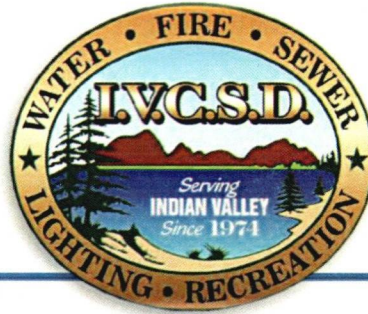


Indian Valley CSD
PO Box 899
127 Crescent Street
Greenville, CA 95947
530.284.7224 phone
530.284.0894 fax
ivcsd@frontiernet.net



Board of Directors
Mina Admire
Wayne Dannemiller
Robert Heard
Bob Orange
Lee Anne Schramel
www.indianvalleycsd.com

Minutes Special Meeting of the Board of Directors

Wednesday, February 24, 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. Sitting was spaced 6' apart to ensure social distancing.

1. Call to Order and Roll Call:

Chair Orange called the meeting to order at **6:04 pm** and did the roll call.
Directors Orange, Schramel, Admire, Dannemiller, and Heard were present.
Board Clerk/Office Manager Titcomb was present.
Member of the Public was present.

2. Pledge of Allegiance:

Chair Orange led the pledge of allegiance.

3. Agenda Approval:

➤ MOTION:

Director Schramel made a motion to approve the agenda.
Director Dannemiller seconded the motion.

➤ VOTE:

The vote was 5-Yes and 0-No.
The motion passed with a unanimous "Yes" vote.

4. Public Comment:

Chair Orange read this statement, *"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.*
No comments were received or offered.

5. Board Business: (10 mins)

a. Mid-year Budget Review – Mandy McGarva, CPA Discussion/Action

- 2020/2021 Fiscal Budget Mid-Year Adjustments – Proposed

It was noted that Ms. McGarva would not be attending via Zoom due to technical difficulties. In the CPA's absence, the Board reviewed the suggested adjustments and noted a change would need to be made in the Fire Department budget:

- (1) The recommended adjustment in **Line Item #31330 – Misc. Revenue** will need to be increased from \$20,000 to \$23,000.



- (2) The same increase will need to be made in the corresponding expense account in **Line Item #40035 – Travel, Ed., Training.**

It was noted that the Board will be reviewing the Cash Allocations report at the Regular Meeting on March 10, 2021 to see how much money is in reserve for the Lighting Department to cover the addition expense paid this fiscal year on PG&E bills that were in arrears from previous fiscal years.

A request was made by a member of the public for clarification on how the Admin Department is funded and whether other departments are being double billed for expenses listed in the Admin Department.

Directors Schramel and Admire explained that each department (*Water, Wastewater, Fire, Parks, and Lighting*) are charged a set percentage* to be allocated to the Admin Department to help pay for the administrative expense to run the District as a whole. (**This percentage is based on the percentage of revenue each department contributes to the overall budget of the District.*)

It was further explained that expenses listed in the Admin Department’s budget are specific to the management and office support provided by the District’s GM, Office Manager, and office staff.

For example, the Admin Dept’s **Line Item #40026 – Rent/Lease** expense is strictly for the lease of office space and office equipment. This expense is not included in the Water Department’s **Line Item #40026 – Rent/Lease** expense. The Water Dept’s line-item expense covers equipment or special tools the Water Dept may need to rent or lease to complete a job.

Director Schramel suggested the Board revisit the budget in a 3-months with the NEW GM and CPA to start preparing for end-of-year adjustments. This will be added to the Board’s calendar.

➤ **DIRECTION GIVEN:**

Direction was given to Director Admire to condense the Mid-year Budget Adjustment spreadsheets (*removing the comparative columns*) into the standard budget format and submit the Adjusted Budget to the Board for final approval at the Special Meeting on March 4, 2021.

b. Approval of Minutes *Discussion/Action*

- (1) October 29, 2020 – Special Meeting
- (2) December 17, 2020 – Special Meeting
- (3) February 4, 2021 – Special Meeting
- (4) February 10, 2021 – Regular Meeting

➤ **MOTION**

Director Dannemiller made a motion to approve the minutes from October 27, 2020, December 17, 2020, February 4, 2021, and February 10, 2021.

