

Minutes of the Regular Meeting of the Board of Directors

Of the Indian Valley Community Services District.

Wednesday, June 12, 2013 at 6:30 p.m.

Indian Valley Community Services Offices

127 Crescent Street #1 Greenville, California 95947

1. Call to Order/Roll call:

Chairperson Shelters called the meeting to order at 6:30 p.m. Clerk Jeff Titcomb called roll. All board members were present.

2. Pledge of Allegiance:

Chairperson Shelters led the Pledge of Allegiance.

3. Adoption of Agenda:

Director Little added possible litigation issue to the agenda. Director Yost made the motion to accept the change to the agenda, and Director Smith seconded the motion.

Director Yost then made a motion to accept the agenda with changes.

Director Little seconded that motion and the changed agenda was accepted with an Aye vote by all the directors of the board.

4. Approval of regular meeting minutes of May 8, 2013

Director Yost made the motion to accept the minutes as written and presented.

Director Little seconded the motion and the motion carried with an Aye vote by all directors of the board.

5. Public Comment:

No public comments were presented.

6. Directors Report:

Director Little reported on the attendance to the Plumas County Special Districts meeting and that General Manager Jesse Lawson attended this meeting as well, on May 22, 2013. It was Director Little that suggested the IVCS D rejoin the Plumas County Special Districts Association as soon as financially possible, and that the IVCS D continue to be represented at this Association, and their regular meetings. All board members agreed and that they would address it in the future as finances improve.

Director Little reported that 3 of the IVCS D board members would be coming up for reelection this year in November, and that the filing date for a member of the community at large to be placed on the ballot would be by July 16, 2013, by filing with the Plumas County Recorder and Clerks Office. Director Little reported that the incumbents of the board, which are, Director Smith, Director Shelters, and Director Yocum would need to file with the P.C. Clerks office by August 9, 2013, to be placed on the November 2013 ballots.

7. Committee Reports:

A. Personnel:

Director Smith reported that the Personnel Committee did meet and discussed the matter of an opportunity for a Greenville High School senior to apply for a 2 year apprenticeship with the IVCS D, and that a flyer, and job applications were distributed to the Greenville High School and given to the Guidance Counselor there, in order to promote this great opportunity.

It was also reported that the position of Office Manager would be posted in the local newspaper, this position includes being Clerk of the Board. It was recommended that the Board of Directors become as involved as the General Manager in the hiring of the Office Manager, as it involves them too, as it will be the Clerk of the Board and Office Manager, and that involves working for both the District and the Board of Directors. No dates, times, or interviews are set up at this time.

There was a general review of the current staff as to what jobs they are assigned to, the length of their needed services, and if they are temporary or permanent employees.

B. Finance:

Director Little reported that the Finance Committee did meet and that they looked at the IVCS D bank statements and that a heads up was given to have IVASA Committee to move the balance of their funds to an interest bearing account, as they write very few checks, and would benefit by having some interest accrue on the funds.

It was reported that the data coming from the General Manager, Jesse Lawson is the best it's ever been, and very easy to read, and understand the information given, as it is in easy to read, color coded charts, and graphs.

It was reported that the receivables are between \$50,000.00 to \$54,000.00 each month and that at this time expenses were running the same as receivables.

It was reported that the Work Out Agreements were paid off and that for this reason the expenses were running higher than usual, but that it was a good thing to have these paid off.

It was reported that the status of the USDA loans is good but that more funds need to be put aside in order to meet our upcoming obligations in regard to this matter.

Director Little reported that negotiations to lower liability and other insurance from \$45,000.00 to about \$21,000.00 would be extremely helpful in assisting the IVCS D to put aside some more funds, for repairs, USDA loans, and emergency situations.

Director Shelters reported that a line of credit with Plumas Bank was reestablished as a just in case funding source.

