



Indian Valley Community Services District

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

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Board of Directors

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

Regular Meeting Minutes Board of Directors Indian Valley Community Services District

Held January 9, 2013 6:30 PM at the Indian Valley Community Services District, 127
Crescent St., Greenville, CA

1. Call to Order/Roll Call

Chairperson Little called the meeting to order at 6:30 pm. Board clerk, Mary Carpenter called roll. All directors were present.

2. Pledge of Allegiance

Chairperson Little led the Pledge of Allegiance.

3. Adoption of Agenda

Director Yost moves to adopt the agenda, Director Shelters seconds motion. All Board members voted aye.

4. Approval of Regular Meeting Minutes of December 12, 2012.

General Manager Lawson corrected a statement in the minutes in discussion point 11a from water losses in Greenville of 5.8 million gallons a month since "2006.". Chairperson Little asked for a motion to adopt the December 12, 2012 minutes with the correction made by Lawson. Director Yost moved to adopt minutes, Director Yocum seconded. All were in favor.

5. Public Comment

Chairperson Little announced that the board would allow 5 minutes for any topic not on the agenda.

6. Election of Board Officers

Chairperson Little announced that the board nominates officers, Chair and Vice-Chair, in January. Little opened the floor for nominations. Director Smith nominated Director Blake Shelters for Chair, Director Yost seconded motion. All were in favor. Former

Chairperson Little passed the gavel to new Chair, Blake Shelter. Yost nominated Brad Smith for Vice-Chair, Director Little seconded. All were in favor.

7. Directors Reports

Director Yocum delivered her report on her attendance of the Plumas County Special District Association's (PCSDA) Meeting, which included an update of the ethics training, which was successful. The information also included a questionnaire for directors in special rural districts and part of California Rural Water Association on their ability to form a chapter in Plumas County for continued training purposes for all special districts in and around Plumas County, and would be free of cost if the training seminars were to be held in Plumas County. Meetings are held quarterly and IVCSA would need to send someone from the board on a quarterly basis. Yocum asked whether fees to CRWA had been paid. GM Lawson answered that there was a fee payment arrangement made with CRWA.

Director Little reported on the ethics training and mentioned that the board should revamp how board meetings are conducted. Little also stated that the board needed to adopt a policy for the public records act. Little also reported that the Sierra Institute endorsement by the board for a grant from the California Energy Commission and Sierra Institute had sent a thank you letter back to the IVCSA board with a copy of the grant proposal.

8. Committee Reports

a. Personnel

Director Smith reported that he, Director Yost and GM Lawson met and discussed how things are working with respect to daily operations of the plants and the district. Smith reported that all employees discussed were doing well. Smith also stated that certain new policy and procedure issues will be developed in time after immediate, priority issues in the district have been dealt with. Smith also reported that he was investigating personnel procedure books for implementing personnel procedures and hiring practices.

b. Finance

Director Little reported on Safety Deposit box which was on agenda, reviewed bank statements from November, and she and Director Shelters looked at current bank transactions that indicated the district was operating in the black. Little also reported that the GM Lawson said auditor had to postpone until next week. Finance committee will meet with auditors on Friday, January 18, at 3 p.m.

c. IVASA

Director Yocum reported that IVASA would accept the bid from Haws, Theobald and Auman for \$6500 for a two-year contract to conduct audits. Guy McNett will reschedule meeting when there is an audit report. Director Shelters indicated that the meeting with IVASA would be a closed session until the IVASA, the board and the auditors meet. GM Lawson said he would get clarification on whether the meeting should be closed session or open to the public. He believed that the closed session would be an update for the finance committee and that there would be a public meeting held after that.

d. Ordinance

Director Little had no report.

e. Public Relations and Planning

Director Yocum reported that the committee discussed bid proposal from Holt Logging. They decided that the bid was too much for district funds and asked GM Lawson to write a letter to Holt rejecting the bid as well as look for other bids that would deal with the job on a much smaller level. Yocum also said that the committee discussed a complaint that went to the Better Business Bureau (BBB) with regard to how meters are estimated in the winter and why they are estimated. Director Shelters reported that GM Lawson responded to the BBB complaint directly, explaining the procedures in managing water in freezing winter conditions.

