

**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT
REGULAR MEETING MINUTES
February 21, 2018
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 4:00 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	Nancy Rodgers
Vice Chairman – Todd Ehlinger	Board Secretary - Susan Lake	
Treasurer – Suzanne Ehlinger	General Manager – Ron Sherer	
Director – Mark Bishop		
Director – Terri Bishop		

ABSENT: None

ANNOUNCEMENTS:

- The General Manager and Assistant General Manager will be traveling to Boise Idaho during the first week in March to meet with Glenn Daily at Boise Mobile and discuss specifications for building the new Fire Engine.

PUBLIC COMENTS: 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.)

- 1. February 21, 2018 Agenda**
- 2. January 17, 2018 Minutes**
- 3. Approval of the January 2018 Financial Reports**
 - Profit and Loss. Budget vs Actual
 - Balance Sheet
 - Bank Register

Treasurer to the Board has reviewed financial reports and transactions and confirms that all finances are in order.

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

ACTION CALENDAR:

General Managers Report:

- **Utility Service:** There have been complaints in the community about the process that CSD has for discontinuing services of customers with delinquent accounts. Staff and Directors have reviewed the policy #3129 and procedure for maintenance of Utility Accounts, and agreed that no change to the current system is needed at this time. ***Customers experiencing hardships must make payment arrangements with the General Manager. If they fail to make arrangements or fail to meet the terms of the payment arrangement, normal procedure will be followed.***

- **Staffing Report:** General Manager will need to take time off as needed while recovering from knee surgery.

Fleet maintenance is underway and progress is on track, #4129-Type6/plow truck is nearing completion and maintenance on tractors will begin.

The fire department is currently over staffed by 1 firefighter. CSD hired a temporary firefighter (past employee) to fill gap left by voluntary terminations at the first of the year. On March 1st we will again be at normal winter staffing. CSD is actively taking applications for seasonal firefighters and hope to hire by April 15th for the 2019 fire season.

Fire Department is working to streamline the firefighter step system and ranking requirements. The goal is to create, communicate and track a path for advancement that is easy to understand and for employees to follow.

The General manager is working on establishing separate dress codes for summer and winter. Nomex fire pants are expensive, and only needed for wildland fires. Winter fire incidents are typically structural, firefighters are issued turnouts to use in these situations. The District is considering 5.11 blue tactical pants and black weave belts for winter use. Over time, this change should reduce the annual cost of uniforms.

OLD BUSINESS:

- Director Todd Ehlinger asked for an update to the problems that CSD was having with foreign objects in the sewer system. Assistant GM reports that the addition of the grinder pump, and adjusting the wiring so that pump is not on a stand-by mode has been successful in reducing the times that a pump must be pulled and cleared.
- Final review of revisions to Policy #2130 were presented to the board for approval.

A motion to approve the revisions to Policy #2130 Wages and Salary: changing the office staff starting wage to \$11.00 per hour-in compliance with the California Minimum Wage Law, and adding a “Special Circumstance” 10% increase to the wage cap of any position upon Board Approval, was made by Mark Bishop, seconded by Suzanne Ehlinger, motion approved unanimously.

NEW BUSINESS:

Consider approval for the unbudgeted purchase of a new mosquito fogger:

The District must purchase a mosquito fogger in order to continue to provide this service in the lower units. After unsuccessful attempts to repair the original fogger, the District has concluded that it will be necessary to replace the 15-year-old fogger. The cost of a new fogger is \$12,000.00. The GM is asking board approval to use part of the unbudgeted income from the Thomas Fire incident for this purchase.

A motion to approve the purchase of “Cougar Smart Flow” insect control fogger from CLARKE Mosquito Control Services, for the amount of \$11,879.29, was made Todd Ehlinger, seconded by Mark Bishop, motion approved unanimously.

Discussions ensued about Rate Study status. Water Association is waiting on the District’s Capital Improvement Plan. Gm and Assistant GM are currently developing this plan.

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.

- **April Agenda Item:** Director, Terri Bishop, requests that the April 18, 2018 regularly scheduled meeting be changed to begin at 3:00 pm. This change is needed to allow for review/discussion of the employee evaluation form and procedure that we currently use, and the possible revisions. Director Bishop also request that all administrative and human resource staff are present at this portion of the April meeting.

MEETING ADJOURNED AT 5:08 PM

The next regular meeting of the Board of Directors is **April 18, 2018 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 **February 21, 2018 Regular Meeting of the Board of said District.**

Secretary to the Board