



## Indian Valley Community Services District

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

P.O. Box 899, 127 Crescent St. Greenville CA. 95947  
Phone (530) 284-7224, Fax (530) 284-0894

### Board of Directors

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

### Minutes Of the Regular Meeting

March 12, 2014, 6:30 p.m.

Greenville Community Town Hall, 120 Crescent Street  
Greenville, California, 95947

1. **Call to Order/Roll Call:** Present were: Director Smith, Director Yost, Director Little, Director Shelters, Board Clerk Titcomb, General Manager Lawson, Fire Chief Hamblin, and Public.  
**Absent:** Director Yocum
2. **Pledge of Allegiance:** Director Smith led the group in the pledge of allegiance.
3. **Adoption of Agenda:** Director Little made a motion to accept the Agenda as presented, and Director Shelters seconded the motion. A vote was called for with the result being: 4-Yes, and 0- No. The motion to adopt the agenda carries.
4. **Approval of Meeting Minutes from February 12, 2014:** Director Shelters made a motion to accept the minutes from February and Director Little seconded the motion. A vote was called for with the results being: 4-Yes and 0-No. The motion to approve the minutes carries.
5. **Public Comment:** No comments were offered by the public at this time.
6. **Directors' Reports:** Director Little reported a compliment on the report done by the General Manager pertaining to the raw water line failure in 2007, as it is a comprehensive look at what happened, why it happened, and how it can be prevented. No other director reports were offered.
7. **Committee Reports:**
  - a. **Personnel and Planning:** Did meet and discussed the IVCSD Mission Statement. It was decided that the current statement meets the needs of the district as the current committee of the board has decided. Some discussion followed about developing a long- term vision and leadership for the district and that the committee will make recommendations in the future.
  - b. **Finance:** Did meet and accountant John Breaux was present to discuss the budget, finances, and other fiscal matters that concern the district. The committee did make a recommendation to add overdraft protection to the bank accounts of the district, which will be covered under action items in the agenda. The committee did a budget review to see how the planned budget meets reality and some changes, fine- tuning, and accounting practices will be implemented as time goes by. The committee recommended converting account 4224 at Plumas Bank from a money market account to a regular savings account, and this will be covered in detail later in this meeting. The accountant reported that the district is following general accounting practices and it is the best way to continue.
  - c. **IVASA:** Did not meet. This committee meets twice each year in January and July.
  - d. **Ordinance:** Did meet and had lively discussions on the topic of property owners being held accountable for the billing responsibility. Several property managers attended and gave their input to the attending directors. More discussions will be held in future meetings to solidify any changes in district policy. The proposal, which was presented as the path that other districts have taken, and it was mostly rejected by this group of concerned citizens.
  - e. **Public Relations:** Did meet and only one director was present for the committee meeting and unfortunately, Director Yocum is absent from this board meeting, so her comments will be addressed at a later meeting. No further discussion from this committee at this time.

f. **Parks:** Did not meet.

**8. Utility Operations Report:**

- a. **Greenville Water:** General Manager Lawson reported to the board on the accountability charts in the board packet about Greenville Water. It was reported that losses continue to shrink and this is a good sign of progress against leaks. Some discussion of specific numbers of production gallons were reported and can be found in the board packet. He asked for questions and comments from the board and public, and none were offered at this time.
- b. **Crescent Mills Water:** General Manger Lawson referred to the board packet and charts of specific production numbers and sales for Crescent Mills water. The numbers are very good and almost mirror the sales numbers, so this water system is running very well. All present seemed to be pleased and no comments, or questions were added.
- c. **Greenville Sanitation:** General Manager Lawson reported that the kilowatt- hours from the lift station pumps are being tracked for efficiency purposes. He referred to the board packet and charts that explain the progress and operations of the Greenville waste water system, referred to as I&I, infiltration and inflow. Some discussion and questions at this time and he answered all concerns. All reports will be on the website and published in the board packets as they are released.
- d. **Taylorville Sanitation:** General Manager Lawson reports that this system is in good condition and continues to run smoothly. There are concerns over a pressurized pipe that fails from time to time, but hasn't had issues as of late. It can be a serious issue as it is in close proximity to Indian Creek and it was reported that as a matter of priority, a section of pipe needs to be replaced with better pipe, that can handle the pressure. This is on hold until proper funding can be secured. He reported that a possibility of grant funds to make this repair might be available. He mentioned that the district is currently staffed for operations and not large maintenance projects or repair, and that it would require more labor hours to take on such a project.

**9. Fire Department Report:** Chief Hamblin presented statistics for call volume, which is available in the board packet. He reports that overall, the fire department is running fine, that training is ongoing, and that some new equipment is being purchased. He reported that a major disaster drill will be held in June and that the department would send an engine and 5 crew members for this exercise. No additional questions or comments were offered, at this time.

