



**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  
 cpcsd.specialdistrict.org

**REGULAR MEETING MINUTES**  
**December 19, 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.**

<b>DIRECTORS PRESENT</b>	<b>STAFF PRESENT</b>	<b>PUBLIC PRESENT</b>
Chairman – Buck Rodgers	General Manager-Ron Sherer	
Vice Chairman – Todd Ehlinger	Board Secretary-Jodi Adams	
Treasurer – Suzanne Ehlinger	Executive Secretary-Susan Lake	
Director – Mark Bishop		
Director – Terri Bishop		

**ANNOUNCEMENTS, INTRODUCTIONS, RECOGNITIONS:**

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 December 19, 2018 agenda.**
- **Approval of minutes from November 20, 2018 regular meeting.**
- **Approval of Financial Reports**
  - **Profit and Loss. Budget Vs Actual YTD**
  - **Balance Sheet YTD**
  - **Bank Register-November 2018**

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

**General Managers Report:**

- Funds will not be received for the 50/50 matching Cal-Fire grant that was submitted for last year. The deadline to submit final receipts was missed. In the future to avoid these types of mistakes, the person that requests the grant will be responsible for following through until the end.
- A company has been found that will assist in the preparation of the Capital Improvement Plan at no cost to the district. GM Sherer will be meeting with the representative after the first of the year.
- Joe Hill is working on obtaining his water license.
- Power to the new pump has been installed by Surprise Valley Electric at no cost to the district.
- Meter Adapters for the Castlerock subdivision have been purchased at a cost of \$1700. A test adapter was installed on one meter so far and appears to be working.
- Fire Equipment serving and maintenance is underway. This will result in an increased expense for oil and other necessary items.

**OLD BUSINESS:**

**Policy Review & Approval**

- Policy 2130-Wages & Salaries
- Policy 2400-Hours of Work and Overtime

**MOTION:** The motion to approve policy 2130 as presented with the latest revision date of January 17, 2018 and policy 2400 with one revision to section 2400.3 was made by Mark Bishop seconded by Todd Ehlinger. Motion approved unanimously.

- Policy 2500-Vacations

**MOTION:** The motion to approve policy 2500 as presented with the latest revision date of December 19, 2018 was made by Mark Bishop seconded by Terri Bishop. Motion approved unanimously.

- Policy 2906-Job Descriptions

**MOTION:** The motion to approve policy 2906 as presented with the latest revision date of December 19, 2018 with an additional revision to bullet 3 was made by Suzanne Ehlinger seconded by Terri Bishop. Motion approved unanimously.

**NEW BUSINESS:**

- **Appointment of Board Members:** Board Members Suzanne Ehlinger, Stanley Todd Ehlinger, and Terri Bishop were appointed in lieu of election and repeated the Oath of Office.
- **Policy Review & Acceptance:**
  - 1000-Purpose of Board Policies
  - 1010-Adoption/Amendment of Policies
  - 1020-Conflict of Interest
  - 1030-Public Complaints
  - 1050-Copying Public Documents
  - 1060-Public Contributions
  - 4050-Members of the Board of Directors
  - 4090-Training, Education & Conferences
  - 4097-Filling of Vacancy(s) on Board of Directors (Trustees)

**MOTION:** The motion to approve policies 1000, 1010, 1020, 1030, 1050, 1060, 4050, 4090 and 4097 was made by Todd Ehlinger and seconded by Terri Bishop. Motion Approved Unanimously.

- **CSD Owned Properties:** Director Mark Bishop advised that there was property owned by the District that an individual had shown interest in purchasing. Director Bishop requested that Secretary Adams work with the Assessors office to determine all properties owned by the District as well as the requirements for disposal of district property and report back to the Board at the January Meeting.
- **Matching 50/50 Cal-Fire Grant-Resolution 2018/19-9:** Director Mark Bishop requested periodic updates on the status of this grant until final payment has been received.
- **Fire Department Tour/Educational Meeting:** Director Mark Bishop requested that the January meeting be held at the Fire Department and that the Board receive some education on basic terminology as well as equipment and current/future staffing levels.

**MEETING ADJOURNED:**

**MOTION:** A motion was made by Treasurer Ehlinger and duly seconded by Director Ehlinger to adjourn the meeting at 5:15 p.m. Motion Carried Unanimous.

The next regular meeting of the Board of Directors is **January 16, 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 **December 19, 2018 Regular Meeting of the Board of said District.**

*Jodi Adams*  
Secretary to the Board