



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

Board of Directors Regular Meeting

August 10, 2016 at 6:30 p.m. Greenville Town Hall
120 Bidwell Street, Greenville, California 95947

- 1. Call To Order/Roll Call:** Chairperson Schramel called the meeting to order at 6:30 p.m. and G.M. Gallagher called the roll with Director Schramel, Director Heard, Director Holcomb, Director Admire, Director Shannon, G.M. Gallagher, Chief Hamblin, Robert Reynolds (Network Innovation), and Constituents of Indian Valley. Board Clerk Titcomb returned to the meeting during agenda item 5.
- 2. Pledge of Allegiance:** Chairperson Schramel led the group in the pledge.
- 3. Approval of Agenda:** Chairperson Schramel expressed a change to the agenda to item 11 b. as to list it as a "Public Hearing" item, as it was published in the local paper as such. A motion was made by Director Shannon and seconded by Director Heard. A vote was called for with 5- Yes and 0- No votes. This motion passes unanimously.
- 4. Public Comment:** No public comments were offered at this time.
- 5. Approval of Meeting Minutes of July 13, 2016:** Chairperson Schramel reported that the minutes were released later than normal and that they could use some edits before considering approval of them. She reports that staff is very busy during July and August with budget, legal, and tax lien preparations, and losing the office assistant just before this time makes it difficult to keep up. She reported that a new office assistant was hired and is currently being trained. A motion was made to table the approval of the minutes until the September meeting by Director Admire and seconded by Director Shannon. A vote was called for with 4- Yes votes and 1- No vote (Director Heard). This motion passes with a majority.
- 6. Presentation; Robert Reynolds; Network Innovations:** Mr. Reynolds came prepared with handouts to highlight the specifics of his proposal for a computer network system and back up for all of the district's electronic files. His proposal was for the first 15 minutes and then he would open it to the board and audience for questions and answers. He gave a brief history of the company and then he highlighted what the district currently has as far as equipment, computers, and back up. He then reported on the proposal that he brought for the district, highlighting what the needs are to properly run and secure the operations of the district. He finished with why the district would need this equipment and services, essentially what is the final objective, goals. He opened it up for questions to the board and audience. This proposal is available at the district office with professional references.
- 7. Finance Report:** G.M. Gallagher referred everyone to the board packet and the list of checks issued during the month. He opened it up for questions as to the checks, the amounts, and the vendors. Very few questions were handled at this time. He reported that the budget was good and that the district was in good financial shape, right on schedule for the year-end profit and loss statements. The board seemed pleased that there were no surprises or big differences in what was budgeted and actually spent. The income was good and the spending was in line with what was budgeted for the year.

8. **Directors Reports:** Director Heard reported that he attended the smoke testing for the district and he felt that it was a good learning experience, and a good idea to be aware as a director the process of the smoke testing, and the functions to carry out.
9. **Committee Reports:**
- a. **Personnel & Planning:** This committee did meet and the agenda for the meeting is available on the website prior to the meeting at www.indianvalleycsd.com The items discussed were the review of board goals, discussing the IVRPD and IVCSO MOU for the Indian Valley pool. The review of a vision statement and the continuation of the policy handbook revision.
 - b. **Finance:** This committee did meet and the agenda is available prior to the meeting on the previously mentioned website. The items discussed were the 2016-17 FY budget, the year-end review of the 2015-16 FY budget with profit and loss statement. It was discussed the subject of the Round valley Woods subdivision fees and other outstanding fees/debts. The delinquent O&M tax lien list was reviewed and discussed. The ongoing USDA debt refinancing options was discussed as well.
 - c. **Public Relations:** This committee did meet and the agenda is available on the previously mentioned website prior to the meeting. The items discussed were any recent complaints, ideas, and issues, as well as the quarterly newsletter.
 - d. **Ordinance:** This committee did meet and the agenda is always posted on the website at: www.indianvalleycsd.com The items discussed were any ordinance review, based upon need, and the continuation of the policy handbook revision. The ordinance committee only meets quarterly now unless a specific need arises to make it necessary for the committee to meet more often.
 - e. **IVASA:** IVASA is a JPA between the IVCSO and the IVHCD to handle a parcel assessment to keep a ground ambulance service here in the Indian Valley. If you need additional information about this board and its function, feel free to visit the district's office, and staff will answer any questions that you may have. This board of directors did meet and the agenda is posted in the community, and on the IVCSO website prior to the meeting. The items discussed and acted on by resolution of the board was the assessment on the county tax rolls for the 1,397 parcels to be charged, and the board approved the resolution. The board clerk will proceed with paperwork to submit to the county for these charges to take place. The other items discussed were the frequency call volume for the ambulance and air ambulance service. The board discussed the employee situation with the transfer to PHI from South Lassen Ambulance. As you may have noticed the ambulance has a new paint job and color scheme in black and yellow, and that is the news that the ambulance crews are now employees of PHI. Chairman McNett reported that he signed the contract with PHI as the board approved him to during the special meeting in May of 2016. There is a placeholder on the district website for the IVASA information and it will need to be updated now that the contract is signed and the corporate ownership has changed. Look for those changes soon. The next scheduled meeting for IVASA will be in January of 2017 but a special meeting of the board could be called if some business arises that needs a vote of the board before then.
10. **Fire Department Report:** Chief Hamblin reported on the follow up inspection of the truck in Taylorsville that had a steering gear rebuilt and it was hoped that it could be inspected again before being put into action, as the board was concerned of liability issues on running a truck before having it inspected. He reported that the upcoming County Fair would have the Fire Fighter's Muster as a main feature this year. He referred to the board packet and the frequency report, and mentioned that the call volume was down some. He reports that he will attend the Fire Safe Council meeting in Quincy, Thursday, August 11, 2016.
11. **New Business:**
- a. **Approve Resolution 2016-012; Prop 4 Limits:** G.M. Gallagher referred everyone to the board packet under the staff report dealing with district spending limits. This affects the spending limits on tax funds spent by the fire department. A motion was made by Director Heard to approve the resolution as presented in the board packet and seconded by Director Holcomb. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.