Director Heard seconded the motion.

➤ **VOTE:**

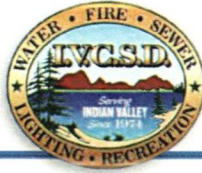
The vote was 5-Yes and 0-No.

The motion passed with a unanimous “Yes” vote.

c. Temporarily Reassign Agenda and Minute Duties *Discussion/Action*

- *Related Policies for reference: 1010, 4045, 5010, 5020, and 5060*

The Board’s Legal Counsel, Greg Einhorn, provided advice regarding temporarily reassigning the Minutes from the Board Clerk to the Board, particularly Directors Admire and Schramel. Per Legal Counsel, the policies themselves do not need to be modified. Rather, a board action, reflected in the



minutes, is sufficient to temporarily reassign duties, such as the minutes. The Board retains the option to reassign duties to anyone.

Director Schramel noted District policy states the Board Chair and General Manager create the agenda. Therefore, this duty does not need to be reassigned.

Office Manager/Board Clerk Titcomb was asked if reassigning the Minutes would remove pressure from him at the office given his additional demands without a GM in place. Mr. Titcomb stated not doing the Minutes would help lessen his workload.

➤ **MOTION**

Director Schramel made a motion to temporarily reassign the Board minutes to Directors Admire and Schramel until such time as a GM can make suggestions to the Board for permanent assignments.

Director Heard seconded the motion.

➤ **VOTE:**

A roll call vote was requested with Directors Schramel, Dannemiller, Orange, Admire, and Heard voting “Yes.”

The vote passed with a unanimous “Yes” vote.

d. Review Covid-19 Requirements for District Vehicles *Discussion/Action*

- *Covid-19 Guidelines Excerpt from 12/09/2020 Regular Meeting*

The Board reviewed the Covid-19 Guidelines that were given at the Regular Meeting on December 9, 2020. It was decided written direction will be provided to District Staff to continue to use Covid-19 preventative items listed in 2a.

➤ **MOTION**

Director Admire made a motion to instruct District personnel via a memo of the District’s Covid-19 Guidelines to continue using Covid-19 preventative equipment, hand-sanitizers, and social distancing.

Director Heard seconded the motion.

➤ **VOTE:**

The vote was 5-Yes and 0-No.

The vote passed with a unanimous “Yes” vote.

➤ **DIRECTION GIVEN:**

Direction was given to Directors Schramel and Admire to generate a memo to District personnel regarding the Covid-19 Guidelines, to be signed by the Chair and then emailed and hardcopies provided to department leads (*Office Manager Titcomb, Lead Plant Operator Silva, and Fire Chief Balbiani*) to be distributed throughout their departments.

6. Fire Department: (20 mins)

a. 4th Quarter Points – Chief Balbiani *Discussion/Action*

It was noted that Chief Balbiani was not able to be present at the meeting.

On February 10, 2021, the 3rd and 4th Quarter Points of 2020 were provided to the Board via Office Manager Titcomb. Director Schramel expressed great concern that the points had not been provided to the Office Manager/Board in a timely manner stating the volunteers needed to be reimbursed immediately. The Board concurred.



The submission did not include any supporting documentation for the 4th Quarter Points. The 3rd Quarter Points were approved at the Regular Meeting on February 18, 2021 where an addendum packet with supporting documentation was provided to the Board. (*NOTE: The addendum has been added to the February 18, 2021 Special Meeting agenda packet on the District's website and a copy is available for public viewing in the agenda binder at the District office.*)

A member of the public asked if there had been two sets of conflicting Points submitted to the Board for the 3rd Quarter and, if so, how did the Board determine which set to approve. Chair Orange confirmed that two sets had been received. The Board approved the set with the required backup documentation which also benefited the volunteers the most.

