



Indian Valley Community Services District

"Providing services for our community health, well being, and prosperity."

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Board of Directors

Matt Cassol, Chair
Lee Anne Schramel
Vice-Chair
Bob Orange
Philip Shannon
Robert Heard

Minutes from the Regular Board of Directors Meeting

November 10, 2015 at 6:30 p.m.

Crescent Mills Fire Hall, 36 Carter Street, Crescent Mills, CA. 95934

1. **Call to Order/Roll Call:** Director Heard called the meeting to order at 6:38 p.m. Present were Director Shannon, Director Heard, Director Orange, G.M. Gallagher, Board Clerk/Secretary Titcomb, Fire Chief Hamblin, Accountant John Breaux, and Constituents of the Indian Valley. Absent were Director Cassol and Director Schramel. It should be noted that due to the Chair and Vice Chair being absent Director Heard was nominated and accepted by the quorum of Directors to Chair this meeting.
2. **Pledge of Allegiance:** Director Heard led the group in the pledge.
3. **Adoption of Agenda:** Director Shannon made a motion to adopt the agenda as presented and seconded by Director Orange. A vote was called for with 3- Yes votes, 0- No votes, and 2- Absent(Directors Cassol & Schramel). This motion passes.
4. **Approval of Regular Meeting minutes of October 14, 2015:** A motion was made by Director Orange to approve the minutes as presented and seconded by Director Shannon. A vote was called for with 3- Yes votes and 0- No votes, and 2- Absent(Directors Cassol & Shramel). This motion passes.
5. **Public Comment:** No public comments were offered at this time.
6. **Director's Reports:** No director's reports were offered at this time.
7. **Committee Reports:**
 - a. **Personnel & Planning:** It was reported that this committee did meet and the discussions were centered around changes that should be made to the Policy Handbook. There will be some changes that the committee will bring to future meetings for approval.
 - b. **Finance:** It was reported that this committee did meet and that the discussion centered around the actual fiscal year numbers at the end of the last fiscal year. It was reported that the main topic is budget versus actual and how that will affect the mid-year review of the current budget. The budget is available on the website at www.indianvalleycsd.com or you may come to the office for a copy of that budget.
 - c. **IVASA:** It was reported that the board of directors for IVASA did have a special meeting on October 28, 2015 in the IVCSD office. It was reported that PHI Air Medical were the guest presenters in regards to them buying out Mountain Lifeflight of Susanville, CA. and South Lassen Ambulance, which provides ground services to the Indian Valley, by way of a special assessment each year. It was reported that PHI has already taken over the air services and that memberships can be purchased through them: www.phiairmedical.com It was reported that PHI will be handling the dispatch from Nov. 1, 2015 on through their call center with expertly trained personnel to stay connected with you until help arrives.
 - d. **Ordinance:** This committee did meet. It was reported that Legal Counsel for the district did review the new ordinance documents and that some revisions were made since the original was presented in October. The documents are still open for review and changes up until the board decides to act upon them in the December 2015 meeting. More on this will be reported later in the minutes.

