**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT**

**REGULAR MEETING MINUTES**

**December 21, 2016**

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

**CALIFORNIA PINES SUBDIVISION**

**MODOC COUNTY, CALIFORNIA 96101**

**CALLED THE BOARD OF DIRECTORS MEETING TO ORDER AT BY CHAIRMAN, Todd Ehlinger, at 4:00 P.M.**

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| --- | --- | --- |
| DIRECTORS PRESENT | STAFF PRESENT | PUBLIC PREESENT |
| Chairman - Todd Ehlinger | General Manager - Ron Sherer |  |
| Vice Chairman - Mark Bishop | Board Secretary - Susan Lake |  |
| Treasurer - Bruce Rodgers |  |  |
| Director - John Oates |  |  |
| Director – Buck Rodgers |  |  |

**ADOPTION OF THE AGENDA:**

Motion to adopt the agenda for meeting held on **December 21, 2016** made by **Mark Bishop,** seconded by **John Oates,** motion approved unanimously.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Motion to approve the minutes from meeting held on **November 9, 2016** made by **John Oates,** seconded be **Buck Rodgers,** motion approved unanimously.

**ACTION CALENDAR**

* Approval of November Policy Revisions – Motion to approve the November Policy Revisions made by **Bruce Rodgers**, seconded by **Buck Rodgers,** motion approved unanimously.
* Approval for the formation of Ad-hoc committees for Airport and Land Development – Formation of committees tabled until needed as projects and/or funding become available.

**NEW BUISINESS:**

* **General Managers Report:** Road maintenance and ground preparation for storage shed is being completed as weather permits. 2 loads of gravel were placed at shed site, but ground is very wet and will need to settle.
* **Policy revisions** were distributed to Directors for review. Decisions to be made at January regular board meeting.
* **Cal Pines CSD Web Site** is up and running and can be viewed at: <https://cpcsd.specialdistrict.org/>
* **Resolution # 8**, Approval for purchase of adjacent lot for $3000.00 plus all closing cost presented to the Board. Motion to approve the purchase made by **Bruce Rodgers,** seconded by **Mark Bishop,** motion approved unanimously.
* **Annual Appointments**: Mark Bishop and Buck Rodger were appointed as Directors to the Cal Pines CSD board. Notice of vacancy for these positions was posted on October 25, 2016. There were no other applicants.
* **2016 Organizational meeting results:**
  + **Buck Rodgers – Chairman** Motion to approve made by Todd Ehlinger, seconded by John Oates, approved.
  + **Todd Ehlinger – Vice Chairman** Motion to approve made by Buck Rodgers, Mark Bishop, approved.
  + **John Oates – Treasurer** Motion to approve made by Mark Bishop, seconded by Buck Rodgers, approved.
  + **Bruce Rodger – Director** Motion to approve made by Buck Rodgers, seconded by Mark Bishop, approved.
  + **Mark Bishop – Director** Motion to approve made by Mark Bishop, seconded by Buck Rodgers, approved.
  + **Susan Lake – Secretary to the Board** Motion to approve made by Todd Ehlinger, seconded by Bruce Rodgers, motion approved.

**The Cal Pines Board of Directors finds it necessary to add the following Directors to the list of approved check signers for accounts: #171004768, #171004799, and #178101638 at Plumas Bank in Alturas, CA.**

* **William (Buck) Rodgers**
* **John Oates**
* **Mark Bishop**

Motion to approve is unanimous.

Policy # 3140 Check Processing shall dictate requirements concerning payment of District obligations.

**TREASURERS REPORT:**

Bruce Rodgers provided current financial status to the Directors. Bruce also brought attention to the **Cash Discrepancies** line of the current profit and loss report. This line shows an un-explained cash shortage for $350.00. Internal controls, procedures, and steps to avoid future cash handling issue were discussed. All negotiables will be locked in safe **whenever office is closed** as soon as secure safe is available.

Regular monthly financial reports were provided to Directors including:

* P&L Budget to Actual
* P&L Prior Year Comparison
* Current Balance Sheet
* Monthly Check Register

**APPROVAL OF THE FINANCIAL REPORTS:**

Motion to approve the financial reports made by **John Oates**, seconded by **Buck Rodgers**, motion approved unanimously.

**NEW ITEM NOT LISTED ON CURRENT AGENDA:**

*Director compensation*

Several years ago, a budgetary decision was made to replace the $100.00 monthly meeting compensation to Board Directors with free utilities services up to $100.00 per month. Currently we have Board Directors that do not live inside of the service area.

To rectify the situation, a proposed revision to, *Policy # 2058 Compensation for Meetings and Travel*, will be made - giving Directors a choice for the method of their compensation, not to exceed $100.00 per month, for regularly scheduled monthly meetings. **Policy revision will be presented at the January regular meeting for approval. If approved, compensation will be paid retroactively to January 1, 2016.**

**PUBLIC COMMENT: None**

**MEETING ADJOURNED AT 5:20 PM**

The next regular meeting of the Board of Directors is **January 18, 2016** 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 **December 21, 2016** Regular Meeting of the Board of said District.

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Secretary to the Board