



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-Chair
Robert Heard-Vice
Sarah Holcomb
Phillip Shannon
Mina Admire

Meeting Minutes

IVCSD Board of Directors Meeting

March 9, 2016 6:30 p.m.

Greenville Community Town Hall, 120 Bidwell Street
Greenville, California 95947

1. **Call To Order/Roll Call:** Chairperson Schramel called the meeting to order and Board Clerk Titcomb called the roll. Present were Director Admire, Director Schramel, Director Heard, Director Shannon, G.M. Gallagher, John Breaux, Board Clerk Titcomb, Chief Hamblin, and Constituents of the Indian Valley. Director Holcomb was absent.
2. **Pledge of Allegiance:** Director Schramel led the group in the pledge.
3. **Adoption of the Agenda:** It was recommended that the board move item #9 up in the scheduled agenda to become item #6, and to remove the previous #6 from the agenda as the county representative isn't present. A motion was made to adopt the agenda as amended by Director Shannon and seconded by Director Admire. A vote was called for with 4- Yes votes and 0- No votes, and 1- Absent, Director Holcomb. This motion passes with a majority.
4. **Public Comment:** No public comments were available at this time.
5. **Approval of Regular Meeting Minutes of February 10, 2016:** There were some amendments recommended to the clerk. A motion was made to approve the minutes as amended by Director Admire and seconded by Director Shannon. A vote was called for with 4- Yes votes, 0- No votes, and 1- Absent, Director Holcomb. This motion passes with a majority.
6. **Finance Report:**
 - a. **Review List of Checks from February 2016 and Financial Report:** Accountant John H. Breaux from Barnard & Associates was present to present to the board. He referred to the documents in the board packet (online also) www.indianvalleycsd.com which lists the check register and there were some questions as to the checks, and who some of the companies are, and what services or products they provide for the district. He reports that we're almost 59% through the fiscal year and then again a document in the board packet lists out the expenses, and at what percentage the budget versus actual is at now. This is a good guide to see if the budgeted funds match reality in spending. There were some questions and discussion from the audience and the board.
 - b. **Budget Goals for 2016-17 Fiscal Year:** G.M. Gallagher referred to the board packet and budget items for the coming year. There was a lot of discussion about funding for infrastructure projects, grant funding for both Greenville and Crescent Mills systems. He reports briefly on plans for a small solar project. More of the planning grants and replacement grants will show up later in the agenda, with supporting resolutions.
7. **Director's Reports:**

Director Heard reported on the CSDA training that took place on February 17 in Quincy and reported that there were 3 directors at the training and 2 staff members. It was also a Plumas County Special Districts Association meeting in the morning where the group discussed Legislative Days, and the

possibility of one of the directors serving in May to attend the sessions. Director Schramel also highlighted her experiences with the training and what was taken away from the learning sessions.

8. Committee Reports:

- a. **Personnel & Planning:** This committee did meet and are actively reviewing and updating the district policy handbook. This is information supplied by the CSDA and then adapted to fit the needs of the district. It was reported that this is a long process as each page needs to be reviewed for its content and how it coincides with district goals.
- b. **Finance:** This committee did meet and were able to review a few months of bank statements, deposits, and checking review. This is something the committee does and signs off on the banking documents, which are kept in the office for public scrutiny. They had some discussion about the existing Plumas County loan and how to better meet the demands of the county to make a better annual payment on the loan. They also go over the profit & loss report supplied by Barnard & Associates.
- c. **Public Relations:** This committee did meet and reviewed the March newsletter compiled by staff and mailed out in the March billing. There are still some ongoing goal setting items that the committee would like the staff to accomplish in order to get the Transparency qualification from the CSDA.
- d. **Ordinance:** This committee did meet and discussed the idea of having this committee not meet as often, as the Ordinances are approved and little other work by the committee is needed every month, but that they would move to a quarterly schedule unless a specific reason was presented to increase the need to meet more often. A motion was made to set the committee meeting schedule as quarterly by Director Shannon and seconded by Director Admire. A vote was called for with 4- Yes votes, 0- No votes, and 1- Absent, Director Holcomb. This motion passes with a majority.

9. **Fire Department Report:** Chief Hamblin was present to give his report and the frequency report that is in the board packet. He reports that there is some quality training happening and cooperation in training between the fire department and the ambulance service. He reports that the medical supplies are in good shape. He reports that the AED needs batteries. He reports that the trucks and inspections are completed and that only 2 vehicles now have an issue and that parts are here. He is waiting on a time delay at the auto repair shop to get the truck from Taylorsville in for a steering repair. He reports that the G.M. has the inspection sheets and qualifications for all of the trucks. He reports that evacuation plans and roads used for emergency evacuation were inspected and driven during the month. He reports that the air horn/noon whistle is still not working and that it will need some repairs beyond just hooking up the air source for it, and that an electronic emergency notification horn may be needed, if the old one can't be repaired. He reports going to the Chief's Meeting in Quincy and that it is good to keep in touch and support each other with mutual aid support from each community. He reports that he is taking his annual vacation and that he has prepared to have his volunteers cover for him.

