



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-i640-1040
 Employer Identification # 94-2195606
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SPECIAL MEETING MINUTES
May 6, 2019

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	General Manager-Ron Sherer	
Vice Chairman – Todd Ehlinger	Board Secretary-Jodi Adams	
Director-Mark Bishop		
Director-Terri Bishop		
Treasurer-Sue Ehlinger		

The Board held a special meeting to discuss the recent resignation of Office Facilitator Susan Lake. General Manager Sherer advised that he would like Board approval to contract with an independent bookkeeping service to perform the monthly accounting services such as payroll, EFTPS & DE88 payments, CalPers Contributions etc. GM Sherer also advised that he would like to hire a part-time employee to help in the office.

Discussion was had regarding the cost savings of hiring a part-time employee such as Medical, CalPers Contributions, Holiday, sick and vacation pay. GM Sherer advised that it would be difficult to create a job description for such an employee until after the book keeping service had been contracted and further details of what documents/procedures they will require from office staff can be ascertained.

A motion was made Todd Ehlinger and seconded by Terri Bishop to contract with Enoch on an interim monthly basis for a cost of \$1,000 per month to perform the following: Semi-monthly payroll processing; EFTPS & DE88 payments, quarterly/annual payroll reports, annual SCO compensation report (due in April), monthly bank reconciliations, financial reporting for Board meetings, CalPers contribution payments, and annual budget preparation. Motion Carried Unanimous.

MEETING ADJOURNED:

MOTION: A motion was made by Mark Bishop and seconded by Sue Ehlinger to adjourn the meeting at 5:05 p.m. Motion carried unanimous.

The next regular meeting of the Board of Directors is **May 15, 2019 at 4 p.m.**

CERTIFICATE OF POSTING

I **Jodi Adams**, 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 **May 6, 2019 Regular Meeting of the Board of said District.**

Jodi Adams
 Secretary to the Board

