



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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MEETING MINUTES
August 21, 2019

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		Cami
Vice Chairman – Todd Ehlinger	Board Secretary-Jodi Adams	Larry
	General Manager-Ron Sherer	Colleen
Director-Terri Bishop		Patty
Treasurer-Sue Ehlinger		Arturo

ANNOUNCEMENTS, INTRODUCTIONS, RECOGNITIONS:

PUBLIC COMMENT:

A homeowner inquired about the work being done by Surprise Valley Electric in the Hills unit.

CLOSED SESSION:

General Manager Performance Evaluation-The Board met in closed session after the regular meeting to perform the annual performance review for the General Manager.

Grievance Committee-The Grievance Committee provided the Board with an update on their findings regarding the complaints that were filed several months ago. A letter will be sent to those individuals involved.

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.)

- **Consider adoption of the August 21, 2019 agenda**
- **Consider approval of minutes from the July 17, 2019 Regular meeting**
- **Consider approval of minutes from the July 24, 2019 Special meeting**
- **Consider approval of the Financial Reports-June & July 2019 (Treasurer’s Report)**
 - **Profit & Loss, Budget vs Actual YTD**
 - **Balance Sheet YTD**
 - **Bank Registers-June 2019 & July 2019**

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

Treasurer Ehlinger advised that she would be speaking to Enoch regarding several different financial reports that she would like to receive.

GENERAL MANAGER REPORT:

GM Sherer reported that he has spoken with Modoc County Sheriff and that the Sheriff’s office will perform enforcement of off-road vehicles on district roads.

Fog Sealing at the Airport is scheduled for later this year.

At the recommendation of our CPA Enoch Wood, a tax attorney has been hired to assist with resolving the outstanding IRS debt and fines.

All valves have been exercised and the sewer system checked. The City of Alturas will be assisting with leak detection in the area between Lakeview and Lift Station #1.

GM Sherer requested that the Board consider reducing the time frame for employees to receive their insurance stipend from 12 months to 6 months. The motion to approve the reduction in time to six months was made by Mark Bishop, seconded by Sue Ehlinger. Motion approved unanimously.

GM Sherer reported that the ISO has been lowered an additional 3 points which will result in approximately a \$300-\$350 annual savings on individual homeowners' fire insurance rates.

OLD BUSINESS:

Policy review and approval-The motion to approve policies 2305-Emergency Response Guidelines for Hostile or Violent Incidents; 2310-Worker's Compensation, 2405-Press Relations and 2410 Public Complaints was made by Terri Bishop, seconded by Mark Bishop 4-0. The Board requested that policies 2160-Internal Controls and 2205-District Electronic Policies & Procedures be revised and tabled until such time as job duties for the office staff can be determined.

NEW BUSINESS:

Board Secretary Duties:

GM Sherer advised that Secretary Adams would be providing sample policies from other districts outlining Secretary Duties for the Board to review and approve.

Office Staff Duties-Secretary Adams will email the duties list created by Terri Bishop to GM Sherer for completion by the office staff. Once this has been completed, a job description can then be written. This will not be done for a couple of months as staff are still shifting duties and responsibilities previously handled in-house to outside vendors.

Copy Machine Lease/Purchase-Treasurer Ehlinger is working with office staff and both copy machine companies to resolve the service issues and also return to Rico machine so that the district is no longer responsible for that lease payment.

Policies for Review/Approval at the September 2019 Meeting

The Board received copies of the following amended or new policies for review. These policies will be discussed and adopted at the September 2019 regular meeting.

- 2415-Social Media Use
- 2420-District Web Page
- 2425-California Public Records Act Response Procedures
- 2430-Electronic Document Retention Policy
- 3134-Recruitment & Hiring
- 3141-Inclusive Workplace Policy

DIRECTORS REPORT

None

MEETING ADJOURNED

MOTION: A motion was made by Mark Bishop and seconded by Todd Ehlinger to adjourn the meeting at 5:00 p.m. Motion carried unanimously.

The next regular meeting of the Board of Directors is **August 21, 2019 at 4:30 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 **August 21, 2019 Regular Meeting of the Board of said District.**

Jodi Adams

Secretary to the Board