



CALIFORNIA PINES COMMUNITY SERVICES DISTRICT  
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## REGULAR MEETING MINUTES April 18, 2018

THE BOARD OF DIRECTORS AND STAFF MEMBERS WERE ENGAGED IN A REVIEW OF THE EVALUATION POLICIES, PROCEDURE AND THE EMPLOYEE EVALUATION FORM USED BY CAL PINES AND FROM 3:00 P.M. UNTILL 4:05 P.M.

CALLED MEETING TO ORDER AT BY CHAIRMAN TO THE BOARD OF DIRECTORS – Buck Rodgers at 4:05 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	
Vice Chairman – Todd Ehlinger	Board Secretary - Susan Lake	
Treasurer – Suzanne Ehlinger	HR Coordinator - Holly Sherer	
Director – Mark Bishop	General Manager – Ron Sherer	
Director – Terri Bishop		

**ABSENT: None**

### **PERFORMANCE EVALUATION FORM REVIEW:**

The *Evaluation Form, E2018.1*, that is currently being used by CSD, was reviewed by the Board of Directors and found to be adequate for continued use by the Cal Pines District.

*Policy #2009-Performance Evaluation, General Manager and Policy #2010-Performance Evaluation* were reviewed by the Board of Directors and found to need the following revisions:

- Policy #2010, specific schedule for evaluations of employees to be completed twice a year, January and again in June.  
Additional requirement for a *Post-Employment* evaluation at the time of termination (voluntary or non-voluntary).
- Policy #2009, the General Manager’s evaluation will be completed twice a year, January and again in June.

The Board would also like to add an additional area to the employment application for applicants to include training they hope to receive, or goals they hope to achieve while working with the District. Drafted Revisions will be presented to the Board for approval at the May 2018 regular meeting.

### **ANNOUNCEMENTS:**

The Directors that are due for Ethics Training have been registered for on-demand webinar on the CSDA website. Directors will notify the Board Secretary upon completion and certification will be kept in the Directors personnel file.

**PUBLIC COMMENTS:** None

**CLOSED SESSION:** *Under Government Code §54957.6, Personnel Appointment*

**The Board of Directors entered into a closed session at 4:05 P.M.** to review and discuss a proposal that was submitted for a *contracted position of Board Clerk*.

**Closed Session Adjourned at 4:15 P.M.**

The United States Department of Labor lists the characteristics of the Employment Relationship under FLSA. The majority of job functions that the District would require of the Board Clerk, and the desire of the District to maintain control of the manner and means by which the work is performed, requires that the District offer the position of Board Clerk as an employee rather than an independent contractor.

Therefore, The District is unable to offer the position of Board Clerk as an outside contracted position. The Board of Directors also has unanimously decided to postpone seeking a candidate to fill the position until a detailed job description and compensation are finalized.

**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. April 18, 2018 Agenda**
- 2. March 21, 2018 Minutes**
- 3. Approval of the March 2018 Financial Reports**
  - Profit and Loss. Budget vs Actual
  - Balance Sheet
  - Bank Register

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

**ACTION CALENDAR:**

**GENERAL MANAGERS REPORT:**

- **The Sewer Ponds** are being infiltrated at a rate of about 20,000 gallons per day with ground water. Staff have isolated one problem to the area of Star Pine and Co. Rd. 71, where water is leaking from the 10" main. The other infiltration is coming from the Donovan Reservoir; the POA is taking steps to correct the seepage from the reservoir. The GM notified the state and an inspector was sent to assess the problem. The situation is causing the District to be in violation at the sewer ponds but the District will not be fined unless the ponds overflow. The District will continue working to correct the problem; additional professional services may be required. There is currently no estimate of the repair cost but due to limited resource the District will seek other funding options if necessary.
- **Seasonal Staffing** will begin May 1, 2018. The District has recruited 3 fire fighters and 1 CSD employee to begin training/working in time for fire season. The GM is also looking for 2 additional firefighters to maintain staffing needs during the 2018 fire season. The cost of additional personnel will be paid from Contracted Fire Income. The estimated income/expense will be included in the 2018/19 Budget. Discussions ensued about a variety of possible scenarios that may help the District reach financial stability, including reserve funds.

**A motion to approve 3 additional seasonal employees (up to 6 months), 1 CSD and 2 Firefighters, was made by Todd Ehlinger, seconded by Mark Bishop, motion approved unanimously.**

**OLD BUSINESS:**

- Consider approval or possible revisions to the proposed job description/position of Policy #4047-Board Clerk.
- Consider revising or deleting Policy #4045-Board Secretary/Clerk.

**A unanimous decision to:**

**Revise the wording in Policy #4045-Board Secretary/Clerk from “required qualifications” to “preferred qualifications”;**

**To form a committee to work on these two job descriptions, with a goal of completion for July 2018, and to table any decisions on the *proposed Policy #4047-Board Clerk* until after the committee has presented their draft.**

**Committee members will be: Mark Bishop, Susanne Ehlinger and Terri Bishop.**

**NEW BUSINESS:**

- FY 18/19 Assessment Resolutions #'s 1, 2, 3, 4, 5 and Certification of Assessment were reviewed and signed. Originals will be turned into the Modoc County Tax Assessor Office.

**DIRECTORS REPORT:**

In accordance with Government Code 54954.2(a), Directors may make brief announcements of brief 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. **None to Report.**

**MEETING ADJOURNED AT 5:03 PM**

The next regular meeting of the Board of Directors is **May 16, 2018 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 **April 18, 2018 Regular Meeting of the Board of said District.**

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Secretary to the Board