The 4th Quarter Points, with some of the requisite supporting documentation, were provided to the Board for review at this meeting.

➤ **MOTION:**

Director Admire made a motion to approve reimbursements to the volunteers based on the 4th Quarter points provided, with the assurance that quarterly points will be received by the Board no later than noon on the Friday before the monthly Regular Meeting following the end of the quarter and will include all of the supporting documentation listed herein.

Director Schramel seconded the motion.

➤ **VOTE:**

The vote was 5-Yes and 0-No.

The vote passed with a unanimous "Yes" vote.

Upon request from Director Heard for further clarification as to what documents would be required as supporting documentation for the Points, it was determined the following are required:

- 1) Training spreadsheet indicating each attendee.
- 2) All sign-in sheets for trainings, etc.
- 3) Runs log reflecting the:
 - a) Incident with date and time; and
 - b) Names of the volunteers responding (*each should be initial the run log*).

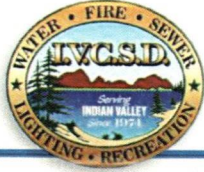
It was reiterated these documents would need to be submitted to the District office at the end of each quarter no later than the Friday before the monthly Regular Meeting following the end of the quarter. The Office Manager is to store the training documents in a locked file until needed for the agenda packet.

➤ **DIRECTION GIVEN:**

Direction will be given via Director Heard to Fire Chief Balbiani regarding these requirements.

- b. Ratify Direction to Resume In-person Meetings** – Director Heard..... *Discussion/Action*
- *Covid-19 Guidelines Excerpt from 12/09/2020 Regular Meeting.*

On January 12, 2021, Governor Gavin Newsom announced the Regional Stay Home for the Greater Sacramento Region, which includes Plumas County, had been lifted effective immediately. With the stay home order being lifted, Plumas County fell into the Purple Tier thereby allowing great freedom for social gatherings.



On or about January 19, 2021, Director Heard provided direction for Fire Chief Balbiani to reinstate in-person meetings and trainings for Indian Valley Fire & Rescue provided Covid-19 safety precautions were in place and adhered to.

It was noted at the Special Meeting on February 18, 2021, that the Board had not ratified the direction given to the Fire Chief.

➤ **DECISION RATIFIED:**

Director Heard requested, via memo, the Board ratify the direction given to Chief Balbiani on or about January 19, 2021 to reinstate in-person meetings and trainings for Indian Valley Fire & Rescue volunteers.

➤ **MOTION:**

Director Admire made a motion to ratify the direction given to Chief Balbiani, on or about January 19, 2021, to reinstate in-person meetings and trainings for Indian Valley Fire & Rescue volunteers.

Director Dannemiller seconded the motion.

➤ **VOTE:**

The vote was 5-Yes and 0-No.

The motion passed with a unanimous “Yes” vote.

7. **Next Week’s Meeting Topics** *Discussion/Action*

The Board reviewed the proposed list provided on the agenda and determined the following topics would be included on the agenda for the Special Meeting on Thursday, March 4, 2021. Associated documentation will need to be submitted to Director Admire no later than 5:00 pm on Monday, March 1, 2021.

a. Water Department:

- (1) **PALL System** – computer rental proposal may need to be approved.

This will be a Discussion/Action item with attachment.

- (2) **GV Water Tank Resolution** – a resolution will need to be approved for Chair Orange to be the signatory for the Plumas County documents regarding the Greenville Water Tank.

This will be a Discussion/Action item with attachment.

b. Parks:

- (1) **Taylorville Pool MOU** – the Board will introduce the Indian Valley Rec & Parks Pool MOU and other background materials (*submitted by IVRP Pool Committee*).

This will be a Discussion/Action item with attachment.

