



# Indian Valley Community Services District

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

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## Board of Directors

Brad Smith, Chair  
Matt Cassol, Vice-Chair  
Bob Orange  
Wayne Dannemiller  
Lee Anne Schramel

### Minutes of the IVCS D Board of Directors Meeting February 18, 2015 at 6:30 p.m. 120 Crescent Street Greenville Community Town Hall, Greenville, California 95947

1. **Call to Order/Roll Call:** Present were Chairman Smith, Director Cassol, Director Schramel, Director Orange, Director Dannemiller, G.M. Lawson, Maintenance Don Silva, Fire Chief Hamblin, Board Clerk Titcomb, James Reichle, and Constituents of Indian Valley.
2. **Pledge of Allegiance:** Chairman Smith led the group in the pledge of allegiance.
3. **Adoption of the Agenda:** Chairman Smith requested a change to the agenda by moving item number 17 up in the agenda to be number 14. Director Cassol made a motion to accept the agenda as amended, and seconded by Director Schramel. A vote was called for with 5- Yes votes and 0- No votes. This item passes unanimously.
4. **Approval of Meeting Minutes of January 14, 2015:** Chairman Smith suggested some edits to the minutes on item 5 to strike "A nomination for Director Schramel to be the Treasurer and serve on the Finance Committee was made, and unanimously accepted". He also suggested a change to item 6 to change "Director Dannemiller" to Director Schramel to be on the IVASA Board. A motion was made by Director Schramel to accept the minutes as amended and seconded by Director Dannemiller. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
5. **Approval of Special Meeting Minutes of February 3, 2015:** A motion was made by Director Schramel to approve the minutes as presented for the special meeting of February 3, 2015 and seconded by Director Dannemiller. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
6. **Public Comment:** Mr. Anderson spoke briefly about board members attending a DWR meeting for possible funding sources. Ms. Somers spoke briefly about thanking the General Manager for his service to the district. These comments can be heard on the audio recording of the meeting at this website: <https://soundcloud.com/jeff-luke-titcomb/ws700081wma>
7. **Directors Reports:** Director Schramel reported that she went on the rounds with G.M. Lawson and found it very fascinating and informative about all of the facilities of the district, and all of the operations that take place everyday out of sight of the public's view, and just how critical it all is for safe water delivery, as well as safe handling of the community's sewage. Director Smith brought up the recent CSDA training that new directors went to and asked if a few of them could comment on their thoughts of the value to the training process. Director Orange reported that the value to the training is worthwhile and that he took course on the Brown Act and Robert's Rules of Parliamentary Procedures. He reports that it makes him more effective to have the knowledge gained.
8. **Appoint Board Treasurer:** Director Schramel nominated Director Cassol to be the Treasurer. Director Smith seconded the nomination and a vote was held with 5- Yes votes, and 0- No votes. This nomination passes unanimously.
9. **Assignment of Directors to Committees:**
  - a. **Personnel & Planning:** Director Orange and Director Dannemiller were nominated to remain on this committee, and voted by the board 5- Yes and 0- No votes, this passes unanimously.

- b. **Finance:** Director Schramel and Director Cassol were nominated to remain on this committee, and voted by the board 5- Yes and 0- No votes, this passes unanimously.
- c. **IVASA:** Director Smith and Director Schramel were nominated to remain on this committee, and voted by the board 5- Yes and 0- No votes, this passes unanimously.
- d. **Ordinance:** Director Smith and Director Orange were nominated to remain on this committee and voted by the board 5- Yes and 0- No votes, this passes unanimously.
- e. **Public Relations:** Director Cassol and Director Dannemiller were nominated to remain on this committee and voted by the board 5- Yes and 0- No votes, this passes unanimously.
- f. **Ad-Hoc Fire Protection Consolidation Committee:** Director Smith and Director Orange were nominated to remain on this committee, and voted by the board 5- Yes and 0- No votes, this passes unanimously.

#### 10. Assign Committees to Work Plan Items:

- a. **Finance/Fraud Prevention Policies in accordance with recommendations/findings of SCO and other Audits:** Ordinance Committee was assigned.
- b. **Develop and adopt Annual Board Action/Compliance Calendar:** Personnel & Planning Committee
- c. **Budget:** Finance Committee
- d. **Annual Director Training Schedule:** Personnel & Planning Committee
- e. **Rate Studies:** Finance Committee
- f. **Evaluate District Operational Responsibilities and Staffing Levels:** Personnel & Planning Committee
- g. **Water Transfers:** Ad Hoc Water Committee
- h. **Streetscape Project:** Public Relations Committee
- i. **Solar Project:** Finance Committee
- j. **Greenville Community Park Plan:** Ad Hoc Parks Committee

A motion to accept the assignments as discussed and outlined was made by Director Schramel and seconded by Director Dannemiller. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.