- b. **Approve Resolution 2016-014 for Delinquent O&M Fees:** The public hearing was opened at 8:06 p.m. and the section in the board packet that provided information about past due amounts was referred to. The list of names and dollar values was there and was properly run in the newspapers as well as letters sent informing the constituents listed of the public hearing. There was some discussion of the process and the amounts, and how the amounts are broken out in past due, and fees due for the coming year. No protests of the charges were presented at this time. The public hearing was closed at 8:19 p.m. A motion to approve the resolution 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.
- c. **Approve Resolution 2016-015; Adopt FY Budget 2016-17; Public Hearing:** The public hearing was opened at 8:25 p.m. and discussion was led by Chairperson Schramel about the goals for the year. G.M. Gallagher read from his staff report, printed in the board packet and readily available on the district website, summarizing the amounts proposed in the budget. It was mentioned that the approval of the preliminary budget approved the expenditure for the current UBPro upgrade to the InHance software by UBPro. G.M. Gallagher provided a list of definitions to the language in the budget document. Some discussion was had about the rise in costs from last year's budget to the proposed current budget, and also some of the costs that have been reduced. It was opened to the public for input and no public input was heard at this time. The public hearing was closed at 8:33 p.m. A motion was made to approve the resolution as printed in the board packet and presented 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.
- d. **Review Draft MOU between IVCS D and IVRPD for the Indian Valley Pool:** G.M. Gallagher referred everyone to the board packet and the DRAFT printed MOU for the organizations. IVCS D legal counsel had input into the presented MOU and it was read by Chairperson Schramel. It was recommended that this printed DRAFT MOU be presented to the IVRPD board for discussion, modification, and possible approval. No action was taken at this time other than an e-mail and printed copy would be delivered to the IVRPD.
- e. **Approve Resolution 2016-016; Greenville Tax Assessment; Greenville Sewer Expansion:** G.M. Gallagher read from a staff report presented in the board packet describing the renewal process of the tax assessment. The staff report is available on the district website. A motion was made to approve the resolution by Director Admire and seconded by Director Holcomb. A vote was called for with 5- Yes votes and 0- No votes. This motion passes unanimously.

12. Old Business:

- a. **Taylorville Project Update:** It was reported by G.M. Gallagher that the main electrical switch is on order and would be a 5 week delivery time from a custom build to installation. More would be reported at the next meeting.
- b. **Greenville Streetscape project:** Work continues and more will be reported as to the schedule for work to continue for this year.
- c. **Business From The Floor:** It was reported on the smoke testing and how we cooperated with other organizations to carry this project out. A meeting was announced between the G.M. and the GHS Principle due to some trees that maybe blocking the sewer pipes, and may need to be cut down. G.M. Gallagher will be reporting on this in a future meeting. The audio of the meeting is available on the website (link to soundcloud) where the meeting can be heard in full: www.indianvalleycsd.com The board packets are available on the same website or you can request a printed version from the office with a small charge for each sheet printed.

- 13. **General Manager's Report:** G.M. Gallagher referred everyone to the board packet and the description of his items listed there. The budget being the main concern and reported on earlier in the minutes. The Prop 50 funds and other grants that he is working on and the legislative items that were passed or not considered for approval. He reported on the status of the fire tanker purchase and possible issues with

the original truck, but that another option has come forward. He reported on the IVRPD MOU and the Governor's drought plan to reduce water consumption and that the restrictions were relaxed some to allow for 3 days per week watering of ornamental plants and yards. The detailed report of his items is available on the district website and his report is captured on the audio of the meeting.

14. Adjournment: The meeting adjourned by unanimous vote at: 9:08 p.m.

Chair Signature: _____
Lee Anne Smead

Board Clerk Signature: _____
Jess Johnson

