**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT**

**REGULAR MEETING MINUTES**

 **May 17, 2017**

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

**CALIFORNIA PINES SUBDIVISION**

**MODOC COUNTY, CALIFORNIA 96101**

**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.**

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| DIRECTORS PRESENT | STAFF PRESENT | PUBLIC PREESENT |
| Chairman – Buck Rodgers | General Manager - Ron Sherer |  Nancy Rodgers |
| Vice Chairman – Todd Ehlinger | Board Secretary - Susan Lake |   |
| Treasurer – Suzanne Ehlinger | Assistant Fire Chief – Ryan Sherer |  |
| Director – Mark Bishop |  |   |
| Director – Terri Bishop |  |   |
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**ANNOUNCEMENTS:**

1. The Board of Directors will be hosting a barbeque for the CSD staff and their families, in recognition of the service provided to the Cal Pines Community. BBQ will be held at the Lake Station on:

 **Sunday, May 21st at 4:00 pm**

1. **Additiona**l FEMA disaster funds have been made available to apply for. The District has decided **not** to apply for FEMA-4305-DR-CA, as the District is already applied for FEMA-4308-DR-CA. This process is underway, and if awarded, should be sufficient to aid in the needed repairs resulting from the winter storms.
2. An additional section is added to the agenda format, which allows directors the opportunity to discuss any topic that would be of interest to other board members, staff and audience members. The section is called “Directors Reports” and will be listed at the end of the meeting.

**PUBLIC COMENTS:** None

**APROVAL 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. **May 17, 2017 agenda.**
2. **Minutes from the following meeting:**  **April 12,2017**
3. **Approval of the Financial Reports for April 2017. (Treasurers Report)**
* Profit and Loss by month - current Fiscal Year
* Profit and Loss. Budget vs Actual - Prior Month and Year to Date
* Balance Sheet to Date
* Bank Register. Prior Month

**MOTION:**  The motion to approve all items on the consent calendar was unanimous.

**ACTION CALENDAR:**

**General Managers Report:**

* The initial project list for FEMA-4308-DR-CA, has been submitted to Cal OES and accepted for consideration. The GM will meet with OES Coordinators to complete an on-site inspection sometime in May. If CSD is awarded the grant, the District will be required to match funds at 6%. The District plans to use a combination of staff and outside contractors to complete the projects. The OES FEMA coordinators will guide us in the grant process.
* The lot adjacent to the CSD Office is in escrow and preparing to close. Once the purchase is complete, the District can begin planning the new office space. Available financing and budget constraints will determine the timeline for completion.
* Updates to ongoing training taking place with Fire Fighters an CSD staff.
* Airport rezoning project remains stalled at the County level, Modoc County does not have a planning commission, which may be the reason for the delays. The GM is attempting to meet with City Officials to rectify the situation.
* Status report, for damages caused by sewer back-up to a resident’s home, was given by the GM. The GM spoke again with resident concerning the work needed to repair the damages, and the necessary “Claims against the District” paperwork that the resident is required to complete before progress can resume. Every effort is being made to satisfy the responsibilities of the District in a timely manner.
* The GM shared plans for staff transitions that will occur over the coming months and years. The Assistant Fire Chief has been transferred to the District Office to begin working and training with the GM. These changes are needed to prepare for a smooth transition upon the retirement of the current GM. During this period, the GM will be focused on completing the Airport Rezoning Project, securing the resources to improve the infrastructure of our water system by looping the District’s service area, and completion of the new District Office location. The Assistant Fire Chief will assume more of the daily operational duties of the District and continue training in the areas of water & sewer.
* Discussions ensued over the possibility of Modoc County using the Cal Pines District as a location to develop additional housing, that is being required by the State of California. Although this is only a possibility, the District desires to be prepared to address the pros and cons of such a development. Action, and or plans of action, will be considered as needed.

**Old Business:**

* **Policy #3125 – Debt Management:** The District needs to adopt a policy that is compliant with SB1029 concerning debt management for special districts. A copy of the Indian Valley CSD policy was given to the Board for review and consideration. The Board requested additional time to review.

 **Action is tabled until** **the June 2017 meeting**.

 **New Business:**

* **Policy # 4030 – Remuneration:**

Policy missing from 2017 Policy Manual. Review and consider adding back, including the following revisions: include reference to CA Government Code §61047, and change the annual establishment date to January to coordinate with the annual organizational meeting.

***A motion to accept the above revisions to Policy #4030 was made by Mark Bishop, seconded by Todd Ehlinger, motion approved unanimously.***

* **Policy #2500 – Vacations**

Review and approve the revision to 2500.11,changing the annual date to cash out remaining vacation time from December 31 to June 30, 2016 to correlate with the fiscal year. Review revision to 2500.2, updated to hourly pay rate for vacation pay.

***A motion to accept the above revisions to Policy #2500.2 and 2500.11 was approved unanimously.***

A proposed additional change to 2500.6, removing the wording “for medical reasons”, was made by Director Terri Bishop. Discussions ensued and the Board agreed that the change in wording would be appropriate for clarification to policy #2500.6

**Action is tabled until** **the June 2017 meeting**.

* **2017/18 Budget**

Review and consider approval the annual budget – The 2017/18 draft budget was presented to the board with a deficit. The Board discussed ways to balance the budget for approval. The option to decrease the amount estimated for bad debt was discussed and deemed appropriate.

***A motion to approve the 2017/18 budget with an adjustment to decrease the “bad debt estimate” by $30,000.00 was made by Terri Bishop, seconded by Mark Bishop, motion approved unanimously.***

* **Plumas Bank Signature Card**

Board Directors and GM updated signature card for Plumas Bank, allowing all board directors to sign District checks.

**DIRECTORS COMMENTS:**

The Districts increased operating expenses due to the rising costs of: power, fuel, liability insurance, retirement benefits, water testing, fees, permits, and other goods and services, will force the District to raise the rates for the services provided - water, sewer, and trash. The service rates have not had an increase since 2008.

**The Board requests that this item be put on the agenda for the June 15th regular board meeting**.

**PUBLIC COMMENT:**

**MEETING ADJOURNED AT 5:50 PM**

The next regular meeting of the Board of Directors is **June 21, 2017** 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 **May 17, 2017** Regular Meeting of the Board of said District.

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Secretary to the Board