#### 11. Committee Reports:

- a. **Personnel & Planning Committee:** This committee did meet and discussed the proposed work plan items. The other main topic of the meeting was that they have no way to hire anyone immediately and the status of facilities security. It was discussed that a webinar on Fraud Prevention is being held on March 19 and that it was recommended that board members attend the webinar training. Mr. Zappa brought up that he has done some research into possible grant funding sources for the sewer system and maintenance of this system and e-mailed them to the Office Manager.
- b. **Finance:** This committee did meet with 2 board members, G.M. Lawson, John Breaux, Counsel Reichle, and constituents were present to discuss the work plan items and agreement to adopt them. March 3, 2015 will be a finance committee work group evening at the IVCSD Office at 6:00 p.m. with accountant John Breaux. Director Schramel reports that duties of the finance committee board members included opening bank statements, filing them, and signing off on them. She also reports that budget reviews are done and comparisons made as to the percentages spent during the year, and signing of checks are split up and done by various board members with receipts, so that they can ask questions, and compare checks to accounts payable.
- c. **IVASA:** This board of directors did meet and elected new officers of the board. Those minutes are available at the IVCSD office in Greenville and you can request those at any time. A Mountain Lifelight report was given by Dan Litchfield and Amy Burkhart. G.M. Lawson gave a manager's report and a discussion about options for bookkeeping, bill paying, and audits was held. It was noted that a special meeting of the IVASA board would be needed to discard the old bank signature card, and that authorization for a new bank signature card is needed, as well as the signatures on the card. No date for that special meeting was set at that time. The next regular meeting of the board of directors will be July 14, 2015 at 5:30 p.m. in the IVCSD office, 127 Crescent Street, Suite #1, Greenville, CA. 95947

- d. Ordinance:** This committee did meet and the discussion centered around adopting the work plan items for the committee to work on. It was also discussed about changing policy to let district employees bank vacation hours instead of losing them as the staff has no back up, and it becomes very difficult to use the vacation time.
  - e. Public Relations:** This committee did meet and there were members of the community present as well as board members. It was reported that the discussion was lively and that the public aired concerns and problems that they were experiencing with the district. The committee members report that the issues were resolved and that all participants seemed satisfied with the process, and outcome. Director Cassol encouraged all constituents to attend these meetings and address the issues that concern them in committee, so that discussion can happen and that problems can sometimes be completely resolved without broader board discussion or action. The forms are always available in the district office and online to report issues, ideas, and complaints.
  - f. Ad-Hoc Fire Protection Consolidation Committee:** This committee did not meet.
- 12. Presentation/Acceptance of FY 2013, FY 2014 Audits:** Mr. Singleton of Singleton-Auman CPA Firm was present to deliver the audits, report, and answer questions about the audits. He reports that he was the lead for the audits teams for the 2009-2014 audits. A brief discussion about the procedures of the audits. He went through the audit reports with the board and their duties. Basically he reports that there are samples asked for with regards to invoices, accounts payable, and accounts receivable, and then basic financial controls that are in place to protect the district against fraud and theft. He reported on many details about the audits and the process and you can listen to the audio for all the details. He reports that more controls need to be put in place if possible, noting that due to the inability to hire more staff presents an issue for implementing stricter controls. Again it would be best to listen if possible to the audio recording due to specific language used by the auditors and their findings: <https://soundcloud.com/jeff-luke-titcomb/ws700081wma> Questions and answers were handled at this time mostly from the board of directors to the auditor and a back and forth conversation. A motion was made to accept the audits as presented by Director Dannemiller and seconded by Director Cassol. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
- 13. Finance Report:** Mr. John Breaux was present to discuss the finances of the district and budget. There was some discussion of specific numbers and line items in the budget, that were way over projected amounts and as to why some of them were not in line with previous year's numbers. He reported that lump sum amounts were received and that typically the district pays its loan payments in the same way as lump sum payments. Some questions and answers were handled at this time.
- 14. County Request for IVCS D to Deposit \$129,000 into an Escrow Account:** Bob Perrault was present from Plumas County Public Works Dept. to discuss the need for the IVCS D to deposit \$129,000 into an escrow account, that could be utilized by the county to pay certain expenses, for the upcoming infrastructure project on the Highway 89 corridor through Greenville, as it will be paid back by Proposition 50 funds at the completion of the project. It will be an MOU executed and approved by the P.C. Board of Supervisors and the IVCS D Board of Directors with a detailed work plan to accomplish the infrastructure upgrades. It is a time sensitive project and the work has to be completed during the 2015 calendar year to qualify for the rules of the proposition 50 funding. Special Counsel Reichle gave a proposed plan to borrow the needed funds from Plumas Bank to handle the monthly billing by the P.C. Public Works Department for the project. He was asking the board to approve a plan to move forward with the Chairman, Brad Smith and G.M. Lawson authorized to sign the loan application at this time, with a resolution to follow at a special meeting to approve the loan with a 4/5ths vote of the board at that time. Counsel Reichle reported that the principal amount of the loan is a guaranteed pay back by the state funds and quite possibly the interest amount too. Questions and answers were handled at this time from the audience and the board. A motion was made by Director Schramel to approve the General Manager and Board Chairman to sign the loan application for \$129,000.00 from Plumas Bank. This motion was seconded by Director Cassol and a vote was called for with 5- Yes votes, and 0- No votes. This motion passes unanimously.

