



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-i640-1040
 Employer Identification # 94-2195606
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REGULAR MEETING MINUTES
April 17, 2019

CALLED 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	General Manager-Ron Sherer	
Vice Chairman – Todd Ehlinger	Board Secretary-Jodi Adams	
Director-Mark Bishop	Executive Secretary-Susan Lake	
Director-Terri Bishop		
Treasurer-Sue Ehlinger		

ANNOUNCEMENTS, INTRODUCTIONS, RECOGNITIONS:

The Board met prior to the regular meeting to learn about fire department equipment and personnel.

PUBLIC COMMENT:

None.

CLOSED SESSION:

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.)

- **Adoption of the April 17, 2019 agenda.**
- **Approval of minutes from March 20, 2019 regular meeting.**
- **Approval of minutes from April 3, 2019 Special meeting.**
- **Approval of Financial Reports**
 - **Profit and Loss. Budget Vs Actual YTD**
 - **Balance Sheet YTD**
 - **Bank Register-February & March 2019**

MOTION: The motion to approve all items on the consent calendar as presented was made by Mark Bishop, seconded by Terri Bishop. Motion approved unanimously.

General Managers Report:

- Awaiting arrival of the new computers to set up.
- New truck will not be ready for this fire season. Expecting delivery September or October.
- Preparing to hire three seasonal employees.
- Have not had the opportunity to meet with the POA Board of Directors. Legal Counsel advises to wait until the engineer’s report is in before offering suggestions for possible repairs.
- Surplus Equipment Sale will take place in May. Sealed bids are to be opened by the Board at their 15th meeting. Discussion regarding timeframe for pickup of equipment by successful bidder was had. It was agreed to allow 2 weeks and then items will be removed and scrapped.

OLD BUSINESS:

Policy Review-No Changes

General Manager Sherer requested that the Board approve the policy book as it is now and any new or amended policies will be presented to the Board at future meetings for review and approval. Ron explained that if the Board were to review each and every existing policy that has been in effect for the District it would take over a year to complete the task; having over 30 policies on each monthly agenda for review. He suggested instead that he and Secretary Adams go through the book and the sample policies provided by CSDA and present only those that are new or need to be amended to the Board for approval. Annually, the Board will approve the policy book completely unless there is a specific policy they feel needs to be looked at or if changes are needed based on current legislation.

Motion: A motion was made by Todd Ehlinger to approve the policy book in its entirety as it is with future updates to be approved by the Board, seconded Terri Bishop. Motion carried unanimous.

NEW BUSINESS:

- The following new or amended policies will be discussed at the May 15, 2019 meeting:

- 1005-Association Memberships
- 1010-Basis of Authority
- 1017-Board/Staff Communication
- 1020-Adoption of Policies
- 1040-Correspondence to the Board
- 1045-Legal Counsel & Auditor
- 1050-Overview of General Manager's Role
- 2080-Accounting Policies & Procedures
- 2135-Purchasing
- 3104-Disciplinary Action

- Preliminary 2019/2020 Budget

The Board received copies of the preliminary budget prepared by Susan Lake. Susan requested that the Board review the document and speak with her. There was discussion regarding raising the rates for lot mowing; however no action was taken. Further discussion was had regarding contracted fire income and expenses as well as other funds and ways to reduce expenses. Updated costs for Workers' Compensation and PERS will be available in July and a revised budget will be presented to the Board at that time.

- Employee Recognition Program

The Board reviewed the draft Employee Recognition Program submitted by Holly Sherer. The Board discussed the pro's and con's of having such a program. No action was taken.

DIRECTORS REPORT: None

MEETING ADJOURNED:

MOTION: A motion was made by Sue Ehlinger and seconded by Mark Bishop to adjourn the meeting at 5:30 p.m. Motion carried unanimous.

The next regular meeting of the Board of Directors is **May 15, 2019 at 4 p.m.**

CERTIFICATE OF POSTING

I **Jodi Adams**, 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 **April 17, 2019 Regular Meeting of the Board of said District.**

Jodi Adams

Secretary to the Board

