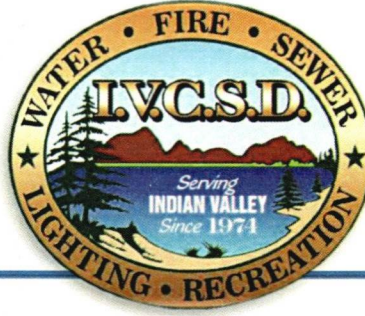


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Board of Directors  
Mina Admire  
Wayne Dannemiller  
Robert Heard  
Bob Orange  
Lee Anne Schramel  
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## MINUTES Special Meeting of the Board of Directors

Thursday, February 4, 2021 at 6:00 pm  
Via Zoom

**NOTE:** This meeting was 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.

### 1. Call to Order and Roll Call

Chair Orange called the meeting to order at **6:06 pm** and did the roll call.  
Directors Orange, Schramel, Admire, Dannemiller, and Heard were present.

### 2. Pledge of Allegiance

Chair Orange led the pledge of allegiance.

### 3. Chair to appoint Meeting Facilitator and Note Taker

Chair Orange appointed Director Admire as Meeting Facilitator and Director Schramel as Note Taker.

### 4. Agenda Approval

#### ➤ MOTION:

Director Schramel made a motion to approve the agenda with the addition of **Item 9.5 Next Week's Meeting Topics**.

Director Admire seconded the motion.

#### ➤ VOTE:

The vote was 5-Yes and 0-No.

The motion passed with a unanimous "Yes" vote.

### 5. 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.

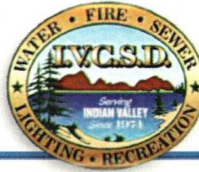
### 6. Fire Department: (20 mins)..... Discussion

#### a. Covid Preparedness - Chief Balbiani & Josh Mille, Covid Incident Commander

Mr. Mille had a scheduling conflict. This item was moved to the February 10, 2021 Regular Meeting agenda.

#### b. Other Business

The Board briefly discussed possible FEMA grant opportunities. This item was added to the February 10, 2021 Regular Meeting agenda.



**> DIRECTION GIVEN:**

Directors Heard and Schramel were directed to conduct further research on the FEMA grant opportunities, gather information, and provide handouts to be included in the February 20, 2021 Regular Meeting agenda packet.

**7. Board Business: (10 mins)**

**a. Approve July 8, 2020 Minutes (Packet Pages 1-3) ..... Discussion/Action**

This item was moved to the February 10, 2021 Regular Meeting agenda to allow time for further review revisions by Board Clerk Titcomb.

**b. Ratify Umpqua Cash Transfer made Tuesday, February 3, 2021 ..... Discussion/Action**

**> DESICION RATIFIED:**

Earlier in the week, the District's CPA, Mandy McGarva, identified the need for funds to be transferred from the District's Umpqua account to its Plumas Bank account by 10:00 am that morning to prevent any shortfalls.

**> MOTION:**

Director Schramel made a motion to ratify the decision to transfer funds from Umpqua to Plumas Bank to prevent shortfalls.

Director Admire seconded the motion.

**> VOTE:**

5-Yes, 0-No, 0-Absent

The vote passed with a unanimous "Yes" vote.

**> DIRECTION GIVEN:**

Chair Orange was given direction to notify District office staff and CPA to cc Chair Orange and Vice-Chair Schramel on all future correspondence.

**c. Address Customer Complaint ..... Discussion/Action**

Chair Orange shared with the Board that a letter of apology had not been sent to the landowner whose property had been accidentally breached during a Indian Valley Fire Department training early in the Fall of 2020.

**> DIRECTION GIVEN:**

Chair Orange was given direction to draft a letter of apology to the landowner for the rest of the Board to review and then send as soon as possible.

