



## Indian Valley Community Services District

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

P.O. Box 899, 127 Crescent St. Greenville CA. 95947  
Phone (530) 284-7224, Fax (530) 284-0894

### Board of Directors

Blake Shelters, Chair  
Brad Smith, Vice-Chair  
Judi Yocum  
Mike Yost  
Jane Braxton Little

## INDIAN VALLEY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING SEPTEMBER 11, 2013 AT 6:30 P.M. TAYLORSVILLE, CALIFORNIA 95983

### 1. Call to Order/Roll Call:

Chairperson Shelters called the meeting to order at 6:30 p.m. Board Clerk Jeff Titcomb called roll. Present at that time was: Dir. Shelters, Dir. Little, Dir. Yocum, Dir. Smith, and Dir. Yost was absent. Dir. Yost did attend the meeting at 6:50 p.m.

### 2. Pledge of Allegiance:

Chairperson Shelters led the pledge of allegiance.

### 3. Adoption of Agenda:

Motion was made to adopt the agenda as submitted by:  
Dir. Little, and Seconded by: Dir. Smith  
Voted on by the board: 5 Ayes and 0 No votes.

### 4. Approval of Minutes from the August 14, 2013 meeting:

Motion was made to adopt the minutes as submitted by:  
Dir. Little, and Seconded by: Dir. Shelters  
Voted on by the board: 4 Ayes, 0 No votes, and 1 Abstain.

### 5. Public Comment:

No public comments were made.

### 6. Directors Reports:

Dir. Little reported that she and the IVCSD General Manager, Jesse Lawson attended the Plumas County Special Districts Association meeting and found it valuable to attend. Some connections were made with other districts similar to the IVCSD and the General Manager, Jesse Lawson, has met with the General Manager of the Plumas-Eureka CSD to discuss current issues and challenges with managing similar sized districts. The focus also was on board member training and the need for more training in all areas, countywide.

### 7. Committee Reports:

**A. Personnel:** Did not meet.

**B. Finance:** Did meet and the discussion was about the proposed budget for fiscal year 2013-2014 presented by General Manager Jesse Lawson. Dotti McDowell was present from the Indian Valley Pool and it was discussed about issues that still need attention at the I.V. Pool. There are some

maintenance issues and lighting issues discussed and acknowledged by staff of these issues, and they are items that can be dealt with in the coming fiscal year.

**C. IVASA:** The IVASA board of directors did meet on August 28, 2013 for a special meeting of the board to authorize a resolution that allows Plumas County to collect a special assessment on the property taxes to fulfill the IVASA contract with Mountain Lifeflight for emergency services to the Indian Valley. The board also reviewed the policies and procedures for IVASA and adopted those as submitted, as well as accepted the letter of resignation by a board member, Nancy Lund.

**D. Ordinance:** Did meet and talk about water/sewer ordinances in regards to California Rural Water Assoc. and California Special Districts Assoc. to look at and compare similar sized districts, to get a sense of direction in ordinances and how they apply to districts of this size.

Dir. Shelters asked about templates from other districts for comparison and it was reported that more information is needed, and that our association with organizations is new, and that it will be awhile before the IVCSA has a chance to really review more detailed information.

**E. Public Relations and Planning:** Did meet and 1 complaint from the public was made about a meter problem. General Manager Jesse Lawson reported that meters were on order, but that the ones in stock did not meet California lead compliance regulations, and that others were on order with a different supplier that would meet regulation, but that they were on a waiting list of about 6 weeks for delivery, and that the cost of these new regulation compliant meters was double of the cost of the old meters.

**8. Manager/Financial Report:**

General Manager Jesse Lawson reported that he is waiting for the 2009-2010 fiscal year audit to be finished, so that he can meet with the auditors and accountants to ask all of the questions about multiple fiscal year audits at one time.

He then reported that loan payments would be due on November 1, 2013 so careful control of non essential labor and costs would be tightly controlled until this payment is made, and that due to the lack of getting a line of credit through the bank made it more difficult to make these timely payments and still keep operations moving forward with all the work that still needs to be done, but that after the payments are made it won't be so tight.

