

AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
INDIAN VALLEY COMMUNITY SERVICES DISTRICT

WEDNESDAY
NOVEMBER 9, 2011
6:30 PM
GREENVILLE FIRE HALL
GREENVILLE, CA 95947

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Regular Meeting Minutes of October 12, 2011
5. Public Comment: The public may address the Board on any item not on the agenda. Pursuant to state law, the Board may not discuss or take action on non-agenda items except under special circumstances. Speakers should limit their remarks to five minutes or as decided upon by the chairperson. In addition, the Board has adopted a 10 minute per person/per meeting time limit.
6. Directors Reports
7. Committee Reports
 - a. Personnel
 - b. Finance
 - c. IVASA
 - d. Ordinance
 - e. Public Relations
8. Manager's/Financial Report
9. Utility Operations Report
 - a. Greenville Water
 - b. Crescent Mills Water
 - c. Greenville Sanitation
 - d. Taylorsville Sanitation
10. Fire Department Report
11. Old Business/New Business

Standing Committees:

Personnel & Planning – Brad Smith, chair; Blake Shelters
6:30 p.m., Tuesday prior to Board Meeting

Finance – Mike Yost, chair; Jane Braxton Little
6:00 p.m., Monday prior to Board Meeting

Ordinance – Brad Smith, chair; Jane Braxton Little
5:30p.m., Tuesday prior to Board Meeting

Public Relations – Judi Yocum, chair; Blake Shelters
5:00 p.m., Monday prior to Board Meeting

IVASA – Judi Yocum; Mike Yost
Quarterly

NEXT REGULAR MEETING – December 14th, 2011 at 6:30, Greenville

REASONABLE ACCOMMODATION: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at 530-284-0896. Notification 72 hours prior to the meeting will enable the IVCS D to make reasonable arrangements to ensure accessibility.

Wednesday, November 9, 2011

1. Call to Order/Roll Call

Vice Chairperson Little called the meeting to order. Clerk Germann called roll. Vice Chairperson-Little, Director Smith, Director Yocum and Director Shelters answered roll call. Chairperson Yost was absent.

2. Pledge of Allegiance

Chief Water Operator Jesse Lawson led in the Pledge.

3. Adoption of Agenda

Director Smith moved to adopt the agenda, Director Yocum seconded and all board members voted aye.

4. Approval of regular meeting minutes of October 12, 2011

Director Smith moved to approve the minutes of October 12, 2011, with wording correction on Guy McNetts public comment. Director Yocum and Director Shelters both seconded. All board members voted aye.

5. Public Comment

There are no comments at this time.

6. Directors Report

There are no reports at this time.

7. Committee Reports

a. Personnel

Director Smith stated that the Personnel Committee did not meet.

b. Finance

Director Smith stated that Finance Committee did not meet.

c. IVASA

Director Yocum mentioned that Tom Higgins is no longer a contact through South Lassen. There is a wait as far as who will be the contact person that comes to the meetings.

d. Ordinance

Director Smith stated that the Ordinance Committee did meet and worked on the water ordinances. Director Smith and Vice Chairperson Little were the only ones at the meeting, but made good progress.

e. Public Relations

Director Yocum stated that Public Relations did not meet.

8. Manager's/Financial Report

There is no report at this time.

9. Utility Operations Report

a. Greenville Water

Chief Water Operator Jesse Lawson stated that the lake level is higher than it has been. Mr. Lawson mentioned this is due partly to better water management and a wet water year. The water plant produced 5.7 million gallons last month, and sold 3.9 million gallons. The losses for the month were 1.7 million gallons. Mr. Lawson stated that the meters are passed their lifespan, and are only good for 10 years. A meter replacement program was started three years ago, 10% of the meters are replaced each year.

b. Crescent Mills Water

Chief Water Operator Jesse Lawson reported a production of 617 thousand gallons of water last month, and a loss of 182 thousand gallons. Mr. Lawson mentioned the possibility of a leak and the same slow meter issue that Greenville is having.

c. Greenville Sanitation

Chief Water Operator Jesse Lawson talked about the smoke testing. Mr. Lawson stated that everything is fixed now besides two points on property lots. Mr. Lawson also mentioned that two of the pumps failed and were sent out for repair. They were deemed non repairable and obsolete.

Sewer Operator Jim Hamblin stated that things are going good. The flows are down and seem steady. The connection between the ponds 5 and 6 was fixed. The no spill reports for the month were completed and all reports are finished and current.

d. Taylorsville Sanitation

Sewer Operator Jim Hamblin stated that there have not been any problems since the leak was fixed. The monitoring well samples are due.

10. Fire Department Report

Fire Chief Jim Hamblin stated that the call volume has been up. Mr. Hamblin mentioned that the firefighters are dedicated and doing a better job than other communities. Mr. Hamblin said that all the board members are required to take the NIMS test. There will be a class held the 18-20th in Quincy for the 300 Series. The class is a requirement for the grant to get new pagers and radios. Fire Chief Hamblin

said they will take a couple of the meetings to do the test over the internet. Mr. Hamblin mentioned that they are insulating the doors and windows in the fire hall to cut down on heating bills.

