



Indian Valley Community Services District

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

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Board of Directors

Matt Cassol, Chair
Lee Anne Schramel Vice-Chair
Bob Orange
Bob Heard
Phil Shannon

Meeting Minutes of the IVCS D Board of Directors

Wednesday, April 8, 2015 6:30 p.m.

Greenville Community Town Hall, 120 Crescent Street, Greenville, CA. 95947

1. **Swear in New Directors:** Due to the recall election, 3 new board members were sworn in as directors of the board for the Indian Valley Community Services District. They are Director Lee Anne Schramel, Director Phil Shannon, and Director Robert Heard. They were all sworn in and seated at the board table.
2. **Call to Order/Roll Call:** The meeting was called to order at 6:37 p.m. Present were Director Cassol, Director Orange, Director Schramel, Director Heard, Director Shannon, General Manager Lawson, Board Clerk/Secretary Titcomb, Maintenance Don Silva, Counsel Reichle, Fire Chief Hamblin, Steve Allen CMFPD, Todd Aylward Cal-Trans, Joe Kemp CMFPD, Supervisor Kevin Goss, Constituents of Indian Valley.
3. **Pledge of Allegiance:** Director Cassol led the group in the Pledge of Allegiance.
4. **Adoption of Agenda:** Counsel Reichle brought up a notice that was received pertaining to the hwy. 89 infrastructure project and a time sensitive matter, that needs urgent attention, and it was his advice that we make it a point of discussion and action on this agenda. The Brown Act allows for urgent matters to be placed on the agenda without the 72 hour notification. A motion to accept the agenda as amended with the addition of an urgent matter to be placed as number 16 on the agenda was made by Director Orange and seconded by Director Schramel. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
5. **Approval of Minutes:** The date on the minutes is printed as "March 12, 2015" and will be changed to March 11, 2015. Director Schramel found an error under Directors Reports that she met with a group of people in Taylorsville, and it needs to be changed to "an individual". A motion to accept the minutes as amended was made by Director Schramel and seconded by Director Cassol. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
6. **Public Comment:** A comment was offered by Kevin Goss to congratulate the new board members on their newly elected positions and community spirit remained positive during the election process. His remarks lasted 56 seconds.
7. **Appoint a Board Chairperson:** Director Schramel nominated Director Cassol right away. All directors agreed that Director Cassol should be the Chair, and then Director Cassol immediately nominated Director Schramel for Vice Chairperson position, both were seconded by Director Orange and unanimously confirmed by the rest of the board.
8. **Directors Reports:** Director Schramel reported that she attended a webinar "Spot the Fraud" Fraud Detection and Prevention. This webinar was done by California Special Districts Association and gives us credit with a board member and the board clerk attending this webinar. Director Schramel went into some details as to how she thinks we can apply the teachings of the webinar to our daily functions at the district office. No other reports were offered at this time as Director Orange will add his report information during the fire district JPA discussion later in the meeting.
9. **Committee Assignments:**
 - a. **Ordinance Committee:** Director Orange and Director Heard were assigned to this committee.

- b. **Public Relations Committee:** Director Cassol and Director Shannon were assigned to this committee.
- c. **Finance Committee:** Director Cassol and Director Schramel are staying in place on this committee.
- d. **Personnel & Planning Committee:** Director Orange and Director Heard were assigned to this committee.
- e. **IVASA:** Director Heard and Director Schramel were assigned to this committee.

10. Committee Reports:

Finance Committee: This committee did meet and the district policy was read aloud to the group.

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3020

3020.1 An annual budget proposal shall be prepared by the General Manager.

3020.2 Prior to review by the Board of Directors, the Board's standing Finance Committee shall meet with the General Manager and review his/her annual budget proposal.

3020.3 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in May.

3020.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June.

* Director Schramel requested that the current budget information be added to the website so that the public can read and contribute to the budget process that will result, hopefully in a budget that should be ready for approval at the June board meeting. Watch for some upcoming special meetings dedicated solely to the budget and budget process. At this time more discussions were focused on rate studies, staffing levels, and where revenues will come from to properly fund the district.

- f. **Joint Powers Fire Protection Committee:** This committee did meet and discuss a Mission Statement and goals. A working plan was the center of discussion with regards to personnel, equipment, and a structure of administration. A decision was made as to the make-up of the 9 member committee. The meeting for April 12, 2015 was cancelled. The group will reschedule a meeting for later in April.

- 11. **Revoke the Existing Signature Card with Plumas Bank:** A motion was made to revoke the existing signature card on file with Plumas Bank by Director Orange and seconded by Director Cassol. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
- 12. **Resolution 2015-004; Plumas Bank Signature Card Authorization:** A motion was made to authorize a new Plumas Bank signature card for the district, and approve the resolution, by Director Schramel and seconded by Director Orange. A roll call vote was called for with the following results, Director Shannon votes yes, Director Schramel votes yes, Director Orange votes yes, Director Cassol votes yes, and Director Heard votes yes. This resolution was approved unanimously.
- 13. **Amend Resolution 2015-003 to Name the Chairperson of the Board as the Official Loan Document Signature:** A motion was made to amend the 2015-003 resolution to strike Brad Smith from the resolution document, and to replace him with Matt Cassol on the resolution document by Director Schramel and seconded by Director Heard. A roll call vote was called for with these results; Director Shannon with a yes vote, Director Schramel with a yes vote, Director Orange with a yes vote, Director Cassol with a yes vote, and Director Heard with a yes vote. This amendment to the resolution passes unanimously.
- 14. **RCAC Loan Extension Resolution 2015-005 Approval:** G.M. Lawson reported that this is a final work out agreement with RCAC for a bridge loan that was past due and associated with the water treatment plant in the Greenville system. A motion was made to approve this resolution as presented by Director Schramel and seconded by Director Cassol. A roll call vote was called for with these results; Director Shannon voted yes, Director Schramel voted yes, Director Orange voted yes, Director Cassol voted yes, and Director Heard voted yes. This motion passes unanimously.
- 15. **Cal-Trans Right of Way Contract Authorization:** Todd Alyward was present from Cal-Trans and explained briefly what would happen and the timeline for the changes. He reported that there are federal