**10. Manager/Financial Report:** General Manager Lawson referred the group to the board packet and the charts that show the financial condition and budgets of the district. He reported that some of the numbers seem too high or too low depending upon the allocation category. This he reports is an ongoing discussion with the accountant for the district and how the numbers, are being tracked and reported. The budget he knew would be a guesstimate for this year as he is new to making budgets for the district and there hasn't been a good working budget for some years to base this last one from. As the district progresses through this year and this process, the numbers will be more accurate. Reality is telling the story of how expenses should be more closely tracked but it was stated that the district is right on target for overall spending, and that the categories of tracking the spending needs some fine- tuning. It was good to hear that as the year continues the budget is on target. Some questions and answers were given at this time but everyone seemed to be content with the process, and the transparency, combined with third party accounting responsibility. General Manager Lawson reported that the next budget year, will be easier to compile and operate, as he has a better understanding of reality with the current budget, and that the process will get easier. He continues to educate himself through courses in Public Utilities Management and this will be crucial in developing budgets and programs for the community. He did report on some feedback received about the 26 page document on the raw water line failure that occurred in 2007, and that the University of Nevada Engineering Department would like him to present this case study to them in a

power point presentation. This presentation would, obviously be shown at a future board meeting too.

11. **Surplus Vehicles: 1997 Ford Ranger, 1995 F150, Discussion/Action-** Director Shelters made a motion to declare these vehicles as surplus and follow district policies as they describe how to proceed with surplus items. This motion was seconded by Director Yost, and a vote was called for, with 4-Yes, and 0-No votes. This motion carries.
12. **Overdraft Protection on IVCSA accounts at Plumas Bank-Discussion/Action:** Director Little reported that the Finance Committee recommends having this protection on the 3 accounts at Plumas Bank as a just in case measure, to reduce costs associated with fees and/or charges from the bank to the district. Director Shelters made a motion to have draft protection put in place on all district, Plumas Bank accounts and it was seconded by Director Little. A vote was called for with 4-Yes and 0-No votes. This motion carries.
13. **IVCSA Account 4224 with Plumas Bank status: Discussion/Action:** Director Little reported that the Finance Committee made a recommendation to convert this account from a Money Market account to a regular Savings account. Director Yost made a motion to make the recommended change to this account, 4224 to a regular Savings account, and was seconded by Director Shelters. A vote was called for with 4-Yes and 0-No votes. The motion carries.
14. **Ordinance Change: Property owner billing responsibility, Discussion/Action:** Director Little reported that a good discussion was had during the Ordinance Committee meeting with local property owners and staff about this issue. It came to light, that the issue is a big one to decide and that no action would be taken at this meeting. More discussion and research into the details of the changes is needed, and will be discussed at the next Ordinance Committee meeting. Director Little pointed out the main topics of the discussion that was held at committee meeting and all seemed to agree that she had it all covered in her overview of the issue. Questions and comments were asked for but none were offered at this time. More to come on this subject in the future.
15. **Adoption of Rosenberg Rules of Order:** The board opened discussion by hearing from the Board Clerk on recent training where specific questions were asked about adopting these rules as the policy of the district. He reported that it was recommended by the CSDA parliamentarians, and what they suggest, that the specific rules that govern the meeting behavior and what rules we should adopt. It was recommended that the district adopt Robert's Rules for the official policy of the district. Some IVCSA directors still prefer the Rosenberg Rules due to it being fewer pages to digest. It was opened to the audience to comment or ask questions and many agreed that the Rosenberg Rules be the main adopted set of rules and that Robert's Rules be the back- up set of rules if an answer cannot be found in Rosenberg Rules. The board generally agreed that this approach of adopting both sets of rules as needed would work best. Director Little made a motion to adopt Rosenberg Rules as the main set of rules for the parliamentary behavior and meeting guide, with Robert's Rules as a back- up set of rules if a solution is not found in Rosenberg Rules. Director Shelters seconded the motion and a vote was called for with 4-Yes, 0-No votes. This motion carries.
16. **New Business/Old Business:**
  - a. **Request for the district to turn on light, pole #440/T16, Hot Springs Road:** Mr. Price was invited to attend a committee meeting to ask for the district to take over the cost of this light. He failed to attend any committee meeting or the board meeting. This item will now be taken off the agenda until someone attends a committee meeting or board meeting requesting it be addressed again.
17. **Adjournment:** Director Little made a motion to adjourn the meeting and it was seconded by Director Yost. A vote was called for with 4-Yes, 0-No. Meeting is adjourned.

Board Clerk Signature: Jeff Kuhn Johnson

Chairperson Signature: Bradley J. Smith

