



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
 cpcsd.specialdistrict.org

MEETING MINUTES
July 17, 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		Marian Stocking
Vice Chairman – Todd Ehlinger	Board Secretary-Jodi Adams	
Director-Mark Bishop	Assistant General Manager-Ryan Sherer	
Director-Terri Bishop		
Treasurer-Sue Ehlinger		

ANNOUNCEMENTS, INTRODUCTIONS, RECOGNITIONS:

PUBLIC COMMENT:

Ms. Stocking requested a copy of the water report. Specifically, she was looking to find out what chemicals were added to the water. Assistant GM Sherer advised that all CSD water is groundwater and has not additives.

CLOSED SESSION:

General Manager Performance Review-Postponed due to fire activity.

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 July 17, 2019 agenda**
- **Consider approval of minutes from the June 19, 2019 Regular meeting**
- **Consider approval of minutes from the July 9, 2019 Special meeting**
- **Consider approval of the Financial Reports (*Treasurer’s Report*)**
 - **Profit & Loss, Budget vs Actual YTD**
 - **Balance Sheet YTD**
 - **Bank Registers-June 2019**

Motion: The motion to approval all items on the consent calendar as presented with the exception of the June 2019 Treasurer report was made by Mark Bishop, seconded by Todd Ehlinger. Motion approved unanimous.

Treasurer Ehlinger requested that the financials be emailed to her one week prior to the Board meeting and that they include the entire check register for that month.

GENERAL MANAGER REPORT:

Assistant GM Sherer reported that the CSD would be working with the Sheriff’s office on the enforcement of off-road vehicles on district roads.

Assistant GM Sherer reported that he and Captain Ulrich had went to Boise to meet with the manufacturer. Because of the delays to delivery as promised, the manufacturer has agreed to approximately \$60,000 in upgrades/modifications to the original order at no cost to the district. Engine delivery is now projected for the end of October.

Assistant GM Sherer reported that he will be meeting with representatives from the rates study company on Friday to provide additional information needed to complete the study. Board Members Sue and Todd Ehlinger advised that we may need to reschedule the July 24 special meeting due to a pending medical appointment.

Assistant GM Sherer reported that crews will be completing sewer routing and valve exercising work in the next few weeks.

GRIEVANCE COMMITTEE REPORT:

No Report

OLD BUSINESS:

2019/2020 Budget: Todd Ehlinger raised concerns regarding balancing the budget using projected contracted fire income. He would like clarification regarding the financial status of the district without contracted fire income. Assistant GM Sherer advised that this information would come from the rates study company and that the District would be operating in the negative without contracted fire income. Rates have not been increased for many years and cannot be raised without the completion of this study and following the requisite procedures for implementing a rate increase.

Motion: The motion to approve the final budget as modified to reflect final insurance and liability costs was made by Mark Bishop, seconded by Terri Bishop. Motion approved unanimous.

Policy review and approval-The motion to approve policies 1030-Code of Ethics; 1032-Code of Conduct; 2125-Expense Authorization; 2130-Investment of District Funds; 2140-Receiving/Depositing Remittances; 2155-Debt Management; 2172-Maintenance of Utility Accounts and 2176-Check Processing was made by Mark Bishop, seconded by Terri Bishop. Motion approved unanimous. The Board requested that all future policies be emailed to them for review in lieu of printing and wasting district funds.

NEW BUSINESS:

Suspicious Activities Signs:

Assistant GM Sherer advised that once the signs were received from the Sheriff's office, they would be shown to the Board for approval to post.

Resolution #1-2019/20-Water/Sewer Rates

Motion: The motion to approve Resolution #1-2019/20-Water/Sewer Rates was made by Mark Bishop, seconded by Terri Bishop. Motion approved unanimous.

Resolution #2-2019/20-Trash Rates

Motion: The motion to approve Resolution #2-2019/20-Trash Rates was made by Mark Bishop, seconded by Terri Bishop. Motion approved unanimous.

Resolution #3-2019/20-Street/Road Maintenance Rates

Motion: The motion to approve Resolution #3-2019/20-Street/Road Maintenance Rates was made by Mark Bishop, seconded by Terri Bishop. Motion approved unanimous.

Resolution #4-2019/20-Fire Protection Rates

Motion: The motion to approve Resolution #4-2019/20-Fire Protection Rates was made by Mark Bishop, seconded by Terri Bishop. Motion approved unanimous.

Resolution #5-2019/20-Collection of Tax Roll

Motion: The motion to approve Resolution #5-2019/20-Collection of Tax Roll was made by Mark Bishop, seconded by Terri Bishop. Motion approved unanimous.

Policies for Review/Approval at the August 2019 Meeting

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

- 2160-Internal Controls
- 2205-District Electronic Policy & Procedures
- 2305-Emergency Response Guidelines for Hostile or Violent Incidents
- 2310-Worker's Compensation
- 2405-Press Relations
- 2410-Public Complaints

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 unanimous.

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 **July 17, 2019 Regular Meeting of the Board of said District.**

Jodi Adams

Secretary to the Board