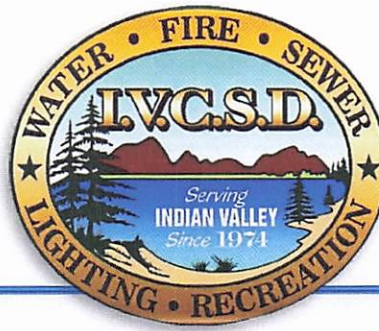


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Board of Directors
Bob Orange
Lee Anne Schramel
Mina Admire
Wayne Dannemiller
Vacant

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MINUTES

Regular Meeting of the Board of Directors

Wednesday, May 12, 2021 at 6:00 pm
Town Hall, 120 Bidwell Street, Greenville, CA 95947

In alignment with State of California and Plumas County COVID-19 regulations, MASKS WERE MANDATORY at this meeting. Seating was spaced 6' apart to ensure social distancing.

1. Call to Order and Roll Call

Chair Orange called the meeting to order at **6:01 pm** and Board Clerk Titcomb did the roll call.

Directors Orange, Schramel, and Admire were present.

Director Dannemiller was absent (*excused*).

One director position remains vacant.

Board Clerk Titcomb, members of the public, and Meg Upton, reporter for Feather Publishing (*arriving later*) were present.

2. Pledge of Allegiance

Chair Orange led the pledge of allegiance.

3. Agenda Approval

➤ MOTION:

Vice-Chair Schramel made a motion to approve the agenda tabling Fire Department Item 8a: Quarterly Points and 8b: Uniform Proposal to the next meeting.

Chair Orange seconded the motion.

➤ VOTE:

The vote was 3-Yes, 0-No, and 1-Absent (*Director Dannemiller - excused*).

The motion passed with a unanimous "Yes" vote.

4. Public Comment:

Chair Orange read the following statement, "*The public may address the Board only on items **NOT** on the agenda. Pursuant to state law, the Board may not discuss nor take action on non-agenda items except under special circumstances. Speakers should limit their remarks to **five minutes** or as decided by the Chairperson.*"

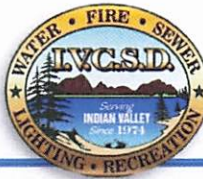
A member of the public asked about a \$35,000 grant that is missing. The Board is unaware of any such grant funds being missing. He stated that he must have been misinformed.

5. District Business:

a. Emergency Response Reflective Signs – Vice-Chair Schramel Discussion/Action

Vice-Chair Schramel read her memo dated May 12, 2021 to the Chair. She shared that she worked

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



with Office Manager Titcomb to develop a procedure for receiving payments in an effort to reduce any additional demands on the limited available time of the District Office staff. She has encouraged the volunteer community representatives to solicit donors to cover the cost of signs for community members who cannot afford one.

MOTION:

Director Admire made a motion to approve the sign purchase and exchange procedures as amended and order the materials for 500 signs.

Chair Orange seconded the motion.

VOTE:

The vote was 3-Yes, 0-No, and 1-Absent (*Director Dannemiller - excused*).

The motion passed with a unanimous “Yes” vote.

b. FASIS Illness & Injury Prevention Program – Vice-Chair Schramel..... Discussion/Action

The Board reviewed the required template forms and discussed how to proceed. Vice-Chair Schramel indicated that while she was working with FASIS on the District’s non-safety volunteer program, she was informed the District was in “non-compliance” as the Injury & Illness Prevention Program materials had not been submitted by the March 30, 2021 due date. If the required materials are not submitted, FASIS would need to cancel the District’s Workers’ Compensation policy.

A short program questionnaire that had previously been completed via a phone conversation by the former Fire Chief was strictly for the Indian Valley Fire & Rescue and did not include the rest of the District. Vice-Chair Schramel is requesting direction be given for her to continue pursuing options for getting the IIPP completed.

DIRECTION GIVEN:

Direction was given for Vice-Chair Schramel to research options for completing the IIPP in a timely manner.

c. Plumas County Highway 89 Right-of-Way Maintenance Agreement

– Vice-Chair Schramel..... Discussion/Action

The Board reviewed the County’s letter dated November 18, 2020 and the maintenance agreement that was attached. Vice-Chair Schramel pointed out that this subject was originally brought before the board by the former General Manager (*GM*) over a year ago and had been discussed at that time.

The Board determined a letter would need to be sent to Plumas County explaining the District is currently without a GM and will address this issue once the GM is in place later this year.

DIRECTION GIVEN:

Direction given to Vice-Chair Schramel to get the letter completed for Chair Orange’s signature.

6. Board Business:

a. Approval of Minutes: Discussion/Action

(1) April 21, 2021 – *Special Meeting*

MOTION:

Director Admire made a motion to approve the Minutes for the Special Meeting on April 21, 2021.