11. Old Business/New Business

There are no reports at this time.

12. Adjournment

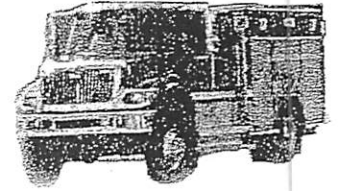
Director Shelters motioned to adjourn and Director Smith seconded. All board members voted aye and the meeting was adjourned.

Respectfully Submitted,

Shireen Germann
IVCSD Board Clerk



Indian Valley Fire & Rescue



Monthly CSD Report for November 2011

IVF&R:

Responded to 31 Calls

19 - Medical

5 - Fire

1 Wildland

1 Propane Smell

1 Carbon Monoxide Check

2 Structure Fire

1 - MVA

6 - Public Assist

Training

5 - Training Drills

Public Service

1 - ICS-300 Class

2 - Parade

Total Calls in 2011: 343

226 Medical; 46 Fire; 11 MVA; 60 Other

James Hamblin, Chief
P.O. Box 266
Greenville, CA 95947
(530)284-7311

IVF&R Monthly Report

| <u>Incident No.</u> | <u>Incident Date</u> | <u>Incident Location</u> | <u>Incident Info</u> | <u>#</u> |
|---------------------|----------------------|--------------------------|-----------------------------------|----------|
| 1111-01 | 11/1/2011 | <u>Grnvl</u> | Fire-Wildland; Contain | 5 |
| 1111-02 | 11/3/2011 | <u>Grnvl</u> | Fire-Propane smell; Investigate | 2 |
| 1111-03R | 11/4/2011 | <u>Grnvl</u> | Med-Pre-amb; Lift | 2 |
| 1111-04 | 11/5/2011 | <u>Grnvl</u> | Fire-Carbon Monoxide Check | 1 |
| 1111-05R | 11/5/2011 | <u>Grnvl</u> | Med-Pre-amb; Lift | 2 |
| 1111-06R | 11/6/2011 | <u>Grnvl</u> | Med-Pre-amb; Lift | 3 |
| 1111-07R | 11/7/2011 | <u>CM</u> | Med-1022; 1144 | 2 |
| 1111-08R | 11/7/2011 | <u>Grnvl</u> | Med-Pre-amb; Lift | 5 |
| 1111-09R | 11/8/2011 | <u>Grnvl</u> | Public Assist | 3 |
| 1111-10R | 11/8/2011 | <u>Grnvl</u> | Med-Pre-amb; Lift | 4 |
| 1111-11R | 11/8/2011 | <u>Grnvl</u> | Public Assist | 8 |
| 1111-12R | 11/9/2011 | <u>Grnvl</u> | Public Assist | 4 |
| 1111-13R | 11/9/2011 | <u>Grnvl</u> | Public Assist | 1 |
| 1111-14R | 11/10/2011 | <u>Grnvl</u> | Public Assist | 2 |
| 1111-15R | 11/10/2011 | <u>Grnvl</u> | Med-Lift | 3 |
| 1111-16R | 11/11/2011 | <u>Taylor</u> s | Med-Pre-amb; Lift | 3 |
| 1111-17R | 11/12/2011 | <u>Grnvl</u> | Med-Lift | 3 |
| 1111-18R | 11/12/2011 | <u>Grnvl</u> | Med-1022 | 2 |
| 1111-19R | 11/12/2011 | <u>Grnvl</u> | Med-Pre-amb; Lift | 5 |
| 1111-20R | 11/14/2011 | <u>Grnvl</u> | Med-Lift | 2 |
| 1111-21R | 11/15/2011 | <u>CM</u> | Med-Pre-amb; Lift | 2 |
| 1111-22R | 11/15/2011 | <u>Grnvl</u> | Med-Pre-amb; Lift; LZ; Quincy Amb | 3 |
| 1111-23R | 11/17/2011 | <u>Grnvl</u> | Med-Lift | 1 |
| 1111-24R | 11/20/2011 | <u>Grnvl</u> | MVA-Assist | 4 |
| 1111-25R | 11/19/2011 | <u>Grnvl</u> | Med-Pre-amb | 1 |

IVF&R 2011

| Month | Total | Medical | Fire | MVA | Other |
|-------------------|------------|------------|------------|-----------|------------|
| Jan | 15 | 8 | 3 | 0 | 4 |
| Feb | 28 | 17 | 6 | 0 | 5 |
| Mar | 36 | 22 | 8 | 0 | 6 |
| Apr | 25 | 13 | 7 | 1 | 4 |
| May | 31 | 20 | 3 | 1 | 7 |
| Jun | 31 | 20 | 3 | 2 | 6 |
| Jul | 35 | 23 | 4 | 1 | 7 |
| Aug | 35 | 28 | 4 | 2 | 1 |
| Sep | 37 | 29 | 1 | 0 | 7 |
| Oct | 39 | 27 | 2 | 3 | 7 |
| Nov | 31 | 19 | 5 | 1 | 6 |
| Dec | | | | | |
| Total | 343 | 226 | 46 | 11 | 60 |
| Ave | 31 | 21 | 4 | 1 | 5 |
| % of Calls | | 66% | 13% | 3% | 17% |

Indian Valley Community Services District

Indian Valley CSD is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors, and temporary workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

District management reserves the right to inspect its premises for these substances. The District reserves the right to conduct alcohol and drug tests at any time. Your employment may be terminated if you violate this policy, refuse to be tested, or provide false information.

