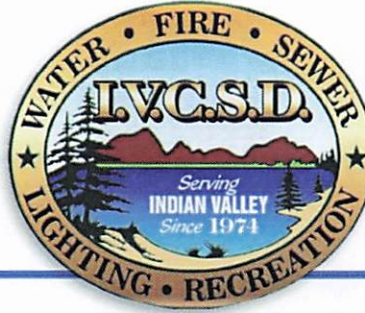


Indian Valley CSD
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Board of Directors
Mina Admire
Wayne Dannemiller
Robert Heard
Bob Orange
Lee Anne Schramel

www.indianvalleycsd.com

AGENDA

Special Meeting of the Board of Directors

CORRECTED

Thursday, February 4, 2021 at 6:00 pm

NOTE: *This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.*

Meeting:

Due to the majority of this meeting being a Closed Session, there will be no live-streaming of this meeting. Meeting minutes will be available on the District's website for public viewing at a later date.

NOTE: *The District Office will not be available to the public for this meeting.*

Submission of Public Comments:

All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Board meeting.

NOTE: *Comments on the agenda may only be submitted via email. Comments via text and social media (Facebook, Twitter, etc.) will not be accepted.*

For those wishing to make public comments at this meeting, submit comments by email to MinaAdmireIVCSD@gmail.com to be read aloud at the meeting by the Meeting Facilitator.

Non-Agendized Items:

Emailed comments on matters not on the agenda must be submitted **prior to the time the Chair calls for Public Comments** at the beginning of the meeting.

Agendized Items:

Emailed comments on agenda items must be submitted **prior to the time the Chair closes public comments on the agenda item**.

Reading of Public Comments:

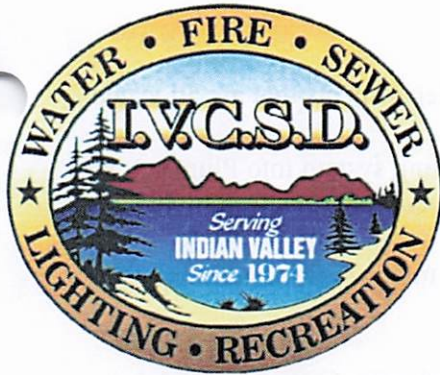
The Meeting Facilitator shall read **ONLY** email comments for **agendized items for the Special Meeting**, provided that the reading shall not exceed three (3) minutes, or such other time as the Chair may provide, consistent with the time limit for speakers at a Regular meeting. The emailed comments submitted shall become part of the record of the meeting.



1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Chair to appoint Meeting Facilitator and Note Taker
4. Agenda Approval
5. **Public Comment:** *The public may address the Board ONLY on items 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.*
6. **Fire Department: (15 mins)** Discussion
 - a. Covid Preparedness - Chief Balbiani & Josh Mille, Covid Incident Commander
7. **Board Business: (30 mins)**
 - a. Approve July 8, 2020 Minutes (*Packet Pages 1-3*) Discussion/Action
 - b. Ratify Umqua Cash Transfer made Tuesday, February 3, 2021 Discussion/Action
 - c. Address Customer Complaint Discussion/Action
 - d. Opening District Office Discussion/Action
 - e. In-Person Board Meetings Discussion/Action
8. **Water Department: (5 mins)**
 - a. GV Water Plant Waterline Repair (*update*) – Director Heard Discussion
9. **Review December Financial Records (10 mins)** Discussion
 - a. Check List (*Packet Pages 4-5*)
 - b. Profit & Loss Statement (*Packet Page 6*)
 - c. Cash Balances Report (*Packet Page 7*)
 - d. Deposit Analysis (*Packet Page 8*)
10. **Closed Session**
 - **Public Employment** (*Gov't Code § 54957*) Title: General Manager
 - **Public Employee Appointment** (*Gov't Code § 54957*) Title: Volunteer Applications
11. Report out of Closed Session
12. **Adjournment**
Next Adjourned Regular Meeting, February 10, 2020 at 6:00 pm (*location/format pending*)

UPCOMING MEETINGS at 6:00 pm (*location/format pending*).