**9. 2013/2014 Budget Discussion/Action:**

General Manager Jesse Lawson referred everyone to page 8 of their board packets to see that changes to the budget format shows better detail, is done by "Cost Center", and is hopefully more helpful in understanding actual expenses, and how they pertain to the budget process. He explained that the idea is to allocate the expenses to their actual department of spending, for instance, Billing is allocated

to “Admin” column. There are 3 pages of budget columns and details. The board packet can be printed out at the IVCSD website. [www.indianvalleycsd.com](http://www.indianvalleycsd.com)

Dir. Yocum asked about consumables for each department and wanted some clarification as example of exactly how to read the budget sheets.

General Manager Jesse Lawson reported that reserve funds are part of the new budget and that all though we aren’t hitting full reserves at this time, a percentage is budgeted, and that as financial conditions improve full reserves would be budgeted as well.

General Manager Jesse Lawson reported that the district would be able to be proactive with regard to issues or emergencies with this budget instead of reactive.

Dir. Little asked about reserves being appropriate for each loan or just reserves in general for all loans?

General manager Jesse Lawson reported that the district is required to have reserves on each loan but that there weren’t any reserves in the past for any of the loans.

He also reported that this budget is balanced, barely so, but that it was a lot better than just a stab in the dark, or guess type of budget, and that it should be a real representation of actual spending for each department.

Dir Little stated that she was happy to see any kind of reserves budgeted for the fiscal year and felt that it was a positive step to have those banked for the future.

Dir. Smith asked about the accountant approval of the budget and if other ideas were shared about the budget?

General Manager Jesse Lawson reported that several professionals from other associations and groups, took a look at the budget and approved of the methods used to compile it. The accountant will transfer budget information to the Quick Books system.

Motion was made to adopt the budget as submitted by:

Dir. Little, and Seconded by: Dir. Smith

Voted on by the board: 5 Ayes and 0 No votes.

## **10. Utility Operations Report:**

**A. Greenville Water:** General Manager Jesse Lawson referred everyone to the chart pertaining to lake level in the board packet. He referred to the bright red line as the one to follow for the weekly recording of the lake level for Round Valley Lake, and that as it is pretty low this time of year, it is not as low as it has been recorded in past years. He then referred to the Greenville Water System Accountability chart showing production, sales, losses, and loss trend numbers and as it shows on the graph that August shows the lowest losses ever. This is due greatly to the Hideaway Road/LDS Church project that replaced old leaking infrastructure with new pipes, and the loss chart shows the immediate improvement in the losses of production water. Replacing meters will be the other factor in showing production losses as the old meters are estimated to be only 82% accurate, and that as those old meters are replaced with new ones the accuracy of losses vs. production in the water

accountability for Greenville will, or should improve over time. The new regulation meters are twice as expensive as the old, non lead compliant ones, so replacements will take time and obviously more funds, and there is a delay in getting the new ones as they are being made now, but orders from California have caused demand to be up, and so we have a 6 week delay in getting new meters. General Manager Jesse Lawson feels that as time goes by and new meters combined with new pipes will improve the numbers even more.

- B. Crescent Mills Water:** General Manager Jesse Lawson referred all to page 14 of the board packet and the Crescent Mills Water System accountability chart showing higher than normal sales as to the U.S.F.S. buying water to support the Mt. Hough complex fires. He reported that new tank level indicators would need replacement as failures have occurred more than once and on multiple indicators.

Dir. Little asked about the billing function for acquiring reimbursements from the U.S.F.S. for water used and other support materials, or services provided. General Manager Jesse Lawson reported that the billing was done through the IVCS D office, and by the Office Manager to attain reimbursement for \$15,015.00 for all of the services and materials used.

Dir. Little stated that the loss trend for Crescent Mills looked very good.