Definitions under this policy:

A "substance" includes alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

An "illegal" substance is one that is illegal to use, possess, sell, or transfer.

"Drug paraphernalia" includes any items used or intended for use in making, packaging, concealing, injecting, inhaling, or otherwise consuming a drug or inhalant.

A "prescription" is a substance prescribed for an individual by a licensed health care provider.

An "inhalant" is a substance that produces mind-altering effects when inhaled.

You are "under the influence" of any substance:

- impairs your behavior or your ability to work safely and productively;
- results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property; or
- is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

"Company premises" include District buildings, grounds, parking lots, and company-provided vehicles.

Company rules

You must follow these rules while you are on company premises and while you conduct company business. The rules apply any place you conduct company business, including a company vehicle or your own vehicle:

1. You may not use, possess, or be under the influence of alcohol on company premises. If management approves, you may drink moderately at certain off-premises, business-related meetings or social gatherings.
2. You may not use, possess, or be under the influence of illegal drugs.

3. You may not sell, buy, transfer, or distribute any drugs. It is against the law to do so, and we will report such actions to the authorities.

4. You may not use, possess, sell, buy, transfer, or distribute drug paraphernalia.

5. You may not use or be under the influence of inhalants.

6. You must follow these rules if you take prescription or over-the-counter drugs on the job.

- You may use a prescription drug only if a licensed health care provider prescribed it for you within the last year.
- You may use prescription or over-the-counter drugs only if they do not generally affect your ability to work safely.
- You must follow directions, including dosage limits and usage cautions.
- You must keep these drugs in their original containers or bring only a single-day supply.

The District may consult with a doctor to determine if a prescription or over-the-counter drug may create a risk if you use it on the job. The District may change your work duties or restrict you from working while you are using a prescription or over-the-counter drug that creates such a risk.

7. You may not use machinery while taking prescription or over-the-counter drugs that impair your ability to work safely. This includes vehicles.

You must cooperate with any investigation into substance abuse. An investigation may include tests to detect the use of alcohol, drugs, or inhalants.

Testing

The Company will conduct drug testing under one or another of the following circumstances:

RANDOM TESTING: Employees may be selected at random for drug testing at any interval determined by the Company.

FOR CAUSE TESTING: The District may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury"

means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

Testing may include urine, blood, or breathalyzer tests. Before testing, you will have the chance to explain the use of any drugs. We will follow laws for keeping test results confidential.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Agreement to follow policy

I have received and read a copy of the drug and alcohol abuse policy for Indian Valley CSD. I agree to follow the rules in the policy.

| | |
|--------------------|------|
| Employee signature | Date |
|--------------------|------|

Witness signature

**Indian Valley Community Services District
Debt Service Schedule**

| <u>Loan #</u> | <u>Due Date</u> | <u>Payment</u> | <u>Payee</u> | <u>Purpose</u> | <u>Payoff</u> | <u>Original Loan Amount</u> |
|------------------------|--|--------------------|-------------------------------|--|---------------|-----------------------------|
| <u>Fire Truck</u> | <u>24-Mar</u> | <u>\$15,712.00</u> | <u>Rural Development</u> | <u>Purchase Fire Truck</u> | <u>2024</u> | <u>\$200,000.00</u> |
| Gville Sewer Expansion | Twice yearly March 2 & 2-Sep | \$17,500.00 | Rural Development | Expand Sewer System Paid for by special <u>assessment on taxroll</u> | 2037 | \$312,103.20 |
| <u>91-14</u> | <u>26-Sep</u> | <u>\$9,017.00</u> | <u>Rural Development</u> | <u>Water system improv.</u> | <u>2043</u> | <u>\$172,000.00</u> |
| 91-07 | Twice yearly June 2 & <u>2-Dec</u> | \$48,000.00 | Rural Development | Purchase Gville Water Approx. | 2043 | \$887,200.00 |
| 91-16 | Twice Yearly June 2 & <u>2-Dec</u> | \$57,000.00 | Rural Development | Water System Improv. Approx. | 2042 | \$1,070,663.00 |
| <u>91-12</u> | <u>26-Sep</u> | <u>\$3,932.00</u> | <u>Rural Development</u> | <u>Water System Improv.</u> | <u>2040</u> | <u>\$75,000.00</u> |
| | Twice Yearly Feb 1 & <u>1-Jul</u> | \$4,542.28 | CA Dept of Health Services | Water System Improv. | 2030 | \$113,557.00 |

Extras

Credit line Monthly Interest \$50,000.00 Plumas Bank Cash Flow
 Payments
 Principle due in
 Mar-07

~~Water Tank~~ No set Payments \$200,000.00 Plumas County Water System Improv.
Filter Interest is Accruing