**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT**

**REGULAR MEETING MINUTES**

 **June 21, 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 – Buck Rodgers at 4:00 P.M.**

 **FOLLOWED BY ROLL CALL AND THE PLEDGE OF ALLEGIENCE.**

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| DIRECTORS PRESENT | STAFF PRESENT | PUBLIC PREESENT |
| Chairman – Buck Rodgers | General Manager - Ron Sherer |  Nancy Rodgers |
| Vice Chairman – Todd Ehlinger | Board Secretary - Susan Lake |  Noel Bemoist  |
| Treasurer – Suzanne Ehlinger | Assistant Fire Chief – Ryan Sherer |  Dan Brooks |
| Director – Mark Bishop |  |   |
| Director – Terri Bishop |  |   |
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**ANNOUNCEMENTS:**  NONE

**PUBLIC COMENTS:**  Noel Bemoist suggested that the District to be actively looking for federal and state grants that may be available to Cal Pines for support of the fire district. The General Manager assured Mr. Bemoist that CSD will actively seek available funds as they become available.

**APROVAL 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. **June 21, 2017 agenda.**
2. **Minutes from the following meeting:**  **May 17, 2017**
3. **Approval of the Financial/Treasurers Reports for May 2017.**

*Comments from the treasurer:* In general, the reports look accurate, there is some concern over book keeping accuracy when using debit cards rather than credit cards. Debit cards are only to be used in emergency. Credit applications for purchase order accounts will be submitted to vendors when the option is available, to keep credit card balances low and funds available each month.

* Profit and Loss by month - current Fiscal Year
* Profit and Loss. Budget vs Actual - Prior Month and Year to Date
* Balance Sheet to Date
* Bank Register. Prior Month

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

**ACTION CALENDAR:**

**General Managers Report/New Business:**

* The General Manager presented 2 bids to have the airport runway re-sealed. Both bids include the transient parking area. The Board request that the General Manager get the bids in writing and then proceed with the project.

***A motion to approve up to $6500.00 to have the runway resealed, by whichever proposal that General Manager determines is best for the district, was made by Todd Ehlinger, seconded by Terri Bishop, motion approved unanimously.***

* The small trash truck is broken, the cost of repair would exceed the value of the truck. The estimated cost to replace the truck would be $25,000.00. The General Manager requested approval of the purchase of a new truck to be used for CSD refuse collection.

***A motion to approve the purchase of a new truck to be used for CSD refuse collection, up to a purchase price of $25000.00 was made by Todd Ehlinger, seconded by Mark Bishop, motion approved unanimously.***

* Susan Lake shared a memo that CSD received from the County of Modoc concerning the allocation of taxes by Modoc County. There is not a definitive determination of the Modoc County Audit and how it applies to CSD at the time of the notice.
* GM provided update/status to the sewer pond project. The District is waiting for authorization to reduce the level at the ponds for repairs to begin. Discussions ensued concerning cost, method used and the progress of the FEMA 4308 grant.

**Old Business:**

* *Update:* The Attorney that the District was hoping to use for consultation is not able to represent Cal Pines CSD, due to possible conflict of interest because they represent the Cal Pines POA. The firm did recommend Jody Burgess out of Redding CA, as a possible alternative. The GM suggested reaching out to the California Rural Water Association for guidance with raising service rates before making any decision on hiring an attorney.
* Consider adoption of Policy # 3125 – Debt Management.

***A motion to adopt Policy #3125 – Debt management, was made by Mark Bishop, seconded by Todd Ehlinger, motion approved unanimously.***

* Consider approval of revisions to Policy # 2500 – Vacations.

***A motion to approve the revisions to the wording of Policy #2500.6 was made by Todd Ehlinger, seconded by Mark Bishop, motion approved unanimously.***

* **Agreement for collection services:** The decision to use Weber and Associates as a collection agency for the Districts outstanding accounts receivable - Lot Mowing balances was unanimous.

**New Business:**

* **Annual Assessment Resolutions #1-4 – 2017/18:** resolutions for the collection of tax assessments by the Modoc County Tax collector on behalf of California Pines CSD were presented to the Board of Directors for adoption and signature.

***Resolutions* were adopted unanimously.**

* **Budget Posting Requirements for Special Districts:** Information concerning the requirements to post the CSD budget annually, 2 weeks prior to new fiscal year, are still being researched. Any actions are tabled until definite requirements to our specific district are obtained.
* **“Seven Things to Avoid When Raising Rates”** article was distributed to Board Directors in preparation for the needed service rate increase.

**BOARD ADJOURNED TO CLOSED SESSION AT 5:05 P.M. TO DISCUSS THE FOLLOWING ITEMS:**

*Under Government Code section §54957 – Personnel Appointment, Discuss the creation of a transitional employment position of Assistant General Manager/Assistant Fire Chief.*

* **Consider approval of revisions to Policy #2130 – Wage and Salary**
* **Consider adoption of new policy #2909 – Assistant General Manager**

**THE BOARD RECONVENED TO OPEN SESSION AT 5:35 AND REPORTED THE FOLLOWING:**

***Under Government Code section §54957 – Personnel Appointment, the Board unanimously approved the addition of the transitional employee position - Assistant General Manager/Assistant Fire Chief; along with Policy # 2909 Assistant General Manager job description.***

***Under Government Code section §54957 – Personnel Appointment, the Board unanimously approved the revisions to policy # 2130- Wage and Salary, to accommodate the new position of Assistant General Manager.***

**PUBLIC COMMENT:**

**MEETING ADJOURNED AT 5:45 PM**

The next regular meeting of the Board of Directors is **July 19, 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 **June 21, 2017** Regular Meeting of the Board of said District.

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Secretary to the Board