Director Smith asked about overall loan consolidation efforts and General Manager Jesse Lawson reported that an attempt to consolidate all loans locally, with Plumas Bank was attempted, but that the amount was too large for them to consider at this time, and that the rates and payments currently being paid to U.S. Federal programs was very competitive, and that Plumas Bank could not offer the IVCS D better terms at this time. California State regulations were also mentioned as a problem for the local bank to compete with the Federal loans already in place.

C. IVASA:

IVASA Committee did not meet. The next IVASA meeting will be in July.

D. Ordinance:

Director Smith reported that the Ordinance Committee did meet and that they discussed getting some delinquent account letter examples from other community services districts to compare and compile an appropriate delinquent letter for the IVCS D and that a past decision by the IVCS D board was made in March 2009 to make it policy that the IVCS D notify both owners and renters if water services were to be shut off at any time due to unpaid invoices and any delinquent accounts. General Manager Jesse Lawson would get some examples from other services districts and report further on this matter.

F. Public Relations and Planning:

It was reported that the committee did meet but that there were no complaints to be brought to the boards attention at this time.

G. Park Committee:

Director Yost reported that the Park Committee did meet and that the IVCSA does have signed MOU's from Greenville Little League and that all matters concerning these issues are complete and that the insurance compliance could be completed.

It was reported that the Indian Valley Community Swimming Pool is ready to open and will be open this coming weekend June 15, 2013 for the Taylorsville Days Celebration. A Huge Thanks to all volunteers that helped to remove old concrete decking at the pool, and those that helped to reform, and repour the new concrete decking around the pool. It is with deep gratitude that this board recognize those that assisted, and made this pool opening possible. Thank You cards will be sent out from the IVCSA board.

It was reported that there are still some issues with specific trees at the Chuck Clay Memorial Park that need to be dealt with in the near future, so that the new concrete decking doesn't end up broken, and so that the swimming pool could possibly be heated in the future with solar panels on top of the pool building.

It was reported that Plumas News did receive some images from the IVCSA regarding the community efforts at the swimming pool and that one of them was used in an article in the local newspaper.

8. General Manager Financial Report:

General Manager Jesse Lawson was pleased to report that the Workout Agreements were paid off. Director Little had a question: Expenses by Vendor under Credit Card on the charts and graphs that were in the board packets. These were explained in detail and other charts and graphs shown by General Manager Lawson were reviewed in detail.

It was reported that the large jump in income on the graph for last December was due, more than likely, by tax income being posted at that time.

General Manager Lawson reported that his goal is to reduce monthly expenses to under \$40,000.00 His detail showing that unclassified expenses and professional services expenses would soon be much less. General Manager Lawson was happy to report that he has a better understanding of the Income and Expenses and that it was easy to illustrate that understanding with these charts and graphs, and that all seemed to have a better and easier understanding of the financial picture as a whole. As an example of a certain expense is the California EDD expense that is now becoming much lower due to paying off past due State taxes and just now being responsible for the current EDD taxes.

Director Yocum asked about a time frame for past audits completion.

General Manager Lawson reported that an exact date for completion is unknown at this time but that he would report further as he knew more details.

It was reported that IVASA was still behind in audits.

General Manager Lawson reported that he would clarify what responsibilities would be for IVASA and the IVCS D.

The financial graphs and charts will be made public on the IVCS D website and Facebook page. Director Little asked a question about the status of the Sewer study and engineering report.

Director Shelters reported that everything was sent to the provider and that he didn't have many other details at this time.

Director Little asked about the time frame for the study and engineering report.

Director Shelters reported that it would be a 13 week time period.

9. Utility Operations Report:

A. Greenville Water:

General Manager Lawson reported that Round Valley Lake levels look good and provided a colored graph showing past years comparatively to current year levels. Round Valley did not fill up full this last Winter but has not dropped as quickly this Summer, so far. Again comparatively shown against previous years readings and measurements.

Dam Survey: It was necessary due to the recent earthquakes that the State of California send out a crew to survey the condition of the dam at Round Valley Lake. It was reported that the structure is good and holding just fine. The State continues to monitor any changes associated with the Round Valley dam and notifies the IVCS D if any conditions become unstable.

