**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT**

**REGULAR MEETING MINUTES**

 **January 18, 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.**

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

**DIRECTORS ABSENT:** Todd Ehlinger, Mark Bishop

**ADOPTION OF THE AGENDA:**

Motion to adopt the agenda for meeting held on **January 18, 2017** made by **John Oates,** seconded by **Bruce Rodgers,** **motion** approved unanimously.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Motion to approve the minutes from meeting held on **December 21, 2016** made by **Buck Rodgers**,seconded by **Bruce** **Rodgers**, motion approved unanimously.

**ACTION CALENDAR:**

**Old Business:**

* Approval of December Policy Updates. Decisions were tabled until the next meeting.
* Approval of revisions to **Policy #2058 Compensation for meetings and travel.** Motion to approve revisionsmade by **John Oates,** seconded by **Bruce Rodgers,** motion approved unanimously.
* 2017 Directors Compensation Agreements were signed and collected.

**General Managers Report/New Business:**

* The General Manager updated Directors concerning the status of Sewer Ponds. Ponds are about 3 inches from cresting and will continue to be closely monitored during the forecasted rain/snow.
* There have been flooding concerns in the trailer park due to the recent rain fall and snow melt. Water had been damned in an area, preventing the run off from reaching the drainage pipes. Employees have successfully corrected the problem.
* January Policy updates were distributed to Directors for review. Much discussion about the best method for review of policy ensued. Directors decided to schedule a **Special Meeting** **on January 26, 2017** to review policies in depthwhen all Directors can be present.
* Deposit Procedures were reviewed. The 2014 Auditors Management Letter recommends better segregate of duties. This is the guide used for the current procedure.
* Holiday Policy #2505 was reviewed. The Board requested clear wording concerning when a holiday falls on a scheduled day off. The secretary will present revisions at the special meeting on January 26, 2017.
* Discussion about cash handling procedures took place. A written procedure for opening, closing, and security measures will be drafted and presented to the Board for review at the next regularly scheduled meeting.

**TREASURERS REPORT:**

Regular monthly financial reports were provided to Directors including:

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

Status of current finances are on track.

**APPROVAL OF THE FINANCIAL REPORTS:**

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

**PUBLIC COMMENT: None**

**MEETING ADJOURNED AT 5:17 PM**

The next regular meeting of the Board of Directors is **February 15, 2017** at **4:00 PM**

There will be a **Special Meeting on January 26, 2017 at 3:00 PM**

**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 **January 18, 2017**egular Meeting of the Board of said District.

Susan Lake

Secretary to the Board