f. Park Committee

Director Smith reported that he and Director Yost met to get a memorandum of understanding with Little League with regard to traffic management by Little League on Hot Springs Road, management, maintenance and insurance with regard to the Little League concession stand. Smith also stated that he had tentatively set a meeting with Little League representative Rusty Stokes. Park Committee was determined to be an Ad Hoc committee. Director Yost also stated that he and Director Yocum thought that the job could be broken down between employee services and contract services with regard to price and cleanup. Yost also announced that one tree would have to be sectioned by having the tree faller climb the tree. Yost also reported that loading and disposal of the trees and limbs was discussed between himself and GM Lawson.

g. Sierra Institute Biomass Plant Proposal

Director Yost reported that he attended a Woody Biomass conference on December 14 in Sacramento. Yost reported on a community development council that took over an old mill site for a small megawatt plant and fire station at the site and will be online soon. Yost also reported meeting with Tad Mason to come up to IVCSD and run a workshop and help with a request for proposal for a site to build a megawatt plant.

9. Manager's Financial Report

GM Lawson reported that they had received information from auditors too late, in addition to the development of potential information that he had hoped to report on, but did not have enough information for a full report currently. Lawson also reported that the billing system has been about 90 percent recovered. Lawson stated he wanted to have a clear picture to present to the board with respect to a monthly report on progress with finances and services to create complete transparency.

11. Utility Operations Report

a. Greenville Water

Lawson reported that Greenville water and Round Valley Lake full. Cleared vegetation from pond so that one pond can be used while the other is being repaired to be able to run membrane plant. There was also discussion with respect to replacing compromised pipe

near Hideaway Lane. Director Little suggested implementing a “tour de force” in repairing all known leaks within system in the coming Spring. Lawson was in agreement with Little. Public comment in the form of a question with respect to the health of the treatment plant was answered by GM and Chief Water Operator Jesse Lawson, in that the treatment plant is operational and in good working order and is tested on a regular basis. Water losses in Greenville is up from 2/3 million gallons a month at this time last year to 5.8 million gallons this year.

b. Crescent Mills Water

Lawson reported there was a 92 percent accountability with regard to water losses and then a tank in Crescent Mills experienced a large leak that emptied the tank on Christmas Eve. Leak was isolated. Two residences lost water line. Made repairs with used parts to restore water to those residences. For those affected, bills were credited with cost of a motel as they elected to stay in the residences. Bills were estimated due to weather and severe snow pack.

c. Greenville Sanitation

Lawson reported that he was behind on the Greenville Sewer report but working on completing at the time.

d. Taylorsville Sanitation

No emergencies, bursts, breaks, fires, but no progress either, except for lift station having repairs to a failed lid on the lift station, installing safety latches so that it will not fall as it had earlier on employee Don Silva. Director Yocum asked if there had been any problems or complaints in the billing of customers. Lawson and Carpenter reported that there had been only one real complaint but that most of the billing problems had been resolved with 99 percent confidence that problems had been resolved.

Annual Reports for Consumer Confidence, annual reports, sewer reports are coming due which Lawson reported he was working on.

Lawson also reported that Plumas County had helped with some snow removal. A county sand-truck fell through a portion of road that was undermined by a washout from a line break. Lawson was able to pull out county truck with IVCS backhoe.

Dump truck lost a tie rod end, sat in a driveway with the courtesy of the property owner until it could be repaired and moved, which was three days. Dump truck is now on the road and operating. As far as new vehicles, Lawson stated he has not had time to research vehicles or auctions.

12. Fire Department Report

Chief Jim Hamblin reports that the fire department has been busy but has been performing well. Responders be attending their annual CPR training Tuesday, January 15, 2013. Hamblin also reported that a lot of people have been running out of wood which has caused people to use a lot of green and wet wood, causing a few flue fires which have been responded to by the fire department. Training sessions are going well and Firemen’s Ball with a Casablanca theme will be Saturday, January 12, 2013. Hamblin also reported that he would be attending the next Fire Safe Council meeting.

Hamblin also reported that the fire department has upgraded their dispatch system as well as support people contact information.

13. Safety Deposit Box

Found key and GM Lawson and Director Little inspected the box, which was empty and hadn't been used in years. Little recommended that the Safety Deposit Box be discontinued. Plumas Bank has agreed to prorate box rent. All board members voted in favor of discontinuing Safety Deposit Box.

14. New/Old Business

None

15. Adjournment

Director Yost moved to adjourn at 7:58 pm, Director Little seconded, all were in favor.