# CALIFORNIA PINES COMMUNITY SERVICES DISTRICT

# DISTRICT MEETING AGENDA

OUR MISSION

* Provide a full range of municipal services,
* Reasonable costs, applied consistently to all customers,
* Maintain a healthy infrastructure,
* Operate with environmental integrity,
* Promote the economic development of our community.

## **June 21, 2017**

## **4:00 P.M.**

**County Road #71 Bldg. #376**

**REGULAR MEETING**

**ASSISTANCE FOR THE DISABLED:**

**If you are disabled and need accommodation to participate in the meeting, please call 530-233-2766 to make necessary arrangements.**

**CALL TO ORDER:**

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Announcements, introductions, recognitions**

**PUBLIC COMMENT:** Any member of the public may address the Board now on any matter within the jurisdiction of the Board. The Board requests that members of the public limit their comments to a maximum of three minutes. **(This should not relate to any item on the agenda. If a member of the public desires to provide comments to the Board on an agenda item, they should do so at the time the item is considered. NOTHING UNDER THIS SECTION MAY BE ACTED UPON IN THIS MEETING.)**

**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. **Consider adoption of the June 21, 2017 agenda.**
2. **Consider approval of minutes from the May 17, 2017 regular meeting.**
3. **Consider approval of the Financial Reports for May 2017.** *(Treasurers Report)*

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

**GENERAL MANAGERS REPORT:**

General Manager will report on District activities -  *Action may or may not be needed.*

**OLD BUSINESS:**

* **Review Policy # 3125** – Debt Management from Indian Valley CSD for consideration of adopting a similar policy. Review CSD draft. *Action needed*
* **Consider approval of revisions to Policy #2500** – Vacations – removed the words “for medical reasons”. *Action needed*

**NEW BUSINESS:**

* **Consider approval of revisions to Policy # 2130 – Wage and Salary -** *action needed.*

***# 2130.1*** ***-*** **#2** the additional position of **Assistant General Manager,** an hourly position, added.

**#3 Office Staff** changed from salaried position to hourly position.

**#4** the missing position of **Maintenance Supervisor** added, also changed from

asalariedposition to hourly position.

The above revisions do not result in a change to any employee’s rate of pay, based on a 40-hour work week. Revisions will result in more accurate record keeping and eliminate the need for Comp Time, for all non-exempt employees.

***#2130.3 -* #2** revised the formula concerning the percentage that is paid to Administrative Staff from the contracted fire income. Policy now reads: (*Employee Title*) shall be paid

(*1% or 4% depending on employee’s position*) of all income that the District receives from

Contracted Fire Assignments.

The above revisions do not result in an increase in individual’s administrative pay, but the change will include the percentage from OES and Cal Fire assignments.

The addition of **Assistant General Manager** was added as a position that is eligible for administrative pay from Contracted Fire Assignments at the 4% rate.

* **Review Budget Posting Requirements** - *Action may or may not be needed.*
* **Consider adoption of new policy # 2909 – Assistant General Manager** – Job description – *Action needed.*

**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.

**CERTIFICATE OF POSTING**

I, **Susan Lake** - Secretary to the Board of Directors, certify that on **June 15, 2017** I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of the California Pines Services District, said time being at least 72 hours in advance of the meeting of the Board of Directors. (Government Code Section 54954.2)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **The next regular meeting of the Board of Directors will be July 19, 2017 at 4 p.m.**