



CALIFORNIA PINES COMMUNITY SERVICES DISTRICT
HC 4 BOX 43002 / County Road 71 Building 376
ALTURAS, CALIFORNIA 96101
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General Manager: Ron Sherer 530-640-1040
Employer Identification # 94-2195606
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REGULAR MEETING MINUTES
August 15, 2018

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 PRESENT
Chairman – Buck Rodgers	Fire Chief – Ron Sherer	Rebecca Price
Vice Chairman – Todd Ehlinger	Board Secretary - Susan Lake	
Treasurer –		
Director – Mark Bishop		
Director – Terri Bishop		

ABSENT: Treasurer - Suzanne Ehlinger, Assistant General Manager – Ryan Sherer

ANNOUNCEMENTS:

The Modoc County Board of Directors has approved many “low value” parcels to be discharged from taxes. The District is required to remove parcels, located in the District, and update our tax roll for 2019.

ACTION CALENDAR:

General Managers Report

- GM introduced Rebecca Price as a candidate interested in the position of board clerk. Director Bishop stated that the position has not yet been posted. Secretary Lake referred to the regular board meeting held on 11/15/17, stating that the position/job description was “tabled until a candidate became available, at which time policy details would be reconsidered.” The original draft of Policy #4047 - Clerk of the Board was again reviewed. Discussions about various job descriptions/responsibilities/schedules/pay rate ensued without recommendations to policy revisions at this time.

MOTION: The motion to remove any wage and conditions information from the (tabled) draft policy #4047 Board Clerk; and to then adopt Policy #4047 Board Clerk, with the understanding that policy would be revised as needed, was made by Mark Bishop, seconded by Todd Ehlinger, motion approved unanimously.

Notes: In addition to posting at the District office, HR will set up a Facebook page and post the available position for a minimum of 1 week before considering applications.

Copies of the current candidate’s resume was provided to board directors. All other applications submitted will be forwarded to Director Terri Bishop. Director Bishop will conduct any interviews and share the results with board members.

Additional discussions about separating the positions of Board Clerk and Office Clerk, specifically the chain of command and appropriate payroll allocation and transitioning as additional duties are regularly performed.

PUBLIC COMENTS: Rebecca Price confirmed her interest in the position of Board Clerk; her desire to learn and develop the skills necessary to become a full-time employee with Cal Pines CSD.

- **Staffing Report:** Fire Department is fully staffed and working various assignments with outside agencies.
- **Donovan Dam:** Cal Pines CSD has sent a letter to the Cal Pines POA requesting a response no later than September 1, 2018 concerning the water that is seeping from the dam into the District's sewer ponds. Ponds are being drained as needed to identify the problem area.
- **Easement:** Cal Pines CSD has sent a second letter to Mr. Quigley requesting that items be removed, from the CSD easement, at his Shasta View property. The letter states that CSD will push the items back on October 1, 2018 if they are still on the easement. The District has marked the area in order to aid this process.

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. **August 15, 2018 Agenda**
2. **July 18, 2018 Minutes**
3. **Approval of the August 2018 Financial Reports**
 - Profit and Loss. Budget vs Actual
 - Balance Sheet
 - Bank Register – July 2018

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

In absence of the treasurer, Susan Lake provided financial information regarding carry over from 17/18 budget. The District intends to pay down the outstanding IRS liability as much as possible.

OLD BUSINESS:

- **Policy #1020 - Conflict of Interest Code**
Revisions that were made bringing Policy #1020 into compliance, were reviewed.
MOTION: The motion to approve the revisions to Policy #1020 Conflict of Interest was made by Mark Bishop, seconded by Terri Bishop, motion approved unanimously.

NEW BUSINESS:

- **Revisions to Policy #2330 Compensation** were reviewed.
MOTION: The motion to approve the revisions to Policy #2030 – Compensation, removing 2330.5 in its entirety, was made by Mark Bishop, seconded by Terri Bishop, motion approved unanimously.
- **Budget Resolution #7 2018/19**
MOTION: The motion to adopt Resolution #7 2018/19 - final budget for 18/19 was made by Terri Bishop, seconded by Todd Ehlinger, motion approved unanimously.

CLOSED SESSION: None scheduled

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.

- Director Terri Bishop provided the directors with the completed evaluation for the general manager for review. All directors agreed with the evaluation requesting no change.
- Director Terri Bishop explained, to the GM, the use of a form she had made listing the tasks assigned to office personnel.

MEETING ADJOURNED AT 5:20 PM

The next regular meeting of the Board of Directors is **September 19, 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 **August 15, 2018 Regular Meeting of the Board of said District.**

Susan Lake

Secretary to the Board