**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT**

**REGULAR MEETING MINUTES**

**AUGUST 17, 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.**

**DIRECTORS PRESENT:**

* Chairman - Todd Ehlinger
* Treasurer - Bruce Rodgers
* Director - Buck Rodgers
* Vice Chair - Mark Bishop
* Director – John Oates

**PUBLIC PRESENT:**

**STAFF PRESENT:**

* Ron Sherer
* Susan Lake

**DIRECTORS ABSENT: None**

**ADOPTION OF THE AGENDA:**

Motion to adopt the agenda for meeting held on **August 17, 2016,** adoption of the agendaapproved unanimously.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Motion to approve the minutes from meeting held on **July 20, 2016,** minutes approved unanimously.

**GENERAL MANAGERS REPORT:**

* **Annual Christmas Party.** GM proposed plans for the Annual Employee Christmas Party to be held at the Running Y Resort, in Klamath Falls Oregon on the weekend of December 3rd. An estimated cost of $3750.00 included 2 nights lodging and 1 meal for 15 employees. The estimate did not include the additional meal cost for spouse/partner.

Treasurer to the Board voiced concerns of whether or not there would be adequate funds available considering our current financial situation. GM explained that funds would come out of the profits of this years Contracted Fire income, which is unrestricted and not included in the annual budget.

Chairman to the Board questioned the increased cost of the Christmas Party, compared to the first year the party was held at the Running Y Resort. Chairman also suggested cutting back on this expense in an effort to get ahead. GM explained that the added cost was due to running 4/0 staffing instead of 3/0 staffing last year, and that “Seasonal Employees” were not previously included.

Treasurer to the Board reminded all present that staffing must remain within the approved budget for the Fiscal Year.

Chairman to the Board proposed to table the decision until a definite cost of party was determined. GM stated that this would be hard to do without confirmation of total attendance, and that we may lose our reserved spot. GM suggested setting a spending cap for the party, that would include the additional meal cost.

Treasurer to Board voiced objection to the use of budgeted funds for contracted fire expenses prior to income being received, (necessary due to the lack of reserve). Secretary to the Board provided breakdown of last years contracted fire expense/ income, along with accrued amounts to date for FY 16/17. Secretary also provided explanation for the use of last years contracted fire income/profit being spent on previous year’s delinquent debt.

Chairman to the Board motioned to approve the Christmas Party, securing the reservation with a deposit amount of $500.00, and to approve the total cost of Christmas Party not to exceed $5000.00. Motion to approve Christmas Party unanimous.

**Additional District Activities**

* GM gave report on contracted fire activities to date.
* GM gave update of progress to secure a line of credit with Community First Bank that was approved by resolution at meeting held June 20, 2016. The Credit Line has been approved by Community First, the terms were discussed. Because the initial draw on this line of credit will require additional time to process, GM proposed to draw $50,000.00 for a short time to establish the credit line. According to contract terms, The District will be responsible for the total amount of interest for each draw, regardless of early pay off. Under these terms the Chairman to the Board proposed a lessor amount for the initial draw of $20,000.00. This amount was agreed upon and the decision to begin the process in September was unanimous.

**TREASURERS REPORT:**

Treasurer to the Board provided brief update on current financial status. Treasurer also questioned the reason that the pay period ending July 31, 2016 (a Monday) was paid on July 28, 2016 (a Friday), and checks were signed by the Chairman to the Board rather than himself. GM explained that he was out of town July 31, making the July 28, the last working day of the pay period for himself. In addition, a set of bills were signed by Chairman to the Board due to the availability of signer at the time. Discussion of pay dates ensued and Policy # 2300 was reviewed and determined to be adequate. Director Oates reminded all present that policies should be followed at all times so as not to jeopardize operations or the policies effectiveness.

Secretary to the Board provided financial statements for July, 2016 with explanations as applicable. Secretary also asked opinion of Board as to which financial reports were preferred each month. Following are the reports requested going forward:

1. **Profit and Loss Budget verses Actual - Year to Date- 1 cash, 1 accrual**
2. **Profit and Loss Budget verses Actual - Prior Month- 1 cash, 1 accrual**
3. **Current Balance Sheet**
4. **Check Register – Prior Month**

**Unanimous decision was made to split payroll every month rather than annually to allow for more accurate payroll expense to each fund.**

Chairman to the Board inquired details concerning airport funding. How the disbursement works and where the monies are spent specifically. GM explained about the past airport project, the grant monies involved, and the use of general funds to meet the required match for that grant. At this time, part of the yearly airport disbursement goes back into the general fund until repaid.

**APPROVAL OF THE FINANCIAL REPORTS:**

Motion to approve the financial reports made. Motion approved unanimously.

**NEW BUISNESS: GASB REPORT CALPERS**

Issue is not on agenda, but requires board decision:

GASB report is provided to public agencies annually at a cost of $2600.00. This is optional to the District. Because the number of employees that CSD has on CALPERS is comparably minimal, and after conferring with our outside auditor, the District would like to opt out of receiving this report upon Board approval.

Motion to approve the decision to opt out of CALPERS annual GASB report made. Motion approved unanimously.

**PUBLIC COMMENT:** Resident living outside of our service area posed questions concerning his difficulties installing a septic system on his property. He asked for clarification of tax assessments and the different responsibilities of CSD/POA/and Modoc County. Within their scope of knowledge, explanations were provided by various Directors and the GM.

**MEETING ADJOURNED AT 7:39 P.M.**

The next regular meeting of the Board of Directors is **September21, 2016** at 6 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 **July 20, 2016** Regular Meeting of the Board of said District.

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Secretary to the Board