**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT**

**REGULAR MEETING MINUTES**

**November 9, 2016**

**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 Elinger at 6:00 P.M.**

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| --- | --- | --- |
| DIRECTORS PRESENT | STAFF PRESENT | PUBLIC PREESENT |
| Chairman - Todd Ehlinger | General Manager - Ron Sherer | Terri Bishop |
| Vice Chairman - Mark Bishop | Board Secretary - Susan Lake | Monica Derner C.P.A |
| Treasurer - Bruce Rodgers |  |  |
| Director - John Oates |  |  |
| Director – Buck Rodgers |  |  |

**ADOPTION OF THE AGENDA:**

Motion to adopt the agenda for meeting held on **November 9, 2016** made by **Todd Ehlinger,** seconded by **Marc Bishop,** motion approved **unanimously**.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Motion to approve the minutes from meeting held on **September 15, 2016 and October 19, 2016 (cancelled meeting)** made by **Todd Ehlinger**, seconded by **Buck Rodgers,** motion approved unanimously.

**PUBLIC COMMENT:** The General Manager asked for comments from Monica Derner C.P.A, concerning the current financial audit. Monica Derner provided a brief, verbal progress report. Mrs. Derner plans to present the final written report at the December regular board meeting.

**GENERAL MANAGERS REPORT/ NEW BUISNESS:**

* The General Manager addressed concerns about the allocation of the administrative fees, which are derived from Contracted Fire income. The General Manager reminded the Board of wording in his contract, which allows him to be paid a portion of any additional income that he is able to generate to the General Fund.

The confusion surrounding this issue results from vague wording in the General Manager’s Contract, and the lack of a policy indicating the portion that is paid to administrative staff.

This season, the rate paid to administrative staff- derived from administration fees that the District receives from Contracted Fire income was as follows:

The GM is paid 40% of the administration fees that the District receives from Contracted Fire income.

* The Office Staff is paid 10% of the administration fees that the District receives from Contracted Fire income.
* The Districts net income is 40% of the administration fees that the District receives from Contracted Fire income

**To approve that 60% of the administration fees, that the District receives from** **Contracted Fire income, shall be paid to the Cal Pines CSD administrative staff as follows: 40% - General Manager and 10% each to the Human Resource Coordinator and the Administrative Assistant. A motion was made by Mark Bishop, Seconded by Buck Rodgers, motion approved unanimously.**

Secretary to the Board will provide draft revisions to the **Policy 2130- wages and salary,** at the next regular board meeting for approval.

* **District Activities –** With the end of fire season, firefighters have begun the winter maintenance tasks for the District. We are using the results from the “**Occupational Safety and Hazards Review”** which was completed in October, to address the safety issues noted in the report. Bringing the District’s safety standards to the level that meets Federal and State Compliance will require funds more than the amount budgeted for safety expenses.

**The** **Second-Floor storage areas, located at both, the CSD District Office/Shop and the Lake Fire Department, are urgent safety concerns needing immediate attention.** These storage areas are out of compliance and may no longer be used; creating the need for an additional storage area. The General Manager proposed having an outdoor shed built adjacent to the fire department, on the east side, where there is currently grass. The building would have a gravel foundation and must meet all building codes. The estimate cost of $9600.00 was presented to the Board by the General Manager and approval was requested so that project could be completed before spring. After much discussion over budgetary concerns, the plans were agreed upon.

**PUBLIC COMMENT:** Terri Bishop inquired about plans to relocate office (also out of compliance). Terri suggested that the cost of the storage shed might go towards relocation of the office, which could include ample storage space. General Manager said he would prefer to store fire equipment near the fire station.

Without solid plans for relocation of the office at this time, the storage shed would provide the most expedient solution to the safety issue of the current overhead storage areas.

**Motion to approve the cost of $9600.00 for the storage shed, to be placed on the east side of the fire station that meets the Districts requirements and all building codes, was made by Mark Bishop. Motion seconded by Buck Rodgers. Motion approved unanimously.**

* **Fire Income –** The breakdown of the Contracted Fire income/expense was presented to the board, with the proposed allocation of the net income as follows:
* $150,000.00 to be put into a **Contracted Fire Reserve Account,** in order to have funds available for Contracted Fire expenses at the start of next year’s fire season.
* $57,041.15 to be put back into General Fund. These funds will be used to, purchase a new mower/$26,000.00, Pay Community First Line of Credit Initial Draw/$20,500.00, and purchase a storage shed to be located at the Fire Department/$9600.00.
* **Policy revisions still underway –** A list of policy revisions and updates have been given to Directors for review.  ***Approval of these changes will be made at the December regular board meeting.***
* **Ad hoc –** The General Manager requests that, ***temporary planning committees*** be formed for District projects.

These Ad-hoc committees are **not** subject to the Browns Act; allowing Directors the opportunity to meet outside of the regular board meetings.

Committees currently needed:

* Airport Projects Planning Committee – Chairman Ehlinger, along with residents adjacent to the airport
* Office Relocation Planning Committee – Vice Chairman Bishop, and Director Rodgers
* District Financial Planning Committee – Director Oates, and Treasurer Rodgers

***Approval of the formation of these committees will take place at the December regular meeting.***

**TREASURERS REPORT:** Much budget related discussion occurred during the General Managers Report.

Regular monthly reports were given to Directors for review and approval.

**APPROVAL OF THE FINANCIAL REPORTS:**

Motion to approve the financial reports made by Todd Ehlinger, motion approved unanimously.

**ANNOUNCEMENTS:**

* The District has received a determination from AIG, the insurance company working with the District on the insurance claim. Directors have each been provided with a copy of the determination.
* The regular scheduled board meetings will now be held at 4:00 p.m. for the Winter Season.

**PUBLIC COMMENT: Terri Bishop,** who has been in Human Resources for many years, offered to share her knowledge to Holly Sherer as she learns the new responsibilities as the Human Resource Coordinator.

**MEETING ADJOURNED AT 8:30 PM**

The next regular meeting of the Board of Directors is **December 15, 2016** 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 **November 9, 2016** Regular Meeting of the Board of said District.

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Secretary to the Board