February 10, 2021 Regular Meeting



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
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Board of Directors

Wayne Dannemiller
Bob Orange
Lee Anne Schramel
Robert Heard
Mina Admire

MINUTES

JULY 8, 2020 AT 6:00 P.M. IVCS D

GREENVILLE TOWN HALL, 120 BIDWELL STREET

GREENVILLE, CA. 95947

1. Call to Order/Roll Call:

- Chairperson Dannemiller called the meeting to order at 6:02 p.m.
- Board Members Present: Director Admire, Director Heard, Director Dannemiller, Director Orange, and Director Schramel.
- Staff Present: GM Gallagher, Board Clerk Titcomb.

2. Pledge of Allegiance:

- Chairperson Dannemiller led the group in the pledge.

3. Approve the Agenda:

- A motion to approve the agenda was made by Director Heard and seconded by Director Admire. The vote was 5- Yes and 0- No votes. This passes with a unanimous vote.

4. Public Comment:

- No public comments were offered.

5. Approve Meeting Minutes From December 11, 2019 and June 11, 2020: It was recommended to strike the verbiage as to why Director Dannemiller was absent.

- A motion to approve the December 11, 2019 minutes as amended was made by Director Schramel and seconded by Director Admire. The vote was 5- Yes and 0- No votes. This passes with a unanimous vote.
- A motion to approve the June 11, 2020 minutes as amended was made by Director Schramel and seconded by Director Admire. The vote was 5- Yes and 0- No votes. This passes with a unanimous vote.

6. Finance Report:

- Check List; GM Gallagher referred everyone to the board packet and the list of checks for the month of June 2020. The explanations for anything out of the ordinary on the list are noted in the margin. The group accepted the list and no questions were asked.
- Profit & Loss vs Actual; In the packet the group reviewed the percentages of funds spent for the year and most categories are correct or a bit under for the year. Some categories are over for the year, and they were identified, and the general manager answered questions about those line items.
- Cash Allocation by Fund; Each fund has its own cash allocation by way of water, wastewater, fire, parks, admin, and lighting, and these funds are tracked and budgeted each year. Enterprise funds have to remain with the enterprise that created the funding and can only be used for that purpose,

such as water, and wastewater, but the other categories are expense departments that are allocated funds from tax revenues and donations.

- Deposit Analysis; The accountant compares the deposits from the billing system into Plumas Bank and will identify any variances from month to month. The cash reserves were reviewed by the balance in the Local Agency Investment Fund, (LAIF).
- GM Gallagher reported that funds were transferred to Umpqua Bank to cover the water loan payment that comes due each year in July.

7. Director's Reports:

- Director Schramel distributed examples from the Federal Energy Regulatory Commission about their Capital Improvement Projects and inventory tracking documents. Just as an example of what items to inventory and depreciation of items as each year passes.

8. Committee Reports:

- Finance:** The committee met to put bank statements in the binder in the office and review the financial information presented by the general manager.
- Personnel, Admin & Public Relations:** This committee did meet and reviewed any complaints in the binder in the office.
- IVASA:** The ambulance service authority has a meeting planned for July 21, 2020.

9. Fire Department Frequency Report:

- GM Gallagher referred the group to the report in the packet and it lists the specifics as well as a general map showing the locations of calls.

10. New Business:

- Public Hearing; FY 2020-21 Budget; Approve Resolution 2020-003:** GM Gallagher referred the group to the board packet and the entire budget document. He opened the public hearing at 6:50 p.m. and this allowed anyone in attendance to comment. No comments were offered and the public hearing was closed at 6:53 p.m. A motion to approve the summary page of the budget document only was made by Director Schramel and seconded by Director Admire. The vote was 3- Yes, 2- No, (Director Dannemiller, Director Heard), and 0- Absent. Motion passes with a majority vote.
- Approve Resolution 2020-004 Delinquents, Tax Liens:** GM Gallagher presented Exhibit A, his list of delinquent accounts that he will use to process tax liens. If customers pay or work out a reconciliation agreement ahead of the filing date of August 10, 2020 then they will be removed from the tax lien list. The Public Hearing was opened at 7:00 p.m. and discussions began at this time. Questions and answers were handled and the hearing was closed at 7:15 p.m. A motion to approve the resolution was made by Director Schramel and seconded by Director Heard. The vote was 4- Yes, 0- No, and 1- Abstention, (Director Admire). The motion passes with a majority vote.
- Approve Resolution 2020-005 Greenville Annual Sewer Expansion Assessment:** Regular housekeeping item from our original expansion in 1997. A motion to approve the resolution was made by Director Schramel and seconded by Director Admire. The vote was unanimous 5- Yes.
- Job Description for Water/Wastewater Supervisor:** GM Gallagher presented a section of policy and job description provided by a sample from the CSDA. That document was modified and amended to fit the requirements of the IVCSA. A motion to approve the description as amended was made by Director Admire and seconded by Director Orange. The vote was 4- Yes and 1- No. This motion passes with a majority vote.
- Reject Bids for Softball Dugout at Greenville Park:** A motion to reject the bid and put it out for new bids with including the expansion of the project on the new bids. The vote was 4- Yes and 0- No, with 1- Recusal, (Director Admire). Director Admire followed procedure by leaving the room at 7:30 p.m. and then returned to the room at 7:36 p.m.

