



CALIFORNIA PINES COMMUNITY SERVICES DISTRICT
 HC 4 BOX 43002 / County Road 71 Building 376
 ALTURAS, CALIFORNIA 96101
 PHONE: 530-233-2766 FAX: 530-233-270
 General Manager: Ron Sherer 530-640-1040
 Employer Identification # 94-2195606
cpcsd.specialdistrict.org

REGULAR MEETING MINUTES
June 20, 2018

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.

DIRECTORS PRESENT	STAFF PRESENT	PUBLIC PRESENT
Chairman – Buck Rodgers	Fire Chief – Ron Sherer	Dan Brooks
Vice Chairman – Todd Ehlinger	Board Secretary - Susan Lake	Marvin Kitchen
Treasurer – Suzanne Ehlinger		Lana Kitchen
Director – Mark Bishop		
Director – Terri Bishop		

ABSENT: Assistant General Manager – Ryan Sherer

ANNOUNCEMENTS: None

PUBLIC COMMENTS: None

CLOSED SESSION:

Under Government Code section §54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

The Board of Directors and the General Manager, will enter into closed session to complete the semi-annual General Managers Evaluation.

Motion to move closed session to the end of the agenda was made by Terri Bishop, seconded by Sue Ehlinger, motion approved unanimously.

PUBLIC HEARINGS **OPEN PUBLIC BUDGET HEARING******

Questions from directors concerning the allocation, fund transfers and projected tax revenue listed in the budget were explained.

Motion to accept the proposed budget for fiscal year 2018/2019 was made by Mark Bishop, seconded by Suzanne Ehlinger, motion approved unanimously.

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. **June 20, 2018 Agenda**
2. **May 16, 2018 Minutes**
3. **Approval of the June 2018 Financial Reports**
 - Profit and Loss. Budget vs Actual YTD
 - Balance Sheet YTD
 - Bank Register May 2018

Treasurer Suzanne Ehlinger confirmed her review of the financial reports stating that all were in order.

Motion to approve the financial reports was made by Mark Bishop, seconded by Todd Ehlinger, motion approved unanimously.

ACTION CALENDAR:

General Managers Report

- **Lot Mowing** should be completed on the 22 with the exception of some weed-eating. Marvin Kitchen inquired about the possibility of having two lots adjacent to his property mowed by the District. The GM explained that the lots are not in the service area included in the ordinance and could be a liability to the District. The GM will look into the situation but could not commit to having the lots mowed.
- **The Sewer Ponds** were inspected by the State Water Control Board. The repairs that have been completed were enough to eliminate the threat of daily fines. The District is working on solutions to address additional issues needing attention. Water on the outside of the ponds is all fresh water. There is no evidence of sewer pond water seeping into public water.
- **Staffing report** was asked for by Director Sue Ehlinger. GM reports that the District has hired 3 seasonal firefighters and 1 additional Maintenance employee.

OLD BUSINESS: None

NEW BUSINESS:

- To alleviate scheduling conflicts and ensure timely vendor payments, the District finds it necessary to add Assistant General Manager, Ryan Sherer, as an authorized signer for Plumas Bank Operating Account #171004768.

Motion to authorize Assistant General Manager, Ryan Sherer, as a signer on the Plumas Bank Operating Account #171004768 was made by Mark Bishop, seconded by Todd Ehlinger, motion approved unanimously.

- Drafted revisions to Policy #3129-Maintenance of Utility Accounts include changing the date of late notices to “during the third week of each month”; and the addition of Policy **Statement #3129PST**, which holds all property owners, that rent or lease their property, liable for payment of services provided by the District.
- ***Motion to accept revisions to Policy #3129-Maintenance of Utility Accounts including changing the date of late notices to “during the third week of each month”; and the addition of Policy Statement #3129PST, holding all***

property owners, that rent or lease their property, liable for payment of services provided by the District, was made by Mark Bishop, seconded by Terri Bishop, motion approved unanimously.

CLOSED SESSION:

Directors entered into closed session at **4:45 P.M.**

Directors adjourned closed session at **4:55 P.M.**

DIRECTORS REPORT: None

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.

Motion to adjourn the meeting was made by Buck Rodgers, seconded by Todd Ehlinger, motion approved unanimously.

MEETING ADJOURNED AT 4:58 P.M.

The next regular meeting of the Board of Directors is **July 18, 2018 at 4:00 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 **June 20, 2018 Regular Meeting of the Board of said District.**

Secretary to the Board