- C. Greenville Sanitation:** General Manager Jesse Lawson referred all to page 16 of the board packet where the chart shows the comparison of sewer flows vs. production water levels, generally the amount sold versus the flows into the sewer ponds.

Dir. Shelters asked about blank spots on the chart for past years comparison? General Manager Jesse Lawson reported that more work needed to be done and that those blanks would be filled in eventually. He also reported that the State of California would send inspectors on September 18, 2013 to inspect the Greenville evaporation ponds, and the Taylorsville sanitation system. The same day there would be an inspection of the fresh water system too.

- D. Taylorsville Sanitation:** General Manager Jesse Lawson referred all to page 17 of the board packet to compare the flows to the Taylorsville sanitation system. The Taylorsville system needed very little work to prepare for inspection, mostly cosmetic and beautification changes.

Dir. Smith asked at this time about the engineering reports being done? It was reported that the engineer would be here on Friday, Sept. 20, 2013 to work more on the project.

## **11. IVCS D Organizational Structure, Discussion/Action:**

Dir. Little began this portion of the meeting by giving some historical information back to 2004 and reported that the IVCS D organization with the Fire Department, and the Board of Directors was terribly dysfunctional, and that in a past meeting

in 2005, the board put the Fire Chief reporting directly to the Board of Directors. She reported that this has worked fine for the last 8.5 years but that it has come to the attention of the board that this issue, and the other board members agree, that this action, was illegal, according to current legal counsel of the board. District policies and current legal counsel are clear as to what needs to happen to rectify the illegality. It is proposed that the 2005 motion needs to be rescinded. She also reported that mistakes were made by a somewhat inexperienced board then, and that these errors were obviously unintentional errors. The issue can be solved by this current board and that it, as she feels, should be corrected immediately by this Board of Directors of the IVCSO. Dir. Little stated that it's our community and our community district, and that we should all come together to resolve the issue, and make sure that we are in a legal position, as we now know, or understand it to be.

A lengthy discussion followed and the audio recording is available on the website if you desire to hear the specifics of the discussion.

Motion to rescind the 2005 motion/action as of October 9, 2013 and establish an ad hoc committee of the board of directors with the goal of addressing the concerns of the Indian Valley Fire Department through direct meeting and direct communications with the IVCSO board.

Dir. Little and Seconded by: Dir. Yost.

Roll Call Vote by the board: Dir. Little – Yes, Dir. Shelters – No, Dir. Yost – Yes, Dir. Yocum – Yes, Dir. Smith – Yes.

Assigned to the ad hoc committee from the board: Dir. Yocum, and Dir. Shelters. Meeting scheduled for Monday, September 16, 2013 at 5:30 p.m. in Greenville, California.

The ad hoc committee is also charged with reviewing the Fire Department bylaws and standard operating procedures last established 13 years ago.

## **12. March 2000 Board Adoption of Fire Department Bylaws/SOP's,**

### **Discussion/Action:**

This was tabled until the October 9, 2013 meeting. The Ad Hoc committee is charged with reviewing these documents and reporting back to the board in October.

## **13. Fire Department Report:**

Chief Hamblin reported that the Mt. Hough Complex of lightning fires in Taylorsville and surrounding areas was handled well and professionally, and that little burden was put on the local department, that the State and Federal authorities took command right away and did an excellent job.

Chief Hamblin reported that the department would be helping out in Quincy selling food at the October Festival as they have done in years past.

## **14. Old Business/New Business:**

Old business update that the Indian Valley Pool still has issues that need to be resolved concerning tree removal and tree removal at the Greenville Community Park too.

Make sure that Ms. D. McDowell gets the proper Thank You from the board for her efforts in dealing with issues at the I.V. Pool.

Dir. Little reiterated her Thanks for the civil tone and discussion of the meeting and felt it is beneficial in supporting good communications between departments.

**15. Adjournment:**

Motion to adjourn the meeting by:

Dir. Little and Seconded by Dir. Shelters, unanimously agreed to adjourn at 8:20 p.m.

Respectfully Submitted by:

Jeff Luke Titcomb

Clerk of the Board