f. **Greenville Water Plant Health Check Proposal:** This is a proposal to approve the company Pall Systems to come for \$8,300 and assess the system health check for the IVCSD membrane filter system. The California Water Board wants the IVCSD to have the water plant back online as a secondary water source for the community. There will be some assistance from CRWA in getting procedures written and a start up plan. Director Schramel wanted it known that the water plant was not mothballed but that it was supposed to be exercised regularly over the years, but for a variety of reasons this was not done and it has left the plant in its current condition. A motion to approve the proposal and expense associated with prepping the water plant for eventually going back into full operation was made by Director Schramel and seconded by Director Admire. The vote was 5- Yes and 0- No. Passes with a unanimous vote.

11. **Old Business:** None

12. **General Manager's Report:**

- GM Gallagher reports on all the items that staff is working on such as water savings by fixing leaks, Walker Fire funds/payments, new employee Monte DeShane, emphasizing the need to keep the office closed due to COVID-19, LED lighting for the fire dept. Look at the board packet to see the full list of items. They are available on the website at: ivcsd@frontiernet.net

13. **Closed Session-General Manager Review:**

14. **Report out of Closed Session:** No action was taken. Nothing to report.

15. **Adjournment:** The meeting was motioned and seconded properly with a unanimous vote to adjourn.

Signed Board Chair _____

Signed Board Clerk _____

December 2020 Checks List IVCS

Check Number	Pay To The Order Of	Amount	Purpose of Expense
13039	Amber Navarro	\$ 91.72	Deposit Refund
13040	AT&T Mobility	\$ 230.68	Mobile Phones-Tablets-SCADA
13041	CA. State Disbursement Unit	\$ 528.50	
13042	Feather Publishing	\$ 45.00	Advertisement on Website
13043	Feather River Solar Electric	\$ 77.04	TV Fire Hall Solar Project
13044	Hunter Hardware	\$ 271.57	Water-Wastewater Suplies
13045	Jean Johns	\$ 750.00	IVCS Office Rent
13046	Lee Anne Schramel	\$ 105.00	Advertisement Reimbursement
13047	Mandy McGarva	\$ 1,225.00	Accounting
13048	McMaster-Carr	\$ 67.37	Water Dept. Supplies
13049	Network Innovation	\$ 207.50	Professional IT Services
13050	<u>Quill.com</u>	\$ 303.85	Supplies-Office-IVCS
13051	USA Bluebook	\$ 97.85	Supplies-Water
13052	Wells Fargo Finance	\$ 204.62	2 Copier Payments
13053	Dani Gagne	\$ 995.37	Temporary Employee Paycheck
13054	Feather Publishing	\$ 235.00	Advertisement Website
13055	Evergreen Market	\$ 21.95	Supplies-Office-Paper Goods
13056	Ferrellgas	\$ 223.69	Propane-Heat-Multiple
13057	Frontier Communications	\$ 986.68	Phone-Internet-Multiple
13058	Law Office Greg Einhorn	\$ 1,309.00	Temporary Park Worker
13059	Mohawk Trading Company	\$ 153.09	Tires-Oil Trucks-Fire-Water
13060	Napa Auto Parts	\$ 70.37	Parts-Truck-Water
13061	Northern Tool	\$ 39.99	Membership-Annual-\$25 Rebate
13062	Scott Tanner Business Equipment	\$ 95.52	Copier Contract
13063	SWRCB	\$ 2,271.14	CM Revolving Loan Fund Payment
13064	CA. Disbursement Unit	\$ 528.50	
13065	Keith Aregood	\$ 30.55	Bottled Water-Meal Reimbursement
13066	Lee Anne Schramel	\$ 105.00	Advertisement Reimbursement
13067	Napa Auto Parts	\$ 76.23	Diesel Fuel Additive and Gas Can
13068	Network Innovation	\$ 150.00	Professional IT Services