Chair Orange seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent (*Director Dannemiller - excused*).

The motion passed with a unanimous “Yes” vote.

b. Plumas County Special Districts Association – Vice-Chair Schramel..... Discussion/Action

The Board reviewed the memo sent by Mimi Garner (*Vice President of the Plumas County Special Districts Association (PCSDA)*) and the attached agenda for the upcoming meeting on Thursday, May 19, 2021 via Zoom. PCSDA helps all of the CSDs throughout Plumas County to develop a better understanding of how CSDs should work.

Vice-Chair Schramel volunteered to be the representative for the District and will attend the meeting next week.

➤ **MOTION:**

Chair Orange made a motion to appoint Vice-Chair Schramel as the District’s representative for the Plumas County Special Districts Association.

Director Admire seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent (*Director Dannemiller - excused*).

The motion passed with a unanimous “Yes” vote.

c. IVCSD Board Director Outreach Update – Vice-Chair Schramel Discussion/Action

To date, no applications have been received for the board vacancy. Therefore, it was necessary for the Board to revise the outreach notice extending the deadline for submissions to June 2, 2021 and to change the date for the Board to select a candidate to fill the vacancy to June 9, 2021. It will be posted through the District’s public email list and on its website and Facebook page. Should the vacancy not be filled in a timely manner, the Plumas County Board of Supervisors can appoint a person to serve.

➤ **MOTION:**

Director Admire made a motion to extend the deadline for the Board Director Outreach Notice to close of business on Wednesday, June 2, 2021.

Vice-Chair Schramel seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent (*Director Dannemiller*).

The motion passed with a unanimous “Yes” vote.

d. Financial Reports for April 2021 – Director Admire Discussion/Action

The Board reviewed the financial statements provided in the agenda packet and the handout provided by Office Manager Titcomb.

(1) Check List

The Board reviewed the check list. Director Admire requested parcel numbers or addresses be used instead of customer names in the future.



(2) Profit & Loss Statement

Vice-Chair Schramel commented positively about the maintenance that was being completed on the Fire Department rigs and that the Board had been requesting it for a long time. Chair Orange committed on the egregious lack of consistent service maintenance on vehicles.

(3) Cash Allocation by Fund

It was noted the Cash Allocation by Fund reflected an unaccountable decrease in the Lighting Department and will need further review with Mandy McGarva, District CPA.

(4) Deposit Analysis

Director Admire gave a brief overview of the Deposit Analysis noting the \$13.38 difference is a marked improvement. Vice-Chair Schramel suggested Chair Orange talk to the Plumas County District Attorney about increasing the \$100 monthly restitution.

(5) Receivables

Director Admire briefly explained the Accounts Receivable (AR) spreadsheet. Office Manager Titcomb explained the Wastewater is billed on a quarterly basis. When past due bills are collected by Plumas County via tax liens, the County does not send an itemized list of the liens that have been collected. Office staff is behind in getting these convoluted AR accounts cleared and updated in the system.

Office Manager Titcomb indicated he had received a new report from Plumas County that now breaks down the delinquent list showing which accounts have been paid. He stated the funds received via tax liens will be entered as payments instead of adjustments.

e. Directors' Updates: (page 55) Discussion/Action

(1) Chair Orange

(a) Surplus Vehicles

Director Orange reported all options have been exhausted trying to sell the surplus Water and Wastewater vehicles. Therefore, Chief Plant Operator Silva is working with the owner of LC's Boneyard to get these vehicles scheduled for pick up. It was noted all District decals will need to be removed and pink slips will need to be supplied.

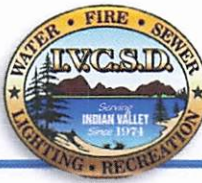
(b) Other

Director Orange reported he has been corresponding with Lexie Brumfield, Contractor, regarding the FEMA grant close out.

(2) Vice-Chair Schramel (page 56)

(a) Greenville Park Volunteers – Replace Basketball Hoops & Standards

Vice-Chair Schramel reported the District's non-safety volunteer program is ready and functional. The non-safety volunteer agreement has been completed, Workers' Compensation coverage through FASIS in place, and the volunteers are ready to start. Currently, there are six (6) volunteers slated to replace the hoops and standards next week. The District will need to provide the volunteer roster to FASIS per Resolution #2021-013 (*Workers' Compensation Coverage for District Volunteers*). Chief Plant Operator Silva will need to be briefed and plugged into the project as needed.



(b) **Worker’s Comp Case**

Vice-Chair Schramel reported she has submitted a letter to Greg Einhorn, Board Counsel, for review regarding the District’s ongoing workers’ compensation case.

(c) **Final Prop 50 Monitoring Reports**

Vice-Chair Schramel referred to the Prop 50 grant paperwork included in the agenda packet indicating she provided it for general information and for the Board to have a better understanding of the requirements for managing the grants the District has received and the required follow-up monitoring after 3 years.

