

**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT
REGULAR MEETING MINUTES
September 19, 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 – Todd Ehlinger at 4:00 P.M.
FOLLOWED BY ROLL CALL AND THE PLEDGE OF ALLEGIENCE.**

DIRECTORS PRESENT	STAFF PRESENT	PUBLIC PRESENT
Vice Chairman – Todd Ehlinger	General Manager - Ron Sherer	
Treasurer – Suzanne Ehlinger	Board Secretary - Susan Lake	
Director – Mark Bishop	Assistant Fire Chief – Ryan Sherer	
Director – Terri Bishop		

DIRECTORS ABSENT: Buck Rodgers

ANNOUNCEMENTS:

- **The California Rural Water Association** has offered a six-hour workshop - *The Sustainable Managed Utility*, to the Cal Pines District. The Board of Directors response to participate was a unanimous **yes**. The class will be facilitated by Angela Wendel and will take place on October 18, 2017 from 9a.m to 3p.m.
- **Cal Pines CSD** is required to have a rate study completed prior to raising rates in our district.

PUBLIC COMENTS: 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. **September 19, 2017 agenda.**
2. **Minutes from the following meeting: August 16, 2017**
3. **Approval of the Financial Reports for August 2017. (Treasurer’s Report)**
 - Profit and Loss. Budget vs Actual – August 2017
 - Balance Sheet to Date
 - Bank Register. August 2017

Treasurer to the Board has reviewed the financial reports for August and finds them to be accurate. The Vice Chairman asked for a definition for the number codes/definitions that were added to accounting system for income and expenses. The number code has been added in our efforts to operate in compliance with the ***Special Districts Uniform Accounting and Reporting Procedures***. Issued by the California State Controller’s Office.

MOTION: The motion to approve all items on the consent calendar was unanimous.

ACTION CALENDAR:

General Managers Report/New Business:

- Sewer ponds are being pumped to reduce levels in preparation for needed repairs.

- Contracted Fire assignment status: as of the 15th of September, we have been released from USFS. This fiscal year CSD has an accrued income of \$550,429.47 with estimated expenses of \$315,000.00.
- The General Manager expressed the need to begin recruitment for seasonal firefighters earlier in the year to avoid a shortage of available personnel to staff engines during fire season.

Director Todd Ehlinger was concerned that erosion would result from the removal of weeds along the edge of the dam with the use of a backhoe. This area is the responsibility of the P.O.A. The P.O.A. was instructed to remove the weeds by the dam inspector. The weeds have been burned off in the past to avoid erosion, but the area is not controlled by the District.

- Ryan Sherer presented proposals of 2 vendors, Boise Mobile and Golden State, for the building of a new type 3 fire engine to replace the aging engine #4121.
Prices are for a 2018 International-diesel-490 horse-I9 motor. Ryan is hopeful that we could save money by ordering the cab and chassis through International ourselves, have it drop shipped to Boise Mobile, who would then build the box and assemble the truck.
 - International's price for a cab and chassis is \$162,375.00.
 - Boise Mobile price on complete truck is \$313,869.00. (still waiting on cost for box alone)
 - Golden State is just responding and although they have the better warranty, they have not yet presented any final price.
 Ryan has been conferring with Boise Mobile and has worked with them in the past. Ryan is confident that they would provide a high level of quality and service.

The Vehicle is anticipated to be purchased/financed through Community First Bank (Community First Leasing Partners). The engine will take about 1 year to build. CSD has drafted a resolution (Reserves Resolution 2017-02) for Capitol Improvement/Replacement and intends to reserve \$75,000.00 annually, beginning November 2017, to fund the annual estimated lease payment. General Manager request that the Board approve the estimated cost of \$315,000.00 with the intent of having the fire engine built.

A motion to approve the amount of \$315,000.00 for the procurement of a new fire engine was made by Terri Bishop, seconded by Suzanne Ehlinger, motion approved unanimously.

- Ryan Sherer announced that he has a meeting with ISO on Thursday-September 21, 2017 and that we may drop down a point on the insurance in the District because of a variety of training and emergency response improvements within the district. Discussion ensued about the role that CSD plays in training new recruits.
- Resolution No. 2017-02 - RESOLUTION ESTABLISHING FINANCIAL RESERVE POLICIES (Listed as Old Business on agenda)

A motion to approve Resolution No. 2017-02 establishing reserve policies for Emergencies and Capitol Improvement/Replacement was made by Suzanne Ehlinger, seconded by Todd Ehlinger, motion approved unanimously.

- RESOLUTION NO. 2017-03 ESTABLISHING A NEW RECORDS MANAGEMENT AND RETENTION SCHEDULE
After further review of proposed policy, the staff has concluded that more time and research is needed in to fine tune this policy to best fit Cal Pines CSD.
Motion to table Resolution 2017-02 (replacement of CSD's current record retention schedule) was made by Terri Bishop, seconded by Susanne Ehlinger, motion approved unanimously.

- Discussions about the need to keep a log for Mosquito Spraying, the log should include:
 - **Date**
 - **Start and End Times**
 - **Beginning and Ending Mileage**
 - **Zone that was sprayed**
 - **Amount of product used**

Staff will draft a log to be presented at the next board meeting for approval.

- Discussions about the need to have a written contract for all outside professional services including fill ins at the fire department.

Staff will ensure that all outside professional services include a written contract with includes scope of work and payment agreements.

- Consider Approval of the Final Proposed Budget for 2017/18.

A motion to approve the Final Budget Proposal for 2017/18 was made by Terri Bishop, seconded by Mark Bishop, motion approved unanimously.

General Manager announced that there will be a class to prepare for the sewer test on the 4th & 5th of October. Discussion ensued about the problems the District has with foreign items being put into our system, Grinder pumps are still the best option available to avoid damages. CSD has one on order and would look to purchase 3 more in the future. Todd Ehlinger then described the District’s disposal system to newer board members.

PUBLIC COMMENT: NONE

Motion to adjourn the meeting made by Suzanne Ehlinger, seconded by Todd Ehlinger, motion approved unanimously.

MEETING ADJOURNED AT 5:25 PM

The next regular meeting of the Board of Directors is **October 18, 2017 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 **September 19, 2017** Regular Meeting of the Board of said District.

Secretary to the Board