- 15. RCAC Loan Extension Resolution:** G.M. Lawson reports that due to our completion of the required audits a final permanent work out agreement is in the works and the board will continue this item until next month or until needed, if the work out agreement can't be completed in a timely manner.
- 16. Authorize a District Credit Card:** G.M. Lawson asked that the board consider authorizing a credit card with a \$5,000.00 limit so that travel expenses, such as motels, can be paid for without use of a personal credit card that requires a reimbursement check at a later date. A motion to approve a district credit card with a \$5,000 limit was made by Director Cassol and seconded by Director Dannemiller. A roll call vote was needed for this type of financial transaction with Director Smith- Yes, Director Orange- Yes, Director Schramel- Yes, Director Cassol- Yes, and Director Dannemiller- Yes. This motion passes unanimously.
- 17. Ratify Contract for Legal Services:** Counsel Reichle presented a contract for legal services to the board for specific work that he would do for the district. He has worked with the district in the past on a volunteer basis and with approval of Legal Counsel Einhorn. This is a new contract and the specifics are in the board packet. Director Smith read the letter presented by Counsel Reichle to the group. A motion to ratify the contract as presented was made by Director Schramel and seconded by Director Orange. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
- 18. Possible JPA Negotiations with CMFPD and Nominate 2 Directors to Represent IVCS D:** As an alternative to LAFCO proceedings in consolidating the Indian Valley Fire Department with the Crescent Mills Fire Protection District a Joint Powers Agreement could be explored first to see if both districts are willing to enter into an agreement. A motion was made by Director Orange to approve a possible JPA with CMFPD and seconded by Director Schramel. A vote was called for with 5- Yes votes and 0- No votes. Part two is a nomination for Director Orange and Director Smith to serve as the representatives of the IVCS D to explore this possible JPA with CMFPD. A motion was made to accept these representatives for the IVCS D by Director Schramel and seconded by Director Dannemiller. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
- 19. Resolution to Initiate LAFCO Reorganization Application:** This item was continued at this time to give the JPA possibility a chance to achieve the goals of the district.
- 20. Fire Department Report/Operational Readiness:** Chief Hamblin reported that training and operational readiness was good. He reported that call volume is up. Wind storms caused problems and many assist calls came in, as well as a few fires were reported and responded to. There were no known injuries to the staff or volunteers during this time of hectic calls. There was a structure fire reported in Greenville and as the fire crews arrived, the house was fully engulfed in flames. The fire was successfully put out without too much damage to the house and the cause of the fire was determined to be an unattended candle. Chief Hamblin reports that during Winter months training consists more of equipment maintenance and training videos. He gave a Fire Safe Community update stating that later in April there would be a presentation. No questions were asked of the Chief at this time. A copy of the call volume can be seen in the board packet each month.
- 21. Maintenance Report:** Don Silva reported that overall leaks are down. He is required to do encroachment permits whenever county roads are cut in order to accomplish repairs. Work was being completed at the dam in regards to the seepage weir and the supply weir for the cemetery, so that the cemetery will have water all Summer long as the weir is low enough to always supply water to the cemetery. Work in Crescent Mills was being completed and cleaned up around the supply tank and overflow line. He reports that Plumas County Public Works Department will charge for cuts into the road to repair leaks. He reports that the purchase of a "mole" air hammer with compressor will help reduce the need to cut into the county roads. He reports that a security gate and fencing for the Greenville water plant is being worked on. He has done work on a support for a catwalk at the Greenville sewer ponds, that are badly in need of repairs. Questions and answers were handled at this time.
- 22. Utility Operations Report:** G.M. Lawson reported that