10. New Business:

- a. **Approve Resolution 2016-005 Authorizing G.M. to Sign CM SWRCB Financial Assistance:** G.M. Gallagher referred the board to the packet and his recommendation about the grant possibilities to improve the Crescent Mills systems. A motion was made to approve Resolution 2016-005 by Director Admire and seconded by Director Schramel. A vote was called for with 4- Yes and 0- No, and 1- Absent, Director Holcomb. This motion passes with a majority.
- b. **Approve Resolution 2016-006 Authorizing G.M. to Sign for CM DWSRF Financing Obligations:** G.M. Gallagher referred to the board packet and recommendation. A motion was made to approve Resolution 2016-006 by Director Heard and seconded by Director Admire. A vote was called for with 4- Yes and 0- No, and 1- Absent, Director Holcomb. This motion passes with a majority.
- c. **Approve a CEQA Notice of Exemption for the CM SWRCB Planning Grant Application:** G.M. Gallagher referred to the recommendation in the board packet. A motion was made to approve the

Notice of Exemption by Director Schramel and seconded by Director Shannon. A vote was called for with 4- Yes, and 0- No, and 1- Absent, Director Holcomb. This motion passes with a majority.

- d. **Approve Resolution 2016-007 to Approve the Application for Federal Excess Personal Property:** G.M. Gallagher referred to the recommendation in the board packet. A motion was made by Director Shannon and seconded by Director Heard. A vote was called for with 4- Yes, 0- No, and 1- Absent, Director Holcomb. This motion passes with a majority.
- e. **Plumas County Loan Options for Payment of Debt:** Chairperson Schramel read a recommendation from G.M. Gallagher in the board packet explaining the meeting that was held with IVCS D staff, Plumas County staff, and IVCS D board Chairperson Schramel in regards to the delinquent nature of the loan for the sand filter that was established in 2005. The brief explanation is that the county wants the loan paid as soon as possible. The IVCS D replied that a payment was made each year and that no more was budgeted for the current year to allocate to the debt. When the loan was accepted and originated a parcel of land belonging to the district was used as collateral. There are options then to look at ways to repay the loan more quickly. The board tasked the IVCS D staff with finding some options and a plan to sell assets or other ways to generate enough funds to more quickly repay the obligation to the county.

11. Old Business:

- a. **Completion of Taylorsville Project:** It was reported that some electrical parts and cabinets were on order for the completion of the project.
- b. **Report on Greenville Streetscape Project:** Nothing new to report at this time. Work will continue when the weather improves, probably into early June.
- c. **Approve 2 Day per Week Watering Plan:** G.M. Gallagher referred to the March newsletter and the board packet for a recommendation to avoid the need for a 25% overall usage reduction requirement. He reports that if we require and notify the communities to adhere to the 2 days per week watering schedule looks to be the best plan for our circumstances. A motion was made to adopt the 2 days per week watering schedule for the 2016 calendar year by Director Shannon and seconded by Director Admire. A vote was called for with 4- Yes, 0- No, and 1- Absent, Director Holcomb. This motion passes with a majority.
- d. **Other Business From the Floor:** A constituent Ms. Tatum reported that her concerns were the status of the fire department and the lack of a usable heavy water tender going into possibly a wild fire season. The excess property resolution managed by Cal-Fire was brought up as an example of where such a truck might come from with no cost to the district other than painting it and maintaining it. She also reports that she will be attending the Fire Academy and is excited to learn as much as possible from that training. Her concern for the continuation of the Ad-Hoc Committee between Crescent Mills Fire and Indian Valley Fire was mentioned and discussed by the board. She would like to see talks continue and possibly offering some assistance to Crescent Mills Fire whenever possible, and to that G.M. Gallagher mentioned that he is willing to offer help whenever reasonably possible if the volunteers from Crescent Mills will see him in the IVCS D office. Board Clerk Titcomb mentioned that G.M. Gallagher found a color copier/printer that would be donated to the IVCS D from surplus equipment of the CSDA in Sacramento and that we needed to go and pick it up. He also reports that many documents are not lost or gone as has been talked about for many years in regards to archived documents of the IVCS D. He reports that with staff he is going through the old documents and shredding items that need to be shredded, recycling paper that doesn't need to be shredded, and separating historical documents that record the history of the organization from many decades ago. This is a tedious process that will continue to take time to complete.

12. **General Manager's Report:** G.M. Gallagher referred the group to the board packet where it lists the projects and items that he is working on. He discussed a weather station item or grant, and possible free online real time weather information, so that the district can more easily prepare for heavy rain events that cause issues with the sewer systems. He reports that he is working with California Rural Water

Association to achieve some planning grants and repair grants for both water systems. He reported on the reservoir levels for Round Valley Reservoir and a chart is in the board packet. The board packets are available on the website at www.indianvalleycsd.com or you can stop by the office for a printed copy at .25 cents per sheet, and can be printed dual sided. The audio of the meeting is available at: <https://soundcloud.com/jeff-luke-titcomb>

13. Adjournment: The meeting unanimously adjourned at: 9:16 p.m.

Chairperson: LeeAnn Shuman

Board Clerk: Jeff Luke Titcomb 3-22-16