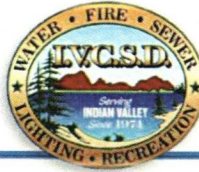
**d. Opening District Office ..... Discussion/Action**

The Board discussed the necessary steps and Covid-19 preventions that will need to be in place to get the District Office re-opened to the public within the next few weeks. It was determined these requirements would need to be in writing and would address, but not be limited to:

- (1) the number of customers allowed in the office at the same time,
- (2) no additional person are NOT to be admitted into the office for non-District related business or visiting (including friends and family), and
- (3) hours the office will be open and available to the public

**> DIRECTION GIVEN:**

Director Admire was directed to review the December meeting minutes and find the Covid-19 guidelines the Board gave at that time.



**e. In-Person Board Meetings** ..... *Discussion/Action*

The Board has determined there is a need to re-engage in-person Board meetings in order better ensure public access when conducting District business.

Given the continuing need for Covid-19 preventative safety measures and the readily availability of remote access, the Board determined future meetings held in in-person will also facilitate remote access for individuals who need to self-isolate, may have health restrictions, or presenters who would have to travel to attend meetings in person.

The Board further determined better equipment the following equipment will need to be researched and purchased to ensure remote access is reliable, communication is clear on all ends, and visible to those physically in attendance:

- (1) Speaker phone
- (2) Microphones
- (3) Projector/Large Screen TV
- (4) And any other equipment/software needed to adequately facilitate remote access.

➤ **MOTION:**

Director Admire made a motion to start having in-person public Board meetings with set guidelines for Covid-19 preventative measures for both cleaning prior to meetings and remote access availability.

Director Dannemiller seconded the motion.

➤ **VOTE:**

5-Yes, 0-No, and 0-Absent.

The motion passed with a unanimous “Yes” vote.

**8. Water Department:** (5 mins)

**a. GV Water Plant Waterline Repair** (update) – Director Heard ..... *Discussion*

Director Heard notified the Board the waterline is repaired and in place between the water plant and tank. He also informed the Board that the District’s IT Consult, Elijah Fisher, and the PALL representative would be getting together next week to discuss the requirements to get the plant back online.

**9. Review December Financial Records** (10 mins) ..... *Discussion*

**a. Check List** (Packet Pages 4-5)

The Board reviewed the check list. There were no significant issues.

➤ **DIRECTION GIVEN:**

Office Manager Titcomb was directed to text and/or email ALL Directors when checks need to be signed.

**b. Profit & Loss Statement** (Packet Page 6)

This document was not review due to it not being legible. The Board requested this document be reformatted and the font enlarged in the future so it can be easily read.

**c. Cash Balances Report** (Packet Page 7)

No significant issues were noted.



d. **Deposit Analysis** (*Packet Page 8*)  
No significant issues were noted.

**9.5 Next Week's Meeting Topics** ..... *Discussion/Action*

**NOTE:** *This item was added when the agenda was approved in Item 4 Agenda Approval.*

**DIRECTION GIVEN:**

Director Schramel was directed to work with District office staff on the public email list for agendas and other notifications.

**10. Closed Session**

The Board went into closed session at 7:31 pm to discuss **Public Employment** (*Gov't Code § 54957*) Title: General Manager and **Public Employee Appointment** (*Gov't Code § 54957*) Title: Volunteer Applications.

**11. Report out of Closed Session**

The Board reported out of closed session at **8:19 pm**.

No actions were taken. Direction was given.

**12. Adjournment**

**MOTION:**

Director Schramel made a motion to adjourn the meeting at **8:20 pm**.

Director Dannemiller 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, February 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 (*via Zoom per current State regulations*).

**February 10, 2021** ..... **Regular Meeting**

These Minutes were duly approved by the IVCSD Board of Directors at the Special Meeting on **February 24, 2021** and attested to by:

**Bob A. Orange**  
Board Chair

*Bob A. Orange* \_\_\_\_\_ *3/8/2021*  
*Signature*

**Jeff Titcomb**  
Board Clerk

*Jeff Titcomb* \_\_\_\_\_ *3-4-2021*  
*Signature*