laws and guidelines in place to oversee such projects, and that they will be followed. Counsel Reichle reported that this should be a two part motion to allow the general manager to sign for the district so that sidewalk work can be done in front of the Greenville Fire Department building and allowing the general manager to sign for an easement in front of the Greenville Fire Department building, allowing the sidewalk and driveway changes to be maintained. A motion was made to approve G.M. Lawson to sign the agreement with Cal-Trans to do work on the sidewalk, and driveway in front of the Greenville Fire Department by Director Schramel and seconded by Director Heard. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously. A second motion was made to allow G.M. Lawson to sign a grant of easement for the sidewalk and driveway in front of the Greenville Fire Department building for maintenance by Director Cassol and seconded by Director Orange. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.

- 16. Additional Agenda Item; Urgent Item for California Department of Transportation, Agreement for the Positive Location of Underground Utilities:** Due to time restrictions and that the district received this agreement after the agenda was posted it was deemed necessary to add this item this month as it could not wait another month. Cal-Trans has hired a company under contract to locate underground utilities for the upcoming highway construction project along the Highway 89 corridor through Greenville. Copies of the agreement were included at the back of the board packets and to the board members. The contractor will be used during the design phase of the project, hired by the state at the state's expense, to help streamline the process. A motion was made to authorize G.M. Lawson to sign the agreement with Cal-Trans as presented to the board by Director Cassol and seconded by Director Orange. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.
- 17. Appoint 1 Director and 2 Volunteer Fire Fighters to the JPA Committee:** It was agreed that Director Shannon would be the board representative to serve with Director Orange on the committee. It was presented and agreed upon that David Wattenpah and David Preston would be the volunteer fire fighters to serve on the committee. A motion to accept these representatives to the committee was made by Director Orange and seconded by Director Cassol. A vote was called for with 5- Yes and 0- No votes. This motion passes unanimously.
- 18. Fire Department Report:** Chief Hamblin reported that everything went smoothly during his vacation and he expressed gratitude for those that covered for him. He reported that the equipment is in good shape and the fire department state of readiness is good. He reported that the department has a good relationship with the U.S.F.S. He reported that training would move to the outdoors again now that light conditions in the evenings is better. It is a good time of year to test hoses and replace the ones that are worn out. He reports that he will attend the Fire Safe Council Meeting on Thursday morning, April 9, 2015 in Quincy. He reported that he was pleased that the fire department retained a 4 ISO rating. Some questions and answers were handled at this time.
- 19. Maintenance Report; Don Silva:** No work order totals were given as we are changing the way that we communicate them internally, details will be given next month. He reports that he is cleaning up the repairs that are needed and reported on the meter reader list. He reports that he is still in the process of replacing 5 meters each month for a total of 60 annually, and that after 10 years there will be all new meters in place, and time to turn around and start all over as the estimated life span of a meter is 10 years. A new service connection was installed on Alta Camp Road and this allowed for the use of the newly acquired "mole" and air compressor purchased by the district. Work is being done at the Greenville Water Plant with things being organized and inventoried. An old pick-up truck owned by the district was set up for waste water work only which makes it easier to stock only those kind of parts and other inventory on this particular truck, used for a specific sewer only services. The retaining wall is still being moved back some at the water plant as to allow large trucks the ability to turn around there. He has a quote for the new gate and reports that the area around the Round Valley dam look good, as was mentioned too by Director Cassol.
- 20. Manager/Operations Report:** The lake levels are reported in the board packet and referred to by the general manager.
 - a. Crescent Mills Water:** This system is in good shape and continues to run without too many issues.
 - b. Greenville Water:** This system is losing ground due to increased loss of water through leaks.

c. **Greenville Waste Water:** G.M. Lawson referred to the charts in the board packet to highlight the specifics of this system. It is in need of repairs but no funds are available at this time to accomplish any repairs in this system.

d. **Taylorville Sanitation System:** This system is in good condition and will soon get some much needed repairs and upgrades due to some grant funds applied for by the general manager.

There were some questions about the mandatory water cut backs demanded by the governor of the state of California and how that may affect the water users of the district. It was mentioned by G.M. Lawson that the SRWCB is meeting soon to discuss and act on the demand, and set the rules for compliance.

There will be more information at the May meeting. RCAC thought that since we have our audits complete and a work out agreement with them on past due funds, that we may qualify for other grant funds for future projects. G.M. Lawson reports that the solar project continues but is being looked at in many different ways to see what is the best deal for the investors and the district. You will certainly see more of those details in future board meetings dealing with the solar project for the district.

21. **New Business/Old Business:** Director Schramel wanted to pin down a firm date for the Special Meeting of the board to deal with budget concerns and review, and that date was discussed by the board with April 27, 2015 in the Greenville Community Town Hall as the preferred date, and at 6:30 p.m. noting that Director Schramel was bringing a fruit pie, and that some "other" goodies will be there for consumption. Director Schramel wanted to let the constituents know of an e-mail address to reach her with budget discussion items at ivcsdschramel@gmail.com and that she would try to respond in a timely manner. Steve Allen of the CMFPD used this time to confirm some information with the board about the JPA and committee to explore the consolidation of the fire departments.

22. **Adjournment:** The meeting adjourned at 7:51 p.m.

Signed Board Chairman Matt Cassol:



Signed Board Clerk/Secretary:



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