



Indian Valley Community Services District

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

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Board of Directors

Blake Shelters, Chair
Brad Smith, Vice-Chair
Judi Yocum
Mike Yost
Jane Braxton Little

Indian Valley Community Services District Board of Director's Monthly Meeting November 13, 2013, 6:30 p.m. IVCSD Office in Greenville, California

- 1. Call to Order/Roll Call:** Chairperson Shelters, Director Smith, Director Little, Director Yocum, Director Yost
- 2. Pledge of Allegiance:** Chairperson Shelters led those in attendance in the pledge of allegiance.
- 3. Adoption of Agenda:** Director Little made a motion to adopt the agenda as written and Director Smith made a second of the motion, and all approved the motion.
- 4. Approval of Meeting Agenda:** General Manager Lawson brought up some corrections: Section 8 a: "It was reported that 3.7 million gallons" and it should say "It was reported that 7.3 million gallons", and that "this is the lowest production ever" should say "this is the lowest production ever for the month of September". These corrections will be made and properly recorded on all copies of the official minutes. The audio files will back up the actual statement as they will be correct. Director Smith made a motion to accept the minutes with corrections made. Director Yocum was the second for the motion and the motion carries with 4 Yes votes and 1 abstain by Director Yost as he was not present at the meeting.
- 5. Public Comment:** No public comments were given.
- 6. Directors Reports:** Director Little had 2 items for director's report. 1- Plumas County Special Districts Association meeting, November 20, 2013 at 1:00 p.m. and that this may be the final meeting for this group as participation is almost non existent and Director Little thought that someone from our district should attend. 2- LAFCO is having a meeting December 9, 2013 to review all special districts in Plumas County. Director Little thought that we should have representation at this review meeting. It was reported that General Manager Lawson and Director Smith would not be able to attend the PCSDA meeting, as they would be at Leadership Training Academy. No firm decision was made as to who from the IVCSD would attend these meetings but that the directors would look at their schedules and someone would try to attend them if possible. No other reports from the directors was made at this time.
- 7. Committee Reports:**
 - a. Personnel and Planning:** The personnel and planning committee did meet with General Manager Lawson and the discussion centered around long term planning, our mission statement, and developing Standard Operating Procedures for all of the positions in the district.
 - b. Finance:** The finance committee did meet and were pleased to report that the USDA loan payments were made from regular income and that no loans or line of credit was needed to make these payments, and this is a big success for the district and its close

discipline watching over the funds, and making sure that enough would be there to live within the budget prepared by General Manager Lawson, and approved by this Board of Directors.

c. IVASA: The IVASA board of directors did not meet and won't meet again until the second week in January of 2014.

d. Ordinance: The Ordinance committee did meet and the discussion was centered around a review of the Policies and Procedures of the district. There will be several specific issues dealing with policies and procedures in the future about district policies that are unclear or in need of an update. General Manager Lawson reported that he would make revisions in regards to format and he would finish these by the next month's meeting, and that he had ordered the revised edition of basic policies and procedures from the California Special Districts Association, and that would be used as a guideline for adapting our own policies and procedures.

e. Public Relations: The Public Relations committee did meet and discussed 1 complaint that was turned in dealing with mineral deposit build up due to the hard water conditions of the water from the wells. General Manager Lawson distributed copies of research that was compiled previously and then he proceeded to go over the research documents, and he reported that our well water was deemed moderately hard on the scale reviewed in the document. General Manager Lawson reported that the research documents would be linked to on the district's website. This problem does not exist with water from Round Valley Lake but it was reported that the expense to produce filtered and treated water from the lake through the membrane plant is much more expensive due to labor and supplies that are needed to run the membrane plant. The board gave direction to the general manager to put together some public information documents that can be distributed to inform the public about mineral deposits, and the related cost issues with running the membrane plant.

8. Utility Operations Report:

a. Greenville Water: General Manager Lawson began with discussing the current lake levels charted in the board packet. He also reported that 4 significant leaks were detected recently. He also reported that in October 4.9 million gallons of water were produced and that this is the lowest amount ever produced and brings us closer to the amount produced versus the amount sold. General Manager Lawson reported that a major failure occurred at the water plant with the computer system. Hours were spent and the system was able to come back online, and is currently working fine. The oil tanks were filled for the Winter season and all emergency back up equipment readied for the season ahead. A pipe broke in the bathroom at the water plant and the repairs were made to fix this issue, and more work is being done to prepare the water plant for winter. Loss trends are down and looks like this trend will continue.

b. Crescent Mills: General Manager Lawson reports that the numbers look great with very little loss and is at 95% of accountability.

c. Greenville Sanitation: No formal results yet from the state in regards to the inspection that took place the month before. There were some specifics given about the conversations with the inspector when he was here. It was reported that the engineering study is signed and moving forward for the streetscape project and infrastructure improvements. No firm dates were presented. Some discussion took place about the lift stations and proposed maintenance. It was also reported that the current dump truck has a

bad engine and it will need to be fixed soon. The Greenville Community Park also came up with some trees that were broken in the storms and that the trees were dropped by district personnel out of a timely need to do so, and that there would be about 30 cords of wood to deal with in the next month, but that the debris had been cleaned up and that the park was in good condition after the clean up.

d. Taylorsville Sanitation: General Manager Lawson reported that the system is in good shape and that no immediate concerns were present. There was some water drawn from the monitoring wells and sent out for testing.

9. Fire Department Report: Chief Hamblin presented a printed report to review and reported that training drills were practiced. Thanked Frank Carrion for his service over the years and reported that Frank was moving and would no longer be the secretary. Chief Hamblin reported that he attended the Fire Safe Council meeting and then he also reported that there was no firm decision to leave the district and that LAFCO discussions were preliminary and simply fact finding. Director Little gave some information about discussions and the process, and again reminded that on Dec. 9 a review of the districts would be done. There was some discussion of the Red Clover Estates area and the possibility of coverage from the Fire Department but that no facilities existed to accomplish a fire protection district in that area. Chief Hamblin reported that no Fireman's Ball would be held in 2014 and that they would regroup and try to form a plan to hold one in January of 2015.

10. Manager/Financial Report, LAFCO Update: General Manager Lawson reported that it was important to note that we made our USDA payments on time and without any line of credit, that by budget control and planning we were able to accomplish this. There was discussion about permit fees that came up and were somewhat of a surprise as he hadn't planned on such a large expense for these fees, but that it would be something that would be done and put into the budget for the next year. The expense reports were looked at in the board packet and all agreed that it looks good and that the district is on track to meet budget expectations. Director Yocum would like to see a check to vendors report. General Manager Lawson reported that the audits for 2009, 2010, and 2011 are completed and that by September of 2014 the other years should be complete.

11. Closed Session: Discussion with legal counsel occurred. Action taken during closed session is that the district is to begin mediation with Mary Carpenter and her legal counsel.

12. Old Business/New Business: Potluck Holidays get together would happen following the December meeting. December 11, 2013.

13. Adjournment: Motion to adjourn was made by Director Yost, and seconded by Director Little. The motion carried unanimously and the meeting was adjourned at 8:40 p.m.

Respectfully submitted by:
Jeff Luke Titcomb/ Board Clerk

Signed by Clerk Titcomb



Signed by Chairperson Shelters