**CALIFORNIA PINES COMMUNITY SERVICES DISTRICT**

**REGULAR MEETING MINUTES**

## **January 17, 2018**

## **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.**

|  |  |  |
| --- | --- | --- |
| DIRECTORS PRESENT | STAFF PRESENT | PUBLIC PREESENT |
| Chairman – Buck Rodgers | Assistant Fire Chief – Ryan Sherer |   |
| Vice Chairman – Todd Ehlinger | Board Secretary - Susan Lake |  |
| Treasurer – Suzanne Ehlinger |  |  |
| Director – Mark Bishop |  |   |
| Director – Terri Bishop |  |   |

 **ABSENT: General Manager – Ron Sherer**

**ANNOUNCEMENTS:** NONE

**PUBLIC COMENTS:** NONE

**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.)

## **January 17, 2018 Agenda**

## **December 20, 2017 Minutes**

## **Approval of the December 2018 Financial Reports *(Treasurer’s Report)***

## Profit and Loss. Budget vs Actual

* Balance Sheet
* Bank Register

Suzanne Ehlinger, Treasurer to the Board, reported that all financial transactions and reports appear to be accurate.

**MOTION:** The motion to approve all items on the consent calendar was made by Todd Ehlinger, seconded by Terri Bishop, motion approved unanimously.

 **ACTION CALENDAR:** **General Managers Report** (In the absence of the General Manager, report was given by the Assistant General Manager, Ryan Sherer).

* Reported that General Managers surgery went well. The GM is expected to be out for 1-3 more weeks depending on healing progress.
* Staffing updates: The Fire Department has hired two new firefighters to fill the open positions. The department is now fully staffed and will continue to receive applications and conduct interviews for the 2018 seasonal positions.

Director Todd Ehlinger asked for clarification about the rate of pay for the dual position of Assistant Fire Chief/Assistant General Manager. Policy #1230 has them listed as separate positions with different pay rates. The director was reminded that the Assistant GM agreed to the terms in his pay contract to fill both positions at one hourly rate during this transitional period.

* Assistant GM commended the Cal Pines Firefighters that responded to a vehicle accident with severe injuries. Because of their knowledge and teamwork, they were able to help save a life!
* Plow Truck/Mobile Pump Fire Truck is nearing completion. The truck is a great addition to the CSD fleet and can be used whenever a full-sized engine is not required, the truck holds 500 gallons of water and is considered a type 6 engine. Outside agencies may be interested in renting the truck during fire season, which may generate additional income for the district.

Director Suzanne Ehlinger asked if the motion sensor lights that were recently purchased have been installed. The Assistant GM said that they hope to have them installed in the next two months along with other scheduled routine maintenance.

**OLD BUSINESS:** NONE

**NEW BUSINESS: Policy #2130 Wages and Salaries**

1. The District finds it necessary to increase wages for 3 employees who have been inaccurately paid in past years. One employee has reached the top of the wage range for the position.
2. Number three of the policy needs to be a starting wage of $11.00, to be compliant with the minimum wage laws.

**MOTION:** Revisions to Policy #2130 shall include, changing the starting wage for office staff to $11.00 per hour, and add wording that would allow a 10% increase to any position’s top wage rate, upon approval of the Board of Directors. A motion to approve these changes to Policy #2130 was made by **Mark Bishop**, seconded by **Suzanne Ehlinger**, motion approved unanimously.

**MOTION:** A motion to exceed the wage limit of one specific employee by 4.5% in order to allow for needed increase to pay was made by **Mark Bishop**, seconded by **Todd Ehlinger**, motion approved unanimously.

***Draft of revisions will be presented to the board for final approval at the next*** regularly scheduled meeting.

1. **Discussion about the posting for, previously approved, Board Clerk Position ensued with no objections.**

**CLOSED SESSION:**  NONE

**DIRECTORS REPORT:**

In accordance with Government Code 54954.2(a), Directors may make brief announcements of brief reports on their own activities. They may ask questions for clarification, make a referral to staff or act to have staff place a matter of business on a future agenda.

**No report by directors.**

**MEETING ADJOURNED AT 5:14 PM**

## The next regular meeting of the Board of Directors is **February 21, 2018** 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

##  **January 17, 2018 Regular Meeting of the Board of said District.**

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