December 2020 Checks List IVCSD

Check Number	Pay To The Order Of	Amount	Purpose of Expense
13069	Sauer's Engineering	\$ 1,572.00	GV Planning Grant-Water Tank
13070	Western Nevada Supply	\$ 2,860.08	Supplies- Water-Wastewater
13071	Dani Gagne	\$ 962.26	Temp Worker Paycheck
13072	Feather River Solar Electric	\$ 77.04	TV Fire Hall Solar Project
13073	Jean Johns	\$ 750.00	IVCSD Rent in GV Office
13074	SWRCB	\$ 1,424.00	TV Sewer Fees
13075	SWRCB	\$ 20,362.00	GV Sewer Pond Fees
13076	SWRCB	\$ 2,848.00	GV Collection System
13077	SWRCB	\$ 2,848.00	TV Collection System Fees

01/28/21

IVCSD
Profit & Loss Budget vs. Actual
 July through December 2020

Accrual Basis

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
30304 Service Charge Sewer	116,985.54	214,313.00	-97,327.46	54.6%
30314 Service Charges Water	197,314.49	382,057.00	-184,742.51	51.6%
30314.1 USDA Reserve Revenue	8,600.86	29,200.00	-20,599.14	29.7%
30315 Water Use	111,996.08	175,000.00	-63,003.92	64.0%
30316 Penalties Water	5,632.63	17,200.00	-11,567.37	33.1%
30318 Penalties Sewer	2,505.53	4,565.00	-2,059.47	54.9%
30320 Administrative Service Income	131,350.00	262,950.00	-131,600.00	50.0%
31321 Tax Revenue	19,283.86	230,200.00	-211,016.14	8.4%
31326 Interest Revenue	5,348.45	7,500.00	-2,151.55	71.3%
31327 Grant Revenue	41,303.22	438,000.00	-396,696.78	9.4%
31330 Misc. Revenue	8,700.00	72,500.00	-63,800.00	12.0%
Total Income	649,020.66	1,833,190.00	-1,184,169.34	35.4%
Gross Profit	649,020.66	1,833,190.00	-1,184,169.34	35.4%
Expense				
40010 Salaries and Wages - ST	132,908.36	378,273.00	-245,364.64	35.1%
40011 Salaries and Wages - OT	8,307.65	10,252.00	-1,944.35	61.5%
40012 Pager Duty	2,607.75	5,200.00	-2,592.25	50.1%
40015 EE Benefits	26,291.29	68,617.00	-42,325.71	38.3%
40016 Workers Compensation	12,796.00	21,712.00	-8,916.00	58.9%
40017 Mapping & CAD & GIS & Software	4,066.34	9,200.00	-5,133.66	43.2%
40018 Advertising/Legal Notices	690.00	1,650.00	-960.00	41.8%
40023 Insurance	11,358.00	23,706.00	-12,348.00	47.9%
40024 Communication	7,080.50	14,557.00	-7,476.50	48.0%
40025 Office Expense	3,298.29	11,700.00	-8,401.71	28.2%
40026 Rent/Lease	5,840.58	20,100.00	-14,259.42	29.1%
40027 Memberships	4,192.35	5,300.00	-1,107.65	79.1%
40028 Food & Household Items	387.19	2,100.00	-1,712.81	18.4%
40030 Bank Fees	906.75	3,500.00	-2,593.25	25.9%
40031 Professional Service	15,262.93	60,750.00	-45,487.07	25.1%
40035 Travel, Education and Training	38,108.96	32,000.00	6,108.96	119.1%
40040 Vehicle Expenses				
40041 Fuel	3,526.72	15,200.00	-11,673.28	23.2%
40042 - Repairs				
47500 Vehicle# 7600	47.91			
47673 - Vehicle# 7673	1,621.23			
40042 - Repairs - Other	577.23	12,000.00	-11,422.77	4.8%
Total 40042 - Repairs	2,245.47	12,000.00	-9,754.53	18.7%
40043 Mileage Reimbursement	525.00	2,800.00	-2,275.00	18.8%
Total 40040 - Vehicle Expenses	5,297.19	30,000.00	-24,702.81	21.0%
40050 Utilities				
40051 Electric	28,306.44	67,240.00	-38,933.56	44.7%
40052 Garbage	1,116.10	2,025.00	-908.90	55.1%
40053 Propane/Oil	726.96	4,450.00	-3,723.04	16.3%
Total 40050 - Utilities	30,149.20	69,815.00	-39,665.80	43.2%
40055 Small Tools	515.93	5,200.00	-4,684.07	9.9%
40056 Supplies	19,898.60	30,500.00	-10,601.40	65.2%
40057 Postage	1,543.15	2,360.00	-816.85	64.3%
40061 Repairs and Maintenance	17,115.96	57,250.00	-40,134.04	29.9%
40062 State Required Eng. Reports	7,637.02	21,000.00	-13,362.98	36.4%
40068 Permits and Inspections	28,343.40	63,435.00	-35,091.60	44.5%
40075 Safety	1,666.47	9,257.00	-7,590.53	17.3%
40078 Property Tax	216.37	300.00	-83.63	105.5%
40100 Administration Expense	131,350.00	262,950.00	-131,599.00	50.0%
Total Expense	516,828.23	1,220,983.00	-704,154.77	42.3%
Net Ordinary Income	132,192.43	612,207.00	-480,014.57	21.6%
Other Income/Expense				
Other Expense				
50500 - USDA UMPQUA Debt Service Pmnts	185,107.03	233,322.00	-48,214.97	79.3%
50501 - USDA Reserve Requirement 10%pmnt	0.00	1,571.00	-1,571.00	0.0%
50506 Capital Improvements	25,112.00	59,736.00	-34,624.00	4.2%
50508 RCAC/Plumas Co. Debt Serv/SRF	0.00	4,542.00	-4,542.00	0.0%
Total Other Expense	210,219.03	311,171.00	-100,951.97	25.3%
Net Other Income	-210,219.03	-311,171.00	100,951.97	25.3%
Net Income	-78,026.60	-218,964.00	140,937.40	35.6%