- e. **Public Relations:** This committee did not meet and it was decided that this committee will only meet quarterly, unless an unusual amount of complaints are in need of review and action.
 - f. **J.P.F.P.C.:** This group did not meet and it is decided that this will not be added to the agenda in the future unless there is a need to report on some activity of the group.
8. **Finance Report, John Breaux:** As the accountant for the district Mr. Breaux referred to the information in the board packet, which is available on the website, and includes the check detail, and a profit and loss report for the previous fiscal year. He reported that each month there would be a simplified snapshot report of the finances using a standardized form for reporting each time. He reported on a few one-time revenues that came in during the previous year and how that does impact the finances, and where to allocate these funds, as some need to be held in reserve for future financial emergencies. He reports that a first quarter review is coming and will be the subject of the committee and the next regular meeting.
9. **Fire Department Report, Chief Hamblin:** He referred to the frequency report that is in the board packet for review of the activity of the department. He reports that new tires were installed on a truck to keep it ready for duty. The vehicle inspections will continue and progress is being made on completing those. Grant funds were applied for to obtain boots and other gear for the fire responders, and Chief Hamblin reports that he has the measuring device for their feet so that they can all be measured for boots at their next meeting. He reports that the department needs a new valve to repair the air horn that blows at noon each day. He reports that work will continue to try and get the noon whistle repaired soon. He was asked about a fundraiser for the association and that he was unsure of a date for the January fundraiser. It was asked about 3 specific hydrants that are inoperable and making sure to mark the curb where those exist. It was reported that it has become too cold to do the repair and painting on the fire stations as planned, so more work will need to be done in the Spring to accomplish these repairs. Chief Hamblin reports that he is attending the monthly Fire Safe Council Meetings in Quincy. The board brought up the department's ISO report and reported that it was pretty good but that more could be done to improve that score, especially when it comes to training and training documentation. Chief Hamblin reported that he is working with Dave Preston to set up software to handle tracking the maintenance of the trucks and that he would have more to report at a later meeting. Not much more was said about the training and documentation issues.
10. **New Business:**
- a. **Report on the November Election:** Sarah Holcomb and Mina Admire were present as the newly elected directors for the district. They were given a few minutes to introduce themselves and G.M. Gallagher presented them with a handbook for new directors, as well as the other seated board members received the same handbook.
 - b. **Public Hearing, Ordinance:** This is the second reading of the ordinance for the district. The public hearing opened at: 7:32 p.m., The board opened it up for comments or proposed changes to the ordinance document. No comments were offered at this time, or proposed changes to the ordinance documents. The public hearing was closed at: 7:34 p.m.
 - c. **Approve Resolution 2015-012, LAIF:** G.M. Gallagher read from a report in the board packet explaining the LAIF account issues and that the board should appoint successors to the account in the language of the resolution, so if there are all new board members the position, not the person, takes control of the account and its documentation control. A motion to approve the resolution 2015-012 was made by Director Orange and seconded by Director Shannon. A vote was called for with Director Orange- Yes, Director Heard- Yes, Director Shannon- Yes, Director Cassol- Absent, and Director Schramel- Absent. The resolution is approved by a majority vote.
 - d. **LAFCO, I.V. Sphere of Influence for Fire Protection:** G.M. Gallagher reported that John Benoit will be at the December 9, 2015 regular meeting of the board of directors in Greenville. He will be ready to answer questions about any issues of the sphere of influence and give more details as to what is going to be on the agenda for the LAFCO meeting on December 14, 2015.

e. **Approve a Three Year Contract For Audits with Singleton-Auman:** G.M. Gallagher read from the recommendation in the board packet to approve the contract with Singleton-Auman because of the cost of them is less now than if the district waited to renew them each year. A motion was made by Director Heard to approve the contract and seconded by Director Orange. A vote was called for with 3- Yes votes and 0- No votes, and 2- Absent,(Director Cassol and Director Schramel). This motion passes.

11. Old Business:

- a. **Approve Greenville Cemetery District Water Rate:** The board requested that the Cemetery District send their budget to the IVCSO board. A motion was made to table this item until the December 9, 2015 regular meeting. The motion was made by Director Orange and seconded by Director Heard. A vote was called for with 3- Yes votes and 0- No votes, and 2- Absent(Director Cassol and Director Schramel). This motion passes.
- b. **Completion of the Taylorsville Sewer Project:** G.M. Gallagher reported that the project was mostly completed but that a few electronics and cabinets needed to be purchased and installed. The billing is being done for this project and will be submitted soon.
- c. **Report on the Greenville Streetscape Infrastructure Project:** G.M. Gallagher reported that work is currently being done and fairly quickly. It is on schedule with few problems.

12. Adjournment: The meeting was adjourned at 8:02 p.m.

Chair Signature: Lee Anne Schramel, Vice Chair

Board Clerk: Jeff Duke Johnson

