



## Indian Valley Community Services District

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

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### Board of Directors

Lee Anne Schramel  
Sarah Holcomb  
Philip Shannon  
Robert Heard  
Mina Admire

**Minutes of the Regular Meeting of the Board of Directors  
December 14, 2016 6:30 p.m.  
Greenville Community Town Hall, 120 Bidwell Street  
Greenville, California 95947**

1. **Call To Order/Roll Call:** Director Schramel, Director Heard, Director Shannon, Director Holcomb, Director Admire, Chief Hamblin, G.M. Gallagher, Board Clerk Titcomb, Accountant John Breaux, and Constituents of the Indian Valley.
2. **Pledge of Allegiance:** Chairperson Schramel led the group in the pledge.
3. **Agenda Approval:** It was reported that the November minutes were not available and it was suggested to amend the agenda to remove the approval of those minutes. A motion to approve the agenda as amended was made by Director Shannon and seconded by Director Admire. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
4. **Public Comment:** No public comments were offered at this time.
5. **Approval of the Minutes of the Special Meeting of the Board from November 29, 2016:** A motion was made to approve the minutes as presented by Director Admire and seconded by Director Shannon. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
6. **Finance Report:** Accountant John Breaux referred the group to the board packet and the list of checks, as well as the profit & loss statement. The board had some questions and then opened it up for discussion to the entire group. It was reported that more details of the finances would be covered in the finance committee section of the agenda.
7. **Directors Reports:** Director Schramel reported on an RCAC Training that was shared with her. You can learn more at this website: <http://www.rcac.org/>
8. **Committee Reports:**
  - a. **Personnel & Planning:** This committee did meet. The job descriptions were the focus of the committee and more specifically the Fire Chief position. There was an error in the numbering of the description. The other topic was the report that the IVRPD has signed the I.V. Pool agreement with the district as presented to them.
  - b. **Finance:** This committee did meet and as always the list of checks, profit & loss statements, and the refinancing of the district's debt were the topics of discussion. The group also reviewed the current collections in billing for the first quarter of the year.
  - c. **Public Relations:** This committee did meet and discussed the topics that should be covered in the upcoming newsletter. They reviewed any current complaints in the binder at the office. There was a discussion from a complaint about the breathing tanks on the fire trucks and the fact that they are out of date on their servicing.
  - d. **Ordinance:** This committee did meet and the topics on the agenda discussed were a reiview of board member policies and continuation of the review of the policy handbook.
9. **Fire Department Report:** Chief Hamblin referred the group to the board packet where the call volume sheet is listed. He reports that the volume is down some. He reports that the water tender for Greenville is still being modified and is in Taylorsville to be worked on. Director Heard requested a firm date for

completion on this truck and he was told by Chief Hamblin that all work on this conversion would be done by March 1, 2017. He reports that the little black binders for maintenance checklists for all of the trucks were almost ready. Director Heard requested that a firm date for completing this project be chosen and it was reported that by February 1, 2017 would be a sufficient date for completion. Fire Chief Hamblin reports that the air breathing tanks would be certified and reinstalled on the trucks and that this would be done by February 1, 2017 including the certification of approximately 80 tanks, and that these would be a mix of fiber material tanks, and metal canister tanks. There were some questions and answers at this time. G.M. Gallagher suggested that the volunteers during training sessions could help prepare the current inventory lists on the trucks, including all safety gear. The board had some questions and reinforced the timeframe issue with the chief for completion of the projects currently underway.

#### 10. New Business:

- a. **Nominations of Board Officers and Committees:** A motion was made to elect Director Heard as the Board Chair for the 2017 year, by Director Shannon and seconded by Director Admire. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously. A motion was made to elect Director Shannon as the Vice Chair for the 2017 year, by Director Heard and seconded by Director Admire. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously. A motion was made to elect Board Clerk Titcomb as the secretary of the board by Director Shannon and seconded by Director Heard. A vote was called for with 5- Yes and 0- No votes. This passes unanimously. A motion was made to elect Accountant John Breaux as Treasurer to the board by Director Heard and seconded by Director Admire. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously. A motion was made to assign the directors to the various committees as follows: Personnel & Planning; Director Schramel and Director Holcomb. Public Relations; Director Schramel and Director Admire. Finance; Director Admire and Director Heard. Ordinance; Director Heard and Director Shannon. IVASA; Director Heard and Director Holcomb.
- b. **Review Engineering Agreement and Cost Estimate For The Crescent Mills Water Plant Rehab Grant:** The board gave direction to the G.M. to go ahead with a planning grant and not a shovel ready project due to the cost estimates of the shovel ready project. It was reported the timeframe would slow down some but not a significant amount that it would hurt the overall outcome of the grant. G.M. Gallagher had a staff report prepared and discussed as presented in the board packet.

#### 11. Old Business:

- a. **Approval of Board Policy Manual:** G.M. Gallagher referred the group to the board packet and the staff report that had the printed copy of the board policy manual, as presented, and as approved in committee meetings. Director Schramel wanted it to be known and listed that is a living document and that as it is updated and/or changed that the revision date be highlighted. It was reported that these type of documents change quite often and it needs to be documented each time that changes are made. A motion to approve the Board Policy Manual as presented was made by Director Admire and seconded by Director Shannon. A vote was called for with 5- Yes and 0- No votes. This passes unanimously.
- b. **Other Business From The Floor:** No other business was presented at the time.

12. **General Manager's Report:** G.M. Gallagher referred the group to the board packet and his staff report based upon his activities for the month. Some of those items are a project to abandon part of the main line on Main Street. The refinancing of the district's debt has been a priority and a lot of time for the G.M. He reports that this is a positive move and that there are interested parties in investing in the refinancing. He reports that the UBPro system is being cleaned up in preparation for the new InHance billing system. He reports that the district is working with the Center for Work Force Development in order to obtain an operator in training for the Wastewater/Water position and they will pay to train this person for a full year. He is proud to report that the district successfully completed the requirements for the SDLF District Transparency Certificate of Excellence. Collections are ongoing for past due accounts

and you will see more diligent efforts to get those accounts brought current. He reports that the office hours for 2017 will change to M-F 9:00 a.m. until 4:30 p.m. giving the constituents an extra day to come in and pay the bills.

**13. Closed Session:** Public Employee Evaluation of the General Manager.

**14. Report Out of Closed Session:** It was reported that the board did evaluate the General Manager and that they did approve the new contract with Chris Gallagher for a 1 year time period, with a motion by Director Heard and seconded by Director Admire. A vote was called for with 4- Yes votes and 0- No votes, and 1- Absent, as Director Shannon left the meeting during the closed session.

**15. Adjournment:** A motion was made and seconded to Adjourn the meeting at 7:50 p.m. and that the next meeting will be January 11, 2016 at 6:30 p.m. at the Greenville Community Town Hall.

Chairperson Signature:



Board Clerk Signature:



