



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 for the Regular Meeting of the Board of Directors

June 8, 2016 Wednesday, 6:30 p.m.

120 Bidwell Street, Greenville, California 95947

- 1. Call To Order/Roll Call:** Chairwoman Schramel called the meeting to order at 6:30 p.m. Board Clerk Titcomb called the roll with the following being present: Director Schramel, Director Heard, Director Shannon, Director Admire, Director Holcomb. Also present were: G.M. Gallagher, Board Clerk/Secretary Titcomb, Fire Chief Hamblin, Accountant John Breaux, Special Guests from PHI Air Medical Services, Danny Hawk and his wife, representing Round Valley Woods Subdivision, and Constituents of the Indian Valley.
- 2. Pledge of Allegiance:** Director Schramel led the group in the pledge.
- 3. Public Comment:** Mr. Danny Hawk introduced himself and his wife as the owners of the Round Valley Woods subdivision in Greenville, California, off of South Main Street. He mentioned that he is a rice farmer in the Sacramento Valley and that he is happy to be here and invested in our community.
- 4. Approval of Regular Meeting Minutes of May 11, 2016:** Director Schramel suggested changes to item 10. b. in the minutes to emphasize that "direction was given to staff to optimize the amount of cash, if possible". A motion was made to approve the minutes as amended by Director Shannon, and seconded by Director Holcomb. A vote was called for with 5- Yes votes, and 0- No votes. This motion passes unanimously.
- 5. Presentation Concerning PHI Air Medical by Erin Cox and Clayton Smith:** There were 3 representatives from PHI Air Medical in attendance and here to report specifically about the air ambulance, and ground ambulance progress in regards to the relationship between IVASA, IVCSA, and PHI. Clayton Smith began with his reports about the operations and call center in Arizona, and how calls are handled when they come into the center, after being transferred from Plumas County, once a medical emergency is recognized. This will be a pilot project for PHI in handling the ground transportation portion of services in Indian Valley. They hope to expand upon this service into other areas of the nation. He focused on the fact that questions would be asked as the person calling is waiting for help to arrive, to determine exactly what more can be done to properly respond to the emergency situation. It was stressed that help would already be dispatched but that the questions would help them to determine if the caller can do more to assist the person/people in need. The membership program was discussed and that more was in the works to offer the most coverage for the annual cost, to be determined. Some questions and answers were handled at this time.
- 6. Finance Report:** John H. Breaux of Barnard & Associates was present and referred to the list of checks printed out in the board packet. It was open for questions about any items on the list of checks and they were answered. He then referred to the Profit & Loss Statement that was added to the board packet and was receptive to questions and giving answers. Everything was reported on and he reports that he is working on the reconciliation for the fiscal year.
- 7. Director's Reports:** Director Schramel reported that she and G.M. Gallagher attended California Legislative Days in Sacramento, Director Schramel as the IVCSA representative and G.M. Gallagher as

the representative from the Plumas County Special District's Association. Both reported that they felt strongly that this was a very worthwhile endeavor for our area, and for the county. They were able to meet with legislators and discuss specific issues with the lawmakers and their staff. Both report that we should be represented at these meetings in the future.

Director Schramel reported that the Fire Safe Council reports on funding to reduce fuel sources around the area and give better fuel breaks in these areas, and reduce the threat from seasonal wildfires.

8. **Committee Reports:**

- a. **Personnel & Planning:** This committee did not meet but reported that they are working on the general manager evaluation.
- b. **Finance:** This committee did meet. The committee is busy reviewing budget numbers for the coming fiscal year and will wait to see the actuals from the previous year.
- c. **Public Relations:** This committee did meet and looked to see if any complaints needed to be addressed. There weren't any new complaints, ideas, or suggestions to review. The co-sponsored event by the IVCS and the IVCC to paint the front and doors on the Greenville Fire Hall was discussed, and Director Admire said that she would make phone calls to drum up support and volunteers.
- d. **Ordinance:** This committee did not meet.
- e. **IVASA:** This board did not meet.

9. **Fire Department Report:** Chief Hamblin reports that he attends his monthly meetings of Emergency Communications and Fire Safe Council. He reports that the call volume is down some and that report is in the board packet for review. It was reported that Bob Orange would be going to pick up the fire truck that was issued to the district from Cal-Fire, as a surplus USFS vehicle.

10. **New Business:**

- a. **Public Hearing For The 2016-17 FY Budget:** The public hearing opened at 7:49 p.m. G.M. Gallagher began the discussion as per his manager's report for the budget hearing that is in the board packet. Generalized discussions about capital improvements, reserves, and other budget matters were mentioned by Director Schramel and G.M. Gallagher. Board discussions took place and it was recommended that the preliminary budget should be passed with a freeze on capital improvements until after the next Finance Committee meeting and the next hearing on the final budget. There were some comments and discussion by the board and public and then the public hearing was closed at: 8:23 p.m. A motion to approve the preliminary budget packet with a freeze on any capital expenses was made 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.
- b. **Approve Policy 3160 Payment Processing Policy:** There was a small amendment to the policy document in the first paragraph taking out the word "by" before credit card. A motion to approve the policy as amended was made by Director Shannon and seconded by Director Holcomb. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.

11. **Old Business:**

- a. **Authorize the General Manager to Sign Water Systems Emergency Response Plan:** There are some ongoing changes to this document and it was agreed that it become a titled "Working Draft Document" so that phone numbers, addresses, and contacts could be changed as needed. Some discussion about the details of the document occurred a few minor amendments were made, and it was suggested that the document be amended and dated each time. A motion to approve the plan as amended and as a working draft document that can be amended and dated each time was made by Director Heard and seconded by Director Shannon. A vote was called for with 5- Yes votes, 0- No votes. This motion passes unanimously.
- b. **Taylorville Project Update:** G.M. Gallagher reports that work on the other district systems is busy and that Chief Operator Silva is trying to get an electrician to finish the work. Finding an electrician to respond to the job in a timely manner is the last hurdle for the project.

c. **Greenville Streetscape Project Update:** G.M. Gallagher reports that the 8” main line replacement is being finished but that while the line was exposed Chief Operator Silva saw the need to replace a line to the Sierra Lodge with a new 2 “ meter, as opposed to just hooking back up to the existing line, and not being able to change the meter to the proper size for the constituent. It was allowed for the district to be able to make the changes before the contractor closed the trench. It was reported that meetings about the project would take place at the Greenville Town Hall and that flyers for these meetings were distributed around the community.

12. **General Manager’s Report:** G.M. Gallagher referred everyone to the board packet for his report to the board on his activities. You can hear the audio on <https://soundcloud.com/jeff-luke-titcomb/june-8-2016-ivcsd-bod-meeting>

13. **Closed Session:** The board went into closed session to evaluate the general manager.

14. **Open Session:** The board returned to open session and reported that they evaluated the performance of the general manager, and that they are pleased with his performance.

15. **Adjournment:** The meeting was unanimously adjourned. The next meeting will be July 13, 2016.

Chair Signature: 

Board Clerk Signature: 