It was reported that sometimes the boards at the dam get knocked out of place and it is thought that people fishing the dam are responsible sometimes for board displacement. General Manager Lawson reported that the boards are sometimes put in place earlier in the year depending on snowpack, snowmelt, and overall reservoir conditions. He would like to have a blanket letter with the State of California for the IVCS D to make the decision as to exactly when the boards can be placed at the dam, to avoid the waiting period each year with notifying the state and then having to wait for a response.

B. Treatment and Distribution:

Hideaway Road/Mormon Church project:

It was reported that the project is more difficult than first thought. It's coming along but behind schedule and costing more in labor and materials as one issue is fixed, other issues arise, in regards to more leaks, and requiring more repair. Other leaks in the Greenville system that have large impacts on the system have pulled labor hours away from this project, causing even further delays in the completion of this project. It is still an ongoing project and will be completed soon.

C. Accountability:

General Manager Lawson reported that 9.6 million gallons treated and distributed but only 3.8 million gallons reported as sold. These figures are better than previous annual report.

It was reported that water flows to the Greenville system much more than is flowing out to the evaporation ponds in Greenville.

General Manager Lawson reported on the Gold Digger Day's preparations to bring in a 6,900 gallon tank to be placed at the Greenville High School and this will prevent damage to the water system due to hammering of the pipes when suddenly shut off and on again. Delivery of this tank will be on June 18, 2013 and there is a daily cost to have this tank in place, that cost will be split between the responsible parties.

D. Crescent Mills Water:

General Manager Lawson reported that Cal-Trans suffered pipe damage on a project in Crescent Mills during the earthquake and all monitoring systems failed to alert the IVCSD of a failure, or low water levels in the tank. It was a routine daily inspection that detected the issue. Level indicator warning systems are being diagnosed as to why the failures. These damages and failures have been reported to the Plumas County Emergency Management department, Jerry Sipe, as earthquake related failures and costs.

E. Greenville Sanitation:

General Manager Lawson reported that there are 5 sewer evaporation pond control valves that are in desperate need of repair. The system is older and rusting badly, both the catwalks, support structures and valves themselves.

Director Little asked about estimated cost to repair evaporation pond equipment?

General Manager Lawson estimated that each support structure, catwalk, and valve replacement would around \$3,500.00 each and that includes labor and materials. Lawson also reported to hope to use non rusting pipes and controls as much as possible.

Community member T. Hendrich asked a question about obtaining help from the State with regards to the failure of the sewer evaporation ponds.

General Manager Lawson reported that the state is always notified of needed repairs and possible failures and that the state has agreed to our timetables for repair and that the state has an understanding of the problems, and that the IVCS D has always done exactly what they promised and in a timely manner.

F. Taylorsville Sanitation:

General Manager Lawson reported that the manual transfer switch is ok but generally sees some failures during the year. Need to schedule some troubleshooting on this but is Ok for the time being.

Director Little asked about billing in Taylorsville still on quarterly basis.

General Manager Lawson reported that it would need to stay quarterly until an Office Manager is hired and the system is ready to be changed if Lawson feels it is a necessary change.

10. Fire Department Report:

Chief Hamblin reported that the call volume was up slightly for the time of the earthquake mostly due to media questions. The rest of the time period seemed to be normal call volume for the time of year.

Chief Hamblin reported that a joint training with the U.S.F.S. would take place to train all on the new technologies and procedures followed by the Forest Service, so that when the Indian Valley Fire Department shows up to a fire call they will all be using the same procedures, and are familiar with new equipment, and technology.

11. Closed Session:

12. Open Session:

Director Shelters reported no action was taken during closed session.

13. Old Business/New Business:

Nothing to report in old business/new business.

14. Adjournment:

Director Little moved to adjourn the meeting and Director Smith seconded the motion. All board members voted Aye to adjourn at 8:20 p.m.