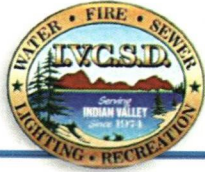
- (2) **Riley’s Greenville Park Proposal** – discuss partnering opportunity to replace basketball standards and hoops at the Greenville Park.

It was noted the District needs to update its volunteer/partner agreement.

➤ **DIRECTION GIVEN:**

Direction was given to Director Schramel to work with Legal Counsel and develop a new, up-to-date agreement.

This will be a Discussion/Action item that may or may not have an attachment.



c. District Office:

- (1) **General Liability Insurance** – the renewal paperwork needs several corrections made as soon as possible. Properties have been omitted and/or mislabeled. Renewal is pending the form being corrected and submitted to the insurance agency.

This will be a Discussion/Action item with attachment.

- (2) **Continuing Operations Plan** – Directors Orange and Schramel are to work with Office Manager Titcomb for a plan on how to keep operations running smoothly and how to maintain a separation of duties in his absence. This is critical for insuring District functions and protecting office staff.

This will be a Discussion item.

d. Board Business

- (1) **Approve Minutes**

This will be a Discussion/Action item with attachment(s).

- (2) **Distribution of Approved/Signed Minutes** – the Board wishes to temporarily amend policy and clarify that meeting minutes need to be signed and distributed immediately upon approval.

This will be a Discussion/Action item with attachment(s).

- (3) **Memo to Employees** – Office Manager Titcomb requested the Board, while acting in absence of a GM, provide clear and direct instructions to personnel regarding directions that have been given to individuals either in person or through meeting minutes. The department leads should be emailed with a “read” response and clarify specific directions given to that department. The Board will be more conscientious in providing written direction in the future.

The Board will be following up with this.

- (4) **Approve Mid-year Adjusted Budget** – this will be the final review of the mid-year budget adjustments.

This will be a Discussion/Action item with attachment.

- (5) **Technical Equipment** – add a booster to the GV Fire Station’s internet and purchase a projector, screen, speakers, microphones, etc. for better facilitating remote attendance at Board meetings and other District functions.

This will be a Discussion/Action item with attachment(s).

The Board further discussed the need to add the following item to the agenda for the Regular Meeting on March 10, 2021:

e. Fire Department

- (1) **Fire Safety Address Signs** – the Board needs to revisit this topic but will require additional information from Fire Chief Balbiani.

> DIRECTION GIVEN:

Direction was given to Director Heard to provide direction to Fire Chief Balbiani regarding preparation for presenting this topic to the Board at the Regular Meeting on March 10, 2021.

This will be a Discussion/Action item that may or may not have an attachment.

8. Closed Session

The Board went into closed session at **8:42 pm** to discuss **Public Employment** (Gov’t Code § 54957) Title: General Manager.



9. Report out of Closed Session

The Board reported out of closed session at **9:50 pm**.

No actions were taken. Direction was given.

10. Adjournment

➤ **MOTION:**

Director Dannemiller made a motion to adjourn the meeting at **9:51 pm**.

Director Heard seconded.

➤ **VOTE:**

The vote was 5-Yes, 0-No, and 0-Absent.

This motion passed with a majority “Yes” vote.

Adjourned to next Regular Meeting, March 10, 2021 at 6:00 pm to be held in-person at the Town Hall, 120 Bidwell Street, Greenville, CA 95947.

UPCOMING MEETINGS at 6:00 pm at the Greenville Town Hall, 120 Bidwell St., Greenville, CA 95947.

March 4, 2021 Special Meeting

March 10, 2021 **Regular Meeting**

These Minutes were duly approved by the IVCSD Board of Directors at the Special Meeting on **March 4, 2021** and attested to by:

Lee Anne Schramel
Board Vice-Chair

Lee Anne Schramel

Signature

Jeff Titcomb
Board Clerk

Jeff Titcomb

Signature