INDIAN VALLEY CSD
 CASH ALLOCATION BY FUND
 December 31, 2020

		<u>Balance</u>	<u>Balance</u>
		<u>12/31/2020</u>	<u>11/30/2020</u>
Plumas 9449	Main Chkg	34,230.08	31,791.11
Umpqua 6454	Merchant proc	10,912.31	20,001.23
Umpqua 8878	Reserve Acct	30,006.74	30,005.47
LAIF		<u>330,726.22</u>	<u>330,726.22</u>
		<u>405,875.35</u>	<u>412,524.03</u>

	<u>Admin</u>	<u>Park</u>	<u>Fire</u>	<u>Lighting</u>	<u>Total General</u>	<u>Water</u>	<u>Wastewater</u>	<u>Total</u>
Cash Balances at 11/30/20	\$ 58,526.10	\$ 42,029.10	\$ 62,264.87	\$ 20,374.99	\$ 183,195.06	\$ (7,456.62)	\$ 236,785.59	\$ 412,524.03
Net change to Cash December 2020	3,497.38	(1,632.91)	(8,166.64)	(592.17)	(6,894.34)	22,676.86	(22,431.20)	(6,648.68)
Correction to prior period payment*			(15,712.00)			15,712.00		-
Cash Balances at 12/31/20	<u>\$ 62,023.48</u>	<u>\$ 40,396.19</u>	<u>\$ 38,386.23</u>	<u>\$ 19,782.82</u>	<u>\$ 176,300.72</u>	<u>\$ 30,932.24</u>	<u>\$ 214,354.39</u>	<u>\$ 405,875.35</u>

IVCSD
 Deposit analysis-December 2020

	Original
Water Collections per spreadsheet	50,552.57
Wastewater Collections per spreadsheet	<u>17,438.46</u>
Total collections per spreadsheets	<u><u>67,991.03</u></u>
Plumas checking deposits	76,356.05
Umpqua Merchant Processing deposits	<u>9,965.73</u>
Total received-Banks	86,321.78
Less other deposits from daily deposit spreadsheet:	
Stoy installment payment	500.00
Escrow Payments	616.36
Txfr from Umpqua to Plumas	16,000.00
net change to customer deposits	1,035.00
online payment in transit (reversal of prior month adj)	-
Total other known deposits	<u>18,151.36</u>
Remaining should be = collections	68,170.42
Difference	<u><u>(179.39)</u></u>