(d) **Other**

No other items were reported.

(3) **Director Admire** (page 65)

(a) **Budget**

Director Admire shared that she has been in contact with the District’s Consult, Chad McMullen, regarding projected budgets and getting a program of work completed.

(b) **Other**

Director Admire reported she is continuing to work on the minutes.

7. **Water/Fire Departments:** *Vice-Chair Schramel (10 mins)*

a. **Greenville Water Tank:** (page 68) *Discussion/Action*

Vice-Chair Schramel gave a quick summary of the purpose for the new Greenville Water Tank and that costs have been re-evaluated due to the disruption in the chain of distribution and inflation in materials. She also addressed the need for upfront monies from the State indicating the District should receive the check sometime in October.

➤ **DECISION RATIFIED:**

Vice-Chair Schramel informed the Board of the need to ratify the decision to send the letter to the State requesting a 50% advance on the grant for the additional emergency fire water storage at the Greenville Water Plant (*i.e. – Greenville Water Tank Project*).

➤ **MOTION:**

Vice-Chair Schramel made a motion to ratify the decision to send the letter to the State requesting a 50% advance on the grant for the emergency fire additional water storage at the Greenville Water Plant.

Director Admire seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent (*Director Dannemiller - excused*).

The motion passed with a unanimous “Yes” vote.

8. ~~**Fire Department:** Acting Chief Hanson (30 mins)~~

a. ~~**Quarterly Points:** (page 71) *Discussion/Action*~~

NOTE: *This item was tabled to the next meeting when the agenda was approved.*



b. Uniform Proposal: (page 72) Discussion/Action

NOTE: *This item was tabled to the next meeting when the agenda was approved.*

9. Parks Department Vice-Chair Schramel and Director Admire (15 mins)

a. Chuck Clay Park/TV Pool MOU (page 73) Discussion/Action

The Board reviewed the proposed 1-year MOU with Indian Valley Recreation & Parks District (IVRPD). Vice-Chair Schramel shared the confusion as to whether the MOU should include the Chuck Clay Park or just the immediate Taylorsville Pool area. She explained the MOU is limited to 1 year in order to gather the necessary information regarding the park and how it will be linked and/or associated with the pool.

A 1-year MOU will also allow time to determine the maintenance requirements and who will be responsible (IVCSD or IVRPD) for providing maintenance. In the meantime, the Board wants to ensure the pool is open in a timely manner for the 2021 season. It was noted some small projects need to be completed to protect the facilities.

➤ **MOTION:**

Vice-Chair Schramel made a motion to approve the IVRPD MOU as is for 1 year.

Chair Orange seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent (Director Dannemiller - excused).

The motion passed with a unanimous “Yes” vote.

b. Greenville Park Annual Softball Tournaments Discussion/Action

Vice-Chair Schramel indicated given the oral tradition of agreements, it is her understanding a dialogue occurred after the letter went out last year and payments were subsequently adjusted. The tournament organizers (Jesse & Anthea Smith) actually paid \$233 each for the 2 tournaments that took place. The Board would like to extend the terms of the actual payments from last year to this year’s tournaments.

➤ **MOTION:**

Director Admire made a motion to extend the same terms that were implemented and paid last year for this year’s Annual Softball Tournaments.

Vice-Chair Schramel seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent (Director Dannemiller - excused).

The motion passed with a unanimous “Yes” vote.

➤ **DIRECTION GIVEN:**

Direction given to Chair Orange to create a contract to be signed. Vice-Chair Schramel will help as needed.

It was noted a schedule of reservations needs to be posted at the Greenville Park so people know when the park is reserved for activities.

The Board took a 10-minute break at **7:20 pm** for public to clear hall before closed session.



10. CLOSED SESSION:

The Board entered closed session at **7:32 pm** to discuss Public Employee Performance Evaluation (*Gov't Code § 54957*) Title: *District Staff and Public Employment* and (*Gov't Code § 54957*) Title: *Fire Chief*.

11. Report Out of Closed Session

The Board reported out of closed session at **9:13 pm**. Direction was given.

12. Adjournment

➤ **MOTION:**

Director Admire made a motion to adjourn the meeting at **9:15 pm** to the next Regular Meeting on June 9, 2021.

Vice-Chair Schramel seconded the motion.

➤ **VOTE:**

The vote was 3-Yes, 0-No, and 1-Absent (*Director Dannemiller - excused*).

The motion passed with a unanimous "Yes" vote.

These Minutes were duly approved by the IVCSD Board of Directors at the Special Meeting on **June 30, 2021** and attested to by:

Bob A. Orange
Board Chair

Bob A Orange

Signature

Jeff Titcomb
Board Clerk

Jeff Titcomb

Signature