samples tested showed “NO DETECTABLE CONTAMINANTS,” and that it is he that would be liable if a problem was detected. A firm date for this job was scheduled at this meeting.
* Policy Books were temporarily returned to Directors, but still need a lot of work. There was much discussion on wording of Policy # 3135 - District Purchases. Policy will be updated to read “single purchase exceeding $2000.00”

**PUBLIC COMMENT:**

**Terri Bishop shared her knowledge on policy writing and wording.**

**MEETING ADJOURNED AT 7:21 PM**

The next regular meeting of the Board of Directors is **August 17, 2016** at 6 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 20, 2016** Regular Meeting of the Board of said District.

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Secretary to the Board