



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 530-640-1040
 Employer Identification # 94-2195606
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REGULAR MEETING MINUTES
May 16, 2018

MEETING CALLED TO ORDER BY THE 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	Assistant Fire Chief – Ryan Sherer	Nancy Rodgers
Vice Chairman – Todd Ehlinger	Board Secretary - Susan Lake	
Treasurer – Suzanne Ehlinger		
Director – Mark Bishop		
Director – Terri Bishop		

ABSENT: General Manager – Ron Sherer

ANNOUNCEMENTS:

The semi-annual evaluation of the General manager is scheduled to take place, in Closed Session, during the regularly scheduled board meeting on June 20, 2018.

PUBLIC COMMENTS: 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.)

- 1. May 16, 2018 Agenda**
- 2. April 18, 2018 Minutes**
- 3. Approval of the April 2018 Financial Reports**
 - Profit and Loss. Budget vs Actual-Fiscal YTD
 - Balance Sheet-YTD
 - Bank Register-April 2018

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

CLOSED SESSION: There were no closed sessions scheduled.

ACTION CALENDAR:

General Managers Report:

- District management has requested that the Board of Directors approve three additional credit cards, to be issued to the Fire Captains, for use when on “Out of County” assignments. These cards will be used ONLY for expenses incurred for lodging, meals or unexpected mechanical incidents while traveling to or from the assignment.

MOTION: A motion was made to adopt **Resolution No. 6 2018/19** to issue a District credit card to each fire captain for use on “Out of County” fire assignments was made by Mark Bishop, seconded by Todd Ehlinger, motion approved unanimously.

- District updates:
 - Roads are being grated and rolled this week.
 - District is still recruiting for two seasonal firefighters.
 - The efforts to locate the cause of the influx of water into the lagoons is ongoing. A dig in the area near County Road 71 was completed but attempts to run a camera or the sewer-rodder through the pipe was not successful, indicating a broken pipe and leaking valve. However, review of the as-built maps reveals diversions in that area, which is the reason the sewer-rodder cannot pass through. Loss of water has improved; it has been determined that residents with poor insulation were leaving water run to avoid broken pipes during the last cold snap. The need for the District to change from a flat monthly rate to metered rates is due in part to this type of incident. The District maintenance department will perform necessary test over the summer to ensure that the system is prepared for this change.

OLD BUSINESS:

- The revisions requested at the April 2018 meeting, to Policies #4045-Board Secretary/Clerk, #2009-GM Evaluations and #2010-Performance Evaluation, were reviewed and accepted.

MOTION: The motion to accept the revisions to policy #2009-GM Evaluations and, was made by Todd Ehlinger, seconded by Mark Bishop, motion approved unanimously.

MOTION: The motion to accept the revisions to policy #2010-Performance Evaluation, was made by Mark Bishop, seconded by Sue Ehlinger, motion approved unanimously.

MOTION: The motion to accept the revisions to policy #4045-Board Secretary/Clerk, was made by Mark Bishop, seconded by Terri Bishop, motion approved unanimously.

- The Job Descriptions Committee has not decided on the parameters for dividing the responsibilities of the Administrative Assistant into two separate positions. The committee asks that the issue is tabled while they work with the General Manager to reach an agreed upon separation of duties.

NEW BUSINESS:

- The initial Proposed Budget for fiscal year 2018/2019 was reviewed and discussed. To avoid a negative budget, the projected Contracted Fire Income of \$450,000.00, has been included in the budget.

MOTION: The motion to accept the proposed budget for fiscal year 2018/2019 was made by Mark Bishop, seconded by Sue Ehlinger, motion approved unanimously.

DIRECTORS REPORT: None. The Assistant GM shared the results of the ISO rating for 2018.

In accordance with Government Code 54954.2(a), Directors may make brief announcements of reports on their own activities. They may ask questions for clarification, make a referral to staff or act to have staff place a matter of business on a future agenda.

MEETING ADJOURNED AT 5:05 P.M.

The next regular meeting of the Board of Directors is **July 18, 2018 at 4:00 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 16, 2018 Regular Meeting of the Board of said District.**

Secretary to the Board